

**Step 1: Find your publication online, preferably in pdf format.** The internet is a wonderful, but it is very important to clearly cite the work of others, including the page number if it is an article or a book. When we are in a hurry we all frequently save just save the url assuming we can complete the citation later if we end up using it. For example,I

[http://www.socialprotectionnet.org/sites/default/files/s1700429\\_en.pdf](http://www.socialprotectionnet.org/sites/default/files/s1700429_en.pdf)

is a working url for a pdf of this 1017 CEPAL publication on CCTs made available online by the United Nations. This is the formal citation you should add to a **“References”** section at the end of your answers/paper/presentation:

Cecchini, Simone, and Bernardo Atuesta (2017) Conditional cash transfer programmes in Latin America and The Caribbean: Coverage and investment trends. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).

**That said, a url alone is never a reference.** First, there is the “fake news” problem. Posts are cheap, so we need to know the organization and authors behind everything we cite. Second, urls change frequently. Once a url goes bad we need the title and author to find the publication again. Third, we always cite publications in the text of our answers like this as Cecchini and Atuesta (2017) giving full credit to both authors, Simone and Bernardo in this case who worked very hard to compile this report (if there are more than 2 authors Cecchini et al. (2017) is fine, Bernardo still gets credit in the full reference included at the end our answers or argument).

**Step 2: Get your reference into a standard citation format** (any will do). If it is an academic publication, as is this one, just type the title of the book/report/article into Google Scholar. In this case, there are many reports with this title so I also had to add the author Atuesta to get the 2017 version. To find the best url (there are 11 versions of this report) I picked the official CEPAL posting with the shortest url (unfortunately the citation for this url was not the best, see Step 3 below):

[http://www.socialprotectionnet.org/sites/default/files/s1700429\\_en.pdf](http://www.socialprotectionnet.org/sites/default/files/s1700429_en.pdf)

Then I clicked the quote symbol “ (meaning cite...).

**Step 3 Choose your favorite format.** All of the formats are fine, but I like to see first and last names so that means MLA or Chicago. But the year is at the end, so I move it to right after the names. The reference in the text then become Cecchini and Atuesta (2017). To the right is what you see

when you click “

Note this version MLA or Chicago with the date moved and parenthesis added. Sometimes the gender of the authors matters\* (though it should not I know...)

Cecchini, Simone, and Bernardo Atuesta (2017) Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).

**Step 4. Double check to make sure you chose the most complete reference available:** In this case are 11 versions of this CEPAL publication, some official some posted by the authors. Choose the most complete citation. Again, the

#### Cite

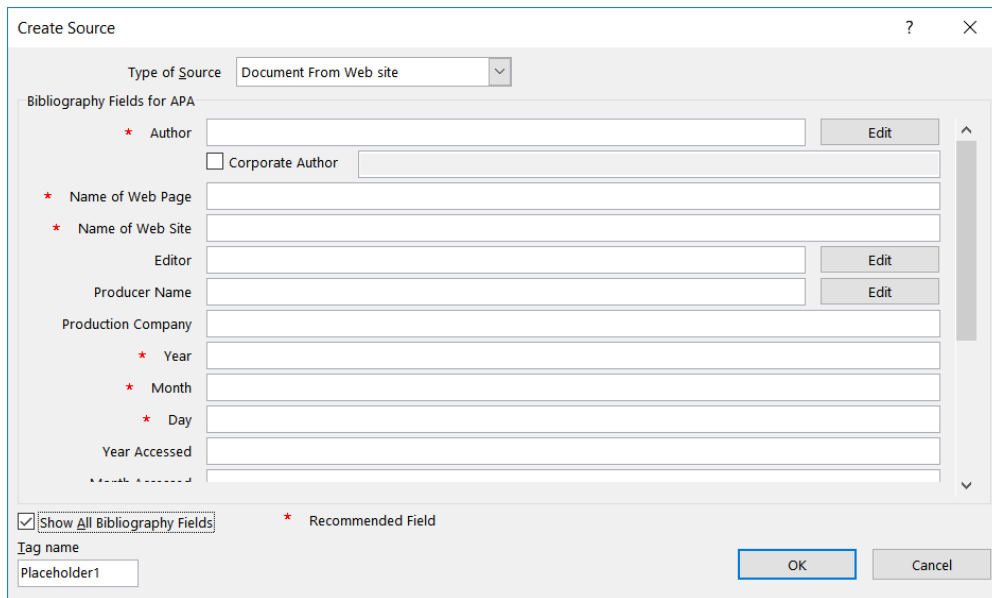
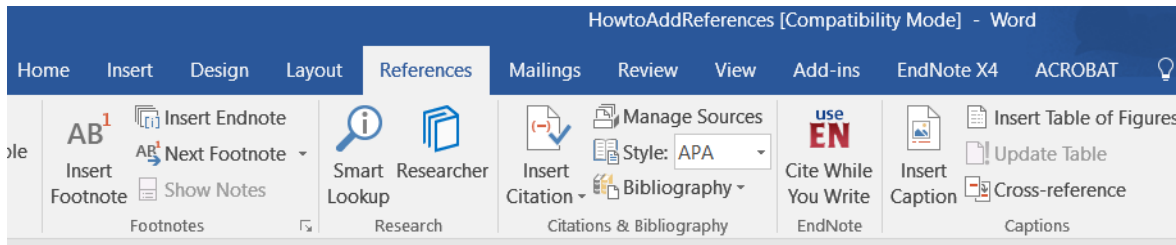
- MLA Cecchini, Simone, and Bernardo Atuesta. *Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends*. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL), 2017.
- APA Cecchini, S., & Atuesta, B. (2017). *Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends* (No. 224). Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).
- Chicago Cecchini, Simone, and Bernardo Atuesta. *Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends*. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL), 2017.
- Harvard Cecchini, S. and Atuesta, B., 2017. *Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends* (No. 224). Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).
- Vancouver Cecchini S, Atuesta B. Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL); 2017 Sep.

format does not matter as long as the authors are first and the date is near the names. Here is what you see when you click “ on the last two listings of this paper (the others are incomplete, not sure why, it does not take long to click the various versions and take the most complete reference).

[https://scholar.google.com/scholar?cluster=15254472530877139516&hl=en&as\\_sdt=0,33](https://scholar.google.com/scholar?cluster=15254472530877139516&hl=en&as_sdt=0,33)

## Frequently Asked Questions

**FAQ #1:** What about citing newspapers or magazine or blog posts I find on the web? Good question: go to the References menu in Word, click references, then insert citation and choose “document from a web page” and fill in at least the required fields... (red \*)



(Lustig, 2017)

As an example, lets use Professor Lustig’s Barcelona presentation cited in HW#5. If we choose insert citation we get (Lustig, 2017). If we click bibliography we get this along with other references if any have been entered in Word.

## References

Lustig, N. (2017, May 27). Dynamics of Income Inequality in Latin America (presentation in Barcelona, Spain). Retrieved 2017, from Commitment to Equity, Tulane University:

[http://www.commitmenttoequity.org/wp-content/uploads/2017/05/Lustig\\_Panel\\_Barcelona\\_May27\\_2017.pdf](http://www.commitmenttoequity.org/wp-content/uploads/2017/05/Lustig_Panel_Barcelona_May27_2017.pdf)

In this case I took the formatted version Word references gave me and copy and pasted an unformatted version (the formatted version is fine too...)

**FAQ #2** Can't I just take a picture? Yes: two pictures in this case, converted to JPEG format (perhaps png on a Mac). But you cannot refer to this reference in the text so it is only appropriate for the first draft. Remember, if you refer to or quote or copy another publication it should be listed in author, date format (a url is nice too).

**Conditional cash transfer programmes in Latin America and the Caribbean**

Coverage and investment trends

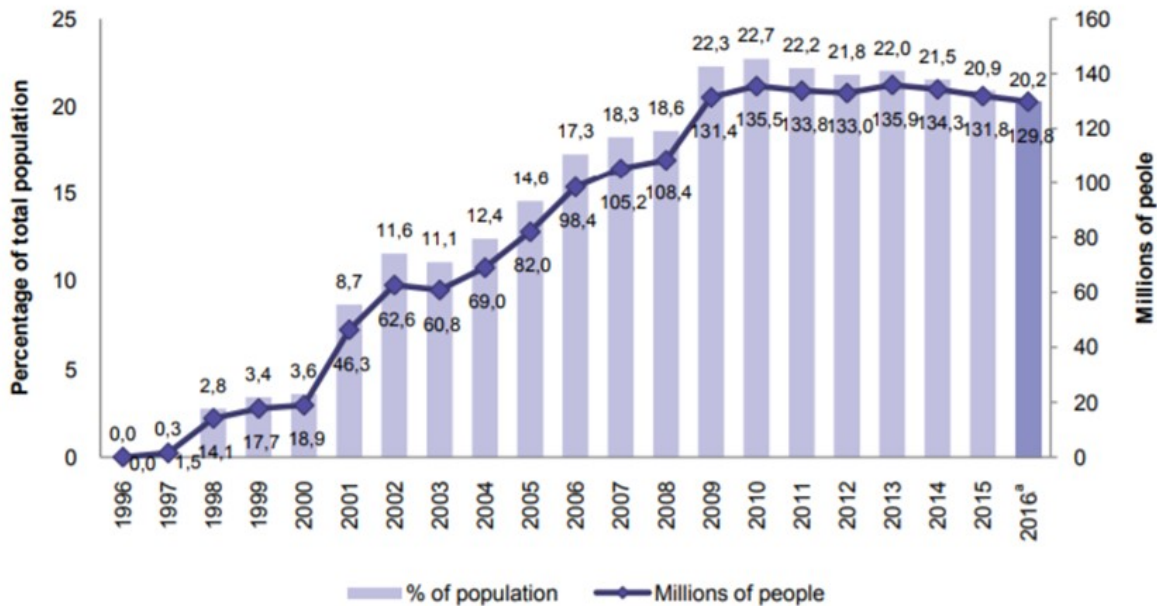
Simone Cecchini  
Bernardo Atuesta



**FAQ #3: How do I reference pictures of Tables and Figures I copy into my report/HW/presentation?** See the “References” menu above or right click the Table/Figure image in Windows. Choose “insert caption” and add the source, which could be a page in a publication you have already cited, as in this case (see the “Source” text in blue I added). You can also add a full reference plus a url, especially if this is the only time you use this source (and you do not refer to the source again). *What if you already have a Figure 2 (every Figure needs a unique number, never add a reference or Figure you do not refer to the in the text.* Crop out the Figure 2 to avoid confusion. The text I added using “caption” is in blue above and below Figure 2 from this report.

*Figure 5*

**Figure 2**  
**Latin America and the Caribbean: Population of households participating in CCT programmes, 1996-2016**  
(Percentage of total population and millions of people)



Source: Prepared by the authors, on the basis of the database of non-contributory social protection programmes in Latin America and the Caribbean of the Economic Commission for Latin America and the Caribbean, Conditional cash transfer programmes [online] <http://dds.cepal.org/bdptc/>, and the CEPALSTAT database.  
Note: <sup>a</sup> Preliminary data.

Source: Cecchini and Atuesta (2017) page 22.