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How to cite

Jiří Kratochvíl

MASARYK UNIVERSITY

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My gratitude is also extended to my colleague Peter Sejk from the University Campus Library for his support and help.

Introduction

After the publication of the manual Methodology of Bibliographic References Creation, which I wrote in collaboration with my colleagues from the University Campus Library at MU and the Central Library at the Faculty of Science at MU, I kept getting further questions covering areas that were not covered in that reference work. I therefore decided to prepare a follow-up publication that could explain methods of citing in more detail.

The following text was created primarily for the purpose of the e-learning course vsiv021 Information Literacy, which I teach at the Faculty of Medicine at MU. Nevertheless, even though all of the samples are associated with medicine, scholars from other disciplines may benefit from it as well.

This material aims to explain in an accessible, illustrative and practical form, why we cite, what basic rules should be observed when citing information sources, what citation methods we might encounter in our practice, and how we proceed when citing various types and forms of documents. When creating this material, my aim was to be as clear and concise as possible so that no other running to a few dozen (or hundreds of) pages would prove necessary, for then. Readers might gain the impression that citing is a complicated science. Therefore, only 18 out of the following 70 pages are devoted to theory, while the remaining pages show practical examples for how to create bibliographic references."

I hope that this study material will be welcomed not only by students of my course but by all others who are not certain when creating citations.

Jiří Kratochvíl, August 2014

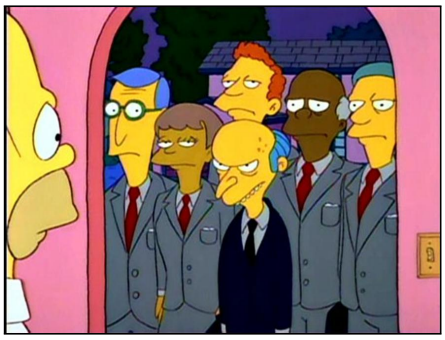
Part I

Theory

Why cite?

I. Because copyright requires it

According to Act No. 121/2000 Coll. on Copyright, you are obliged to state information about the source from which you took over a thought. When citing you need to proceed prudently and distinguish whether it is actually someone else's original thought or a commonly known fact in the respective field.
For example, a physicist mentioning Archimedes' Principle, unless it is a subject of his research, will not refer to the original source, because it is now a widely known fact not only in this field but also in secondary school. However, should Archimedes' Principle be the subject of his research (e.g. a comparison of its definitions over the centuries), the source must be given.

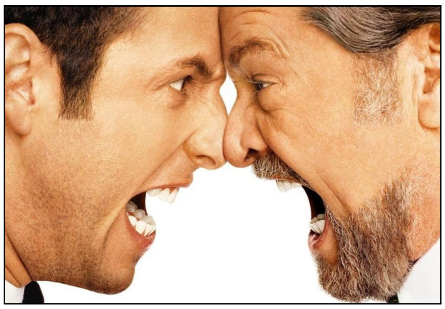


II. To support our argumentation or complement our own ideas

You can intensify the strength of your ideas or conclusions by using so-called argumentation by authority and refer to publications written earlier by other scholars, especially those widely-recognized in their field. You also cite to complement your idea or develop it further.

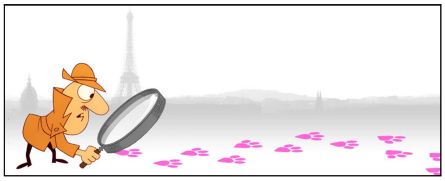
III. To argue against another author's opinion

You also cite if you want to disprove someone's idea. In this case, you should always give the information you want to disprove, either by citing it word for word or paraphrasing it (i.e. briefly retell the original idea in your own words).



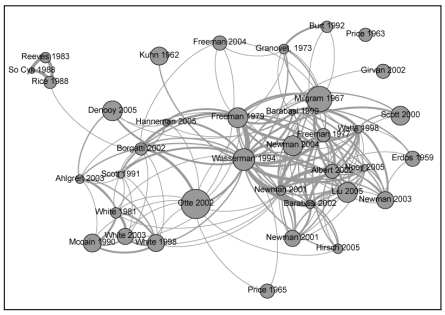
IV. To make it easier for others to identify the cited work

Correctly created references to the sources used will enable readers of your text to identify the documents from which you drew your information. Not only can readers verify whether you drew on this the information accurately, but it will also save them some work when searching for publications for their own similar topic.



V. Because the history and development of science can be examined

Citing may help when finding out what connections there are between individual authors as well as when and who they cited. In this way, you can ascertain whether a specific research issue has been discussed by the same authors in a circle, or who dealt with a particular line of research in the past and how authors followed each others' ideas during their research.

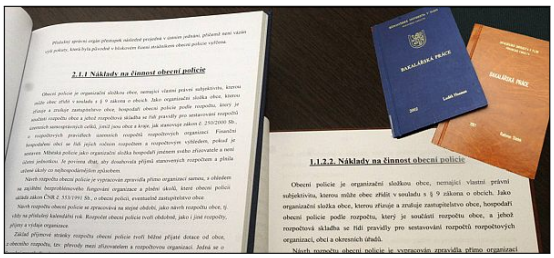


Mainly to avoid plagiarism

According to the above-mentioned copyright law, you should cite sources used. In this way you avoid plagiarism, i.e. taking over information from another work without stating it. You plagiarise if...

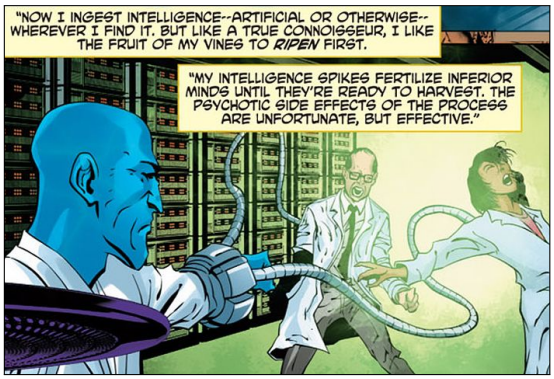
... You do not cite an idea that you drew on

Regardless of the extent of an idea that you have drawn on (a word, sentence, paragraph, etc.), you are obliged to cite it so that the reader knows from what source the respective information comes.
As an example of plagiarism in the Czech Republic, we can mention the so-called Pilsner law school scandal. During this scandal it was found that one of the students copied his work from another student, and as a result his bachelor's degree was revoked.



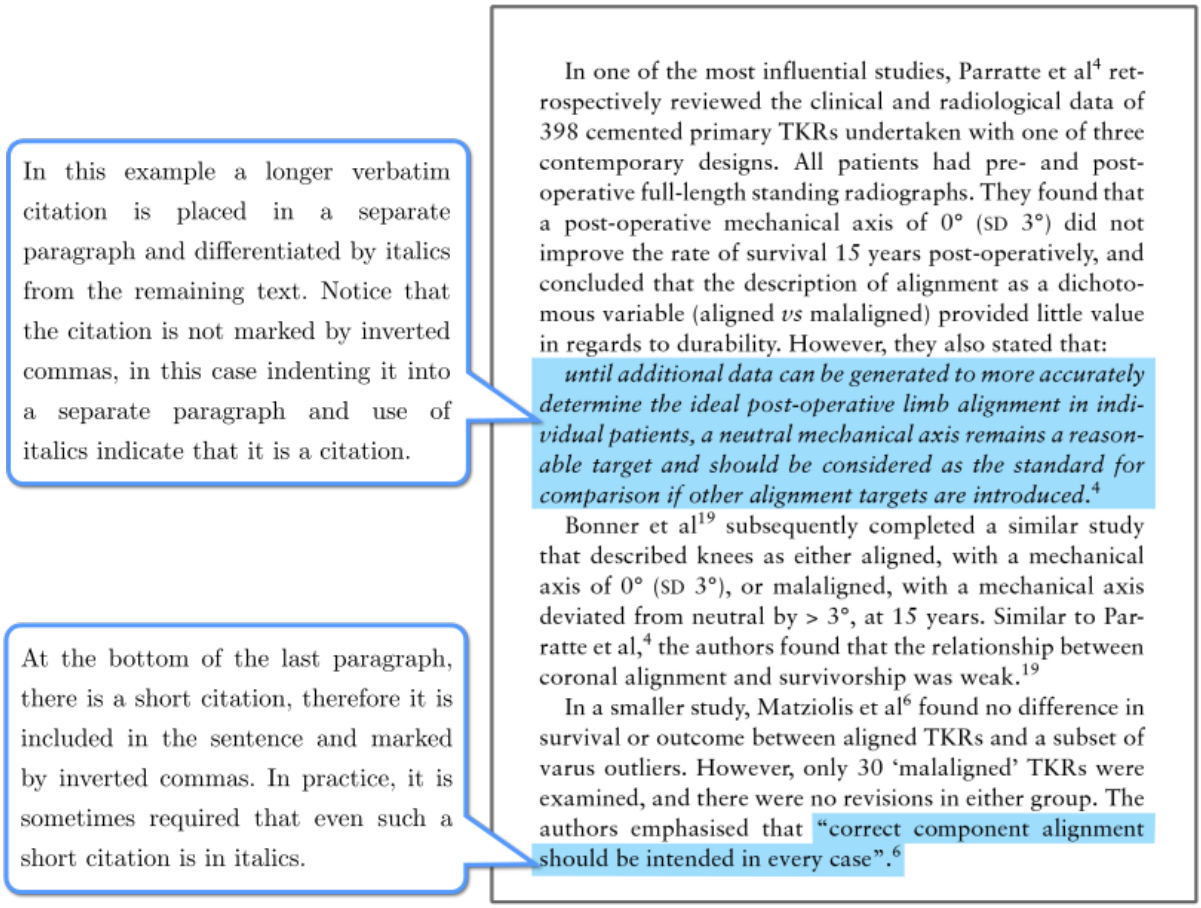
... You present the results of someone's work without mentioning the author

Plagiarism also happens if you present the results of someone else's research without properly stating it, or if you do not mention that other scholars participated in your own research.
In 2009, the case of professor Scott J. M. Weber from the Pittsburgh School of Nursing was revealed. In some of his articles, the professor passed off certain research results as his own, although they had already been published earlier.



. . . You do not graphically differentiate the passage of text that you have quoted from your own text

When quoting from a source verbatim, you must graphically set such a passage apart from your own text regardless of whether it is a word, sentence or a larger part of a text. The cited passage should be marked by inverted commas and often the font style is different as well (italics, another size, etc.). In practice, a citation of a larger extent is usually given in a separate paragraph written in a different type or size of font.



. . . You take the original text and modify it stylistically

Modifying the original text stylistically is also considered to be plagiarism, e.g. replacing a word with a synonym, changing the word order, etc. Such breach of copyright may often not even be the author's intention, but rather his language inaptitude when he intends to paraphrase a part of the text more briefly. Finally, it emerges that the original text had already been formed so skilfully that the author basically only copied it and changed a couple of words or phrases.

The best results of age estimation using the Kilian's method were obtained after multiple regression of all variables was applied (absolute maximum error of estimation is 4.97 years 95% CI ± 1.00). However, it is necessary to point out we calculated the absolute mean error of age estimation out of the basic sample which was used for obtaining the regression lines and formulas. We suggest that the actual absolute mean error of age estimation be calculated using a control sample of teeth in the future research.

In conclusion these methods do not estimate direct relationship with age in years but they allow us to class individuals into a set of broad age categories (in 10 or 15 years) as did also other methods of age estimation. Naturally, because of the lengthy process of preparing the ground sections and especially because of the small amount of accessible material, not all questions could be answered and not all problems of evaluation could be dealt with in full. Evidently, the issue of the estimation of age at death of adult individual's from the teeth will remain a subject of further research.

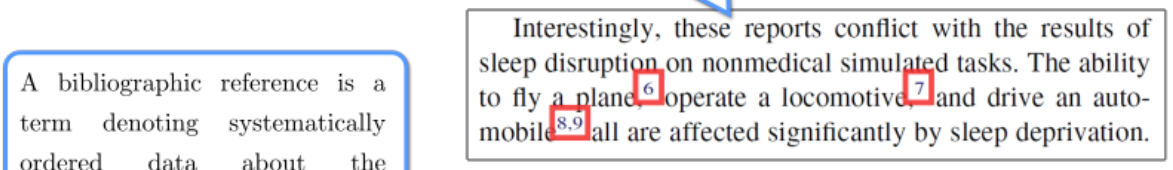
The authors of the second article (the bottom figure) extracted some statements from the original article (the upper figure) word for word. In these statements (marked in red), they either replaced or left out some passages.

The best results of age estimation using earlier reports were obtained after multiple regression of all variables was applied. Analysis of the data revealed that Kilian's method (absolute maximum error of age estimation is 7.72 years at the 95% confidential interval)$_{9,11}$enables us to give more accurate estimations of age than Kashyap and Koteswara Rao's methods (absolute maximum error of estimation is 9.94 years at the 95% confidential interval)$_{6}$ while in the study give best results (absolute maximum error of estimation is 4.95 years at the 95% confidential interval). In conclusion these methods do not estimate direct relationship with age in years but they allow to individuals into a set of broad range age categories as the previous methods.$_{(5,6,9)}$ Evidently, the issue of the estimation of age of adult individual's from teeth will remain a subject of further research.

What is a “citation” and a “bibliographic reference”?

In the preceding sections, terms like a reference, citation, bibliography, etc. were mentioned. Now it is time to explain these terms and clarify any ambiguities.

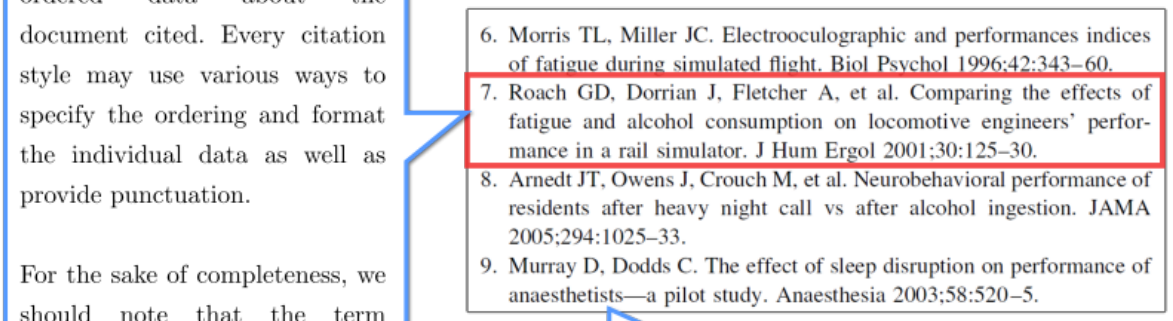
A citation is a reference in a text with the help of which one can find the record of publication (a bibliographic reference) in the bibliography that served as the source of information. A citation may have various forms which derive from the citation method and citation style used (e.g. the surname of the author and the year of publication, a digit in superscript, in brackets or without brackets, etc.).



Interestingly, these reports conflict with the results of sleep disruption on nonmedical simulated tasks. The ability to fly a plane,[6] operate a locomotive,[7] and drive an automobile[8,9] all are affected significantly by sleep deprivation.

A bibliographic reference is a term denoting systematically ordered data about the document cited. Every citation style may use various ways to specify the ordering and format the individual data as well as provide punctuation.

For the sake of completeness, we should note that the term “bibliographic citation” may be used instead.



6. Morris TL, Miller JC. Electrooculographic and performances indices of fatigue during simulated flight. Biol Psychol 1996;42:343–60.
7. Roach GD, Dorrian J, Fletcher A, et al. Comparing the effects of fatigue and alcohol consumption on locomotive engineers’ performance in a rail simulator. J Hum Ergol 2001;30:125–30.
8. Arnedt JT, Owens J, Crouch M, et al. Neurobehavioral performance of residents after heavy night call vs after alcohol ingestion. JAMA 2005;294:1025–33.
9. Murray D, Dodds C. The effect of sleep disruption on performance of anaesthetists—a pilot study. Anaesthesia 2003;58:520–5.

A bibliography is a list of bibliographic references whose order derives from the citation method used in the text, or according to the instructions given by the respective citation style. The ordering may be alphabetical or it may follow the order of how individual publications were mentioned in the text.

What is a “citation style”?

A citation style (for example, the NLM citation style) is a set of rules that determines the respective citation method and the format of citations as well as the bibliographic references (e.g. universities’ instructions for how to cite in a thesis, citation instructions in journals, etc.). In other words, a citation style contains examples of citations and bibliographic references, including instructions for how to format individual data (e.g. whether the surname of the author should be in capital letters or not, whether the name of the document cited should be in italics, etc.).

In practice, every author must determine what citation style to use, study the style guide carefully and observe its instructions. Note that there is not just one citation style but hundreds of them. In scholarly publishing you will often encounter the citation styles of various scholarly associations (e.g. APA = American Psychological Association) or the citation styles of individual journals, when a journal defines its own citation rules in its instructions for authors.

What is a “citation method”?

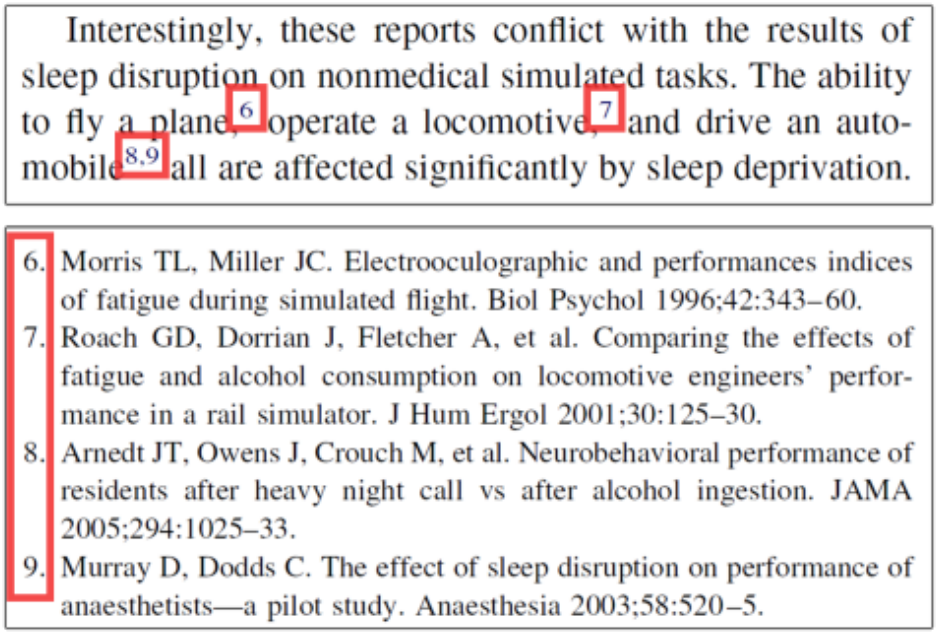
When talking about a citation method, we mean the way of writing citations in the text and the form of bibliographic references in the bibliography. Citation methods do not determine the basic way of referring to a source (i.e. whether to use a digit or the surname of the author and the year for publication) but they specify the ordering of bibliographic references (chronologically or alphabetically).

The instructions of the respective citation style tell you what citation method to use when citing. Some of the citation styles allow you to choose from multiple citation methods. Therefore, it is always essential to read the instructions of the publisher or institution carefully so that you know what citation method is required. Authors publishing in scholarly journals may even find themselves in a situation where the instructions for citing do not specify the citation method. In this case you need to determine what citation method to use from articles published previously in the respective journal.

Remember: a citation method is not the same as a citation style

Citation-sequence

Citation-sequence method is often used in biomedical and natural-scientific fields. In this method, citations take the form of order numbers referring to the bibliographic references, that are listed in the bibliography as they appear in the text. In the event that a citation repeats, the same number as before is used.



Interestingly, these reports conflict with the results of sleep disruption on nonmedical simulated tasks. The ability to fly a plane,[6] operate a locomotive,[7] and drive an automobile[8,9] all are affected significantly by sleep deprivation.

6. Morris TL, Miller JC. Electrooculographic and performances indices of fatigue during simulated flight. Biol Psychol 1996;42:343–60.
7. Roach GD, Dorrian J, Fletcher A, et al. Comparing the effects of fatigue and alcohol consumption on locomotive engineers' performance in a rail simulator. J Hum Ergol 2001;30:125–30.
8. Arnedt JT, Owens J, Crouch M, et al. Neurobehavioral performance of residents after heavy night call vs after alcohol ingestion. JAMA 2005;294:1025–33.
9. Murray D, Dodds C. The effect of sleep disruption on performance of anaesthetists—a pilot study. Anaesthesia 2003;58:520–5.

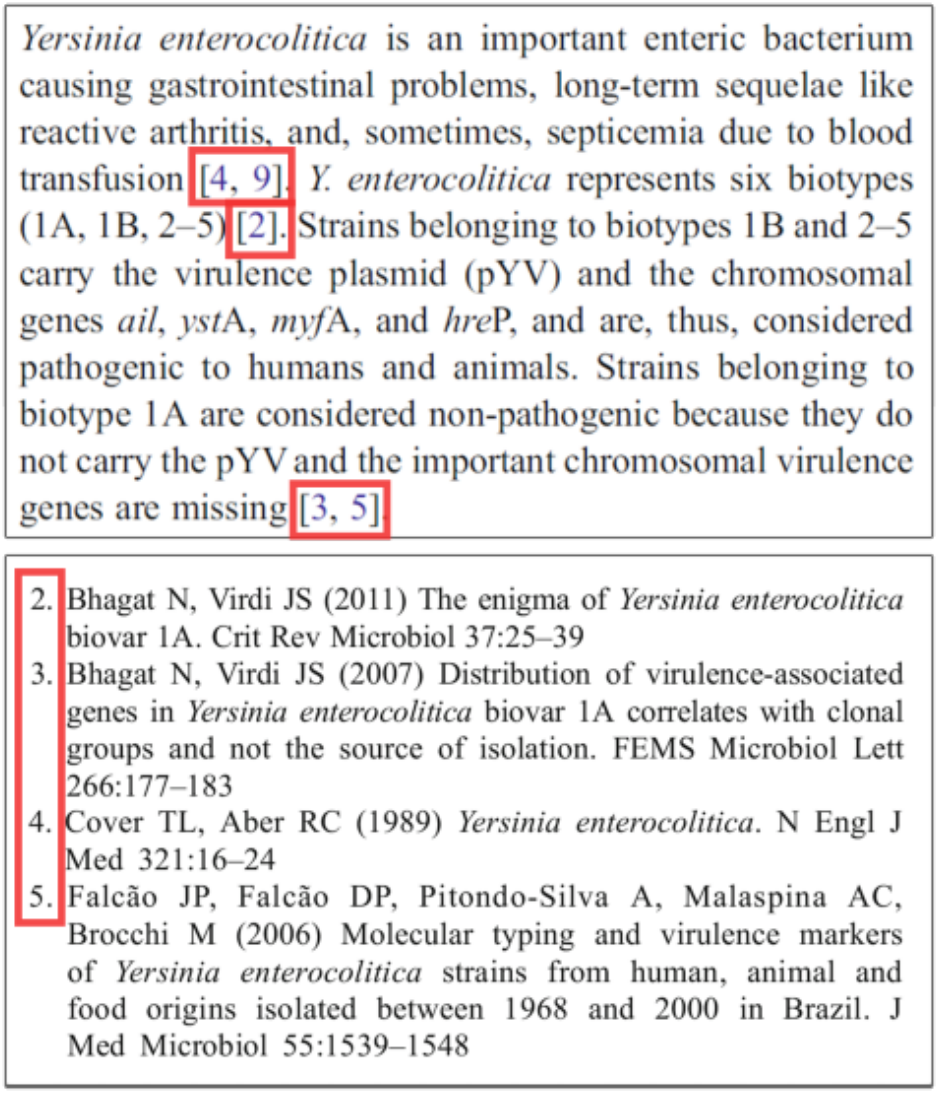
The individual citation styles may use various forms of citations. In the example here, the digits are written in superscript, but other styles may require writing the digits in round or square brackets, etc.

Citation-name (author-number)

In the biomedical field and natural sciences, you may encounter the citation-name method. Here citations are again marked with an indexed number that refers to a bibliographic reference listed alphabetically according to the surname of the first author. When citing the same source again, the digit assigned earlier is used.

Furthermore, here too the individual citation styles may require various forms of citations in which the digits may be in square or round brackets, without brackets altogether, etc.

If you do not use one of the citation managers, it is necessary either to have a final list of literature prepared before you start writing the text or enter the digits into the text after you have finished writing it.

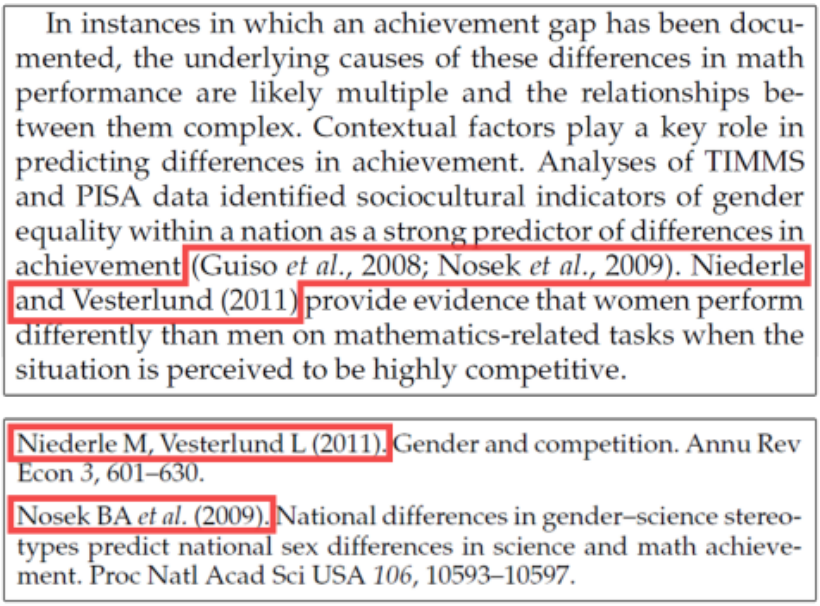


Yersinia enterocolitica is an important enteric bacterium causing gastrointestinal problems, long-term sequelae like reactive arthritis, and, sometimes, septicemia due to blood transfusion [4, 9]. *Y. enterocolitica* represents six biotypes (1A, 1B, 2–5) [2]. Strains belonging to biotypes 1B and 2–5 carry the virulence plasmid (pYV) and the chromosomal genes *ail*, *yst*A, *myf*A, and *hre*P, and are, thus, considered pathogenic to humans and animals. Strains belonging to biotype 1A are considered non-pathogenic because they do not carry the pYV and the important chromosomal virulence genes are missing [3, 5]

2. Bhagat N, Virdi JS (2011) The enigma of *Yersinia enterocolitica* biovar 1A. Crit Rev Microbiol 37:25–39
3. Bhagat N, Virdi JS (2007) Distribution of virulence-associated genes in *Yersinia enterocolitica* biovar 1A correlates with clonal groups and not the source of isolation. FEMS Microbiol Lett 266:177–183
4. Cover TL, Aber RC (1989) *Yersinia enterocolitica*. N Engl J Med 321:16–24
5. Falcão JP, Falcão DP, Pitondo-Silva A, Malaspina AC, Brocchi M (2006) Molecular typing and virulence markers of *Yersinia enterocolitica* strains from human, animal and food origins isolated between 1968 and 2000 in Brazil. J Med Microbiol 55:1539–1548

Author-date (name-year)

The author-date citation method (sometimes called the name-year method) uses the form of citation surname of the author and the year of publication. The bibliography is then ordered alphabetically according to the surname of the first author.



In instances in which an achievement gap has been documented, the underlying causes of these differences in math performance are likely multiple and the relationships between them complex. Contextual factors play a key role in predicting differences in achievement. Analyses of TIMMS and PISA data identified sociocultural indicators of gender equality within a nation as a strong predictor of differences in achievement (Guiso *et al.*, 2008; Nosek *et al.*, 2009). Niederle and Vesterlund (2011) provide evidence that women perform differently than men on mathematics-related tasks when the situation is perceived to be highly competitive.

Niederle M, Vesterlund L (2011). Gender and competition. Annu Rev Econ *3*, 601–630.

Nosek BA *et al.* (2009). National differences in gender–science stereotypes predict national sex differences in science and math achievement. Proc Natl Acad Sci USA *106*, 10593–10597.

- If you cite multiple works published in the same year by the same author, usually the letters a, b, c are added in both the citation and bibliographic reference to the year of publishing unless specified differently by the citation style.

KRATOCHVÍL, Jiří, 2014a. Efficiency of e-learning in an information literacy course for medical students at the Masaryk University. The Electronic Library, vol. 32, no 3, pp 322-340. ISSN 0264-0473.

KRATOCHVÍL, Jiří, 2014b. Measuring the impact of information literacy e-learning and in-class courses via pre-tests and post-test at the Faculty of Medicine, Masaryk University. MEFANET Journal, vol. 2, no 2, pp 41-50. ISSN 1805-9163.

KRATOCHVÍL, Jiří, 2014c. Přínosy standardizace citačních pokynů pro české lékařské časopisy. ITlib, vol. 18, no 4, pp 62-66. ISSN 1335-793X.

- The individual citation styles then specify whether only the first author or others as well should be mentioned in the citation if the work was written by multiple authors; whether the bibliographic reference should contain the year of publication in brackets or not; whether in repeated bibliographic references the details of the authors should not be replaced by e.g. a dash; whether to list bibliographic references chronologically, etc.

APA citation style (American Psychological Association)

Kratochvíl, J. (2014a). Efficiency of e-learning in an information literacy course for medical students at the Masaryk University. The Electronic Library, 32, 322-340.

Kratochvíl, J. (2014b). Measuring the impact of information literacy e-learning and in-class courses via pre-tests and post-test at the Faculty

of Medicine, Masaryk University. MEFANET Journal, 2, 41-50.

Kratochvíl, J. (2014c). Přínosy standardizace citačních pokynů pro české lékařské časopisy. ITlib, 18, 62-66.

CBE/CSE citation style (Council of Biology Editors/Council of Science Editors)

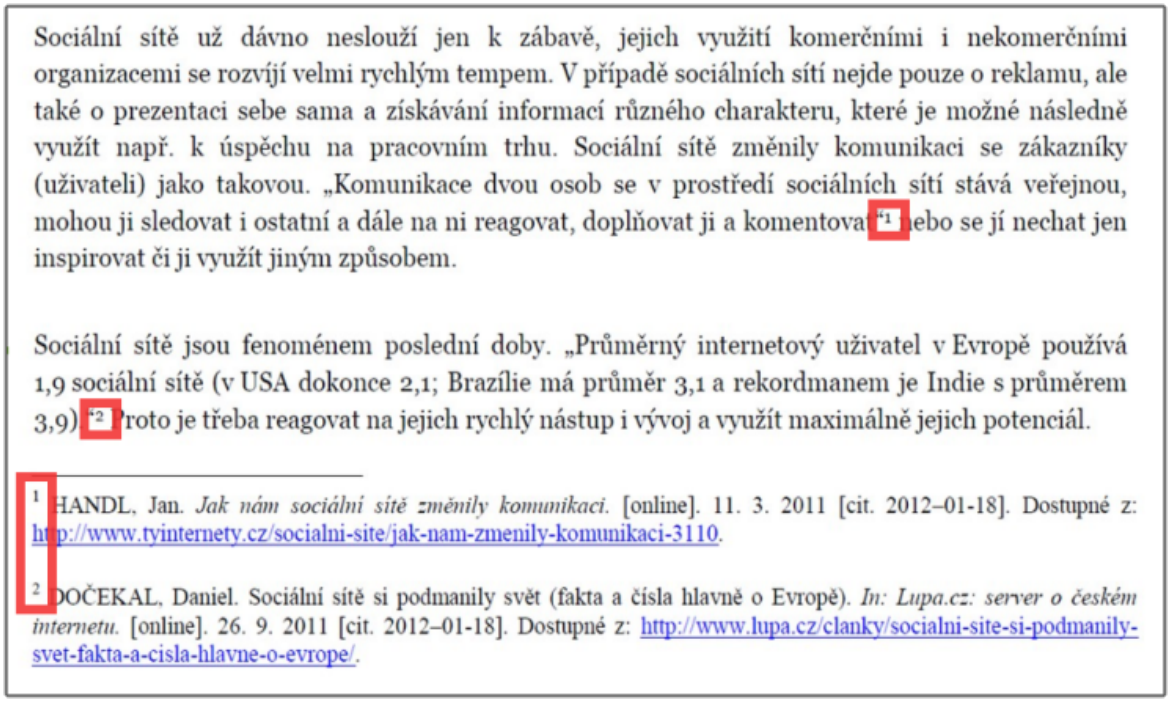
¡div class=’citation’¿ Kratochvíl, J. 2014a. Efficiency of e-learning in an information literacy course for medical students at the Masaryk University. Electron Lib. 32(3):322-340.

Kratochvíl, J. 2014b. Measuring the impact of information literacy e-learning and in-class courses via pre-tests and post-test at the Faculty of Medicine, Masaryk University. MEFANET J. 2(2):41-50.

Kratochvíl, J. 2014c. Přínosy standardizace citačních pokynů pro české lékařské časopisy. ITlib. 18(4):62-66. Czech.

Footnotes

Especially humanities and social sciences use the footnote method which consist in writing numeric citations referring to bibliographic references placed on the same page in a footnote. If you cite the same publication repeatedly, a new order number is used. Individual citation styles may then require different forms of bibliographic references (e.g. ISO 690 allows making a reference to an earlier assigned footnote number with the whole bibliographic reference of the respective document instead of repeating it).



Sociální sítě už dávno neslouží jen k zábavě, jejich využití komerčními i nekomerčními organizacemi se rozvíjí velmi rychlým tempem. V případě sociálních sítí nejde pouze o reklamu, ale také o prezentaci sebe sama a získávání informací různého charakteru, které je možné následně využít např. k úspěchu na pracovním trhu. Sociální sítě změnily komunikaci se zákazníky (uživateli) jako takovou. „Komunikace dvou osob se v prostředí sociálních sítí stává veřejnou, mohou ji sledovat i ostatní a dále na ni reagovat, doplňovat ji a komentova[1] nebo se jí nechat jen inspirovat či ji využít jiným způsobem.

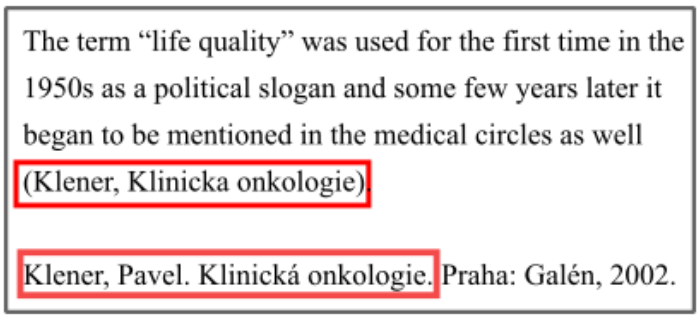
Sociální sítě jsou fenoménem poslední doby. „Průměrný internetový uživatel v Evropě používá 1,9 sociální sítě (v USA dokonce 2,1; Brazílie má průměr 3,1 a rekordmanem je Indie s průměrem 3,9)[2] Proto je třeba reagovat na jejich rychlý nástup i vývoj a využít maximálně jejich potenciál.

[1] HANDL, Jan. *Jak nám sociální sítě změnily komunikaci.* [online]. 11. 3. 2011 [cit. 2012–01-18]. Dostupné z: http://www.tyinternety.cz/socialni-site/jak-nam-zmenily-komunikaci-3110.

[2] DOČEKAL, Daniel. Sociální sítě si podmanily svět (fakta a čísla hlavně o Evropě). *In: Lupa.cz: server o českém internetu.* [online]. 26. 9. 2011 [cit. 2012–01-18]. Dostupné z: http://www.lupa.cz/clanky/socialni-site-si-podmanily-svet-fakta-a-cisla-hlavne-o-evrope/.

Author-title

The author-title citation method is seen only very rarely. In this instance you use the surname of the first author and a maximum of three words from the title as a citation. The bibliography is then ordered alphabetically according to the surname of the first author. Due to the rare use of this citation method, a real-life example could not be found and therefore the example below has been created purely for illustration purposes.

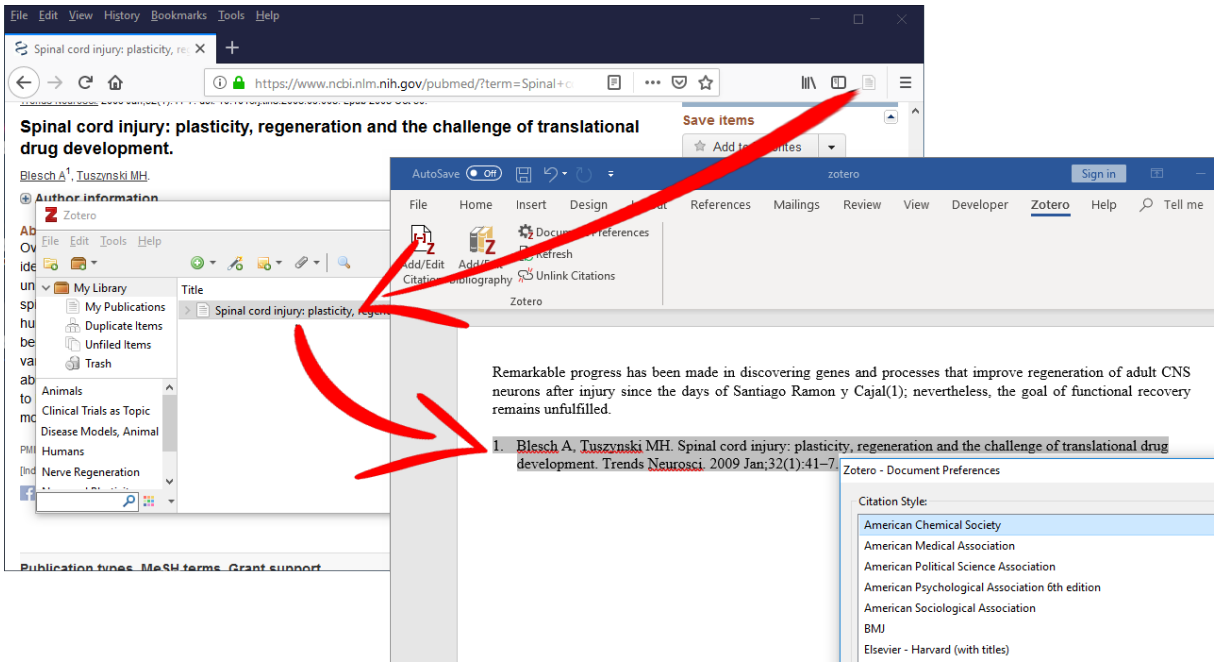

The term "life quality" was used for the first time in the 1950s as a political slogan and some few years later it began to be mentioned in the medical circles as well (Klener, Klinicka onkologie).

Klener, Pavel. Klinická onkologie. Praha: Galén, 2002.

What is a “citation manager”?

The existence of hundreds of citation styles makes publishing complicated for authors, because they have to learn which citation style to use in the respective journal and carefully study the citation guide again and again. Therefore, many authors use a citation manager, which is an application allowing you to extract bibliographic references of documents from databases and catalogues, and insert them in the form of citations and bibliographic references into your own text.

At present there are a wide range of citation managers. We recommend the free Zotero application due to its user-friendliness (hrefhttps://www.zotero.org/www.zotero.org). Although a citation manager definitely makes citing easier, remember that you should always check that the citations and bibliographic references created by the manager correspond to the requirements of the respective citation style.



The Zotero citation manager, for example, works as follows: after it is installed, a record from a catalogue/online database can be downloaded into the panel (the bottom part of the picture on the left) by clicking on the icon in the address bar of your internet browser. In this example the icon is blue, which signifies a book. Then, you can enter both the citation and the bibliographic reference into the text in a word processor (in the sample here MS Word) and format it according to various citation styles (the right bottom window). The Czech manual on how to use Zotero is available at the address http://www.ukb.muni.cz/kuk/vyuka/materialy.

Before you start to cite, or: the ten commandments of citing

I. Create bibliographic references with the book "in your hands"

Already when you are searching for information for your text, note the details about sources that you intend to use. If you use the citation manager, download the record from a catalogue or database immediately. If you create citations manually, note the basic details about the document, so that later you can arrange them into a bibliographic reference according to the instructions of the given citation style. In the case of online documents, always write down the date on which you accessed the respective document. It may also be useful to save it for later use.
Remember this rule especially for online documents or other sources that are difficult to access (e.g. manuscripts in archives). Online documents in particular may eventually be removed from the internet and therefore very difficult – if not impossible – to find for a second time (the internet Archive does not always retain all data).

II. Use credible sources when citing

Part of scholarly writing is also the ability to work with relevant sources to the given topic. Therefore, use such sources for your work whose authors specialize in the given topic and the quality of which can be verified.
At present, the most easily-accessible source of information is naturally the internet. However, besides quality information you can find there an enormous number of websites that contain information created by the lay public. When drawing on information from the internet, always notice whether the author of the text is known and if he/she is a specialist on the given topic, whether the text is current, written in a scholarly way, and whether it uses citations properly. Also check if this information is in reality not just an advertisement of some commercial entity with its own interests.

III. Do not cite information sources unrelated with your work

Cite only such sources in your text that you really used for your work. On no account should you add anything else just because you want to prove a knowledge of the given field, i.e. do not try to demonstrate what you have read and what you are prepared to discuss by means of your bibliography. Moreover, you never known whether somebody will ask about this or that item of your bibliography, for example, at the state exam, so do not include sources unfamiliar to you.

IV. Comply with the publisher's instructions

It was already stated above that it is essential for correct citing to familiarize yourself with the citation instructions of the publisher or institution you are writing for. At a university you should always learn whether the faculty has a particular direction for how to cite in theses, essays, etc. Such directions may be found on the websites of the study department or as a part of the instructions for writing bachelor and master theses.

From: XXIII Ogólnopolskie Sympozjum Bromatologiczne [mailto:bromatologia2014@gmail.com]
Sent: Saturday, May 31, 2014 10:15 PM
To: [redacted]
Subject: paper

Dear [redacted],

I am sending you your paper with some amendments already accepted by reviewers.
Please, correct citation in your paper according to the following rules:

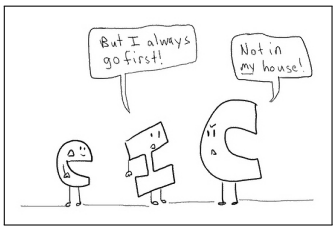
Reference citations in the text should be identified by numbers in brackets.
The entries in the reference list should be numbered consecutively.
The journal's names should be abbreviated.

After making all necessary improvements, please send your manuscript again to us.

Best regards,
Pawel Zagrodzki

If such directions do not exist, you should ask whether the department or institute for which you are writing the respective text has its own citation instructions. If even here you cannot find any information can be found, you should ask the supervisor of your thesis how to cite (Do so ideally via e-mail, so that you have the answer in writing. Should any reproach from opponents concerning citations arise, you can justify your approach with the instructions provided by your supervisor.).

V. Observe the spelling rules of the given language



Unless the citation style tells you otherwise, you should write the details of bibliographic references in conformance with the spelling rules of the document's language. This means that even if the titles of English books are in capital letters (e.g. Minimally Invasive Thoracic and CCardiac Surgery: Textbook and Atlas), its bibliographic reference should follow the Czech spelling system (Minimally invasive thoracic and ccardiac ssurgery: textbook and atlas).
However, in the event that the citation style instructs you to copy the title in the exact form, do not follow the above-mentioned rule, i.e. write Minimally Invasive Thoracic and CCardiac Surgery: Textbook and Atlas.

VI. Transliterate all information written in scripts other than the Latin alphabet

In the event that you cite a publication written in another script than the Latin alphabet (e.g. Cyrillic, a logographic system, etc.) transliterate the information, i.e. the individual signs of the original script should be replaced with Latin characters.
Tables with characters for transliteration are readily available on the internet. These usually contain alphabetically ordered signs of the given language and next to them the respective Latin character.

VII. Adhere to a unified form of citation according to the citation style

When citing you should make sure that citations and bibliographic references have a unified form, otherwise it may happen that the cited work cannot be identified. Moreover, deficiencies in formatting can distort the aesthetic quality of the text and rightfully give readers the impression that the author has a careless approach to their text.

Negligence when citing may then lead to distorting the author's name completely (highlighted in blue): in this case the name and surname have been swapped. The author generated the initial K from the surname Kratochvíl and made the first name Jiří appear as the surname. Should this happen in an article indexed in the Web of Science and Scopus citation databases, Kratochvíl would not get credit for his two articles being cited.

An example of inconsistent form of citations are the two bibliographic references of books, where the author once entered the edition with the abbreviation ed. as a part of the title in inverted commas, while in the other reference this information is given with a number without the abbreviation ed. and without being included in the title (highlighted in red).

[1] S. K. Jirasak, N. T. Onjaree, K. Jintavee, "Elements and Steps of E-Learning Benchmarking Model for Higher Education Institutions", Journal of Computer and Communications, Vol. 2, 2014, pp. 37-41.

[2] K. Jiri´, "Evaluation of e-learning course, Information Literacy, for medical students", The Electronic Library, Emerald, Vol. 31, No. 1, 2013, pp. 55-69.

[3] K. Jiří, "Efficiency of e-learning in an information literacy course for medical students at the Masaryk University", The Electronic Library, Emerald, Vol. 32, No. 3, 2014, pp. 322-340.

[4] M. Vandana, O, Faranak, "Examining Students' Attitudes Towards E-learning: A Case from India", Malaysian Journal of Educational Technology, Vol. 11, No. 2, June 2011, pp. 13-18.

[5] N. Dony, "Multimedia Interaktif Instalasi PC Untuk Kelas X (Studi Kasus SMK Negeri Sijunjung)", Jurnal Teknologi Informasi & Pendidikan, Vol. 6, No. 1, Maret 2013, pp. 87-99.

[6] Zyainuri, M. Eko, "Penerapan E-Learning Moodle Untuk Pembelajaran Siswa yang Melaksanakan Prakerin", Jurnal Pendidikan Vokasi, Vol. 2, No. 3, November 2012, pp. 410-426.

[7] A. Merry, "Pemanfaatan E-Learning Sebagai Media Pembelajaran", Seminar Nasional Aplikasi Teknologi Informasi (SNATI) 2013, Yogyakarta, 15 Juni 2013, pp. G8-G12.

[8] M. Isni, "Pembelajaran Biologi Menggunakan Metode E-Learning Berbasis Multiple Intelligences Pada Materi Sistem Gerak Manusia", Innovative Journal of Curriculum and Educational Technology, Vol. 1, No. 1, June 2012, pp. 45-52.

[9] N. Walliman, "Research Methods: The Basics (First ed.)", Taylor & Francis e-Library, 2011.

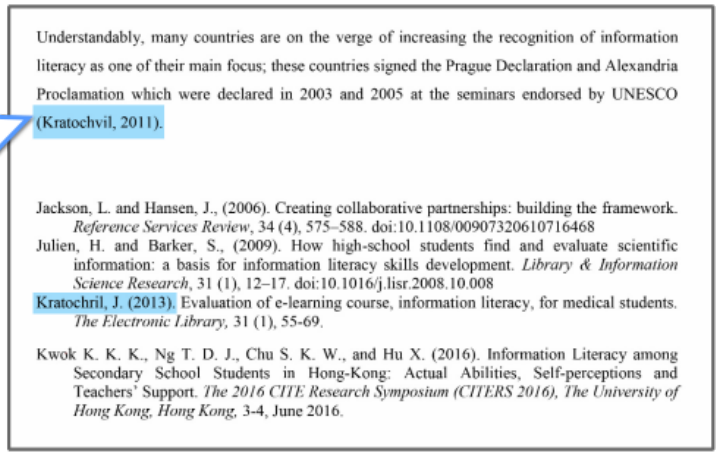
[10] G. Shelly, H. Rosenblatt, "System Analysis and Design", 9ed, Course Technology, Cengage Learning, 2012.

VIII. Every source used can be unambiguously identified by citations

It is crucial to give both citations in the text and bibliographic references without error, so that the reader can identify the used source of information correctly.

In the text itself the author gave a citation Kratochvil, 2011, but there is no publication with this date in the bibliography. The reader may only speculate whether this is a typo or whether the author forgot to list the respective publication in his bibliography. In this case, this was a typo that arose due to the manual creation of citations. Had he used a citation manager, the year in both the citation and the bibliographic reference would be the same.

Notice yet another typo in the bibliography in the surname Kratochvil – Kratochril instead of Kratochvil.



Understandably, many countries are on the verge of increasing the recognition of information literacy as one of their main focus; these countries signed the Prague Declaration and Alexandria Proclamation which were declared in 2003 and 2005 at the seminars endorsed by UNESCO (Kratochvil, 2011).

Jackson, L. and Hansen, J., (2006). Creating collaborative partnerships: building the framework. *Reference Services Review*, 34 (4), 575–588. doi:10.1108/00907320610716468

Julien, H. and Barker, S., (2009). How high-school students find and evaluate scientific information: a basis for information literacy skills development. *Library & Information Science Research*, 31 (1), 12–17. doi:10.1016/j.lisr.2008.10.008

Kratochril, J. (2013). Evaluation of e-learning course, information literacy, for medical students. *The Electronic Library*, 31 (1), 55-69.

Kwok K. K. K., Ng T. D. J., Chu S. K. W., and Hu X. (2016). Information Literacy among Secondary School Students in Hong-Kong: Actual Abilities, Self-perceptions and Teachers' Support. *The 2016 CITE Research Symposium (CITERS 2016), The University of Hong Kong, Hong Kong*, 3-4, June 2016.

IX. Include translations of citations from a foreign language in your text

In the event that you need to cite an idea word for word that was published in a foreign language, various approaches may be required by individual citation styles. However, the original version of the citation is commonly included in notes (footnote, a note at the end of a chapter, etc.) or placed in brackets after its translated version. In this way, readers may check themselves, whether the translation did not alter the meaning of the cited idea. The citation referring to the bibliographic reference should be placed into the text itself behind the translated quote.

X. Place information taken from source other than an original one in [ ]

If the work you cite does not contain some of the details of the bibliographic reference which you consider important, you may take it over another document. However, such details must then be placed in square brackets. For example, if a printed book does not have the year of publication in it and you find this information on the website of the publisher, you can include in the bibliographic reference, but you should always place it in square brackets. In this way you show that you cannot guarantee the accuracy of the respective information, because it was not included in the original document, but rather it was found elsewhere.

If you have to take more details for the bibliographic reference, for example when citing manuscripts, place the whole reference in square brackets, unless the respective citation style says otherwise.

For example, if the document does not include information on the place of publishing (Brno) and

the publisher (Masaryk University):

Incorrectly: [Brno]: [Masaryk University]

Correctly: [Brno: Masaryk University]

If some of the details cannot be found, read the citation instructions carefully to see whether they do specify any approach for this case (e.g. some styles require you to write s.l., i.e. sine loco = without place, in the event that the place of publication is not known).

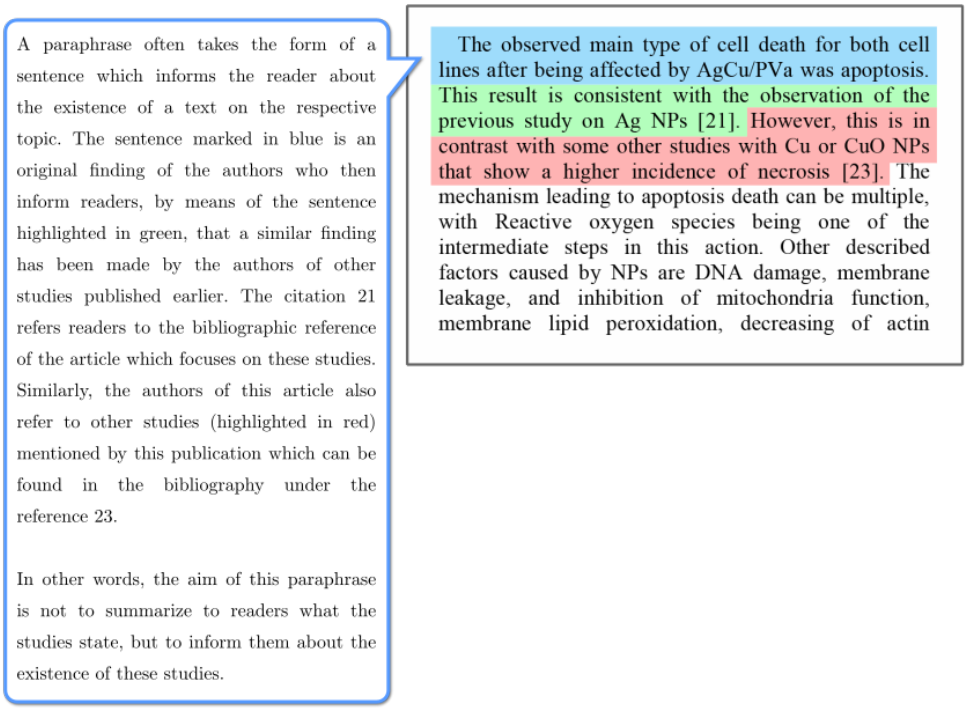
Citing is not rocket science: or how to do it

After you have familiarized yourselves with the main terms and rules, let us explain step by step, how to proceed when citing. First, we will focus on practical examples and explain how to paraphrase, how to cite word-for-word, and where to place citations in the text. Next, we will look at some basic steps before the actual creation of a bibliographic reference. Then, on the example of some selected types of documents we will demonstrate how the respective bibliographic reference of the document according to the National Library of Medicine (NLM) citation style was created. We chose this style due to the fact that this is the most commonly used citation style in medicine.

I. How to paraphrase

We talk about paraphrasing when you formulate an idea more briefly and simply in your own words if such idea was presented in detail in the source cited. To paraphrase definitely does not mean that you take an original idea and only replace some of the words in it. The result of paraphrasing should be your own original message which summarizes the idea you cite. Below you will find a couple of examples of paraphrasing with commentary, but first let us summarize some basic rules of paraphrasing:

- Every paraphrase must include a citation referring to the bibliographic reference so that the original source of information is evident.
- Never format a paraphrase differently than other text in your document and always supply it with a citation.
- Regardless of its length, always formulate a paraphrase so that it is evident where it starts and ends (see examples below for how to do that).
- When paraphrasing, you should be careful to ensure the result is not just a copy of the original text with some stylistic changes, e.g. substituting words with synonyms and similar. Rather than doing that, cite the text word-for-word.
- It is more appropriate to place longer citations into a separate paragraph.



A paraphrase often takes the form of a sentence which informs the reader about the existence of a text on the respective topic. The sentence marked in blue is an original finding of the authors who then inform readers, by means of the sentence highlighted in green, that a similar finding has been made by the authors of other studies published earlier. The citation 21 refers readers to the bibliographic reference of the article which focuses on these studies. Similarly, the authors of this article also refer to other studies (highlighted in red) mentioned by this publication which can be found in the bibliography under the reference 23.

In other words, the aim of this paraphrase is not to summarize to readers what the studies state, but to inform them about the existence of these studies.

The observed main type of cell death for both cell lines after being affected by AgCu/PVa was apoptosis. This result is consistent with the observation of the previous study on Ag NPs [21]. However, this is in contrast with some other studies with Cu or CuO NPs that show a higher incidence of necrosis [23]. The mechanism leading to apoptosis death can be multiple, with Reactive oxygen species being one of the intermediate steps in this action. Other described factors caused by NPs are DNA damage, membrane leakage, and inhibition of mitochondria function, membrane lipid peroxidation, decreasing of actin

There is speculation that resistance to weight loss is caused by frequent arousals from sleep or disruptions in sleep quality. While the explanation for this is not well understood, addressing possible mechanisms could have implications for therapeutic approaches. Accordingly, Spiegel *et al.* [69] assigned 12 young males to 2 days of sleep restriction and 2 days of sleep extension while controlling calories ingested and the levels of physical activity. When the participants spent 4 h in bed, mean leptin levels across the following day were 18% lower and ghrelin levels were 28% higher compared to spending 10 h in bed. The decrease and increase in leptin and ghrelin, respectively, could be due to increased sympathetic nervous system activity or cardiac sympathovagal balance from sleep loss [70, 71], a critical point for the current discussion, given that these are major features characterising OSA. In addition, the subjects self-reported increased hunger and appetite during the sleep-restricted protocol. Indeed, sleep restriction appears to increase signalling to reward and pleasure centres of the brain that enhance hedonic perception of food, which would drive motivation for food seeking and consumption [72]. The obvious implication of these findings is that inadequate sleep resulting from OSA could promote excess eating, thereby impairing weight loss. We emphasise that these participants had an increased appetite for food with high carbohydrate content, including "sweets, salty snacks and starchy food", but there was no information related to diet prior to undergoing these sleep protocols.

text with paraphrases

Methods

Participants

Twelve healthy men (mean age [±SD], 22 ± 2 years); mean body mass index [±SD], 23.6 ± 2.0 kg/m^2) who did not smoke or take any medications participated in the study. All of the men were within 10% of ideal body weight and had regular nocturnal time in bed of 7 to 9 hours. We excluded persons who had traveled across time zones less than 4 weeks before the study.

Experimental Protocol

The Institutional Review Board of the University of Chicago approved the protocol, and we obtained written informed consent from all participants. During the week preceding each study, we asked participants not to deviate from a fixed time in bed (11:00 p.m. to 7:00 a.m.) by more than 30 minutes. Naps were not allowed.

The men participated in 2 studies that were conducted in a randomized order, were spaced at least 6 weeks apart, and were performed in the Clinical Research Center at the University of Chicago, Chicago, Illinois. Six of the 12 men first performed the study with restricted time in bed, and the remaining 6 men first performed the study with extended time in bed. Average weight did not change over the time period separating the 2 study conditions (75.2 kg in the sleep restriction condition vs. 75.4 kg in the sleep extension condition; $P > 0.2$). We obtained blood samples at 20-minute intervals from 8:00 a.m. to 9:00 p.m. after 2 consecutive nights of 10 hours in bed (10:00 p.m. to 8:00 a.m.; sleep extension) and after 2 consecutive nights of 4 hours in bed (1:00 a.m. to 5:00 a.m.; sleep restriction). Sleep was recorded every night. For both extension and restriction conditions, each overnight stay began at 7:00 p.m. with a standard hospital dinner, and the first overnight stay ended after breakfast, which was served at 8:00 a.m. We instructed the participants not to deviate from their usual eating habits between breakfast and dinner, but caloric intake was not otherwise monitored. Participants were readmitted in the early evening and, after receiving a standard hospital dinner at 7:00 p.m., remained at bed rest. At 8:00 a.m. after the second night, the participants' caloric intake was kept constant to avoid meal-related fluctuations of hunger and satiety and consisted of an intravenous glucose infusion at a constant rate of 5 g/kg of body weight every 24 hours. There was no other source of calories. Every hour from 9:00 a.m. to 9:00 p.m., the men completed validated visual analogue scales (0 to 10 cm) for hunger (11) and appetite for various food categories (12).

The paraphrase in this example aims to summarize more information contained in various parts of the original text (fig. on the left and at the bottom). For a better orientation, respective related passages are coloured in both the original text and in the one that paraphrases.

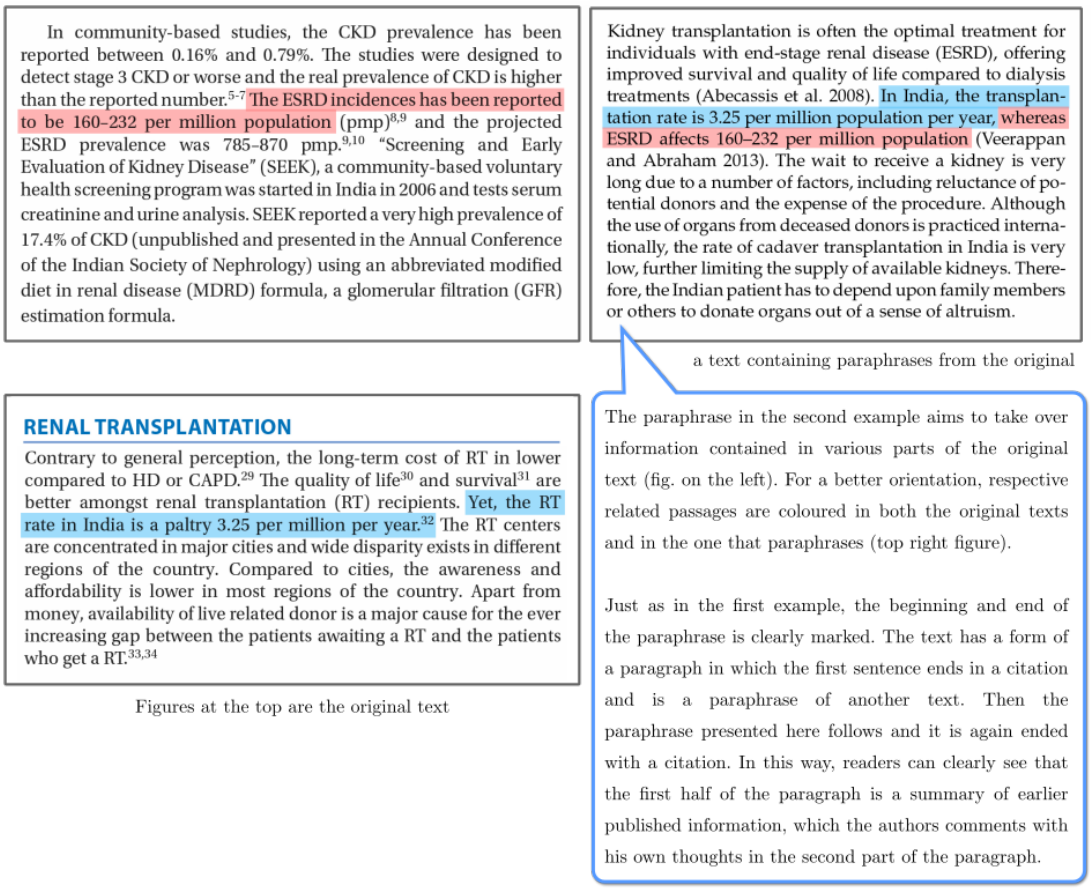
As far as the beginning and end of the paraphrase is concerned, note, that after the first sentence (authors original sentence) the beginning of the paraphrase is easily recognizable thanks to the surname of the author paraphrased and the citation 69. The end is marked by citations 70 and 71 in the sentence starting with "The decrease and increase...". This paraphrase is formed by two sentences.

Moreover, the whole paragraph demonstrates the correct approach wsdhen paraphrasing as well as citing word for word. The ideas taken over from elsewhere are embedded into the author's text (the first sentence in a paragraph and its end from the sentence "The obvious implication of these ...".

Results

Leptin levels were stable across the daytime period under both sleep conditions, which was consistent with the fact that calories were exclusively delivered in the form of a constant glucose infusion. Average total sleep time was 9 hours and 8 minutes when the men spent 10 hours in bed and 3 hours and 53 minutes when the men spent 4 hours in bed ($P < 0.01$). When spending 4 hours in bed, the participants had mean leptin levels that were 18% lower (2.1 ng/mL vs. 2.6 ng/mL; $P = 0.04$) (**Figure 1**, *part A*) and mean ghrelin levels that were 28% higher (3.3 ng/mL vs. 2.6 ng/mL; $P = 0.04$) (**Figure 1**, *part B*) than when the participants spent 10 hours in bed. The ratio of the concentrations of orexigenic ghrelin to anorexigenic leptin increased by 71% (CI, 7% to 135%) with 4 hours in bed compared with 10 hours in bed. Sleep restriction relative to

the original text (left and bottom right)



II. How to cite word for word

In this case, ulike paraphrasing, you cite the original source word for word, i.e. it must be the exact copy of the source. This way of quoting is common mainly in the humanities. Before explaining with actual examples, how to cite word for word, let us summarize some basic rules:

- In the event you cite a document in a foreign language (unless the citation style requires otherwise), write the translation of the quotation into the text and place its original in brackets or footnote.
- A verbatim quotation must always be embedded into the context so that it is obvious why it was used.
- A verbatim citation must be graphically distinguished from the original text. Therefore, it is placed in inverted commas and if the respective rules (of the citation style, on formal text editing, etc.) allow, italics or different font should be used.
- Quotations longer than 4-6 lines are commonly marked with a different size or font and are placed in a separate paragraph.

The first example presents a verbatim quotation of a longer original text. Citation styles – the citation style used in this case as well – usually recommend to place the quotation into a separate paragraph that is written in a different size or font. In this case you no longer need to use inverted commas, because the quotation is clearly distinguished from the remaining text.

During the initial process of coding and analysis, it was possible to situate and capture some broad ways in which the participants spoke about creativity, which had connections with their role in the school. Through further fine-grained analysis, further patterns were distinguished and categories emerged, which made it possible to group the ways that the participants expressed their thoughts about particular aspects of creativity, according to different creative orientations. In developing the groupings, the research was informed contextually by literature in the field of social psychology that explores the types of coping strategies individuals can employ. These strategies include emotion-focussed and problem-focussed coping (Keamy 2003; Smith and Mackie 1995). Keamy (2016) explains how these categories may be distinguished:

> In this research, 'action oriented' responses were taken to include those in which there was a sense of something being done or intended to be done; 'emotion oriented' responses included those in which feelings were evoked; 'skills or outcome oriented' responses included those in which there was a production perspective being described, and 'thinking oriented' responses included those with a cognitive element to them. (Keamy 2016, 158)

These four distinct orientations have been used to inform this analysis. However, mindful of the complexities inherent in creative work (Csikszentmihayli 1996, 57), it is important to conceptualise the orientations as interwoven and intersecting with each other, rather than as separate.

This example of verbatim quotation shows that there are virtually no differences between the cited text (at the top) and the text which cites (at the bottom), i.e. this is a quotation not a paraphrase. The author of the text took over earlier published statements and marked them with quotation marks, or rather with apostrophes. Because he omitted some words, he used three dots for this ellipsis and due to the style he added some words ('and' and 'which'). These words are in square brackets, so that it is obvious that they were added by the authors; however, such words do not change the meaning of the original statement in any way.

Peterson and Seligman (2004) noted that "original" ideas and/or behaviors that are also "adaptive" are two necessary components of creativity. They also differentiate between two types of creativity: Big C and little c. Big C creativity is represented by extreme forms of originality, as exhibited by scientists and artists (Gardner, 1993; Simonton, 2000). Conversely, little c may be considered "everyday" creativity, which Peterson and Seligman (2004) refer to as "ingenuity." In essence, then, there are two types of creative thinkers or at least two distinct poles of a continuum of creative thinking.

the original text

While education systems and those who work in them are often required to promote these capacities or dispositions, attempting to characterise what the term 'creativity' actually means remains problematic. The complexities involved move beyond the binary distinction referred to as 'Big/High C' and 'little/democratic c' creativity (Kozbelt et al. 2010; National Advisory Committee on Creative and Cultural Education 1999; Craft 2001). Some thinking about creativity considers the term in relation to a continuum that extends between the two poles of Big C creativity, which involve 'extreme forms of originality… [and] little c [which] may be considered as everyday creativity' (Fasko 2006, 164), or creativity encompassing a range of dimensions (Kaufman and Beghetto 2009). Elsewhere, Csikszentmihalyi (1990, 198) suggests that 'it is impossible to define creativity independently of judgements based on criteria that change from domain to domain and across time': creativity, from this perspective, is socially constructed and relational, and may only be understood similarly by those who share the same sorts of experience, culture and value systems. Furthermore, Cropley (1999, 517), holds that when it includes personal properties such as feelings and emotions, creativity involves more than cognitive processes.

a text containing a verbatim quotation from the original text

This example presents again a verbatim quotations of the original text (at the top) in the author's text (at the bottom). The quotation is marked with inverted commas, while at the beginning of the quotation, the author wrote the letter 'c' in inverted commas, in order to draw attention to the alteration of the original quotation: substituting the initial capital 'C' with a small letter 'c'.

Regarding the style you can see that the quotation does not have a form of direct speech but an indirect one.

Creative thinking and critical thinking are often contrasted. Creative thinking is expansive, innovative, inventive, unconstrained thinking. It is associated with exploration and idea generation. It is daring, uninhibited, fanciful, imaginative, free-spirited, unpredictable, revolutionary. Critical thinking is focused, disciplined, logical, constrained thinking. It is down to earth, realistic, practical, staid, dependable, conservative. Sometimes creativity and criticalness are seen as polar opposites. From this perspective, a move toward one of these characteristics means necessarily a move away from the other. In terms of the focus of this chapter, it would mean that the enhancement of creativity would necessarily involve the diminution of criticalness.

the original text

There have been several definitions of creative thinking that have been proposed. For example, creative thought has been defined as "a process whereby the individual finds, defines, or discovers an idea or problem not predetermined by the situation or task" (Kay, 1994, p. 117). Halpern (2003) defined creative thinking as "[t]hinking that leads to an outcome that is novel (or unusual) and appropriate (or good)" (p. 191). According to Nickerson (1999), "[c]reative thinking is expansive, innovative, inventive, unconstrained thinking. It is associated with exploration and idea generation. It is daring, uninhibited, fanciful, imaginative, free-spirited, unpredictable, revolutionary" (p. 397). It involves discovering something novel and useful (Sternberg & O'Hara, 1999), as well as connecting ideas perceived before as not related (Ansburg & Hill, 2003). Bruner (1960) argued that intuitive thinking is the basis for creative thinking.

a text containing a verbatim quotation from the original text

III. Where to place citations

We have already mentioned above that individual citation styles differ which may also be reflected by the position of quotation in the text. In practice you can see that some citation styles contain a text sample to demonstrate where to place citations (e.g. The Chicago Manual of Style, p 678), while others just describe after which usual expressions the citation should be situated (e.g. The ACS Style Guide, p 290). It may sometimes happen – usually when publishing for journals – that instructions for authors do not specify where to place a citation in the text and the author just has to look at previous issues of the journal and emulate that way of citing.

Determining the suitable position for a citation is therefore problematic. However, you can trace some patterns that repeat in this way. We will use the following example to list and demonstrate these patterns:

Already in 1989, the team of James Keck (1989) proved that degradation of polycyclic aromatic hydrocarbons with high molecular weight (VMH PAHs) can be accelerated by adding a nonspecific source of carbon. It was found that natural organic substances stimulate the decomposition of pyrene (Holman et al., 2002) and accelerate the degradation of VMH PAHs in soil contaminated by creosote (Bengtsson and Zerhoun, 2003). Some scientists (Ogunseitan et al., 1991; Ogunseitan and Olson, 1993; Tittle et al., 1995) suggest using sources of carbon that are dissoluble in water and are relevant to the metabolism of VMH PAU, e.g. phthalate and salicylic acid. The team of Prof. Ogunseitan (1991) provides evidence that "salicylic acid added to soil samples which were inoculated with bacteria that degrade naphthalene, evidently expanded the occurrence of the genetic determinants of naphthalene degradators in the community of these bacteria". This occurs for a period of time that may correspond to a period during which an accelerated degradation can occur. The addition of salicylic acid to soil was also used for the purpose of keeping a population of bacteria innoculated into the soil in an active state (Colbert et al., 1993a, 1993b; Riser-Roberts, 1998).

If author's name appears in the sentence, place the citation behind it

The sentences highlighted in red exhibit a typical form of citation within the framework of the author-date method – the citation consists of only the year of publishing, because the name of the author precedes it. If you wrote the author in the citation as well, the word would be duplicated, for example: "... the team of James Keck (Keck, 1989) proved...", which is unnecessary, because the following variant "... the team of James Keck (1989) ..." allows readers to identify the cited publication.

This rule usually applies to numeric citations as well (citation-sequence, citation-name, or running notes), but as the example of the paraphrase on page 13 shows, this is not always the case. It is thus necessary when using one of these three citation methods to determine whether the citation style specifies placement of the citation in the text, and if not, whether this cannot be emulated from previous publications.

If authorship is expressed in the sentence other than with a surname, place the citation behind it

The preceding rule applies even if the authorship is expressed by means of other than the surname. Such an expression is "some scientists" in the passage highlighted in green: this differs from the preceding situation because it includes multiple publications written by different authors. You can often see even inanimate expressions such as "previous studies", "earlier research" after which a citation follows. Similarly to the preceding rule, this one also commonly applies for citing according to the author-date method. Just bear in mind that it may be required to place the citation at the end of the paraphrase/verbatim quotation.

If authorship is not expressed in the sentence, place the citation at the end of the paraphrase/quotation

If a sentence does not contain the surname of the author or express authorship in any other way (see preceding rule), the citation should be placed at the end of the paraphrase/citation. Note that in the first blue sentence, the citation is placed in the middle of the sentence after the word pyrene and another one at the end of the sentence after the word creosote. The sentence is thus composed of two paraphrases, both of which are equipped with information for readers that states the source of the respective ideas. The second blue sentence presents a paraphrase of a statement (in this case a research method), which has appeared in many publications. Instead of repeating the same idea with a citation of the respective publication, the author simply writes it only once with citations to all the sources.

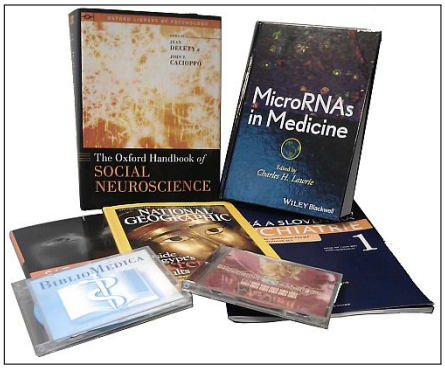
As follows from the rules above, the position of the citation should tell the reader that the given idea has been drawn from another source. It is indispensable when producing a scholarly text to formulate and structure sentences in such a way that readers can always clearly identify the beginning and ending of an idea that was taken from elsewhere. The examples above together with the notes on previous pages present appropriate approaches for paraphrasing and citing.

Let's do it! Let's start citing!

After the previous theoretical part, it is time to explain using concrete examples for how to create respective bibliographic references to a text with citations. First let us summarize some basic rules and then we will illustrate on the basis of various cited documents how the bibliographic reference was created, what approach was used during its creation and why. We will proceed according to the NLM citation styles in all examples.

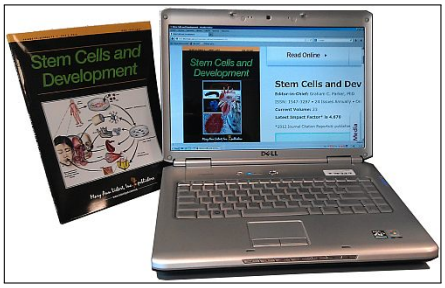
I. Clarify the type of the cited document

First of all, you need to determine what type of document you are citing. Otherwise, you will not be able to identify the respective model in the citation instructions, according to which you should create the bibliographic reference. Usually nobody has any serious problems differentiating between a printed book, journal article or an anthology contribution. However, in the case of online documents, videos, etc. this may be more complicated. Therefore, various types of online documents are presented on the following pages with a demonstration of from where one should draw the details for creating a bibliographic reference. This should clarify what the specifics of the individual documents are.



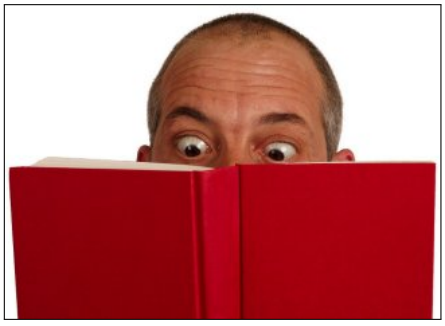
II. Look at the form of the cited document

After you have determined which type of document is in front of you, you should proceed with determining what form the document has. Is it printed material? On CD? On DVD? On the internet? In other words, what is the medium where the information is stored?



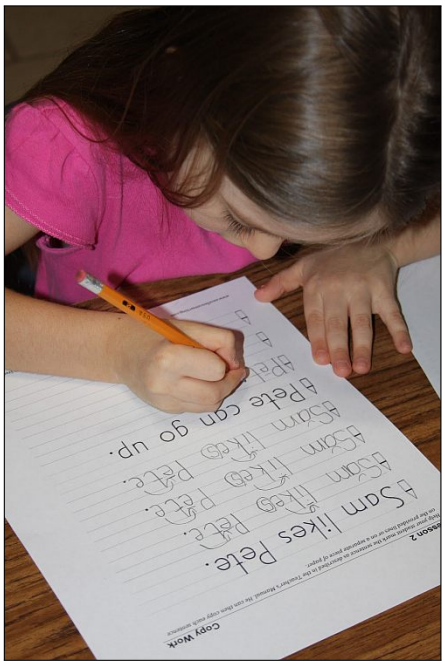
III. Find the respective model for a bibliographic reference

After identifying the type and form of the document, look up the respective model for creating a bibliographic reference in the citation instructions. Proceed carefully, because some citation styles often distinguish between different variants of publications. For example, the NLM citation style distinguishes whether an article has one author, multiple authors, institutions as authors, and different combinations of natural or legal person as authors, etc.



IV. Citing is not rocket science, just copy the information

When correcting homework from courses on citing, we commonly encounter mistakes that resulted from students' lack of concentration when creating citations. Despite having a model of the bibliographic reference, they write a period instead of a comma or vice versa, they fail to enter a space after punctuation, etc. Citing is definitely not a rocket science, it just requires you to pay attention and copy one piece of information after another one according to the given model.

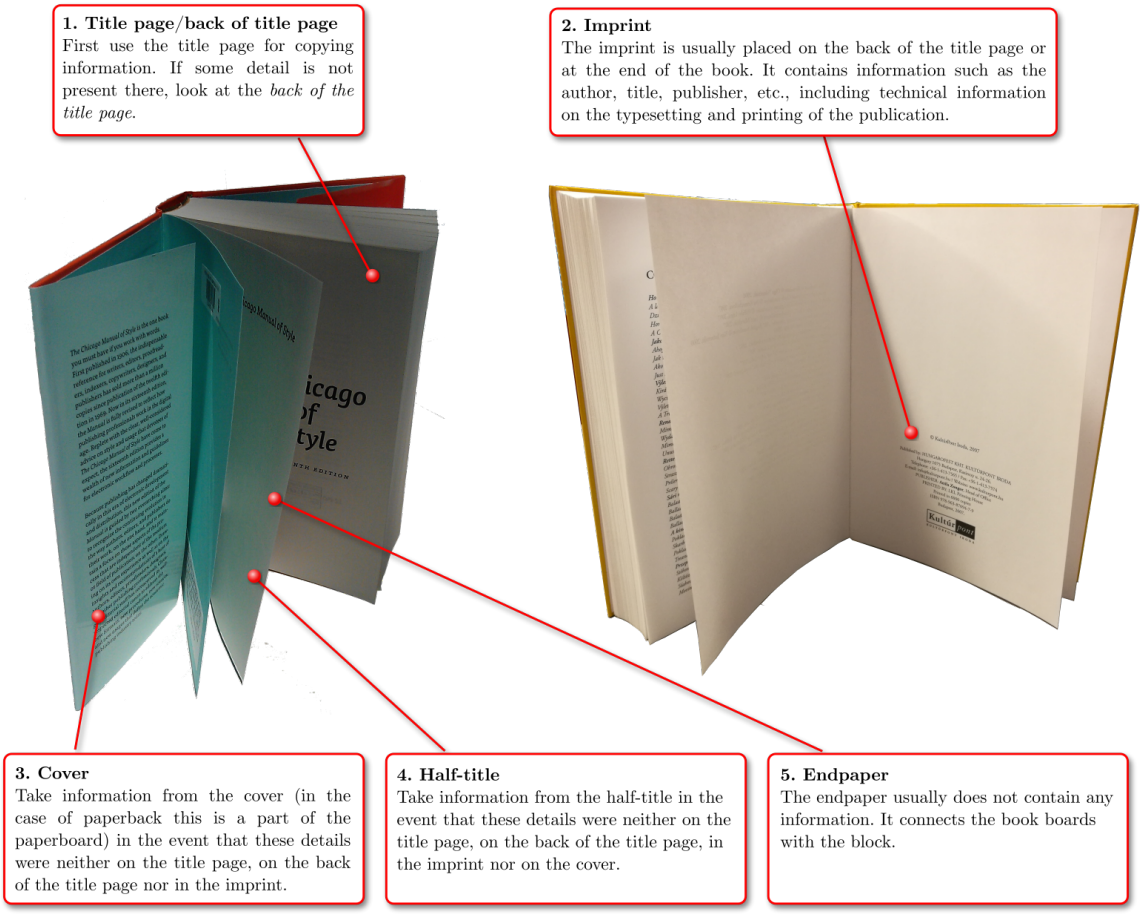


Part II

Examples of references

Books

Before looking at how to create a bibliographic reference to a book, let us determine, what parts the book consists of and in which order you should copy the information for these individual parts when creating a bibliographic reference.



1. Title page/back of title page
First use the title page for copying information. If some detail is not present there, look at the *back of the title page*.

2. Imprint
The imprint is usually placed on the back of the title page or at the end of the book. It contains information such as the author, title, publisher, etc., including technical information on the typesetting and printing of the publication.

3. Cover
Take information from the cover (in the case of paperback this is a part of the paperboard) in the event that these details were neither on the title page, on the back of the title page nor in the imprint.

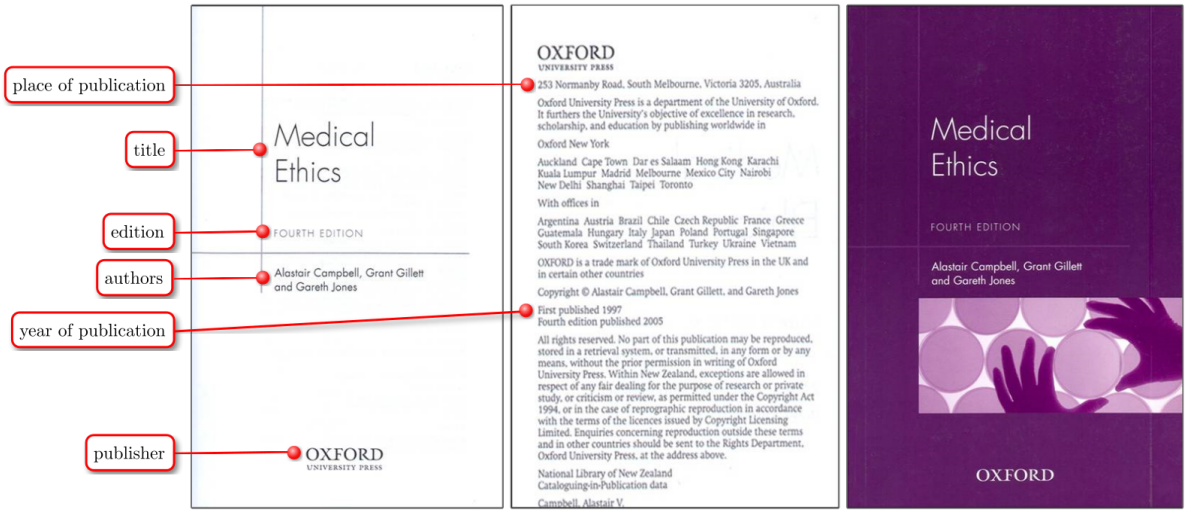
4. Half-title
Take information from the half-title in the event that these details were neither on the title page, on the back of the title page, in the imprint nor on the cover.

5. Endpaper
The endpaper usually does not contain any information. It connects the book boards with the block.

Printed book

Following the facts stated above, you know now that when you are creating a bibliographic reference, you should use the information from the title page first. If you cannot find the information there, then follow this order: back of the title page, imprint, cover, the rest of the book (browse through the book to see if the respective information is not, for example, in the editorial note, introduction or similar).

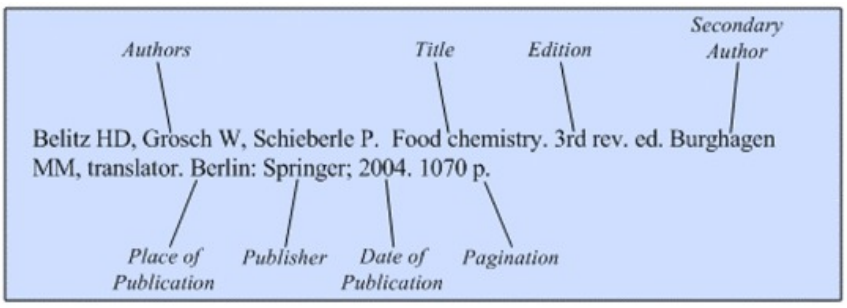
Below it is shown from which parts of the book the information for a bibliographic reference were taken, and which model was used to create it. At the very bottom there is a description of how the bibliographic reference was created. Such descriptions are not provided for other examples of documents, but potential specifics of the respective bibliographic reference are explained in commentaries.



title page | back of the title page with the imprint | cover

How to create a bibliographic reference

1. This is a printed book, therefore we found a sample bibliographic reference to a printed book.
2. In the citation style we read the instructions for individual information carefully and learned that, for example, the information on publication should be written as an abbreviation, the place of publication should be complemented with an abbreviation of a state in round brackets for lesser known cities, and similar.
3. Next we copied the individual details carefully one after another, while we used the title page as a primary source of information and if the respective detail was not there, we found it on the back of the title page. We thus did not need to consult the cover in order to create the bibliographic reference. Concerning the number of pages, we entered the last numbered page and because there were two pagination systems in the book (Roman and Arabic numerals), we wrote both of them.



Model according to the NLM citation style manual

Campbell A, Gillett G, Jones G. Medical ethics. 4th ed. South Melbourne (AU): Oxford Univ. Press; 2005. xii, 312 p.

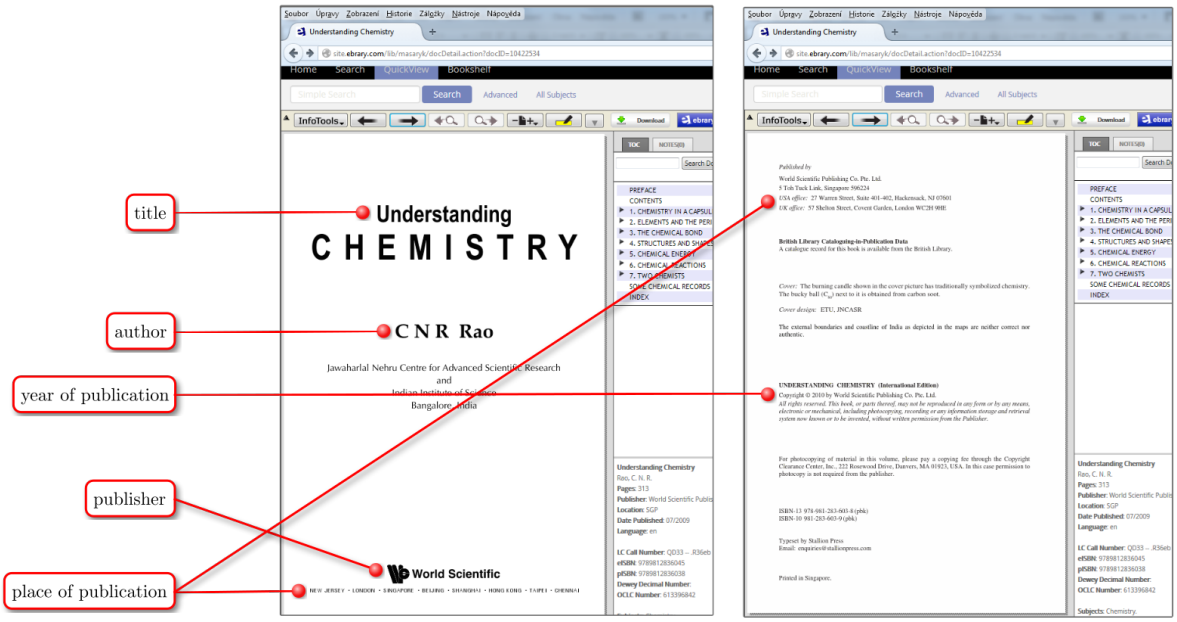
The resulting bibliographic reference to a chapter in a printed book

4. When writing the individual details, we were careful to use punctuation exactly according to the model.
5. According to the instructions we added states to less well-known cities for the place of publication.

Online book

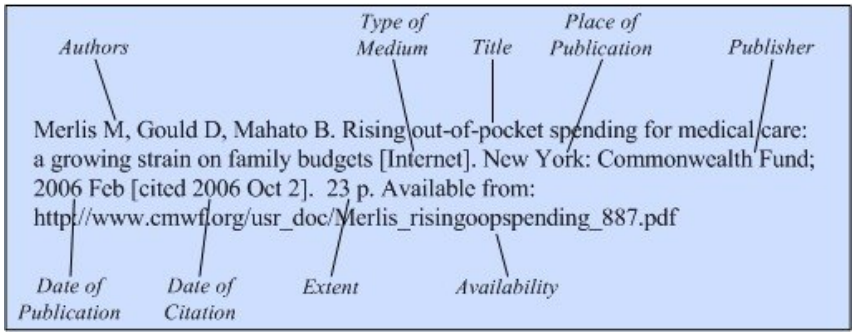
Compared to the printed book, the bibliographic reference to an online book does not differ much, it consists of the same entries as the printed book and on top of that it includes information on the type of the document, the date accessed and the URL, at which the book can be accessed. Nevertheless, citing of online documents (i.e. not only online books), often brings various difficulties chiefly when searching for missing information in the book. Let us show two examples now, the first of which represents a smooth creation of a bibliographic reference, while the second raises multiple complications.

Example 1 – Smooth citation



title page

back of the title page with imprint



Model according to the NLM citation style manual

Rao, CNR. Understanding chemistry [Internet]. Hackensack (NJ): World Scientific; c2010 [cited 2014 Jun 25]. xii, 300 p. Available from: http://site.ebrary.com/lib/masaryk/docDe- tail.action?docID=10422534

The resulting bibliographic reference to an online book

How to create a bibliographic reference

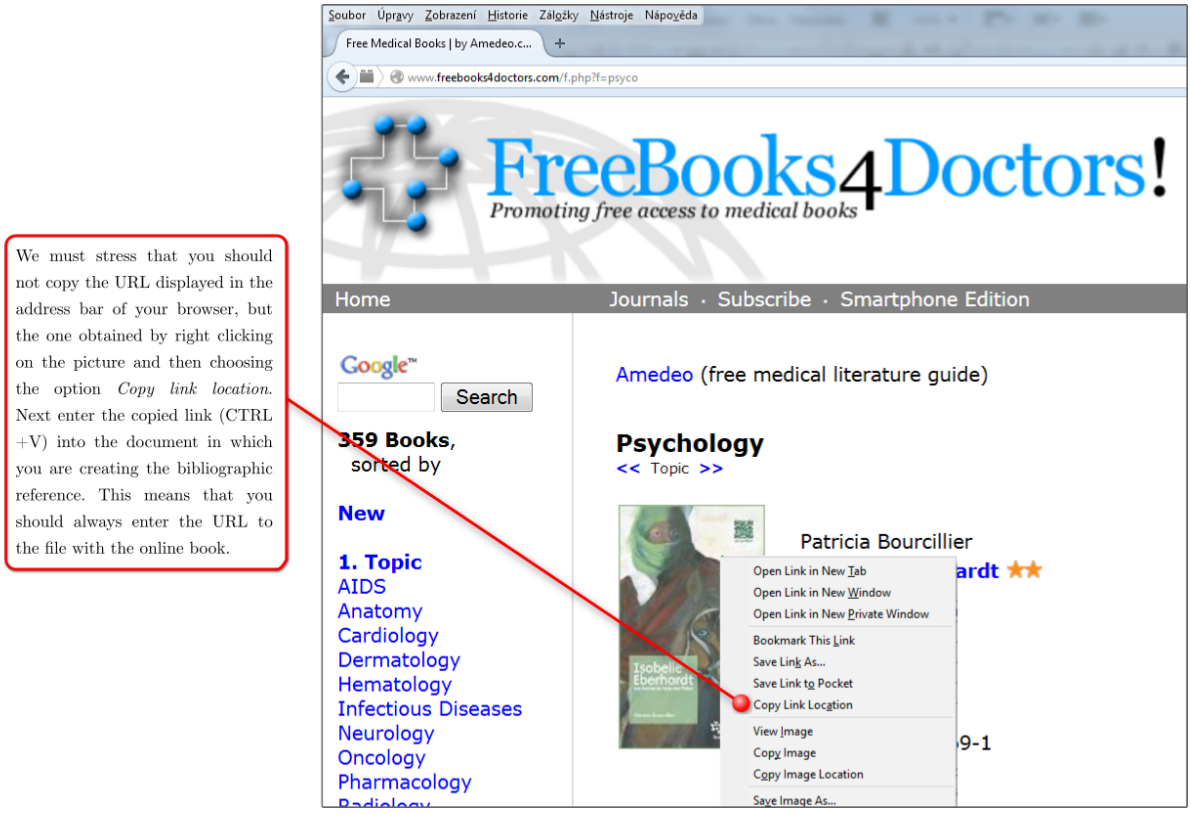
1. This is an online book and therefore we first found the relevant example of a bibliographic reference in the citation style.
2. In the same way as with the printed book, here as well we took the relevant details one by one according to the model, while we looked for them on the title page and, if they were not there, on the back of the title page. Even this time these two pages provided us with all necessary information.
3. Because the title page contained only names of states as the place of publication, we had to copy the name of the city from the back of the title page. Due to the same typography of state names, we first entered the respective state and only then the city.
4. Because the book only states the year of copyright, the letter c precedes it.
5. Unlike in the citation of the printed book, we entered information about the type of the document, accessed date and the web address from which we accessed the book and which we copied from the address bar of our browser.

Example 2 – Problematic citation

Not everybody may know how to solve the situation presented in this example. We will create a bibliographic reference for the book, which is accessible as a PDF document on a website, but not all information can be found there. Let us show you how to proceed in such a situation step by step.

Step 1 – open the website with the online book

The website contains a link to the book in PDF format. The link has the form of a picture of a book cover. At this time, write down the date when you downloaded the document, and save the URL of the document for the planned bibliographic reference.



> Bourcillier, P. Isabelle Eberhardt: une femme en route vers l'islam [Internet]. Theiss K, illustrator. : Flying Publisher; c2012 [cited 2014 Jun 26]. 288 p. Available from: http://www.freebooks4doctors.com/link.php?id=1699. French.

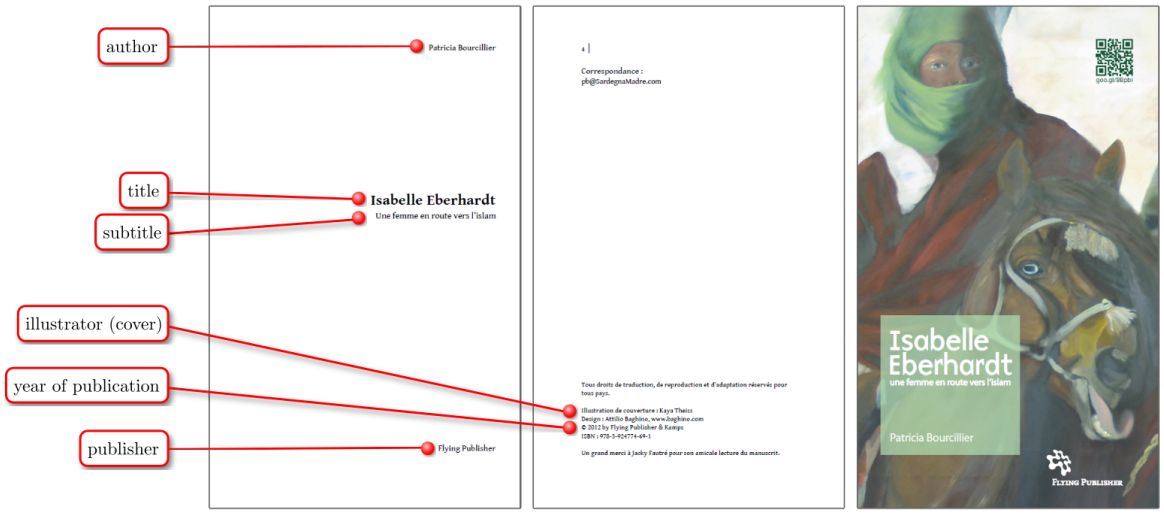
The unfinished bibliographic reference comprising all information available in the book

We were able to get the following information for the bibliographic reference:

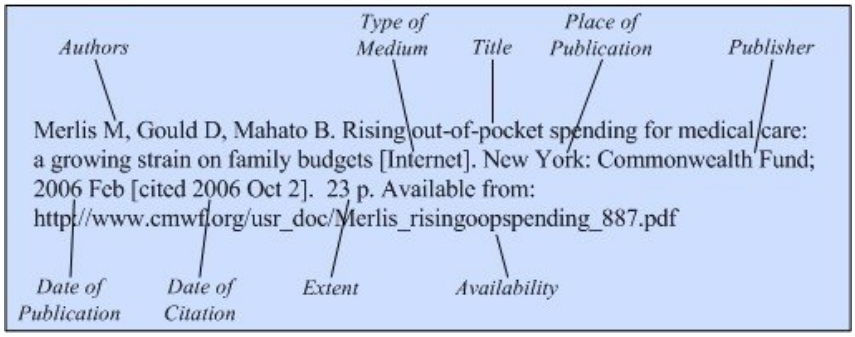
- the type of the document: [Internet]
- accessed date: [cited 2014 Jun 26]
- web address: http://www.freebooks4doctors.com/link.php?id=1699

Step 2 – open the book and compile the reference from the information available there

Then we took the information for the bibliographic reference from the relevant parts of the book, except for the place of publication which was not mentioned anywhere in the book (see the green part in the bibliographic reference).



title page back of the title page cover

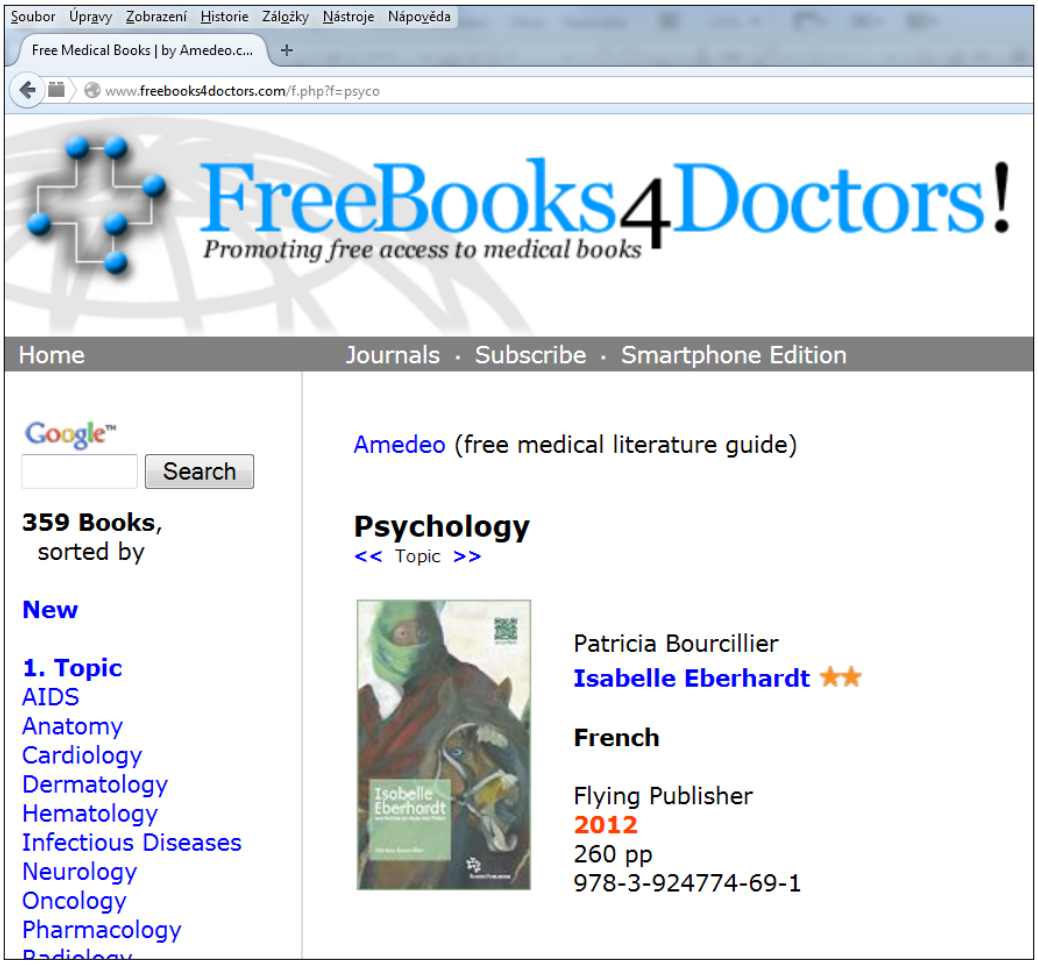


Model according to the NLM citation style manual

Step 3 – Searching for the missing piece of information

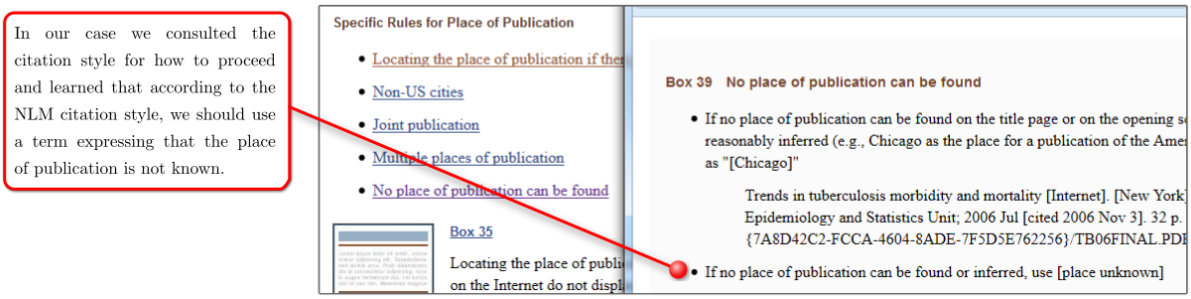
Although you are not obliged to search for a missing piece of information, you should try anyway but do not spend too much time on that. In our example we did the following:

1. We looked at the webpage referring to the online book for whether there is either a city or state in which the publisher operates. In the footer of the webpage we tried to click on the link About to check whether the website is managed by the publisher of the book, because then this link would lead us to a page with information about the place of business of the publisher.



2. The preceding step did not reveal any results, and therefore we tried to find the book by means of the WorldCat online catalogue (hrefhttp://www.worldcat.org/http://www.worldcat.org/), which allows one to search through catalogues of libraries around the word. Unfortunately, the found record doesn't include a place of publication, respectively includes a state with a question mark in brackets which means an uncertain data.

Further possible steps are to try to find the publisher's contact information on the web, and look into other books by the same publisher for whether the place of publication might be specified there. However, you should not spend more than just a couple of minutes on this, because you are not obliged to search for information that are not given.

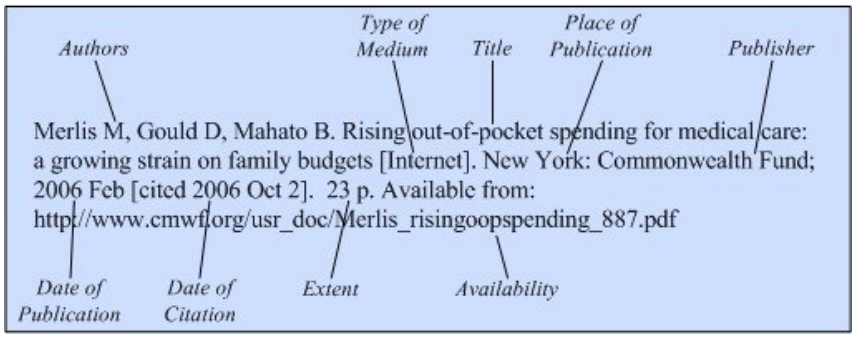


In this way we were able to finish the bibliographic reference for the online book, which ends with a note on the language of the document (French), as the NLM style requires for works not written in English.

For the sake of completeness, we should add that we did not include the illustrator in the bibliographic reference for two reasons. Firstly, the portion of the illustrator's work on the creation of the book was negligible as she only illustrated the cover. Secondly, the NLM style says that such details are optional.

Bourcillier, P. Isabelle Eberhardt: une femme en route vers l'islam [Internet]. [place unknown]: Flying Publisher; c2012 [cited 2014 Jun 26]. 288 p. Available from: http://www.free- books4doctors.com/link.php?id=1699. French.

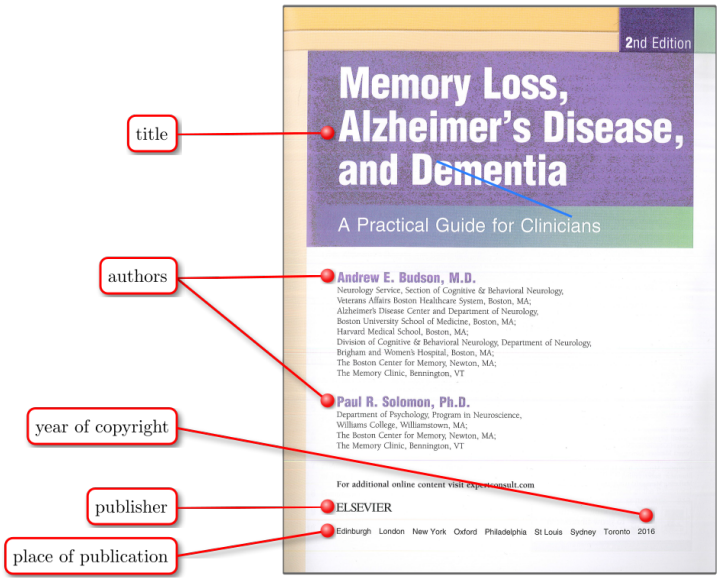
The final bibliographic reference to an online book



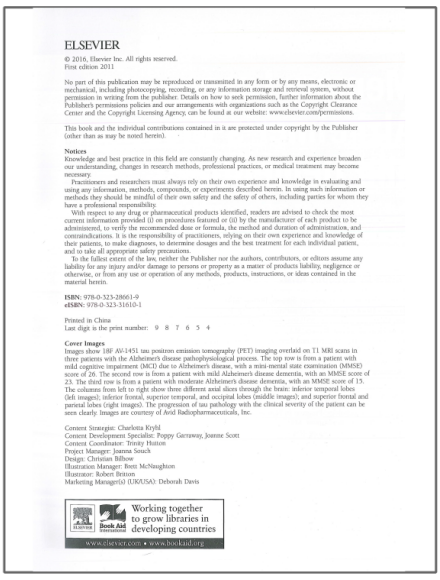
Model according to the NLM citation style manual

Chapter in a printed book

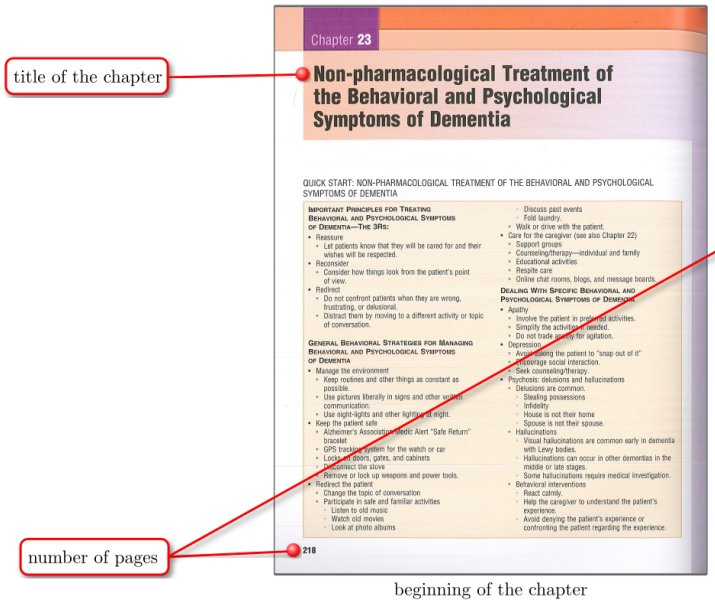
If you can create a reference to a book, you are also able to create a reference to a book chapter. You should cite a chapter in the event that you did not read the whole book and you draw information from just one chapter.



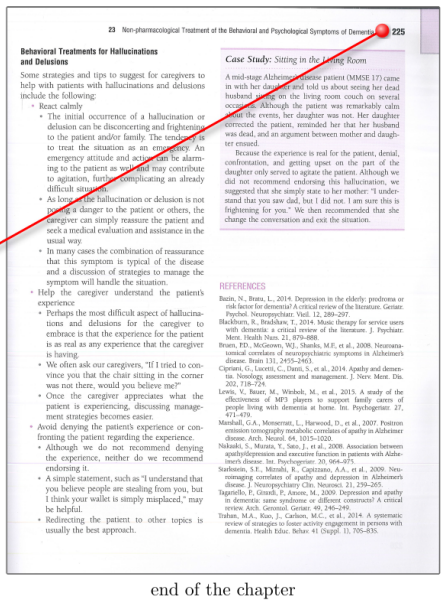
title page



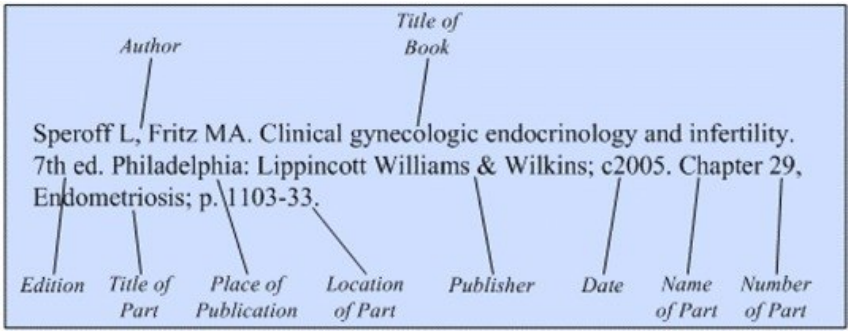
back of the title page



beginning of the chapter



end of the chapter

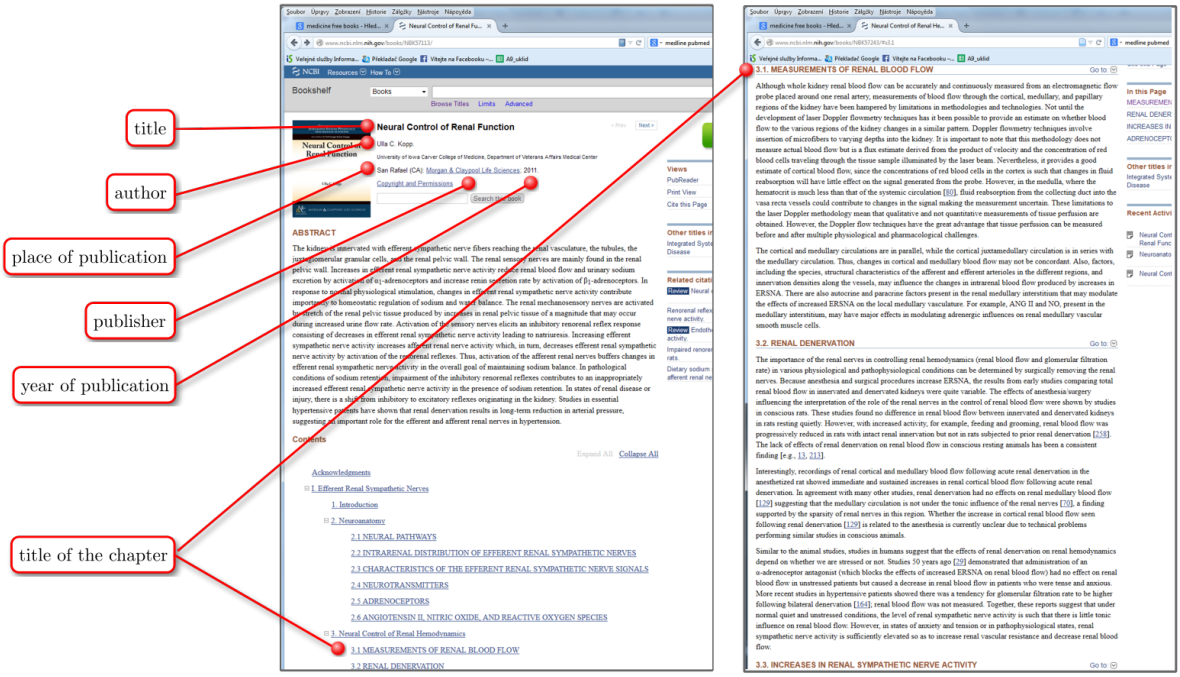


Model according to the NLM citation style manual

Budson AE, Solomon PR. Memory loss, Alzheimer's disease, and dementia. 2nd ed. Edinburgh: Elsevier; 2016. Chapter 23, Non-pharmacological treatment of the behavioral and psychological symptoms of dementia; p. 218-225.

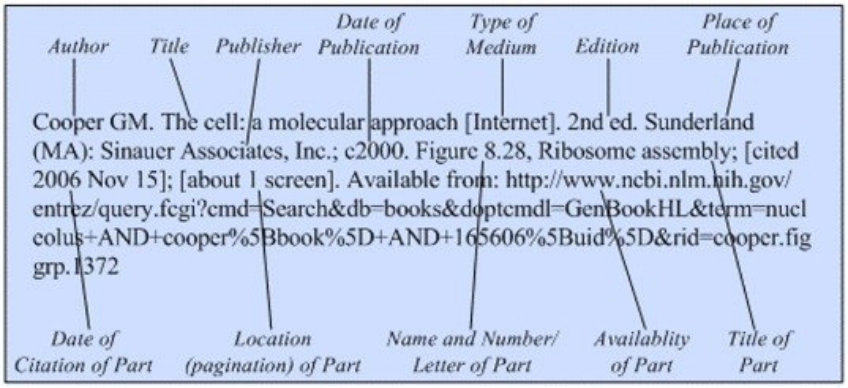
The resulting bibliographic reference to a chapter in a printed book

Chapter in an online book



website for the online book

webpage with the chapter from an online book



Model according to the NLM citation style manual

> Kopp, UC. Neural control of renal function [Internet]. San Ra- fael (CA): Morgan & Claypool Life Sciences; 2011. 3.1. Mea- surements of renal blood flow; [cited 2014 Jun 30]; [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/books/NBK57243/#s3.1

The resulting bibliographic reference to a chapter in an online book

Commentary on the bibliographic reference creation

In the event of citing a chapter in an online book which is in a PDF file, proceed in the same way as when citing an online book and of course follow the model for the bibliographic reference to a chapter in an online book in the respective citation style (here the model above from the NLM style). Therefore, we demonstrate the citation of a chapter in an online book in HTML format above:

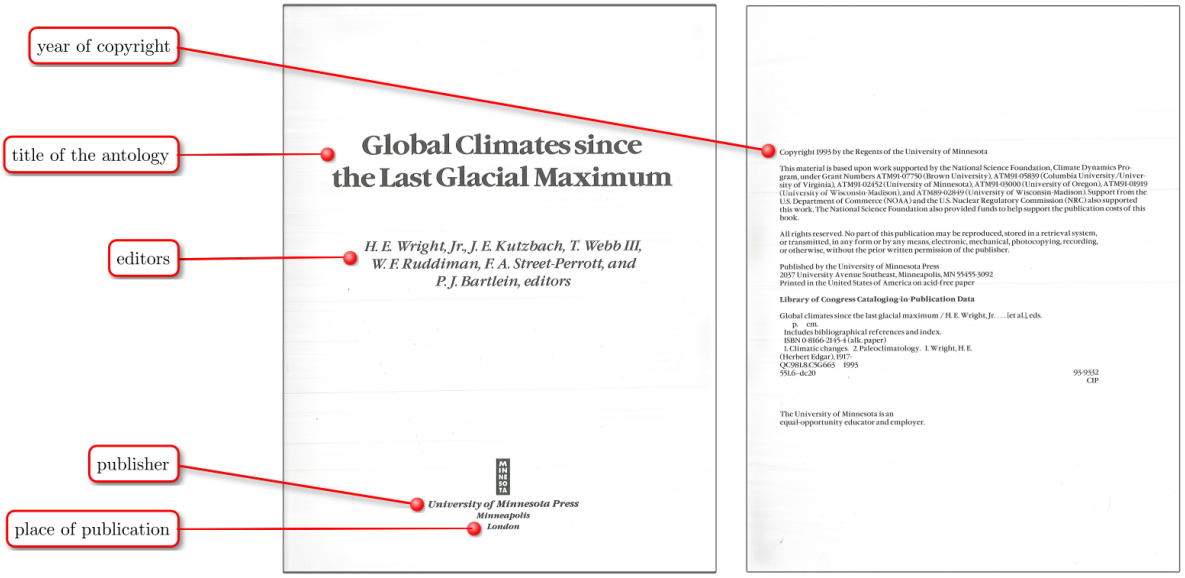
- We copied most of the information necessary for the bibliographic reference from the title page of

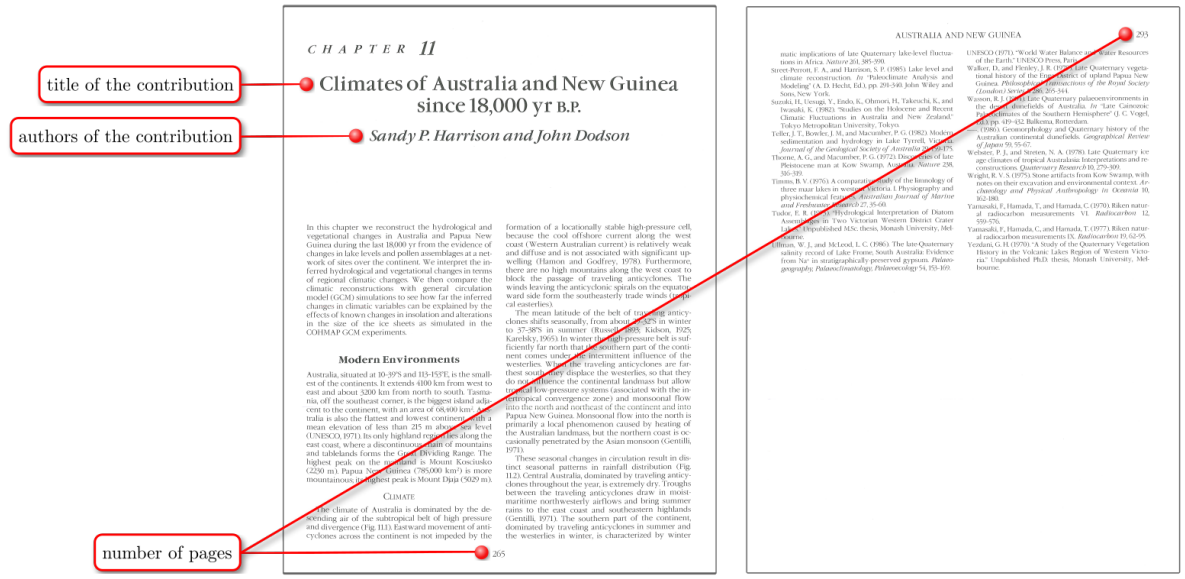
the online book (see the figure on the left), and created an almost complete bibliographic reference to an online book without page numbers and URL. This means that we provided the type of the document and the accessed date, i.e. [Internet], [cited 2014 Jun 30].

- We clicked on the title of the chapter on the website and displayed the page with the respective chapter. At this time we added the title of the chapter to the unfinished bibliographic reference, i.e. “Measurements of renal blood flow”, and after “Available from:” the URL of the chapter, i.e. not the URL of the book overall (see figure on the left), but rather the URL displayed after opening the chapter (see the figure on the right).

Contribution in a printed book

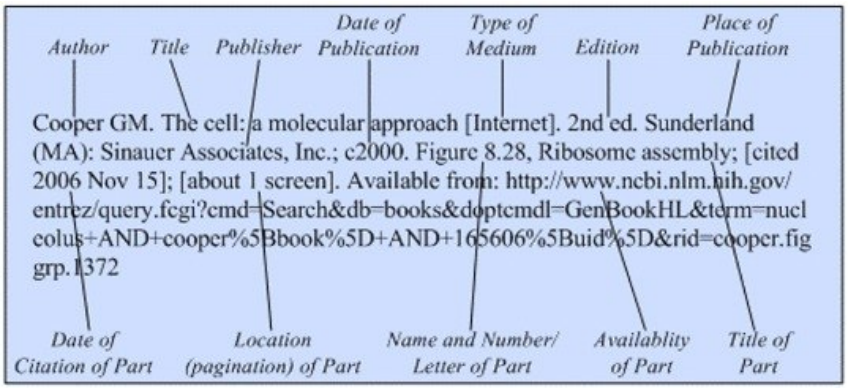
This bibliographic reference differs from a reference to a chapter in a book only by the fact that the author and the title of the contribution are explicitly stated before the information about the anthology.





beginning of the contributionin the anthology

end of the chapter



Model according to the NLM citation style manual

Harrison SP, Dodson J. Climates of Australia and New Guinea since 18,000 yr B.P. In: Wright HE, Kutzbach JE, Webb T, Ruddiman WF, Street-Perrott FA, Bartlein PJ, editors. Global climates since the last glacial maximum. Minneapolis: University of Minnesota Press; c1993. p. 265-293.

the final bibliographic reference to an online book

Commentary on the bibliographic reference creation

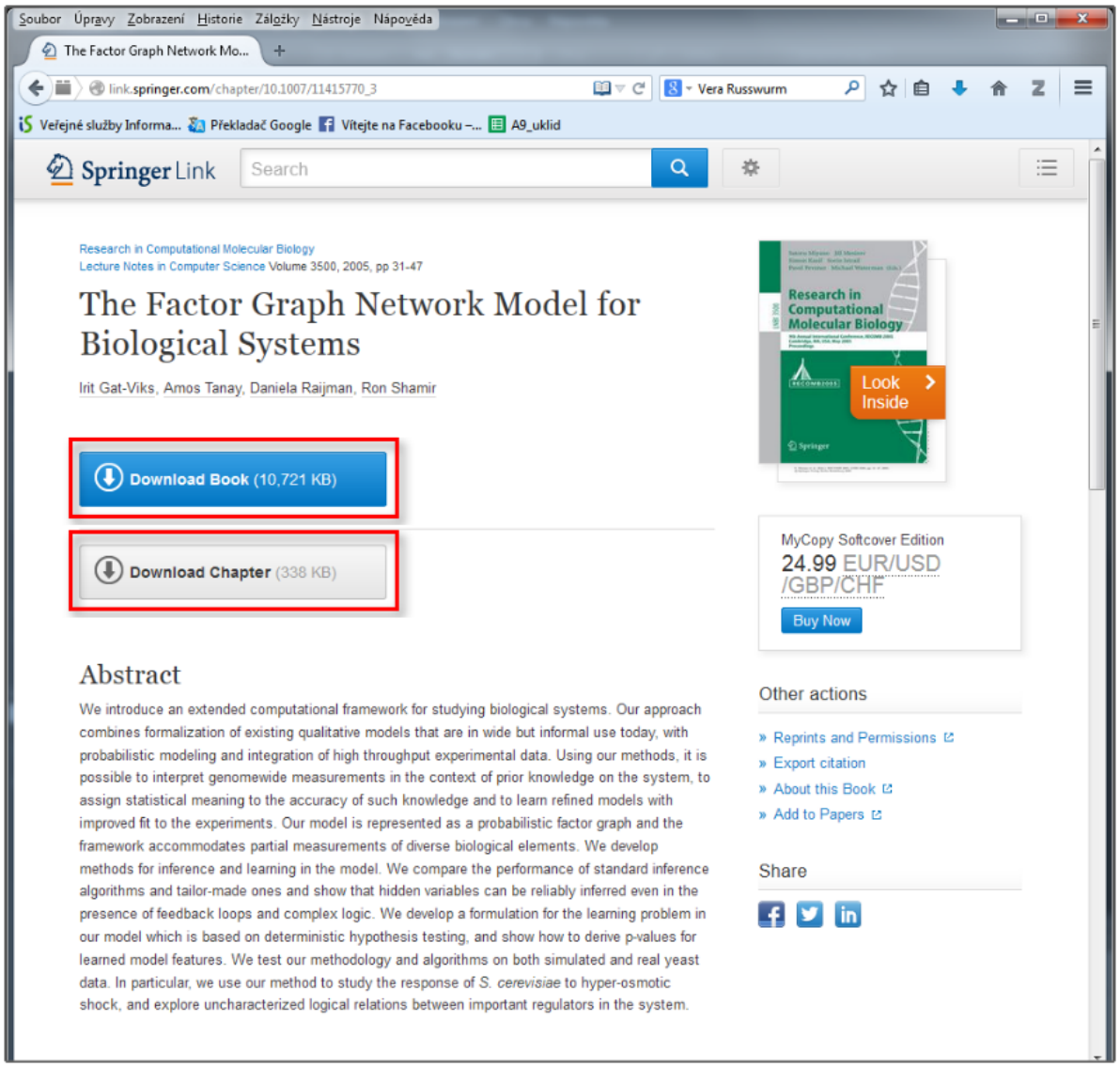
Although the contribution is marked as Chapter 11, we did not create a bibliographic reference to a book chapter, but a contribution to an anthology. We chose to do this because the contribution was not written by the editors stated on the title page but the authors who are given in the title of the contribution. Furthermore, due to the fact that this is not an anthology from a conference, details about the conference are left out. Instead of the year of publication we entered the year of copyright into the bibliographic reference, because the year of publication is not given anywhere in the anthology.

Contribution in an online book

The way to create a bibliographic reference to a contribution in an online anthology is presented using a slightly complicated example, albeit one often encountered. We face here a situation when we have found publications to a given topic in the Springer Link database, and among them there was a link to a page with a contribution in an online anthology.

Step 1 – open the website with the contribution

Although the website contains information on the authors, title, etc. (see the bottom left figure marked with an arrow), the primary document for us is the contribution in the anthology itself. In this case the webpage has two buttons, the first of which Download Book refers to the full text of the whole anthology and the second Download Chapter to the full text of the contribution we found.



Despite intending to create a bibliographic reference for the contribution, we chose the link to the whole anthology, because this will contain the majority of information on both the anthology and the contribution. Moreover, this allows readers to identify the cited contribution when they display it in the whole anthology and they would be able to make sure that this is really the document they were looking for.At this moment we can note for the prepared bibliographic reference the type of the document,

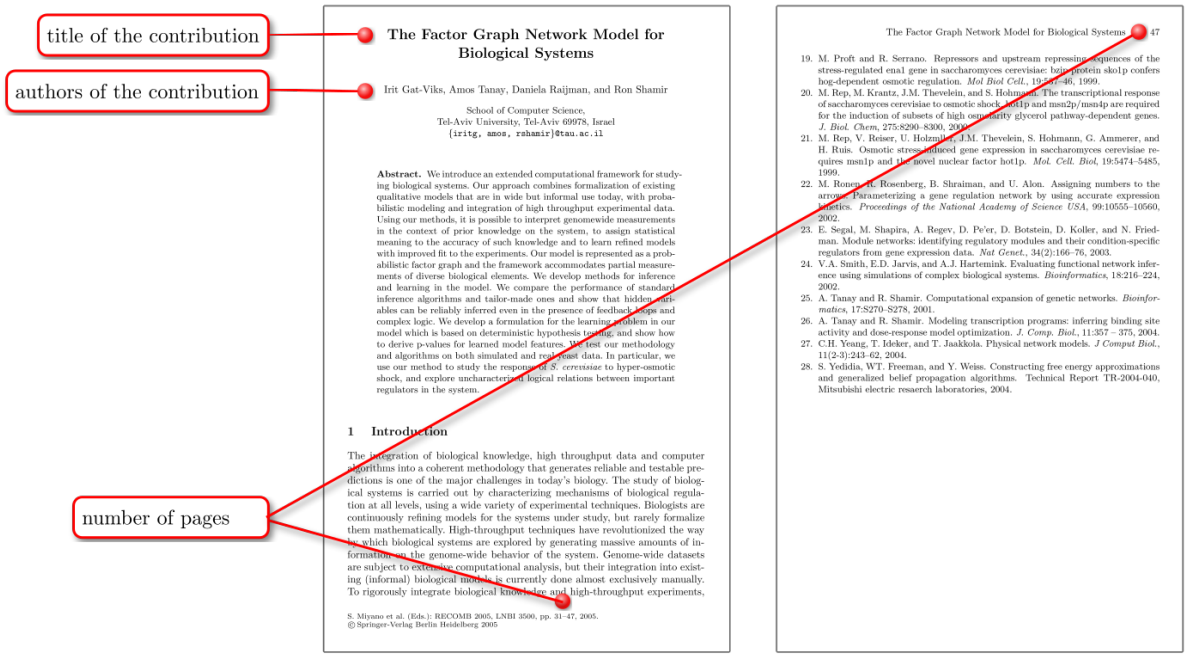
accessed date and the URL of the contribution, which we obtained by right-clicking on Download Book, i.e. we are not going to use the URL that is displayed in the address bar of the web browser, but rather the one that refers to the whole anthology in the PDF file.

We were able to obtain the following information for the bibliographic reference:

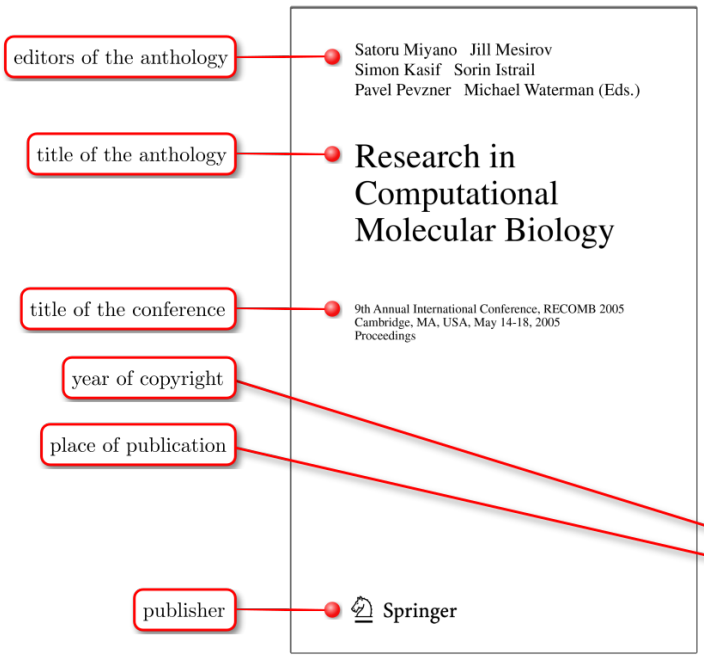
- the type of the document: [Internet]
- accessed date of the document: [cited 2014 Jul 1]
- URL: http://link.springer.com/content/pdf/10.1007%2Fb135594.pdf

Step 2 – creating the bibliographic reference

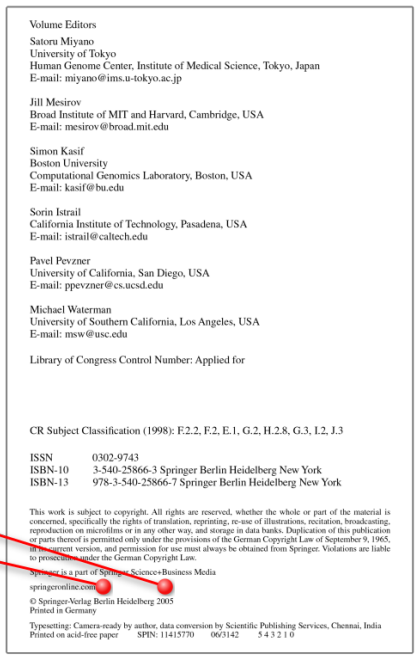
The further steps were similar as when creating the bibliographic reference to an online book chapter, i.e. first we took details from the contribution itself (e.g. we copied the title from the given contribution, not from the contents of the anthology), and only afterwards from the title page of the anthology and from the back of the title page.



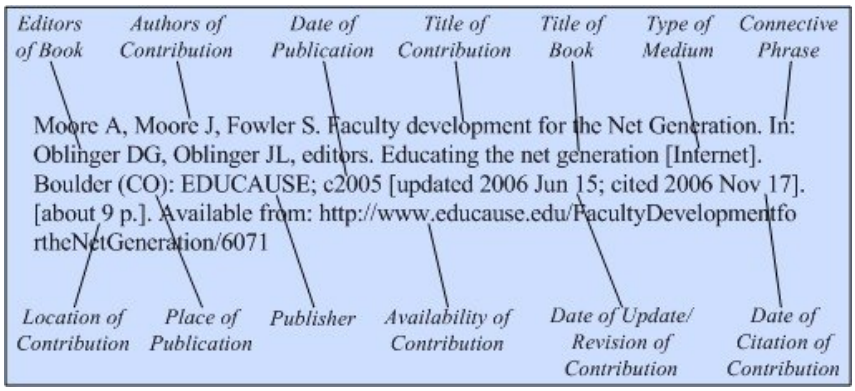
beginning of the contribution end of the contribution



title page of the anthology



back of the title page



Khan MK, Zhang J, Tian L. Protecting biometric data for personal identification. In: Advances in biometric person authentication [Internet]. SINOBIOMETRICS 2004: 5th Chinese Conference on Biometric Recognition; 2004 Dec 13-14; Guangzhou, China. Berlin: Springer; 2004 [cited 2006 Nov 20]. [245 KB]. Available from: http://springerlink.metapress.com/content/mcu60u211xf6w90w/?p=8031e82410a44d8d867641ae718de705&pi=71

Samples in the instructions of the NLM citation style

Gat-Viks, I, Tanay A, Raijman D, Shamir R. The factor graph network model for biological systems. In: Miyano S, Mesirov J, Kasif S, Istrail S, Pevzner P, Waterman M, editors. Research in computational molecular biology [Internet]. RECOMB 2005: 9th Annual International Conference; 2005 May 14-18; Cambridge, MA, USA. Berlin: Springer; c2005 [cited 2014 Jul 1]. p. 31-47. Available from: http://link.springer.com/content/pdf/10.1007%2Fb135594.pdf

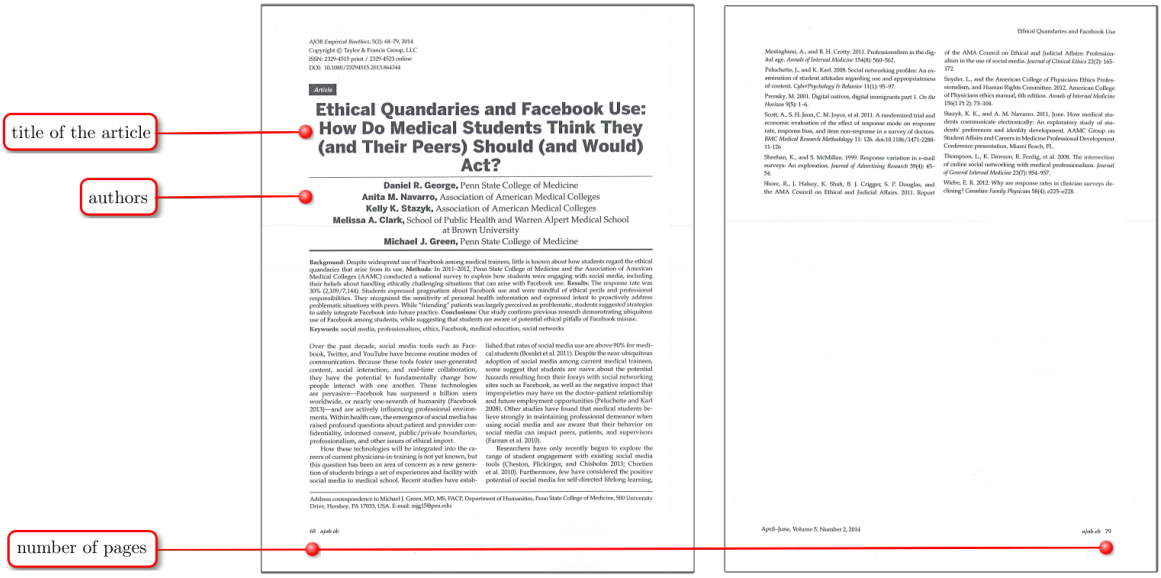
The resulting bibliographic reference to a chapter in an online book

Commentary on creating the bibliographic reference

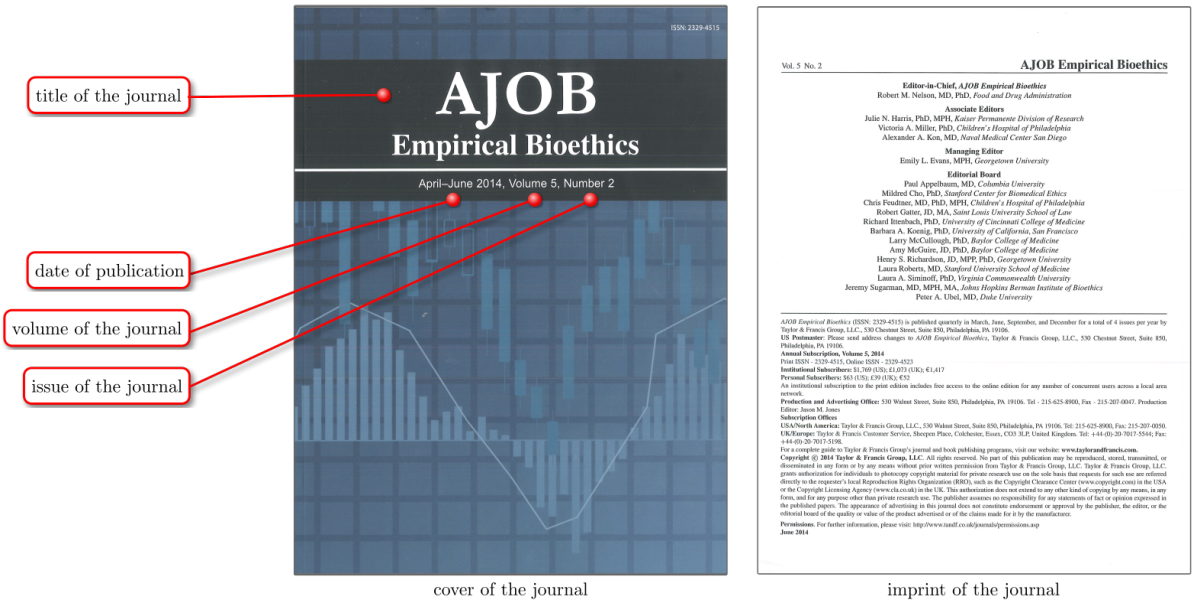
Because the NLM style provides primarily a universal model for contributions in an online anthology we had to search for a model concerning the contribution in an online anthology from a conference without editors. The resulting citation was therefore created firstly according to the primary model (upper figure), and secondly information about the conference was inserted between the title and the place of publication according to the second model (bottom figure).

Article in a printed journal

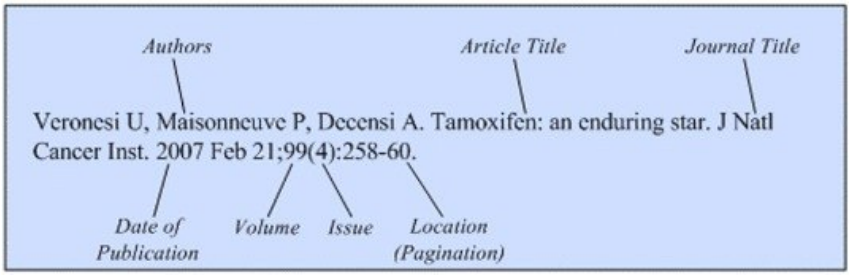
When citing a journal article, copy the information about the author, title and page numbers from the article itself (and not, for example, from the table of contents of the journal). All other details such as the title of the journal, year of publication, volume, etc. should be taken firstly from the cover of the journal, and if not available there from the imprint and then from the article itself.



first page of the article | last page of the article



cover of the journal | imprint of the journal



Model according to the NLM citation style manual

George DR, Navarro AM, Stazyk KK, Clark MA, Green MJ. Ethical quandaries and Facebook use: how do medical stu- dents think they (and their peers) should (and would) act?. AJOB Empir Bioeth. 2014 Apr-Jun;5(2):68-79.

The resulting bibliographic reference to an online book

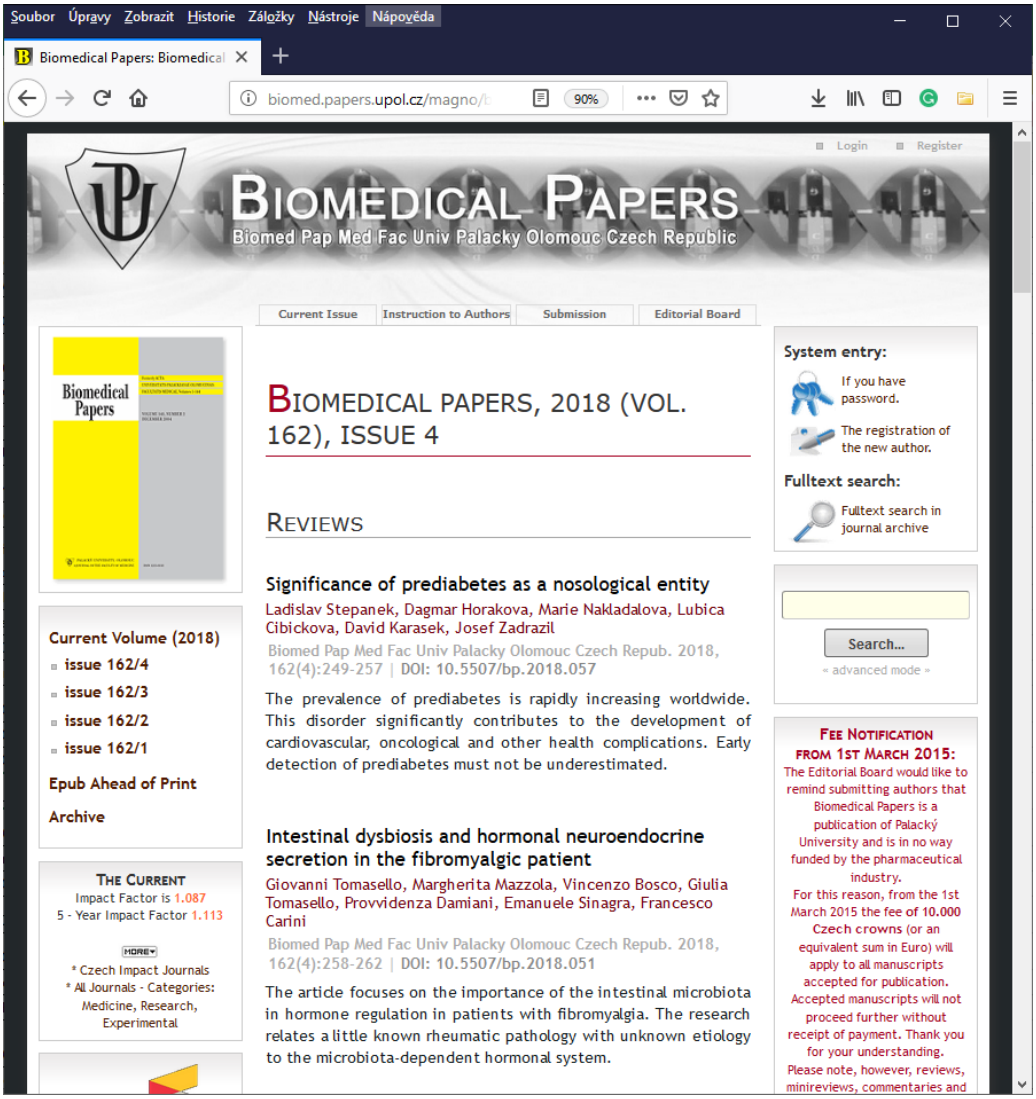
Commentary on creating the bibliographic reference

According to the instructions of the NLM style, the title of the journal is abbreviated to the form used by the Medline PubMed database. We found this shortened version simply by entering the whole title of the journal into this database and copied it from the records found.

In relation with journals, note that the term "volume" is sometimes wrongly understood. If the citation style requires "volume", you should not provide the year of publication but rather the number introduced by the words ročník, volume, tom, Band, etc. which express a volume of issues of journals.

Article in an online journal

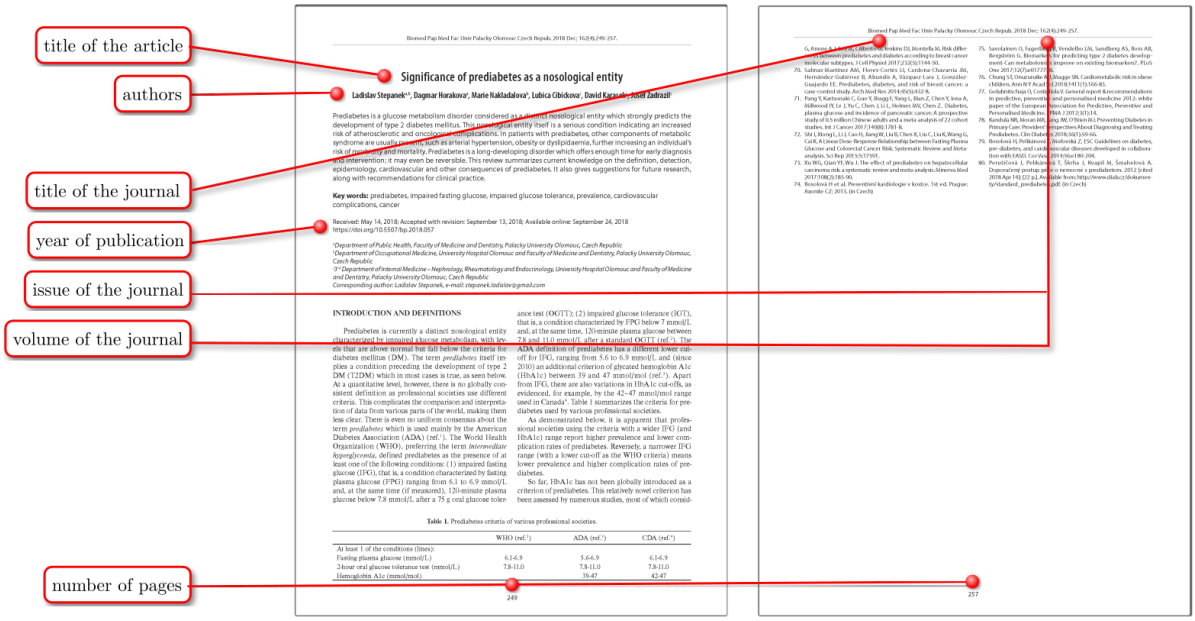
In the case of an article in an online journal, proceed as in the previous online publications. In this specific example, we are dealing with a webpage containing basic information about the issue of the journal (title, issue, year of publication) and its content. The article is available as a PDF file, which can be downloaded by clicking on the title of the article in the content.



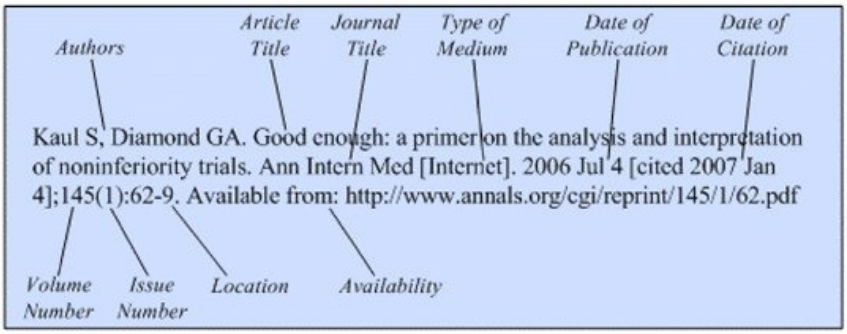
When you create a bibliographic reference, the primary source of information is the journal article itself; the webpage should only be used as a secondary source. You can see from the description of the individual details where we have copied them from and thus which of the documents (the webpage or the PDF file with the article) we preferred when we created the reference. Just like in the preceding online documents, we obtained the URL by right-clicking on the article and copying the address.

At this time we know the following details for the bibliographic reference:

- the type of the document: [Internet]
- accessed date of the document: [cited 2014 Jul 3]
- URL: http://www.tigis.cz/images/stories/Fyziologie/2014/01/04_sima_cs_fyz_1-14.pdf



cover of the journal imprint of the journal



Model according to the NLM citation style manual

Stepanek L, Horakova D, Nakladalova M, Cibickova L, Karasek D, Zadrazil. Significance of prediabetes as a nosological entity. Biomed Pap Med Fac Univ Palacky Olomouc Czech Repub [Internet]. 2018 [cited 2019 Jan 23];162(4):249-257. Available from: http://biomed.papers.upol.cz/pdfs/bio/2018/04/01.pdf

The resulting bibliographic reference to an online article

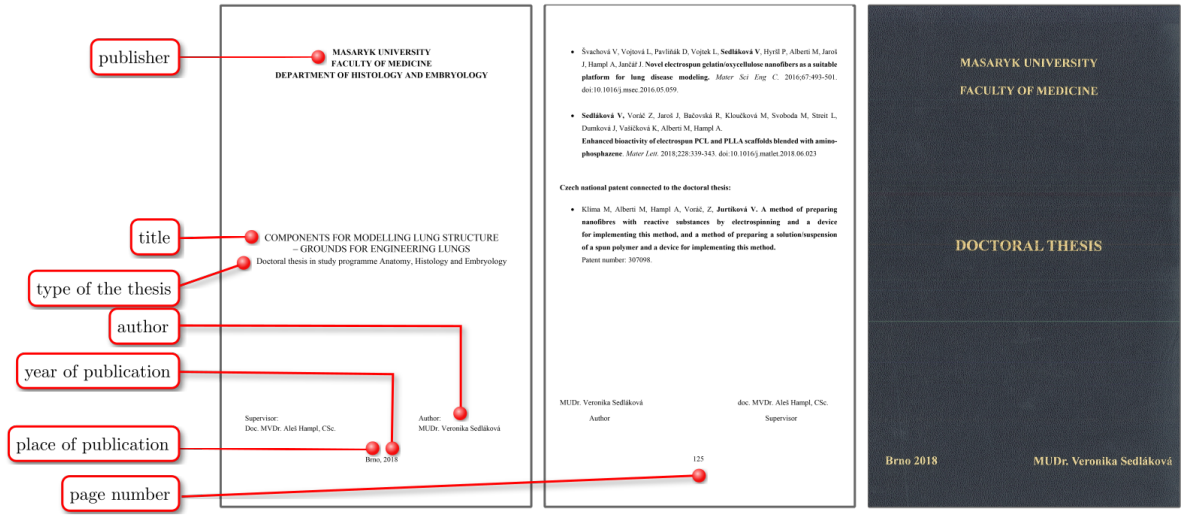
Commentary on creating the bibliographic reference

Here again we entered the shortened title of the journal which is listed by the Medline PubMed database. We obtained the URL of the article by copying the link to the article from the journal's website.

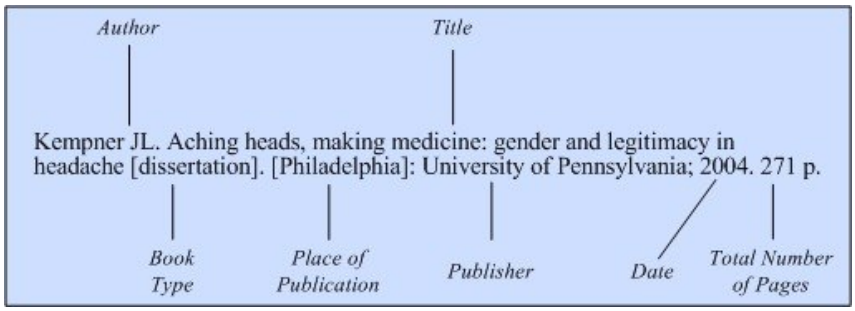
Printed thesis

When we talk about a graduate thesis, we mean all types of graduate theses at universities which are a requirement for gaining an academic degree, i.e. Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation theses. If you want to cite theses, proceed in the same way as with books, with the difference being that citation styles usually require stating the type of the thesis after its title. Moreover, in the Czech academic world you can often encounter the Czech word list" (sheet) instead of strana (page) in the information about the page number, this is due to the fact that many such theses are printed only one-sided.

Universities tend to have very similar rules of formal requirements for graduate theses, and therefore it can be expected that most (if not all) title pages of these theses will contain all information necessary for the bibliographic reference.



title page | last numbered page | front board



Model according to the NLM citation style manual

> Sedlakova V. Components for modelling lung structure - grounds for engineering lungs [dissertation]. Brno (Czechia): Masaryk Univ., Faculty of Medicine; 2018. 125 p.

The resulting bibliographic reference to an online book

Commentary on creating the bibliographic reference

If you cite a graduate thesis, the type of the document comes after the title. The names of the individual types of documents are specified in the commentaries to the model in the citation style. In our case, the word dissertation was used. Although the place of publication is given in square brackets in the model,

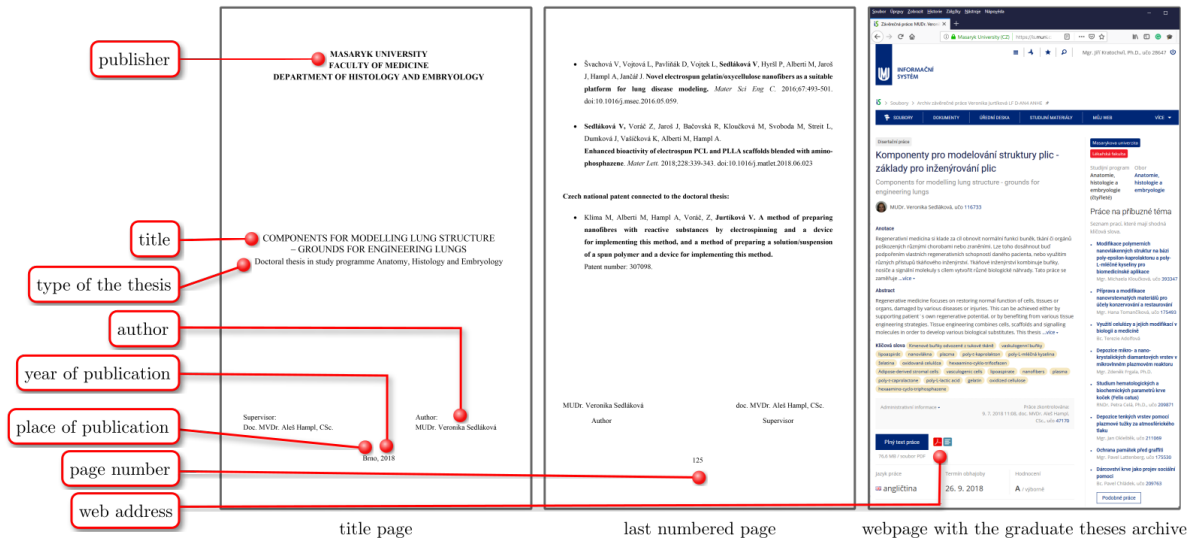
we did not mark it in this way, because according to the instructions of the NLM style, square brackets should be used in the event that the information is missing in the document. In accordance with the instructions of this style we also complemented Brno, as a less well-known city, with a one-word name of the country. For the same reason we added the name of the faculty where the thesis was successfully defended, to the name of the university.

The English abbreviation for the word page is used to mark the information about the page number, because the citation style requires us not to use the number of printed sheets but the number of printed pages regardless of whether the sheets are printed single-sided or double-sided.

Online thesis

When this material was created, the Faculty of Medicine at MU required that the graduate theses be submitted in both printed and electronic form (the electronic form by means of the information system of the Masaryk University IS MU). Therefore, for comparison we can create an online version of the bibliographic reference to the same graduate thesis.

In our example we opened the website of the graduate theses archive containing a link to the dissertation in a PDF file (upper right figure). We copied the link for the purpose of creating the bibliographic reference, or rather – because the IS MU allows it – we displayed additional information about the file. This contains two links to the PDF file, one of which allows public access to the file and the other one only after being logged into the IS. We chose the link with public access so that readers outside the Masaryk University also could display the document in the event that they need it.



title page | last numbered page | webpage with the graduate theses archive

50. Dissertation on the Internet

Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000 [cited 2006 Nov 3]. 123 p. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

Model according to the NLM citation style manual

Sedlakova V. Components for modelling lung structure - grounds for engineering lungs [dissertation on the Internet]. Brno (Czechia): Masaryk Univ., Faculty of Medicine; 2018 [cited 2019 Jan 24]. 125 p. Available from: https://is.muni.cz/auth/th/x1g2r/Doctoral_thesis_Sedlakova.pdf

The resulting bibliographic reference to an online book

Commentary on creating the bibliographic reference

When creating the bibliographic reference, we proceeded in the same way as with the printed version with the following difference: because of the form of the document and according to the instructions of the NLM style, we entered dissertation on the internet as the type of the document and added information

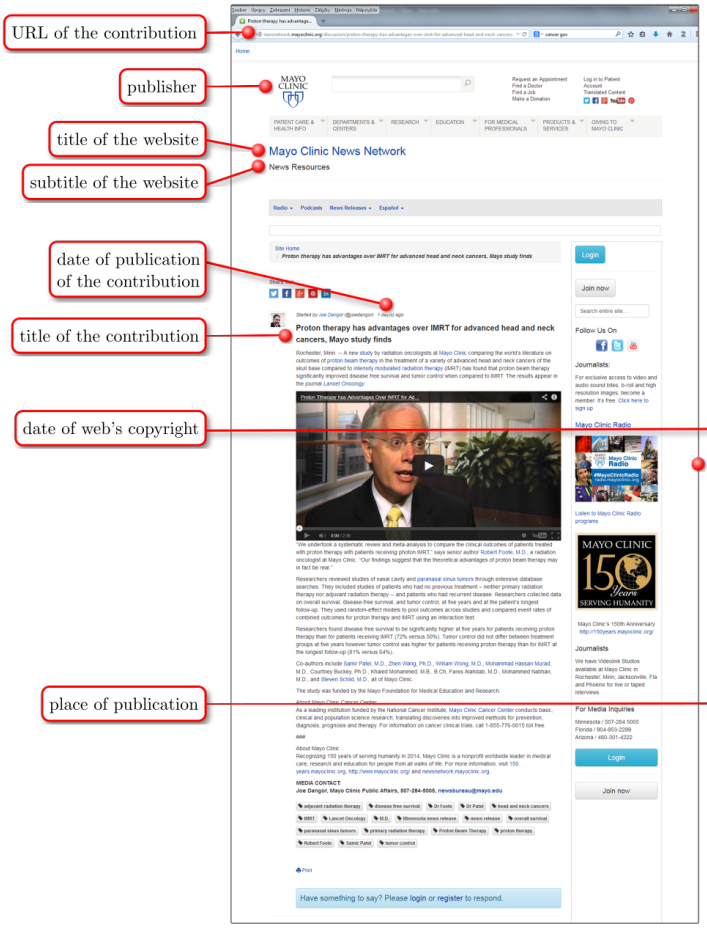
on the accessed date and URL of the document.

We obtained the URL by copying the link to the PDF file from the Graduates and Theses website of the Masaryk University.

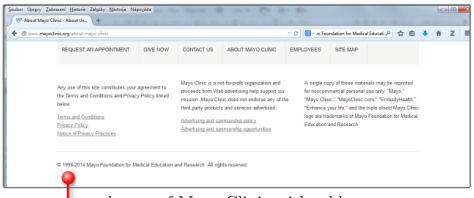
Contribution on a webpage

When creating this bibliographic reference, we copied most of the information from the respective webpage (figure on the left). We tried to find the missing information (the place of publication) on the page with contacts by choosing Departments & Centers in the menu and clicking on Contact Us. However, this page (shown on the top right figure) contained multiple addresses and we tried to find the main one with the browser. Among others we found a government website with the .gov domain (bottom-right figure) containing only one address, which we copied and entered in square brackets in the bibliographic reference (square brackets are used because we found this piece of information from another source than on the original webpage with the contribution).

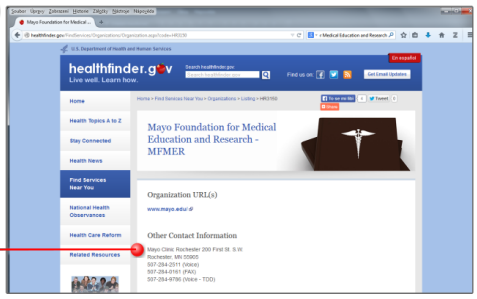
We entered the date into the citation although the webpage contained information 1 day(s) ago. The detail on the number of pages then includes an estimated number of how many pages would be necessary for displaying the whole webpage at once.



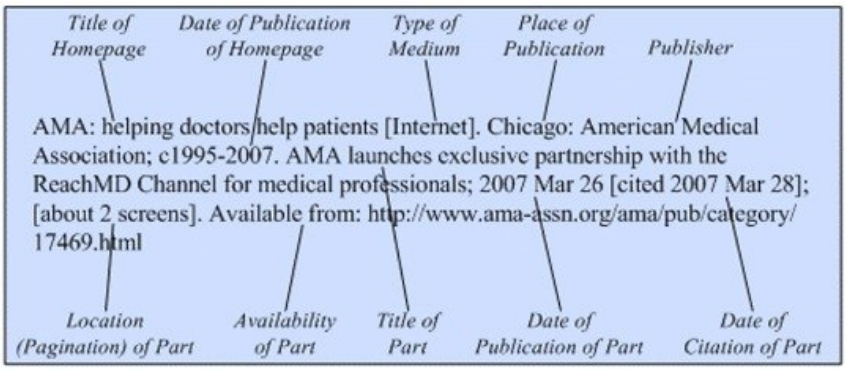
cited contribution on the webpage



webpage of Mayo Clinic with addresses



webpage of a government institution containing the address of Mayo Clinic



Model according to the NLM citation style manual

Mayo Clinic news network: news resources [Internet]. [USA]: Mayo Clinic; c1998-2014. Proton therapy has advantages over IMRT for advanced head and neck cancers, Mayo study finds; 2014 Jul 2 [cited 2014 Jul 3]; [about 3 screens]. Available from: http://newsnetwork.mayoclinic.org/discussion/proton-the- rapy-has-advantages-over-imrt-for-advanced-head-and-neck–cancers-mayo-study-finds

The resulting bibliographic reference to an online book

Presentation

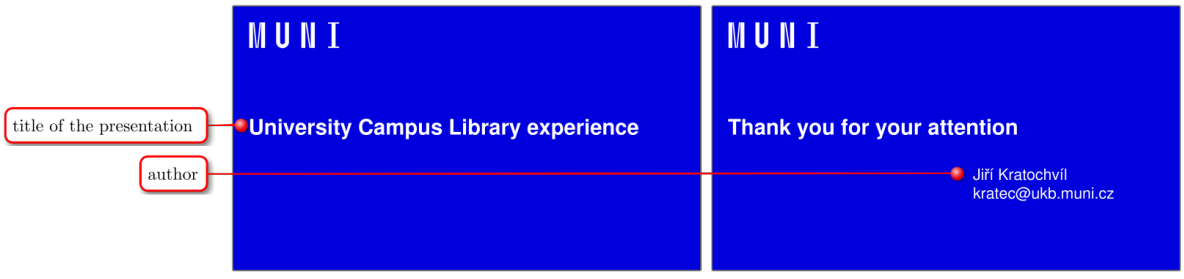
Although a presentation is, due to its purpose (visual support of a speech), not the ideal source of information for a scholarly text, you still may need to cite this type of the document (e.g. in fields concerned with communication). When citing a presentation, you need to distinguish the way in which it is accessible. The models for a bibliographic reference to a presentation differ based on whether it is an unpublished presentation, a presentation displayed as a file to be downloaded on a webpage or directly inserted into the webpage. Let us show you the differences in their manner of citation using the following examples.

Model situation 1 – an unpublished presentation

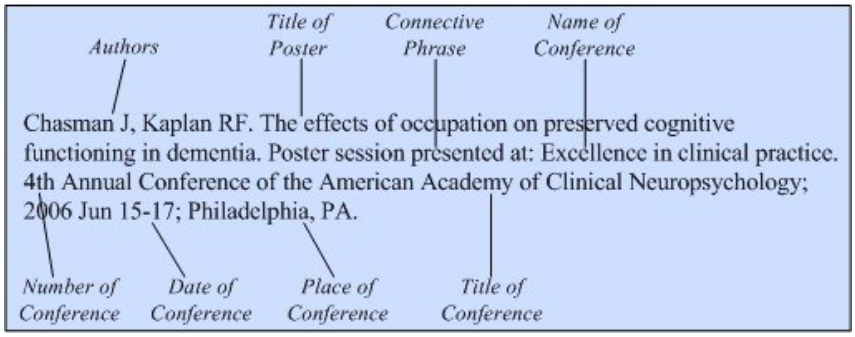
Suppose that on 5 March 2014, we participated in a presentation on citing. After it ended, we asked the lecturer for his presentation and he gave us a copy (e.g. he copied it to our flash drive). Now we are about to write a text on citing in which we want to use some of the information from the presentation, therefore we must create a bibliographic reference to the presentation.

First, look at the instructions of the citation style to see if it contains a description of how a bibliographic reference to a presentation should look. If there is such description in the citation style, then we follow it and proceed similarly as in the previous document, i.e. we compile the bibliographic reference piece by piece.

In our case we are citing according to the NLM style, which does not contain a model for citing a presentation. In this situation, you should follow the model of a bibliographic reference for a document whose character is the closest to a presentation. Due to the fact that presentations are usually a part of a performance in front of a professional public, it makes sense to create the bibliographic reference according to the model for poster from a conference. In this case we were successful and found a model of the appropriate bibliographic reference for this type of the document. We then compiled the reference according to the model analogically modifying the details typical of a poster to details that reference to a presentation should contain. That means that instead of the information about the conference we provided information about the lecture (name of the library activity in which scope the lecture was held, date and venue), all of which is introduced by a phrase expressing that this is not a poster but a presentation.



introductory slide of the presentation — final slide of the presentation



Model according to the NLM citation style manual

Kratochvíl J. University Campus Library experience. Presentation presented at: [University of Saskatchewan; 2019 Apr 25; Saskatoon, Canada.]

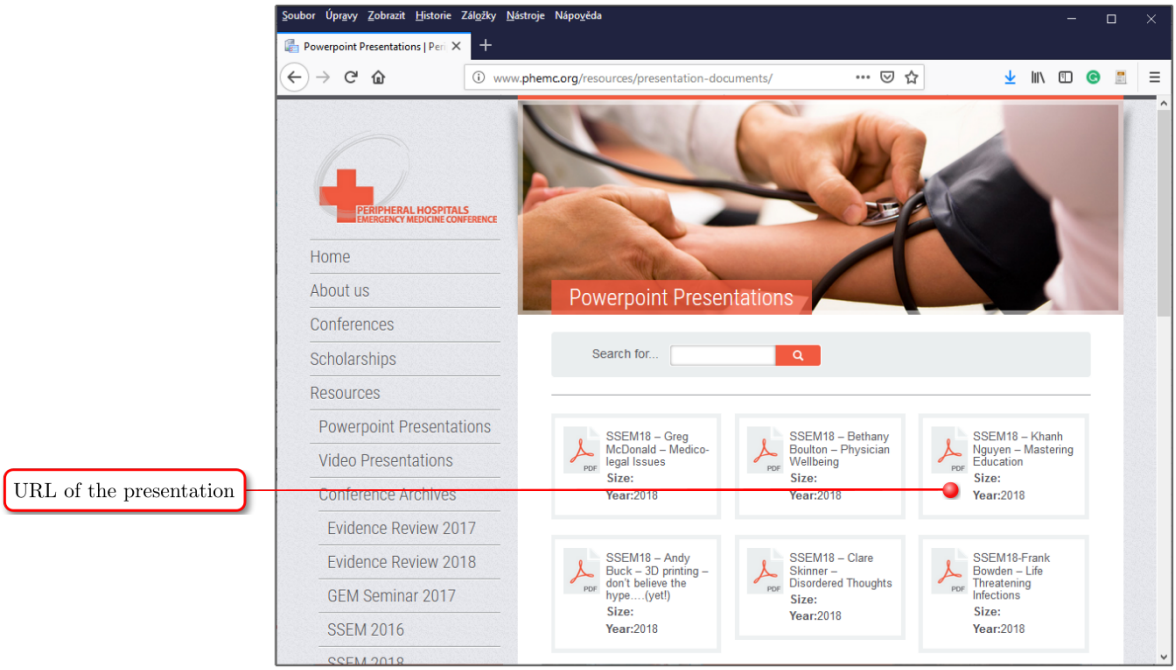
The final bibliographic reference of a presentation

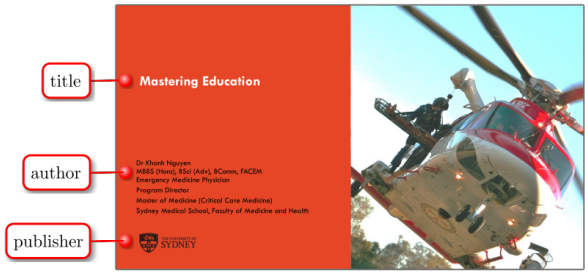
Commentary on creating the bibliographic reference

Information about the name of the university, date and venue are in square brackets, because they were not stated directly in the presentation, but rather found in another source (from the author).

Model situation 2 – presentation as a file on the web

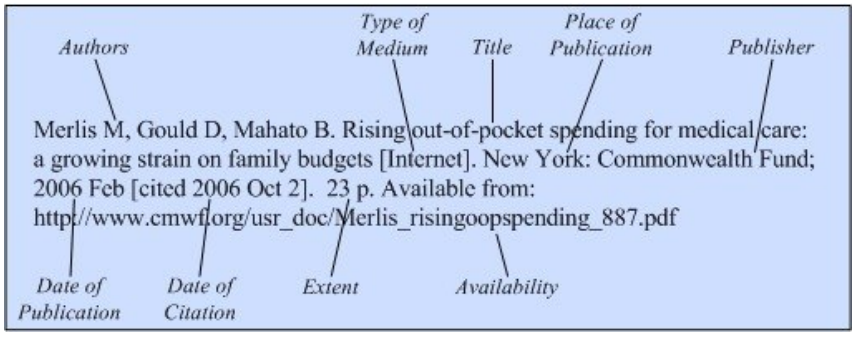
The second model situation is similar to the preceding one with the difference that this time, we cite a presentation that is available to everyone on the internet, e.g. presentations on the website of the conference. In this case it is necessary to search for the citation model for such presentation according to the citation style. In our case, the NLM citation style considers a presentation published in this way to not be a document from a conference, but rather to be an individual title available on a website. Therefore a bibliographic reference to an online book is used as a model. When creating the bibliographic reference we took the details primarily from the presentation itself and we only used the website to copy the URL of the presentation by right-clicking on Copy the address of the link.





introductory slide of the presentation

final slide of the presentation



Model according to the NLM citation style manual

Nguyen K. Mastering Education [Internet]. [Sydney]: The University of Sydney; [2018] [cited 2019 Jan 24]. 22 p. Available from: http://www.phemc.org/wp-content/uploads/2018/10/SSEM18-Khanh-Nguyen-Mastering-Education.pdf

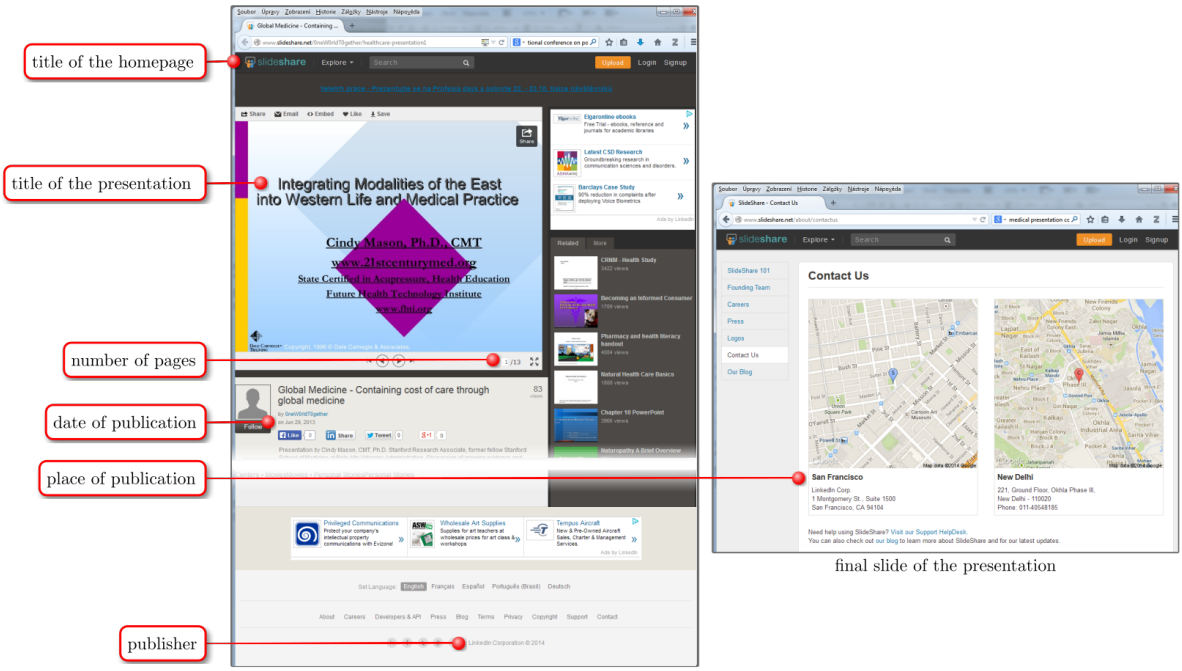
The resulting bibliographic reference of a presentation available through the link on a website

Commentary on creating the bibliographic reference

We inserted place and year of publication of the event into square brackets, because they are not given directly in the presentation, but we can deduce it from the year of the event and the name of the university.

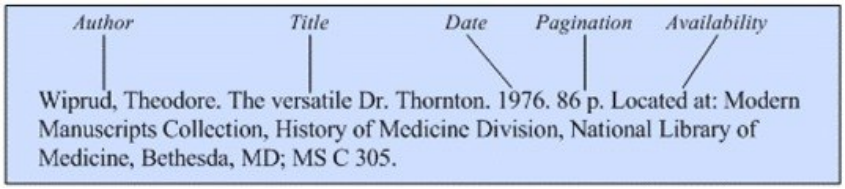
Model situation 3 – presentation as a part of the webpage

In the third model situation, the presentation is an integral part of a webpage, or more precisely it is one of its elements. In this case it is always necessary to read the citation style carefully to determine how to proceed when citing. However, you commonly encounter instructions that you should create a bibliographic reference to a contribution on a webpage although it is a presentation. It is no different with the NLM style that we are using as our basis for creating samples of bibliographic references in this manual. This style differentiates specifically between whether the document is separated from the remaining webpage (see the model situation 2) or whether it is an integral part of it (in this case you should create a bibliographic reference to a contribution on a webpage.



webpage with the presentation

final slide of the presentation



Model according to the NLM citation style manual

SlideShare [Internet]. San Francisco, CA: LinkedIn Corporation; c2014. Integrating Modalities of the East into Western Life and Medical Practice; 2013 Jun 29 [cited 2014 Jul 7]; 13 pp. Available from: http://www.slideshare.net/oshaugs/the-icpd-wo- mens-roles-and-reproductive-rights

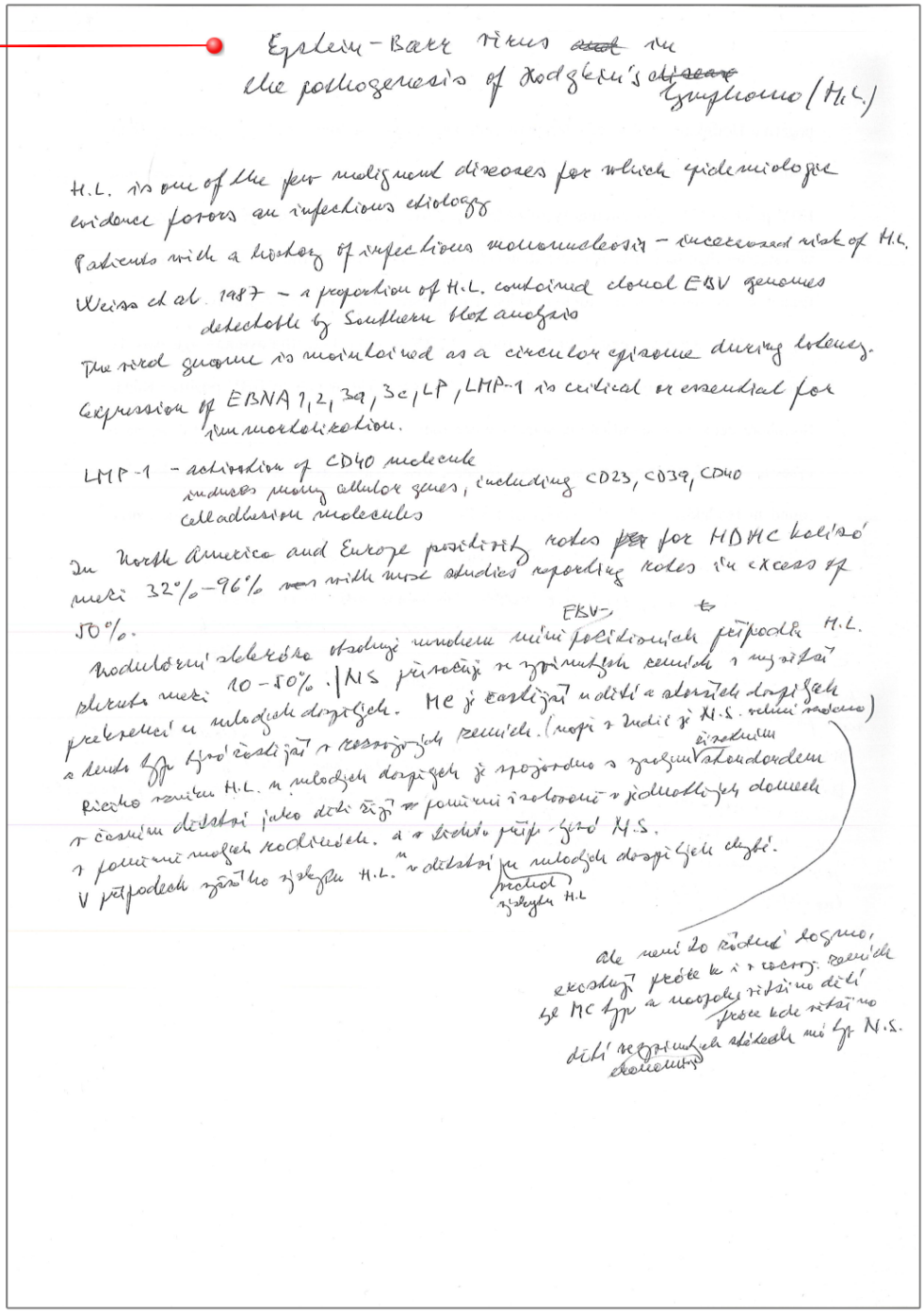
The resulting bibliographic reference to a presentation available through the link on a website

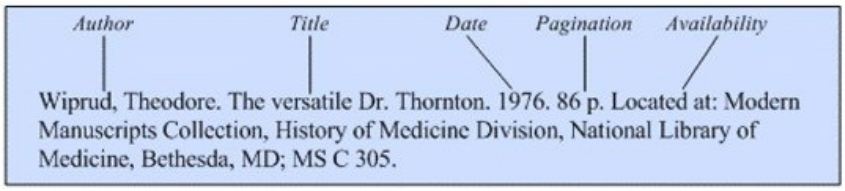
Commentary on creating the bibliographic reference

The author of the presentation is not given, because the NLM style instructs us that when citing a part of a webpage, this detail should not be specified. Although we found the place of publication on a different webpage, it is not in square brackets, because we found this piece of information in the same domain of SlideShare.Although on finds the copyright date 1996 on the introductory slide of the presentation, we entered the date of publication of the cited part according to the model for the bibliographic reference.Despite the NLM instruction that the exact page number of a contribution should be introduced by the abbreviation of the word page (e.g. pp. 5–9), we provided the information on the total number of pages of the presentation, i.e. 13 pp. We did that for the logical reason that the cited presentation in relation to the other information on the webpage is not an excerpt of the webpage but an inserted complete work. If the inserted object contained multiple presentations (connected into one file) and we were to cite one of them, then we would of course provide the specific extent of pages introduced by the abbreviation for the word page.

Manuscript

It is more difficult to cite a manuscript than the preceding documents, because a manuscript does not always contain all information necessary for a bibliographic citation. Therefore, it may happen more often than elsewhere that we obtain much of the information from a source other than from the manuscript directly. Such information needs to be placed in square brackets (e.g. when the author gave us an unsigned manuscript, we may know where the author worked in the time of writing the text, etc.). The example below cites notes from the estate of a deceased author. The following comments will explain why each part of the bibliographic reference is written in its respective way.





Model according to the NLM citation style manual

[Mačák J.] Epstein-Barr virus in the pathogenesis of Hodgkin's lymphoma. [1987-1993]. 1 p. Located at: University Campus Library, Brno, Czechoslovakia; S-1.

The final bibliographic reference of a manuscript

Commentary on creating the bibliographic reference

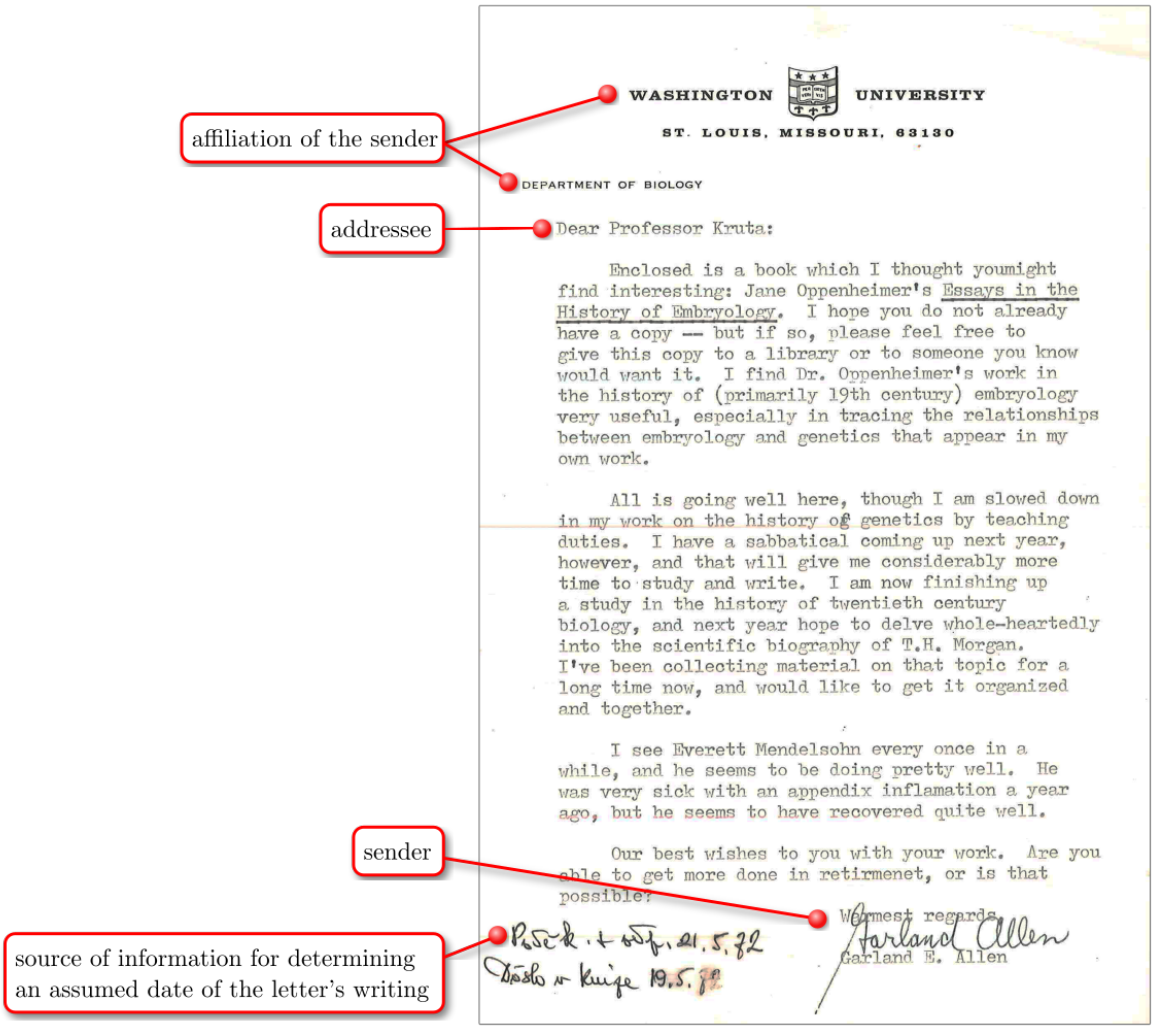
Information about the author and year of publication are placed in square brackets because they were not properly stated anywhere in the manuscript. The author's name and surname – Prof Jiří Mačák – was identified based on the fact that the notes were part of his bequeathal to the University Campus Library (KUK). The year of publication or rather the span of years when the notes were written was determined based on the following facts: in the manuscript a publication from 1987 is cited, and the notes were parts of documents from the years 1978–1993.

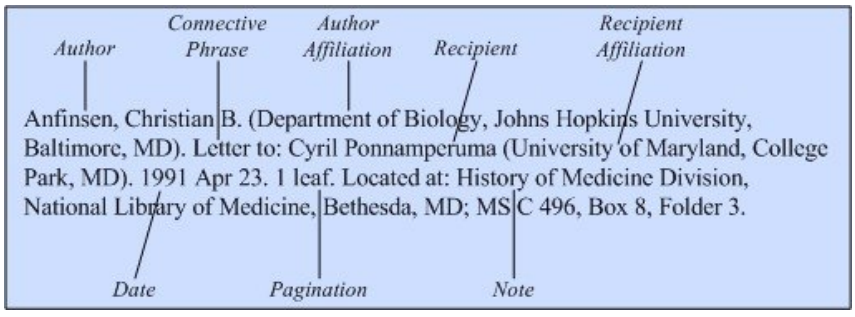
For the place of publication, we entered Czechoslovakia, because almost the whole period when the notes were written coincides with the existence of that country.

As far as the localization of the document is concerned, at the end of the bibliographic reference a signature is provided under which this manuscript is stored in the University Campus Library.

Letter

Similarly as when citing a manuscript, you may be limited by the amount of information available here as well. The example below cites a letter again from an inheritance of a deceased author, the following comments will explain why each part of the bibliographic reference is written in its respective way.





Model according to the NLM citation style manual

Allen Garland E. (Department of Biology, Washington Univer- sity, St. Louis, MO). Letter to: [Vladislav] Kruta [(Univerzita J. E. Purkyně, Brno, Czechia). 1972]. 1 leaf. Located at: Inheritance after Vladislav Kruta, University Campus Library, Masaryk University, Brno (Czechia).

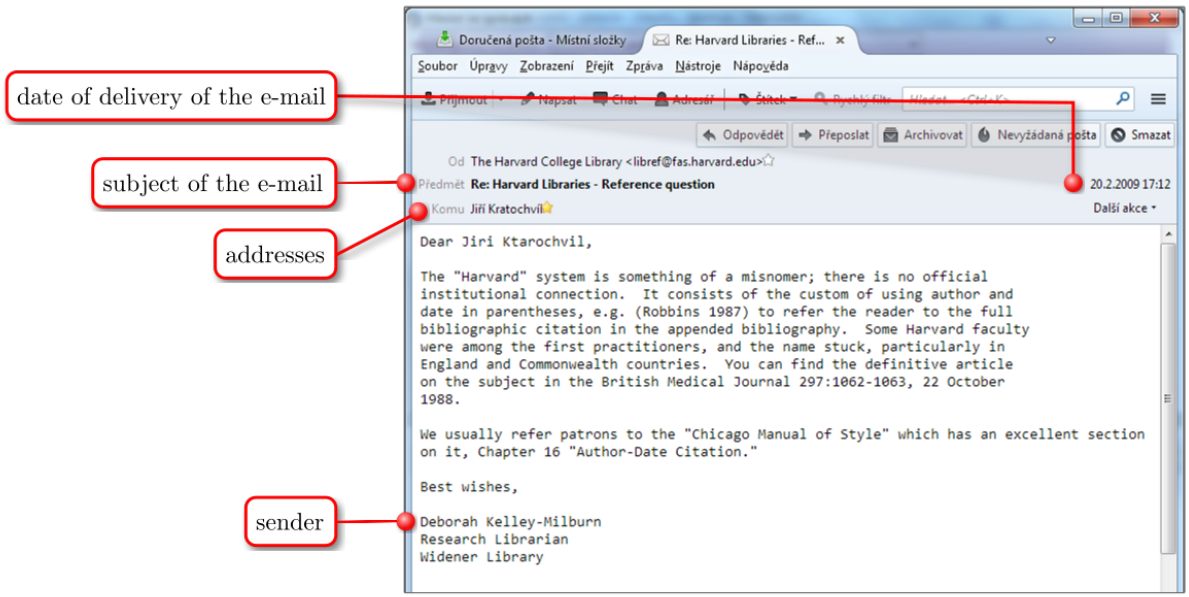
The resulting bibliographic reference of a letter

Commentary on creating the bibliographic reference

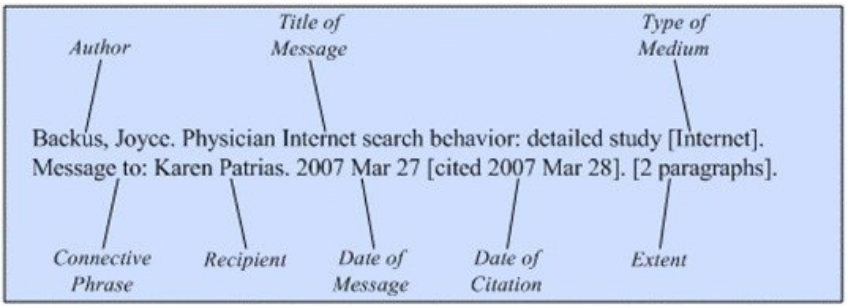
In this case almost all details could be copied from the letter except for the first name of the addressee, his affiliation and date of the letter's writing. The surname Kruta is in the letter apparent as an addressee. Due to the fact that the letter is stored as part of the legacy of Prof. Vladislav Kruta, and his long-term work for the Faculty of Medicine of the then University of J. E. Purkyně in Brno, we could without any doubt identify the first name of the addressee and his affiliation. Nevertheless, we still strictly observe the rule of using square brackets to denote information drawn from other sources than the cited document.The date of the writing of the letter is only specified as a year, because it follows from Prof. Kruta's notes that the letter was inserted into a parcel with a book. Considering the fact that even today delivering a parcel from the USA may take several weeks, we could only speculate whether the letter was written in May or in some preceding months.

E-mail

These days one clearly encounters e-mails more often than classic letters. The creation of the bibliographic reference itself is not difficult in any way, because e-mail servers or clients usually record the same technical information about e-mails (subject, information about the sender/addressee, etc.) However, it may be problematic to cite an e-mail without the possibility of identifying its sender (if the sender is not signed and the e-mail address does not provide a name and surname, etc.), because such texts lose credibility due to the fact that the sender's identity cannot be determined.



the whole text of the e-mail



Model according to the NLM citation style manual

Kelley-Milburn, Deborah. Re: Harvard Libraries - Reference question [Internet]. Message to: Jiří Kratochvíl. 2009 Feb 20 [cited 2014 Jul 9]. [2 paragraphs].

The final bibliographic reference to an e-mail

Interview

When citing an interview, you should take into consideration how it went and how it was recorded. In the case of a personal interview, when you for example cite an interview with the supervisor of your graduate thesis, citation styles usually recommend that you provide the relevant information about the interview in the text itself instead of creating a bibliographic reference. You can for example use a sentence such as When I consulted Prof. Novak about this matter on 10 July 2014, he pointed out that....

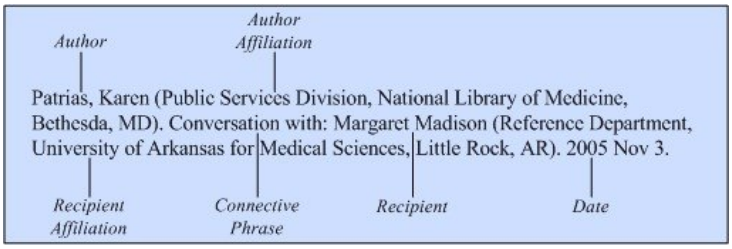
In the case of recorded interviews, e.g. in a discussion forum, radio/TV programme, etc. it is necessary to differentiate on which type of medium the record is saved (file to be downloaded or a stream on a webpage, a record on a CD/DVD/cassette). According to the medium, you should search for a relevant model for the bibliographic reference. For example, if the record is a file for download or an inserted object on a webpage, you should proceed similarly as in the above-mentioned reference to a presentation that is either for download or as an object on a webpage.

Naturally, it may also happen that the citation style does not contain a model for a bibliographic reference to an interview or to the type of the document comprising the given interview. In such case it is necessary to search for instructions for a bibliographic reference to a similar document in the citation style (e.g. if there is no model for a reference to an interview on a video cassette, use the model for an audio tape). If, however, the citation style does not include a model for an at least somewhat similar document, you can look at the format for such a bibliographic reference in another citation style and adjust it to the style of your document (e.g. if the other style required writing the surname of the author in capital letters, we would still use normal case according to the NLM style).

Unrecorded personal interview

As was mentioned above, when citing an interview, citation styles often require formulating the sentence so that it is obvious that the following paraphrase of a verbatim citation is an idea taken from the given interview, rather than creating a bibliographic reference for the interview.

Other citation styles (the NLM style is among them) provide a concrete example for a bibliographic reference to an interview. Due to the nature of the information source, i.e. a personal interview, displaying the source of information is not part of the bibliographic reference below. Moreover, this is a fictitious interview, in which the author of this text answered a question from a colleague from abroad.



Model according to the NLM citation style manual

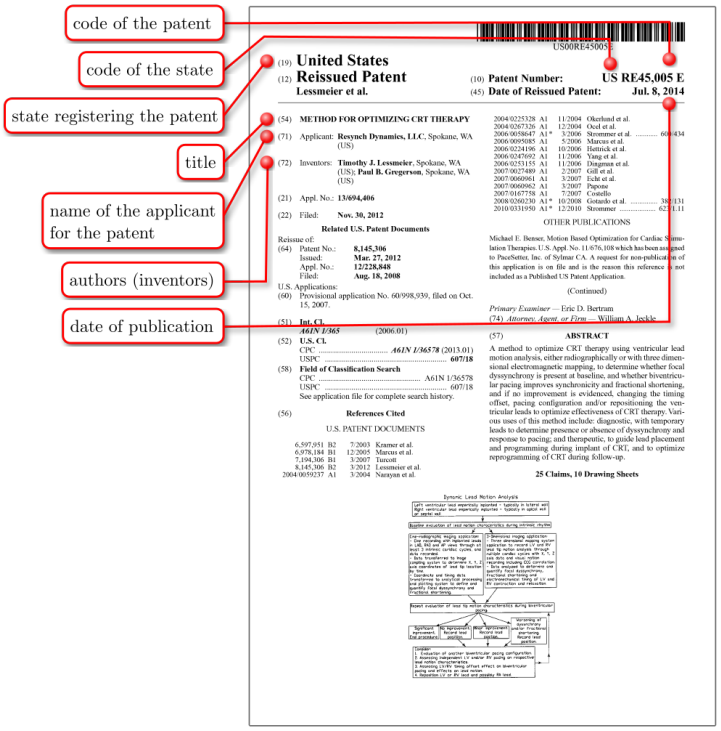
Kratochvíl, Jiří (University Campus Library, Masaryk University, Brno, Czechia). Conversation with: Ewa Rozkosz (Biblioteka, Dolnośląska Szkoła Wyższa, Wrocław, Poland). 2013 Aug 15.

The final bibliographic reference to a personal interview

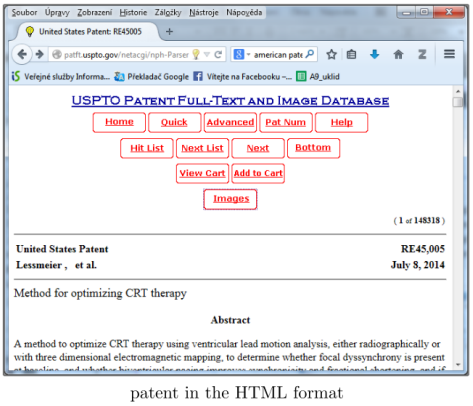
Online patent

The model for a bibliographic reference to a patent is usually provided by the majority of citation styles published by scholarly establishments. These styles, however, do not always reflect the fact that mostly such patents are available online and these styles do not offer a model for a bibliographic citation to an online patent. The NLM style is no different as it only contains a model for a bibliographic reference to a printed patent. In such situation, you can create a bibliographic reference according to the model for printed patents and supplement it with the three pieces of information typical of online sources, i.e. the type of the document, accessed date, and URL of the patent (highlighted in the resulting bibliographic reference).

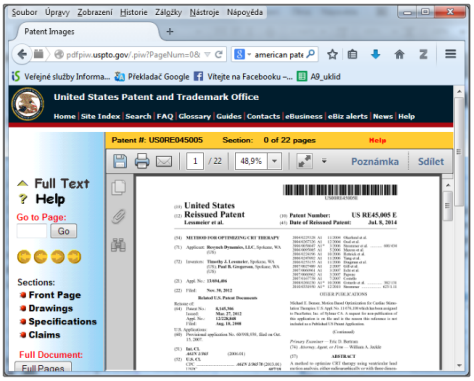
At the end we should add that the patent is available online in both HTML (top right figure) and PDF (bottom right) format.



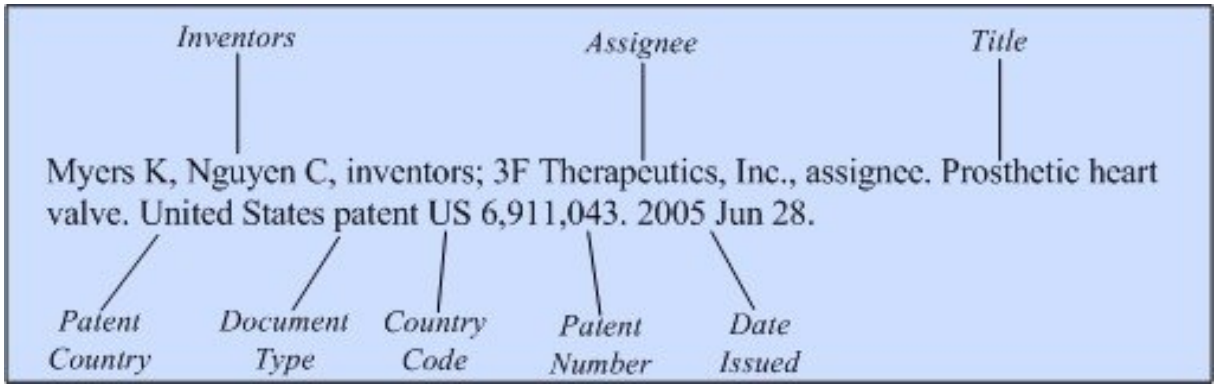
title page



patent in the HTML format



patent in the PDF format



Model according to the NLM citation style manual

Lessmeier TJ, Gregerson PB, inventors; Resynch Dynamics, LLC., assignee. Method for optimizing CRT therapy United States patent US RE45,005 E. 2014 Jul 8

The resulting bibliographic reference to an online patent

Commentary on creating the bibliographic reference

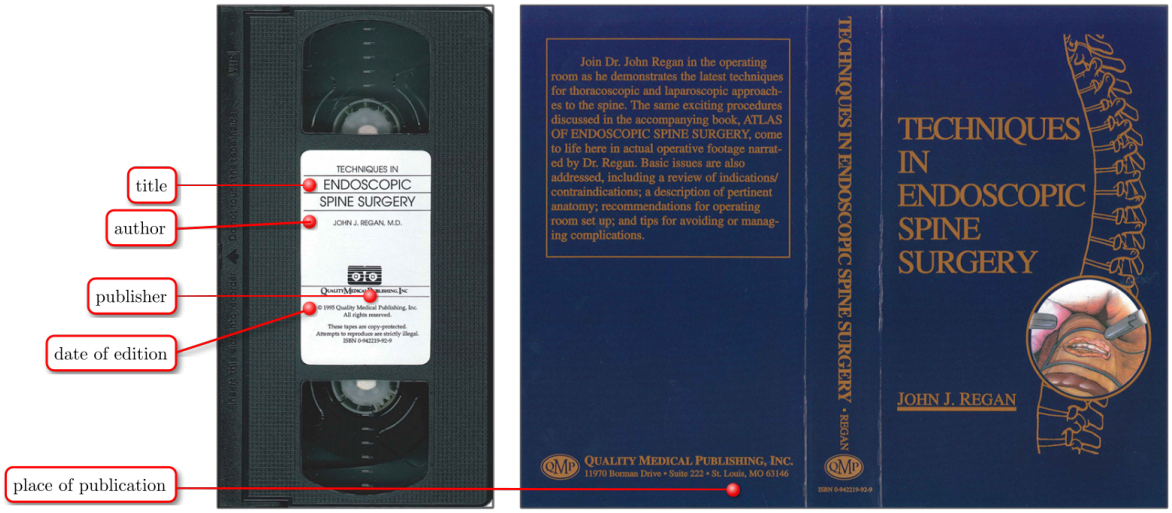
After we searched for and found the patent, the URL displayed in the browser's address bar was very long. Therefore, we tested whether the address would work even after deleting a portion of it. We learned that if we delete the part of the address with parameters, i.e. everything located after the number of the patent, the address will still be functional. For a better understanding we copied the entire address that we had in our browser. The red part is ultimately that which is used in the bibliographic reference: http://pdfpiw.uspto.gov/.piw?Docid=RE045005.

Video recording

Citing video recordings (DVD, VHS, etc.) as well as audio recordings (CD, audio cassettes) is not difficult in any way, because citation styles commonly provide relevant models for a bibliographic reference. Sometimes however it may be difficult to choose that part of the documents from which the details for the bibliographic reference should be drawn. In general, for media such as a video cassette, DVD, CD, etc. the following applies:

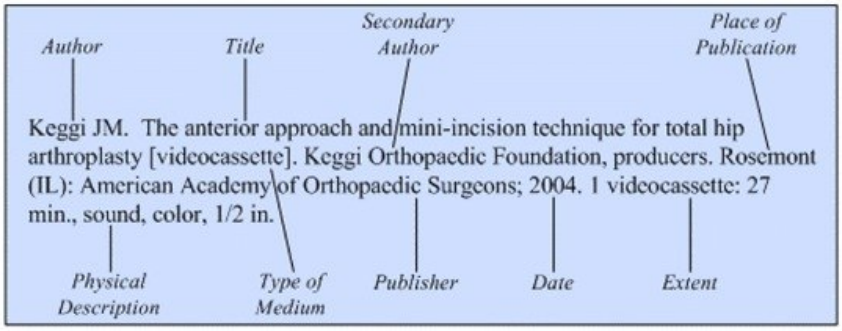
1. Use the information from the label/printing on the medium,
2. if the required detail is not there, look at the cover/booklet,
3. if the detail is not there either, insert the medium into a player and try to find the details among the information shown there (e.g. in the opening/closing credits of the video).

Video cassette



label on the video cassette

cover of the video cassette



Model according to the NLM citation style manual

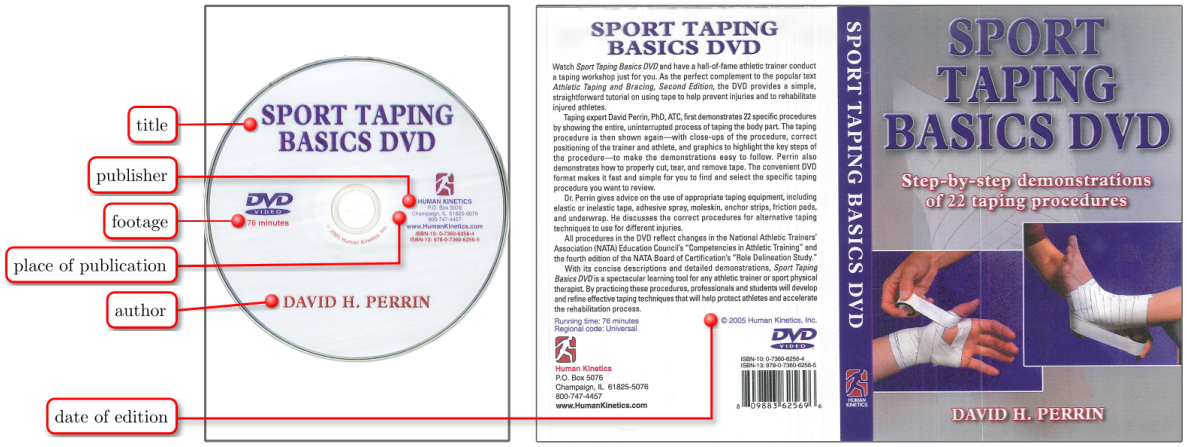
Regan JJ. Techniques in endoscopic spine surgery [videoca- ssette]. St. Louis (MO): Quality Medical Publishing; c1995. 1 videocassette: 68 min., sound, color, 1/2 in.

The final bibliographic reference to a video cassette

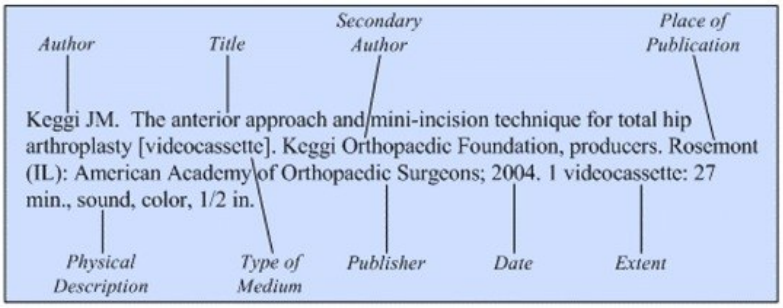
Commentary on creating the bibliographic reference

You can clearly see above that most of the details were taken from the label glued onto the cassette; the cover only served for obtaining the place of publication. Regarding the technical description of the cited video cassette at the end of the bibliographic reference, we had to play the cassette in order to find out whether the recording is black-and-white or colour and whether it is with or without sound. To find out the length of the video recording, we reset the counter after inserting the video cassette and forwarded it to the end of the video recording. The last detail is the width of the videotape, which we measured and determined that it corresponds to 1/2 in – the unit expression preferred by the NLM citation style.

DVD



DVD DVD cover



Model according to the NLM citation style manual

> Perrin DH. Sport taping basics DVD: Step-by-step demonstrations of 22 tapping procedures [DVD]. Champaign (IL): Human Kinetics; c2005. 1 DVD: 76 min., sound, color.

The final bibliographic reference to a DVD

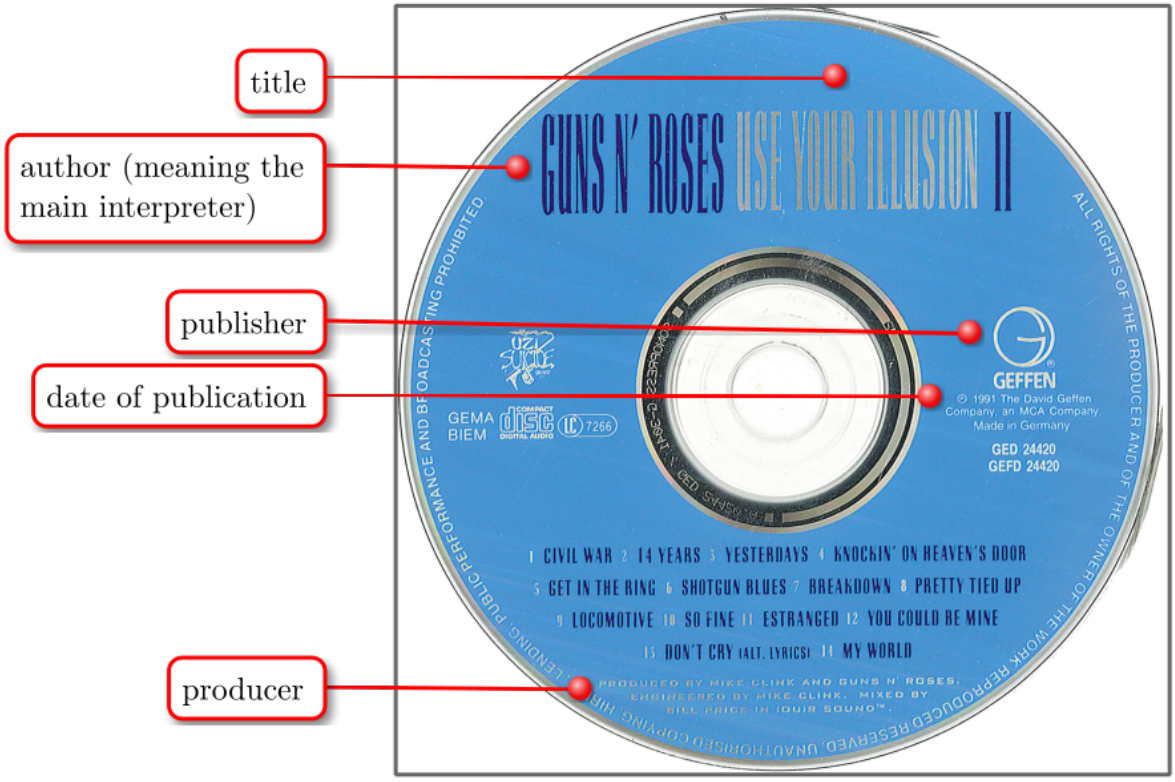
Commentary on creating the bibliographic reference

When citing a DVD, CD, etc., information should be taken primarily from the disc itself. If the required details are not available there, you should look at the cover, booklet and lastly at the content of the DVD. In this case, all information was copied from the disc, except for the publisher which was specified only on the cover. Information about whether the recording contains sound or is in colour could only be determined by playing the recording.

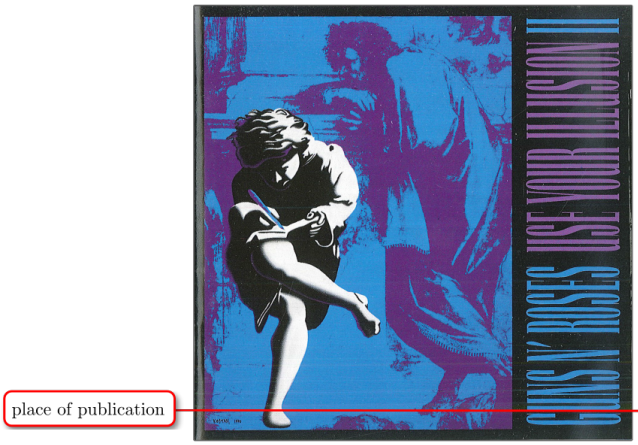
Audio recording

Similarly to video recordings, citation styles commonly contain models for bibliographic references to audio recordings as well. Many styles include models for both the recording as a whole (e.g. an album by a music group), as well as a part thereof (e.g. a song from an album).

Just like with video recordings, information for bibliographic reference should primarily be taken from the sound carrier itself (the printing on a CD, label on a vinyl record, etc.). If you cannot find the required information there, search for it on the cover/booklet and only then go to the recording itself (e.g. the CD may contain other files besides the audio recording).

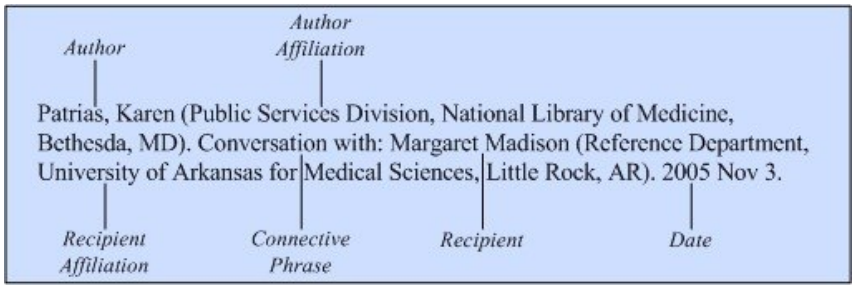


CD



first page of the booklet

back of the CD cover



Model according to the NLM citation style manual

Guns N' Roses. Uses Your Illusion II [CD]. Mike Clink and Guns N' Roses, producers. Germany: Geffen; c1991. 1 CD: 76 min.

The final bibliographic reference to an audio recording

Commentary on creating the bibliographic reference

The reason for providing the model for a bibliographic reference to a video cassette in this case is the fact that the NLM citation style is a universal model for citing both audio and audio-visual documents.

The place of publication includes only the country because the city of publication is unknown and the CD contains only the name of the state.

FAQ – Frequently asked questions

Why is there not just one citation style for citing?

This question has no straightforward answer, because there may be multiple reasons. The first one is the conservative behaviour of authors in the individual fields, who only reluctantly give up the time-tested ways of citing according to the respective citation style. During their publication activities, authors have to follow the citation rules of their publishers. These publishers prefer one of the citation styles in that respective field, or the publishers have their own way of citing. In this way authors get used to a certain way of citing and require their students to cite in the same way, instead of preferring one of the unified styles. Another reason may be the fact that in the individual fields scholars work with different types of information sources (e.g. a doctor does not need to cite maps, while a geographer does, etc.). Moreover, not all citation styles contain models for citing all types of documents.

The ISO 690 standard is considered to provide a solution for this issue. However, this standard compared to the citation styles of individual fields (APA, ACS, NLM, CBE/CSE, MLA, and others) is not as detailed and does not cover various types of documents which authors need to cite in certain fields (e.g. citing a legal act, a poster, etc.).

How should I write the page extent if I cite multiple parts of the document in one paragraph?

Simply place the pages within one pair of brackets and separate them by a comma, e.g. (Smith 2005, pp 20, 35-37, 40) when using the author-date method or (1 pp 20, 35-37, 40) when using the numeric method (the digit 1 refers to the first bibliographic reference in the bibliography).

Do I have to place a citation after every sentence?

Although we stated at the beginning of this material that copyright law requires one to provide a citation to every source of information that an author has drawn on, you need to do this with deliberation and sense. We showed using the examples of paraphrasing and citing that if it is obvious from the wording of the text itself where the paraphrase/citation starts and ends, it is sufficient to provide just one citation. Even so we will use two examples to demonstrate the correct way of citing and the inappropriate way. At this place we should stress the word inappropriate, because due to the obligation stemming from copyright law (namely, that all information taken from elsewhere should be equipped with a citation), one cannot say that the first example is incorrect. Rather, it is just unsuitably formed compared to the second example, because, considering the construction of sentences, the beginning and end of the paraphrasing is obvious.

The examples below show a model situation in which a paragraph is made up of four sentences paraphrasing information from various pages of the same contribution in an anthology. To illustrate it better, the author-date citation method is used within the APA citation style.

In palliative care for neurological patients one encounters various manifestations of weakness. In patients with amyotrophic lateral sclerosis one can observe, for example, disorders of fine motor skills (Ridzoň and Kabelka, 2007, p. 252-253). Patients with genetically conditioned myopathy show symptoms of Duchenne muscular dystrophy or Becker muscular dystrophy (Ridzoň and Kabelka, 2007, p. 255-256). Difficulties in moving are typical of patients with Parkinson's disease, and these difficulties include tremors, rigidity or hypokinesis (Ridzoň and Kabelka, 2007, p. 257-258).

Ridzoň, P. & Kabelka, L. (2007). Paliativní péče u neonkologických onemocnění. In O. Sláma, L. Kabelka & J. Vorlíček (Eds.), Paliativní medicína pro praxi (pp. 251-299). Praha, Czechia: Galén.

In palliative care for neurological patients one encounters various manifestations of weakness. In patients with amyotrophic lateral sclerosis one can observe, for example, disorders of fine motor skills Patients with genetically conditioned myopathy show symptoms of Duchenne muscular dystrophy or Becker muscular dystrophy. Difficulties in moving are typical of patients with Parkinson's disease, and these difficulties include tremors rigidity or hypokinesis (Ridzoň and Kabelka, 2007, p. 252-253, 255-256, 257-258).

> Ridzoň, P. & Kabelka, L. (2007). Paliativní péče u neonkologických onemocnění. In O. Sláma, L. Kabelka & J. Vorlíček (Eds.), Paliativní medicína pro praxi (pp. 251-299). Praha, Czechia: Galén.

What accessed date should you provide when citing online documents?

In bibliographic references to online documents you should provide the date that the document was accessed. This means that if for example the NLM citation style proceeds this date by the word "cited", it may create the impression that you should enter the date when you wrote the citation into your document. However, you should provide the date when you displayed the publication. Imagine the following situation: In 2010, you downloaded an article from a database which you intended to use in an article you were working on and you cited it in the text immediately. In 2014 you wrote a graduate thesis and draw information from the article you downloaded in 2010, but it was already deleted from the database. If the words such as cited were taken literally, i.e. the date when you cited the article from the database, it would be nonsense. That is, you would be claiming that this article was still available on the internet in 2014, although this is not the case. However, if you enter the date when you displayed the document on the internet and downloaded it, everything is correct, because you claim by this data that in 2010, the article was available in the database on the address provided and that you accessed it then. That is the reason why a number of citation styles prefers the word accessed to cited (or their synonyms). For example, ACS, AMA and Chicago citation styles require accessed or ISO 690 viewed, and therefore in this document we use accessed rather than cited or similar.

What should a citation of a webpage look like in the text?

The form of the citation within the text may vary because every citation style has its own rules. The numeric citation methods are easy, you just write the relevant number referring to the respective entry of the bibliographic reference in the bibliography. If you cite according to the author-date method, you need to bear in mind that every work has an author and therefore you need to determine whether you can find their name and surname. If you know the name, enter it into the citation. If not, look into the citation style for a solution for what to write in the citation. This is usually a word expressing that the work is anonymous, e.g. Anonymous, Anonym, etc. Some citation styles, however, require you to write a certain number of the words from the title. The bibliographic reference to such work then starts with the word such as Anonymous. Anonym, or in the case of using the words from the title, with the first fully meaningful word, etc.

How should I cite an old document which is only available on the internet in digitized form?

Whether one is dealing with a text, mediums such as video or sound that arose a century ago, and it is published on the internet as an electronic document you need to find the relevant model of the bibliographic reference in the citation style (e.g. a digitized book available on the internet = online book). If the style does not have a model for the relevant online document, you can use the model for its printed version and add details typical of an online publication to the bibliographic reference, i.e. the type of the document, the accessed date, and the URL of the document (primarily the direct link to the document, not to a webpage referring to the document).

How should I cite the source of information in the footnote when using the footnote citation method?

If you use the footnote citation method and, besides the bibliographic references, you want to place a note or an explanation for the main text into a footnote and this note was taken over from a different source, provide the relevant bibliographic reference directly after it (see note 1 in the example below).

In palliative care for neurological patients one encounters various manifestations of weakness. In patients with amyotrophic lateral sclerosis one can observe, for example, disorders of fine motor skills. Patients with genetically conditioned myopathy show symptoms of Duchenne muscular dystrophy or Becker muscular dystrophy. Difficulties in moving are typical of patients with Parkinson's disease, these difficulties include tremors, rigidity or hypokinesis2.

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1 This disease is named after James Parkinson who described its typical symptoms in 1817 in the book An Essay on the Shaking Palsy (see ROTH, Jan, SEKYROVÁ, Marcela, RŮŽIČKA, Evžen. Parkinsonova nemoc. 4. rev. and extended issue Praha: MAXDORF, c2009, p. 12. ISBN 978-80-7345-178-3.

2 RIDZOŇ, Petr and Ladislav KABELKA. Paliativní péče u neonkologických onemocnění. In Ondřej SLÁMA, Ladislav KABELKA, and Jiří VORLÍČEK, ed. Paliativní medicína pro praxi. 1. issue Praha: Galén, 2007, p. 252-253, 255-256, 257-258. ISBN 978-80-7262-505-5.

What should I enter into a bibliographic reference when I cannot find a particular detail?

Firstly, go through the document carefully in order to determine whether the information is not really there somewhere. Such searching may be problematic, especially with an online document such as websites. We often face the fact that a website lacks, for example, the place of publication and the publisher. If that is the case try to click on the contact information to see whether the necessary details are not provided there.

Should the detail really be missing, you may look into a library catalogue (e.g. the Library of Congress) to see if the document is listed there with all the information needed for a bibliographic reference. Another way is to search for the missing information on the internet. Just bear in mind this all needs to be done rationally, do not spend more than a couple of minutes on searching for the missing information. Although on one hand it is good to provide maximum information to allow unambiguous identification of the document cited, on the other hand it is not your duty to find all the information.

Last but not least, do not forget to place any information from a source other than the document itself in square brackets. In the case of online documents, information found within one server does not need to be placed in square brackets (e.g. you cite from the webpage on the address http://www.cancer.gov/cancertopics/types/leukemia, and you find the information about the place of publication and the publisher on the webpage with contact http://www.cancer.gov/global/contact.

How many sources of a specific piece of information need to be cited?

There is no straightforward answer to this question. Usually you can find a recommendation that a statement should be supported by at least three sources, but of course it may happen that less than three sources are available for the given statement. Moreover, you can take the into consideration the prestige of the author and the work you cite. In fact, if it is a well-known and undisputed expert in the given field, it is sufficient to refer only to this without providing further information sources.

How to cite mediated information?

In this case it is a so-called secondary citation when you need to provide information which was published in a work not available to you, but you have taken the information from a publication whose author was able to access this work. Due to the mediated nature of this information, you should resort to this type of citing only in the most urgent cases when the cited document is really inaccessible (not just in a library in a different town, but if it really is a unique work which is a part of an archive, e.g. a chronicle, register of births and deaths, manuscripts, etc.).

In the example of a secondary citation according to JAMA style provided below, the situation is as follows: a team led by Rudolf Brázdil paraphrase in their article "European floods during the winter 1783/1784" a verbatim quotation from the diary of a priest named Van Postel, who was an inhabitant of the Dutch town of Venlo. However, they took this information not from the diary

itself but from Gaston Demaré's article "The catastrophic floods of February 1784 in and around Belgium".

> Van Postel, a parish priest at Venlo, a city on the Meuse River in the province of Limbourg, The Netherlands, wrote in his diary: "*On 29 December 1783, the River Meuse became ice-bound. On 5 January 1784, the River Meuse broke up damaging severely the ships in the harbour as well as on the beach, particularly near Blerick.*

The original article of Demare

> Demer and Gete). At Louvain (Belgium) on the River Dijle, flooding on 4 January 1784 resulted in houses and streets being submerged to a depth greater than that witnessed in 20 years. In the neighbouring Meuse catchment, high water was recorded on the frozen river at Maaseik on 27 December 1783, with reports from Dutsch Venlo describing the breaking of ice on the River Meuse on 5 January 1784, with damage to ships in the harbour and on the beach, mainly in the area near Blerick (Demarée 2006).

Brázdil's paraphrase of the respective part in Demare's article

> Uyttenbroeck HHH. Het Dagboek of De Kroniek door Pastoor J. C. van Postel. Bijdragen tot de Geschiedenis van Venlo III. Venlo, Netherlands;Publisher unknown,1912. Cited by: Demarée GR. The catastro- hpic floods of February 1784 in and around Belgium - a Little Ice Age event of frost, snow, river ice ... and floods. Hydrological Sciences Journal. 2006;51(5):878-898.

The resulting bibliographic reference to Brázdil according to JAMA

How should I proceed when quoting a foreign-language publication word for word?

If the citation style you use does not specify the process of citing a foreign-language publication, the usual process is to write the verbatim quotation translated into the language you are writing in and to provide the original in a note apparatus (in the footnote, at the end of the chapter), so that the reader can verify the correctness of the translation. If you are writing a text in English and quoting a statement originally in German, place the English translation into the text and provide the German original in a note.

What should I write in the author's place if the text is signed with a pseudonym?

You usually come across articles signed with a pseudonym when citing newspaper articles. When citing a text signed with a pseudonym, it is necessary to first consult the instructions of the respective citation style whether it describes what to do. If the instructions do not provide any model, try to find (e.g. on the internet) whether the pseudonym is not connected to a name and surname of an author who uses this pseudonym. If you find the name and surname, enter this information in square brackets into the bibliographic reference, as this is a piece of information obtained from a different source. If you do not find the name and surname of the author, look into the citation style how to proceed when citing a work from an unknown author (some styles instruct you to enter the word Anonymous or an abbreviation thereof, while others tell you to leave out the detail about the author and start the bibliographic reference with the title of the work).

How should I cite electronic documents which I saved on my disk some time ago and I do not know where and when I downloaded it?

First try to find the documents on the internet again. As long as the document is still available online, it should not pose any problem these days with the possibilities offered by today's internet

search engines. If you cannot find the document, then that is really problematic, because how could you cite, for example, a webpage without providing its URL? In such case you should use other information sources. If your original source is really irreplaceable, it is advisable to supply the passage where you are drawing from such a source with a note justifying why you did not enter the relevant data into the bibliographic reference. This, however, should be the last resort.

When some details are missing after I download a record into a citation manager, should I fill them in manually?

Yes. Go through the document and fill in the details that were not downloaded into the record in the citation manager. If you cite documents that also have a printed version, it can be useful to download the record from the catalogue/database and complement it with details that can be found from the cited document only. For example, if you cite an online book whose printed version is available in your library, download the record from its catalogue and enter in the information typical of an online book, i.e. the accessed date, direct link to the online version of the book, and similar).

How should I cite a foreign-language article e.g. from the year 1994 which has a translation from e.g. 2005?

Do not bother with this, just cite the version which you took information from. That is, if you know about the existence of the article from 1994, but you read only its translated version from 2005, cite the translated version. Naturally, in the event that you are a linguist dealing with the quality of a translation and you are comparing the original text with its translation, then you should cite both articles.

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