



Prague Office of the Secretariat of the
Organization for Security and Co-operation in Europe

**RECOMMENDATIONS FOR QUOTING OSCE DOCUMENTS AND
USING RESTRICTED DOCUMENTS AS PRIMARY SOURCES
FOR ACADEMIC RESEARCH ON OSCE RELATED SUBJECTS
(Researcher-in-Residence Programme)**

- 1) Most OSCE documents open to the public*¹ (this includes final products of OSCE negotiating and decision-making bodies, statements made by delegations and released with no restriction, general information publications, etc.) can be quoted directly*², providing appropriate credits are acknowledged and a complete bibliographical reference*³ is made in a footnote or in an attached annex identifying the source, author, date, etc.(see footnote 3 for recommendations).
- 2) Documents published on and retrieved from the OSCE official public website are subject to copyright. The OSCE must be credited as source when using content from its publications and official public website*⁴.
- 3) Printed documents and electronic files issued to OSCE policy-making bodies and conferences labeled “Restricted” or “OSCE+” *¹ cannot be copied, reproduced, disseminated in any way or quoted directly in any article or academic work.
- 4) Such documents are made available to registered researchers for their personal scrutiny during their residency time in the Research programme. It is understood that while working with these materials they may take notes and extract information for their personal analysis and/or research. Nevertheless, each researcher is responsible for the manner in which he/she will reproduce this information, while assuring it is not taken out of its context or the framework in which this information was issued (e.g. field reports). Furthermore, researchers are encouraged to use their own wording*⁵ while describing the “restricted” materials they were given access to so as to reflect their own interpretation and understanding of the information they have retrieved from a “restricted” document. Restricted documents can be referred to in bibliographies in a similar manner as those open to the public*³.

*1 (Extract from the OSCE Records & Document Management Administrative Instruction No.3 - Point 7: Document Security Management, page 9)

“OSCE documents are assigned one of four security classifications which may be reflected in the description field of Doc.In:

Public	shared OSCE-wide, open to all, may be considered for loading on the public web site
OSCE+	shared OSCE-wide, open to the Partners
Restricted	shared OSCE-wide, access for OSCE Delegations and Staff only
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OSCE documents are managed according to principles of openness and transparency. Documents will be labeled **Restricted** only when unauthorized disclosure of, or unauthorized access to, such documents would be disadvantageous to the interests of the OSCE or to the interests of one or more of its participating States.”

***/2)** (Extract from the “OSCE Style Manual”(SEC.DOC/002/00) Chapter I on editorial style of English Documents ,page 21) “Subject to editorial discretion in cases where typographical or other clearly unintentional errors appear in the original, all quotations should correspond exactly to the original, not only in wording but also in spelling, punctuation, use of capital letters, etc. No attempt should be made to correct substantive errors in quoted matter, but parts may be omitted, in which case the omission must be indicated by the insertion of three dots. If necessary, explanatory words may be inserted in square brackets, but this device should be used sparingly. Double quotation marks should normally be used, except for quotations within quotations, for which single quotation marks are used.”

***/3)** Unless a specific bibliographical protocol is required according to national academic standards, we recommend to reference OSCE documents as follows:

1: Type of document + title

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3: body/venue/place at which the document was delivered, (or URL address)

4: Identification System Number in parenthesis (see annex 4 of AI/3/06 for explanations) (if the ID is not available, use URL)

5: Date, month, year the document features in the title or the date under it’s ID number (distribution date).

(Examples:

- Address by the Delegation Liechtenstein, H.E. Mrs. Rita Kieber-Beck, Minister of Foreign Affairs to the 14th OSCE Ministerial Council, Brussels (MC.DEL/56/06) 5 December 2006.
- Needs Assessment Mission Report by the OSCE/ODIHR on the Local Elections in Albania to take place between 22 December 2006 and 21 January 2007, http://194.8.63.155/documents/odihr/2006/11/22210_en.pdf, 8-9 November 2006)

***/4)** For electronic texts, the publication or page the texts originate from must be reported in similar bibliographical manner as for printed text. Photos credited to the OSCE may be reproduced without charge for non-commercial purposes only. When using photographs from this website, both the OSCE and the photographer must be credited in the following format: OSCE/photographer's name

***/5)** Another way of avoiding using a speaker or writer’s exact words is to use reported speech instead of quoting and paraphrase restricted information with one’s own words.