

BRIEF CITATION AND REFERENCE GUIDE

This guide provides information and examples of how to cite documents in a bibliography based on the international standard **ISO 690: 2010 Information and documentation – Guidelines for bibliographic references and citations to information resources**.

The references should provide sufficiently detailed and precise information for locating and retrieval of specific information sources. The data should be entered in the wording and in the language in which they are mentioned in the cited information resource. Some elements, namely, the physical description (abbr. of pagination), notes and additions in parentheses, data taken from other sources in square brackets are given in the language of creating a bibliographic reference.

The reference list of cited works should appear at the end of a paper or a respective chapter. The entries should be arranged in alphabetical sequence by name of a creator (and further by the title) or in numbered order according to the sequence they appear in the text, depending on the citation method used.

BASIC RULES FOR CITING PRINTED DOCUMENTS

CREATOR (AUTHOR)

The author' name should be written in the format: **SURNAME, Name(s)** (e.g. Philippe Gabriel Steg → **STEG, Philippe Gabriel** or **STEG, P.G.**).

In the case of 2-3 authors, all of them should be listed (the names are separated by a comma and space, the last two authors by the conjunction “**and**”). Example: **KANG, I.S., I. FUMIAKI, and W.B. PYUN**.

If a work has more than three authors, we should present either all of them or only the first one followed by an abbreviation: „**et al.**“ or “**and others**” (e.g. **STEG, P.G., et al.**).

Creator can also be an organisation or a working group (e.g., **WORKING GROUP OF THE ITALIAN COLLEGE OF CARDIAC RADIOLOGY BY SIRM; EVEREST TRIAL INVESTIGATORS; UNESCO**).

TITLE

The title of a book, journal, etc., should be *italicized*. The wording and spelling are to be given as they appear in the preferred source. It is not compulsory to include a **subtitle**, but if we do so, we should separate it from the main title by a colon and space (e.g. *Cardiovascular Clinical Trials: Putting the Evidence into Practice*). The journal title can be presented in full or in an abbreviated form, e.g. *American Journal of Cardiology* or *Am J Cardiol*.

Notes:

The title italicization concerns only a source document. The contribution in the host publication (a chapter, an article, etc.) should be given in regular font-style, e.g., a journal article: LU, Y.-C. a LI, Y.-C. How doctors practice evidence-based medicine. *J Eval Clin Pract.* 2013, vol. 19, no. 1, pp. 44-49. ISSN 1356-1294.

The title of periodicals should be abbreviated using standard ISO 4 which is included, e.g., in following database lists: LTWA (List of Title Word Abbreviations), accessible online at: www.issn.org and MEDLINE (PubMed) database of journals, accessible at: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>.

SUBSIDIARY CREATOR

The name of an editor, translator, or other person who has collaborated on the document may be added after the title in case, we want to facilitate identification of a source (e.g. **Translated from the Dutch by George STUYCK**). Indication of a role should precede the creator's name.

EDITION

The edition statement should be given in the language of a document with the same wording and symbols. It is possible to use an abbreviated form (e.g., **3rd ed., revised; 2. vyd.; 2. Aufl.; Version 3.1., etc.**). The edition information is required if the item is not the first edition.

PRODUCTION INFORMATION

The publication place of a document, the name of a publisher, and the publication date of a source should be written in the format: **Place: Publisher, Date.** (e.g., [New York: Springer, 2015 ©2016](#); [Philadelphia: Elsevier, 2016](#); [London \(Ontario\): Western University, School of Health Studies, 2014](#).) In case of more place names or publishers, only the first name should be given.

Unknown date → a date ascertained from other reliable sources or an approximate date followed by “?” or preceded by “ca.” should be given in square brackets (e.g., [\[1995\]](#); [\[1986?\]](#); [\[ca. 1925\]](#)). If we cannot ascertain an approximate date we write: [\[no date\]](#).

NUMERATION AND PAGINATION

The entry includes information about the volume number, chapters, supplements, parts, article number, pagination, etc. (e.g., [vol. 25/24](#); [art. no. e0451235](#); [Part 3](#); [Appendix no. 1, Paragraph 35, Part 1, Item 7](#); [no. 2](#); [iss. 6](#); [Suppl. 3](#); [Band 2](#)).

Pagination – if we refer to the source as a whole, information about the total number of pages can be omitted. In case we refer to a scope of pages, the abbreviated form of a designation should be given in the language of creating the reference. Examples for English: [398 p.](#) (**p.** – the total number of pages) or [pp. 25-37](#) (**pp.** – abbr. for the plural of ‘pages’ meaning the range of pages).

If an item is being cited as a whole, its extent may be stated in square brackets, e.g.: DOI: <http://dx.doi.org/10.2807/1560-7917.ES.2016.21.12.30174> → [\[4 pp.\]](#).

Numeration and pagination of serial publications

Note: Serial publications are issued in successive parts, with no predetermined conclusion, such as abstracts and indexes, almanacs and yearbooks, annual reviews and proceedings, directories, newsletters, newspapers, journals and magazines, trade publications.

When we refer to a specific **contribution in a serial**, we provide the fullest possible designation including the range of pages (e.g. [2002, vol. 14, no. 1, pp. 5-10](#)).

Indications used for smaller components of serial publications (**vol., no., pp.**) can be omitted, and numeration and pagination can be presented in the following abbreviated format: [2002, 14\(1\), 5-10](#).

Referring to a **serial publication as a whole**:

a **serial which is still being issued** – we write: the number of the first volume, space, dash, space and full-stop (e.g., [1993 – .](#); [1978 – , Jahrg. 5 – .](#); [2001 – , vol. 61 – .](#)).

a **serial which ceased to be published** – we write: the number of the first volume, space, dash, space and the number of the last volume (e.g. [1990 – 1992, vol. 14 .](#)).

SERIES TITLE AND NUMBER(S)

The title and the numeration of the item within the series should be included in the reference. (e.g., [Séria praktického terapeuta](#); [Target organ toxicology series, 28](#); [Health systems and policy analysis: BRIDGE series, Policy brief, 16](#); [European health 21, Target 13](#)).

IDENTIFIERS

The Standard Identifiers uniquely identify the resource:

ISBN – International Standard Book Number (e.g., [ISBN 978-80-223-2710-7](#); [ISBN 0-86542-694-5](#).)

ISSN – International Standard Serial Number (e.g., [ISSN 1544-9173](#); [eISSN 1336-0345](#).)

DOI – Digital Object Identifier - DOI® (e.g. [doi: 10.1371/journal.pbio.1000269](https://doi.org/10.1371/journal.pbio.1000269))

ADDITIONAL INFORMATION

Other information significant for identification of the cited source may be mentioned at the end of the reference (e.g., [First published as a doctoral thesis](#); [System requirements: Internet Explorer® 5.0 or later](#)).

Note: The last item of the bibliographic reference is followed by a full-stop, except for the cases when the last item is a URL address or DOI identifier.

BASIC RULES FOR CITING ELECTRONIC DOCUMENTS

In addition to the above mentioned data, references for the electronic documents include:

MEDIUM DESIGNATION

The medium designation should be given in the square brackets following the title(s) of the source document (e.g., [online]; [disc]; [CD-ROM]; [floppy disc]; [magnetic tape], etc.).

The specific type of electronic information source may also be given (e.g., [online database]; [online serial]; [computer program]; [digital image], etc.).

EDITION

Updates or additions of the electronic documents are in the publications most often referred to as the edition, version, level, update, etc. Designation and numeration of an edition should be given as in the cited source (e.g., 5th ed.; 3rd ed.; 2. vyd.; Version for IBM; Version 3.1.; 1.0 Rev A; Update: dec. 2015; aktualiz. v dec. 2012).

DATE OF CITATION

The date of citation is the date when the electronic source was actually seen. It is to be written in the format: [viewed YYYY-MM-DD] (e.g. [viewed 2016-02-10]). It is mandatory information for the online documents.

AVAILABILITY AND ACCESS

The following phrases should be used for designation of availability and access of the online information resources: „Available from“, „Mode of access“, etc. (e.g., Available from: <https://doaj.org/>; Available from the Internet through anonymous access via FTP: BORG.LIB.VT.EDU; Mode of access: MedlinePlus).

Notes:

The „date of citation“ and „availability and access“ are mandatory entries only for electronic documents, for other types of documents they are optional.

The date of citation in *monographs* should follow after the date of update/revision, after the numeration and pagination or after the date of issuing the document – depending on which data are in the source. In case of *serials* the date of citation follows after the numeration and pagination.

EXAMPLES OF CITING COMMON TYPES OF INFORMATION SOURCES

Required **mandatory data** are given in **bold type**, optional data in regular type.

Note: In case the required information is not given in the cited source, it should be omitted (except for the date). If the required elements of description can be found in another reliable source, they should to be given in square brackets, e.g. [Brno]: Polygrafie, 1923.

If the author's name is not mentioned in a document, the reference begins with the title, or alternatively with the abbr. [Anon].

PRINTED DOCUMENTS

BOOK (MONOGRAPHIC ITEM AS A WHOLE – DOCUMENT ISSUED IN ONE PART: A BOOK, NON-SERIAL PROCEEDING, THESIS, ETC.):

Creator(s). **Title**: subtitle. **Edition**. Subsidiary creator. **Place**: **Publisher**, **Date**. The total number of pages. Series title and number. **Standard identifier**. Additional information.

ECO, Umberto. *How to Write a Thesis* [Come si fa una tesi di laurea]. Translated from Italian by C.M. FARINA and G. FARINA; foreword by F. ERSPAMER. Cambridge: MIT Press, [2015]. 229 p. ISBN 978-0-262-32875-3.

MATTHEWS, Janice R. and Robert W. MATTHEWS. *Successful Scientific Writing: A Step-by-Step Guide for the Biological and Medical Sciences*. 3rd ed. Cambridge: Cambridge University Press, 2008. xi, 251 p. ISBN-13 978-0-521-69927-3. ISBN-10 0-521-69927-4.

BOOK CHAPTER (CONTRIBUTION WITHIN A MONOGRAPHIC ITEM – SEPARATE PART: PART OF A MONOGRAPH, CHAPTER IN A MONOGRAPH, ARTICLE IN A COLLECTION, ENCYCLOPEDIA ENTRY, ETC.):

Creator(s) of the contribution. Title of the contribution: subtitle. **In: Creator of the source document. Title of a source document:** subtitle. **Edition.** Subsidiary creator. **Place: Publisher, Date, Numeration, the range of pages** (of the contribution). Series title and number. **Standard identifier.** Additional information.

GODWIN, P. Library 2.0: a retrospective. In: GODWIN, Peter and Jo PARKER, eds. *Information literacy beyond library 2.0*. London: Facet, 2012, Part 1: Recent developments in information literacy and library, chapter 1, pp. 3-18. ISBN 978-1-85604-762-3. Issued also as an eBook: ISBN 978-1-85604-880-4.

JOURNAL ARTICLE (CONTRIBUTION WITHIN A SERIAL PUBLICATION – AN ARTICLE, ETC.):

Creator of the contribution. Title of the contribution: subtitle. **In: Title of the source document:** subtitle. **Date of publication. Numeration, the range of pages of the contribution. Standard identifier.** Additional information.

FATEHI, Farhad, Leonard C. GRAY, and Richard WOOTTON. How to improve your PubMed/MEDLINE searches: 3. advanced searching, MeSH and My NCBI. *Journal of Telemedicine and Telecare*. 2014, vol. 20, no. 2, pp. 102-112. ISSN 1357-633X. Available also from the Internet: doi: 10.1177/1357633X13519036

HOCHMUTH, L. Čo nás čaká v liečbe astmy? [What awaits us in the treatment of asthma?] In: *Kompendium medicíny: review z odborných kongresov, zjazdov a sympózií*. Január 2016, pp. 20-23. ISSN 1336-4871. Appendix to: *Zdravotnícke noviny*. 2016, roč. 21/65, č. 4 (ISSN 1335-4477).

ELECTRONIC DOCUMENTS

e-BOOK (MONOGRAPHIC ITEM, WEB SITE, DATABASE, COMPUTER PROGRAM – AS A WHOLE):

Creator(s). Title: subtitle [Medium designation]. Edition/version. Subsidiary creator. **Place: Publisher, Date. Date of update/revision.** The total number of pages **[Date of citation]**. Series title and number. **Standard identifier. Availability and access.** Additional information.

GLASGOW CALEDONIAN UNIVERSITY LIBRARY. *Harvard British Standard: Referencing Guide* [online]. Version 1, Last updated: 02 September 2015. Glasgow: GCU Library. 23 p. [viewed 2016-02-23]. Available from: <http://www.gcu.ac.uk/library/media/gcalwebv2/library/content/pdffiles/Harvard%20Referencing%20Full%20Guide.pdf>

OHIO STATE UNIVERSITY LIBRARIES. *Evaluating Web Sites* [online]. Ohio: OSU Libraries, ©1997-2013 [viewed 2016-03-08]. Available from: <http://liblearn.osu.edu/tutor/les1/index.html>

ANGLIA RUSKIN UNIVERSITY, UNIVERSITY LIBRARY. *Harvard System: [Guide to the Harvard System of Referencing]* [online]. 5th ed. [viewed 2016-02-23]. Available also in printable PDF format. Available from: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

e-BOOK CHAPTER (CONTRIBUTION IN A MONOGRAPH, COLLECTION, WEBSITE, DATABASE, OR COMPUTER PROGRAM):

Creator(s) of the contribution. Title of the contribution: subtitle. **In: Creator of the source document. Title of a source document:** subtitle **[Medium designation]. Edition/version.** Subsidiary creator. **Place: Publisher, Date. Date of update/revision. Numeration, the range of pages** (of the contribution) **[Date of citation]**. Series title and number. **Standard identifier. Availability and access.** Additional information.

Evaluating information. In: CRANFIELD UNIVERSITY. *Information literacy. Book 5* [online]. Version: 3.4. Shrivenham: Cranfield university, Studios for Knowledge Services, ©2006. Date: 03-10-12 [update]. [viewed 2016-02-23]. Available from the Internet: <http://info-lit.shrivenham.cranfield.ac.uk/index.html>

Quoting and Paraphrasing. In: *UW-Madison Writer's Handbook: Avoiding plagiarism* [online]. Madison: The University of Wisconsin, Last updated: August 29, 2014 [viewed 2016-02-22]. Available from: <http://writing.wisc.edu/Handbook/QuotingSources.html>

e-JOURNAL ARTICLE (CONTRIBUTIONS IN AN ELECTRONIC SERIAL DOCUMENT – AN ARTICLE, ETC.):

Creator(s) of the contribution. Title of the contribution: subtitle. **In: Title of the source document: subtitle [Medium designation]. Date of publication. Numeration, the range of pages of the contribution [Date of citation]. Standard identifier. Availability and access.** Additional information.

GUNGOR, B. et al. Do the calcifications in the thyroid gland predict malignancy? *Bratislava Medical Journal* [online]. 2012, 113(9), 552-555 [viewed 2016-02-10]. eISSN 1336-0345. Available from Internet: doi:10.4149/BLL_2012_124

NEVILLE, Colin. Referencing: Principles, Practice and Problems. *RGUHS J Pharm Sci* [online]. 2012, vol. 2, iss. 2, pp. 1-8 [viewed 2016-02-25]. ISSN 2249-2208. Available from: DOI: 10.5530/rjps.2012.2.1. Available also from Internet: <http://www.rjps.in/article/92>