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## HOW TO AVOID PLAGIARISM: USE OF CITATIONS AND REFERENCES

When writing an academic paper, it is essential to clearly identify which ideas or data have been taken from other sources and which are the author's own product. With this topic you will learn how to make an ethical use of information and avoid any kind of plagiarism.

When you use someone else's words or ideas without mentioning them, you are committing a type of theft called **plagiarism**.

Plagiarism may consist of presenting as one's own a document prepared by another person, but it is also plagiarism to copy or paraphrase ideas or texts from other sources and include them in one's own work without indicating who the true author is.

In Spain, authorship rights are protected by the <u>Intellectual Property Law</u>. You can find more information about plagiarism and copyright on the <u>Intellectual Property</u> web page prepared by the Library.



To avoid plagiarism, whenever you use what someone else has said or when you summarize or paraphrase information found in books, articles or web pages, you must always indicate the source by means of a citation within the text and its corresponding reference in the list of references, which is usually placed at the end of the work.





In the following image you can see in which cases you must cite your sources:



When should I cite? (CC BY-NC-SA)

Correctly citing the sources consulted for the preparation of our work allows us to:

- Recognize the work done by other authors.
- Avoid plagiarism.
- To make it easier for anyone to locate the sources of information used to support our work.
- To give credibility and consistency to our work.

There are different citation styles: some are specific to certain disciplines and others are used only in certain scientific publications.

In this unit we will describe the characteristics of ISO 690:2010.





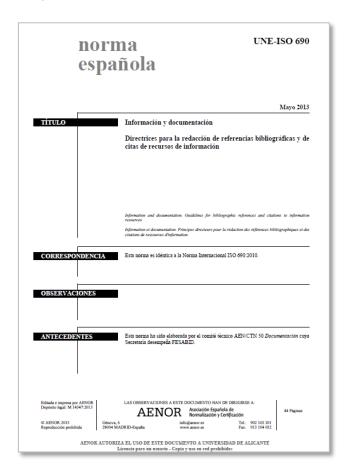
## **BASIC CONCEPTS**

In order to prepare your paper you must be clear about some basic concepts, such as citation, bibliographic reference and the difference between reference list and bibliography. To do so, we recommend that you review the section Elaborating citations and bibliographical references on the BUA website. In addition, from that same page you can access the different citation styles available.

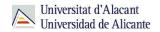
**Bibliographic reference managers** are tools that will support us in the task of documenting our work, inserting citations and generating bibliographic lists. You can find more information about bibliographic managers and their utilities in the page <a href="Managing bibliographic references">Managing bibliographic references</a> that BUA has elaborated.

## ISO 690:2010 STANDARD

This international standard provides guidelines for writing citations and bibliographic references for all types of resources (monographs, serials, contributions, patents, cartographic materials, electronic resources, music, sound recordings, prints, photographs, graphic and audiovisual works, animated images, etc.), although it does not prescribe a specific style of reference or citation.







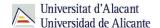
## ISO 690:2010 METHODS OF CITATION

Before looking at how citations, references and reference lists are prepared according to ISO 690:2010, we will look at the methods of citation described in this standard.

ISO 690:2010 describes different alternative methods for inserting citations in the text and writing the corresponding bibliographic references. In the following table you can see what these methods are.

Methods of citation	Citation in text
Name and date system	(Creator's name, year of publication)  Example: () educational improvement criteria and economic criteria (Rallo Moya et al., 1997)
Numeric system	(number of the citation in the text)  Example: () educational improvement criteria and economic criteria (4)  or [citation number in the text]  Example: () educational improvement criteria and economic criteria [4]  or text citation number in the text  Example: () educational improvement criteria and economic criteria 4
Running notes	(number of the citation in the text) or  [number of the citation in the text] or  text number of the citation in the text





Depending on the method we choose to cite within the text, the order of the list of references in our work should be done alphabetically or numerically, according to the following table:

Methods of citation	Arrangement of references
Name and date system	Alphabetical order of the creators' surnames in a final list.
Numeric system	Numerical order in a final numbered list.
Running notes	Numeric order in notes.



In this topic we will use the numeric system, according to which when we cite the source we do so by indicating it with a number in parentheses (n), brackets [n] or superscript <sup>n</sup>, as you have been able to deduce from the first table of this block.

For the examples we will use the numbering in parentheses.



### NUMERIC SYSTEM. CITATION IN TEXT

Below you will find some guidelines on how to insert citations in the text using the numeric system of ISO 690:2010.

 According to this method, citations in the text will be indicated by numbers in parentheses (n), brackets [n] or superscript n. The numbering of citations will be consecutive, following the order in which the documents are mentioned for the first time. Subsequent citations to the same resource are given the same number as the first citation.



#### Citations in text:

This conception of nature as a source of finite resources, which should not be exploited indiscriminately until their exhaustion, is recovered to some extent through sustainable development, which overcomes the paradigms of indefinite growth, generalized since the Revolution (1).

(...)

The strong negative impacts on the built environment, such as the loss of spatial identity and the degradation of the traditional landscape, contrast with a vision of popular architecture as the materialization of certain cultural, social and environmental values that characterize an industrial community (1).

#### In the final reference list:

1. TENDERO, R. and GARCÍA DE BIEDMA, M. Edificación para un desarrollo sostenible: una actividad modal. *Informes de la construcción* [online]. Madrid: CSIC, 2011, **63**(521), pp. 75-87 [accessed: October 20, 2015]. ISSN: 1988-3234. Available at: http://informesdelaconstruccion.revistas.csic.es/index.php/informesdelaconstruccion/article/view/1230/1315





• If we choose parentheses, brackets or superscript, we will keep the chosen system throughout the document.



#### Citations in text

Moreover, housing is responsable for high energy consumption, solid waste generation, global greenhouse gas emissions, external and internal pollution, environmental damage and resource depletion (1).

(...)

Nevertheless, out of the building's whole life cycle, this phase is not usually significant because most of the environmental effects are generate during the operation phase (8).

#### Reference list:

1. TENDERO, R. and GARCÍA DE BIEDMA, M. Edificación para un desarrollo sostenible: una actividad modal. *Informes de la construcción* [online]. Madrid: CSIC, 2011, **63**(521), pp. 75-87 [accessed: October 20, 2015]. ISSN: 1988-3234. Available at: http://informesdelaconstruccion.revistas.csic.es/index.php/informesdelaconstruccion/article/view/1230/1315

2. ...

3. ...

4. ...

5. ...

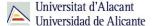
6. ...

7. ...

8. CAMPOS SÁNCHEZ, F. S.; ABARCA ÁLVAREZ, F. J. and DOMINGUES, Á. Sostenibilidad, planificación y desarrollo urbano. *ACE: Architecture, City and Environment* [online]. Barcelona: Universitat Politècnica de Catalunya, 2018, vol. 36, pp. 39-72 [accesed: July 18, 2018]. ISSN 1886-4805. Available at: https://upcommons.upc.edu/biststream/handle /2117/114747/5145-3176-1-PB.pdf?sequence=1&isAllowed=y







• When quoting verbatim, page numbers may be given after the numeral.



We understand sustainable development as "the satisfaction of the needs of present generations without compromising the possibilities of future generations" (3, p. 57).

• If when writing our work we cite several documents in a paragraph we can include several numbers separated by commas, when there are only two or they are not consecutive. If there are more than two consecutive references, they can be connected by a hyphen.



(...) must realize that with the recognition, protection and adequate and universal regulation of the basic goods and rights of Humanity, they improve, at the same time, the quality of life of the people who come and go from their territories, guaranteeing a better and greater social development, promoting values of integration and equality among their population, regardless of their origin, because if citizens feel secure and satisfied in their rights, they will protect and respect the State in which they live (4-7).

(...)

Without water there is no life and without an adequate and universal recognition of water we lose the possibility of change in society, of eliminating the north-south dichotomy and currently south-south as well, of guaranteeing social welfare on a global scale and, on the contrary, we increase antisocial and radicalization feelings and this, within the current framework of injustice, poverty and political disintegration, generates new conflicts fueled by ethnic motives, migrations, internal and external economic interests (10, 11).







## NUMERIC SYSTEM. WRITING BIBLIOGRAPHIC REFERENCES: GENERAL GUIDELINES



ISO 690:2010 specifies the data to be included in bibliographic references, determines the mandatory order of the data composing the references and establishes the rules for transcription and presentation of the information. However, this standard does not prescribe punctuation and typographical style. Nevertheless, the style chosen must be maintained throughout the list of references.

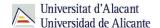
Here are some indications that may help you in writing the references:

- A uniform style, formatting and punctuation scheme should be used for all references.
- The data for the references should be obtained, whenever possible, from the original document cited.
- Data taken from a source other than the document itself should be enclosed in square brackets [...].

In addition, it is important that you take into account the guidelines we provide for the following elements of the reference:

- Creator
- Title
- Production data





### **CREATOR**

Keep these indications in mind when including authorship data in your references:

• Personal names can be abbreviated by putting only the initials.



HERNÁNDEZ TASCÓN, Mauricio or

HERNÁNDEZ TASCÓN, M.

• If there are **two or three creators** of equal status, their names should be given in the reference. The name that is given first should be in a form that is suitable to the alphabetical arrangement of a list, i.e. usually in inverted order (LAST NAME, First Name). The name(s) of the second and subsequent creators may be recorded in direct order (First Name LAST NAME), if desired. A consistent system of recording such names shall be used throughout the list of references.



ELCHALAKANI, Mohamed, ALY, Tarek and ABU-AISHEH, Emad

or

ELCHALAKANI, Mohamed, Tarek ALY and Emad ABU-AISHEH

 For works with more than three creators, all names should be given if possible. If any names are omitted, the name of the first creator shall be given followed by "and others" or "et al.".



HEGAZY, Abeer et al.

or

HEGAZY, Abeer and others.







• The name of **subsidiary creators** (translators, illustrators, etc.) may be added after the title with an indication of their role in the production of the cited resource.



KAPUSCINSKI, Ryszard. *Ébano*. Translation from Polish by Agata ORZESZEK. Barcelona: Anagrama, 2000. ISBN 84-339-2545-8.

• If the creator is an **organization or group** of people, the form of the name used in the reference should be that which appears in the source.



• If the name of an organization implies **subordination to a parent body** of which it is an organ or administrative division, or if its full significance depends upon the inclusion of the name of the parent body, the latter should be given first in the reference.



REAL ACADEMIA DE LA HISTORIA. Gabinete de Antigüedades





## TITLE

Keep these indications in mind when entering title data in your references:

• When writing the title, the **capitalization** criteria of the language of the cited document must be respected.



SZIRTES, T. and RÓZSA, P. Applied Dimensional Analysis and Modeling...

• **Subtitles** may be included after the title, separated by a colon and a space. Subtitles should be included if they furnish essential information about the content of an information source, otherwise they may be omitted.



FERRANDO FRUTOS, I. *Introducción a la historia de la lengua árabe: Nuevas perspectivas*. Zaragoza: Ignacio Ferrando, 2001. ISBN 84-921588-1-6.



### **PRODUCTION DATA**

Please take into account these indications when entering the publication data:

• The place of production should be given as it appears most prominently in the source.



SHEPHERD, G.M. Neurogastronomy: How the brain creates flavor and why it matters. New York: Columbia University Press, 2013. ISBN 978-0-231-15911-1.

• If **two or more places** appear equally prominently in association with one publisher, only the first place name should be given.



In the source:

Cambridge, London, Cumberland Harvard University Press

In the bibliographic reference:

Cambridge: Harvard University Press

• If the names of **multiple publishers** appear equally prominently in the same role, only the first should be given.



In the source:

Boulder (Colorado): Westview

London: Croom Helm

In the bibliographic reference:

Boulder (Colorado): Westview







• If the **year of publication** is not given but can be ascertained, it should be supplied. If an exact date is not known, an approximate date, followed by a question mark or preceded by "ca.", should be supplied in brackets. If no such approximation is possible, that should be stated.



CHAMBERLAIN, J. El atraso de España. Valencia: F. Sempere y Compañía [ca. 1919].

CHAMBERLAIN, J. *El atraso de España*. Valencia: F. Sempere y Compañía [1919?].



The data used in a reference should be obtained from the resource itself whenever possible.

#### You should keep in mind that...

In addition to transcribing the data of the documents cited in the form and language in which they appear in the source, we must adapt the wording of our bibliographic references to the language in which we have written our work.

Thus, for example, if we have written our work in English we will use the expression "Available from" to introduce the electronic address of the document; and if the language in which we have written our work is Spanish we will use the expression "Disponible en".



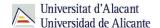
When using the numeric system of ISO 690:2010, the date of publication in the references is placed after the place and publisher data.



... Alcoi: Marfil, 2011. ISBN...







## WRITE BIBLIOGRAPHIC REFERENCES ACCORDING TO DOCUMENT TYPE

In this section we will see in detail and with some examples how to write the bibliographic references of different types of documents:

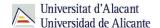
- Printed documents
- Websites and other Internet materials
- Research data

#### **PRINTED DOCUMENTS**

In this block we will describe the wording of the references of five types of printed documents:

- Printed books
- Contributions within a printed book
- Articles within a printed serial publication
- Theses and dissertations
- Standards





### **PRINTED BOOKS**

The recommended elements, in order, to be included in references to printed books and similar monographic items are:

Name of creator(s). *Title of the book*. Edition. Place of publication: Publisher, Year of publication. ISBN.

# **Example**



CONCIERTOS PARA JÓVENES

### LEONARD BERNSTEIN

Edición de Jack Gottlieb

Traducción de Juan Pablo Fernández-Cortés

Ilustraciones de María Pascual



Las Tres Edades Ediciones Siruela



1.º edición: noviembre de 2002 5.º edición: julio de 2008



Se agradoce a la Fundación Magistralia la colaboración prestada

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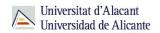
Título original: Yaung People's Concerts
Colección dirigida por Michi Strausfeld
Diseño gráfico: Gloria Gauger
© 1902, 1970 by Leonard Bernstein Foundation, Inc.
© 1992 by Jamie Bernstein Thomas,
Alexander Bernstein and Nina Bernstein
Copyrights assigned 1999 to Amberson Holdings LLC
Translation © 2002 by Amberson Holdings LLC
© De la traducción, Juan Pablo Fernández-Cortés
O De las ilustraciones, María Pascual
© Ediciones Siruela, S. A., 2002, 2006
c/ Almagro 23, ppal. deha. 28010 Madrid
Tel.: +14 91 355 57 20. Fax: +34 91 355 22 01
siruela@siruela.com
Printed and made in Spain

Title page

Verso of title page







Name of creator(s).	BERNSTEIN, Leonard.
Title of the book.	El maestro invita a un concierto.
Edition. (Required if the item is not a first edition)	5th ed.
Place of publication:	Madrid:
Publisher,	Siruela,
Year of publication.	2006.
ISBN. (Required if available)	ISBN: 978-84-7844-701-5.

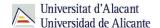


BERNSTEIN, Leonard. *El maestro invita a un concierto*. 5th ed. Madrid: Siruela, 2006. ISBN: 978-84-7844-701-5.



It will only be necessary to indicate the edition if it is not the first one.





### **CONTRIBUTIONS WITHIN A PRINTED BOOK**

The recommended elements, in order, to be included in references to contributions within printed books and similar monographic items are:

Name of creator(s) of the contribution. Title of the contribution. In: Name of the editor(s), *Title of the book*. Edition. Place of publication: Publisher, Year of publication, Range of page number(s) of the contribution. ISBN.

## **Example**

## PISA COMO EXCUSA

Repensar la evaluación para cambiar la enseñanza

Carles Monereo (coord.) Colaboración especial de Monique Boekaerts Colección Crítica y fundamentos

Serie: Fundamentos de la educación

Directores de la colección: Juan de Vicente Abad, Rocío Anguita, César Coll, Rosario Cubero, José Escaño, Miquel Ángel Essomba, Juan Fernández Sierra, Ramón Flecha, Francesc Imbernón, Leonor Margalef, Juan Bautista Martínez Rodríguez, Carles Monereo, Lourdes Montero, Javier Onrubia, Ima Ortega, Joaquín Ramos, José Luis San Fabián, Miguel Ángel Santos Guerra, Jaume Trilla

© Carles Monereo Font (coord.), Ibis M. Álvarez Valdivia, Marcel·li Canal Besora, Montserrat Castelló Badia, Mariona Corcelles Seuba, Patrick Cerrato Alonso, David Duran Gisbert, Isabel Gómez Alemany, Rafel Lemus Arce, Montserrat Núñez Castilla, Sonia Serrano de Lamo, Laura Vicente Villanueva

© de esta edición: Editorial GRAÓ, de IRIF, S.L. C/ Hurtado, 29. 08022 Barcelona ump.grao.com

1.º edición: julio 2009 ISBN: 978-84-7827-706-3 D.L.: B-23.295-2009

Diseño de cubierta: Maria Tortajada Impresión: Imprimeix Impreso en España

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	Cómo evaluar las competencias
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	¿Qué hemos aprendido sobre los aspectos motivacionales
	de la autorregulación?
	Adopción de un enfoque sistemático de la autorregulación
	La funcionalidad del sistema de autorregulación: la escritura
	como ejemplo
	Conclusiones y recomendaciones
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## La evaluación de las competencias de autorregulación del estudiante

Monique Boekaerts Centro para el estudio del Aprendizaje y la Enseñanza Universidad de Leiden, Países Bajos

#### La autorregulación es un proceso complejo que tiene lugar en un contexto social

La autorregulación se sitúa en el cruce entre varios campos de investigación de la psicología, por lo que hay muchas opiniones sobre lo que implica. En un primer momento los investigadores vieron la autorregulación como una construcción de diferencias individuales y la consideraron una aptitud general para el aprendizaje. Hoy en día la mayoría de investigadores están de acuerdo en que la autorregulación se refiere a un proceso multicomponente, iterativo y autodirigido aplicado a los conocimientos, sentimientos y acciones de uno mismo al igual que a las partes del entorno que deben modularse al servicio de los objetivos propios (Boekaerts, Maes y Karoly, 2005). Varias tendencias tradicionales de investigación han estudiado los múltiples componentes y las diversas funciones implicadas en la autorregulación, concentrándose en los diferentes aspectos de su cons-

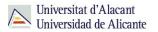
trucción y en los diversos niveles en que puede analizarse. En los últimos treinta años, la investigación educativa de la autorregulación ha progresado considerablemente en el desarrollo de construcciones e instrumentos de evaluación que representan el compromiso real de los estudiantes con las tareas y actividades escolares. A menudo los investigadores estudian la forma en que niños y adolescentes tratan con una tarea de currículum en un dominio concreto, sin contar con ayuda alguna. Les piden que informen sobre las estrategias cognitivas, metacognitivas o motivacionales que hubieran usado en sus intentos por llegar a una solución. Es importante recalcar que en este aspecto los investigadores estudian los intentos de autorregulación desde la perspectiva de los procesos cogniti-vos que aplican los estudiantes en su tarea o de los procesos motivacionales que se activan antes de o durante la tarea. En otras palabras, la mayoría de los estudios sobre la autorregulación son una disección conceptual de

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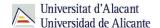


Name of creator(s) of the contribution.	BOEKAERTS, Monique.
Title of the contribution.	La evaluación de las competencias de autorregulación del estudiante.
In:	In:
Name of the editor(s).	MONEREO, Carles, coord.
Title of the book.	Pisa como excusa: Repensar la evaluación para cambiar la enseñanza.
Edition. (Required if not the first one)	
Place of publication:	Barcelona:
Publisher,	Graó,
Year of publication,	2009,
Range of page numbers of the contribution	pp. 55-69.
ISBN. (Required if available)	ISBN 978-84-7827-706-3.



BOEKAERTS, Monique. La evaluación de las competencias de autorregulación del estudiante. In: MONEREO, Carles, coord. *Pisa como excusa: Repensar la evaluación para cambiar la enseñanza*. Barcelona: Graó, 2009, pp. 55-69. ISBN 978-84-7827-706-3.





#### **ARTICLES WITHIN A SERIAL PRINTED PUBLICATION**

The recommended elements, in order, to be included in references to articles within a printed serial publication (journals, magazines...) are:

Name of creator(s) of the article. Title of the article. *Title of the serial publication*. Place of publication: Publisher, Date of publication, Numeration, Range of page numbers of the article. ISSN.

## **Example**



Cover of the issue containing the article

Cambridge Journal of Education, Vol. 26, No. 3, 1996

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## Teacher Vulnerability: understanding its moral and political roots

#### GEERT KELCHTERMANS

Post-Doctoral Researcher, Belgian National Fund for Scientific Research, Center for Educational Policy and Innovation, University of Leuven

ABSTRACT Many teachers experience a sense of vulnerability in their work. Analysing primary school teachers' professional biographies, the author reconstructed the main sources of this vulnerability: administrative or policy measures; professional relationships in the school; limits to teachers' efficacy. Further analysis of the meaning this vulnerability has for teachers revealed its moral and political roots. Vulnerability implies the feeling that one's professional identity and moral integrity are questioned. Coping with it therefore implies political action in order to (re)gain the social recognition of one's professional self and restore the necessary workplace conditions for good job performance. Finally, autobiographical reflection and story telling are suggested as effective strategies to deal successfully with the sense of vulnerability.

#### INTRODUCTION

There is more to teaching than thorough subject knowledge and technical teaching skills. When teachers are asked about what they find motivating or satisfying in their jobs, they spontaneously refer to feelings of joy, fascination, pride, wonder and enthusiasm, resulting from the fact that they work with 'human material', as they often call it. Teachers' talk about their work immediately reveals that emotions are at the heart of teaching.

This emotional dimension, however, also has another side. Teachers do not experience only positive feelings. Teaching also implies feelings of powerlessness, frustration, disappointment, disillusion, guilt and even anger and fear. In this article I will explore teachers' feelings of vubuerability. This vulnerability refers to one way in which teachers experience their interactions with other

First page of the article







Name of creator(s) of the article.	KELCHTERMANS, Geert.
Title of the article.	Teacher vulnerability: Understanding its moral and political roots.
Title of the serial publication.	Cambridge Journal of Education.
Place of publication:	Cambridge:
Publisher,	University. Faculty of Education,
Date of publication,	1996,
Numeration,	<b>26</b> (3),
Range of page numbers of the article.	pp. 307-323.
ISSN. (Required if available)	ISSN 0305-764X.



KELCHTERMANS, Geert. Teacher vulnerability: Understanding its moral and political roots. *Cambridge Journal of Education*. Cambridge: University. Faculty of Education, 1996, **26**(3), pp. 307-323. ISSN 0305-764X.

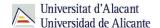


In the description of serial publications, the term 'volume' or its abbreviation ('vol.', 'v.') and the terms for smaller parts, 'number' and its abbreviation ('num.', 'n.') may be omitted, distinguishing typographically the volume in bold and the number—if any— in parentheses.

Example:

**26**(3)



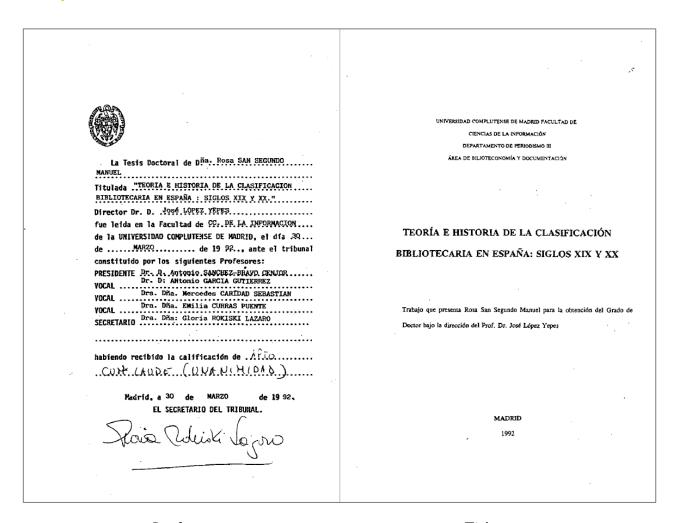


### **UNPUBLISHED DOCTORAL THESES AND DISSERTATIONS**

The bibliographic references of doctoral theses, dissertations and unpublished final projects (bachelor's theses, master's theses, final projects) are elaborated according to the following general scheme:

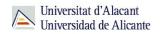
Name of creator(s). *Title of the academic work*. Type of academic work, Academic institution where it is presented, Year of presentation.

## **Example**



Preface Title page

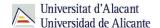




Name of creator(s).	SAN SEGUNDO MANUEL, Rosa.
Title of the academic work.	Teoría e historia de la clasificación bibliotecaria en España: siglos XIX y XX.
Type of academic work,	Unpublished doctoral dissertation,
Academic institution where it is presented,	Universidad Complutense de Madrid,
Year of presentation.	1992.



SAN SEGUNDO MANUEL, Rosa. *Teoría e historia de la clasificación bibliotecaria en España: siglos XIX y XX*. Unpublished doctoral thesis, Universidad Complutense de Madrid, 1992.

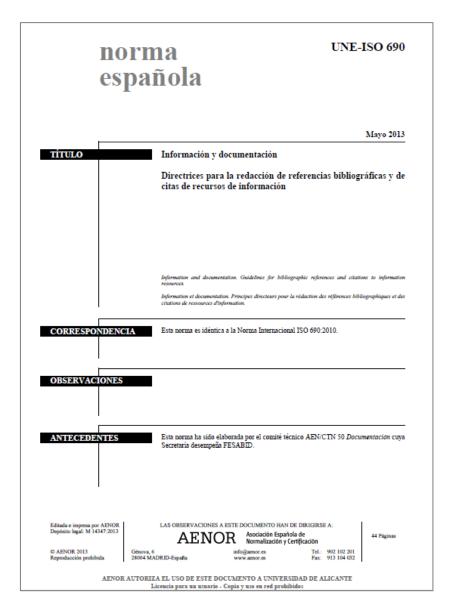


## **STANDARDS**

The bibliographic references of the standards are elaborated according to the following general scheme:

STANDARD NUMBER. *Title of the standard*. Place of publication: Publisher, year of publication.

# **Example**



Title page

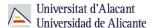




STANDARD NUMBER.	UNE-ISO 690.	
Title of the standard.	Información y documentación: directrices para la elaboración de referencias bibliográficas y de citas de recursos de información.	
	Translated from ISO 690:2010.	
Place of publication:	Madrid:	
Editorial,	AENOR,	
Year of publication.	2013.	



UNE-ISO 690. Información y documentación: directrices para la elaboración de referencias bibliográficas y de citas de recursos de información. Translated from ISO 690:2010. Madrid: AENOR, 2013.



### **ONLINE INFORMATION RESOURCES**

The references of documents accessible on the Internet generally follow the same patterns as those of printed documents. However, it is necessary to add some information that reveals the digital nature of these information resources and helps us to locate them:

- The type of medium —[online]— following the document title.
- The date on which the electronic information resource was actually seen should be given in brackets for information resources which may be subject to changes.
   This date of citation should be preceded by the word 'viewed' or an equivalent term.



[viewed 2 July 2018]

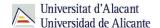
- Additional information for identifying and locating the original information resource being cited should be provided for online information resources. This information should be identified by the words 'Available from' or an equivalent phrase, and it should include the network address for its location —DOI, URI or URL— preceded by 'Available at' or equivalent. A DOI or other persistent identifier is preferred to a URL that may change.
- To avoid interference in the link, it is recommended not to end the web address with a dot.

In the following we will describe the writing of references for eight types of online information resources:

- Electronic books
- E-book chapters
- Electronic journal articles
- Websites
- Blogs
- Online videos
- Tweets
- Facebook posts





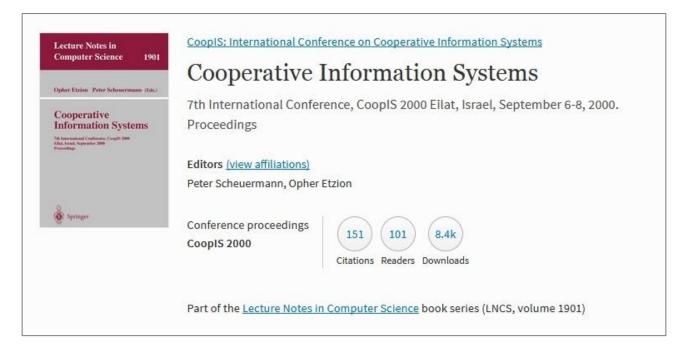


### **ELECTRONIC BOOKS**

The bibliographic references of electronic books on the Internet are elaborated according to the following scheme:

Name of creator(s). *Title of the book* [online]. Edition. Place of publication: Publisher, Year of publication [Date of citation]. Standard identifier (ISBN, etc.). Availability and access.

# **Example**



Book file inside an e-book portal







Opher Etzion Peter Scheuermann (Eds.)

# Cooperative **Information Systems**

7th International Conference, CoopIS 2000 Eilat, Israel, September 6-8, 2000 h Proceedings

#### Series Editors

Gerhard Goos, Karlsruhe University, Germany Juris Hartmanis, Cornell University, NY, USA Jan van Leeuwen, Utrecht University, The Netherlands

Opher Etzion IBM Research Laboratory Matam 31905, Haifa, Israel E-mail: opher@il.ibm.com

Peter Scheuermann
Northwestern University, Department of Electrical and Computer Engineering
2145 Sheridan Road, Evanston, IL 60208, USA
E-mail: peters@ece.nwu.edu

S

Cataloging-in-Publication Data applied for

Die Deutsche Bibliothek - CIP-Einheitsaufnahme

Cooperative information systems: 7th international conference; proceedings / CooplS 2000 Eilat, Israel, September 6 - 8, 2000. Opher Ezion; Peter Scheuermann (ed.). - Berlin; Heidelberg; New York; Barcelona; Hong Kong; London; Milan; Paris; Singapore; Tokyo: Springer, 2000 (Lecture notes in computer science; Vol. 1901) ISBN 3-540-41021-X

CR Subject Classification (1998): H.2.4, H.5, C.2.4, H.3, I.2.11

ISSN 0302-9743 ISBN 3-540-41021-X Springer-Verlag Berlin Heidelberg New York

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Springer-Verlag Berlin Heidelberg New York a member of BertelsmannSpringer Science+Business Media GmbH © Springer-Verlag Berlin Heidelberg 2000 Printed in Germany

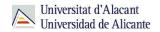
Typesetting: Camera-ready by author
Printed on acid-free paper SPIN: 10722620 06/3142 5 4 3 2 1 0

Title page

Verso of title page







Name of creator(s).	SCHEUERMANN, Peter and ETZION, Opher, eds.
Title of the book.	Cooperative Information Systems: 7th International Conference, CooPIS 2000, Eliat, Israel, September 6-8, 2000. Proceedings
[medium designation]	[online].
Edition. (required if it is not the first one)	
Place of publication:	Berlin:
Publisher,	Springer,
Year of publication	2000
[Date of citation].	[viewed 15 July 2014].
ISBN. (Required if available)	ISBN: 978-3-540-45266-9.
Availability and access	Available from: http://link.springer.com/book/ 10.1007/10722620/



SCHEUERMANN, Peter and ETZION, Opher, eds. *Cooperative Information Systems: 7th International Conference, CooPIS 2000, Eliat, Israel, September 6-8, 2000. Proceedings* [online]. Berlin: Springer, 2000 [viewed 15 July 2014]. ISBN 978-3-540-45266-9. Available from: http://link.springer.com/book/10.1007/10722620



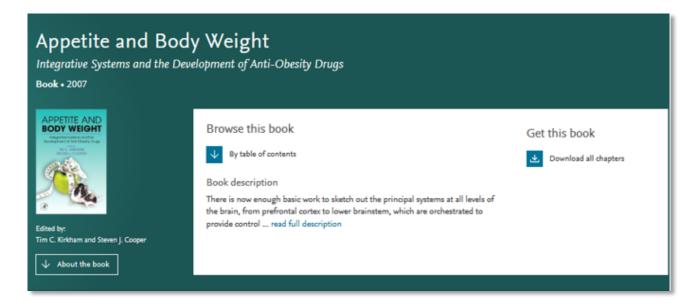


### **CHAPTERS OF ELECTRONIC BOOKS**

The bibliographic references of chapters of electronic books on the Internet are elaborated according to the following scheme:

Name of creator(s) of the contribution. Title of the contribution. In: Name of the editor(s). *Title of the book* [online]. Edition. Place of publication: Publisher, Date of publication, Range of page numbers of the contribution [Date of citation]. ISBN. Availability and access.

## **Example**



Details			
ISBN	Language	Published	Copyright
978-0-12-370633-1	English	2007	Copyright © 2007 Elsevier Inc. All rights reserved
Imprint	No. of pages	DOI	
Academic Press	384	https://doi.org/10.1016 /B978-0-12-370633-1.X5000-2	

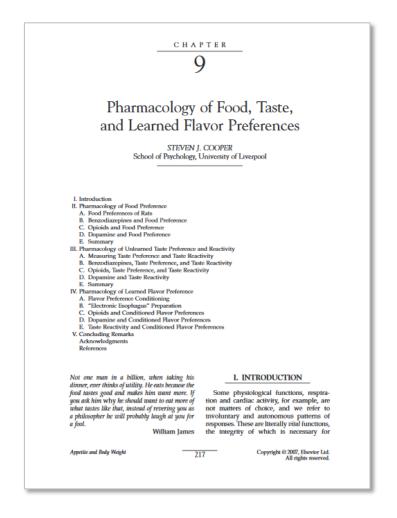
Book file within an e-book portal





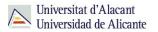
Table of contents	
Actions for selected chapters Select all / Deselect all  Download PDFs  Export citations	Chapter 1 - Introduction and Overview  Steven J. Cooper and Tim C. Kirkham Pages 1-4  ♣ Download PDF View abstract ∨  Chapter 2 - Cortical Systems Involved in Appetite and Food Consumption
	Chapter 9 - Pharmacology of Food, Taste, and Learned Flavor Preferences  Stewart Coner Pages 217-245  Download PDF View abstract V

#### Table of Contents



First page of the chapter





Name of creator(s) of the contribution.	COOPER, Steven J.
Title of the contribution.	Pharmacology of Food, Taste and Learned Flavor Preferences.
In:	In:
Name of the editor(s).	Tim C. KIRKHAM and Steven J. COOPER, eds.
Title of the book	Appetite and Body Weight
[medium designation].	[online].
Edition. (Required if not the first one)	
Place of publication:	New York:
Publisher,	Elsevier,
Year of publication,	2007,
Range of page numbers of the contribution	pp. 217-245
[Date of citation].	[viewed 3 July 2018].
ISBN. (Required if available)	ISBN 978-0-12-370633-1.
Availability and access	Available from: https://www.sciencedirect.com/science /article/pii/B9780123706331500098



COOPER, Steven J. Pharmacology of Food, Taste and Flavor Preferences. In: Tim C. KIRKHAM and Steven J. COOPER, eds. *Appetite and Body Weight*. New York: Elsevier, 2007, pp. 217-245 [viewed 3 July 2018]. ISBN 978-0-12-370633-1. Available from: https://www.sciencedirect.com/science/article/pii/B9780123706331500098







### **ELECTRONIC JOURNAL ARTICLES**

The bibliographic references of electronic journal articles on the Internet are prepared according to the following scheme:

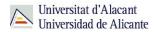
Name of creator(s) of the article. Title of the article. Title of the serial publication [online]. Place of publication: Publisher, Date of publication, Numeration, Range of page numbers [Date of citation]. ISSN. Availability and access.

# **Example**



First page of the article





Name of creator(s) of the article.	AGUIRRE, Alberto, et al.
Title of the article.	Biofiltration of trimethylamine in biotrickling filter inoculated with Aminobacter aminovorans.
Title of the serial publication	Electronic Journal of Biotechnology
[medium designation].	[online].
Place of publication:	Valparaíso (Chile):
Publisher,	Pontificia Universidad Católica de Valparaíso,
Year of publication,	2018,
Numeration: Volume(number),	vol. 33,
Range of page numbers of the article	pp. 63-67
[Date of citation].	[viewed 16 July 2018].
ISSN. (Required if available)	ISSN 0717-3458.
Availability and access	Available from: https://doi.org/10.1016/ j.ejbt.2018.04.004



AGUIRRE, Alberto, et al. Biofiltration of trimethylamine in biotrickling filter inoculated with Aminobacter aminovorans. *Electronic Journal of Biotechnology* [online]. Valparaíso (Chile): Pontificia Universidad Católica de Valparaíso, 2018, vol. 33, pp. 63-67 [viewed 16 July 2018]. ISSN 0717-3458. Available from: https://doi.org/10.1016/j.ejbt.2018.04.004



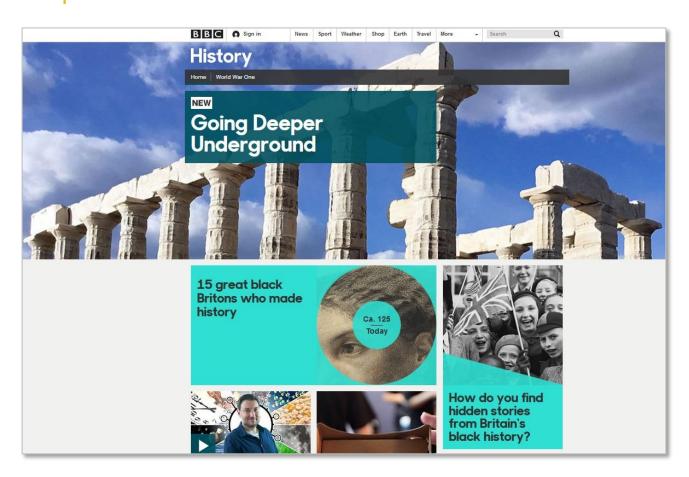


## **WEBSITES**

The bibliographic references of web sites are elaborated according to the following scheme:

Name of creator(s) (if explicit). Website title [online]. Publisher, Date of publication [Date of citation]. Availability and access.

# **Example**



Home page of a website



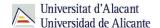


Name of creator(s)	
Title of the website	BBC History
[medium designation]	[online].
Location:	London:
Publisher,	BBC.com,
Date of publication	2018
[Date of citation].	[viewed 21 September 2018].
Availability and access	Available from: https://www.bbc.co.uk/history



BBC History [online]. London: BBC.com, 2018 [viewed 21 September 2018]. Available from: https://www.bbc.co.uk/history





### **BLOGS**

Bibliographic references for blog entries are prepared according to the following general outline:

Name of creator(s). Title of the entry [online]. *Title of the blog* (Date of publication). [Date of consultation]. Availability and access

# **Example**



El monstruo de colores se equivoca. O la insoportable idea de gestionar las emociones con libros para niños



El siglo XX fue el siglo de los libros para niños con valores. No me voy a extender en ello, pero escritores, ilustradores y editores se prestaron al juego del mercado que solicitaba historias para instruir deleitando.

Esta "madrastra pedagógica" como una vez la llamó la editora Felicidad

Orquín se ha apropiado siempre de los libros para niños con la idea de contar un cuento con mensaje, o con alguna enseñanza para aprovechar una actividad en beneficio de otra. Y así, todavía hoy, tenemos a esta figura que se apropia de la literatura para convertirla en otra cosa. Un ejemplo clásico serían las adaptaciones de los cuentos de hadas, impulsados por ideas como: la violencia no debe estar en los libros para niños. La escritora brasileña Marina Colasanti, gran continuadora del género de relatos clásicos resume así la operación:

Todos recordamos aquel momento(...) en que los cuentos de hadas fueron enviados a la lavandería,



Soy...



- Illia darraion

Ver todo mi perfil

#### Nuestras secciones...

- América Latina (50)
- articulos (98)
- autoedición (4)
- Autores (17)
- Estuvimos en... (12)
- libro informativo para niños (59)
- Libros para mediadores (29)
- podcast (3)
- Reseñas de literatura infantil





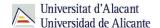


Name of creator(s).	GARRALÓN, Ana.
Title of the entry	El monstruo de colores se equivoca. O la insoportable idea de gestionar las emociones con libros para niños
[media designation]	[online].
Title of the blog.	Anatarambana.
(Date of publication).	(26 September 2018).
[Date of citation].	[Viewed 15 November 2019].
Availability and access	Available from: https://anatarambana.blogspot.com/2018/09/el- monstruo-de-colores-se-equivoca-o-la.html



GARRALÓN, Ana. El monstruo de colores se equivoca. O la insoportable idea de gestionar las emociones con libros para niños [online]. *Anatarambana*. (26 September 2018). [Viewed 15 November 2019]. Available from:

https://anatarambana.blogspot.com/2018/09/el-monstruo-de-colores-se-equivoca-o-la.html



#### **ONLINE VIDEOS**

The bibliographic references of the online videos are elaborated according to the following general scheme:

User name [date of publication]. *Title of the video* [media designation]. Availability and access

# **Example**

## Puedo Convencerte de que la Tierra es Plana - YouTube

https://www.youtube.com/watch?v=YxELIBMP6W4 -



13/4/2017 · El lado más loco (y real) del Universo. Escríbenos: contacto@quantumfracture.es Síguenos en Twitter: https://twitter.com/QuantumFracture En Facebook: ...

Autor: QuantumFracture Visualizaciones: 6,5M

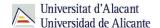
User name.	QuantumFracture.
(Date of publication).	(April 13, 2017).
Video title	Puedo convencerte de que la Tierra es plana
[support designation].	[online video].
Availability and access	Available from: https://www.youtube.com/watch?v=YxELlBMP6W4

This is how the reference would be worded:



QuantumFracture. (April 13, 2017). *Puedo convencerte de que la Tierra es plana* [online video]. Available from: https://www.youtube.com/watch?v=YxELlBMP6W4





### **TWEETS**

The bibliographic references of tweets are elaborated according to the following general scheme:

@username (Date of publication) [tweet]. Availability and access

# **Example**



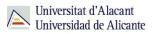
Para conseguir palomitas sabor mantequilla se añade diacetilo, un compuesto presente en alimentos como el queso y la mantequilla. Es seguro, pero en casos extraordinarios (si se inahala durante años) puede afectar a los pulmones: "enfermedad de las palomitas" #gominolasdepeseta



11:15 p. m. · 9 mar. 2021 · Twitter for Android







@username.	@gominolasdpetro.
(Date of publication)	(March 9, 2021)
[support designation].	[tweet].
Availability and access	Available from: https://twitter.com/gominolasdpetro/status/1369411663137488896



@gominolasdpetro. (March 9, 2021) [tweet]. Available from: https://twitter.com/gominolasdpetro/status/1369411663137488896



#### **FACEBOOK POSTS**

Bibliographic references for Facebook publications are prepared according to the following general scheme:

Username (Date of publication) [Facebook update]. Availability and access

# **Example**



#### Deborahciencia

11 de febrero a las 12:50 · 🔇

•••

Hoy es 11 de febrero, el día de la mujer y la niña en la ciencia. Todos los años tengo la impresión de que la mayoría de las actividades se centran en despertar vocaciones científicas de las niñas, con mensajes como «tú también puedes», «no te pongas barreras»... Mira no. No puedo con la condescendencia y el paternalismo. Desde hace años hay más chicas que chicos estudiando carreras científicas. Las chicas estudian lo que les da la gana, afortunadamente.

Claro que hay condicionantes sociales, familiares, económicos, psicológicos, evolutivos... De lo que se trata es de garantizar que todos, niños y niñas, puedan escoger con libertad.

Hay un empeño en cambiar las cifras en las carreras científicas en las que las chicas son minoría, como algunas ingenierías.

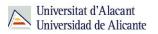
Las chicas son mayoría en carreras como biología, veterinaria, química, farmacia, enfermería, medicina... Para algunos esto es un problema. Como si las carreras que escogen mayoritariamente los hombres fuesen de primera y las de las mujeres de segunda. Esto es machista.

También hay quien ve un problema en que las chicas se decanten por carreras científicas relacionadas con la salud, por aquello del rol femenino y los cuidados, como si fuese algo malo. En cuanto las mujeres conquistamos algo, enseguida se minusvalora. Estoy hasta el moño. Si un día hay más mujeres informáticas, también dirán que es por alguna tara propia de nuestro sexo. Porque claro, los chicos saben elegir, pero a las chicas hay que enseñarnos a elegir bien...

El problema de las mujeres en la ciencia es el mismo que hay en todas las profesiones. Una de ellas es que las mujeres no llegan a ocupar ni el 25% de los puestos de liderazgo.

Por eso me parece cobarde dedicar este día a "despertar vocaciones científicas en las niñas". No lo necesitan. A las niñas ya les gusta la ciencia. Este día es para poner sobre la mesa la verdad, y es que las mujeres científicas lo tenemos igual de fastidiado que el resto de mujeres. Así que si queremos ayudar a las niñas, empecemos por resolver los problemas que van a encontrarse en el futuro.





User name.	Deborahciencia.
(Date of publication)	(February 11, 2021)
[support designation].	[Facebook update].
Availability and access	Available from: https://www.facebook.com/deborahciencia/posts/3934341523282870



Deborahciencia. (February 11, 2021) [Facebook update]. Available from: https://www.facebook.com/deborahciencia/posts/3934341523282870



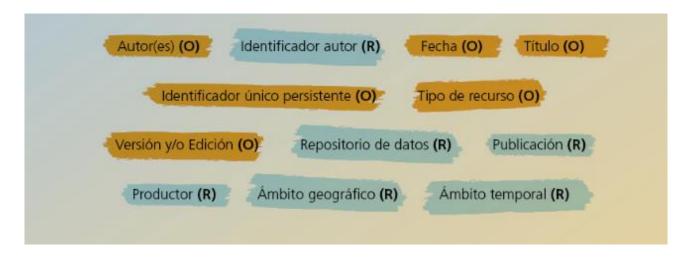
#### **RESEARCH DATA**

ISO 690:2010 does not cover citations and references to research data.

Research data are those materials generated or collected in the course of an investigation.

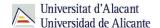
In recent years, the need and importance of properly citing these datasets has become increasingly evident, as the data generated and/or used in a research project underpin its results. In addition, citing these datasets will make them easier to identify, retrieve and include in platforms and resources and, ultimately, their dissemination and visibility.

When we write the bibliographic reference of a set of data we must include some mandatory minimum elements (O) and other recommended elements (R) that we can combine to elaborate the bibliographic reference. In the following image you can check what these elements are.

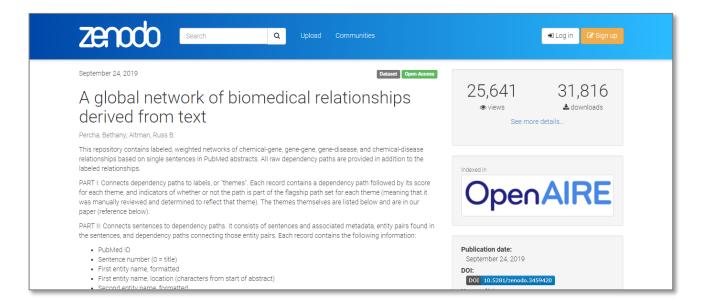


Following this model provided by the Network of University Libraries (REBIUN) and those proposed by some university libraries for the description of datasets, we could describe the schema that the reference of a dataset should have:

Name of creator(s). *Title of the dataset*. Version. Day month year in which the dataset was published or distributed. Entity that produces/publishes/distributes/archives the dataset. Locator or identifier of the dataset.



# **Example**



Name of creator(s).	PERCHA, Bethany and Russ B. ALTMAN.
Title of the data set.	A Global Network of Biomedical Relationships Derived from Text.
Version.	V. 7.
Day month year in which the dataset was published or distributed.	September 24, 2019.
Entity that produces/publishes/distributes/ archives the dataset.	Zenodo.
Locator or identifier of the data set.	doi:10.5281/zenodo.3459420.

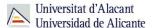
#### This is how the reference would be worded:



PERCHA, Bethany and Russ B. ALTMAN. *A Global Network of Biomedical Relationships Derived from Text*. V. 7. September 24, 2019. Zenodo. doi:10.5281/zenodo.3459420.







### ARRANGEMENT OF THE LIST OF REFERENCES

The references of the resources cited in the text will be presented in a **numerically ordered list** in a final list, following the order in which the documents have been cited for the first time in the text.



#### Citation in text:

Despite the development of b-learning and the integration of new and different mobile devices to facilitate interconnection, there is still no body of theory to provide guidance to teachers or managers on how to organize b-learning effectively for the improvement of learning outcomes (1,2).

B-learning brings to teaching flexibility in educational times and spaces, access to a multiplicity of resources, new modes of interaction between student-teacher and among students, increased student autonomy and responsibility in their own process (3), as well as facilitating the development of digital competence.

The development of b-learning has responded to educational improvement and economic criteria (4). There are three reasons for the development of b-learning models: to improve education, to increase access and flexibility, and to increase cost-effectiveness (5-7). There are two approaches to b-learning, one of an economistic nature whose objective is to reduce costs in teaching staff (8) and the other educational, whose interest is to improve learning outcomes, proposals that should be complementary rather than mutually exclusive (9).

#### References:

1. VÁZQUEZ MARTÍNEZ, A.I. et al. Formación del profesorado para el Espacio Europeo de Educación Superior. *Aula Abierta* [online], 2012, **40**(2), pp. 25-38 [accessed: 20 October 2015]. ISSN 0210-2773. Available at:

https://dialnet.unirioja.es/servlet/articulo?codigo=3920896









- 2. ADELL SEGURA, J. Nuevas tecnologías en la formación profesional. *Qurriculum: Revista de Teoría, Investigación y Práctica Educativa* [online]. Tenerife: Universidad de La Laguna, 2004, 17, pp. 57-92 [accessed: 20 October 2015]. ISSN 1130-5371. Available at: https://dialnet.unirioja.es/servlet/articulo?codigo=2150620
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### CONCLUSION

In this unit we have described the fundamental characteristics of the international standard ISO 690:2010 for the preparation of citations and bibliographic references.

#### You have learned to:

- Cite within the text.
- Prepare the final reference list.
- Write bibliographic references for different types of documents.



If you would like to learn more about ISO 690:2010, we recommend that you consult it.

ISO 690:2010. Information and documentation: Guidelines for bibliographic references and citations to information Resources.

To access the text of this standard, please <u>contact</u> the Polytechnic Library.

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