طريقة توثيق المراجع بالبحوث Bibliography

د. عبير الحربي

قسم الرياضيات

كلية العلوم

كتابة المراجع

بعتبر توثيق المراجع والمصادر في البحث العلمي من الخطوات الهامة جداً، فهي تكسب البحث أهميته وتعزز من مصداقية المعلومات المنشورة في البحث، كما تحفظ حقوق من تم الرجوع لكتاباتهم وأبحاثهم، كما تمكن القارئ من الحصول على مزيد من المعلومات في حال رغب بذلك.

يقوم الباحث برصد جميع المراجع التي تم الاقتباس منها والتي استعان بها وهناك أساليب متعددة لرصد المراجع:
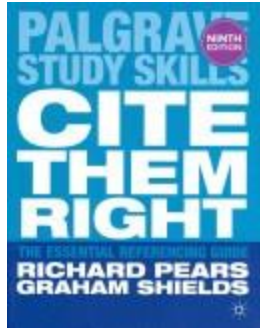
- الـAmerican psychology Association (APA)
- هرفرد
- اكسفورد
- فانكوفر
- IEEE
- MLA

Referencing and citing

- What is referencing؟ ؟ ولماذا ؟ ما هو توثيق المراجع؟
- At University you are expected to research widely and build your knowledge on the expertise of others.
- Referencing acknowledges the sources used to develop your ideas, and may include words, images, video, audio, statistics, or websites.
- Quality information strengthens your arguments and adds credibility.
- Referencing enables you, and your readers, to locate your sources and helps to avoid plagiarism.

Writing References

- **Why should you reference?**
- When you write a paper or a report you must clearly show which are your own ideas and thoughts and what you have taken from others. If you use other people´s material you must clearly state the source, otherwise you might be accused of plagiarizing. Cheating and plagiarism غش وسرقة علمية
- By citing other people´s material you give support and render credibility to your own arguments and ideas.
- Always assume there is an interest for your readers to read more about your subject matter. Correctly written references gives your readers easy access to your sources.
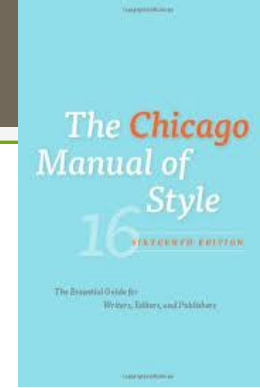
Reference System

Which reference system should you use? ما هي الطريقة الافضل لي؟

There are many ways to reference and write reference lists depending on the reference system being used. Find out which reference system your department or program uses.

Common Reference Systems

- **هارفرد Harvard**
- Harvard is also known as the author-year-style or parenthetical referencing. For more information see Writing references -Harvard. APA is very similar to Harvard. The most visible difference is that for APA the year is put in brackets in the reference list.
- **اكسفورد Oxford**
- Oxford is also known as the footnote system. For more information see Writing references - Oxford.

Reference System

- **APA**
- APA is a version of author-year-system that is similar to Harvard. The most visible difference is that for APA the year is put in brackets in the reference list. In APA you do not write page number(s) in the in-text reference (unless you're quoting).
- **Vancouver**
- Vancouver is commonly used within the medical and biomedical field. The in-text references consist of numbers in chronological order. Information about the references is then provided in the reference list according to the chronological order they appear in the text.
- **IEEE**
- IEEE is very similar Vancouver. IEEE is often used by engineering
- **MLA**
- MLA is similar to Harvard. Author and page number(s) should be written in the in-text reference. The major difference between MLA and Harvard is that for MLA year is not written in the in-text reference.
- **طريقة العلوم الإنسانية المتبعة في العلوم الإنسانية مثل الأديان، اللغات، الآداب، الفلسفة، التربية، التاريخ وغيرها. وتسمى هذه الطريقة بـ MLA اختصار:**

  منظمة اللغة الحديثةModern Language Association

Harvard System

- **Books with one Author مؤلف واحد**
- Include :author's last name and first name; year of publication; title; edition (if not 1st); place of publication and publisher.

اسم المؤلف الأخير ، الاسم الأول (سنة النشر) : <u>عنوان الكتاب</u> ، تفاصيل الكتاب إن وجدت (رقم الطبعه ، الجزء) بلد النشر : الناشر.
إذا كان الكتاب لمؤلفين نضع حرف " و " بين اسميهما ونضع كلمة وآخرون بعد أسم المؤلف الأول إذا كان عدد المؤلفين أكثر من أثنين.

Bryman, Alan. 2008. *Social research methods*. 3rd ed. Oxford: Oxford University Press.

- **Books with two or more Authors مؤلفين او اكثر**

Fabozzi, Frank J., Modigliani, Franco and Jones, Frank J. 2010. *Foundations of financial markets and institutions*. 4th ed. Boston: Prentice Hall.

- **Books that have editors (Anthologies)**
- For edited books include (ed.) or (eds.) between the name of the editor and year of publication - as in the example.

Allen, Jeffner and Young, Iris Marion (eds.). 1989. *The thinking muse: feminism and modern French philosophy*. Bloomington: Indiana University Press.

- **E-books كتب الكترونية**
- The same information should be provided as for printed books, see examples above. For books that have been read or downloaded from a library website or bookshop you should add the information that it is an e-book at the end of the reference.
  Bowen, Natasha K. and Guo, Shenyang. 2012. *Structural equation modeling*. New York: Oxford University Press. E-book.

- **Book Chapters فصل في كتاب**
- Include : Last name(s) and first name(s) of author(s) of book chapter. Year of publication. Title of book chapter. **In** first and family name(s) of editor(s) in brackets. *Title of book*. Edition (if not 1:st). Place of publication: publisher, page numbers of chapter.
- Malmberg, Anders. 2003. Beyond the cluster: local milieus and global connections. In Jamie Peck and Henry Wai-chung Yeung (eds.). *Remaking the Global Economy*. London: Sage Publications, 145-162.
- **Journal Articles دوريات**
- Include : Last name(s) and first name(s) of author(s). Year of publication. Title of article. *Journal name* Volume (issue): page numbers of article.

  Lundmark, Linda. 2005. Economic restructuring into tourism in the Swedish mountain range. *Scandinavian Journal of Hospitality and Tourism* 5 (1): 23–45.

  Electronic Journal Articles دوريات الكترونية
- Same information included as for journal articles (see example above) and a DOI-number. DOI (Digital Object Identifier) is used to uniquely identify an object such as an electronic article. DOI-numbers are permanent, which makes it possible to easily locate articles even if the URL of the article has changed. Articles are assigned DOI-numbers by major academic publishers. If there is no DOI-number you should give the URL-link of the article and in some cases access date (mainly articles that are freely available on the internet). The publisher often states how to write the reference.

- Lundmark, Linda. 2005. Economic restructuring into tourism in the Swedish mountain range. *Scandinavian Journal of Hospitality and Tourism* 5 (1): 23–45. doi: 10.1080/15022250510014273.

- **Newspaper Articles   مقال بجريدة**
- Include :author of article. Year of publication. Title of article. *Name of paper or magazine*. Day and month of the article

  Jowit, Juliette. 2010. Corporate lobbying is blocking food reforms, senior UN official warns. *Guardian*. 22 September.
- **Newspaper articles on the web   مقال بجريدة الكترونية**
- Same informaton as for a printed article (see above) and URL of article and date of access in brackets. If the URL is very long it could be sufficient to use the URL of the newspaper e.g http://www.time.com/time/.
  Jowit, Juliette. 2010. Corporate lobbying is blocking food reforms, senior UN official warns. *Guardian*. 22 September. http://www.guardian.co.uk/environment/2010/sep/22/food-firms-lobbying-samuel-jutzi (Accessed 2010-09-30).
- **Web Pages, Blogs and Twitter   تويتر و مواقع الكترونية و بلوق**
- Include :author, organization, authority or company. Last update of web page (year). *Title of document or page*. Name of web site or owner of web site. Complete URL (http://.....) (Access date).
- Organisation for Economic Co-operation and Development. 2010. *Health: OECD says governments must fight fat*. http://www.oecd.org/document/35/0,3343,en_21571361_44315115_46064099_1_1_1_1,00.html (Accessed 2010-10-10).
- For blog entries and twitter messages state day and month of post:
  Enever, Janet. 2015. A tentative view on primary language education policy in India. *Forskarbloggen* [Blog]. 7 March. http://blogg.umu.se/forskarbloggen/2015/03/a-tentative-view-on-primary-language-education-policy-in-india/ (Accessed 2015-08-14).
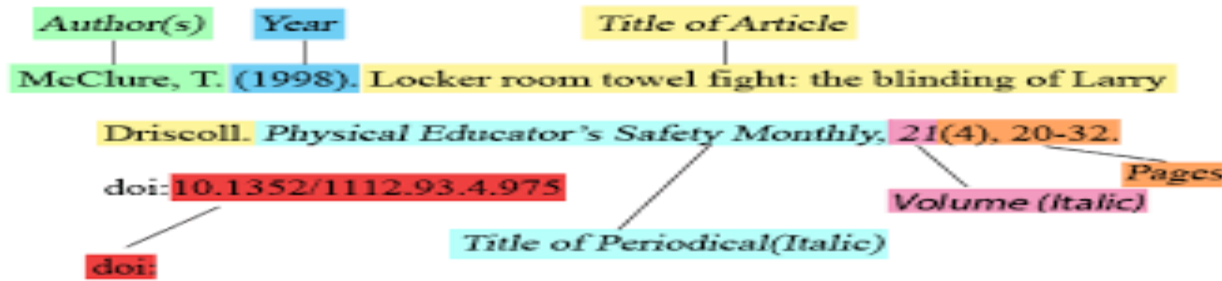- Fällström, Anders. 2015. *Fewer topics in greater depth. #mathematics #Math Singapore math skills add up in the West http://cnb.cx/1M3BgPX*. [Twitter]. 15 July. https://twitter.com/hyperconvex/status/621212215006392320 (Accessed 2015-08-14).

- **Encyclopedias/Dictionaries موسوعة او معجم**
- For articles/entries in online encyclopedias include: author of article, year of publication, title of article, name of encyclopedia; complete URL (http://.....) and date of access. If there is no author, use the title of the entry or article first.

Creutzfeldt-Jakob disease. 2010. *Encyclopedia Britannica*. http://www.britannica.com/EBchecked/topic/142824/Creutzfeldt-Jakob-disease (Accessed 2010-10-30).

- **Dissertations رسالة دكتوراه او ماجستير**
- Include information about university of graduation and title of degree.

Eckerberg, Katarina. 1987. *Environmental protection in Swedish forestry: a study of the implementation process*. Ph.D. diss., Umeå University.
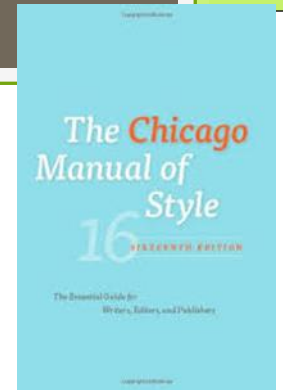
- **Conference Proceedings مؤتمر**
- Lectures/presentations at conferences and seminars are published in anthologies called proceedings. Title, year and city of conference are to be included if known. Individual contributions to conference proceedings, if published in their totality (not abstract only) are treated as chapters in books.
- Hall, C. Michael. 2007. North-south perspectives on tourism, regional development and peripheral areas. In Dieter K. Müller and Bruno Jansson (eds.), *Tourism in peripheries : perspectives from the north and south*, 19-38. Perspectives on tourism in Nordic and other peripheral areas, 2004, Umeå. Wallingford: CABI.
- Sometimes those contributions that are only represented by abstracts in the proceedings are published in journals. You should in these cases not refere to the abstract in the proceeding but to the full article in the journal where it was published.
- **Illustrations (photographs, figures, diagrams, tables etc.) صور ،جداول ، رسومات**
- Illustrations created by others are often protected by copyright. In those cases you need permission from the copyright owner before you can you use the illustrations in your text. If possible always state the creator of the illustration in the reference list.
- Lennver, Anders. 2012. *Night against procrastination* [Photography]. http://www.ub.umu.se/nightagainstprocrastion/ (Accessed 2016-04-05).
- State the name of the illustrator if different than the author of the work. If available also provide page number of the illustration:
- If you have viewed an image of a work of art online, you should reference it as an online image, regardless of the original medium. If possible state the name of the artist and the collection:
- Turner, Joseph. 1839. *The Fighting Temeraire* [Oil painting]. The National Gallery [online]. www. nationalgallery.org.uk/paintings/josephmallord-william-turner-the-fightingtemeraire (Accessed 2016-04-05).

- **Personal Communication مقابلة شخصية**
- Personal communication includes more informal sources: e.g. letters, e-mails, phone calls or conversations. Permission should be sought before these sources are quoted, and a copy retained for reference. If you have promised an interviewee anonymity you must keep that promise
- Please note that personal communication is sometimes not included in the reference list as the sources normally are not traceable. In those cases information about personal communication are provided only in the footnotes!
- A reference to personal communication should include as much information as possible; name, profession/position, year, details of personal communication; date (day and month)
- Svensson, Anna; student at Umeå university. 2010. Interview 11 May.
- Informant 1: Grammar school, Umeå. 2010. 12 boys and 12 girls, individual interviews 9 May.
- Please note that e-mail addresses belonging to individuals should only be provided if the owner has given permission.
- Lee, Oscar. 2008. E-mail 13 May. < oscar.lee@umu.se >.
- **Television programs برنامج تلفزيوني**
- *Title*. Year. Transmitting organization/channel. Date and time of transmission. URL.
- *Antikrundan. Säsong 26, avsnitt 10*. 2015. Sveriges television, svt1, 12 mars. http://www.svtplay.se/video/2750826

Oxford System

This is a guide on how to write references for various documents Oxford style intended for footnotes with complete bibliographic information and reference lists. This guide is mainly based upon recommendations given in the book *The Chicago Manual of style*.

Books with one Author

- Include (if available): author's last name and first name; title; edition (if not 1st); place of publication and publisher, year of publication.
- Bryman, Alan. *Social research methods*. 3rd ed. Oxford: Oxford university press, 2008.
- مثال: التونسي، إسماعيل. <u>تاريخ فرنسا</u>. بيروت: دار الجيل، ١٩٨٠.

- **Books with two or more Authors مؤلفين**
- Fabozzi, Frank J., Modigliani, Franco and Jones, Frank J. *Foundations of financial markets and institutions*. 4th ed. Boston: Prentice Hall, 2010.
- **Books which are Edited (Anthologies)**
- For edited books include editor(s) in brackets after the name of the editor(s)

Allen, Jeffner and Young, Iris Marion (eds.). *The thinking muse: feminism and modern French philosophy*. Bloomington: Indiana University Press, 1989.

- **E-books كتاب الكتروني**
- The same information should be provided as for printed books, see examples above. For books that have been read or downloaded from a library website or bookshop you should add information about e-book at the end of the reference.

Bowen, Natasha K. & Guo, Shenyang. *Structural equation modeling*. New York: Oxford University Press, 2012. E-book.

- Some books whose copyright have expired are sometimes freely available on the internet. In those cases you should add the complete URL (http ://....) and access date, the date you downloaded/read the book. If the URL is very long it could be sufficient to use the URL of the web site where you found the book e.g. http://books.google.se/

Smith, Daniel. *Memory of a tree festival*. Hamburg: Sommer Publishing, 1902. http://www.treesandplantsmemoriesinsummer (Accessed 2012-05-21).

- **Book Chapters فصل بكتاب**
- Include (if available): family name(s) and first name(s) of author(s) of book chapter; title of book chapter; **In,** title of book; first and family name(s) of editor(s) and ed(s) in brackets; edition (if not 1:st); page numbers of chapter; place of publication and publisher; year of publication
-

  Ellet, Elizabeth F.L. By rail and stage to Galena. In *Prairie state: impressions of Illinois, 1673-1967, by travelers and other observers*, Paul M. Angle (ed.), 271-79. Chicago: University of Chicago Press, 1968.
- **Journal Articles دوريات**
- Include (if available): family name(s) and first name(s) of author(s); title of article; journal name; volume and issue; year of publication ; page numbers of article

- Lundmark, Linda. Economic Restructuring into Tourism in the Swedish Mountain Range. *Scandinavian Journal of Hospitality and Tourism* 5, no. 1 (2005): 23–45.

- **Electronic Journal Articles دوريات الكترونية**

- Same information included as for journal articles (see example above) and a DOI-number. DOI (Digital Object Identifier) is used to uniquely identify an object such as an electronic article. DOI-numbers are permanent, which makes it possible to easily locate articles even if the URL of the article has changed. Articles are assigned DOI-numbers by major academic publishers. If there is no DOI-number you should give the URL-link of the article and in some cases access date Lundmark, Linda. Economic Restructuring into Tourism in the Swedish Mountain Range. *Scandinavian Journal of Hospitality and Tourism* 5, no.1 (2005): 23–45. doi: 10.1080/15022250510014273.

- **Newspaper Articles** جريدة:
- Include: author of article; title of article; magazine and date of article
- Jowit, Juliette . Corporate lobbying is blocking food reforms, senior UN official warns. *Guardian*.10-09-22.
- **Newspaper Articles on the Internet** جريدة الكترونية:
- Same informaton as for a printed article (see above) and URL of article and date of access in brackets. If the URL is very long it could be sufficient to use the URL of the newspaper e.g http://www.time.com/time/
- Jowit, Juliette . Corporate lobbying is blocking food reforms, senior UN official warns. *Guardian*. 10-09-22. http://www.guardian.co.uk/environment/2010/sep/22/food-firms-lobbying-samuel-jutzi (Accessed 2010-09-30).
- **Web Pages/Internet Sources** موقع الكتروني
- Include : author, organization, authority or company; (year) ; title of document or page; name of web site or owner of web site; last update of web page ; complete URL (http://.....) and date of access.
- Organisation for Economic Co-operation and Development (OECD). Health: OECD says governments must fight fat. 2010. http://www.oecd.org/document/35/0,3343,en_21571361_44315115_46064099_1_1_1_1,00.html(Accessed 2010-10-10).
- For blogs include title and posting date of individual blog entry: Parker, Matt. 2010. The simple truth about statistics.
- *Guardian.co.uk Science blog*. 29 September. http://www.guardian.co.uk/science/blog/2010/sep/29/statistics-lies-abuse (Accessed 2010-10-10).

- **Encyclopedias/Dictionaries** موسوعة
- For articles/entries in online encyclopedias include (if available): author of article, title of article, name of encyclopedia, year of publishing,; complete URL (http://.....) and date of access. If there is no author, use the title of the entry or article first.

أنيس، إبراهيم، عبدالحليم مُنتصِر، عطية الصَّوالحي، محمد خلف الله أحمد، "المعجم الوسيط" ط (٢)، (دار إحياء التراث العربي، ١٣٩٢).

زارة المعارف (١٤٢٣)، "**موسوعة تاريخ التعليم في المملكة العربيَّة السعودية في مائةِ عام**"، المُجلَّد الأوَّل، تراجِم شخصيَّات، (ط٢)، الرياض.

Dissertations رسالة
- Include information about university of graduation and title of degree.

  Eckerberg, Katarina. *Environmental protection in Swedish forestry: a study of the implementation process*. PhD diss., Umeå University, 1987.
- **Lectures/presentations at conferences and seminars** are published in anthologies called proceedings. Title, year and city of conference are to be included if known. Individual contributions to conference proceedings are treated as chapters in books. محاضرة
- Hall, C. Michael. North-south perspectives on tourism, regional development and peripheral areas. In *Tourism in peripheries : perspectives from the north and south*, Dieter K. Müller and Bruno Jansson (eds.), 19-38. Perspectives on tourism in Nordic and other peripheral areas, 2004, Umeå. Wallingford: CABI, 2007
- **Illustrations (photographs, figures, diagrams, tables etc.)** صور
- Illustrations created by others are often protected by copyright. In those cases you need permission from the copyright owner before you can you use the illustrations in your text. If possible always state the creator of the illustration in the reference list. If you use an illustration in your paper include a caption with the following information image number (e.g. Figure 1), title, creator of illustration and year.
- Lennver, Anders. *Night against procrastination* [Photography]. 2012. http://www.ub.umu.se/nightagainstprocrastion/ (Accessed 2016-04-05).
- State the name of the illustrator if different than the author of the work. If available also provide page number of the illustration:
- Hazel, Edward.. Prague by day [Photography]. In *Czech photography in the twenty-first century*, S. Johnson (ed.), 32. Prague: Autumn Publishing, 2015.

- **Television Programs برنامج تلفزيوني**
- Lindsjö, Lars. UR Samtiden - Hur kan utåtagerande barn bemötas? [Television]. Stockholm: Sveriges utbildningsradio. 2011. http://uraccess.se/
- لعَسكر، عبدالعزيز، "**ركْن الدعوة والإرشاد**" (الرِّياض، البرنامج العام للإذاعة السعودية ٣ صفر ١٤٠٧).

- **Personal Communication مقابلة شخصية**
- Personal communication includes more informal sources: e.g. letters, e-mails, phone calls or conversations. Permission should be sought before these sources are quoted, and a copy retained for reference. If you have promised an interviewee anonymity you must keep that promise.
- Please note that personal communication is sometimes not included in the reference list as the sources normally are not traceable. In those cases information about personal communication are provided only in the footnotes
- A reference to personal communication should include as much information as possible; name, profession/position, details of personal communication; date

  Examples:
- Svensson, Anna; student at Umeå university. Interview 2010-05-11.
- Informant 1: Grammar school, Umeå . 12 boys and 12 girls, individual interviews 2010-05-09.
- بدوي، جمال، "**التعاليم الإسلامية**"، سلسلة مسجَّلة على أشرطة صوت وفيديو، (هاليفاكس، كندا، مؤسّسة المعلومات الإسلاميّة، ١٩٨٢).
- بن باز، عبدالعزيز، "**مشكلات المسلمين في البلاد غير الإسلامية**"، الرياض، الرئاسة العامَّة للإفتاء والدعوة والإرشاد، ١٤٠١ هـ.

Citing References
الاقتباس - **Harvard System**

- In this version of the Harvard system an in-text reference should include the author, the year of publication and, if applicable, page number(s). Please note that there are other "versions" of the Harvard system where page numbers are not always stated in the in-text reference. The in-text reference is placed directly in brackets after the sentences (before the full stop) you have paraphrased, i.e. the sentences you with your own words have expressed what someone else has written (see example below).

- A reference list of all documents/sources cited in the text is included at the end of the report/paper, in alphabetical order by authorship with date. This reference list will include the full details of the documents. For more information on how to write references for specific documents included in references lists.

- **Source with one author**

- The structure of the European Union is often described in the shape of three pillars. The first pillar is the largest (Tallberg 2004, 65).

- You can also reference your source directly (See example below).

- Tallberg (2004, 65) describes the structure of the European Union in the shape of three pillars, of which the first pillar is the largest.

- **الكثيري، سعود (١٤١٩)،**

- **Source with two or three authors**
- (Fossum, Skantz and Katzeff 1997, 25-31)   or
- Fossum, Skantz and Katzeff (1997, 25-31) mean...
- **Source with four or more authors**
- Where there are more than three authors, only the first author should be used, followed by 'et al.'
- (Johnson et al. 2001, 226)   or
- Johnson et al. (2001, 226) found that...
- **Web pages**
- The same information should be included as for other documents; author, year of publication and, if applicable, page number(s). If there is no personal author, use the corporate author (company, organization, authority etc.). (Volvo 2008) or
- According to Volvo (2010)....
- **Material with no personal author**
- Sources may not have a personal author, but organizations, companies, authorities will function as "authors" in those cases. If a journal article does not have a personal author, use the title of the journal as an in-text reference. (Frankfurter Allgemeine 2015, 21)
- **No year of publication available**
- If no information about year of publication is available state n.d. (no date).
- (Johnson n.d., 15)

- **Several works by one author in the same year**
- If you are quoting several works published by the same author in the same year, they should be separated by adding a lower case letter directly after the year for each item. Please note that the works should be separated the same way in the reference list (by adding a lower case letter after the year).
- Example:
  Previous results confirmed the thesis (Duncan 2000a, 167-169), but later research disproved it (Duncan 2000b, 40-44).
- **Illustrations (photographs, figures, diagrams, tables etc.)**
- You can cite illustrations in your text without including the actual illustration in your text. If you include an illustration made by someone else in your paper you must check if it is protected by copyright. For illustrations protected by copyright you must ask for permission from the copyright owner before you include them in your text. If you use an illustration in your paper include a caption with the following information image number (e.g. Figure 1), title, creator of illustration and year. Cite the person (artist, photographer etc.) who have made the illustration in the running text.
- Image 5 (Hazel 2015, 32) is a typical example of...
- The painting "The fighting temeraire" (Turner 1839) shows..
- **(حسن ١٩٧١).**

Citing References – الاقتباس Oxford System

- In the Oxford system the citations in the text normally consist of a raised (superscript) number and a list of footnotes at the bottom of the page for all citations on that page.
- If you write complete bibliographic information in the footnote about the document cited (see footnote 1 below) it is sometimes not necessary to include a reference list.
- cited in the text should be included in alphabetical order at the end of the paper/report. If you only include abridged bibliographic information about the documents cited (footnote 2 below) a reference list should normally be provided. For more information about how to write references for specific documents.
- **Footnote with Complete Bibliographic Information**
- [1] Alan Bryman. *Social research methods*. 3. ed. Oxford: Oxford university press, 2008, 65
- **Footnote with Abridged Bibliographic Information**

[2] Bryman. *Social research methods, 79*

Quoting

- note that "long" quotations are generally not acceptable even if they are treated as "quotations" and should be avoided. If you are uncertain, please contact your teacher/supervisor to receive instructions as to how to use quotations.

- If you want to include text from a published work in your essay/paper, the sentence(s) must be included within quotation marks (""). When you quote from a source always state the page number of the original document from which you quote. This also applies to electronic documents in PDF-format.

- **Examples (Harvard system)**

- The author writes "…plants and localities are also often inter-related with non-local actors" (Eriksson 2009, 29).

- "Place specific phenomena can always be seen in relation to other places and geographical levels" (Helgesson 2006, 13).

- or directly

- Helgesson (2006, 13) states : "Place specific phenomena can always be seen in relation to other places and geographical levels."

- It is good practice to indent the quotation using quotation marks if it is more extensive (i.e. several sentences). This clearly identifies the quotation as the work of someone else.

- **Example (Harvard)**

- Lundmark (2006, 26) states:

- The difficulty in delimiting the tourism sector is one of the more complicated methodological problems.

Referencing Tools برامج التوثيق

- <u>reference management program</u>.
- import references from various databases into one place
- keep track of your references
- spell correctly
- create references and a reference list in your Word document
- adapt the layout of the references in accordance with different citing systems or journal specific demands
- create publication lists
- **Examples of reference management software**
- <u>EndNote</u>Program to be purchased and downloaded to an individual user and computer.
- <u>EndNote Online</u>Web based version of EndNote
- <u>Zotero</u>Zotero is a freeware which by using the web browser Mozilla Firefox helps you to collect, manage and insert your references. It is compatible with MS word, Open office and Google docs.
- <u>Citation Managers - Comparison of Features</u>

References in Word

- From Word 2007 and onwards there is a function called References which may help you to create in-text references and a reference list.

Author | Year | Article Title

Brill, J. B. (2011). Heal your heart with food: Eight foods that prevent a second heart attack. *Better Nutrition, 73*(2), 38-42.

Indent 5-7 spaces | Journal Title (in *italics*) | Volume (in *italics*) Issue (no italics) | Pages
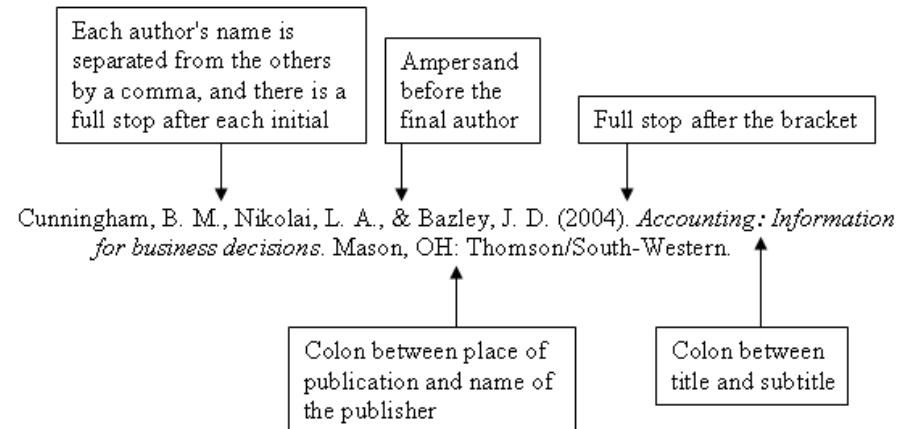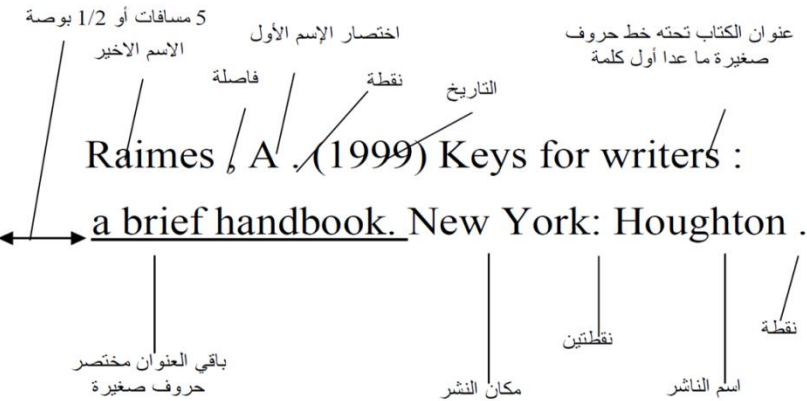
Glanville-Hicks was by no means the first to make this connection. The British Scholar Winnington-Ingram had come to a similar conclusion more than 20 years earlier, observing that 'in all probability [ancient] Greek music was closely related to that of the contemporary Orient ...'.

[1]R.P. Winnington-Ingram, Mode in Ancient Greek Music, London, Cambridge University Press, 1936, p. vii.

مرجع مكتوب بنظام APA في قائمة المراجع

5 مسافات أو 1/2 بوصة | الاسم الأخير | فاصلة | التاريخ | نقطة | اختصار الإسم الأول | عنوان الكتاب تحته خط حروف صغيرة ما عدا أول كلمة

Raimes, A. (1999) Keys for writers : a brief handbook. New York: Houghton .

باقي العنوان مختصر حروف صغيرة | مكان النشر | نقطتين | اسم الناشر | نقطة

Each author's name is separated from the others by a comma, and there is a full stop after each initial

Ampersand before the final author

Full stop after the bracket

Cunningham, B. M., Nikolai, L. A., & Bazley, J. D. (2004). *Accounting: Information for business decisions.* Mason, OH: Thomson/South-Western.

Colon between place of publication and name of the publisher

Colon between title and subtitle

Cite

Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

MLA   Tao, Jessica J., et al. "Antagonism of EGFR and HER3 Enhances the Response to Inhibitors of the PI3K-Akt Pathway in Triple-Negative Breast Cancer." *Science signaling* 7.318 (2014): ra29.

APA   Tao, J. J., Castel, P., Radosevic-Robin, N., Elkabets, M., Auricchio, N., Aceto, N., ... & Scaltriti, M. (2014). Antagonism of EGFR and HER3 Enhances the Response to Inhibitors of the PI3K-Akt Pathway in Triple-Negative Breast Cancer. *Science signaling*, 7(318), ra29.

Chicago   Tao, Jessica J., Pau Castel, Nina Radosevic-Robin, Moshe Elkabets, Neil Auricchio, Nicola Aceto, Gregory Weitsman et al. "Antagonism of EGFR and HER3 Enhances the Response to Inhibitors of the PI3K-Akt Pathway in Triple-Negative Breast Cancer." *Science signaling* 7, no. 318 (2014): ra29.

#صقل_مهارات_الباحثين

التوثيق في متن البحث

توثيق الاقتباس غير المباشر

توثيق بعد الاقتباس:

تهتم إدارة المواهب ببناء العلاقات الإنسانية وإدارة العنصر البشري، لضمان إعداد قادة على مستوى عال من الأداء والابتكار في المستقبل. (هلال، 2010، 38)

التوثيق بكتابة لقب المؤلف في الجملة

تهتم إدارة المواهب كما ذكر هلال (2010، ص28) ببناء العلاقات الإنسانية ..

#د.عبدالله_العامري
@3bdullahAl3amri

المرجع: النافع، عبداللطيف (د.ت): التوثيق والاقتباس تبعا لطريقة جمعية علم النفس الأمريكية

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Sandy, L. & Perkins, R. (2008). The Nature of Peace and Its Implication for Peace Education. *University of Oslo - Faculty of Law*. pp.3-4.

Blah, blah - content...

Primary cite: [1] ...

Secondary cite: [1] ...

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THANK YOU