REFERENCING GUIDE

List of the most common reference types:

A. PERIODICALS

Authors must be listed by their last names, followed by initials. Publication year must be written in parentheses, followed by a full stop. Title of the article must be in sentences case: only the first word and proper nouns in the title are capitalized. The periodical title must be in title case, followed by the volume number, which is also italicized:


✦ Journal article, one author, paginated by issue
Journals paginated by issue begin with page 1 in every issue, so that the issue number is indicated in parentheses after the volume. The parentheses and issue numbers are not italicized, e.g.


✦ Journal article, one author, paginated by volume
Journals paginated by volume begin with page 1 in issue 1, and continue page numbering in issue 2 where issue 1 ended, e.g.


✦ Journal article, two authors, paginated by issue


✦ Journal article, two authors, paginated by volume


✦ Journal article, three to six authors, paginated by issue


✦ Journal article, three to six authors, paginated by volume


✦ Journal article, more than six authors, paginated by issue


✦ Journal article, more than six authors, paginated by volume


✦ Magazine article


✦ Newsletter article with author

Newsletter article without author


B. BOOKS, BROCHURES, BOOK CHAPTERS, ENCYCLOPEDIA ENTRIES, AND BOOK REVIEWS

Basic format for books

Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Note: “Location” always refers to the town/city, but you should also include the state/country if the town/city could be mistaken for one in another country.

Book, one author


Book, one author, new edition


Book, two authors


Book, three to six authors


Book, more than six authors


Book, no author or editor


Group, corporate, or government author


Edited book


Chapter in an edited book


Encyclopedia entry


C. UNPUBLISHED WORKS

Paper presented at a meeting or a conference


Paper or manuscript

D. ELECTRONIC MEDIA

The same guidelines apply for online articles as for printed articles. All the information that the online host makes available must be listed, including an issue number in parentheses:


Article in an internet-only journal


Document from an organization


Article from an online periodical with DOI assigned


Article from an online periodical without DOI assigned

Online journal articles without a DOI require a URL.


REFERENCE QUOTATIONS IN THE TEXT

Quotations

If a work is directly quoted from, then the author, year of publication and the page reference (preceded by “p.”) must be included. The quotation is introduced with an introductory phrase including the author’s last name followed by publication date in parentheses.

According to Mirković (2001), “The use of data warehouses may be limited, especially if they contain confidential data” (p. 201).

Mirković (2001), found that “the use of data warehouses may be limited” (p. 201). What unexpected impact does this have on the range of availability?

If the author is not named in the introductory phrase, the author's last name, publication year, and the page number in parentheses must be placed at the end of the quotation, e.g.

He stated, “The use of data warehouses may be limited,” but he did not fully explain the possible impact (Mirković, 2001, p. 201).

Summary or paraphrase

According to Mirković (1991), limitations on the use of databases can be external and software-based, or temporary and even discretion-based. (p.201)

Limitations on the use of databases can be external and software-based, or temporary and even discretion-based (Mirković, 1991, p. 201).
One author

Boškov (2005) compared the access range...

In an early study of access range (Boškov, 2005), it was found...

When there are two authors, both names are always cited:

Another study (Mirković & Boškov, 2006) concluded that...

If there are three to five authors, all authors must be cited the first time. For subsequent references, the first author’s name will cited, followed by “et al.”.

(Jovanov, Boškov, Perić, Boškov, & Strakić, 2004).

In subsequent citations, only the first author’s name is used, followed by “et al.” in the introductory phrase or in parentheses:

According to Jovanov et al. (2004), further occurrences of the phenomenon tend to receive a much wider media coverage.

Further occurrences of the phenomenon tend to receive a much wider media coverage (Jovanov et al., 2004).

In “et al.”, “et” is not followed by a full stop.

Six or more authors

The first author’s last name followed by “et al.” is used in the introductory phrase or in parentheses:

Yossarian et al. (2004) argued that...

... not relevant (Yossarian et al., 2001).

Unknown author

If the work does not have an author, the source is cited by its title in the introductory phrase, or the first 1-2 words are placed in the parentheses. Book and report titles must be italicized or underlined, while titles of articles and chapters are placed in quotation marks:

A similar survey was conducted on a number of organizations employing database managers (“Limiting database access”, 2005).

If work (such as a newspaper editorial) has no author, the first few words of the title are cited, followed by the year:

(“The Objectives of Access Delegation,” 2007)

Note: In the rare cases when the word “Anonymous” is used for the author, it is treated as the author’s name (Anonymous, 2008). The name Anonymous must then be used as the author in the reference list.

Organization as an Author

If the author is an organization or a government agency, the organization must be mentioned in the introductory phrase or in the parenthetical citation the first time the source is cited:

According to the Statistical Office of the Republic of Serbia (1978), ...

Also, the full name of corporate authors must be listed in the first reference, with an abbreviation in brackets. The abbreviated name will then be used for subsequent references:

The overview is limited to towns with 10,000 inhabitants and up (Statistical Office of the Republic of Serbia [SORS], 1978).

The list does not include schools that were listed as closed down in the previous statistical overview (SORS, 1978).

When citing more than one reference from the same author:

(Bezjak, 1999, 2002)

When several used works by the same author were published in the same year, they must be cited adding a, b, c, and so on, to the publication date:

(Griffith, 2002a, 2002b, 2004)
Two or more works in the same parentheses

When two or more works are cited parenthetically, they must be cited in the same order as they appear in the reference list, separated by a semicolon.

(Bezjak, 1999; Griffith, 2004)

Two or more works by the same author in the same year

If two or more sources used in the submission were published by the same author in the same year, the entries in the reference list must be ordered using lower-case letters (a, b, c…) with the year. Lower-case letters will also be used with the year in the in-text citation as well:

Survey results published in Theissen (2004a) show that...

To credit an author for discovering a work, when you have not read the original:

Bergson’s research (as cited in Mirković & Boškov, 2006)...

Here, Mirković & Boškov (2006) will appear in the reference list, while Bergson will not.

When citing more than one author, the authors must be listed alphabetically:

(Britten, 2001; Sturlasson, 2002; Wasserwandt, 1997)

When there is no publication date:

(Hessenberg, n.d.)

Page numbers must always be given for quotations:

(Mirković & Boškov, 2006, p.12)

Mirković & Boškov (2006, p. 12) propose the approach by which “the initial viewpoint...

Referring to a specific part of a work:

(Theissen, 2004a, chap. 3)

(Keaton, 1997, pp. 85-94)

Personal communications, including interviews, letters, memos, e-mails, and telephone conversations, are cited as below. (These are not included in the reference list.)

(K. Ljubojević, personal communication, May 5, 2008).