CITING LITERATURE

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SAŽETAK

Objavljivanje rezultata je konačan ishod naučnog rada - ono što nije publikovano nije se ni desilo. Objavljivanje ima za cilj promovisanje originalne ideje ili unapređenje postojećih ideja, uz korišćenje pouzdanih izvora. Prilikom pisanja različitih vrsta publikacija (naučnih i stručnih radova, doktorskih disertacija, knjiga, itd.) neophodno je navesti izvore iz kojih su preuzete ideje ili tekst vezan za tu publikaciju. Nauka nije počela od autora radova i neće se sa njima završiti - o čemu god da se piše postoji velika verovatnoća da je o tome neko nešto već napisao. Ukoliko se koristi ideja ili tekst drugih autora to se mora navesti u sopstvenom tekstu. Standardizovan način predstavljanja izvora u tekstu je navođenje - citiranje. Izvori se navode na tri načina: kroz citate, parafraziranjem ili sumiranjem. Navođenje izvora može biti direktno ili indirektno. Izvori se mogu navesti u tekstu (citiranje), na dnu stranice (fusnota) ili na kraju rada (endnota). Izvori citiranja mogu biti: knjige, naučni časopisi, slike, video ili audio zapisi, itd. Osnovna jedinica citiranja je referenca. Softver za upravljanje referencama omogućava autorima publikacija prikupljanje i organizovanje referenci, umetanje citata u tekst i izradu bibliografije. Postoji više različitih programa ove vrste, neki su besplatni (*Mendeley, Zotero*), a neki se moraju kupiti (*EndNote*). Razvojem internet tehnologije i ova vrsta softvera dobija nove funkcionalnosti usmerene ka saradnji i povezivanju istraživača, kao i razvoju akademskih društvenih mreža. Precizno citiranje obezbeđuje integritet već postojećih naučnih saznanja o kojima se izlaže, doprinosi naučnom ugledu časopisa, i unapređuje verodostojnost autora i samog istraživanja.

Ključne reči: citiranje literature, referenca, softver za upravljanje referencama

ABSTRACT

Publishing the results of research is the final outcome of a research paper – what has not been published is considered not to have existed. The aim of publishing research is to promote an original idea or to improve existing ideas, with the use of reliable sources. When writing different types of publications (research and professional papers, doctoral theses, books, etc.) it is necessary to state the sources that the ideas or text related to that publication were taken from. Science did not start with the authors of any individual research paper nor will it end with them – whatever the topic of the research is, there is a high probability that someone has already written something about it. If other authors' ideas or text are used in one's research, this must be stated in the text of that research. The standardized method of referring to sources is citing. Sources are cited in three ways: by quoting, paraphrasing, and summarizing. Citing sources may be direct and indirect. Sources may be referred to in the text (citing), at the end of the page (footnote), or at the end of the paper (endnote). Different sources may be cited: books, scientific journals, pictures, videos, audio sources, etc. The basic citation unit is a reference. Software for reference management enables the authors of publications to gather and organize references, insert quotes into the text, and create a bibliography. There are many such different programs. Some can be used free of charge (*Mendeley, Zotero*), while others must be purchased (*EndNote*). With the development of Internet technology, this type of software is also developing new functions in order to facilitate cooperation and networking amongst researchers, as well as to assist in the development of academic social networks. Accurate citing ensures the integrity of existing scientific knowledge that is being presented, it contributes to the reputation of a scientific journal, and strengthens the credibility of the author and the research itself.

Keywords: citing, reference, reference manager

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CITIRANJE

Objavljivanje ima za cilj promovisanje originalne ideje ili unapređenje postojećih ideja uz korišćenje pouzdanih izvora. Prilikom pisanja različitih vrsta publikacija (naučnih i stručnih radova, doktorskih disertacija, knjiga, itd.) neophodno je navesti izvore iz kojih su preuzete ideje ili tekst vezan za tu publikaciju. Naučni rad je dobio današnji oblik u periodu 1780-1790, a od polovine 19. veka javlja se navođenje referenci. Napretkom nauke i informaciono-komunikacionih tehnologija dolazi do porasta broja objavljenih publikacija i pojave elektronskih časopisa i baza podataka. Procena je da trenutno u svetu izlazi oko 30.000 publikacija i da je do sada objavljeno oko 50 miliona članaka [1].

Prilikom pisanja sopstvene publikacije, autorima je dostupan veliki broj publikacija, a rad autora čije su ideje, teorije ili istraživanja direktno uticale na sam rad koji opisuje publikacija, treba citirati [2]. Novonastali rad je odraz sadašnjeg znanja autora, izgrađen na radovima drugih autora [3].

Citiranje literature predstavlja standardizovan metod navođenja izvora informacija i ideja koje se koriste u pisanju naučnog rada, i to na jedinstveni način koji identifikuje njihove izvore [4].

Izvori informacija uključenih u tekst publikacije navode se na tri načina: navođenjem citata, parafraziranjem ili sumiranjem. Navođenje citata podrazumeva korišćenje originalnih delova teksta drugih autora (više od šest uzastopnih reči, tačno kopirane, stavljene pod navodnicima, gde svaka reč i interpunkcijski znak treba da budu potpuno isti kao u originalnom radu) [5]. Parafraziranje je prenošenje ideja ili delova teksta drugih autora svojim rečima. Sažimanje je kratak opis ideja u glavnim tačkama, uz davanje lične interpretacije. Navođenje izvora može biti u tekstu (citiranje), na dnu stranice (fusnota) ili na kraju rada (endnota).

Postoje dva međusobno povezana dela procedure navođenja izvora [6]: citat je u osnovi oznaka koja se stavlja u tekst da bi pokazala da se poziva na neki izvor, a referenca daje sve podatke o navedenom izvoru tako da se može doći do originala na osnovu navedenih podataka. Reference su navedene na organizovan, strukturiran i konzistentan način na kraju teksta. Lista referenci predstavlja popis korišćene literature i uređuje se prema abecednom redosledu autora ili po redosledu citiranja u tekstu publikacije, što zavisi od stila citiranja koji je primenjen. Bibliografija se predstavlja na kraju rada na isti način kao i literatura. Razlika između literature i bibliografije je u tome što se u literaturi navode samo one reference koje su citirane u tekstu, dok se u bibliografiji navode svi izvori koji su korišćeni tokom pisanja rada, i citirani i necitirani.

CITING

Publishing is aimed at promoting an original idea or improving existing ideas, with the use of reliable sources. When writing different types of publications (research and professional papers, doctoral theses, books, etc.) it is necessary to state the sources that the ideas or text related to that publication were taken from. Research papers got their current form in the period 1780 – 1790, while citing references started in the middle of the 19th century. With the development of science and information and communication technologies, the body of published work has increased, while a number of electronic journals and databases have emerged. The estimation is that there are currently around 30,000 journals in the world and that, so far, around 50 million articles have been published [1].

When authors write their own work, a large number of publications is available to them, and the work of the authors whose ideas, theories or research have directly influenced this work needs to be cited [2]. The newly written work is a reflection of the knowledge of the author, which was built on the work of other authors [3].

Citing literature represents a standardized method of presenting the sources of information and the ideas used in writing a research paper, in a unique way that identifies these sources [4].

Information sources included in the text of a publication are cited in three ways: by quoting, paraphrasing or summarizing. Quoting is using original parts of other authors' texts (more than six consecutive words, copied correctly, put in quotation marks, where each word and punctuation mark must be exactly the same as in the original work) [5]. Paraphrasing is conveying ideas or parts of another author's text in the form of one's own words. Summarizing is a short description of ideas, through relaying the main points, while giving a personal interpretation of these ideas. Sources can be referred to within the text (citing), at the bottom of the page (footnote), or at the end of the paper (endnote).

There are two interrelated parts of the procedure of referring to sources [6]: a citation is basically a label placed within the text in order to refer to a particular source, while a reference provides all the data on the source so that, based on this information, it is possible to find the original source. References are listed in an organized, structured and consistent manner at the end of the text. The list of references is a catalogue of the literature used and is organized either in alphabetical order of the authors' names or by the order of citing in the text of the paper, which depends on the citation style being used. The bibliography is presented at the end of the paper, in the same way that the references are presented. The difference between the list of references

ZNAČAJ CITIRANJA

Za autora publikacije, citiranje obezbeđuje dokaze o aktuelnom istraživanju, dokaze o tome u kojoj meri je iščitana navedena oblast i u kojoj meri je autor upoznat sa temom o kojoj piše. Argumenti autora su uverljiviji ako su podržani idejama priznatih stručnjaka i podacima iz pouzdanih izvora. Citiranje usmerava čitaoce ka izvorima informacijama i omogućava im da razlikuju originalne ideje autora od ideja drugih autora koje je citirao, čime dobija zasluženo priznanje za jedinstveni doprinos temi.

Za citirane autore, citiranje je odavanje priznanja njihovim radovima koji su korišćeni. Ideja je valuta u akademskom okruženju; citiranjem se ta valuta akumulira i autori dobijaju na kredibilitetu.

Za akademsku zajednicu, citiranjem se obezbeđuje putanja na osnovu koje čitaoci mogu brzo i lako da pronađu navedene izvore; omogućava se praćenje razvoja ideje, laka provera tačnosti i pouzdanosti sadržaja rada, omogućava se čitaocu da dalje istražuje temu. Pravilno citiranje je jedna od strategija za izbegavanje plagijarizma.

IZVORI CITIRANJA

Svaka informacija zabeležena u tekstu, zvučno ili kao video zapis može se koristiti kao izvor i navesti u publikaciji. Primeri izvora koji se mogu navesti u radu su: knjige, naučni i stručni članci, časopisi (štampani ili elektronski), doktorske disertacije i svi ostali akademski radovi, radovi sa konferencija, internet stranice, slike, fotografije, crteži i dijagrami, komunikacija iz elektronske pošte (*E-mail*) i društvenih medija, video i audio snimci, radio/TV emisije, novine, lična komunikacija.

STILOVI CITIRANJA

Stil citiranja je standardizovan način navođenja izvora u tekstu i na kraju publikacije. Postoji više varijanti stilova citiranja koje sadrže iste metapodatke o izvoru koji se navodi, ali su ti podaci različito raspoređeni i formatirani. Bez obzira koji stil citiranja se koristi u naučnom radu, izvori se navode u Uvodu, Metodu i Diskusiji rada. Konceptualno se mogu podeliti na dva glavna stila citiranja: autor-broj (Vankuverski sistem) i autor-datum (Harvardski sistem). Ova dva stila citiranja i njihove modifikacije se najčešće koriste u većini časopisa i knjiga iz oblasti medicine.

Vankuverska pravila propisuju numerički način citiranja - reference su prema redosledu pojavljivanja u tekstu označene arapskim brojevima u zagradi. U spisku literature reference se navode po redosledu pojavljivanja u tekstu [7]. U raznim podvarijantama ovog si-

and the bibliography is in the fact that the list of references lists only the publications cited in the text, whereas the bibliography lists all the sources used when writing the paper, those cited and those not cited.

THE IMPORTANCE OF CITING

For the author of the work being published, citing provides proof related to the presented research, proof as to the extent of the author's in-depth reading in the particular scientific area, and proof of the extent of the author's knowledge of the topic he/she is writing about. The author's argumentation is more convincing when it is supported by ideas of acknowledged experts and by data from reliable sources. Citing directs readers towards information sources and enables them to differentiate the original ideas of the author from the ideas of other authors being cited, which gives the author of the work being published the deserved recognition for his/her unique contribution to the topic.

For the authors whose work is cited, citing is recognition of their work. In the academic world, ideas are currencies. Citing accumulates this currency and strengthens the credibility of the authors whose work is being cited.

Citing provides the academic community with a path which quickly and effortlessly leads the readers to the cited sources. It enables readers to observe the development of an idea, to easily check the precision and reliability of the content of the research, and to further research the topic. Proper citing is one of the strategies of preventing plagiarism.

CITATION SOURCES

Every piece of information documented in a text, an audio or visual recording can be used as a source and cited. The examples of sources that can be cited are: books, research and professional articles, journals (printed and electronic), doctoral theses, all other academic work, conference papers, web pages, pictures, photos, drawings and diagrams, E-mail communication, social media posts, video and audio recordings, radio and TV shows, newspapers and magazines, personal communication.

CITATION STYLES

The citation style is a standardized method for presenting sources in the text and at the end of a research paper or at the end of any other publication. There are several thousand citation style variants which contain the same metadata on the source being cited, but this data is organized and formatted in different ways within different citation styles. Regardless of the citation style being used in a scientific paper, sources are cited in the Introduction, Methods and Discussion sections of the paper. Citation styles can conceptually be divided into

Tabela 1. Primer Vankuverskog sistema i Harvardskog sistema citiranja članka u naučnom časopisu

Table 1. Examples of the Vancouver Style and the Harvard Style when citing an article from a scientific journal

Stil citiranja *Citation style*	Oznaka u tekstu *Citation in text*	Referenca u literaturi *Reference in list of references*
Vankuverski *Vancouver*	[1]	1. Burstein R, Noseda R, Borsook D. Migraine: multiple processes, complex pathophysiology. J Neurosci. 2015;35(17):6619-29.
Harvardski *Harvard*	(Burstein, 2015)	Burstein, R., Noseda, R. & Borsook, D. (2015). Migraine: multiple processes, complex pathophysiology. Journal of Neuroscience, 35(17),6619-29.

stema citiranja, brojevi za identifikaciju referenci mogu biti: u maloj zagradi (1), u srednjoj zagradi [1], u superskriptu [1] ili kombinovano [1]. Kod Vankuverskog sistema citiranja otežano je naknadno ubacivanje ili izbacivanje referenci tokom pisanja rada [8].

Kod Harvardskog sistema citiranja literature, reference su označene prezimenom autora i godinom publikacije u samom tekstu. U spisku literature, reference se navode abecednim redosledom prema prezimenu prvog autora [9]. Harvardski sistem citiranja literature omogućava lako ubacivanje ili izbacivanje literature iz teksta rada, ali on ima dva nedostatka: teško pronalaženje onog dela unutar glavnog teksta koji se odnosi na citirani rad u poglavlju Literatura i teže navođenje referenci u samom tekstu rada, naročito kada treba navesti veliki broj referenci [5,8].

GREŠKE U CITIRANJU

Tačnost citiranja je osnovni aspekt naučne literature jer se nova istraživanja razvijaju u kontekstu zaključaka prethodnih studija [10]. U publikovanim radovima se može naći više grešaka u delu gde su reference nego u bilo kom drugom delu rada [11]. Ako se pažljivo analizira, citiranje u publikovanim radovima često sadrži brojne greške. Pored nepravilnog pisanja, grešaka u nazivu publikacije, godini i broju stranica, citati često nisu relevantni za aktuelni rad ili ne podržavaju poruke iznesene u radu [12]. Greške u vezi sa referencama se odnose na: greške u citiranju i greške u navođenju. Greške u citiranju uključuju elemente podataka na koje se članak poziva [13] a greške u navođenju smatraju se ozbiljnijim i definisane su kao citati u kojima je navedeni članak u suprotnosti, ne potkrepljuje ili nije povezan sa radom u kojem je citiran [14]. Greške u vezi sa referencama vode do kruženja lažnih "prihvaćenih činjenica" u naučnoj literaturi, koje je teško ispraviti [5]. Korišćenje softvera za upravljanje referencama može pomoći u smanje-

two major systems: author-number (Vancouver Style) and author-date (Harvard Style). These two citation styles and their modifications are the ones most commonly used in most journals and books in the field of medicine.

The Vancouver rules stipulate the numerical method of citing; references are marked in Arabic numerals, in brackets, in the order of their appearance in the text. In the list of references, the references are listed according to their order of appearance in the text. [7]. In various subvariants of this citation system, the identification numbers of the references may be: in round brackets (1), in square brackets [1], in superscript [1] or presented in a combined manner [1]. In the Vancouver Citation System, adding or removing references during the process of writing a paper is more difficult, once the list of references and their citations within the text have already been entered [8].

In the Harvard Citation Style, the references are marked by the last name of the author and the year of publication within the text itself, while in the list of references the references are listed in alphabetical order, according to the last name of the first author [9]. The Harvard System makes it easy to add or remove references from the text of the paper and from the references list at the end of the paper. However, this system has two flaws – it is more difficult to find the part of the text where a particular reference from the References section has been cited; also, the process of citing within the text of the paper is more difficult, especially when a larger number of references needs to be cited [5,8].

REFERENCING ERRORS

Accuracy in citing is a fundamental aspect of scientific literature since new research develops in the context of the conclusions made in previous research [10]. More errors can be found in the References section of published research papers than in any other section of these papers [11]. Careful analysis shows that citation errors in

nju grešaka, a mnogi sistemi za onlajn uređivanje i objavljivanje časopisa koriste softvere za validaciju referenci [15].

REFERENCA

Referenca je osnovna jedinica citiranja. U bibliografskoj literaturi referenca se naziva bibliografska jedinica. Bibliografska jedinica je skup bibliografskih elemenata integrisanih u samostalnu svrsishodnu celinu.

SOFTVER ZA UPRAVLJANJE REFERENCAMA

Softver za upravljanje referencama omogućava prikupljanje i organizaciju referenci, umetanje citata u tekst i izradu bibliografije u različitim stilovima i menjanje iz jednog u drugi stil. Razvojem društvenih mreža ovaj softver dobija mogućnost mrežnog povezivanja i saradnje između korisnika.

Softver za upravljanje referencama treba da omogući korisniku: pretraživanje referenci u dostupnim akademskim bazama podataka, preuzimanje referenci iz baza podataka, kataloga i internet sajtova, kao i preuzimanje metapodataka o referenci iz PDF datoteka. Takođe omogućava i sledeće: organizaciju - smeštanje, organizaciju i čuvanje referenci, dodavanje kompletnog teksta publikacije (npr. u PDF ili DOCX formatu) ili slike uz referencu, kao i dodavanje komentara u referencu ili PDF datoteku; citiranje - dodavanje citata u tekstu i kreiranje bibliografije, kao i podršku za različite stilove citiranja, komunikaciju u vidu izvoza i uvoza referenci u

published papers are quite frequent. In addition to incorrect spelling, mistakes in the titles of the cited publications, errors in the year of publishing or the number of pages, citations are often not relevant to the paper being written or do not support the ideas presented in that the paper [12]. Referencing mistakes can be related to - citing errors and errors in presentation. Citing errors include errors in the data elements of the reference being cited [13], while errors in presentation are considered more serious and are defined as citations where the cited reference is in direct opposition, does not substantiate or is not relevant to the paper that it is being cited in [14]. Referencing mistakes lead to the circulation of false "established facts" in scientific literature, which are difficult to rectify [5]. Using reference management software can facilitate a reduction in referencing errors while many systems for online editing and publishing of journals use reference checking software [15].

REFERENCE

A reference is the basic unit of citation. In bibliographic literature a reference is called a bibliographic unit. A bibliographic unit is a collection of bibliographic elements integrated into an independent and meaningful unit.
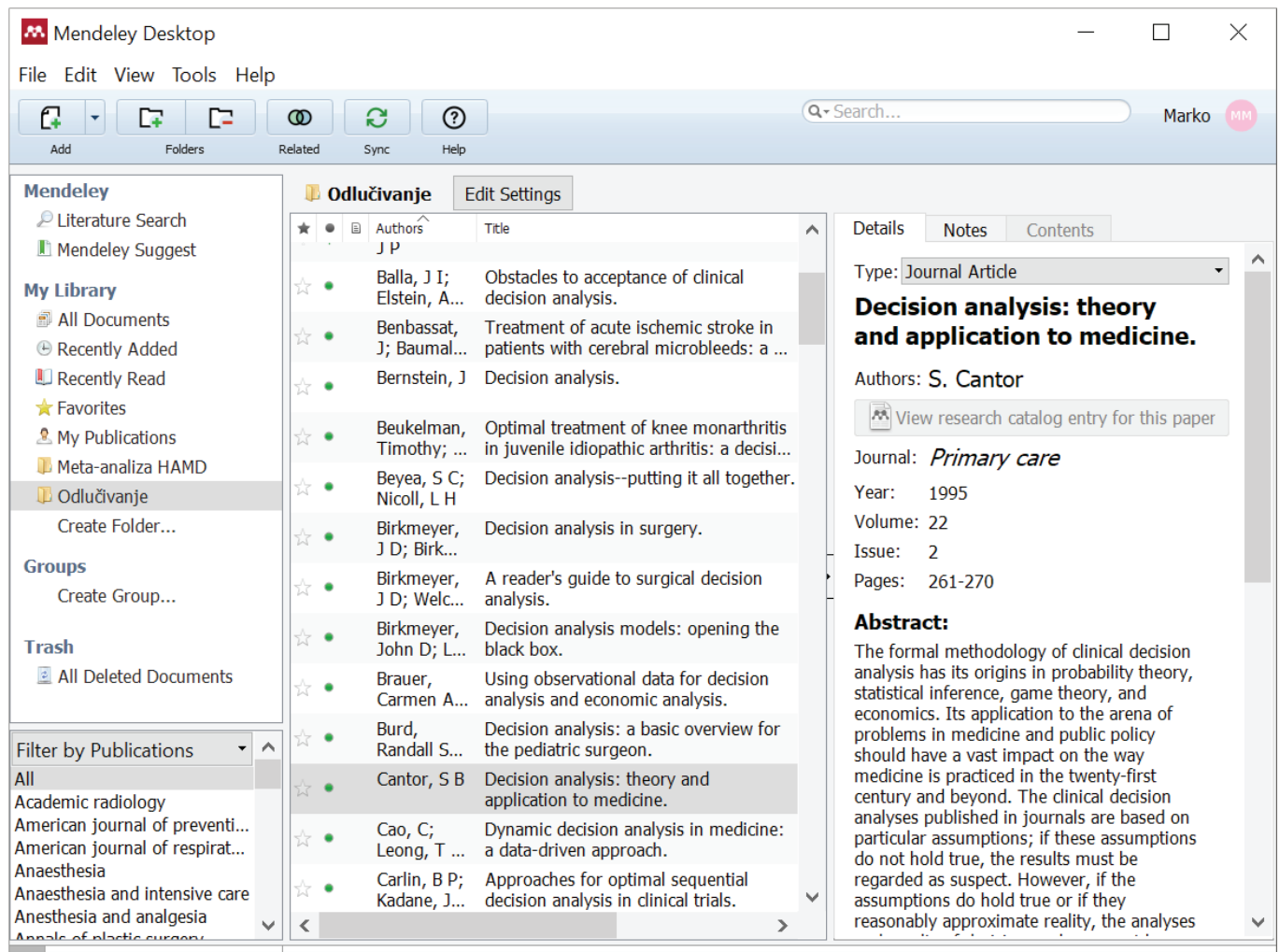
REFERENCE MANAGEMENT SOFTWARE

Reference management software enables the user to collect and organize references, insert quotes into the text, and compile a bibliography. It enables using

Tabela 2. Obavezne informacije u referencama za određene izvore koji se navode (preuzeto i modifikovano iz [16]).

Table 2. Required data in references for different sources being cited (taken and modified from [16])

	Autor / Author	Godina / Year	Naslov članka / Article title	Naslov publikacije / Publication name	Volumen i broj / Volume and No.	Mesto izdavanja / Place of publishing	Izdavač / Publisher	Izdanje / Edition	Broj stranica / Page number	Internet adresa / Internet address	Datum pristupa / Date of access
Knjiga / Book	●	●		●		●	●	●			
Poglavlja u knjizi / Book chapter	●	●	●	●		●	●	●	●		
Članak u časopisu / Article in a journal	●	●	●	●	●				●		
Članak u elektronskom časopisu / Article in an electronic journal	●	●	●	●	●					●	●
Internet sajt / Internet site	●	●		●						●	●
Članak u novinama / Newspaper article	●	●	●	●	●				●		

Slika 1. Korisnički interfejs *Mendeley* programa

Figure 1. The Mendeley user interface

različitim formatima, kompatibilnost i saradnju uz pokretanje softvera na različitim platformama (Windows, Linux, iOS), rad u grupama i razmenu referenci.

Postoji preko 30 različitih programa za upravljanje referencama. Neki su samostalne aplikacije, neki rade unutar internet interfejsa, a postoje i programi koji kombinuju ova dva načina. Najčešće korišćeni su *Mendeley* (www.mendeley.com), *EndNote* (www.endnote.com) i *Zotero* (www.zotero.org).

Svaki od navedenih softvera za upravljanje referencama ima svoje prednosti i mane. Nijedan nije idealan i nijedan od njih nije univerzalan. U poslednje vreme se sve više koristi *Mendeley* jer je besplatan i jednostavniji za korišćenje od *EndNote* softvera, a istovremeno nudi više opcija od *Zotero* softvera. Detaljno uputstvo za upotrebu *Mendeley* softvera na srpskom jeziku, dostupno je na internet stranici ovog časopisa (https://casopis.rlkbg.org.rs/images/casopis/MENDELEY_-_uputstvo.pdf)

Precizno citiranje obezbeđuje integritet već postojećih naučnih saznanja o kojima se izlaže, doprinosi naučnom ugledu časopisa, i unapređuje verodostoj-

different referencing styles and converting references from one style to another. With the development of social networks this software developed so as to enable networking and cooperation amongst users.

Reference management software should enable the user to: search for references in available academic databases, take over references from databases, catalogues and Internet sites, as well as to take over metadata on the reference from PDF files. It also enables the following: organization – saving, organizing and storing references, adding a complete text of a publication (e.g., in the PDF or DOCX format) or a picture to the reference, as well as adding comments to the reference or PDF file; citing – adding quotes into the text, creating a bibliography, support for different citation styles, communication in the form of exporting and importing references in different formats, compatibility and cooperation in activating the software on different platforms (Windows, Linux, iOS), group work, and reference exchange.

There are more than 30 different programs for reference management. Some are independent ap-

nost autora i samog istraživanja. Greške u citiranju su i dalje prisutne u medicinskoj literaturi, što dovodi do prihvatanja neistinitih činjenica. Međutim, sve veća dostupnost i oslanjanje na elektronsku literaturu olakšava implementaciju i primenu softvera za upravljanje referencama. Na autorima, recenzentima i uredništvima časopisa je da, kroz različita uputstva i aktivnosti, promovišu korišćenje softvera za upravljanje referencama prilikom izrade bibliografije naučnih radova, što umnogome može uticati na smanjenje grešaka u citiranju.

Sukob interesa: Nije prijavljen.

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plications, some operate within an Internet interface, and there are also programs which combine the two modes of operation. The most frequently used programs are Mendeley (www.mendeley.com), EndNote (www.endnote.com) and Zotero (www.zotero.org).

Each one of the above-mentioned software programs for reference management has its strengths and weaknesses. None of them are ideal nor universally applicable. Lately, Mendeley is being used more and more, as it is free and its use is simpler than is the case with EndNote software, while, at the same time, it offers more options than the Zotero program. A detailed instruction on the use of the Mendeley software in the Serbian language is available on the webpage of this journal (https://casopis.rlkbg.org.rs/images/casopis/MENDELEY_-_uputstvo.pdf)

Accurate citing ensures the integrity of existing scientific knowledge, it contributes to the reputation of a scientific journal, and strengthens the credibility of the author and the research itself. Citing errors are still present in medical literature, which leads to the acceptance of false facts. However, the increasing availability of electronic sources and reliance on electronic literature makes it easier to apply reference management software. It is up to the authors, reviewers and editorial boards of journals to promote, through different activities, the application of reference management software in the compilation of bibliographies in research papers, which can significantly influence the reduction in citing errors.

Conflict of interest: None declared.