

## APA Style used in EBR

**This set of information is based on the 6th edition of the Publication Manual of the American Psychological Association (APA),** but is not a comprehensive guide. For all rules and requirements of APA citations please consult the 6th edition of the Publication Manual of the American Psychological Association and the following website: <http://www.apastyle.org/>.

The APA requires that information be cited in 2 different ways—within the text and in a reference list at the end of the paper. The reference list (References) should be on a new page, one and half spaced, and use the hanging indent method (all lines after the first one are indented).

For more details see also: Publication Manual of the American Psychological Association, 6th ed. Washington, DC: American Psychological Association, 2010. Reference Desk Reserve 808.06615 p976m 2010 (at Reference Desk) or Concise Rules of APA Style, 6th ed. Washington, DC: American Psychological Association, 2010. Reference Desk Reserve 808.06615 C744r 2010 (at Reference Desk)

### **CITATIONS IN THE TEXT:**

When referencing or summarizing a source the author and year must be provided. When quoting or summarizing a particular passage, include the specific page or paragraph number, as well.

When quoting in your paper, if a direct quote is less than 40 words incorporate it into your text and use quotation marks. If a direct quote is more than 40 words, make the quotation a freestanding indented block of text and DO NOT use quotation marks.

Examples:

In one developmental study (Smith, 1990), children learned... OR In the study by Smith (1990), primary school children...

When a work has 2 authors cite both names every time you reference the work in the text.

Altman and Kuehne... (2016) state that... OR The evidence shows that...(Altman & Kuehne, 2016, pp.)

When a work has three to five authors cite all the authors' names the first time the reference occurs and then subsequently include only the first author followed by et al.

First citation: Borner, Brunetti and Weder (1995) state that... Subsequent citations: Borner et al. 1995 state that...

For 6 or more authors cite only the name of the first author followed by et al. and the year.

When a resource has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or web page. Italicize or use quotation mark as appropriate for the title of a periodical, book, brochure or report.

The site presents innovators in construction ("The World Economic Forum" 2017). The report argues for the importance of start-ups (*Shaping the Future of Construction: Inspiring innovators redefine the industry*, 2017).

Treat reference to legal materials such as statutes, and legislation as works with no author.

The Public Finance Amendment Act of 2004 runs from section 32 to section 36, formatted as §§ 32-36. In text cite in the following way: Public Finance Amendment Act (2004) or (Public Finance Amendment Act of 2004)

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, then chronologically).

Specific parts of a source: Always give the page number for quotations or to indicate information from a specific table, chart, chapter, graph, or page. The word page is abbreviated (to what – give example) but not chapter.

A counterfactual model was applied (Morgan and Winship, 2007, Chapter 2), and confronted with an approach proposed later (Abadie et al., 2015, p. 502).

If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it.

The Commission publishes reports on the economic situation of EU member states which include e.g. information on the predicted size of the public debt (Biecek, 2017, Sprawozdania krajowe Komisji Europejskiej, section, para 1).

## MATHEMATICAL NOTATIONS AND CITATIONS OF STATISTICS

**Mathematical notations** should adhere to the following guidelines:

- symbols representing variables should be italicized.
- avoid symbols above letters and use acceptable alternatives ( $Y^*$ ) where possible.
- where mathematical formulae are set out and numbered these numbers should be placed against the right margin as... (1).
- before submitting the final manuscript, check the layout of all mathematical formulae carefully (including alignments, centring length of fraction lines and type, size and closure of brackets, etc.).
- where it would assist referees authors should provide supplementary mathematical notes on the derivation of equations.

In text use italicized symbols (other than vectors and matrices). For example:

$t$ ,  $F$ ,  $N$

“We used  $t$  tests to determine . . .”

Use **boldface** for vectors and matrices. For example:  $\mathbf{V}$ ,  $\Sigma$

Use parentheses to enclose statistical values. Proved to be statistically significant ( $p = 0.52$ ) with all variables.

Use parentheses to enclose degrees of freedom. For example:

$t(45) = 4.35$   $F(3, 87) = 2.11$

Use brackets to enclose limits of confidence intervals. For example:

99% CIs [3.45, 2.7], [-6.0, 3.89]

Variables are italicized but superscript numbers are not italicized. For example:  $R^2$

Identifiers (e.g. superscript, subscript words, letters, or numbers) are not italicized. For example:

$M_{\text{girls}} = 4.22$  and  $M_{\text{boys}} = 3.78$ , the symbol for mean is italicized, but the nonvariable identifiers (“girls” and “boys”) are not italicized.

If you use the plural for forms of variables add nonitalic lowercase “s”. Do not add an apostrophe plus an “s,” an italic “s,” or a capital “S.” For example:

$ps < 0.05$ ;  $Ms = 3.70$  and  $4.22$ ; degrees of freedom

## TABLES, FIGURES AND IMAGES

For titles of tables, figures or images use the following example:

Table 1. Summary of studies included in meta-analysis

Figure 1. Sample responses to the X survey

Source: Own work

Source: Iyer, Lehman, and Sorey (2014, p. 79)

If you need permission to publish an image, picture, statistics, etc. you should write an APA Style copyright permission statement and have a reference list entry. The format depends on the type of source but it should include title, author, year of publication and source, followed by the copyright year and the name of the copyright holder (plus the permission statement, if necessary).

For example:

Images source

Template from journal – “From [or Adapted from/Data in column 1 are from] “Title of Article,” by A. N. Author and C. O. Author, year, *Title of Journal*, Volume, p. xx. Copyright [year] by Name of Copyright Holder. Reprinted [or Adapted] with permission.”

Example copyright statement:

From “Credit markets and bubbles: Is the benign credit cycle over?” by E. I. Altman and B. I. Kuehne, 2016, *Economics and Business Review*, 16 (3), 25. Copyright 2016 by the Poznań University of Economics and Business Press.

Corresponding reference entry: Altman, E. I., & Kuehne, B. I., (2016). Credit markets and bubbles: Is the benign credit cycle over? *Economics and Business Review*, 16(3), 20-31. doi: 10.18559/ebr.2016.3.3

## CITATIONS IN A REFERENCE LIST

In general references should contain the author name, publication date, title and publication information. Include the issue number if the journal is paginated by issue.

For information obtained electronically or online include the DOI.

If no DOI has been assigned to the content provide the home page URL of the journal or of the book or report publisher. Do not insert a hyphen if you need to break a URL across lines; do not add a full stop after a URL, to prevent the impression that this is part of the URL.

**Do not include** retrieval dates unless the source material may change over time. If no DOI has been assigned to the content provide the homepage URL.

In the case of databases in general **include** database information and retrieval dates. Example: (retrieved December 12, 2016)

### • Book:

When citing a book in general use the following template: Author, A. A. (Year of Publication). *Title of work*. Publisher City, Country: Publisher

Capitalize the first letter of the first word of the title and any subtitles, as well as the first letter of any proper nouns.

The full title of the book, including any subtitles, should be stated and italicized.

Borner, S., Brunetti, A., & Weder, B. (1995). *Political credibility and economic development*. New York, NY: Macmillan.

If you cite a particular edition of a book the number of a book edition is not italicized (for example: 2nd ed.)

- Chapter of a Book:

If you cite a chapter of a book use the following format:

Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Daszkiewicz, N., & Olczyk, M. (2014). Competitiveness of the Visegrad countries – Paths for competitiveness growth. In D, Kiendl-Wendner, K. Wach (Eds.), *International competitiveness in Visegrad countries: Macro and micro perspectives* (pp. 33-52). Graz: Fachhochschule Joanneum.

- E-book

If you cite e-book use the following format:

An e-book from e-reader:

Author, A. A. (Year of Publication). *Title of work*. [E-Reader Version]. Retrieved from <http://xxxx> or doi:xxxx

Wernerfelt, B. (2016). Adaptation, specialization and the theory of firms. Foundations of the resource-based view. [Adobe eBook Reader]. Retrieved from <http://www.cambridge.org/us/academic/subjects/management/strategic-management/adaptation-specialization-and-theory-firm-foundations-resource-based-view?format=AR>

- Journal Article

In general use the following format for citing a journal article:

Author, A. A.. (Publication Year). Article title. *Periodical Title, Volume*(Issue), pp.-pp.

- Journal Article with DOI:

Altman, E. I., & Kuehne, B. I., (2016). Credit markets and bubbles: Is the benign credit cycle over? *Economics and Business Review*, 16(3), 20-31. doi: 10.18559/ebr.2016.3.3

- Journal Article without DOI (when DOI is not available):

Alajbeg, D., Bubas, Z., & Sonje, V. (2012). The efficient market hypothesis: Problems with interpretations of empirical tests. *Financial Theory and Practice*, 36(1), 53-72.

Jankowska, B. (2012). Perceptions of the results of cooperation with rivals - the perspective of Danish, Japanese and Polish companies. Does the cultural background matter? *Poznań University of Economics Review*, 12(4), 14-27. Retrieved from [http://www.ebr.edu.pl/pub/2012\\_4\\_14.pdf](http://www.ebr.edu.pl/pub/2012_4_14.pdf)

- Newspaper Articles:

In general use the following format for citing a newspaper article:

Author, A. A.. (Year, Month Date of Publication). Article title. *Magazine Title*, pp. xx-xx.

Badkar, M. (2017, March 10). Gold poised for biggest weekly drop since Nov. *The Financial Times*, p. 10.

- Online Newspaper Articles:

Badkar, M. (2017, March 10). Gold poised for biggest weekly drop since Nov. *The Financial Times*, Retrieved from <https://www.ft.com>

- Encyclopedia Articles:

In general follow the example: Author, A. A.. (Publication Year). Entry title. In *Encyclopedia title*, (Vol. XX, pp. XX). City, State of publication: Publisher.

Bartunek, J. (2013). Academic-practitioner collaboration and knowledge sharing. In E. C. Kessler (Ed.), *Encyclopedia of management theory*, (Vol. 1, pp. 1-4). Thousands Oaks, CA: SAGE Publications, Inc.

Activity-based costing. (2017). In *Encyclopedia of management. Reference for business*. Retrieved from <http://www.referenceforbusiness.com/management/A-Bud/Activity-Based-Costing.html>

- Technical and Research Reports (often with corporate authors)

World Bank. (2009). *Reshaping Economic Geography*. Washington D.C.: The World Bank

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

- Book Reviews:

Derudder, B. (2017). Sir Peter Hall: Pioneer in regional planning, transport and urban geography. [Review of the book Sir Peter Hall: Pioneer in regional planning, transport and urban geography by R.D. Knowles, & C. Rozenblat (Eds.)]. *Regional Studies*, 51(3), 501-502.  
doi:10.1080/00343404.2016.1231309

NOTE: For articles that do not have a DOI, see Journal Article without DOI example.

- Blog post:

Biecek, P. (2017, March 1). Sprawozdania krajowe Komisji Europejskiej. [Web log post]. Retrieved from <http://smarterpoland.pl/>

- Website with no author or date of publication:

Consumer process index. Harmonised indices- monthly data. (n.d.). Retrieved February 8, 2016, from Eurostat website, [ec.europa.eu/eurostat/data/database](http://ec.europa.eu/eurostat/data/database)

Consumer process index. Harmonised indices- monthly data. (last updated 2017, March 2). Retrieved February 8, 2016, from Eurostat website, [ec.europa.eu/eurostat/data/database](http://ec.europa.eu/eurostat/data/database)

- Reprint from Another Source:

☐ Citation in the text: (Varian, 1997/1998).

- ☐ Reference List Citation:

Varian, H. R. (1998). The Future of Electronic Journals. *The Journal of Electronic Publishing*, 4(1). (Reprinted from the Scholarly Communication and Technology Conference, Emory University, Atlanta, April 1997 [formerly <http://arl.cni.org/scomm/scat/index.html>]).

In this example of a reprinted journal article, the author of the article is named first, followed by the editor of the reprinting source.

- Legal materials:

Use the following format: Name of the Statute, Title number Source § Section number(s) (Year).

Public Finance Amendment Act of 2004, No. 113. §§ 32-36 (2004).

### ORDER IN REFERENCES

References with the same author(s) in the same order are arranged by year of publication, the earliest first:

Kelley, A., & Williamson, J. (1973). Modelling economic development and general equilibrium histories. *American Economic Review*, 63, 450-458.

Kelley, A., & Williamson, J. (1974). *Lessons from Japanese development. An analytical economic history*. Chicago: The University of Chicago Press.

In the case of “in press” work of the same authors, these references will always come after the reference with date because they have already been published.

In the case of “no date” references these references come before these references that have already been published.

Kelley, A., & Williamson, J. (n.d.).

Kelley, A., & Williamson, J. (1973).

Kelley, A., & Williamson, J. (1974).

Kelley, A., & Williamson, J. (in press).

### Example of References:

#### References

Abadie, A., Diamond, A., & Hainmueller, J. (2015). Comparative politics and the synthetic control method. *American Journal of Political Science*, 59(2), 495-510.

Activity-based costing. (2017). In *Encyclopedia of management. Reference for business*. Retrieved from <http://www.referenceforbusiness.com/management/A-Bud/Activity-Based-Costing.html>

Alajbeg, D., Bubas, Z., & Sonje, V. (2012). The efficient market hypothesis: Problems with interpretations of empirical tests. *Financial Theory and Practice*, 36(1), 53-72.

Altman, E. I., & Kuehne, B. I. (2016). Credit markets and bubbles: Is the benign credit cycle over? *Economics and Business Review*, 16(3), 20-31. doi: 10.18559/ebr.2016.3.3

Badkar, M. (2017, March 10). Gold poised for biggest weekly drop since Nov. *The Financial Times*, Retrieved from <https://www.ft.com>

- Bartunek, J. (2013). Academic-practitioner collaboration and knowledge sharing. In E. C. Kessler (Ed.), *Encyclopedia of management theory* (Vol. 1, pp. 1-4). Thousands Oaks, CA: SAGE Publications, Inc.
- Biecek, P. (2017, March 1). Sprawozdania krajowe Komisji Europejskiej. [Web log post]. Retrieved from <http://smarterpoland.pl>
- Borner, S., Brunetti, A., & Weder, B. (1995). *Political credibility and economic development*. New York, NY: Macmillan.
- Consumer process index. Harmonised indices- monthly data. (Last updated 2017, March 2). Retrieved February 8, 2016, from Eurostat website, [ec.europa.eu/eurostat/data/database](http://ec.europa.eu/eurostat/data/database)
- Daszkiewicz, N., & Olczyk, M. (2014). Competitiveness of the Visegrad countries – Paths for competitiveness growth. In D. Kiendl-Wendner, & K. Wach (Eds.), *International competitiveness in Visegrad countries: Macro and micro perspectives* (pp. 33-52). Graz: Fachhochschule Joanneum.
- Derudder, B. (2017). Sir Peter Hall: Pioneer in regional planning, transport and urban geography. [Review of the book Sir Peter Hall: pioneer in regional planning, transport and urban geography by R. D. Knowles, & C. Rozenblat (Eds.)]. *Regional Studies*, 51(3), 501-502. doi: 10.1080/00343404.2016.1231309
- Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>
- Jankowska, B. (2012). Perceptions of the results of cooperation with rivals - the perspective of Danish, Japanese and Polish companies. Does the cultural background matter? *Poznań University of Economics Review*, 12(4), 14-27. Retrieved from [http://www.ebr.edu.pl/pub/2012\\_4\\_14.pdf](http://www.ebr.edu.pl/pub/2012_4_14.pdf)
- Kelley, A., & Williamson, J. (1973). Modelling economic development and general equilibrium histories. *American Economic Review*, 63, 450-458.
- Kelley, A., & Williamson, J. (1974). *Lessons from Japanese development. An analytical economic history*. Chicago: The University of Chicago Press.
- Morgan, S. L.; & Winship, C. (2007). *Counterfactuals and causal interference. methods and principles for social sciences*. New York, NY: Cambridge University Press.
- Public Finance Amendment Act of 2004, No. 113. §§ 32-36. (2004).
- Wernerfelt, B. (2016). *Adaptation, specialization, and the theory of firms. Foundations of the resource-based view*. [Adobe eBook Reader]. Retrieved from <http://www.cambridge.org/us/academic/subjects/management/strategic-management/adaptation-specialization-and-theory-firm-foundations-resource-based-view?format=AR>
- World Bank. (2009). *Reshaping Economic Geography*. Washington D.C.: The World Bank.
- Varian, H. R. (1998). The Future of Electronic Journals. *The Journal of Electronic Publishing*, 4(1). Retrieved from <http://quod.lib.umich.edu/j/jep/3336451.0004.105?view=text;rgn=main>

(Reprinted from the Scholarly Communication and Technology Conference, Emory University, Atlanta, April 1997 [formerly <http://arl.cni.org/scomm/scat/index.html>]).