

Kauno kolegija / University of Applied Sciences  
Library and the Centre of Information Resources

Lina Šarlauskienė

## Citations and References in Research Papers

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Lina Šarlauskienė

Citations and References in Research Papers

Translated from the Lithuanian by Gemma Navickienė

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## **Introduction**

While composing study and research papers, it is important to use scientific and other reliable references; be able to quickly find appropriate sources of information, use them according to the academic ethics and copyright provisions, and easily cite them following international rules.

The publication is intended to introduce lecturers and students the basic and practical aspects of using information sources. Taking into account the needs of the academic community, the information here is presented concisely, clearly, illustrating the key points visually. It is possible to use separate sections of this publication; however, in order to understand the whole, it is highly recommended to look through all of the issues discussed:

- the provisions of academic ethics while providing and using information;
- usage of information sources with regard to copyright;
- the search for and selection of appropriate sources of information;
- citing information sources and making a list of references;
- prevention of plagiarism in written study papers.

This publication gives a short review of the most important information, which is summarised from the many years of experience of preparing teaching materials and developing the information management competence of students, teachers and librarians. Those who want to learn more about writing study and scientific papers, literature analysis, search for information in different resources, etc. can attend the seminars offered by the Library or look through the teaching aids published specially for teachers and students. Their descriptions and Internet addresses are provided in the list of references.

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## 1. Provisions of academic ethics

In their work, the academic community (students, academic staff, researchers, staff) should follow the norms of public morality as well as the principles of academic ethics that are defined in the Codes of Academic Ethics of the learned societies and academic institutions. The main values of the academic performance include integrity; objectivity; transparency of deeds, investigations and results; socially responsible behaviour; and the legitimacy of research.

### **It is important to know that**

**Application of the provisions of academic ethics is significant in all of the processes of studying, conducting surveys, and composing research papers.** While conducting research, it is necessary to strive for scientific credibility; provide accurate descriptions of research methods as well as results. It is unacceptable to forge research data; steal other's ideas, methodologies or research data; be detrimental to people, the environment and cultural values. While analysing the works of other authors and sources of information, it is necessary to use and quote them properly, and provide correct and impartial comments.

**Each member of the academic community personally commits him/herself to follow the provisions of academic ethics.** Academic offences (such as cheating, plagiarism, data falsification, etc.) should not be tolerated and can be considered not only in the institution but also in the Office of Ombudsman for Academic Ethics and Procedures of the Republic of Lithuania, or even court.

**Having ascertained the fact of violation of academic ethics, a person may be subject to penalties** under the Code of Ethics of Kauno kolegija / University of Applied Sciences (2013); the Code of Administrative Offences of the Republic of Lithuania; and the Criminal Code of the Republic of Lithuania.

Values of academic ethics:	Academic offenses:
honesty, objectivity, transparency of the activities and results, socially responsible behaviour, legitimacy of the research, etc.	falsification of data, misappropriation of the works and ideas of other persons, plagiarism, incorrect citation, etc.
Each individual personally and the entire academic community undertake to follow them and observe the Code of Academic Ethics.	They should not be tolerated. Having identified them, institutional penalties and the legal measures approved in the country are applied.

Fig.1. Provisions of academic ethics

## 2. Usage of information sources and copyright

Each original piece of creation is subject to copyright, so it can be used only in accordance with the Republic of Lithuania Law on Copyright and Related Rights (1999).

### **Copyright applies to all works:**

- of any form or manner of expression (books, articles, lectures, advertisements, databases, portals, online information, etc.);
- regardless of their scientific, artistic or other value (including those of unknown authors, students, etc.).

### **Economic and moral copyright applies to the works created:**

- the moral rights define the author's right to claim authorship of the work by indicating the author's name on all the copies of a published work as well as the right to object to any distortion or other modification of a work. Moral rights apply perennially and are not subject to transfer to other persons;
- the economic rights define the right to receive a remuneration for each mode of the exploitation of the work. They may belong to the author or his/her successor in title (the employer, the publishing house, etc.). Author's economic rights run for the life of the author and for 70 years after his death. An author's economic rights in a work, other than a computer programme, created by an employee in the execution of his/her duties or fulfilment of work functions shall be

transferred to the employer for the period of five years, unless otherwise provided for by an agreement.

### **It is important to know that**

in order to use (distribute, republish, translate, publicly display, etc.) the work before the expiry of economic rights, the consent of the author or his/her successor in title should be obtained.

Without the consent of the author, works can be used for personal, scientific and study purposes. It is allowed

- to read the work, copy a small part of it for personal usage;
- reproduce for teaching and scientific research purposes a short extract of a published work in the form of writing, sound or visual recording, provided that this is related to study programmes and the author of the work is indicated;
- quote the work in study and scientific papers indicating the source and the name of the author. The quotation should be honest, and its extent should not exceed that justified by the purpose.






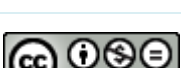
However, the author's consent is still needed when the work for study purposes is placed in the Intranet (e.g. *Moodle*) or when a figure (diagram, photo, etc.) of another author or the Internet is used in another publication.

While using the work, it is necessary to indicate its author.

The author's permission to use the work is not necessary when it has the author's consent provided beforehand according to *Creative Commons* (CC) licenses.

For further information see <<http://creativecommons.org/licenses/?lang=lt>>. The CC license provided in the work indicates what permissions are granted by the author. There are six types of CC licenses (Table 1).

Table 1. The types and descriptions of CC licenses

	This license lets others distribute, remix, tweak, and build upon the work, even commercially, as long as they credit the author for the original creation.
	The same conditions apply as in the case of the first license as long as they credit the author and license their new creations under the identical terms.
	This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to the author.
	This license lets others remix, tweak, and build upon the work non-commercially, as long as their new works also acknowledge the author of the initial source.
	This license lets others remix, tweak, and build upon the work non-commercially, as long as they credit the author of the initial source and license their new creations under the identical terms.
	This license allows others to download the works and share them with others as long as they credit the author, but they can't change them.

Thus, the creations of other authors should be used responsibly, taking into account the restrictions and exceptions of copyright (Fig. 2).

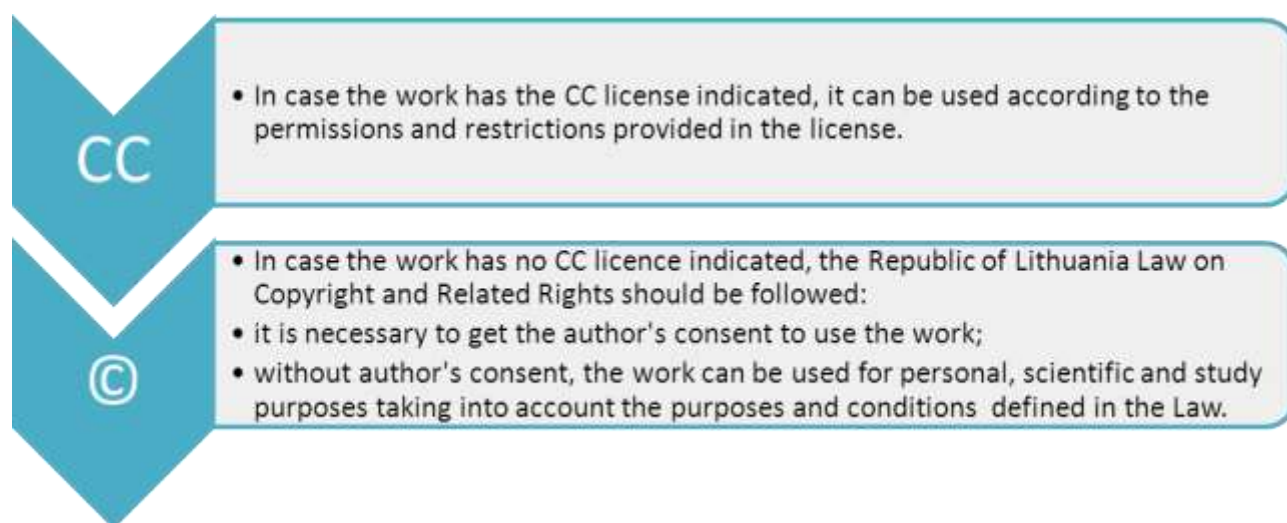


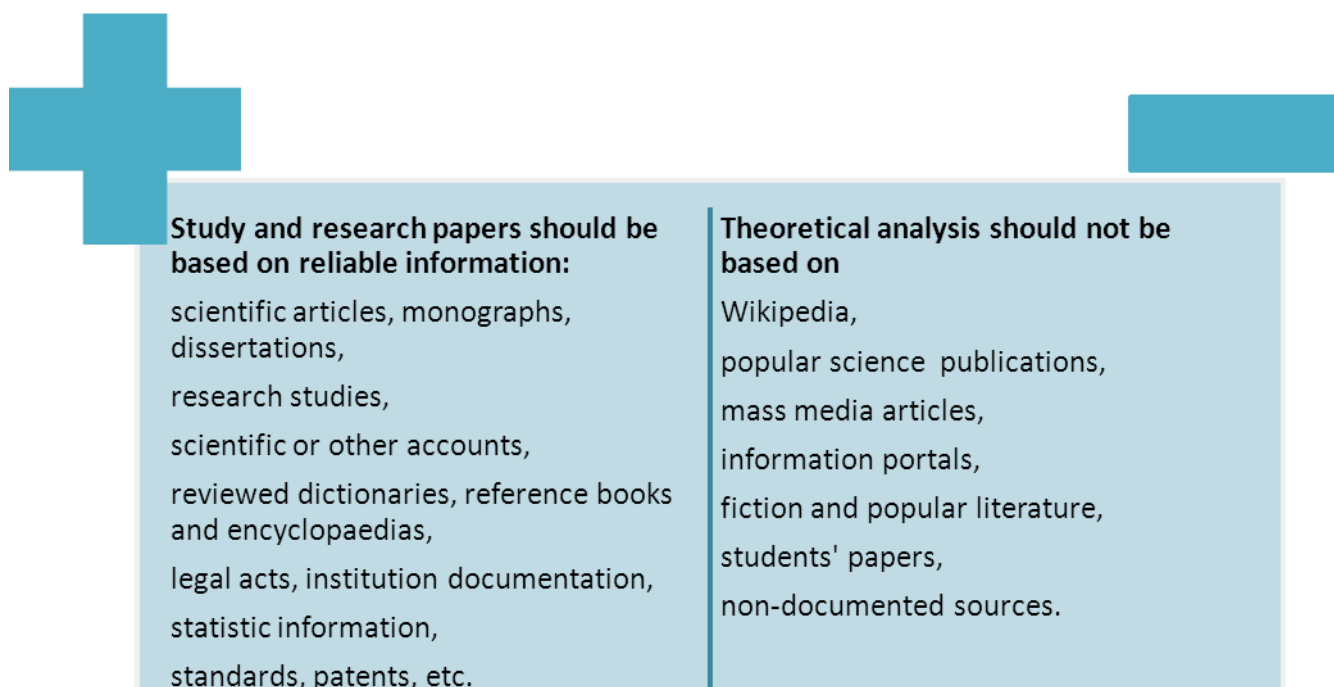
Fig. 2. Usage of a work taking into account copyright



### 3. Selection of information sources

The sources of information used in study and research papers are generally known as literature or references. Sources of information reveal how the author is familiar with the subject, whether he/she uses appropriate sources of information and can justify the ideas analysed, the research methods selected, etc. They also help to find the sources used in the paper and verify the facts or study the references in greater detail.

**It is important to know** that only those information sources that provide reliable information should be used in study and research papers (Fig. 3). They should be reviewed and assessed by the specialists of the field, or provided by official institutions, organisations and associations.



<b>Study and research papers should be based on reliable information:</b> scientific articles, monographs, dissertations, research studies, scientific or other accounts, reviewed dictionaries, reference books and encyclopaedias, legal acts, institution documentation, statistic information, standards, patents, etc.	<b>Theoretical analysis should not be based on</b> Wikipedia, popular science publications, mass media articles, information portals, fiction and popular literature, students' papers, non-documented sources.
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Fig. 3. Suitability of information sources for study and research papers

#### **It is highly recommended to use**

- **the latest sources, if possible.** For example, in the fields of medicine and engineering, it is essential for the sources used to be published during the last 5 years.
- **sources of at least several types, countries and languages.** It should be borne in mind that not only books, but also scientific articles, standards, legislation, statistical information and other sources published in the Lithuanian and foreign languages should be used. Most of the scientific information is available in English, as scientists strive to introduce the results of their research to as wide international academic community as possible.

## 4. Search for information sources

The best information resources for study and scientific papers are

- **the Virtual Library** <<http://ebiblioteka.kaunokolegija.lt>>;
- **subscribed databases**;
- **scientific and other reliable information search engines**: *Official Statistics Portal* <<http://osp.stat.gov.lt/en/home>>, *Register of Legal Acts* <<https://www.e-tar.lt/portal/en/index>>, *EUROSTAT*, open access scientific journals DOAJ, open access books DOAB, *Google Scholar*, *Google Books*, etc.

The information about the resources and their links is available on the website of the Library:

<http://biblioteka.kaunokolegija.lt>

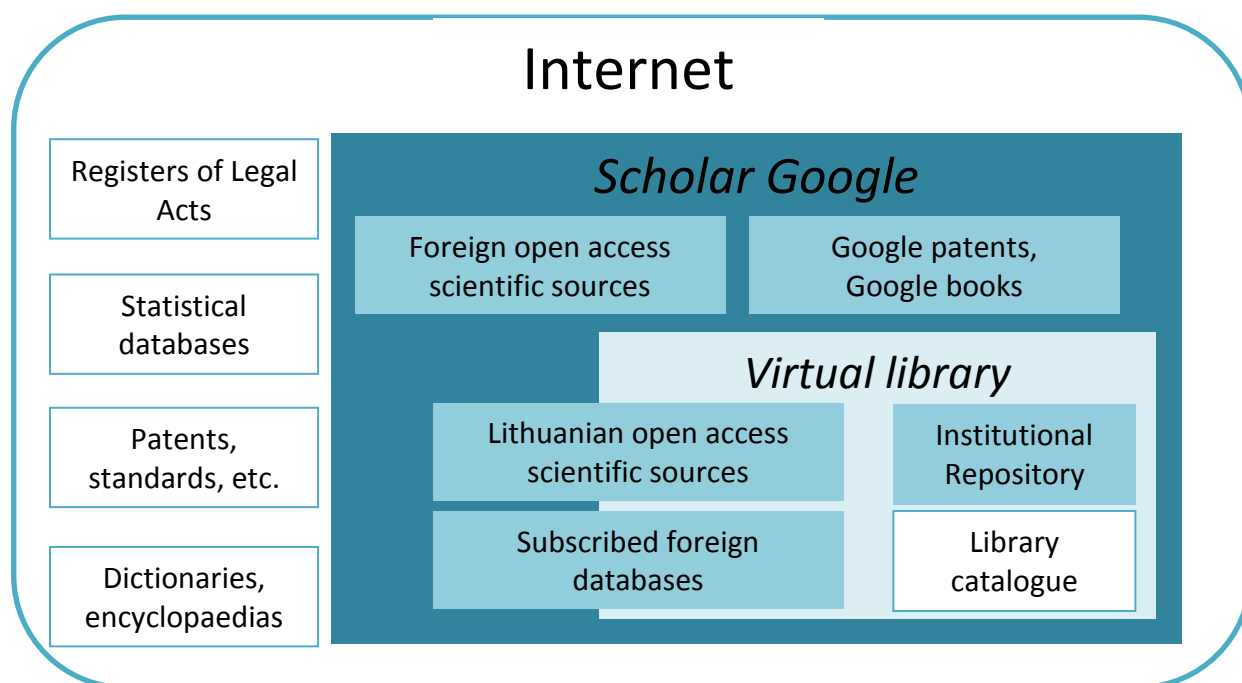


Fig. 4. Possibilities and links for the search of information sources

To get foreign authors' articles and e-books from the Virtual Library or subscribed databases, it is necessary to conduct the search using the institution Internet network or register via the VPN.

While conducting the search, the keywords should be written in the mother tongue, and then in English or another foreign language. In case no information on the topic is available, it is advisable to select another search engine or database; use other related keywords; try a broader topic, or search in the English language.

## 5. Citation of information sources and making lists of references

Information sources should be used following the provisions of academic ethics and the Law on Copyright as well as citation rules. In order to properly compose an academic paper and avoid plagiarism, it is necessary to work independently and analyse (constructively investigate) the topic or problem of the research.

Information sources are not used for retelling or rewriting information. They are meant to prove, justify, reason, interpret, evaluate, etc., i.e. perform information analysis and synthesis; generalise knowledge. While writing a scientific paper, it is necessary not only to provide information, but also interrelate it; reveal the cause-effect relationships; link the end of the previous chapter with the beginning of the other; use the information obtained in other sections; and draw conclusions from the information analysed and the data received.

### **The information from various sources can be used in several ways:**

- **by quoting**, i.e. citing the exact words of the author or work. While composing written papers, it is possible to quote a sentence, a few sentences or a paragraph. Quotation marks are used in this case;

- **by analysing, paraphrasing and summarising**. Paraphrasing involves rendering the main information of the sources in your own words and style without distorting the essence. While paraphrasing, a distinction should be made between the ideas of another author and your own comments by using various phrases such as *from the scientist's point of view ...*, *as the author states...*, *the author claims that...*, *to sum up, ...*, *according to...*, etc.

**It is important to know** that all the sources cited, analysed and summarised in the paper should be specified in the text and included in the list of references (Fig. 5). The list of references should contain only the sources that were mentioned in the text, and the text should contain only the sources that are included in the list of references.

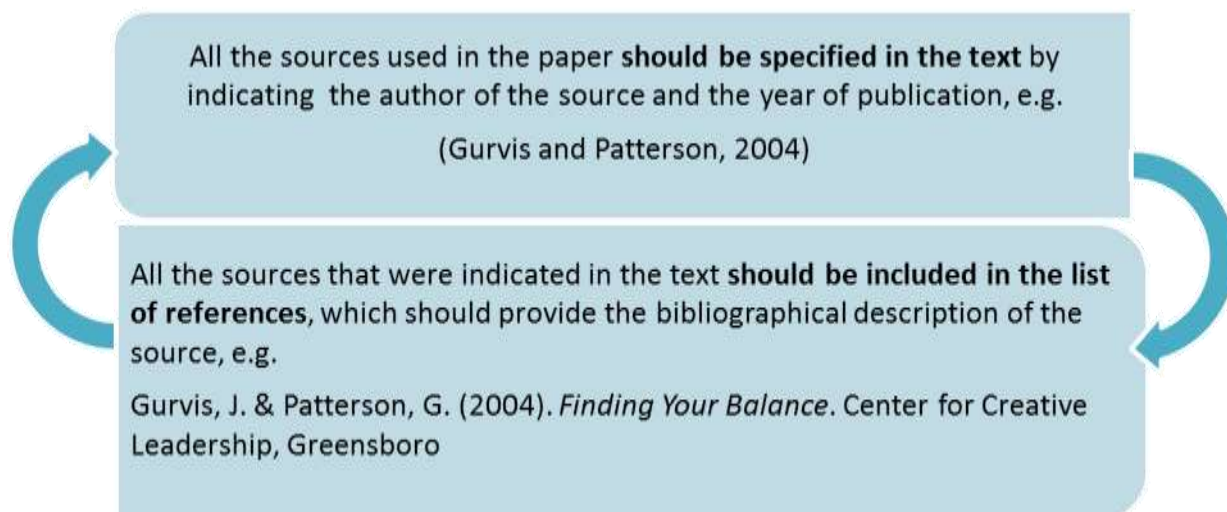


Fig. 5. Providing information about the sources used in study and research papers

## 5.1. In-text citations

**Students should use the Author-Date citation method.** Citations in text are acknowledged with (Author, Date) or Author (Date).

For example:

... as previously shown (Smith, 2005)

... as shown by Smith (2005)

### Basic Rules

- When **the same author and source** are referred to repeatedly, only the author is indicated;
- If the author issued several publications **in the same year**, they are specified in lower-case letters (a, b, c) next to the year of publication:

(Drucker, 2013a)

- When a source of **two authors** is mentioned, both authors' surnames are indicated each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses:

(Bondarouk & Olivas-Lujan, 2014)

Research by Wegener and Petty (1994) supports...

- If there are **three to five authors**, cite all authors the first time; in subsequent citations, include only the last name of the first author followed by "et al." and the year:

Williams, Jones, Smith, Bradner, and Torrington (1983) found...

Williams et al. (1983) also noticed that...

- If there are **six or more authors**: Use the first author's name followed by et al. in the signal phrase or in parentheses:

Harris et al. (2001) argued...

(Harris et al., 2001)

- When the **work is composed by a team, organisation or has no author**, it is only the name of the organisation or the title of the source and the year of publication that are indicated:

(Lithuanian Standards Board, 2013)

(Organisational Management, 2005)

- In case the **title of the source is very long**, in the text it can be shortened:

(LR Law on Copyright..., 2009)

- When **several different sources** are to be indicated, authors' names and the year are separated by a semicolon:

The issue was analysed by several researchers (Klein, 2014; Drucker, 2013);

- The in-text citation for the above **patent** would be:

(LR Patent No. 4851, 2001)

- It is only a source that cannot be obtained and is very important for the issue analysed that can be **re-cited**:

Smith argued that... (as cited in Norris, 2011)

(Smith, 2005, as cited in Norris, 2011)

- To cite a specific **part of a source**, indicate the page, chapter, figure, table or equation at the appropriate point in the text:

(Czapiewski & Ruby, 1995, p. 10)

**When tables, figures and formulas from other sources are used**, it is also necessary to specify the sources at the end of their headings. In case there are some alterations made to a table and a figure, or they are made on the basis of certain sources, it should be indicated at the end of their headings that they are based on certain authors.

**E-sources are indicated in the text following the same rules.** When a scientific article, book, statistics, legislation, etc. available on the Internet are quoted or referred to, the author or the title as well as the year of publication should be specified in the text. In case the e-source does not provide the date of publication, the date of the update or renewal can be indicated. Even if the source seems to be reliable, but it has no author, title and/or date of publication, it should not be used at work.

The Internet address should not be indicated in the text when a source is discussed. It could be provided only in case a website or a database is under consideration and the access is specified.

## 5.2. List of References

The list of references provides publication details of the sources that have been used in the text. **List of references should appear at the end of a research paper.** Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

**The references are arranged alphabetically, by the last name of the first author** or, if author is not available – by title.

**The entries on the list of references contain the data elements** necessary to help identify and retrieve cited sources. In general, the references should include:

- the authors' names (if author is not available – title);
- date of publication in parentheses;
- the title of the source;
- the name and location of the company or organization that published that source;
- the page numbers of that source (if they are article or part of source);
- the information about e-source:
  - The media type. The source available on the Internet is marked as [online]; it may also be a [CD-ROM], [E-reader Kindle], etc.);
  - The date that the e-source was retrieved or was found on the Internet;
  - Source access (the Internet address or doi number of the source). Provide the web address after the words "Retrieved from," if the source is freely available to anyone. If the source comes from a subscription service or database, write "Available from" and provide the information where the source can be accessed.

Please see the sample citation on next page.

**When citing references it's important to follow the precise order and format of the referencing system** you're using. Different citation systems and styles are used in scientific citation. The world's most commonly used are APA, MLA, AMA, Chicago and other citation styles or ISO-690 international standard. The editorial boards of scientific journals, publishing houses or institutions usually indicate which of the rules should be followed. It is recommended to compile the reference list in accordance with international rules and citation styles, as they are used and recognised in all countries, and are well-regarded by science and education experts.

**It is important to know that** all student papers of Kauno kolegija should conform to APA style for citations and bibliographic entries on the list of references.

### **Basic Rules**

- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- If you have cited more than one item by the same author they should be listed chronologically (earliest first), and by letter (2015a 2015b) if more than one item has been published in the same year.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present titles of the journals, books or articles in full.
- Italicize titles of the books and journals.

You may not always have all the details listed here (especially with materials like websites), so the rule is to provide as many as you can.

The bibliographical descriptions of various sources slightly differ, so it is worthwhile to know the basic principles of making them:

#### **Books**

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book: Subtitle of book.* edition. Place of Publication: Publisher.

#### **Electronic books and others e-sources**

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book* [online]. Place of Publication: Publisher. Retrieved Month Day, Year, from <http://...>

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book*. Place of Publication: Publisher. doi: number or doi address.

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book*. Place of Publication: Publisher. Available from Title of the subscribed database or Intranet resources.

Author's Last Name, First Initial. Middle Initial. (Year of Publication). *Title of book* [Kindle DX version]. Retrieved from Amazon.com

## Chapters

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of entry or article. In *Name of reference source* (Vol. number, pp. pages). Place of Publication: Publisher.

## Articles

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. *Name of Journal*, volume (issue), pages.

## Electronic articles

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. *Name of Journal*, volume (issue), pages. Retrieved Month Day, Year, from http://...

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. *Name of Journal*, volume (issue), pages. Available from database...

Author's Last Name, First Initial. Middle Initial. (Year of Publication). Title of article. *Name of Journal*, volume (issue), pages. doi: number or doi address.

## Web Sites, Data Sets, Web documents, Graphic Data, Statistics

Author's Last Name, First Initial. Middle Initial. (Date of Publication or Update). *Title of work*. Retrieved Month Day, Year, from http://...

*Title of work*. (Date of Publication or Update or n.d.). [Media type, e.g. Statistical data, Graph illustration]. Retrieved Month Day, Year, from Title of database or other resource http://...

## References of many sources can be generated automatically:

- You can **copy citation** from the scientific information search engines such as [Virtual Library](#) (Fig. 6), [Scholar Google](#) (Fig. 7) or [subscribed databases](#) (Fig. 8). You can check an individual databases "help" to find the specific directions on generating a citation.
- You can use **subscribed reference management software**. [RefWorks](#) is available to you on the Kauno kolegija network to manage your references.
- You can use **free open source reference management software** such as [CiteULike](#), [Mendeley](#) and to apps such as [RefMe](#).
- You can use **citation generators** like [BibMe](#), [Son of a Citation Machine](#) or [EasyBib](#).



### In Virtual Library, to view citation formats for an article or a book:

- Run a search in *Virtual Library* and view the search results. Once you have selected an article or a book, click *Details*. Next click the *Actions* on the right hand side of the Detailed Record page and click Citation.
- Select the citation format APA, copy and paste the citation directly into your list of references or a document created in a word processing program such as Word.

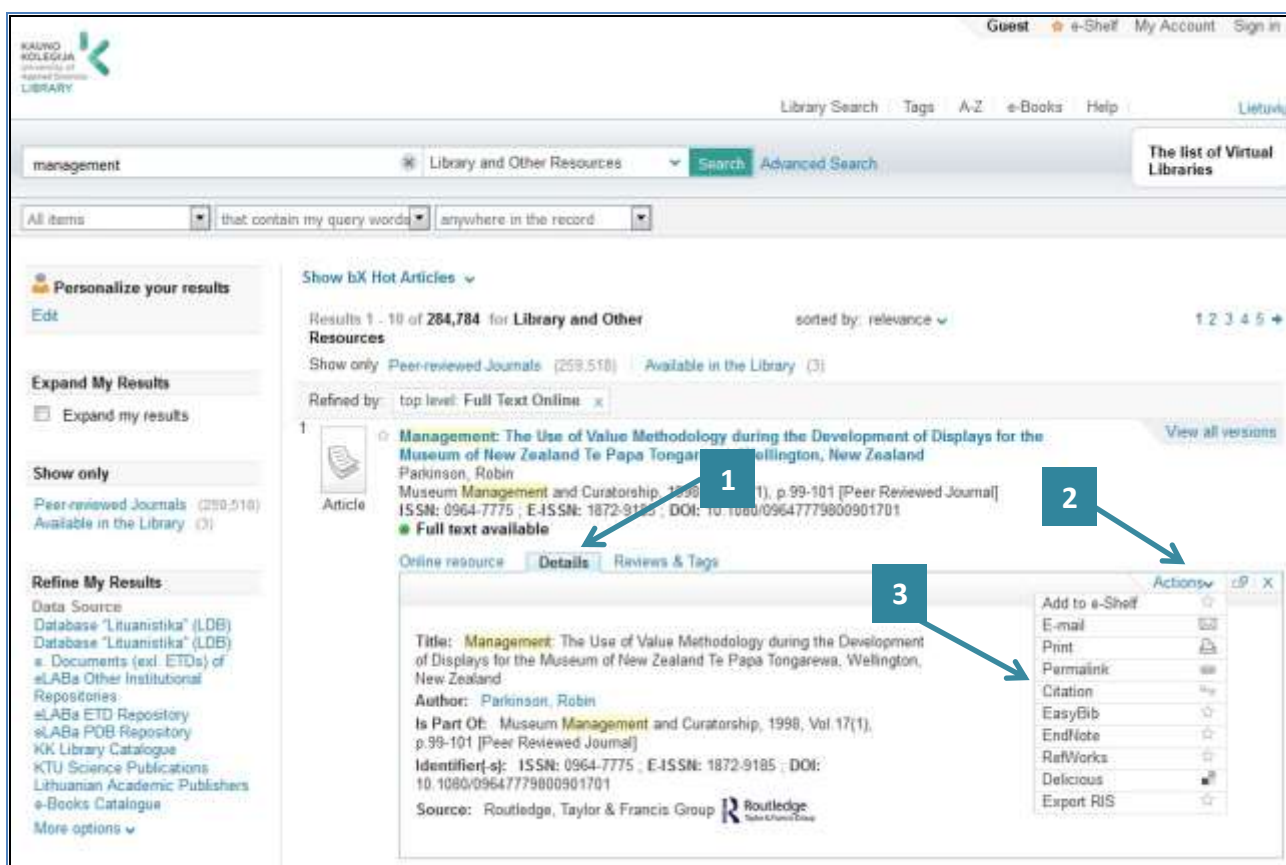


Fig. 6. Citation of a book from the *Virtual Library* <<http://ebiblioteka.kaunokolegija.lt>>

### In Scholar Google, to view citation formats for an article or a book:

- Run a search in *Scholar Google* and view the search results. Once you have selected an article or a book, click *Cite*.
- Select the citation format APA, copy and paste the citation directly into your list of references or a document created in a word processing program such as Word.

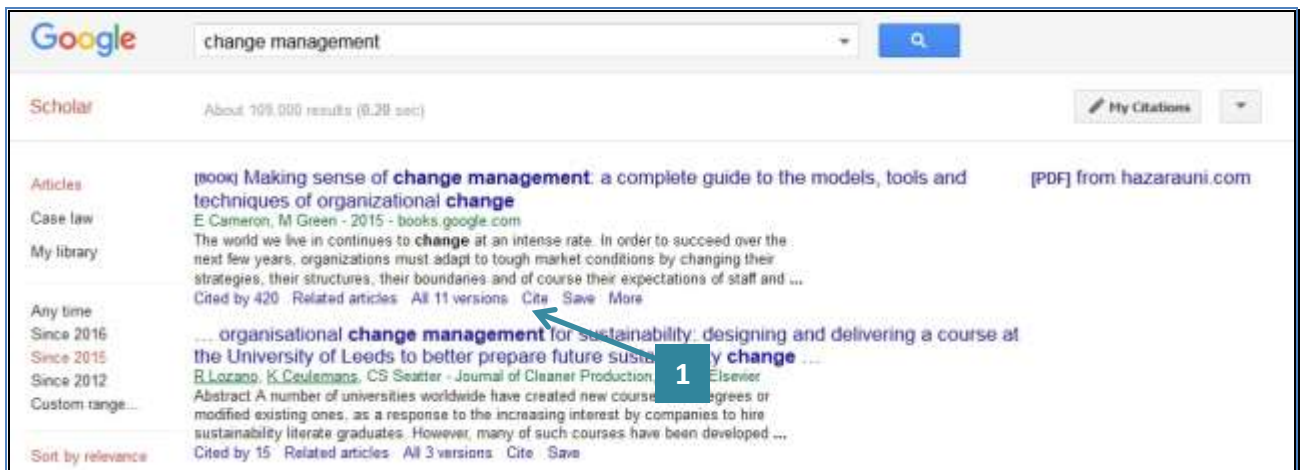
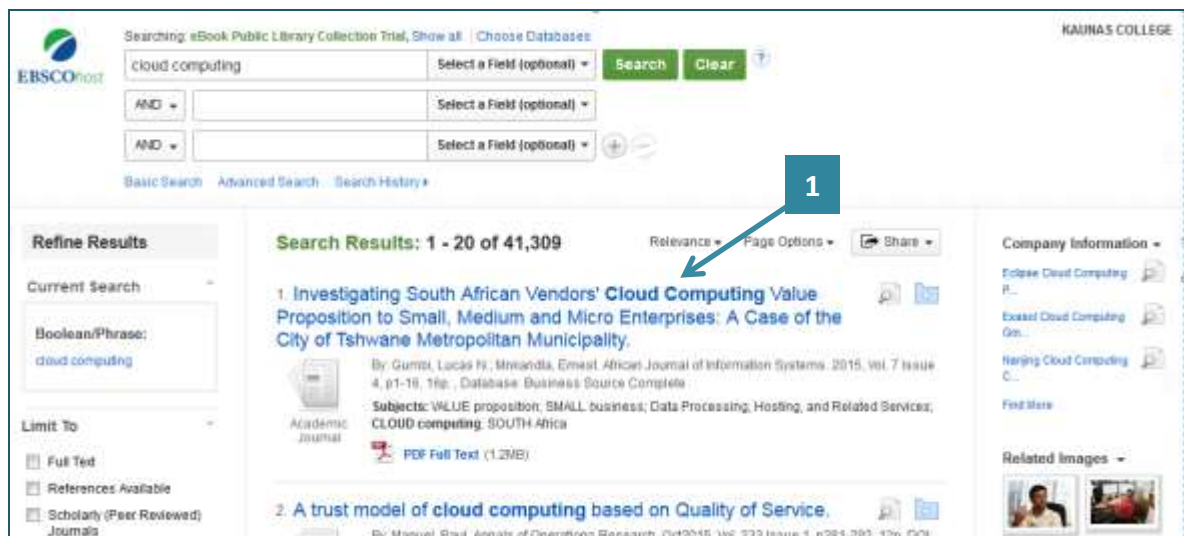


Fig. 7. Citation of a book from *Scholar Google* <<https://scholar.google.com>>

In **EBSCOhost** (e.g. Academic Search Premier, etc.), to view citation formats for an article:

- Run a search in an EBSCOhost database (e.g. Academic Search Premier) and view the search results. Once you have selected an article, click the title to get the *Detailed Record*. Next click the *Cite* icon on the right hand side of the Detailed Record page.
- Select the APA citation format, copy and paste the citation directly into your list of references or a document created in a word processing program such as Word.



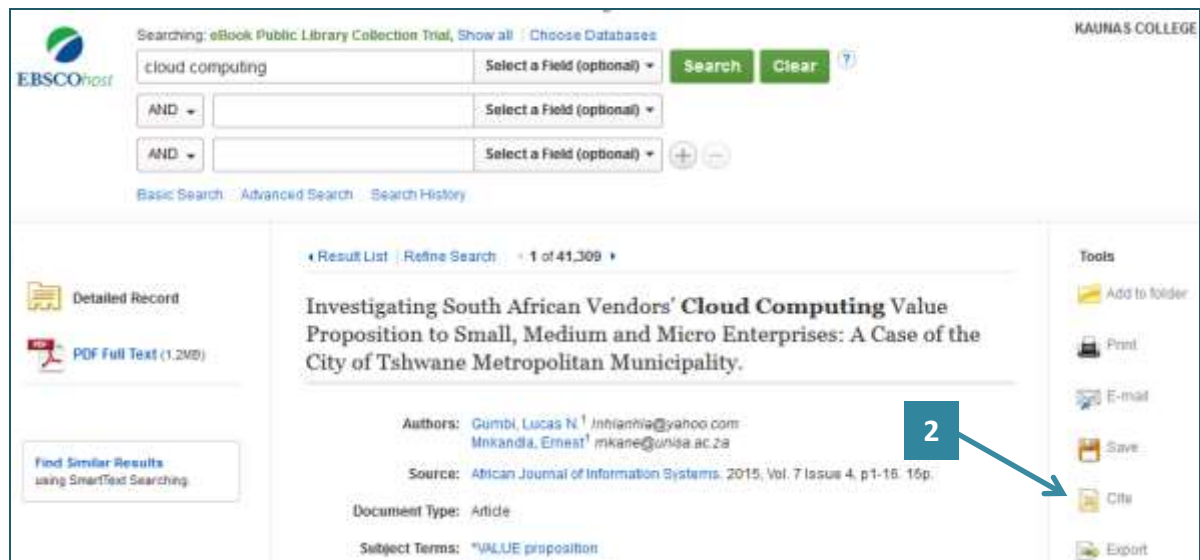


Fig. 8. Citation of an article from *EBSCO Publishing*  
 <<http://search.ebscohost.com/login.aspx?authtype=cpid&custid=ns014819>>

**It is important to know that it is necessary to indicate the information about the access to the e-source in its citation:** the media type, the date of viewing, access.

### 5.3. Examples of References

#### A book with one author or editor, dissertation

Pencheon, D. (Ed.). (2006). *Oxford handbook of public health practice* (2nd ed., Oxford medical publications). Oxford; New York (N.Y.): Oxford University Press.

#### A book with two author or editors

Gurvis, Joan, & Patterson, G. (2004). *Finding Your Balance*. Center for Creative Leadership, Greensboro.

Day, D. V., & Antonakis, J. (Eds.). (2012). *The nature of leadership* (2nd ed.). Los Angeles, CA: Sage.

#### A book with three to five authors

Daft, R. L., Kendrick, M., & Vershinina, N. (2010). *Management*. Andover: South-Western.

#### A book with more than 6 or more authors

Borkowski, S., Mielczarek, K., Kurenkov, P. V, Stepanov, A. L, Gejdoš, P., Hitka, M., . . . & Blaško, R. (2010). *Toyotarity. Knowledge using in service management: Monography*. Warszawa: Instytut Wydawniczy PTM.

### **A book without an author**

*Blackstone's EU treaties & legislation 2011-2012* (22nd ed.). (2011). Oxford: Oxford University Press.

### **Electronic book**

Huang, K., & Moutinho, L. (2015). *Quantitative Modelling in Marketing and Management*. New Jersey: World Scientific Publishing Company. Available from eBook Academic Collection (EBSCOhost) database.

Fleischmann, A., Schmidt, W., Stary, CH., Obermeier, S., Egon B. (2012). *Subject-Oriented Business Process Management* [PDF, ePub]. Springer Berlin Heidelberg. Retrieved 6 April, 2016, from <http://link.springer.com/book/10.1007%2F978-3-642-32392-8>

Wells, H. G. A. (1922). *Short History of the World* [Kindle]. Retrieved from Project Gutenberg <https://www.gutenberg.org/ebooks/35461>

Jankauskienė, D., Mikulskienė, B., Pitrenaitė-Žilėnienė, B., Skaržauskienė, A., Štītīlis, D., Rotomskienė, R. ... & Tamošiūnaitė, R. (2015). *Integrated Transformations of E-Health: Perspectives of Stakeholders: Monograph*. Vilnius: Mykolas Romeris University. Retrieved 6 April, 2016, from <http://ebooks.mruni.eu/pdfreader/integrated-transformations-ehealth-perspectives-stakeholders>

### **Electronic book with DOI**

Venckus, Z. (2008). *Aplinkos apsaugos politika ir teisė (2nd reviewed edition)*. Vilnius: Technika. doi: 10.3846/900-S.

### **An article from a scientific journal**

Parkinson, R. (1998). Management. *Museum Management and Curatorship*, 17(1), 99-101.

### **An article from a scientific e-journal**

Widjaja, N. D., Mariani, M., Imam, K. (2011). IT Professionals Awareness: Green IT International Comparison Study. *Communications of the IBIMA*. Article ID 534852. Retrieved 6 April, 2016, from <http://www.ibimapublishing.com/journals/CIBIMA/2011/534852/a534852.html>

Reddi, K., & Moon, Y. (2013). Modelling engineering change management in a new product development supply chain. *International Journal of Production Research*, 51(17), 5271-5291. doi: 10.1080/00207543.2013.807954

### **An article from a scientific e-journal in a database**

Gumbi, L. N., & Mnkandla, E. (2015). Investigating South African Vendors' Cloud Computing Value Proposition to Small, Medium and Micro Enterprises: A Case of the City of Tshwane Metropolitan Municipality. *African Journal Of Information Systems*, 7(4), 1-16. Available from EBSCO Publishing: <http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7d7824c0-5a7c-414f-b500-ba0e5ea083fa%40sessionmgr4001&vid=6&hid=4106>

### **An article from a conference publication or a part of a book**

Wrigley, E.A. (1968). Parish registers and the historian. In Steel, DJ. *National index of parish registers*. London, 155–167.

## Legislation

Health and Safety in Employment Act, New Zealand Statutes. (1992). Retrieved November 22, 2011 from <http://www.legislation.govt.nz/act/public/1992/0096/Latest/DLM278829.html>

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

## Standard

[ISO 13655:2009(E)]. *Graphic technology - Spectral measurement and colorimetric computation for graphic arts images = International standard* (2nd ed.). (2009). Vilnius: Lietuvos standartizacijos departamentas.

## Patent

Hornak, P. (1996). *Resonator for magnetic resonance imaging of the ankle*. U.S. Patent No. 5,641,424.7.

UAB „Katra“. *Elektromagnetinis šilumos ir vandens kiekio skaitiklis. Int. Cl<sup>7</sup>: G 01 K 17/16*. Lietuvos patentas, 4851. 2001-10-25.

## Web Sites, Data Sets, Web documents, Graphic Data, Statistics

Enterprises in high-tech sectors by NACE Rev.2 activity. (29-10-2015). [Statistical data]. Retrieved 6 April, 2016, from Eurostat <http://appsso.eurostat.ec.europa.eu/nui/show.do>

International Classification of Diseases (ICD). (n.d.). World Health Organization [ClAML format]. Retrieved 6 April, 2016, from <http://www.who.int/classifications/icd/en/>

## Check more examples:

APA citation style: APA Formats. (2016). Retrieved from UWA Library <http://guides.is.uwa.edu.au/c.php?g=324904&p=2809541>

APA Formatting and Style Guide. (2013). Retrieved from Purdue Online Writing Lab <https://owl.english.purdue.edu/owl/resource/560/05/>

Thus, in the texts of study and research papers, information sources should be used creatively and cited properly. The lists of references should be clear and precise in their bibliographical descriptions. The references should not include the sources that were not mentioned in the text, and vice versa, in the text there should be no sources used that were not included in the list of references.

See an example of how to provide information about the sources in the text and the list of references (Fig. 9).

Plagiarism is defined in different ways. Cavanillas (2008) argues that the concept of plagiarism is related to copyright and intellectual property, but it is not the same as violation of copyright. Plagiarism is closely related to morality and academic values. As Park (2003) states, "... if it comes to morals and values, who and how at the university should decide what is right and what is not, and who can teach this? Contemporary students are the no-fear generation or the generation of "why not?", who think that previous generations were ignorant, and copying from the Internet is not a crime". Although it is not easy to provide a uniform and clear definition of plagiarism, it is necessary to do it to be able to apply the strategies of preventing plagiarism or the best practices of the academic community. Some authors define plagiarism as conscious or unconscious misappropriation of useful ideas, hypotheses, theses or results of other persons (D. Annane & F. Annane, 2012). Such a laconic definition is not clear, because in the academic context, plagiarism is understood not only as misappropriation of works or their parts created by others. Having summarised the types of plagiarism analysed by various researchers, Bretag and Mahmud (2009a), state that the type most often mentioned is copying or paraphrasing other works without any reference to the source. These authors also analysed the issue of self-plagiarism (Bretag & Mahmud, 2009b).

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Fig. 9. References to information sources in the text and bibliographical descriptions in the list of references (the example is based on Šarlauskienė, 2012)

## 6. Prevention of plagiarism

It is important to compose all study and research papers independently, use the sources properly, be able to quote and paraphrase information. In case sources are used improperly or the paper is not composed independently, there is a danger of being accused of plagiarism and facing academic misconduct penalties. Plagiarism is not only submitting other authors' works or their parts as your own creation, but an incorrectly quoted text as well.

### Plagiarism

- Submitting a (bought, downloaded from the Internet, copied) study paper (or a part of it) composed by another person as one's own
- Providing or paraphrasing other persons' ideas or theories as one's own
- Providing copied texts from the works of other persons in one's paper without references to the source
- Providing copied texts from the works of other persons in one's paper with the source indicated but without quotation marks to give an impression that they are paraphrased by the author of the paper
- Providing less of the cited text (in quotation marks) than copied from the work of another person to give an impression that a part of the text is paraphrased by the author of the paper
- Making alterations (transposing word order, changing grammatical structure, replacing words or sentences, omitting information) in one's paper having copied a text from the work of another person to give an impression that the text is paraphrased by the author of the paper
- Providing paraphrased and summarised information from the works of other persons without references to the sources
- Providing literal translation of texts from other languages
- Re-citing the data and information from secondary sources and indicating the original source
- Providing bibliographical descriptions of inappropriate, false or forged sources
- Forgetting to indicate the sources used in the text and in the list of references

Fig. 10. Types of plagiarism (Šarlauskienė, 2012).

**While composing study and research papers it is necessary:**

- to use scientific and other reliable most recently published sources of various types;
- to constructively analyse, summarise, systematise the sources and compare them with other sources;
- to write the literally provided text (citation) in quotation marks and indicate the source next to it;
- specify all of the sources used the text and include all of them in the list of references.



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