

GUIDELINES FOR BIBLIOGRAPHIC REFERENCES

Portuguese Standard NP ISO 690

These guidelines only present the most common cases of bibliographic references; other cases are presented in more complete documents, such as the manual prepared by the FEUC Library (available online) and the NP ISO 690 standard available for local consultation at the FEUC Library.

The NP ISO 690 replaced the NP 405 standards for writing bibliographic references and citations of information resources.

Monograph up to 5 authors

SURNAME, Name; SURNAME, Name and SURNAME, Name. *Title in italics: subtitle if applicable.*
Edition nº. Place: Publishers, Date. ISBN.

Examples:

HULL, John C. *Options, futures and other derivatives*. 9th ed. Boston: Pearson Education International, 2015. ISBN 9780133456318.

JUDGE, George G. and MITTELHAMMER, Ron C. *An information theoretic approach to econometrics*. Cambridge: Cambridge University Press, 2012. ISBN 9780521689731.

Monograph with more than 5 authors, with and without editor/organizer

SURNAME1, Name1; SURNAME2, Name2; SURNAME3, Name3; SURNAME4, Name4; SURNAME5, Name5 followed by the Latin expression for 'and others' et al. *Title: subtitle*. Edition nº. Place: Publishers, Date. ISBN.

Examples:

BUSCH, Lawrence; LACY, William B.; BURKHARDT, Jeffrey; HEMKEN, Douglas; MORAGA-ROJEL, Jubel et al. *Making nature, shaping culture: plant biodiversity in global context*. Lincoln: University of Nebraska Press, 1995. ISBN 0803212569.

NEVES, Vítor (ed. lit.); COSTA, Ana; LOPES, André; BASTIEN, Carlos; MARÇAL, Gonçalo; ROCHA, Jéssica et al. *Ideias vivas: o debate económico em Portugal*. Coimbra: Edições Almedina, 2022. ISBN 9789894008811

Sometimes the **Organizer, Compiler or Editor** appear highlighted in **cover sheet**, in those cases these can **be treated as authors**, their abbreviation function must be added.

SURNAME, name, (comp.) [or (ed.) or (org.)]. *Title: subtitle*. Edition nº. Place: Publishers, Date. ISBN.

Examples:

IÑIGUEZ, Lupicínio (ed.). *Manual de análise do discurso em ciências sociais*. Petrópolis: Vozes, 2004. ISBN 8532630049.

GUO, Sujian; HUA, Shiping (eds.). *New dimensions of Chinese foreign policy*. Lanham: Lexington Books, 2007. ISBN 0739118765.

• Secondary Creators

To facilitate the identification of a given information resource, the name of a literary editor, translator, narrator, interpreter or other person who collaborated in the production of that resource may be added after the title.

Examples:

BAARD, H. P. *Frans Hals*. Traduzido do neerlandês para inglês. George STUYCK (trad.).

FOWLER, H. W. *Fowler's dictionary of modern English usage*. 4th ed. Jeremy BUTTERFIELD (rev.).

WELLES, Orson (realizador). *Macbeth* [filme]. 1948.

Contributions to monographs

SURNAME, Name of author of contribution. *Title of the contribution*, which may be a book chapter, an article, etc. **In** (Latin for contained in) SURNAME, Name of author or editor of the monograph. *Title of the monograph*, **p.** first page- last page of contribution. Edition nº. Place: Publishers, Date. ISBN.

Examples:

SCHEFLEN, Albert E. *Systèmes de la communication humaine*. In WINKIN, Yves. *La nouvelle communication*. pp. 145-157. Paris: Seuil, 1981. ISBN 9782757844465.

COVAS, Miguel Trigueiros; SILVA, Carlos A.; DIAS, Luís C. Multi-criteria assessment of data centers environmental sustainability. In Bisdorff, Raymond; DIAS, Luís C.; MEYER, Patrick; Mousseau, Vincent e PIRLOT, Marc (eds.). *Evaluation and decision models with multiple criteria: case studies*. pp. 283-309. Heidelberg: Springer, 2015. ISBN 9783662468159.

TERVONEN, Tommi; FERNÁNDEZ BARBERIS, Gabriela; FIGUEIRA, José Rui e ESCRIBANO, María Carmem. Site selection for a university kindergarten in Madrid. Tommi Tervonen. In BISDORFF, Raymond; DIAS, Luís C.; MEYER, Patrick; MOUSSEAU, Vincent e PIRLOT, Marc (eds.). *Evaluation and decision models with multiple criteria: case studies*. pp. 201-214. Heidelberg: Springer, 2015. ISBN 9783662468159.

Periodical publications

An issue in a periodical publication

Title of Publication. Name Surname, in that order (with the function abbreviation of the director, organizer or editor). Place: Editora, Number and/or Date. ISSN.

Example:

Revista Portuguesa de Economia. Coimbra: Edições Almedina, Vol. 1, nº 1. (Jan.1987)- . ISSN 7900-0501.

Article in periodical publication

SURNAME, Name (of the author of the article). Title of the article. *Title of Publication*. Name Surname, in that order (of the director, organizer or editor). Place: Publishers. Volume, Issue (Year), p. first page-last page of article. ISSN.

Examples:

FERREIRA, Nuno Cordeiro. Economia e crise. *Revista Portuguesa de Economia*. 1987, vol. 3, nº 2, p. 28-33. ISSN 79000501.

CALDAS, Luís Miguel; CAMPOS, Marta Borges; BAPTISTA, Alexandre Leite e CAMPOS, Anabela Mourão. Âmbito e desafios do controlo jurisdicional do Tribunal da Concorrência Regulação e Supervisão: a 'vida íntima' dos processos. *Revista de Concorrência e Regulação*. Coimbra: Edições Almedina. nº 30 (2017), p. 89-141. ISSN 16475801.

Electronic documents

Monographs, databases and applications

SURNAME, Name (if it is an organization/institution or the body responsible for it, the NAME must be in upper case as in the Banco de Portugal example below). Title. Online. Place: Publishers, Date. (it is mandatory to indicate the last date when the document was accessed) [Accessed on Year-month-day]. Available at WWW: .

Example:

PORTUGAL. Banco de Portugal. *Relatório de estabilidade financeira: dezembro 2017*. Online. Lisboa: Banco de Portugal, 2012. Available at WWW: https://www.bportugal.pt/sites/default/files/anexos/pdf-boletim/ref_12_2017_pt.pdf. [accessed on 2023-09-22].

Online articles/contributions

SURNAME, Name (of the author; if there are more than 3 authors, follow the same guidelines as for paper publications) — Title of article/contribution. **Title of publication. Online.** (if the information is not available, put [online] after the title of the article/contribution). **Place:** Publishers, (Date), p. first page - last page of the contribution. (mandatory indication of the last date the document was accessed). **Available at:** WWW. [accessed on Year-month-day].

Examples:

SEBASTIÃO, Helder; DUARTE, António Portugal; GUERREIRO, Gabriel. Where is the information on USD/Bitcoin hourly prices?. *Notas Económicas*. Online. Coimbra: Imprensa da Universidade de Coimbra. N. 45 (2017), p. 7-25. Available at: https://doi.org/10.14195/2183-203x_45_1. [accessed on 2023-09-22].

ALLISON, John; HOH, Michelle; STERESCU, Andrei-Bogdan; SIDHU, Rimmy e KYRIS, George. What is sovereignty? Lessons from the UK. *E-International Relations*. Online. Jan. 29 (2018). Available at: <http://www.e-ir.info/2018/01/29/what-is-sovereignty-lessons-from-the-uk/>> [accessed on 2025-04-16 22].

N.B.

Always **check** that the hyperlink is correct and that it actually works.

Pay attention to punctuation (. : ;) that must be used as indicated!

Some of the applications used to generate and manage references can create formats that are slightly different from the ones recommended here, so you should contact your supervisor to confirm that you can use them.

Generally speaking, such applications can be used as long as the formats generated are not radically different from the ones recommended by the Portuguese Standards and they do not omit any essential elements in the reference.

For further information and clarifications, please contact the Library Reference Service (biblioteca@fe.uc.pt).