

Examples of Bibliographic Descriptions and References

1. One author's book:

List of reference links:

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

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

Аристотель (1975). *Метафизика. Сочинения* (Т. 1). (Пер. с англ.).
Москва: Мысль.

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

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

References:

Ivaniv, V. V. (2014). *Efektivne Upravlinnia [Effective Management]*.

Kyiv: Naukova dumka (in Ukr.).

Ivanov, N. P. (2015). *Effektivnoe Upravlenie [Effective Management]*.

Moscow: Nauka (in Russ.).

Aristotle (1975). *Metafizika [Metaphysics]. Sochineniia [Works]* (Vol. 1).

(Trans. in Eng.). Moscow: Mysl (in Russ.).

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

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

2. Book with two, three or more authors:

List of reference links:

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:

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

Ivanov, N. P., Petrov, K. L., & Sidorov, V. N. (2015). *Effektivnoe Upravlenie [Effective Management]*. Moscow: Nauka (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 reference links:

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

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

References:

Hnativ, S. K. (Ed.). (2016). *Efektivne Upravlinnia [Effective Management]*.
Kyiv: Lohos (in Ukr.).

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

4. An edited book (with author):

List of reference links:

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:

Ivaniv, V. V. (2016). *Efektivne Upravlinnia [Effective Management]* (S. K. Hnativ, Ed.). Kyiv: Naukova dumka (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 reference links:

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:

Ivaniv, V. V. (2016). *Efektivne Upravlinnia [Effective Management]* (V. P. Cos, & R. T. Shpac, Trans. in Eng.). Kyiv: Naukova dumka (in Ukr.).

Ivaniv, V. V. (2016). *Efektivne Upravlinnia [Effective Management]* (Trans. in Eng.). Kyiv: Naukova dumka (in Ukr.).

6. Book with a collective author:

List of reference links:

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

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

References:

Kyiv National University of Culture and Arts (2014). *Dyplomna Robota [Diploma Work]*. Kyiv: Avtor (in Ukr.).

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

7. Multi-volume edition, separate volume:

List of reference links:

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

References:

Hnativ, S. K. (Ed.). (2009). *Efektivne Upravlinnia [Effective Management]* (Vol. 3). Kyiv: Naukova dumka (in Ukr.).

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

List of reference links:

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:

Ivaniv, V. V. (2016). *Metody Upravlinnia [Management Methods]. Efektyvne Upravlinnia [Effective Management]*. Kyiv: Naukova dumka, 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 reference links:

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:

Ivaniv, V. V. (2016). *Metody Upravlinnia [Management Methods]. Ekonomika ta Derzhava [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 reference links:

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:

Ivaniv, V. V. (2016). *Metody Upravlinnia [Management Methods]. Problemy Upravlinnia [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 reference links:

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

References:

Ivaniv, V. V. (2016). Metody Upravlinnia [Management Methods]. *Ekonomichna Entsiklopediia [Economic Encyclopaedia]* (S. K. Hnativ, Ed.). (Vol. 5). Kyiv: Naukova dumka, 156-160 (in Ukr.).

12. Abstracts of the conference materials:

List of reference links:

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

References:

Bolokhovets, H. S. (2016). Metody Upravlinnia [Management Methods]. *Problemy Upravlinnia: III Mizhnarodna Naukovo-Praktychna Konferentsiia [Management Problems: III International Research and Practice Conference]*. Kharkiv: KhNU, 129-132 (in Ukr.).

13. Legislative documents:

List of reference links:

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

References:

The Verkhovna Rada of Ukraine (2002, August 9). Zakon Ukrainy "Pro Innovatsijnu Diial'nist'" [A Law of Ukraine is "On Innovative Activity"]. *Holos Ukrainy [Voice of Ukraine]*, 10-12 (in Ukr.).

14. Dissertation/Thesis:

List of reference links:

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

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

References:

Bilovodska, O. A. (2014). Innovatsijnyj Rozvytok [Innovative Development]. *Kandydats'ka Dysertatsiia [Candidate's Dissertation]*. Sumy: SNU (in Ukr.).

Buzevych, I. Yu. (2015). Stan ta Perspektyvy Menedzhmentu [State and Management Prospects]. *Doktors'ka Dysertatsiia [Doctoral Dissertation]*. Kyiv: NAU (in Ukr.).

15. Abstract:

List of reference links:

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

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

References:

Bilovodska, O. A. (2014). Innovatsijnyj Rozvytok [Innovative Development]. *Avtoreferat Kandydats'koi Dysertatsii [Abstract of Thesis Candidate's Dissertation]*. Sumy: SNU (in Ukr.).

Buzevych, I. Yu. (2015). Stan ta Perspektyvy Menedzhmentu [State and Management Prospects]. *Avtoreferat Doktors'koi Dysertatsii [Abstract of Thesis Doctoral Dissertation]*. Kyiv: NAU (in Ukr.).

16. Electronic resources:

List of reference links:

Ілляшенко, С. М. (2007). *Товарна інноваційна 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:

Illiashenko, S. M. (2007). *Tovarna Innovatsijna Polityka [Commodity Innovative 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). Metody Upravlinnia [Management Methods]. *Ekonomika ta Derzhava [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). Zakon Ukrainy "Pro innovatsijnu diial'nist'" [A law of Ukraine is "On innovative activity"]. *Holos Ukrainy [Voice of Ukraine]*, 10-12 (in Ukr.).

List of reference links: (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 Agrarian Policy and Food of Ukraine, 2017);
- (Council of Europe, 1999).

Notes:

Transliteration:

Ukrainian <http://litopys.org.ua/links/intrans.htm>

Russian <http://ru.translit.net/?account=lc>

<https://translit.net/ru/zagranpasport/>

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 (1998)).

The title of the article in the journal or part of the book should be written in the usual font, and the sources described in Cyrillic should be transliterated and written in English in square brackets (square brackets are also in the usual font).

The title of the journal and the book should be written in italics, and the sources described in Cyrillic should be transliterated and written in English in square brackets (square brackets are also in italics). The issue volume and journal issue are also highlighted in italics.

If in the original the source is not described in Cyrillic, and English (for example, French), then it is not necessary to transliterate, only in square brackets to write in English, and at the end to specify what language it is (for example, (in Fr.)).

The name of the source language from which the translation is made is indicated in abbreviated form, following the accepted rules of abbreviation (e. g., Trans. In Eng .; Trans. In Fr .;).

The names of cities should not be shortened but submitted under the international description (e. g., Kyiv; Moscow; St. Petersburg; New York; London).

Publisher names:

1) for sources written in Latin - to submit in the original language;

2) for sources written in Cyrillic - transliterate.