Tools and resources from the libraries to help you with your final project (TFG) at the Faculty of Economics and Business Studies

UAB Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

How can you do a search?

Identify the keywords

Success depends largely on choosing appropriate **search terms**

- Use **meaningful** terms that represent important concepts
- **Forget about prepositions, conjunctions, articles, pronouns, adjectives or adverbs**
- Look for **synonyms** and **related terms**
- Equivalents in English and other major languages

Example

Focus on the topic described in the paragraph below and identify the key concepts. These will be the search terms, to be used to find information on the Search Tool, database, etc.

Analyse and describe **public expenditure policies** in Spain, **economic impact** and the main **economic reforms**

The highlighted terms will be the keywords but keep in mind that we want information on the present day so you will have to filter the results by date

Now think of alternative forms of these keywords: synonyms and equivalents in other languages, words that are more specific or more general, to use in your search:

| Concept 1	Concept 2	Concept 3
Budget policies	Economic effects	Economic measures

TAMBÉ HAS DE TENIR EN COMPTE LES FORMES EN SINGULAR / PLURAL, ELS ACRÒNIMS (P. EX. OMS / ORGANITZACIÓ MUNDIAL DE LA SALUT), JA QUE DONARAN RESULTATS DIFERENTS.
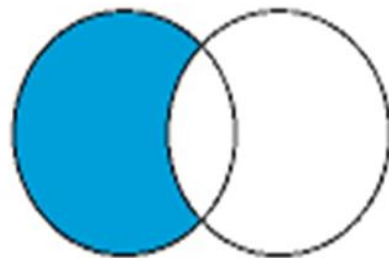
Boolean operators

Boolean operators are used to search for information. They combine the search terms to refine the search and return exactly what you need.
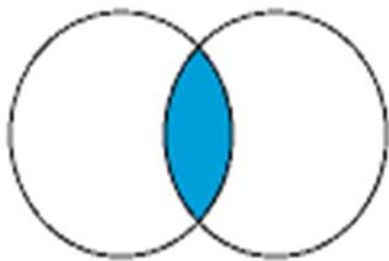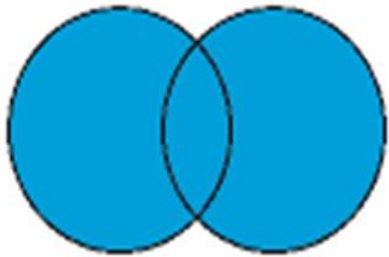
- **AND (i, y, &):** returns documents that contain both terms.
- **OR (+, O):** returns documents that contain any one of the terms.
- **NOT (- , AND NOT):** returns documents that contain one term, but excludes all those that contain the other one.

Example

Our search topic is **Budgeting and public expenditure policies in Spain**

Concept 1	Concept 2	Concept 3
Budget policies	Economic effects	Economic measures

We combine synonyms with OR and different terms with AND. This gives:

(budget policies OR public expenditure policies) AND (economic impact OR economic reform) AND (Spain)

Other operators: truncation

Use truncations and wildcards: signs that let you search by the word's root or replace letters in it.

- The keywords can have suffixes and retrieving all these variants can help in finding the documents we want
- Truncation retrieves the term exactly as written plus the term with its suffixes
- The most common are: *** ! ? $ #**
- **Example:**
- **econ*** (retrieves all documents that contain the terms: **econ**omia, **econ**òmic, **econ**omies, **econ**omy etc.

Too many results? Add a filter to your search

- ✓ **By field (e.g., search only in the author field)**

- ✓ **By the language of the documents**

- ✓ **By location or time period**

- ✓ **By document format (e.g., only journal articles)...**

Check how relevant and comprehensive your results are

Relevant
- Do the results fit your information needs? Are they useful for your project?

Comprehensive
- Have you retrieved all the results you need?

If not, you may need to tweak your strategy

Tips on tweaking the search strategy

If you get too many results

- Add more major concepts and combine them with AND
- Remove any truncations
- Use descriptors
- Search in narrower fields (for example, the title or the keywords)

If you get too few results

- Remove the less important concepts
- Add synonyms and combine them with OR
- Use truncations
- Widen the search to more general fields (for example, abstract) or to all the fields

Search strategy: steps to take

Search strategy

SEARCH STRATEGY

Identify the search terms

Identify and define the information need

Construct the search

Analyse the relevance and range of the results

Identify and define the information you need

Specify the topic in one or more clear, concise sentences.

Include criteria of place, time, gender, age, etc.

- ✓ **Checking whether the search result needs to be a specific data item or what has already been written about a topic, exhaustively or partially**
- ✓ **Identifying the key concept**
- ✓ **Reframing your idea into one or more questions**

Establish the level and the scope of your search

- Restrict the **date range** to be covered by the search
- Limit the **geographical scope** of the search
- Try using **English to broaden** your **search** as this is the number one language of science.
- Select the **document type:** monograph, article, thesis, etc.

Know the most important sources of information

Basic sources	Specialist sources
✓ UAB Libraries Search Tool	✓ Databases
✓ University Union Catalogue of Catalonia (CCUC)	✓ Subject guides
	✓ Specialist search engines, repositories, etc.

More information on the website:
https://www.uab.cat/web/servei-de-biblioteques-1345703209400.html

Know the academic resources for your TFG

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What is an academic resource?

Academic resource means one written by **qualified experts** and citing other research.

You are recommended to use academic information to support your arguments in your **TFG**.

To pick out the information of the highest academic worth, try the **IDEARE** test

IDEARE

I	**I**NTENT	✓ What is the purpose of the resource? To inform? To entertain? ✓ Is the author associated with a particular viewpoint?
D	REA**D**ERSHIP	✓ What is the resource's target audience? Who is it aimed at? ✓ Is the level of the resource suitable to your needs? Is it too basic, or too technical?
E	**E**VIDENCE	✓ Has the author cited suitable references to support his/her theories or conclusions? ✓ Is there a bibliography? ✓ Has the resource undergone a peer review?
A	TOPIC**A**LITY	✓ Is the information up-to-date or have there been new discoveries in this field? ✓ When was the resource published?
R	IMPO**R**TANCE	✓ Is the resource important for your work? ✓ Does it give a general overview or focus on just one aspect of your topic? ✓ Have you read further to make sure the resource is useful?
E	**E**XPERTISE	✓ Is the author an expert in the field? ✓ What is the author's academic background? ✓ Is the author cited in other works on the topic?

Material from UlibrayLab, at UVIC Library

Excellent example of an academic work

The political economy of diagnosis-related groups.

Bertoli P[1], Grembi V[2].

⊕ Author information

Abstract
A well-established political economic literature has shown as multi-level governance affects the inefficiency of public expenditures. Yet, this expectation has not been empirically tested on health expenditures. We provide a political economy interpretation of the variation in the prices of 6 obstetric DRGs using Italy as a case study. Italy offers a unique institutional setting since its 21 regional governments can decide whether to adopt the national DRG system or to adjust/waive it. We investigate whether the composition and characteristics of regional governments do matter for the average DRG level and, if so, why. To address both questions, we first use a panel fixed effects model exploiting the results of 66 elections between 2000 and 2013 (i.e., 294 obs) to estimate the link between DRGs and the composition and characteristics of regional governments. Second, we investigate these results exploiting the implementation of a budget constraint policy through a difference-in-differences framework. The incidence of physicians in the regional government explains the variation of DRGs with low technological intensity, such as normal newborn, but not of those with high technological intensity, as severely premature newborn. We also observe a decrease in the average levels of DRGs after the budget constraint implementation, but the magnitude of this decrease depends primarily on the presence of physicians among politicians and the political alignment between the regional and the national government. To understand which kind of role the relevance of the political components plays (i.e., waste vs. better defined DRGs), we check whether any of the considered political economy variables have a positive impact on the quality of regional obstetric systems finding no effect. These results are a first evidence that a system of standardized prices, such as the DRGs, is not immune to political pressures.

EXCELLENT! THE TEST SHOWS THAT THIS IS AN ACADEMIC WORK

- **Intent:** the article has a specific objective

- **Readership:** academics and researchers.

- **Evidence:** the authors cite bibliographic references

- **Topicality:** Good

- **Importance:** Excellent. A specific study on the topic, cited several times

- **Expertise**: the authors are specialists in the subject and have published other articles in the field of Economics

Good example of an academic work

España en la economía mundial : series largas para la economía española (1850-2015) / Jordi Maluquer de Motes
Maluquer de Motes, Jordi, 1946-
Llibre | Instituto de Estudios Económicos | 2016
No disponible a C. Socials-Planta 0 (VENÇ EL 15-06-20)

- **Intent:** to provide a reconstruction of the Spanish national accounts over more than a century and a half (1850–2015) and a synthesis of their results

- **Readership:** university students and researchers

- **Evidence:** the authors cite bibliographic references

¡EXCELLENT!
THE TEST SHOWS THAT THIS IS AN ACADEMIC WORK

- **Topicality**: very good

- **Importance**: Excellent. A specific study on the Spanish economy

- **Expertise**: the author is a well recognised historian whose research focuses mainly on economic and social history topics concerning Catalonia and the West Indies

Material from UlibrayLab, at UVIC Library

Fairly good example of an academic work

Author unnamed
Income per capita
Wikipedia
Accessed on 27 July 2019
https://es.wikipedia.org/wiki/Renta_per_c%C3%A1pita

Intent: it sets out to be neutral but this could change as the page can be modified at any time.

Readership: aimed at the general public

Evidence: there are many references and these are up-to-date. Wikipedia articles often include references to more authoritative sources, but these need to be verified.

Topicality: excellent. Wikipedia is constantly being updated.

Importance: Good. The information is well structured.

Expertise: unknown. Anyone can edit Wikipedia so we cannot know who supplied the information.

FAIRLY GOOD!
WIKIPEDIA ARTICLES ARE NOT ACADEMIC RESOURCES BUT CAN BE A GOOD SOURCE OF FURTHER READING MATERIAL

Material from UlibrayLab, at UVIC Library

Not an academic work

La Reserva federal de EEUU mantiene los tipos de interés pero abre la puerta a bajarlos pronto / Sandro Pozzi
El País (19/06/2019)
Accessed on 27 July 2019
https://elpais.com/economia/2019/06/19/actualidad/1560940301_857626.html

EL PAÍS 👤 🔍

ECONOMÍA

La Reserva Federal de EE UU mantiene los tipos de interés pero abre la puerta a bajarlos pronto

Ocho miembros del banco central ven posible el recorte por la incertidumbre y la baja inflación

Intent: to inform the general news-reading public.

Readership: aimed at the general, non-academic, public.

Evidence: occasional mention of experts but no links to any studies and the information is not cross-checked.

Topicality: up to date. Reports on a recent discovery.

Importance: very good. A highly focused article on the discovery.

Expertise: the author's credentials are not specified.

POOR!
LACKING IN EVIDENCE, BUT SOME NEWS ITEMS CAN BE OF ACADEMIC VALUE IF THEY PASS THIS TEST.

Material from UlibrayLab, at UVIC Library

What are the main sources of information?

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Information sources are the objects or subjects that generate, contain, provide or transfer information

✓ **Primary sources** give direct access to information. Examples: books, journals, dictionaries, encyclopaedias, etc.

✓ **Secondary sources do not provide new information** but give access to the primary sources. Examples: catalogues, databases, thematic portals, etc.

Search fields and search types

Search fields are the parts of the document records in which we look for the terms we have chosen. The commonest search fields are *free text, title, author, keywords, topic, etc*. Most information sources offer two options: **basic search and advanced search.**

✓ A **basic search**, in general, only lets us search in a single field in the entry: by author, by title, etc.

✓ An advanced search lets us combine various search fields, for example title and author, or title and topic, using the operators that we learned about in Module 2.1. This type of search yields more precise results.

Know the most important sources of information

Below is a suggestion for locating books, articles and other academic sources.

Basic sources	Specialist sources
✓ UAB Libraries Search Tool	✓ Databases
✓ University Union Catalogue of Catalonia (CCUC)	✓ Subject guides
	✓ Specialist search engines, repositories, etc.

Search Tool: www.uab.cat/biblioteques

Search Tool

A tool that lets you search in all the resources of the UAB Libraries.

The search is performed simultaneously in
- the UAB Libraries catalogue
- the UAB digital library (digital resources provided by the UAB Libraries)
- the digital repositories DDD and Traces

It lets us
- restrict results according to various criteria
- access the full text (if it is available)
- reserve and borrow documents in "My account"
- save lists of documents, send references and export them to Mendeley, the bibliographic reference manager

Search Results

On performing a search it shows us all documents, whether in print or digital format, and you can apply filters to limit the results.

- To see only results from the UAB Libraries: **filter by UAB Catalogue**
- To see only electronic documents: **filter by digital library**
- To see only full-text electronic resources: **filter by full text**
- To see electronic resources published in high-impact journals: **filter by peer review**
- Filter by other factors , such as library, collection, format, language, topic, geographical location, years of publication, etc.

Results are in order of importance (the most frequently accessed first)

Basic search

crecimiento economico ▶

Cerca avançada

Cercar | **Catàleg**

Resultats 1 - 25 de 425 per a crecimiento economico

Ordenat per Rellevància | Data | Títol | Author

Limitar per:

☐ Dipòsit Digital UAB (169)

⊟ **Biblioteca**
☐ Bib. Universitària Sabadell (44)
☐ Centre de Documentació Europea (13)
☐ Ciències Socials (151)
☐ Comunicació - Dipòsits (16)
més >

⊟ **Només a catàleg**
☐ Títol (194)
☐ Matèria (15)

⊞ **Curs**

⊞ **Professor**

⊞ **Tipus de material**

⊟ **Matèria**
☐ desenvolupament econòmic (107)
☐ tesis i dissertacions electròniques (47)
☐ espanya (19)
☐ empreses (9)
☐ planificació regional (8)
més >

⊞ **Idioma**

Filters or factors

Crecimiento económico / David N. Weil ; traducción: Esther Rabasco Espáriz ; revisión técnica: Luis Toharia
Weil, David N.
📖 Llibre | 2006
Exemplars a C. Socials-Planta -2 (E2.340 Wei) i 2 més veure tot

Crecimiento económico / David N. Weil; Traducción: Esther Rabasco Espáriz; Revisión técnica: Luis Toharia
Weil, David N., autor
💻📖 Llibre en línia | 2006

Crecimiento económico : problemas de todos / compilación de Peter M. Gutmann
Gutmann, Peter M.
📖 Llibre | 1966
Exemplars a C. Socials- Dipòsit llibres (D E2.340 Gut) veure tot

Apuntes de crecimiento económico / Xavier Sala-i-Martin ; traducción de Elsa Vila Artadi
Sala-i-Martin, Xavier, 1963-
📖 Llibre | 2000
Exemplars a C. Socials-Planta -2 (E2.340 Sal) i 10 més veure tot

Advanced search

How to find books and journals

In the Search Tool we will find **books and journals** in both print and electronic format.

ELECTRONIC	• Direct access to the full text (if bought/subscribed to by the UAB)
PRINT	• Number of copies/collections, availability and library where it is located

Finding e-journals and e-books

Finding e-journals and e-books

! Some [e-book](platforms) subscribed to do not allow downloads

Finding articles

In the Search Tool we can find journal articles (DDD, databases like Dialnet, Elsevier, Wiley, Proquest, or WOS)

- **To search for a particular article** we search by **article title**. If we don't find it, we can search by the **title of the journal** it is published in

  - If we are looking for articles within a particular topic, we search by topic (for example, Spanish economy) and we restrict the search to *full text* or *peer reviewed*, or by format: article/book chapter, reviews, etc.

Where to look? Access to e-resources from outside the UAB

How to perform internet and database searches

How to search on the internet

Not all information published on the internet is reliable
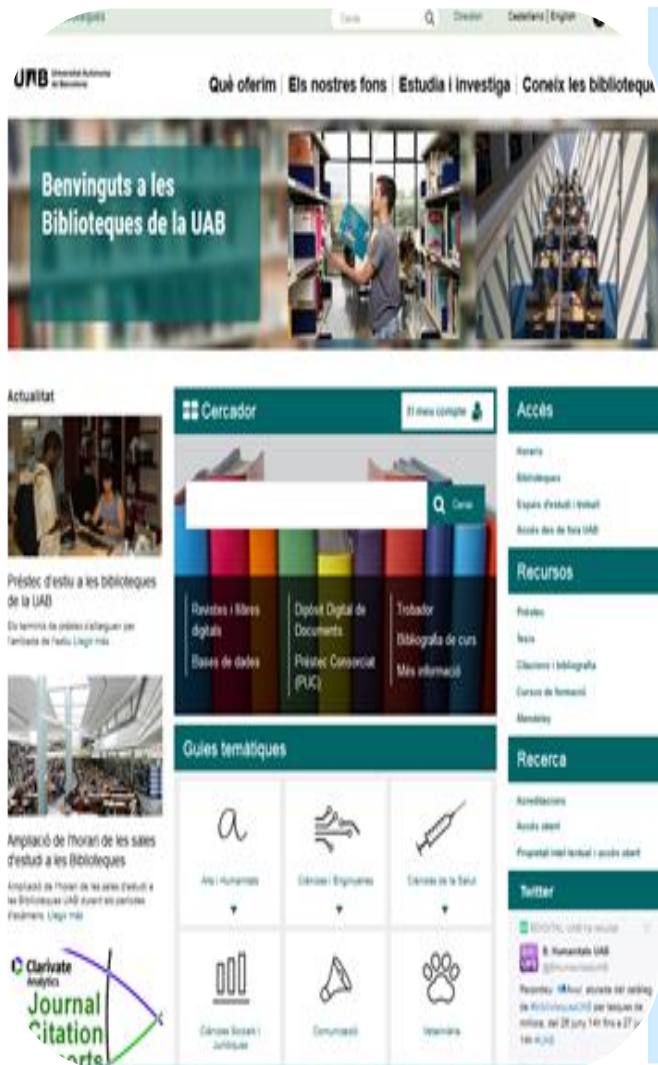
- **Search engines** search by **keywords** and show a list of automatically indexed web pages. Useful for finding documents and websites, they give access to **up-to-date information** and retrieve a large amount of information

- **Thematic portals**: **websites that offer a set of resources and services** around a specific topic, with information selected by experts in the field. Example: subject guides from the UAB Library Service

Subject guides

- The UAB Libraries offer subject guides with all the information sources on a particular subject.
- **Available at:** http://www.uab.cat/biblioteques

Internet search engines

- Databases of automatically indexed web pages

- Allow you to make queries based on one or more words that appear in the indexed documents

- Useful for finding documents and websites

- Give access to up-to-date information

- Retrieve a large amount of information

Danger of intoxication

Google Scholar: a good starting point that gives a general overview. Focuses on the world of research and academic study: specialising in academic journal articles, research projects, reports, theses, books, etc.
https://scholar.google.es/

Online press

The portal **El Quiosc** offers you the **online press and press databases** subscribed to by the UAB, plus other useful resources: media directories, news search engines, etc. **http://www.bib.uab.es/premsa/**

El Quiosc

Bases de dades de premsa

Directori de diaris i revistes

Notícies

Recursos de premsa

Contacte

Cercar diaris i revistes per àrea geogràfica

Estats Units i Canada

Europa

Àsia

Àfrica

Amèrica Latina

Oceania

Cercar diaris i revistes per títol

Envia | [Cerca avançada]

També podeu consultar +diaris i revistes al directori

Diaris destacats a la UAB
ABC
Ara
The Asahi Shimbun
Cinco días
Clarín
Corriere della Sera
The Guardian
Le Monde
El Mundo Deportivo
El Mundo
The New York Times
El País
El Periódico de Catalunya (cat)
El Punt Avui
La Reforma
The Times of India
The Times
La Vanguardia
The Wall Street Journal

Where can I find databases?

Databases

One of the main information sources for finding academic literature

Some are **multidisciplinary**:

And some are **specialised**, for example:

Documentary tools and resources for the TFG

Economics, Business and Statistics

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Where to look – thematic databases

Databases can generally be divided into two large blocks:

Bibliographic and/or document databases contain references to documents and summaries or abstracts, and nowadays most of them link to the full text. For example:

Statistical databases do not refer us to any textual documents but contain numerical data presented in tables or graphics.

Where to look – thematic databases

Some databases with information on economics, business and statistics:

Economics

ABI/INFORM Collection

EconLit

DOW JONES FACTIVA

RePEc

Business

SABI
Sistema de Análisis de Balances Ibéricos

Statistics

THE WORLD BANK
IBRD • IDA

UNdata
A world of information

FONDO MONETARIO
INTERNACIONAL

eurostat

INEbase

UNWTO
Tourism Statistics
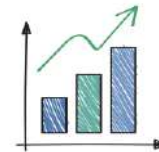
Where to look – thematic databases

Economics

ABI/INFORM Collection

- Specialising in Economics and Business Studies, with access to the full text (UAB-subscribed or open-access resources)

- **Document types:** articles, theses, working papers, newspapers, such as *The Wall Street Journal* and *The Financial Times*, annual reports by North-American companies, reports on countries, sectors, etc.

- **Topics:** economics, accounting, human resources, management techniques, companies, finance, marketing, etc..

EconLit

- Produced by the American Economic Association, gives access to the **full text** (UAB-subscribed or open-access resources).

- **Document types:** bibliographic references to journal articles, working papers, collective works and doctoral theses.

- **Topics:** economics.

Where to look – thematic databases

Economics

DOW JONES FACTIVA

- **Full-text** databases.

- **Document types:** full-text newspapers, business journals, and reports, plus photographs.

- **Topics:** latest business news: share prices, financial statements and news, compiled by Reuters and Dow Jones.

RePEc

- Database of bibliographic references. **Open access.** Many documents may be downloaded free of charge.

- **Document types:** working papers, journal articles, book, book chapters and software components.

- **Topics:** economics and related sciences.

- **Others:** collaborative project aimed at improving the dissemination of research in economics and related sciences.

Where to look – thematic databases

Business

- **Topics:** financial and accounting information on Spanish companies with full reports on officially filed accounts.

- **Others:** it has a financial analysis tool that generates tables, reports, graphs and comparison charts for companies and groups of companies.

Where to look – thematic databases

Statistics

International	European Union	Spain
THE WORLD BANK IBRD · IDA General topics Open access	**eurostat** General topics Open access	**INēbase** General topics Open access
UNdata A world of information General topics Open access		
FONDO MONETARIO INTERNACIONAL Financial topics Open access		
UNWTO Tourism Statistics Tourism topics UAB-only access		

How to search in statistical databases – saving and exporting results

Most databases allow us to:

- do a basic search (by keyword in the title, author, topic etc.) or an advanced search (by specific fields).

- apply filters to the search results to fine-tune the search.

- save the search strategy and the results.

- **export** records to bibliographic reference managers, in various formats.

- **download** the documents we want (UAB-subscribed or open-access resources).

How to search in statistical databases – saving and exporting results

Most statistical databases allow us to:

- access **pre-designed tables** made by the data editor or supplier.

- create **our own tables** which we can personalise by filtering by the following elements:
  - ✓ statistical indicator or variable
  - ✓ geographical location
  - ✓ time period and/or frequency
  - ✓ units (depending on the characteristics of the indicator, these can be absolute numbers, rate, thousands, millions, etc.).

  Having chosen all these elements we can then construct the table or tables and export or print them.

Where to look – Subject Guide: Economics, Business and Statistics

Subject Guide: Economics, Business and Statistics

Looking for inspiration?
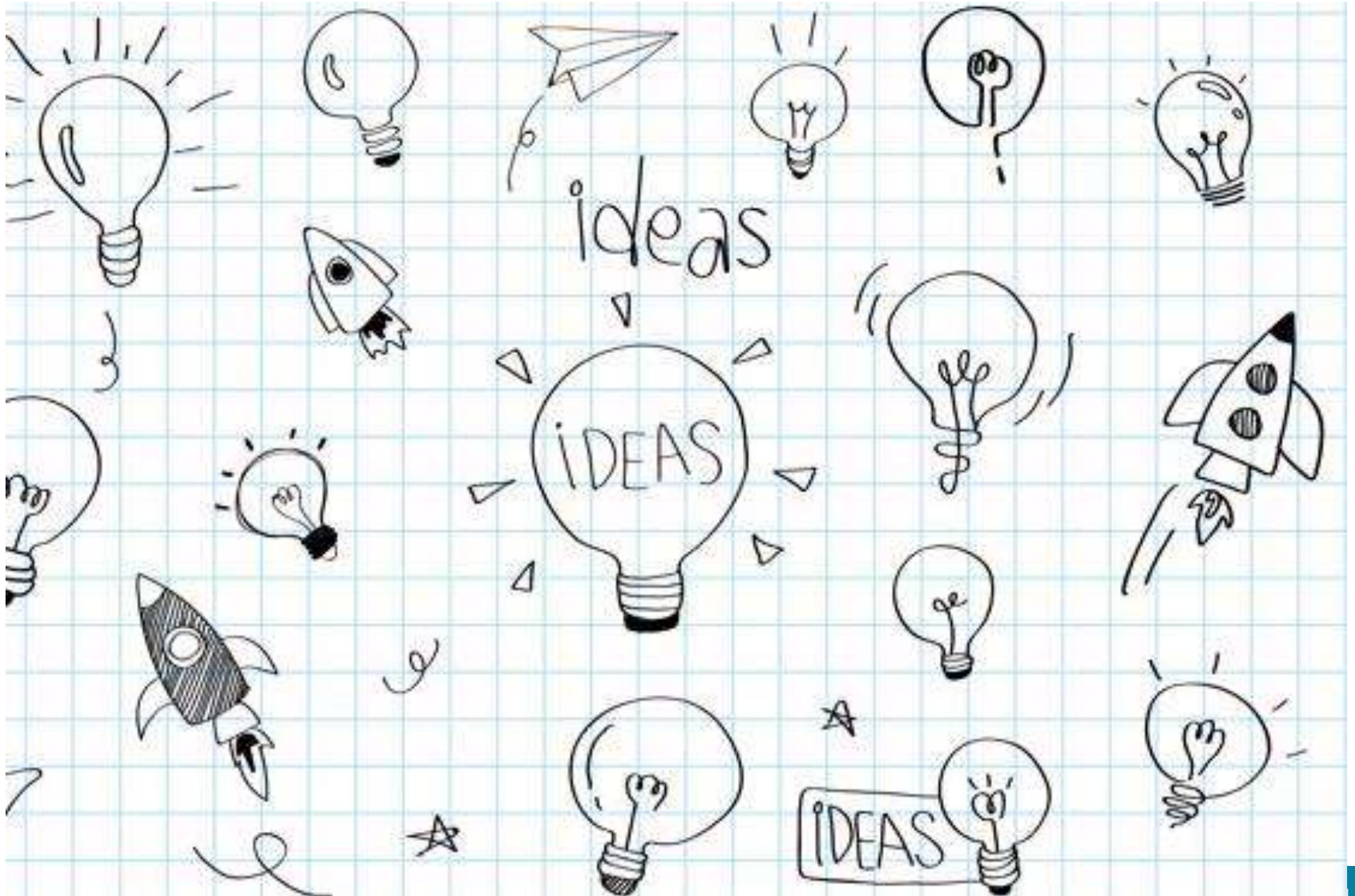
TFG on Economics and Business in the DDD repository

https://ddd.uab.cat/collection/facecoemptfg?ln=ca

More research project reports

- **Doctoral theses: TDX, TESEO, Dialnet – Tesis**

- **Research project reports** (master's degrees, graduate diplomas): **RECERCAT, Research project reports and final projects** in the DDD

Image source: Freepik

Documentary tools and resources for the TFG

Law

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Characteristics of legal documentation

- Legal documentation is generated when creating, enforcing, disseminating and researching into law.

- Varied and broad in scope, in general terms it can be divided into the following: parliamentary documentation, legislation, case law and doctrine.

- In addition, each branch of law generates its own documentation: public (public international law, constitutional law, administrative law, financial and tax law, procedural law and criminal law) and private (civil law, commercial law, employment law and social security law).

- You will find official gazettes, collective agreements, international treaties, documentation from advisory bodies, parliamentary documentation, forms, etc.

- Such documents are variable, dynamic and, in many cases, constantly changing.

Important: always go to information sources that are guaranteed to keep their contents up-to-date

How to find legal documentation on the Library Service website

- Different types of legal documentation can be found using the Search Tool on the Library Service's website. You can search by title, by topic, or by advanced search (always using a keyword however).

- You can also search by title in e-journals and e-books.

- Or in the Databases section

- But the best idea is to check out our subject guide.

Where to look? – Subject Guide: Law

Subject Guide: Law

How to search in legislation databases – saving and exporting results

Legislation databases use terminology specific to their discipline. In general, the search method has some characteristic features:

- a basic search option and one to search more specifically by branches of law or document type (legislation, case law, doctrine, etc.)

- The search results can be saved, printed, or emailed.

Where to look? – Legal databases

ARANZADI INSTITUCIONES
THOMSON REUTERS

- **Document types:** complete legislation (of Spain, of its autonomous regions, and of the EU), codes of law, legislative bills, case law, other rulings and consultations, doctrine, commentaries and literature, legal news, collective agreements and labour practices, and grants and subsidies. Also includes forms (procedural models and contracts and other substantive models).

laleydigital

- **Document types:** complete legislation, collective agreements, case law, other resolutions and queries, doctrine and literature, and contracts and forms.

- **Others:** contains *La Ley Doctrina*, with the **full text** of journals and books published by La Ley.

Where to look? – Legal databases

- **Document types:** complete legislation and codes, case law, other rulings and queries, doctrine and literature, contracts and forms, dossiers and thematic diagrams. Also includes international legal information.

- **Document types:** complete legislation (of Spain, of its autonomous regions, and of the EU), codes and collective agreements, case law, other resolution and queries, doctrine and literature, contracts and forms, and news. Also includes international legal information. Access to 4 Practice Notes: *Sociedades Mercantiles, Contencioso-Administrativo, Esquemas Procesales*, and *Laboral*.

For more databases, see Subject Guide: Law

How to find....

- Official gazettes: guide to the official gazettes of Spain, Catalonia, other autonomous communities and provinces, the EU and the rest of the world. Explains the collection available in the library and which information sources (databases and web resources) can be found there.

- Collective agreements: official public resources, agreements of the Catalan Ministry of Employment, of other autonomous regions, etc.

- Parliamentary documentation: from Spain, Catalonia, Official Gazette of the Parliament of Catalonia, other autonomous communities and other countries

Looking for inspiration?

TFG on Law

https://ddd.uab.cat/collection/facdrettfg?ln=ca

Citations and bibliography: basic concepts

Why use citations?

WHY ARE CITATIONS NEEDED?

To acknowledge the **original author** of the idea and define responsibilities

To **back up** our arguments with the research and theories of others

To avoid **plagiarism**

To locate the **sources cited** (books, articles, websites, etc.) and point the reader towards further information

To lend credibility and rigour to your project. Stating where you got your information from proves that you have done your research

What should we cite?

WHAT SHOULD WE CITE?

Any **idea** or **sentence** that is **NOT** of our own making

Any information that does **NOT** count as **general knowledge**

We can cite data, images (photos, maps or graphics), tables, etc.

How to cite

HOW TO CITE

STANDARDISED STYLE

It is necessary to cite our sources and present bibliographic references in a way that is **consistent and uniform**

3 TYPES OF CITATIONS

In formal terms we cite through **citations**, **bibliographic references** and/or **bibliography**

STYLES

Many different **styles** are available for citing. You'll pick one or another depending on your field of study, with help from your tutor.

Citation types

EXAMPLES
based on APA style
(more styles here)

IN-TEXT CITATION

According to Zott, Amit, and Massa (2011), there is no general agreement among scholars on a common definition of the business model concept.

BIBLIOGRAPHIC REFERENCE

Zott, C., Amit, R., & Massa, L. (2011). The business model: Recent developments and future research. *Journal of Management*, *37*(4), 1019–1042.

LIST OF REFERENCES OR BIBLIOGRAPHY AT THE END OF THE DOCUMENT

MENDELEY

REFERENCES

Van Den Bosch, F. A., Volberda, H. W., & De Boer, M. (1999). Coevolution of firm absorptive capacity and knowledge environment: Organizational forms and combinative capabilities. *Organization Science*, *10*(5), 551–568.

Winter, S. G., & Szulanski, G. (2001). Replication as strategy. *Organization Science*, *12*(6), 730–743.

Zott, C., & Amit, R. (2010). Business model design: An activity system perspective. *Long Range Planning*, *43*, 216–226.

Zott, C., Amit, R., & Massa, L. (2011). The business model: Recent developments and future research. *Journal of Management*, *37*(4), 1019–1042.

" Citations "

Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

Citations

- A **citation** is the **link** established between your text and the ideas, sentences or documents of someone else.

- By extension, a citation is also a **brief annotation** that points to a **bibliographic reference**, usually appearing at the end of the document in the **bibliography**.

- In **APA** citation style, used in the Social Sciences, citations are presented as a **note between parentheses** within the text.

from another author

In your text...

Business Models and Business Model Innovation

As a way of describing and representing how firms propose, create, deliver, and capture value for and from customers, the concept of the business model concept is gaining increasing attention in the strategic management literature. According to Zott, Amit, and Massa (2011), there is no general agreement among scholars on a common definition of the business model concept. However, the literature has converged on three basic elements a business model should encompass and about which firms have to make decisions. First, a *value proposition* for stakeholders; second, *value creation*, a structure of the value chain for realizing the value proposition; third, *value capture*, the mechanisms through which the firm appropriates its share of value.

Image source: Freepik

Citations

You can use information from another work in your TFG by citing it. There are **two ways to cite:**

1. Non-literal or indirect citation

The citation reproduces the ideas or concepts of the work but reshapes its content:
   ✓ by summarising it
   ✓ by restating it in your own words, while acknowledging the authors

Exemple:

The view of organizational ecologists such as Hannan and Freeman (1977) is that when the business environment shifts, the path dependence and the legacies of the past of incumbent firms make for overwhelming inertia and rigidities.

Font: Dasí, A., Elter, F., Gooderham, P. N. & Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

Citations

2. Literal or direct quotation

This is a **literal quotation** in which the words are lifted verbatim from the work.

Fewer than 40 words → **Between quotation marks**

Source: Sengul, M., Almeida Costa, A. & Gimeno, J. (2018). The Allocation of Capital within Firms. *Academy of Management Annals*, *13*(1), 43-83. https://doi.org/10.5465/annals.2017.0009

More generally, Sengul and Gimeno (2013) describe a nested system of controls over a subsidiary's decision rights: "permanent headquarters' control over major decisions with long-term consequences, regular delegation of business-level decisions (e.g., advertising, remuneration) to subsidiaries, and exceptional discretionary headquarters control over the competitive behavior of subsidiaries. such as intervening when a price war is in sight"

Over 40 words → **Separate paragraph: indented and without quotation marks**

Source: Dasí, A., Elter, F., Gooderham, P. N. & Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

The view of organizational ecologists such as Hannan and Freeman (1977) is that when the business environment shifts, the path dependence and the legacies of the past of incumbent firms make for overwhelming inertia and rigidities. Christensen (2013, pp. 13—14) observes that:

…the problem established firms seem unable to confront successfully is that of *downward* vision and mobility, in terms of the trajectory map. Finding new applications and markets for … new products seems to be a capability that each of these firms exhibited once, upon entry, and then apparently lost. It was as if the leading firms (in the industry Christensen studied) were held captive by their customers, enabling attacking entrant firms to topple the incumbent industry leaders each time a disruptive technology emerged.

In-text citation

" **HOW TO CITE** **"**

When leaving out a part of the quoted text

➡
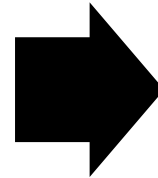
Use an ellipsis to indicate that you have omitted words within a quotation.

Either type three periods with spaces around each (. . .) or use the ellipsis character created by your word-processing program when you type three periods in a row (…), with a space before and after.

Example:

We present our plans for investment and change to the local colleagues in a workshop in their plant. We then get together with the employees and . . . look at the existing process and determine what is good and what is bad . . . Once we have done all of these things, we work together with the local actors to develop a new production island. […] Our job is to see that whatever result is worked out is developed and worked through jointly with the colleagues locally.

Source: Herrigel, G. (2017). Experimentalist Systems in Manufacturing Multinationals. *Asia Review*, 6(1), 147. https://doi.org/10.24987/snuacar.2016.08.6.1.147

In-text citation

So... how do I attribute the idea to its author?
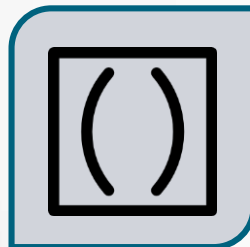
PARENTHESIS

Postlewaite (1998) provides an insightful discussion about incorporating concerns for relative ranking into economic models.

Source: Souder, D., and Bromiley, P. (2017). Timing for Dollars: How Option Exercisability Influences Resource Allocation. *Journal of Management*, 43(8), 2555-2579. https://doi.org/10.1177/0149206316680032

If the author's name is in the running text

Behavioral agency models assume managers react to incentives in ways that reflect loss aversion and other elements of prospect theory (Wiseman & Gomez-Mejia, 1998).

Antler, Y. (2018). No One Likes To Be Second Choice. *Economic Journal*, *129*(230251), 1119-1138. https://doi.org/10.1111/ecoj.12573

If the author's name is NOT in the running text

EXAMPLES
(based on APA style
more styles here)

Image source: Freepik

Citations

FORMAT OF CITATIONS

When the author's name is NOT in the running text of your TFG...

(Postlewaite, 1998)

| parenthesis | author | comma | year of the document | parenthesis |

In-text citation

Example:

FORMAT OF CITATIONS

Consumers are suspicious about the motives of the organization, Bae (2016) highlights the importance of building a trusted relationship with the customer is an essential objective of the company. Smith and Barclay (1997) defined trust as a cognitive expectation, more precisely, it is confidence level that a person has on the other party that will meet their expectations (Hart & Saunders, 1997). Trust is also considering reliability on the other partner being honest and having confidence in them (Morgan & Hunt, 1994). Customer trust is des... dependency and reliability of the organization to pr... (Garbarino & Johnson, 1999). Consequently, trust is a cr...

PARENTHESIS ( )

EXAMPLES
(based on APA style, more styles here)

Javed, T., Yang, J., Gilal, W. G., & Gilal, N. G. (2020). The sustainability claims' impact on the consumer's green perception and behavioral intention: A case study of H&M. *Advances in Management and Applied Economics, 10*(2), 1-22. https://search-proquest-com.are.uab.cat/docview/2314229064?accountid=15292

Citations

! The conjunction "and" joining the authors' names should go in the language of the TFG

Type of citation	If the author's name is in the running text of your work		If the author's name is NOT in the running text of your work	
	First citation in the text	**Subsequent citations in the text**	**First citation in the text**	**Subsequent citations in the text**
Work by a single author	Luna (2020)	Luna (2020)	(Luna, 2020)	(Luna, 2020)
Work by 2 authors	Salas and D'Agostino (2020)	Salas and D'Agostino (2020)	(Salas & D'Agostino, 2020)	(Salas & D'Agostino, 2020)
Work by over 3 authors	Marin et al. (2020)	Marin et al. (2020)	(Marin et al., 2020)	(Marin et al., 2020)
Work by groups (identified with initials or acronyms)	National Institute of Mental Health (NIMH, 2020)	NIMH (2020)	(National Institute of Mental Health [NIMH], 2020)	(NIMH, 2020)
Work by groups (without initials or acronyms)	Stanford University (2020)	Stanford University (2020)	(Stanford University, 2020)	(Stanford University, 2020)

Source: Academic Writer Tutorial: Basics of Seventh Edition APA. (n.d.). Retrieved April 23, 2020, from https://extras.apa.org/apastyle/basics-7e/?_ga=2.234933381.506427856.1587639163-658013246.1587639163#/

Citations

FORMAT OF CITATIONS

The citation can include other details, like page numbers

Compulsory in literal quotations and separated by commas.

Zott and Amit (2010, **p. 220)** focus on the activities involved in business models in-the-making.

Source: Dasí, A., Elter, F., Gooderham, P. N. & Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

More than one source in the same citation

When citing more than one source, enclose all in the same parentheses. Separate them with a semi-colon.

By focusing on value instead of other classical concepts such as product-market decisions or profits, the business model literature divides the unit of analysis along three dimensions **(Foss & Saebi, 2014; Zott et al., 2011).**

Source: Dasí, A., Elter, F., Gooderham, P. N. & Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

Citations

Several citations of the same author

Separate them with commas. In chronological order.

Cecchetti and Kharroubi (2012, 2015) show, theoretically as well as empirically, that financial sector growth disproportionally benefits sectors with low productivity and high collateral, thereby reducing total factor productivity growth in the economy.

Source: Shy, O., & Stenbacka, R. (2018). Bank competition, real investments, and welfare. *Journal of Economics/ Zeitschrift Fur Nationalokonomie*, *127*(1), 73–90. https://doi.org/10.1007/s00712-018-0634-0

Several citations of the same author and the same year

Add a lower-case letter to the year.

Teece (2014a) argues that incumbent firms suffer from myopia about their established business models.

[…]

Given the velocity of industry change, it may be necessary to incorporate a dynamic capabilities perspective in future research **(Teece,** 2007, **2014a, 2014b).**

Source: Dasí, A., Elter, F., Gooderham, P. N. & Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

Citations

Unknown author

Italicize the title (books, journals, reports) **or use double quotation marks around the title** (articles, chapters, webpages). Include the year

Book with no author: (*Interpersonal Skills*, 2019)
Magazine article with no author: ("Understanding Sensory Memory", 2018)

Anonymous works

When the author of a work is overtly designated as "Anonymous", **"Anonymous"** takes the place of the author name in the in-text citation.

(Anonymous, 2017)

Works without a date of publication

Shown by the initials s.d. (sine die), n.d. (no date) or s.f. (sin fecha).

Some authors (González Rodríguez, **n.d.**) have observed that investment in European markets…

Citations

FORMAT OF CITATIONS

Quotations that contain citations to other works

When quoting material that contains embedded citations, include the citations within the quotation.

But… do **NOT** include these works in the **reference list** unless you cite them as primary sources elsewhere in your paper.

Actors "are encouraged to become immersed in a character's life **(Stanislavski, 1936/1948, 1950)**, an activity that calls for absorption" **(Panero et al., 2016, p. 234)**

For example, Panero et al. (2016) would appear in the reference list, but Stanislavski citations would not.

Citations

Quotations that contain citations to other works

Original sentence from Killham et al. (2018)

Sport participation has the potential to promote positive experiences for young women through the satisfaction of psychological needs (e.g., competence, relatedness, and autonomy), promotion of positive physiological adaptations to the cardiovascular system and musculoskeletal health, as well as the development of interpersonal and leadership skills (e.g., Bruner et al., 2017; Crocker, 2016; Eime et al., 2013; Forcier et al., 2006; Gunnell et al., 2014).

Quotation from Killham et al. (2018) in your paper

Sports can help young women have positive experiences "through the satisfaction of psychological needs (e.g., competence, relatedness, and autonomy), promotion of positive physiological adaptations to the cardiovascular system and musculoskeletal health, as well as the development of interpersonal and leadership skills" (Killham et al., 2018, p. 297).

Note. From "Figure 8.7. Example of Citations Omitted at the End of a Quotation", by American Psychological Association, 2020, *Publication Manual of the American Psychological Association* (7th ed.), p. 276. Copyright 2020 by the American Psychological Association.

Futher information

- American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

- APA Style (American Psychological Association)

- APA Style Blog (American Psychological Association)

- Com citar i referenciar en els textos acadèmics (Sílvia Blanch Eulàlia Pérez Jennifer Silvente - Universitat Autònoma de Barcelona)

- Estil APA (Universitat de Girona)

- Estilo APA (Universitat d'Alacant)

- Guia per elaborar citacions bibliogràfiques en format APA (Universitat de Vic)

What is a bibliographic reference?

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What is a reference?

- A **reference** is a **set of bibliographic data** that allow a document to be identified.

- The reference list is the **systematic list**, prepared in a **particular style**, of all **the sources** that **have been cited** throughout the project report.

- It is included as a **footnote**, at the **end of the chapter** or at the **end of the whole text** in the **bibliography.**

Citation → Reference

WHAT IS A REFRENCE?

A citation within a text...	In the context ofhiring, Alderfer and McCord (1970) found a high correlation between job applicants' expectations of receiving a job offer from a potential employer and these applicants' willingness to accept such an offer.
... is expanded into a bibliographic reference	Alderfer, P. & McCord, C. (1970). Personal and situational factors in the recruitment interview. *Journal of Applied Psychology*, *54*(4), 377–385.

Citation styles

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Citation styles

Which style to pick

CITATION STYLE

- Before starting to write the citations and references you should be clear about which citation style you will be following

- There are many **citation styles** and styles for bibliographic references

- Your choice of style will depend on your **field of study** and the **purpose of your writing** and your TFG tutor will advise you on this.

Ask your tutor whether you have to follow one particular style!

Citation styles

The bibliographic references **must always be cited in the same way**

Pick one style and keep to it all through your work

- APA citation guides: **ddd.uab.cat/record/113512**

- Guides to other styles: **ddd.uab.cat/record/111829**

3

References by document type

References by document type

Having picked a style, the format of the bibliographic references changes in accordance with the **document type** of the work you want to cite. For example, when referring to a printed book you will use different elements to those of a journal article.

When using the APA style guide, follow the instructions for each medium: the elements that have to appear, the order of these within the reference, formatting (italics, etc.), punctuation (parentheses, quotation marks, full stops, etc.).

Writing bibliographic references

Books, book chapters, research project reports

Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

References - Book

COMPONENTS OF REFERENCES

Author or editor	Date	Title	Publisher information	DOI or URL
Surname, Initial(s) of first name(s), & Surname, Initial(s) of first name(s)	(2020)	*Title of book* *Title of book* (edition, volume) *Title of book* [Audiobook] *Title of book* (Initial(s) of first name(s) editor's surname, Ed.). *Title of book* (Initial(s) of first name(s) translator's surname, Trad.; Initial(s) of first name(s) narrator's surname, Narr.)	Publisher name First publisher name; Second publisher name	https://doi.org/xxx https://xxxxx
Name of group				
Editor's surname, Initial(s) of first name(s)(Ed.)				
Editor's surname, Initial(s) of first name(s) & Editor's surname, Initial(s) of first name(s) (Eds.)				

References - Book

APA Style
(*more styles here*)

COMPONENTS OF REFERENCES

Surname(s), Initial(s) of first name(s). (year). *Title in italics: Subtitle in italics*. (edition, as from the 2nd., if stated). Publisher.

Authors

Year of publication

Westerman, G., Bonnet, D. & McAfee, A. (2014). *Leading digital: Turning technology into business transformation.* Harvard Business Review Press.

Title

Publisher

References - E-book

What is the DOI?

With DOI

Surname(s), Initial(s) of first name(s). (year). *Title in italics: Subtitle in italics* **(edition, as from the 2nd., if stated). Publisher(s). http://dx.doi.org/10.xxxx/xxxxxx**

Without DOI

Surname(s), Initial(s) of first name(s). (year). *Title in italics: Subtitle in italics* **(edition, as from the 2nd., if stated). Publisher(s). https://www.xxxxxxxxx**

Authors → N'Goala, G., Pez-Péra, V., & Prim-Allaz, I. (Eds.).
Year of publication → (2019).
Title → *Augmented Customer Strategy.*
Publisher → ISTE; Wiley.
DOI → https://doi.org/10.1002/9781119618324

Authors → Westerman, G., Bonnet, D. & McAfee, A.
Year of publication → (2014).
Title → *Leading digital : Turning technology into business transformation.*
Publisher → Harvard Business Review Press
URL → https://ebookcentral.proquest.com/lib/UAB/reader.action?docID=5182594&query=

4

References - Book chapter

Surname(s), Initial(s) of first name(s) of the chapter's author. (year). Title of the chapter or contribution: Subtitle. In Initial(s) of the first name(s), surname(s) of the literary editor(s) of the book (Ed.), *Title of the book in italics: Subtitle in italics* (edition, as from the 2nd., if stated, pp. first page of the chapter-last page of the chapter). Publisher.

Authors of the chapter

Year of publication

Title of the chapter

Literary editor

Title of the book

Fleck, N. & Ambroise, L. (2019). Brand Practices Faced with Augmented Consumers. In G. N'Goala, V. Pez-Pérard & Prim-Allaz, I. (Eds.), *Augmented Customer Strategy: CRM in the Digital Age,* (pp. 23-39). ISTE.

Pages

Publisher

References - **E-book chapter**

With DOI

Surname(s), Initial(s) of first name(s) of the chapter's author. (year). Title of the chapter or contribution: Subtitle. In Initial(s) of the first name(s), surname(s) of the literary editor(s) of the book (Ed.), *Title of the book in italics: Subtitle in italics* (edition, as from the 2nd., if stated, pp. first page of the chapter-last page of the chapter). Publisher. **http://dx.doi.org/10.xxxx/xxxxxx**

Authors of the chapter

Year of publication

Title of the chapter

Fleck, N. & Ambroise, L. (2019). Brand Practices Faced with Augmented Consumers. In G. N'Goala, V. Pez-Pérard & Prim-Allaz, I. (Eds.) *Augmented Customer Strategy: CRM in the Digital Age,* (pp. 23-39). STE. https://doi.org/10.1002/9781119618324.ch2

Editors

Title of the book

Pages

Publisher

DOI

6

References - E-book chapter

APA Style

Without DOI

Surname(s), Initial(s) of first name(s) of the chapter's author. (year). Title of the chapter or contribution: Subtitle. In Initial(s) of the first name(s), surname(s) of the literary editor(s) of the book (Ed.), *Title of the book in italics: Subtitle in italics* (edition, as from the 2nd., if stated, pp. first page of the chapter-last page of the chapter). Publisher. https://www.xxxxxxxxxx

Author of the chapter

Year of publication

Title of the chapter

Title of the book

Editors

Stadtler, H. (2005). Production Planning and Scheduling. In H. Stadtler & C. Kilger (Eds.), *Supply Chain Management and Advanced Planning* (pp. 197–214). Springer. https://link.springer.com/chapter/10.1007/3-540-24814-5_11

URL

Pages
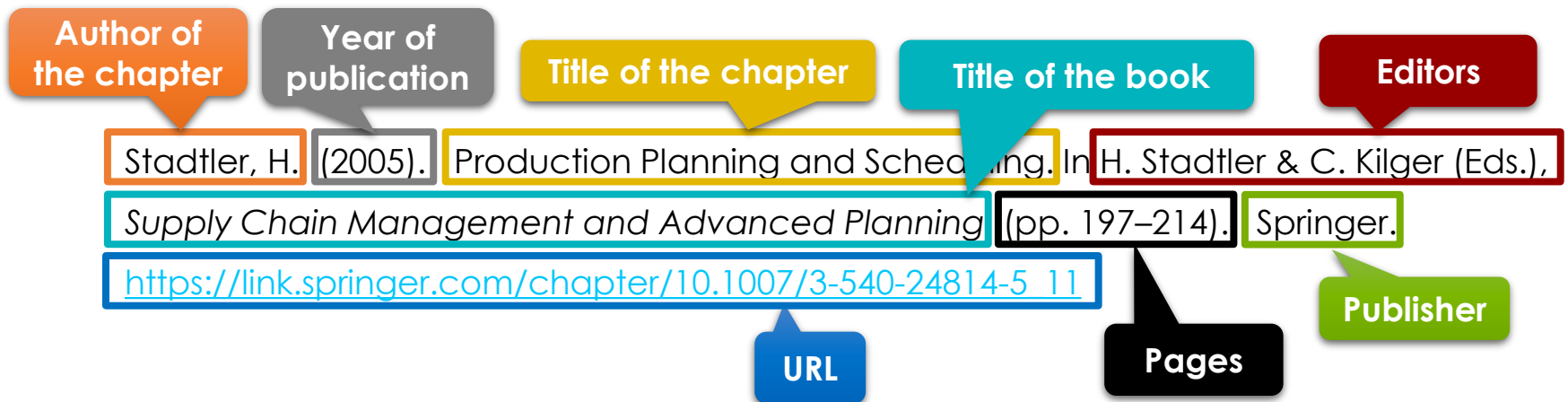
Publisher

References – Unpublished thesis, Master's or Bachelor's Degree Final Project...

APA Style
(*more styles here*)

Surname(s), Initial(s) of first name(s). (any). (year). *Title of the thesis or dissertation in italics* [Unpublished doctoral dissertation, master's thesis or bachelor's degree final project]. Name of institution awarding the degree.

Author **Year** **Title**

Rebollo, I. (1995). *Fobia, histeria de angustia: de la psicopatología al psicoanálisis* [Unpublished doctoral dissertation]. Universitat Autònoma de Barcelona.

Name of institution

8

References – Published thesis, Master's or Bachelor's Degree Final Project...

Surname(s), Initial(s) of first name(s). (any). (year). *Title of the thesis or dissertation in italics* [Doctoral dissertation, master's thesis or bachelor's degree final project, Name of institution awarding the degree]. Database name or archive name. https://www.xxxxxxxxxx

References – Published thesis, Master's or Bachelor's Degree Final Project...

Dissertation or thesis from a database

Surname(s), Initial(s) of first name(s). (any). (year). *Title of the thesis or dissertation in italics* (Publication No.) [Doctoral dissertation, master's thesis or bachelor's degree final project, name of institution awarding the degree]. Database name.

Author
Year
Title

McNiel, D. S. (2007). *Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother* (Publication No. 1434728) [Master's thesis, California State University]. ProQuest Dissertations and Theses Global.

Name of institution
Publication No.
Database

References – Published thesis, TFM, TFG…

APA Style
(*more styles here*)

Dissertation or thesis published online (not in a database)

Surname(s), Initial(s) of first name(s). (any). (year). *Title of the thesis or dissertation in italics* [Doctoral dissertation, master's thesis or bachelor's degree final project, Name of institution awarding the degree]. Archive or repository name. https://www.xxxxxxxxx

Author **Institution** **Year** **Title**

Llorens Maluquer, C. (2002). *Concentración de empresas de comunicación y el pluralismo: La acción de la UE* [Doctoral dissertation, Universitat Autònoma de Barcelona]. Tesis Doctorals en Xarxa. **Archive**

URL https://www.tdx.cat/handle/10803/4095;jsessionid=C66205B9697B45B67B644D645CE82988

11

Writing bibliographic references

Periodical publications

UAB Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

References - Journal article

Surname(s), Initial(s) of first name(s). (year). Title of the article: Subtitle of the article. *Title of the journal in italics: Subtitle in italics, volume in italics* (number), first page–last page of the article.

Authors

Year of publication

Title of the article

Homburg, C., Ehm, L. & Artz, M. (2015). Measuring and Managing Consumer Sentiment in an Online Community Environment. *Journal of Marketing Research,* 52(5), 629–641.

Title of the journal

Journal volume and no.

Pages

2

References - E-journal article

APA Style
(*more styles here*)

Surname(s), Initial(s) of first name(s). (year). Title of the article: Subtitle of the article. *Title of the journal in italics: Subtitle in italics, volume in italics* (number), first page–last page of the article. **http://dx.doi.org/10.xxxx/xxxxxx**

Authors

Title of the journal

Year of publication

Title of the article

Homburg, C., Ehm, L. & ...rtz, M. (2015). Measuring and Managing Consumer Sentiment in an Online Community Environment. *Journal of Marketing Research,* 52(5), 629–641. https://doi.org/10.1509/jmr.11.0448

Pages

DOI

Journal volume and no.

3

References - E-journal article

Without DOI, from most academic research databases

Surname(s), Initial(s) of first name(s). (year). Title of the article: Subtitle of the article. *Title of the journal in italics: Subtitle in italics, volume in italics* (number), first page–last page of the article.

Authors **Year of publication** **Title of the article**

Anderson. M. (2018). Getting consistent with consequences.

Educational Leadership, 76(1), 26-33.

Title of the journal **Journal volume and no.** **Pages**

*Do not include the database name or URL. Examples of databases where you don't have to include the link: APA PsycNET, PsycINFO, Academic Search Complete, CINAHL, Ebook Central, EBSCOhost, Google Scholar, JSTOR, Medline, Nexis Uni, OVID, ProQuest (excluding Dissertations & Theses), PubMed Central (excluding authors' final peer-reviewed manuscripts because these are works of limited circulation), ScienceDirect, Scopus, and Web of Science.

References - E-journal article

Without a DOI, with a nondatabase URL

Surname(s), Initial(s) of first name(s). (year). Title of the article: Subtitle of the article. *Title of the journal in italics: Subtitle in italics, volume in italics* (number), first page–last page of the article. http://www.xxxxxxxxx

Authors | **Title of the journal** | **Year of publication** | **Title of the article**

Luo, X. R., Jeong, Y. C., Chung, C. N. (2019) In the Eye of the Beholder: Global Analysts' Coverage of Family Firms in an Emerging Market. *Journal of Management, 45*(5), 1830–1857.

Pages

Volume and journal no.

URL

https://journals.sagepub.com/doi/pdf/10.1177/0149206317734899

5

References – Newspaper articles

APA Style

Surname(s), Initial(s) of first name(s). (year, month, day). Title of the article. *Title of the newspaper in italics: Subtitle in italics*, page or pages.

Authors

Date

Title of the article

Title of the newspaper

Trueba, D. (2019, July 9). La glotonería. *El País*, p. 5.

Pages

Referències – Articles from electronic newspapers

APA Style

> **Surname(s), Initial(s) of first name(s). (year, month, day). Title of the article. *Title of the newspaper in italics: Subtitle in italics,* page or pages. http://www.xxxxxxxxxx**

Authors **Date** **Title of the article** **Title of the newspaper**

Trueba, D. (2019, July 9). La glotonería. *El País.*

https://elpais.com/elpais/2019/07/08/opinion/1562587868_230578.html

URL

7

Writing bibliographic references

Websites, social media and audiovisuals

UAB Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

References – Webpages and websites

Surname(s), Initial(s) of first name(s). (date). *Title in italics.* **Site Name. http://www.xxxxxxxxxx**

Author	Date	Title	Website name	URL
Surname, Initial(s) of first name, & Surname, Initial(s) of first name	(2020).	*Title of work*	Site name	https://xxxxx
Name of group	(2020, August).			Retrieved December 22, 2020, from https://xxxxx
	(2020, September 28).			
	(n.d.)			

References – Webpages and websites

Information

- To mention a website in general, do not create a reference list entry or an in-text citation. Instead, include the name of the website in the text and provide the URL in parentheses.

  Example:
  Wikipedia is one of the most consulted information sources (https://ca.wikipedia.org).

- When the author name and the site name are the same, **omit the site name** from the source element.

- When you don't know the date, use **n.d. (no date), s.d. (sense data –in Catalan–) or s.f. (sin fecha –in Spanish–).**

- Include a **retrieval date** only when the content is designed to change over time and the page is not archived.

References – Webpages and websites

Author Col·legi d'Economistes de Catalunya. **Date** (n.d.).

Title *Normativa*.

URL http://www.coleconomistes.cat/Paginas/Ficha.aspx?IdMenu=228340f6-ece8-44d2-b3f7-1c500d41b4e6&Idioma=ca-ES

Date

Title Economia. (2020, May 4). In *Viquipèdia*.

URL https://ca.wikipedia.org/wiki/Economia

In-text citation: ("Economia," 2020)
or
"Economia" (2020)

4

References – Social media

Author	Date	Title	Social media site name	URL
Twitter and Instagram Surname, Initial(s) of first name. [@username] Name of group [@username] **Facebook and others** Surname, Initial(s) of first name. Name of group Name of group [username] Username	(2020, September 28). (n.d.) / (s.d.) / (s.f.)	*Content of the post up to the first 20 words* *Content of the post up to the first 20 words* [Description of audiovisuals] [Description of audiovisuals]	Site name	https://xxxxx Retrieved August 27, 2020, from https://xxxxx

References – Social media

IMPORTANT! Social media posts may contain:

● Text only, text with audiovisuals (e.g., photos, vídeos), or audiovisuals alone. Note the presence of audiovisuals (in square brackets) after the text of the post.

Example:

White, B. [@BettyMWhite]. (2018, June 21). *I treasure every minute we spent together #koko* [Image attached] [Tweet]. Twitter. https://twitter.com/BettyMWhite/status/1009951892846227456

National Institute of Mental Health. (2018, November 28). *Suicide affects all ages, genders, races and ethnicities. Check out these 5 Action Steps for Helping Someone in Emotional Pain* [Infographic]. Facebook. http://bit.ly/321Qstq

References – Social media

APA Style

- Social media posts might also contain **nonstandard spelling** and **capitalization**, **hashtags**, **links**, and **emojis**.

    - Do not alter the spelling and capitalization in a social media reference.

    - Retain hashtags and links. Replicate emojis, if possible.

References – Tweet

Surname(s), Initial(s) of first name(s). [@username]. (date). *Content of the post up to the first 20 words.* [Description of audiovisuals, if any]. [Tweet]. Site name. http://www.xxxxxxxxxx

Author

Username

Date

Gates, B. [@BillGates]. (2019, June 18).

I encourage software developers, inventors, and scientists to consider how they can use their skills to fight inequity. [Tweet]. Twitter.

URL

https://twitter.com/BillGates/status/11410450386 3442752

Content of the post

Format

Social media

8

References – Instagram photo or video

APA Style

> Surname(s), Initial(s) of first name(s). [@username]. (date). *Content of the post up to the first 20 words.* [Description of audiovisuals, if any]. Site name. http://www.xxxxxxxxx

Author

Username

Date

Content of the post

Zeitz MOCAA [@zeitzmocaa]. (2018, November 26).

Grade 6 learners from Parkfields Primary School in Hanover Park visited the museum for a tour and workshop hosted by [Photographs]. Instagram.

https://www.instagram.com/p/BqpHpjFBs?p

URL

Description of audiovisuals

Social media

References – Facebook post

Surname(s), Initial(s) of first name(s). (date). *Content of the post up to the first 20 words* [Description of audiovisuals, if any]. Site name. http://www.xxxxxxxxx

Author

Date

Content of the post

News From Science. (2018, June 26). *These frogs walk instead of hop:* https://scim.ag/2KIriwH [Video].

Facebook.

URL

https://www.facebook.com/ScienceNOW/VIDEOS/10

15550858605108/

Social medial

Description of audiovisuals

10

References – Youtube video or other streaming video

Surname(s), Initial(s) of first name(s) (if stated). [username, if necessary]. (date). *Title of the video in italics* [Video]. Site name.
https://www.xxxxxxxxxx

Author
Title
Date

Universidad de Valladolid. (2017, September 4).

¿Qué determina el PIB? [Video]. YouTube.

https://www.youtube.com/watch?v=KgcAH-bwGJts

URL
Format
Social media
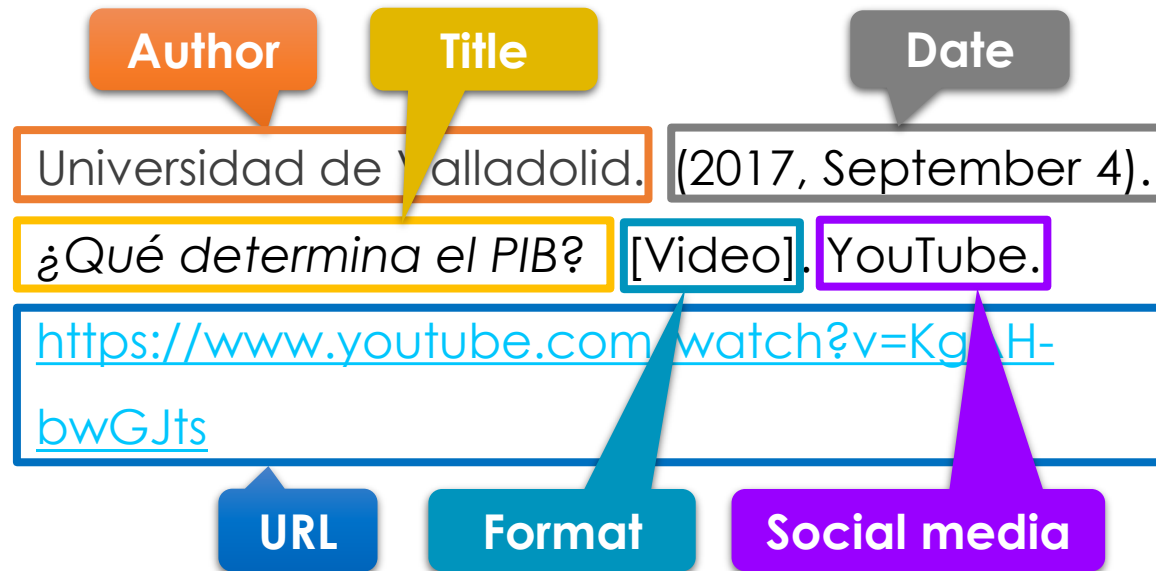
- If the author's name does not appear, the YouTube username takes first place.

References – **Blog post**

Surname(s), Initial(s) of first name(s) or username. (date). Title of the post. *Blog in italics.* http://www.xxxxxxxxx

Author

Date

Title

Klymkowsky, M. (2018, September 15) Can we talk scientifically

about free will? *Sci-Ed.*

https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/

Blog

URL

12

References – Comment on an online periodical article or post

Surname(s), Initial(s) of first name(s) or username. (date). *Content of the post up to the first 20 words* [Comment on the article "Title of the article"]. *Title of the blog or electronic newspaper in italics.*
http://www.xxxxxxxxx

Author

Date

Content of the post

KS in NJ. (2019, January 15). From this article, it sounds like men are figuring something out that women have known forever. I know of many [Comment on the article "How workout buddies can help stave off loneliness"]. *The Washington Post.* https:/7wapo.st/2HDToGJ

Reference to the comment

Blog

URL

13

Writing bibliographic references

Legislation

Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

References – Legislation

Title of the regulation, Name of the official publication, no. publication § section (year)

Title

No. of the publication

* When including consecutive sections, use the double symbol §§ or the number of the first section followed by "et seq."
Example: Ley 2/2011, de 4 de marzo de Economía Sostenible, BOE, 55 § 25033 *et seq.* (2011).

Ley 2/2011, de 4 de marzo de Economía Sostenible, BOE, 55 §§ 25033-25235 (2011)

Official publication

Section

Year

B O E

LEGISLACIÓN CONSOLIDADA

Ley 2/2011, de 4 de marzo, de Economía Sostenible.

Jefatura del Estado
«BOE» núm. 55, de 5 de marzo de 2011
Referencia: BOE-A-2011-4117

ÍNDICE

- If the law is accessed on the internet, add the URL **http://www.xxxxxxxxxx**

Ley 2/2011, de 4 de marzo de Economía Sostenible, BOE, 55 §§ 25033-25235 (2011).

https://www.boe.es/eli/es/l/2011/03/04/2/con

Writing bibliographic references

Tables and figures

References – Tables and figures

In APA style, there is a distinction between

Tables	Figures
• Numerical values or text • Organised by files and columns	• Any kind of illustration (graphs, photographs, maps, etc.)

Use a smaller text size when writing references above and below the table.

You will find further information about tables and figures in APA style:
https://apastyle.apa.org/style-grammar-guidelines/tables-figures/index

References – Tables and figures

If you reprint or adapt a table or figure from another source in your paper, you must include an attribution in the table note or figure.

- Indicate the origin of the reprinted or adapted material.

- Also include a reference list entry for the work.

References – Tables and figures

APA Style

Work from which the table or figure was reproduced	Esquema
Journal article	From / Adapted from "Title of the article where you have found the table or figure", by Initial(s) of first name(s) Surname(s) of the author(s), year, *Title of the journal in italics, Volume*(number), page(s)(URL or DOI). Copyright year by... / CC / In the public domain.
Book	From / Adapted from *Title of the book where you have found the table or figure in italics* (page(s)), by Initial(s) of first name(s) Surname(s) of the author(s), year, publisher (URL or DOI). Copyright year by... / CC / In the public domain.
Book chapter	From / Adapted from "Title of the book chapter where you have found the table or figure", by Initial(s) of first name(s) Surname(s) of the author(s), in Initial(s) of first name(s) Surname(s) of the editor(s) (Ed. /Eds.), *Title of the book in italics* (edition, page(s)), year, publisher. Copyright year by... / CC / In the public domain.
Webpage or website	From / Adapted from *Title of the webpage where you have found the table or figure in italics,*by Initial(s) of First name(s) Surname(s) of the author(s), year (URL). Copyright year by... / CC / In the public domain.
Data	Data are from "Title of the report or data source", by Initial(s) of first name(s) Surname(s) of the author(s), in Initial(s) of first name(s) Surname(s) of the publisher(s), year (URL). Copyright year by... / CC / In the public domain.

References – Tables or figures - Book

Above the table or figure...

Table X or Figure X in bold letters

Title or description of the table or figure in italics

X = sequential number that corresponds to it in relation to the tables included in your work.

Below the table or figure...

Note in italics. From / Adapted from *Title of the book where you have found the table or figure in italics* (p. page number), by Initial(s) of first name(s) Surname(s) of the author(s), year, Publisher (URL or DOI). Copyright year by... / CC / In the public domain.

References – **Tables or figures** - **Book**

Figure 1

FinSec's communication networks
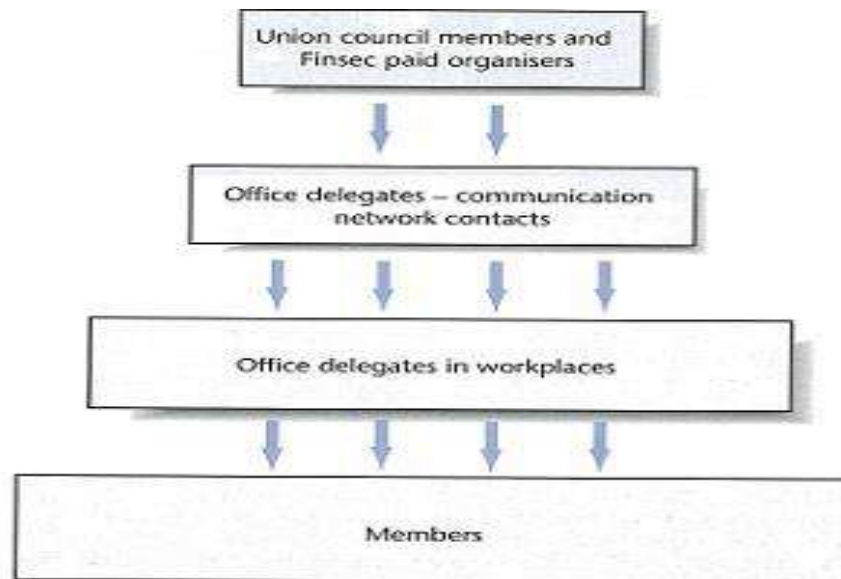
Example of attribution of reprinted table

Note. From *Employment Relations in New Zealand* (p. 355), by E. Rasmussen, 2009, Pearson. Copyright 2009 by Erling Rasmussen.

References – Tables or figures - Journal article

Above the table or figure…

Table X or Figure X in bold letters

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X = sequential number that corresponds to it in relation to the tables included in your work.

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From / Adapted from "Title of the article where you have found the table or figure", by Initial(s) of first name(s) Surname(s) of the author, year, *Title of the journal in italics, Volume*(journal number), page number(s)(URL or DOI). Copyright year by… / CC / In the public domain.

References – Tables or figures - Journal article

Table 1

Results From a Factor Analysis of the Parental Care and Tenderness (PCAT) Questionnaire

PCAT item	Factor loading		
	1	2	3
Factor 1: Tenderness—Positive			
20. You make a baby laugh over and over again by making silly faces.	.86	.04	.01
22. A child blows you kisses to say goodbye.	.85	−.02	−.01
16. A newborn baby curls its hand around your finger.	.84	−.06	.00
19. You watch as a toddler takes their first step and tumbles gently back down.	.77	.05	−.07
25. You see a father tossing his giggling baby up into the air as a game.	.70	.10	−.03
Factor 2: Liking			
5. I think that kids are annoying (R)	−.01	.95	.06
8. I can't stand how children whine all the time (R)	−.12	.83	−.03
2. When I hear a child crying, my first thought is "shut up!" (R)	.04	.72	.01
11. I don't like to be around babies. (R)	.11	.70	−.01
14. If I could, I would hire a nanny to take care of my children. (R)	.08	.58	−.02
Factor 3: Protection			
7. I would hurt anyone who was a threat to a child.	−.13	−.02	.95
12. I would show no mercy to someone who was a danger to a child.	.00	−.05	.74
15. I would use any means necessary to protect a child, even if I had to hurt others.	.06	.08	.72
4. I would feel compelled to punish anyone who tried to harm a child.	.07	.03	.68
9. I would sooner go to bed hungry than let a child go without food.	.46	−.03	.36

Note. N = 307. The extraction method was principal axis factoring with an oblique (Promax with Kaiser Normalization) rotation. Factor loadings above .30 are in bold. Reverse-scored items are denoted with an (R). Adapted from "Individual Differences in Activation of the Parental Care Motivational System: Assessment, Prediction, and Implications," by E. E. Buckels, A. T. Beall, M. K. Hofer, E. Y. Lin, Z. Zhou, and M. Schaller, 2015, Journal of Personality and Social Psychology, 108(3), p. 501 (https://doi.org/10.1037/pspp0000023). Copyright 2015 by the American Psychological Association.

Example of attibution of an adapted table

Note. From "Table 7.14 Sample Factor Analysis Table", by American Psychological Association, 2020, *Publication Manual of the American Psychological Association* (7th ed.), p. 218 (https://doi.org/10.1037/0000165-000). Copyright 2020 by the American Psychological Association.

References – Tables or figures - Journal article

Figure 3

Mean Regression Slopes in Experiment 1
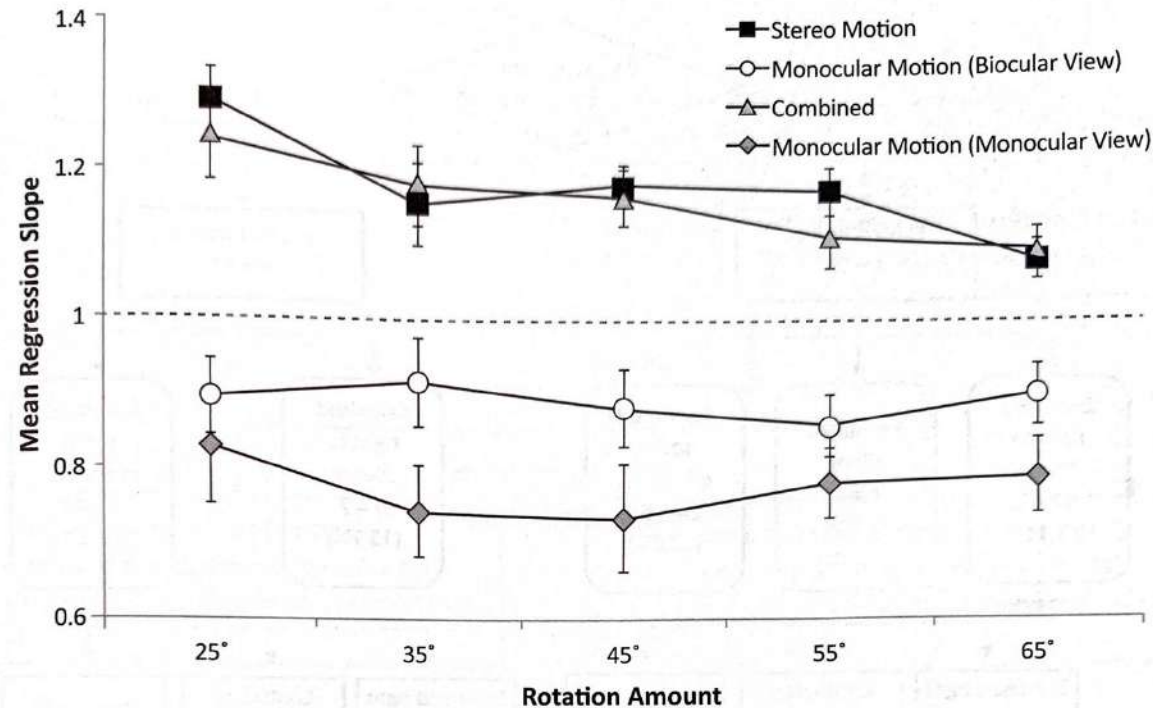
Note. Mean regression slopes in Experiment 1 are shown for the stereo motion, biocularly viewed monocular motion, combined, and monocularly viewed monocular motion conditions, plotted by rotation amount. Error bars represent standard errors. From "Large Continuous Perspective Change With Noncoplanar Points Enables Accurate Slant Perception," by X. M. Wang, M. Lind, and G. P. Bingham, 2018, *Journal of Experimental Psychology: Human Perception and Performance, 44*(10), p. 1513 (https://doi.org/10.1037/xhp0000553). Copyright 2018 by the American Psychological Association.

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Example of attribution of a reprinted table

9

References – Tables or figures - Journal article

Figure 1

Microduplications Encompassing NF1 for Subjects With Oligonucleotide Microarray Analysis
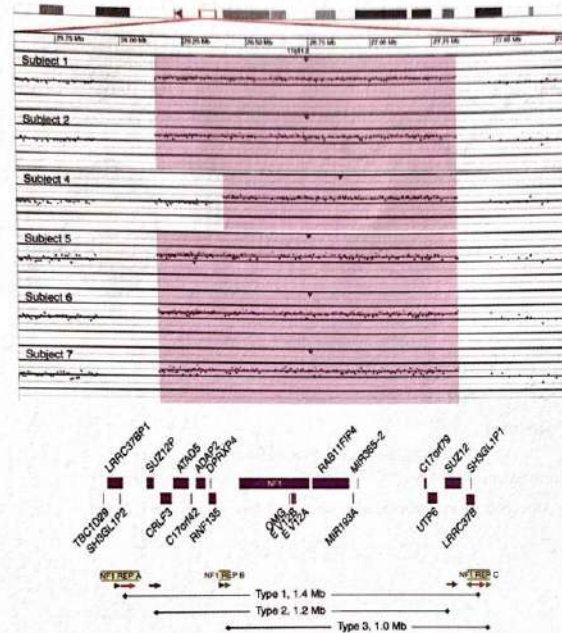
Note. Six subjects had microduplications encompassing *NF1*. For all microarray plots, probes are arranged on the *x*-axis according to physical mapping positions, with the most proximal 17q11.2 probes on the left and the most distal 17q11.2 probes on the right. Values along the *y*-axis represent $\log_2$ ratios of subject: control signal intensities. Genes in the duplication region are shown underneath the plots as purple boxes. The yellow boxes represent the blocks of low-copy repeats in the region, with colored arrows corresponding to areas of homology among the low-copy repeats. Identical colors correspond to homologous regions. The sizes of the three types of *NF1* microdeletions are shown, with nonallelic homologous recombination between the red arrows leading to Type 1, brown to Type 2, and green to Type 3. From "*NF1* Microduplications: Identification of Seven Nonrelated Individuals Provides Further Characterization of the Phenotype," by K. J. Moles, G. C. Gowans, S. Gedela, D. Beversdorf, A. Yu, L. H. Seaver, R. A. Schultz, J. A. Rosenfeld, B. S. Torchia, and L. G. Shaffer, 2012, *Genetics in Medicine, 14*(5), p. 509 (https://doi.org/10.1038/gim.2011.46). Copyright 2012 by the American College of Medical Genetics and Genomics. Reprinted with permission.

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Example d'atribució de figura reproduïda

10

Referencees – Tables or figures - Webpage

Figure 1

Poverty Rate in the United States, 2017

Percentage of people in poverty
- 18.0 or more
- 16.0 to 17.9
- 13.0 to 15.9
- 11.0 to 12.9
- Less than 11.0

U.S. percentage is 13.4
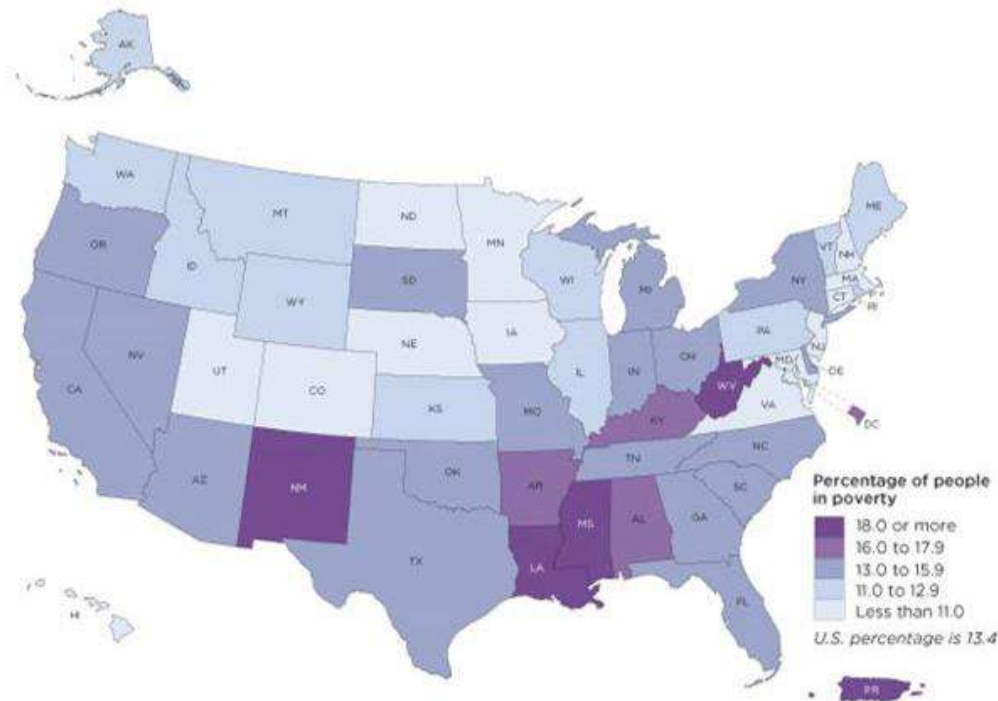
Note. The map does not include data for Puerto Rico. Adapted from *2017 Poverty Rate in the United States*, by U.S. Census Bureau, 2017 (https://www.census.gov/library/visualizations/2018/comm/acs-poverty-map.html). In the public domain.

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Example of attribution of adapted figure

References – Tables and figures

In the final reference list

- The documents from which you obtained tables and figures must also appear in the **final reference list**.

- When writing the references, follow the guidelines **for the original document type**.

  For example: in the case of a reference for a table, graphic, photograph, etc. from an e-book, the corresponding entry in the reference list should be based on the guidelines for e-books.

Figure 1
When influencers get caught out at their own game

Note. From *Augmented customer strategy: CRM in the digital age* (p. 31), by G. N'Goala, V. Pez-Pérard, and I. Prim-Allaz (Eds.), 2019 (https://onlinelibrary.wiley.com/doi/pdf/10.1002/9781119618324.ch2). Copyright 2019 by ISTE Ltd.

Final reference

N'Goala, G., Pez-Pérard, V., & Prim-Allaz, I. (Eds.). (2019). *Augmented Customer Strategy*. ISTE; Wiley https://onlinelibrary.wiley.com/doi/book/10.1002/9781119618324

References – Figures - Photograph

APA Style
(*more styles here*)

Surname(s), Initial(s) of first name(s) of the photographer. (date). *Title of the image in italics* or description of the image (in square brackets) [Photograph]. Publisher. http://www.xxxxxxxxx

Example

McCurry, S (1985). *Afghan girl* [Photograph]. National Geographic. https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg

Rinaldi, J. (2016). [Photograph series of a boy who fins his footing after abuse by those he trusted]. The Pulitzer Prizes. https://www.pulitzer.org/winners/jessica-rinaldi

Reference list

Clarifying concepts…

Reference list

- If you are following **APA** style you have to make a **bibliographic reference list**. You only need to include the resources that you have cited in your work, not all the bibliography consulted.

- The **reference** list must be placed **at the end** of your paper.

- The reference list begins on a **new page.**

- All citations appearing in your paper must have their corresponding reference in the final reference list.

REFERENCES

APA Publications and Communications Board Working Group on Journal Article Reporting Standards. (2008). Reporting standards for research in psychology: Why do we need them? What might they be? *American Psychologist, 63*(9), 839–851. https://doi.org/10.1037/0003-066X.63.9.839

Appelbaum, M., Cooper, H., Kline, R. B., Mayo-Wilson, E., Nezu, A. M., & Rao, S. M. (2018). Journal article reporting standards for quantitative research in psychology: The APA Publications and Communications Board Task Force report. *American Psychologist, 73*(1), 3–25. https://doi.org/10.1037/amp0000191

The Asexual Visibility & Education Network. (n.d.). *General FAQ: Definitions.* https://www.asexuality.org/?q=general.html#def

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Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F. (1929). Instructions in regard to preparation of manuscript. *Psychological Bulletin, 26*(2), 57–63. https://doi.org/10.1037/h0071487

Blackless, M., Charuvastra, A., Derryck, A., Fauto-Sterling, A., Lauzanne, K., & Lee, E. (2000). How sexually dimorphic are we? Review and synthesis. *American Journal of Human Biology, 12*(2), 151–166. http://doi.org/bttkh4

Source: American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th ed.), p. 402.

APA Style
(*more styles here*)

Reference list

FORMAL ASPECTS

- **A SINGLE LIST FOR ALL RESOURCES**, even if there are several formats: books, articles, web pages, theses, online articles, videos, etc.

- The references are not numbered.

- Each reference appears on a new line.

- Separate the different references with a space.

- Don't underline book or article titles.

APA Style
(més estils)

Reference list

Format of the references

- **AUTHORS:** separated by **commas**, with the conjunction "and" before the last author, in the language of the dissertation

    Bock, A. J., George, G., & Gann, D. M. (2012). The effects of culture and structure on strategic flexibility during business model innovation. *Journal of Management Studies*, 49, 279–305.

- **FIRST NAMES:** only put the initials.

    Bock, A. J., George, G. & Gann, D. M (2012). The effects of culture and structure on strategic flexibility during business model innovation. *Journal of Management Studies*, 49, 279–305.

- **TITLE:** use the capitalisation criteria of the language of the dissertation.

- **DIGITAL DOCUMENTS:** State the DOI or the URL.

    Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F. (1929). Instructions in regard to preparation of manuscript. *Psychological Bulletin*, 26(2), 57–63. https://doi.org/10.1037/h0071487

APA Style
(*more styles here*)

Reference list

Order of the references

ALPHABETICAL ORDER: the reference list is ordered **alphabetically** by surname of author or first author (if there are more than one) or by title in the case of anonymous works.

- If you cite various works by the same author, you should order them chronologically, starting with the oldest.

- If several documents by the same author are from the same year, add a lower-case letter to distinguish them. This should be done both in the in-text citation and in the final list, and they should be ordered alphabetically.

Teece, D. J. (2014a). The foundations of enterprise performance: Dynamic and ordinary capabilities in an (economic) theory of firms. *Academy of Management Perspectives, 28*(4), 328–352.
Teece, D. J. (2014b). A dynamic capabilities-based entrepreneurial theory of the multinational enterprise. *Journal of International Business Studies, 45*(1), 8–37.

Reference list

Other APA style recommendations

- **HANGING INDENTATION:** leave a **hanging indentation** from the second line onward.

Barnett, W. P., & Freeman, J. (2001). Too much of a good thing? Product proliferation and organizational failure. *Organization Science, 12*(5), 539–558.
Basile, A., & Faraci, R. (2015). Aligning management model and business model in the management innovation perspective. *The role of managerial dynamic capabilities in organizational change.* Journal of Organizational Change Management, *28*(1), 43–58.

- **TEXT ALIGNMENT:** flush left.

- **INTERLINEAT:** double.

Reference list

Different types of document:

REFERENCES

Alphabetical order

Hanging indentation

Book chapter

Book

Journal article

Comma to separate several authors; Initials of first names

Brueggemann, B. J. (2013). Disability studies/disability culture. In M. L. Wehmeyer (Ed.), *The Oxford handbook of positive psychology and disability* (pp. 279–299). Oxford University Press. https://doi.org/10.1093/oxfordhb/9780195398786.013.013.0019

Cooper, H. (2016, May 12). Principles of good writing: Avoiding plagiarism. *APA Style*. https://blog.apastyle.org/apastyle/2016/05/avoiding-plagiarism.html

Cooper, H. (2018). *Reporting quantitative research in psychology: How to meet APA Style journal article reporting standards* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000103-000

Copyright Act of 1976, 17 U.S.C. §§ 101–810 (1976).

Crenshaw, K. W. (1989). Demarginalizing the intersections of race and sex: A Black feminist critique of antidiscrimination doctrine, feminist theory, and antiracist politics. *University of Chicago Legal Forum, 1989*(1), Article 8. https://chicagounbound.uchicago.edu/uclf/vol1989/iss1/8/

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Creswell, J. W., & Poth, C. N. (2018). *Qualitative inquiry and research design: Choosing among five approaches* (4th ed.). SAGE Publications.

Data Sharing Working Group. (2015). *Data sharing: Principles and considerations for policy development*. American Psychological Association. https://www.apa.org/science/leadership/bsa/data-sharing-report.pdf

de Onís, C. M. (2017). What's in an "x"? An exchange about the politics of "Latinx." *Chiricú Journal: Latina/o Literatures, Arts, and Cultures, 1*(2), 78–91. https://doi.org/10.2979/chiricu.1.2.07

Diemer, M. A., Mistry, R. S., Wadsworth, M. E., López, I., & Reimers, F. (2013). Best practices in conceptualizing and measuring social class in psychological research. *Analyses of Social Issues and Public Policy, 13*(1), 77–113. https://doi.org/10.1111/asap.12001

Source: American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th ed.), p. 402.

Further information

- American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.).

- APA Style (American Psychological Association)

- APA Style Blog (American Psychological Association)

- Estil APA (Universitat de Girona)

- Estilo APA (Universitat d'Alacant)

- Guia per elaborar citacions bibliogràfiques en format APA (Universitat de Vic)

Position of references

Where do references go?

In **APA style**, references should be placed in the reference list **at the end of the paper.**

REFERENCES

Barnett, W. P., & Freeman, J. (2001). Too much of a good thing? Product proliferation and organizational failure. *Organization Science, 12*(5), 539–558.

Basile, A., & Faraci, R. (2015). Aligning management model and business model in the management innovation perspective. *The role of managerial dynamic capabilities in organizational change.* Journal of Organizational Change Management, 28(1), 43–58.

Basu, S., Phelps, C. C., & Kotha, S. (2015). Search and integration in external venturing: An inductive examination of corporate venture capital units. *Strategic Entrepreneurship Journal, 10*(2), 129–152.

Bock, A. J., George, G., & Gann, D. M. (2012). The effects of culture and structure on strategic flexibility during business model innovation. *Journal of Management Studies, 49,* 279–305.

Cary, C. (2016). Telcos must reform their partner strategy to excel as DSPs. *Ovum Consulting.* Publication Date: January 29, 2016, product code: IT0012-000158.

BIBLIOGRAPHIC REFERENCE LIST

A compulsory part of any academic paper

Where do references go?

POSITION OF REFERENCES

REFERENCES

Barnett, W. P., & Freeman, J. (2001). Too much of a good thing? Product proliferation and organizational failure. *Organization Science*, *12*(5), 539–558.

Basile, A., & Faraci, R. (2015). Aligning management model and business model in the management innovation perspective. *The role of managerial dynamic capabilities in organizational change*. Journal of Organizational Change Management, *28*(1), 43–58.

Foss, N. J., & Saebi, T. (2014). Business models and business models innovation. Bringing organization into the discussion. In N. J. Foss & T. Saebi (Eds.), *Business model innovation: The organizational dimension*. Oxford: Oxford University Press.

Foss, N. J., & Saebi, T. (2017). Fifteen years of research on business model innovation: How far have we come, and where should we go? *Journal of Management*, *43*(1), 200–227.

Telenor. (2016). *Press release*. Retrieved from https://www.telenor.com/no/media/pressemeldi telenor-karer-vinnere-av-internt-innovasjonsprogram-for-digitale-ideer/. Accessed on Augu 7, 2016.

Van Den Bosch, F. A., Volberda, H. W., & De Boer, M. (1999). Coevolution of firm absorptive capacity and knowledge environment: Organizational forms and combinative capabilities. *Organization Science*, *10*(5), 551–568.

Winter, S. G., & Szulanski, G. (2001). Replication as strategy. *Organization Science*, *12*(6), 730–743.

Zott, C., & Amit, R. (2010). Business model design: An activity system perspective. *Long Range Planning*, *43*, 216–226.

Zott, C., Amit, R., & Massa, L. (2011). The business model: Recent developments and future research. *Journal of Management*, *37*(4), 1019–1042.

Business Models and Business Model Innovation

As a way of describing and representing how firms propose, create, deliver, and capture value for and from customers, the concept of the business model concept is gaining increasing attention in the strategic management literature. According to Zott, Amit, and Massa (2011), there is no general agreement among scholars on a common definition of the business model concept. However, the literature has converged on three basic elements a business model should encompass and about which firms have to make decisions. First, a *value proposition* for stakeholders; second, *value creation*, a structure of the value chain for realizing the value proposition; third, *value capture*, the mechanisms through which the firm appropriates its share of value.

As Zott et al. (2011) argue the business model concept goes beyond "traditional" business strategy in its emphasis on the need to focus on value and to do so in a holistic way. By focusing on value instead of other classical concepts such as product-market decisions or profits, the business model literature divides the unit of analysis along three dimensions (Foss & Saebi, 2014; Zott et al., 2011). The first dimension is the primacy given to the customer and other stakeholders when defining the details of the *value proposition*. Through the value proposition, the firm establishes a specific deal between what customers need and are willing to pay for and what the company is able to offer. The second

How to cite and compile references?

- **Manually**
How to cite and create your bibliograhy

- **Automatically:** using a bibliographic reference manager. This lets you save your references, edit them, classify them, insert them into a text and generate the bibliography.

bibliografia

FREE

citeulike

FREE

FREE

MENDELEY

FREE

RefWorks

zotero

EndNote

4

Summary of steps to take when citing sources

Steps for citing

4 WRITE THE REFERENCE LIST OR BIBLIOGRAPHY
Consider using a bibliographic reference manager like Mendeley to facilitate your work
You need to take into account the type of document being referenced, whether it is on a print or electronic medium, abbreviations, etc.

3 INCLUDE THE CITATIONS IN YOUR TFG FROM THE BEGINNING
Insert quotations as you write. You can use the Mendeley plugin for Microsoft Word.

2 CHOOSE A CITATION STYLE
with the help of your work tutor.

1 SEARCH FOR AND COLLATE THE SOURCE MATERIALS THAT YOU WILL USE FOR YOUR WORK
Consider using a bibliographic reference manager like Mendeley to facilitate your work.

Refer to: **Citacions i Bibliografia> estils de citació**

What is Mendeley?

What is Mendeley?

Mendeley is a **bibliographic reference manager** that also functions as a **social network**. It is integrated with commercial databases, the DDD and the UAB Libraries Search Tool.

With Mendeley you can organise the bibliography of your paper, collaborate online with other users and discover the latest documents to be published in your subject area.

Mendeley lets you

- set up a personal library

- import documents to your personal library and organise them in folders

- **include citations** in word processors and **generate bibliographies**

- share research: set up public and private groups, share documents and **collectively review** academic papers

- set up your personal profile, with your c.v., publications and affiliation

Setting up an account on Mendeley

How to set up a **Mendeley account**

https://www.uab.cat/biblioteques./mendeley

How to set up a **Mendeley** account

- From a **computer on the UAB campus**, go to www.mendeley.com and **set up an account** by filling in your personal and academic data.

- **If you are outside the UAB campus**, you first need to identify yourself with the [ARE service: access to e-resources from outside the UAB](#). From then on you can access your Mendeley account from any computer, with all the advantages of a MIE account (Mendeley Institutional Edition).

> This access will be valid for one year. At the end of that time, you will get a message asking you to renew your institutional access if you still belong to the UAB community. **Just** log back into your Mendeley account from a computer **connected to the UAB** network, and **your subscription will be renewed for another year.**

For further information on accessing Mendeley Institutional Edition (MIE), go to: www.uab.cat/biblioteques/Mendeley

Double platform

Online and Desktop – Web Importer and Plugin for Word

Mendeley versions

Mendeley has two versions:

- **Mendeley Desktop** (local). For managing references and citing.
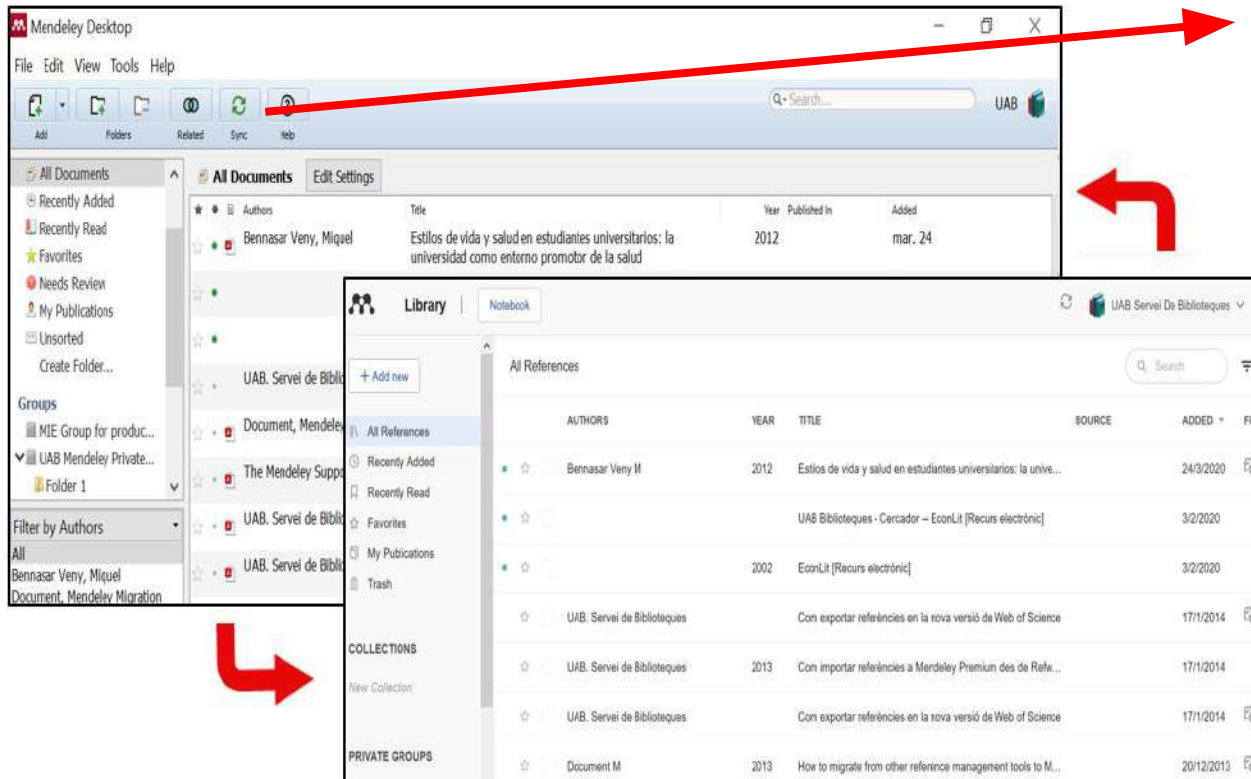
Synchronize

When you synchronise, Mendeley checks which platform (Desktop or Web) has the most recent data and keeps these

- **Mendely Web** (cloud)

Getting started....

To compile the citations and references for your dissertation we suggest you install

- **Mendeley Desktop**
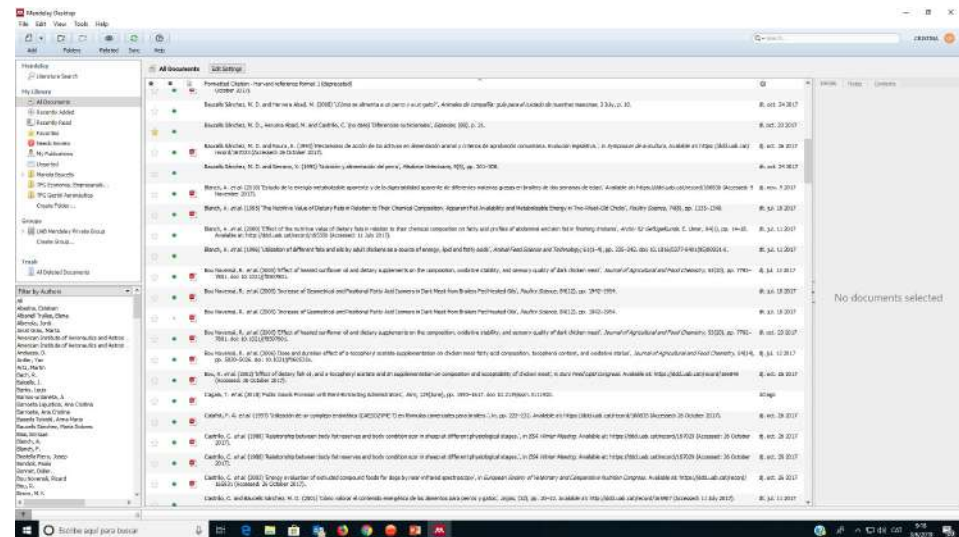
- **Mendeley Web Importer**

- **MS Word Plugin**
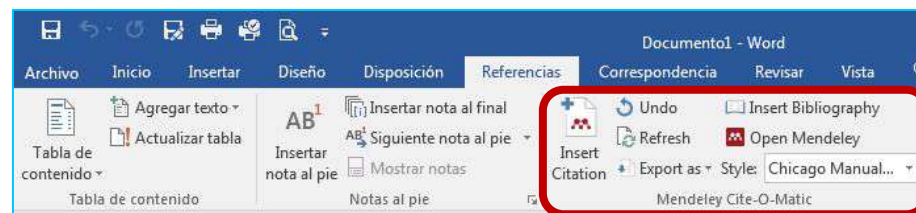
Mendeley Desktop

Desktop tool for managing references and citing. Particularly **useful for compiling the citations and references for your dissertation**. Installation needed: download from www.mendeley.com/downloads

Install it on as many computers as you like. Compatible with Windows, Macintosh and Linux.
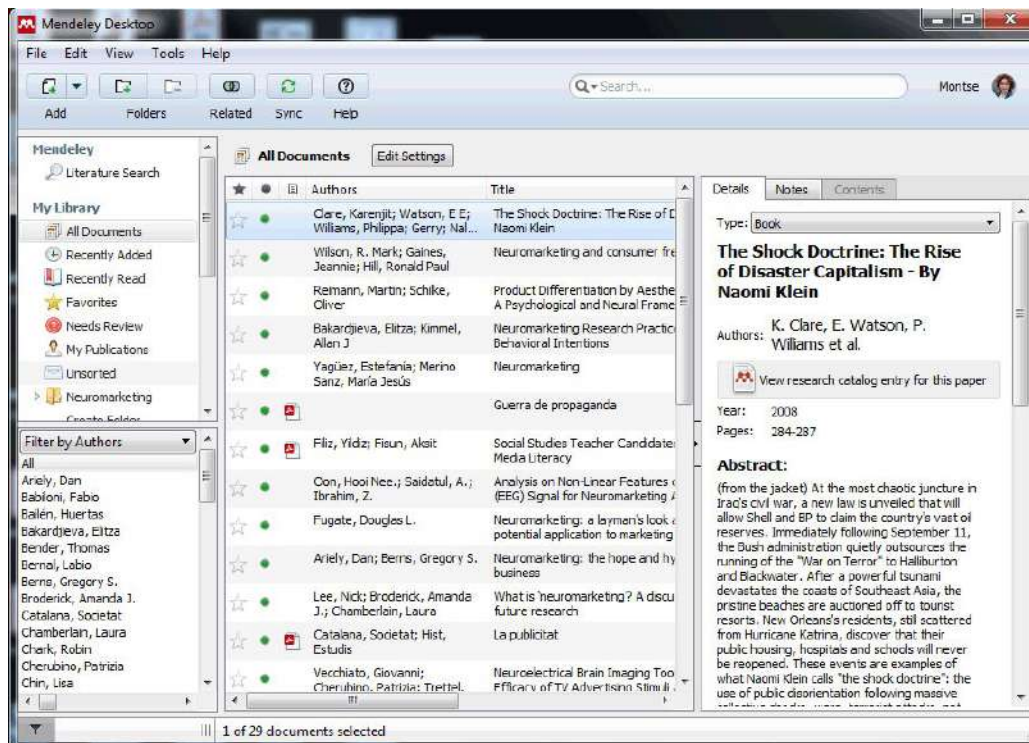
Screen divided into **3 columns:**

- **left** (folders, groups and filters)
- **central** (reference list)
- **right** (for editing and modifying references)

Mendeley Web Importer

To **import references and PDFs** from the internet you need to install **Mendeley Web Importer**. Very useful for managing the bibliography for your paper. Install it on your browser, as per the instructions on the page

www.mendeley.com/reference-management/web-importer

Web Importer is compatible with:

- UAB Libraries Search Tool
- databases (Scopus, PubMed, etc.)
- e-journals
- library catalogues
- websites (Wikipedia, Google Scholar, Amazon, etc.)

Mendeley Web Importer

Import papers, web pages and other documents directly into your reference library from search engines and academic databases. Mendeley Web Importer is available for all major web browsers.

Chrome   Firefox   Safari, IE & more

1. Download the browser extension

Download browser extension

2. Save articles from supported sites

And this icon will appear in your browser:

MS Word Plugin

To add citations into your texts

From Mendeley Desktop go to the **Tools** menu and download the **MS Word Plugin** (compatible with Word 2010, 2013 and 2016) or the **Libre Office Plugin.**
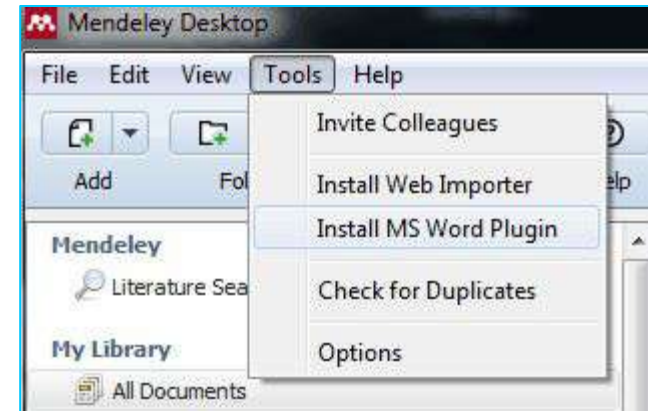
Close Word before installing the plugin.
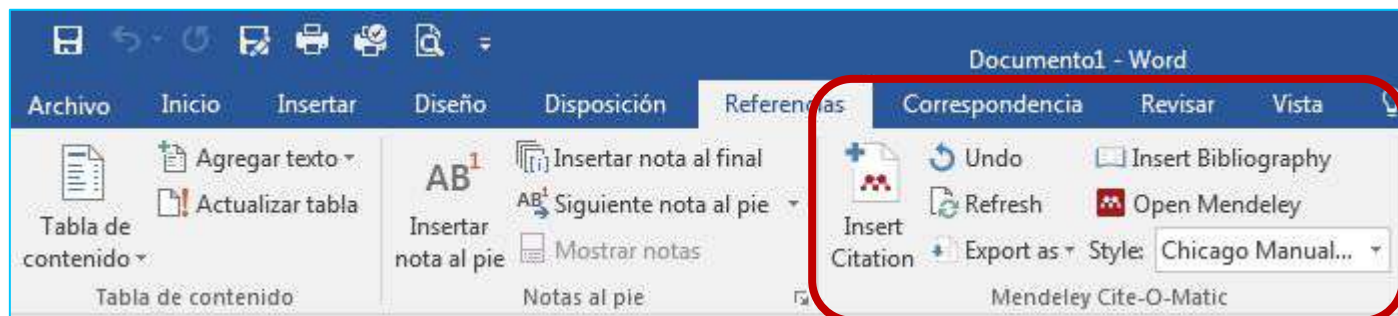
Setting up a personal library

Setting up your library

As you search for literature for your paper you can build up your library in Mendeley.

You can add references in different ways:

How to add references to Mendeley

1. From databases and websites compatible with the *Web Importer* tool

2. *Drag and drop* From databases **NOT** compatible with *Web Importer* and from other reference managers. You can also import PDFs from your computer

3. **Direct export button** in the UAB Libraries Search Tool and the DDD

4. **Mendeley collaborative catalogue**

5. **Manually**
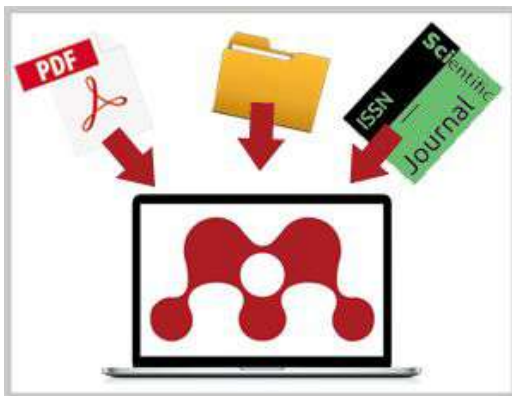
Importing references - *Web Importer*

Web Importer lets you import references (from websites and databases), one at a time or all together, from the page you are on. Before importing, the references can be edited, modified and added to a folder.
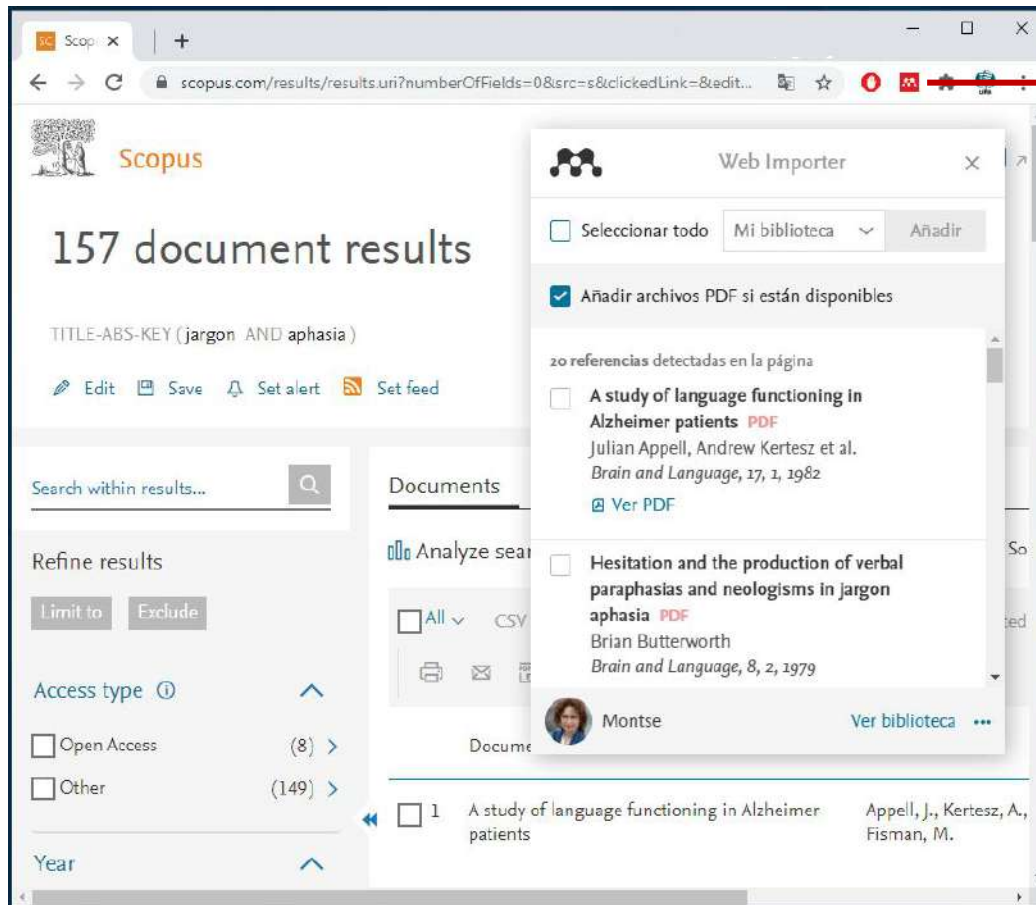
Web Importer

Save all: to save all the references.
If you only want to save a selection: click on each reference to save the ones you want

⚠️ You can only import the references shown in the results page

Importing references – *Drag and drop*

From databases that are not compatible with *Web Importer*, you have to select and save the references (preferably in RIS or Bibtex format). For example, the CSIC's ÍnDiCEs database.

Download results

Save the selection

Download in RIS format

Importing references – *Drag and drop*

In Mendeley Desktop you can drag and drop the RIS file in the middle column. The references will be added.
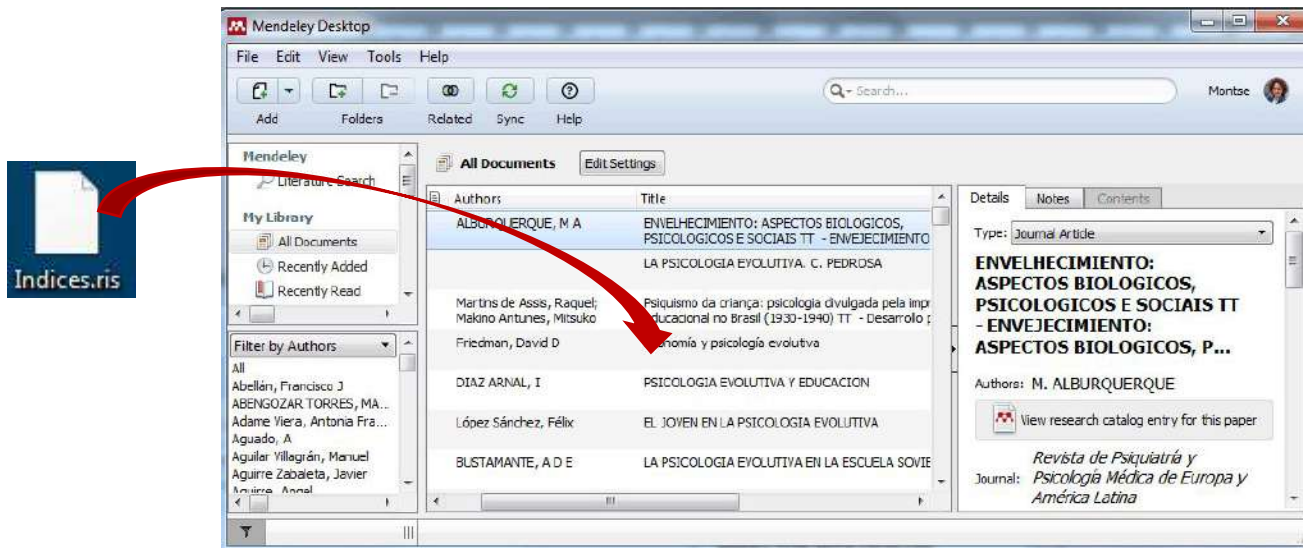
You can also do this from *File* ➝ *Add Files*
or from *File* ➝ *Import*.
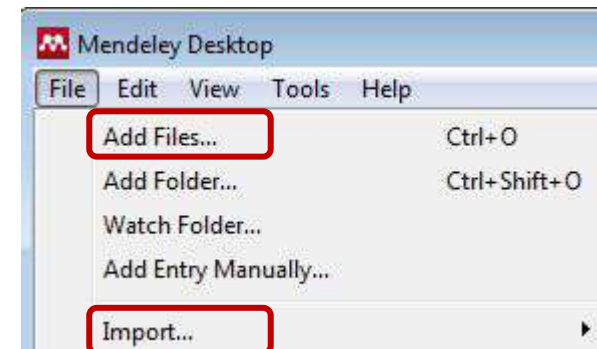
Importing references – PDF

In some cases, with *Web Importer* you can **import the PDFs** associated with the references. Otherwise, you can save them to your computer and then use *Drag and drop* to add them to Desktop. Both the PDF documents and their associated references are incorporated.
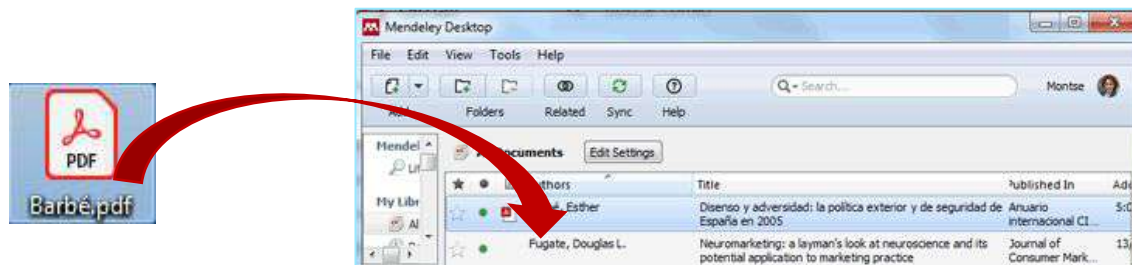
If you already have the reference in Desktop and you want to add the PDF (or other type of document: Word, image, etc.) you can do this from the right-hand column by clicking on the *Files* section.

The PDFs are not added to the Mendeley collaborative catalogue: only the references are.
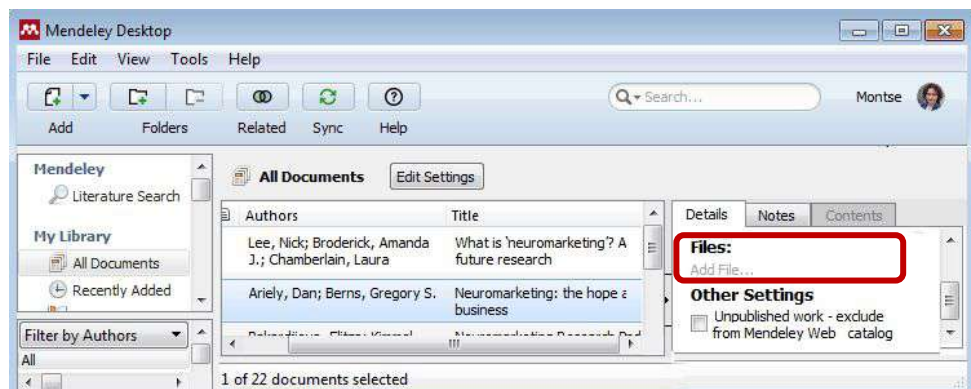
Importing references – *Watch Folder*

PDFs kept in folders on your computer can be added automatically to your library: (***File*** ➝ ***Watch Folder*** **or** ***Tools*** ➝ ***Options*** ➝ ***Watched Folders***).
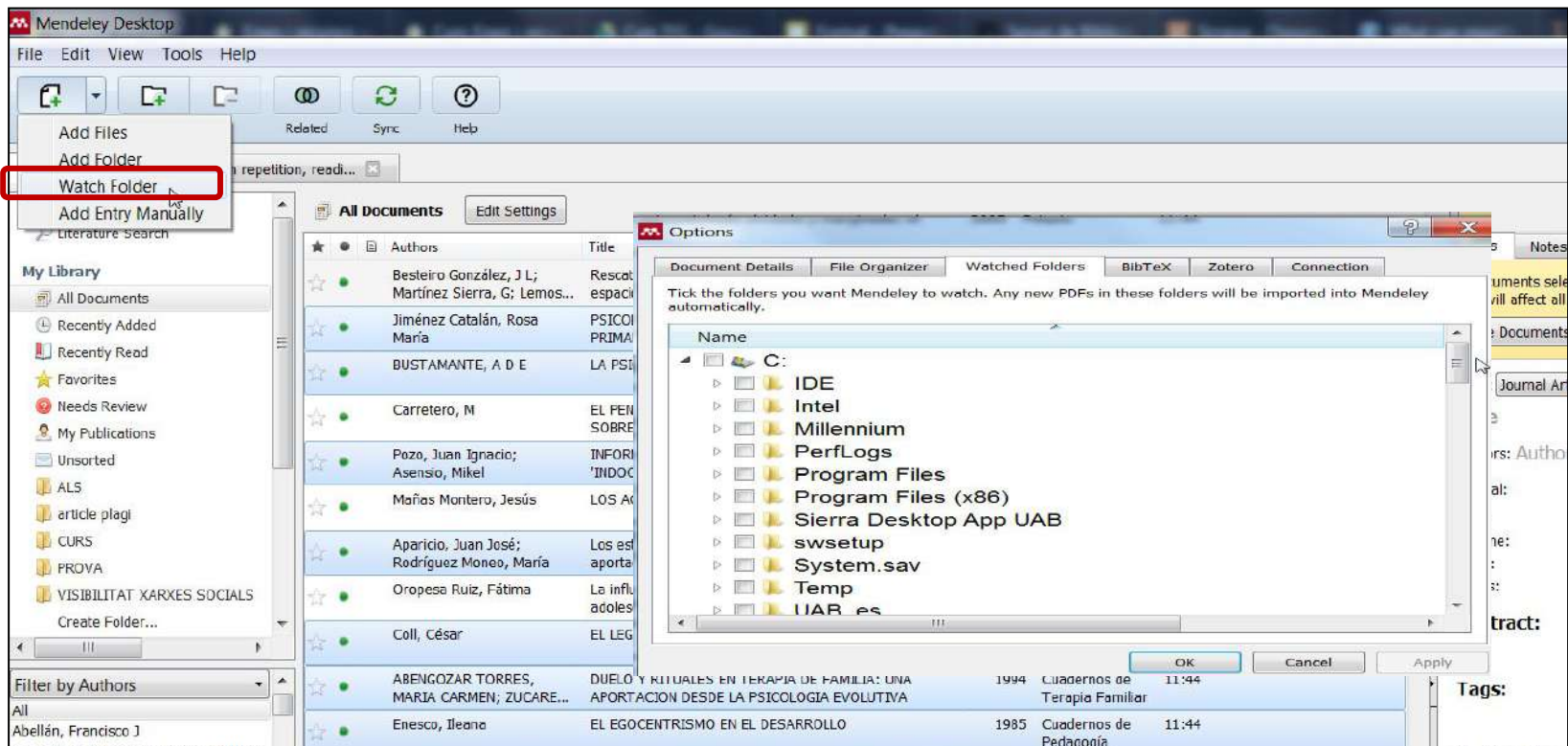
Importing references: Direct export button in the UAB Libraries Search Tool and the DDD

From the website www.uab.cat/biblioteques/ and the DDD (Digital Documents Repository), look for the reference that you want to import into Mendeley.
Then click on the icon 🔱 for Search Tool and 🔱 MENDELEY for the DDD.

Log into Mendeley, and the data will automatically be incorporated into your web account; You need to synchronise to see them in Desktop.

Apart from this specific button, you can also import references from the Search Tool through the *Web Importer* browser add-on.

Importing references – Mendeley collaborative catalogue

The **Mendeley collaborative catalogue** is populated by the references included by its users. You can search on **Mendeley Web** by clicking on the search button (top-right of the screen) and a set of tabs will open, among which you will see *Papers.*
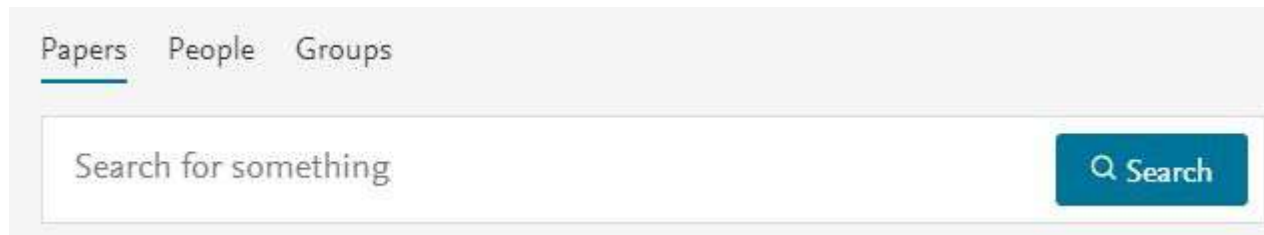
In Mendeley Desktop you can do the same with *Literature Search.*
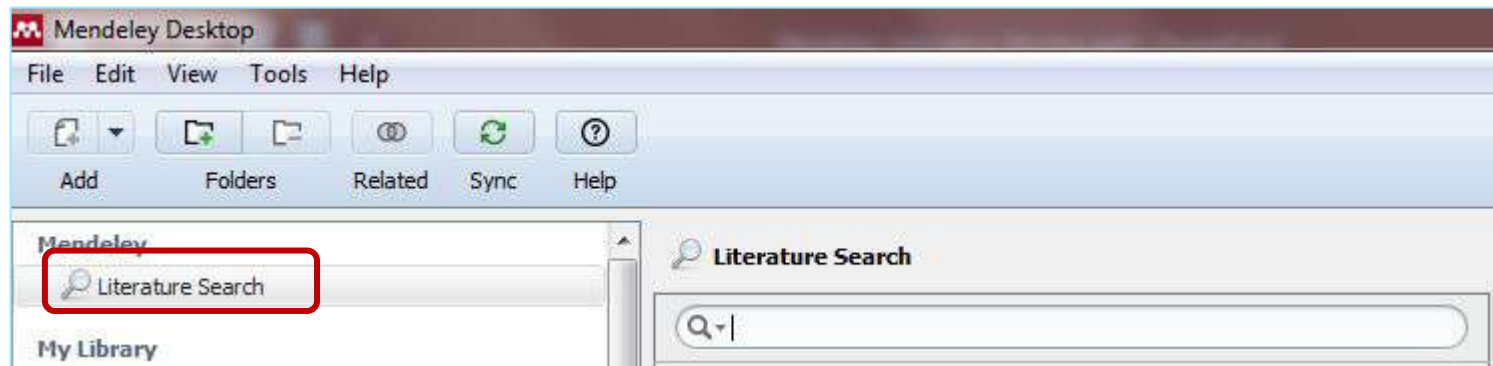
Importing references – Mendeley collaborative catalogue

In the list of results you can see:

Neuromarketing: Ethical Implications of its Use and Potential Misuse

Stanton S, Sinnott-Armstrong W, Huettel S

Journal of Business Ethics (2017) 144(4) 799-811

DOI: 10.1007/s10551-016-3059-0

+ Add to library

🏛 Access PDF via institution

24 Citations

276 Readers

Citations of this article from Scopus.

Mendeley users having this reference on their account.

Import this reference to your Mendeley library.

Access to the full text (only for UAB subscribed resources and on the UAB network).

PDFs found on links to the full text cannot be imported directly to Mendeley. You need to download them to your computer and then import them by *Drag and drop*.

Inserting references manually

Mendeley Web: *Library* ➤ *left-hand column* ➤ + Add new ➤ *Add entry manually*

Mendeley Desktop: *File* ➤ *Add Entry Manually*

- Choose the type of document on the dropdown menu
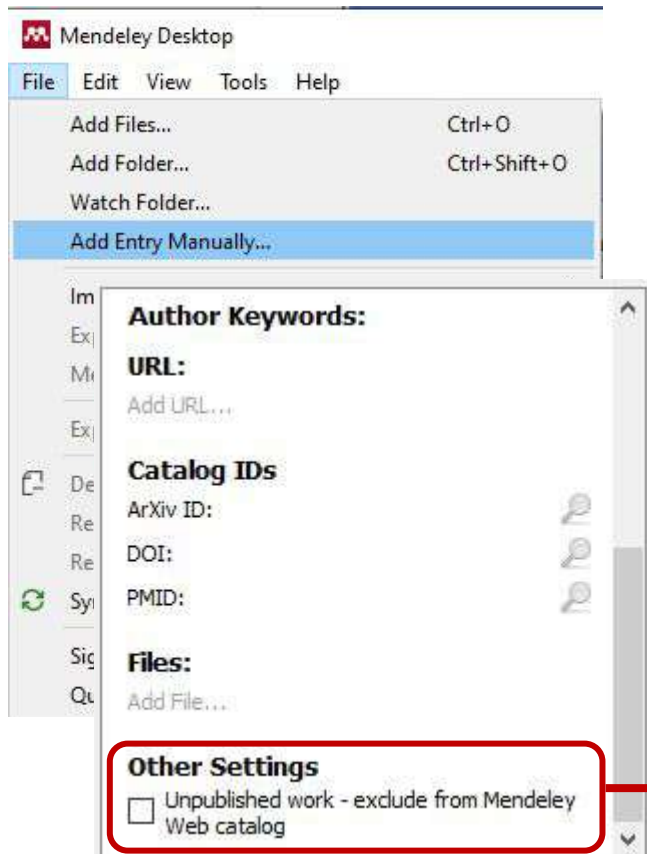
In both Desktop and Mendeley web,
in the right-hand column,
at the end of the reference details,
you will see the option to exclude
the Mendeley catalogue reference.

Synchronisation

Whether you're working with the web version or the desktop version, it's important to **synchronise** the changes you make to the two versions.
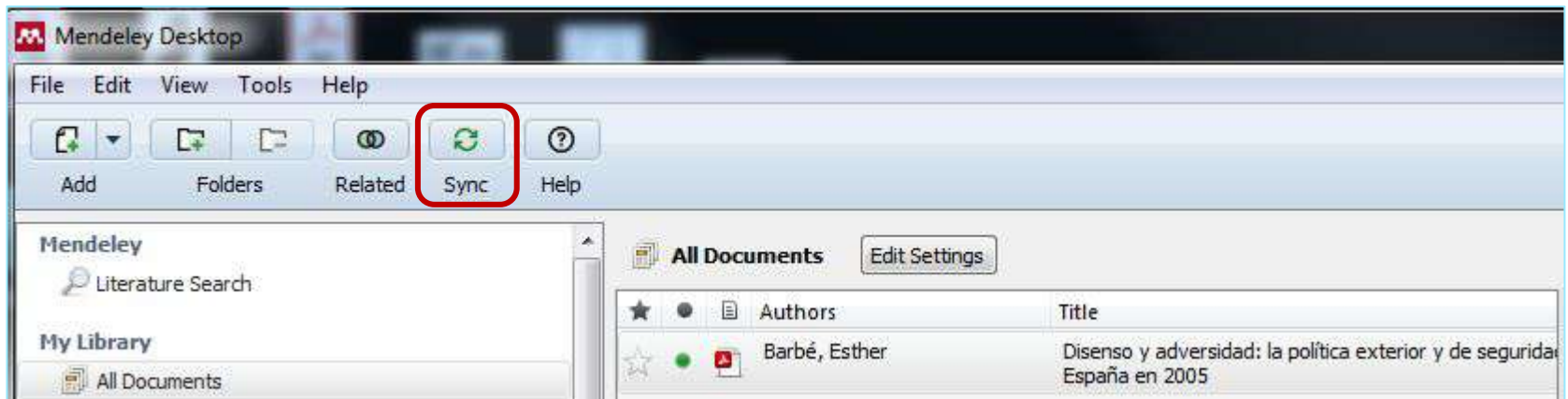
Organising your library

Organising your library

*We recommend you to work on this section with **Mendeley Desktop,** as it has more functionalities*

Below, you will learn how to:

Manage folders

Order entries. Select them and deselect them

Edit your references

Ordering entries, selecting them and deselecting them

To **order** the entries, click on the name of the column you want to order them by: author, title, year...

You can also make certain entries appear first: favourites, those that have been read, or those with an associated PDF.

If you click again you will reverse the order.

★	●	🖹	Authors	Title	Year	Published In	Added
☆	·		AP, Rossi; Facchinetti, R; Ferrari, E; Nori, N; Sant, S; ...	Predictors of self-reported adherence to direct oral anticoagulation in a population of elderly men and women...			gen 28
☆	●		Dvorackova, Simona; Ladova, Katerina; Maly, Josef; Kolar...	[Medication adherence to non-vitamin K antagonist oral anticoagulants at non-valvular atrial fibrillation - the litera...		Vnitrni lekarstvi	gen 28
☆	●	📄	Borne, Ryan T; O'Donnell, Colin; Turakhia, Mintu P; Var...	Adherence and outcomes to direct oral anticoagulants among patients with atrial fibrillation: findings from the ve...	2017	BMC cardiovascular ...	gen 28
☆	●	📄	McHorney, Colleen A; Ashton, Veronica; Laliberte, Francois...	Adherence to Rivaroxaban Compared with Other Oral Anticoagulant Agents Among Patients with Nonvalvular A...	2017	Journal of managed care ...	gen 28
⭐	·	📄	Brown, Joshua D; Shewale, Anand R; Talbert, Jeffery C	Adherence to Rivaroxaban, Dabigatran, and Apixaban for Stroke Prevention for Newly Diagnosed and Treatment-N...	2017	Journal of managed care ...	gen 28
☆	●		Draper, Evan; Parkhurst, Brandon; Carley, Blake; Kru...	Comparison of Prescribing Practices with Direct Acting Oral Anticoagulant Protocols.	2017	American journal of cardiovascul...	gen 28
☆	●	📄	Lacoin, Laure; Lumley, Matthew; Ridha, Essra; Per...	Evolving landscape of stroke prevention in atrial fibrillation within the UK between 2012 and 2016: a cross-sectional ...	2017	BMJ open	gen 28

⭐ **Favourite**

● **Read** / · **Not read**

📄 **PDF**

You can **mark** records as favourites ⭐

Mendeley considers entries "read" if you have opened the PDF, but you can change this mark.

Editing the data of the entries
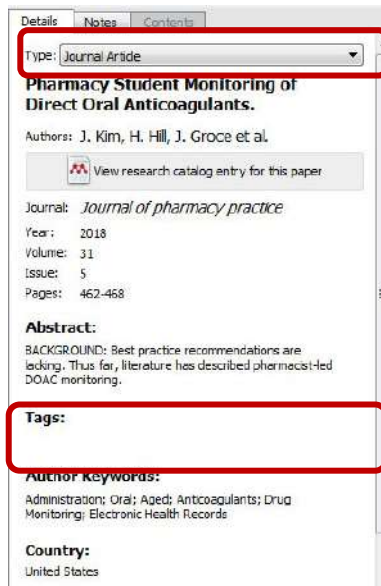
You can edit all the data of an entry.

Make sure the type of document is the right one.
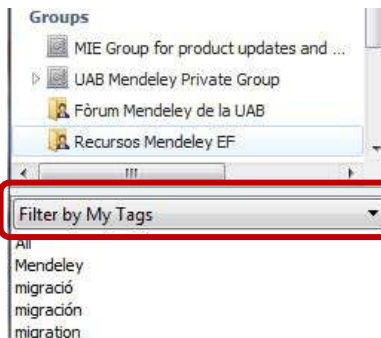
In the Tags field you can put your own tags. For example: TFG.

You can filter the entries using your tags.

If you have previously selected several references from the middle column, these changes will be made to all of them. Select the references you want to edit by pressing Control and clicking.

Creating personal folders

Create Folder in the left-hand column
or icon

To create a sub-folder, select the
parent folder and click on the same
icon.

Renaming and deleting folders

Right mouse button ➔ *Rename folder*
or *Remove folder.*

Another option for deleting folders ➔
My Library, select the folder you want to
delete and click on
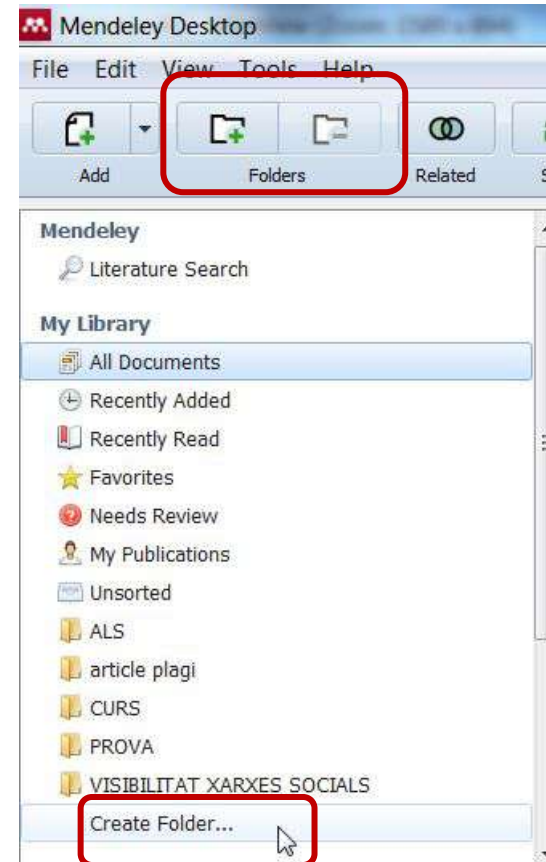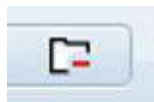
Managing references

If you organise your references in **<u>folders</u>**:

- **References in more than one folder.** If you want a reference to be in more than one folder, you can select it and drag it to the other folder where you want it to appear. The reference will be in both the original folder and the new one.

- **Deleting references in a folder.** Select the references, click on them with the right mouse button and choose the option *Remove from collection*, or press the *Supr (or DEL)* key. Either option will remove the references from the folder. If the references were in a single folder, they will move to the space *Unsorted documents*. If the references were in more than one folder, they will stay in the other folders (neither deleted nor moved).

- **Permanently deleting references.** Select the references, click on them with the right mouse button and choose the option *Delete documents*. The references (and any attached documents) **are deleted from all folders containing them.** You can see them in the bin (*Trash: All deleted documents*).

Managing references

If you are working with the sections *All documents, Recently added* and *Unsorted documents* and **not with folders**:

- **Deleting references:** select the references and press ***Supr***. You can also right-click and choose ***Delete documents.***

  The references (and any attached documents) are removed to the bin (***Trash***). From the bin, you can delete them permanently or restore them.

- **Detecting duplicated references:** click on ***Tools Check for duplicates*** and you will find the references that have been added more than once. This will let you unify your library.
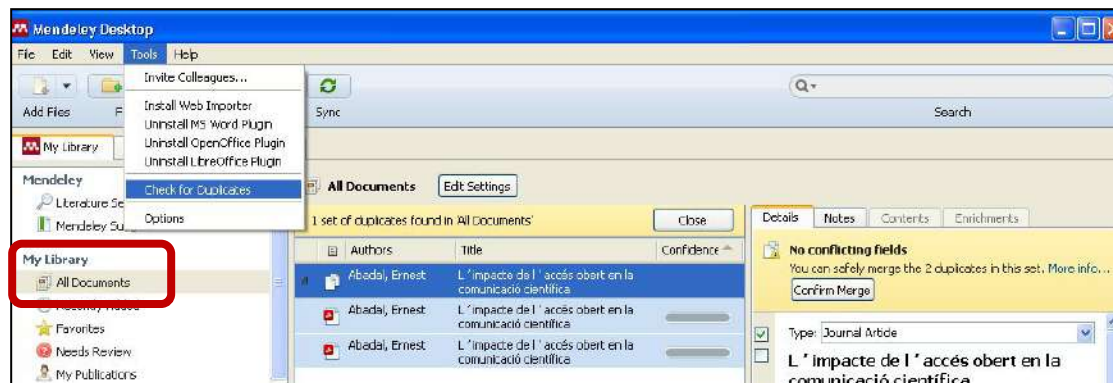
PDF viewer: adding notes

And if you want to write notes, underline, or copy text from the PDFs for your work...

Mendeley Desktop has a PDF viewer that lets you create notes, copy part of the text and highlight content in PDFs.

In a PDF file:

highlights text. You can choose the colour with

creates a note at the cursor position

selects part of the text

To undo changes: *Edit* ➜ *Undo* or *Ctrl Z*

Mendeley Web
PDF viewer that lets you search within the document, create notes and highlight content in PDFs with the options in the top menu.

Inserting citations into a text and compiling the bibliography

All of this section makes use of
Mendeley Desktop

Inserting citations into a text

To insert citations into a text you first need to install the *Citation Plugin for Microsoft Word.*

Go to *Tools* ➤ *Install MS Word Plugin.*
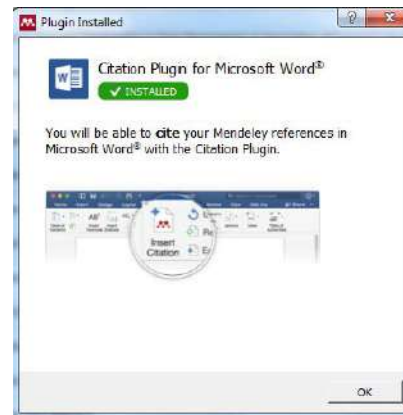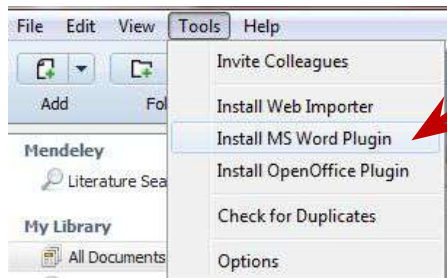
Close Word before installing the plugin.

Inserting citations into a text

When you have installed the plugin, in the *References* tab in Word you will see the tool *Mendeley Cite-O-Matic.*

1 **Choose the citation style.**
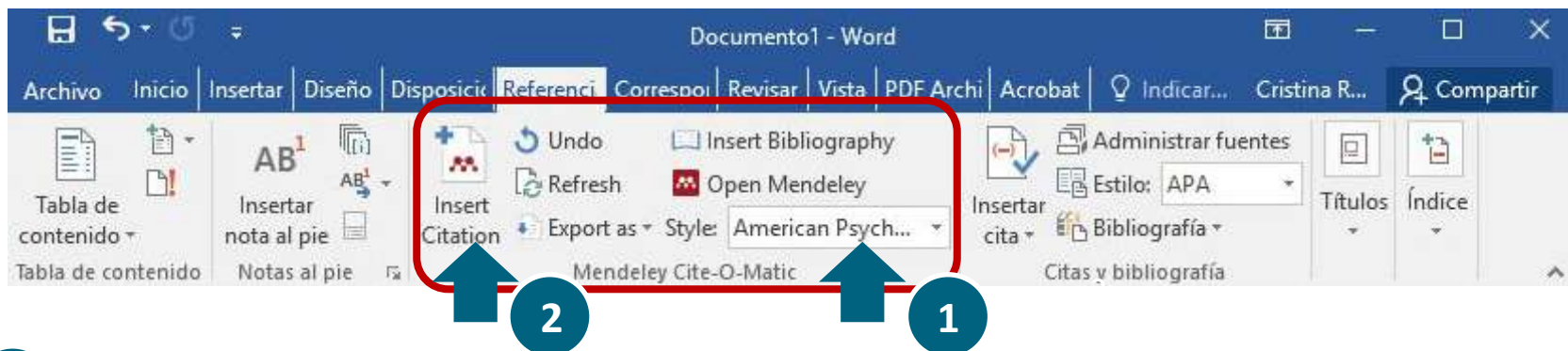
2 *Insert Citation:* Click on *Insert Citation.*

- **OPTION 1:** search for, select and insert the reference from the pop-up screen.
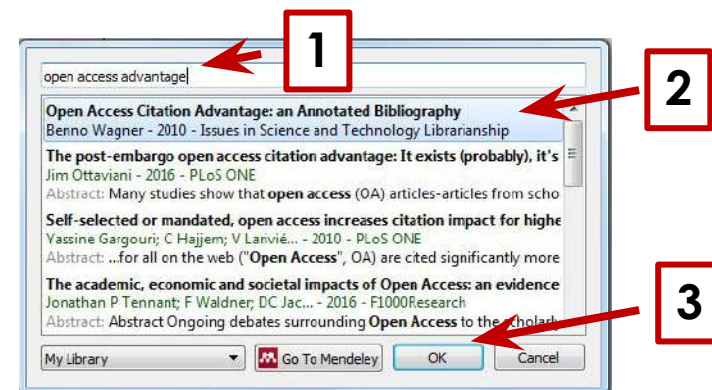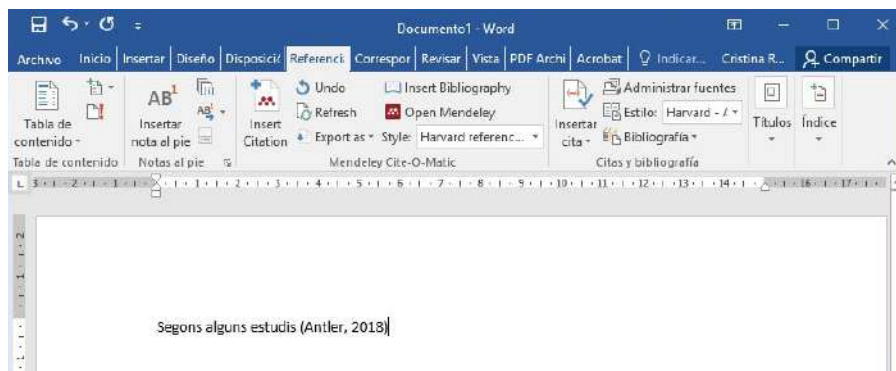
Inserting citations into a text

2 *Insert Citation:*

- **OPTION 2:** Click on *Go to Mendeley* and directly choose the reference from the Desktop with the *Cite* icon
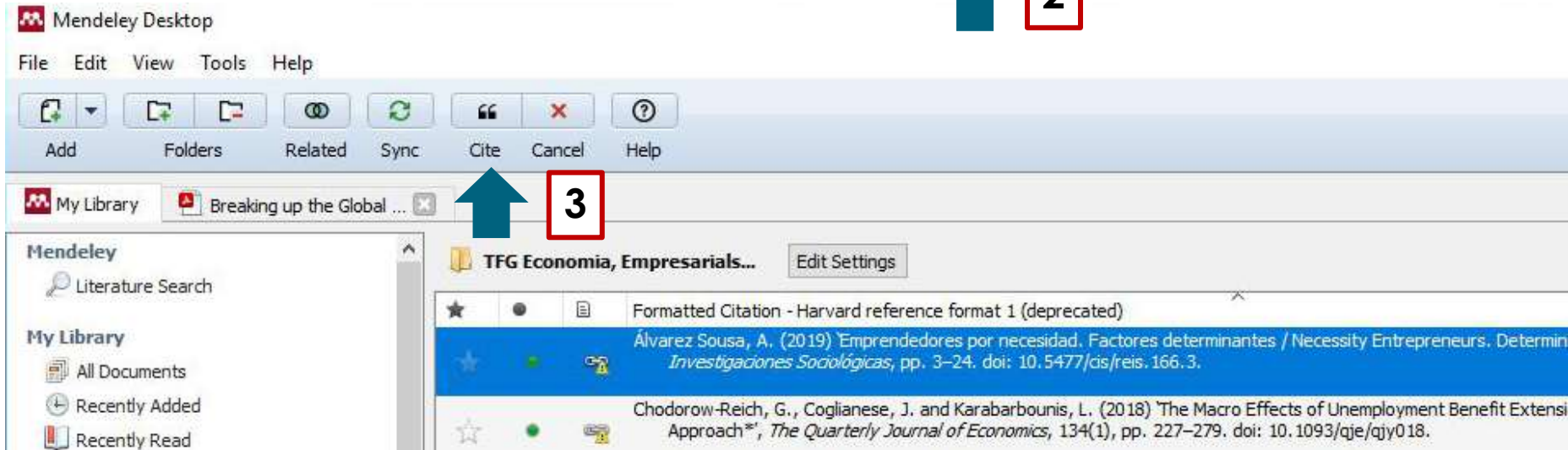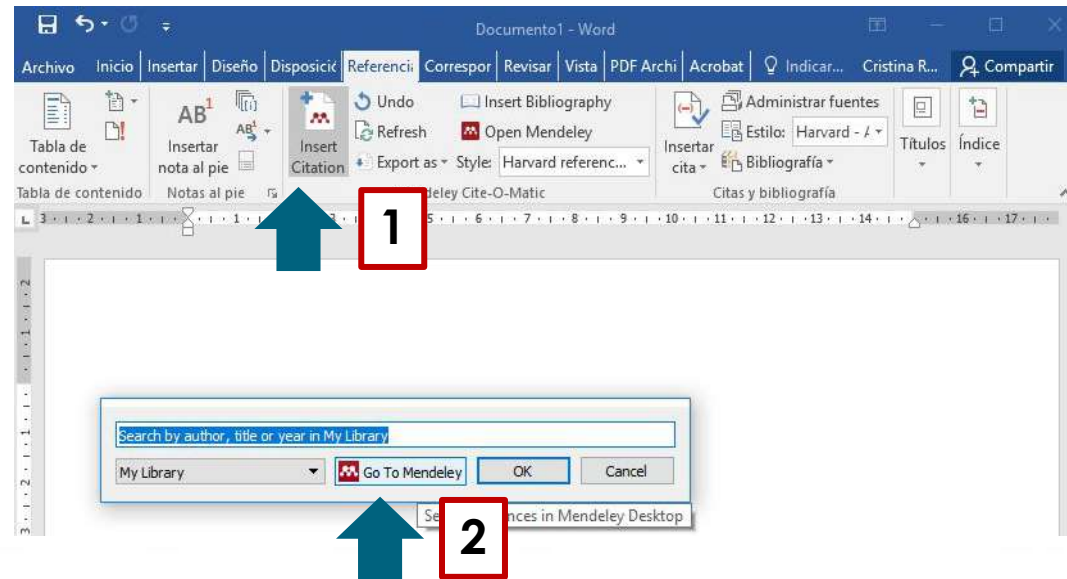
Inserting citations into a text

Edit citation: having inserted the citation in your document, click on it. Then click on the option *Edit Citation* which appears in *Mendeley Cite-O-Matic.*
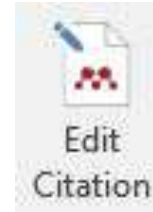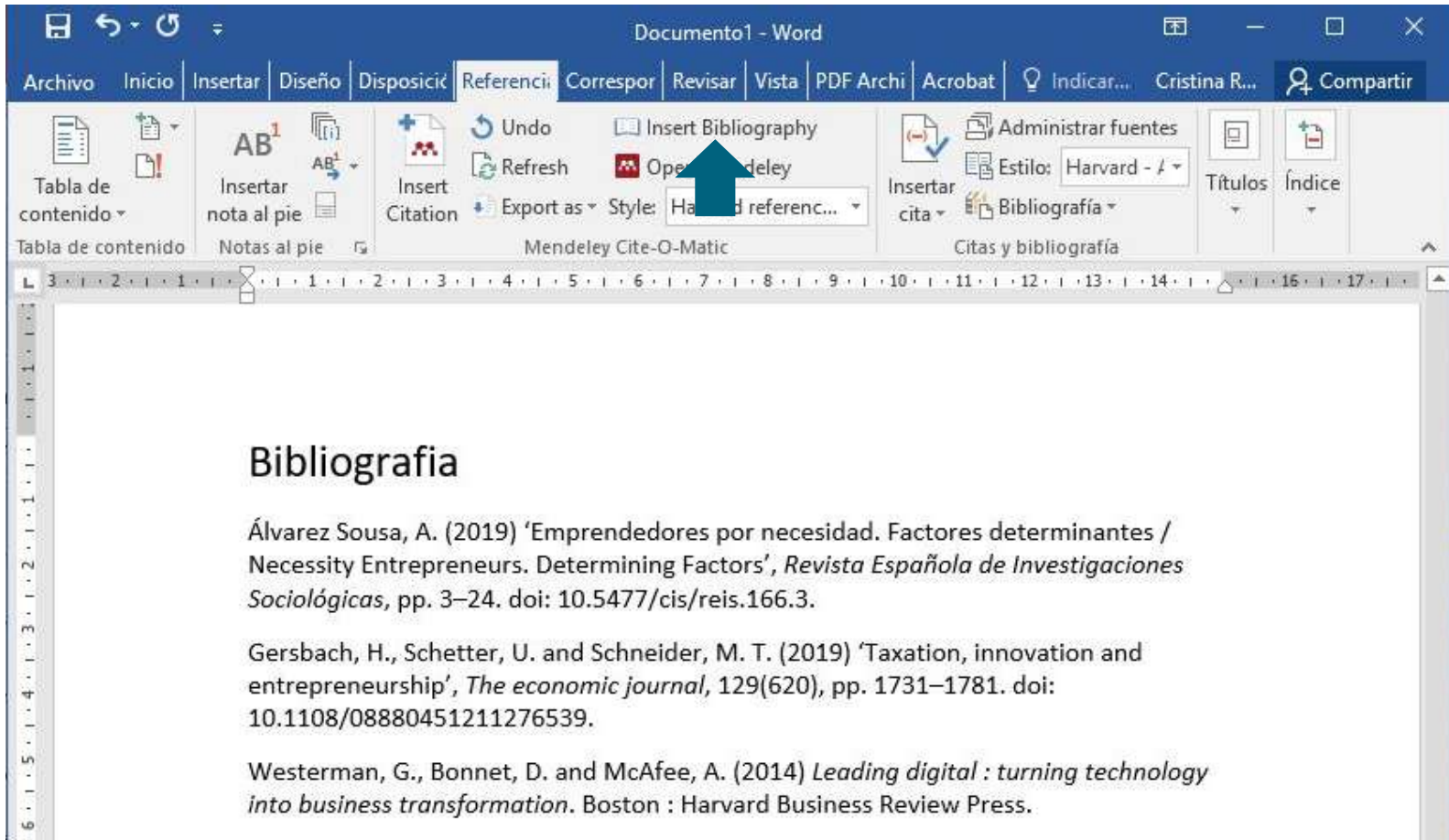
Edit Citation

In the pop-up window, click on the citation and you will see the options for editing it.
You can add a page, for example.

Wagner 2010;   **1**

Page   25   **2**

Prefix

Suffix

☐ Suppress author

My Library   Go To Mendeley   OK   Cancel   **3**
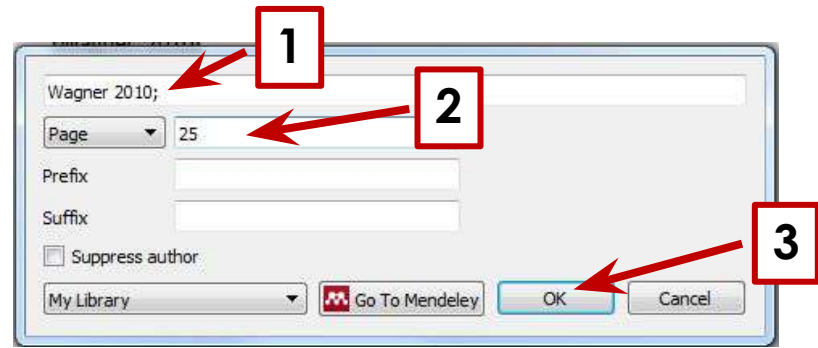
Inserting citations into a text

3   *Insert Bibliography:* generates the bibliography automatically. This includes the references that you cite in your work.

Inserting citations into a text

Other considerations:

- **_Style:_** you can select and change the bibliographic style of your citation and generate the reference list or the bibliography.

- **_Refresh:_** updates Word with any changes made to references from the Desktop (for example, if you change the year or the author's name) or on Mendeley Web (synchronisation required afterwards).
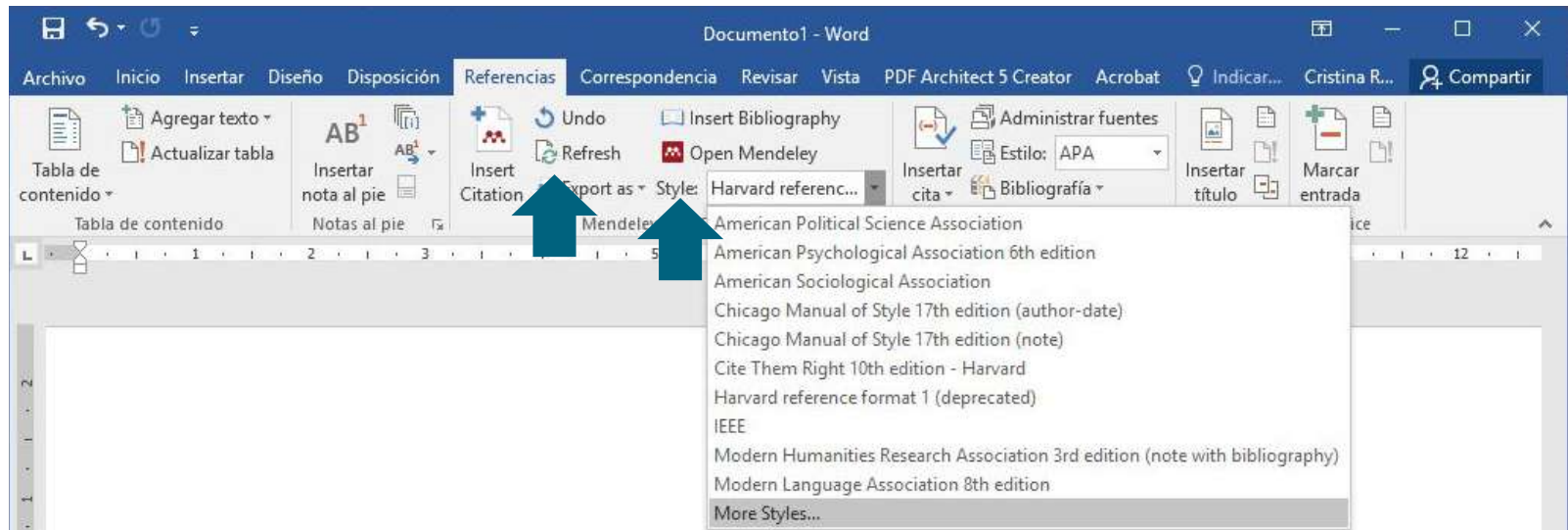
You can insert new citations, delete any or change the citation style whenever you like: the bibliography is updated automatically.

Inserting citations into a text

Other considerations:

Mendeley generates the bibliography in English by default. It also includes in references the URL of the non-original source from which the entries have been imported: catalogues, databases, etc.

To match the bibliography to the language of the document and remove the non-original URLs...

OPTION 1: Go to the menu *View* ➤ *Citation Style* ➤ *More Styles* and, at the bottom of the pop-up window:

- ***Include URLs and Date Accessed in Bibliographies:*** select ***Only for Webpages.***
- ***Citation and bibliography language***: choose the language from the dropdown menu.

OPTION 2: From Mendeley Cite-O-Matic in Word ➤ Style ➤ *More Styles* and follow the instructions for OPTION 1.
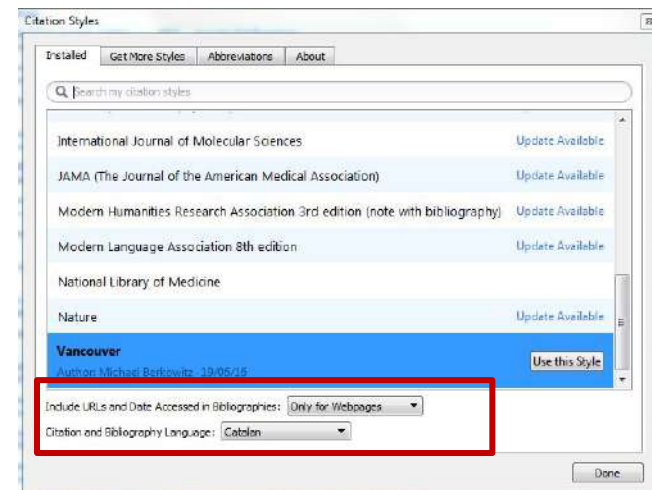
Compiling the bibliography

You can also compile a bibliography from the references you have saved in Mendeley. In this case **it is not necessary** to have inserted citations previously in the document.

1. **Choose the citation style:** Go to *View* ➔ *Citation Style*.
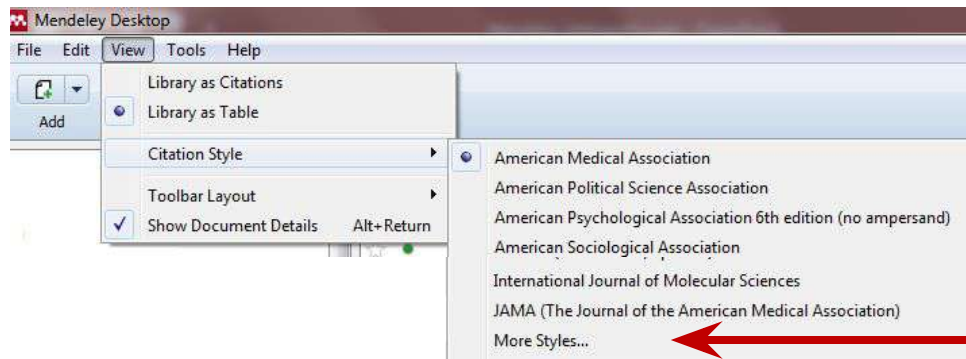
You will find more styles on *More Styles* ➔ *Get More Styles*.

2. **Indicate which references you want to list.** You can do this by selecting one of the folders in the section *My Library*, or from the folder *All Documents*.

In the middle column of the Desktop, select:
- All the references in the folder: right mouse button ➔ *Select All*
- Some references: select them with Shift + mouse-click

Compiling the bibliography

3. Right-click on them and go to *Copy As* ➔ ***Formatted Citation***. This also works with the copy function: Ctrl + C.
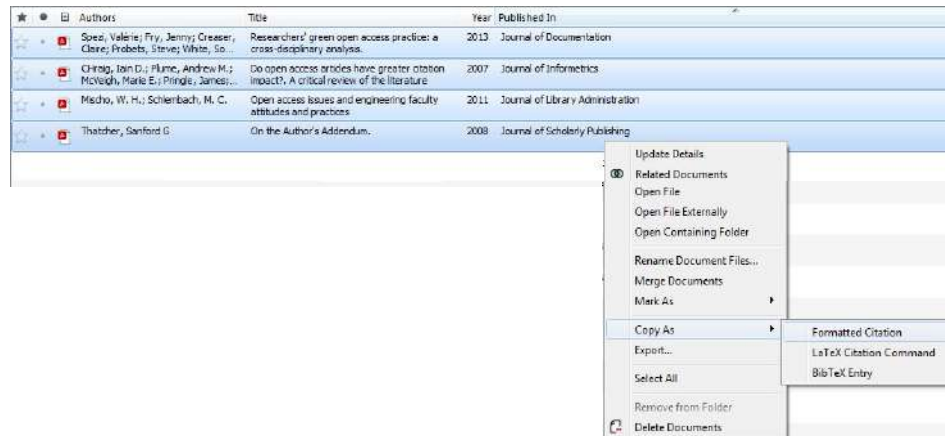
4. Open the **word processor** and paste them (Ctrl +V).
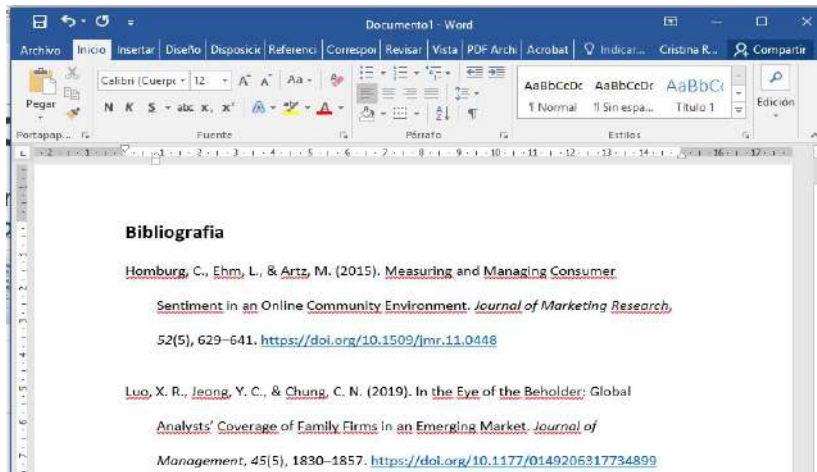
To change the bibliographic style, you will need to do the whole procedure again

Apps and Guides

Apps for mobile devices:

- www.mendeley.com/guides/ios
- www.mendeley.com/guides/android

Guides and help videos:

- Guides and exercises made by the UAB Libraries
- User guide (in Catalan) (in English)
- Mendeley video tutorials
- Mendeley Resource Center
- Mendeley Support & Faqs

What is copyright?

Copyright – What is it?

AUTHORS/ CREATORS
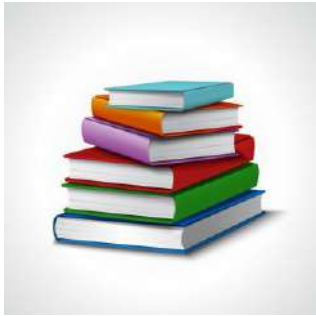
Automatically **HAVE RIGHTS** over their work that must be respected, even if it is freely available on internet, in any format: photograph, article, etc.

The availability of a work on the internet **DOES NOT** imply the absence of rights

Copyright – Types of rights

MORAL RIGHTS

EXCLUSIVE EXPLOITATION RIGHTS

Integrity
No alterations to the work that could be prejudicial to the author

Paternity
Acknowledgement of being the author of the work

Untransferable
No time limit

Reproduction:
copies. Limits: private copy, for research

Distribution of copies (sale, rent or loan)

Communication
access to the work with no distribution of copies

TFG to the

Transformation
Author of a derivative work becomes owner of it

Transferable
70 years from author's death

E.g. You can transfer the right to distribute, translate or reproduce your TFG to others

3

Copyright: how to respect it

Need **to cite** sources in order to

- acknowledge the work of others
- document the research conducted

Need to cite **all** material used:

- texts (books, articles, theses, etc.)
- images (illustrations, graphs, figures, videos, etc.)
- music, sounds etc.

Copyright

More information here:

[Intellectual Property and Open Access Blog of the UAB](#)

Creative Commons licenses

Creative Commons licenses

Creative Commons (CC) licences allow authors to grant copyright permissions to their work, in line with the law on intellectual property.

The authors decide WHAT can be done with their work:

BY - Attribution

Need to acknowledge the author appropriately, link to the licence and point out any changes made.

BY-NC – NonCommercial
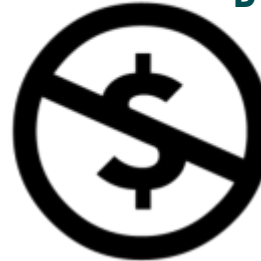
You cannot exploit the derivative works commercially.

SA – ShareAlike

If you remix, adapt, or build upon the material, you must license your new creations under identical terms to the original work's.

ND – NoDerivs
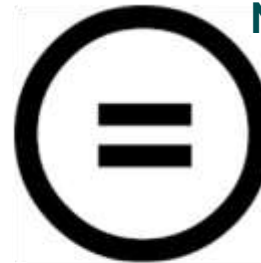
If you remix, adapt, or build upon the material, you cannot share it with others in the adapted format.

creativecommons.org

Copyright – **CC** licenses

Licence types
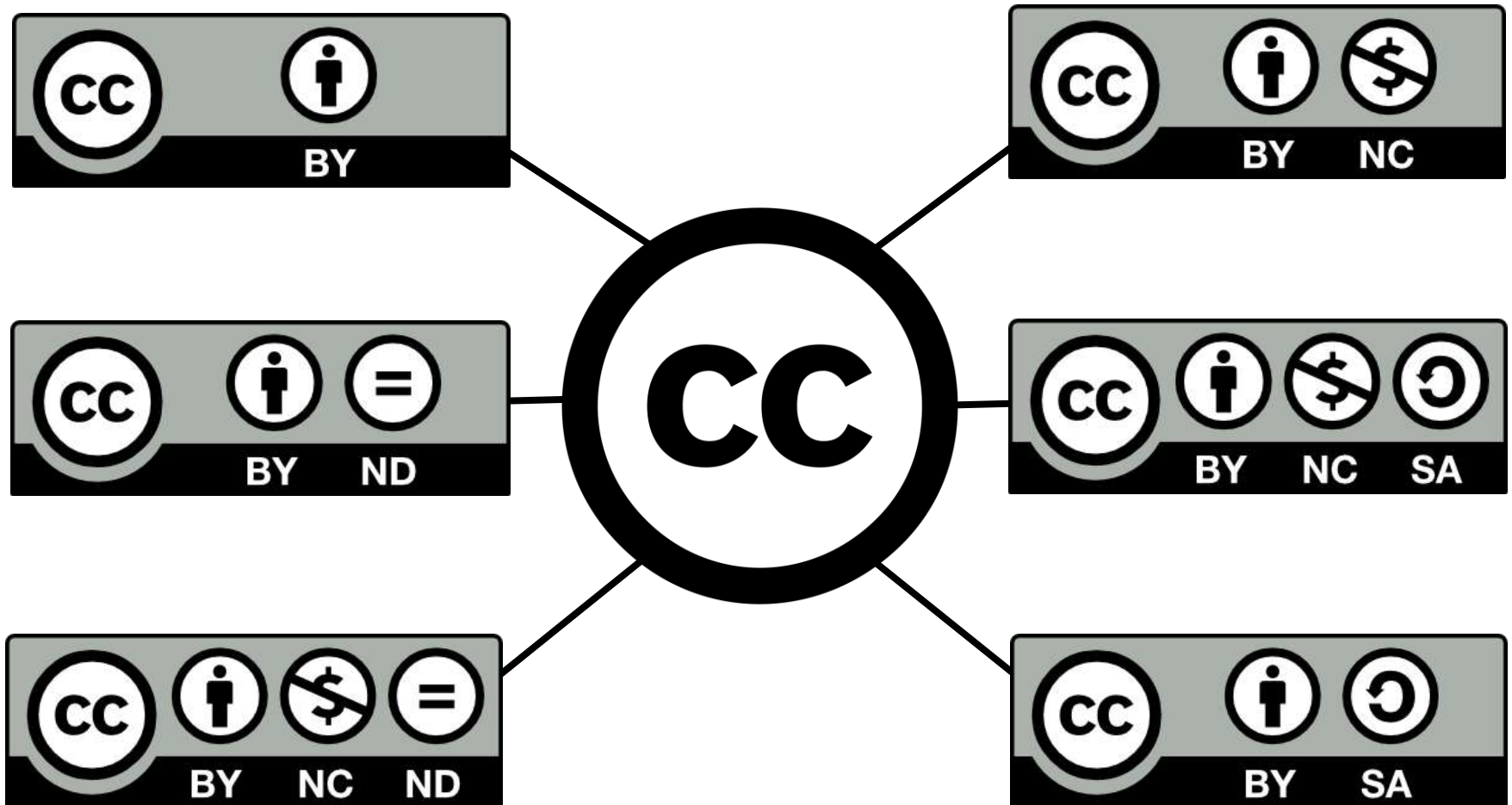
Copyright – **What each CC** license type allows

Attribution (by): Permission to use the work for commercial purposes, create derivative works and distribute them without restrictions.

Attribution-NonCommercial (by-nc): Derivative works allowed but not for commercial purposes. Neither may the original work be used for commercial purposes.

Attribution-ShareAlike (by-sa): Permission to use the original work and derivative works for commercial purposes, but they can be distributed only under the same licences as the original work.

Attribution-NonCommercial-ShareAlike (by-nc-sa): No permission to use the original work and derivative works for commercial purposes. Derivative works can be distributed only under the same licences as the original work.

Attribution-NoDerivs (by-nd): Permission to use the original work for commercial purposes, but no derivative works may be generated.

Attribution-NonCommercial-NoDerivs (by-nc-nd): No permission to use the original work for commercial purposes. No derivative works may be generated.

4

licenses **for your TFG on the DDD**

To publish your TFG on the DDD (the UAB's institutional repository) you will need to choose which licence it should appear under.
The UAB recommends the following for TFGs:
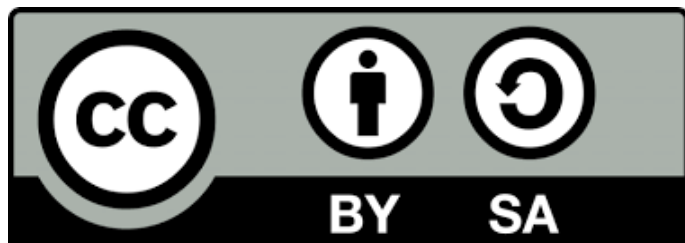
CC BY-SA licence (Attribution – ShareAlike)

- **BY - Attribution.** Anyone using your TFG must give you proper credit, link to the licence and point out any changes made.

- **SA – ShareAlike.** Anyone remixing, adapting or building on your work must share their creations under the same licence as the original work.

Check out all the **Creative Commons licences recommended at the UAB**

What can you include in the TFG?

Copyright - What can you include in your TFG?

- a **fragment of text** from another work?

- an **image?**

- a **screenshot?**

- a **tweet?**

Copyright – Respect for rights vs Plagiarism

- When working on your TFG you should **respect** copyright

- **COPYING** a work (an image, photograph, news item, tweet, etc.) or a fragment of text from a published work **without citing it** is **PLAGIARISM**

Copyright – Avoiding plagiarism

How to avoid **plagiarism**

By **citing** any data, image or text that is not your own

By **paraphrasing**: explaining in your own words what someone else has said

- Because by law we have to respect **paternity**
- To **justify** your own research

Copyright – Right of quotation

If you are using protected content... you can appeal to the RIGHT OF QUOTATION

The right of anyone to include part of a protected work in his/her own, within limits, **without having to ask the author for permission**

When can I make use of the right of quotation?

When these conditions are all met:
- For teaching or research purposes (writing up the TFG)
- To illustrate your explanations (analysis, commentary or critical appraisal)
- Within proportion: they complement your work (whole images)
- In the case of already disseminated images and texts
- Citing the source and author of the original document

Copyright – Right of quotation

What if I don't meet the requirements?

⬇

You need the **AUTHOR'S PERMISSION**
in writing, for a specific use

REMEMBER! ALWAYS name the author and source
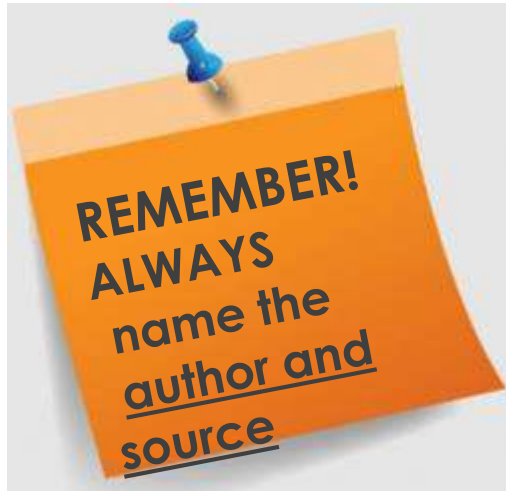
Copyright – Images, photographs...

Any audiovisual resource on the internet has COPYRIGHT

Being available online does **NOT** mean its author's rights of reproduction, distribution, public communication, etc. are not protected by the law

What you can include in your TFG

Option 1 - Use your own photos or designs

Option 2 – Use open-access content

Use the "usage rights" filter in Google **Advanced Search**

Use the image and sound search engines in the guide **Recursos audiovisuals i drets d'autor**

Option 3 – Protected content

You need the **AUTHOR'S PERMISSION** in writing, for a specific use. In certain cases, though, we can appeal to the **right of quotation**

REMEMBER! ALWAYS name author and source
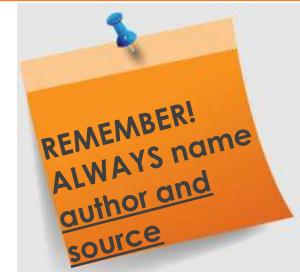
In the CC licence the author specifies **WHAT** can be done with the material **without asking his/her permission**

Copyright – Social media

How screenshots, text fragments, tweets or images of people taken from social media can be used

Social media content protected by intellectual property rights must be treated **like any other content** on another medium: books, websites, etc.

Who holds the copyright on content posted to social media?

- In principle, the **person who posts content** on social media must establish the corresponding rights and is responsible for it
- The **platform** has no responsibilities unless it is aware that the rights of third parties are being infringed
- Consult websites' legal sections, which often specify the rights that are reserved and those that are waived

8

Other rights in the TFG

Personal data, confidential data, image rights

Personal data in the TFG

To be able to include personal data in the TFG you need the previous **CONSENT** of the person(s) involved

PERSONAL DATA

Information on identified or identifiable natural persons:

- Full name
- Passport or other ID document
- Postal or email address
- Age
- Sex
- Date of birth
- Nationality
- Computer's IP address
- Photographs
- Voice
- Physical characteristics
- Geolocation data
- etc.

SPECIAL DATA CATEGORIES

These are personal data regarded as being particularly sensitive and subject to extra protection:

- Ethnic or racial origin
- Political views
- Religious or philosophical convictions
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Sex life
- Sexual orientation

Personal data in the TFG

- If personal data need to be included, they must be <u>anonymised</u>.

- In the case of the special categories, the consent must always be **explicit**. You will therefore have to be able to demonstrate that you have obtained this consent.

- **Without consent**, publishing the work will imply a data transfer that constitutes a **very serious offence**, subject to a fine of up to €600,000.

- When you finish your TFG, you must **destroy the data** once they are no longer needed for the purpose they were collected for.

Confidential data in the TFG

- If you use confidential company data in your work, you should follow the Protocol on Confidentiality in the TFG, of the Faculty of Economics and Business Studies:

If the student uses confidential data from companies or institutions in his/her TFG and/or undertakes a placement in a company or institution, student and company must sign a confidentiality agreement specifying, on the one hand, the information to be treated confidentially and, on the other, the company's authorisation for the student to present the TFG before the instructor/tutor and, where appropriate, before the assessment panel. Annexe 1 contains a model document for this type of agreement.

Image rights in the TFG

If the TFG is to include photographs, videos, etc. in which persons appear, the latter must have signed a document assigning their image rights

---

STANDARD FORM FOR THE ASSIGNMENT OF IMAGE RIGHTS AND EXPLOITATION RIGHTS FOR VIDEO RECORDINGS AND PHOTOGRAPHS

I, [full *name of the person who will be photographed and/or recorded]*
With ID document [*of the person who will be photographed and/or recorded*]

confirm
That I consent to my image appearing in images and videos recorded by *[student's full name]* for the purpose of his/her bachelor's degree final project (TFG) and, consequently, I acknowledge that this dissemination does not imply any disrespect towards my honour or prestige, nor does it constitute any illegitimate invasion of my privacy as defined in Spanish Organic Law 1/1982, of 5 May, on civil protection of the right to honour, to personal and family privacy and to personal image.

That, in case of my having any right of ownership over the materials deriving from these recordings, I assign to [*student's full name and ID document*], all exploitation rights over these, on a non-exclusive basis, in all modes of exploitation, worldwide and throughout its duration.

That I know the above bachelor's degree final project may be published on the UAB Digital Documents Repository (DDD), for which reason I sign this document pursuant to Regulation (EU) 2016/679, of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), acknowledging that the UAB has duly informed me that I may exercise my rights of access, rectification, erasure, objection, limitation of processing and portability regarding my data, by writing (with my ID document attached) to the Secretariat General, Edifici del Rectorat, 08193, Bellaterra (Cerdanyola del Vallès).

For the record, I sign this document,

Bellaterra (Cerdanyola del Vallès), *[day, month and year]*

---

www.uab.cat/doc/cessiodretsimatge

Other rights in the TFG

Further information:

- [FAQs on personal data (UAB)](#)

- [FAQs on image rights (UAB)](#)

- [General Data Protection Regulation (Catalan Data Protection Authority)](#)

Plagiarism

What it is and how to avoid it

Plagiarism

- What is it? **Hiding sources used and passing off fragments of text copied from other works as our own.**

Some examples of plagiarism:

- Copying a fellow student's work without acknowledging authorship.
- Copying and pasting text fragments from books or the internet without acknowledging authorship.
- Paraphrasing other people's ideas without acknowledging authorship.
- Inserting a drawing or graphic without acknowledging authorship.
- Reusing your own work without citing that it was used previously: this is termed self-plagiarism.

- How to avoid plagiarism?

  - By **citing** any data item, image or text.

  - **By paraphrasing**: Explaining in your own words what someone else has said, acknowledging authorship.

Plagiarism

- The UAB has a very strict policy against plagiarism. It provides its teaching staff with a set of IT tools that can detect plagiarism in work submitted to them.

- However, we believe at this university that most cases of plagiarism do not stem from dishonest intentions but rather from ignorance about a key aspect of academic work: citing correctly.

- **REMEMBER**: you have signed a document of commitment to original work.

Summary – Good and bad practice

Allowed

✔ Publishing the TFG wherever I like while I still have the exploitation rights.

✔ Making use of the right of quotation in line with the law.

✔ Linking to documents on the internet or web pages.
As long as these documents or pages are not illicit and do not infringe any third-party rights, to our knowledge.
Careful with film and TV show websites!

✔ Reproducing, without permission, legal provisions or regulations, rulings by judicial bodies or minutes, decisions, deliberations and judgements from public-sector agencies.

✔ Including photographs taken by me of persons who have assigned their image rights to me.
Put the standard form used in the annexe, but not the completed forms with personal data.

✔ Using the icon © without making an official claim.

✔ Using visual works of art (paintings, drawings, maps, sculptures, etc.) or complete photographs for analysis, critique or commentary.

✔ Freely using works in the public domain.

✔ Using non-artistic photographs 25 years after they were taken.

Not allowed

• Co-authoring a TFG and publishing it without permission from the other author.

• Annexing copyrighted articles.

• Including personal data. For example: ID no., phone no., email address.

• Including fragments from works open to the public, without citing the author.
Paternity is a moral right with no time limit.

• Including company data.
For proprietary company data, express permission from the company is required.

• Including images from Google Images or social media.
Not without making sure they can be reused. Internet is not a synonym for "no rights".

• Reproducing all or part of interviews conducted.
Permission should be sought first.

• Inserting photos, designs or graphics done by me without claiming authorship.

• Signing the work.

Written presentation

Structure

UAB Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

Structure

Introductory parts
- Title page
- Abstract and keywords
- Dedication or acknowledgements
- Table of contents
- Table of illustrations
- List of abbreviations and symbols

Body
- Introduction
- Main body
- Bibliography

Annexes
- Annexes or appendices

Introductory parts

1 Title page

2 Abstract and keywords

3 Dedication or acknowledgements

4 Table of contents

5 Tables of illustrations

6 List of abbreviations and symbols
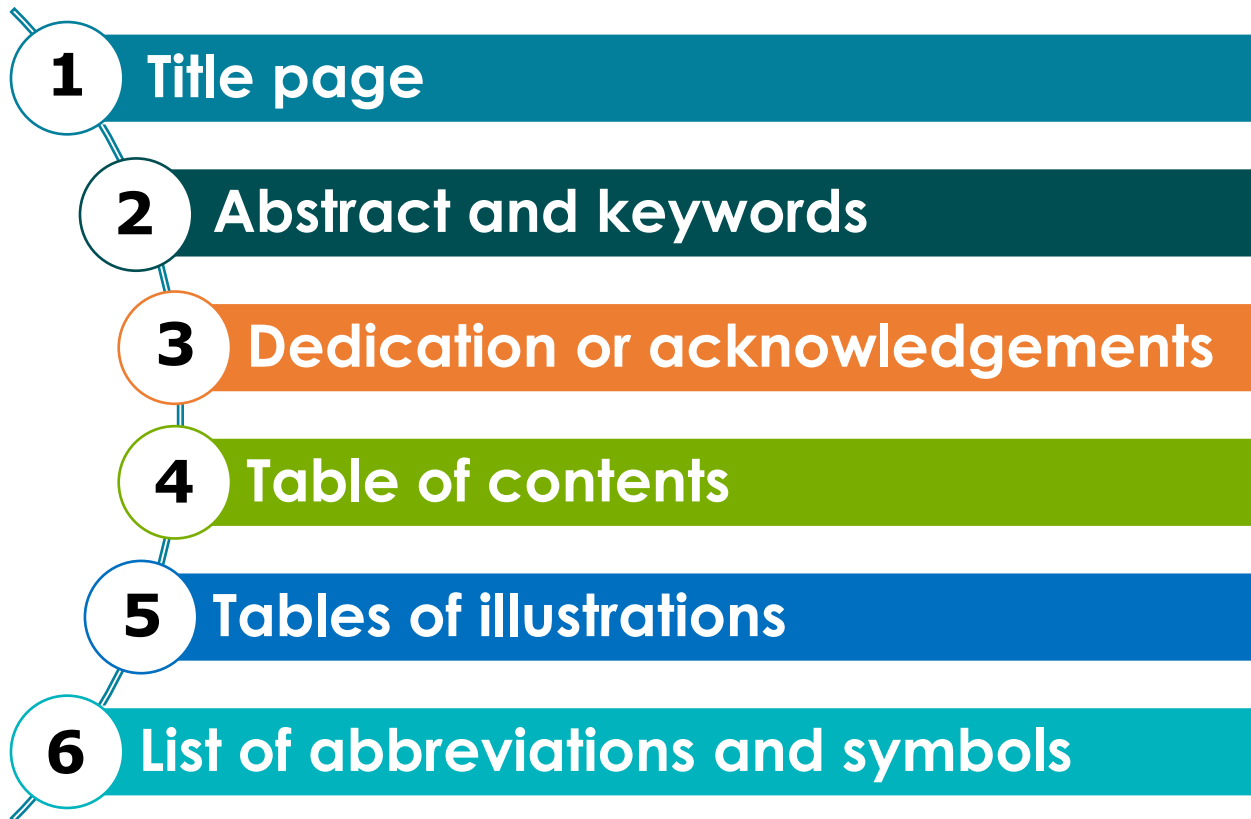
Introductory parts

1 **Title page**

Title: subtitle

Author

Tutor

Type of dissertation

Degree programme

Faculty/School/Institute

Date of submission

Click here for the UAB logos

EXAMPLE TEMPLATE

UAB
Universitat Autònoma
de Barcelona

TITLE:

AUTHOR: (FULL NAME)*

DEGREE PROGRAMME:

TUTOR: (FULL NAME)

DATE (OF UPLOAD TO THE CAMPUS VIRTUAL)

Introductory parts

Abstract and keywords

Abstract

- Explain **briefly** the content and nature of the work.

- **Usually between 200 and 500 words.**

Keywords

- These go with the **abstract.**

- You should have **at least 3 and at most 10.**

In both cases,

✔ use the **language of the document** and, where necessary, include a translation into English.

✔ use **a single page** headed '**Abstract and Keywords**'.

Follow your tutor's instructions.

Introductory parts

OPTIONAL

3 **Dedication or acknowledgements**

- Brief text, usually placed **after the title page**.

- Text in which **you acknowledge the help** given to you by your tutor, collaborators, organisations, etc. You can also add more personal, not strictly academic, acknowledgements.

- The tone is usually **personal and subjective**, unlike the rest of the work.

- The acknowledgements should have a **separate page**, headed *Acknowledgements*. The page should not be numbered.

For further information: Agraïments [Acknowledgements]. In *Criteris de la Universitat de Barcelona (CUB): Llibre d'estil*. Retrieved from http://www.ub.edu/cub/criteri.php?id=2158

Introductory parts

4 Contents summary or table

Presentation 5

1. CHAPTER HEADING 7

1.1. Section heading 7

1.1.1. Sub-section heading 9

1.1.2. Sub-section heading 11

Bibliography 21

Annexes 23

- With all chapters, sections and sub-sections, bibliography and annexes and their numbering.

- Using **characters of different sizes** and types also helps in visualising the structure of the work.

- It is a good idea to **automate it** with the word processor.

Contents summary = Only includes chapter headings
Table of contents = Lists chapter and all section headings

Introductory parts

OPTIONAL

5 **Tables of illustrations**

- These tables should go after the Table of contents, on separate pages.

- The list gives the **sequence number** and heading of each illustration and its page number.

- It is a good idea to **automate it** with the word processor, in case it needs updating.

Introductory parts

OPTIONAL

6 **List of abbreviations and symbols**

- Contains the **abbreviations**, the **initials** and the **symbols** that are used most frequently.

- Next to each abbreviation or symbol you should give the corresponding word or phrase.

- Order them alphabetically, under the heading "List of Abbreviations".

Can also be placed after the bibliography

Abbreviations	•f. (folio) •dir. (director)
Initials and acronyms	•DOGC Diari Oficial de la Generalitat de Catalunya •UNO United Nations Organisation
Symbols	•m (metre) •€ (euro)

Introductory parts

6 **List of abbreviations**

Main abbreviations used for bibliography in Catalan

- The **abbreviations** should be written in the language of your TFG, except for l'edició, que l'hauràs de fer en la llengua del document citat.

[Traducció feta per la Uvic del "Listado de abreviaturas para bibliografía: annexo I", del Consejo Superior de Investigaciones Científicas [CSIC], 2012, pp. 1-5. Copyright 2012 de Consejo Superior de Investigaciones Científicas]

See

- llengua.gencat.cat/web/.content/documents/publicacions/altres/arxius/abrevia.pdf
- www.rae.es/diccionario-panhispanico-de-dudas/apendices/abreviatures

comp.	compilador
coord.	coordinador
dir.	director
ed.	editor/s o director/s literari/s
et al.	et *alii*, indicació de l'omissió d'autors
n.d.	*no data*, sense data de publicació
núm.	número d'exemplar de publicació en sèrie
p.	pàgina
pp.	interval entre pàgines
para.	paràgraf
vol.	precedeix el número del volum citat

Body

7 Introduction

8 Main body

9 Reference list
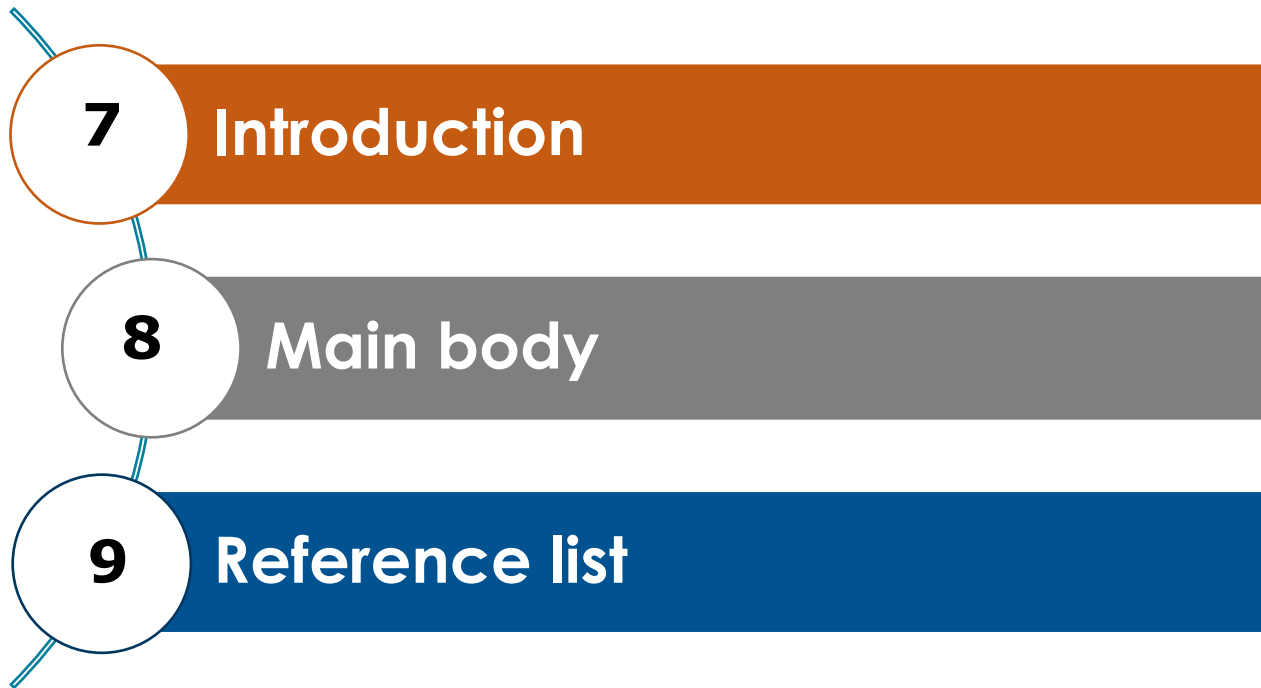
Body

7 **Introduction**

Grab the reader's attention from the first paragraph!!

Clear, concise presentation (between 1 and 3 pages):

- Reasons for choosing the topic.

- Research approach adopted.

- Background and/or context of the work.

- What is to be demonstrated and how (hypothesis, aims and methodology used).

- Structure of the dissertation, where appropriate.

⚠️ **Often written last of all**

Body

8 | **Main body**

- Develops the **content:**
    - Methodology used (sample type, study type, geographical limitations, tests, data collection, etc.).

    - Theoretical framework, previous theories and trends on the topic.

    - Analysis of results: the explanations, arguments and analyses carried out throughout the process.

    - And finally, the **conclusions**, which will or will not back up the initial hypothesis.

- Organised by **chapters, sections and sub-sections.**

Body

8 | **Main body** | **Chapter, sections and sub-sections**

Chapters

Large units of work organised logically and sequentially by

- Sections and
- Sub-sections

Chapters, sections and sub-sections should have a **heading** introducing their content and **should be numbered.**

Any marginal comments or explanations appear as **notes** outside the text, in the **page footer.**

Body

EXAMPLE

8 | **Main body** | **Chapter, sections and sub-sections**

---

1 Dos models de diari

1.1 El diari informatiu

No hi ha unanimitat a l'hora d'utilitzar un terme que identifiqui aquest model de diari. El que entenem per diari informatiu és aquell periòdic que també s'ha anomenat *informatiu-seriós*. És un diari que aspira a aportar el màxim d'informació ordenada i classificada tot marcant clarament els diferents gèneres periodístics i separant amb netedat allò que és opinió d'allò que són simples narracions de fets (v. 1.1.4).

1.1.1 Format

Tradicionalment, aquests diaris han adoptat el format *estàndard*,[1] o semblant, com *Le Monde* o *La Vanguardia*. Però en els últims 25 anys, nombrosos diaris informatius han adoptat el format *tabloide*[2] (de gran acceptació pública), com *La Repubblica*, *El Punt* o l'*Avui*. Aquest canvi ha estat afavorit...

_____

1. De dimensions força grans; tradicionalment, de 36,6 x 51,5cm.
2. De dimensions més reduïdes; avui, de 28 x 40cm, aproximadament.

7

- Chapter heading
- Section heading
- Numbering of chapters, sections and sub-sections using the decimal system
- Referring to another part of the dissertation
- Sub-section heading
- Numbered markers
- Divider line
- Footnotes (in a smaller font size and numbered)
- Page number

Source: Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos*. Vic: Eumo, p. 53

Body

8 **Main body**   Conclusions

- Results of the work in relation to the aims and/or the hypothesis set out in the introduction.

- Proof of having achieved the aims.

- Problems arising and suggested solutions.

- Putting the knowledge into practice.

- Where appropriate, suggested lines of continuity for the research.

> The conclusions **should not be just** a summary of what you have stated in the main body.

Body

9 **Reference list**

- This is an alphabetically ordered list containing the identifying information for all the **documents cited** in the text.

- It includes books, journal articles, periodical publications, conference papers, newspaper articles, websites, legislation and case law, both in print and on digital media.

- You need to use the recommended **bibliography style**

See the section on **Citations, Bibliographic References and Bibliography**

REFERENCES

Barnett, W. P., & Freeman, J. (2001). Too much of a good thing? Product proliferation and organizational failure. *Organization Science*, *12*(5), 539–558.

Basile, A., & Faraci, R. (2015). Aligning management model and business model in the management innovation perspective. *The role of managerial dynamic capabilities in organizational change*. Journal of Organizational Change Management, *28*(1), 43–58.

Basu, S., Phelps, C. C., & Kotha, S. (2015). Search and integration in external venturing: An inductive examination of corporate venture capital units. *Strategic Entrepreneurship Journal*, *10*(2), 129–152.

Bock, A. J., George, G., & Gann, D. M. (2012). The effects of culture and structure on strategic flexibility during business model innovation. Journal of Management Studies, *49*, 279–305.

Source: Dasí, A., Elter, F., Gooderham, P. N. and Pedersen, T. (2017). New Business Models In-The-Making in Extant MNCs: Digital Transformation in a Telco. *Advances in International Management*, 30, 29-53. https://doi.org/10.1108/S1571-502720170000030001

Annexes or appendices

OPTIONAL

10 | **Annexes or appendices**

- Material that **is complementary** and not included in the dissertation, e.g. maps or photographs.

- Added when the sources used are **not easily accessible** by the reader.

- They reproduce the source **verbatim** without comment. You should provide the origin of the document.

- One page for each annexe with a heading preceded by the word "Annexe", the corresponding numbering and a full stop.

- They should appear in the table of contents, with consecutive **pagination**.

Written presentation

Format

Formal presentation

1. **Pages: general layout**
2. **Margins**
3. **Numbering**
4. **Tables and figures**
5. **Text division: headings**
6. **Paragraphs and line spacing**
7. **Typography**

⚠️ **Have you followed your tutor's guidelines?**

Formal presentation

1 **Pages: general layout**

- Text aligned to the left margin.

- The pages should have the same amount of text: **30-32 lines**, depending on font size and line spacing.

- The pages should be **numbered** at the bottom: in the centre or the right margin.

- The pages can have headers or footers, with the title of the paper, for example.

REMEMBER!

- DIN-A4 size paper (21 x 29.7 cm)
- Vertical printing layout
- Single- or double-sided, as instructed by the tutor

Source: Freepik

Formal presentation

2 | **Margins**

- The page layout should be **narrow**, with **wide margins.**

- Margins between 2.5 and 3 cm. Standard APA style settings:

> ✔ **Top margin:** 2.54 cm – **Bottom margin:** 2.54 cm
> ✔ **Left margin:** 2.54 cm – **Right margin:** 2.54 cm
> ✔ **Header:** 1.25 cm – **Footer:** 1.25 cm

⚠ Follow your tutor's instructions.

Formal presentation

3 **Numbering**

Presentation 5

1. CHAPTER HEADING 7

1. Section heading 7

1. Sub-section heading 9

1. Sub-section heading

Bibliography 21

Annexes 23

- Pages should be numbered to help in **finding** its chapters, sections and sub-sections.

- Use **Arabic numerals.**

- All pages are numbered, including the introductory ones, but the numbering is not shown until the contents page, and it continues up to the end of the paper.

- The bibliography and annexes are numbered correspondingly.

Formal presentation

- **Tables:**

  ✔ **Text** with special layout for greater legibility.
  ✔ If taken from another work, indicate the **source of reference**.
  ✔ Insert between two paragraphs, with double line spacing and centred.
  ✔ The numbering goes below, preceded by *Table* (e.g. Table 1).
  ✔ The font size is usually smaller than in the main text.

- **Figures:**

  ✔ Drawings or graphics to illustrate the text.
  ✔ Usually contain **quantitative data.**
  ✔ Positioning and numbering as for tables, but with the indication *Figure or Fig.*(e.g. Fig. 1).

Always follow the indications given by your tutor.

Formal presentation

5 **Text division: headings**

RECOMMENDATIONS
based on APA style
(more styles)

Chapters, sections and sub-sections should be numbered and given headings

1. LEVEL ONE or CHAPTER HEADING
Text

1.1. Level 2 or Section heading
Text

1.1.1. Level 3 or Sub-Section heading
Text

1.1.1.1. Level 4 or Sub-Section heading
Text

1.1.1.1.1. Level 5 or Sub-Section heading
Text

Keep to a maximum of **five** levels of heading (1., 1.1., 1.1.1.,...):

✔ **1. Level 1**
The main headings.
Capitalise them and centre them.

✔ **1.1. Level 2**
Aligned with the left margin. Only the first word is capitalised.

✔ **1.1.1. Level 3**
Indented, bolded and only the first word capitalised.

✔ **1.1.1.1. Level 4**
Indented, bolded, italicised and only the first word capitalised.

✔ **1.1.1.1.1. Level 5**
Indented, italicised and only the first word capitalised.

Formal presentation

5 **Text division: headings**

Table 3.1 Format for Five Levels of Heading in APA Journals	
Level of heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading[a]
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.[b]
4	*Indented, boldface, italicized, lowercase paragraph heading ending with a period.*
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

Source: Basics of APA Style Tutorial

- Using characters of different sizes and types also helps in visualising the structure of the paper.

- **A new page for each chapter!** If the paper is printed double-sided, chapters should start on an odd-numbered page.

Formal presentation

6 **Paragraphs and line spacing**

- The text should be organised into **paragraphs.**

- To make it easier to read, develop one **idea** per paragraph.

- **Avoid both overly long** and one-sentence paragraphs.

Formal presentation

6 **Paragraphs and line spacing**

- **Double spacing in the whole manuscript.**

  - ✔ Double spacing between the lines of the body text and the headings and citations.

  - ✔ Double spacing in the reference list and in figure headings.

- **Indent the first line** of each paragraph half an inch (5 spaces or 1.25 cm approximately).

- Align the text with the left **margin.**

Serif typeface

Sans serif typeface

Heading

The manuscript is double-spaced for readability. There is no need for extra spaces between headings and body text. Indent the first line of every paragraph.

Next Heading

Align the text to the left margin, leaving a ragged right margin. Now I will introduce a block quotation.

> For a block quotation, indent the entire paragraph one half inch. Double space between body text and the block quotation as well as between lines in the block quotation. Use the same size typeface for the block quotation as you use for the rest of the paper. Don't forget to cite the source of your quotation. (Source, year, page number)

Source: Basics of APA Style Tutorial

Formal presentation

7 **Typography**

- APA style recommends using a <u>serif</u> font like Times New Roman for the **text** of your paper.

- And using a <u>sans serif</u> font like Arial for the **figures.**

Serif typeface

Sans serif typeface

Source: <u>Basics of APA Style Tutorial</u>

Author of the image: <u>rawpixel</u> / Source: <u>Freepik</u>

Formal presentation

7 **Typography**

- The main text is usually **11-12 points** in size.

- The headings (chapters and sections), the main text and the reference text must be distinguishable from each other. So the size usually varies by **two points.**

    E.g. body size:
    - **Headings:** 14 points
    - **General text:** 11-12, general text (body)
    - **Notes and footnotes:** 8-9

- **Avoid underlining and bolding**

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Written presentation

Drafting

Drafting your academic paper
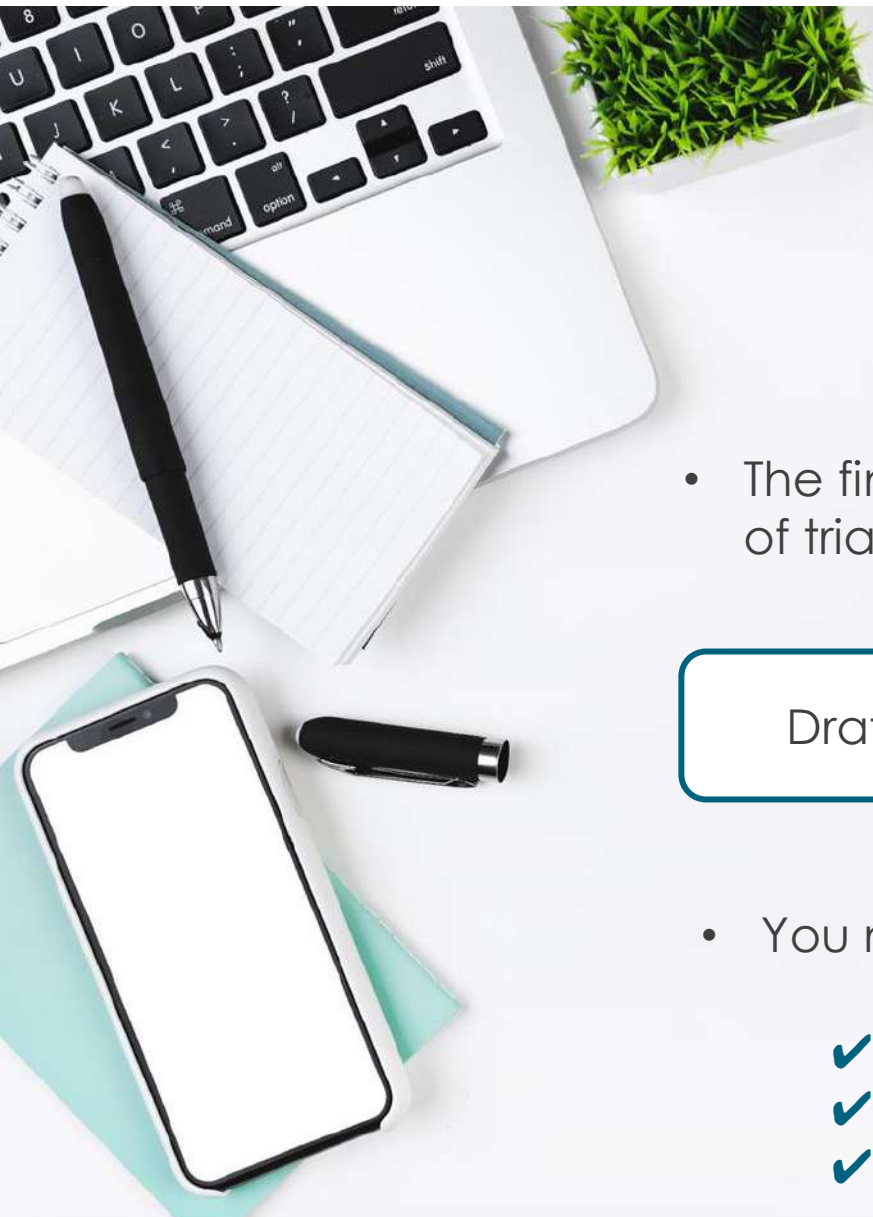
- The **drafting stage** is the one that could give you the most trouble. So before getting started you should give yourself a period of **reflection** in which you'll re-read and revise everything you have collected and written up to that point.

- The final document will be the result of a process of trial and error in which you'll have to:

  Draft – revise – correct – re-write – correct...

- You need to express yourself with

  ✔ **Clarity**
  ✔ **Precision**
  ✔ **Correctness**

Clarity

- Use **academic language** in a style that is formal and appropriate to the discipline.

- **Avoid** adopting a **literary tone.**

- The text should be readable: **clear and direct.**

- **Avoid** using **passive and negative forms.**

- Keep up a **neutral**, impersonal discourse, sticking to the same grammatical person all through the text.

Precision

- The vocabulary should be **precise** and **varied.**

- The language should also be **concise**, using the minimum number of words to express ideas.

- **One idea per paragraph**, avoiding both overly long and one-sentence paragraphs.

- The terminology should belong to the **field of study.**

You can use terminology databases and glossaries:
   www.termcat.cat

Correctness

The final revision will always cover the most formal aspects:

- **Spelling** rules.
- **Punctuation: NEVER separate** the subject and the verb with a comma.
- **Syntax:** grammatical agreement between subject and verb.
- **Conventions:** upper and lower case, italics, initials, symbols and abbreviations should be used correctly and consistently.
- **Avoid any sexist use** of language (e.g. he vs he/she).
- Use gerunds appropriately.

Spelling correctors can be of help.

REFER TO
www.uab.cat/web/recursos-i-ajuts-1345706971833.html
Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos*.
Vic: Eumo, cap. 4

Examples

4.3.1 Introducció: indicació de les parts en què es divideix la memòria

En primer lloc, s'hi exposa la situació de... En segon lloc, s'hi presenta... Finalment, s'hi indica...

El treball es divideix en X capítols, que tracten, respectivament, de/sobre..., de/sobre... i de/sobre...

La primera part del treball s'ocupa de..., mentre que... en constitueix la segona part. La tercera part conté...

Aquest treball té per objectiu conèixer... A més, s'hi analitza... Amb aquesta finalitat, s'hi estudien...

L'estudi de... comporta dividir-lo en quatre apartats: en el primer, precisem...; el segon apartat fa un retrat de...; en el tercer, examinem... El quart apartat conté una anàlisi de...

En un primer moment, fem una breu descripció dels principals estudis que s'han ocupat de... En un segon moment, proposem una definició del concepte de... Finalment, dediquem l'última part a analitzar...

4.3.2 Cos: presentació de capítols, apartats, idees, informació

El present capítol tracta de/sobre... Aquest apartat s'ocupa / analitza / exposa / explica / constitueix una interpretació de / interpreta / presenta / mostra...

En el seu article, X (un autor -a) constata...

Un document sobre X revela que...

Pel que fa a X, són força convincents les dades de l'enquesta publicada..., perquè posen en relleu...

La major part de la bibliografia que tracta la qüestió, constata...

És important observar que...

El principal avantatge / inconvenient de...

Tot i que constatem un augment creixent de..., continua havent-hi...

X experimenta una regressió deguda, en part, a...

A més, X té un impacte directe sobre XX, tal com podem veure en el capítol dedicat a...

4.3.3 Cos: referència a un punt o aspecte

Hem vist que... / Hem constatat que... / Hem pogut observar que... / Més amunt hem mostrat...

D'acord amb el que s'ha exposat a... / Tenint en compte les observacions precedents...

Pel que fa a aquesta qüestió, ens sembla important fer referència una altra vegada a...

Com ja hem dit anteriorment... / Tal com hem dit més amunt....

En el paràgraf anterior hem constatat...

És necessari subratllar que...

Cal insistir sobre el fet que...

A més del que s'ha indicat en el capítol X, hi ha altres factors que intervenen en...

Recordem breument que...

Ara ja sabem que...; ens resta afegir...

4.3.4 Conclusions: record de la idea principal

La nostra hipòtesi suggeria / plantejava...

Al llarg d'aquest treball, s'ha intentat demostrar...

4.3.5 Conclusions: resum del desenvolupament

Considerem que / Creiem que... / Estem convençuts que... / Opinem que...

L'estudi revela / mostra / explica / dóna compte de / fa veure que...

D'aquest treball es desprèn que...

Efectivament, el present estudi mostra que...

Aquesta recerca ens ha permès de determinar...

Els resultats d'aquest estudi sobre... demostren que...

En termes generals, aquesta anàlisi ens ha permès de constatar que...

4.3.6 Conclusions: presa de posició

Les dades recollides sobre X permeten de preveure una millora / un empitjorament de...

D'acord amb els experts, hauria estat més útil / ràpid / senzill...

Contràriament, això representa un risc de cara a...

Aquest avantatge no ha estat remarcat per...

Conseqüentment, aquest augment / reducció de... permet de...

En última instància, el resultat és que...

En el seu conjunt, considerem positivament els efectes de... en...