Understanding References in Reading Lists

Interpret, search, locate...

Most reading lists include a mixture of references to books, journal articles and electronic sources. You will be able to find your recommended readings in the Information & Learning Commons (ILC) more quickly if you know what kind of source you're looking for.

This guide is designed to help students understand and interpret references for an effective library research. Although different styles (Harvard, MLA, APA, IEEE, etc.) for formatting citations are used in different subject areas or fields (such as Computer Science, Psychology, Social Sciences, Law etc.), all provide the same basic elements of information.

The most common types of sources that can be found as references in Reading Lists, or in Bibliographies, the Internet and Databases, are:

**Books**

Book references will usually contain author(s), title, edition, publisher, date.

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Publication Date</th>
<th>Book Title</th>
<th>Publication Place &amp; Publisher</th>
</tr>
</thead>
</table>


In a reference of a book:

- There is publication information (place of publication and publisher).
- There are no volume or issue numbers.
- If there is more than one edition of a book, there may also be an edition statement.

No title? If a book is quoted using just the Authors with no Title (eg Eysenck and Keane), the full reference - may have been given earlier in the list, so look back.

**Searching for books in ABEKT Library Catalogue**

You can search for books by Author, Title, ISBN etc (depending on the amount of information you have) to see its location and classification number and whether it is on loan or not.
Book Chapters

References to books chapters may appear in two forms:


OR brief citation form:


In a reference of a book chapter:

- There are two titles: the chapter title and the book title. Use the book title to find the item in ABEKT Library Catalogue.
- The word 'In' indicates that the material appears in another item.
- There are two author statements: the chapter author(s) and the editor(s) of the book.
- There is publication information (place of publication and publisher).

Searching for book chapters in ABEKT Library Catalogue

- To search by Author: search for the name of the author or editor, not the chapter author (books are catalogued by the author(s) or editor(s) of the whole book, not by chapter authors).
- To search by Title: search for the book title, not the chapter title (books are not catalogued to an individual chapter level).

Journal Articles

Journal articles will usually give author, (date), title, journal title, volume number and page numbers.

In a reference of a journal article:

- There are two titles: the article title and the journal title. Use the journal title to find the item in ABEKT Library Catalogue (printed journal) or Databases (e-journal).
- There are volume and issue details.
- There is no publication information (i.e. place of publication; publisher).

Searching for journal articles

Search for the Journal titles, as individual articles are not catalogued. You may look in Google Scholar, Find it@ or in Databases.

Not fully cited? Articles or online documents may be referred only to the database or website it can be found in.

Conference Proceedings


In a reference for a conference paper:

- There are generally two author statements: the paper author(s) and the editor(s) of the proceedings.
- The word ‘In’ indicates that the material that you need to read appears within another item.
- There are usually no volume or issue numbers.

Searching for conference papers in ABEKT Library Catalogue

- To search by Author: search for the name of the editor of the proceedings, not the paper author (proceedings are catalogued by the author(s) / editor(s) of the whole volume, not by paper authors).
- To search by Title: search for the conference title, not the paper title (conference proceedings are not catalogued to an individual paper level).

Alternatively, you may look for conference proceedings in OCLC Databases and in Google Scholar.
Dissertations & Theses

This type of reference will usually give author, (date), title, level and institution.

Kalagkani, Despoina  (2011) Cyber bullying in young adults : the role of empathy. (BSc in Psychology), CITY College, International Faculty of the University of Sheffield.

In a reference of a dissertation or thesis:

- The level of dissertation is given (Bachelor, Postgraduate or PhD thesis).
- The words (Unpublished thesis) may appear after the Title & Subtitle.
- The name of the awarding institution is given.

Searching for dissertations and theses in ABEKT Library Catalogue

- You can search for dissertations or theses by Author or Title.
- Print dissertations and theses are kept in open-access stacks by Department.
- Theses will be available electronically in the College's institutional repository.

Alternatively you may look for dissertations & theses in Databases like "White Rose Theses Online", "WorldCat Dissertations & Theses", etc. Please advise the Electronic Resources ILC web pages for further information.

Internet Documents & Electronic Sources

There are many different types of Internet documents, such as home pages, blogs, journal articles, or conference papers; the reference for each type of document contains a specific combination of elements. However, common elements include:


In a reference from a database:

In a reference from an Internet or Online document:

- It includes an URL - the address where the document can be found (the document is usually freely available on the web).
- It includes the date the document was last accessed (some documents may be unavailable. Check again as the URL may have changed)

Searching for Internet or Online documents

- Web documents are not catalogued in library catalogues. To access a document, enter the URL address into your Web browser.
- Web documents are sometimes moved or deleted. In either case, the URL on your reading list may no longer work. If this occurs inform your lecturer.
- Online documents may be referred only to the database or website it can be found in.

Abbreviations

You will often find the following abbreviations (Latin) used in reading lists and bibliographies:

**Et al.** - means "and others“ and is used when there are more than two Authors or Editors.

**Ibid.(em) –** means "the same as preceding reference“. To find the ibid. source, one must look at the reference preceding it.

**Idem.** - means "the same ; sth that has been mentioned previously“ and is used in place of the Author’s name for more than one reference to works by the same author (eg Kotler, Philip. Marketing p. 96 ; Idem. Electronic commerce strategies, p. 135)

**Op.(ere) cit.(ato) -** means "in the work cited“. Look back in the list for full publication details which have already been given.

For further help you may reach the Library Services Desk by email at: library@city.academic.gr or anagnostopoulou@city.academic.gr, by phone: +30 2310 538560/961 or in person at the Information & Learning Commons (ILC), 6th floor, Leontos Sofou building.