

Best practices to list references in an ETSI Deliverable

An organised list of references ensures easy identification of all external sources in ETSI Deliverables.

Please start by reviewing the materials cited in your document: standards, books, articles, web pages, etc. and then sort them by category. Three categories are possible in ETSI Deliverables, and each have a dedicated clause:

Normative references will be listed in clause 2.1
Informative references will be listed in clause 2.2
References for further reading will be listed in the Bibliography.

The present guide provides practical tips and examples for accurately listing each kind of reference. For guidance on drafting clear normative provisions and informative recommendations, refer to the companion guide [Writing World Class Standards](#), which outlines the essential methodology. The following table helps you sort the different kinds of references.

Normative references in clause 2.1 contain provisions necessary for the implementation of the technology. These normative references refer to documents essential to the application of the standard.

Example of a normative reference:

"The test method shall be as specified in clause ## of Recommendation ITU-T X.500 [3]".

Informative references to be listed in clause 2.2 are useful in helping the end user with the implementation. These references provide background or additional information and cannot be used to support compliance with essential requirements.

Example of an informative reference:

"The basic use cases for these scenarios are described in ETSI GS NFV 001 [i.5]".

Documents to be listed in the Bibliography annex are mainly references used during the preparation of the standard (which don't make the cut in clause 2). These are informative items only useful for the end user **for further reading**.

For an **Informative reference**, the rapporteur should make the distinction between references used by the working group or authors while drafting the standard, **that are not meant to guide the user**, and the ones intended to help the user of the standard (e.g., engineers, developers, auditors) understand or implement the requirements more effectively (to be included in clause 2.2).

Example of an informative item to be listed in the Bibliography:

"(...) frequency bands for radio astronomical measurements (...) can be found in specific Recommendation ITU-Rs (see bibliography)".

How to CITE your reference in your document

When citing a reference, it is necessary to cite the organisation, the document number and add the bookmark (no need for the title; see example 1).

In cases where repetition of the cited source may hinder the quality of the text, the reference can be identified by its bookmark alone (see example 2).

Example 1: *The present document provides a basis for the analysis of suitable requirements for a standardized solution as specified in ETSI GS E4P 003 [i.1]. It also relates to ETSI GS E4P 006 [i.2], ETSI GS E4P 007 [i.3] and ETSI GS E4P 008 [i.4].*

Example 2: *If set, the value shall be carried in the friendly Name field of the UPnP device description as required by clause 14.7, and as per the implementation note in clause 5.4 of DIAL [50].*

How to LIST your reference in your document

In clauses 2.1 and 2.2 all references will be listed sequentially using the EX-style. For a simplified use of the ETSI styles we invite you to use the [ETSI style sheet and ETSI toolbar](#). Details are given in clause 8 of the [ETSI Principles for drafting ETSI deliverables](#).

In the Bibliography annex, please see clause 25 of the [ETSI Principles for drafting ETSI deliverables](#) for further details.

Please find below the different categories of sources and how to cite them in clause 2. In clause 2.1 hyper-links shall be provided (public availability is mandatory for normative references). This can also be done for clause 2.2 but there is no obligation (except all EU legal texts in clause 2.2 shall have hyper-links).

When referring to Standards	
In theory	In practice
[bookmark] Standard organization, number of the standard, working title of the standard	[1] ISO/IEC 23009-1 (2022) : "Information technology -- Dynamic adaptive streaming over HTTP (DASH) -- Part 1: Media presentation description and segment formats".
NOTE 1: Standards are to be listed in the same way in both clause 2.1 and 2.2.	
NOTE 2: Versions of the standard and year of publication are mandatory for HSs.	
NOTE 3: For CEN/CENELEC standards, it has been recently decided to add "produced by CENELEC" in brackets at the end of the reference.	

When referring to Books	
In theory	In practice
[bookmark] Author(s), Title, Publisher, Year of publication (pages too may also be listed).	[i.1] I Hatzelhoffer, L. et al.: "Smart City in Practice". Jovis Verlag, Berlin, 2012.
NOTE: As per the ETSI Directives, if these books do not contain technical provisions, they cannot be listed in clause 2.1.	

When referring to Websites	
In theory	In practice
[bookmark] Name of website.	[i.1] The Inter-IoT project .
NOTE: Since references should preferably be given to standards issued by ETSI and other recognized standardization bodies, web sites with no technical requirements shall not be referenced in clause 2.1. A website if used as a reference in clause 2.2 needs informational content (help user with implementation for example) and cannot be a web page only. Web pages with no specific content need not be referenced or may be added to the Bibliography annex.	

When referring to Videos	
In theory	In practice
[bookmark] No strict rule, except that neither the hyperlinks nor the name of the platform can be provided.	[i.1] Engineers.SG: "TraceSigma" (see video from July 7, 2020).
NOTE: Since references should preferably be given to standards issued by ETSI and other recognized standardization bodies, videos shall not be referenced in clause 2.1. Such items shall be listed in the Bibliography annex where an URL may be added in a note underneath the details of the video. In justified cases, if a video is needed to explain the implementation of an ETSI deliverable, a dated reference to the video may be added in clause 2.2. For legal and neutrality reasons the URL should not be mentioned. See example above.	

When referring to Legal Texts	
In theory	In practice
[bookmark] Whole title, source and year of publication.	[i.1] Directive 2014/53/EU of the European Parliament and of the Council of 16 April 2014 on the harmonisation of the laws of the Member States relating to the making available on the market of radio equipment and repealing Directive 1999/5/EC. [i.2] CEPT ECC Decision (25)02: "Low power devices communicating with satellites (LPD-S) within the frequency range 862-870 MHz" approved 27 June 2025.
NOTE 1: The origin of the legal source needs to be added. NOTE 2: Legal texts shall not be referenced normatively since they contain no technical provisions (see EDRS clause 2.10.1.0). For your information ITU regulations, ERC recommendations and ERC reports can be referenced in clause 2.1).	

When referring to Press Articles	
In theory	In practice
[bookmark] No strict rule.	[i.1] RFI: "France rolls out new COVID tracking app 'TousAntiCovid'". RFI. October 22, 2020.
NOTE: Since references should preferably be given to standards issued by ETSI and other recognized standardization bodies, press articles with no technical requirements shall not be referenced in clause 2.1. The lifespan of a web press article is ephemeral. All references to web press articles can be listed in clause 2.2 with no link or listed in the Bibliography annex where an URL may be added in a note underneath the reference.	

When referring to Conference papers	
In theory	In practice
[bookmark] Names of Authors, Title, Organisation or Venue, and date.	[i.1] Riebl, R., Günther, H.J., Facchi, C. and Wolf, L.: "Artery: Extending veins for Vanet applications". 2015 IEEE International Conference on Models and Technologies for Intelligent Transportation Systems (MT-ITS), 2015, June.
NOTE 1: Since references should preferably be given to standards issued by ETSI and other recognized standardization bodies, conferences with no or very few technical requirements shall not be referenced in clause 2.1. For qualitative reasons ETSI prefers that Rapporteurs reference the standard upon which the conference is based on rather than the conference itself. Reference to conferences shall only be informative. NOTE 2: Conference papers refer to documents that are written with the goal of being accepted to a conference : typically, an annual (or biannual) venue with a specific scope where one can present results to the community, usually as an oral presentation, a poster presentation, or a tabled discussion.	

When referring to Papers	
In theory	In practice
[bookmark] Names of authors, Title, Name of Publisher, reference number, edition/version and date.	[i.1] Cadzow Scott and Suno Wood: "The role of SDOs in developing standards for ICT to mitigate the impact of a pandemic". ETSI White paper no. 33, 1st edition. May 2020.
NOTE: These kind of references can only be informative.	

When referring to Source Code


NOTE: Source code should be added to a zip file or through FORGE and not be listed in clause 2.1 or clause 2.2. For more details on how to use FORGE, please click on the following [link](#).

When referring to Wikipedia®

In theory	In practice
Title, source, date and possibly version number.	[i.1] "Application concernant la Covid-19" from Wikipedia® in French, 3 June 2021. Version number: 183518100.
NOTE: Reference to Wikipedia® can only be informative. Indeed, since Wikipedia® has no technical requirements it shall not be referenced in clause 2.1. However, for qualitative reasons ETSI prefers that Rapporteurs reference the standard/reference upon which the Wikipedia® article is based on rather than Wikipedia® itself. Additionally, ETSI encourages Rapporteurs to also reference definitions (clause 3) from standards rather than Wikipedia®.	

When referring to a project

In theory	In practice
[bookmark] Names of authors, title, details if exist, and date.	[i.1] M. Freccassetti et al.: "SiGe:BiCMOS technology is enabling D-band link with Active Phased Antenna Array". 2021 Joint European Conference on Networks and Communications & 6G Summit (EuCNC/6G Summit).
NOTE 1: Refer to the project by name only , without citing its funding source (e.g., " <i>The methodology developed in Project X has been applied...</i> " instead of " <i>The EU-funded Project X developed the methodology...</i> ").	
NOTE 2: Avoid phrases like "funded by ..." "supported by ..." or "under the framework of ...".	
NOTE 3: Avoid referencing the project website (e.g. https://www.h2020-dragon.eu) directly, as such URLs may become inactive or inaccessible following the conclusion of the project.	

On a final note, and before publication, [editHelp!](#) will perform an entire check on your references and possibly ask you to make changes if incoherences are discovered (e.g. a reference listed in clause 2.1 (normative) but only used in clause 3 (entirely informative) to support a definition). Same thing for withdrawn, historical or superseded references, you may be asked to check the version referenced. Further details and rules on References can be found in the [ETSI Drafting Rules](#), clause 2.10 of the [ETSI Directives](#) .