

## **MUNOL Citation Guidelines**

This document establishes the official rules for the use of citations in all Research Reports and Position Papers at MUNOL. Chairs are responsible for upholding these standards to ensure consistency, credibility, and transparency throughout the conference. These rules apply to all Chairs and Delegates.

### **1) Why We Cite**

We expect every factual statement to be supported by a source.

Citing sources is important because it:

- ✓ shows where information comes from,
- ✓ allows others to check if a statement is accurate,
- ✓ prevents the use of made-up, outdated, or unreliable data,
- ✓ makes it easier to identify when AI has generated incorrect information.

### **2) In-text Citations (Short References)**

Whenever you include a fact, statistic, or idea that comes from another source, add a short reference directly in the text.

Format:

*(Author/Organisation, Year)*

If no year is stated:

Write (n.d.) for “no date”.

Examples:

*(UNICEF, 2023)*

*(World Bank, 2022)*

*(Government of Kenya, 2021)*

*(BBC News, 2024)*

### 3) Source List (at the end of the document)

At the end of the Research Report or Position Paper, list all the sources you used in alphabetical order.

Format:

Organisation / Author (Year). *Title*. *Link*. Accessed: *Day Month Year*.

Example:

BBC (2025). *Too many female abuse victims are locked up, says minister as BBC visits women's prison* <https://www.bbc.com/news/articles/cq83l85e0w9o> Accessed: 3 December 2025

Bundeszentrale fuer Politische Bildung (n.d.). *Women's Rights Movements in Europe and the USA* [https://www.bpb.de/system/files/dokument\\_pdf/240313-bpb-zeitstrahl-frauenrechte\\_ENGLISCH-Banner.pdf](https://www.bpb.de/system/files/dokument_pdf/240313-bpb-zeitstrahl-frauenrechte_ENGLISCH-Banner.pdf) Accessed: 3 December 2025


Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (2020). *Women and Men in Germany* <https://www.bmbfsfj.bund.de/resource/blob/160834/a279d3ac216c30427797b625213d82c8/frauen-und-maenner-in-deutschland-englisch-data.pdf> Accessed: 3 December 2025

Ministry for Women New Zealand (2024). *Speech to the 68th United Nations Commission on the Status of Women (CSW68)* <https://www.beehive.govt.nz/speech/speech-68th-united-nations-commission-status-women-csw68> Accessed: 3 December 2025

UN WOMEN (2025). *Five essential facts to know about femicide* <https://www.unwomen.org/en/articles/explainer/five-essential-facts-to-know-about-femicide> Accessed: 3 December 2025

UN WOMEN (n.d.) *Commission on the Status of Women* <https://www.unwomen.org/en/how-we-work/commission-on-the-status-of-women> Accessed: 3 December 2025

## **Tipps:**

Tipp: In Word, you can select your sources and in Home, click on “Sort” to sort alphabetically. This button: 

## **What counts as a Reliable Source?**

Chairs and Delegates are encouraged to use sources that are generally trustworthy, such as:

- ✓ UN bodies and international organisations
- ✓ Government websites
- ✓ Reputable NGOs
- ✓ Established news agencies
- ✓ Academic institutions

Sources that are not reliable:

- Blogs or anonymous websites
- Social media posts
- Unverified statistics
- AI-generated citations
- Wikipedia as a main source

Chairs are expected to:

- check that delegates provide sources for factual claims,
- ensure that citations follow this simple format,
- remind delegates to verify the accuracy of their information,
- discourage the use of AI for generating sources or facts, as these are often incorrect or taken out of context,
- support students who are unsure how to cite properly.