

A Critical Analysis of Bibliography in Scholarly Papers: the Review of the Components and the Management Tools for Academic Libraries in Akwa Ibom State Tertiary Institution

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Abstract. *The main target of this study was to assess the Critical Analysis of Bibliography in Scholarly Papers: The Review of the Components and the Management Tools for Academic Libraries in Akwa Ibom State Tertiary Institution. Descriptive survey design was adopted for the study. The study was conducted in Akwa Ibom State. The target population for the study was all librarians in Akwa Ibom State. Stratified sampling technique was used to select 25 Librarians from University of Uyo, 17 from Akwa Ibom State University, 5 from College of Education and 10 from Polytechnic. This gave a total of 57 respondents used in the study. The research instruments used for data collection was a structured questionnaire title “BIBLIOGRAPHY COMPONENTS AND MANAGEMENT TOOLS QUESTIONNAIRE (BCMTQ)”. Face and content validation of the instrument was carried out by an expert in testing, measurement, and evaluation to ensure that the instrument has the accuracy, appropriateness, and completeness for the study under consideration. The reliability coefficient obtained was 0.80, and this was high enough to justify the use of the instrument. The test for significance was done at 0.05 alpha levels. The study discovered that bibliography is to help library users in locating items of information for study and research. A bibliography also acts as a key to the large mass of information that exists today. The study concluded bibliography involves the listing of articles, books, journals used in building up the literature of a given study. It also entails the listing of books in an organized manner. Bibliographies are very vital in writing research work. They provide the author(s) the opportunity to direct the readers towards the source of information and references used and made respectively while writing their reports. One of the recommendations made in the study was that bibliography should be introduced to both old and modern libraries to provide quick and easy access to information contained in documents.*

Keywords: *Bibliography, Management Tools and Libraries*

Introduction

One of the library resources that reference librarians utilize for research is the bibliography. The reference librarian can locate books and reading materials by title, author(s), or subject with the aid of these library resources. When library patrons ask the reference librarian for information, it helps. The main goal of a bibliography is to aid the user in finding sources of data for his or her research and

study. The main purposes of systematic bibliography include the identification and validation of bibliographical information, locating the material via the publisher or other libraries where the books are available, and assisting in the development of library collections by choosing materials beneficial to readers (Mendeley Limited 2019). By allowing access to the information of their choice, a bibliography assists in minimizing research overlap. A bibliography must always be consulted or collected before any study can begin. A bibliography serves as a key to the vast amount of knowledge that is available today. With the use of bibliographies, libraries are able to draw the users' attention to pertinent knowledge and information. As a result, bibliographies are a helpful tool for learning and researching. Bibliographies are largely used by librarians to identify and validate citations as well as to offer books to their clients.

One of the main resources that librarians use for referencing is a bibliography. With the aid of these basic resources, the librarian may locate books and reading material by title, author, or topic and assist readers who come to him for assistance. According to Francese (2013), EndNote and RefWorks are software that are largely used for creating bibliographies. As you conduct your research, these tools make it simple to note references from conventional online databases and other sources. By assisting them in gathering, structuring, and utilizing bibliographic information, it aids in the organization of the enormous bibliographic details. In libraries and information centers, bibliographies are thought to be crucial resources. This is because they provide the unrestricted exchange of bibliographic data on the published literature across all disciplines.

Statement of problem

Due to insufficient bibliographical supervision, there are issues with bibliography in libraries. A thorough retrospective bibliography is also missing. According to studies, there aren't any union catalogs, periodical indexes, serials, union listings, or comprehensive national bibliographies, which means that bibliographical services aren't adequately established. According to academics, the lack of libraries, apathy toward reading, frequent revisions to curricula and textbooks, a lack of qualified staff and editors, the depreciating value of the naira, irregular power supplies, and political instability all hamper innovation in the book industry in Nigeria. We have just followed a few developments within the parameters of this work, leaving little time for analysis of issues, shortfalls, etc.

Objective of the study

- 1) To find out the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools
- 2) To examine the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography
- 3) To assess the level of books in the academic library in Akwa Ibom State with standard bibliography.

Research question

- 1) What is the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools?
- 2) What is the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography?
- 3) What is the level of books in the academic library in Akwa Ibom State with standard bibliography?

Concept of bibliography

The word "bibliography" comes from the Greek words *biblio*, which means "book," and *graph*, which means "to write." A bibliography is a list that includes information on the sources of information for a certain subject. Writers and researchers identify sources including books, newspapers, websites, and academic publications in a bibliography. The names of the authors, the titles of the works, and the

names and locations of the businesses that issued your copies of the sources should all be included in a bibliography (ThoughtCo. 2022). A list of works cited is another name for it. Typically, it appears near the conclusion of a book, essay, or research paper. The conclusion of a book, report, online presentation, or research paper may include a bibliography. Bibliography defines the process and tools for extracting information and is a methodical effort to understand the past and present through written and printed texts. Instead than deciphering the content or evaluating the significance of texts, bibliographers are more concerned in comparing different versions of the same text to one another (O'Hagan 2017). Authors, topics, or other arrangements are all possible in a bibliography. Annotated bibliographies explain how each source helped the author develop their paper or thesis. These succinct summaries of the sources and explanations of their applicability are often only a few sentences long. To maintain references and create bibliographies as needed, reference management software can be employed. In contrast to library catalogs, bibliographies only list the items that are relevant to the topic at hand. All references used in formal study, whether they are summarized or directly quoted, should be listed in the bibliography.

A bibliography is a list of "written, printed, or otherwise produced records of civilization, which may include books, serials, pictures, films, maps, records, manuscripts, and any other media of communication," according to Louis Shores. Bibliographies are described as "a list of documents listed together for some purpose," in the words of Dr. Ranganathan. The reader will be made aware of a comprehensive or hand-picked list of documents pertinent to his course of study or inquiry. "Bibliography is a sophisticated network of listings that spans the neighborhood library, the state, the country, and the entire globe. A bibliography lists everything that is currently available as well as everything that has previously been and will be available in the near future. The only significant distinction between a bibliography and an annotated bibliography is that the brief summary of the source's content, value, and quality comes after the bibliographic information (Richard, 2019). These annotated sources frequently provide more context for why a particular source may be pertinent to the current topic or beneficial. Title, author or editor, publisher, and the year the current edition was released or copyrighted are all basic pieces of bibliographic information.

As a Western invention, bibliography initially referred to the writing down or copying of preexisting writings in order to create additional copies for use. One of the library resources that reference librarians utilize for research is bibliographies. The reference librarian can locate books and reading materials by title, author(s), or subject with the aid of these library resources. When patrons ask the reference librarian for information, it helps. There are many different formats and definitions for bibliographies, but no one definition is appropriate in every circumstance. When a reference librarian mentions bibliography, they typically mean systematic or enumerative bibliography. A bibliography is a systematic index that acts as a guide to the literature on a given topic. To help the user find or identify a book or other reading material that would be of interest to the reader, a bibliography is essential (Robinson, 2009). It aids in the recognition and validation of bibliographical information in both historical and contemporary documents. A bibliography serves as a key to the vast amount of knowledge that is available today. Bibliographies allow libraries to draw the users' attention to pertinent knowledge and information.

USEFUL TOOL FOR STUDY AND RESEARCH

- Tools for Managing Citations**

You may arrange your research sources and create bibliographies in a variety of citation styles with the use of bibliography management tools, which are often referred to as citation management or reference management tools. They may produce citations, reference lists, and bibliographies using a number of different referencing formats. There are citation organizers that help organize papers to assist with managing the numerous research publications and studies that scientists look through every day

(Enago Academy 2022). Mendeley, Zotero, EndNote, RefWorks, and CiteULike are a few of the many citation management programs.

- **Endnote**

A commercial reference management software program made by Thomson Reuters is called EndNote. One of the most well-known reference managers, Endnote has been in existence for more than 20 years. It enables gathering citations from PDFs and online sources. In EndNote libraries, references can be imported from bibliographic databases. You may also import whole text. Microsoft Word and OpenOffice plugins are available for EndNote. It is possible to export references to BibTeX. Although EndNote lacks any collaborative features, EndNote Web offers the ability to work with other users. Users can import references from other people's libraries and grant group members read/write access to their references. Additionally, Endnote interfaces with other Thomson Reuters bibliographic tools including Web of Science and Researcher ID.

- **Mendeley:**

A reference manager was created by a London-based startup and earlier acquired by Elsevier. Its networking and collaboration capabilities, as well as the tools it offers for conveniently handling PDF files, are its strongest points (Fenner, M. 2010). It delivers synchronized bibliographic information in both a desktop and a web version, enabling access from multiple machines and user collaboration. Metadata from imported PDF files, including authors, titles, and journals, is automatically extracted by Mendeley Desktop. You may add sticky notes, highlight text in PDFs, and perform a full-text search.

- **Zotero;**

It's a well-liked open-source reference manager that was first created as a Firefox plugin. The more recent Zotero Standalone, which runs as a separate application and is compatible with Firefox, Chrome, and Safari, provides the same capabilities. To synchronize references between devices and distribute them in private or public groups, Zotero now offers a hosted version. With Zotero, users can directly in their browser gather and arrange a variety of web sources, including citations, entire texts, web pages, photos, and audio recordings. It is possible to include Zotero citations into OpenOffice and Microsoft Word. Zotero relies on people to support the program by offering suggestions, ideas, code, and documentation. However, you don't need to give any cash, code, ideas, or feedback to use Zotero. Zotero is a complete without regard to your place in the academic community (Gilmour, 2011).

- **RefWorks:**

It's a for-profit online reference manager offered by ProQuest? In-text citations and reference lists can be produced in a variety of ways using the Write N Cite tool, which integrates references into Microsoft Word (Fordham University Libraries 2022). Due to the fact that all references are stored in the web-based version, RefWorks makes it simple to interact with others. Although the Write N Cite tool can also be used offline, RefWorks is not the best option for researchers who have spotty or unreliable Internet connectivity.

- **CiteULike:**

It's a free social bookmarking and online reference manager? The primary method for entering references is through a book marklet that extracts bibliographic information from web sites. The common library is updated with new items, which by default are public but can potentially be made private. The ability for users to tag entries facilitates better information organization and searching. The BibTeX and RIS formats can be used to export references. The social networking capabilities of CiteULike are its key advantage. Users are able to create profiles, connect with other researchers, and join or create groups to work together on library content.

Functions of Bibliography Control

The full spectrum of bibliographies, including comprehensive, elective, current, and retroactive ones, are covered by bibliographic control (Lisbdnetwork 2022). It refers to the accurate cataloging of

knowledge records in all formats, including published and unpublished documents. The following are some of the functions of bibliographic control:

- Recognizing the existence of all available information resources of all kinds. Before being located, an information resource's identity and existence must be known.
- Labeling the works included in or used in conjunction with those information resources. One work may span several packages, or several works may be contained in a single package, depending on the level of granularity necessary. Is a single image, for instance, a type of information resource? Or can a gallery of images be regarded as a source of information?
- Systematically compiling these data sources into collection files and other types of archival repositories to put it simply, collecting these items into collections that the user can use (Kamal A. 2020).
- Creating listings of these information resources that are developed in accordance with citation standards. Such retrieval aids include, for instance, library directories, indexes, archival locating aids, etc.
- Giving users access to these information resources by name, title, subject, and other pertinent information. There should be several access points because there should be several methods to find an object. The surrogate record's metadata must be sufficient for users to locate the information resource they're seeking for. These access points ought to be uniform, and authority control can make that happen.
- Including instructions on how to access each information source or a copy of it. The online public access catalog (OPAC) at libraries can provide users with location information (such as a phone number) and availability information.

Important Components of Bibliography

The sections below provide a list of the fundamental elements of a bibliography along with some of their most significant attributes (Kramar, 2022). The names of the authors should be listed in a bibliography. the names and locations of the publishers that produced your copies of the sources, along with the titles of the works they published. the dates that your copies went on sale.

- **Author's Name:**

This is the name of the person who wrote the piece (work, book, website, or other type of source) that was cited. Unless there is no author acknowledged in the source, in which case the title of the source frequently appears first instead, it is the first item in the reference list. If a name is not provided in the source but is known from other sources, it might be substituted with 'Anon.' (for 'anonymous,' or written as '[Brockle, S.]') in square brackets. If applicable, the name of a company or organization (like the American Psychological Association) may be included in place of an individual author's name.

- **Title of the Source:**

It was once customary to set book titles in italic font (or underscore them) and article and chapter titles in quotation marks ('single' or "double"); however, many styles no longer use these marks of distinction, particularly in the humanities.

- **Edition:**

The edition of a book may be important if it is the source, but only for the second and subsequent editions (for example, "2nd Ed.," "3rd Ed.," "4th Edn.," or "5th Edn."); it is not necessary to mention the book's initial edition. The Chicago Manual of Style, 15th edn.) and should occur in the same place in all references that include an edition number. When an edition number appears in a reference, it often appears along with the book title, typically following it. If you use either "Ed." or "ed." to indicate editions, it's a good idea to use the alternate format for identifying editors (an editor might be indicated by "ed.," for example, and an edition by "Ed."). All mentions of editions should also use the same abbreviation, whether "Ed.," "ed.," "Edn," or "edn." Considering that many books are released by

several publishing firms at various times, be sure to give the right details for the version that you actually utilize in your thesis.

- **Editor's Name:**

If the reference is to an edited book, the entire book, not just a portion of it, should appear in place of the author's name. If more than one editor is responsible for the work, each editor should be listed in accordance with one of the three methods described in Section 7.3.1 for listing multiple authors, keeping consistency throughout the list as is the case with author names. The format of editor names (inverted or not beyond the first author's name, initials or complete given names, use of 'and' or an ampersand, internal punctuation, etc.) should be the same as that used for author names in the list. The reference will likely appear under the name of the author who wrote the portion of the collection that is actually cited in the thesis or under the title of the book if the whole book is intended for some conference proceedings (and other group publications), in which case no editor name is necessary (Tetzner, 2021).

- **Translator's Name:**

If a source is a translation, the original author(s) and the translator(s) should both be identified. If more than one translator contributed to the work, one of the three techniques for listing multiple authors' names indicated in Section 7.3.1 should be utilized. This will depend on the specifications of the rules or style guide that is being utilized while preserving uniformity throughout the list, just like with the author and editor names. Despite the fact that 'translator' or 'translated by' are sometimes used in place of 'tr.' or 'trans.', one of these abbreviations should be used consistently in all pertinent references.

TYPES OF BIBLIOGRAPHY

- **National Bibliography:**

A complete catalog of the books that a nation's library has purchased is called a national bibliography. Most countries either already have one or are developing one right now. A national bibliography acts as a mirror, reflecting both the publication output and the culture, character, and current interests of a country. When made accessible to other countries, it serves as both a historical archive and a "window" into that country. National bibliographies attempt to list all of the published works created in a specific region (Francis, 2017). Most national bibliographies will also have an expiration date. Some countries that lack their own national bibliographies participate in larger regional bibliographies, such as the Bibliografa Actual del Caribe, the Arab Bulletin of Publications, the South Pacific Bibliography, and the CARICOM Bibliography.

- **Personal bibliography:**

For people or groups of individuals who are thought to have had historical significance, personal bibliographies are frequently established. Personal bibliographies are particularly helpful for locating primary materials, such as unpublished works and documents published in non-book formats (such as signed newspaper articles, unsigned newspaper articles, and magazine articles), that would otherwise lack proper bibliographic control. Individual bibliographies are essential to the Lisbd Network (2022). They are quite beneficial to the academics who are studying the subject. A personal bibliography is a compilation of publications concerning the numerous aspects of the career of a complex personality or hero with more than one specific area of activity, in addition to the works he may have authored himself.

- **Corporate bibliographies:**

Corporate bibliographies are collections of papers created by, about, or belonging to an organization (such as its library) as opposed to a particular person, much like personal bibliographies. Personal bibliographies are collections of writings by, about, or pertaining to a particular individual.

Like bibliographies for persons, corporate bibliographies are often created for organizations that are deemed to have been historically significant (Illinios Library, 2020). Corporate bibliographies are also useful for discovering primary sources that would be challenging to find without effective bibliographic management, like unpublished works and documents published in media other than books (like unpublished reports, business records, and correspondence).

- **Simple bibliography:**

It is defined as a discipline that focuses on information related to a single topic, which could be anything from a location (such as the United States), a person (Pandit Jawaharlal Nehru), a broad field (such as the social sciences or computer science), a small subfield within a larger field (such as solid state physics), to an object (such as computers). A subject bibliography, according to Ranganathan, is a document bibliography that is limited to a single subject area rather than covering all possible themes (Bell, 2013). The subject bibliographies may appear as standalone works or as fragments within other sources. They will be constrained in terms of the type of content, the historical period, the origins, and the language.

Critical Examples of Bibliography

- ***Examples of Bibliographies for Articles in Newspapers and Magazines***

You must list the author, the article title (in quotation marks), the title of the newspaper or magazine (in italics), the date of publication, and the page numbers where the information was acquired for newspapers and magazines.

John Doe. The phrase "How Do You Measure a Year in Life?" 2 July 2010, 1-3 in *The Sun Times*.

There are times when a source will appear without an author listed. This is particularly typical when referring content from websites and newspapers. When this occurs, you should just proceed to the following stage in your citation.

- ***Examples of Bibliographies for Online Resources***

Do your best to provide the following information when citing an online source: the author, the title of the article or page, the website's name, the publisher of the website (if available), the date of publication, and the precise web address or URL.

Mary Anne Johnson, "How to Bake the Perfect Souffle." foodnetwork.com/article/perfect_souffle, Food Network, Television Food Network, February 20, 2013.

- ***Examples of Bibliography for Films***

When citing a movie, the structure is as follows: the movie's title in italics, "Directed by [name of director or directors]," the movie studio, and the year it was released. If you'd like, you can add notable performances right after the directors. One without performers is this:

John Smith and Jane Doe's 2019 "A Citable Film" was produced by Moviemaking Studios. Here's one that includes performers:

A Citable Film II, directed by John Smith and Jane Doe, starring Anne Johnson and Mark Smith, was released in 2019 by the Moviemaking Studios.

- ***Speeches, Presentations, and Conferences Bibliography***

referencing interviews and written content is quite similar to referencing speeches, lectures, conferences, and other spoken materials. The entry should stick to this format: Last name of the speaker is included first, followed by the speech's title, the event's name, the date (in day-month-year order), and the venue. As an illustration, consider Anne Smith's article, "The Many Wonders of Speaking at Conferences." Conference on Speaking Conferences will take place on August 1 at the Turkeyfoot Hotel in Rabbit Hash, Kentucky.

The format for your reference should be proceedings editor, last name first; conference title in italics; conference date and place; publisher; date of publishing if you want to credit conference proceedings rather than a specific speech or event. There is no need to provide the date at the conclusion because it will frequently be included in the proceedings' title. Here's an illustration:

Anne Smith. *Proceedings of the Conference on Speaking*, August 2019. Publication Publishing, Turkeyfoot Hotel, Rabbit Hash, Kentucky.

Methodology

Descriptive survey design was adopted for the study. The study was conducted in Akwa Ibom State. The target population for the study was all librarians in Akwa Ibom State. Stratified sampling technique was used to select 25 Librarians from University of Uyo, 17 from Akwa Ibom State University, 5 from College of Education and 10 from Polytechnic. This gave a total of 57 respondents used in the study. The research instruments used for data collection was a structured questionnaire title "BIBLIOGRAPHY COMPONENTS AND MANAGEMENT TOOLS QUESTIONNAIRE (BCMTQ)". Face and content validation of the instrument was carried out by an expert in testing, measurement, and evaluation to ensure that the instrument has the accuracy, appropriateness, and completeness for the study under consideration. The reliability coefficient obtained was 0.80, and this was high enough to justify the use of the instrument. The test for significance was done at 0.05 alpha levels.

Research Questions 1: The research question sought to find out the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools. To answer the research question percentage analysis was performed on the data, (see table 1).

Table 1: Percentage analysis of the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools

LEVEL	FREQUENCY	PERCENTAGE
VERY HIGH EXTENT	32	47.76
HIGH EXTENT	21	31.34**
LOW EXTENT	9	13.43
VERY LOW EXTENT	5	7.46*
TOTAL	67	100%

** The highest percentage frequency

* The least percentage frequency

The above table 1 presents the percentage analysis of the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools. From the result of the data analysis, it was observed that the highest percentage (31.34%) of the respondents affirmed that the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools is high, while the least percentage (7.46%) of the respondents stated that the level of books in the academic library in Akwa Ibom State Tertiary Institution with rich bibliography management tools is very low.

Research Questions 2: The research question sought to find out the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography. To answer the research question percentage analysis was performed on the data, (see table 2).

Table 2: Percentage analysis of the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography

EXTENT	FREQUENCY	PERCENTAGE
VERY HIGH	37	55.22**
HIGH	19	28.36
VERY LOW	7	10.45
LOW	4	5.97*
TOTAL	67	100%

** The highest percentage frequency

* The least percentage frequency

The above table 2 presents the percentage analysis of the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography. From the result of the data analysis, it was observed that the highest percentage (55.22%) of the respondents affirmed that the extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography is very high, while the least percentage (5.97%) of the respondents stated that extents of books in the academic library in Akwa Ibom State Tertiary Institution with rich components of bibliography is low.

Research Questions 3: The research question sought to find out the level of books in the academic library in Akwa Ibom State with standard bibliography. To answer the research question percentage analysis was performed on the data, (see table 3).

TABLE 3: Percentage analysis of the level of books in the academic library in Akwa Ibom State with standard bibliography

LEVEL	FREQUENCY	PERCENTAGE
VERY HIGH EXTENT	16	23.88
HIGH EXTENT	23	34.28**
LOW EXTENT	15	22.48
VERY LOW EXTENT	13	19.40*
TOTAL	67	100%

** The highest percentage frequency

* The least percentage frequency

The above table 3 presents the percentage analysis of the level of books in the academic library in Akwa Ibom State with standard bibliography. From the result of the data analysis, it was observed that the highest percentage (34.28%) of the respondents affirmed that the level of books in the academic library in Akwa Ibom State with standard bibliography is very high, while the least percentage (19.40%) of the respondents stated that the level of books in the academic library in Akwa Ibom State with standard bibliography is very low.

Conclusion

The study concludes that bibliography involves the listing of articles, books, journals used in building up the literature of a given study. It also entails the listing of books in an organized manner. Bibliographies are very vital in writing research work. They provide the author(s) the opportunity to direct the readers towards the source of information and references used and made respectively while writing their reports. The purpose of a bibliography is to help the user in locating items of information

for his study and research. Librarians use bibliographies in large part for identification and verification of citations, and to provide their patrons with suggestions for reading.

Recommendation

- Bibliography should be introduced to both old and modern libraries to provide quick and easy access to information contained in documents.
- Bibliographic control tools and supporting services have to be developed through technologies. These tools enable us to disseminate and access information quickly and widely in the library

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