



INSTRUCTIONS FOR WRITING REFERENCES

1. List of references

The references to sources (e.g. book, article in professional journal or web site) are stated in sufficient detail allowing the readers to identify and consult them. References are placed at the end of the paper and resources are stated in alphabetical order (a) the surnames of the authors, or (b) the titles of the source (if the author is unknown). More sources by the same author are stated chronologically, beginning with the earliest, for example.

Ljubojevic, TK (1998).

Ljubojevic, TK (2000a).

Ljubojevic, TK (2000b).

Ljubojevic, TK, & Dimitrijevic, N.N. (1994).

A. Magazines and other periodical publications

The authors are listed by surname, with the first letter of the name. Year of publication is written in parentheses and point at the end. Title of the article is written in *Sentence case*, capital letter is used only at the beginning of the title and proper nouns. Journal Title in English is written in *Title Case*, and all variable types of words are written with a capital letter. After the headline of a magazine is the number of volume written in italics¹.

Author A, Author, B. and author, C. (year). *Title of the article. Journal title, number of volumes, pages*

An article by one author from a professional journal

An article by one author from a professional journal is stated as follows:

Tanasijević, V. (2007). A PHP project test-driven end to end. *Management Information Systems*, 5 (1), 26-35.

An article by two authors from a professional journal

An article by two authors from a professional journal is stated as follows:

Strakić, F., and Mirkovic, D. (2006). The role of the user in the software development life cycle. *Management Information Systems*, 4 (2), 60-72. Anali Faculty of Economics Subotica

B. Books, brochures, book chapters, encyclopedia entries, criticisms and reviews

Basic format for books

Author, AA (Year Published). *Title of work: Capital letter in the subtitle.* Place: Publisher.

¹ Tanasijević, V. (2007). A PHP project test-driven end to end. *Management Information Systems*, 5 (1), 26-35.

Note: The word "place" always means a city, but a country is also stated if the same name exists in several states.

A book by one author

Ljubojevic, K. (2005). *Prototyping the interface design*. Subotica: Faculty of Economics

Books by one author, new edition

Dimitrijevic, M. (2007). *Customer relationship management* (6th ed.). Subotica: Faculty of economics, The Annals of the Faculty of Economics in Subotica

A book by two authors

Ljubojevic, C., Dimitrijevic, M. (2007). *The enterprise knowledge portal and its architecture*. Subotica: Faculty of Economics.

Group of authors, enterprise, organization or state authority as the author

Statistical Office of the Republic of Serbia. (1978). *Statistical Yearbook of the Republic Of Serbia, Belgrade*: Ministry of municipal and social services.

Collection

Dimitrijevic, M., & Tanasijević, V. (Ed.). (2004). *Data warehouse architecture*. Subotica: Faculty of Economics.

C. ELECTRONIC MEDIA

Articles published on the Internet, follow the same guidelines as the articles published in the press. All the information contained in the Internet source are listed, including the number of the magazine written within parentheses.

Author, A., & Author, B. (Publication date). *Article title. Internet journal title, number of the volume*, (number of journals if specified). Downloaded from the website <http://www.anyaddress.com/full/url/>

An article in the online journal

Tanasijević, V. (March 2003).. Putting the user at the center of software testing activity.

Strategic Management, 8 (4). Downloaded on October 7th 2004. from the website www.ef.uns.ac.rs/sm2003

An organization document

Faculty of Economics Subotica. (5 March 2008).. *A new approach to CRM*. Downloaded on July 25th 2008th from the website <http://www.ef.uns.ac.rs/papers/acrm.html>



An organization or state authority as an author

If the author is an organization or government body, organization name is placed in the introductory phrase or within parentheses, the first time a source is stated:

According to the Statistical Office of Republic of Serbia (1978), ... Page 3

In the same way, when first time stated, the full name of a collective author is written, with the abbreviation within parentheses. In the following statements, the abbreviated name is used:

The review was limited to towns of 10,000 inhabitants (Statistical office of Republic of Serbia [SORS], 1978).

List does not contain schools which were referred to as closed in the previous statistical survey(SORS, 1978).

Personal communication, containing interviews, letters, internal messaging, e-mails and telephone calls, are stated as follows (No entries in the list of sources.)

(K. Ljubojevic, personal communication, May 5, 2008)..