

# How to cite and prepare a list of references (ISO 690:2010)

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# Methodological guidelines for the preparation of written works



## Methodological Guidelines for the Preparation of Written Works

Metodinė priemonė

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Read Online

Read Offline

<https://ebooks.ktu.edu/product/methodological-guidelines-for-preparation-written-works>

## Academic resources

- Books and scholarly journals
- PhD thesis
- Full-text articles from DBs
- Reports
- Reviews
- Forecasts



## Avoid using

- Newspaper or magazine articles
- Textbooks
- Unpublished materials
- Unreliable online resources



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According to the Law of the Republic of Lithuania on Copyright and Related Rights (1999):

**Quote** - means a relatively short passage cited from another work to demonstrate or to make more intelligible author's own statements, or to refer to the views or thoughts of another author in authentic wording.

# The main reasons for citing

- It is important to uphold honor and ethics. By correct citation of the works of other authors, we express our respect for them.
- Citing allows the reader of your work to locate cited documents and check the facts or to look into the details of the cited information.
- Failure to cite sources may be considered plagiarism and be penalized.

It is important to be acquainted with the “Guidelines for Detection of Plagiarism in Students' Written Works” before writing the works for assesment.

# Plagiarism

**Plagiarism** - is the act of using the work of another and passing it off as one's own with or without their consent, by incorporating it into your work without full acknowledgement.

**Self-plagiarism** - is the reuse of one's own previously written work in another piece of work without including reference to the previous use.

❑ **Without proper citation, your work could be construed as plagiarism**

# Plagiarism prevention

- Take notes, accurately mark the information about the sources;
- Plan your paper – avoid preparing work at the last minute;
- Copying text from an Internet source without saving the link is not permitted;
- Rephrased ideas need to be transferred to the work with clearly indicated margins – there would be no doubts which ideas belong to other authors;
- References to the quotes or rephrased texts should be saved immediately;
- The use of self-plagiarism must be avoided.

- **Direct Quotation** - must be identical to the original, using a narrow segment of the source.
- **Paraphrasing** - is to include the ideas or information from an original source in your paper by rephrasing those ideas or information in *your own words*.
- **Summarizing** - involves putting the main ideas into your own words, including only the main points.

Cite immediately after you paraphrase or quote source material

A citation style is a set of guidelines, that outlines how the information is ordered, as well as punctuation and other formatting.

General recommendations for students at Kaunas University of Technology:

- APA (American Psychological Association) style is for the works in the science fields of social sciences and humanities.
- LST ISO 690:2010 standard (numeric method) – citation style for the works of the study programmes in the fields of physical, technology and biomedicine sciences.

All members of the academic society are obliged to comply with citation standards while preparing written work

## Methods of citation



According to the numerical system of LST ISO 690:2010 standard, when quoting a document, a reference number in square brackets is inserted into the text.

### Citation in text:

- Numerals in the text, in **square brackets**, refer to information resources in the order in which they are first cited.
- Later citations of a specific information resource receive the same number as the first.

## Example

The notion of an invisible college has been explored in the sciences [26]. Its absence among historians is noted by Stieg [13 p. 556]. It may be, as Burchard [8] points out, that they have no assistants, or are reluctant to delegate [27, 28].

## In-text citation



- If the creator's name occurs naturally in the text, place a numeral in square brackets after his surname.

... as Burchard [8] points out...

- If more than one source are cited, group the reference numbers together in brackets and separate them by commas.

... are reluctant to delegate [27, 28].

## Important

- A statement taken out of context cannot be interpreted arbitrarily. It must retain the meaning given by the author himself.
- Avoid citing a source based on an abstract or you have not seen in full.

## In-text citation. Short quote



- If you directly quote fewer than 40 words, quotation in your paper should be distinguished from your own words by the use of quotation marks and page numbers may be given after the numerals.

### **Example:**

...”end of the line for my research” [3 p. 56].

## Important

- Only use word-by-word quotations when necessary.
- Mark quotes in a way, that makes it easy for the reader to see what is a quote and what is your own text.
- In academic writing, it’s usually better to paraphrase instead of quoting.

## In-text citation. Long quote



- If the quote is over than 40 words, it should be its own indented paragraph, without quotation marks and distinguished by a smaller or different font. If any part of the author's text is omitted in quotation, that place is enclosed in square brackets [...].

## Example

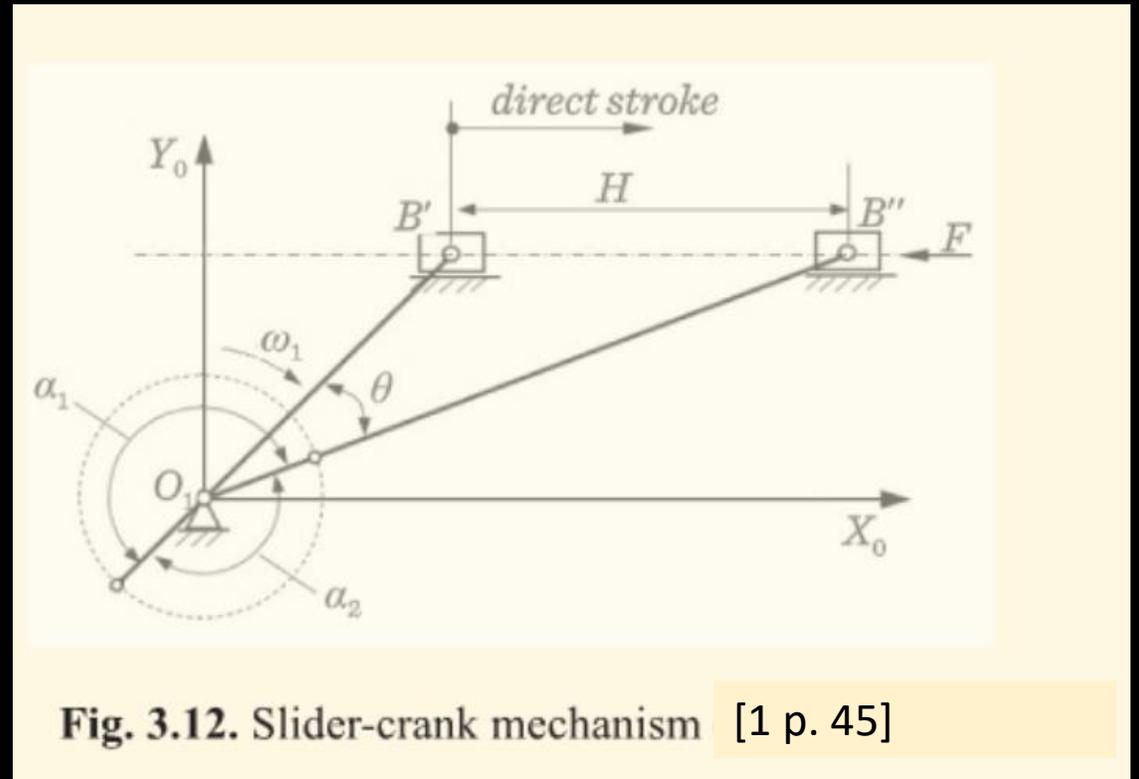
It was stated that:

If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processed. [5 p. 66]

In scientific writing, block quotes are very rarely used.

## Visual material

- Statements of the written work can be illustrated by tables, figures (photographs, charts, diagrams or other illustrations), drawings, etc.
- Figures, tables, schemes and other visual material in the text must be cited if they are not compiled by the author of the written work.



## List of references

8. BURCHARD, J.E. How humanists use a library. In: OVERHAGE, C.F.J and J.R. HARMAN. *Intrex: Report on a planning conference and information transfer experiments*. Cambridge, Mass.: MIT Press, 3 Sept. 1965, pp.41-87.

...

13. STIEG, M.F. The information needs of historians. *College and Research Libraries*.1981, **42**(6), 549-560. ISSN 0010-0870.

...

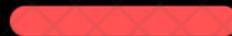
26. CRANE, D. *Invisible Colleges*. Chicago: University of Chichago Press, 1972.

## Important

- The references to the information resources should be arranged in their numerical order in a numbered list.
- All the sources in the list of references have to be mentioned in the work.
- Number all your sources in the list of references and use the correct number when citing a source.

1 

2 

3 

- ❑ **Reference** – data describing a resource or part thereof, sufficiently precise and detailed to identify it and to enable it to be located.
- ❑ The data used in a reference should, if possible, be taken from the cited information resource itself.
- ❑ Data that are taken from a source other than the item itself should be recorded in brackets.

The usual order of elements in a reference is as follows:

- name(s) of creator(s), if available;
- title;
- medium designation, if necessary;
- edition;
- production information (place and publisher);
- date;
- series title, if applicable;
- numeration within the item;
- standard identifier(s), if applicable;
- availability, access or location information;
- additional general information.



## Creator. Personal names

Forenames should be given after the surname at the beginning of the reference:

- ✓ BACH, C.P.E.
- ✓ LA FONTAINE, Jean de.
- ✓ KLEIST, Heinrich von.
- ✓ GORDON, Dexter and Philippe SAGNAC.
- ✓ BONEBRAKE, T., C.L. BOGGS, C.A. DEUTSCH, and P.R. EHRLICH.
- ✓ FITTING, Hans and others or (et al.).

❑ **Standard ISO 690:2010 recommends putting authors in capitals.**

## Creator. Organizations or groups

- ✓ ROYAL SOCIETY.
- ✓ ACADEMIA SCIENTIARUM FENNICA.

If the name appears as a group of initials, the full form may be added in brackets, unless the body is usually identified by the initials only:

- ✓ UNESCO.
- ✓ NATO.

Ambiguous names:

- ✓ TRINITY COLLEGE [Cambridge].
- ✓ TRINITY COLLEGE [Dublin].

## Title, subtitles

- Publication title – the name of the source.
- Subtitles may be omitted, unless they furnish essential information about the content of an information resource.
- ❑ **Use italics for the title.**

The original title of a translated resource may be supplied in square brackets immediately after the original title (but not in italics):

### **Example:**

*The Artamonovs* [Delo Artamonovykh].

- An inconveniently long title may be shortened:

**On source:** *Map of the countries lying between Turkey and Birmah, comprising Asia Minor, Persia, India, Egypt and Arabia and including the Black, Caspian and Red Seas.*

**Reference:** *Map of the countries lying between Turkey and Birmah...*

If the title of a serial is insufficient in itself to identify the publication, the organization's name should be added.

### **Example:**

*Bulletin trimestriel.* Institut archéologique du Luxembourg.

## Edition

- Only include the edition number if it is not the first.

### Example:

- ✓ 3rd ed., revised.
  - ✓ New enlarged edition.
- 
- For items that are likely to be updated or altered, the reference should make clear which version is being cited by giving the number of the release, update and the year.

### Example:

PARALOG AB. 3RIP® [program]. Version 4.0.  
Stockholm: Paralog, 1981.

## Production

- Place, publisher, the date of publication.

### Example:

Boca Raton (Florida): CRC, 2014.

- If two or more place names or publishers appear, only the first should be given.
- For some kinds of items (online information resources, newspapers, patents) the month and day may be necessary.
- For clarity, both the original date of publication and the date of the update may be included.

### Example:

International DOI Foundation. *DOI Handbook* [online]. ©2006. Updated December 19, 2019 [viewed 2021-05-20]. Available from: <http://www.doi.org/hb.html>

## Numeration and pagination. Identifiers

- If quoting a specific section include the pages where the quote occurs. Insert the abbreviation pp. before the page numbers (p. if a single page).

### Example:

- ✓ t. 19, nr. 3, pp. 324-331
- ✓ **19(3)**, 324-331.

- Series title or number

### Example:

Oceanographic report series, 99-12.

- Identifiers

ISBN - International Standard Book Number;  
ISSN - International Standard Serial Number;  
DOI - Digital Object Identifier.

## Online information resources

Additional main information for online information resources:

**Type of medium**- in square brackets:

- ✓ [Online]
- ✓ [computer program]
- ✓ [digital image]

**Date of citation** - in square brackets with the date you viewed it - (you may use words „viewed“ or „accessed“):

- ✓ [viewed 5 May 2021]
- ✓ [viewed 2021-05-05]

**Availability** - this information should be identified by the words “Available from” and it should include the network address for its location (e.g. URL, DOI).

# Examples of references to printed book

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**AUTHOR SURNAME, First Name or Initials. *Title*. Edition (if not the 1st). Place: Publisher, Year of Publication. Standard identifier.**



WEBSTER, John G. and Halit EREN, eds. *Measurement, instrumentation, and sensors handbook: electromagnetic, optical, radiation, chemical, and biomedical measurement*. 2nd ed. Boca Raton (Fla.): CRC, 2014. ISBN 9781439848913.

*Handbook of alkali-activated cements, mortars and concretes*. Amsterdam: Woodhead Publishing, 2015. ISBN 9781782422761.

FELL, Robin, Patrick MACGREGOR, David STAPLEDON, Graeme BELL and Mark FOSTER. *Geotechnical engineering of dams*. 2nd ed. Boca Raton [Fla.]: CRC Press, 2018. ISBN 9781138749344.

# Examples of references to e-book

**AUTHOR(S) SURNAME, First Name or Initials. *Title* [online]. Edition (if not the 1st). Place: Publisher, Year of Publication [viewed date]. Standard identifier. Available from: <http://www...>**



SPERELAKIS, Nicholas, ed. *Cell physiology sourcebook: essentials of membrane biophysics* [online]. 4th ed. San Diego: Academic Press, 2012 [viewed 28 May 2021]. ISBN 9780123877383. Available from: <https://www.sciencedirect.com/>

NAJAFI, M. *Trenchless Technology Piping* [online]. New York, USA: McGraw-Hill Professional Publishing, 2010 [viewed 2021-08-10]. ISBN 9780071640886. Available from: <https://www.accessengineeringlibrary.com/content/book/9780071489287>

# Examples of references. Chapter in an edited book

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**AUTHOR(S) SURNAME, First Name or Initials. Title of chapter. In: Editor's SURNAME, First Name or Initials., ed. *Book Title*. Edition (if not the 1st). Place: Publisher, Year of Publication, Page Number(s). Standard identifier.**



MATULEVIČIUS, Jonas, Edvinas KRUGLY and Linas KLIUČININKAS. Utilisation of thermoplastic polymer waste for nanofiber air filter production. In: FILHO, Walter L., et al. *Sustainable development, knowledge society and smart future manufacturing technologies*. Cham (ZG): Springer, 2015, pp. 283-290. ISBN 9783319148823.

PALEVIČIUS, A., et al. Investigation of dependency of microstructure quality on vibration mode. In: *Nanotechnology in the security systems*. Dordrecht: Springer Science + Business Media, 2015, pp. 49-54. ISBN 9789401790048.

**AUTHOR(S) SURNAME, First Name or Initials. Title of chapter. In: Editor's SURNAME, First Name or Initials., ed. *Book Title* [online]. Edition (if not the 1st). Place: Publisher, Year of Publication, Page Number(s) [viewed date]. Standard identifier. Available from: [https...](https://...)**



KLIUČININKAS, Linas, et al. Collective versus household iron removal from groundwater at villages in Lithuania. In: FILHO, Walter L. and Vakur SÜMER, eds. *Sustainable water use and management: examples of new approaches and perspectives* [online]. Cham (ZG): Springer, 2015, pp. 91-102 [viewed 17 May 2021]. ISBN 9783319123936. Available from: <https://link.springer.com/>

# Examples of references. Article from a print journal

**AUTHOR(S) SURNAME, First Name or Initials. Article Title. *Journal Title*. Volume number (Part or Issue or Month), Year of Publication, Page Number(s). Standard identifier.**



GALDIKAS, M. and A. VILKAUSKAS. Research of aerodynamics characteristics of wind power plant blades. *Mechanika*. 2013, vol. 19, nr. 3, pp. 324-331. ISSN 1392-1207.

**Without the use of the volume or pagination labels:**

GALDIKAS, M. and A. VILKAUSKAS. Research of aerodynamics characteristics of wind power plant blades. *Mechanika*. 2013, **19**(3), 324-331. ISSN 1392-1207.

## Article from an e-journal



PAMULA, A. New Energy Demand Programs Acceptance – a Study of Residential Customers in Central Poland. *Social Sciences* [online]. 2014, 83(1), 17-26 [viewed 18 February 2019]. ISSN 2029-7319. Available from: <https://doi.org/10.5755/j01.ss.83.1.6865>

KNIZIKEVIČIUS, R. Influence of activated polymer on the etching rate of SiO<sub>2</sub> in CF<sub>4</sub> + H<sub>2</sub> plasma. *Microelectronic Engineering* [online]. Amsterdam: Elsevier, 2009, vol. 86, no. 1, pp. 55-58 [viewed 2021-08-09]. ISSN 0167-9317. Available from: <https://www.sciencedirect.com/science/article/pii/S0167931708004176>

## Website

*ProjectSAILS: Standardized Assessment of Information Literacy Skills* [online]. 2021 [viewed 11 April 2021]. Available from: <https://www.projectsails.org>

**AUTHOR SURNAME, First Name or Initials. *Title*. Qualification, Awarding institution. Year of Publication.**

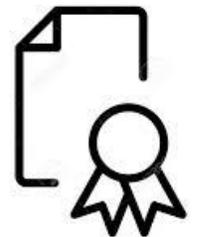


ZUOZA, Rolandas. *Correlation between school culture and student socialization*. PhD thesis. Lithuanian University of Educational Sciences, 2011.

ELIJOŠIŪTĖ, Erika. *Spectroscopic studies and theoretical modeling of iron(III) and mercury(II) thiocyanate complexes*. PhD thesis [online]. Kaunas University of Technology, 2014 [viewed 11 July 2019]. Available from: <http://aleph.library.lt>

**ORGANISATION NAME. Standard Number. *Title* [online]. Place: Publisher, Year of Publication [viewed date]. Available from: <https://www...>**

BRITISH STANDARDS INSTITUTE. BS ISO 690:2010. *Information and documentation – Guidelines for bibliographic references and citations to information resources* [online]. Geneva, Switzerland: International Organization for Standardization (ISO), 2010 [viewed 12 May 2021]. Available from: <https://www...>



# Examples of references. Patents

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**APPLICANT/CREATOR SURNAME, First Name or Initials. *Title of patent.***

**Inventor: SURNAME, First Name or Initials. Date awarded. Application Date.  
Patent Number.**



Patents may be awarded to a company or an individual therefore you may occasionally see an inventor in addition to the company who have applied for or owns the patent. The title should be written not in italics.

JAPAN SYSTEM PLANNING CO. LTD. Installation structure for hydroelectric power generator apparatus. Inventor: KUMANO, K. 22 July 2015. Appl: 9 February 2011. GB 2472499.

- Use footnotes, placed at the bottom of a page.

## Example:

“The data analysis for this paper was made using XXXXX software<sup>1</sup> ...”



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<sup>1</sup> MOZILLA FOUNDATION. Mozilla Firefox 1.5 [computer software]. 29 November 2005 [accessed 18 March 2019]. Available from: <http://www.firefox.web.com>

# Examples of references. Computer code

**Computer programs / programming codes** it's necessary to cite, if the code you are using isn't yours.

AUTHOR(S) NAME(S). Title of program/source code [type]. Code version [access date]. Web address or publisher.

## **Example:**

PARALOG AB. 3RIP® [program]. Version 4.0. Stockholm: Paralog, 1981 [accessed 20 March 2021].



Reference management software helps you to keep track of your research, create bibliographies or reference lists and share these with others.

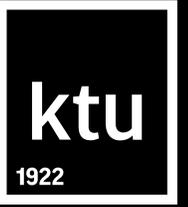
## **Paid (subscribed at the moment):**

- RefWorks, <https://refworks.proquest.com/>
- EndNoteWeb, <https://access.clarivate.com/login?app=endnote>

## **Free of charge:**

- Mendeley, <http://www.mendeley.com/>
- Zotero, <http://www.zotero.org>





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