

**LIBRARY & INFORMATION CENTRE
UNIVERSITY OF THE PELOPONNESE**

**Corinth Branch – 2
(Department of Political Science and International Relations)**

**BIBLIOGRAPHICAL REFERENCES
BIBLIOGRAPHY**



Corinth, 2019

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Bibliography Study

In writing papers, the arguments cited should be based on evidence from other sources. Bibliographic references in an academic paper:

- Indicate the amount of research that has been carried out
- Document where the opinions and conclusions cited in the paper are based
- Acknowledge the contribution of the sources that have been used
- Assert the originality of the author's ideas and views allowing the reader to refer back to the original source
- Plagiarism is avoided

Bibliographical references or citations (Citations)

Whenever someone else's views are used, either by paraphrasing, or by writing the full text in quotation marks, the source from which the information was taken must be cited in the text of the paper. This is called a citation or reference.

References- Bibliography

At the end of the paper, a list should record the full details of all the sources that have been used. The list of references always starts on a new page. The sources should be listed in alphabetical order and should be divided into Greek and foreign-language bibliography.

Bibliography / bibliographic citation templates

The compilation of bibliography and bibliographic references should follow one of the relevant international templates. In academia, there are numerous templates. Throughout the paper, only one template should be used consistently..

Bibliographic citation formatting templates:

- ACM (Association of Computing Machinery)
- APA (American Psychological Association) (Εγχειρίδιο online)
- ASCE (American Society of Civil Engineers)
- BibTeX
- Chicago Manual of Style
- Harvard
- Harvard – British Standard 2010

- IEEE (Institute of Electrical and Electronics Engineers)
- MLA (Modern Language Association)
- NLM (National Library of Medicine)
- Turabian
- Vancouver

Below, two main types of bibliographic references are summarized below. The APA (American Psychological Association) system and the Harvard system.

APA (American Psychological Association)

Source type	Reference (parenthetical)	Citation (non-parenthetical)	Bibliographic Reference
Article with one author	(Surname, year) (Eleftheriadou, 2018)	(Surname, year) Eleftheriadou (2018)	Surname, Author's initials. (Date of publication). Title of the article. <i>Title of Journal in italics</i> , Volume (Issue), pages. Eleftheriadou, M. (2018). Refugee Radicalization/Militarization in the Age of the European Refugee Crisis: A Composite Model, <i>Terrorism and Political Violence</i> , 11(2), pp 12-15.
Article with two authors	(Surname of first author & Surname of second author, year) (Plimakis, S. and Papadakis N., 2017)	Surname of first author & Surname of second author, (year) Plimakis, S. and Papadakis N. (2017)	Last name, First name of author. (Date of publication). Title of the article. Title of Journal in italics, Volume (Issue), pages. Plimakis, S. & Papadakis, N. (2017). Still Searching for the Ithaca? Performance Improvement and Governance Reform in Greek Local Government. <i>International Journal of Humanities and Social Science</i> . 7 (3), pp. 69 – 88.
Electronic journal article with doi	(Last name, year) (Bell, 2014)	Last name (year) Bell (2014)	Last name, First name. (Date of publication). Article title. Journal title in italics, volume number in italics, (issue number), pages. doi: Bell, D. (2014). What is Liberalism?. <i>Political Theory</i> , 42(6), pp 682-715. doi:10.1177/0090591714535103

Source type	Reference (parenthetical)	Citation (non-parenthetical)	Bibliographic Reference
Electronic journal article without doi	(Last name, year) (Bell, 2014)	Last name (year) Bell (2014)	Surname, First name. (Date of publication). Article title. Journal title in italics, volume number in italics, (issue number), pages. Retrieved from url Bell, D. (2014). What is Liberalism?. <i>Political Theory</i> , 42(6), pp 682-715. Ανακτήθηκε από https://journals.sagepub.com/doi/10.1177/0090591714535103
Book with an author	(Last name, year, pages) (Swift, 2014, σ. 35)	Last name, (year, pages) Swift (2014, σ. 35)	Swift (2014, p. 35) Surname, Initial Author Name. (Date of publication). Title of the work in italics. Place of publication: Publisher. Swift, A. (2014). <i>Πολιτική Φιλοσοφία: Εισαγωγικός Οδηγός για Φοιτητές και Πολιτικούς</i> . Αθήνα: Εκδόσεις Οκτώ
Book with more than one author	(Surname First Name & Surname First Name, year, pages) (Schmidt E. & Cohen J., 2014, σ. 54)	Last Name In. Name & Surname In. Name, (year, pages) Schmidt E. and Cohen J., (2014, σ. 54)	Last Name, First Author's First Name & Last Name, Second Author's First Name & (Date of publication). Book title in italics. Place of publication: Publisher Schmidt, E. & Cohen, J. (2014). <i>The New Digital Age</i> . Diavlos Publications.
Book (Chapter)	(Surname, Year, Pages) (Papasotiriou, 2013 pp. 120-134)	Surname (year, pp. Pages) Papasotiriou (2013, pp. 120-134)	Surname, First Name (Date of publication). Chapter Title. In Original Name. Surname (Ed.) Book title in italics. (pp. Pages). Place of publication: Publisher Papasotiriou, H. (2013) Internal Components of Chinese Foreign Policy. In S. Petropoulos & A. Houliaras (Eds.) <i>China and the Others</i> . (pp. 120-134). Athens: Papazisis

Source type	Reference (parenthetical)	Citation (non-parenthetical)	Bibliographic Reference
Book Electronic	(Last name, year) (Cristol, 2019)	Last name (year) Cristol (2019)	Surname, First Name. (Date of publication). Book title in italics. Retrieved from url Cristol, J. (2019). <i>The United States and the Taliban before and after 9/11</i> . Retrieved from url https://link.springer.com/book/10.1007/978-3-319-97172-8

Harvard Style of Bibliography

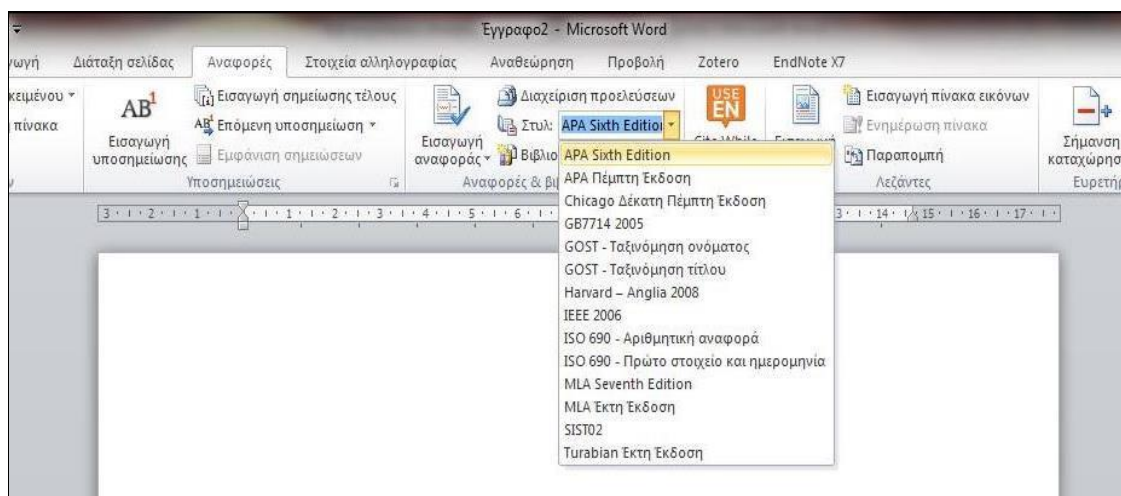
Source type	Reference (parenthetical)	Citation (non-parenthetical)	Bibliographic Reference
Article with one author	(Surname, year) (Eleftheriadou, 2018)	Surname (year) Eleftheriadou (2018)	Last name, First name of author, Publication date. Title of the article. <i>Title of Journal in italics</i> , Volume (Issue), Pages Eleftheriadou, M., 2018. Refugee Radicalization/Militarization in the Age of the European Refugee Crisis: A Composite Model. <i>Terrorism and Political Violence</i> , 11(2), σσ 12-15.
Article with two authors	(Last name of first author and last name of second author, year) (Plimakis, S. and Papadakis N., 2017)	Last name of first author and last name of second author, (year) Plimakis, S. and Papadakis N. (2017)	First name of author and Surname, First name of author and Surname, Date of publication. Title of the article. <i>Title of Journal in italics</i> , Volume (Issue), Pages. Plimakis, S. and Papadakis N., 2017. Still Searching for the Ithaca? Performance Improvement and Governance Reform in Greek Local Government. <i>International Journal of Humanities and Social Science</i> . 7 (3), pp. 69 – 88.
Electronic journal article with doi	(Surname, year) (Bell, 2014)	Surname (year) Bell (2014)	Last name, First name, Date of publication. Article title. Title of journal in italics, [e-journal] volume number in italics, (issue number). doi: Bell, D., 2014. What is Liberalism?. <i>Political Theory</i> , [e-journal] 42(6). doi:10.1177/0090591714535103
Electronic journal article without doi	(Surname, year) (Bell, 2014)	Surname (year) Bell (2014)	Last name, First name, Date of publication. Article title, Title of article, Title of journal in italics, [e-journal] volume number in italics, (issue number), pages. Available via url Bell, D., 2014. What is Liberalism?, <i>Political Theory</i> , [e-journal] 42(6), pp 682-715. Διαθέσιμο μέσω https://journals.sagepub.com/doi/10.1177/0090591714535103

Book with an author	(Last name, year, pages) (Swift, 2014, σ. 35)	Last name, (year, pages) Swift (2014, σ. 35)	Swift (2014, p. 35) Surname, Initial Author Name. Date of publication. <i>Title of the work in italics</i> . Place of publication: Publisher. Swift, A. 2014. <i>Political philosophy: An Introductory Guide for Students and Politicians</i> . Athens: Publications Eight
Book with more than one author	(Surname First Name & Surname First Name, year, pages) (Schmidt E. και Cohen J., 2014, σ. 54)	Last Name In. Name & Surname In. Name, (year, pages) Schmidt E. and Cohen J., (2014, σ. 54)	Last Name, First Author's First Name and Last Name, Second Author's First Name and, Publication Date. <i>Book title in italics</i> . Place of publication: Publisher. Schmidt E. & Cohen J., 2014. <i>The New Digital Age</i> . Athens: Diavlos Publications
Book (Chapter)	(Surname, year, pp pages) (Papasotiriou, 2013 pp. 120-134)	Surname (year, pp pages) Papasotiriou (2013, pp. 120-134)	Surname, First Name, Date of publication. Chapter Title. In: Original Name. Initial Name. Year of Book Publication. <i>Book title in italics</i> . Place of publication: Publisher. Page numbering. Papasotiriou, C., 2013. Domestic Components of Chinese Foreign Policy. In S. Petropoulos and A. Houliaras (Eds.) <i>China and the Others</i> . Athens: Papazisis. pp. 120-134.
Book Electronic	(Surname, year) (Cristol, 2019)	Surname (year) Cristol (2019)	Last Name, First Name, Date of publication. Book title in italics. [e-book]. Place of publication. Available from url Cristol, J., 2019. <i>The United States and the Taliban before and after 9/11</i> . [e-book]. USA: Palgrave Pivot. Available from https://link.springer.com/book/10.1007/978-3-319-97172-8

Creating References and Bibliography in Microsoft Word

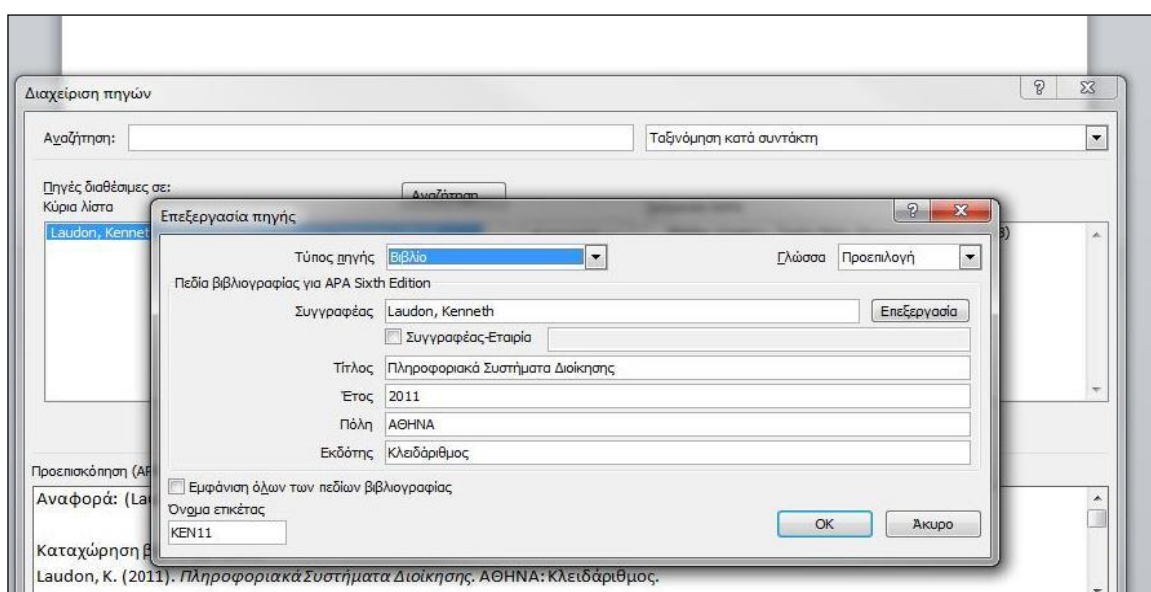
Microsoft Word allows you to create references and bibliography in any type of bibliographic report you want by following the steps below.

- On the "References"->"Style" tab, select the style you want for the reference or bibliographic source.



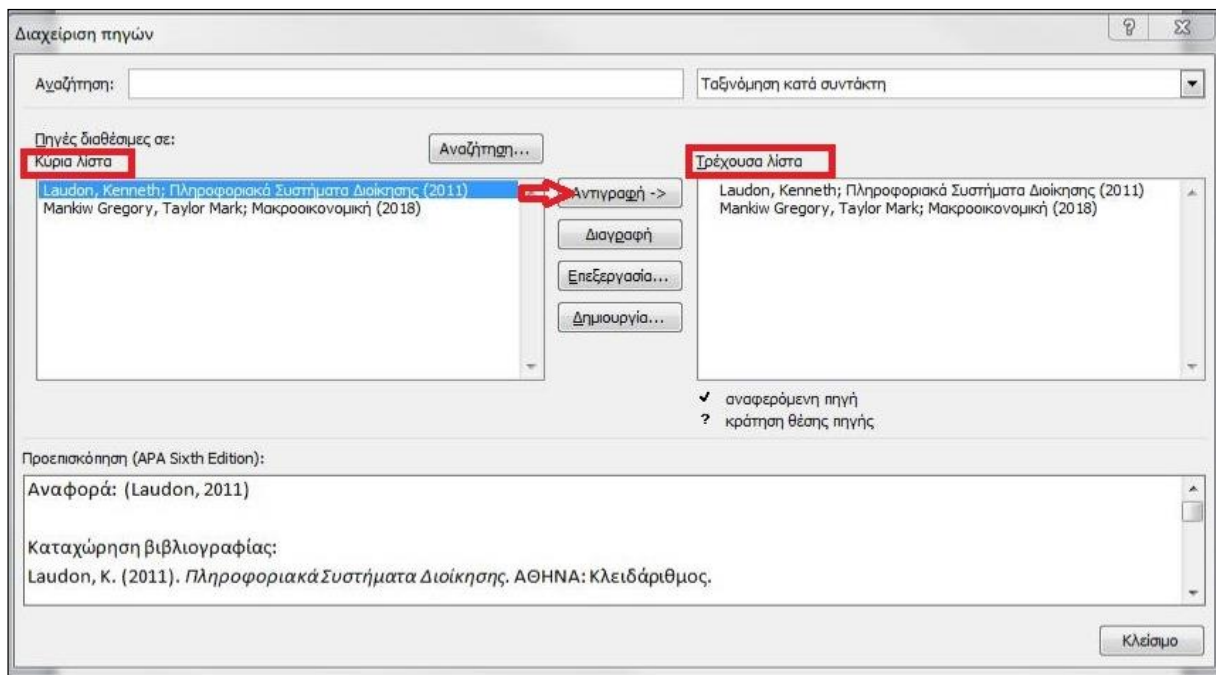
In our example we will use Style: APA Sixth Edition.

- Select "Manage Sources" και "Create".



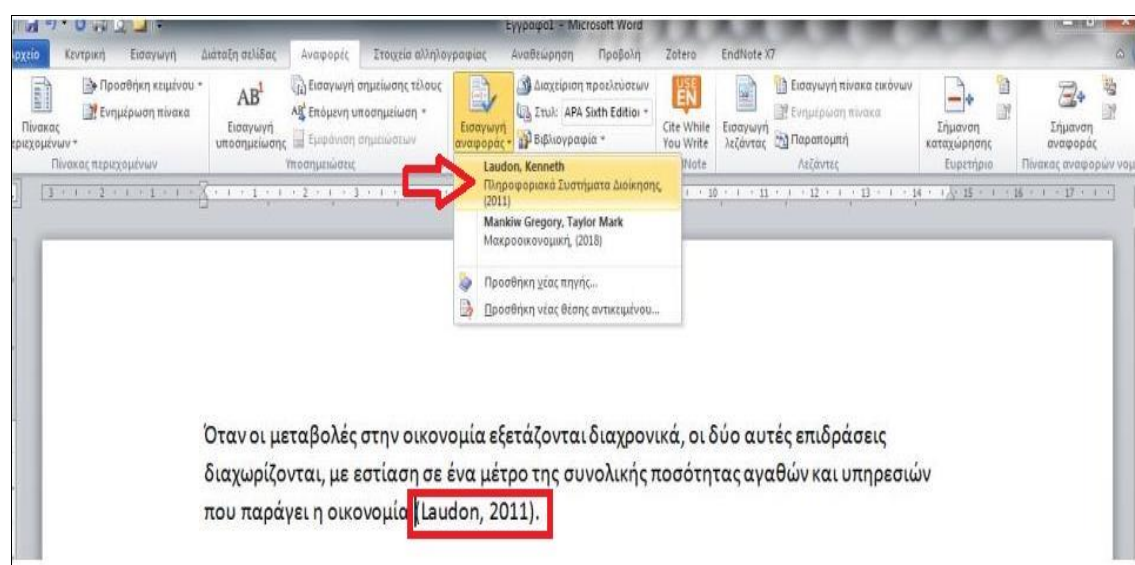
Fill in the fields of the record and click "OK". We create as many records as we want to add to our text.

- «We stay in "Source Manager". The records we have saved are listed in the left window titled "Main List". Selecting the ones we will use we click "Copy" and they automatically appear in the left window titled "Current List".

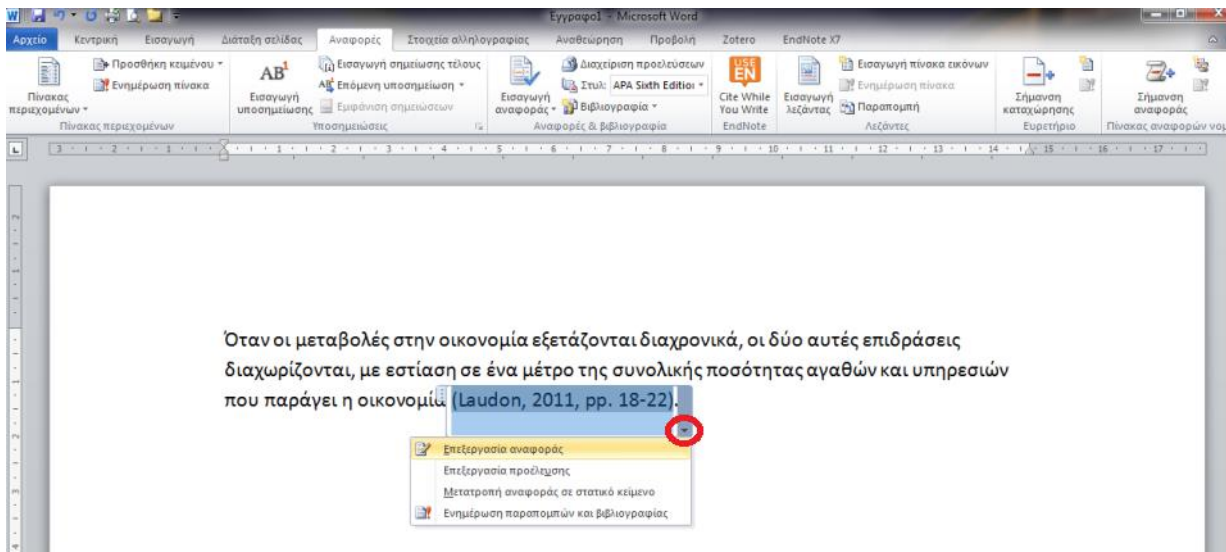


- Reference insertion

Place the cursor at the end of the text you want to quote. By selecting "Insert Reference" we insert our reference into the text.

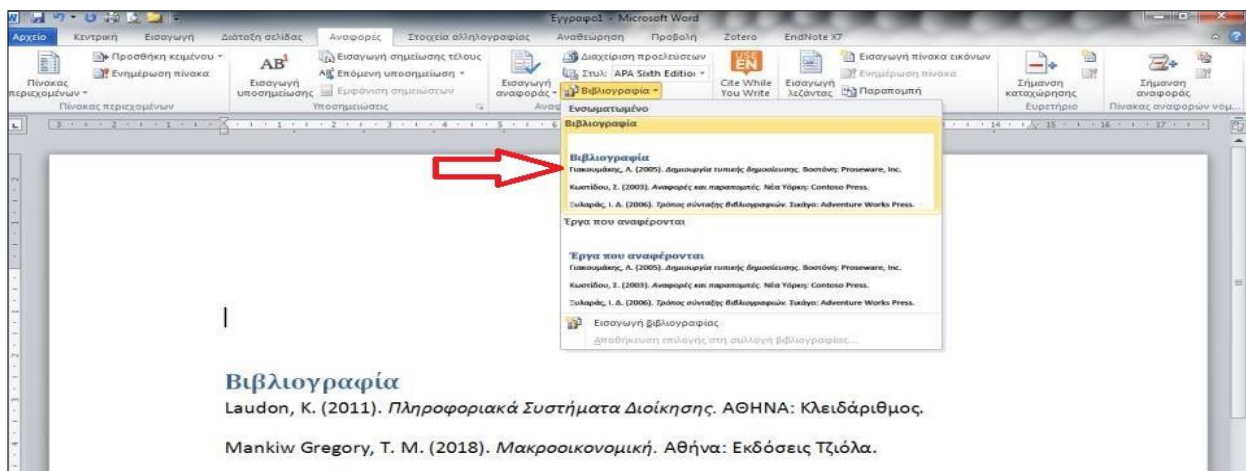


To add details, such as page numbers, select your reference. In the grey box that appears, click the arrow and select "Edit reference".



- Bibliography Import

Place the cursor where you want the bibliography. Select "Bibliography" in the "References" tab to choose the format of the bibliography you want.

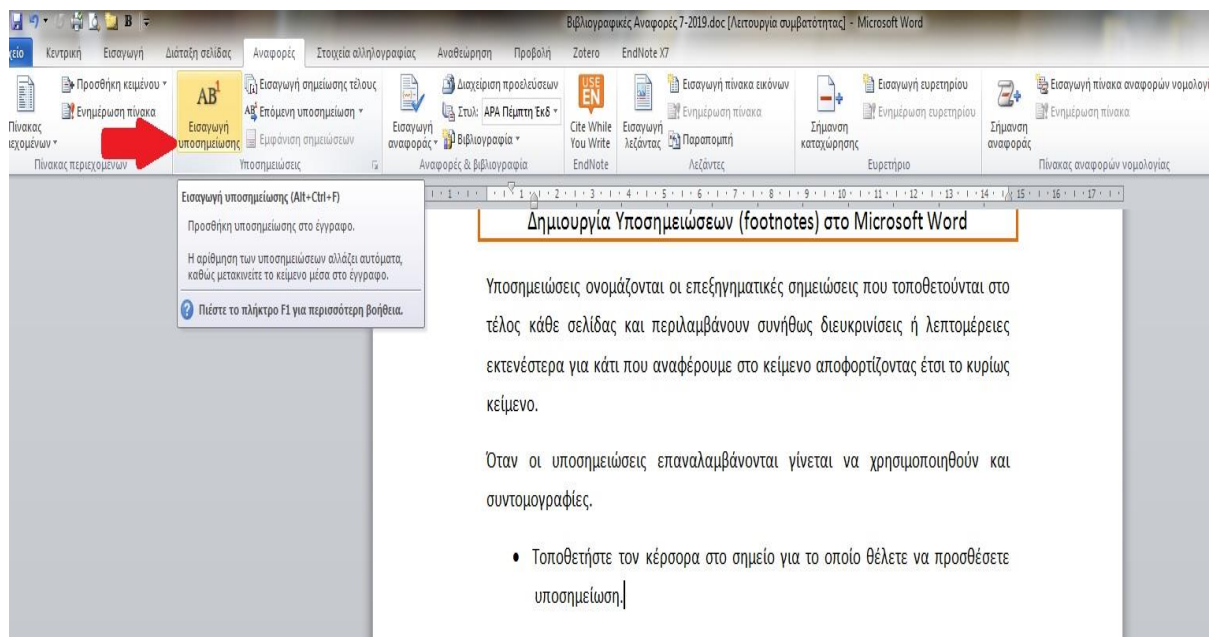


Creating footnotes in Microsoft Word

Footnotes are explanatory notes placed at the end of each page and usually include clarification or details about something mentioned in the text, thus relieving the main text.

When footnotes are repeated abbreviations may also be used.

- Place the cursor at the point for which you want to add a footnote.
- . In the **References** tab select **Insert footnote**.



- Type the text you want.