

List of references & citations

Guide to reference handling according to the APA standard

American Psychological Association has formulated an acknowledged reference standard - APA - which provides specific guidance for in-text citations and lists of references.

This pamphlet is a short guide to in-text citations and lists of references according to the APA standard.

Important information before you get started

- ◆ The list of references must contain information on all sources referred to in your writing. This applies to books, articles, films, etc. Cite only works and ideas that you have read and incorporated into your paper.
- ◆ Accurate references make it easy for the reader to retrieve sources.
- ◆ To avoid plagiarism, provide due credit to your sources by using in-text citations.
- ◆ Note your sources as you use them in the writing process so you do not forget anything. It is easy to write them in a simple text program. However, there are several reference tools that can make it easier for you e.g. Mendeley, RefWorks and Word.
- ◆ Pdf-files are not always online documents. They are often articles from journals or books published on a website. Remember to describe the sources according to the guidelines of the particular document type. As an extra service to the reader, you can add the web address (URL) where you found the source.

Main rules for in-text citations

- ◆ Cite sources to document all facts and figures that you mention in your paper that are not common knowledge. In other words, you need to make a reference when describing a theory, hypothesis, study, etc.
 - ◆ Citations are made according to the author-year method. It enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper.
 - ◆ Citations can be placed in different places throughout the text, depending on where the phrasing makes sense. E.g. "It is obvious that... (Poulsen-Hansen, 2001, p. 25)" or, "Poulsen-Hansen (2001) says that... (p.25)".
 - ◆ You can use quotes in your text. Quotations fewer than 40 words are marked with quotation marks directly in your text. For quotations of 40 words or more start the quotation on a new line and indent. When using direct quotations, the page number must always be included.
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- ◆ A reference is a description of bibliographic data, that helps the reader to retrieve the source, the writer has used. References are placed in the list of references.
 - ◆ References are listed alphabetically by the author of the source.
 - ◆ The references are not divided by the form of the publication (book, article, webpage, etc.), but are listed in one coherent list.
 - ◆ If you have more than one source by the same author, you must list the sources chronologically. If the sources are published in the same year, you must use letters to separate them. E.g. Pedersen, K (2015a) and Pedersen, K. (2015b).

How to make in-text citations & lists of references

BOOKS WITH 1 OR 2 AUTHORS

In continuous text (in-text citation)	In list of references
<p>The author surname, year of publication (and page number is stated).</p> <p><i>Ex: Rienecker & Jørgensen (2013) states, that when choosing a topic it is important that... (p. 65).</i></p> <p><i>Ex: When choosing a research question, you should... (Rienecker & Jørgensen, 2013, p. 105).</i></p>	<p>Surname, first name initials. (Year). <i>Title: Subtitle</i> (possibly edition). Place of publication: Publisher.</p> <p><i>Ex: Rienecker, L. & Jørgensen, P.S. (2013). The good paper: A handbook for writing papers in higher education. Frederiksberg: Samfundslitteratur.</i></p>

BOOKS (AND OTHER SOURCES) WITH MORE AUTHORS

In continuous text (in-text citation)	In list of references
<p>Different rules apply for information on author, in the in-text citation and list of references.</p> <p><u>When 3-5 authors</u>, all authors are stated at the first in-text citation. After this, the first author is simply followed by 'et al.'</p> <p><i>Ex: Loon, Andersen & Larsen mention several things a facilitator can do... (2017, p.119).</i></p> <p><u>When 6 or more authors</u> the first author is stated, followed by 'et al.'</p> <p><i>Ex: Andersen et al. (2019) claim that... (p. 9)</i></p>	<p><u>When 3-7 authors</u> all authors are stated, separated by a comma. Everything else is as written above.</p> <p><i>Ex: Loon, C. V., Andersen, H.H., Larsen, L. (2017). Facilitation: Create results through involvement. Copenhagen: DJØF publishing.</i></p> <p><u>When 7 authors or more</u> the first six authors are stated, followed by an ellipsis (3 periods). The last author is stated after the ellipsis. Everything else is as written above.</p> <p><i>Ex.: Hesse, E.M., Shimabukuro, T.T., Su, J.R., Hibbs, B.F., Dooling, K.L., Goud, R.,... Cano, M.V. (2019). Postlicensure Safety Surveillance of Recombinant Zoster Vaccine. MMWR: Morbidity & Mortality Weekly Report, 68(4), 91-94.</i></p>

CONTRIBUTION/CHAPTER FROM ANTHOLOGY

In continuous text (in-text citation)	In list of references
<p>The author of the contribution/chapter is stated.</p> <p><i>Ex: Perceived risk is about... (Hasager, 2019, p. 22)</i></p>	<p>Contributors surname, first names initials. (Year). Name of the contribution: Subtitle. 'In' author/editor of the anthology, <i>title of the anthology</i>. (possibly edition and page number of contribution). Place of publication: Publisher.</p> <p><i>Ex: Hasager, N.K. (2019). Perceived risk. In K. Buch-Madsen (ed.). Marketing Models (p. 22-25). Frederiksberg: Samfundslitteratur.</i></p>

NEWSPAPER – AND JOURNAL ARTICLES

In continuous text (in-text citation)	In list of references
<p>The rules for books applies for articles as well.</p> <p><i>Ex. Experts claim that Google... (Kowitt, 2019, p. 32)</i></p>	<p>Surname, first name initials. (Year). Name of the article. <i>Title of the newspaper/journal, vol. (no.), page number.</i></p> <p><i>Ex: Kowitt, B. (2019). Google's civil war. Fortune, 179(6), 30.</i></p> <p><i>Ex.: Heath, T. (2019, July 4th). Dow sets record in shorter session. The Washington Post. Economy & Business, p. A12.</i></p>

INTERNET SOURCES

In continuous text (in-text citation)	In list of references
<p>The author and year of publication are stated. If no author is stated at the webpage, use the title of the webpage.</p> <p><i>Ex: The purpose of the economic policy is... (Department of the Treasury, 2019)</i></p>	<p>Author/Origin. (Year/Date of latest update). Title. Retrieved (date, if necessary) from URL (retrieval date is only stated when content is changed often).</p> <p><i>Ex: Department of Treasury. (2019, June 6th). Economic Policy. Retrieved from https://www.treasury.gov/about/organizational-structure/offices/Pages/Economic-Policy.aspx</i></p>

PERSONAL COMMUNICATION

In continuous text (in-text citation)	In list of references
<p>When using e-mails, interviews and the like, the source, form of communication and date is stated.</p> <p><i>Ex: Hans Jørn Nielsen (phone interview, June 18th, 2019) uses a metaphor to explain that...</i></p>	<p>Personal communication is not stated in the list of references, seeing that others can not retrieve the material. But it is good practice, to enclose documentation, eg. in the form of a transcribed interview.</p>

SEVERAL SOURCES IN ONE SECTION

In continuous text (in-text citation)	In list of references
<p>If several sources are used in one section, they are separated by a semicolon.</p> <p><i>Ex: The rules apply to... (Seemiller & Grace, 2016, p. 103; Rienecker & Jørgensen, 2013, p. 79).</i></p>	<p>The sources are listed separately, according to the rules of the specific source.</p>

Further reading and help

Books

Olsen, P.B. & Pedersen, K. (2019). *Problem-oriented project work: A workbook*. (5. ed). Frederiksberg: Samfundslitteratur. (Find the book at the UCN Library: [click here](#))

Rienecker, L. & Jørgensen, P.S. (2017). *The good paper: a handbook for writing papers in higher education* (2. ed). Frederiksberg: Samfundslitteratur. (Find the book at the UCN Library: [click here](#))

APA (2010). *Publication manual: of the American Psychological Association*. (6. ed). Washington: American Psychological Association. (Find the book at the UCN Library: [click here](#))

Online guides and tutorials

Extended APA-manual from Hedmark University. [Get it here.](#)

Guide fra Purdue University. [Get it here.](#)

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Do you have questions? Stop by the library, we are ready to help you.