

Where and how to reference?

There are a variety of accepted conventions for citing bibliographic references. Several of these are set out, e.g., in the British Standards BS 1629:1989 and BS5605:1990.

There are, in general, four types of referencing:

HARVARD method

Numeric (Vancouver) system

Running notes

MLA (Modern Language Association)

At present, only two of them (in scientific community) are mainly used, the Harvard and Numeric methods.

HARVARD SYSTEM

Heavily used in the arts, humanities and social science literature
(but also by biologists and in medicine)

It refers to a particular document by using **author's name**
and **year of publication**

NUMERIC and RUNNING NOTES SYSTEMS

Preferred by scientific community

Sources/documents are referred to by **numbers**

Numeric system: The references are set out in their numerical order
in a numbered list.

Running Notes: References appear as footnotes on the appropriate
pages

The Harvard System Referencing (citation in the text)

In your text refer to a particular document by using the **author's surname** and **year of publication**.

(1) If the author's name occurs naturally in a sentence, the year is given in parentheses:

...as defined by Mintzberg (1983)

(2) If not, then both name and year are shown in parentheses:

In a recent study (Handy, 1987) management is described as...

(3) If the same author has published more than one cited document in the same year these are distinguished by lower case letters:

Drucker (1989a)

(4) If there are two authors both names should be given before the date:

Gremlin and Jenking (1981)...

(5) If there are three or more authors only the surname of the first author should be given, followed by 'et al': Kotler et al. (1987)

References - Numeric System (citation in the text)

Numerals in the text refer to documents in order in which they are first cited.

Subsequent citations of a particular document receive the same number as the first. If particular parts of a document are cited page numbers may be given after the numerals.

Superscript, parentheses or brackets can be used.

EXAMPLE using superscript:

The suggestion of technology in the home has been explored by Baron²².

EXAMPLE using brackets:

The suggestion of technology in the home has been explored by Baron (22).

The suggestion of technology in the home has been explored by Baron [22].

Baron and Novak [23] showed that....

Baron *et al.* [24] found out that....

BIBLIOGRAPHIC REFERENCES: general principles

Every publisher (journal) has its own specification which must be respected!!

Nonetheless, there are a few rules of thumb to follow:

For a book:

- Author or editor(s) with initials
- Title (underlined or in italics)
- Edition
- Publisher
- Date of publication
- Page number(s) if referred to

For a journal article:

- Author(s) with initials
- Article title
- Full journal title (underlined or in italics)
- Volume number
- Date of publication
- Page numbers

**Concerning the actual reference,
there is no agreed ,international standard' for referencing all resources.**

EXAMPLES (the same source); Harvard system

Smith, W. R., 1901, *How to become famous*. Phil. Acta 5, 93-100.

Smith, W. R., 1901, **How to become famous**. Phil. Acta 5, 93-100.

Smith, W. R., 1901, *How to become famous*. Phil. Acta 5, 93.

W. R. Smith, 1901, *How to become famous*. Phil. Acta 5, 93.

Smith, W. R., 1901, Phil. Acta 5, 93-100.

Smith, W. R., 1901, **Phil. Acta** 5, 93-100.

Smith, W. R., 1901, Phil. Acta 5, 93.

W. R. Smith, 1901, Phil. Acta 5, 93-100.

**Concerning the actual reference,
there is no agreed ,international standard' for referencing all resources.**

EXAMPLES (the same source); numeric system

6. Smith, W. R., *How to become famous*. Phil. Acta 5 (1901), 93-100.

6. Smith, W. R., **How to become famous**. Phil. Acta 5 (1901), 93-100.

6. Smith, W. R., *How to become famous*. Phil. Acta 5, 93 (1901).

6. W. R. Smith, *How to become famous*. Phil. Acta 5, 93 (1901).

6. Smith, W. R., Phil. Acta 5 (1901), 93-100.

6. Smith, W. R., **Phil. Acta** 5 (1901), 93-100.

6. Smith, W. R., Phil. Acta 5 (1901), 93.

6. W. R. Smith, Phil. Acta 5, 93-100 (1901).

Referring to the work of more than one author

1. Two authors:

- In the text you always show both names, *e.g.*, Rucicka and Pacicka [2] found that ...
- The same applies to the list of references

2. More than two authors

- In the text provide only the first name followed by ... and co-authors or *et al.*

Examples:

It was found by Rucicka and coworkers [3] that ...

It was found by Rucicka *et al.* [3] that ...

- **In the list of reference it is COMPULSORY to show ALL names, regardless of their number !!!**

Example:

F. Rucicka, I. Pacicka, X. Chu, Ch. Nozicka, *Acta Reologica*, 1 (1901), 1.