

**REFERENCING STYLE GUIDE**

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# INTRODUCTION

Excellence in writing is essential for success in many academic and professional activities. There are several ways of citing and referencing sources. One of these is APA style, which is a set of guidelines for clear and precise scientific communication.

In scientific writing, it is essential to highlight and record how others have contributed to your work. By following the principles of proper in-text citation/referencing, writers ensure that readers understand their contribution in the context of the existing literature - how it builds on, critically examines or otherwise integrates work that has been previously done by other authors.

APA style provides guidelines to help writers determine the appropriate level of in-text citation/referencing and how to avoid plagiarism and self-plagiarism.

APA style plays a key role in scholarly writing, contributing to effective communication and maintaining the quality and integrity of academic work across disciplines. The advantages of following the APA style are many:

* it encourages a logical flow of ideas;
* proper acknowledgement of sources through in-text citations and references;
* ethical compliance in research reporting;
* ensures consistency in the presentation of data through tables and figures;
* encourages the use of language that affirms the value and integrity of individuals.

Below we present the APA version 7 guidelines for citing and referencing sources.

## General policies and guidance

The number of references you cite in your contribution depends on the purpose of your work. Literature reviews usually include a comprehensive reference list.

Always cite the source in the text when:

* paraphrasing, i.e. citing in your own words the ideas of others;
* directly citing the words of others;
* referring to data or databases;
* copying or adapting a table or figure, or entire images from the internet, which are free or licensed under Creative Commons;
* copying a long passage of text or a commercially protected test item.

Avoid both underestimating and overestimating the use of resources. Underestimation can lead to plagiarism and/or self-plagiarism. But overdoing it can be distracting and is not necessary. For example, repeating the same citation in every sentence is considered exaggeration if the source and the topic have not changed. Instead, when paraphrasing a key point in more than one sentence within a paragraph, cite the source in the first sentence in which it is relevant, and do not repeat the quotation in subsequent sentences as long as the source remains clear and unchanged.

### Plagiarism

Plagiarism means that you present words/phrases of other authors as your own (i.e. you do not cite them in the text). By doing so, you are denying authors or content creators the credit they deserve. Whether intentional or unintentional, plagiarism violates ethical standards in science. Writers who plagiarise disrespect the efforts of the original authors by not acknowledging their contributions, inhibit further research by preventing readers from tracing ideas back to their original sources, and unjustly disregard those who have made the effort to complete their own work.

To avoid plagiarism, please consistently cite the authors and years of the sources in the text.

If you want to copy or adapt tables, figures and graphs, or copy long quotations or commercially protected test items, you need to provide more extensive credit in the form of copyright, and you may need permission from the copyright holder to use the material. Even images from the internet that are free or licensed under Creative Commons need copyright to be used in your text.

IMPORTANT: Every work cited/referenced must be in the reference list, and every work in the reference list must be cited in the text (or in a table, figure, footnote or appendix)!

### Quotations

Both paraphrases and direct quotations require referencing. Follow the next referencing instructions:

* Make sure that the spelling of the authors' names and the publication dates in the entries in the reference list match those in the corresponding in-text citations.
* Only cite works you have actually read and ideas you have incorporated into your writing. The works you cite may provide key background information, support or contradict your thesis, or offer important definitions and data.
* If you wish to cite a specific part of a source, please provide the author and date for the work and information about the specific work.
* Even if the sources cannot be retrieved (e.g. because they are personal messages), you should still acknowledge them in the text.
* Avoid using web resources that are no longer recoverable (their URL link is not working).

## Referencing tools

You can help yourself with referencing with a variety of tools that allow users to organize references, create bibliographies and share research:

* + EndNote: is free for all officially enrolled UM students ([link](https://libguides.ukm.um.si/endnoteX9));
  + Mendeley;
  + Zotero;
  + BibTex;
  + RefWorks;
  + EasyBib.

When choosing a reference management tool, consider factors such as compatibility with the software, ease of use, support for different referencing styles. Most of these tools offer both free and paid versions with additional features.

Scientific and technical literature search tools such as Web of Science, Proquest, Science Direct, Springer Link and others allow you to export references to referencing tools.

An example of a shortcut to export a reference from WoS to the selected tool is shown in Figure 1.1.

Image containing the words text, screenshot, software, website

Description is automatically generated

Figure .: Example of a shortcut to export a reference from WoS to the selected tool

### COBISS

COBISS also includes a reference management tool, although this is not its primary function like some of the reference management tools mentioned above. COBISS focuses on the integrated management of library resources, the automation of library processes and access to bibliographic information. In conjunction with reference management in COBISS, this information can be included in bibliographic records, which can then be used in writing and formatting texts. COBISS users usually interact with the system through local libraries or institutions linked to COBISS (e.g. the [UM:NIK University Search Engine](https://plus.cobiss.net/cobiss/um/sl/bib/search)). An example of a shortcut to a COBISS reference is shown in Figure 1.2.

Image containing the words text, screenshot, web page, software

Description is automatically generated

Figure .: Example of a shortcut to a reference from COBISS

### UM:NIK

An example of a shortcut to a reference from the UMNIK is shown in Figure 1.3.

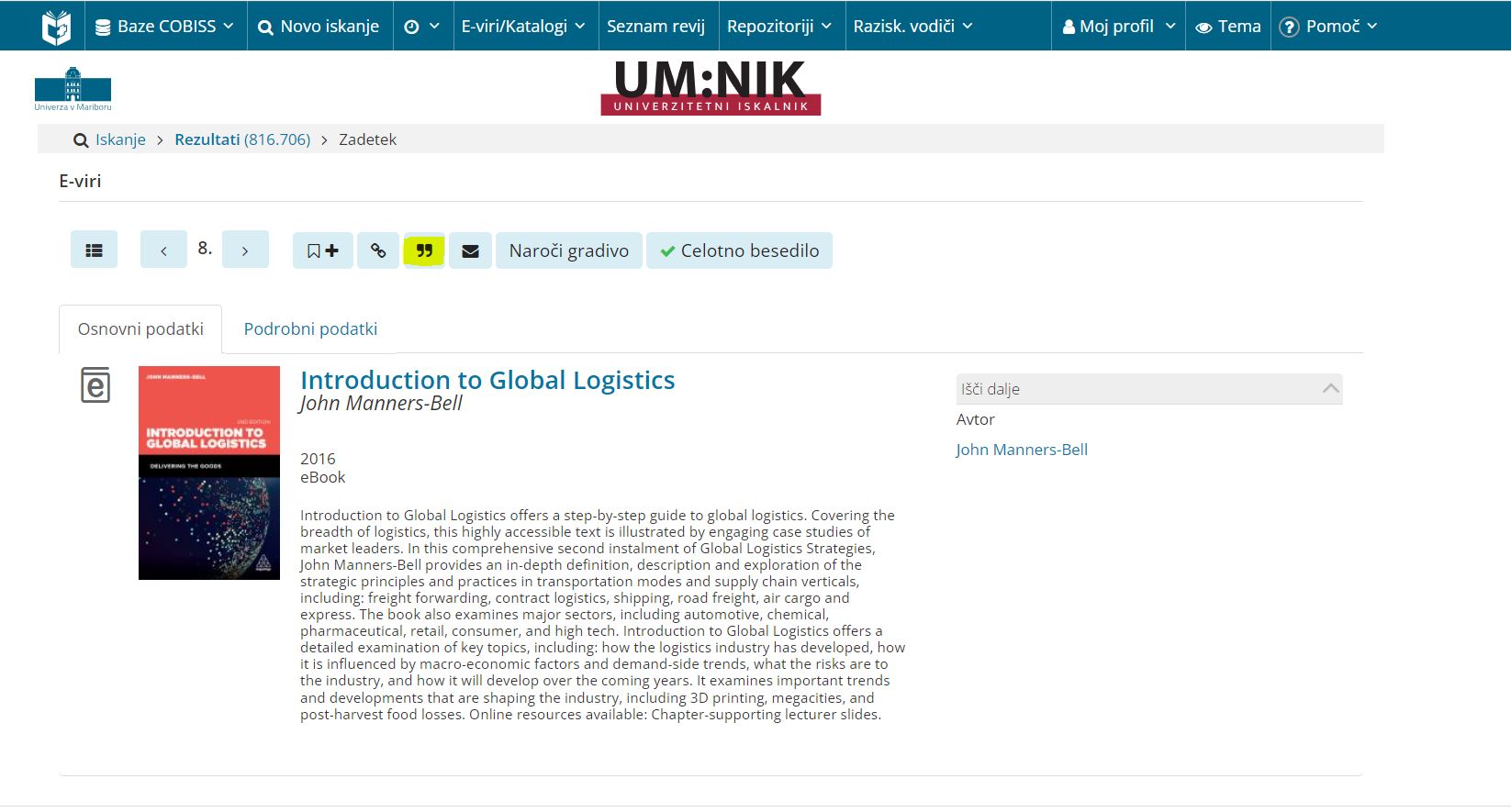


Figure .: Example of a shortcut to a reference in UMNIK

### Google Scholar

A popular reference search tool among students is Google Scholar. It is a free search engine that indexes scientific articles, theses, books, conference papers, and patents in various disciplines. Although Google Scholar does not itself generate references in a specific format, it can be a valuable tool for finding academic sources, and you can use the information it provides to manually generate references. Here is a general guide on how to use Google Scholar for referencing:

|  |
| --- |
| 1. Finding your source:    * Go to [Google Scholar](https://scholar.google.com/).    * Enter the title, author or keywords related to the source you are looking for. 2. View information about the source:    * When you find a relevant source, click on the title to see more details.    * Find information about the publication, such as author(s), title, journal or book name, publication date, year, issue and page numbers. 3. Create a reference:    * Use the information gathered to manually create a reference in the appropriate format (APA, MLA, Chicago, etc.).    * If you use APA style, for example, you could format it as follows:      + Author's surname, Author's initials. (Year). Title of work. *Title of the journal, Italic*, Year(Issue), Page range. DOI or URL. 4. Check the reference management tool:    * Some articles on Google Scholar offer a "Cite" link under the description. Clicking on this may allow you to copy the reference in different formats.    * Check the automatically generated reference for accuracy and completeness, as these tools may not always generate perfect references. 5. Use reference management software:    * If you use reference management software such as EndNote, Zotero or Mendeley, many of these tools have browser extensions that allow you to import reference information directly from Google Scholar. |

*NOTE: Although Google Scholar is a useful tool, it is always good practice to check and ensure the accuracy of the reference by checking the original source or APA style guidelines you are using.*

An example of a shortcut to a reference from Google Schoolar is shown in Figure 1.4.

Image containing the words text, screenshot, font, line

Description is automatically generated

Figure .: Example of a shortcut to a reference from Google Schoolar

A shortcut to export a reference from Google Schoolar to the tool of your choice can be found in the very bottom line in Figure 1.5.

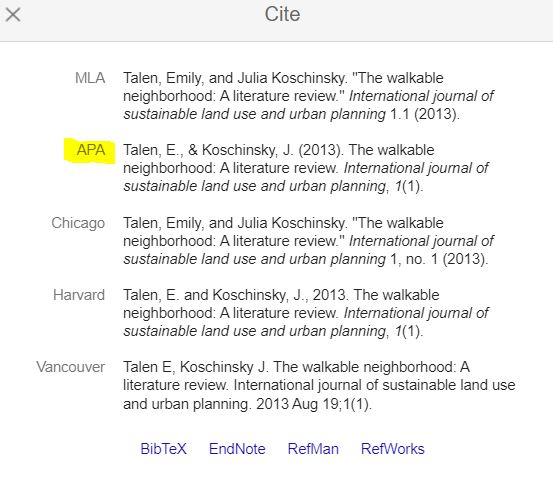
****

Figure .: Shortcut to export a reference from Google Schoolar to the tool of your choice

# Citing and referencing according to APA style[[1]](#footnote-2)

APA style uses a system of citing and referencing sources by author and date, where a short in-text citation directs readers to the full reference list entry. The citation appears in the text of the paper (or in a table, figure, footnote or appendix) and briefly identifies the work cited by author and date of publication. This allows readers to find the relevant entry in the alphabetical reference list at the end of the article.

## Format of references in the text

In-text citations take two forms: parenthetical citations and narrative citations.

Parenthetical citation - author and year in brackets: Here, the author's name and the date of publication are given in parentheses. The author and the date, separated by a comma, are given in parentheses after the citation. A parenthetical citation may appear within or at the end of a sentence.

Falsely balanced news reporting can distort the public perception of expert consensus on an issue (Koehler, 2016).

If other text is shown with the citation in parentheses, use commas before and after the flight.

(see Koehler, 2016, for more details)

When text and a quotation appear together in parentheses, use a semicolon to separate the citation from the text; do not use double parentheses.

(e.g. fake balanced news reporting; Koehler, 2016)

Narrative citation - the author is included in the text: Here, the author's name is included in the text as part of the sentence, followed by the year in parentheses. The author's surname appears in the running text and the date appears in parentheses immediately after the author's name. The author's name can be included in the sentence wherever it makes sense.

Koehler (2016) pointed out the dangers of misbalanced news reporting.

In rare cases, the author and the year may appear in the narrative. In this case, do not use parentheses.

In 2016, Koehler warned of the dangers of falsely balanced news reporting.

## Paraphrasing

A paraphrase repeats another's idea in your own words. Paraphrasing allows you to summarize and synthesize information from one or more sources, to focus on important information and to compare important details.

Sources should be paraphrased instead of directly cited! When paraphrasing, please cite the original work in parentheses.

A paraphrase can be continued in several sentences. In such cases, please cite the work that is paraphrased at the first mention. Once a work has been cited, it is no longer necessary to repeat the citation if the context of the writing makes it clear that the same work is being further paraphrased.

Velez et al. (2018) found that for black women, sexism and racism in the workplace are associated with poor work and mental health outcomes, including work-related burnout, turnover intentions and psychological distress. However, these effects were mediated by self-esteem, person-organization fit and perceived organizational support. In addition, stronger women's views - which recognize the unique challenges faced by black women in a sexist and racist society - have weakened the link between workplace discrimination and psychological distress. These findings underline the importance of considering multiple forms of discrimination in the workplace in clinical practice and research with black women.

If the paraphrase is continued into a new paragraph, the source must be cited again in the new paragraph. If the paraphrase includes several sources or "jumps" between sources, repeat the citation so that the source is clear. Read your sentences carefully and make sure you have cited all your sources properly.

Play therapists can experience a range of symptoms of impaired well-being, including emotional exhaustion or a reduced capacity to empathize with others (Elwood et al., 2011; Figley, 2002), impairments in personal relationships (Elwood et al, 2011; Robinson-Keilig, 2014), reduced job satisfaction (Elwood et al., 2011), avoidance of certain situations (Figley, 2002; O'Halloran & Linton, 2000), and feelings or thoughts of helplessness (Elwood et al., 2011; Figley, 2002 ; O'Halloran and Linton, 2000).

## Direct quotation

The citation reproduces direct quotation from another work. It is best to paraphrase sources rather than cite them verbatim, as paraphrasing allows you to adapt the content to the context of your paper and your writing style.

Use direct quotation when:

* you give precise definitions;
* the author said something unforgettable;
* you want to state exactly what someone said or wrote down.

Short quotations (less than 40 words)

For quotations of less than 40 words, add quotation marks around the words and include the quotation in your text - no additional formatting is required. Do not insert three full stops (...) at the beginning and/or end of a quotation unless the original source contains three full stops.

Effective teams are difficult to describe because "high performance in one area does not imply high performance in another" (Ervin et al., 2018, p. 470).

After the quotation, always include the full citation (parenthetical or narrative) in the same sentence as the quotation, including the page number (or other location information, e.g. paragraph number).

* Put the citation in parentheses immediately after the quotation or at the end of the sentence.
* For a narrative citation, include the author and year in the sentence, then put the page number or other location information in parentheses after the quotation.
* If the citation appears at the end of a sentence, put punctuation at the end after the closing parenthesis after the quotation.
* Place full stops and commas in the closing single or double quotation marks. Place other punctuation within quotation marks only if they are part of the cited material.

Longer quotations (40 words or more)

Start the quotation block on a new line and offset the whole block by 0.5 from the left margin.

Either (a) cite the source in brackets after the last punctuation mark of the quotation, or (b) cite the author and year in the narrative citation before the citation and put only the page number in parentheses after the last punctuation mark of the citation.

In any case, do not add a full stop after the closing parenthesis.

Parenthetical citation:

|  |
| --- |
| Researchers have studied how people talk to themselves:  Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's daily lives, but which poses a significant challenge to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have been brought together to shed light on the subjective experience of inner speech and its cognitive and neural basis. (Alderson-Day & Fernyhough, 2015, p. 957) |

Narrative citation:

|  |
| --- |
| Flores et al. (2018) described how they addressed potential researcher bias when working with the intersectional black transgender community:  Everyone in the research group belonged to a stigmatised group and had privileged identities. Throughout the research process, we carefully considered the ways in which our privileged and suppressed identities might influence the research process, findings and presentation of results (p. 311) |

## Indirect reference or secondary sources

In the case of a scholarly work, the primary source reports the original content; a secondary source refers to content that was first published in another source.

* Only use secondary sources when, for example, the original work is out of print, unavailable or only available in a language you do not understand.
* Always try to find the primary source, read it and cite it directly, rather than citing a secondary source.

For secondary sources, follow the instructions for citing the secondary source:

* In the reference list, give an entry for the secondary source you used.
* In the text, identify the primary source and the secondary source you have used, writing "as cited in".
* If the year of publication of the primary source is known, include it in the citation. For example, if you read the work of Lyon et al. (2014), which cited Rabbitt (1982) but you were unable to read Rabbitt's work yourself, cite Rabbitt's work as the original source, then the work of Lyon et al. as a secondary source. Only the work of Lyon et al. is in the reference list.

(Rabbitt, 1982, in Lyon et al., 2014)

If the year of the primary source is not known, omit it from the reference in the text.

Allport's (in Nicholson, 2003)

## Online classroom or intranet resources

Some works can only be reproduced by a specific audience, which has an impact on their citation. For example, a student writing a paper for a seminar assignment may cite works from a classroom website or e-classroom (e.g. Moodle). Employees can also cite sources from the company's intranet when writing an internal company report.

Please note the following:

* The source element of these references includes the classroom website name and URL.
* For sites that require users to log in, the URL must be a link to the home page or login page. For example, because Moodle requires users to log in with their identity, you should provide the URL of the Moodle homepage instead of the full URL of the work.

Mack, R., & Spake, G. (2018). Citing open Vir images and formatting references for presentations [PowerPoint slides]. Canvas@FNU. <https://fnu.onelogin.com/login>

However, if the work is intended for professional publication or for a wider audience who will not have access to these resources (such as Moodle or a company intranet), please cite the sources as a personal message.

## Personal communication

Face-to-face communication includes emails, text messages, online chats or instant messages, personal interviews, telephone conversations, live speeches, non-archived live posts on social networks (e.g. Instagram Live, Twitter Spaces), live webinars, live classroom lectures, notes, letters, messages from a non-archived discussion group or online bulletin board, etc. Use a personal communication reference only if the source is not available. For example, if you learned about a topic through a classroom lecture, it would be better to cite the research on which the lecturer based the lecture. However, if the lecture contained original content not published elsewhere, please list the lecture as a personal communication. Do not use personal communication references or information from participants you interviewed as part of your own original research; instead, cite these participants directly.

As readers cannot obtain information in personal communications, personal communications are not included in the reference list; they are cited only in the text. Please indicate the communicator's initial(s) and surname and give the date as precisely as possible in the following formats:

Narrative citation: E.-M. Paradis (personal communication, 8 Aug 2019)

Parenthetical citation: (T. Nguyen, personal communication, 24 February 2020)

# RULES FOR IN-TEXT CITATIONS[[2]](#footnote-3)

Use the author-date method to cite and make references in APA style text. In this way, each work used in a paper has two parts: a citation in the text and a corresponding entry in the reference list.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **In the reference list:** | Kovács, G., & Spens, K. M. (2011). Trends and developments in humanitarian logistics - a gap analysis. *International Journal of Physical Distribution & Logistics Management*, *41*(1), 32-45. <https://doi.org/10.1108/09600031111101411> |  |
| **Parenthetical citation:** | (Kovács & Spens, 2011) |  |
| **In narrative citation:** | Kovács and Spens (2011) note |  |
|  |  |  |

In-text citations may be in parentheses or as a narrative citation.

In parenthetical citations, use the symbol (&) between names for a work with two authors or before the last author when all names should be included to avoid ambiguity.

Always use the word "and" in narrative quotations.

## Number of authors to be included in an in-text citation

The format of the author citation element in the text varies according to the number of authors and is in some cases abbreviated:

* For single- or double-authored work, include the author's name in each citation.
* For a work with three or more authors, include only the first author's name and "et al." [[3]](#footnote-4) in each citation (including the first citation).

Table 3.1 shows the basic styles of citing authors in the text.

Table 3.1 Basic styles of in-text citation of authors

|  |  |  |
| --- | --- | --- |
| **Number of authors** | **Parenthetical citation** | **Narrative citation** |
| **one author** | (Luna, 2020) | Luna (2020) |
| **two authors** | (Salas & D'Agostino, 2020) | Salas in D'Agostino (2020) |
| **three or more authors** | (Martin et al., 2020) | Martin and co-authors *or*  Martin and others (2020) |
| **Group author with abbreviation** |  |  |
| **first citation a** | (National Institute of Mental Health [NIMH], 2020) | National Institute of Mental Health (NIMH, 2020) |
| **further citations** | (NIMH, 2020) | NIMH (2020) |
| **Group author without abbreviation** | (Stanford University, 2020) | Stanford University (2020) |

*a Specify the abbreviation for the author of the group only once in the text, choosing either a parenthesis or a narrative format. Then use the abbreviation for all mentions of the group in the text.*

Specific features: If *you have several sources where the first authors have the same surname* but different initials, include the initials of the first authors in all in-text citations, even if the year of publication is different. Initials help to avoid confusion in the text and help readers find the correct entry in the reference list.

(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014)

If *we have several sources where three or more authors have the same surname*, we should cite all authors up to and including the first different author to avoid ambiguity.

Kapoor, Bloom, Montez et al. (2017).

Kapoor, Bloom, Zucker et al. (2017).

If *several authors have made the same point*and we want to list them all, then we separate them with a semicolon ( ; ). They are listed in alphabetical order according to the surname of the first author.

(Bagiati & Evangelou, 2015; Hu et al., 2017; Lee and Kemple, 2014; Zaranis & Oikonomidis, 2016)

If the *same author or group author has published several works in the same year*, add the letters a, b, c, etc. to the years. The same logic is applied to the list of sources at the end.

(Bagiati & Evangelou, 2021a, 2021b) or Bagiati and Evangelou (2021a, 2021b)

If we are citing *several works by the same author*, we sort the works in chronological order.

(Foucault, 2008b, 2009, 2010) or Foucault (2008b, 2009, 2010)

## Dates in the citation

* The year in the reference in the text must match the year in the entry in the reference list.
* In the text, use only the year in the reference, even if the entry in the reference list contains a more precise date (e.g. year, month and day).
* For undated works, use “n. d.” in the in-text citation.
* For works that have been accepted for publication but not yet published, use "in print".

## Repeating a citation

When repeating a citation, show the full citation; for example, do not include only the page number (the abbreviation "ibid." is not used in APA style). Instead, use the following guidelines:

* Include the author(s) and year for each parenthetical reference in the text.
* Do not repeat a year for narrative quotations in the text when they appear for the second and next time in the same paragraph. Follow this guideline for each new paragraph (i.e. include the year in the first narrative quotation in the new paragraph).
* However, if you cite several works by the same author or authors, regardless of the years of publication, include the date in each citation. For example, if you cite Mohammed and Mahfouz (2017) and Mohammed and Mahfouz (2019), include the year with each citation, even if one of the references is cited multiple times in one paragraph.

## Missing information in references

Sometimes we do not have all the information needed to create an entry in the reference list. In this case, there are different strategies to adapt the reference. Table 3.2 shows the basic structure of how to accommodate missing information, together with the corresponding in-text citations.

Table 3.2 Basic structure for matching missing information with appropriate in-text citations

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing element** | **Solution** | **Reference list entry** | **In-text citation** |
| **None-all elements present** | Please give the author, date, title and source of the work. | Author. (Date). Title. Source. | (Author, year) or Author (year) |
| **Author** | Please give the title, date, and source. | Title. (Date). Source. | (Title, year) or Title (year) |
| **Date** | Give the author, write n.d. after “not dated", then the title and source of the work. | Author. (n.d.). Title. Source. | (Author, n.d.) or Author (n.d.) |
| **Title** | Write the author and the date, describe the work in square parentheses and then the source. | Author. (Date). [description of work]. Source. | (Author, year) or Author (year) |
| **Author and** **Date** | Give the title, write n.d. for “not dated" and then the source of the work. | Title. (n.d.). Source. | (Address, n.d.) or Address (n.d.) |
| **Author and** **Title** | Describe the work in square brackets, then give the date and source. | [Work description]. (Date). Source. | ([Work description], year) or [Work description] (year) |
| **Date and Title** | Give the author, write n.d. after “not dated", describe the work in square brackets and then give the source. | Author. (n.d.). [Description of work]. Source. | (Author, n.d.) or Author (n.d.) |
| **Author, Date,** **and Title** | Describe the work in square brackets, write n.d. after “not dated", then cite the source. | [Description of work]. (n.d.). Source. | ([Work description], n.d.)  [Work description] (n.d.) |
| **Source** | List as a personal communication or find other work you can cite. | No entry in the reference list | (Name of communicator, personal communication, month, day, year)  Name and surname of the communicator (personal communication, month, day, year) |

## Anonymous authors

Do not use "Anonymous" as the author for a missing author unless the work is actually signed "Anonymous". If the work is signed "Anonymous", use "Anonymous" in the references and in the in-text citation.

If the work is not actually signed "Anonymous", the title is moved to the beginning of the reference and used instead of the author's name, as shown in the table.

|  |  |  |
| --- | --- | --- |
|  | | |
| **In the reference list:**  **Parenthetical citation:**  **Narrative citation:** | Anonymous. (2017). Stories from my time as a spy. Bond Publishers. |  |
| (Anonymous, 2017) |
| Anonymous (2017) |
|  | | |

# LIST OF SOURCES AND REFERENCES AT THE END OF THE THESIS

The reference list provides a reliable way for readers to identify and locate the works cited in the paper. In general, any work cited in the text must appear in the reference list, and any work in the reference list must be cited in the text.

The reference list is alphabetical. Sources should not be numbered or preceded by a line mark. A full stop is placed at the end of each source, unless it is an electronic source. A full stop should also be placed after each reference element, i.e. author, date, title and source. However, do not put a dot after a DOI (Digital Object Identifier) or URL (Uniform Resource Locator) as it may interfere with the link. If the heading ends with a question mark, the question mark is replaced by a full stop.

Italicize punctuation that appears within a horizontal reference element (e.g. a comma or colon in a book title).

The text in the reference list should be justified on both sides and the indentation of each source should be "hanging" by 1.27 cm (in MS Word: Paragraph-Indentation-Special-Hanging). The line spacing is single.

## Works excluded from the reference list at the end of the work

Before submitting your thesis or dissertation, make sure that the reference list does not omit any work mentioned or cited in the text, and vice versa. There are some exceptions and some types of works that are not included in the reference list:

* Personal messages such as emails, phone calls or text messages are only mentioned in the text, not in the reference list, because readers cannot retrieve personal messages.
* General in-text references to entire websites, entire periodicals and common software and applications do not require in-text citations or entries in the reference list because the use is widespread and the source is known.
* The source of the epigraph does not usually appear in the reference list, unless the work is a scholarly book or journal. For example, if you include an inspirational quotation from a famous person, the source of the quotation does not need to be included in the reference list because the quote is meant to lay the groundwork for the work, not to substantiate a key point.
* Quotations from research participants in a study you have conducted can be presented and discussed in the text, but you do not need citations or entries in the reference list. Citations and entries in the reference list are not necessary because the citations are part of your primary research. It could also compromise the confidentiality of the participants, which is an ethical breach.

## Basic principles for referencing sources at the end of the thesis

Each entry in the reference list usually contains four elements: author, date, title and source. Each element answers the question about:

* *the author*: Who is responsible for this work?
* *date*: When was this work published?
* *title*: What is this work called?
* *source*: Where can we get this work?

Answering these four questions helps you to create a resource for inclusion in the reference list. Consistency in the formatting of references is key, as it allows readers to understand the types of sources you have used in your work.

Author: generally refers to the person(s) or group(s) responsible for the work. The author can be an individual, several people, a group (institution, government agency, organization, etc.), or a combination of people and groups. This element includes not only the authors of articles, books, reports and other works, but also others who played a primary role in the creation of the work, such as book editors, film directors, etc.

*NOTE: If you need to identify the author, treat the work as if it has no author.*

Groups like the author: are often government agencies, non-profit organizations and working groups. To create the names of group authors in the reference list, look at the title page or the cover of the work to see if the author is a group or individual authors. If the names of individuals appear on the title page or cover, treat the work as if it had individual authors. If only the name of the group is featured on the title page or cover, treat the work as if the group were the author. In the reference list, write the full name of the author of the group followed by a full stop.

|  |
| --- |
| National Institute of Mental Health. |

* On a page from an organization's or government agency's website, the organization or government agency itself is considered the author, unless otherwise specified. The author of the website can also be found on the "about us" page or elsewhere.
* The abbreviation for the group may be used in the text (e.g. NIMH for National Institute of Mental Health); however, **do not include** the abbreviation for the author of the group in the reference list.

|  |  |  |
| --- | --- | --- |
|  | | |
| **Correct entry in the reference list:**  **Incorrect entry in the reference list:**  **Incorrect entry in the reference list:** | National Institute of Mental Health. |  |
| National Institute of Mental Health (NIMH). |
| NIMH. |
|  | | |

Source: indicates where readers can obtain the work cited or referenced. There are two categories: works that are part of a larger whole and works that stand alone:

* The source for a work that is part of a larger whole (e.g. journal article, edited book chapter) is the larger whole (i.e. journal or edited book) plus any relevant DOI or URL.
* The source for a work that stands alone (e.g. a whole book, report, dissertation, thesis, film, TV series, podcast, dataset, informally published work, social media, website) is the publisher of the work, a database or archive, a social media site or website, plus any relevant DOI or URL.
* Location is not required in the source element for most works (e.g. does not include the publisher's location for book references).
* Works associated with a specific location (e.g. artworks in a museum, presentations at a conference) include information about the location in the resource and, depending on the work, may also include a DOI or URL.
* If the work cannot be restored, treat it as unsourced.

Reference formatting: varies depending on the type of reference. Table 4.1 summarizes the most common cases.

Table 4.1 Overview of the most common examples of reference formatting

|  |  |  |
| --- | --- | --- |
| **Type of source** | **Elements of a resource** | **Example** |
| **Journal article** | Title of the periodical, volume, number, page range and DOI or URL | Couple and Family Psychology: Research and Practice, 8(3), 137-151. <https://doi.org/10.1037/cfp0000121> |
| **Journal article with article number** | Periodical title, volume, issue, article number and DOI or URL | PLoS ONE, 14(9), Article e0222224. <https://doi.org/10.1371/journal.pone.0222224> |
| **Author's book or complete book with editors** | Publisher name and DOI or URL | Springer. <https://doi.org/10.1007/978-3-030-25513-8> |
| **Chapter in a book with editors** | Information about the complete book (including the name of the editor, title of the book, edition and/or volume number, page size and publisher's name) and DOI or URL | In G. R. Samanez-Larkin (Ed.), The aging brain: Functional adaptation across adulthood (pp. 9-43). American Psychological Association. <https://doi.org/10.1037/0000143-002> |
| **Web page on the website (if the authors are different from the name of the website)** | Website name and URL | Mayo Clinic. <https://www.mayoclinic.org/drugs-supplements-acidophilus/art-20361967> |
| **Web page on the website (if the authors are the same as the name of the website)** | URL | <https://www.cdc.gov/cancer/kinds.htm> |

# EXAMPLES OF SOURCES AND REFERENCES

Here are some of the most common examples of text citations. The rest is available at the link to the official website [APA](https://apastyle.apa.org/style-grammar-guidelines/references/examples).

## Articles

### Journal article

Parenthetical citation: (Grady et al., 2019)

Narrative citation: Grady et al. 2019).

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. 2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207-217. <https://doi.org/10.1037/ppm0000185>

NOTES:

* If the article has a DOI, include the DOI in the reference.
* Always include the issue number of the journal article.
* If the journal article does not have a DOI and is from an academic research database, please end the reference after the page number. The reference in this case is the same as for an article in a printed journal.
* If a journal article does not have a DOI but has a URL that readers will resolve (e.g. it is from an online journal that is not part of the database), include the URL of the article at the end of the citation.

### Article or journal with missing data

Missing information on the year of publication (volume)

Lipscomb, A. Y. (2021, Winter). Addressing trauma in the college essay writing process. The Journal of College Admission, (249), 30-33. <https://www.catholiccollegesonline.org/pdf/national_ccaa_in_the_news_-_nacac_journal_of_college_admission_winter_2021.pdf>

Missing issue number

Sanchiz, M., Chevalier, A., & Amadieu, F. (2017). How do older and young adults start searching for information? Impact of age, domain knowledge and problem complexity on the different steps of information searching. Computers in Human Behavior, 72, 67-78. <https://doi.org/10.1016/j.chb.2017.02.038>

Missing page number or article number information

Butler, J. (2017). Where access meets multimodality: The case of ASL music videos. Kairos: A Journal of Rhetoric, Technology, and Pedagogy, 21(1). [http://technorhetoric.net/21.1/topoi/butler/index.html](http://kairos.technorhetoric.net/21.1/topoi/butler/index.html)

In-text citation

(Butler, 2017; Lipscomb, 2021; Sanchiz et al., 2017)

Butler (2017), Lipscomb (2021), and Sanchiz et al. (2017).

* If the journal does not use the year, issue and/or article or page number, omit the missing elements from the reference.
* If the journal is published quarterly and a month or season is indicated (autumn, winter, spring, summer), include this with a date element; see the example of Lipscomb.
* If the volume, number and/or article or page number has simply not been assigned yet, use the online pre-publication format.

### Monograph as part of a journal issue

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. 1991). The nomological validity of the Type A personality among employed adults [Monograph]. Journal of Applied Psychology, 76(1), 143-168. <http://doi.org/10.1037/0021-9010.76.1.143>

Parenthetical citation: (Ganster et al., 1991)

Narrative citation: Ganster et al. 1991).

For a monograph with an issue number, indicate the issue number followed by the serial number in brackets, e.g. 58(1, serial no. 231).

### Newspaper article

Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. The Washington Post, A1, A4.

Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. Chicago Tribune.

Parenthetical citation: (Carey, 2019; Harlan, 2013; Stobbe, 2020)

Narrative citation: Carey (2019), Harlan (2013), and Stobbe (2020)

* The title of the newspaper must appear in italics in the source of the reference.
* If the newspaper article is from an online newspaper that has a URL (as in Carey's case), include the URL of the article at the end of the citation. If the volume, number and/or page number for an article is missing, omit these elements from the reference.
* If you have used a printed version of a newspaper article (as in the case of Harlan), please indicate the page or pages of the article after the title of the newspaper. Do not include the abbreviation "p." before the page.
* If the journal article is from an academic research database, please provide the title of the journal and any years, issues and/or page numbers available for the article. Do not include information about the database in the reference. If the article does not have a year, issue or page number available, the reference in this case ends with the title of the newspaper (as in the case of Stobbe).
* If the article is from a news website (e.g. CNN, HuffPost) - one that doesn't have a daily or weekly newspaper linked to it - use the web page format on the news website instead.

## Conference papers

### Conference presentation

* In the author of the reference element, please provide the names of the lecturers.
* Please provide the full dates of the conference in the date element of the reference.
* Describe the presentation in square brackets after the title. The description is flexible (e.g. "[Conference]," "[Paper presentation]," "[Poster]," "[Keynote address]").
* Please specify the name of the conference or meeting and its location in the source element of the reference.
* If a video of the conference presentation is available, please include the link at the end of the reference.

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, 8-11 August). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

**Parenthetical citation:** (Evans et al., 2019)

**Narrative citation:** Evans et al. (2019)

### Conference abstract

If you only want to give an abstract of the conference presentation, include the word “abstract" as part of the description in parentheses (e.g. “[Conference presentation abstract]").

Cacioppo, S. (2019, 25-28 April). Evolutionary theory of social connections: Past, present, and future [Conference presentation abstract]. Ninety-ninth annual convention of the Western Psychological Association, Pasadena, CA, United States. <https://westernpsych.org/wp-content/uploads/2019/04/WPA-Program-2019-Final-2.pdf>

**Parenthetical citation:** (Cacioppo, 2019)

**Narrative citation:** Cacioppo (2019)

### Conference proceedings published in the journal

Conference proceedings published in a journal have the same format as references for journal articles.

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D.. 2019). Cognitive and noncognitive predictors of success. Proceedings of the National Academy of Sciences, USA, 116(47), 23499-23504. <https://doi.org/10.1073/pnas.1910510116>

**Parenthetical citation:** (Duckworth et al., 2019)

**Narrative citation:** Duckworth et al. (2019)

### Conference proceedings published as a book

Conference proceedings published as a book have the same format as the references of books with an editor.

Kushilevitz, E., & Malkin, T. (Eds.). 2016). Lecture notes in computer science: Vol. 9562. Theory of cryptography. Springer. <https://doi.org/10.1007/978-3-662-49096-9>

**Parenthetical citation:** (Kushilevitz & Malkin, 2016)

**Narrative citation:** Kushilevitz and Malkin (2016)

### Conference proceedings published as a book chapter

Conference proceedings published as a chapter in a book have the same format as chapter references in books with an editor.

Bedenel, A.-L., Jourdan, L., & Biernacki, C. 2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), Lecture notes in computer science: Vol. 11353. Learning and intelligent optimisation (pp. 225-240). Springer. <https://doi.org/10.1007/978-3-030-05348-2_21>

Parenthetical citation*:* (Bedenel et al., 2019)

**Narrative citation:** Bedenel et al. (2019)

## Monographs (books)

Monographs or monographic publications or books include scholarly books, textbooks, technical books, compilations, fiction, dictionaries, manuals, encyclopaedias, lexicons. Use the same formats to list printed books and ebooks.

### Author's book

Please give the author, year of publication, title and publisher of the book:

* Use the copyright date shown on the copyright page of the book, even if the copyright date is different from the publication date.
* Include all information about the issue in brackets after the title, without italics.
* If the book includes a DOI, include the DOI in the reference after the publisher's name.
* Do not include the location of the publisher.
* If an e-book without a DOI has a working URL, include the URL of the book in the reference (as in the case of Svendsen and Løber, which is from the iBog database, where e-books are called "internetbooks")."). Do not include the name of the database in the reference.
* If the e-book is from an academic research database and does not have a DOI or working URL, end the book reference after the publisher's name. Do not include the name of the database in the reference. The reference in this case is the same as in the printed book.

Jackson, L. M. 2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). Behaviour: The biology of humans at our best and worst. Penguin Books.

Svendsen, S., & Løber, L. 2020). The big picture/Academic writing: The one-hour guide (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

**Parenthetical citation:** (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)

**Narrative citation:** Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

### Book with an editor

* Use the abbreviation “(Ed.)" for an editor or “(Eds.)" for several editors after the editors' names, followed by a full stop. In case of multiple editors, include (Eds.) once, after all names.
* Include all information about the issue in parentheses after the title, without italics.
* If the book includes a DOI, include the DOI in the reference after the publisher's name.
* Do not include the location of the publisher.
* If an e-book without a DOI has a working URL, include the URL of the book in the reference (as in the case of Hygum and Pedersen, which is from the iBog database). Do not include the name of the database in the reference.
* If the e-book is from an academic research database and does not have a DOI or working URL, end the book reference after the publisher's name. Do not include the name of the database in the reference. The reference in this case is the same as in the printed book.

Hygum, E., & Pedersen, P. M. (Eds.). 2010). Early childhood education: Values and practices in Denmark. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/>

Kesharwani, P. (Ed.). 2020). Nanotechnology based approaches for tuberculosis treatment. Academic Press.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). 2019). Microaggression theory: Influence and implications. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

**Parenthetical citation:** (Hygum & Pedersen, 2010; Kesharwani, 2020; Torino et al., 2019)

**Narrative citation:** Hygum and Pedersen (2010), Kesharwani (2020), and Torino et al. (2019)

### Reprint of the book with an editor

* Watson and Rayner's book was originally published in 1920. It was edited by Webb and republished in 2013.
* Sometimes an author's book also lists the editor on the cover. In this case, please indicate the editor in parentheses without italics after the title of the book.
* Please indicate the year of republication in the main element of the reference date. At the end of the reference, indicate the year of original publication in parentheses after the words 'original published work'.
* The two years of publication are given in the in-text citation, separated by a slash, with the earlier year being the first.

Watson, J. B., & Rayner, R. 2013). Conditioned emotional reactions: The case of Little Albert (D. Webb, Ed.). CreateSpace Independent Publishing Platform. <http://a.co/06Se6Na> (Original work published 1920)

**Parenthetical citation:** (Watson & Rayner, 1920/2013)

**Narrative citation:** Watson and Rayner (1920/2013)

### Chapter in a book with an editor

* Use this format for both print and ebook chapters of books.
* If the chapter has a DOI, include the chapter DOI in the reference after the publisher's name.
* Do not include the location of the publisher.
* If a chapter without a DOI has a working URL, include the chapter URL in the reference (as in the case of Thestrup, which is from the iBog database). Do not include the name of the database in the reference.
* If the chapter is from a collection of academic research and does not have a DOI or working URL, end the reference after the publisher's name. Do not include the name of the database in the reference. The reference in this case is the same as for a chapter in a printed book.
* Include all edition information in the same parenthses as the chapter page range, separated by a comma.

Aron, L., Botella, M., & Lubart, T. 2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), The psychology of high performance: Developing human potential into domain-specific talent (pp. 345-359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. 2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), Media effects: Advances in theory and research (4th ed., pp. 115-129). Routledge.

Thestrup, K. 2010). To transform, to communicate, to play-The experimenting community in action. In E. Hygum & P. M. Pedersen (Eds.), Early childhood education: Values and practices in Denmark. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192>

**Parenthetical citation:** (Aron et al., 2019; Dillard, 2020; Thestrup, 2010)

**Narrative citation:** Aron et al. (2019), Dillard (2020), and Thestrup (2010)

## Published doctoral theses, master's theses and bachelor's theses

* A dissertation or thesis is considered published if it is available in a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository or archive.
* Include the description "Doctoral dissertation" or "Thesis" or "Master's thesis" followed by a comma and the name of the institution that awarded the degree. Place this information in square parentheses after the title of the thesis or dissertation and the publication number, if any.
* Specify the name of the database, repository or archive in the source element of the reference.
* The same format can be adapted for other published tasks.
* Include the URL for the thesis or dissertation if the URL is working (as shown in the Miranda and Zambrano-Vazquez examples).
* If a database or archive requires users to log in before they can view a thesis or dissertation, which means that the URL will not work for readers, end the reference with the name of the database (as in the case of Kabir).

Kabir, J. M. (2016). Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

Miranda, C. (2019). Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development (Publication No. 27542827) [Doctoral dissertation, Pepperdine University]. PQDT Open. <https://pqdtopen.proquest.com/doc/2309521814.html?FMT=AI>

Zambrano-Vazquez, L. (2016). The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>

**Parenthetical citation:** (Kabir, 2016; Miranda, 2019; Zambrano-Vazquez, 2016)

**Narrative citation:** Kabir (2016), Miranda (2019), and Zambrano-Vazquez (2016)

## ISO Standards

* For most standards, the standard-setting organization will be the author.
* For most standards, the date will be the year the standard came into force.
* Please indicate the standard number in parentheses after the title without italics.

International Organization for Standardization. (2018). Occupational health and safety management systems-Requirements with guidance for use (ISO Standard No. 45001:2018). <https://www.iso.org/standard/63787.html>

Occupational Safety and Health Administration. (1970). Occupational safety and health standards: Occupational health and environmental control: Occupational noise exposure (OSHA Standard No. 1910.95). United States Department of Labor. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

Parenthetical citation: (International Organization for Standardization, 2018; Occupational Safety and Health Administration, 1970)

Narrative citation: International Organization for Standardization (2018) and Occupational Safety and Health Administration (1970)

## Dictionaries

### References from on-line dictionaries

* As entries in the APA Dictionary of Psychology and Merriam-Webster's Dictionary are updated over time and are not archived, please include the date of acquisition in the reference.
* The author and publisher are the same in dictionaries, so the name appears in the author element to avoid repetition.
* To cite the dictionary definition, here is an example:

*Semantics* refers to "the study of meanings" (Merriam-Webster, n.d., definition 1).

American Psychological Association. (n.d.). Just-world hypothesis. And APA dictionary of psychology. Retrieved January 18, 2020, from <https://dictionary.apa.org/just-world-hypothesis>

Merriam-Webster. (n.d.). Semantics. And Merriam-Webster.com dictionary. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

**Parenthetical citation:** (American Psychological Association, n.d.; Merriam-Webster, n.d.)

**Narrative citation:** American Psychological Association (n.d.) and Merriam-Webster (n.d.)

### Reference from the printed dictionary

* The author and publisher are the same in dictionaries, so the name appears in the author element to avoid repetition.
* Please indicate any publication details in parentheses without italics after the title of the dictionary.
* Please indicate the page number in parentheses after the dictionary title. If the edition and page number are present, place them in the same set of brackets, separated by a comma.

American Psychological Association. (2015). Mood induction. And APA dictionary of psychology (2nd ed., p. 667

Merriam-Webster. 2003). Litmus test. And Merriam-Webster's collegiate dictionary (11th ed., p. 727).

**Parenthetical citation:** (American Psychological Association, 2015; Merriam-Webster, 2003)

**Narrative citation:** American Psychological Association (2015) and Merriam-Webster (2003)

## References from a data set (DATA SET)

* Please provide citations for the dataset when you have performed secondary analyses of publicly archived data or archived your own data that are presented for the first time in the current work.
* If you are citing existing data or statistics, please cite the publication in which the data was published (e.g. journal article, report or website), not the dataset itself.
* The date in the reference is the publication year for the version of the data used.
* Give the title of the dataset in italics. Then indicate any numeric identifier and the version number of the data in parentheses without italics, separated by semicolons.
* The description in parentheses is flexible (e.g. '[Dataset]', '[Dataset and code list]').
* Provide the issuer of the dataset in the source element.

O'Donohue, W. (2017). Content analysis of undergraduate psychology textbooks (ICPSR 21600; Version V1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR36966.v1>

**Parenthetical citation:** (O'Donohue, 2017)

**Narrative citation:** O'Donohue (2017)

## Audiovisual media

### Online course or Massive Open Online Course (MOOC)

Online courses, including MOOCs, can be listed by specifying the lecturers, the year of the course (if known), the title of the course, the website hosting the course and the URL.

Jackson, M. O., Leyton-Brown, K., & Shoham, Y. (n.d.). Game theory [MOOC]. Coursera. <https://www.coursera.org/learn/game-theory-1>

**Parenthetical citation:** (Jackson et al., n.d.)

**Narrative citation:** Jackson et al. (n.d.)

### Lecture from an online course or MOOC

* A lecture or other content from an online course or MOOC is referenced by listing the lecturer in the author element of the reference and the names of all other lecturers of the course in the editor position within the source element.
* Please provide the URL link. As users have to enroll in the course and then log in to access the lecture, the link in the reference leads to the main page of the course.

Tangen, J. (2016). Episode 2: I heard a tapping somewhat louder than before [MOOC lecture]. In E. MacKenzie, J. Tangen, & M. Thompson, The science of everyday thinking. edX. <https://www.edx.org/course/the-science-of-everyday-thinking>

**Parenthetical citation:** (Tangen, 2016)

**Narrative citation:** Tangen (2016)

### PowerPoint presentations or lecture notes

* Use this format to cite information extracted directly from the PPT presentation.
* If the PPT slides contain quotations of information published elsewhere and you want to cite this information as well, then it is best to find, read and cite the original source yourself, rather than citing the slides as a secondary source.

*PowerPoint presentations available on-line:* When PPT presentations are made available to everyone on the web, please include the name of the hosting site in the source element of the reference, followed by the URL of the slides.

Jones, J. (2016, March 23). Guided reading: Making the most of it [PowerPoint slides]. SlideShare. <https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it>

**Parenthetical citation:** (Jones, 2016)

**Narrative citation:** Jones (2016)

*PowerPoint presentations available in the online classroom:* If the PPT presentations are from an online classroom (e.g. Moodle) or a company intranet, please provide the name of the site and its URL (for sites that require a login, use the URL of the login page).

Mack, R., & Spake, G. (2018). Citing open source images and formatting references for presentations [PowerPoint slides]. Canvas@FNU. <https://fnu.onelogin.com/login>

**Parenthetical citation:** (Mack & Spake, 2018)

**Narrative citation:** Mack and Spake (2018)

## Webpages and websites

### Website on a news webpage

* Use this format for articles from news websites. These sites do not have linked daily or weekly newspapers.
* Please indicate the writer as author.
* Please give the exact date of publication of the story.
* Please indicate the title of the news in italics.
* Please include the name of the news site in the source element of the reference.
* End the reference with the URL.

Bologna, C. (2019, 31 October). Why some people with anxiety love watching horror movies. HuffPost. <https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_l_5d277587e4b02a5a5d57b59e>

Roberts, N. (2020, 10 June). Trayvon Martin's mother, Sybrina Fulton, qualifies to run for elected office. BET News. <https://www.bet.com/news/national/2020/06/10/trayvon-martin-mother-sybrina-fulton-qualifies-for-office-florid.html>

Toner, K. (2020, 24 September). When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

**Parenthetical citation:** (Bologna, 2019; Roberts, 2020; Toner, 2020)

**Narrative citation:** Bologna (2019), Roberts (2020), and Toner (2020)

### Web page on a website authored by a group of government bodies

* For a page on a government website without individual authors, use the specific agency responsible for the website as the author.
* Names of parent agencies not present in the author element are shown in the source element (in the case of the US Department of Health and Human Services, National Institutes of Health). This creates concise in-text citations and complete entries in the reference list.
* For the website, please give as precise a date as possible.
* Some online works record when the work was last updated. If this date is clearly attributable to the specific content you are referring to and not to the whole site, use the updated date in the reference.
* Do not include the date of the last review in the reference, as the content that has been reviewed has not necessarily changed. If the date of the last inspection is indicated on the work, ignore it for reference purposes.
* Write the title of the website in italics.
* End the reference with the URL.

National Institute of Mental Health. (2018, July). Anxiety disorders. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

**Parenthetical citation:** (National Institute of Mental Health, 2018)

**Narrative citation:** National Institute of Mental Health (2018)

### Web page on the website with the author of the organizing group

* For a page from an organization's website without individual authors, use the name of the organization as the author.
* For the website, please give as precise a date as possible.
* Some online works record when the work was last updated. If this date is clearly attributable to the specific content you are referring to and not to the whole site, use the updated date in the reference.
* Do not include the date of the last review in the reference, as the content that has been reviewed has not necessarily changed. If the date of the last inspection is indicated on the work, ignore it for reference purposes.
* Write the title of the website in italics.
* Since the author of the web page and the name of the site are the same, omit the name of the site from the source element to avoid repetition.
* End the reference with the URL.

World Health Organization. (2018, May 24). The top 10 causes of death. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

**Parenthetical citation:** (World Health Organization, 2018)

**Narrative citation:** World Health Organization (2018)

### A web page on a single-author website

* When individual authors are listed on the website, please acknowledge them as the author in the citation.
* For the website, please give as precise a date as possible.
* Some online works record when the work was last updated. If this date is clearly attributable to the specific content you are referring to and not to the whole site, use the updated date in the reference.
* Do not include the date of the last review in the reference, as the content that has been reviewed has not necessarily changed. If the date of the last inspection is indicated on the work, ignore it for reference purposes.
* Write the title of the website in italics.
* Please specify the name of the city in the source element of the reference.
* End the reference with the URL.

Horovitz, B. (2021, 19 October). Are you ready to move your aging parent into your home? AARP. <https://www.aarp.org/caregiving/home-care/info-2021/caregiving-questions.html>

Schaeffer, K. (2021, 1 October). What we know about online learning and the homework gap amid the pandemic. Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

Parenthetical citation*:* (Horovitz, 2021; Schaeffer, 2021)

Narrative citation*:* Horovitz (2021) and Schaeffer (2021)

### Web page on the website with the date of acquisition

If the content of the page is designed to change over time but is not archived, include the date of acquisition in the reference.

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>

**Parenthetical citation:** (U.S. Census Bureau, n.d.)

**Narrative citation:** U.S. Census Bureau (n.d.)

## Social networks and online media

### YouTube

*YouTube Video reference:*

* Use the name of the account that uploaded the video as the author.
* If the invoice did not actually generate work, explain this in the text if it is important for readers to know. However, if this means citing a source that seems unauthoritative, you can also search the author's YouTube channel, official website or other social media to see if the same video is available elsewhere.
* To cite individuals featured in the video, name or describe the individual(s) in your sentence in the text and then provide the citation in parentheses after the video. For example, the Asian Boss video is an interview with the Director General of the International Vaccine Institute; in the body of the sentence, give details of who spoke and what they said, then cite the video with the citation shown in parentheses.
* Please indicate the exact date on which the video was uploaded.
* Write the title of the video in italics.
* After the title, include the description "[Video]" in square brackets.
* Please provide the name of the site (YouTube) and the URL of the video.

Asian Boss. (2020, June 5). World's leading vaccine expert fact-checks COVID-19 vaccine conspiracy: Stay curious #22 [Video]. YouTube. <https://www.youtube.com/watch?v=WQdLDMLrYIA>

Harvard University. (2019, August 28). Soft robotic gripper for jellyfish [Video]. YouTube. <https://www.youtube.com/watch?v=guRoWTYfxMs>

**Parenthetical citation:** (Asian Boss, 2020; Harvard University, 2019)

**Narrative citation:** Asian Boss (2020) and Harvard University (2019)

*YouTube channel:*

* By default, YouTube channel pages start from the "Home" tab. If you want to cite one of the other tabs (e.g. "Videos", "Playlists"), use the name of that tab instead of "Home" in the title element of the citation (as in the Walker example).
* Write the channel address in italics.
* After the title, include the description "[YouTube channel]" in square brackets.
* Please indicate the date of acquisition, as the content is designed to change over time and is not archived.

APA Publishing Training. (n.d.). Home [YouTube channel]. YouTube. Retrieved February 20, 2020, from <https://www.youtube.com/user/PsycINFO/>

Walker, A. (n.d.). Playlists [YouTube channel]. YouTube. Retrieved October 8, 2019, from <https://www.youtube.com/user/DjWalkzz/playlists>

**Parenthetical citation:** (APA Publishing Training, n.d.; Walker, n.d.)

**Narrative citation:** APA Publishing Training (n.d.) and Walker (n.d.)

### Blog

* Blog posts in the same format as journal articles.
* Write the name of the blog in italics, the same way you would write the title of a journal.

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. Ars Technica. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>

**Parenthetical citation:** (Ouellette, 2019)

**Narrative citation:** Ouellette (2019)

## Brochures, leaflets

* This brochure is authored by an organization, not individual authors.
* After the title of the brochure, include the description "[Brochure]" in square brackets

Cedars-Sinai. (2015). Human papillomavirus (HPV) and oropharyngeal cancer [Brochure]. <https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf>

**Parenthetical citation:** (Cedars-Sinai, 2015)

**Narrative citation:** Cedars-Sinai (2015)

# REFERENCES

American Psychological Association. (b. d.). *APA Style*. Https://Apastyle.Apa.Org. Retrieved 8 December 2023, from https://apastyle.apa.org

American Psychological Association. 2020). *Publication manual of the American Psychological Association: The official guide to APA style* (Seventh edition). American Psychological Association. https://doi.org/10.1037/0000165-000

1. (American Psychological Association, n.d.) [↑](#footnote-ref-2)
2. (American Psychological Association, 2020) [↑](#footnote-ref-3)
3. Use et al. consistently throughout the text. [↑](#footnote-ref-4)