Country of Origin Information

EUROPEAN UNION
AGENCY FOR ASYLUM

Country of Origin Information (COI) Reports

Writing and Referencing Guide

February 2023

This document is a 2023 EUAA-rebranded edition of the European Asylum Support Office (EASO) COI Report Writing and Referencing Guide, June 2019.

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Preface to the 2023 edition

This document is a re-branded version of the European Union Asylum Support Office (EASO) 2019 COI Writing and Referencing Guide. The original version was published in June 2019.

On 19 January 2022, the European Asylum Support Office (EASO) became the European Union Agency for Asylum (EUAA), which prompted the need to re-brand the 2019 EASO COI Report Methodology and the 2019 EASO COI Writing and Referencing Guide to align with the new EUAA visual identity. In this 2023 re-branded edition, references to 'EASO' have been changed to 'EUAA' where relevant.

The core content of the 2019 EASO COI Writing and Referencing Guide remains the same in the 2023 rebranded edition except for a minor change in Section 8.1.

The EUAA COI Writing and Referencing Guide (2023) can be downloaded from the EUAA COI Portal.

Introduction

The European Union Agency for Asylum (EUAA) produces Country of Origin (COI) information reports based on the EUAA COI Report Methodology. In the creation of relevant, targeted, and methodologically robust COI reports, EUAA also requires a consistent writing style and referencing system. Such a system should encompass all the general standards and principles established by the EUAA COI Report Methodology and provide maximal guarantees for transparency and traceability of information, and for usability and readability. Style and referencing guidelines themselves must be internally consistent, logical, comprehensive, and suited to COI needs.

The EUAA COI Writing and Referencing Guide is for COI researchers who (co-)draft EUAA COI reports. The referencing guide accompanies the EUAA COI Report Methodology. It is intended to be a clear, useable, and practical desk companion for researchers/drafters. The purpose of this Guide is also to support a diverse community of EU+ COI drafters, harmonise approaches to EUAA writing/referencing, and work consistently across EUAA COI publications.

This Guide is for EUAA COI reports written in English. It was created after researching best practices and elements of existing COI style guidelines belonging to EUAA, Austria, Belgium, France, Germany, Sweden, UNHCR, ACCORD, Canada, and others. A wide range of professional referencing and citation systems were also consulted. The European Commission English Style Guide and the EU Interinstitutional Style Guide were also used in the development of this Guide, among others.

The Writing and Referencing Guide for COI was drafted by the then European Asylum Support Office (EASO). In 2017 and 2018, a working group composed of COI experts from seven EU+ countries (Austria, Belgium, Denmark, France, Germany, Slovak Republic, Sweden) discussed and provided input to the content of this Guide. It was reviewed for internal consistency by a COI expert from Estonia. The EASO COI team and management also provided feedback and it was published in June 2019. With the creation of EUAA, this document has been rebranded in 2023. The EUAA COI Writing and Referencing Guide accompanies the The EUAA COI Report Methodology (2023).

Some examples in this document have been created or modified to illustrate a principle and are not taken from existing documents. The terms ‘researcher’, ‘drafter’, ‘writer’ may be used interchangeably throughout this document to refer to the COI researcher producing COI.

To ensure its relevance, this document may be regularly updated. To report errors, or provide suggestions for information to update/include, please send an email to: coi.network@euaa.europa.eu

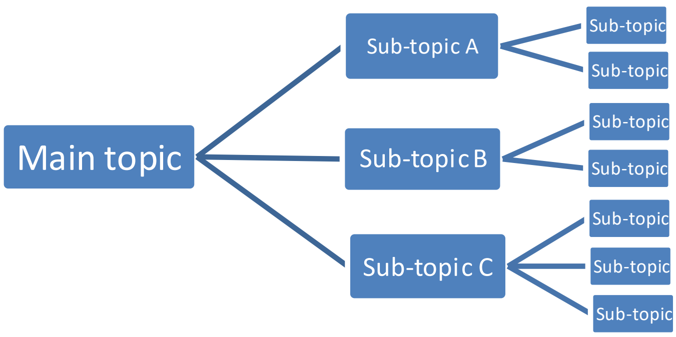
Part 1 - COI Writing guide

1. COI writing process

The research and writing of COI research reports is a non-linear process of gathering, assessing, analysing, organising, and synthesising large amounts of information from sources assessed against COI quality criteria. Presenting the results of research in writing requires reflection, rewriting, and revision throughout the whole process. The end objective is to write a focused, clear, logical, well-sourced, fact-based COI report that is organised to direct the reader to relevant, pertinent information about country conditions, in order to support the rendering of asylum decisions. COI reports aim to answer the questions the target audience may have about a particular issue within the country of origin. Reports must be written and organised with that focus as the key outcome. Based on the ToR, drafters may wish to create a research plan to map out the core issues to cover in their research, as this can be useful later to guide the writing process.

Pre-writing and organising

Pre-writing is a valuable process whereby a drafter conceptualises and maps out the topics and sub-topics from the information found in light of their research results and the main relevant questions to be covered by the report. A mind-map or outline based on the ToR and reasoning about what the target audience need to know about the COI topic(s) and what was found in the research is useful for pre-writing. Brainstorm how to organise and breakdown research into sub-topics, and reflect on what was gathered about each sub-topic:



Composing, drafting and writing

In line with the ToR, drafters should ask what are the main questions that the target audience needs to have answered by this COI report. Think about how to logically organise each section with that aim in mind. What elements need to be covered to explain one sub-topic? Can the section flow from broad to specific information? What about from older to newer information? Think about other organising principles that are useful for COI and for the topic(s), and apply them as appropriate to sub-topics:

- Consider what elements are most relevant for the target audience/readers;
- Group together like-information, corroborate, compare, and contrast;
- Organise by broad concepts/trends, then move toward specific incidents;
- Move from older to newer information (taking care not to get stuck in the past);
- Group information by highly corroborated to least corroborated; pay attention to variation/nuance and juxtapose corroboration and contradictions;
- Organise sections of the report logically from broad to specific sub-topics (e.g. legislation, societal/state attitudes, treatment by different actors, protection and effectiveness, possibility of individual escape).

Write short sections and paragraphs relating to a particular topic or sub-topic. Support and connect ideas. Build a picture of what the information gathered is providing. Start with the strongest (e.g. highly corroborated) evidence first, followed by supporting evidence (e.g. individual examples). Keep sentences short and clear; keep paragraphs focused on one issue. Build and connect ideas from sentence, to paragraph, to section, to chapter. Uncover the gaps and missing connections in your research (keep in mind it may not always be possible to bridge them).

Reflecting, reworking, revising

Have a COI colleague or supervisor read the draft section and give feedback on readability and relevance of the information synthesised in the text. What does the reader conclude after reading a section that was written? Is there irrelevant information, unimportant to the target audience? Are there significant gaps that leave the reader with unanswered questions? Read the document from the perspective of the target audience and improve clarity, strengthen weak points or unclear connections. Re-work the draft with additional research/ corroboration/sources, re-organise text where needed, and clarify as needed. Take the time to set aside the draft and come back to it a few days later. Read it again carefully and address gaps in logic, information, or sourcing. Once content and methodological issues are settled, conduct a proofreading check for errors and inconsistencies in writing and referencing style. For a proofreading checklist for EUAA COI reports, see Annex B.

Throughout the writing process, ‘relevance’ is the key point of reference for drafters when deciding what issues and information to include, drop, focus on, develop, or scale back:

Quality review and revisions

For jointly drafted EUAA COI reports that are written in sections by several national COI authors, once each author's draft is complete, they are assembled with the work of other drafters into one document. That draft is then sent for peer review by other EU+ COI units and potentially, external subject matter experts. EUAA peer review rules apply. After completion, the reviews are returned to the drafters. Drafters consider each individual comment and implement changes where necessary and appropriate, or add more information. The EUAA COI methodology provides more detail on the peer review process.

Finally, the report is internally reviewed by EUAA and sent for professional editing and proofreading. A final version is published on EUAA's COI Portal.

2. COI writing strategies toolbox

COI drafters will use a mixture of quotes, paraphrased, summarised and synthesised material, all in the process of coming to a succinct report about the research results on a particular issue or topic. Each of these writing strategies is described below.

2.1 Quoting or direct citation

2.1.1 Direct quotations and placement of quotation marks

Direct quotations copy exactly what a source says, clearly and precisely enclosing the remarks in single quotation marks. Use quotations sparingly and work them into the flow of the main text. As with all other cases, quoted material must always be referenced.

Legislation, regulations or policy documents which provide an official government position or legal provision should be directly quoted.

Be selective about the use of direct quotes from sources to ensure relevance and to avoid overly burdensome text for the reader; try to paraphrase instead and reserve direct quotations for particularly significant or strong key phrases. There are moments when direct quotations are appropriate and their use is a matter of judgment.

Precision is needed when quoting. Note the difference in the placement of the quotation marks below:

The quotation mark is put outside the period when quoting a complete sentence as it `appears in the source:	He said that 'the court process is lengthy, complicated and requires paying bribes. People often complained.'[13]
The quotation mark is put before the period when only quoting a word or extract:	A local NGO described the domestic violence as 'normalised' and indicated it is a crime that is 'broadly unreported'.[13]

2.1.2 Short quotes less than four lines or single words

Short quotes are less than four lines and should be integrated into the surrounding text.
Wherever possible, try to paraphrase and synthesise information to the greatest extent possible. If short quotes are used, integrate them into the flow of the text.

As a guide, short quotes of less than four lines should be limited to situations when direct quoting is necessary, such as, select cases when the COI drafter needs to clearly create objective distance from the source's own words. This could occur in examples such as when:

- Short quotes from legislation;
- A source uses strongly value-laden words, slang, or informal language;
- A source expresses a strong opinion, or uses strongly worded assessments that should be clearly attributed to them;
- Displaying or highlighting an individual's exact words, such as an official cited within a newspaper article (where appropriate);
- When a source explains something in a way that is particularly difficult to restate without losing the potency or crucial meaning of their ideas.

Short quotes are integrated in the text and set off using single quotation marks.

Points to check before using a quotation	Examples
This kind of quotation should generally be avoided, but if one chooses to use it there must be comments and context describing the source. For example, describe the NGO, their presence/involvement in the issues, basis of knowledge, and what leads the source to such descriptions of the violence. This will help the reader to put the quote in context. Always rely on fact-based information from reliable sources. Avoid including overly editorial or vague language, and if it is used, put it in proper context.	Value-laden descriptions by sources: A local NGO described the level of violence as 'horrific' and 'unprecedented'.[13] The author explained that the group was 'terrorised' by rebel raids on villages, resulting in numerous killings that month.[5] SIGAR's quarterly report described casualty rates as 'shockingly high' in the period, noting also that rates rose by 35 percent in 2016.[55]
Be selective and strategic – what does the slang tell the reader about the actor in question? Is it useful to include or not in the context? For instance, in some cases it could be useful to quote the slang and include it to highlight attitudes displayed by certain agents/actors. In other cases it should not be used because it adds nothing relevant for the target audience.	Use of slang or derogatory language: The local council made a public announcement that the group were 'idol worshippers'.[5] The insurgents warned residents that those working for the government were US 'stooges' who would be killed.[85]

Avoid overly editorial characterisations generally. They lack clarity, objectivity, and specificity.	
Always include the facts that lead them to the assessment/opinion, not only the decontextualised opinion itself. It is not always necessary to use direct quotation for such cases, but it may be, if the wording is quite specific, or to add objective distance.	Adding objective distance to a source's opinion: The source expressed the opinion that it would be 'nearly impossible' for a woman without a close family network to relocate because of the lack of freedom of movement for women in the country and need for male guardianship.[77]

2.1.3 Long (block) quotes

Long quotes are more than four lines long. Long quotes should be used sparingly and only in specific situations. It may be appropriate to use quotes of more than four lines in these situations:

- When quoting lengthy excerpts from legislation;
- When citing an official procedure that has a number of specific steps;
- In rare instances, when a lengthy piece of specific or unique information is provided by an oral source or interviewed expert (be very selective).

Such extended block quotes should be indented and separated from the main text by a paragraph space before and after. Long quotes are never italicised and use single quotation marks, as with any direct quote.

2.1.4 Quotes within quotes

When drafters quote a source and within the citation there is an additional quote, the inner quote is set in double quotation marks:

The Times reported that 'a local official described the level of process as "lengthy" and "complicated".'[13]

Drafters should try to avoid quoting single words and provide quotes with some context; though this is a matter of drafter judgment.

2.1.5 Omissions and additions within a quote

To make omissions from within direct quotations, replace the text removed with [...].

The US Department of State's 2016 Country Reports on Human Rights Practices states that, 'both print and online independent media were active and expressed a

> wide variety of views; [...] media outlets that criticized the government experienced negative government pressure'.[236]

Use square brackets to add short clarifications based on information within the source [insert]. It is not necessary to use square brackets to signal a minor change such as from lower to upper case, or a minor spelling correction. Example of an insertion for minor contextual clarification for the reader:

> She indicated that 'he [the district court judge] sentenced the accused to a two year term'.[15]

However, if new information or significant facts are added from a different source, this requires a footnote inside the bracket:

> According to the source, the clan 'had settled in the area extending from Mount Zorab and Turfi [a region east of Mamiash district[1]]' which covers an area containing 13 villages.[2]

2.1.6 Errors within the original quote

For very minor spelling errors, simple corrections can be made without indicating so. However, if there is uncertainty, drafters may signal an error in the quote by adding [sic] after the error. This is to indicate that it appeared in the original as is.

> 'Given the challenges associated with obtaining information, and the fact that there is no adequate overview of violence in Somalia, Landinfo nevertheless considers that ACLED's information provides an indication of the number of fatalities in Mogadishu, who are [sic] responsible for violence and who are victims of violence.'[12]
>
> [12] Norway, Landinfo, Somalia: Violence, fatalities, perpetrators and victims in Mogadishu, 27 February 2017, url, p. 2

2.2 Paraphrasing/re-phrasing

Paraphrasing (also called rephrasing) is when a writer translates the same content into their own words and style, keeping all the original elements of the source but changing the sentence structure, for example. The paraphrased text is very close to the original; more so than a summary. Paraphrased material is usually shorter than the source materials. It is usually done at the sentence-level. It may also include some pieces of quoted text.

Paraphrase:

Marieke Van Houte's study on Afghan returnees from Europe published in 2016 found that returning Afghans with weaker societal 'embeddedness' were more likely to feel unprotected from 'generalised violence', and become dependent on family.[1097] According to her study, those returnees who had lived in Europe but not really participated in their European host countries had not 'picked up many skills or ideas', which gave them a lower profile relating to their personal risk, and led them to be more inclined to use conservatism and tradition as a means of 'negotiating belonging' upon return to Afghanistan.[1098]

[1097] Van Houte, M., Return Migration to Afghanistan – Moving Back or Moving Forward?, 2016, p. 169
[1098] Van Houte, M., Return Migration to Afghanistan – Moving Back or Moving Forward?, 2016, p. 169

2.3 Summarising

Summarising is when writers succinctly present the main ideas from a source in their own way, but also condense the key points (the 'big picture'). Summarising is a more broad approach than paraphrasing, and is usually shorter and more condensed than a paraphrased text. Summarising condenses the substance of a text, giving a short but broad-based account of the core idea. This technique is especially useful when you have found relevant information in a text that is far too long and detailed for you to quote or rephrase it (such as a thesis, book, or lengthy report). When making a summary, be sure that the result is a faithful account of the original source. Summary may also include short quotes.

When drawing together numerous sources to corroborate similar information and highlight crosschecking, this is a related summarising technique called synthesising.

Summary:

According to John J. Johnson's 2016 study on Blaqvarian returnees from Vittlandia, those returning to Blaqvaria who had fewer societal resources to rely on felt more exposed to the 'generalised violence' while those who had integrated less while in Vittlandia tended to participate in societal traditions as a reintegration strategy.[109]

[109] Johnson, J., Return Migration to Blaqvarialand, 2015, p. 121

2.4 Synthesising

The approach used by EUAA refers to the whole process of COI research and presentation of research results as explained in the EUAA COI Research Methodology. Analysis in the COI context involves a thinking process and study of the collected information by separating it and subdividing it; comparing and contrasting information analytically. The synthesising of information is recombining information from different sources, bringing together condensed information in a relevant manner for the reader's COI needs. The process involves organising the gathered information logically, connecting ideas and structuring linkages between different topics/sub-topics, in order to build a picture of an issue, showing all the elements of a topic and their interconnections.

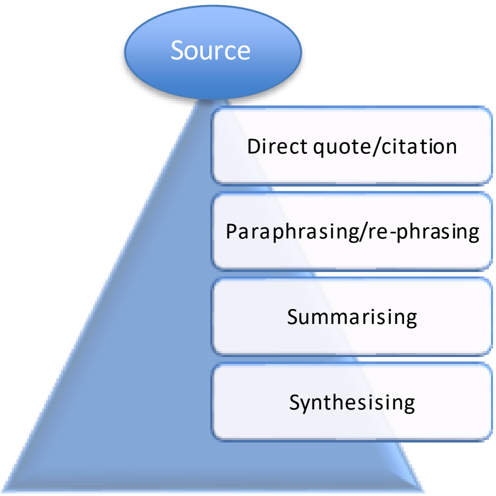
The choice of the sequence in which the information is presented and of the conjunctions used between the assertions enable the researcher to compile the gathered information, to weigh it appropriately, and to make corroboration, contrast and cross-checking visible to the reader. Synthesis is therefore an intentional form of written 'summarising' that structures information/concepts that are alike in order to succinctly and coherently display comparison, corroboration, contrasting and contradiction of information. For instance, if numerous different sources are saying similar things, the information can be grouped together to corroborate. Synthesising at the written level can occur at the sentence, paragraph, or section level. However, it is uncommon for sources to use exactly the same words to explain a phenomenon or issue; care must be taken by drafters not to overgeneralise or disregard subtleties in how the same issue is explained differently by sources.

Example of synthesis within the text:

It is a widely held perception among Afghans that customary laws are in line with *sharia*; however, in practice the two contradict one another at times.[63] These laws also contravene official state laws in some practices,[64] and neglect and deny women's entitlements in particular.[65]

[63] Norway, Landinfo, Afghanistan: Blood feuds, traditional law (pashtunwali), 1 November 2011, url, p.5; FRC, Pashtunwali: an analysis of the Pashtun way of life, 5 April 2017, url, pp. 45-46; Nojumi, N., email, 22 September 2017. Neamat Nojumi is a scholar on Afghanistan who made this comment during the review of this report
[64] FRC, Pashtunwali: an analysis of the Pashtun way of life, 5 April 2017, url, pp. 45-46
[65] Nojumi, N., email, 22 September 2017. Neamat Nojumi is a scholar on Afghanistan who made this comment during the review of this report.

2.5 Avoiding distortion and ensuring accuracy



With each type of writing tool used to present information, there is increasing distance from the original source. As the distance from the original source increases, so does the risk of distortion and lost accuracy. The most accurate presentation of information is a direct quotation, while the synthesised text has a greater risk of distortion but larger potential to explain analysed information. This section will present some strategies for ensuring information is accurately processed and presented from researched materials. These are important facets as they may impact the weight that a piece of information appears to have relative to another.

- **Be thorough:** Research systematically and read sources widely/deeply to ensure a clear notion of the context/meaning is understood before summarising/synthesising.
- **Give context:** Present information with enough context to allow the reader to understand the relationships with the other information around it; ensure information used is not taken out of context.
- **Be conscious of nuance, meaning and intent:** Do not overgeneralise or gloss over subtleties/variations/contrast; check understanding by asking a peer to check work.
- **Clear attribution:** Ensure opinions are clearly attributed and not presented as fact.
- **Ensure proportionality:** Do not purposely ignore or overemphasise certain information or sources; do not overlook relevant information or focus too much on details that are not important.

3. COI writing style

3.1 Drafting language

EUAA COI reports are written in English according to British/Irish English spelling standards. As a requirement, EUAA COI reports must be grammatically correct, use clear and appropriate vocabulary, and be free from spelling and punctuation errors. Clear writing is critical to the quality of the EUAA COI reports and their subsequent usability for the target audience.

English spelling can be checked with the Oxford English Dictionary and the European Commission English Style Guide.

3.2 Plain language writing

Drafters of COI reports must strive for plain and clear language in the construction of sentences and phrasing. Write using clear and concise language. The average reader, including those whose first language is not English, should be able to understand what is written. Avoid using vague information, unclear or ambiguous language. When necessary or possible, ask for clarification or concrete examples from oral sources if the information they give is too vaguely worded.

It is important for drafters to accurately capture patterns, potential exceptions, and important nuances within the information presented in COI reports. Strive to use clear and precise language. If a source themselves is using unclear language, consider whether to use that source, or, if the lack of clarity should be directly quoted. For instance, sometimes sources are intentionally ambiguous about an issue and that could be relevant in itself to show.

- Structure the content logically and use headings and sub-sections.
- Use short sentences of about 15-20 words and shorten long sentences.
- A paragraph should be about 5-10 sentences in length.
- Lead paragraphs with the key idea making the point, followed by supporting information.
- Use the active voice.
- Use a professional, neutral tone.
- Use language that is clear to a non-expert, non-academic audience.
- Avoid using jargon, slang, metaphors, expressions, or figures of speech (e.g. They treated them like animals; the situation was a nightmare for children).
- Be concise: cut unnecessary words where possible.
- Explain specialised terms and use them with consistency if repeated; always include a glossary of terms at the beginning of each report.
- Use a consistent style of writing and neutral tone throughout the text.

For general guidance on clear writing, also consult publications by the EU Commission on How to Write Clearly and Clear Writing Tips.

3.3 Impartial tone

Language and writing style are central to the clear communication and accurate presentation of COI research results. COI reports must be written in a neutral/impartial tone that respects the EUAA COI Report Methodology. Using language that is free of any personal interpretation or suggestion of bias is essential to ensuring that COI documents are objective and retain reliability and integrity.

COI drafters must strive to respect the principle of impartiality in the manner in which they write and use objective, fact-based language. Therefore, avoid using judgmental, exaggerated, persuasive, emotive, or politically loaded words ('horrific violence', 'violent repression', 'strong man', 'gun ships', 'innocent civilians', etc.) as a general rule. Drafters must not express their own opinions or give value-laden judgments. Drafters must ensure that opinions or assessment statements made by sources are clearly attributed to the source. COI drafters must not express any personal opinion how the information should be applied or interpreted in a legal sense in the asylum procedure. If such value-laden language must be used from a quoted source, ensure they are directly cited and attributed and their use is kept to a minimum. COI drafters should use objective language, for instance, here are two reports on the same event:

Subjective	Objective
In the brutal assault, masked men besieged the town, murdering 33 villagers. It was made even worse when the army showed up and violent clashes happened until night. Countless villagers, at least a hundred, had their livelihoods and whole future destroyed when their farms were set torched by the retreating raiders.	Unidentified attackers killed 33 villagers during a raid on the town. In response, the army arrived and fighting continued through the day. The attackers were pushed back, but while retreating, burned local farms which reportedly affected at least 100 villagers.

Both pieces present similar accounts using different language. Objective language does not imply or guarantee that the information is 'the conclusive truth'; it merely presents fact-based observations without seeking to evoke an emotive or judgmental response from the reader. During research, COI drafters must be able to *extract* objective information from a range of different sources, but also present it in an impartial manner.

3.4 Legal terminology related to asylum and human rights

As explained in EUAA's COI Report disclaimer, refugee and asylum terminology used within COI reports are used in a generic sense and not as a legal interpretation. COI drafters should avoid using terms that are asylum-related legal concepts or interpretations (e.g. 'torture' 'persecution', 'state protection', 'internal flight', 'systematic', etc.). If sources themselves use terms such as 'persecution', and this information is included in the COI report, it should be directly quoted in quotation marks. During the COI research process, researchers must unpack, analyse and break down such legal concepts into fact-based information about a socio-political phenomenon using specific, concrete language. This is also the case when approaching oral sources; for instance, asking an oral source about 'persecution of Christians' is a leading question, hence, a more appropriately neutral question would be to ask about the 'treatment of Christians'.

Terminology that appears frequently in human rights reporting (e.g. forced recruitment, forced marriage, internally displaced, refugee) can have different contextual meanings. Drafters must ensure that the implications and intended meaning of the source is accurately represented and re-contextualised. If possible, clarify such concepts at the outset in the Terms of Reference of the report. COI researchers should ensure they are conscious of such terms/concepts during the research and that sources may describe the same phenomenon using different words, or that a term/concept may have multiple implications or meanings in practice. Researchers should seek to uncover relevant nuance and present it where relevant.

Additionally, COI researchers should take care to be conscious of distinctions in the meaning of specific words related to a person's legal status, such as 'nationality' or 'citizenship,' for example. These words or terms may have very different connotations under the law in the country of origin or have specific meanings in context.

3.5 Gender and group-specific language

Drafters should take care to be respectful in the language chosen to refer to groups or individuals, while remaining accurate to the source/information. For instance, a phrase such as 'people living with disabilities' is preferable to saying 'the disabled'. In another case, local groups may use terminology such as 'men who have sex with men' to refer to same-sex activity due to stigma around such activities in the country of origin. Drafters need to be aware of the context in which they are using language and use the most appropriate terms for that context, while taking care not to mask or distort information.

Drafters should take care when writing and choosing language to present information in light of gender and other factors. Care must be taken to accurately present source information and not to overgeneralise. For instance, using the word 'they' inappropriately could mask relevant differences in how males and females may experience a phenomenon or how a law is applied differently to men and women. In another example, a law against sodomy may specifically be geared toward men; however, a broad provision against 'moral crimes' could implicate both men and women. Such specific variations in language/terms are important to research and present in context. The language and way of presenting such information are therefore also critical.

For further information on specific terminology related to researching sexual minorities, refer to EUAA's Practical Guide, COI Research guide on LGBTIQ.

3.6 Grammar and language mechanics

EUAA refers to the European Commission English Style Guide and the EU Interinstitutional Style Guide for issues not covered here.

3.6.1 Verb tenses when introducing sources and information

There are two aspects to verb tenses when COI researchers report information from sources:

- The tense used by the COI drafter to introduce the source reporting the information;
- The tense of the information itself in context.

Generally, COI drafters should use the past tense to introduce a source's reporting (BBC News reported that; The expert said; UNHCR indicated).

However, drafters must take great care to ensure that *the information* provided by the source is accurately situated in time (past/present) in the COI report. This may require shifts in language and verb tenses. It is critical to avoid ambiguity that may distort accuracy. In general, the older the material, the less likely it is that it can be relied on to reflect the present.

Drafters should use the past tense, but may sometimes use the present tense if appropriate. For example, when:

- A source is undated;
- A law is presented and is presently in force (must always be checked);
- Information is **very** recent.

Reporting what sources said

Below are some examples of introducing sources and their reported information:

Introduction of sources	Verb tense of the information reported in relation to the current situation:
The law states that … The expert said in an interview that … BBC News reported that … The researcher explained that … The expert observed that …	… the act is illegal. (present/continuous) … the situation is improving. (present/continuous) … the situation ended in 2016. (past) … children are given nationality. (present/continuous) … the act resulted in arrests. (past)

Notice in this example how ambiguity can arise because of verb tenses:

Continuous situation:	Past situation:
In an interview with EUAA in 2018, **the source stated** that **IDPs were still having difficulty** accessing ID cards. (Appears to refer to the situation at the time of asking, and which we assume is still the case as there is no further current information.) Clear	In an interview with EUAA, **the expert stated** that IDPs **had** trouble accessing ID cards. (When? In the past? Is it still the case? This is why you need to specify a date when that happened in the past; otherwise the reader may understand it is a continuous action and may interpret it incorrectly.) Unclear

What is important is that researchers determine if the information being reported by the source is the most recent information reflecting a current/continuous situation.

Here is an example of using the **present tense** and **past tense** to introduce the sources and the information within the sources. It uses oral and published sources:

Note the use of **present** and **past tenses** here:

The law in force states **(present tense)** that there are no protection orders available for domestic violence **(present tense)**. A press release published in July 2017 said that **(past tense)** the law was under review **(past tense)**, while a local newspaper reporting in October 2017 also stated **(past tense)** that the new revised law was not yet implemented **(past tense).** More recent information could not be found.

A 2016 ABC article reported that **(past tense)** 27 judges were suspended **(past tense)** in that year for accepting bribes. Oral sources interviewed in May 2018 **(past tense)** for this report indicated that **(past tense)** the country respected the principle of fair, but in practice, corruption still remained a problem **(past tense but can still be read as current information due to the dates).** They said that **(past tense)** there is no mechanism for reporting corruption **(present tense).**

3.6.2 Active voice

Generally, write using the active voice rather than the passive voice. The active voice is clearer and easier to write and understand. It also tends to use less words and be more concise. Try to convert sentences into active voice wherever possible. The difference between active and passive voice relates to sentence structure and the placement of subject, verb, and object. Sentences can be converted by paying attention to the order:

Active voice: A subject does something to an object. Subject + action / verb + object	**Passive voice:** Something is done to an object by a subject. Object + action / verb + subject
The soldier fired his weapon at protesters.	Protesters were fired upon by a weapon used by a soldier.
The unit raids villages every night.	Raids on the villages occur in villages every night by the unit.
She went to court to pursue the case.	The case was pursued in court by her.
Research showed that urbanisation and labour market pressure increased unemployment.	It was shown by a research study that unemployment was being caused by urbanisation and increasing pressure on the labour market.

The passive voice may be appropriate in some situations. For example, it could be important for the COI drafter to:

Situation when passive voice is appropriate	**Examples**
Emphasise a certain action that occurred, rather than who carried it out.	According to the article, following lengthy consultations and debate, a shelter was set up in the community.
Describe a condition whereby the agent is unknown or not important.	Every year, thousands of cases of domestic violence go unreported. Kidnappings for ransom have reportedly become more frequent since 2014.

3.6.3 Modifiers and time-relative adverbs

In English, a ‘modifier’ is a word that describes another word, phrase or sentence. COI drafters should take care and be conscious of why and when a source uses words such as:

- only;
- always;
- just;
- almost;
- simply;
- completely;
- ever;
- never.

COI drafters must be aware that the use of these words can modify a reader’s understanding about the scope of an issue and could give an oversimplified or inaccurate meaning.

Also, modifiers can also sometimes be incorrectly placed in a sentence and cause confusion.

The group changed the rules, leaving the Chief **only** with the power to intervene. vs The group changed the rules, leaving **only** the Chief with the power to intervene.

Adverbs for time such as ‘recently’ or ‘currently’ should be avoided because they rely on a relative notion of time and can create inaccuracies or, cause the reader to have to check source dates. COI drafters should be specific about dates in the sources, wherever possible and avoid or limit the use of time averbs such as:

- recently;
- currently;
- initially;
- today;
- now.

3.6.4 Numbers: dates, figures, currency

For further detail not covered here, refer to the EU Interinstitutional Style Guide.
In order to prevent elements that must stay together from being separated by the end of a line, use a hard space by pressing Ctrl + Shift + Space (specific examples below).

Dates

Names of months are spelled out and not abbreviated. Avoid using ordinal expressions (20th, twentieth) where possible; the written form is preferred to the numerical.

EUAA uses the following formats for dates:

5 January 2013	[used when referring to dates within text and for publication dates]
January 2013	[when only the month is given]
2017	[when only the year is provided for publication date]
n.d.	[no date, used when a source is undated]

Figures and numbers

EUAA uses figures in the following manner:

Situation using figures	Form
Figures from 1 to 9 are spelled out	One, two, three, etc.
Figures from 10 and above use digits	10, 11, 12, etc.
Notation of decimals uses a period	2.4
Notation of thousands and higher (use a hard space)	10 000 (with hard space Ctrl+Shift+Space)
Pagination (use a hard space)	p. 4 pp. 4-8 pp. 14, 65 Section 3.2 Footnote 6
Percentages (use a hard space)	3 % 10 %
Votes	12 delegations were in favour, 7 against, and 6 abstained
Ranges and ranges denoted by a dash	There are 20–30 million people
	NB: write either ‘from 50 to 100’ or ’50–100’ but not ‘from 50–100’
Quantities (do not abbreviate)	7 metres; 11 kilometres
Decades	1990s Do not use expressions like ‘the nineties’

When using figures within the text, for numbers 1 to 9, write the numbers out (one, two, three, etc.) and above 9, use the written figures (10, 11, 12, etc.). Do not use both forms in one sentence. Be consistent and choose one form where needed. For example:

> The article said there were between 4 and 13 victims in the attack.
>
> At the trial, 12 of the men were convicted, but 17 were found not guilty.
>
> The seven victims complained to the court.
>
> The children were between the ages of six and ten.

Currency and conversions

In COI reports, drafters sometimes need to make reference to currencies, for example, when referring to the amount of a cost, fine or bribe. Drafters should determine when to include a conversion to illustrate a point to the reader who may not know the local currency. For instance, if a fine in the law is very low or very high, this may give an indication of attitudes and practices about an issue, which could be relevant to highlight. If the amount is not given in Euros or US dollars in the source, but is significant to understanding the context, a conversion to EUR should be provided in square brackets next to it. Round the numbers up or down, as appropriate and signal the approximation in the brackets. If the figures are very large, it may be better to use the text form of the figure. For example:

> According to Article 12 of the State Law, the penalty for breaking a restraining order
>
> is 100 000 Nairas [approximately EUR 277] or imprisonment for less than five years.

> In accordance with Article 37(1) of the Proclamation on National Service of 1995, any infringement of that proclamation (including desertion) is punishable by two years' imprisonment and/or a fine of 3 000 Birr [about EUR 108].[56]

Writing out a very large figure may be easier to read; consider what is better for the reader:

> The man was ordered to pay back 2 649 100 Euros.
>
> or
>
> The man was ordered to pay back about 2.6 million Euros.

If a currency or conversion amount is already included in the source text, this can simply be included as reported by the source.

Do not use currency symbols. Such symbols should be replaced and presented as above using text using either the ISO code (EUR, USD, etc.) or written name (Euros, US dollars, Naira, etc.). Be consistent throughout the text.

Obtain currency names, ISO codes, and conversion amounts from the INFOEURO website of the European Commission.

3.6.5 Fonts

The main texts of EUAA COI reports are in 'Aligned left' alignment and written in Proxima nova 11 while footnotes are 'Aligned left' and in Proxima nova 9.

Font style	When to use it	Examples
Italics	EUAA only uses italics for original local language words or terms within the body text (wherever they appear). Do not italicise the proper names of groups in other languages (i.e. Hazara, Taliban, Al Shabaab, Houthi).	People often prefer the customary law system of *jirgas* to resolve disputes. *Madrasas* became popular in Pakistan at that time. Members of the Taliban have studied there.
Bold and <u>underline</u>	Bold is used for headings and sub-headings in EUAA reports. Generally, neither font is used within the main body text. In rare cases, it may be relevant to keep the bolded font in a longer quote and add [emphasis in the original] at the end of the quote. It should be explained when bold is used.	'In an example text, sometimes it may be necessary to **keep the bold** that appears in an original quote in order to demonstrate the original source's emphasis' [emphasis in the original].[26]

3.6.6 Capitalisation

Capitalisation generally follows the rule that proper nouns (e.g. when using names) are capitalised and regular nouns are not. EUAA uses capitalisation for items such as:

- Proper names, place names, organisation names, national/ethnic/religious group names (Kabul City, Shia, Transparency International, etc.);
- Geopolitical names if referring to a political body (South-West region of Nigeria), but lowercase to refer to a geographic location (southwest Nigeria);
- Titles of some sources (see below).

Capitalise the proper names of individuals and authors that are organisations:

The New York Times reports that ... The article written by the New York Times indicates ... The Jamestown Foundation conducted a study about ... The study produced by the Jamestown Foundation indicates ...

Capitalisation rules for government organisations:

government of China; American government, etc.	'government ... ' is almost always lowercase; it is never capitalised unless it is used as part of an official name (Government of the Commonwealth of Dominica).
Ministry of Foreign Affairs, Ministry of Education, Ministry of Defence, etc.	Capitalise the first letter for names of ministries or agencies when referring to their full official name. Do not capitalise when using 'ministry' without its full name (e.g. The ministry created a new division ...)
Minister of Defence, or Minister Smith, etc.	Capitalise when it is an official title (not when it is used to generically describe a noun); Capitalise when the title is followed by a specific person's name (Minister Smith). There is no need to capitalise when using 'minister(s)' as a generic noun not referring to a specific person, (e.g. The ministers attended the summit ...)
The Parliament of Malta	Use the country's own names for its parliamentary institutions. When referring to a specific parliament, use a capital P (e.g. UK Parliament, Parliament of Malta). For generic use, no capital is needed (previous parliaments were elected ...)

Capitalise a person's title when it is used with a proper name:

'There were many mullahs who studied there, but Mullah Nasir did not.' 'There were many ministers who attended, but Minister Azur did not.'

Capitalise titles of documents in the same style used by the author/source. For example, for the names of newspapers and their articles, journals, books, laws, reports and the titles of journal articles or book chapters published within them:

> Barfield, T., Afghanistan: A Cultural and Political History, Princeton University Press, Princeton, 2012.

> BBC News, Berta Caceras: Report throws light on Honduras activist murder, 2 November 2017, http://www.bbc.com/news/world-latin-america-41840369, accessed 2 November 2017

3.7 Introducing and describing sources

All sources must be traceable from the text to the footnote and bibliography. When relevant, sources and their methodologies (in the case of a study, for example) should be briefly introduced and explained at their first use in the body text; further detail can be found in the bibliography.

In the case of oral sources, it is not necessary to repeat the full description every single time in the footnote, but sufficient detail should be provided to the reader in the text and bibliography to assess source reliability, in line with the EUAA COI methodology. Once a detailed description has been provided in the report introduction and at first use in the text, the source's title/surname can be used throughout the text. For more information on referencing oral sources, see Section 8 on Examples of referencing oral sources.

Neutral language should be used to introduce what the sources are saying (he/she reported, indicated, stated, explained, observed, gave the opinion that, gave the view that, based on his/her information, etc.).

> **Oral source example:**
>
> Described in the introduction or at first use in text:
> Dr Smith is a Research Associate at the University of Westermoria. Dr Smith's doctoral research at the University of Westmoria, which involved field research conducted in Abkovia in 2017, explored the security and political dynamics of counter-insurgency operations in southern provinces.
> He commented that alliances and recruitment within the insurgent group are complex ...[1]
>
> **Footnote (and used throughout the rest of the report):**
> [1] Smith, J., Telephone interview, 21 April 2017

Bibliography:
Smith, J., Telephone interview, 21 April 2017. Research Associate at the University of Westermoria. Dr Smith's doctoral research at the University of Westmoria, which involved field research conducted in Abkovia in 2017, explored the security and political dynamics of counter-insurgency operations in southern provinces.

3.7.1 Naming expert sources by name

As explained in 3.7, oral sources should be described in order to provide information to assess their knowledge base/expertise. Writing and synthesising information in the text for readability requires flexibility in using different writing techniques. Specifically using the **name** of individual source or expert may be done at times, but it is not always necessary (e.g. Dr Jones said that …). There is no specific rule about when it may be appropriate to include an individual expert's name. However, take care not to give more weight to a source by always naming it, or by trying to impress the reader. It is a matter of judgment and style about when it may be appropriate, for example, it may be worth including when:

- a source has been specifically interviewed for the report. It may be appropriate to include their name when introducing the information (according to scholar X who was interviewed for this report…);
- the information is relevant but not corroborated;
- the source provides their own analytical perspective or a unique opinion;
- the source provides controversial or contradictory information;
- the specific comment came from an external expert during their review of the report.

It is not necessary to include the name of the source in other situations, for instance:

- When writing that multiple sources report the same information;
- When the source provides information that is common knowledge;
- When it is a bulleted list of incidents.

Drafters must use their judgment about when it is appropriate to employ different stylistic choices or writing techniques to communicate with the reader.

3.8 Non-English and local language text, words and names

3.8.1 Original/local language terms

Local language terms or terminology from the country of origin used in the report are listed and defined in a glossary at the front of the report with the most common spelling and any spelling variations. It is not necessary to repeat the list of variations in the text. Spelling variations are important to include so they may be picked up when being searched.

Within the body of the text, terms in an original local language should always be italicised wherever they appear (e.g. *Pashtunwali*, *Quran*) and include appropriate accents (e.g. *länder*). Select the most common spelling after consulting a range of specialist sources. Use one consistent spelling throughout the COI report and with other EUAA reports. Local language proper names for groups do not require italics (for example: Shia, Taliban, Al Shabaab, Tajiks, etc.).

> Often militias fighting alongside the government against insurgents are called *arbakai* (plural *arbaki*). Originally, the institution of *arbakai* is based on the customary tribal code of the Pashtuns, the *Pashtunwali*.[222]

3.8.2 Proper names of ethnic, religious, and community groups

As with special terms, the same standards apply. The spelling of names for certain groups can vary widely. Consult a range of specialised sources - the UN, international and local press - to determine the most well-known and accurate spelling, and the one in preferred use by the group itself. List variations in the glossary and use one consistent spelling throughout the COI report. Variations of name spellings may be important if a reader is searching for an alternate spelling.

Proper names of groups do not need to be italicised. Proper names are capitalised in English.

Glossary	
Fula	Also called Peul, Peuhl, Fulani, Fulbe. A large West African ethnic group comprising the second largest ethnicity in Guinea.
Mandinka	Also called Mandenka, Mandingo, Malinké. A West African ethnic group living mainly in Guinea; the largest ethnic group in that country.

3.8.3 Government authors and titles in non-English languages

In the bibliography, names of government authors that are not in English should be given in their common English name with the original language name of the organisation in brackets afterwards.

Report titles are given in the language in which they were written in the bibliography and footnote. In the bibliography, a translated English title is added in brackets.

Government:

English short country name, English ministry/department (original language ministry/department), original language title [English translated titled], publication date, url, access date

In text:
The German Federal Office for Migration and Refugees (BAMF, Bundesamt für Migration und Flüchtlinge) reports that …

Footnote:
Germany, BAMF, Die Situation afghanischer Flüchtlinge in Iran, Pakistan und Türkei – Auswirkungen auf die Migration in Richtung Europa, 22 December 2015, url

Bibliography:
Germany, BAMF (Bundesamt für Migration und Flüchtlinge, Federal Office for Migration and Refugees), Die Situation afghanischer Flüchtlinge in Iran, Pakistan und Türkei – Auswirkungen auf die Migration in Richtung Europa [The situation of Afghan refugees in Iran, Pakistan and Turkey—effects on migration towards Europe], 22 December 2015, https://www.ecoi.net/file_upload/5250_1485332482_deutschland-bundesamt-fuer-migration-und-fluechtlinge-die-situation-afghanischer-fluechtlinge-in-iran-pakistan-und-tuerkei-15-02-2016.pdf, accessed 2 November 2017

Non-governmental authors and titles in non-English languages

Names of non-government authors that are not in English should be given by their original language, unless they have a common usual English equivalent that they use officially.

Report titles are given in the language in which they were written in the bibliography and footnote. In the bibliography, the translated English title is added in brackets.

Non-English source name:

Footnote:
MSF, Set to Explode, April 2017, url, p. 18

Bibliography:
MSF (Médecins sans Frontières), Set to Explode: Impact of Mines, Booby Traps and Explosive Remnants of War on Civilians in Syria, April 2017, http://www.msf.org/sites/msf.org/files/msf-syria-settoexplode.pdf, accessed 2 November 2017

Non-English document title:

Footnote:
ACCORD, Afghanistan: Dokumentation des Expertengespräches mit Thomas Ruttig und Michael Daxner vom 4 Mai 2016, June 2016, url, pp. 8-9

Bibliography:
ACCORD (Austrian Centre for Country of Origin and Asylum Research and Documentation), Afghanistan: Dokumentation des Expertengespräches mit Thomas Ruttig und Michael Daxner vom 4 Mai 2016 [Seminar with experts Thomas Ruttig and Michael Daxner], June 2016, https://www.ecoi.net/file_upload/90_1466684031_dokumentation-coi-seminar-afg-20160623.pdf, accessed 17 October 2017

3.8.4 Using information from a non-English language source

COI drafters who read multiple languages may wish to use sources that are in other EU+ languages, from outside the EU, or from the country of origin. They may then wish to paraphrase or summarise information from these sources into an English EUAA COI report. The best practice for doing so is to use an officially translated version; however, this is not always possible due to time and budgetary constraints. A COI drafter who is able to read in that language and wishes to paraphrase/summarise some portions can do so. As a quality assurance check, a different colleague who also reads that language should, if possible, re-check the paraphrased text against the original language. Add the citation to reference the information to the original language text. Where needed, add a description of the source to indicate it is not in English but in another original language.

Summarised by a COI researcher from the German original and included in the text:

An increasing number of Afghans convert to Christianity, often through evangelical groups but also by some educated Afghans who deliberately choose to leave Islam.[24]

Footnote:
[24] ACCORD, Afghanistan: Dokumentation des Expertengespräches mit Thomas Ruttig und Michael Daxner vom 4 Mai 2016 [Seminar with experts Thomas Ruttig and Michael Daxner], June 2016, url, pp. 8-9

Bibliography:
ACCORD (Austrian Centre for Country of Origin and Asylum Research and Documentation), Afghanistan: Dokumentation des Expertengespräches mit Thomas Ruttig und Michael Daxner vom 4 Mai 2016 [Seminar with experts Thomas Ruttig and Michael Daxner], June 2016, https://www.ecoi.net/file_upload/90_1466684031_dokumentation-coi-seminar-afg-20160623.pdf, accessed 17 October 2017

If a COI researcher competent in the relevant language makes their own informal translation of a short quote into English, this must be signalled to the reader by noting it in the text with square brackets [informal translation]. The translated text should be rechecked by a colleague competent in the same language for peer review/accuracy wherever possible.

The footnote and bibliography are not affected.

A short direct translation by a native Swedish speaker:
According a 2017 report by Lifos [informal translation] ‘it is difficult to draw general conclusions on what kind of reaction or punishment an individual who is suspected of apostasy would receive’.[63]

3.8.5 Languages with special characters/alphabets

When presenting, citing, and referencing articles/sources written in original languages which use special characters such as Arabic or Russian, always write the original language source name or title followed by an English translation in square brackets. Include the English translation of the title in square brackets next to it and refer to it by the English name throughout the text. Take care that the special characters of the language do not get reversed or formatted incorrectly by the word processor (with Arabic, for example).

Where relevant, the original language of the source/information should be mentioned in the text when introducing the source (i.e. The Arabic language article published by Al Monitor states that …).

Examples of citations:

Footnote:
Lapitsky, Yu. A., Организационно-Правовые Основы Деятельности Следственного Комитета Российской Федерации [Legal and organisational basis for the activities of the Investigative Committee of the Russian Federation], 2010, url

Bibliography:
Lapitsky, Yu. A., Организационно-Правовые Основы Деятельности Следственного Комитета Российской Федерации [Legal and organisational basis for the activities of the Investigative Committee of the Russian Federation], in: Bulletin of the Ryazan State University No 3, 2010, http://vestnik.rsu.edu.ru/pdf/11_(28).pdf, accessed 28 November 2016

Footnote:
Etilaatroz, طالبان سه کارمند یک شرکت راه سازی را تیرباران کردند [The Taliban shot three employees of a road company], 11 July 2017, url

Bibliography:

Etilaatroz, طالبان سه کارمند یک شرکت راه سازی را تیرباران کردند [The Taliban shot three employees of a road company], 11 July 2017, http://www.etilaatroz.com/49699, accessed 11 October 2017

Part 2 - COI Referencing guide

4. Referencing system

Every piece of information in an EUAA COI report requires a footnoted reference which can be traced to the bibliography. EUAA's referencing system uses shortened footnotes with a bibliography. For information on preparing the bibliography see Section 6, and for examples of how to cite different types of sources, see Section 7.

4.1 Use and placement of footnotes

EUAA uses footnotes for referencing sources and every piece of information. In the body of the report, footnotes are placed at the end of the sentence, outside the period. The footnotes should then appear at the bottom of the same page as the text they refer to. For footnotes within the sentence, see Section 5.4.

4.2 Content of footnotes

Footnotes are a shortened version of the full bibliographic reference that appears in the bibliography. The basic elements/order of a shortened footnote are:

- author's surname, initial; or, organisational author/acronym;
- when a document has more than one author, only list two maximum; if there are more than two authors, list the first one and add 'et al.';
- shortened title, if necessary;
- publication date (1 January 2018);
- shortened active hyperlink given as: url;
- page number(s), if applicable (p. 173 or pp. 173-178 or pp. 17, 24, 29).

EUAA does not use ibid., ibidem, idem. Footnotes are repeated as necessary in order to allow readers clearer and faster access to original sources.

It is a good practice to draft the report with full references in the footnotes and only shorten the footnotes once the draft is finished and ready to be sent for review.

When shortening a document title for a footnote, do so only for very long titles that have a natural break in the title. The most important point is to be consistent in using the same short form throughout the whole report and match it to the bibliography. However, try to avoid shortening titles too frequently and only do it if absolutely necessary to save page space.

4.3 Format and examples of footnotes

- Within the body text, footnotes appear at the end of the sentence, outside the period.
- Footnotes are in Proxima nova 9 font.
- Footnotes are formatted as ‘Aligned left’.
- There is no need to italicise anything or use quotation marks within footnotes.
- Multiple sources within a single footnote are separated with a semi-colon.
- Footnotes may appear in mid-sentence as needed for traceability/transparency: see Section 5.4.
- Footnotes for references normally do not end with a period.
- Footnotes containing explanations do end in a period as explained in 4.4.

Example:

According to IWPR, both government and insurgent groups are involved in abuses against civilians.[28] Armed groups carried out extra-judicial killings throughout 2016.[29]

[28] IWPR, Afghanistan: All sides violating human rights, 27 July 2017, url
[29] HRW, World Report 2017 – Afghanistan, 12 January 2017, url; AI, Amnesty International Report 2016/2017–Afghanistan, 22 February 2017, url

4.4 Other uses for footnotes

Footnotes are used for citation and referencing of sources. Exceptionally, they may be used for other purposes.

4.4.1 Providing clarification

Footnotes may sometimes be used to provide further information; however, if the information is important enough for a footnote, it should perhaps be integrated into the main text instead. Information within a footnote that is additional will likely also need to be referenced. Drafters should try to avoid this situation and keep information that is relevant in the main text.

4.4.2 Providing further information about a source

For providing added details about the source background or methodology used for a particular study, use footnotes. More information can be provided here to help assess reliability of the source, such as their expertise, depth of experience, presence in the country of origin, and authority about a subject.

5. Common COI referencing challenges

5.1 Matching footnotes to the bibliography

This section should be read in conjunction with Section 5.2 on abbreviations of organisation names. In order for readers to easily trace information, COI drafters should ensure that the way sources appear in the footnotes matches their listings in the bibliography.

Sources that use an abbreviation should be presented in the text for the first time by the full spelling, followed by the acronym in brackets. The official abbreviation for a source name is used in footnotes. The manner in which sources are presented in footnotes must match with the specific references in the bibliography so that readers can easily trace information. For example:

Matching for traceability	
In the body, at the first instance within the text …	Amnesty International (AI) reports that …
Footnote	[12] AI, Amnesty International Report 2017/2018 – Cambodia, 22 February 2018, url
Bibliography	AI (Amnesty International), Amnesty International Report 2017/2018 – Cambodia, 22 February 2018, https://www.amnesty.org/en/countries/asia-and-the-pacific/cambodia/report-cambodia/, accessed 12 March 2018

Within the bibliography, sources are listed by acronym first, alphabetically.

5.2 Abbreviations of organisation names and glossary

COI drafters should take care to check the official usage and official names of organisations carefully by examining their website, publications, and copyright information to check how they refer to themselves. Generally, abbreviations for organisation names such as acronyms or initialisms should only be used when they are officially used by the organisation itself.

Always spell out abbreviations/acronyms in their full appearance at first use in the text, followed by the acronym in brackets. In the rest of the report, use the abbreviation to refer to that source in the text, footnote, and bibliography. Common examples include: IWPR, IOM, USDOS, UNHCR, etc.

Glossary:
Note that special acronyms/abbreviations that are necessary for understanding the report content should be listed in a glossary (e.g. ANSF – Afghan National Security Forces, VBIED – Vehicle-borne improvised explosive device, etc.). However, acronyms/abbreviations for source names that are listed in the bibliography do not need to be included in the glossary (e.g., UN, IOM, IWPR etc.).

Special note:

Human Rights Watch should always be written out in full in the text. The abbreviation HRW may be used for footnotes and for matching the bibliography to HRW (Human Rights Watch).

International Crisis Group should be always cited as such and not shortened to ICG.

5.3 Single and multiple authors of one document

When there are multiple authors for one document, provide a full description of the source in the written text when introducing it. In the footnote, include a maximum or two author names. If there are more than two authors, use the author's name and 'et al.' followed by the usual footnote reference. In the bibliography, cite authors in full. For examples:

Single author:

Footnote:
Barfield, T., Afghanistan: A Cultural and Political History, 2012, p. 212

Bibliography:
Barfield, T., Afghanistan: A Cultural and Political History, Princeton University Press, Princeton, 2012

Two authors:

Footnote:
Gopal, A. and Strick van Linschoten, A., Ideology in the Afghan Taleban, AAN, June 2017, url, p. 33

Bibliography:
Gopal, A. and Strick van Linschoten, A., Ideology in the Afghan Taleban, Afghanistan Analysts Network (AAN), June 2017, https://www.afghanistan-

analysts.org/wp-content/uploads/2017/06/201705-AGopal-ASvLinschoten-TB-Ideology.pdf, accessed 2 November 2017

More than two authors:

Footnote:
Nojumi, N. et al., After the Taliban: Life and Security in Rural Afghanistan, 2009, pp. 35-36

Bibliography:
Nojumi, N., Mazurana, D., and Stites, E., After the Taliban: Life and Security in Afghanistan, Rowman & Littlefield Publishers, 2009

5.4 Mid-sentence footnotes

COI drafters can use footnotes throughout a sentence to enhance the traceability of different pieces of information and more efficiently combine sources. Drafters should take care to ensure information is clearly footnoted to the correct source when using mid-sentence citations and to avoid attributing information to the wrong source. Also, avoid overuse of mid-sentence citations and rely on summarising wherever possible. In some instances, it may be appropriate such as when slight variations are given on a very specific fact. For example:

Estimates on the number of women's shelters across Afghanistan vary between 14,[1] 20,[2] 28[3] and 29,[4] with 6 reportedly in Kabul,[5] the capital.

5.5 Original information reproduced in a secondary source

When excerpted information from an original source is reproduced or cited by another source and is only available within that second source, it should be cited under the original source, making mention of where it was located. This rule is similar to Section 5.6 about information that is no longer available online.

Footnote and bibliography:

Footnote:
UK, Correspondence from the Foreign and Commonwealth Office in Afghanistan with the UK Country Policy and Information Team, 10 January 2017, url, p. 22

Bibliography:

UK, Foreign and Commonwealth Office, Correspondence with the UK Country Policy and Information Team, 10 January 2017, cited in: UK, Home Office, Country and Policy Information Note – Afghanistan: Sexual orientation and gender identity, January 2017, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/584025/Afghanistan_-_SOGI_-_CPIN_-__January_2017_.pdf, accessed 19 June 2019

Footnote:
Australia, DFAT, DFAT Country Information Report – Afghanistan, 18 September 2015, p.21, url, p. 31

Bibliography:
Australia, DFAT, DFAT Country Information Report – Afghanistan, 18 September 2015, p.21, cited in: UK, Home Office, Country and Policy Information Note – Afghanistan: Fear of anti-government elements (AGEs), December 2016, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/576895/CPIN-Afghanistan-Fear-of-AGEs-v2-December-2016.pdf, accessed 19 June 2019

5.6 Original source no longer available online or at original link

When information was found in a source which refers to another (original) source which is not otherwise accessible to the reader, for instance, the website ceased to exist or the article was removed, it should be pointed out which source is the original and which is the secondary source. This explanation can be given in the bibliographic entry.

For example:

In text:
L'Osservatore Romano republished an article by the website Voice of Martyrs which gives an example of treatment of Christians in Libya. The article states that …

Footnote:
Voice of Martyrs, Christians in Libya, 9 February 2007, url, accessed 20 February 2007

Bibliography:
Voice of Martyrs, Christians in Libya, 9 February 2007, available at: L`Osservatore Romano, http://www.osservatoreromano.com/, accessed 20 February 2017. The original source website, Voice of Martyrs, is no longer accessible.

5.7 Information only available from a paid subscription source

When information is used from a subscription source, this should be indicated in the bibliography by adding 'available by subscription at:' to the citation.

Footnote:

WSJ, Iraqi forces clash with Kurdish fighters near Kirkuk, 16 October 2017, url

Bibliographic reference:

WSJ (The Wall Street Journal), Iraqi forces clash with Kurdish fighters near Kirkuk, 16 October 2017, available by subscription at: https://www.wsj.com/articles/iraqi-forces-clash-with-kurdish-fighters-near-kirkuk-1508123617, accessed 17 October 2017

5.8 Citing a cached or archived version of a website

The standard footnote format is used. However, for the bibliography, when citing an archived or cached page, note the date the archived page was captured, link to the url preceded by 'available at', and note the access date it was retrieved.

An archived page:

Footnote:
Afghanistan, KCP, About 119 police, n.d., archived page from 3 January 2015, url

Bibliography:
Afghanistan, KCP (Kabul City Police), About 119 police, n.d., archived page from 3 January 2015, available at: http://archive.is/1iuY4, accessed 17 October 2017

A cached page:

Footnote:
Nigeria, NPF, Nigeria police force, n.d., cached page from 15 October 2017, url

Bibliography:
Nigeria, NPF (Nigeria Police Force), Nigeria police force, n.d., cached page from 15 October 2017, available at: http://webcache.googleusercontent.com/search?q=cache:ttPchrYJ-KMJ:npf.gov.ng/&num=1&hl=en&gl=mt&strip=1&vwsrc=0, accessed 17 October 2017

5.9 Articles translated and reprinted by a news service

When a news service translates and reprints the full text of an article in another language, this can be cited as follows:

Footnote:
Kahmenei.ir, Leader says USA angry with Iranian forces for fighting ISIS, 18 October 2017, url

Bibliography:
Kahmenei.ir, Leader says USA angry with Iranian forces for fighting ISIS, 18 October 2017, translated by: BBC Monitoring, available by subscription at: https://monitoring.bbc.co.uk/, accessed 18 October 2017

5.10 Original article based on primary source that is not accessible

Sometimes newspapers will publish original content/articles which are written based on information from other original sources (e.g. AFP), which are not accessible in their original form.

The insurgent group reportedly took over numerous towns east of the capital.[13]

Footnote:
[13] The Newspaper, The insurgents return to area X [sources: DPA and AFP], 17 July 2016, url

Bibliography:
The Newspaper, The article title [sources: DPA and AFP], 17 July 2016, url, accessed 1 March 2018

6. Elements of a bibliography and entry format challenges

The bibliography lists all sources cited in the COI report. It appears at the end of the report in an Annex. The elements included in the bibliographic reference are explained in this section.

6.1 Sub-divisions

The bibliography has two headings: one for oral sources and one for written sources. For each source listed in the bibliography it should be clear for readers whether it is public, non-public, or anonymous, either by providing a link or a description where relevant.

Oral sources

This first heading is a list of all oral sources who were cited in the report and how they were contacted. This includes written correspondence, emails, interviews, etc.

Written sources

The second heading lists of all other written, documentary or published sources used in the report (that were not obtained from oral sources).

See Annex A for an example bibliography that shows these subdivisions.

6.2 Alphabetical order of entries in the bibliography

EUAA organises entries in the bibliography in letter by letter alphabetical order because of the co-drafting process, which requires a fast system for organising a lot of entries from multiple authors.

Bibliographic entries are listed alphabetically by the author last name or organisational abbreviation.

For multiple entries by the same author, entries are organised in alphabetical order by title of the document. This kind of sorting can be done by selecting all the items written by one source and clicking on the ‘Sort’ function in MS Word.

6.2.1 Sources or titles beginning with a number or symbol

In the bibliography, sources or titles that begin with numbers or symbols are placed at the beginning and precede listings in alphabetical order. This applies for authors and for titles of documents. They should be placed or sorted at the top of the alphabetical list.

Source name:

28 Too Many, About us, n.d., https://www.28toomany.org/about-us/, accessed 13 October 2017

Article title:

Pajhwok Afghan News, 5 police killed, 8 wounded in Taliban attack on checkpoint, 23 September 2017, https://www.pajhwok.com/en/2017/09/23/5-police-killed-8-wounded-taliban-attack-checkpoint, accessed 13 October 2017

6.2.2 English sources whose official name begins with 'The'

In English, many names of sources could be described beginning with the article 'the'. Therefore, COI drafters should examine the source's copyright information to determine the official name, or if the official name or abbreviation uses 'The'.

In English, when 'The' is part of the official name of a source:

- Within the text, respect capitalisation rules for 'the' if it appears at the beginning of a sentence (The Guardian reports that …), or in the middle of a sentence (According to the Guardian …);
- Include 'The' in the footnote and bibliography in brackets after the substantive title.

Location	Form and placement
In the beginning of a sentence	**The** Guardian reports that …
In the middle of a sentence	According to **the** Guardian, the car went …
In the footnote (drop 'The')	[59] Guardian **(The)**, An article title, url, 2 November 2017
In the bibliography	Guardian **(The)**, An article title, url, 2 November 2017, accessed 2 November 2017

These examples are of sources with official names that include 'The':

Media	Organisations
The Bureau (The Bureau of Investigative Journalism)	The Asia Foundation
The Diplomat	TBC (The Border Consortium)
The Economist	The Jamestown Foundation
The Guardian	
The Independent	
The New York Times	
The Washington Post	
WSJ (The Wall Street Journal)	

6.2.3 Non-English source names beginning with a definite article (Le, Al, etc.)

Non-English sources that begin with a definite article are written in the same way the footnote and should be listed alphabetically by the first letter of the article in the bibliography. There is no need to split the article from the substantive name. Also maintain and follow the capitalisation conventions in the names themselves. Here are some examples:

Al Jazeera, Venezuela opposition rejects election results, 16 October 2017, http://www.aljazeera.com/news/2017/10/venezuela-opposition-rejects-election-results-171016042501995.html, accessed 16 October 2017 Le Monde, Syrie: Damas exige le retrait des forces turques à Idlib, 16 October 2017, http://www.lemonde.fr/proche-orient/article/2017/10/16/damas-exige-le-retrait-des-forces-turques-a-idlib_5201488_3218.html, accessed 16 October 2017

Other examples: Al-Monitor, Der Spiegel, Die Welt, Die Zeit, La Presse, Le Monde.

6.7 Author(s)

Authors are listed in the bibliography by their last name, followed by their full first name (or initial if not available); footnotes only require an initial). Organisational authors known by an official acronym or abbreviation are listed by the abbreviation first with the full organisation name in brackets afterwards. See the section on Abbreviations for more information.

Sort by numbers, then by letters: Organisational authors whose title begins with a number appear at the beginning of the bibliography. Sources whose titles begin with a number appear at the beginning of the alphabetised list.

If there are multiple documents written by the same author, repeat the author's name in the bibliography with each entry.

For specific guidance on authors, see the examples section of this document.

6.8 Titles of documents

Titles of documents are written in regular Proxima Nova font and do not use any formatting. Capitalise each main first letter of the words in the same style it is written by the source itself. This applies for a title for laws, major reports, books, newspapers and journal titles; also capitalise the titles of book chapters and journal articles.

The rule is simple: reproduce the title the way it is written by the source/publisher/author.

However, if a source puts quotation marks in the title of a document, follow the convention used by the source (AYBA, "I had to escape": Justice for prisoners, 2014, url). Note that it is not necessary to include quotation marks in the footnotes in such cases (e.g. AYBA, I had to escape, 2014, url, p. 14). Always include them in the bibliographic entry.

If a document title is in all uppercase letters (e.g. Newsday, PRESIDENT RESIGNS!, 12 June 2017, url), begin the title with a capital and change the rest to lower case. Use the same format consistently throughout the document/footnotes and bibliography.

6.9 Publication dates

6.9.1 General principles

Publication dates should be as exact as possible and include the day, month, year wherever they appear. Try to locate and triangulate the exact publication date. Sometimes it may be necessary to cross check in other ways to find it. For example, US Department of State Country Reports on Human Rights Practices does not print the exact date onto the document itself, but if you locate the 'basic text' webpage in the official DOS webpage for Country Reports, or search for it on Refworld, one can find the exact day, month, and year of publication. Strive to do this at all times to ensure exactness. Refworld and Ecoi.net are useful tools for locating exact publication dates. Sometimes the copyright date is the same as the publication date. Other times, it is not, and the exact publication date needs to be found and given.

Examples of publication date formats are provided below for different scenarios:

When the exact day, month, year of publication are provided on the document:
Author, title, 12 August 2016, url, access date

When only the month and year are given:
Author, title, January 2011, url, access date

When only the year is given:
Author, title, 2017, url, access date

6.9.2 No date

When the publication date of a source cannot be found or is not listed, it can be cited with 'n.d.' placed in the location in the entry where the publication date goes:

Footnote:
RFE/RL, Mission statement, n.d., url

Bibliography:
RFE/RL, Mission statement, n.d., https://pressroom.rferl.org/p/6110.html, accessed 2 November 2017

6.9.3 Presumed date

At times, publications may not have the exact publication date printed on the document itself, however, it may be possible for the COI drafter to presume the publication date from the title or from cross-checking other sources; for example, press releases announcing a report. Drafters should take care to be certain of the date when choosing this option. The presumed date is placed in square brackets to denote that it has been added by the drafter.

Footnote:
AIHRC, Annual Report 1391 (20 March 2012 - 21 March 2013), [2013], url, p. 13

Bibliography:
AIHRC (Afghanistan Independent Human Rights Commission), Annual Report 1391 (20 March 2012 - 21 March 2013), [2013], http://www.aihrc.org.af/media/files/Reports/Annual%20Reports/Annual%20Report%20English.pdf, accessed 15 October 2017

6.10 Hyperlink

In the bibliography, the full url to the source is provided as an active hyperlink. In footnotes, the hyperlink is shortened. When the url is found elsewhere than the original author's website, citations may require the inclusion of expressions such as these:

- Cited in:

- Available at:
- Posted on: (only for social media)
- Available by subscription at:

Always strive to find/use the url from the original source/author (for instance, using the original USDOS link to the PDF version for a USDOS report). This is the first preference. When information is accessed from a portal such as Refworld, Ecoi.net, or the EUAA COI Portal, use 'available at:'.

6.11 Page numbers

Page numbers to trace the information used must be included in the footnotes of the COI report. If a document uses numbered paragraphs, such as some UN reports, those should be given instead of page numbers. In the case of documents where there is both an online HTML version and a PDF version with numbered pages, COI drafters should usually use the PDF version (and hyperlink to the PDF) and cite the exact page numbers where the information is located. If there are no page numbers, drafters can use the page number indicated by the program (e.g. Adobe, MS Word).

If more than one page is cited, use 'pp.' and commas or dashes, as necessary.

There is a single space between the page (p.) and number: p. 3

Footnote examples:

USDOS, Country Reports on Human Rights Practices for 2016 – Afghanistan, 3 March 2017, url, p. 3

USDOS, Country Reports on Human Rights Practices for 2016 – Afghanistan, 3 March 2017, url, pp. 25—26

USDOS, Country Reports on Human Rights Practices for 2016 – Afghanistan, 3 March 2017, url, pp. 19, 32, 33

There is no need to include page numbers in the bibliographic references, unless it is for an article in a peer-reviewed journal or a book chapter. For example:

Bibliography:
Ahsan, S., When Muslims Become Feminists: Khana-yi Aman, Islam, and Pashtunwali, in: Green, N. (ed.), Afghanistan's Islam: From Conversion to the Taliban, University of California Press, Oakland, 2016, https://www.luminosoa.org/site/books/10.1525/luminos.23/, pp. 225-241, accessed 17 October 2017

6.12 Access date

It is not necessary to include access dates in the footnotes. Access dates are necessary to include in the bibliography to indicate when an online source was used, in case information used changes from the time the COI report is published.

Access dates appear as follows in bibliographic references:

AIHRC (Afghanistan Independent Human Rights Commission), Annual Report 1391 (20 March 2012 - 21 March 2013), [2013], http://www.aihrc.org.af/media/files/Reports/Annual%20Reports/Annual%20Report%20English.pdf, accessed 15 October 2017

7. Examples of referencing sources

7.1 Books

Many books are printed both in hardcopy and/or are available in electronic/digital formats. There is no need to differentiate how they are cited, except to include a link if the electronic version is accessible. Footnotes do not include publishing information. On citing multiple authors, see Section 5.3.

Surname, Initial., Title Capitalised, Publisher, Location, Year of Publication

Book:

Footnote:
Butcher, J., Copy-editing: The Cambridge Handbook, 1975, p. 27

Bibliography:
Butcher, J., Copy-editing: The Cambridge Handbook, Cambridge University Press, Cambridge, 1975

Book available online / electronic book:

Footnote:
Wimpelmann, T., The Pitfalls of Protection, 2017, url, pp. 108-110

Bibliography:
Wimpelmann, T., The Pitfalls of Protection: Gender, Violence, and Power in Afghanistan, University of California Press, Oakland, 2017, https://www.doabooks.org/doab?func=fulltext&uiLanguage=en&rid=23018, accessed 16 October 2017

An edited book:

Footnote:
Green, N. (ed.), Afghanistan's Islam: From Conversion to the Taliban, 2016, url

Bibliography:
Green, N. (ed.), Afghanistan's Islam: From Conversion to the Taliban, University of California Press, Oakland, 2016, https://www.luminosoa.org/site/books/10.1525/luminos.23/, accessed 17 October 2017

7.2 Chapter in a book or in an edited book/anthology

To reference part of a work, or a chapter in a book, periodical or series, include the following:

- Author surname and initial(s);
- Title of the contribution or article in single quotation marks;
- Include the word 'in:' followed by the title of the larger work that it is part of and where appropriate, the number of the edition;
- The publisher or editor, or the organisation for which the report was written;
- Place of publication;
- Year of publication;
- Relevant page numbers;
- URL, if accessible online.

One chapter within a book by the same author:

Barfield, T., Chapter 5: Afghanistan Enters the Twenty-first Century, in: Afghanistan: A Cultural and Political History, Princeton University Press, Princeton, 2012

One chapter within an anthology or edited book:

Footnote: Ahsan, S., When Muslims Become Feminists: Khana-yi Aman, Islam, and Pashtunwali, 2016, url, pp. 227-228 **Bibliography:** Ahsan, S., When Muslims Become Feminists: Khana-yi Aman, Islam, and Pashtunwali, in: Green, N. (ed.), Afghanistan's Islam: From Conversion to the Taliban, University of California Press, Oakland, 2016, https://www.luminosoa.org/site/books/10.1525/luminos.23/, pp. 225-241, accessed 17 October 2017

See also the section on peer-reviewed and scholarly journals; the format is similar.

7.3 Newspapers, news websites and magazines

Sources such as newspapers, news websites, and magazines often provide content in both electronic and hardcopy. They are cited in the same way, regardless of platform. Newspaper articles are cited under the newspaper name, not the individual reporter.

For information on citing authors who are experts or scholars who publish an opinion/editorial piece on a newspaper/magazine's blog, see Section 7.9.

The following format can be used for standard newspaper articles. For example:

Newsmedia Name, Article title, publication date, url, access date

Footnote:
New York Times (The), The Islamic State: From insurgency to rogue state and back, 22 October 2017, url

Bibliography:
New York Times (The), The Islamic State: From Insurgency to Rogue State and Back, 22 October 2017, https://www.nytimes.com/interactive/2017/10/22/world/middleeast/isis-the-islamic-state-from-insurgency-to-rogue-state-and-back.html, accessed 3 November 2017

Footnote:
FP, US to pull out of UNESCO, again, 11 October 2017, url

Bibliography:
FP (Foreign Policy), US to pull out of UNESCO, again, 11 October 2017, http://foreignpolicy.com/2017/10/11/u-s-to-pull-out-of-unesco-again/, accessed 17 October 2017

Footnote:
RFE/RL, Another Russian regional governor replaced, 12 October 2017, url

Bibliography:
RFE/RL (Radio Free Europe/Radio Liberty), Another Russian Regional Governor Replaced, 12 October 2017, https://www.rferl.org/a/russia-pskov-governor-replaced-regional-reshuffle-continues/28789764.html, accessed 17 October 2017

7.4 News agencies

News agencies (e.g. AFP, Reuters, Bloomberg, AP, etc.) are cited by the full name of the agency at first use in the text, followed by the acronym, as appropriate. Do not cite individual reporters by name Footnotes can use abbreviations.

When news agencies publish their content on their own website, it can be cited as follows:

Footnote:
AFP, Iraq PM denies attack plan as tensions rise with Kurds, 12 October 2017, url

Bibliography:
AFP (Agence France-Presse), Iraq PM denies attack plan as tensions rise with Kurds, 12 October 2017, https://www.afp.com/en/news/15/iraq-pm-denies-attack-plan-tensions-rise-kurds, accessed 15 October 2017

When news agency content is republished in other places, cite it as follows:

Footnote:
AP, Pakistan arrests cleric over involvement in murder of model, 18 October 2017, url

Bibliography:
AP (Associated Press), Pakistan arrests cleric over involvement in murder of model, 18 October 2017, available at: https://nyti.ms/2zhSuGJ, accessed 21 March 2018

In some cases, news agencies might collaborate on an article. In such a case, cite the article by the first author listed as they appear in the article:

Footnote:
Le Monde and AFP, Paradis fiscaux: huits pays dont le Panama retires de la list noire de l'UE, 23 January 2018, url, accessed 3 May 2018

Bibliography:
Le Monde and AFP, Paradis fiscaux: huits pays don't le Panama retires de la list noire de l'UE, 23 January 2018, http://www.lemonde.fr/economie/article/2018/01/23/paradis-fiscaux-huit-pays-dont-le-panama-retires-de-la-liste-noire-de-l-ue_5245697_3234.html, accessed 3 May 2018

Governments often have their own state-run news agencies, such as China's Xinhua News Agency or the TASS Russian News Agency. Other news agencies may be funded by or have government partnerships, such as Voice of America (VOA), or ANSAmed, a media partner of the European Commission. As with any other source, independent or not, it may be warranted to introduce in the description the source's relationship to a government in the text. For example:

In the text:
The Russian government-owned news agency, TASS, reports that trade between Russia and Germany increased in 2017.

Footnote:
TASS, Trade between Russia and Germany up 25% in 2017, 12 October 2017, url

Bibliography:
TASS Russian News Agency, Trade between Russia and Germany up 25% in 2017, 12 October 2017, http://tass.com/economy/970260, accessed 15 October 2017

7.5 Independent/non-government organisation publications

7.5.1 Without a named individual author

Organisations may produce documents both with and without specific authors named. When there is no specific author named, or it is written by the organisation's staff/analysts, COI drafters should cite the document under the organisation name as the author. In some cases, this will also signal to the reader that it is from a relevant, well-known institutional source, more quickly than if citing under a staff writer's name.

Example of a document written by staff writers:

Footnote:
USIP, When Reforms Meant to Ease Violence Backfire Instead, 8 August 2017, url

Bibliography:
USIP (United States Institute for Peace), When Reforms Meant to Ease Violence Backfire Instead, 8 August 2017, https://www.usip.org/publications/2017/08/when-reforms-meant-ease-violence-backfire-instead, accessed 7 October 2017

Example of a document written by staff writers:

Footnote:
AAN, Thematic Dossier XVI: Afghanistan's War Crimes Amnesty and the International Criminal Court, 7 October 2017, url

Bibliography:
AAN (Afghanistan Analysts Network), Thematic Dossier XVI: Afghanistan's War Crimes Amnesty and the International Criminal Court, 7 October 2017, https://www.afghanistan-analysts.org/publication/aan-thematic-dossier/thematic-dossier-xvi-afghanistans-war-crimes-amnesty-and-the-international-criminal-court/, accessed 15 October 2017

7.5.2 With a named individual author

There are instances where an individual author has been engaged or commissioned to prepare a report on behalf of an organisation. Take care to look at the disclaimer and copyright information on such publications to determine how to cite them. When there is a specific individual named as the author, COI drafters will need to judge whether it makes sense to cite the author as that person's name, or under the organisation as the primary author, or jointly. Cite works under the individual author's name when that person has written a report as an external author engaged as an expert, for example. The individual author's credentials should also be assessed and presented by the COI researcher.

Also, if the organisation states in a disclaimer that the document reflects only the views of the author, cite it under the individual author, making reference also to the organisation.

Individual author of an organisational publication/report/series or chapter:

Footnote:
Carling, J., Migration, Human Smuggling and Trafficking from Nigeria to Europe, IOM, 2006, url, p. 25

Bibliography:
Carling, J., Migration, Human Smuggling and Trafficking from Nigeria to Europe, IOM Migration Research Series No 23, 2006, IOM (International Organisation for Migration), http://publications.iom.int/system/files/pdf/mrs23.pdf, accessed 17 October 2017

Individual author published in affiliation with an organisation on their website:

Footnote:
Gopal, A. and Strick van Linschoten, A., Ideology of the Afghan Taliban, AAN, June 2017, url

Bibliography:
Gopal, A. and Strick van Linschoten, A., Ideology of the Afghan Taliban, AAN (Afghanistan Analysts Network), June 2017, https://www.afghanistan-analysts.org/wp-content/uploads/2017/06/201705-AGopal-ASvLinschoten-TB-Ideology.pdf, accessed 7 October 2017

7.5.3 Country chapter in an annual report

This format can apply to reports that provide an annual country chapter by a non-governmental organisation or think tank, for example: Freedom House, Amnesty International, Human Rights Watch.

Footnote:
Freedom House, Freedom in the World 2016 – Somalia, 27 January 2016, url

Bibliography:
Freedom House, Freedom in the World 2016 – Somalia, 27 January 2016, https://freedomhouse.org/report/freedom-world/2016/somalia, accessed 17 October 2017

7.6 Governmental publications

7.6.1 General approach

Governmental publications should be cited under the governmental authority that authored them, by the country's official 'short name'. After the country, if there is a secondary author, such as a ministry or department, that name is also given. Take care to ensure that only official acronyms are used in the citation by checking the publication itself and the official website. If there is any doubt, do not use an acronym.

For regional or municipal publications, co-drafters should take care and use their judgment about how best to logically cite the author of the document. For instance, if the municipality publishes a guide to local domestic violence services in one city, it would not be accurate to cite the national or provincial government as the author. Also take care to determine the author carefully – for instance, if a police force is a national/federal police department, it should be cited under the national government/authority (e.g. Nigeria, Nigeria Police Force).

Press releases and media articles published on government websites are cited the same way as other governmental documents like reports or websites.

There is no need to cite any particular Ministry or Department when citing legislation. For information on citing legislation – refer to Section 7.12.

News item/press release/web page of a national/federal government department

Footnote:
Afghanistan, MoWA, Press release (October 05, 2017), 4 September 2017, url

Bibliography:
Afghanistan, MoWA (Ministry of Women's Affairs), Press release (October 05, 2017), 4 September 2017, http://mowa.gov.af/en/news/i3485yrw, accessed 15 October 2017

Report by a government agency:

Footnote:
Afghanistan, MoE, Afghanistan National Education for All (EFA) Review Report 2015, June 2014, url, p. 31

Bibliography:
Afghanistan, MoE (Ministry of Education), Afghanistan National Education for All (EFA) Review Report 2015, June 2014, http://moe.gov.af/Content/files/FINAL-EFA%202015%20Review%20Afghanistan-June%202015%20(1).pdf, accessed 3 November 2017

7.6.2 With a named individual author

Governmental publications sometimes list individual authors who work as civil servants for the governmental organisation. Given that they publications are endorsed and owned by the government that produced them, the individual author is of less significance, unless specifically commissioned as an external subject matter expert. Cite publications that are written by staff writers under the government and do not cite the individual author's name.

Congressional Research Service (CRS) reports are produced by the US government and frequently cite an individual staff author who is the CRS regional specialist. There is no need to cite the author. Cite such documents as follows:

Footnote:
US, CRS, Afghanistan: Post-Taliban Governance, Security, and U.S. Policy, 2 October 2017, url, pp. 13-15

Bibliography:
US, CRS (Congressional Research Service), Afghanistan: Post-Taliban Governance, Security, and U.S. Policy, 2 October 2017, https://fas.org/sgp/crs/row/RL30588.pdf, accessed 10 October 2017

7.6.3 Country chapter in an annual report by a government agency

Some governmental organisations produce annual reports with country chapters, for example, the US Department of State and US Commission on International Religious Freedom and have their own official acronyms that include the US. They can be cited under that acronym. Since they are so commonly used in COI, the decision was made to cite them uniformly as such:

Footnote:
USCIRF, Annual Report 2017 – Afghanistan, 26 April 2017, url

Bibliography:
USCIRF (US Commission on International Religious Freedom), Annual Report 2017 – Afghanistan, 26 April 2017, http://www.uscirf.gov/sites/default/files/Afghanistan.2017.pdf, accessed 12 October 2017

Documents by the US Department of State such as annual Country Reports on Human Rights Practices reports should be cited under the USDOS official acronym in the alphabetical author listing in the bibliography.

Footnote:
USDOS, Country Reports on Human Rights Practices for 2016 – Afghanistan, 3 March 2017, url, p. 3

Bibliography:
USDOS (US Department of State), Country Reports on Human Rights Practices for 2016 – Afghanistan, 3 March 2017, https://www.state.gov/documents/organization/265742.pdf, accessed 23 March 2018

7.7 Peer-reviewed and academic journals

Articles published in peer-reviewed and academic journals are cited under the individual author(s), followed by the journal in which the article appears. The elements to be included require the following:

- surname and initial of the author or authors;
- article title (capitalised);
- journal title, in which the article appears (capitalised);
- issue data: Volume (Vol.), Series, Number (No);
- publication date;
- hyperlink (if available online);
- page range or number;
- access date.

For two authors, list both authors in both the footnote and bibliography. For more than two authors, use one author and 'et al.' within footnotes; list them all in the bibliography.

Add the notation in: to show that the article appears within a journal.

Footnotes may be shortened by excluding the journal data:

Footnote:
Duarte, A. and Hancock, J., An Exploration on HIV/AIDS Funding in South Africa, July-September 2017, url, p. 3

Bibliography:
Duarte, A. and Hancock, J., An Exploration on HIV/AIDS Funding in South Africa, in: SAGE Open, Vol. 7, Issue 3, July-September 2017, http://journals.sagepub.com/doi/abs/10.1177/2158244017718235, accessed 2 November 2017

Footnote:
Hamza, M. et al., Disaster-induced Displacement in the Caribbean and the Pacific, url, p. 63

Bibliography:
Hamza, M., Koch, I., Malte, P., Disaster-induced Displacement in the Caribbean and the Pacific, in: Forced Migration Review, Latin America and the Caribbean – Building on a Tradition of Protection, Issue 56, October 2017, http://www.fmreview.org/sites/fmr/files/FMRdownloads/en/latinamerica-caribbean.pdf, pp. 62-64, accessed 13 October 2017

Footnote:
Kanemasu, Y. and Molnar, G., Private Military and Security Labour Migration: The Case of Fiji, August 2017, url, p. 156

Bibliography:
Kanemasu, Y. and Molnar, G., Private Military and Security Labour Migration: The Case of Fiji, in: International Migration, Vol. 55, Issue 4, August 2017, available by subscription at: http://onlinelibrary.wiley.com/doi/10.1111/imig.12321/epdf, pp. 154-170, accessed 2 October 2017

7.8 Websites

Much of the information used in COI reports is available online. Websites usually have a name or are owned by an 'author' who produced the content. Generally, websites that produce their own content can be sited in footnotes and the bibliography with the same basic data:

- Author of the website;
- Title;

- Publication date;
- Url;
- Access date (only in bibliography).

Footnote:
ILGA, ILGA meets…Olya P., human rights defender, 12 September 2017, url

Bibliography:
ILGA (International Lesbian, Gay, Bisexual, Trans and Intersex Association), ILGA meets…Olya P., human rights defender, 12 September 2017, http://ilga.org/ilga-meets-olya-human-rights-defender/, accessed 16 October 2017

However, sometimes websites do not have a name and are cited by their web address (url) as the 'author'. Before choosing this option, attempt to determine the proper author. For instance:

Footnote:
Kahmenei.ir, Leader says USA angry with Iranian forces for fighting ISIS, 18 October 2017, url

Bibliography:
Kahmenei.ir, Leader says USA angry with Iranian forces for fighting ISIS, 18 October 2017, translated by: BBC Monitoring, available by subscription at: https://monitoring.bbc.co.uk/, accessed 18 October 2017

Wherever possible, use the original link to an article or belonging to the original source. If not otherwise available from the original website and the document is available at an alternative location such as Ecoi.net, Refworld, or the EUAA COI portal, use that link. Note the retrieved location using 'available at' in the bibliography:

Footnote:
Afghanistan, Constitution of Afghanistan, 4 January 2004, url

Bibliography:
Afghanistan, Constitution of Afghanistan, 4 January 2004, English translation by UNHCR, available at: https://www.ecoi.net/file_upload/pserkowits12_Constitution_of_Afghanistan.pdf, accessed 16 October 2017

7.9 Expert commentary published in a newspaper, periodical or on a web platform

In situations where an expert provides his/her analysis about an issue within another periodical, such as an analysis piece posted on a website or in a newspaper, cite the information under the individual author's name. Recall that such articles should be assessed carefully against the quality standards found in the COI methodology to assess the reliability of the individual author, the website on which it is posted, and the quality of the information within the source (how was it obtained, etc.). COI drafters should include additional information about the author and website within a footnote if necessary. For example:

Within the text:
In an article published by African Arguments, a pan-African news and analysis platform run by the Royal African Society, analyst Jordan Anderson explains that the Popular Forces of Burundi, a militant group formerly called the Republican Forces of Burundi, relaunched itself in August 2017 and called upon anti-government rebels to rise up against the President.[1]

Footnote:
[1] Anderson, J., Burundi's newest, biggest rebel group, 3 October 2017, url. Jordan Anderson is an Africa Analyst at the information and intelligence company IHS Markit.

Bibliography:
Anderson, J. Burundi's newest, biggest rebel group, 3 October 2017, African Arguments, http://africanarguments.org/2017/10/03/burundi-newest-biggest-rebel-group/, accessed 17 October 2017

7.10 Fact-finding mission reports and COI reports by other COI units

FFM reports and COI reports by other COI units are generally cited in the bibliography under the country that produced them, followed by the ministry/department/unit responsible, the title, publication date, and url, and access date. For example:

Footnote:
Denmark, DIS, Report from the Danish Immigration Service's fact finding mission to Nairobi, Kenya and Mogadishu, Somalia: 2-12 May 2015, September 2015, url, p. 7

Bibliography:
Denmark, DIS (Danish Immigration Service), Report from the Danish Immigration Service's fact finding mission to Nairobi, Kenya and Mogadishu, Somalia: 2-

12 May 2015, September 2015, https://www.nyidanmark.dk/NR/rdonlyres/E7BE9811-3CA0-4F86-BD27-749FB153B73A/0/Somalia_FFM_report_2015.pdf, accessed 16 October 2017

When quoting specific information from a source used within an FFM report, the primary source of the information may need to be mentioned in the footnote, especially when there are several anonymous sources. This specificity is for the sake of transparency, traceability and to avoid round-tripping. For example:

Al Shabaab reportedly makes quick judicial decisions according to a source interviewed by the Danish Immigration Service.[13]

Footnote:

[13] Denmark, DIS, Report from the Danish Immigration Service's fact finding mission to Nairobi, Kenya and Mogadishu, Somalia: 2-12 May 2015 [source: Representative of an international organisation], September 2015, url, p. 17

However, if the source is introduced in the text, it is not necessary to repeat it in the footnote (e.g. 'A representative of an international organisation stated that …' would not require the source to be mentioned in the footnote).

The bibliographic reference is cited under Denmark and not as the individual source.

7.11 UN publications

Generally, UN publications should be cited in line with Refworld, listing the main UN author, title, document number, publication date, url, and paragraph or page numbers. Generally, if a UN document is using numbered paragraphs within the text, drafters should cite information that way in the footnote to enhance traceability of information. If there are page numbers instead of numbered paragraphs, use the page numbers.

7.11.1 UN Authors

EUAA follows the UNHCR Refworld convention of listing all UN documents under the UN and the appropriate sub-agency.

Commonly used examples and their abbreviations are below:

United Nations (UN) organisations –

UNAMI (United Nations Assistance Mission for Iraq)
UNAMA (United Nations Assistance Mission for Afghanistan)
UNCAT (United Nations Committee Against Torture)
UNHCR (United Nations High Commissioner for Refugees)
UN Human Rights Committee **(no abbreviation)**

UN Human Rights Council **(no abbreviation)**
UNICEF (United Nations Children's Fund)
UNOCHA (United Nations Office for the Coordination of Humanitarian Affairs)
UNSC (United Nations Security Council)
UNSG (United Nations Secretary-General)
United Nations (UN) Security Council **(no abbreviation)**
UNWOMEN (United Nations Entity for Gender Equality and the Empowerment of Women)

For a full list of UN examples, see Refworld.

EUAA cites some UN organisations under their agency/branch names, not the UN:

FAO (Food and Agriculture Organization)
ILO (International Labour Organization)
WFP (World Food Programme)
WHO (World Health Organization)

Documents that are submitted to the UN that are authored by 'States Parties' (and published by the UN) should be cited under the country submitting the document, not the UN.

Also, submissions made to the UN by civil society, such as 'shadow reports' should be cited under the appropriate NGO author, not under the UN.

7.11.2 Examples of UN citations

UN citations can be lengthy, and sometimes it is not possible to shorten them for the footnote without compromising transparency about the source for the reader. Generally the footnote can exclude the document number but this must be in the bibliographic entry.

Footnote:
UNCAT, Concluding observations on the second periodic report of Afghanistan, 12 June 2017, url, para. 39

Bibliography:
UNCAT (United Nations Committee Against Torture), Concluding observations on the second periodic report of Afghanistan, CAT/C/AFG/CO/2, 12 June 2017, http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CAT/C/AFG/CO/2&Lang=En, accessed 12 October 2017

Footnote:
UN Human Rights Council, Report of the Office of the United Nations High Commissioner for Human Rights on the human rights situation in Ukraine (16 May to 15 August 2017), 25 September 2017, url, para. 70

Bibliography:
UN Human Rights Council, Report of the Office of the United Nations High Commissioner for Human Rights on the human rights situation in Ukraine (16 May to 15 August 2017), A/HRC/36/CRP.2, 25 September 2017, http://www.refworld.org/docid/59c8ed184.html, accessed 13 October 2017

7.11.3 UN reports with a named individual author

Sometimes the UN will commission or hire an expert to draft a report on its behalf, or, on the basis of a project carried out for the organisation.

See 7.5.2 on these kinds of citations.

7.12 Laws, regulations and legal documents

EUAA generally follows UNHCR Refworld conventions on referencing legislation. The following elements are included in the bibliographic citation:

- Name of the national or regional government authoring/passing the law (short official country or region name);
- Title of the law with appropriate capitalisation as it appears in the law;
- If it is translated by a party other than the government itself and by whom ('Translated by UNHCR');
- Year the law went into force/passed (not the day/month);
- URL, or 'available at' and the URL if it appears on a non-official website (Refworld);
- Access date.

Researchers should take note of whether legislation or regulations are applicable and authored by the national level
govern
ments or by a sub-national, regional, or municipal administrations. Determine how best to cite the legislation based on who is the author and where the legislation or regulations apply. Cite national level legislation under the short official country name. Cite regional/municipal legislation/regulations under the respective region name where the law passed/applies. Do not include ministry names, parliamentary or legislative bodies in the citation. Do not include publication information such when the document appeared in a national gazette. If a law has been translated, indicate this. The basic formulation is:

Country, Title of Law, Translated by: (if applicable), Year passed, url, access date

7.12.1 National-level laws and legal documents

Footnote:
Iraq, Law No (188) of the year 1959 : Personal Status Law and Amendments, 1959, url

Bibliography:
Iraq, Law No (188) of the year 1959 : Personal Status Law and Amendments, Translated by the American Bar Association Iraq Legal Development Project, 1959, available at: http://refworld.org/docid/469cdf3011.html, accessed 16 October 2017

7.12.2 Regional-level laws and legal documents

Cite the law/regulation under the country, followed by the regional authority that passed the legislation. This is the political author where the legislation is applied:

Footnote:
Iraq, Kurdistan Region, Act No 15 of 2008, The Act to Amend the Amended Law (188) of the year 1959; Personal Status Law in the Iraq Kurdistan Region, 2008, url

Bibliography:
Iraq, Kurdistan Region, Act No 15 of 2008, The Act to Amend the Amended Law (188) of the year 1959; Personal Status Law in the Iraq Kurdistan Region, 2008, http://ekrg.org/files/pdf/personal_status_law.pdf, accessed 17 October 2017

7.12.3 Amended laws

For amendments to laws, it depends how the law is titled how it will be presented. The year of the amendment is given as the year. EUAA usually follows the UNHCR Refworld conventions used for citing such documents. However, it may depend on the title of the law.
For example, note the differences in how each amended law is titled:

Footnote:
Sri Lanka, Citizenship (Amendment) Act, No 16 of 2003, 2003, url

Bibliography:
Sri Lanka, Citizenship (Amendment) Act, No 16 of 2003, 2003, available at: http://www.refworld.org/docid/4e6625b92.html, accessed 15 January 2018

Footnote:
Libya, Law No 2/2004 Amending Certain Provisions of Law No 6 of 1987 on Organizing the Entry and Residence of Foreigners in Libya, 2004, url, p. 12

Bibliography:
Libya, Law No 2/2004 Amending Certain Provisions of Law No 6 of 1987 on Organizing the Entry and Residence of Foreigners in Libya, 2004, cited in: Sweden, Lifos, Thematic Report: Palestinians and Syrians in Libya, 23 February 2016, https://www.ecoi.net/file_upload/1788_1461175197_lifos.pdf, accessed 15 January 2018

7.12.4 Laws translated into English by the official original source

Researchers should always try to locate an official version or official translation of legislation by the government who created the law. If a law is available on an official government website, such as the legislature, the official information portal, the Ministry of Justice, etc., it is not necessary to indicate that in the citation. An official version or official translation is one that has been produced/endorsed by or is available from the government who wrote the law. It is not necessary to indicate that it has been translated if it is an official version issued or approved by the country who passed the legislation.

This is an official English version of a Kurdish (Iraq) regional law, available on the Kurdish Regional Government's website:

Footnote:
Kurdistan Region (Iraq), Act No 15 of 2008, The Act to Amend the Amended Law (188) of the year 1959; Personal Status Law in the Iraq Kurdistan Region, 2008, url

Bibliography:
Kurdistan Region (Iraq), Act No 15 of 2008, The Act to Amend the Amended Law (188) of the year 1959; Personal Status Law in the Iraq Kurdistan Region, 2008, http://ekrg.org/files/pdf/personal_status_law.pdf, accessed 17 October 2017

7.12.5 Translated copies of legislation

Researchers should always try to locate an official source for legislation on a governmental website or source. However, it may not always be possible to locate or access the primary legislation from the original source and researchers may have to rely on a secondary source reproducing a version of the law, or producing a translation of a law. Indicate the location where the law was found and who translated it.

Footnote:
Afghanistan, Constitution of Afghanistan, 2004, url

Bibliography:
Afghanistan, Constitution of Afghanistan, 2004, Translated by UNHCR, available at: https://www.ecoi.net/file_upload/pserkowits12_Constitution_of_Afghanistan.pdf, accessed 16 October 2017

7.12.6 Copies or excerpts of legislation reproduced in secondary sources

Researchers should always try to locate an official source for legislation on a governmental website or source. However, it may not always be possible to locate or access the primary legislation from the original source, either because it is not published widely, or it may be only available in local languages. Researchers may have to rely on a secondary source reproducing a version or excerpt of the law. For example:

Footnote:
Libya, Law No 2/2004 Amending Certain Provisions of Law No 6 of 1987 on Organizing the Entry and Residence of Foreigners in Libya, url, p. 12

Bibliography:
Libya, Law No 2/2004 Amending Certain Provisions of Law No 6 of 1987 on Organizing the Entry and Residence of Foreigners in Libya, cited in: Sweden, Lifos, Thematic Report: Palestinians and Syrians in Libya, 23 February 2016, https://www.ecoi.net/file_upload/1788_1461175197_lifos.pdf, accessed 15 January 2018

7.13 Published conference proceedings, papers, presentations

The following elements should be included in the bibliographic reference for a conference or meeting presentation or proceedings:

- Name of the organising body;
- Title of the meeting report;
- Title of the meeting, date held, location;
- Publication date of the proceedings, if published.

The footnote can be shortened to include essential information: author, title, publication date, url, page numbers.

Footnote:
EUAA, COI Meeting Report: Iraq, July 2017, url, p. 14

Bibliography:
EUAA (European Union Agency for Asylum), COI Meeting Report: Iraq, Practical Cooperation Meeting on 25-25 April 2017 in Brussels, Belgium, July 2017, coi-iraq-meeting-report.pdf (europa.eu), accessed 17 October 2017

Note that for EUAA meeting notes and presentations, only information in published proceedings can be cited publicly. Participants at EUAA meetings should always check with the experts individually and obtain explicit permission before using any information from the meeting. For information on oral sources and expert statements made at meetings, see Section 8.3.

7.14 Reference books and reference websites with no author

Reference books without an author:

Footnote:
The Cambridge Companion to Postmodernism, 2004, p. 70

Bibliography:
The Cambridge Companion to Postmodernism, Cambridge University Press, Cambridge, 2004

Dictionary entries:

Footnote:
Oxford Dictionaries, Definition: Detail, n.d., url

Bibliography:
Oxford Dictionaries, Definition: Detail, Oxford University Press, n.d., https://en.oxforddictionaries.com/definition/detail, accessed 18 October 2017

7.15 Dissertation or thesis

Footnote:
Gaasbeek, T., Bridging Troubled Waters? Everyday inter-ethnic interaction in a context of violent conflict in Kottiyar Pattu, Trincomalee, Sri Lanka, PhD Thesis, 26 May 2010, url, p. 398

Bibliography:
Gaasbeek, T., Bridging Troubled Waters? Everyday inter-ethnic interaction in a context of violent conflict in Kottiyar Pattu, Trincomalee, Sri Lanka, Wageningen University (Netherlands), PhD Thesis, 26 May 2010, http://edepot.wur.nl/138278, accessed 4 January 2018

7.16 Databases

Free access database:

Footnote:
START, Incidents between 2015 and 2016, GTD, n.d., url

Bibliography:
START (National Consortium for the Study of Terrorism and Responses to Terrorism), Incidents between 2015 and 2016, Global Terrorism Database (GTD), n.d., available at: https://www.start.umd.edu/gtd, accessed 15 January 2018

Subscription database:

Footnote:
Reuters, Update 2 – Gridlock as Bangladesh Opposition Spurns Talks, 29 April 2006

Bibliography:
Reuters, Update 2 – Gridlock as Bangladesh Opposition Spurns Talks, 29 April 2006, Available by subscription at: Factiva

7.17 Television, film, and video broadcasts

Cite documentaries from television, feature length film, and online video in the same manner, noting [TV], [film], or [online video] after the title, respectively. Cite them under the producer as an individual or by the organisation that produced them, as appropriate. Use an official link to the producer's content where available.

Footnote:
CIR, To kill a sparrow [Online video], 19 October 2014, url

Bibliography:
CIR (Centre for Investigative Reporting), To kill a sparrow [Online video], 19 October 2014, https://www.youtube.com/watch?v=PwfC3WWYNlc, accessed 25 June 2017

7.18 Radio broadcasts and podcasts

Footnote:
Verma, S., AAN's Sari Kouvo discusses the ICC intervention in Afghanistan – November 2017 [Podcast], AAN, 30 November 2017, url

Bibliography:
Verma, S., AAN's Sari Kouvo discusses the ICC intervention in Afghanistan – November 2017 [Podcast], Afghanistan Analysts Network (AAN), 30 November 2017, https://www.afghanistan-analysts.org/Podcasts/aans-sari-kouvo-discusses-the-icc-intervention-in-afghanistan-november-2017/, accessed 4 January 2018

7.19 Blogs

Similarly to social media, sources such as blogs must be carefully assessed and described as per the EUAA COI Report methodology. When citing blogs in the footnotes/bibliography, include the author of the blog, title of the specific article/page, title of the author's blog, the URL and access date.

Footnote:
Wing, J., Security in Iraq: Dec 22-28, 2017, Musings on Iraq [Blog], 30 December 2017 url

Bibliography:
Wing, J., Security in Iraq: Dec 22-28, 2017, Musings on Iraq [Blog], 30 December 2017, http://musingsoniraq.blogspot.com.mt/2017/12/security-in-iraq-dec-22-28-2017.html, accessed 17 January 2018

7.20 Social media

Social media entries indicate the name of the user / account holder, the platform used in square brackets, the date of the post (posted on:), url, and access date.

Footnote:
EUinAfghanistan, [Twitter], posted on: 25 October 2017, **url**

Bibliography:
EUinAfghanistan, [Twitter], posted on: 25 October 2017, https://twitter.com/euinafghanistan, accessed 2 November 2017

Footnote:
Afghan Atheists Organization [Facebook], posted on: 7 September 2017, url

Bibliography:
Afghan Atheists Organization [Facebook], posted on: 7 September 2017, https://www.facebook.com/atheists.af/, accessed 16 August 2017

7.21 Maps, tables, and graphics

Citations follow the same basic form as any other source and include the format between square brackets: [map], [table] [graphic]. If using information from such sources within the text or when introducing them in-text, indicate this to the reader (e.g. UNHCR provides a map of the locations of border crossings from 2019).

Footnote:
ISW, Iraq Control of Terrain [Map], 15 December 2016, url

Bibliography:
ISW (Institute for the Study of War), Iraq Control of Terrain [Map], 15 December 2016, http://www.understandingwar.org/sites/default/files/Iraq%20Blobby%20map%2015%20DEC%202016%20PDF.pdf, accessed 22 February 2017

8. Examples of referencing oral sources

When referencing contact with oral sources through e-mail, face-to-face meetings, online interviews, or telephone interviews, the following information should be included in the bibliographic reference:

- source surname and initial/first name (unless anonymous, as in Section 8.4);
- source description of their operational presence, expertise and title (see Section 3.7);
- communication channel (telephone interview, online interview; email correspondence; fact finding mission interview);
- place of interview, if applicable;
- date of contact.

Below are specific examples of how to cite different oral source interactions.

8.1 Interviews with oral sources by telephone, online, or in person

For further details on introducing and describing sources, refer to Section 3.7. Examples for the citation in the bibliography are given below:

Telephone or online interview:
Avoid using brand names like Skype, or MS Teams. If the interview was run through an internet meeting application, simply write: 'online interview'.

Burton, R., telephone interview, 22 January 2012. Richard Burton is a Professor of history at the University of Kinshasa, specialised in Somalia.

Marifat, H., online interview, 16 September 2012. Hadi Marifat is Director of the civil society organisation Afghanistan Human Rights and Democracy Organisation (AHRDO) (http://ahrdo.org), and one of its co-founders.

In-person interview during a fact-finding mission (FFM) or in-person:

Kouvo, S., interview, Brussels, 13 April 2012. Sari Kouvo has a PhD in international law and is the co-director of the Afghanistan Analysts Network (AAN).

8.2 Email and correspondence with sources

Correspondence between a COI researcher and external sources such as email exchanges about a topic should be cited as such with the appropriate date. Emailed information can also include comments from an expert reviewer made during their quality review of an EUAA COI report, and which are deemed useful by the drafter to include in the text. Include additional information about the source to assess reliability of information.

Footnote and bibliographic examples:

Email:

Footnote and bibliography: Kaiser, F., email correspondence with EUAA, 23 March 2012. Mr Kaiser is the Minister of Education in Swaziland.

Ruttig, T., email correspondence with EUAA, 2 October 2017. Thomas Ruttig is a specialist on Afghanistan and co-Director of the Afghanistan Analysts Network (AAN). Subsequent footnotes can be shortened.

Expert reviewer comments made during the review process which were added to the report:

Footnote and bibliography: Smith, J., email correspondence with EUAA, 22 September 2017. Dr J. Smith is a scholar on Central America with 20 years of research experience in conflict analysis in the region made this comment during his review of this report. Subsequent footnotes can be shortened.

8.3 Oral source statements made at meetings and conferences

Oral source information gathered at EUAA workshops, meetings, and conferences that are not published publicly cannot be referenced in public reports unless the explicit approval of individual sources is obtained. If approval from the oral source is given, the information can be cited as follows.

Footnote:
Expert surname, Initial., Presentation title, Meeting organiser, Meeting title, Meeting dates, Meeting location

Bibliography:
Expert surname, Initial., Presentation title, Meeting organiser, Meeting title, Meeting dates, Meeting location

For information on how to cite publicly available published meeting proceedings see Section 7.13.

8.4 Anonymous oral sources

All anonymous sources are put in a separate list with the bibliography. The list should begin with an introduction such as the one below. There is no need to repeat the reason for anonymity elsewhere in the report:

In the text:
EUAA interviewed a programme officer for this report, who works on return issues in Afghanistan; the source stated that ...

Footnote:
Programme officer, online interview, 7 August 2017

Bibliography:
Programme officer, online interview, 7 August 2017. The programme officer works on return migration issues, was based in Kabul for several years up to 2015, and frequently returns to the country. The contact has worked with returnees for several international NGOs in Afghanistan in the course of the past several years.

More examples of bibliography entries for anonymous sources:

Expert from Sandline International, email, 2 February 2012. The contact person is an expert on NGO security management, working for Sandline International in London. The person wishes to remain anonymous for security reasons.

Political analyst, online interview, 18 October 2012. The contact person is a political analyst based in Kabul who wishes to remain anonymous for security reasons.

Local contact, email correspondence with EUAA, 12 April 2012. The local contact has a long experience in monitoring and reporting on events in the province for an international organisation. The person wishes to remain anonymous for security reasons.

Local contact, telephone interview, 23 April 2012. The local contact is a press correspondent based in the province of Ghazni. The person wishes to remain anonymous for security reasons.

Security Analysis Department, South/Central Somalia—Areas of Influence [Map], email, 2 April 2014. This department is working on and in Somalia since more than twenty years. One of the tasks of this department is the monitoring and analysis of the security situation in Somalia. The organisation of the department does not publish its security analysis because its intended use is to guarantee the security of its own staff. The organisation wishes to remain anonymous for security reasons.

If the information was obtained from the source by a third agent, that agent has to be described. This can be after the description of the communication channel.

Representative of an IO (International Organisation), interview during fact-finding mission conducted by CGRS/CEDOCA Belgium, 12 October 2014. The contact person is a representative of an IO that is active in the province, but wishes to remain anonymous for security reasons.

Staff member of an IO, interview and follow-up emails by a COI specialist of Staatendokumentation, the COI unit of the Austrian Federal Asylum Office, 3-5 October 2012.

9. Maintaining research records

It is a good practice for COI researchers to keep digital copies of all sources cited in the COI report. Digital copies should be provided to EUAA at the completion of the drafting phase. This includes transcripts/correspondence of oral source interviews conducted for use in the EUAA report (anonymous sources do not need to be identified), scans of book pages and paper-based sources that are not available digitally, web pages cited, and PDFs/digital copies of reports used in the report.

Annex A — Example bibliography

The entries in this bibliography are arranged alphabetically, first by the name of the author, and secondly, according to the title.

Oral sources

The following sources wished to remain partly anonymous and be quoted only by their profession or by the type of their organisation due to security reasons.

NRC, online interview with a legal advisor, 29 August 2017. A legal advisor for the Norwegian Refugee Council (NRC), who is based in Afghanistan and works on issues of land disputes (housing, land, property rights) with displaced populations and returnees to Afghanistan. NRC is an independent humanitarian organisation that delivers aid, and monitors and reports on displaced populations in Afghanistan.

WAW (Women for Afghan Women), online interview with a senior representative, 21 August 2017 and email, 22 November 2017. A senior representative of the Women for Afghan Women (WAW), a non-governmental organization operating in 13 provinces which provides services, counselling, and support to women in situations of gender-based violence. The contact requested to remain anonymous for security reasons.

Written sources

Afghanistan, Penal Code, 22 September 1976, available at: http://www.refworld.org/docid/4c58395a2.html, accessed 15 October 2017

AI (Amnesty International), Afghanistan: Kabul bombing is a war crime, 24 July 2017, https://www.amnesty.org/en/latest/news/2017/07/afghanistan-bombing-is-a-war-crime/, accessed 15 October 2017

AI (Amnesty International), Afghanistan: Taliban show contempt for civilian life, 10 January 2017, https://www.amnesty.org/en/latest/news/2017/01/afghanistan-taliban-show-contempt-for-civilian-life/, accessed 15 October 2017

Barfield, T., Afghanistan: A Cultural and Political History, Princeton University Press, Princeton, 2012

Denmark, DIS (Danish Immigration Service), Report from the Danish Immigration Service's fact finding mission to Nairobi, Kenya and Mogadishu, Somalia: 2-12 May 2015, September 2015, https://www.nyidanmark.dk/NR/rdonlyres/E7BE9811-3CA0-4F86-BD27-749FB153B73A/0/Somalia_FFM_report_2015.pdf, accessed 16 October 2017

HRW (Human Rights Watch), "I had to run away": The Imprisonment of Women and Girls for "Moral Crimes" in Afghanistan, 4 March 2012, https://www.hrw.org/sites/default/files/reports/afghanistan0312webwcover_0.pdf, accessed 6 November 2017

International Crisis Group, Afghanistan: The Future of the National Unity Government, Report No 285, 10 April 2017, https://www.crisisgroup.org/asia/south-asia/afghanistan/285-afghanistan-future-national-unity-government, accessed 4 October 2017

UNCAT (UN Committee Against Torture), Concluding Observations on the Second Periodic Report of Afghanistan, CAT/C/AFG/CO/2, 12 June 2017, http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CAT/C/AFG/CO/2&Lang=En, accessed 12 October 2017

UN Human Rights Council, Report of the Office of the United Nations High Commissioner for Human Rights on the Human Rights Situation in Ukraine (16 May to 15 August 2017), A/HRC/36/CRP.2, 25 September 2017, http://www.refworld.org/docid/59c8ed184.html, accessed 13 October 2017

USCIRF (US Commission on International Religious Freedom), Annual Report 2017 – Afghanistan, 26 April 2017, http://www.uscirf.gov/sites/default/files/Afghanistan.2017.pdf, accessed 12 October 2017

USDOS (US Department of State), Country Reports on Human Rights Practices for 2015 – Afghanistan, 13 April 2016, https://www.state.gov/documents/organization/253169.pdf, accessed 15 October 2017

USDOS (US Department of State), International Religious Freedom Report 2016 – Afghanistan, 15 August 2017, https://www.state.gov/documents/organization/269168.pdf, accessed 14 October 2017

Annex B – Proofreading checklist

Drafters are responsible for the content and citations in their drafts. Prior to sending to external experts for review, it is advisable to conduct a final proofreading of one's work. Below is a brief checklist to follow in order to check the writing style and referencing requirements are correct.

- Check numbering of sections and sub-sections is correct.
- Check and update the Table of Contents; check page numbers are correct.
- Check that all necessary sections/headings/disclaimers are present in the report.
- Run grammar and spell-checks in the word processor.
- Check for typos and punctuation errors.
- Check the glossary includes all relevant terms in the document.
- Scan through the document to ensure terms are spelled consistently throughout.
- Ensure all footnotes are correctly appearing after the period.
- Ensure all footnotes are automatically numbering correctly.
- Ensure all hyperlinks in footnotes are active, correct and functional.
- Check the bibliographic references are properly ordered and correct.
- Ensure the links in the bibliography are active, correct and functional.
- Ensure all internal cross-links between sections are active, correct and functional.
- Hover over images, maps, tables to check for and remove any hidden text/hyperlink.
- Check that optimal quality is used for images, maps, tables.
- Check accessibility issues are addressed.

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