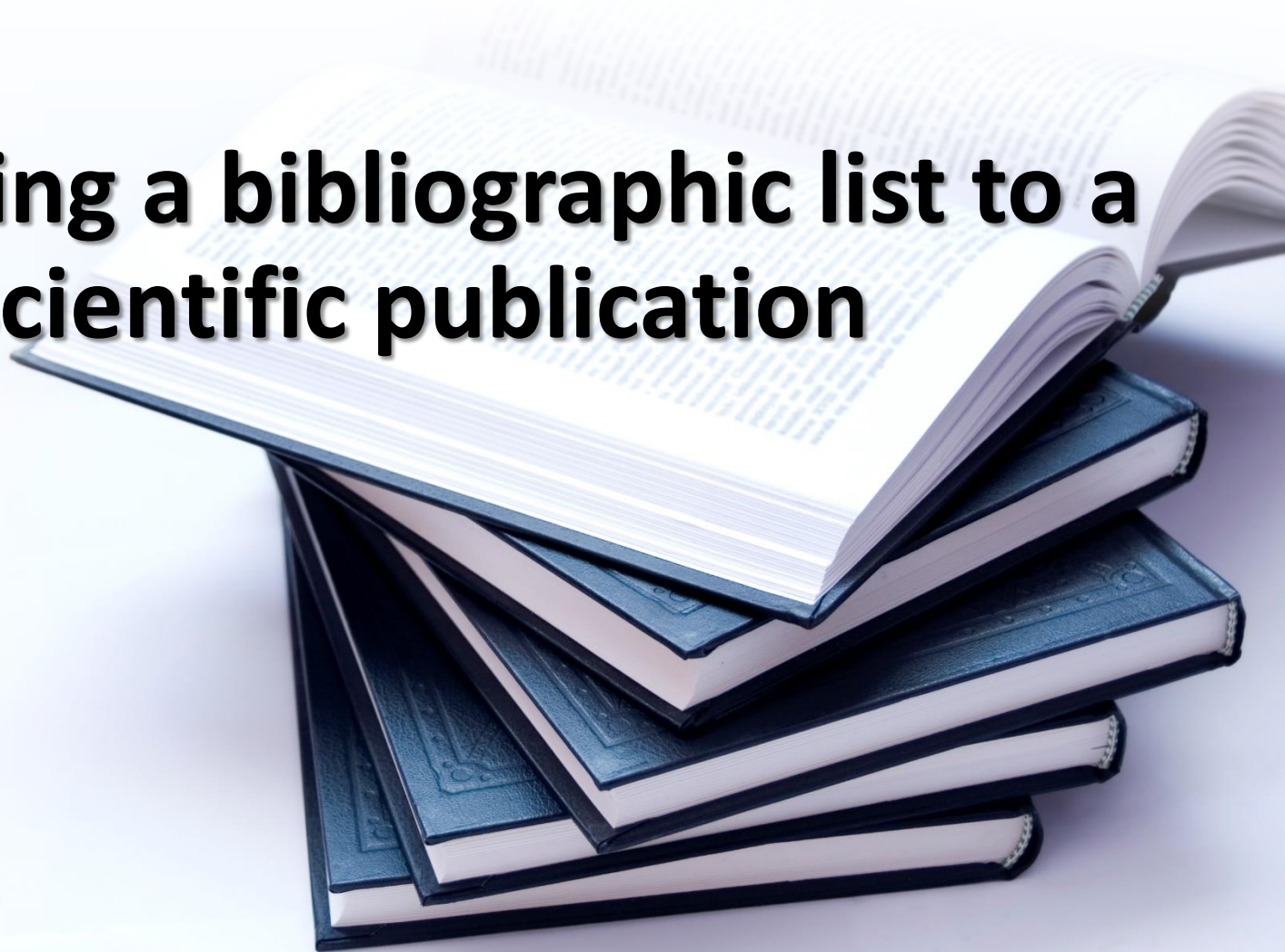




Arranging a bibliographic list to a scientific publication



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References

- Are an element of a **bibliographic apparatus** containing descriptions of the sources used in the study and are **submitted after the conclusions**.
- Display the work of the author on the collection and analysis of literature, allow us to conclude about the degree of fundamentality of the study and cover the documents used in this scientific work.





Academic integrity

- **THE LAW OF UKRAINE "On Education"** came into force on September 28, 2017.

Article 42:

- **Academic integrity**: a set of ethical principles and statutory rules that should guide the participants of the academic educational process, teaching and conducting scientific (creative) activities in order to ensure trust in learning results and / or scientific (creative) achievements.



Following academic integrity rules by students implies:

1

self-fulfillment of educational tasks, tasks of current and final control

2

references to information sources in case of use someone's ideas, research, statements, information

3

compliance with copyright laws and related rights



What is considered as a **violation** of academic integrity:

academic plagiarism



the disclosure (partially or completely) of scientific (creative) results obtained by other persons without specification of authorship.

falsification



the disclosure (partially or completely) of scientific (creative) results obtained by other persons without specification of authorship.

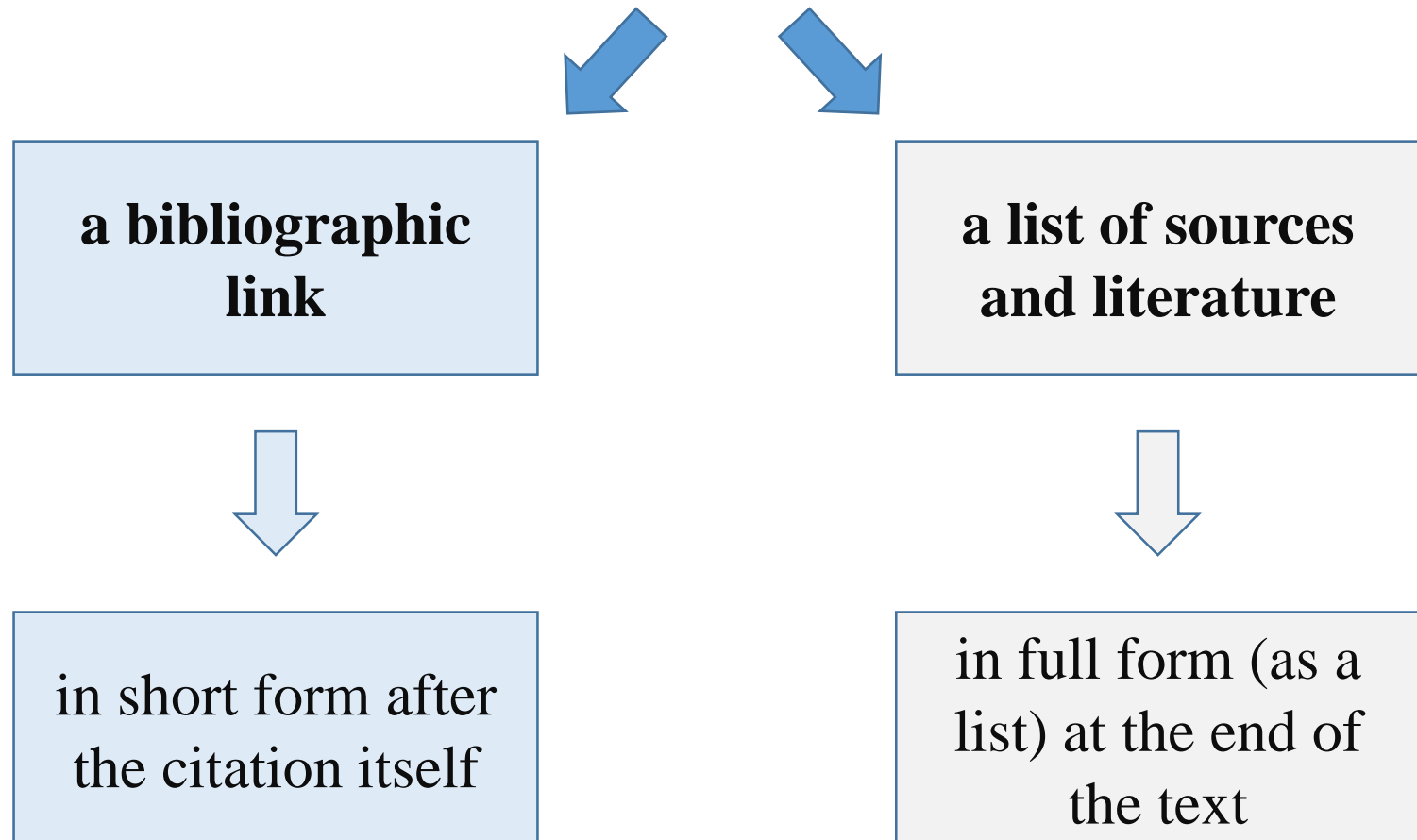
cheating



the disclosure (partially or completely) of scientific (creative) results obtained by other persons without specification of authorship.



You need to **name sources** in the text **twice**





Bibliographic link

- Contains **bibliographic information** about the **quotation** mentioned in the text of the document necessary for its **identification, search and general characteristics**.
- Those are objects are all types of **published and unpublished documents** (including electronic resources of local and remote access), **parts of documents, archival documents**.

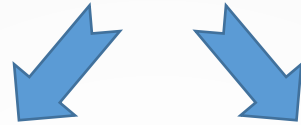




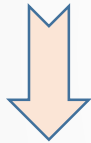
Types of bibliographic references



By composition of the elements of the bibliographic record:



Complete bibliographic link



contains all required elements used for general characteristics, identification and search of the link object.

Short bibliographic link



contains a part of the mandatory elements that are used only to search the link object.



By **location** in the document:

Underline Reference

is used if it is impossible or unwanted to place it inside the text of a document in order not to overburden the text.

Sygn.126. Wisyta Generalna
dekanatu Patenskiego w
roku 1793. 1793 r. 57 k.



By **location** in the document:

In-text Reference

Can be applied if a significant portion of the information about the object of the link is included in the text of the document.

(APw Lublinie. Zespol 95.
Sygn.125. K. 6—7).



By **location** in the document:

Outer-text Reference

Is used in scientific journals with multiple references to the same documents, or because of their large number.

In text:
[2, p. 28]; [2, p. 154].



When to make bibliographic references:

- 1 **In case of an indirect quote** - a retelling, - which means the presentation of the thoughts of other authors in their own words;
- 2 In case of reviewing the **general trends of scientific research**;
- 3 In case of specifying **the actual data and the results of previous studies**;



In case of making quotations, we do it:

1

to confirm your own arguments;

2

as a reference to an authoritative source;

3

for a critical analysis of one or another statement





Special requirements for quoting

- scientific etiquette requires **accurate reproduction of the quoted text**, since even small shortening of the text can distort the author's content.
- the text of the quote begins and ends with the **quotation marks** ("...") and is given in the grammatical form in which it is presented in the source, saving even the features of the author's spelling.
- **The scientific terms proposed by other authors are not marked with quotation marks**, except for those that caused general controversy.
- In these cases, we use "**so-called**".





- **Citation must be complete**, without any shortening of the author's text and without distortion of the author's thoughts.
- Skipping words, sentences, paragraphs inside the quotation is allowed **without distortion of the author's text and is indicated by three dots (...)**.
- They can be put **anywhere in a quote** (in the beginning, inside, at the end).
- Each quotation is **necessarily** accompanied by a **reference to the source**.





- if it is necessary to find out the author's attitude towards individual words or thoughts from the quoted text, then after them in the round brackets we put an exclamation mark (!) or a question mark (?).
- when the author uses a quote, highlights some words in it, then a special alert message is made, that is, after the text explaining the selection, a dot is placed, then a hyphen (. -) and the initials of the author of the work are indicated, and the entire text of the alert message is enclosed in round brackets ().





What is Prohibited when quoting:

- **abusive quotations, which means to cite too much:** your original thoughts and ideas should be central to a scientific publication;
- **quote unreliable sources** (they must be authoritative, verified, relevant);
- **quote statistics, well-known facts;**
- **not to make a reference (link) to the source.**





- Well-known theses and the statement of authoritative researchers are presented at the beginning of the article, and the main volume of the article is devoted to the presentation of your own thoughts;
- To confirm the reliability of your conclusions and recommendations you should not use statements of other scientists, because it indicates that the idea of the researcher is not new and not a subject of doubt.





Arranging references

- References in the text should be submitted only in square brackets, for example **[1]**, **[1; 6]**, where the numbers **1** and **6** correspond to the ordinal number of the work in the List of used sources and literature;
- References to specific pages should stand after the source number with a comma using a small letter "**p.**"). For example: **[1, p. 5]**.
- In-text references are usually done **at the end of the sentence.**





Arranging a list of sources and literature

- **sources can be placed in one of the following ways:** in the order of the appearance of references in the text, or in alphabetical order of the surnames of the first authors of the source, in chronological order;
- **sources in English (or other language)** are placed after all Cyrillic sources, except when the list is formed in the order of the appearance of a reference in the text;





- **Reference** is made according to information about **the printed article** or you can write it out from Library catalogs and bibliographic indexes;
- information about the sources included in the list must be given **in accordance with the requirements of international and state standards**, you have to give names of works you used.



Ukraine state standards

- **ДСТУ 8302:2015.** Інформація та документація. Бібліографічне посилання. Загальні положення та правила складання / Нац. стандарт України. – Вид. офіц. – [Уведено вперше ; чинний від 2016-07-01]. – Київ : ДП «УкрНДНЦ», 2016. – 17 с.
- **ДСТУ ГОСТ 7.1:2006.** Система стандартів з інформації, бібліотечної та видавничої справи. Бібліографічний запис. Бібліографічний опис. Загальні вимоги та правила складання / Нац. стандарт України. – Вид. офіц. – [Чинний від 2007-07-01]. – Київ : Держспоживстандарт України, 2007. – 47 с.



Examples of the bibliographic description for DSTU 8302: 2015: one author:

- Zadan S. Etiopia = Еѣіопія / Serhij Zadan ; przeł. Ola Hnatiuk i Adam Pomorski. - Gdansk : Wydawnictwo Słowo/Obraz Terytoria, [2011]. - 139, [6] s.

Two authors:

- Gaiman N. Good omens : the nice and accurate prophecies of Agnes Nutter, witch : a novel / by Neil Gaiman and Terry Pratchett. - New York : Berkley Books, [1992]. - 354 p. : ill.



Three and more authors:

- Developing the critical infrastructure protection system in Ukraine : monograph / [Sergiy Kondratov et al. ; general editor: O. Sukhodolia] ; National Institute for Strategic Studies. - Kyiv : NISS, 2017. - 181 p. : ill.
- Jewish writing in Poland / edited by Monika Adamczyk-Garbowska, Eugenia Prokop-Janiec, Antony Polonsky and Sławomir Jacek Zurek ; Institute for Polish-Jewish Studies (Oxford, England), American Association for Polish-Jewish Studies. - Oxford ; Portland, Or. : Littman Library of Jewish Civilization, 2016. - XV, 578 p.



Book without author (collection of articles)

- Building democracies : Ukraine and Japan : Japan's democratization assistance to Ukraine in 2015 / ed.: R. Shiratori, M. Rozumny, K. Hashimoto. - Kyiv : NISS : Phoenix, 2016. - viii, 564 p. : ill., maps.
- Jewish education in Eastern Europe / edited by Eliyana R. Adler and Antony Polonsky ; published for The Institute for Polish-Jewish Studies and The American Association for Polish-Jewish Studies. - Liverpool : The Littman Library of Jewish Civilization in association with Liverpool University Press, 2018. - xv, 497 p. : ill., portr. ; 24 cm.



Electronic resource

- Making patients pay: informal patient payments in Central and Eastern European Countries [Electronic resource] / Tetiana Stepurko, Milena Pavlova, Irena Gryga and Wim Groot // Frontiers in Public Health. – Electronic data. – 07 August 2015. – Mode of access: Internet. – doi: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4528095/> – Title from the screen (viewed 30.01.2018).



Description of the article from the magazine, section of the book

- Yaroshenko T. Libraries and catalogues in Ukraine – the way to understand the past and build the future / Tetyana Yaroshenko, Iryna Bankovska // Cataloging & Classification Quarterly. – 2015. – Vol. 53, Issue 3–4. – P. 430–452.
- Meleshevych A. Cost of parliamentary politics in Ukraine / A. Meleshevych // Kyiv-Mohyla Law and Politics Journal. – 2016. – № 2. – P. 147–170.



The preparation of lists of literature in the articles of scientific journals is carried out in accordance with the requirements of a **specific journal** (information should be found on the websites of publications in the sections "**For authors**")



- in the scientific world there are more than **6,000 different styles** (rules) of citing scientific sources, depending on the industry, the place where the work is published, etc.
- the editorial staff may recommend that authors use both **national standards** and **international styles** of citation

- According to the order of the Ministry of Education and Science of Ukraine dated January 12, 2017, the **Recommended list of styles for the list of scientific publications** has been approved:

- 1 MLA (Modern Language Association) style - *Humanities: Philosophy, Religion, Art Studies, etc.*;
- 2 APA (American Psychological Association) style - *Social Sciences: Sociology, Psychology, Law*;
- 3 Chicago / Turabian style - *Physical, Natural, and Social Sciences*;
- 4 Harvard style - *Humanities and Social Sciences*;



- 5 ACS (American Chemical Society) style - *Natural sciences*;
- 6 AIP (American Institute of Physics) style - *Physics*;
- 7 IEEE (Institute of Electrical and Electronics Engineers) style - *Engineering, Electronics, Informatics*;
- 8 Vancouver style - *Medicine and Physics*;
- 9 OSCOLA (Oxford University Standard for the Citation of Legal Authorities) - *legal documents*;
- 10 APS (American Physics Society) style – *physics*
- 11 Springer MathPhys Style.



APA (American Psychological Association) style:

- **Book with 1 to 7 authors**

- Bragg, S. M. (2010). Wiley revenue recognition: Rules and scenarios (2nd ed.). Hoboken, NJ: Wiley.
- Tymoshyk, M. V. (2004). Vydavnycha sprava ta redahuvannia. Kyiv: In Yure.
- Hubbard, R. G., Koehn, M. F., Omstein, S. I., Audenrode, M. V., & Royer, J. (2010). The mutual fund industry: Competition and investor welfare. New York, NY: Columbia University Press.



Book with 8 or more authors:

- Include the first six authors' names... and the last author name.

- Zinn, H., Konopacki, M., Buhle, P., Watkins, J. E., Mills, S., Mullins, J. W. ... Komisar, R. (2008). A people's history of American empire: A graphic adaptation. New York, NY: Metropolitan Books.



Edited book

(editor, year, name)

- McNamara, R. H. (Ed.). (2008). Homelessness in America. Westport, CT: Praeger Publishers.
- Ophir, A., Givoni, M., & Hanafi, S. (Eds.). (2009). The power of inclusive exclusion. New York, NY: Zone.



Book with no author

- (The title: subtitled. (Year). The place of publication: Publisher)

Twenty-four hours a day. (2010).
Miami, FL: BN Publishing.



Chapter of the book

- (author of chapter, year, title of chapter, author (editor) of the book , title of book, page (numbers), place of publication and publisher)

- Grosman, D. (2009). Writing in the dark. In T. Morrison (Ed.), Burn this book (pp. 22-32). New York, NY: HarperCollins Publishers.
- Farrell, S. E. (2009). Art. In D. Simmons (Ed.), New critical essays on Kurt Vonnegut (p. 91). New York, NY: Palgrave Macmillan.



Multi volume edition

- Milton, J. (1847). The prose works of John Milton (Vol. 1-2). Philadelphia, PA: John W. Moore.
- Niehuis, S. (2008). Dating. In J. T. Sears (Ed.), The Greenwood encyclopedia of love (Vol. 6, pp. 57-60). Westport, CT: Greenwood.



Journal article or newspaper article

- Benjamin, A. C. (1960). The ethics of scholarship: A discussion of problems that arise in its application. *Journal of Higher Education*, 31(9), 471-480.
- Itzkoff, D. (2010, March 31). A touch for funny bones and earlobes. *New York Times*, p. C1.
- Ali, A. H. (2010, April 27). 'South Park' and the informal Fatwa. *Wall Street Journal*, p. A17.



Conference papers

- Josang, A., Maseng, T., & Knapskog, S. J. (Eds.). (2009). Identity and privacy in the Internet age, 14th Nordic conference on secure IT systems, NordSec 2009. Heidelberg, Germany: Springer Berlin.



Internet resource (Free Web)

- Seton, E. T. (1911). *The Arctic prairies: A canoe-journey of 2,000 miles in search of the caribou*. Retrieved from <http://www.gutenberg.org/etext/6818>
- Quina, K., & Kanarian, M. A. (1988). Continuing education. In P. Bronstein & K. Quina (Eds.), *Teaching a psychology of people: Resources for gender and sociocultural awareness*(pp. 200-208). Retrieved from <http://www.ebscohost.com/academic/psycinfo>



Library database with DOI, without DOI

- Chaffe-Stengel, P., & Stengel, D. (2012). *Working with sample data: Exploration and inference*. <https://doi.org/10.4128/9781606492147>
- Miller, L. (2008). *Careers for nature lovers & other outdoor types*. Retrieved from <http://www.ebscohost.com>

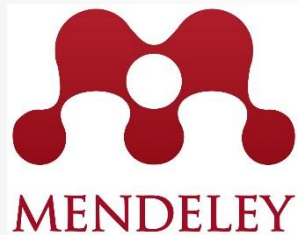


Bibliographic Managers

- **special programs to simplify the process of making a list of literature** according to a certain international style, as well as to facilitate the transfer of references in scientific work from one citation style to another.
- **keep bibliographic data, complete texts and lists of literature.**
- **when choosing a bibliographic manager you can install a stationary program on a computer, work online, and universally online + offline.**



Mendeley, EndNote, Zotero, Zenodo - the most popular bibliographic managers that are suitable for use by both individual users and research teams.





You can choose a **bibliographic manager** according to your **own preferences** (online only, with PC version, free or subscription, for a particular operating system, etc.).





Thank you for your attention!

