

APA-Style Citation

When using reference literature or other sources in a paper, you are required to use citation to show clearly which parts of your paper have been extract from or are based on other authors' work. It is important for the reader of your paper to know on whose or which statements your arguments are based. To enable the reader to study the source of the ideas and to be able to draw his own conclusions, you need to include references to the sources you refer to. If you fail to do so, you may be prone to charges of plagiarism.

The word, plagiarism, derives from the Latin term, *plagiarius*, which means 'kidnapper'. In other words, the act of plagiarism is something like kidnapping the knowledge of the source you used. Keeping 'borrowed knowledge' concealed is viewed as a serious academic transgression.

Stenden views quotation, paraphrasing and annotation without citation as plagiarism once it exceeds the 5% limit. If you commit plagiarism, you run the risk of being banned from taking tests and examinations (Stenden university, n.d.).

References are given to used sources in the following situations:

- When you cite (i.e. when you literally take over texts from someone else's work);
- When you paraphrase (i.e. when you present other authors' texts in your own words);
- When you wish to add weight or credibility to an argument;
- When emphasizing a specific theory, model or use;
- When using tables, statistics, diagrams, photos and other types of illustrations in your text;
- When you can expect your reader to be interested in the work on which your text is based (where did he / she get this from?).

There are also certain situations in which you do **not** need to refer to the source text:

- When presenting overviews of historical facts;
- When describing your own experiences or observations;
- In conclusions and summaries in which you repeat ideas that you have previously supplied with a citation;
- When summarizing "general knowledge".

General knowledge is understood as the type of information that many people are familiar with and that you can find in many different kinds of resources. Queensland University (2006, § 2.4) offers the following six examples of general knowledge where citation is not needed:

1. That Neil Armstrong landed on the Moon in July 1969 (common fact of history).
2. That Alexander Fleming discovered penicillin (common fact of history).
3. The definition of photosynthesis (common knowledge in the discipline).
4. That humans need food for water and survival (common sense observation).
5. That Count Dracula lived in Transylvania (accepted folklore).
6. 'Life wasn't meant to be easy' (aphorism).

A citation system that is often used in psychology and the social sciences is the system used by the American Psychological Association (**APA**). In this system, the author must refer to a source in his / her text by mentioning the name of the author and the year of publication. The bibliography, at the end of the text, includes references to all the sources referred to in the text (Habracken, 2010).

Citation and Paraphrasing

It is strongly advisable to avoid, to the greatest extent possible, the repeated use of other authors' text. If necessary to, for example, strengthen an argument or to liven up a text, you are entitled to take over sections of text from other sources. This can be done in two possible ways:

- Citation – literally taking over text.
- Paraphrasing – representing the text in your own words.

Citation

Citation is used where the citation clearly supports your own thinking or where you wish to interpret or discuss the text after quoting it (Kremers & Tenwolde, 2004).

- Keep the paraphrase and the citation as short as possible.
- Repeat the text literally, including spelling and punctuation errors.
- If the errors could create confusion on the reader's part, then include the word, *sic.*, and include the correction in square brackets [] directly after the error in the citation.
- Always include a reference after the citation or paraphrase.

There are two types of citation:

Short citations (fewer than 40 words)

The citation is placed in the text and in double quotation marks.

Always include a reference with the citation in the text (author, year of publication, p. page number):

Example in the text:

Hofstede (2001) states that "the dominance of technology over culture is an illusion" (p. 453).

... and regarding technology that "the dominance of technology over culture is an illusion" (Hofstede, 2001, p.453).

Include the full citation of the source you quoted in the bibliography:

Example in the bibliography:

Hofstede, G. (2001). *Culture's consequences: Comparing values, behaviours, institutions, and organizations across nations* (2nd Rev. ed.). Thousand Oaks, CA: Sage.

Long citations (from 40 words).

The citation is started in a new line, indented (1.3 cm) and without quotation marks in block citation format. In the case of the use of block citation, the reference does not form part of the sentence, as in the case of the short citation and is therefore placed after the period:

Example in the text:

There are many different definitions of culture. The definition by anthropologist Kluckhohn is well known:

Culture consists of patterned ways of thinking, feeling and reacting, acquired and transmitted mainly by symbols, constituting the distinctive achievements of human groups, including their embodiments in artefacts; the essential core of culture consists of traditional (i.e. historically derived and selected) ideas and especially their attached values. (Kluckhohn, 1951, p. 86)

In the bibliography, you must provide the complete citation of the source you quoted:

Example in the bibliography:

Gluckhohn, C. (1951). The study of culture. In D. Lerner & H.D. Lasswell (Eds.), *The Policy Sciences* (pp.86-101). Stanford, CA: Stanford University Press.

In other words, you always include the page number in the reference to the citation. Sometimes, you may also **cite from a section of text without a page number**, for example, from a text on a website. In those instances, instead of the page number, mention the paragraph or the title of the section from which the text derives.

Example in the text:

The Department of Environmental Affairs and Tourism identifies women as the key figures in the development and promotion of tourism: “Women, especially in rural communities, have a particularly important role to play in the development of responsible tourism. The employment of women can be a fundamental determinant of the developmental impacts of the tourism industry” (1996, § 6.7).

Here, too, you must include the full citation in the bibliography:

Example in the bibliography:

Department of Environmental Affairs and Tourism. (1996). *The development and promotion of tourism in South Africa*. Pretoria: Author. Retrieved June 16, 2010, from <http://www.info.gov.za/whitepapers/1996/tourism.htm>

Paraphrasing

If you paraphrase correctly, you will show the reader the following in the text: Although I expressed it in my own words, the idea is someone else’s, namely: (Author, year).

You use paraphrasing to facilitate the reader’s comprehension of the text. You are not allowed to simply take over the text. To be able to paraphrase, you must read the text through until you understand it sufficiently to be able to rephrase it in your own words and in a new construction without having to look at the source while writing.

When paraphrasing, you always retain your own writing style; which is more convenient for the reader.

Example:

Original passage from Lester (1976)

Students often include too much literal text when creating extracts. This is often evident in reports in the form of the excessive use of citations. For that reason, it is important to make sure, when creating extracts, to make as limited as possible use of exact transcription.

First version: Plagiarism

Students often take over too much literal text when creating extracts. This is evident in the excessive use of citations in student papers. For that reason, it is important to make sure, when creating extracts, to make as limited as possible use of exact transcription. (Lester, 1976).

Second version: Legitimate paraphrase

Students often fail to limit the number of citations they use when writing papers. This problem is manifest in the way they create extracts; they often simply copy the text literally. It is therefore advisable to limit text-copying to the greatest extent possible when writing extracts (Lester, 1976).

The example mentioned above (Ackermann, 2007, p. 39) clearly shows what correct paraphrasing is and what it is not. It shows that the reference in the text is included directly after the paraphrase (author, year). The reference forms part of the text. You include the full citation in the bibliography:

Example in the bibliography:

Ackermann, M., Osseweijer, E., Schmidt, H., & Molen, H. van der (2007). *Zelf leren schrijven: Schrijfvaardigheid voor psychologie, pedagogiek en sociale wetenschappen* (2e ed.). Amsterdam: Boom.

APA Citation

An assignment paper or research paper does not simply appear out of the blue. It demands the use of knowledge and other people's work. It is important for your reader (probably also a researcher) to know where you found your knowledge. You need to make it clear, in your text, which ideas and insights are your own and which derive from other authors. The purpose of your bibliography is to enumerate the sources you used in your text. You provide the reader with all the information he or she needs to be able to find the sources. You only include the reference in the text itself (Kremers & Tenwolde, 2004).

The reference in the text enables the reader to find the source in the bibliography. It is therefore very important to make sure that the references in the text correspond to the references in the bibliography.

References in the text

Where:

In the text, you include the reference immediately after the keyword, the sentence or the passage that you used. Construct the sentence such that you do not need to repeat the reference to the source over and over, as this creates an uncomfortable text appearance and disrupts the thrust of your argument. Create a complete whole.

In other words, not like this:

... Burgers' Zoo makes use of environmental animation. The design and layout of Burgers' Zoo and the signage jointly serve to stimulate specific actions. The signage makes it possible for the visitor to see the whole park and he / she experiences it as it was intended (Nijs & Peters, 2007). It also uses storytelling. All the different themes used in the park tell different stories. In other words, in storytelling, it is possible to tell a story without the use of words (Nijs & Peters, 2007).

But like this:

Nijs and Peters (2007) describe six instruments that can be used to enhance the consumer's experience. Burgers' Zoo uses two of the six instruments:

- Animation:

The signage in Burgers stimulates specific actions. The signage makes it possible for the visitor to see the whole park as intended.

- Storytelling:

The different themes in the park tell different stories. The visitors experience the stories as if they were actually living in the stories.

You can also use the following way to show that the information comes from the same source:

Nijs and Peters (2009) studied ... Their research revealed that ...

A recent study into ... by Walker (2000) describes the method... Walker also discovered that ...

How:

The reference will always be formulated as follows: (author, year):

A recent study into trends in recreation (Bakas, 2010) showed that ...

If the author's name is already mentioned in the text, it is only necessary to include the year of publication in brackets after the author's name:

In a recent study, Bakas (2010) describes the trends in recreation ...

Examples of references in the text:

Basic form

(author, year)

1 Author

...are the most important questions when choosing a subject for your graduation thesis (Eco, 1994).

...are, according to Eco (1994), the most important questions to ask when choosing a subject for your graduation thesis.

Eco (1994, p. 23) summarizes the rules for choosing a subject for your graduation thesis as follows: "When writing a thesis, you must write the thesis that you *are able to write*."

One author with co-authors are mentioned with the use of "with"

Only the main author is mentioned in the reference in the text:

According to Smelik (1999) those effects are rarely mentioned

Two or more authors

In the case of reference to two or more authors, you place an ampersand (&) between the second to last and last mentioned author. You use the word, "and" in the actual text.

There is a lot of emphasis, lately, on efficiency measurement. The pitfall here is that this often ignores impact and effectiveness (Boudreau & Ramstad, 2007).

There is a lot of emphasis, lately, on efficiency measurement. Boudreau and Ramstad (2007) point out that this often ignores impact and effectiveness.

Three to five authors

In the case of three to five authors, you mention all of the authors the first time, and the second time you only need to mention the first author followed by 'et al'. (et alii = and others).

Wijnen, Renes and Storm (2004) mentioned in their study...

Wijnen et al. (2004) stated, on the grounds of their study...

Six or more authors

Only the first author is mentioned from the very beginning, followed by 'et al'.

Wilson et al. (1978) propose that...

Two or more articles about the same subject

Various different researchers (Gilmore, Pine & Zijlemaker, 2008; Scott, 2010) discovered connections between ...

Both Marcus and Dam (2009) and Heijnsdijk (2009) have discovered clear differences on those points.

Different studies (Marcus & Dam, 2009; Heijnsdijk, 2009) show clear similarities on this point.

Two or more articles by one author:

Different studies (Bakas, 2007, 2009a, 2009b; van der Broek, de Haan & Huysmans, 2005, 2009) in the field of trends and culture....

Organisation as author

In principle, you always mention the complete name in the reference. If the name is very well known in the form of an abbreviation and if the name is very long, then only include the full name in the first reference with the abbreviation mentioned in square brackets afterwards:

(Central Bureau of Statistics [CBS], 2005)

You can then use the abbreviation in the second and all subsequent references. Please note: the reader must be able to find the entry in the bibliography without any difficulty. In other words, the abbreviation must be current and commonly accepted:

(CBS, 2005)

Anonymous

Sometimes the author may not wish to reveal his or her name and may instead opt for a reference to "Anonymous". In those cases, use the term, as if it were an author's name:

Research into.... Showed that ... (Anonymous, 2008)

No author or editor

Use the first words of the title. If it is very long, you are allowed to shorten it.

Write the titles of (magazine) articles and chapters in double quotation marks.

Titles of books, reports, magazines and brochures are written in italics.

(*Publication Manual*, 2003)

("A conceptual model", 1985)

Citation

Eco (1994, p. 23)

If the pages are not numbered, use the chapter indication or paragraph indication or the title of the text with the paragraph number.

(Dekker, 2000, H. 1)

- Indicates Chapter 1.

(Dekker, 2000, § 1)

- Indicates paragraph 1.

(Dekker, 2000, Conclusion, paragraph 1)

- Indicates the section with the title, Conclusion, paragraph 1.

Images, tables, graphs

Illustrations, maps and photographs, etc. (excluding tables) are referred to as figures. If it is not your own work, you are required to mention the full source underneath the figure or table or as a figure title or table note. The full reference must also be included in the bibliography.

Figures:

The title appears underneath the image with the citation at the end of the title.

As shown in the example, the word, Figure, and the number are both printed in italics.

Example: from a magazine:

Figure 1. Name of the image: From [Extract from] "Title of the article," by A.A. Author and B.B. Author, year, *Title of the magazine*, year of publication, p.xx.

Example: from a book:

Figure 2. Name of the image. From [Extract from] *Title of the book* (p.xx), by A.A. Author and B.B. Author, year, Place: Publisher.

Tables

The title appears at the top of the table with the citation mentioned as a note under the table starting with the word, *Note*.

Example: From a magazine:

From [Extract from] "Title of the article," by A.N. Author and B.D. Author, year, Title of the magazine, Year of publication, p. XX.

Example: from a book:

From [Extract from] *Title of the book* (p. xx), by A.T. Author and T.P. Author, year, Place: Publisher.

Personal communication

J. Schulp (personal communication, 5 July 2010).

(J. Schulp, personal communication, 5 July 2010).

Indirect reference (a publication discussed in a secondary source):

Obviously you refer to sources that you actually did consult personally. If you use a publication with the information that you wish to include that refers to another source, which you are not able to access, then you are allowed to make an 'indirect reference':

Smith (in Jones, 2002) found significant differences. . .

The results of earlier studies (Smith, cited in Jones, 2002) show that. . .

The bibliography then shows the source that was actually consulted in this case, namely Jones.

References in the Bibliography

What

You only include sources that you actually used in the bibliography.

The only sources you do **not** include in your literature list or bibliography are the following:

- the ones that you did not use but found interesting;
- the ones that you only used to refer to something else or to check;
- personal communication, such as interviews and telephone calls. In those instances, you include the reference in the text: (A. Vogel, personal communication, 1 May, 2010). It is after all not possible for anyone else to consult those references afterwards and they should therefore not be included in the bibliography (Kremers & Tenwolde, 2004).

Website URLs are also **not** included in the bibliography, but are included as references in the text: Efteling regularly has special family offers (www.efteling.nl).

How

Alphabetically

You are required to organize all the sources you use for your paper in alphabetical order based on the author's surname. If there is no author, you use the first word in the title. This does not include definite or indefinite articles.

The general rule is:

- Nothing comes before something: Smith comes before Smythe
- Numbers come before letters: 50 comes before AAA
- Same names based on initials: Tenberge, A. before Tenberge, B.
- Ignore prefixes in the author's name: Vries, N. de, & Linden, T. van der
- Follow the spelling on the title page: MacGrath before McCrath

The basic components

All references to sources included in the text must relate back to the bibliography. The bibliography consists of bibliographical descriptions (references) that contain essential (non content-related) information about the publications, such as title, author and year of publication.

An exception to that rule is personal communication; which is not accessible to third parties and is therefore not included in the bibliography. References to websites as a whole are not included in the bibliography.

For clarity's sake: You are not allowed to include any publications in the bibliography that you consulted but that are not mentioned in the text!

The basic components that appear in the description are (Kremers & Tenwolde, 2004, p. 11):

- The author or editor's surname followed by a comma,
- The initial(s) and the date of publication in brackets followed by a period,
- The title and subtitle in *italics* followed by a period,
- Mention of the edition in the title language , followed by a period;
- The place of publication followed by a colon,
- And the name of the publisher followed by a period;
- Where applicable, ISBN or ISSN, no period;
- Where applicable, a URL, no period!

Basic components

You describe at least the following components as follows:

The author or editor's surname, followed by a comma, and the initial(s)

- You first mention the author or editor's surname in the bibliography, then the prefixes, without mention of the academic or other titles.
- In the case of compilers or editors you add to the name and initials '(Eds.)' or '(Ed.)'. End with a period.
- In the case of two or more authors, place an ampersand (&) between the names.
- Authors mentioned after the word, "with", are included in brackets: Smelik, A. (with Buikema, R.). Only refer to the primary author in the text.
- The title is used in the place of the author if there is no author or if the book or volume was compiled by a group of editors that are not mentioned by name.

The year of publication in brackets followed by a period,

- Mention the year of publication of the edition you use as mentioned in the colophon / title page.
- In the case of the absence of a publication year, specify: 'n.d.' – no date.
- In the case of magazines, newsletters and newspapers, include the year in brackets, preceded by the date of publication (month or date and month); (May 2010) or (1 May 2010) or (n.d.).

The title and the subtitle in *italics* followed by a period,

- Use the spelling on the title page.
- Write the title and the subtitle in italics.
- Do not write the title of a magazine article or chapter from a book in italics. The title of the book or magazine from which the article derives must appear in italics. Also put the magazine's year of publication in italics.
- In the case of an article in a book, include the word, 'In', after the title and before the names of the

authors of the book.

- Place a colon between the title and the subtitle.
- The title starts with a capital letter. The subtitle also starts with a capital letter.

Mention of the edition in the title language, followed by a period;

- The edition is placed between brackets after the title and before the place of publication.
- The first edition is not mentioned.
- Permissible abbreviations: ed. = edition, Rev. ed. = Revised edition, 2nd ed. = second edition.
- After the edition, you can also include a reference to the type of material in square brackets:
Moore, M. (2010). *Capitalism: A lover story* [DVD]. London: Paramount Home Entertainment.

The place of publication followed by a colon,

- In the case of foreign place names, include the Dutch name.
- If the place of publication is not specified in the book and is not known, include 's.l.' (*sine loco*, Latin voor 'without location').
- If more than one place of publication is mentioned, only include the first in the description or the main location.
- In the case of locations in the USA, it is also standard to include the abbreviations for the states:
Masen, OH: Thomson South Western.

Followed by the name of the publisher and a period;

Where applicable with an ISBN or ISSN, without a period;

Where applicable with an Internet address, without a period!

Examples of references in bibliographies

Book

Basic form

Author's surname, initials., (Year of publication). *Title of the book: With subtitle*. Place of publication: Publisher.

1 Author

Eco, U. (1994). *Hoe schrijf ik een scriptie* (7th ed.). Amsterdam: Bert Bakker.

1 Author with co-authors named with the indication, "with"

Smelik, A. (met Buikema, R. & Meijer, M.) (1999). *Effectief beeldvormen: Theorie, analyse en praktijk van beeldvormingsprocessen*. Assen: Van Gorkum.

2 Authors

Marcus, J., & Dam, N. van (2009). *Een praktijkgerichte benadering van organisatie en management* (6th ed.). Groningen: Noordhoff.

Leeuw, J. de & Kannekens, J. (Eds.). (2006). *Bedrijfsethiek voor HBO* (4e geh. herz. dr.). Budel: Damon.

3 to 7 authors:

The names (including initials) of a maximum of seven authors are mentioned. The names are separated by a comma and a space. Include an ampersand (&) before the name of the last author.

Assen, M. van, Berg, G. van der & Pietersma, P. (2008). *Het groot managementmodellenboek: 70 essentiële modellen: inhoud, toepassing, analyse en referenties*. Den Haag: Academic Service.

Quinn, R.E., Faerman, S.R., Thompson, M.P. & McGrath, M.R. (2003). *Handboek managementvaardigheden* (3rd ed.). Schoonhoven: Academic Service.

Alkema, E., Dam, E. van, Kuipers, J., Lindhout, C. & Tjerckstra, W. (2006). *Méér dan onderwijs: Theorie en praktijk van het onderwijs in de basisschool*. Assen: Van Gorkum.

Quinn, R.E., Faerman, S.R., Thompson, M.P., McGrath, M.R. & St. Clair, L.S. (2008). *Handboek managementvaardigheden* (4th ed.). Den Haag: Academic Service.

8 or more authors

Name the first six authors, then use three periods as symbol of omission followed by the last author.

Zeijl, A.M.M.M. van, Keizer, J., Masseling, J.H.M.J. , Burger, J.M.K., Caspel, R.D.J. van, Ruiter, A.M. de, ... Lemans, J.A.M. (Ed.). (2009). *Wetteksten Hoger Economisch Onderwijs: Editie 2010/2011* (26th ed.). Groningen: Noordhoff.

Editors

Kuiper, G. (Ed.) (2008). *Basisboek eventmanagement: Van concept naar realisatie*. Bussum: Coutinho.

Zeijl, A.M.M.M. van, Keizer, J., Masseling, J.H.M.J. , Burger, J.M.K., Caspel, R.D.J. van, Ruiter, A.M. de, ... Lemans, J.A.M. (Ed.). (2009). *Wetttexts Hoger Economisch Onderwijs: Editie 2010/2011* (26th ed.). Groningen: Noordhoff.

Organisation as author

In principle, you must always mention the full name in the literature reference. Make sure that the reference in the text corresponds to the reference in the bibliography.

Centraal Planbureau (2009). *Centraal economisch plan 2009 speciaal ontwerp: De kredietcrisis – oorzaken en gevolgen*. Den Haag: SDU.

If the organisation is the publisher of the publication, then specify the publisher as the “Author” to avoid repetition of the name in the description.

Hoofdbedrijfschap Detailhandel (2007). *Leeftijdsopbouw van ondernemers in de detailhandel*. Den Haag: Author.

Anonymous

Sometimes the author may not wish to mention his or her name and instead opts for "Anonymous". Only in such instances is it permissible to use 'anonymous' as an author's name.

No author or editor

United Press International stylebook: The authoritative handbook for writers, editors, and news directors (3rd ed.). (1992). Lincolnwood, IL: National.

Internet is niet eng. (2010, 21 May). *Algemeen Dagblad*, p.12.

Personal communication

Only refer in the text and **not** in the bibliography. After all, these communication items (discussions, interviews, memos, letters, emails, discussion groups and bulletin boards that are not archived) are not accessible to others.

From a book

Chapter

If a book consists of chapters written by different authors (e.g. an edited work or a volume of congress contributions) then the literature reference in the bibliography looks as follows:

Kleber, R.J. (1992). Acute stress in de werksituatie. In J.A.M. Winnubst & M.J. Schabracq (Ed.), *Handboek arbeid en gezondheid psychologie: Hoofdthema's* (p. 45-56). Utrecht: LEMMA.

Mintzberg, H. & Westley, F. (2010). Decision-making: It's not what you think. In Nutt, P.C. & Wilson, D.C. (Eds.), *Handbook of decision-making* (p.73-81). Chichester: Wiley.

The word, **in**, indicates that the title is included in another work. The title of the complete work is printed in italics, because when referencing information, this publication is the work that needs to be found.

Article from an encyclopaedia

Baillie, C. (2008). Ethical dilemmas and conflicts of interest In C.A. Sennewald & J.H.Christman (Eds.), *Retail crime, security, and loss preventive: An encyclopaedic reference* (p.143-153). Amsterdam: Butterworth-Heinemann.

Nijntje (2004). In J. van Coillie, J. Linders, S. Niewold & J. Staal (Ed.), *Encyclopedie van de jeugdliteratuur*. Groningen: De Fontein & Wolters-Noordhoff.

Images, Tables, graphs

Basic form

Author, X. or name of the person responsible for the image, table or graphs, (year of publication). Title as displayed in the source [with subtitle, where necessary, as in the case of, e.g. Graphs]. In Y. Author of the work in which the graphs are found, *Title of the work in which the graphs are found in italics* (p. page number). Place of publication: Publisher's name.

Phillips, K.L. (2002). A growing income disparity [Chart]. In K.L. Phillips, *Wealth and democracy: A political history of the American rich* (p.2119). New York: Broadway.

Burns, T. & Stalker, G.M. (1961). Difference between mechanistic and organic structures [Table]. In D. Hellriegel & J.W. Slocum, *Management* (p. 362). Reading, MA: Addison-Wesley.

Schulp, J. (2010). De drie typen processen in de dienstverlening. [Table]. In J. Schulp, J. Walstra & E. Janssen. *Operationeel management in de dienstverlening* (2nd ed.) (p. 135). S.I.: Pearson Education Benelux.

Ebooks

Basic form of books that were only published in electronic formats without DOI:

Author's surname, Initials., (Year of publication). *Title of the book: with subtitle.* Accessed via Internet address (URL)

In its basic form, the description is the same as the paper version in a book; the difference is the 'where'. In other words, instead of the publisher's particulars (place and name of the publisher) you include where on the Internet you accessed the book.

Document freely accessible

Frank, A. (1944). *Het achterhuis*. Accessed via http://www.dbnl.org/text/fran034acht01_01/

Wittgenstein, L. (1918). *Tractatus logico-philosophicus*. Accessed via <ftp://ibiblio.org/pub/docs/books/gutenberg/5/7/4/5740/5740-h/5740-h.htm>

Document not freely accessible (e.g. database behind firewall)

Levinson, J.C. & Horowitz, S. (2010). *Guerrilla marketing goes green: Winning strategies to improve your profits and your planet*. Accessed via Safari Ebooks database.

Nickson, D. (2007). *Human resource management for the hospitality and tourism industries*. Accessed via Institute of Hospitality database.

Electronic version of a printed book with DOI

Same as basic form. Replace: "Accessed via URL" with: DOI: number

Schiraldi, G.R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. Doi: 10.1036/0071393722

Electronic version of a printed book without DOI

Same as basic form. Replace: "Accessed via URL" with: Accessed via Publisher's homepage URL.
Shotton, M.A. (1989). Computer addiction? A study of computer dependency [DX Reader version].
Accessed via <http://www.ebookstore.tandf.co.uk/html/index.asp>

If the URL does not lead to the complete text, but to information on the book, then mention:
'Accessible via'.

From an ebook

Chapter

Price, S. (2000). Franchising research: A failed literature? In Lashley, C. & Morrison, A. (Eds.), *Franchising hospitality services* (p. 44-67). Accessed via Institute of Hospitality database.
Ramirez, M. (2008). Pulitzer Prize: Michael Ramirez. In Cagle, D., Fairrington, B. (Eds.), *The best political cartoons of the year: 2009 edition* (p. 2-4). Accessed via Safari E-books database.

Article from an online encyclopaedia

Olson, E. T. (2002). Personal Identity. In E.N. Zalta (Ed.), *The Stanford encyclopaedia of philosophy* (Winter 2010 ed.). Accessed via <http://plato.stanford.edu/archives/win2010/entries/identity-personal>

Magazine article

Basic form

Author, A.A., Author, B.B., & Author, C.C., (Year). Title of the article. *Title of the magazine, year of publication* (edition number), pages.

The title and the year of publication are printed in italics.

(A volume is an edition of a magazine or other type of periodical, the publication of which does not always coincide with a specific calendar year. A volume consists of several editions.)

In the case of an article deriving from a monthly magazine, do not only mention the year of publication, but also the month. In the case of a weekly or daily journal, such as a newspaper, mention the complete publication date after the author's name.

Magazine article in print (paper version)

Half-yearly, quarterly

Boedjarath, I. (2009). Intercultureel burgerschap en gezondheid: Een dynamische werkelijkheid. *Cultuur migratie gezondheid* 6 (4) 186-197.

Henderikx, P. (2010). Open en flexibel onderwijs als een strategie voor een leven lang leren: Driepijlers voor een geïntegreerd beleid. *Tijdschrift voor hoger onderwijs & management* 17 (1) 19-25.

Blawat, K. (2010). Wer passt zum wem?: Von der Qual de Wahl. *Geo Wissen* (45) 82-90.

Monthly

Vorselman, W. (May 2009). Buurtzorg Nederland: Hulp met hert, hoofd en handen. *Zorg + welzijn magazine* 15 (5) 24-26.

Study by Deloitte: Retailers verkopen marge voor extra omzet. (February 2010). *Retail manager* 18 (2) 13-15.

Weekly

Cozijn, K. van (18 October 2003). Love hopping: Van de ene ware liefde naar de andere. *Vrij Nederland*, 16-21.

Dohmen, J. (3 July 2010). Pas op uw pas. *Elsevier* 66 (26) 54-58.

Newspaper

Vandenburg, G. (5 July 2001). De mooiste studie is de mens. *NRC Handelsblad*, p. 27.

Davis, B. (July 5, 2010). Euro is in line for more gains. *Wall Street Journal*, p. 23.

Magazine articles online (electronic version)

Article from an online magazine

Painter, J. (2008). Cartographic anxiety and the search for regionality. *Environment and Planning A*, 40, 342-361. Accessed via <http://www.envplan.com/epa/fulltext/a40/a38255.pdf>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Accessed via <http://www.cac.psu.edu/jbe/twocont.html>

Anderson, C.A., Berkowitz, L., Donnerstein, E., Huesmann, L.R., Johnson, J.D., Linz, D. ... Wartella, E. (2003). Influence of media violence on youth. *Psychological science in the public interest* 4 (3) 81-110. Accessed via <http://www.psychologicalscience.org/pdf/pspi/pspi43.pdf>

If a paper-based version is also available, it is not necessary to include a URL and you only need to refer to the [electronic version] after the title of the article.

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research*, 29, 535-555.

Article from an open-access online magazine:

Tullos, A. (2004, June 8). The Carolina Piedmont. *Southern Spaces*. Accessed via <http://www.southernspaces.org/contents/2004/tullos/5a.htm>

Article from an online database

Use the name of the database instead of the Internet address (URL)

Mates, B. F., & Strommen, L. (1995). Why Ernie can't read: 'Sesame Street' and literacy. *The Reading Teacher*, 49 (4), 300-306. Accessed via InfoTrac Expanded Academic Index.

Article from an online newspaper

Goodnough, A. (2007, August 29). Census shows a modest rise in U.S. income. *The New York Times*. Accessed via <http://www.nytimes.com>

Newspaper article from a database

Santvoord, K. van (22 January 2009). Energievretend gevecht tegen kopiisten. *Het Financieel Dagblad*. Accessed via LexisNexis.

Websites

Basic form

Author's surname, Initials. (date of website or update). Title of the applicable component of the website. Accessed on date at URL.

All other descriptions of Internet sources contain a minimum of the document's title, a date and an Internet address (the URL).

In the case of a description of an Internet site, mention the date of consultation if there is a substantial likelihood that the source might change in the course of time, as in the case of Wikis. If necessary, state the date of the most recent update ('update').

Webpage

Hofstede, G. (n.d.). *Dimensions of national cultures*. Accessed on 25 August 2010 via <http://www.geerthofstede.nl/culture/dimensions-of-national-cultures.aspx>

Document via website

Unicef. (2009). *Unicef humanitarian action report 2009*. Accessed on 31 August 2010 via http://www.unicef.org.uk/campaigns/publications/pdf/har09_final.pdf

Wiki

Personality. (n.d.). Accessed on 28 August 2007 via Wikipedia: <http://en.wikipedia.org/wiki/Personality>

Blog

If a nickname is used, you may mention it. Specify the exact date. In the case of a comment, the letters, 'Re:' will appear before the title of the post to which the reaction was made. An online title is not printed in italics. After the title, include: [Web log post] or [Web log comment]

Lehrer, J. (2010, August 31). The identifiable victim bias [Web log post]. Retrieved from <http://www.wired.com/wiredscience/frontal-cortex/>

Specific digital information (such as **messages from bulletin boards and chat rooms**) should rather **not be included** in the bibliography.

If you refer to general information on a website or to short practical information (not literature), then all you need is to refer to the website's homepage in the text. You do not need to include a reference in the bibliography:

Information on age recommendations for television shows and films in the Netherlands is provided by the *Nederlands Instituut voor de Classificatie van Audiovisuele Media* (NICAM), which is available on the website, *Kijkwijzer* (www.kijkwijzer.nl). The site provides information on, among other things, the classifications and legislation.

In such cases it is not necessary to lead the reader to the specific web page. If this is done because you are citing or referring to a document or chapter on a web page, then you would obviously need to include the full URL, along with the author's name and other reference information in the text in your bibliography. Your text would then include the standard reference (author, year).

Audiovisual media

Film (in the cinema)

Basic form

Producer, A.A. (Producer), & Director, B.B. (Director). (Year). *Title of the film* [Film]. Country of origin: Studio.

Film on DVD

Perrin, J. (Producer), & Valli, E. (Director). (1999). *Himalaya* [DVD]. France/Nepal: Galatée Films.

Television broadcasts

Duyns, C. (Producer). (31 October 2010). *Het uur van de wolf: Harry Mulisch en de bevlieging* [Television broadcast]. Hilversum: NTR.

Episode of a TV series

Whedon, J. (Writer-Director) (2001). Once more, with feeling [Television series episode]. In J. Whedon (Executive Producer). *Buffy the vampire slayer*. London: BBC 2.

Film on YouTube

If a nickname is used, you may mention it. State the exact date. This follows after the title (not in italics): [Video file]

Bezakor. (16 June 2009). What is the future of the library? [Video file]. Accessed via <http://www.youtube.com/watch?v=asYUI0l6EtE>

Music

Composer, A. (Copyright year). Title of the song [Recorded by B.B. Artist, if not the same person]. On Title of the [Medium: CD, LP, cassette, etc.] Place: Label. (Recording date if other than the copyright year of the song.)

Bush, K. (2005). Nocturn. On *Aerial* [CD.]. S.I.: EMI.

Podcast

Van Nuys, D. (Producer). (2007, December 19). Shrink rap radio [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

Want to know more?

There are many more forms of publication and release than can be described here. If the description of the form of publication you are working on does not appear in this manual, do not hesitate to consult the **Publication Manual of the American Psychological Association**. The sixth edition of the title was published by the American Psychological Association in 2010 and is available in the Stenden Library.

SOURCES

- Habraken, A. (2010). *Bronvermelding volgens de richtlijnen van de APA: Gebaseerd op de 6e editie van de Publication Manual*. Tilburg: Universiteit van Tilburg.
- Kremers, M. & Tenwolde, H. (2004). *De vormgeving van werkstukken: Werkboek met richtlijnen* (8e geh. herz. dr.). Utrecht: Universiteit voor Humanistiek.
- Ackermann, M., Osseweijer, E., Schmidt, H., & Molen, H. van der (2007). *Zelf leren schrijven: Schrijfvaardigheid voor psychologie, pedagogiek en sociale wetenschappen* (2e dr.). Amsterdam: Boom.
- University of Queensland (2006). *Academic integrity and plagiarism (Policy no. 3.40.12)*. Retrieved June 16, 2010 from: <http://www.uq.edu.au/hupp/index.html?page=25128>
- Stenden university (n.d.). *Students' Charter 2009-2010: Part 1*. Leeuwarden: Author.