

How to cite and prepare a list of references (ISO 690:2021)

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biblioteka@ktu.lt

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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- Unpublished materials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



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 690:2021 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 690:2021 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.

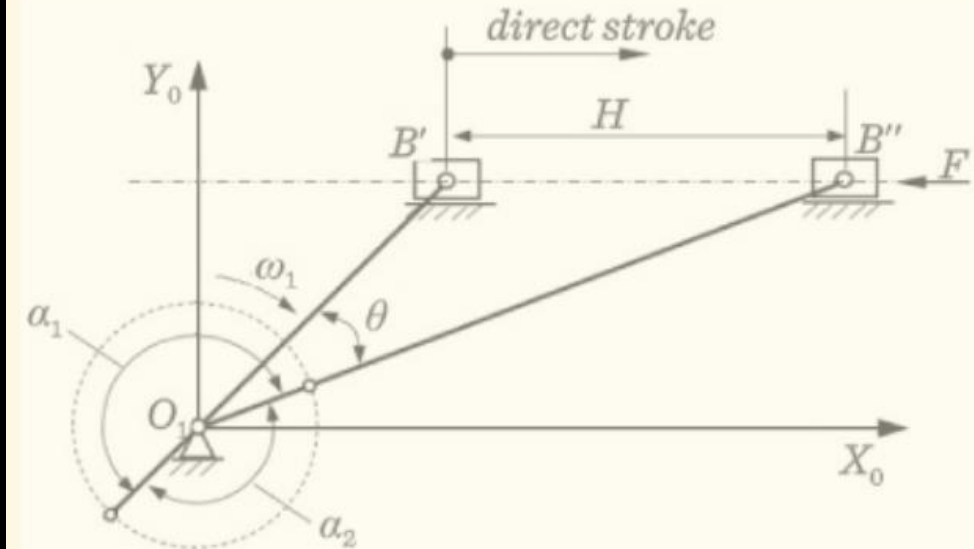


Fig. 3.12. Slider-crank mechanism [1 p. 45]

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*. 42,1981, 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 (1)

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- Names of creator's should normally be given in the form in which they appear in the cited source, transliterated or transcribed, if necessary.
- Forenames should normally be given after the surname if at the beginning of the reference. **Standard ISO 690:2021 recommends putting authors in capitals.**

One author

- ✓ BACH, C. P. E.
- ✓ CARTER, James E.
- ✓ MACBIRD, Bonnie.
- ✓ FALLA, Manuel de.
- ✓ LA FONTAINE, Jean de.
- ✓ DE LA MARE, Walter.
- ✓ KLEIST, Heinrich von.

A public identity identifier (ORCID, ISNI) – may be added in square brackets after the author's name:

- ✓ GORDON, Dexter [ISNI: 0000 0001 1948 6061].
- ✓ DEXTER, David [ORCID: 0000-0002-7974-9588].

The identifiers should be used when the official name / title alone does not identify the author.

Creator: Personal names (2)

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Up to five creators:

- ✓ MURET, Pierre and Philippe SAGNAC.
- ✓ BONEBRAKE, T.; C.L. BOGGS; C.A. DEUTSCH and P.R. EHRLICH.

When multiple creator names are present, and at least one of them has to be separated into parts, a non-ambiguous sign should be used to separate the names. In the case of Latin script, a semicolon is used instead of a comma.

- ✓ BONEBRAKE, T.; C. L. BOGGS; J. A. STAMBERGER; C. A. DEUTSCH and P. R. EHRLICH.
- ✓ KELLY, John D.; Beatrice JAUREQUI; Sean T. MITCHELL ir Jeremy WALTON (eds.).

Note:

- the names of the second and other authors may be written in inverted order as well, or in direct order, if desired. **A consistent system of recording such names must be maintained in the list of references.**

Example: KING, Martin Luther, Jr.; CARSON, Clayborn.

Creator: Personal names (3)

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If the cited information resource has six or more creators, all names should be listed. Otherwise only the names of the first five creators shall be given, followed by „and others“ or „et al.“

- ✓ STONE, Richard A.; Alice M. McGLINN; Ranjay CHAKRABORTY; Duk Cheon LEE; Victoria YANG and others.

Title first:

- ✓ *Encyklopaedia Britannica*
- ✓ *Transliteration*. Online.

Subsidiary creator – may be added after the title:

- ✓ AYMARD, M. (ed.)
- ✓ HAMILTON, Alastair; Sjouke VOOLSTRA and Piet VISSER (eds.)
- ✓ BAARD, H. P. *Frans Hals*. Translated from Dutch to English. George STUYCK (trans.).

Originators of multiple editions:

- ✓ PARKER, T. J. and W. A. HASWELL. *A text book of zoology*. 6th ed. vol. 1 revised by Otto LOWENSTEIN; vol. 2 revised by C. FORSTER-COOPER. London: Macmillan, 1940.

Creator: Organization or group names

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- In the reference, the full official name of the organization or group should be used. If the name is abbreviated in the cited source, the abbreviated form may follow the full name as additional information.

Example. COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANIZATION [CSIRO].

- If the name of the organization is commonly known only by its abbreviated name, the abbreviated name should be used instead of the official name, which may be given in brackets after the short name. The reference may include the subdivision and identity identifiers.

Example:

UNESCO

IETF [INTERNET ENGINEERING TASK FORCE]

MINISTRY OF PETROLEUM AND MINERAL DOCUMENTS: Air Survey Department.

ROYAL SOCIETY. [ISNI 0000 0001 2248 733X].

- ✓ Use italics for the **title**.
- ✓ An inconveniently long title may be shortened, but initial words must remain. The omitted words should be replaced by an ellipsis indicated by three dots. The title should only be truncated if the truncated title allows unique identification of the cited source at the time of citation.

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...*

- ✓ Subtitles may be omitted, unless they furnish essential information about the content of an information resource.
- ✓ In the absence of a clear title, a popular or traditional title may be given:
 [Wildlife sanctuaries of Trinidad]. Map.
- ✓ Translated title:
 Les parapluies de Cherbourg [The Umbrellas of Cherbourg].

Edition and version

- 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:

- MOZILLA FOUNDATION. *Mozilla Firefox*. Version 79.0. Program. 2020-07-28.



Note. It is possible to specify the date when the information resource was viewed or accessed.

Production

- Place, publisher, the date of publication.

Example:

Boca Raton (Florida): CRC, 2014.

- The most prominent organization or person in the cited source of information should be identified as the publisher.

Example:

FINANCIAL TIMES. *Data archive*. London: FINANCIAL TIMES LTD, 2016.

- If the publisher is unknown, the reference "publisher unknown" or the Latin abbreviation "s.n." may be used (Latin: sine nomine).
- If two or more place names or publishers appear, only the first should be given.
- For clarity, both the original date of publication and the date of the update may be included.

- ✓ If the cited information resource has an international standard identifier (ISBN, ISSN) it should be included in the reference.

Example: *Journal of Structural Engineering*. ISSN 0733-9445.

- ✓ if the identifier points to a home page that contains links to multiple versions of the cited work, it may be necessary to specify the correct version by indicating its file format.

Example:

SAARELA, S. *On being a female supervisor in forest research education*. PDF. *Silva Fennica*, vol. 54 no. 2, p. 2. Available from: [https:// doi.org/10.00000](https://doi.org/10.00000). [viewed 2020-09-10].

- ✓ If the cited information resource has both ISBN-10 and ISBN-13, only ISBN-13 should be included in the reference.
- ✓ If the cited information source is available in several formats, all identifiers may be specified:

Example: ISSN 1349-2896 [online]. ISSN 0386-2208 [print].

If the cited information resource is available in the Internet, additional information must be provided:

- ✓ **Type of medium** – Online. Indicated after the title of the source.
- ✓ **Hyperlink** - this information should be identified by the words “Available from” and it should include the network address for its location (e.g. URL, DOI).

Available from: <http://urn.fi/>

The name of the information system may be specified (for instance, an institutional repository):

Available from: eLABa, <https://talpykla.elaba.lt/elaba>

Available from: ScienceDirect, <https://doi.org/10.1016>

- ✓ **The date of citation** - should be given in square brackets after the web address: [viewed 2022-08-24].

Example:

BINDSEIL, Ulrich and Alessio FOTIA. *Introduction to Central Banking*. Online. Cham: Springer International Publishing, 2021. ISBN 9783030708849. Available from: SpringerLink, <https://link.springer.com/book/10.1007/978-3-030-70884-9>. [viewed 2023-05-18].


Citable information resources can be component parts of host resources:

- ✓ Component parts include articles in periodicals, newspapers and Web sites;
- ✓ individual tracks in CDs, poems and short stories published in books, episodes in TV series, conference presentations published in proceedings and so on;
- ✓ A component part may itself consist of citable component parts, such as images in an article.

If citing an integral part of a book, the phrase pattern: In: {host information resource}, {locality}

Example:

SMITH, C. Problems of information studies in history. In: S. STONE (ed.). *Humanities information research*, pp. 27-30. Sheffield: CRUS, 1980.



Note. In the case of a serial publication (periodical, magazine, newspaper), a connector phrase **In** is not used.

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. *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. Standard identifier. Available from: <http://www...> . [viewed date].



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

NAJAFI, M. *Trenchless Technology Piping*. Online. New York, USA: McGraw-Hill Professional Publishing, 2010. ISBN 9780071640886. Available from: <https://www.accessengineeringlibrary.com/content/book/9780071489287>. [viewed 2022-08-10].

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*, Page Number(s). Edition (if not the 1st). Place: Publisher, Year of Publication. 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*, pp. 283-290. Cham (ZG): Springer, 2015. ISBN 9783319148823.

PALEVIČIUS, A.; R. ŠAKALYS; G. JANUŠAS and P. NARMONTAS. Investigation of dependency of microstructure quality on vibration mode. In: *Nanotechnology in the security systems*, pp. 49-54. Dordrecht: Springer Science + Business Media, 2015. ISBN 9789401790048.

Examples of references. Chapter from an e-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*, Page Number(s). Online. Edition (if not the 1st). Place: Publisher, Year of Publication. Standard identifier. Available from: <https...> [viewed date].



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*, pp. 91-102. Online. Cham (ZG): Springer, 2015. ISBN 9783319123936. Available from: <https://link.springer.com/>. [viewed 17 May 2021].

Examples of references. Article from a print journal

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



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

Examples of references. Online resources

Article from an e-journal

PAMULA, A. New Energy Demand Programs Acceptance – a Study of Residential Customers in Central Poland. *Social Sciences*. PDF: Online. 83, 2014, 1, 17-26. ISSN 2029-7319. Available from: <https://doi.org/10.5755/j01.ss.83.1.6865>. [viewed 2022-08-09].



Article from the database:

KNIZIKEVIČIUS, R. Influence of activated polymer on the etching rate of SiO₂ in CF₄ + H₂ plasma. *Microelectronic Engineering*. Online. 86, 2009, 1, 55-58. ISSN 0167-9317. Available from: ScienceDirect, <https://www.sciencedirect.com/science/article/pii/S0167931708004176>. [viewed 2022-08-19].

If it is clear from the title of the serial that the publication is interactive, there is no need to repeat this information in the description:

Acta Zoologica (Oxford. Online). Wiley Online Library. ISSN 1463-6395. Available from: <https://onlinelibrary.wiley.com/toc/14636395/2022/103/3>. [viewed 2022-09-04].



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. Available from: <http://aleph.library.lt>. [viewed 11 July 2022].

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

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. Available from: <https://www...> . [viewed 12 May 2021].



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.

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

➤ **If the reference covers the entire Web site:**

- ✓ BBC. *BBC Weather*. Web site. Available from: [https:// www.bbc.com/weather](https://www.bbc.com/weather). [viewed 2022-08-30].
- ✓ *Project SAILS: Standartized Assessment of Information Literacy Skills*. Web site. Available from: <https://www.projectsails.org>. [viewed 2022-08-26].
- ✓ INTERNATIONAL ORGANIZATION FOR STANDARTIZATION (ISO). *ISO home page*. Online. Available from: <https://www.iso.org/home.html>. [viewed 2022-08-29].
- ✓ *Internet forum*. Online. In: Wikipedia. Wikimedia foundation. Available from: <https://en.wikipedia>. [viewed 2022-08-30].

➤ **Broadcasts:**

- ✓ HYSEN, Eric. *Let's build the road network of civic technology*. Online. In: Open Knowledge Festival – Day 2. Available from: YouTube, <https://www.youtube.com/watch?v=0UNRZEsLxKc#t=54m52s>. [viewed 2022-09-04].

➤ **Podcasts:**

- ✓ *Europos klubas*. FM 99 Podcast. Available from: <https://fm99.lt/category/europos-klubas/>. [viewed 2022-09-04].

➤ **Interview:**

- ✓ MILTINIS, Juozas. Interview. In: *Mediateka*. Lietuvos nacionalinis radijas ir televizija, 2022.09.03, 18:00.

➤ **YouTube video:**

- ✓ CHANNEL NAME. Title. *YouTube*. Online. 11 January 2021. Available from: <https://www.youtube.com/watch?v=XXXX>. [viewed 2023-04-28]

- AUTHOR(S) NAME(S). *Title of program/source code*. Type. Code version. Access date. Web address or publisher.

RIBOSE INC. *metanorma-standoc*. Program. Version 1.3.1. 2019-09-04. Available from: GitHub, <https://xxxxxx>



- ❑ **Operating systems**– version and edition should be included if necessary, since such information becomes outdated quickly if the program is still maintained. Hardware requirements should be included.

APPLE COMPUTER, INC. *macOS Catalina*. Program. 7 October 2019 [accessed 2020-10-09]. Available from: <https://>

- ❑ **General programs** – version and edition should be included.

ORACLE CORP. *MySQL®*. Program. Enterprise edition. Redwood city: Oracle. 2015. [viewed 2022-03-23].

- ❑ **Electronic games** should be referenced using the criteria for programs:

NINTENDO. *Mario Kart 8 Deluxe for Nintendo Switch*. Game. Nintendo Switch edition. Kyoto: Nintendo, 2017. Available from: <https://>



Citation according to ISO 690 2021 standard (applied to the works in the areas of physical sciences, technologies and biomedicine)

1. In the text

In the written work, it is required to include the question (prompt) posed to the AI tool and provide a precise quotation or the paraphrased text generated by the AI tool.

For example, a precise quotation:

When asked “Can ChatGPT be used in students’ written works?”, ChatGPT generated an answer that “the use of texts generated by ChatGPT is not desirable in students’ written works, as this may be considered a form of academic dishonesty” [1].

For example, a paraphrased text:

When asked “Can ChatGPT be used in students’ written works?”, ChatGPT generated an answer (see Appendix 1), that the use of texts generated by ChatGPT is not desirable in students’ written works [1].

2. In the list of references

1. OPENAI. *ChatGPT*. Software. Mar 23 Version. Available from: <https://chat.openai.com/chat> [viewed 2023-04-28].

3. In the appendices

The full text generated by the AI tool is provided in the appendices, for example:

Appendix 1. Text generated by ChatGPT

When asked “Can ChatGPT be used in students’ written works?”, ChatGPT generated an answer:

As a working algorithm, ChatGPT is designed to generate textual content and help users respond to a variety of prompts. However, it should be noted that ChatGPT is a machine learning system, the information it provides is only an approximation and should not be taken as absolute truth. Furthermore, if you are referring to students' written works, it is important to understand that their task is to carry out independent work based on their own research or literature sources. Therefore, the use of texts generated by ChatGPT is not desirable in students' written works, as this may be considered a form of academic dishonesty. It is better to rely on reliable and verified sources, thus ensuring a high-quality and original result of the work.

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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