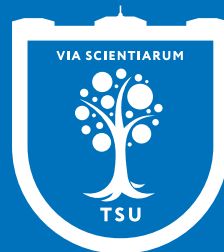


Checklist

for referencing a book



Research
Library

Tomsk
State
University

- Determine the number of authors
- If there is only one author, provide the surname first followed by author's initials separated with a space. Put a slash / after the book title and repeat the author's name. But this time, the initials separated with a space come before the surname
- If there are two or three authors, provide the surname and initials of the first author separated with a space. Put a slash / after the book title, give the first author's name and list the others. The order of initials and surnames is the same as mentioned above
- If there are four authors, none of them is given at the beginning of the entry, they are listed after the book title and a slash / The order of initials and surnames is the same as mentioned above
- If there are more than four authors, none of them is given at the beginning of the entry. Provide the initials and surnames of the first three authors after the book title and a slash / , others are replaced by [et al.]
- Put the place of publication, publisher, date of publication and page numbers in the correct order

Example: Berger L. A. The talent management handbook / L. A. Berger, D. R. Berger. – New York : McGraw Hill, 2004. – 448 p.

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