

# Understanding References in Reading Lists

**interpret, search, locate...**



**Interpret** – citations in Reading lists & Bibliographies  
**Search** – for items related to a specific Unit  
**Locate** – material & resources for research

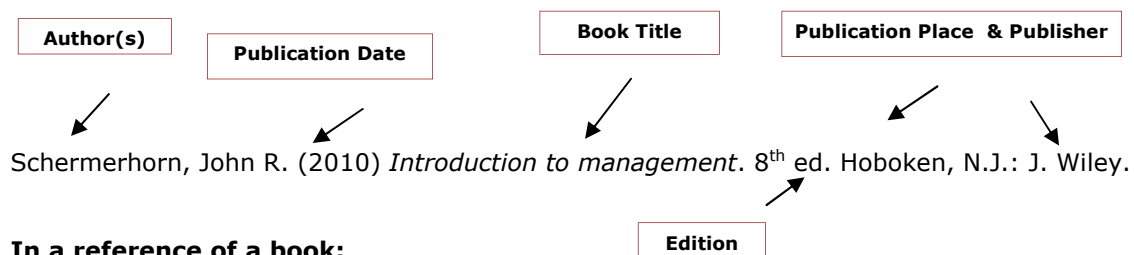
Most **reading lists** include a mixture of **references** to books, journal articles and electronic sources. You will be able to find your recommended readings in the Information & Learning Commons (ILC) more quickly if you know **what kind of source** you're looking for.

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.



### 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**.

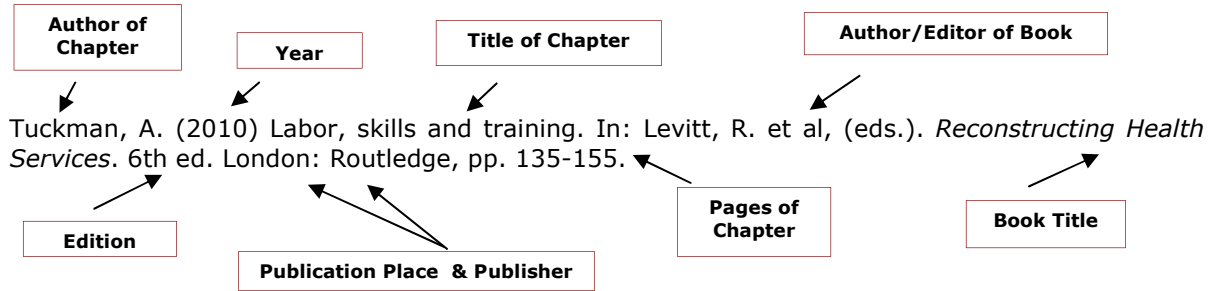
**No title?** If a book is quoted using just the Authors with no Title (eg Eysenck and Keane), the full reference - may have been given earlier in the list, so look back.

### Searching for books in ABEKT Library Catalogue

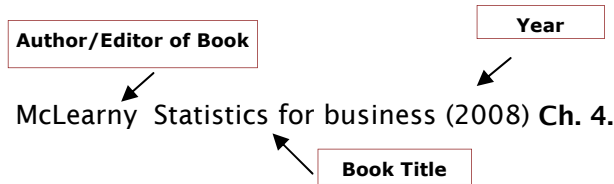
You can search for books by **Author, Title, ISBN** etc (*depending on the amount of information you have*) to see its location and classification number and whether it is on loan or not.

## Book Chapters

References to books chapters may appear in two forms:



OR **brief** citation form:



**In a reference of a book chapter:**

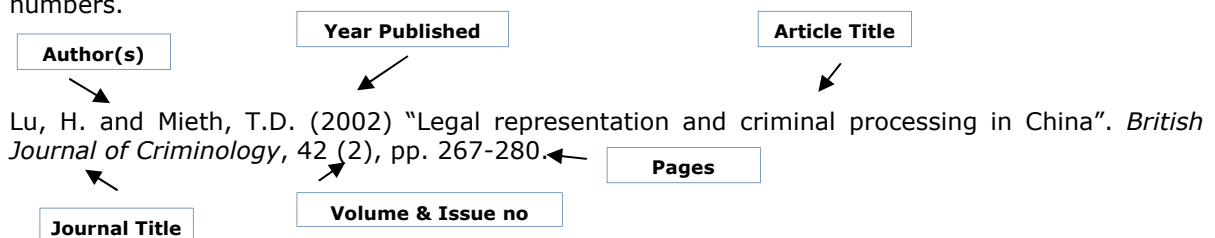
- There are **two titles**: the **chapter title** and the **book title**. Use the **book title** to find the item in ABEKT Library Catalogue.
- The word '**In**' indicates that the material appears in another item.
- There are **two author statements**: the **chapter author(s)** and the **editor(s) of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



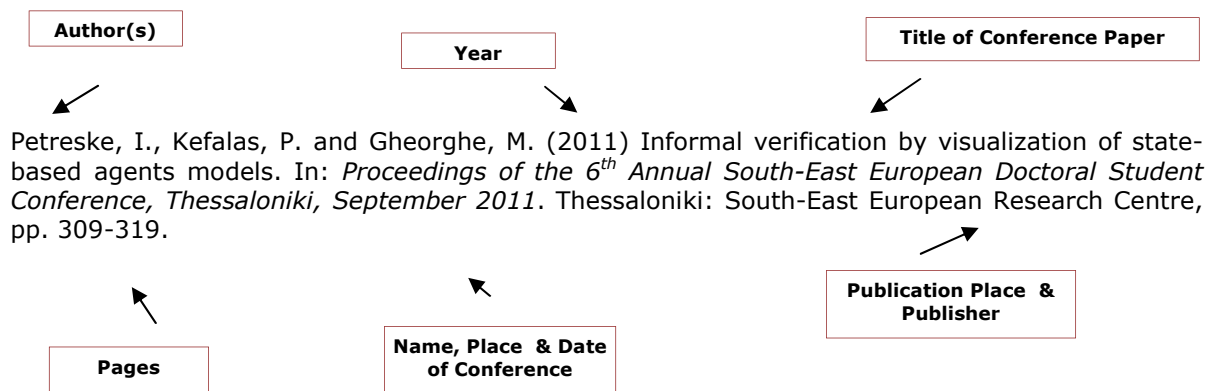
**In a reference of a journal article:**

- 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:**

- The words "conference", "proceedings", "paper", "meeting", "symposium" appear in the title.
- 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.

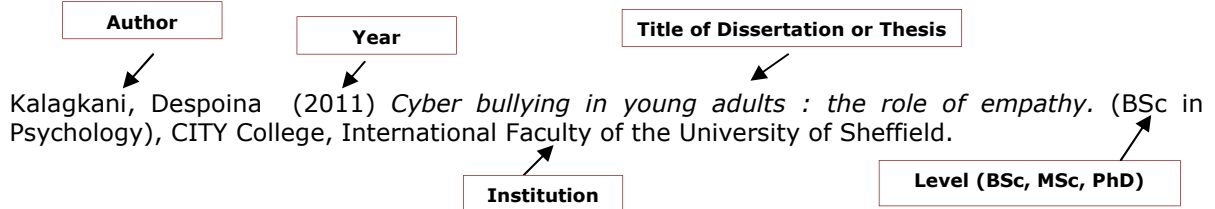
**Searching for conference papers in ABEKT Library Catalogue**

- 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 **OLC Databases** and in **Google Scholar**.

## Dissertations & Theses

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



### 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.

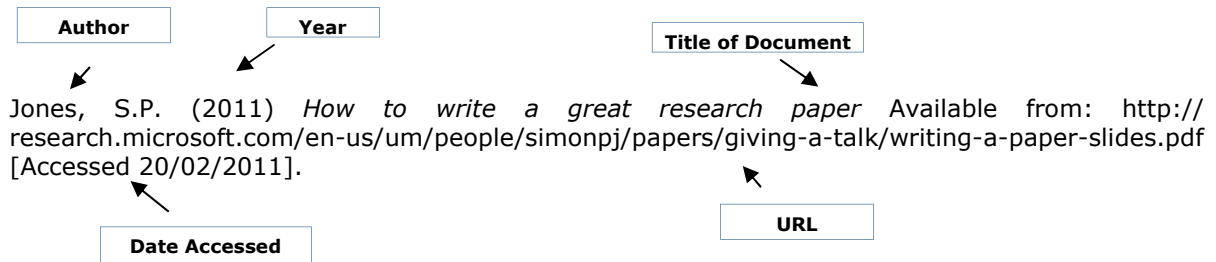
### Searching for dissertations and theses in ABEKT Library Catalogue

- 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.

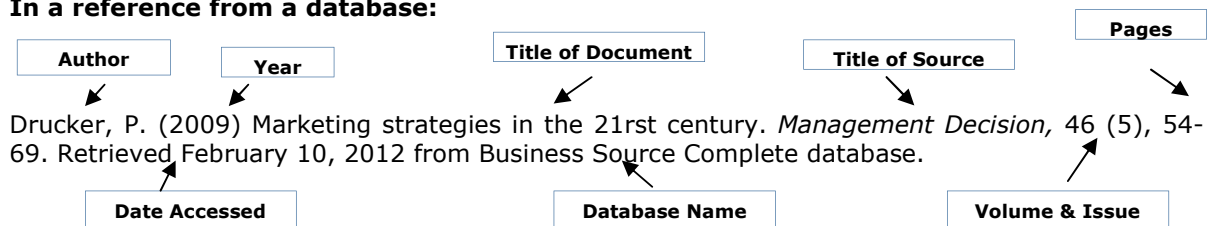
Alternatively you may look for dissertations & theses in **Databases** like “White Rose Theses Online”, “WorldCat Dissertations & Theses”, etc. Please advise the Electronic Resources ILC web pages for further information.

## 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](mailto:library@city.academic.gr) or [anagnostopoulou@city.academic.gr](mailto:anagnostopoulou@city.academic.gr), by phone: +30 2310 538560/961 or in person at the Information & Learning Commons (ILC), 6th floor, Leontos Sofou building.