

■ How to read the reference list

–Distinguishing kinds of documents–

There are references and quotations of academic books and articles. These are the documents the author refers to and quotes when writing academic books and articles. Some authors append notes to references and quotations. To collect such documents, you must check the reference style and distinguish between kinds of documents.

1. Compare the reference style of books and journals

Ex.1) The basic style of books

川崎良孝編 大学生と「情報の活用」情報探索入門 増補版 京都 京都大学図書館情報学研究会, 2001, 197p.

Author/Editor Title Edition Place of Publication Publisher Year of Publications Total pages

Ex.2) The basic style of sections of books

Case, D. O. “6 Models of information behavior”. *Looking for Information : a survey of research on information*

Author Chapter title Book title

seeking, needs, and behavior. San Diego, Academic Press, 2002, p. 114–131.

Place of Publication Publisher Year of Publications Pages

Ex.3) The basic style of journal articles

Fidel, Raya; Green, Maurice. *The many faces of accessibility: engineers’ perception of information sources.*

Author Article title

Information Processing and Management. vol. 40, no. 3, 2004, p. 563–581.

Journal title Volume Number Year of Publications Pages

There are some variations of reference information styles, for example the position of the year of publications. However, if there are two titles after the author’s name, the first title is the article title or the chapter title, and the second is the book title or the journal title. Book titles are shown by “[]”, italics, or underlining. In some cases, the following arrangement is used: [chapter title] [book title].

Ex.) Models of information behavior in *Looking for Information ...*

If you can find the book title or the journal title, collect documents by referring to the Reference Guide: “How to use KULINE”.

If the materials you wish to collect do not apply to the basic style of books or journals, you should search the following characteristics.

2. In the case of searching materials other than books or journals

Ex.4) Thesis・・・博士論文, Dissertation, Ph. D. thesis, Master’s thesis, etc.

Sayre, C. F. *Illustrations of the Ise-monogatari*. New Haven, Yale University, 1978, Ph. D. thesis.

Author Title Place of Publication University Year of Publications Kind of thesis

Ex.5) Digital materials / Websites・・・URL

内閣府. “個人情報保護法の解説”. <http://www5.cao.go.jp/seikatsu/kojin/kaisetsu/index.html>, (参照 2005-04-01).

Author Web page title Address Reference date

It is possible that materials on the Web may be changed or deleted after the reference date.

Ex.6) Patent・・・特許, US4674044, 特開昭 61-183776 etc.

Merrill Lynch Pierce Fenner. *Data processing system for...* U. S. Patent 4, 674, 044, 1987-6-16.

Patentee The name of the invention The patent document number Publication date of the patent applications

The alphanumeric character of standards and technical reports, except for patents, are written in the reference lists. **Proceedings of ...**, **Paper presented at ...** is proceedings. You cannot search KULINE for some of these materials. Please refer to Reference Guides about each subject when collecting materials.

3. Finding abbreviated information

Ex.7) The abbreviated style of documents previously referred to:

- 1) Bourne, Charles P. ; Hahn, Trudi B. A History of Online Information Services: 1963–1976. Cambridge, MIT Press, 2003, 493p.
- 2) Ibid., p.34–45.
- 3) Hahn, T. B.; Buckland, M. ed. Historical Studies in Information Science. London: Taylor & Francis, 1987, p.167.
- 4) Bourne and Hahn, op. cit., p.167.

When 1)~4) are arranged in order,
2) and 4) refer to document 1).
However, the quoted page numbers are different.

“**ibid.**” indicates the document quoted immediately before. In Japanese, this is written as 「同」, 「同書」.
“**op. cit.**” indicates the documents previously referred to. In Japanese, this is written as 「前掲」, 「前掲書」.
In this case, the author will be shown.

Ex.8) The abbreviated style of journal titles

Kasahara, M. et al. Auxiliary partial orthotopic living donor liver transplantation: Kyoto University experience.
Am J Transplant. vol.5, no.3, 2005, p. 558–565.

This is an abbreviated style of “American Journal of Transplantation”.

The abbreviated style of journal titles is decided by associations or databases dealing with the subject fields. If you do not know the official journal title, you can check journal titles by making a Forward Match Search on KULINE or CiNii Books. Refer to the Reference Guide “How to use KULINE”.

You collected the books and journals containing the articles you searched for, but you cannot find the articles in the books or journals ? !

- Did you write the wrong information about reference materials? Please check the reference list again.
- Are they similar to other reference materials?
- If you have unclear information about reference materials, you should try to confirm it with clues, such as journal title, volume number, and so on. Kyoto University Libraries have various databases to search for articles. <http://edb.kulib.kyoto-u.ac.jp/gakunaidb.html>

**Please feel free to ask library staff members any questions you have,
or to show them your reference information.**

What should you do when you make a reference list?

The style you make your reference list depends on your specialty. The basic style is mentioned above. However, in the case of theses / dissertations, the department or faculty often indicates the reference style. So, please check **the Student Handbook**. If you submit your articles to a journal, please follow **the Submission Policy** and **the Article Writing Manual** for the journal.

Write correctly and do not omit or abbreviate too much, so that users can collect articles easily.

References

Japan Science and Technology Agency. “SIST02 Description of Bibliographic References”. [only in Japanese]
http://stjst.go.jp/sist/handbook/sist02_2007/main.htm, (Reference 2013–09–19)

The Chicago manual of style. 15th and 16th edition. Chicago. University of Chicago Press, 2010.
<http://www.chicagomanualofstyle.org/home.html>, (Reference 2013–05–09)