

Bibliographical notes, references, citation lists

Educational materials for students writing works in English

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Introduction

Every dissertation, thesis, scientific article, and final paper features its own back matter. It is an element of a scientific publication that shows the cited source materials used or described by the author. Among the most important back matter elements are the bibliographical notes and the citation list.

The use of bibliographical notes and citation lists not only lends credibility to the facts described by the author - it also allows the reader to find the works that the author based his own works on. Moreover, it may protect the author from accusations of plagiarism.

While browsing literature, we may feel lost. Various publishing houses, science institutes, supervisors etc. establish diverse rules pertaining to creating bibliographical notes and citation lists.

This work employs the standard of PN-ISO 690: 2012 *Information and documentation. Guidelines for bibliographical notes and references to information resources*.

The application of Polish Standards (PN)¹ in the context of creating bibliographical notes and citation lists is discretionary. Many authors, book publishing institutions, and scientific communities treat them as guidelines for drawing up the back matter of their text, not always rigorously observing the Standard's requirements. Either way, the Standard cited above provides various examples of composition of the particular elements of bibliographical descriptions.

What should one do in the light of such diversity among the methods of composing bibliographical descriptions? Above all, one should work to ensure that their bibliographical descriptions are clear and legible, be rigorously consistent when it comes to their form across the entire body of work, in bibliographical notes and in the citation list alike, and choose a system of linking the references contained in text with reference lists that will remain uniform throughout the entire body of work.

We recommend that students observe the advice of their thesis supervisors, i.e. the rules of their University. When it comes to authors of monographs, chapters, and academic journals, we recommend the guidelines of the publishing house they send their works to.

1. Types of notes

Notes are explanations, comments or remarks added to the work's text, usually at the bottom of the page, at the end of the chapter, or at the end of the work. They are an

¹ „A standard sets forth rules, guidelines or characteristics applicable to various types of activities or results thereof; it is approved on a consensual basis and intended for general and repeated use, accepted by all parties concerned as an advantage for all, and it introduces a code of best practice and rules of rational behaviour in the context of the current state of the art”. Cit. per: *What is a 'standard'?* [In:] Polski Komitet Normalizacyjny, [online], <https://www.pkn.pl/en/na-skroty/faq>, pt. 1 [accessed: 15.10.2020].

indispensable element of every scientific work, showing i.a. knowledge of literature regarding the topic being discussed and the author's erudition, and constitute an indicator of knowledge of the scientist's craft. According to their contents and character, notes are divided into²:

1. substantive notes - explaining and commenting parts of the main text. They are further divided into:

a) polemical notes

¹ The incorrect evaluation provokes certain reservations...

² It is difficult to accept statements...

³ Notwithstanding the fact that the views...

b) digressive notes

¹ The dangers of free time mismanagement
are pointed out by...

² A perfect example of a well-planned recreational activity is...

c) reference notes

¹ In order to learn more on children's safety during organised sightseeing-
and-tourist activities, see ...

² This problem is expanded upon in Chapter...

2. dictionary notes - explaining the meaning of foreign or native terms, etc.

¹ Running head - a line above the print column containing, apart from the page number, a repetition of the title of the work or a part or a chapter thereof; in encyclopaedias and dictionaries - usually the first or final entry of the page. Sobol E. (red.), *Słownik wyrazów obcych* ["A dictionary of foreign words"], 1999, s. 810.

² Omnium consensu - with everyone's consent.

² Antczak M., Nowacka A., *Przypisy, powołania, bibliografia załącznikowa. Jak tworzyć i stosować. Podręcznik* ["Notes, references, citation lists. Creation and use. A Manual."], 2nd ed., revised, Warsaw, SBP Publishing House, 2009.

3. bibliographical notes - notes containing bibliographical descriptions of the cited works³. They are features of the document (book, journal article, webpage etc.), appearing in a set order, clearly characterising it and distinguishing it from other documents.

¹ SAMUELSON P. A., *Economics*, 8th ed., New York, etc., McGraw-Hill Book Co., 1970.

English J. E. (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006.

³ HIGSON A., *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006, pp. 58-79.

2. Bibliographical notes

A “bibliographical note” is a shortened bibliographical description. There are three main reasons to use bibliographical notes in a scientific text:

1. The entirety or a part of someone’s text may only be inserted as a quote placed between quotation marks, with the source referred to in the notes.
2. Someone’s text may be paraphrased⁴, but the paraphrased text must be referred to in the notes.
3. When creating a compilation⁵, one must provide the source of inspiration in the notes.

The above Standard details the elements recommended to be included in most kinds of bibliographical notes for printed and electronic information resources and provides a recommended order of their presentation.

Below are listed bibliographical note templates and examples of documents most commonly cited in scientific works and theses.

³ Antczak M., Nowacka A., op. cit., p. 19.

⁴ Paraphrase - to change or expand upon someone’s thoughts or text. Cit. per: *Parafraza* [In:] E. Sobol (red.), *Słownik wyrazów obcych* [“Dictionary of foreign words”], Warsaw, Polish Scientific Publishers PWN, 1999, p. 824.

⁵ Compilation - a work, piece or a derived work constituting an amalgamation of parts of other works, or an assortment of research performed by someone else. Cit. per: *Kompilacja* [In:] E. Sobol (red.), *Słownik wyrazów obcych* [“Dictionary of foreign words”], Warsaw, Polish Scientific Publishers PWN, 1999, p. 575.

2.1. Bibliographical notes referring to printed documents

Table 1. List of necessary elements of bibliographical notes referring to basic printed documents

Description element Type of document	Author of the chapter/article	Title of chapter/article	Author/editor of book	Title of book/journal	Edition (if different from the first)	Place of publication	Publisher	Year of publication	Journal issue number	Pages
Book										
Chapter in the book										
Journal Article										

Book (printed, one author)

To be made up of:

- Author/editor (surname followed by initials)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication, publisher
- Series and volume number (where relevant)
- Year of publication.

Reference list:

HAYES B., *How We Live Now. Scenes from the Pandemic*, New York, Bloomsbury Publishing, 2020.
 ENGLISH J. E. (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006.
 MOHRING H., *The Economics of Transport*, Aldershot, Elgar, 1994, 2 vol.

One of the volumes of a multi-volume publication

Reference list:

MOHRING H., *The Economics of Transport*, 2 vol., Aldershot, Elgar, 1994.

Book (printed, two or three authors)

To be made up of:

- Author/editor (surname followed by initials)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication, publisher
- Series and volume number (where relevant)
- Year of publication.

Reference list:

SAMUELSON P. A., NORDHAUS W. D., *Economics*, 19th ed., New York, McGraw-Hill, 2010.

Chapter in a book (print)**To be made up of:**

- Author of the chapter/section (surname followed by initials)
- Title of chapter/section
- In:
- Author/editor (surname followed by initials) of book
- Title of book (in italics)
- Place of publication, publisher
- Year of publication
- Page reference.

Reference list:

HIGSON A., *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006, pp. 58-79.

Encyclopaedia (entry)**To be made up of:**

- Author (if relevant, surname followed by initials)
- Entry title
- In
- Author of Encyclopaedia, Encyclopaedia name (in italics).
- Edition (if relevant).
- Place of publication, publisher.
- Year of publication.
- Page reference.

Reference list:

Egoism [In:] M. Waite (ed.), *The Oxford Paperback Thesaurus*, 2nd ed., Oxford, Oxford University Press, 2001, p. 267.

Journal Article or Newspaper Article**Journal Article****To be made up of:**

- Author (surname followed by initials)
- Title of article (in italics)
- Title of journal (between quotation marks – capitalise the first letter of each word in title, except for linking words such as and, of, the, for)
- Year of publication

Newspaper Article**To be made up of:**

- Author (surname followed by initials)
- Title of article (in italics)
- Title of newspaper (between quotation marks – capitalise the first letter of each word in title, except for linking words such as and, of, the, for).
- Edition if required

- Issue information, that is, volume and, where applicable, part number, month or season
- Page reference.
- Year of publication
- Day and month.
- Page reference.

Reference list:

LEWIS S., *Rainbow Support for York Pride*, "The Press, York", 2015, 18 June, p.6.

WHAPLES R., *A Quantitative History of the Journal of Economic History and the Cliometric Revolution*, "Journal of Economic History", 1991, vol. 51, no. 2, pp. 289-301.

BESLEY T., *State Capacity, Reciprocity, and the Social Contract*, "Econometrica", 2020, vol. 88, no. 4, pp. 1307-1335.

Student's Own Work

To be made up of:

- Student name.
- Title of essay/assignment/ thesis etc. (in italics).
- Institution.
- Year of submission
- Unpublished essay/assignment/ thesis etc.

Reference list:

KOWALSKA A., *The Image of the City as an Element of a Tourist Product (an Analysis Based on the Example of Bydgoszcz)*, Master thesis, University of Economy in Bydgoszcz, 2007, unpublished thesis.

Patent

To be made up of:

- Inventor(s).
- Title (in italics).
- Authorising organisation.
- Patent number.
- Year of publication/ Date of granted

Reference list:

DIMASSIMO P. [et al.], *Methods, systems, and computer-readable media for semantically enriching content and for semantic navigation*, United States, Patent US9298816B2, granted 2016-03-29.

Single Map

To be made up of:

- Author (if relevant, surname followed by initials)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Scale
- Place of publication, publisher
- Year of publication.

Reference list:

Barcelona. City Map, 1:16000, Barcelona, Patronat de Turisme, 1992.

Atlas**To be made up of:**

- Author (if relevant, surname followed by initials)
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication, publisher
- Year of publication.

Reference list:

COE M.D., BENSON E.P., SNOW D.R., *Atlas of Ancient America*, New York, Facts on File, 1986.

Map in an Atlas**To be made up of:**

- Map Author
- Map title [format]
- Scale
- Map date (if different than atlas)
- In:
- Atlas Author
- Atlas title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication, publisher
- Date
- Page reference.

Reference list:

COLLINS G., *Access to Water*, [map], 1:100,000,000 [In:] *The World Bank. Atlas of Global Development*, 3rd edn., Bishopbriggs, Glasgow, HarperCollins, 2011, pp. 110-111.

Legislation**To be made up of:**

- Document title (document name, approval date, document title)
- Location in place of publication (and subsequent amendments, if any).

Reference list:

Commission Regulation (EU) 2020/1245 of 2 September 2020 amending and correcting Regulation (EU) No 10/2011 on plastic materials and articles intended to come into contact with food (Text with EEA relevance), Official Journal of the European Union L 288, 3.9.2020, vol. 63, pp. 1–17.

2.2. Bibliographical notes referring to electronic documents

Table 1. List of necessary elements of bibliographical notes referring to electronic documents

	Author	Title of article/chapter	Book author/editor	Title of book/journal/website	[online]	Edition	Published at	Publishing house	Year of publication	Journal issue no.	Pages	URL/DOI	Date accessed
e-book													
e-article in a journal													
e-article on a website													

E-book (from the internet)

To be made up of:

- Author/editor.
- Title of book (in italics)
- [online]
- Year of publication
- Available at: URL.
- Accessed: date.

Reference list:

SULER J., *The Psychology of Cyberspace*, [online], 1996-, <http://users.rider.edu/~suler/psycyber/psycyber.html>, [Accessed: 5.09.2020].

Journal Article (online)

To be made up of:

- Author (surname followed by initials).
- Title of article (in italics)
- Title of journal (between quotation marks – capitalise the first letter of each word in title, except for linking words such as and, of, the, for)
- [online]
- Year of publication
- Issue information, that is, volume and, where applicable, part number, month or season
- Page reference
- Available at: URL.
- Accessed: date.

Reference list:

BESLEY T., *State Capacity, Reciprocity, and the Social Contract*, "Econometrica", [online], 2020, vol. 88, no. 4, pp. 1307-1335, https://onlinelibrary.wiley.com/doi/pdf/10.3982/ECTA16863?casa_token=6oVHXJBmfD4AAAAA:DJPWDq2YFFmdFgKGSE93ig_zsa9iSick-_xteH2EpL2pSwAFEnkdv8fTitE6nSvIWpQ_UWiDY46K6o [Accessed: 5.09.2020].

Online Act

To be made up of:

- Title of the Act and year (if relevant chapter number of the Act; abbreviated to 'c')
- [Online]
- Place of publication, publisher
- Available from: URL
- [Date accessed].

Reference list:

Higher Education and Research Act 2017 (c. 29), [online], London, The Stationery Office, <http://www.legislation.gov.uk/>, [Accessed: 10 October 2020].

Website

To be made up of:

- Title of website (in italics)
- [online]
- Place of publication, publisher (if relevant)
- Year that the site was published/last updated (if relevant)
- Available at: URL.
- Accessed: date

Reference list:

Creative Commons, [online], USA, Creative Commons Corporation, <https://creativecommons.org/>, [Accessed: 7.09.2020].

Part of a website

To be made up of:

- Author of the site parts
- Title of the site parts (article)
- In:
- Title of website (in italics)
- [online]
- Place of publication, publisher (if relevant)
- Year that the site was published/last updated (if relevant)
- Available at: URL.
- Accessed: date

Reference list:

WETZLER J., GREEN C., *CC Open Education Platform Activities Fund: Six Winners!* [In:] *Creative Commons*, [online], USA, Creative Commons Corporation, 31.08. 2020, <https://creativecommons.org/2020/08/31/cc-open-education-platform-activities-fund-six-winners/>, [Accessed: 7.09.2020].

3. Abbreviation in bibliographical notes

The cited Standard does not mention the abbreviations found in notes; their use is, however, commonplace. This is why we decided to describe them for those interested:

1. If the work's author references a document mentioned in the note directly preceding the current one, we use "Ibidem" (Latin abbreviations: *ibid.*, *ib.*) followed by the page number. If the current note refers to the same page as well, use only "Ibidem".

EXAMPLE:

¹ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.

² Ibidem, p. 35.

³ Ibidem.

2. If the author references a document mentioned in one of the previous notes and it is **not** the only document by the cited author referenced in the work, repeat their surname and name (or first name initial), title or beginning of the title, and the respective page number.

EXAMPLE:

¹ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.

² FIELDING N., *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.

³ SPRADLEY J.P., *The Ethnographic...*, s. 72.

3. If the author references a document mentioned in one of the previous notes and it is the only document by the cited author referred to in the work, write their surname and name (or just the initial), followed by the abbreviation "op. cit" (opus citatum) or u.s. (ut supro)⁶.

⁶ Antczak M., Nowacka A., *Przypisy, powołania, bibliografia załącznikowa. Jak tworzyć i stosować. Podręcznik* ["Notes, references, citation lists. Creation and use. A Manual."], 2nd edition, Warsaw, SBP Publishing House, 2009, p. 80.

EXAMPLE:

¹ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.

² FIELDING N., Ethnography [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.

³ SPRADLEY J.P., op. cit., s. 56

4. When citing another work by the same author as in the previous note, use the following Latin abbreviations: “Idem” (male author) and “Eadem” (female author)⁷.

EXAMPLE:

¹ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.

² Idem, *Participant Observation*, Long Grove, Illinois, Waveland Press, 2016.

5. When citing a work cited by another author, the bibliographical description of the original source of the citation is followed by the Latin abbreviation “cit. per”, which is then followed by the bibliographical description of the secondary source through which the original work is cited⁸.

EXAMPLE:

¹ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979., s. 127. Cit. per: FIELDING N., *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, p. 165.

⁷ Ibidem, p. 81.

⁸ Ibidem.

Table 1. List of the most common abbreviations used in notes and references

Polish	Latin	Meaning	Use
b.m.	s.l. (sine loco)	without a place	when the document does not mention the place of publication
b.r.	s.a. (sine anno)	without a year	when the document does not mention the year of publication
b.w.	s.n. (sine nomine)	without publisher	when the document does not mention the publisher
cyt. za cyt. według	cit. per	quoted after	when we quote a work quoted by someone else ("second-hand")
dz. cyt.	op. cit. (opus citatum)	quoted work	when we quote the same work another time
wyd. cyt.		quoted edition	
j.w.	u.s. (ut supro)	as above	
i in.	et al. (et alii) etc. (et cetera)	and others	when a document has more than 3 authors
kps		computer writing	a work written using a computer
mps		typescript	a work typewritten work
rkps		manuscript	a handwritten work
tamże	ibid. (ibidem)	in an already-cited work	when one cites a document already mentioned in the note immediately preceding the current one
tenże taż tychże	idem eadem		when citing the same author(s) as in the note immediately preceding the current one
w	in		an abbreviation preceding the bibliographical description of the source of a given article, chapter or fragment
właśc.	i.e. (id est)	that is	when, for example, the source contains some kind of error

Source: based on the PN-78/N-01222.04 Standard; M. Antczak, A. Nowacka, *Przypisy, powołania, bibliografia załącznikowa* ["Notes, references, citation lists"], 2nd ed., revised, Warsaw, SBP Publishing House, 2009.

4. Methods of linking the references contained in the text with notes

The bibliographical notes and descriptions in the citation lists, as well as references⁹ must be provided in an uniform manner throughout the entire work. In other words, it is advisable to link the references contained in the text with the complementary bibliographical details of the cited works or works adduced by the work's author using one of the following methods:

- 1) the traditional system (the so-called "string of notes"),
- 2) the numerical system (Vancouver system),
- 3) the "name-and-date" system (Harvard system).

⁹ A "reference" is an indication of the corresponding note contained in the text or another form of content. Cit. per: PN-ISO 690: 2012 *Information and documentation. Guidelines for bibliographical notes and references to information resources*, p. 7

4.1. The traditional system (the so-called “string of notes”),

The numbers in the upper index or brackets (round, square) refer to the notes numbered in the order they appear in within the text. Multiple references referring to the same information resource must be given under separate note numbers. A note may contain more than one source. Notes must be given in a numerical order. They're given at the bottom of the page and separated from the “proper” text using a continuous line. References may also be given at the end of the chapter or the work. They may be bibliographical descriptions or comments pertaining to the contents¹⁰.

A fragment of text containing references¹¹

Ethnography is a mixture of different techniques¹, wherein one gains data from multiple sources. However, information from interviews (including friendly conversation and ethnographic interview) and observations are usually to be found the most important². Here we need to mention two definitions of objects in such fieldwork. First we have to deal with *the actor*, which is the participant one observes in their natural environment. The second is *the informant*. Each informant could be an actor, but not necessarily the actor who will be an informant³.

EXAMPLE (notes at the bottom of the page)

¹ FIELDING N., *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, p. 157.

² HAMMERSLEY M., *Reading Ethnographic Research: a Critical Guide*, London, New York, Longman, 1990, p. 2.

³ SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979, p. 32.

BIBLIOGRAPHICAL NOTE LIST = CITATION LIST

(at the end of the work, alphabetical order, positions not numbered)

FIELDING N., *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.

HAMMERSLEY M., *Reading Ethnographic Research: a Critical Guide*, London, New York, Longman, 1990.

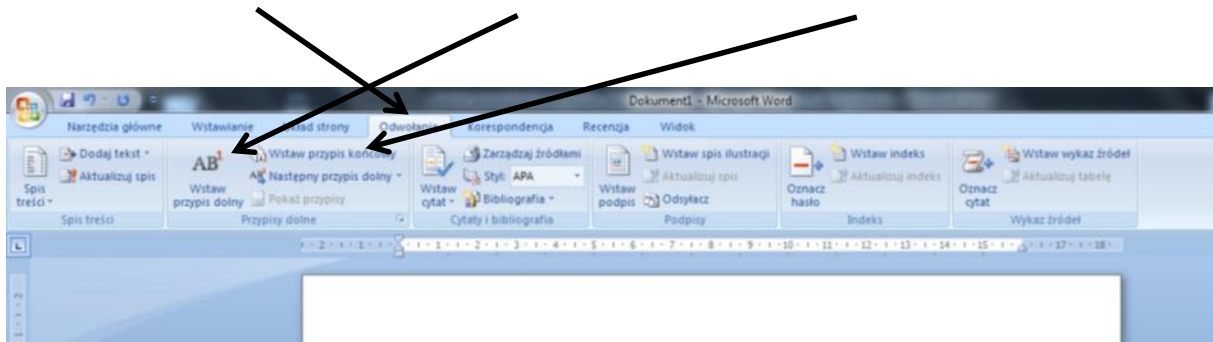
SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.

The MS Word software allows the user to add notes at the bottom of the page or at the end of the work automatically (see below)

¹⁰Antczak, Nowacka, op. cit., p. 73.

¹¹ The text fragment was taken from the book: Kruszewski T., *Ethnography as a Method in Education – an Alternative Way to Recognize Environmental Problems* [In:] K. Smulska ed., *Quality, Education and Discourses. Theoretical Concepts and Research*, Torun, WSB University in Torun, 2016, p. 46.

References → Insert Footnote or Insert Endnote



When citing information resources mentioned in previous notes, abbreviations such as “ibid.” are used (see subchapter: “Abbreviations in bibliographical notes”).

If the notes “contain shortened names, it is advisable to explain all such abbreviations in the first note, or indicate a source containing explanations”¹², e.g.: “The used abbreviations are: ...”; The list of the abbreviations used is found at p. 173”.

Numbers in the upper index or in brackets (round, square) are placed before punctuation characters (e.g. full stops, commas), except for quotation marks, brackets, question marks, and exclamation marks¹³. An exception exists for situations when the final element of a sentence or a longer text the note refers to is an abbreviation featuring a point¹⁴, e.g. “etc.”²¹“

EXAMPLES

Use of upper-index numbers referring to notes

1. The aim of research is learning that permits effective action².
2. “The aim of research is learning that permits effective action”².
3. ...(The aim of research is learning that permits effective action)².
4. Is the aim of research learning that permits effective action? ²
5. The aim of research is learning that permits effective action! ²
6. The aim of research is learning that permits effective action... ²
7. The aim of research is learning that permits effective action ², while...
8. The aim of research is learning that permits effective action etc.² On the other hand...
9. The aim of research¹ is learning that permits effective action².

In points 1-8, the note refers to a sentence or a longer text.

In point 9, the first note refers to the word “research”, with the second note referring to the entire sentence.

¹² PN-ISO 690:2012, op. cit., p. 31.

¹³ Oliver P., *Jak pisać prace uniwersyteckie* [“How to write academic works”], Cracow, Wydawnictwo Literackie, 1999; Wolańska E., Wolański A., *Poradnik redaktora. Zasady opracowania edytorsko-typograficznego tekstów w języku polskim* [“Editor's manual. The rules for editorial and typographical processing of texts in Polish”; in:] M. Bańko (red.), *Polszczyzna na co dzień* [“Everyday Polish”], Warsaw, Polish Scientific Publishers PWN, 2010, pp. 519-658.

¹⁴ Ibidem, p. 618.

4.2. The numerical system (Vancouver system)

The numbers placed in the upper index or in brackets (round, square) refer to information resources in the order they appear in the work. Further references to the same source receive the same number as the first instance. If multiple parts of a document are cited, page numbers may be given following the position numbers. The notes are arranged in a numbered list according to the order they appear in. This system is commonly used e.g. in publications related to medical sciences.

Text fragment with references

Ethnography is a mixture of different techniques [5, p.157], wherein one gains data from multiple sources. However, information from interviews (including friendly conversation and ethnographic interview) and observations are usually to be found the most important [2, p.2]. Here we need to mention two definitions of objects in such fieldwork. First we have to deal with the actor, which is the participant one observes in their natural environment. The second is the informant. Each informant could be an actor, but not necessarily the actor who will be an informant [4, p.32]

BIBLIOGRAPHICAL NOTE LIST = CITATION LIST

(at the end of the work, arranged in the order they appear in)

1.
2. HAMMERSLEY M., *Reading Ethnographic Research: a Critical Guide*, London, New York, Longman, 1990.
3.
4. SPRADLEY J.P., *The Ethnographic Interview*, New York, Holt, Rinehart and Winston, 1979.
5. FIELDING N., Ethnography [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.

4.3. The “name-and-date” system (Harvard system)

In the “name-and-date” system, the author's name and the publishing year of the cited resource are given (e.g. Fielding, 1993), possibly with page numbers if a quote is made, e.g. (Spradley, 1979, p. 134). If the author's name appears as a natural element of the text, only the year and possibly pages are given in the brackets, e.g. (2001, p. 134).

For documents authored by more than two people, the reference may be shortened, giving only the name of the first author followed by “et al.”, e.g. (Kowalski et al., 1999, p. 172). Care should be taken to ensure that the abbreviated form do not disturb the reference's conformity with the citation list.

If two or more documents were authored by the same person and were published in the same year, they are differentiated by following the publication year with a letter (a, b, c etc.) both in the reference and in the list of bibliographical notes, e.g. (Wysocki, 2007a); (Wysocki 2007b, p. 58).

Notes referring to the resources cited in the text are arranged alphabetically by the authors' names, then according to the publication year and the following letter (if present), given immediately after the author's name.

Text fragment with references

Ethnography is a mixture of different techniques (Fielding, 1993, p.157), wherein one gains data from multiple sources. However, information from interviews (including friendly conversation and ethnographic interview) and observations are usually to be found the most important (Hammersley, 1990b, p.2). Here we need to mention two definitions of objects in such fieldwork. First we have to deal with *the actor*, which is the participant one observes in their natural environment. The second is *the informant*. Each informant could be an actor, but not necessarily the actor who will be an informant (Spradley, 1979, p.32).

BIBLIOGRAPHICAL NOTE LIST = CITATION LIST

(at the end of the work, alphabetical order, positions not numbered, full description, with the year of publication given at the beginning, following the author's name)

FIELDING N., 1993, *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, pp. 154-171.

HAMMERSLEY M., 1990, *Reading Ethnographic Research: a Critical Guide*, London, New York, Longman.

SPRADLEY J.P., 1979, *The Ethnographic Interview*, New York, Holt, Rinehart and Winston

5. Citation list

A citation list is the bibliography attached to a given work, registering the documents cited and/or used by the work's author, or merely associated with the work's topic¹⁵. Alternatively, the citation list may be called: "literature of the subject", "written sources", "literature index", "literature list", "list of written sources", "list of sources", "list of sources and literature", "sources and literature", or simply "bibliography".

The citation list must be included after the main body of text and supplemental materials (annexes, notes), but before any and all informational and auxiliary materials that may appear (dictionary of terms, indices, lists, table of contents, etc.). A citation list may be included after the respective chapters¹⁶.

Four bibliography examples are given below:

EXAMPLE 1

A BIBLIOGRAPHY arranged in the alphabetical order, positions not numbered

This kind of bibliography may be used with the
traditional system, the so-called string of notes
(see subchapter 4.1.)

Barcelona. City Map, 1:16000, Barcelona, Patronat de Turisme, 1992.

BESLEY T., *State Capacity, Reciprocity, and the Social Contract*, "Econometrica", [online], 2020, vol. 88, no. 4, pp. 1307-1335, https://onlinelibrary.wiley.com/doi/pdf/10.3982/ECTA16863?casa_token=6oVHXJBmfD4AAAAA:DJPWDq2YfFFmdFgKGSE93ig_zsa9iSick-_xteH2EpL2pSwAFEnkdv8fTitE6nSvIWpQ_UWiDY46K6o, [Accessed: 5/09/2020].

FIELDING N., *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.

Higher Education and Research Act 2017 (c. 29), [online], London, The Stationery Office, <http://www.legislation.gov.uk/>, [Accessed: 10/10/2020].

HIGSON A., *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006, pp. 58-79.

SAMUELSON P. A., NORDHAUS W. D., *Economics*, 19th ed., New York, McGraw-Hill, 2010.

WETZLER J., GREEN C., *CC Open Education Platform Activities Fund: Six Winners!* [In:] *Creative Commons*, [online], USA, Creative Commons Corporation, 31.08. 2020, <https://creativecommons.org/2020/08/31/cc-open-education-platform-activities-fund-six-winners/>, [Accessed: 07/09/2020].

WHAPLES R., *A Quantitative History of the Journal of Economic History and the Cliometric Revolution*, "Journal of Economic History", 1991, vol. 51, no. 2, pp. 289-301.

¹⁵ *Bibliografia załącznikowa* ["Citation list"] [In:] J. Pacek (red.), *Sternik. Słownik terminologiczny z zakresu bibliografii i katalogowania* ["Sternik. Dictionary of terminology pertaining to bibliography and cataloguing"], [online], Warsaw, National Library Bibliography Institute, 2011-06-26, <http://sternik.bn.org.pl/vocab/index.php?tema=711&/bibliografia-zaczniikowa>, [accessed: 4.11.2020].

¹⁶ Antczak M., Nowacka A., op. cit., p. 83.

EXAMPLE 2

A BIBLIOGRAPHY arranged according to the form of publishing, with arranged alphabetically within the respective form categories, positions numbered

This kind of bibliography may be used with the
traditional system, the so-called string of notes
(see subchapter 4.1.)

PRINTED DOCUMENTS

1. *Barcelona. City Map*, 1:16000, Barcelona, Patronat de Turisme, 1992.
2. **FIELDING N.**, *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.
3. **HIGSON A.**, *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006, pp. 58-79.
4. **SAMUELSON P. A., NORDHAUS W. D.**, *Economics*, 19th ed., New York, McGraw-Hill, 2010.
5. **WHAPLES R.**, *A Quantitative History of the Journal of Economic History and the Cliometric Revolution*, "Journal of Economic History", 1991, vol. 51, no. 2, pp. 289-301.

ELECTRONIC DOCUMENTS

1. **BESLEY T.**, *State Capacity, Reciprocity, and the Social Contract*, "Econometrica", [online], 2020, vol. 88, no. 4, pp. 1307-1335, https://onlinelibrary.wiley.com/doi/pdf/10.3982/ECTA16863?casa_token=6oVHXJBmfD4AAAAA:DJPWDq2YfFFmdFgKGSE93ig_zsa9iSick_xteH2EpL2pSwAFEnkdv8fTitE6nSvIWpQ_UWiDY46K6o, [Accessed: 05/09/2020].
2. *Higher Education and Research Act 2017 (c. 29)*, [online], London, The Stationery Office, <http://www.legislation.gov.uk/>, [Accessed: 10/10/2020].
3. **WETZLER J., GREEN C.**, *CC Open Education Platform Activities Fund: Six Winners!* [In:] *Creative Commons*, [online], USA, Creative Commons Corporation, 31.08. 2020, <https://creativecommons.org/2020/08/31/cc-open-education-platform-activities-fund-six-winners/>, [Accessed: 07/09/2020].

EXAMPLE 3

BIBLIOGRAPHY = citation list, **positions arranged in the order they appear in**

This type of bibliography is used with the

numerical system (Vancouver system)

(see subchapter 4.2.)

1. **WETZLER J., GREEN C.**, *CC Open Education Platform Activities Fund: Six Winners!* [In:] *Creative Commons*, [online], USA, Creative Commons Corporation, 31.08. 2020, <https://creativecommons.org/2020/08/31/cc-open-education-platform-activities-fund-six-winners/>, [Accessed: 07/09/2020].
2. *Barcelona. City Map*, 1:16000, Barcelona, Patronat de Turisme, 1992.
3. **SAMUELSON P. A., NORDHAUS W. D.**, *Economics*, 19th ed., New York, McGraw-Hill, 2010.
4. **BESLEY T.**, *State Capacity, Reciprocity, and the Social Contract*, "Econometrica", [online], 2020, vol. 88, no. 4, pp. 1307-1335, https://onlinelibrary.wiley.com/doi/pdf/10.3982/ECTA16863?casa_token=6oVHXJBmfD4AAAAA:DJPWDq2YfFFmdFgKGSE93ig_zsa9iSick-_xteH2EpL2pSwAFEnkdv8fTitE6nSvIWpQ_UWiDY46K6o, [Accessed: 05/09/2020].
5. **FIELDING N.**, *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, 1993, pp. 154-171.
6. *Higher Education and Research Act 2017 (c. 29)*, [online], London, The Stationery Office, <http://www.legislation.gov.uk/>, [Accessed: 10/10/2020].
7. **WHAPLES R.**, *A Quantitative History of the Journal of Economic History and the Cliometric Revolution*, "Journal of Economic History", 1991, vol. 51, no. 2, pp. 289-301.
8. **HIGSON A.**, *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, 2006, pp. 58-79.

EXAMPLE 4

A BIBLIOGRAPHY arranged alphabetically, with the date of publication following the first element of the description, positions not numbered

This type of bibliography is used with the
“name-and-date” system (Harvard system)

(see subchapter 4.3.)

BESLEY T., 2020, *State Capacity, Reciprocity, and the Social Contract*, “Econometrica”, [online], vol. 88, no. 4, pp. 1307-1335, https://onlinelibrary.wiley.com/doi/pdf/10.3982/ECTA16863?casa_token=6oVHXJBmfD4AAAAA:DJPWDq2YfFFmdFgKGSE93ig_zsa9iSick-_xteH2EpL2pSwAFEnkdv8fTitE6nSvIWpQ_UWiDY46K6o [Accessed: 05/09/2020].

FIELDING N., 1993, *Ethnography* [In:] N. Gilbert (ed.), *Research Social Life*, London, Newbury Park, New Delhi, Sage Publications, pp. 154-171.

Higher Education and Research Act 2017 (c. 29), [online], London, The Stationery Office, <http://www.legislation.gov.uk/>, [Accessed: 10/10/2020].

HIGSON A., 2006, *Fiction and the Film Industry* [In:] J. E. English (ed.), *A Concise Companion to Contemporary British Fiction*, Oxford, Blackwell Publishing, pp. 58-79.

SAMUELSON P. A., NORDHAUS W. D., 2010, *Economics*, 19th ed., New York, McGraw-Hill.

WETZLER J., GREEN C., 2020, *CC Open Education Platform Activities Fund: Six Winners!* [In:] *Creative Commons*, [online], USA, Creative Commons Corporation, <https://creativecommons.org/2020/08/31/cc-open-education-platform-activities-fund-six-winners/>, [Accessed: 07/09/2020].

WHAPLES R., 1991, *A Quantitative History of the Journal of Economic History and the Cliometric Revolution*, “Journal of Economic History”, vol. 51, no. 2, pp. 289-301.

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