

How to list references in an ETSI Deliverable

An orderly listing of references allows quick and easy identification of all external sources in ETSI deliverables.

The first step is to examine the different standards, essays, books, web pages, conference proceedings and/or press articles that are used as references in the deliverable and sort them by category e.g. normative, informative or only for further reading.

In this guide, tips and examples are provided on how to write up references in clause 2 per different reference source category.

<p style="text-align: center;">Citing sources in your document</p> <p>If citing a reference, it is necessary to cite the organisation, the document number and add the bookmark (no need for the title).</p> <p>In other cases, the reference can be identified by its bookmark (see example 2).</p> <p>Example 1: <i>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].</i></p> <p>Example 2: <i>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].</i></p>	<p style="text-align: center;">Sorting Normative and Informative references and what can be kept for further reading</p> <p>References need to be sorted into 3 categories:</p> <ul style="list-style-type: none"> • Normative references in clause 2.1 containing provisions necessary for the implementation of the technology. <p>Example of a <u>normative</u> reference:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>"The test method <u>shall be as specified</u> in clause #.# of Recommendation ITU-TX.500 (10/2019)".</p> </div> <ul style="list-style-type: none"> • Informative references to be included in clause 2.2 which are useful in helping user with implementation. <p>Example of an <u>informative</u> reference:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>"The basic use cases for these scenarios <u>are described</u> in ETSI GS NFV 001".</p> </div> <ul style="list-style-type: none"> • Informative items useful for the user for further reading in the Bibliography annex. <p>Example of an <u>informative</u> item:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>"(...) frequency bands for radio astronomical measurements (...) can be found in specific Recommendation ITU-Rs (<u>see bibliography</u>)".</p> </div> <p>For an Informative reference, the rapporteur should make the distinction between essential informative references to be listed in clause 2.2 and the non-essential items to be set aside in the Bibliography annex (for further reading).</p>
<p style="text-align: center;">How to write up your references in the reference clauses</p> <p>Please find below the different categories of sources and how to cite them in clause 2. In both clauses 2.1 and 2.2, links to the source may be provided by adding a NOTE in NO style underneath the reference:</p> <p>[i.6] ERC/DEC(00)01: "ERC Decision of 28 March 2000 extending ERC/DEC/(97)07 on the frequency bands for introduction of terrestrial Universal Mobile Telecommunications System (UMTS)".</p> <p>NOTE: Available at http://www.erodocdb.dk/docs/doc98/official/pdf/Dec0001.pdf.</p>	<p style="text-align: center;">Listing your References</p> <p>In clause 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 the ETSI skeleton.</p> <p>In the Bibliography annex, all items should be listed preferably in alphabetical order. See the ETSI skeleton for further details.</p>

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 (2014): "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 and also in Bibliography annex	
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.

When referring to Web Sites	
In theory	In practice
[bookmark] Name of website. NOTE: URL.	[i.1] The Inter-IoT project. NOTE: Available at https://inter-iot.eu/ .
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 Web site 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 links 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.
NOTE: The origin of the legal source needs to be added. ITU and CEPT regulations may be considered as legal texts too (Legal texts are for example regulations, laws, codes, directives, legal norms).	

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®.	