

République Algérienne Démocratique et Populaire  
Ministère de l'Enseignement Supérieur et de la  
Recherche Scientifique

University of Abderrahmane Mira Bejaia  
Faculty of Natural and Life Sciences  
Common Core Department

---

## **Course 08. Writing bibliographic references- (Citation- bibliography and plagiarism)**

Presented by:

Dr. KERNOU O.

Dr. AZZOUZ Z

Pr. BENAÏSSA F

**Academic Year: 2025-2026**

# Plan

---

1. Bibliographic styles
2. Citations
3. Regulations
4. Copyright
5. Plagiarism
6. Bibliographic reference management in Word

# Introduction

## Definition of bibliographic research

---

Bibliographic research involves a series of steps designed to search for, identify, and locate documents related to a specific topic.

This process is guided by the development of an effective research strategy.

**To conduct successful bibliographic research, you need:**

- A solid understanding of various sources of information.
- Know how to use research tools and apply successful strategies.
-

## Reference via bibliography

- A **bibliographic reference** is a structured set of elements that provides essential details about a document, allowing it to be accurately identified and located. These elements typically include the author(s), title, publication date, publisher, and other relevant details such as the volume, issue, or page numbers for articles, or the DOI (Digital Object Identifier) for digital documents. The purpose of a bibliographic reference is to ensure that others can easily trace and access the cited source.
- A **bibliography**, on the other hand, is an organized collection of multiple bibliographic references. It may be arranged alphabetically, chronologically, or thematically, depending on the purpose. A bibliography serves as a comprehensive list of the sources consulted or cited in a piece of work, providing readers with a clear and accessible record of the research foundation.

- 
- The **bibliography** is found in the last section of every scientific report.
  - A good scientific article or report is characterized by a solid **bibliography**.

- 
- Any **use of an idea** or an author's words must be accompanied by a **bibliographic reference**;
  - **all documents** used must be **cited** in the text, with a reference to the **bibliography**.
  - **all documents** in the **bibliography** must be **cited** at least **once in the text**

In academic or research contexts, bibliographic references and bibliographies are essential for

Identify original authors for their work

Demonstrate the research carried out and its level of detail.

Help readers to check sources and explore related documents

- 
- The **aim** of a bibliography is to **enable** the reader to find the **documents cited**.
  - The reader must be able to pursue the subject with *easily accessible* publications.
  - Care should be taken to **reduce the number of citations** to the **most relevant** references.

.

# 1. Bibliographic styles

There are *various bibliographic styles*, such as **Harvard**, **Vancouver**, **APA(American Psychological Association)**, or **MLA (Modern Language Association)**, are standardized systems used to format bibliographic references and citations in academic and professional writing. Each style has unique rules for presenting the details of a source, which vary based on factors like the type of document being cited (books, articles, websites, etc.) and the discipline or journal requirements.

# 1. Bibliographic styles

- There are *various bibliographic styles* , but in general they can be separated into *two main groups*.
- 

-**Numerical style (Vancouver)**, Widely used in medical and scientific fields

-and **the author-date style (Harvard)**. Commonly used in sciences and social sciences.

- *In exact science*, the trend is towards the "*author-date* " style, although prestigious journals (such as *Science* or *Nature*) maintain the use of a *numerical style* more generally used in the *humanities and social sciences*.

# 1. Bibliographic styles

## 1.1. Numerical style

---

- The “**Vancouver**” system uses **numerical citations** that refer to an **appearance number** in the **bibliographic list** (in order of appearance in the text).
  - The bibliographic reference does not use the author-date binomial. **The date** is placed at the *end of the reference*.

**Example:** -**In the text** : Research has shown significant results in this area [1].

- **In the list of references** :**1.** Smith J, Brown L. The effects of new treatments on chronic disease. *Journal of Medical Research*. 2022;15(4):123-130.

# 1. Bibliographic styles

## 1.2. Author-Date Style (Harvard)

---

- The “**Harvard**” system uses the “**Author-Date**” citation principle.
- The same binomial (author + date) is used for *citations* in the text and for *references* in the *bibliographic list* (in alphabetical and chronological order).
- The basic principle is constant: **Author(s) + Date + Title + Source**.
- **Exemple:** In the text: Research indicates that new treatments are effective (Smith, 2022).
- - In the list of references: Smith, J. (2022) The effects of new treatments on chronic disease. *Journal of Medical Research*, 15(4), pp. 123-130.

### **3. APA Style (American Psychological Association)**

- Predominantly used in psychology, education, and other social sciences.
- Utilizes an author-date format for in-text citations.

- *Example:* (Smith, 2023, p. 45)

- Bibliography Example:

Smith, J. (2023). *Title of the book*. Publisher.

### **4. MLA Style (Modern Language Association)**

- Commonly applied in humanities, particularly in literature and language studies.

- Uses an author-page system for in-text citations.

- *Example:* (Smith 45)

- Bibliography Example:

Smith, John. *Title of the Book*. Publisher, 2023.

## 2. Citations

---

When we talk about citation, we're talking about two different concepts:

- textual citation,
- and the bibliographic reference to the document.

## 2. Citations

### 2.1. Text

---

If a sentence is copied (*borrowed*) without modification, it is a **textual citation**. In this case,

- quotation marks must be used. If not, it's **plagiarism**, even with a bibliographic reference.
- Without quotation marks, you must at *least paraphrase* the original text with a **bibliographic reference**.

## Textual Citations

A **textual citation** is the direct copying of a sentence or passage from a source, without modification. When using a textual citation, **quotation marks must always be used** to indicate that the words are not your own. Failure to do so constitutes plagiarism, even if you include a bibliographic reference.

### Rules for Textual Citations

**1. Use Quotation Marks:** Place the borrowed text within quotation marks.

- *Example:*

According to Smith (2020), "biodiversity is crucial for maintaining ecological balance."

**2. Provide a Bibliographic Reference:** Cite the source immediately after the quotation or in a footnote/endnote, depending on the citation style.

"Biodiversity is crucial for maintaining ecological balance" (Smith, 2020)

**3.Indent Long Quotations:** For longer passages (typically more than 40 words, though it depends on the style), indent the entire quotation as a separate block without quotation marks. Include the reference at the end.

•Example:

**Biodiversity ensures the sustainability of ecosystems. Without it, the intricate balance of nature would be disrupted, leading to consequences that extend to human health, agriculture, and climate change (*Smith, 2020*)**

**4.Italicize Foreign Language Quotations:** If quoting in a language different from your main text, italicize the quotation to highlight it.

•*Example:*

Darwin famously stated, "*Il y a une grandeur dans cette vision de la vie*" (Darwin, 1859).

## Paraphrasing

If you choose not to use a direct quotation, you must **paraphrase** the original text. Paraphrasing involves rewriting the idea in your own words while maintaining the original meaning. Even when paraphrasing, you must still include a bibliographic reference to credit the source.

### Rules for Paraphrasing

**1.Change the Wording and Structure:** Avoid simply replacing a few words with synonyms; this can still be considered plagiarism.

**2.Cite the Source:** Acknowledge the original author even when paraphrasing.

1. Example:

Original Text: "Biodiversity is crucial for maintaining ecological balance" (Smith, 2020).

Paraphrased: Maintaining ecological balance heavily relies on biodiversity, which supports the stability of ecosystems (Smith, 2020).

## 2.2. Bibliographic reference

- **When referring to the bibliography**, the source must be cited
- -at the beginning of the sentence. Example: “According to Pochet (2018)”.
- -or at the end of the sentence: “(Pochet , 2018)”.

To separate **two references**, at the **same place** in the text, we use “;”

- ( Pochet , 2018 ; Dupont, 2000).

For documents with *two authors*, *both names are indicated* (Brown & Dupont, 2010). As soon as there are *more than two authors*, the *first author's name is followed by “et al.”* (Brown et al., 2013).

For *two references* for the *same author*, for the *same year*, but for *two different documents*, add, for example, a letter after the year: “(Pochet, 2018a, 2018b)”.

## 2.3. Second-hand quote

---

- **Second-hand quotation** (or secondary quotation). This involves taking a **quotation used by another author** and **reproducing** it without having had the opportunity to obtain the document and, therefore, *without having read the original document*.
- The original reference is *not included* in the *bibliographic list* .  
The form of citation in the text is as follows: (Pochet, 2018 cited by Benaissa, 2022).

### 3. Rules for writing a bibliography

---

- There are a number of **basic rules** to follow. It's always possible to find variations in rules or presentation.
- What's important is to *keep to the same rules* , so as to present a *coherent, homogeneous* and *legible* whole.

## 3. Rules for writing a bibliography

### 3.1. Bibliographic list

---

- Bibliographical references are double-spaced and *listed in alphabetical order by author's name*.
- For the *same author*, they are listed in *chronological order*, from the *oldest to the most recent*.
- The reference of a *single author* always precedes the reference(s) of the same author when accompanied by one or more *co-authors*.

# 3. Rules for writing a bibliography

## 3.2. Authors

---

- 1. Order and Format of Names

- Authors' names must be written **exactly as they appear in the original source**.

- The **surname (family name)** always comes **before** the first name or initials.

*Example:*

**Azzouz, Z.**

**Martinez, M. J.**

- This rule ensures **alphabetical sorting by surname** in the bibliography.

# 3. Rules for writing a bibliography

## 3.2. Authors

---

- **2. Corporate / Organizational Authors**
- When the author is an **organization**, the name must be written as it appears in the source.

*Examples:*

**World Health Organization (WHO)**

**Food and Agriculture Organization (FAO)**

# 3. Rules for writing a bibliography

## 3.2. Authors

---

- 3. Multiple Authors
- When there is **more than one author**, place “&” before the last author.

*Example:*

**Azzouz, Z., Bettache, A. & Martinez, M. J.**

# 3. Rules for writing a bibliography

## 3.2. Authors

---

- 4. More than Four Authors

- If a document has **more than four authors**, write the **first author only**, followed by **et al.**

*Example:*

**Azzouz, Z. et al.**

- (“et al.” means *and others*.)

# 3. Rules for writing a bibliography

## 3.2. Authors

---

- 5. Anonymous Authors

- If a document has **no identified author**, write “**Anon.**” in place of the name.

*Example:*

**Anon., 2006. The impact of environmental factors on...**

- (“Anon.” means *anonymous*.)

# 3. Rules for writing a bibliography

## 3.3. Date

---

- For a book, the **year of publication** is usually found on the copyright page.
- -Only the year (four digits) is indicated.
- -For an article, we indicate the year of publication of the fascicle, even if the year of receipt or acceptance is indicated and earlier.
- -When no year of publication is found, the year is replaced by “nd”, without changing the punctuation.

# 3. Rules for writing a bibliography

## 3.4. Title

---

- ✓ Information is transcribed as in the source (except for capitalization).
- ✓ The **subtitle is included only if necessary** (to clarify meaning or content).
- It is separated from the main title by a **period (“.”)**.
- **Example:**  
*Microbial Enzymes. Applications in Biotechnology*

- **3.4. Title**

### **Titles in Italics**

- The **title of a monograph** (book),
- The **title of a periodical** (journal, magazine),
- The **title of a collective work** (edited volume, conference proceedings),

must be written in **italics** in the bibliography.

#### **Examples**

##### **1. Monograph (Book)**

*Lehninger Principles of Biochemistry.*

##### **2. Periodical (Journal)**

*Journal of Biological Chemistry*

*International Journal of Biological Macromolecules*

##### **3. Collective Work (Edited Book)**

In: *Industrial Microbiology: Advances and Applications.*

## 3.4. Title

### Non-italic titles

- The **title of an article** is *not* written in italics.
- The **title of a book chapter** is *not* italicized.

### Example:

Azzouz, Z. (2024). Optimization of enzyme activity using ultrasound. *International Journal of Biological Macromolecules*, 215, 135–146.

# 3. Rules for writing a bibliography

## 3.5. Punctuation

---

The names of authors and scientific editors are followed by a comma.

Date, title and subtitle are followed by a full.

All references end with a period.

Periodical titles (abbreviations) are followed by a comma, volume and issue indications and pagination.

Pagination is always preceded by a comma.

For references to documents in French, there is a space before the “:”; for documents in English, there is none (examples: “Paris: Lavoisier” and “New York: Wiley”).

# 3. Rules for writing a bibliography

## 3.5. Punctuation

**1. Authors' names and scientific editors are followed by a comma.**

**Rule:**

After each author or editor, place a **comma**.

**Example:**

Azzouz Z., Martinez M.J., Bettache A.,

# 3. Rules for writing a bibliography

## 3.5. Punctuation

**2. The date, title, and subtitle are followed by a period.**

**Rule:**

After the publication year, the title, and the subtitle → **use a period.**

**Example:**

2024.Ultrasound-assisted optimization of  $\alpha$ -amylase. A response surface approach.

# 3. Rules for writing a bibliography

## 3.5. Punctuation

**3. All references end with a period.**

**Rule:**

Every complete reference must finish with a **final period**.

**Example:**

...155–167.

(← ends with a period)

# 3. Rules for writing a bibliography

## 3.5. Punctuation

4. Periodical (journal) titles are followed by a comma, volume/issue indication, and pagination.

**Rule:**

*Journal title*, **comma**, *volume*(*issue*):*pages*.

**Example (Vancouver):**

*International Journal of Biological Macromolecules*, 215(4):155–167.

**Example (Harvard):**

*International Journal of Biological Macromolecules*, 215(4), 155–167.

# 3. Rules for writing a bibliography

## 3.5. Punctuation

**5. Pagination (page numbers) is always preceded by a comma.**

**Rule:**

Place a **comma before page numbers**, regardless of the style.

**Example:**

215(4), 155–167.

# 3. Rules for writing a bibliography

## 3.5. Punctuation

**6. French documents: space before the colon “ : ”**

**English documents: NO space before the colon “:”**

**Rule:**

**French reference:** *Paris : Lavoisier*

**English reference:** *New York: Wiley*

**Examples:**

**French:**

Paris : Dunod.

**English:**

New York: Springer.

### **3. Rules for writing a bibliography**

#### **3.6. A document on the Internet**

An electronic document (book, article, report, webpage, etc.) is cited **in the same way as a printed document, with two additional elements placed at the end:**

**1.The Internet address (URL)**

**2.The date of consultation,** written in the format **DD/MM/YY,**

preceded by a comma and placed in **parentheses.**

**Structure of the reference:**

**Author/Organization. Title. Available at: URL, (consulted on DD/MM/YY).**

EX; World Health Organization. Air pollution and health. Available at:  
<https://www.who.int/news-room/fact-sheets/detail/air-pollution> , (consulted on  
12/03/2024).

## 4. Copyright

---

Copyright is governed by laws that give *publishers, authors* and their successors a number of prerogatives that limit the reuse of works.

Le droit d'auteur est régit par des lois qui donnent *aux éditeurs, aux auteurs* et à leurs ayants droit un certain nombre de prérogatives qui limitent la réutilisation de l'œuvre

## 4. Copyright

---

**Copyright** is the set of privileges enjoyed by an author over his originals.  
There are two types of copyright:

- 1) Economic rights (**lending right, reproduction right, right to quote**)  
(fr; Droits patrimoniaux (**droit de prêt , droit de reproduction, droit de citation**)).
- 2. **moral rights** , which concern the author's personality.

# 5. Plagiarism

---

- -To **plagiarize** is to make people **believe that you are the author of a text** written by someone **else**. (c'est faire **croire que l'on est l'auteur d'un texte** rédigé par quelqu'un **d'autre**)
- -Plagiarism appeals to the notion of **intellectual** and scientific **honesty** ;
- - **plagiarism** and **copyright** are two **complementary** but **distinct** notions;

# 5. Plagiarism

Plagiarism is:

- 
- Copying a passage verbatim from a book, magazine or web page without placing it in quotation marks **and/or without mentioning the source** ;
  - inserting images, graphics, data, etc. from external sources into a work without indicating the source;
  - Summarize an author's original idea in your own words, without indicating the source;
  - partially or fully translate a text without indicating its source;
  - use the work of another person and present it as your own, even if that person has given your approval.

# 5. Plagiarism

---

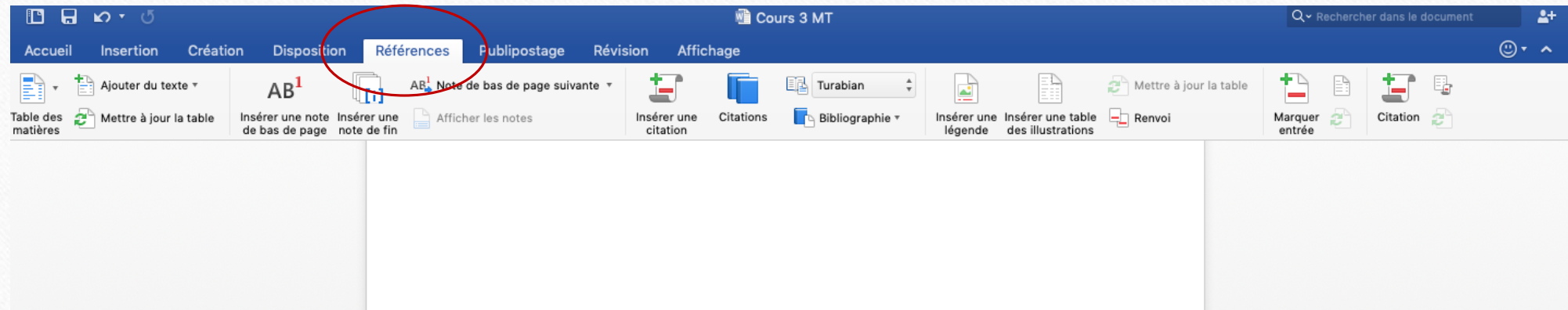
To avoid plagiarism, you need to :

- clearly cite all sources used (ideas, concepts, phrases, illustrations, etc.);
- enclose all borrowings in quotation marks;
- use correct bibliographical references.

Plagiarism has always existed. With the advent of the Internet, plagiarism may be easier (“copy and paste”) but it's also quicker to discover (with or without specialized software).

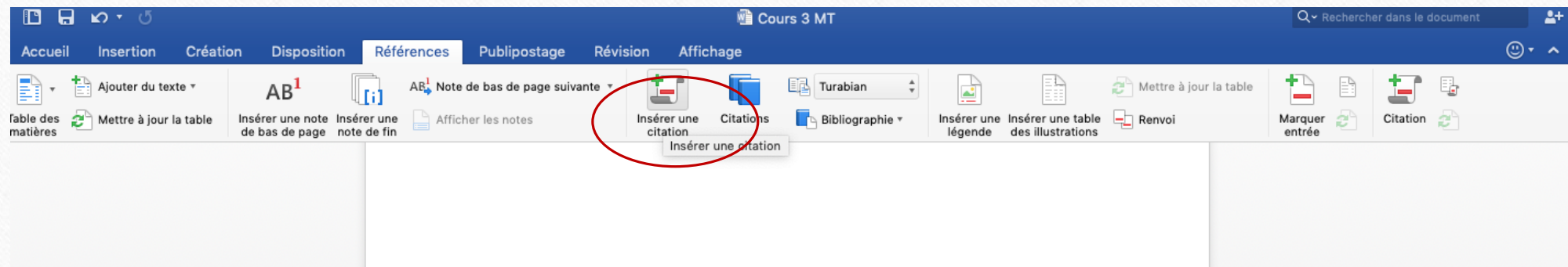
## 6. Managing bibliographic references in Word

- ✓ In the Word page toolbar, click on “References”.



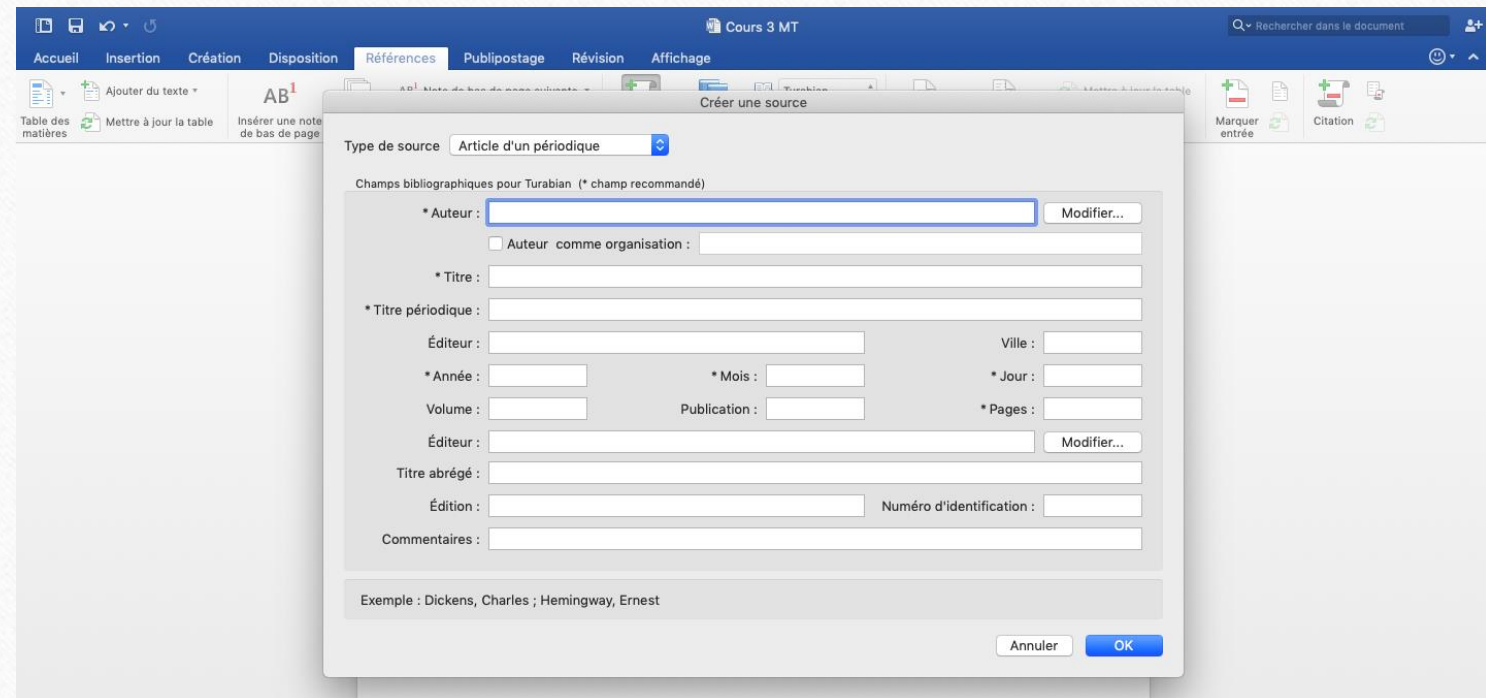
## 6. Managing bibliographic references in Word

✓ In the “References” option, select “Insert a quotation”.



## 6. Managing bibliographic references in Word

✓ On obtient le tableau suivant:



The screenshot shows the Microsoft Word interface with the 'Références' (References) ribbon selected. The 'Créer une source' (Create Source) dialog box is open, allowing the user to add a new bibliographic source. The 'Type de source' (Source type) is set to 'Article d'un périodique' (Periodic article). The dialog box contains the following fields:

- \* Auteur : (Author) - with a 'Modifier...' (Modify...) button.
- ☐ Auteur comme organisation : (Author as organization)
- \* Titre : (Title)
- \* Titre périodique : (Periodic title)
- Éditeur : (Editor)
- Ville : (City)
- \* Année : (Year)
- \* Mois : (Month)
- \* Jour : (Day)
- Volume : (Volume)
- Publication : (Publication)
- \* Pages : (Pages)
- Éditeur : (Editor) - with a 'Modifier...' (Modify...) button.
- Titre abrégé : (Abbreviated title)
- Édition : (Edition)
- Numéro d'identification : (Identification number)
- Commentaires : (Comments)

An example is provided at the bottom: 'Exemple : Dickens, Charles ; Hemingway, Ernest'. The dialog box has 'Annuler' (Cancel) and 'OK' buttons at the bottom right.

## 6. Managing bibliographic references in Word

- ✓ Fill in the table with the requested information.

TD 2 MTT Exposé

Accueil Insertion Création Mise en page Références Publipostage Révision Affichage

Table des matières Mettre à jour la table Insérer une note de bas de page Insérer une note de fin Afficher les notes

Office Update To keep up-to-date with security updates, fixes, and improvements, we recommend you update your Office application.

Check for Updates

Type de source : Article d'un journal Langue : Par défaut

Champs bibliographiques pour APA

Auteur : Salmi Modifier...

Entreprise Auteur :

Titre : Principes de la communication orale scientifique : comment passer d'un exposé oral à une communication écrite

Nom du journal : Rev Med Ass Maladie

Année : 2001

Pages : 83-92

Exemple : Dickens, Charles ; Hemingway, Ernest

Afficher tous les champs bibliographiques

Type de source : LRS01 Annuler OK

L'exposé oral est...

le cas d'un étudiant...

1. Principes

1.1. Caractéristiques...

1.2. Choix des messages

2. Préparation d'une communication orale scientifique

2.1. Étapes initiales de la préparation

Page 1 sur 2 1 sur 166 mots Français (France) 215 %

## 6. Managing bibliographic references in Word

✓ Click Ok

The screenshot shows the Microsoft Word interface with the 'Références' (References) tab active. A 'Créer une source' (Create Source) dialog box is open, allowing the user to add a new bibliographic entry. The 'Type de source' (Source Type) is set to 'Article d'un périodique' (Periodic article). The dialog box contains the following fields and values:

- \* Auteur : Dupont Michelle, Souchon Jacqueline, Veillat Jean-Pierre (with a 'Modifier...' button)
- ☐ Auteur comme organisation :
- \* Titre : Nouveau memento de biologie
- \* Titre périodique :
- Éditeur : Vuibert (with a 'Modifier...' button)
- \* Année : 2000
- \* Mois :
- \* Jour :
- Volume : 2e édition
- Publication :
- \* Pages :
- Titre abrégé :
- Édition :
- Numéro d'identification :
- Commentaires : 258 pages

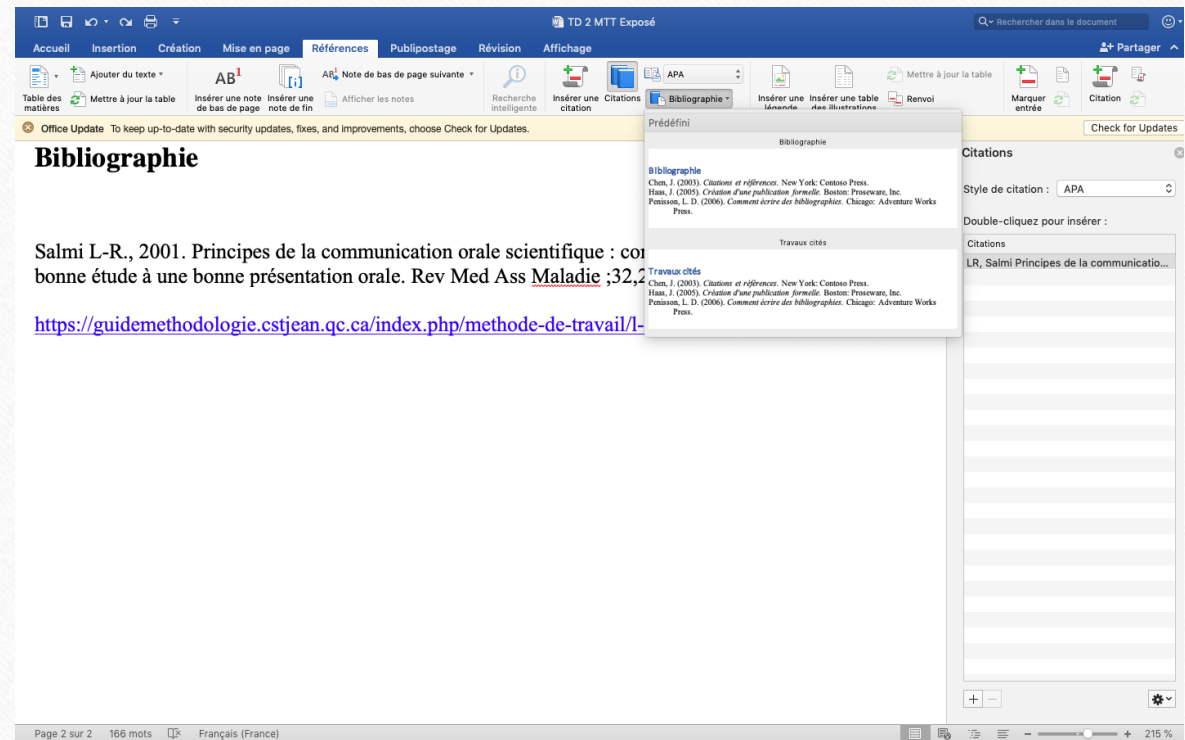
At the bottom of the dialog box, there is a section for 'Entrez des commentaires sur cette source.' (Enter comments on this source.) with 'Annuler' (Cancel) and 'OK' buttons.

Below the dialog box, the document text is visible, showing the following bibliographic entry:

Université Abderrahmane Mira de Béjaia (2021/2022)  
Première année Licence Tronc Commun SNT  
Module : Méthodologie de Travail

## 6. Managing bibliographic references in Word

- ✓ Go to last page of document.
- ✓ click on quote ( citation).



# Bibliographie

---

Pochet B., 2018. Comprendre et maîtriser la littérature scientifique. Les presses agronomiques de Gembloux (Belgique). Pp 139-150.

<https://libguides.biblio.usherbrooke.ca/stylesbibliographiques/ieee>