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Library Network Support Services: modernising libraries in Armenia, Moldova and Belarus through library staff development and reforming libraries [LNSS] Servicii de suport pentru rețeaua de biblioteci: modernizarea bibliotecilor în Armenia, Moldova și Belarus prin dezvoltarea personalului bibliotecar și reformarea bibliotecilor [SSRB]

Module 4. Information Literacy and Research Skills TRAINING

MANAGEMENT OF BIBLIOGRAPHIC REFERENCES. REFERENCE MANAGEMENT SOFTWARE: ENDNOTE, MENDELEY, ZOTERO



Anna NAGHERNEAC, Head of Information and Bibliographic Service

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CONTENT

KEYWORDS

- Scientific research;
- Bibliographic documentation;
- Communication of information;
- Ethics of information use;
- Methods of avoiding plagiarism, copyright;
- Rules of making of the bibliographic references for scientific papers;
- Styles / citation methods;
- Reference library management software tools (EndNote, Mendeley, Zotero).

- Information, search of information, information resources;
- scientific research, bibliographic documentation, scientific work;
- information ethics, plagiarism;
- bibliographic references, sources of information, citation, citation styles;
- Importing a citation style;
- Behaviour of citation style, correctness of citations;
- Personal management software for bibliographic references.





The information activity of a researcher provides, first of all, the knowledge of the literature published by other researchers in one or the other domain, in order to use them (their source of inspiration) for the subsequent research / discovery.

Research - a systematic process of collecting and analyzing information (results) to improve our understanding of an aspect. The researcher is the recipient of an information system that contains and keeps information stored, which he organizes and processes so that he can find them when they are needed.

A basic condition of research and documentation in the field is deep knowledge of scientific language, methods and methodology of research, knowledge of the logic of domain development, critical analysis of achievements in the field.

- The information should be rationally and efficiently accessed
- The information should be critically and competently assessed
- The information should be used correctly and creatively



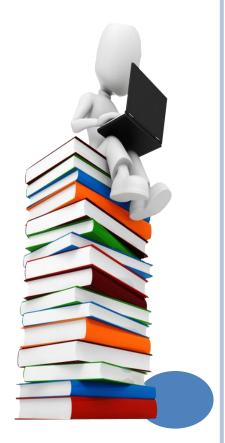
om





- · General information on the research topic,
- identifying sources,
- · access to them,
- collecting bibliographic materials,
- annotation and ordering.

The bibliographic research method means the activity of selecting sources of information, using bibliographic tools: electronic and traditional catalogs, bibliographies, databases, websites, etc.



The contemporary scholar researcher benefits from a varied system of bibliographic tools provided by the USARB Scientific Library:

- □ SLUSARB electronic catalog,
- accessible from the library as well as remotely from the Library website, which is integrated into LibUniv Catalog where the search for information is promptly provided in 7 catalogs of libraries of universities in the Republic of Moldova;
- ORA USARB (Digital Institutional Archive) <u>http://dspace.usarb.md:8080/jspui/</u> full-texts of the works of academics and university librarians: lectures, exercises, curriculums;
- Scientific journals elaborated by the Balti universities available on-line;
- □ Recent acquisitions catalog http://libruniv.usarb.md, starting with 2006
- On-line exhibitions: New / thematic acquisitions
- EIFL-OA Moldova Blog <u>http://oarm.blog2x2.net/</u> which facilitates open access to information and scientific electronic resources (journals, PhD thesis) in Moldova.
- Electronic reference services
- "Ask a Librarian" a library service for remote users accesse through the web page (<u>http://libruniv.usarb.md</u>).





Scientific research can not be done by passing the documentation phase Documentation is a necessary stage of scientific research and aims knowledge of scientific experience in the area under investigation in affiliated fields and other areas of knowledge of reality

Documenting is a multilateral process that outlines the means to disseminate documents.

- □ Familiarize with the subject of future research
- Thematic domain delimitation
- Chronological period
- Geographic space
- □ The language in which the documents are written
- Type of information resources (on any support) expected for research (official publications, manuscripts, monographs, series publications, reference works, printed music documents, graphic documents, patents, patents, electronic collections: databases, periodicals electronic, digital documents, computer files, websites ...)







The bibliographic documentation implies:

- Specification clear subject (topic) for which it is the information sought;
- Identifying the types of publications that contain the necessary information
- The choice of the most efficient method of research of information sources, which can be direct(publications, various types of documents which directly informs the following), and indirect(library catalogs, and publishers, bibliographies);
- Keeping accurate records and completing the documents used in a "dossier" of the research topic.



THE ETHICS OF USING INFORMATION. PLAGIARISM



Within research is required to take into account a number of ethical aspects:

The work must fully reflect the work of the author!

Citation text (the bibliographic reference) must respect the structure of the source and author / author's orthograph, will not add or invent names or sources !

According to Dictionary of Romanian Language:

"ETHICS – Moral principles that govern a person's behaviour or the conducting of an activity."

"PLAGIARISM – an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author". "PLAGIARIZE – to commit literary theft : present as new and original an increase product derived from an existing source".





- Absence of quotation marks when picking up a syntax.
- Copying information from any source, including the Internet.
- Using works for which credit has already been obtained.
- Copying a picture or photo from the Internet without proper recognition.
- A Not using appropriate end-notes or other citation methods.
- From a legal point of view, plagiarism could also be considered as a ,, forgery"/, counterfeiting " in some cases (where copyright law applies) and thus be sanctioned by a judge in court.
- The RM legislation protects the rights of the authors, including scientific works.

http://aptxt.com/wp-content/uploads/2016/06/plagiat_595_rudie-fotolia-300x169.jpg



NATIONAL LEGISLATIVE FRAMEWORK



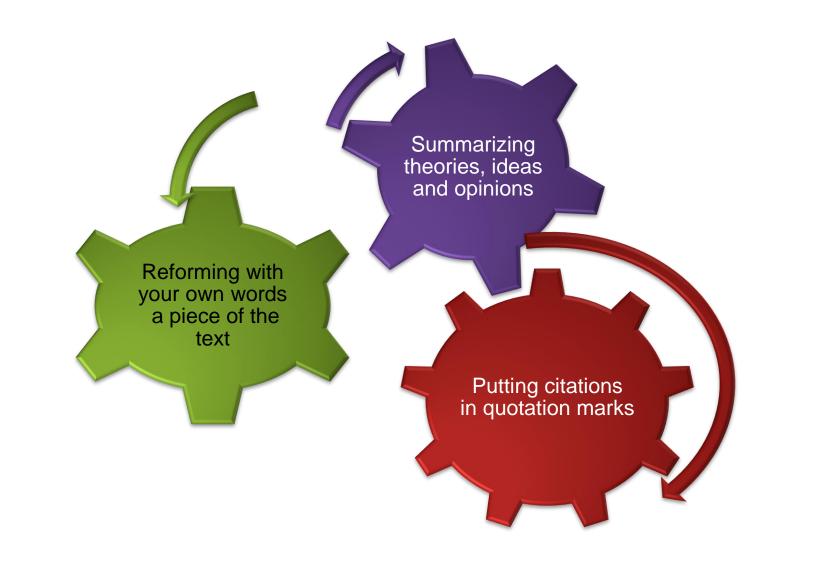
•	The Constitution of the Republic of Moldova guarantees the freedom of creation and the right of citizens to intellectual property:	Article 33. Freedom of creation. The freedom of artistic and scientific creation is guaranteed. Creation is not subject to censorship: The right of citizens to intellectual property, their material and moral interests arising in connection with different genres of intellectual creation are protected by law; [Constitution of the Republic of Moldova, p.12]
•	Law on Copyright and Related Rights (No. 139 of 02.07.2010): <u>http://lex.justice.md/index.php?action</u> <u>=view&view=doc⟨=1&id=336156</u>	Article 26. Reproduction of works for personal purposes Article 27. Reprographic reproduction by libraries, archives and other institutions of a legally published work when reproduction is made by libraries and archives and does not seek to obtain an economic or commercial advantage, directly or indirectly, but to replace lost, destroyed copies or become unusable, or to make copies available to other libraries or similar archives for the purpose of replacing, in their own collections, lost, destroyed or rendered unusable works if the making of such copies of the work is not possible; Article 54. Infringement of copyright, related rights and other rights.
•	The Criminal Code of the Republic of Moldova: http://lex.justice.md/md/331268/	Article 185/1. Infringement of copyright and related rights. (violation of copyright and related rights in large proportions is fined with 4 000 to 5 000 conventional units;

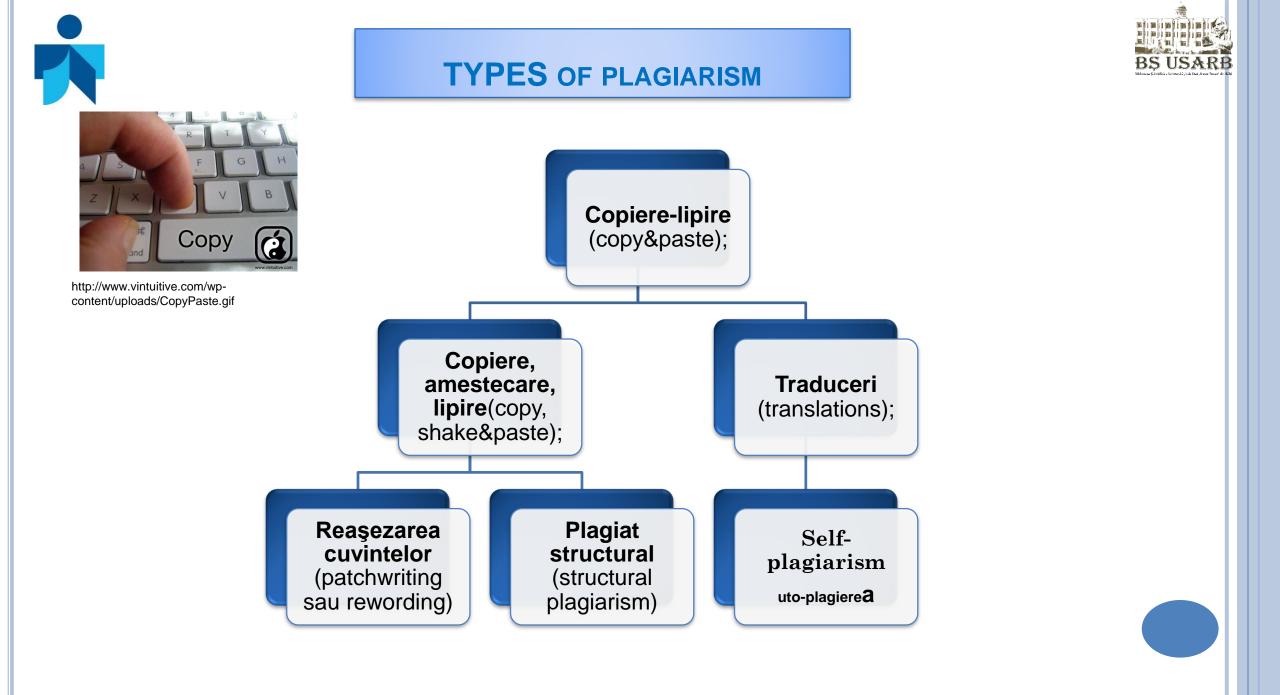




AVOIDING INTELLECTUAL PROPERTY THEFT











Digital documents are vulnerable to copying
 Text comparison with other original documents
 Identify documents containing the same sentences or phrases



http://assets-a2.kompasiana.com



INTERNATIONAL PLAGIARISM SOFTWARE

USARB

The Ephorus Dutch system - <u>www.ephorus.com/</u>

The Swedish Urkund system http://www.urkund.com/en

The German PlagAware system

Copyscape Premium (Google) -<u>http://www.copyscape.com/</u>, oferit de Google, costă 5 cenți pentru o verificare.

Copyscape Free (Google) - <u>http://www.copyscape.com/</u> reprezintă o versiune gratuiă oferită de Google. Se poate de verificat 10 documente pe lună. Oferă rezultate rapide, dar de o calitate medie.





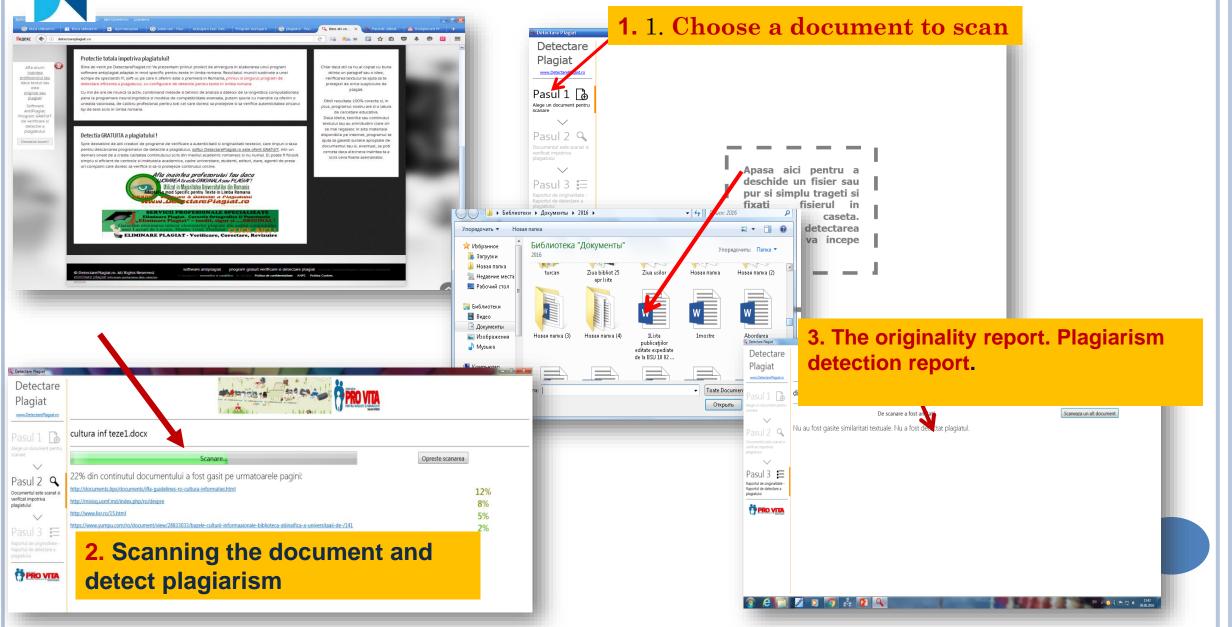
http://www.detectareplagiat.ro/

- The first and only plagiarism detection program, adapted for texts in Romanian language.
- The software can be used by academic centers and institutes, academics, students, publishers, newspapers, press agencies or companies that want to check and protect their online content.
- It is used in most Universities in Romania and the Republic of Moldova 30% of plagiarism it is admitted.
- DetectionPlagiat.ro analyzes and scans over 10 billion resources, benefits from a set of analysis techniques that effectively detect suspicious and paragraphs copied from one or more sources found in the text submitted to the investigation.



http://www.detectareplagiat.ro/







BIBLIOGRAPHIC REFERENCES - AN IMPORTANT COMPONENT OF INFORMATION COMMUNICATION (AUTHOR RECOGNITION PRACTICE)



The bibliographic references that document the study are presented in accordance with the rules for compiling bibliographic references which are contained in library standards.

INFORMATION AND DOCUMENTATION. RULES FOR THE PRESENTATION OF BIBLIOGRAPHIC REFERENCES AND REFERENCE OF INFORMATION RESOURCES (ISO 690:2010, IDT) Approved by the decision of the National Institute of Standardization and Metrology NO. 871-ST from 05.04.2012

What is a bibliographic reference?

A set of data describing a resource or a part of it, precise and detailed enough to allow it to locate it. A reference may be:

- A part of a list of information resources (book, article, report, communication, doctoral thesis, master, license etc.)
- > Asummary or a critical analysis
- A note attached to a text or incorporated into the text represented in the footnote or at the end of the text.



WHAT IS A BIBLIOGRAPHIC REFERENCE? (RECOGNITION PRACTICE OF AUTHORS)



- The main source of information for drawing up the bibliographic reference is the document itself, and, first of all, the title page of the document. The required information can also be found on the back of the title page, the cover, the header of a microform, etc.
- The information included in a reference must be sufficient to clearly identify the quoted material.
- Bibliographic references reflect the degree of ethics and information culture of a research work
- The bibliographic references are the expression of the author's documentation regarding the researched problem
- Note: Any information not appearing in the quoted resource, but is presented by the reference maker, must be placed between brackets []



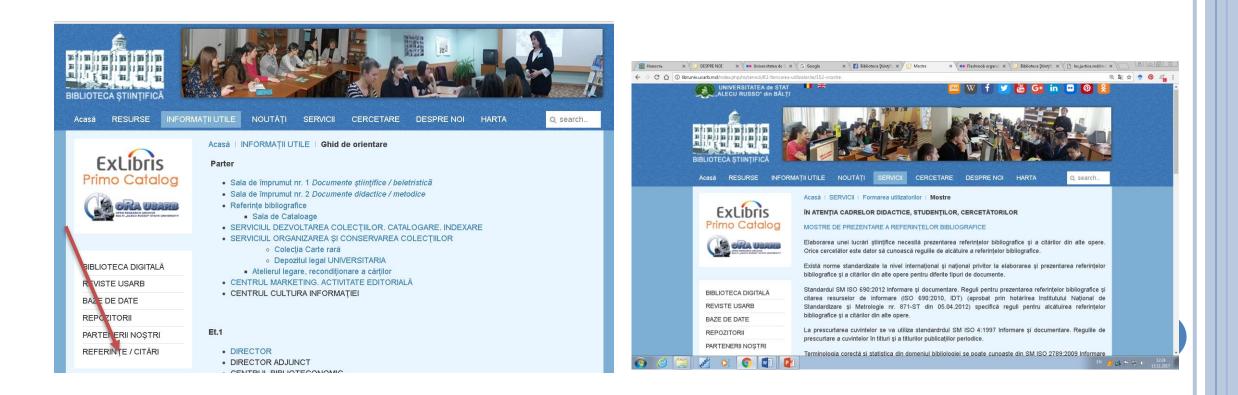
SAMPLES OF BIBLIOGRAPHIC REFERENCES



We invite you to consult the USARB Scientific Library website - <u>http://libruniv.usarb.md</u> - access - Samples REFERENCES / **CITATIONS**

- More detailed information on the correctness of making references in :

User's page - Researcher's section- Practical guide: Rules for submitting bibliographic references and citation information resources <u>http://tinread.usarb.md:8888/tinread/fulltext/bsu/reguli_referinte.pdf</u>







SM ISO 690:2012 National Standard SM ISO 690:2012 Information and Documentation. Rules for presenting bibliographic referencing and citation information resources

(ISO 690:2010, IDT)

SM – Moldovan Standard

ISO-International Organization for Standardization; 690 - order number ; **2012 - adaptation year (**Adopted by INSM Decision no. 871-ST since 05.04.2012)

This International Standard specifies rules for making bibliographic references, establishes guidelines for making Latin-language citations/quotes for works that are not bibliographic.

The standard applies to bibliographic references and citations for all kinds of information resources: monographs, series, contributions, patents, cartographic materials, electronic information resources (including computer programs and databases), music, sound recordings, stamps, photos, maps, graphic and audiovisual works and moving images.





INTERNATIONAL CODES FOR PUBLICATIONS

- ISBN (International Standard Book Number) (13 digit ISBN în 5 sections) is the international standard code of the book and is used as the key element of registration and inventory systems for publishers, distributors, librarians defined by ISO 2108
- 978 the prefix -the indicative for identifying editorial book production at the international level;
- 9975 country code ;
 - 72 the publishing code ;
 - 214 order number (for publisher);
 - ${\bf 2}$ the control number that allows verification of the validity of the ISBN .
- ISSN (International Standard Seriale Number) international identification code for serials defined by ISO 3297)
- > **ISMN** (International Standard Music Number) is attributed to printed musical publications



BIBLIOGRAPHICAL REFERENCES. THE MAIN ELEMENTS:



Contributions from monographs or series publications, published as independent documents, are reflected in the bibliographic reference according to the following SCHEME :

a) for monographs

AUTHOR (S). Title. Edition. Place of appearance: Publishing house, year of appearance. The page (optional). ISBN

- The authors are presented in the order in which they appear in the publication.
- Author names are separated by commas.
- First name of the first author is binding in reverse form

Example:

ALBULESCU, Ion. *Doctrine pedagogice.* București: Ed. Didactică și Pedagogică, 2007. 400 p. ISBN 978-973-30-1958-9.

b) for articles in series publications

AUTHOR (S). Title of the article. In: *Title of the magazine / newspaper*. Year, serial number, pages where the work is placed. ISSN.

Example:

MARTEA, Lilia. Promovarea specificului național – condiție obligatorie pentru învățătorul modern. In: *Învățătorul modern*. 2016, nr. 1(41), pp. 9-12. ISSN 1857-2820





Example 1 (one author)

- MARA, Daniel. Educaţie pentru educaţie. Sibiu: Ed. Alma Mater, 2006. 234 p. ISBN 973-632-273-4.
- ПРОКОПИЙ, Л. Ф. Введение в языкознание: Учеб.-метод. комплекс для студентов 1 курса филолог. фак. Chişinău: UST, 2011. 84 р. ISBN 978-9975-76-068-3.

Example 2 (two authors)

PATRAŞCU, Dumitru, ROTARU, Tudor. Cultura managerială a profesorului: Teoria şi metodologia formării. Chişinău: UPS "Ion Creangă", 2006. 296 p. ISBN 978-9975-78-265-4.

or

- □ PATRAŞCU, Dumitru, **Tudor ROTARU**. *Cultura managerială* ...
- БЕЛОГЛАВЕК, Александр, Рената ХОТОВА. Эксперты в международных условиях (в гражданских и уголовных судебных процессах, арбитражных и инвестиционных разбирательствах). Киев: Таксон, 2011. 475 р. ISBN 978-966-7128-80-7.



BS USARB

Example 3 (three authors)

RIZESCU, A., CÂRNEANU, N., STĂNCIULESCU, R. Didactica specialităţii. Aspecte metodologice. Sibiu: Alma Mater, 2009. 205 p. ISBN 978-973-632-533-5.

or

RIZESCU, A., N. CÂRNEANU, R. STĂNCIULESCU

or

□ RIZESCU, Alexandru, Nelu CÂRNEANU and Robert STĂNCIULESCU

• The last author's name is attached to the previous author's name by ,,and" (,,and", &, "и").





Example 4 (four authors and more)

For works with four or more authors, all names should be mentioned, if possible, but if some names are omitted, the name of the first author should be followed by et al.

Example:

DIACONU, Mihai, JINGA, Ioan, CIOBANU, Olga, STATI, Elena. Pedagogie: Man. pentru obţinerea gradului didactic II. Bucureşti: Ed. ASE, 2004. 603 p. ISBN 973-594-517-7.

or

 DIACONU, Mihai et al. Pedagogie: Man. pentru obţinerea gradului didactic II. Bucureşti: Ed. ASE, 2004. 603 p. ISBN 973-594-517-7.

or

- DIACONU, Mihai, JINGA, Ioan et al. Pedagogie: Man. pentru obţinerea gradului didactic II. Bucureşti: Ed. ASE, 2004. 603 p. ISBN 973-594-517-7.
- МУНТЯНУ, Анатолий и др. Учебное пособие для государственного служащего в области прав человека. Пер. с рум. Валентин РЯБЦОВ. К.: ARC, 2011. 280 р. ISBN 978-9975-61-654-6.





Example 5 (Publication without author)

For some types of documents (encyclopedias, dictionaries, reports, statistical directories, etc.), developed by several persons, none of which are dominant, the bibliographic reference begins with the title of the paper. The title is presented in the bibliographic reference as it appears in the information source.

Eminescu și copiii. Iași: Ed. Porțile Orientului, 1994. 168 p. ISBN 973-96457-1-2.

□ *Enciclopedia Asiei.* Bucureşti: Ed. Meronia, 1999. 352 p. ISBN 973-98844-4-X.

Мастер – класс учителя начальной школы. М.: Глобус, 2010. 464 р. ISBN 978-5-91658-070-9.



Example 6

Contributions from official publications

Legea învăţământului: nr. 547-XIII din 23.11.1994. (In:) Monitorul Oficial al Republicii Moldova. 1995, nr. 62/63, pp. 8-56.

Hotărârea Guvernului pentru aprobarea Regulamentului cu privire la organizarea studiilor superioare de masterat, ciclul II: nr. 1455 din 24. 12. 2007 In: Monitorul Oficial al Republicii Moldova. 2008, nr. 5/7, pp. 23-26.

Contributions from periodical publications

 ZAGAEVSCHI, Vladimir. Accidente fonetice în proza eminesciană In: Limba română. 2010, nr. 5-6, pp. 92-97. ISSN 0235-9111

NEGREI, Ion. Ion Pelivan, o conştiinţă românească exemplară (In:) Literatura şi arta. 2011, 19 mai, p. 7.

Note:

If the unit cited /quoted is a contribution, its title must be typed by the host unit. For monographs, use of the word. In: must precede the host unit title. Using Connector In: is not required to quote contributions from magazines.





If the place is known, but is not mentioned in the source, it may be indicated in square brackets

Example: [Sibiu]

MARA, Daniel. Educație pentru educație. [Sibiu]: Ed. Alma Mater, 2006. 234 p. ISBN 973-632-273-4

MARA, Daniel. Educație pentru educație. Sibiu: [nu sunt date], 2006. 234 p. ISBN 973-632-273-4

If the publication year is not given but can be identified, it must be indicated. If the exact date is not known, it mentioned the approximate date of publication followed by the question mark or preceded by "ap" (approximately).

Example: [ap. 1948]; [1948?]; [sec. 15]. If the approximation is not possible, this must be mentioned [dates are not]





In the bibliographic reference to the electronic document, the following compulsory elements are added:

- author (s) or editor (s), respectively the name of the person (s) responsible for the content of the information,
- > title of the document,
- b the title of the "parent" source (online magazine, database, site, discussion forum, discussion list etc.),
- > type of communication medium (CD-ROM, DVD, video conference, web),
- pages or length,
- the address where it is located (URL Uniform Resource Locator),
- the date they were accessed.

DOI (Digital Object Identifier (DOI, 1997) a system for identifying a document in a digital environment. DOI is an internationally recognized standard that allows any intellectual property (articles, books, audio, video, images, software) to be placed for an indefinite period (ISO 26324, 2010)





Citation Data

The citation date shows the date of the user's access to the on-line electronic document. In the bibliographic reference, the citation date is preceded by the word [cited....] And is indicated in square brackets after the date of publication and the update date (if any). *Example:*

[cited 11 Sept. 2016]

Availability and access

This element of the bibliographic reference contains **URL** information (Uniform Resource Locator) preceded by the Available expression registering it after the citation date.

Example:

Available on Internet: <http://www.akademos.asm.md/>

If the DOI allocated to the information resource is applicable, it may be indicated instead of an online e-mail address. DOI or other persistent identifiers are preferred instead URL that can be changed DOI:10. 1000/ISBN 1-900512-44-0





In the bibliographic reference to the electronic document, the following compulsory elements are added:

Type of support; Citation/Quotation date (for on-line documents); Date of update / revision; Availability and access (for online documents).

Support type The type of support is indicated in square brackets, by title. Information about the type of publication can also be added.

Example:

[on-line] [CD-ROM] [disc] [software] [on-line database] [computer disk software]





Examples of references to serial online publications

- Acta Zoologica [on-line]. Oxford, U.K.: Blacwell Publishing Ltd., January 2006, vol. 87, issue 1 [citat 6 Julay 2006]. Academic Search Premier. EBSCOhost Research Databases. ISSN 0001-7272. Disponibil: http://search.epnet.com
- TACU, Mariana. Fenomenul plagiatului în contextul noilor tehnologii informaționale [on-line] [citat 21 sept. 2016]. Disponibil: <u>http://media-azi.md/ro/stiri/fenomenul-plagiatului-%C3%AEn-contextul-noilor-tehnologii-informa%C8%9Bionale</u>

Contributions in serial online publications

- HAHL, Kaisa, LÖFSTRÖM, Erika. Conceptualizing interculturality in multicultural teacher education. In: *Journal of Multicultural Discourses* [on-line]. 2016, vol. 11,(3), pp. 300-314 [citat 8 oct. 2016]. ISSN 1744-7143 Disponibil: <u>http://web.b.ebscohost.com/ehost/detail/</u>
- СУЗАНСКАЯ, Татиана. Изображение человека нового времени в русском романе конца XX века. In: NRF: Noua revistă filologică [on-line]. 2011, nr.1/2 (3-4), pp. 137-154 [citat 8 sept. 2015]. ISSN 1857-1379. Disponibil: http://10.1.1.105/publicatie/nrf/NRF_1_2_2011.pdf
- Parlamentul Republicii Moldova. Codul Educaţiei al Republicii Moldova: nr. 152 din 17.07.2014. In: Monitorul Oficial [on-line], 24 oct., 2014, nr. 319-324, pp.17-52 [citat 8 sept. 2015]. Disponibil: <u>http://lex.justice.md/md/355156/</u>
- MAHЖУЕВА, O. M. Информационная этика современного общества [on-line] [citat 11 sept. 2016]. Disponibil: <u>http://www.lib.tpu.ru/fulltext/v/Bulletin_TPU/2013/v323/i6/49.pdf</u>



The bibliographic data indicated in the publications determine the link of a work with other previous researches, conceptualize the scientific positions of the author and his / her affiliation to a scientific school, offer the possibility to verify the de facto veracity of the presented data.

The use of ideas, data and foreign methods or the interpretation of uncited text is considered plagiarism, one of the serious violations of scientific ethics.

"Citation, citations. A source quoted in an essay, report, or book to clarify, illustrate, or substantiate a point.

What to Cite

- exact words, even facts, from a source, enclosed in quotation marks
- somebody else's ideas and opinions, even if you restate them in your own words in a summary or paraphrase
- each sentence in a long paraphrase if it is not clear that all the sentences paraphrase the same source

- facts, theories, and statistics

What Not to Cite

- common knowledge, such as nursery rhymes and folktales handed down through the ages; information that is available from many sources, such as the dates of the Civil War and chronological events in the lives of public figures".

(<u>https://www.thoughtco.com/what-is-citation-research-1689844</u> . Ann Raimes, *Pocket Keys for Writers*, 4th ed. Wadsworth, Cengage Learning, 2013)



Citation is the short form of the reference inserted in the text between round brackets or added to the text as a footnote at the end of the chapter or the entire text. Citation allows you to identify the publication from which the quote or comment was quoted and the location in the source publication.

Why do I need to cite?

- Publicly recognize the work of other authors
- To allow those who are citting you to verify the sources and use them to keep them informed
- > To give credibility to the information you present
- > Send the researcher to other sources for a more thoroughly research of the subject

What should I cite?

- Direct cites passages, phrases, sentences, phrases taken directly and placed between quotes
- Ideas retrieved and processed or summarized
- Statistical data
- > Electronic sources, webpages, emails, discussion forums





A scientific work needs the following requirements:

- using a standard citation format unique throughout the work;
- > the text of the citation/quotation respects the grammar structure of the source and the spelling of the author;
- > the quote must be complete without spontaneous abbreviations of the quoted text and without distorting the author's idea. Omission of words, phrases, paragraphs in the quoting process is permitted if it does not affect the text quoted and is marked by suspension points;
- b the quote sign must be next to the word to which the remark refers, and if a statement or a group of statements is quoted, the quote mark is put to the end;
- > every quote must be with reference to the source ;
- > quoting must not be excessive or insufficient.

Important!

- Write down all the bibliographic details of the information source when it is used;
- Otherwise, you will need extra time/ useless to return and identify bibliographic sources;
- The sources researched and presented in the paper must be of the day!





Citing sources of information in a scientific work must be done in a standard format.

There are different styles of presentation of the bibliographic references used in the research, issued over time by scientific societies, editors, etc., used according to the organization / editorial house to which the manuscript is submitted.

Style refers to both the way and the format that mentions the source in the text as well as the reference list: order and format.

It is a set of rules, and these rules set out how we inform the reader of our texts in a systematic way about the sources of information we have used (a recipe for building the bibliographic device of a work).

The utility of a citation style:

- > It is clear what source we are referring to;
- > It is clear what kind of source (eg. book, magazine, site) we refer to;
- > It is clear whether we are paraphrasing or citing.





American Psychological Association Style- Social sciences, economics, education (<u>www.apastyle.org</u>)

Modern Language Association Style- Science humanities, arts, interdisciplinary studies (<u>www.mla.org/style</u>)

Chicago Style- Science humanities, arts www.chicagomanualofstyle.org

Turabian Style- Research papers, dissertations, PhD thesis

(www.press.uchicago.edu/books/ turabian/turabian_citationguide. Html)

- > American Chemical Society Style
- > American Medical Association Style
- > American Sociological Association Style
- > American Mathematical Society Style
- > American Political Science Association Style
- > American Anthropological Association Style
- > American Institute of Physics Style
- Institute of Electrical and Electronic Engineers Style
- ISO 690 style All fields (SM ISO 690: 2012)



THE ,,AUTHOR-DATE" SYSTEM (HARVARD SYSTEM)



The ,,Harvard System" designates the styles that define the citations in the text by the ,,author-date" method.

Summarized references

usually in the form (author-year), pass into the text, exactly where they need it.

- > It's an Author- Year style. The references in the text are as follows: (Neacşu, 2015)
- > The final bibliography is alphabetically ordered .
- It is a citation style used in social sciences (eg Psychology, Socilogy, Political Sciences) as well as in related fields
- > APA style does not use, footnotes, latinisms (idem, ibidem, op cit).

Example: *"Limbajul este principalul cod prin care sunt transmise și însușite conținuturile informaționale și programele acționale ale sistemului psihic individual…"* **(Buzdugan, 2008)**

If the above-mentioned author published in 2008 more information resources, the differentiation between them is made by adding in small brackets (a, b, c, etc.)

Example: "Ca atare, limbajul este și un mijloc de creație, de afirmare de sine, de adaptare, de facilitare a interrelațiilor sociale..." (Buzdugan, 2008b, p. 47)



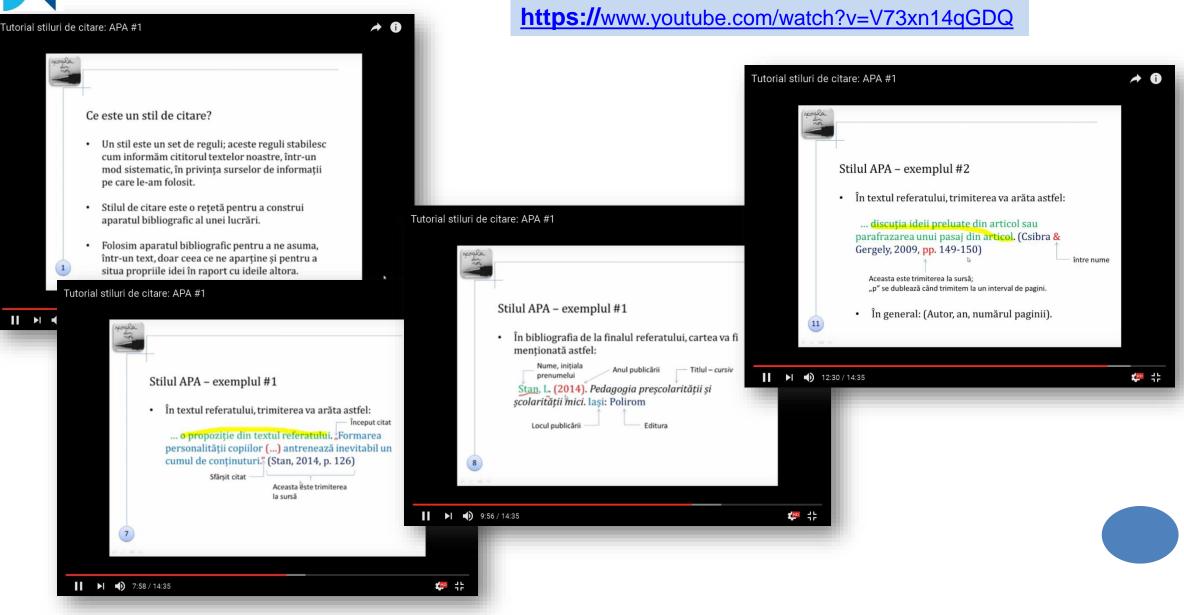
... in the list of references:

BUZDUGAN, Tiberiu (2008). *Psihologia pe interesul tuturor.* Bucureşti:
Editura Didactică şi Pedagogică, p. 73. ISBN 978-973-30-2355-5
BUZDUGAN, Tiberiu (2008b). *Psihologie. Bucureşti*: Editura Didactică şi Pedagogică, p. 47. ISBN 978-973-30-2355-5
MODREA, Margareta (1998). *Psihologia în exemple şi modele explicative*. Focşani: Ed. Aliter, p. 43. ISBN 973-97931-4-2
NEACŞU, Ioan (2015). *Metode şi tehnici de învăţare eficientă.* Iaşi: Polirom, pp. 27-28. ISBN 978-973-46-5146-7



APA STYLE: TUTORIAL







Numbers presented in round brackets (3), square brackets [3], or in the form of exponents³ inserted into the text, send to information resources in the order in which they are quoted for the first time.

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Example:

Scientific research, on the other hand, can not be imagined today without intense, ordered, directed, open, nuanced information transfer. " (3)" [3, p. 25] or (3, p. 25), or ^{3, p. 25}



... in the list of references:

- MIEGE, Bernard, STAII, Adrian. Informaţie şi comunicare: în căutarea logicii sociale. Iaşi: Polirom, 2008. 270 p. ISBN 978-973-46-0753-2.
- 2. PALII, Alexei. *Cultura comunicării*. Chişinău: Epigraf, 2005. 296 p. ISBN 9975-924-50-6.
- 3. STOICA, Ion. *Informație și cultură.* București: Editura Tehnică, 1997. 227 p. ISBN 973-31-1097-3.
- 4. CERGHIT, Ion. *Metode de învăţământ*. Iaşi: Polirom, 2006. 315 p. ISBN 973-46-0175-X.



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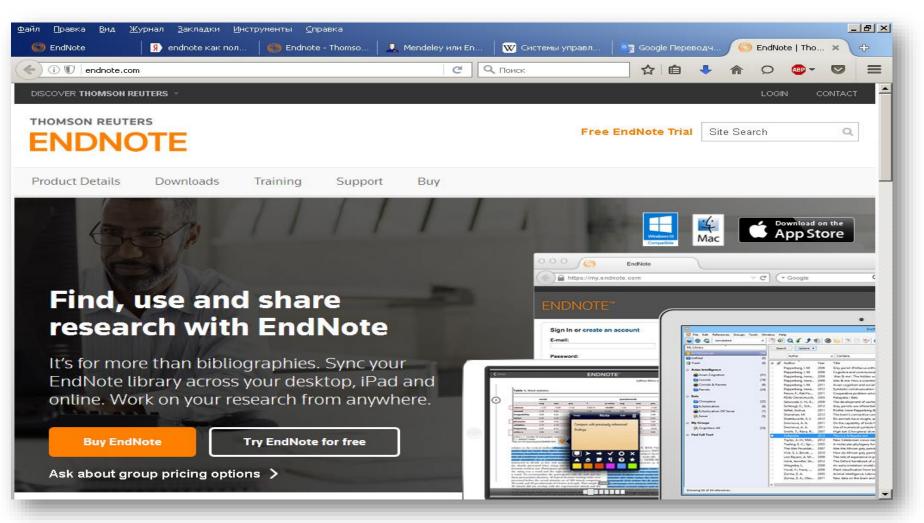


- Creating a personal bibliographic database by automatically importing from other bibliographic databases, catalogs, websites, or by manually introduction of bibliographic references
- Organization references and attached documents, in order to find and identify them quickly
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- Automatic generation of bibliographic lists according to stylistic standards.



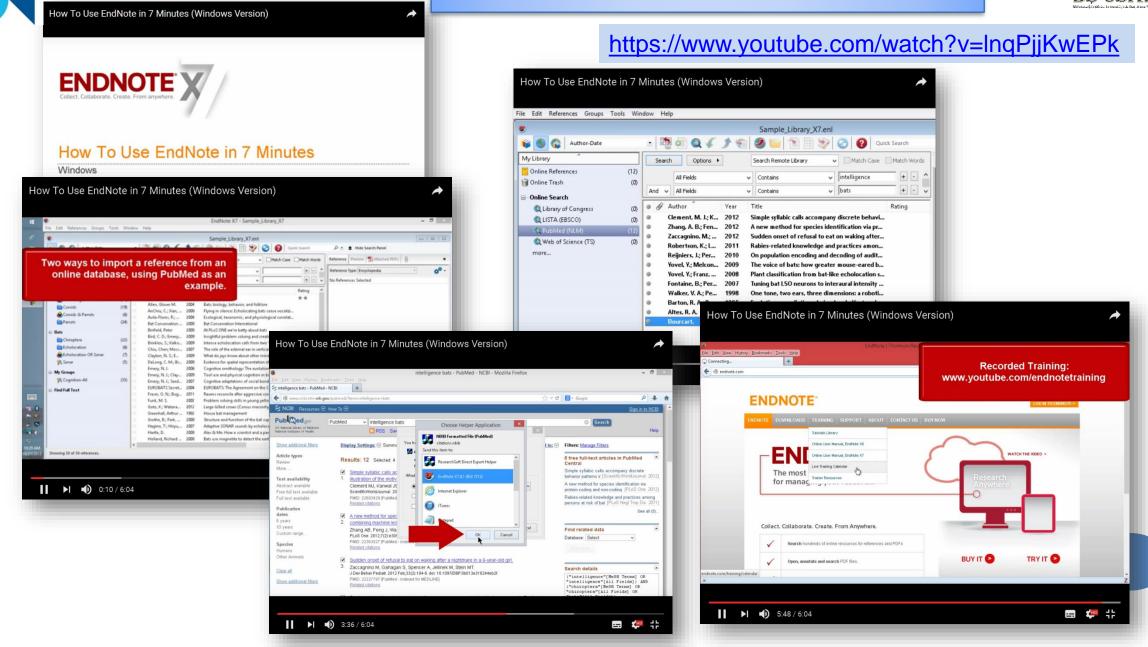


It is a bibliographic information management system used to manage references and bibliographies. Producer: <u>Thomson Reuters</u>



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ZOTERO



Zotero is an easy-to-use tool that helps you collect, organize, quote and manage sources (bibliographic references, full texts, webpages, images and other objects), and allows you to share research results in a variety of ways . Producer: Roy Rosenzweig Center for History and New

<u>Media</u>





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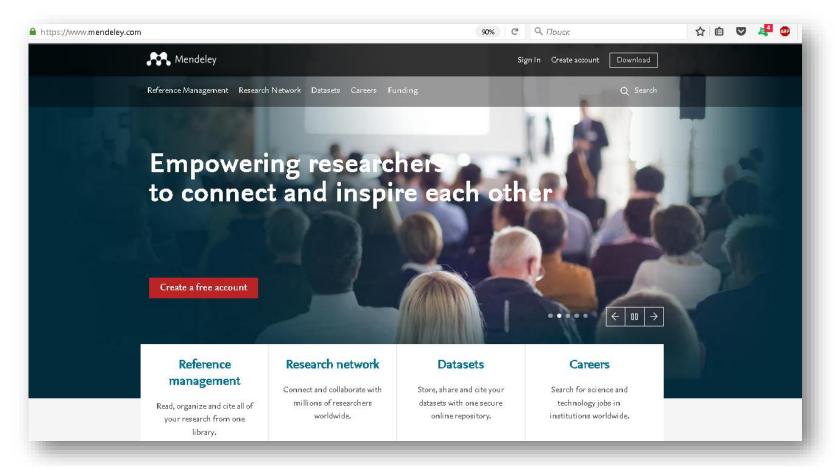
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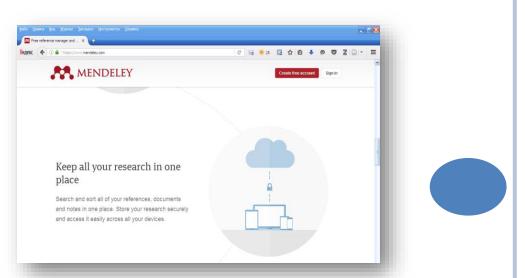


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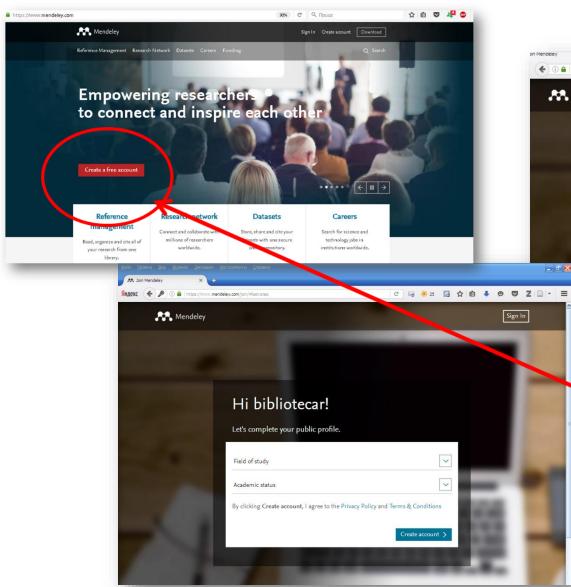




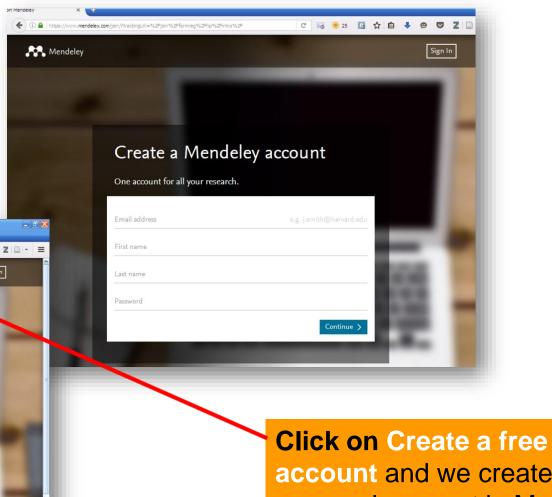






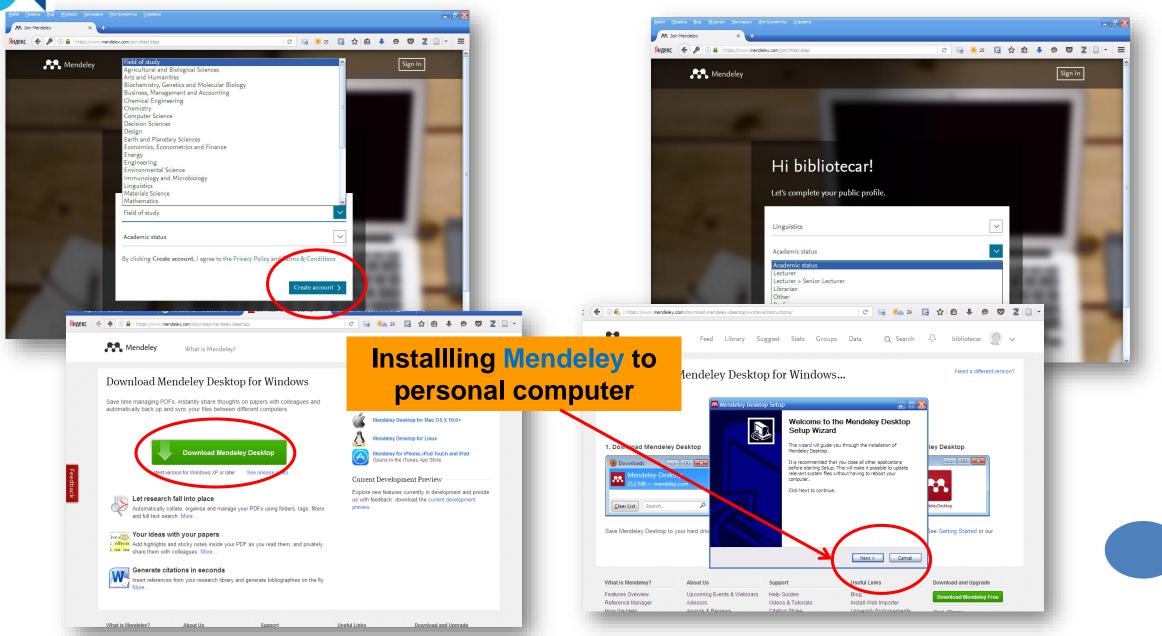


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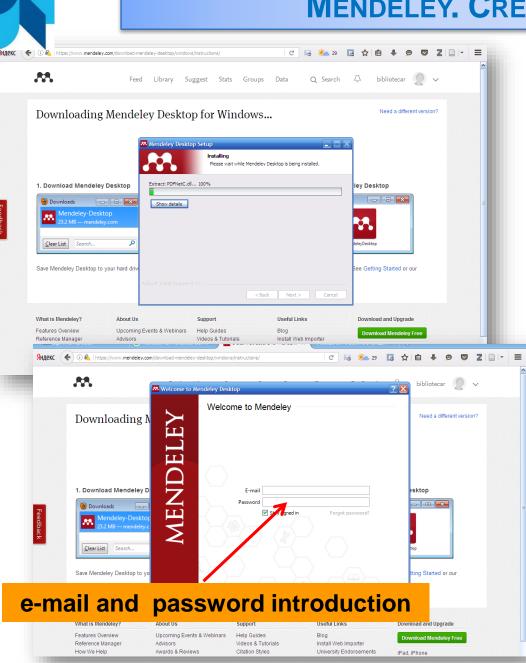


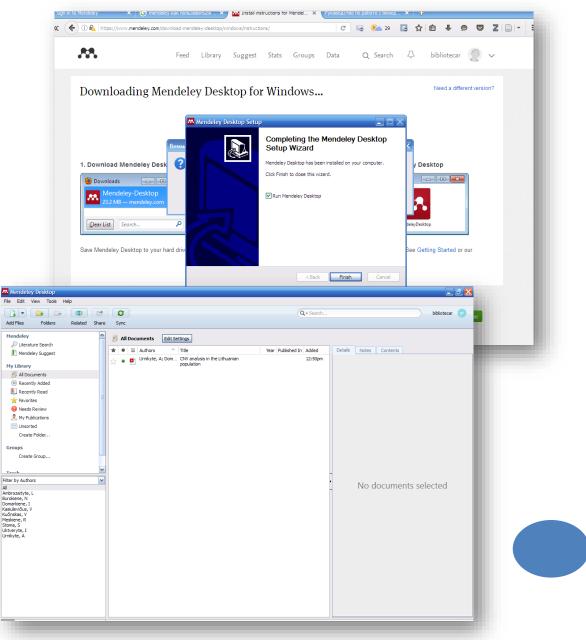
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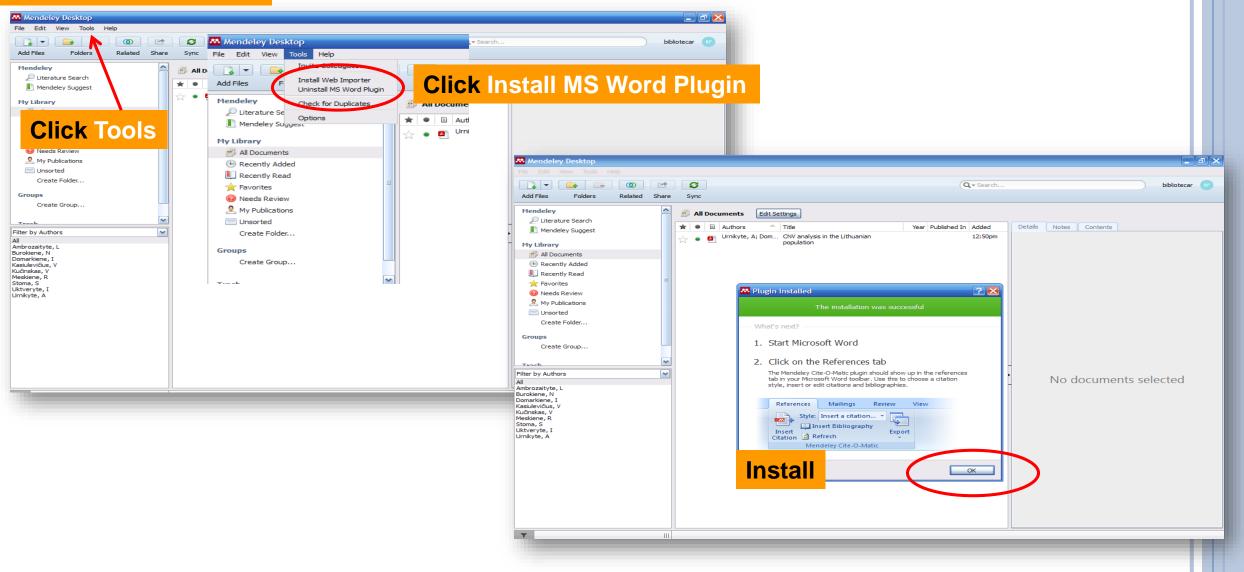








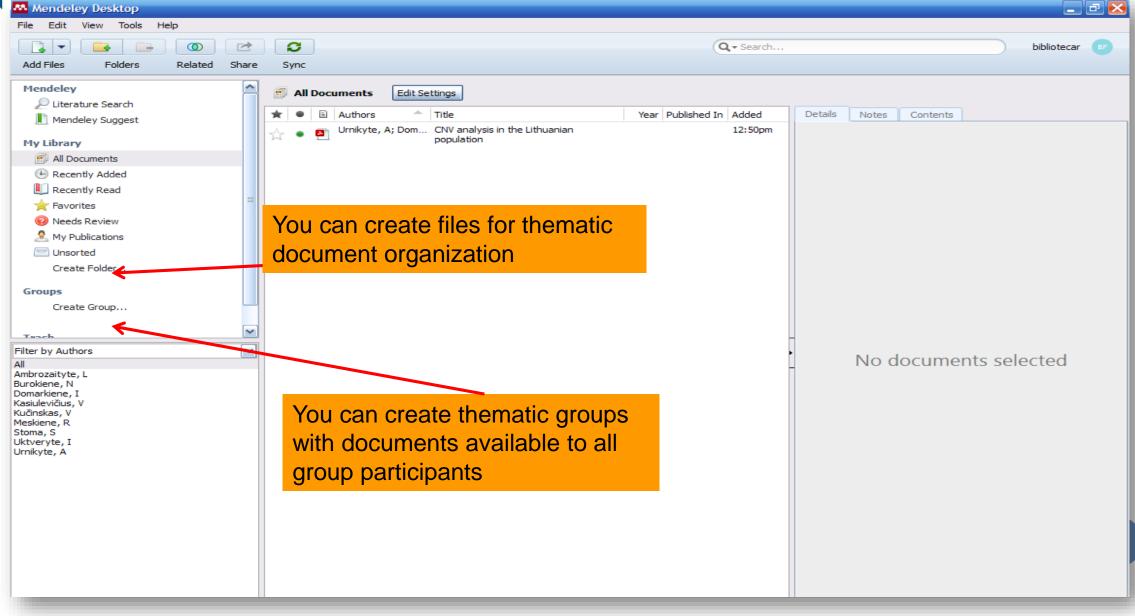
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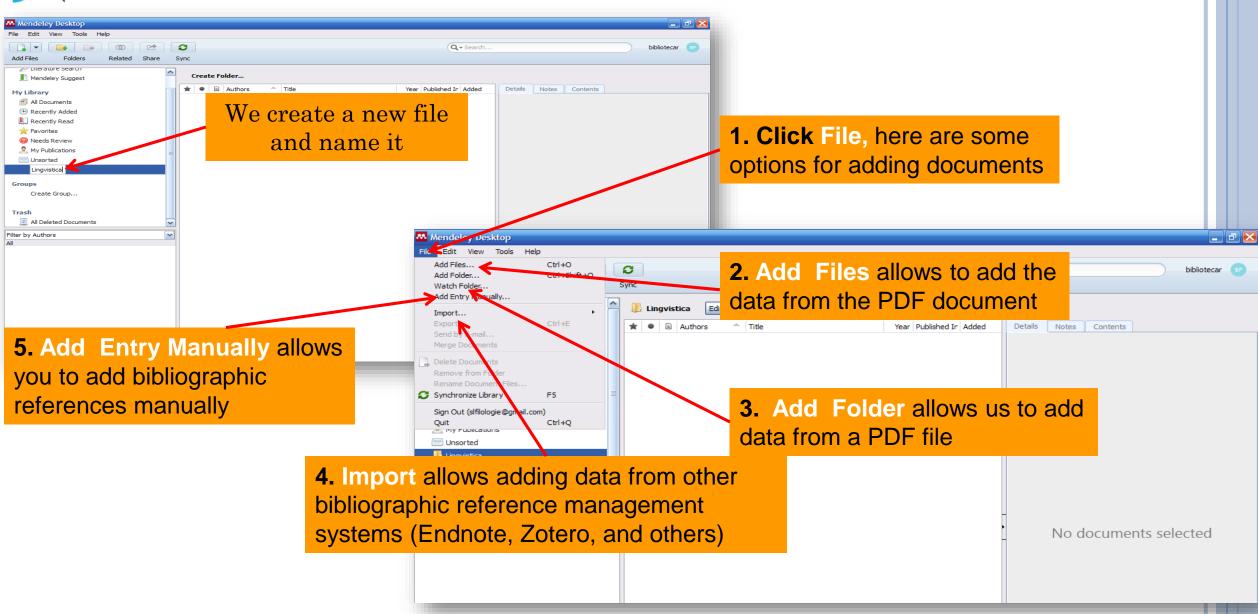




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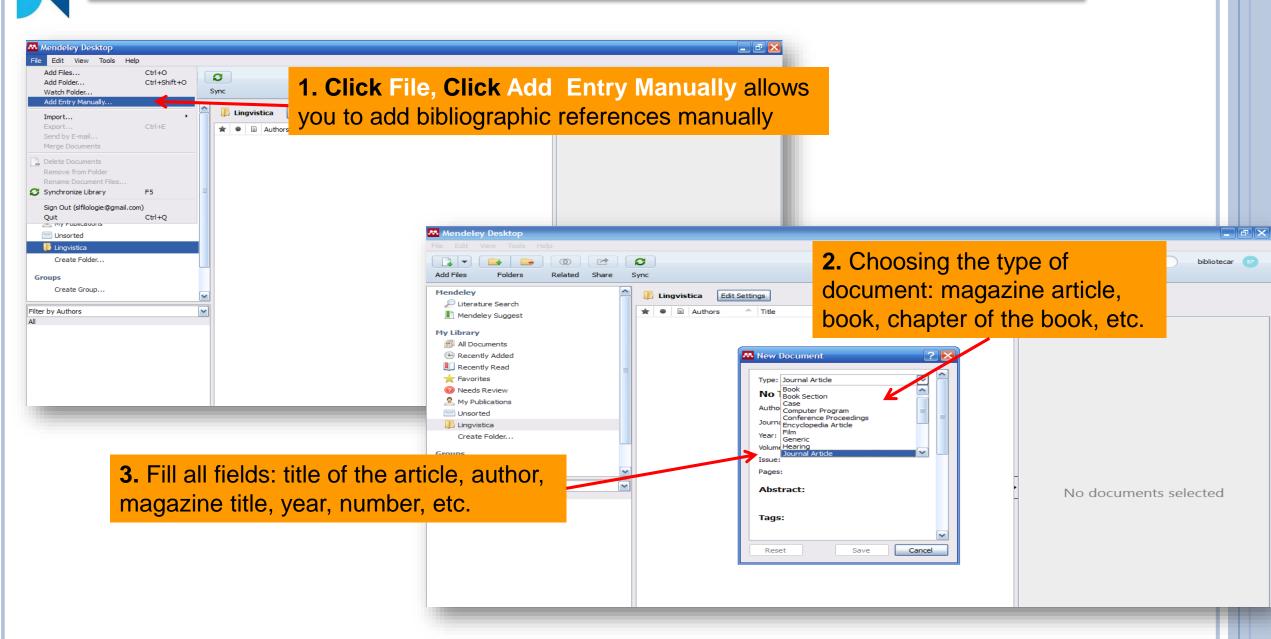
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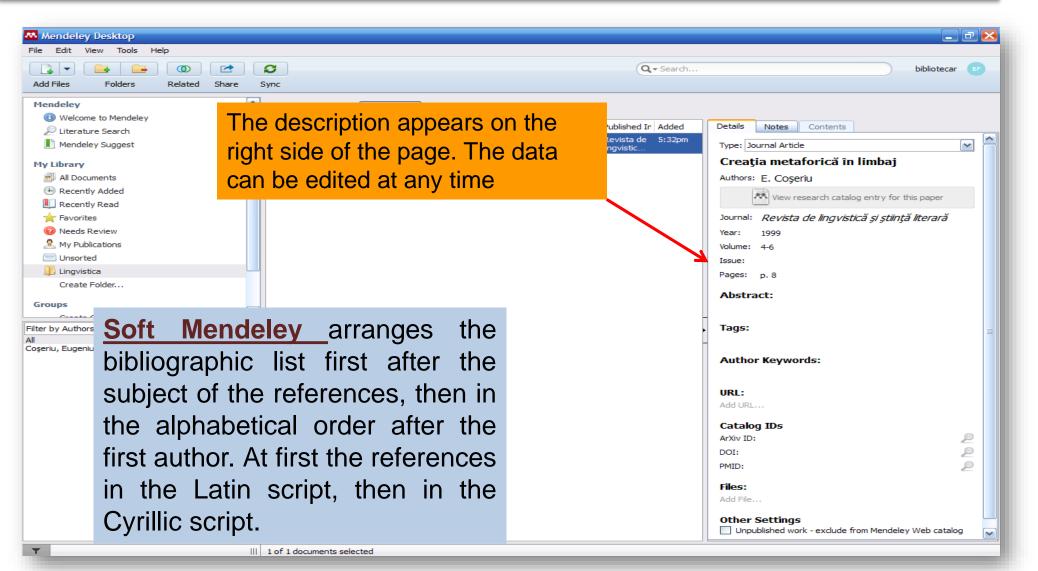
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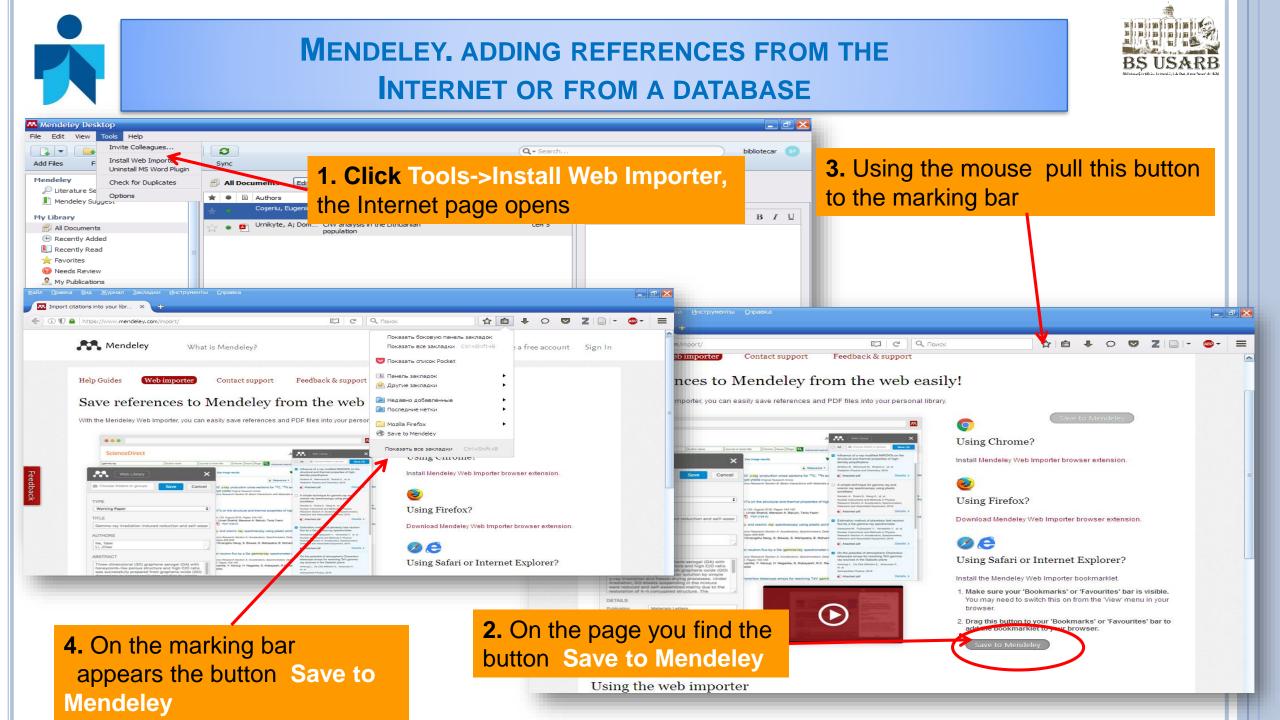


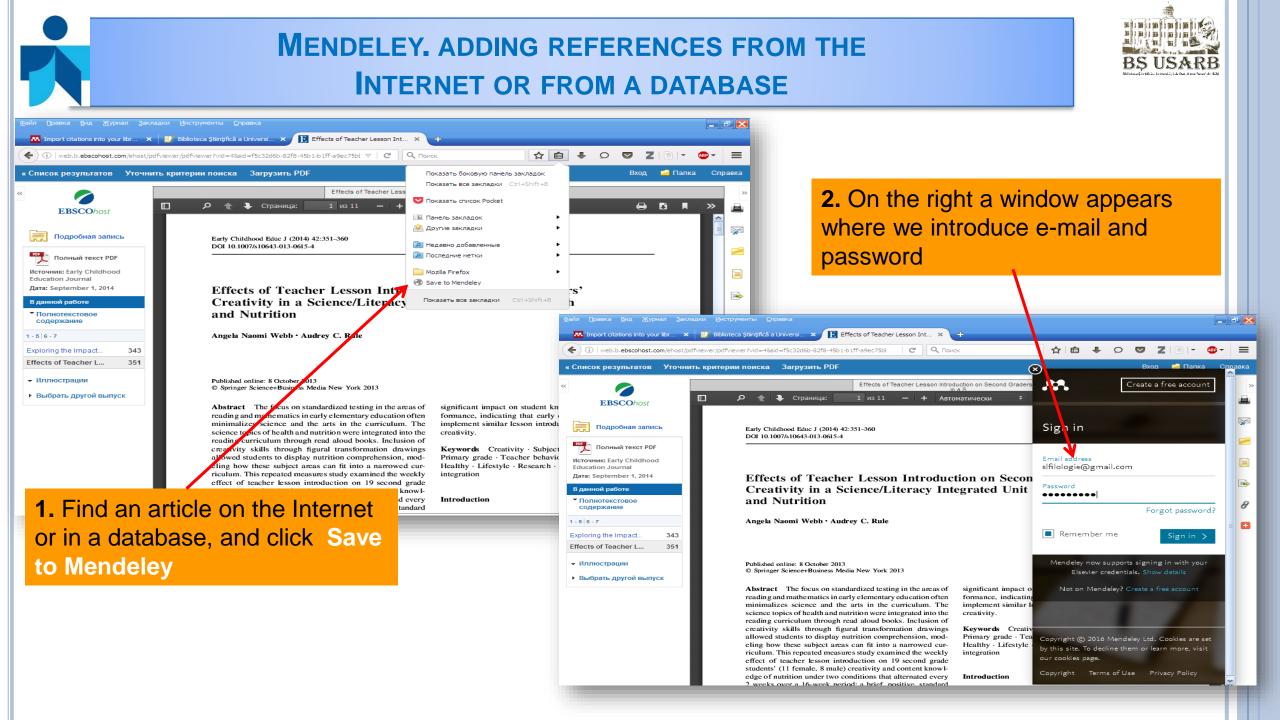


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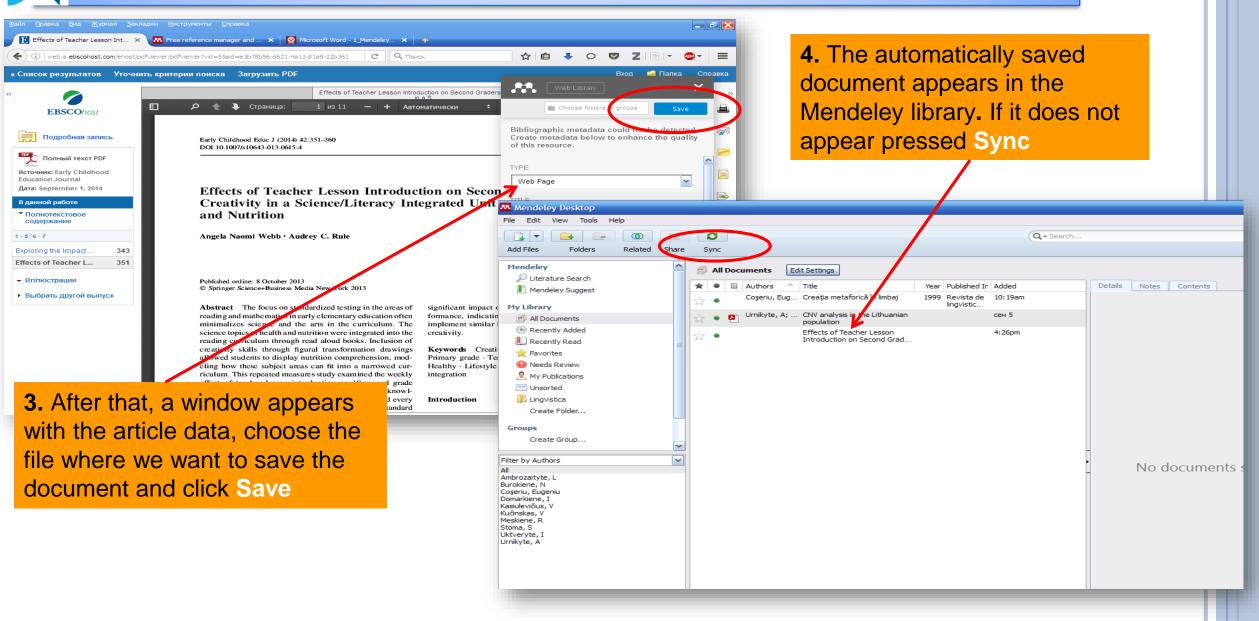


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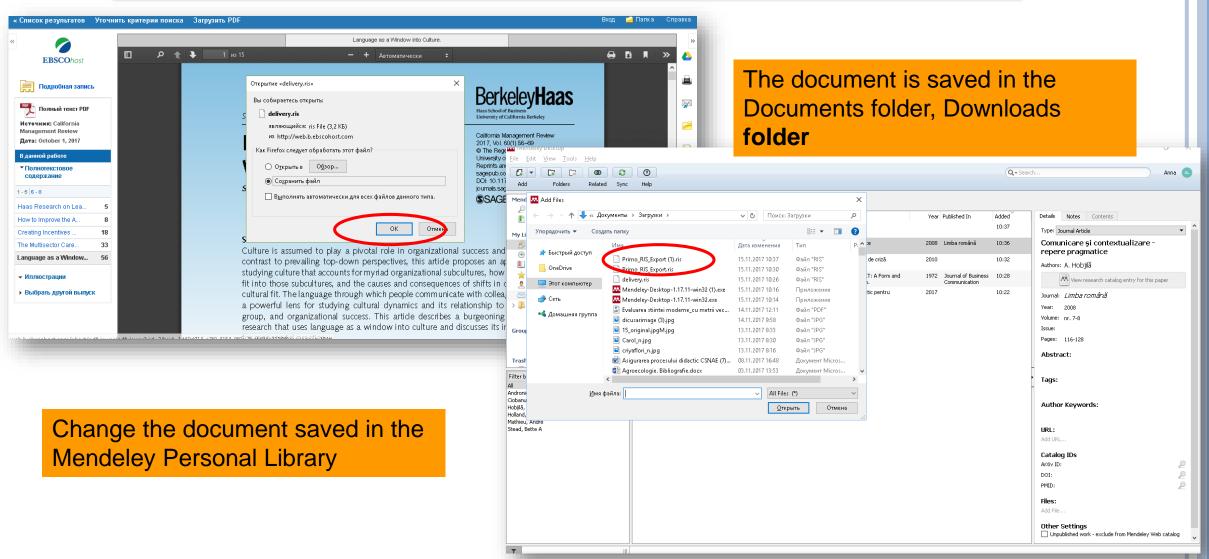


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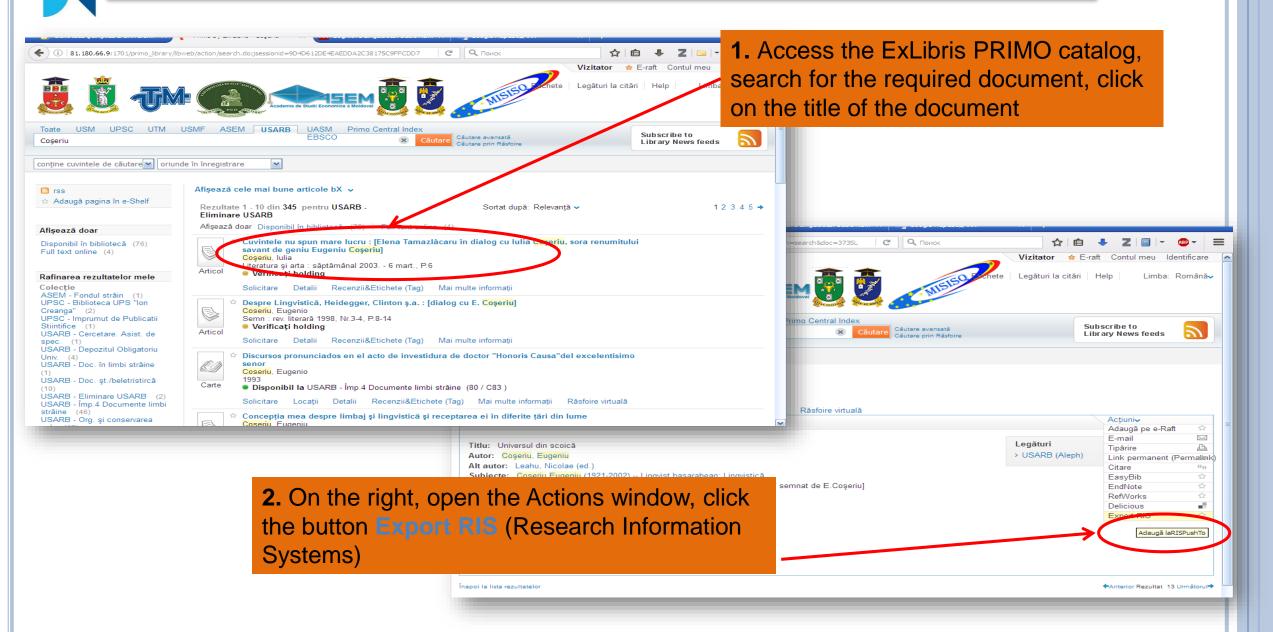
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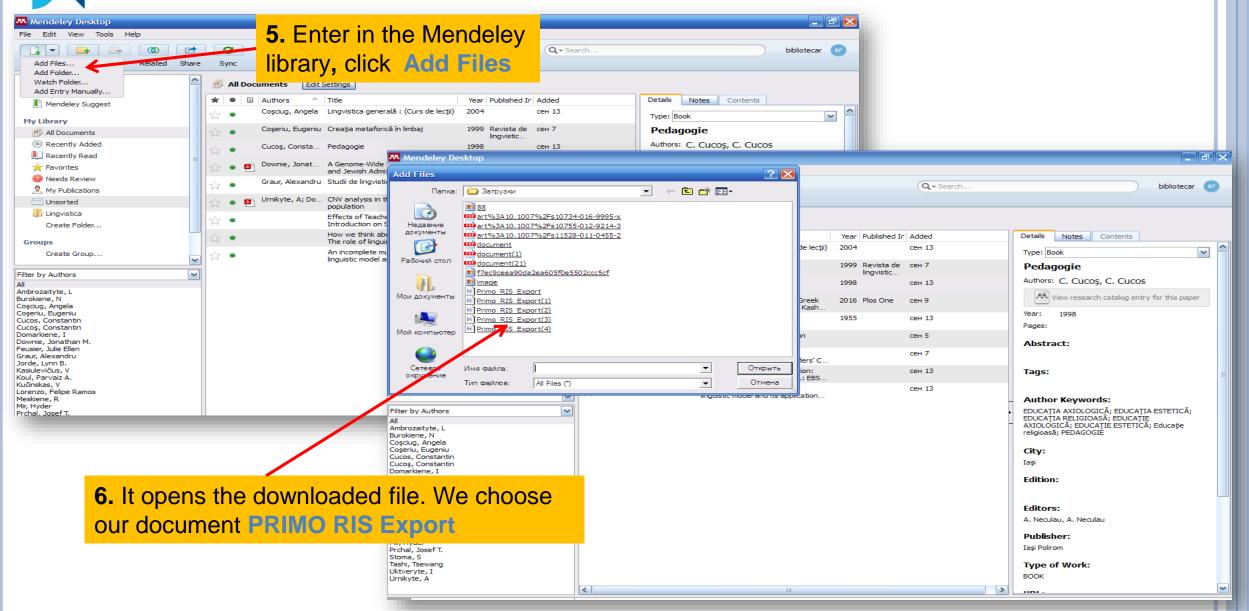


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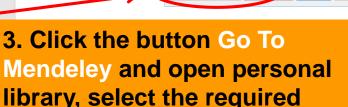
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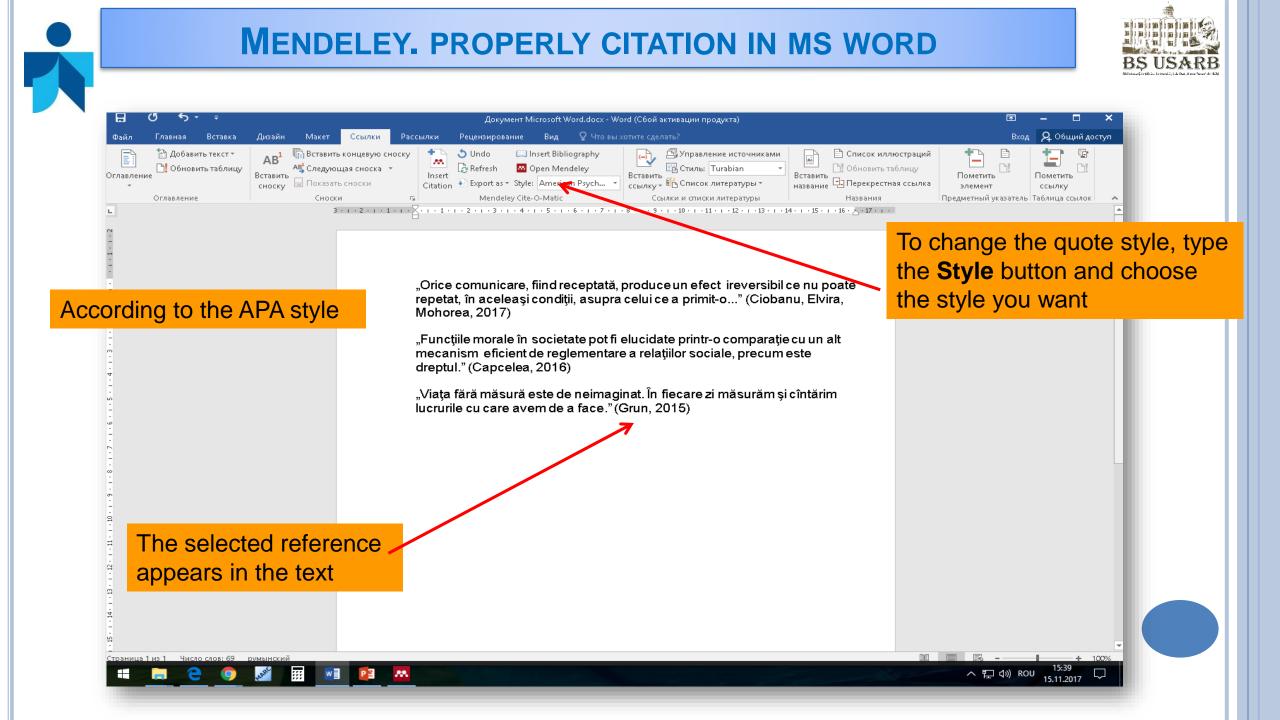
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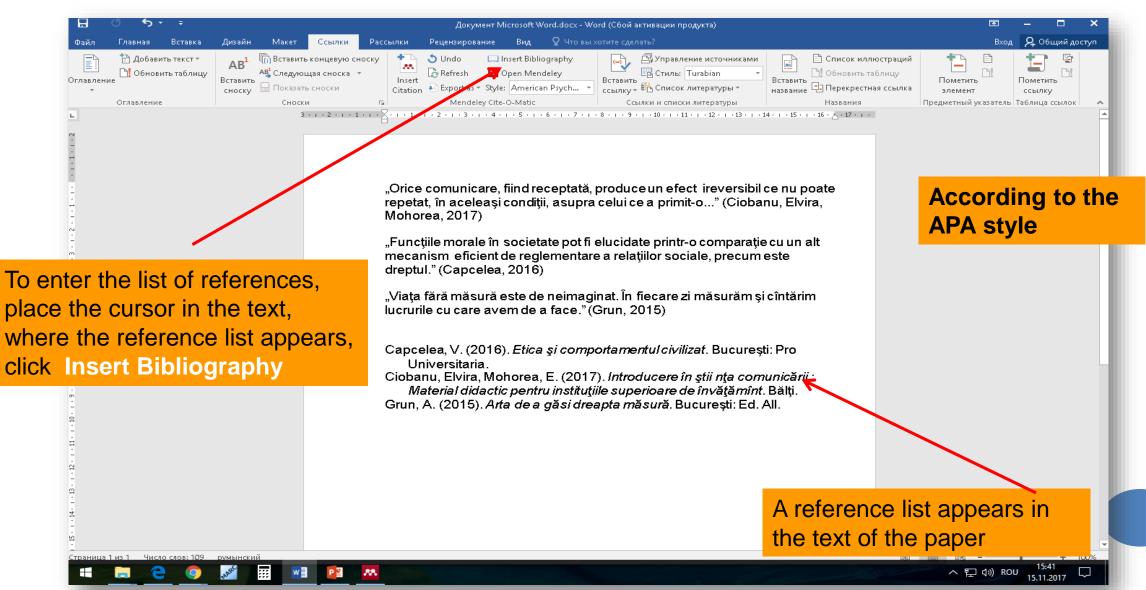


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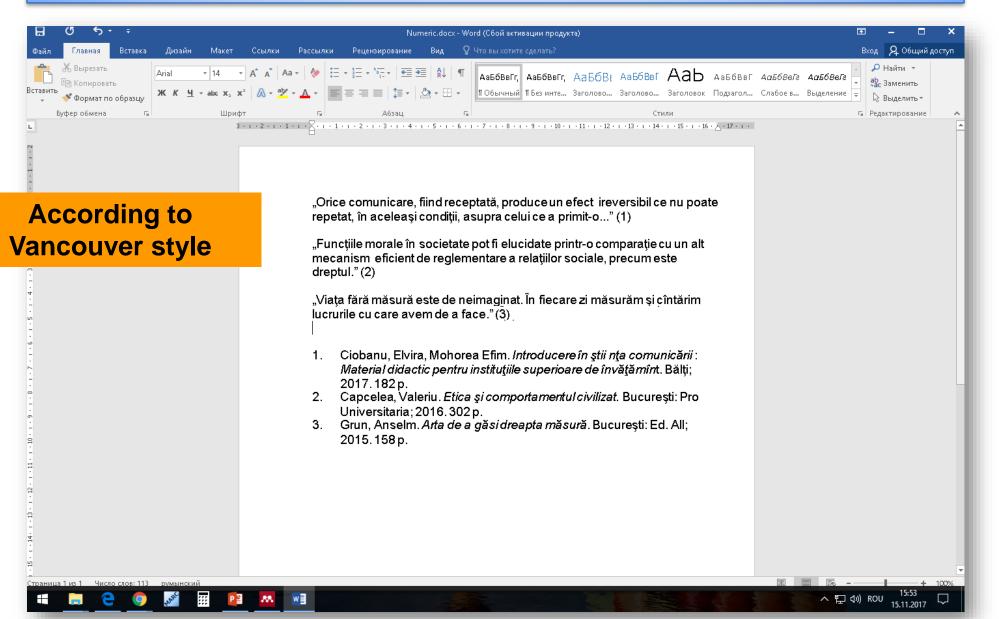
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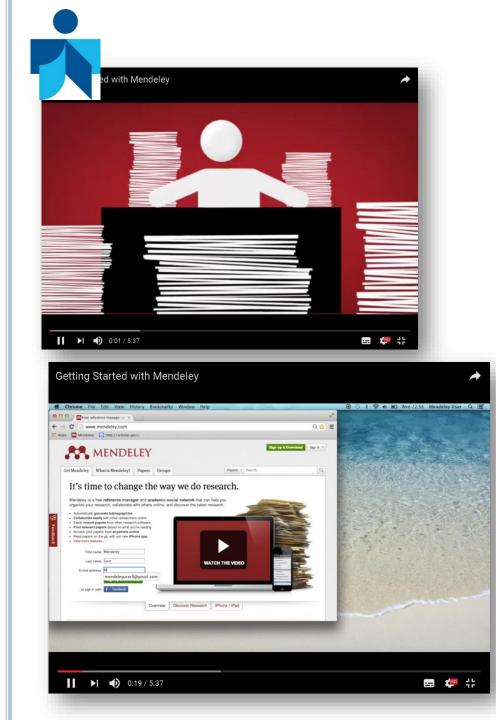


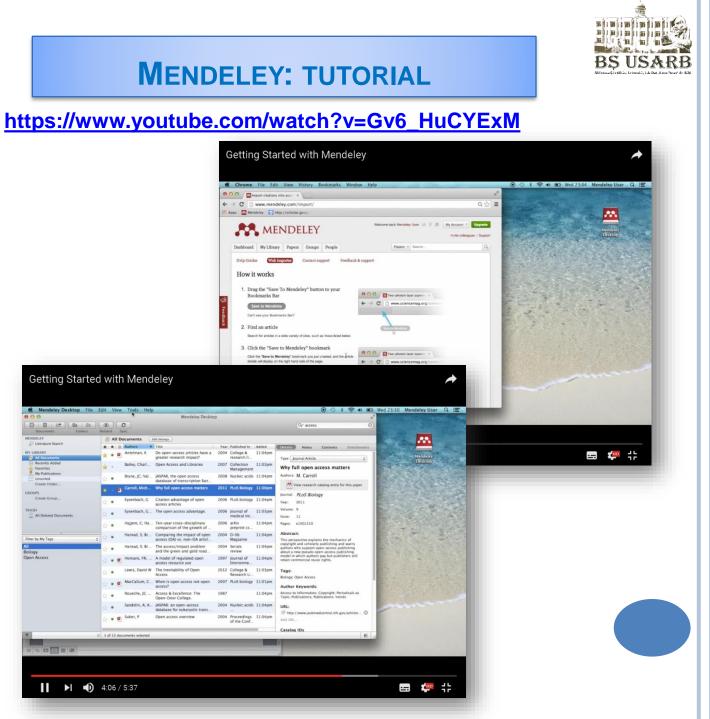




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General Technology					
Web app	×	×	×	<	×
Desktop app	×	×.	×	<	*
Compatibility with all modern web browsers	×	×	×	×	×.
Compatibility with Mac/Win/Linux	×	×	×	<	×
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Android	Free	×	×	×	×
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