

## Examples of Bibliographic Descriptions and References

### **1. One author's book:**

#### **List of literature in the original language:**

Іванів, В. В. (2014). *Ефективне управління*. Київ: Наукова думка.

Іванов, Н. П. (2015). *Эффективное управление*. Москва: Наука.

Аристотель (4 ст. до н. е.; 1975). *Метафизика. Сочинения* (Т. 1). (Пер. с древнегреч.). Москва: МЫСЛЬ.

Backer, J. (2011). *Effective Management*. London: Pan Books.

Bernstein, T. (2012). *Effective Management*, 2nd ed. New York: Atheneum.

Christ, K. (1990). *Neue Profile der Alten Geschichte*. Darmstadt: Wissenschaftliche Buchgesellschaft.

#### **References (list of literature in English):**

Ivaniv, V. V. (2014). *Effective Management*. Kyiv: Scientific Thought (in Ukr.).

Ivanov, N. P. (2015). *Effective Management*. Moscow: Science (in Russ.).

Aristotle (4th cent. BC; 1975). *Metaphysics. Works* (Vol. 1). (Trans. in Ancient Greek). Moscow: Thought. (in Russ.).

Backer, J. (2011). *Effective Management*. London: Pan Books.

Bernstein, T. (2012). *Effective Management*, 2nd ed. New York: Atheneum.

Christ, K. (1990). *Novelty Profile of old History*. Darmstadt: Scientific Book Society (in Germ.).

### **2. Book with two, three or more authors:**

#### **List of literature in the original language:**

Іванів, В. В., & Василів, М. Н. (2014). *Ефективне управління*. Київ: КНЕУ.

Іванов, Н. П., Петров, К. Л., & Сидоров, В. Н. (2015). *Эффективное управление*. Москва: Наука.

Bernstein, T., Angeli, L., Harland, A., Stamos, J., Miller, F., Choi, M., Thomas, S. ..., Rubin, L. (2014). *Effective Management*, 2nd ed. New York: Atheneum.

#### **References (list of literature in English):**

Ivaniv, V. V., & Vasyliv, M. N. (2014). *Effective Management*. Kyiv: KNEU (in Ukr.).

Ivanov, N. P., Petrov, K. L., & Sidorov, V. N. (2015). *Effective Management*. Moscow: Science (in Russ.).

Bernstein, T., Angeli, L., Harland, A., Stamos, J., Miller, F., Choi, M., Thomas, S. ..., Rubin, L. (2014). *Effective Management*, 2nd ed. New York: Atheneum.

### **3. An edited book (without author):**

#### **List of literature in the original language:**

Гнатів, С. К. (Ред.). (2016). *Ефективне управління*. Київ: Логос.

Thomas, S., Miller, F., & Choi, M. (Ред.). (2010). *Effective Management*. London: Pan Books.

#### **References (list of literature in English):**

Hnativ, S. K. (Ed.). (2016). *Effective Management*. Kyiv: Logos (in Ukr.).

Thomas, S., Miller, F., & Choi, M. (Eds.). (2010). *Effective Management*. London: Pan Books.

#### **4. An edited book (with author):**

##### **List of literature in the original language:**

Іванів, В. В. (2016). *Ефективне управління* (С. К. Гнатів, Ред.). Київ: Наукова думка.

Angeli, L., Stamos, J., & Choi, M. (2010). *Effective Management* (F. Miller, Ed.). London: Pan Books.

##### **References (list of literature in English):**

Ivaniv, V. V. (2016). *Effective Management* (S. K. Hnativ, Ed.). Kyiv: Scientific Thought (in Ukr.).

Angeli, L., Stamos, J., & Choi, M. (2010). *Effective Management* (F. Miller, Ed.). London: Pan Books.

#### **5. A book with translators (or without the names of translators):**

##### **List of literature in the original language:**

Іванів, В. В. (2016). *Ефективне управління* (В. П. Кос, & Р. Т. Шпак, Пер. з англ.). Київ: Наукова думка.

Іванів, В. В. (2016). *Ефективне управління* (Пер. з англ.). Київ: Наукова думка.

##### **References (list of literature in English):**

Ivaniv, V. V. (2016). *Effective Management* (V. P. Cos, & R. T. Shpac, Trans. in Eng.). Kyiv: Scientific Thought (in Ukr.).

Ivaniv, V. V. (2016). *Effective Management* (Trans. in Eng.). Kyiv: Scientific Thought (in Ukr.).

#### **6. Book with a collective author:**

##### **List of literature in the original language:**

Київський національний університет культури і мистецтв (2014). *Дипломна робота: методичні вказівки*. Київ: Автор.

American Psychological Association (2010). *Ethical Standards of Psychologists*. Washington: Author.

##### **References (list of literature in English):**

Kyiv National University of Culture and Arts (2014). *Diploma Work: Methodical Guidelines*. Kyiv: Avtor (in Ukr.).

American Psychological Association (2010). *Ethical Standards of Psychologists*. Washington: Author.

#### **7. Multi-volume edition, separate volume:**

##### **List of literature in the original language:**

Гнатів, С. К. (Ред.). (2009). *Ефективне управління* (Т. 3). Київ: Наукова думка.

##### **References (list of literature in English):**

Hnativ, S. K. (Ed.). (2009). *Effective Management* (Vol. 3). Kyiv: Scientific Thought (in Ukr.).

**8. Part of a book** (numbers after the title of the book indicate the pages of a book):

**List of literature in the original language:**

Іванів, В. В. (2016). Методи управління. *Ефективне управління*. Київ: Наукова думка, 86-190.

Angeli, L., Stamos, J., & Choi, M. (2010). Management Methods. *Effective Management*. London: Pan Books, 319-440.

**References (list of literature in English):**

Ivaniv, V. V. (2016). Management Methods. *Effective Management*. Kyiv: Scientific Thought, 86-190 (in Ukr.).

Angeli, L., Stamos, J., & Choi, M. (2010). Management Methods. *Effective Management*. London: Pan Books, 319-440.

**9. Journal article** with volume (Vol.) and number (No.) or issue (Iss.) of the journal (the first number after the journal name and the number in brackets mean, respectively, the volume or issue of the journal; the second two numbers through the hyphen – the pages of the journal article):

**List of literature in the original language:**

Іванів, В. В. (2016). Методи управління. *Економіка та держава*, 2(4), 41-45, doi: <https://doi.org/10.1016/2015.09.019>.

Angeli, L., & Choi, M. (2014). Essential Categories. *Economic Theory*, 21(1), 78-85, doi: <https://doi.org/10.1187/cbe.17-06-0107>.

**References (list of literature in English):**

Ivaniv, V. V. (2016). Management Methods. *Economy and State*, 2(4), 41-45, doi: <https://doi.org/10.1016/2015.09.019> (in Ukr.).

Angeli, L., & Choi, M. (2014). Essential Categories. *Economic Theory*, 21(1), 78-85, doi: <https://doi.org/10.1187/cbe.17-06-0107>.

**10. Journal article** with only the number (No.) or issue (Iss.) of the journal (the first number after the journal name indicates the number or issue of the journal; the second two numbers through the hyphen – the pages of the journal article):

**List of literature in the original language:**

Іванів, В. В. (2016). Методи управління. *Проблеми управління*, 4, 56-60, doi: <https://doi.org/10.1007/s-017-9823-5>.

Bjork, R. A. (1989). Retrieval Inhibition as an Adaptive Mechanism. *Varieties of Memory & Consciousness*, 2, 309-330, doi: <https://doi.org/10.14738/abr.58.3563>.

**References (list of literature in English):**

Ivaniv, V. V. (2016). Management Methods. *Management Problems*, 4, 56-60, doi: <https://doi.org/10.1007/s-017-9823-5> (in Ukr.).

Bjork, R. A. (1989). Retrieval Inhibition as an Adaptive Mechanism. *Varieties of Memory & Consciousness*, 2, 309-330, doi: <https://doi.org/10.14738/abr.58.3563>.

### **11. Article from a reference book or encyclopedia:**

#### **List of literature in the original language:**

Іванів, В. В. (2016). Методи управління. *Економічна енциклопедія* (С. К. Гнатів, Ред.). (Т. 5). Київ: Наукова думка, 156-160.

#### **References (list of literature in English):**

Ivaniv, V. V. (2016). Management Methods. *Economic Encyclopaedia* (S. K. Hnativ, Ed.). (Vol. 5). Kyiv: Scientific Thought, 156-160 (in Ukr.).

### **12. Abstracts of the conference materials:**

#### **List of literature in the original language:**

Болоховець, Г. С. (2016). Методи управління. *Проблеми управління: III Міжнародна науково-практична конференція*. Харків: ХНУ, 129-132.

#### **References (list of literature in English):**

Bolokhovets, H. S. (2016). Management Methods. *Management Problems: III International Research and Practice Conference*. Kharkiv: KhNU, 129-132 (in Ukr.).

### **13. Legislative documents:**

#### **List of literature in the original language:**

Верховна Рада України (2002, Серпень 9). Закон України «Про інноваційну діяльність». *Голос України*, 10-12.

#### **References (list of literature in English):**

The Verkhovna Rada of Ukraine (2002, August 9). A Law of Ukraine is "On Innovative Activity". *Voice of Ukraine*, 10-12 (in Ukr.).

### **14. Dissertation/Thesis:**

#### **List of literature in the original language:**

Біловодська, О. А. (2014). Інноваційний розвиток. *Кандидатська дисертація*. Суми: СНУ.

Бузевич, І. Ю. (2015). Стан та перспективи менеджменту. *Докторська дисертація*. Київ: НАУ.

#### **References (list of literature in English):**

Bilovodska, O. A. (2014). Innovative Development. *Candidate's Dissertation*. Sumy: SNU (in Ukr.).

Buzevych, I. Yu. (2015). State and Management Prospects. *Doctoral Dissertation*. Kyiv: NAU (in Ukr.).

### **15. Abstract:**

#### **List of literature in the original language:**

Біловодська, О. А. (2014). Інноваційний розвиток. *Автореферат кандидатської дисертації*. Суми: СНУ.

Бузевич І. Ю. Стан та перспективи менеджменту. *Автореферат докторської дисертації*. Київ: НАУ.

#### **References (list of literature in English):**

Bilovodska, O. A. (2014). Innovative Development. *Abstract of Thesis Candidate's Dissertation*. Sumy: SNU (in Ukr.).

Buzevych, I. Yu. (2015). State and Management Prospects. *Abstract of Thesis Doctoral Dissertation*. Kyiv: NAU (in Ukr.).

## **16. Electronic resources:**

### **List of literature in the original language:**

Ілляшенко, С. М. (2007). *Товарна політика*, doi: <https://doi.org/10.1/acf:oo/2003.01.10>.

Zhao, S., & Martin, J. (2008). Identity Construction on Facebook. *Computers in Human Behavior*, 24, Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/>

### **References (list of literature in English):**

Illiashenko, S. M. (2007). *Commodity Politics*, doi: <https://doi.org/10.1/acf:oo/2003.01.10> (in Ukr.).

Zhao, S., & Martin, J. (2008). Identity Construction on Facebook. *Computers in Human Behavior*, 24, Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/>

## **17. Works of the same year, the same author:**

Luhan, M. (2015a). *Culture is our Business*. New York: McGraw-Hill.

Luhan, M. (2015b). *From Cliché to Archetype*. New York: Viking Press.

## **Example of sources description:**

### **References:**

Angeli, L., & Choi, M. (2014). Essential Categories. *Economic Theory*, 21(1), 78-85, doi: <https://doi.org/10.1187/cbe.17-06-0107>.

Ivaniv, V. V. (2016). Management Methods. *Economy and State*, 2(4), 41-45, doi: <https://doi.org/10.1016/j-2015.09.019> (in Ukr.).

The Verkhovna Rada of Ukraine (2002, August 9). A law of Ukraine is “On innovative activity”. *Voice of Ukraine*, 10-12 (in Ukr.).

### **List of literature in the original language:**

(this part is not included in the journal)

Верховна Рада України (2002, Серпень 9). Закон України «Про інноваційну діяльність». *Голос України*, 10-12.

Іванів, В. В. (2016). Методи управління. *Економіка та держава*, 2(4), 41-45, doi: <https://doi.org/10.1016/j-2015.09.019>.

Angeli, L., & Choi, M. (2014). Essential Categories. *Economic Theory*, 21(1), 78-85, doi: <https://doi.org/10.1187/cbe.17-06-0107>.

## **Examples of text links to References:**

(Oliverrest, 2017);

(Porter, 2014, p. 45);

(Oliverrest, 2017; Porter, 2014);

(Porter & Yansen, 2011b, pp. 78-79);

(Bevan et al., 2017);

(The Verkhovna Rada of Ukraine, 2012);

(Ministry of Culture of Ukraine, 2017);

(Council of Europe, 1999).

## **Notes:**

**When describing journal articles**, indicate the DOI identifier.

**When describing books**, do not mention such subheadings as monograph, textbook, coursebook.

**Check the correctness of each source description** on the Internet.

**Do not "blindly" use transliterators** for publications translated into Ukrainian or Russian, but check the correctness of their description in English on the Internet, especially the authors' names.

**The author's name** is the name of a natural or legal (collective) person. There must be a space **between the initials in the author's name**.

**If only the author's last name is indicated** (Aristotle, Plato), then do not put a full stop after it, for example, Aristotle (4th cent. BC; 1975).

**The title of the article in the journal or part of the book** should be written in normal font, in English.

**The title of the journal and the book** should be written in italics in English. At the same time, the volume and issue number of the magazine are also highlighted in italics.

**If in the original the source is not described in English** (for example, in French), then it should be translated into English and at the end it should be noted, what language is it, for example (in Fr.).

**The name of the source language** from which the translation was made is indicated in an abbreviated form, according to the accepted rules of abbreviation (for example: Trans. in Eng.; Trans. in Fr.; etc.).

**Do not abbreviate city names**, but submit them according to the international description (for example: Kyiv; Moscow; St. Petersburg; New York; London; etc.).

**Names of publishing houses:**  
submit in English.