

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL TECHNICAL UNIVERSITY  
«KHARKIV POLYTECHNIC INSTITUTE»

Department of Management and Taxation

METHODOLOGICAL GUIDELINES  
on references and citation formatting in text documents

for students majoring in  
073 “Management”, 072 “Finance, Banking and Insurance”

Kharkiv 2021

Затверджено на засіданні кафедри менеджменту та оподаткування  
Протокол № \_\_\_\_ від \_\_\_\_\_ 2021 р.

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Methodological guidelines on references and citation formatting in text documents /  
V.I. Kovshik – Kharkiv : NTU “KhPI”, 2021. – 11 p.

## REFERENCES AND CITATION STYLE GUIDE

In writing scientific and educational papers, it is important to reference all sources properly to avoid using information without acknowledgment of its author and original publication. These references must be consistent and include necessary components that allow identifying the source among millions of existing scientific papers, books, or web pages.

One of the common problems students face during their thesis preparation is using proper in-text citation and reference styles. In scientific articles and books, it is possible to see bibliographies and references formatted in different ways. Usually, they contain the same elements (authors, title, publication year, etc.) but in a different order and use different delimiters (commas, periods, slashes, dashes, parentheses, etc.). These styles are established by publishers and journal guidelines or local standards. It is crucial, in the writing of a new paper, to avoid mixing several citation styles. So, it is impossible to directly copy bibliographical descriptions from journal websites, book covers, repository pages, or Google Scholar.

According to the local standards for preparation of scientific and educational works at NTU “KhPI,” students have to use the State standard of Ukraine DSTU 8302:2015 “Information and documentation. Bibliographic references. General requirements and rules of composition” (ДСТУ 8302:2015). It is based on the previous standard (DSTU GOST 7.1:2006) and contains some significant simplifications that allow creating more readable references, similar to the examples of common international citation styles.

The following information and examples cover the basics of using the standard for bibliographies preparation in student papers and describe the simplest form of references. For the complete details and possible options in the bibliographies formatting, please refer to the original standards.

### **Citations in the text**

In the text, whenever any information from an external source appears (in direct or indirect form), it must be accompanied by a reference to the source. According to the standard, since the thesis papers obligatorily include the section with a numbered list of references, the in-text citations do not include any source properties, like author names. They indicate only the index number of the source in the list.

The numbers are placed in square brackets “[ ]” and can be separated by a semicolon “;” if it is necessary to mention multiple works of the same author or several different sources supporting some fact or statement. If the reference relates to the source of a list of items, it is recommended to place it before the list, after the introductory phrase.

“This concept was investigated in the works by M. Johnson [1], J. Smith [2], and W. Addams [3; 4] ...”

“... created by the author on the basis of [5]”

“... as mentioned in some papers [6; 7; 10], this is ...”

“Modern management trends include the following [4]: ...”

Referring to a specific statement, definition, or fact mentioned in a large document, it is possible to include a page number separated with a comma “,” and using the abbreviation “p.” (in Ukrainian – “c.”):

“M. Porter defines this concept as ... [3, p. 231]”

“... later confirmed by other researchers [17, p. 65].”

Numbers are assigned to the bibliography items in the order of their appearance in the text. In the case of repeating the reference, it is required to use the same number.

### **List of references**

The list of references is placed as a separate section, after the main body of the thesis, according to the general requirements and guidelines. All items in the list start from the new line and are numbered using numbers without dots or other delimiters except for space or tabulation symbol:

1 Kaplan R. S., Norton D. P. The Balanced Scorecard: Translating Strategy into Action. Brighton : Harvard Business Review Press, 1996. 348 p.

2 Lambert D. M., Cooper M. C. Issues in Supply Chain Management. Industrial Marketing Management. 2000. Vol. 29, No. 1. P. 65–83.

3 Stadtler, H. Supply Chain Management and Advanced Planning: Heidelberg: Springer-Verlag, 2005. 558 p.

The general principle of creating the bibliographical description of an information source is to provide all necessary information in the following order:

- authors;
- work title;
- information about publication (e.g., journal) or a parent item (e.g., book) the work is a part of (if applicable);
- specific information about the publication: book’s publisher, journal's issue or volume number, etc.
- physical characteristics: number of pages, web page URL, etc.

## Formatting of references to the specific types of sources

The components of the bibliographical description are different for the different types of publications. The examples provided in this section illustrate how to format the most popular sources: books, book chapters, scientific journal articles, conference papers, web resources. Other resources can usually be cited as these types.

For example, company annual reports can be cited as books if they contain information that they were printed, or as internet resources if published online without all properties of a printed book. Similarly, newspapers are periodical publications like scientific journals, but they usually have online versions, so it is possible to choose the citation style as both types of references describe the source properly.

Proceedings of conferences (abstracts) are referenced as book chapters with an indication of the the date and place of the conference.

Laws and normative documents can be referenced as official publications in the parliament's newspapers (e.g., Відомості Верховної Ради України) or as online resources.

For scientific articles, it is preferable to describe them as journal publications, even if they are available online. Their description may be accompanied by an optional URL or a DOI identifier if it is known.

The descriptions of the sources have to be formed using the language of the sources, and it is not needed to translate or transliterate titles, author names, etc.

### Books

A typical bibliographical description of a book contains elements in four blocks (fig. 1): authors (shown here as blue area<sup>1</sup>), book title (green), publication details (yellow), physical properties (orange).

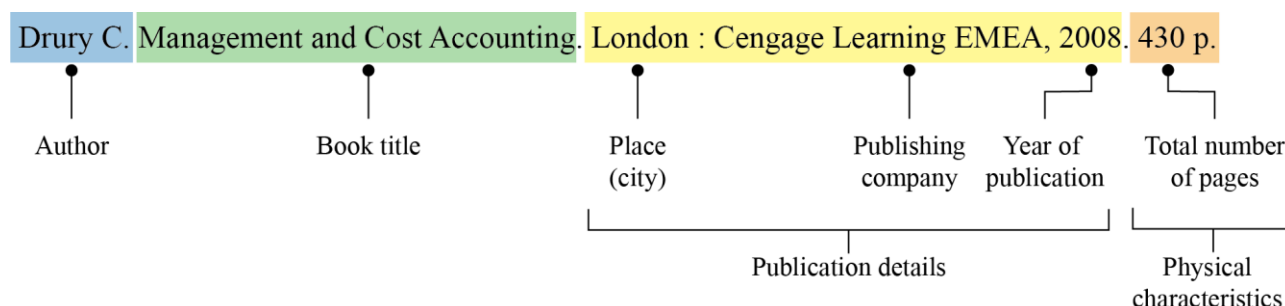


Figure 1 – Typical reference to a book

Blocks are separated with a period “.”, excluding the cases if the block’s content ends with a period. For example, the author’s initials end with a period, so the second period is unnecessary.

<sup>1</sup> Colors here are used for the convenience of reference structure understanding and are not used in documents!

Author names consist of the last name and initials separated with a space. Multiple authors are listed in the same order as in the source, separated by commas “,”. Usually, up to three authors are listed. If necessary, according to the latest standard, it is possible to include more than three authors or to use abbreviation “et al.” (Latin for “and others”) or Ukrainian “та ін.”.

Kotler P.  
Christopher M. O., Kwasira J.  
Kaplan R. S., Norton D. P.  
Kreinovich V., Quintana C., Lea R., et al.

If it is important, the book title may optionally contain a book type (textbook, monograph, instruction manual, etc.), separated by a colon with spaces around “ : ”.

Inventory Analytics : monograph.  
Logistics and Supply Chain Management : textbook.

In the information about the publisher, the location and company’s name are separated using a colon with spaces “ : ”. The information about the publisher may be written using only the company name without the location or the location without the company name if one of them is not provided on the book cover. For example, it is common in the case of international publishing houses or electronic books. Year of publication is an obligatory item.

Physical properties of the book may include not only the total number of pages but also the volume number (“Vol.”, or Ukrainian “Т.”). Different properties are separated with a period as usual blocks.

Vol. 5. 235 p.  
188 p.  
Vol. 3. 480 p.

Some books were written by too many authors or are just compilations of multiple works. For example, encyclopedias and dictionaries often mention only an editor or members of the editorial team. Descriptions of such books contain no authors block, but the book title is accompanied by so-called “information about responsibility”. It is separated by a slash “ / ” symbol and usually contains an editor’s name and role (“edited by”, “ed. by”, or in Ukrainian “за редакцією”, “за ред.”):

Management / edited by F. J. Smith.  
Information technologies in management / ed. by A. Cooper, H. Simpson

## Book chapters

Book chapters are, basically, just a small piece in a larger publication that may have separate unique features. If the whole book is written by the same authors, use the book referencing described above. But if the chapter has different authors, it is worth mentioning that in the reference. In general, the description is similar to the book's one with several differences (fig. 2).

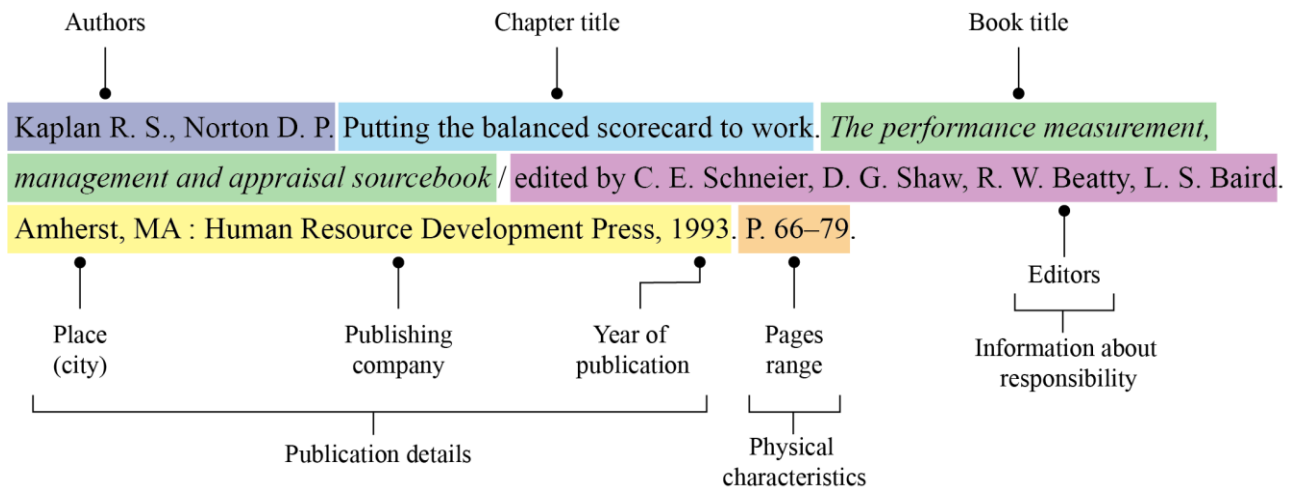


Figure 2 – Typical reference to a book chapter

The description of the book chapter has two title blocks: for the chapter title and for the book title. They are separated by a period, as usual. The title of the whole book can be written in italic font.

Manufacturing and logistics information systems. *Encyclopedia of Information Science and Technology*.

Performance management processes. *Managing Performance: Performance Management in Action*.

Also, the total number of pages is replaced with the corresponding pages range of the chapter with the capital letter “P.” (Ukr. “C.”) in front:

P. 45-85.

P. 1235-1321.

Often, a book chapter description can mention editors of the book too.

In case of reference to conference proceedings, it is important to indicate the type of publication (conference proceedings or as stated on the title page), as well as the place and date of the conference.

*International Conference on Operations Management and Research* : conference proceedings (Mysuru, India, January 21-22, 2016)

*International MultiConference of Engineers and Computer Scientists*: conference proceedings (Hong Kong, March 16-18, 2011)

### Journal articles

Journal articles are prevalent sources of information for scientific and educational works. They are also parts of parent publications (journals, collections) and are formatted very similarly to book chapters (fig. 3).

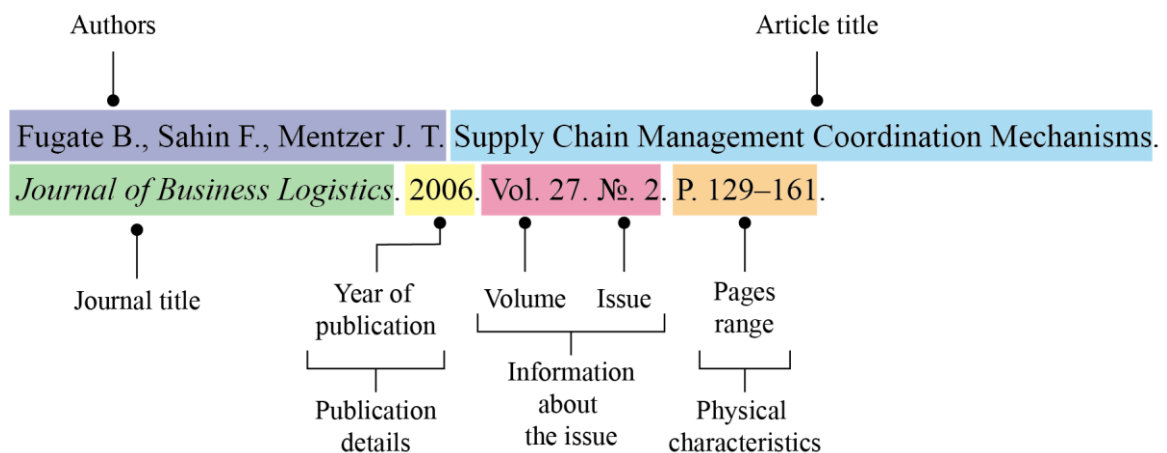


Figure 3 – Typical reference to a journal article

The difference is that there is no publishing company and place in the publication details block (only the year). Also, there is one more block with the issue number because journals are periodical publications. Issue numbers are formatted using a “№” symbol. Some journals also have a volume number that must be mentioned, similarly to the book volume.

It is possible to mention the DOI identifier of the article, if available, as the last block of the article’s description.

2017. №1. P. 45–54.

2010. №10. Vol. 1. P.10–14.

2018. №2(14). P. 48–55. DOI: 10.25140/2410-9576-2018-2-2(14)-48-55

If an article is officially published online, it is possible to add URL information similarly to other internet resources (see below).

### Internet resources

Many information sources for student papers are available today as internet resources: annual reports of companies, market research data, state statistics, e-books, etc. They also must be referenced in the bibliography properly.



The description of a webpage usually should contain the same elements that allow to clearly identify the resource as any other publication: authors, title, responsibility information, year.

Unfortunately, not all web resources provide information on authors or editors, so the descriptions should mention at least a title (fig. 4).

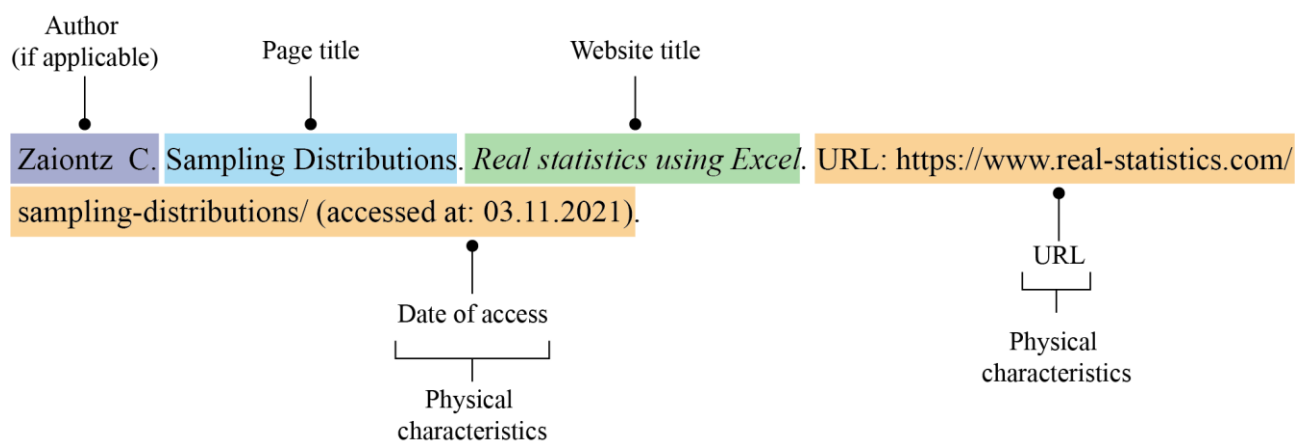


Figure 4 – Typical reference to an internet resource

It is possible to combine an article or blog post title with the website’s title similarly to an article in a journal description.

Portfolio Management. *Investopedia*.

Annual reports. *Inditex*.

Technical analysis. *Wikipedia, the free encyclopedia*. 2021.

The obligatory element is the internet address, or the URL (Universal Resource Locator), that is added after the previous description blocks. After the URL, in parentheses “( )”, it is needed to mention the date when the resource was accessed because web pages can be changed. The formulation is “accessed at: ...” or “access date: ...” (Ukr. “дата звернення: ”). Also, the URL section can be added after any other publication available online. Theoretically, any other resource type (book, article, law, conference paper, etc.) can be in electronic form on the internet.

URL: <https://openstax.org/details/books/principles-management> (accessed at: 22.11.2021)

URL: <http://blogs.kpi.kharkov.ua/v2/vdik/> (accessed at: 10.09.2021)

URL: <https://zakon.rada.gov.ua/laws/main/322-08> (дата звернення: 20.10.2021)

## EXAMPLES OF VALID BIBLIOGRAPHICAL DESCRIPTIONS

### **Books**

Kotler P., Pfoertsch W. B2B brand management: Heidelberg: Springer, 2006. 374 p.

Gabrielova T., Lytvynenko S., Ivannikova V. Cargo Science and Logistics. Kyiv: Condor, 2020. 268 p.

Kolbin V. V. Decision Making and Programming: World Scientific, 2003. 757 p.

Hugos M. H. Essentials of Supply Chain Management: New York: John Wiley & Sons, 2011. 354 p.

Kumar S. A., Suresh N. Operations management: New Delhi: New Age International, 2009. 277 p.

### **Book chapters with specific authors**

Yuan X.-M. Impact of Industry 4.0 on Inventory Systems and Optimization. *Industry 4.0 - Impact on Intelligent Logistics and Manufacturing*. IntechOpen, 2020. P. 27–38.

Heskes T., Kappen H. On-line learning processes in artificial neural networks. *Mathematical Approaches to Neural Networks*. Amsterdam : Elsevier, 1993. Vol. 51. P. 199–233.

Agolla J. E. Smart Manufacturing: Quality Control Perspectives. *Quality Control - Intelligent Manufacturing, Robust Design and Charts*. IntechOpen, 2021. P. 1–15.

Kaplan R. S., Norton D. P. Putting the balanced scorecard to work. *The performance measurement, management and appraisal sourcebook* / edited by C. E. Schneier, D. G. Shaw, R. W. Beatty, L. S. Baird. Amherst, MA : Human Resource Development Press, 1993. P. 66–79.

Aro-Gordon S., Gupte J. Contemporary Inventory Management Techniques: A Conceptual Investigation. *International Conference on Operations Management and Research* : conference proceedings (Mysuru, India, January 21-22, 2016). Mysuru : SDMIMD, 2016 P. 21–22.

### **Journal articles**

Lander L. J., Parkin T. R. Counterexample to Euler's conjecture on sums of like powers. *Bulletin of the American Mathematical Society*. 1966. Vol. 72. № 6. P. 1079–1080.

Fugate B., Sahin F., Mentzer J. T. Supply Chain Management Coordination Mechanisms. *Journal of Business Logistics*. 2006. Vol. 27. №. 2. P. 129–161.

Rowley, J. Using case studies in research. *Management research news*. 2002. Vol. 25. №. 1. P. 16–27.

Maghlaperidze E., Kharadze N., Kuspliak H. Development of Remote Jobs as a Factor to Increase Labor Efficiency. *Journal of Eastern European and Central Asian Research (JEECAR)*. 2021. Vol. 8, №. 3. P. 337–348.

Miranda, S. R. Preferred leadership styles by gender. *Journal of Management Development*. 2019. Vol. 38. № 7. P. 604–615. DOI: <https://doi.org/10.1108/JMD-01-2019-0034>.

### **Websites and internet resources**

Gwet K.L. Cohen's Kappa paradoxes make sample size calculation impossible. *K. Gwet's Inter-Rater Reliability Blog*. 2021. URL: <https://inter-rater-reliability.blogspot.com/2021/08/cohens-kappa-paradoxes-make-sample-size.html> (accessed 15.10.2021).

Кодекс законів про працю України, №322-VII, від 12.10.1971, ред. від 14.08.2021. *Верховна Рада України*. URL: <https://zakon.rada.gov.ua/laws/main/322-08> (дата звернення: 10.11.2021)

Operations Management / edited by M. Schiraldi. IntechOpen, 2013. URL: <https://www.intechopen.com/books/3216> (accessed at: 21.11.2021).

Hofstede Insights. National Culture. URL: <https://www.hofstede-insights.com/models/national-culture/> (accessed at: 03.12.2020).