



FOOTNOTES AND BIBLIOGRAPHY.

Footnotes may be used both to give information about the documentary source and for further information on the reference. The superscript number must go after the punctuation mark if there is any, without leaving any space between the word or the punctuation mark and the superscript number, which is an arabic number placed in the top of the last word of the quote or fragment subject of the reference, after the punctuation mark, in consecutive order starting with 1:

Que la retórica opere en el campo de lo verosímil es una forma más específica de decir que opera en el campo de lo práctico: “la retórica [elabora sus razonamientos] a partir de lo que habitualmente se suele deliberar. Su objeto son por lo tanto las cuestiones acerca de las que deliberamos y para las que no contamos con disciplinas específicas, y su ámbito, los oyentes que no son capaces de hacerse una visión de conjunto a partir de muchos datos ni reflexionar durante mucho tiempo”.¹

According to each superscript there should be a footnote at the bottom of the respective page where each bibliographic reference was used (including the page number if it is a direct quote), meaning the complete set of bibliographic data which will allow us to find in the source the information subject to the reference:

¹Aristóteles, *Retórica*, Madrid, Alianza, 1998, p. 14.

Between the superscript number of the footnote and the source there should be a space. Footnotes should be *Times New Roman*, 10 points, single spaced and between footnotes should not exist double-spaces.

When a quote in the article is a translation of the source’s language into another language, and the author of the article under evaluation makes this translation by himself, the footnote should indicate it with a final parenthesis (T of A.)

Reference data is presented differently depending on the source — book, magazine, and www. website —. The following illustrates the reference system for the main sources of information

- **Books:**

- full name of the author or authors —if they are three or less, complete quote them; if more, reference only the first and add the expression *et al.*, in italics;
- title of the book in italics;
- edition number, except if it is the first;
- place of publication;
- publishing entity; without the words "Publishing" or "Publications"
- year of publication;



- volume (if any)
- number of the page or pages where the information was taken; (if it was transcribed literally)
- these data are separated by commas:

¹ John Castell, *Gastón Bachelard: una poética imaginaria*, 3.^a ed., México, Fondo de Cultura Económica, 1980, vol. 2, p. 173.

² Luis Lapesa et al., *El medioevo revivido*, Madrid, Granica, 1995, pp. 15- 20.

- **Chapter from a book**

- full name of the author or authors —if they are three or less, complete quote them; if more, reference only the first and add the expression et al., in italics;
- title of the chapter in quotation marks;
- the expression "in";
- full name of the editor or compiler, followed by the abbreviation "ed.";
- title of the book in italics;
- edition number, except if it is the first;
- place of publication;
- publishing entity;
- year of publication;
- volume;
- number of the page or pages where the information was taken;
- these data are separated by commas:

¹ Rodolf Hirsch y Javier Doncel, “La literatura italiana del Renacimiento”, en: Joaquín Petrucci, ed., *Historia de la literatura europea*, 3.^a ed., México, Himeneo, 1977, vol. 2, p. 33.

- **Articles in magazines:**

- full name of the author or authors —if they are three or less, complete quote them; if more, reference only the first and add the expression et al., in italics;
- title of the article in quotation marks;
- the expression "in:";
- name of the journal or magazine, in italics;
- place of publication;
- volume, in Arabic numerals, preceded by the abbreviation "vol.";
- number, preceded by the abbreviation "no.";
- date and year;
- number of the page or pages where the information was taken, preceded by the abbreviation "p.", for one page, or "pp.", for pages;
- these data should be separated by commas:



¹ Javier Lozada, “A cincuenta años del Círculo de Filosofía Analítica”, en: *Pensamiento*, Medellín, vol. 1, núm. 33, marzo abril 1973, p. 33.

- **Articles in newspapers**

- author; if not listed, start with the title information;
- title in quotation marks;
- name of the newspaper, in italics;
- edition: afternoon, national, regional,
- town where the newspaper is published;
- date;
- number of the page or pages where the information was taken, preceded by the abbreviation "p.", for one page, or "pp." for pages;

¹ Daniel Samper Pizano, “Del ahogado el sombrero”, *El Tiempo*, edición nacional, Bogotá, 30 de octubre de 2002, p. 11A.

- **Articles in magazines and newspapers in websites:**

- author;
- title of the article in quotation marks;
- title of the work —magazine-newspaper—, in italics;
- publication data in parentheses: for magazines: date, volume or number; for newspapers: date;
- if the document is paged, the number of the page or pages where the information was taken from;
- type of support in brackets: "online", i.e. information on the Internet;
- date of publication or last update of the website;
- the expression "available at" followed by the e-mail address, URL or path to the document;
- the term "consult" followed by the date of access or consult:

¹ Daniel Samper Pizano, “Del ahogado el sombrero”, *El Tiempo* (30 de octubre de 2002), [en línea], disponible en: <http://eltiempo.terra.com.co/opinion/colopi/2002-10-30/index/html>, consulta: 30 de octubre de 2002.

²Eric Hobsbawn, “El mundo frente al milenio”, *Encuentro XXI* (núm. 16, Primavera del Sur, 1999), p. 5, [en línea], disponible en: <http://www.geocities.com/-encuentroxxi>, consulta: 10 de septiembre de 2002.

- **Information in websites:**

- author, if listed; otherwise, reference the name of the institutional author of the page;
- title of the referenced document in quotation marks;



- title of the web page in italics;
- type of support in brackets: "online", i.e. information on the Internet;
- date of publication or last update of the website;
- the expression "available at" followed by the e-mail address, URL or path to the document;
- the expression "consult" followed by the date of access or consult:

¹ Editorial Universidad de Antioquia, "Normas de presentación de obras", *Sitio web Editorial Universidad de Antioquia*, [en línea], disponible en: <http://www.editorialudea.com/autores-normas.html>, consulta: 30 de octubre de 2002.

² Curtin University of Technology, *Página web de Curtin University of Technology*, [en línea], disponible en: <http://www.curtin.edu.au/>, consulta: 12 de junio de 2000.

- **Materials from CD-ROM and diskettes**

- name of the author, if listed;
- title of the cited part—if necessary—, in quotation marks;
- title of the work in italics;
- edition number or version, if listed;
- media type: CD-ROM or diskette, in brackets;
- place or city of publication;
- editor;
- date or year of publication:

¹ *Geografía interactiva de América Latina* [CD-ROM], Bogotá, Multimedia Kimera, 2000.

- **Dictionaries:**

- name of the dictionary
- edition
- (year)
- s.v followed by the searched word in quotations:

¹ Diccionario de la Real Academia de la Lengua, ed. 25, (1996) s.v "derecho".

- **Online dictionaries:**

- name of the dictionary
- s.v followed by the searched word in parentheses
- web page
- type of support in brackets: "online", i.e. information on the Internet;
- date of publication or last update of the website;



- the expression "available at" followed by the e-mail address, URL or path to the document;
- the expression "consult" followed by the date of access or consult:

¹ Diccionario de la Real Academia de la Lengua, s.v. "derecho", *Sitio web Real Academia de la Lengua*, [en línea], disponible en: http://buscon.rae.es/draeI/SrvltConsulta?TIPO_BUS=3&LEMA=diccionario, consulta: 30 de octubre de 2012.

- **Working papers:** initial of the name or full name, last name, title in italics, pages, and then (all in parentheses): entity, "Working Paper" followed by the number, year in parentheses. Example: S. Slovsky, *International Political Economy 75-86* (The World Bank, Working Paper R-423, 2012).
- **Legal documents:** referenced from the official document —gazette, official journal:
 - political or geographical entity which published the document;
 - name of the institution that generates the document;
 - document type: law, judgment, decree;
 - Title, if any, in italics;
 - Code, if any, and date;
 - bibliographic information (including: for periodical publications: city, volume, number, date —if pertinent—, division —article, for example— and the referenced page);
 - after quoting the first comprehensive reference, you can continue in a general way, according to the structure of the document or division; for example, chapter (ch.), article (art.) and paragraph (par.), as needed:

¹ Colombia, Ministerio de Gobierno, Decretos, Decreto 460 de 1995 por el cual se reglamenta el Registro Nacional del Derecho de Autor y se regula el Depósito Legal, Diario oficial, Bogotá, Imprenta Nacional, 21 de marzo de 1995, art. 8, p. 1.

² Decreto 460 de 1995, art. 8.

- **Government documents**

- political or geographical entity which published the document;
- institution, agency, commission or entity producing the document;
- document title, in italics;
- personal author, if any;
- bibliographic information (including: for books: the edition number, city, publisher, year and page cited).

¹ Colombia, Contraloría General de la República, *Colombia: entre la exclusión y el desarrollo*. Propuestas para la transición al Estado Social de Derecho, Luis Jorge Garay Salamanca, comp., Bogotá, Contraloría General de la República, 2002, p. 18.



- **Treaties and other international agreements:** full name of the treaty or agreement, article (if applicable), date, official publication.

- **Resolutions**
 - title,
 - resolution of the body or resolution's number,
 - acronym of the body followed by OR,
 - number of session or year
 - number of supplement,
 - number of document
 - (year, if applicable)
 - first page and paragraph

¹ *Declaración Universal de Derechos Humanos*, GA Res. 217 (III), UNGAOR, 3ra Sess., Supp. No. 13, UN Doc. A/810 (1948) 71.

- **International jurisprudence, resolutions or other international documents:** must strictly follow the reference terms of official publications, respecting all the elements and the order, if applicable. As presented in the example.

¹ Letter dated 18 July 2006 from the Chairman of the Security Council Committee established pursuant to resolution 1533 (2004) concerning the Democratic Republic of the Congo addressed to the President of the Security Council, S/2006/525, accessed at <http://daccessdds.un.org/doc/UNDOC/GEN/N06/391/16/PDF/N0639116.pdf> consulted: 12th June 2000.

- **Classical work with annotation or special numbering:**
 - The first time, and as part of a discussion or systematic interpretation, the full reference is given to differentiate the specific edition used in the article;
 - Then is possible to give brief references, by act, scene, line; or book, chapter, section.

¹ *Platón, Menéxeno*, 233a, Obras completas, Madrid, Aguilar, 1980.

² *Platón, Menéxeno*, 235d.

³ *Homero, Iliada*, 24.54, Madrid, Océano, 1981.

⁴ *Homero, Iliada*, 11.542.

- **Second hand and indirect references:**
 - author of the referenced passage;
 - title of the not consulted work in which the referenced passage originally appeared;
 - the expression "quoted in";
 - author of the work consulted through which the above passage was taken;



- title of the consulted work;
- bibliographic information of the consulted work (bibliographic information includes: for books: the number of the edition, city, publisher, year and page cited, and for periodical publications: the city, the volume, the number, the date —if pertinent— and the referenced page);

¹ Paul Ricoeur, *Historia y narración*, citado en: Manuel López Tusón, *Retórica de la narración histórica*, Madrid, Cátedra, 1995, p. 54.

- **Interviews:**

Published interviews:

- name of the person interviewed;
- title of the interview: in quotations, if it is a newspaper article; in italics, if it is a book;
- name of the interviewer, preceded by the phrase "interviewed by" or "interview with";
- publication data.

¹ Carlos Fuentes, *La América real*, entrevista con Ernesto Bolaños, México, Azteca, 1995, p. 18.

² Fernando Savater, “Ética empresarial y realidad social”, entrevista de Beatriz Echeverri, *Revista Escuela de Administración de Negocios*, Bogotá, sep.-dic. 1999, p. 6.

Unpublished interviews:

- name of the person interviewed;
- type of interview: “personal”, “via telephone”, “via e-mail”;
- date.

¹ Luis Espinel, entrevista personal a Carlos Martínez, 30 de noviembre de 2001.

- **Archives and manuscripts:** the following data, if applicable:

- author’s name;
- document title in italics; or description of it in the round (regular font);
- Publishing or processing date, if available;
- number or code, if one has been assigned;
- section; file or book, with chronological indication, if fitted; page, folio or record, — according to the way the file contents are organized;
- name of the file or of the institution that holds the text.

¹ Lionardo Salviati, *Poetica d’Aristotile parafrasata e comentata*, ms. 2.2.11, Biblioteca Nazionale Centrale, Florencia.

² Carta de Floridablanca a Carlos III, 16 de marzo de 1784, leg. 3.415, fol. 5, Archivo Histórico Nacional de España, Sección de Estado.

- **Works without data or incomplete data:**



When, for some reason, in the work of the reference the necessary data is not available, the reader of this absence is informed including any of the following abbreviations—or a note that clarifies it—:

- s. l.: without city of the publication
- s. e.: without publisher
- s. f.: without specific date or year of the publication
- s. d.: without relevant data
- s. p.: without numbering

¹ Carlos Martín, *La canción en la poesía moderna*, Madrid, Síntesis, s. f., p. 124.

- **Previously referenced works—repetition of references**

To repeat the reference to the same work cited in the immediately preceding reference:

- Use the abbreviation *Ibid*, in italics.
- Single, no page number, if it relates to work immediately before and said the same page;
- Followed by the page number, if it refers to the immediately preceding work but different page:

¹ Ángel Rama, *Rubén Darío y el modernismo*, Caracas, Alfadil, 1986, p. 75.

² *Ibíd.* (misma obra, misma página)

³ *Ibíd.*, p. 106. (misma obra, diferente página)

To repeat the reference to a work already cited above, but not so immediately above, type:

- author’s initial and surname;
- the abbreviation *Op. cit.* in italics.
- the number of the page referred to:

¹ John Castell, *Gastón Bachelard: una poética imaginaria*, 3.^a ed., México, Fondo de Cultura Económica, 1980, vol. 2, p. 173.

² Ángel Rama, *Rubén Darío y el modernismo*, Caracas, Alfadil, 1986, p. 75.

³ J. Castell, *Op. cit.*, p. 83. (obra anterior, pero no inmediata).

If the reference of an author who has two or more works already referenced is repeated, before the abbreviation *Op. cit.*, the title of the work is repeated—abbreviated, if necessary:

¹ John Castell, *Gastón Bachelard: una poética imaginaria*, 3.^a ed., México, Fondo de Cultura Económica, 1980, vol. 2, p. 173.

² Ángel Rama, *Rubén Darío y el modernismo*, Caracas, Alfadil, 1986, p. 75.

³ Paul Ricoeur, *Historia y narración*, Barcelona, Paidós, 2000, p. 54.

⁴ Paul Ricoeur, *La metáfora viva*, Madrid, Cristiandad, 2001, p. 15.

⁵ J. Castell, *Op. cit.*, p. 83.

⁶ P. Ricoeur, *La metáfora viva*, *Op. cit.*, p. 25.



⁷ P. Ricoeur, *Historia y narración*, *Op. cit.*, p. 38.

BIBLIOGRAPHY.

Should be used the same format of footnotes (with exception to the other of Surname and the Author's name) for all documentary references used in the article, only the ones referenced, not all consulted, in alphabetical order, with French indent, single space between lines and double between references.

Bibliografía.

Castell, John, *Imaginary poetics of Gaston Bachelard*, 3 vol., Londres, Oxford University Press, 1978 (traducción española: *Gastón Bachelard: una poética imaginaria*, México, Fondo de Cultura Económica, 1980).

Hirsch, Rodolf, y Javier Doncel, “La literatura italiana del Renacimiento”, en: Joaquin Petrucci, ed., *Historia de la literatura europea*, 3.^a ed., 2 vol., México, Himeneo, 1977.

Lapesa, Luis, et al., *El medioevo revivido*, Madrid, Ediciones Granica, 1995.

Lozada, Javier, “A cincuenta años del Círculo de Filosofía Analítica”, en: *Pensamiento*, Medellín, vol. 1, núm. 33, marzo abril 1973, pp. 33-38.

Rama, Ángel, *Rubén Darío y el modernismo*, Caracas, Alfadil, 1985.

-----, *Transculturación narrativa en América Latina*, México, Siglo XXI Editores, 1984.
UNSG. 2009. Report of the Secretary-General on enhancing support activities. Unsc s/2009/189, 8 April 2009.

Please note the following information on bibliography:

- in alphabetical order;
- without any bullets; it is enough that the data is listed alphabetically according to the author's last name;
- french indented —meaning the second line starts a little more in—, to highlight the name of the author; uncheck this indentation with spaces entered manually, but with the command Indent first line of your text processor;
- author details are reversed and appear in the order surname-first name — except from the second author, when there's several—;
- when there are several works by the same author, his name is replaced, from the second mention by a line or a long dash; and works are presented in alphabetical order according to the first letter of the first significant word in the title;
- references should be typed in the original language of the source.



Finally if the article has special development circumstances that are not included in this guide, we encourage you to contact us.