GUIDELINES FOR REFERENCES

Citing author's name in the text

When making reference to an author's work in your text, it is necessary to give the name followed by the year of publication of their work together with used pages.

Example of direct reference:

In his work Zarevski (2007: 157-163) claims that…

Example of indirect reference:

Recent study (Zarevski, 2007: 157-163) claims that…

or

Recent study claims that… (Zarevski, 2007: 157-163).

More than one author cited in the text

Where reference is made to more than one author, they are both cited.

Example of direct reference:

Erwin (1967: 56-82) and Willey (1968: 2-19) argue that…

Example of indirect reference:

Certain studies (Erwin, 1967: 56-82; Willey, 1968: 2-19) argue that….

or

Certain studies argue that… (Erwin, 1967: 56-82; Willey, 1968: 2-19).

Two or three authors for the work

Examples of direct reference:

Minsky and Papert (1969: 29) in their work pointed at restrictions…

Green, Harris and Dunne (2014: 98) in their research pointed that…

Examples of indirect reference:

Recent research (White and Brown, 2016: 62) confirms that...

Further research (Green, Harris and Dunne, 2014: 98) showed…

or

Recent research confirms that… (White and Brown, 2016: 62).

Further research showed that… (Green, Harris and Dunne, 2014: 98).

More than three authors for the work

Where there are several authors (four or more), only the first author should be used, followed by et al. meaning *and other.*

Example of direct reference:

Green et al. (1995) found that the majority...

Example of indirect reference:

Recent research (Green et al., 1995: 4-40) has found…

or

Recent research has found… (Green et al., 1995: 4-40).

Quoting portions of published texts

If you want to include text from a published work in your paper then the sentence(s) must be included within quotation marks.

Example of direct quoting:

Penrose (2007: 1) states that "............"

Example of indirect quoting:

"When writing for a professional readership, writers invariably make reference to already published works..." (Cormack and Brown, 1994: 32).

In order for a reader to trace the quoted section it is mandatory to give the exact number of the page where the quotation was found.

Corporate authors

If the work is by a recognised organisation and has no personal author, then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

Example of direct reference:

More recently the RCN (2007: 5-68) has issued guidelines for...

Example of indirect reference:

More recently the guidelines were issued for… (RCN, 2007: 5-68)

Secondary sources

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own piece of work, this is called secondary referencing.

Example of direct reference:

As stated in Basset (1986: 142), Brown (1966) claimed that…

Example of indirect reference:

It was considered significant… (Brown, 1966, according to Basset, 1986: 142).

Websites

If you are using a website article that has a known author and date of issue, then it is in the text cited with providing the name of the author, year of publishing the article and date of access. It is important to note that it is necessary to provide link and access date of the website in the reference list at the end of your article. If the website doesn't have a known author, then it is convenient to use footnote in the text and to provide the link of the website together with date of access in the given footnote.

Example of a reference to a website with author:

 It is clear that some contemporary… (Raspudić, 2014: date of access 8/4/2016)

Example of a reference to a website without an author:

It is clear that some contemporary…[1]

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[1] Link of the website. (Date of access: 8/4/2016)

The Reference List

Books with one author

The required elements for a book reference are:

Surname, Initial(s) (Year) *Title of book*. Edition, (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Baron, D. P. (2008) *Business and the organisation*. Chester: Pearson.

Books with multiple authors

For books with multiple authors, all the names should all be included in the order they appear in the document. Use an *and* to link the last two multiple authors.

Surname, Initial(s), Surname, Initial(s), and Surname, Initial(s) (Year) *Title of book*. Edition, Place: Publisher.

Adams, R. J., Weiss, T. D., and Coatie, J.J. (2010) *The World Health Organisation, its history and impact*. London: Perseus.

Theses and dissertations

Surname, Initial(s) (Year) *Title of dissertation*. Level, Official name of University.

Richmond, J. (2005) *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. dissertation, Anglia Ruskin University.

Articles – journal references

Surname, Initial(s) (Year) Title of article. *Full Title of Journal*, volume, number, Page(s).

Kaniewska, B. (2018) Remarks about Central Europe in Polish Contemporary Prose. *Pannoniana*, vol. II, no. I-II, p. 33-42.

Conference papers

Surname of author, Initial(s) (Year) Full title of conference paper. In: Surname of editor, Initial(s) (ed.) or name of the organisation, *Full title of conference / published edition*. Location, Date. Place of publication: Publisher, Pages.

Brown, J. (2005) Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*, Seoul: Republic of Korea, 24-27 May 2005. New York: United Nations, p. 62-93.

Articles available on the internet

Articles from web-based magazines or journals, including Open Access articles found in institutional repositories.

Surname, Initial(s) (Year) Title of article. *Full Title of Journal or Magazine*, volume, edition, pages. Available at: URL (quote the exact URL for the article) (Date of access).

Kipper, D. (2008) Japan's new dawn. *Popular Science and Technology*, vol. 5, no. 6, p. 128-142. Available at: <http://www.popsci.com/popsci37b144110vgn/html> (Accessed on: 22/6/2017)

Sources on website without a known author

Title of the article (Year). Available at: URL (quote the exact URL for the article) (Date of access)

Dynamic action plan (2005). URL:http://www.minervaeurope.org/publications/dap/dap.pdf (Date of access: 3/3/2018)

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