

REFERENCING GUIDE

List of the most common reference types:

A. PERIODICALS

Authors must be listed by their last names, followed by initials. Publication year must be written in parentheses, followed by a full stop. Title of the article must be in sentences case: only the first word and proper nouns in the title are capitalized. The periodical title must be in title case, followed by the volume number, which is also italicized:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.

➤ Journal article, one author, paginated by issue

Journals paginated by issue begin with page 1 in every issue, so that the issue number is indicated in parentheses after the volume. The parentheses and issue numbers are not italicized, e.g.

Tanasijević, V. (2007). A PHP project test-driven end to end. *Management Information Systems, 5* (1), 26-35.

➤ Journal article, one author, paginated by volume

Journals paginated by volume begin with page 1 in issue 1, and continue page numbering in issue 2 where issue 1 ended, e.g.

Perić, O. (2006). Bridging the gap: Complex adaptive knowledge management. *Strategic Management, 14*, 654-668.

➤ Journal article, two authors, paginated by issue

Strakić, F., & Mirković, D. (2006). The role of the user in the software development life cycle. *Management Information Systems, 4* (2), 60-72.

➤ Journal article, two authors, paginated by volume

Ljubojević, K., & Dimitrijević, M. (2007). Choosing your CRM strategy. *Strategic Management, 15*, 333-349.

➤ Journal article, three to six authors, paginated by issue

Jovanov, N., Boškov, T., & Strakić, F. (2007). Data warehouse architecture. *Management Information Systems, 5* (2), 41-49.

➤ Journal article, three to six authors, paginated by volume

Boškov, T., Ljubojević, K., & Tanasijević, V. (2005). A new approach to CRM. *Strategic Management, 13*, 300-310.

➤ Journal article, more than six authors, paginated by issue

Ljubojević, K., Dimitrijević, M., Mirković, D., Tanasijević, V., Perić, O., Jovanov, N., et al. (2005). Putting the user at the center of software testing activity. *Management Information Systems, 3* (1), 99-106.

➤ Journal article, more than six authors, paginated by volume

Strakić, F., Mirković, D., Boškov, T., Ljubojević, K., Tanasijević, V., Dimitrijević, M., et al. (2003). Metadata in data warehouse. *Strategic Management, 11*, 122-132.

➤ Magazine article

Strakić, F. (2005, October 15). Remembering users with cookies. *IT Review, 130*, 20-21.

➤ Newsletter article with author

Dimitrijević, M. (2009, September). MySQL server, writing library files. *Computing News, 57*, 10-12.

➔ Newsletter article without author

VBScript with active server pages. (2009, September). *Computing News*, 57, 21-22.

B. BOOKS, BROCHURES, BOOK CHAPTERS, ENCYCLOPEDIA ENTRIES, AND BOOK REVIEWS

Basic format for books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Note: "Location" always refers to the town/city, but you should also include the state/country if the town/city could be mistaken for one in another country.

➔ Book, one author

Ljubojević, K. (2005). *Prototyping the interface design*. Subotica: Faculty of Economics.

➔ Book, one author, new edition

Dimitrijević, M. (2007). *Customer relationship management* (6th ed.). Subotica: Faculty of Economics.

➔ Book, two authors

Ljubojević, K., Dimitrijević, M. (2007). *The enterprise knowledge portal and its architecture*. Subotica: Faculty of Economics.

➔ Book, three to six authors

Ljubojević, K., Dimitrijević, M., Mirković, D., Tanasijević, V., & Perić, O. (2006). *Importance of software testing*. Subotica: Faculty of Economics.

➔ Book, more than six authors

Mirković, D., Tanasijević, V., Perić, O., Jovanov, N., Boškov, T., Strakić, F., et al. (2007). *Supply chain management*. Subotica: Faculty of Economics.

➔ Book, no author or editor

Web user interface (10th ed.). (2003). Subotica: Faculty of Economics.

➔ Group, corporate, or government author

Statistical office of the Republic of Serbia. (1978). *Statistical abstract of the Republic of Serbia*. Belgrade: Ministry of community and social services.

➔ Edited book

Dimitrijević, M., & Tanasijević, V. (Eds.). (2004). *Data warehouse architecture*. Subotica: Faculty of Economics.

➔ Chapter in an edited book

Boškov, T., & Strakić, F. (2008). Bridging the gap: Complex adaptive knowledge management. In T. Boškov & V. Tanasijević (Eds.), *The enterprise knowledge portal and its architecture* (pp. 55-89). Subotica: Faculty of Economics.

➔ Encyclopedia entry

Mirković, D. (2006). History and the world of mathematicians. In *The new mathematics encyclopedia* (Vol. 56, pp. 23-45). Subotica: Faculty of Economics.

C. UNPUBLISHED WORKS

➔ Paper presented at a meeting or a conference

Ljubojević, K., Tanasijević, V., Dimitrijević, M. (2003). *Designing a web form without tables*. Paper presented at the annual meeting of the Serbian computer alliance, Beograd.

➔ Paper or manuscript

Boškov, T., Strakić, F., Ljubojević, K., Dimitrijević, M., & Perić, O. (2007, May). *First steps in visual basic for applications*. Unpublished paper, Faculty of Economics Subotica, Subotica.

➤ Doctoral dissertation

Strakić, F. (2000). *Managing network services: Managing DNS servers*. Unpublished doctoral dissertation, Faculty of Economics Subotica, Subotica.

➤ Master's thesis

Dimitrijević, M. (2003). *Structural modeling: Class and object diagrams*. Unpublished master's thesis, Faculty of Economics Subotica, Subotica.

D. ELECTRONIC MEDIA

The same guidelines apply for online articles as for printed articles. All the information that the online host makes available must be listed, including an issue number in parentheses:

Author, A. A., & Author, B. B. (Publication date). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.anyaddress.com/full/url/>

➤ Article in an internet-only journal

Tanasijević, V. (2003, March). Putting the user at the center of software testing activity. *Strategic Management*, 8 (4). Retrieved October 7, 2004, from www.ef.uns.ac.rs/sm2003

➤ Document from an organization

Faculty of Economics. (2008, March 5). *A new approach to CRM*. Retrieved July 25, 2008, from <http://www.ef.uns.ac.rs/papers/acrm.html>

➤ Article from an online periodical with DOI assigned

Jovanov, N., & Boškov, T. A PHP project test-driven end to end. *Management Information Systems*, 2 (2), 45-54. doi: 10.1108/06070565717821898.

➤ Article from an online periodical without DOI assigned

Online journal articles without a DOI require a URL.

Author, A. A., & Author, B. B. (Publication date). Title of article. *Title of Journal*, volume number. Retrieved from <http://www.anyaddress.com/full/url/>

Jovanov, N., & Boškov, T. A PHP project test-driven end to end. *Management Information Systems*, 2 (2), 45-54. Retrieved from <http://www.ef.uns.ac.rs/mis/TestDriven.html>.

REFERENCE QUOTATIONS IN THE TEXT

➤ Quotations

If a work is directly quoted from, then the author, year of publication and the page reference (preceded by "p.") must be included. The quotation is introduced with an introductory phrase including the author's last name followed by publication date in parentheses.

According to Mirković (2001), "The use of data warehouses may be limited, especially if they contain confidential data" (p. 201).

Mirković (2001), found that "the use of data warehouses may be limited" (p. 201). What unexpected impact does this have on the range of availability?

If the author is not named in the introductory phrase, the author's last name, publication year, and the page number in parentheses must be placed at the end of the quotation, e.g.

He stated, "The use of data warehouses may be limited," but he did not fully explain the possible impact (Mirković, 2001, p. 201).

➤ Summary or paraphrase

According to Mirković (1991), limitations on the use of databases can be external and software-based, or temporary and even discretion-based. (p.201)

Limitations on the use of databases can be external and software-based, or temporary and even discretion-based (Mirković, 1991, p. 201).

➤ One author

Boškov (2005) compared the access range...

In an early study of access range (Boškov, 2005), it was found...

➤ When there are **two authors**, both names are always cited:

Another study (Mirković & Boškov, 2006) concluded that...

➤ If there are **three to five authors**, all authors must be cited the first time. For subsequent references, the first author's name will be cited, followed by "et al."

(Jovanov, Boškov, Perić, Boškov, & Strakić, 2004).

In subsequent citations, only the first author's name is used, followed by "et al." in the introductory phrase or in parentheses:

According to Jovanov et al. (2004), further occurrences of the phenomenon tend to receive a much wider media coverage.

Further occurrences of the phenomenon tend to receive a much wider media coverage (Jovanov et al., 2004).

In "et al.", "et" is not followed by a full stop.

➤ Six or more authors

The first author's last name followed by "et al." is used in the introductory phrase or in parentheses:

Yossarian et al. (2004) argued that...

... not relevant (Yossarian et al., 2001).

➤ Unknown author

If the work does not have an author, the source is cited by its title in the introductory phrase, or the first 1-2 words are placed in the parentheses. Book and report titles must be italicized or underlined, while titles of articles and chapters are placed in quotation marks:

A similar survey was conducted on a number of organizations employing database managers ("*Limiting database access*", 2005).

If work (such as a newspaper editorial) has no author, the first few words of the title are cited, followed by the year:

("The Objectives of Access Delegation," 2007)

Note: In the rare cases when the word "Anonymous" is used for the author, it is treated as the author's name (Anonymous, 2008). The name Anonymous must then be used as the author in the reference list.

➤ Organization as an Author

If the author is an organization or a government agency, the organization must be mentioned in the introductory phrase or in the parenthetical citation the first time the source is cited:

According to the Statistical Office of the Republic of Serbia (1978), ...

Also, the full name of corporate authors must be listed in the first reference, with an abbreviation in brackets. The abbreviated name will then be used for subsequent references:

The overview is limited to towns with 10,000 inhabitants and up (Statistical Office of the Republic of Serbia [SORS], 1978).

The list does not include schools that were listed as closed down in the previous statistical overview (SORS, 1978).

➤ When citing **more than one reference from the same author**:

(Bezjak, 1999, 2002)

➤ When several **used works by the same author were published in the same year**, they must be cited adding a, b, c, and so on, to the publication date:

(Griffith, 2002a, 2002b, 2004)

➤ **Two or more works in the same parentheses**

When two or more works are cited parenthetically, they must be cited in the same order as they appear in the reference list, separated by a semicolon.

(Bezjak, 1999; Griffith, 2004)

➤ **Two or more works by the same author in the same year**

If two or more sources used in the submission were published by the same author in the same year, the entries in the reference list must be ordered using lower-case letters (a, b, c...) with the year. Lower-case letters will also be used with the year in the in-text citation as well:

Survey results published in Theissen (2004a) show that...

➤ **To credit an author for discovering a work**, when you have not read the original:

Bergson's research (as cited in Mirković & Boškov, 2006)...

Here, Mirković & Boškov (2006) will appear in the reference list, while Bergson will not.

➤ **When citing more than one author**, the authors must be listed alphabetically:

(Britten, 2001; Sturlasson, 2002; Wasserwandt, 1997)

➤ **When there is no publication date**:

(Hessenberg, n.d.)

➤ **Page numbers must always be given for quotations**:

(Mirković & Boškov, 2006, p.12)

Mirković & Boškov (2006, p. 12) propose the approach by which "the initial viewpoint...

➤ **Referring to a specific part of a work**:

(Theissen, 2004a, chap. 3)

(Keaton, 1997, pp. 85-94)

➤ **Personal communications, including interviews, letters, memos, e-mails, and telephone conversations**, are cited as below. (These are *not* included in the reference list.)

(K. Ljubojević, personal communication, May 5, 2008).