

Bibliographic references and citations

according to the norm STN ISO 690 a 690-2

The most important rules when using bibliographic references and citations:

- The data included in the bibliographic reference shall normally be transcribed as given in the source.
- Lists of bibliographic references are normally arranged alphabetically by the first element (name of the author) resp. by the title (in references where no authors exist).
- The names of authors in the list of bibliographic references should be capitalized and numbered. Separation of author names containing also their initials is done by using space and comma. If there are more than three names, only the first, or the first two or three, need to be recorded. The others may be omitted. If one or more names are omitted, the abbreviation “et al.” or its equivalent shall be added following the last name recorded. (ROSSI, D.H., NOVAK, M. et al.).
- The first element (name) is followed by the year of publication without brackets and full stop (thus without colon), title of the source of information is written in italics e.g. SILVERMAN, D. 1993. *Interpreting qualitative data*. London : Sage, 1993. 179 p.
- A translation of the title may be added, using enclosed brackets, following the title as given in the source.
- The place of the publication (name of the city) and the name of the publisher should be separated by space, colon and space (:). The year of the publication should be separated from the name of the publisher (or place of the publication, if publisher is unknown) by comma and space, e.g. Champaign : Human Kinetics, 2009. Vienna, 2009.
- The page numbers (used in the text) are hyphenated without spaces, e.g. s. 4-5 (pp.4-5).
- If a reference to publication is given without specifying the cited pages, the total number of pages of the document is required, followed by space and p., e.g. BAUMGARTNER, T.A., JACKSON, A.S. MAHAR, M.T. 2003. *Measurement for evaluation in physical education and exercise science*. 7th ed. Dubuque, IA : McGraw-Hill, 203. 308 p.
- The standard book number – ISBN assigned to the item shall be recorded if the book is cited as whole. If there is no ISBN number mentioned on an item, it can be omitted in the reference. ISBN and ISSN (international standard serial number) are essential in references on all kinds of documents in electronic form, if this information is mentioned.
- When the name of the author and year of the publication are cited in the text, the name of the author should be written in small letters as (Blair, 1998). More authors are separated by semicolon (Blair 1998; Doyle, 2000 etc.).

Specialities of bibliographic references to electronic documents and parts thereof

- Besides the information, used for printed documents, when referring to electronic documents it is necessary to specify a type of a medium. Medium type is given in square brackets. Possible kinds of media:

[online]

[CD-ROM]

[floppy disk] or [magnetic tape]

[disk]

- If both, type of publication and type of medium is specified, reference can be written as following:

[monograph on CD-ROM]

[online distance learning course]

[online data basis]

[electronic message]

[contribution on the discussion forum]

[computer program]

- Another essential entry is the access to the source. It can be mentioned through one of the following ways:

URL <<http://www.tuke.sk/anta/iso690.htm>>

<<http://www.tuke.sk/anta/iso690.htm>>

Accessible from <http://www.tuke.sk/anta/iso690.htm>

- For all online publications (thus not only for computer programs) a version is considered as obligatory entry

Version 2.1

Version 98

Last changes 24.10.2002

Last revision 24th November 2002

Outline of bibliographic reference to electronic documents

Primary responsibility. *Title* [Type of medium], Edition/version, Place of publication : Publisher, Date of publication. Date of update/revision [Date of citation].

Notes. Availability and access. Standard number.

Comment: *Date of citation* and *availability and access* are required only for online documents. There are optional for others.

Examples of bibliographic references

Monograph (book, textbook, course)

HUGHES, M., FRANKS, I.M. 2007. *Notational Analysis of Sport*. London : Routledge, 2007. 304 p. ISBN 978-0-415-29005-0.

Contribution in monographs or serials (book of proceedings)

ABERNETHY, B.J. 1998. Issues in the measurement of attention. In DUDA, J. *Research method in physical activities*. Champaign : Human Kinetics, 1998. 190 p. ISBN 0-415-29004-X.

KRŠKA, P. 2002. Časové charakteristiky skoku o žrdi žien. In KOLEKTÍV *Problémy súčasnej atletiky*. Zborník prác z vedeckej konferencie. Bratislava : ICM Agency, 2002, s. 122-125. ISBN 80-89075-12-6.

Journal paper

DOYLE, J., PARFITT, G. 1996. Performance profiling and predictive validity. In *Journal of Applied Sports Psychology*, 1996, No. 8, pp. 1-5.

HARRIS, M.L. 1969. A factor Analysis study of flexibility. In *Research Quarterly*, 1969, vol. 40, No 4, pp.62-70.

HOŠEK, V. 1992. Averte k tělesné výchově. In *Těl. Vých. Mlád.*, 8, 1992, č.2, s.1-3.

Bibliographic references to master thesis, dissertation, habilitation etc

BELEJ, M. 1979. *Teoretické problémy motorického učenia v atletike*. Habilitačná práca. Bratislava : FTVŠ UK, 1979. 189 s.

Bibliographic reference to www page, electronic monograph

MALEŠEVIĆ P. 2002. *Asertivita není agresivita*. [online] Published 18.10.2002. [cited 20.10.2002]. Accessible from <<http://www.inzine.sk/article.asp?art=8054>>.

Bibliographic reference to an article in electronic serial

VITIELLO, G. 2002. A European Policy for Sport and Physical Education. *The Journal of European Sport and Physical Education* [online] March, 2001, Volume 6, Issue 3. [updated August 2001], [cited 15.10.2002]. Accessible from <<http://www.press.umich.edu/jep/06-03/vitiello.html>>. ISSN 1080-2711.

Bibliographic reference to databases or computer program

HARRIS, D. 2001. *Pegasus Mail* [computer program]. Version 3.01D. New Zealand, 1998 [cited 12.10.2001] <<ftp://ftp.let.rug.nl/pegasus/winpmail/w16-301d.exe>> E-mail client. Requires Windows 3.11 and higher versions.

Bibliographic reference to contribution in proceedings on CD-ROM

ZEMÁNEK, P. 2001. The machines for „green works“ in vineyards and their economical evaluation. In *9th International Conference : proceedings*. Vol. 2 Fruit Growing and viticulture [CD-ROM]. Lednice : Mendel University of Agriculture and Forestry, 2001, pp. 262-268. ISBN 80-7157-524-0.

Bibliographic reference to an electronic message

BURAN, D. 2003. *Program of European Championship 2009 in Volleyball* [electronic message]. Message for: Mária MALÁ. 2002-11-15 (cit. 2003-01-05). Personal communication.