

Transilvania University of Braşov

Doctoral school

Discipline: **Informational Technologies within Scientific Research (TICI)**

Work theme nr.1: Record of the bibliographic research with respect to the field and the subject of the thesis

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Theme no.1:

In view of finalizing the subject and the objectives of the doctoral thesis, every doctoral student will carry out a bibliographic research within Transilvania University Library of Braşov for the doctoral field. Theme no.1 consists in submitting the records upon the informational resources that have been retrieved, in guise of a List, with the following data:

- A. Doctoral student's name and first name
- B. Doctorate field
- C. The list with the references in the field that have been found, with the observance of their manner of description, according to the indications below.

Note:

1. The list has to comprise records for different types of documents, minimum 20!
2. Due term of handing over: 30th of October 2008.
3. Manner of handing over: through e-mail at the address: helerea@unitbv.ro
4. The evaluation of the discipline consists in the final evaluation - test (40 %) and the evaluation for the theme nr. 1 (30 %) and for the theme nr. 2 (30 %). There will be taken into account the handing over in due time of the themes!

Arguments:

The documentation and the determination of the relevant information existing within the doctorate field, in the stage of determination of the subject and of the objectives of the scientific research is done through the search according to subject, field, key words etc.

The documentation/the critical reading of a publication begins with:

- verification of the document authenticity (do you trust what is being offered?)
- critical analysis of the document title
- the data recorded about the author
- whether there are recorded the sources of information/bibliography.

There has to be followed:

- what other researchers have accomplished within your doctorate field
- what manner of approach these ones have resorted to
- which are the hypotheses and the arguments for their confirmation/refutation
- how they classify their information
- how they exploit the relations among the facts/ processes/data under analysis
- the manner of drawing up their report/paper and how there would be possible to draw up a report.

The lecture/the reading has to be accompanied by the record of what is considered useful, relevant: ever since the beginning of the reading, you have to set a procedure for retrieving the data/a system for putting into order the information records.

The notes with the records are useful in the stage of study and draw up of the scientific works

Examples of Modalities for recording the information upon the informational resources retrieved:

A. For the books:

- Author's name and first name or initial
- Date of issuing
- Title (underlined or with italics) and edition, if there is the case

- Place of issuing
- Name of the publishing house.

Example:

May, Tim (2001) *Social Research: Issues, Methods and Process*, 3rd ed. Buckingham: Open University Press.

Obs:

- There is about the thirist edition of this book; it includes a significant quantity of new data and elements; a republishing means a reproduction of the initial text in a certain number of copies.
- Punctuation: after “3rd ed.” There may be put full stop, coma or pause.
- If you want to include a quotation within the text you draw up, there would be better to record also the page (ex. „Aşa cum afirma May(2001:42)”, the recorded page (42) helps us to easily retrieve the information from the original text).
- if there are several authors, then after the first author there may be written “et al.” (and others – after “et” there cannot be put full stop but after “al.” it may be put, as it is an abbreviation from “alia”-others).

B. For magazine articles:

- There will be written the author’s name and first name or the initial,
- Date of issuing
- Title of the article (sometimes between quotation marks)
- Title of the magazine in which it was published (generally underlined or with italics)
- Number of the volume, series and pages (the number of the volume is generally with bold and the series will be recorded within parentheses).

Example:

Weatehead, N (2003) ‘Herbal remedies: integration into conventional medicine’, *Nursing Times*, **99**(34): 30-33.

C. For the chapters within the books:

There will be also added the publisher, after the authors’ name and the title of the work.

Example:

Wragg, T. (2002) ‘Interviewing’, in M. Coleman and A.R.J. Briggs (eds) *Research Methods in Educational Leadership and Management*. London: Paul Chapman Publishing.

Observations:

- After ‘in’ there is usually written the initial and afterwards the publisher’s name.

D. For the articles within magazines and for other materials which are to be found in guise of CD-ROM or on the Internet:

In order to record the articles within the electronic magazines, supplementary to the bibliographic details indicated above, there should be also indicated the source.

Example:

- Author’s name
- Title of the article
- [CD-ROM] or [Online] (these are written between square parentheses)
- Information upon the magazine (title underlined or with italics)
- Date of the article
- Available at: ... (there is written the name of the department, URL or the site and the date of accession); URL (universal resource locator) is the unique address of the server on which the document has been stored.

Bibliography

Bell, Judith (2005) *Doing your Research Project. A guide for first-time researchers in education, health and social science*, 4th ed. Berkshire: Open University Press.