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## GUIDELINES OF REFERENCES IN THE ENGLISH TRANSLITERATION\*

Correct description of references is important for consideration of a publication when **estimating scientific activity of authors**, and – thus – of an institution, region, country. **Citation rate is a criterion of the journal's scientific level**, authority, efficiency of its editorial board, etc. Thus, the most important components of **references are presented by author's surnames and journals' titles**. To provide consideration of all authors in the system, **it is necessary to put all authors into publication's reference**, instead of cutting down their number by three or four of them, etc. In such case the titles of publications provide additional information about their contents and Scopus recommends to include them in the reference description, though they are not used in the analytical system.

As to Ukrainian and Russian publications referred in the articles, we recommend the following variant of the structure of bibliographic References:

- authors' surname and name (transliterated),
- title of publication in the transliterated form and translation into English in the brackets [ ],
- reference in the transliterated form and its translation into English in the brackets [ ],
- output data with English specifications, or only digital data (depending on the used standard).

References for Scopus and other international databases DB are provided in separate blocks, with complete rehearsal of references in Ukrainian, irrespective of presence of foreign publications there. If some references to foreign publications are presented in the References, they are duplicated in the transliterated list.

### References to journal's articles:

Zagurenko A.G., Korotovskikh V.A., Kolesnikov A.A., Timonov A.V., Kardymon D.V. Tekhniko-ekonomichna optimizatsiya dizainu gidrorazryvu plasta [Techno-economic optimization of the design of hydraulic fracturing]. *Neftyanoe khozyaistvo – Oil Industry*, 2008, no.11, pp. 54-57 [in Ukrainian].

**It is not recommended to provide references in the next way (the title is transliterated without translation):**

Zagurenko A.G., Korotovskikh V.A., Kolesnikov A.A., Timonov A.V., Kardymon D.V. Tekhniko-ekonomichna optimizatsiya dizainu gidrorazryvu plasta. *Neftyanoe khozyaistvo – Oil Industry*, 2008, no.11, pp. 54-57.

There are free Internet programs for composing the bibliography. A search of «create citation» in Google will provide you with several free programs, making automatic references in accordance with proposed standards. Moreover, bibliography references could be provided for different types of publications (book, journal article, Internet resource, etc.). Below, you can find links to such web-sites: <http://www.easybib.com/>; <http://www.bibme.org/>; <http://www.sourceaid.com/>

### Technology of making references based on the system of automatic transliteration and translation

Web-site <http://litopys.org.ua> provides access to a free program of **English transliteration of the Ukrainian texts**. Web-site <http://www.translit.ru> provides access to transliteration of the **Russian texts**.

The programs are very simple and can be easily used as for ready references, as for transliteration of different parts of descriptions.

### Below you can find approximate short scheme of the process of references' transformation:

1. Enter web-site <http://litopys.org.ua/links/intrans.htm>
2. Fill the whole text of the Ukrainian bibliography in a special field and press button «recode».

**Example of automatic transliteration done at the web-site:**

*Input text:*

Загробська А.Ф. Міграція, відтворення і рівень освіти населення. – К.: Наук. думка, 1983. – 182 с.

*Transliterated text:*

Zahrobs'ka A.F. Migrantsii, vidtvorennia i riven' osvity naseleennia. – K.: Nauk. Dumka, 1983. – 182 s.

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\* transliteration is the conversion of a text from one script to another (conversion of letters of some writing system into another one).

4. Copy the transliterated text into the bibliographical References.

5. Translate the whole description of a reference, except authors (title of a book, article, legislation provisions, etc), into English and paste it to the References (next to the transliterated title).

6. Combine the transliterated and translated references in accordance with the guidelines. A place of publishing should be mentioned (Kyiv), while abbreviations of pages should be provided in English (instead of 182 s., – 182 p.). The title of reference should be written in Italics. In the end of sentence, words [in Ukrainian] should be added:

Zahrobskaia A.F. *Myhratsyia, vosproyzvodstvo u uroven' obrazovanyia naselenyia [Migration, reproduction and level of education of population]*. Kyiv: Nauk. Dumka, 1983, 182 p. [in Ukrainian]

There is also another option:

the following reference: Кочукова Е.В. Павлова О.В. Рафтопуло Ю.В. Система экспертных оценок в информационном обеспечении учёных // Информационное обеспечение науки. Новые технологии: Сб. науч. тр. / Калёнов Н.Е. (ред.). – М.: Научный Мир, 2009. – 342 с. – С.190–199.

is put into the program with mentioning [in Russian] in the end of sentence:

Kochukova E.V. Pavlova O.V. Raftopulo Iu.B. Sistema ekspertnykh otsenok v informatsionnom obespechenii uchenykh // Informatsionnoe obespechenie nauki. Novye tekhnologii: Sb. nauch. tr. – М.: Nauchnyi Mir, 2009. – S.190-199 [in Russian].

It is forbidden to use Ukrainian State Standards ДСТУ 7.1:2006 «Система стандартів з інформації, бібліотечної та видавничої справи. Бібліографічний запис. Бібліографічний опис. Загальні вимоги та правила складання» in the **References**. There are no international standards using punctuation common for the Ukrainian Standards («//» и «-») in the references. A title of reference and output data are usually written in another script as compared with author's name and publications' title (in italics – most often), or separated by a dot or coma.

Transform the transliterated reference:

1. Remove special punctuation, additional blanks, dashes (instead a hyphen should be placed), quotation marks, № (signs), («//», «-» «;», „ / “, “ “) and others.

2. English translation of the titles of article and its source are written in brackets after transliteration.

3. A full name of place of publishing and numbers of pages are written in English (a publisher should be transliterated). In the end of sentence should be mentioned [in Russian].

The final result:

Kochukova E.V. Pavlova O.V. Raftopulo Iu.B. Sistema ekspertnykh otsenok v informatsionnom obespechenii uchenykh [The peer review system in the information providing of scientists] Informatsionnoe obespechenie nauki. Novye tekhnologii: Sb. nauch. tr. [Information Support of Science. New Technologies: Collected papers]. Moscow: Nauchnyi Mir, 2009, pp.190-199 [in Russian].

#### **Bibliographical references in the APA standard:**

##### **Book**

Last Name, F. (Year Published). *Book Title*. Publisher City: Publisher Name.

Brown, D. (2004). *The DaVinci code*. New York: Scholastic [in English].

##### **Journal**

Last Name, F. (Year Published). *Article Title*. *Journal name*, Volume number, Page Numbers.

Smith, J. (2009). Studies in pop rocks and Coke. *Weird Science*, 12, 78-93 [in English].

##### **Web-site**

Last Name, First. «Page Title.» Website Title. Retrieved Date Accessed, from Web Address

Smith, J. (2009, January 21). Obama inaugurated as President. *CNN.com*. Retrieved February 1, 2009, from [http://www.cnn.com/POLITICS/01/21/obama\\_inaugurated/index.html](http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html) [in English].

#### **Examples of References download**

There are special programs developed for assisting in making and storing references – bibliographical managers. In most cases, they help to make a correct and quick bibliographical reference for publication in any foreign journal in accordance with its requirements. Such services include: <http://www.bibme.org>, <http://www.zotero.org>, <http://www.mendeley.com>, [www.citethisforme.com](http://www.citethisforme.com) and others.