INTERNATIONALE
HOCHSCHULE

GENERAL CITATION GUIDELINES

at IU International University

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1. INTRODUCTION

Writing effectively in an academic setting is an important skill on the path to study success. For this reason, it's important to follow the **basic principles of academic work and academic writing**. This includes effectively searching for, evaluating and managing sources, which form the foundation for your writing. This also includes correctly citing and referencing your sources according to a recognized academic standard.

Properly using a citation style is a basic principle of **academic integrity**. According to the German Research Foundation (DFG), academic integrity is the basis of credible science and good academic practice. The principle of academic integrity aims to protect and preserve the reputation and the image of academia and academic institutions. When you begin your own study programme you also accept the responsibility to uphold this principle. In practical terms that means that you should consider the sources that you use for your research projects as the **intellectual property of their authors**. You should clearly indicate these sources in a way that makes it easy for others to find them. The International Centre for Academic Integrity defines the following six values as the basis for academic integrity: honesty, trust, fairness, respect, responsibility and courage.

Academic work and academic writing at the IU International University means that you critically evaluate the knowledge base in your study area. In this process you also use academic methods and procedures to assemble your written work, which should ultimately add to your own **knowledge** and to that of the discipline. As you are building on knowledge developed by others, your own work should always be placed in the context of existing scientific and practice-related findings by correctly citing and referencing them.

These guidelines should ensure that you can properly and confidently follow the rules of proper citation and referencing. These guidelines **apply for the whole IU International University**. During your studies with us we generally encourage you to use **APA** (American Psychological Association) style, with consideration of the exceptions outlined in this document.

These guidelines explain how you should follow one consistent style to refer to sources in your text and prepare a list of references. Be aware that in some modules there may be alternative guidelines that you can use in addition to the ones in this document.

2. CITING IN APA STYLE

The APA regularly updates its citation style. The current version is the 7th Edition, which you can use when you write academic papers in English. Any deviations from the APA citation guidelines have been explicitly mentioned in this document. Further formal requirements (e.g. regarding line spacing) are specified in the respective examination guidelines.

These guidelines explain how to cite many types of sources. If you need more examples or explanations for citations according to the 7th edition, visit the official APA website at https://apastyle.apa.org/.

2.1 In-Text Citations in APA

In general, you must acknowledge the use of the intellectual property of others (words or ideas). In all of your academic work, you must indicate each source and its location. The reader must be able to check each of your sources and easily follow them to their location.

Within the text, citations are written in an abbreviated form. Citations for quotations and paraphrases include the last name of the author(s), the year of publication and the page number[1]. In some types of sources there is no page number. For an audio book, a time stamp is provided, or for an eBook in EPUB format, a chapter is provided. In indirect quotations that do not refer to a particular spot in a text, only the last name of the author(s) and the year of publication are provided.

You should always provide the name of the author in a citation. If your citation comes from two or more pages (e.g. pp. 24 and 25) provide the first and the last page (e.g. pp. 24–25).

To maintain the flow of the text, you can use footnotes to indicate side notes or explanations that are not immediately relevant to the text. Footnotes are also appropriate for translations of quotations from languages other than English or references to copyright. Footnotes are found at the bottom of the relevant page after the last period. They are indicated with a superscript in the text and are numbered throughout the whole text. Start the first word in a footnote with a capital letter, and end it with a period. You should not have long, complex footnotes (especially mathematical proofs or derivations). If you can't integrate these into the text, include them as an appendix to the text. A dedicated footnote page at the end of your text is not necessary.

Generally, you should avoid citing sources that are themselves cited in a source (secondary sources). Always try to find the original source. If you can't access the original source, however, citing a secondary source is acceptable. Cite the original source, then add "as cited in", then cite the secondary source. Include only the secondary source in the reference list.

Citation from a secondary source	Cultural tourists can be divided into two groups: specific cultural tourists and general cultural tourists (Irish Tourist Board, 1988 as cited in Steinecke, 2007, pp. 12–13).

[1] At this point, we deviate from the APA regulation, which also allows indirect citations without page references. By differing from the APA regulation, citations should be easier to follow.

2.1.1 Quotations in APA

You can use word-for-word (direct) quotations when the specific phrasing is important for your text or it is very unique. However, to keep your own voice in your writing, don't string too many quotations together. As a general rule, limit the number of quotations in your text. This ensures that the text is your writing and really "yours".

Short Quotations:

Quotations of up to 40 words are incorporated into the text with quotation marks.

Quotation of a complete sentence	"There is in fact evidence that changes in social practices, and even changes in temporary states of social orientation, can change the way people perceive and think" (Nisbett, 2003, p. 226).
Quotation at the start of a sentence	"Changes in social practices, and even changes in temporary states of social orientation" influence the way people see and think about the world, according to Nisbett (2003, p. 226).
Quotation in the middle of the sentence	Nisbett (2003) writes that "changes in social practices, and even changes in temporary states of social orientation" have an impact on perception and thinking (p. 226). or Nisbett (2003, p. 226) explains that "changes in social practices, and even changes in temporary states of social orientation" have an impact on perception and thinking.
Quotation split into parts	"Changes in social practices, and even changes in temporary states of social orientation" have a significant impact, argues Nisbett (2003), and "can change the way people perceive and think" (p. 226). or "Changes in social practices, and even changes in temporary states of social orientation" have a significant impact, argues Nisbett (2003, p. 226), and "can change the way people perceive and think".

Long Quotations (Over 40 Words)

If the quotation is longer than 40 words, you should format it as an indented (1.27cm/0.5 inch) paragraph from the left. There are a few other rules:

- Do not use quotation marks.
- Begin the quotation with a capital letter and finish with a period, then follow with the page number in brackets.

Long direct quotation	Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:
	Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)
	or
	Flores et al. (2018, p. 311) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:
	Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results.
	or
	Flores et al. (2018)
	Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (Flores et al., p. 311)

Further Rules

- Quotations should be exactly as written in the source. That means that you should also include any typos or grammatical errors, but you can indicate these with a [*sic*]. The first letter of the quotation can be changed to upper or lower case. The punctuation at the end of the quotation may be adjusted to suit the context.
- A quotation within a quotation is indicated with single quotation marks.
- If you leave out any word(s), indicate this with three periods. This does not apply if the quotation begins or ends in the middle of a sentence.
- Place additional comments in square brackets if needed.
- If the quotation emphasizes certain words with italics or bold, but you chose to leave them out, indicate this directly after the quotation [emphasis removed]. If you add your own emphasis you should also indicate this [emphasis added] directly after.
- Quotations in languages other than English are included as they are and translated in a footnote.

Quotation with a grammatical error	Nowak (2019) wrote that "people have an obligation to care for there [*sic*] pets" (p. 52).
Quotation with emphasis in original	"The *means* being used are 'co-laboratory', and academics who receive funding define their research projects for themselves" (Halvorsen & Skare Orgeret, 2019, p. 1).
Quotation with emphasis removed	"The means [emphasis removed] being used are 'co-laboratory', and academics who receive funding define their research projects for themselves" (Halvorsen & Skare Orgeret, 2019, p. 1).
Quotation with additional comments	"However, the diverse demographics of tourists and the diversity of their motivations for travel – leisure, recreation, holidays, business meeting, conferences, scientific study, pilgrimage, health treatment – account for the complexity of the phenomenon [of tourism and tourists]" (Goodwin, 2016, p. 6).
Quotation with several words left out	"However, the diverse demographics of tourists and the diversity of their motivations for travel … account for the complexity of the phenomenon" (Goodwin, 2016, p. 6).
Quotation with several words left out at beginning or at end of sentence	"The diversity of their motivations for travel – leisure, recreation, holidays, business meeting, conferences, scientific study, pilgrimage, health treatment – account[s] for the complexity of the phenomenon" (Goodwin, 2016, p. 6).
Quotation with added emphasis	"However, the *diverse demographics* [emphasis added] of tourists and the *diversity of their motivations for travel* [emphasis added] – leisure, recreation, holidays, business meeting, conferences, scientific study, pilgrimage, health treatment – account for the complexity of the phenomenon" (Goodwin, 2016, p. 6).

- Quotations from an audio book should be cited with a time stamp rather than a page number. The time stamp is the point at which the quotation begins.

Quotation from an audio book	"There were no visible houses, and I could tell by the state of the road that traffic was very light hereabouts" (Lovecraft, 2011, 5:09).

- Quotations from an eBook in EPUB format that doesn't have stable page numbers are indicated with the chapter (abbreviated as chap.). If the chapter is very long you can add the number of the paragraph (abbreviated as para.).

Quotation from an eBook in EPUB format	"The primary objective of developing an autonomous vehicle is to reduce the number of accidents caused by humans." (Ng, 2021, chap. 1.1).

2.1.2 Paraphrases in APA

Paraphrases are also known as indirect quotations, in which you take ideas from one or several sources and put them in your own words. Paraphrases don't use quotation marks. A citation should also be provided for facts or figures that do not come from the literature, but are instead, for example, from your own research. The degree to which this paraphrase relates to your text should be clear.

Paraphrase	Sustainably aware consumers in Germany prefer to take holidays in their own country (Klein, 2014, p. 261).

In longer paraphrases that extend over several sentences, the citation should be placed in the first sentence. If it is obvious that the paraphrase also continues in the following sentences, you do not have to include the citation again. This should improve the readability of the text. Care must be taken to ensure that it is obvious from the wording that the same source is used throughout.

However, if the same source is used again in a new paragraph, you must provide the citation again.

Longer paraphrase over two paragraphs	In regards to leisure travel, sustainably aware consumers in Germany are characterised by a higher preference for holidays in their own country. (Klein, 2014, pp. 261). They also book sustainable travel options more often, and do more research on sustainable tourism. In general it can be said that the biggest differences in the importance of sustainability are seen in the selection of a hotel (Klein, 2014, p. 298).

2.1.3 Miscellaneous Citation Rules in APA

Multiple Authors

If there are two authors, connect their names with an "and" in the text, or "&" if you're using brackets. If there are three authors or more, then provide just the name of the first author and continue with "et al.". If there are several sources with the same two first authors, you should provide as many names as are necessary to differentiate the sources. More than four authors are just indicated with "et al.".

Two authors	
Authors in the text	According to Homburg and Krohmer (2011, p. 50) motivation and needs are closely related. or According to Homburg and Krohmer (2011) motivation and needs are closely related (p. 50).
Authors in brackets	Motivation and needs are closely related (Homburg & Krohmer, 2011, p.50).
Three authors or more	
Authors in the text	Meffert et al. (2008, p. 98) divide the marketing research process into four phases. or Meffert et al. (2008) divide the marketing research process into four phases (p.98).
Authors in brackets	The marketing research process can be divided into four phases (Meffert et al., 2008, p. 98).
Two or more sources with the same two first authors with the same publication year	Complete list of authors in reference list: 1. Kapoor, A., Bloom, B., Montez, C., Warner, D., & Hill, E. (2017) 2. Kapoor, A., Bloom, B., Zucker, C., Tang, D., Köroğlu, E., L´Enfant, F., Kim, G., & Daly, H. (2017) In-text citation: 1. (Kapoor, Bloom, Montez et al., 2017, p. 13) 2. (Kapoor, Bloom, Zucker et al., 2017, p. 22)

Citations of Several Sources

If you are referring to several sources (for example, to support an argument), list them alphabetically and separate them with a semicolon. If you are referring to two or more sources from the same author, arrange them chronologically and separate the years with a comma. List the sources with unknown publication dates first.

Referring to several sources	A growing number of studies examine the emotions of instructors while teaching (Frenzel, n.d., 2011, 2014; Frenzel et al., 2009; Hagenauer et al., 2015; Keller, 2014, 2016).

Authors with the Same Last Name

To prevent confusion, include the initials of authors that share a last name.

Authors with the same last name	The study conducted by A. Klein (2014) found that …

Citing Personal Communication

Include personal (expert) interviews, notes from conversations, letters, emails, internal company documents not available to the public and other personal communication only in the text and **not** in the reference list. If you are quoting a person, ensure that they consent to this first.

Citation from an interview	Tölzer Land's tourism organisation sees the diversification of the existing winter offerings as necessary (A. Schmidt, director of Tölzer Land Tourism, personal interview on 20.02.2018, see Appendix XYZ).
Citation from an email	The tourism businesses in the Berchtesgadener Land are mostly small and mid-sized family businesses (P. Müller, Director of Berchtesgadener Land Tourism, email of 20.02.2018).
Citation from an internal report, which is not available to the public	The sales of the hotel's own restaurant dropped by 70% in 2020 compared to 2019 (Hotel zur Sonne, internal financial report from 15/01/2021).

If you have conducted expert interviews you **must** include a transcript of the questions and answers in an appendix, and indicate this in the text (see Appendix….). Each transcript must be completely transcribed word for word – do not summarize or write phonetically. However, if there is a section that is out of context, you can use bullet points. Include the name of the person you interviewed, the date and the location (or if appropriate, "by telephone"). Your participants must consent to their names being used. If they do not consent, you can anonymise their names ("Expert A").

Lecture notes, lecture slides, webinars, etc. are not to be used as sources in academic work.

Organisation as Author

If you can't find the name of the author, provide the name of the organisation instead.

Organisation as author	The Lufthansa Group is divided into the following business segments: passenger airlines, logistics, MRO, catering and other activities (Lufthansa Group, 2018).

If the name of the organisation has an acronym, you can include it in brackets in the first citation. In later citations you can just use the acronym.

First citation	In 2017 Germany held the ninth position in international arrivals numbers (United Nations World Tourism Organization [UNWTO], 2017).
Further citations	For several years France has held the first position (UNWTO, 2017).

If you can't identify the name of the organisation, use the title instead.

Unknown organisation	"List of Oldest Companies" (2019) or ("List of Oldest Companies", 2019)

Unknown Date

If you can't identify the year of publication, use "n.d." (no date).

Unknown publication date	Ray und Anderson (n.d.) estimated the proportion of sustainably aware consumers in the USA in 2008 to be about a third.

Online Sources

Online sources are cited exactly like books or journals: in the text you give an abbreviated citation and in the reference list the full one. The title or web address is not included in the citation. A general reference to a website does not need a citation or an entry in the reference list. Instead, provide the name of the site in brackets in the text.

Citation from an online source	Following the fusion with the Adam Ries University of Applied Sciences in September 2013, the study programmes were offered under the IUBH Dual Studies Munich name (IUBH Internationale Hochschule GmbH, 2018).
General reference to a webpage	The survey was created using the Unipark (www.unipark.de) online survey tool.

2.1.4 Use of figures and tables[2]

General information

Figures (e.g. photos, clip art, images from an online database, diagrams) and tables must have the name of their content as a heading. At the beginning, the word "Fig." or "Tab." with the respective number and title of the figure or table.

The source is named below the figure or table. The naming is done according to the following pattern:

| Source: | [if appropriate: information on the method of preparation] | [If appropriate: citation of source in short citation form] | [If appropriate: information on the type of license] |

Information on the type of figure/table

In the case of diagrams or tables, the source is indicated by a reference to their origin. These can be formulated as follows:

A self-created figure/table (e.g. with results of own survey or own photo)	Own representation
A recreated figure/table (without changes)	Own representation based on …
A recreated figure/table (with changes)	Own representation (changed) based on …
A figure/table created by independent visualization of content/data from the cited source	Own representation based on …
A screenshot[3] of a figure/table	Adapted from …

The above is not applicable for photos, clip art, and images from an online database.

Reference in short citation form

For figures and tables that were not created by the author, a reference in short citation form is necessary. This follows the same citation rules that are used for the original source (e.g. a monograph, an article in a collective work, an internet page, etc.).

In the case of a self-created figure/table (e.g. showing the results of an own survey or an own photo), no additional source citation is given in the reference list. For all other figures/tables, an additional mention in the reference list is necessary. Here, the citation method depends on the type of the original source.

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[2] The regulations for the use of figures and tables in the citation guidelines differ from the APA standard. The deviation is intended to simplify usage, especially when using the literature management software.
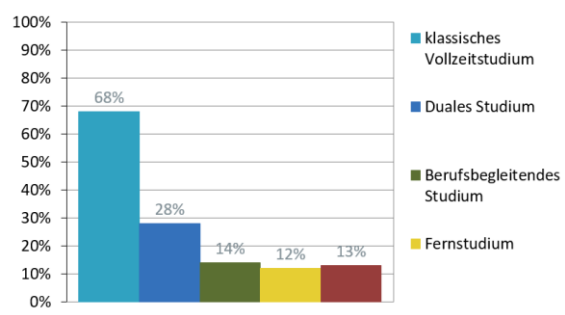[3] In general, it is recommended not to use screenshots of figures and tables, but to reproduce them.

Information on the type of license

In the case of images/tables that were not created by the author, you must check under which conditions you are permitted to use them.

When using images from an online database (e.g. Getty Images, Shutterstock or iStock), you must check whether they have been licensed under a Creative Commons license or a public domain. If this is not the case, an appropriate license must be purchased from the provider before use. Some online databases (for example, Pixabay) generally allow free commercial use and do not require any image credits. Even in such cases, reference to the source is mandatory for FS students and recommended for DS or CS students.
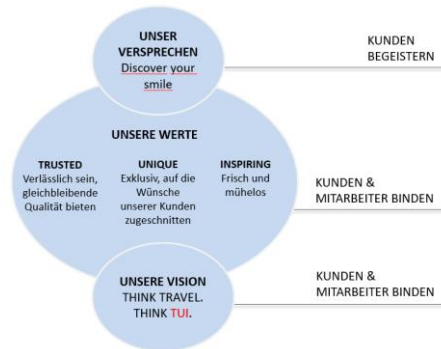
Most clipart does not require a reprint permission, but it may be necessary to indicate the type of license. For clipart that comes with programs such as Microsoft Word or PowerPoint, no reference is necessary – neither to the source nor to the type of license.

When inserting a screenshot of illustrations/tables, permission to use them is usually required. If this is not available, the corresponding figure/table can be reproduced if necessary. An exception to this is the use of screenshots for the explanation or analysis of certain content – in this case, no indication of the type of license is necessary. This applies, for example, to the analysis of websites, social media presentation, or logos as part of a project or bachelor thesis. The requirement is that the screenshot does not serve to "embellish" the text, but is itself the subject of the analysis, so that an intellectual analysis of the content of the screenshot takes place.

Self-created table with results of own survey	Tab. 1 Participants by location
	<table><tr><td colspan="3">Country</td></tr><tr><td>DE</td><td>45</td><td>87%</td></tr><tr><td>AT</td><td>5</td><td>10%</td></tr><tr><td>CH</td><td>2</td><td>4%</td></tr></table> Source: Own representation.
Self-created diagram with results of own survey	Fig. 1 Distribution per study program Source: Own representation.
Own photo	Fig. 1 The Cologne Cathedral at night Source: Own representation.

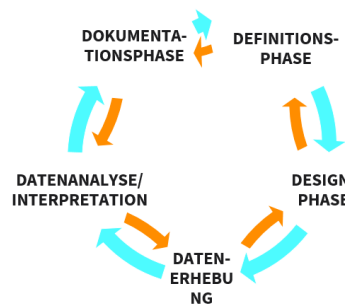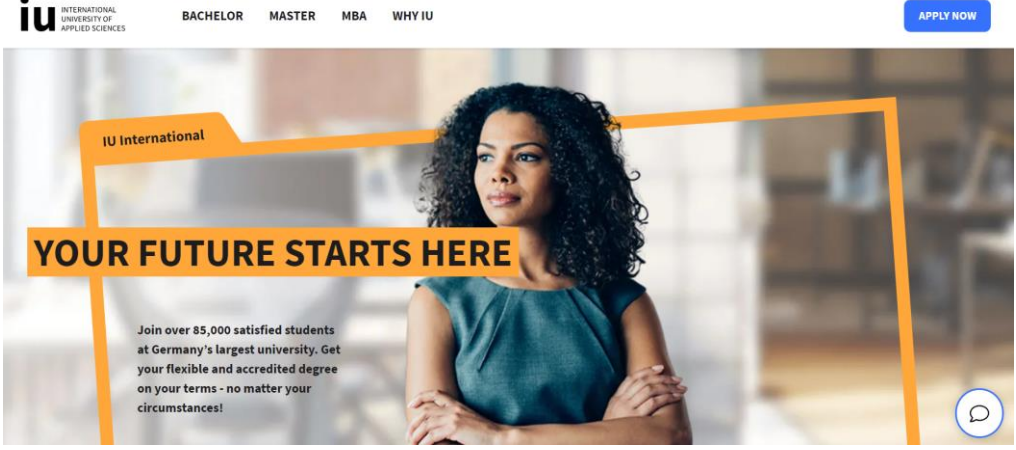|	
A recreated figure without changes (from a web page)	Fig. 1 Guiding principles of TUI Source: Own representation based on TUI AG, 2022.
A recreated figure with changes	Tab. 1 Ranking scheme with threshold values of individual indicators Source: Own representation (changed) based on Klein, Wittmann-Wurzer & Zech, 2020, p. 8.
Stand-alone visualization of content from a book	Fig. 1 Research stages Source: Own representation based on Schirmer, 2009, p. 5.
A screenshot of a table from an internal document (not available to the public; citation as personal communication)	Fig. 1 Evaluation criteria for the case study Source: Adapted from Examination Office IU, Guidelines for the Creation of a Case Study, p. 2. Reproduction authorized.

A screenshot of a web page	Fig. 1 Website of IU International University of Applied Sciences Source: Adapted from IU International University of Applied Sciences, 2022.
A photo from Flickr (This license info is noted under the image on Flickr: Some rights reserved! Information, which license is valid and under which conditions the use of the image is allowed. The sample image has been published under CC BY 2.0 and requires attribution for use)	Fig. 1 Lava the sled dog Source: Denali National Park and Preserve, 2013. CC BY 2.0.
A vector graphic from Pixabay (This license info is noted under the image on Pixabay: - Free commercial use - no image credits required)	Fig. 1 Web design, user interface, website, layout Source: kreatikar, 2018. Pixabay license.

2.2 Reference Lists in APA

Any academic work must include a reference list at the end. This is the complete list of all the academic sources that you mentioned in your work as well as other materials that you have referred to.

The reference list provides a transparent list of the sources you used for the text. Your reader must be able to locate and check each source. To make this possible the following rules apply: accuracy (the source must be correct); completeness (provide enough information that makes it possible to find the source); consistency (use a particular format throughout); and clarity. List sources in **alphabetical** order by author, and chronologically by publication date in the case of several sources from one author. After the last name of the author, provide their initials and the year of publication in brackets. Space the list at 1.5 and align with the left margin; from the second line a reference is indented by 1.27cm. Beyond these rules the following also apply:

- Do not use dashes, hyphens or bullet points.
- The names of books, journals or newspapers are in italics.
- Titles of all works, such as books, articles and webpages are written in sentence case in the reference list, even if title case has been used in the original work.[4] Use ":" to separate title and subtitle.
- If one author has several publications in one year, add a, b, c… after the year of publication.
- If an author appears several times in your reference list, work in chronological order.
- If you don't have a publication date, indicate this with "n.d." (no date).
- If there is no information about the volume of a journal, leave this out altogether.
- If you don't have the name of the author, provide the title instead, then follow with the year or the date and the rest of the reference.
  - Example **with** author: Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.
  - Example **without** author: *Behave: The biology of humans at our best and worst.* (2017). Penguin Books.
- Do not separate sources by types such as print, online, etc. All sources are in one list.
- Separate authors by a comma. From two to 20 authors include "&" before the last author.
- From 21 authors or more provide the first 19, then type "…", then the name of the last author.
- If a source is the first edition, you do not need to indicate the edition.
- Do not include academic titles of the author(s) or editor(s).
- In the case of organisations as authors or editors, a period should be placed after the name of the organisation (Institution. (year))

Particular Rules for Electronic Online Sources

- If possible, provide the digital object identifier (DOI). If there is no DOI, provide the URL. If you're using an electronic version of a source that is also available in print, cite the electronic version.
- The URL should be a permalink that leads the reader directly to the source. As this is not always possible, in certain cases the procedure is different:
  - If you accessed a source through a password-protected online database or eBook platform and it does not have a DOI, do not provide the URL. Cite as you would for a print version.
  - If you use a one-time link to an online session (e.g. collecting statistical data on Destatis) provide the URL as precisely as possible. If this is not an option, use the login or main page. You should explain in the text which data you used.

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[4] This means that you should only capitalize the first word of a title or subtitle and proper nouns.

2.2.1 Monographs in APA

eBooks are cited in the same way as print books. Include the DOI of an electronic version of a source if it's available. If there is no DOI for a freely available source, provide the URL. If the source is not freely available online and there is no DOI, provide the same information as you would for a printed source.

One author: Last name, initials. (Year). *Title: Subtitle* (Edition [if later than the first edition]). Publisher. DOI (if available)

Two authors: Last name, initials., & last name, initials. (Year). *Title: Subtitle* (Edition [if later than the first edition]). Publisher. DOI (if available)

Three to twenty authors: Last name, initials., Last name, initials., & Last name, initials. (Year). *Title: Subtitle* (Edition [if later than the first edition]). DOI (if available)

21 authors or more: Last name, initials of the first author., Last name, initials of the second through nineteenth author., … Last name, initials of the last author. (Year). *Title. Subtitle* (Edition [if later than the first edition]). DOI (if available)

One author	Fletcher, D. P. (2018). *Disrupters: Success strategies for women who break the mold*. Entrepreneur Press.
Two authors	Nicol, A. A. M., & Pexman, P. M. (1999). *Presenting your findings: A practical guide for creating tables.* American Psychological Association.
Three to twenty authors (electronic version with DOI)	Taha, W. M., Taha, A.-E. M., & Thunberg, J. (2021). *Cyber-Physical Systems: A Model-Based Approach*. Springer Nature. https://doi-org.pxz.iubh.de:8443/10.1007/978-3-030-36071-9
21 authors or more	Gabel, H., Müller, J., Ilsemann, U., Georgen, K., Kaffenberger, N., Lagemann, E., Meyer, K., Macke, D., Schmidbauer, S., Paffel, S., Jürgens, T., Tannenberg, F., Dannenberg, R., Raabe, T., Corvinus, A., Hofbauer, W., Becker, A., Schumacher, C., Radanovich, A., … Schmitz, L. (2001). *Foundations of Sustainable Development* (2nd ed.). Econ Publishing.[5]

2.2.2 Chapters in Edited Books

eBooks are cited in the same way as print books. Include the DOI of an electronic version of a source if it's available. If there is no DOI for a freely available source, provide the URL. If the source is not freely available and there is no DOI, provide the same information as you would for a printed source.

Indicate the authors in the same way as explained for monographs.

One editor: Last name, initials. (Year). Title: Subtitle. In initials. last name (Ed.), *Title: Subtitle* (Edition [if later than the first edition]), pp. ?–?). Publisher. DOI (if available)

Two editors: Last name, initials. (Year). Title: Subtitle. In initials. last name & initials. last name (Eds.), *Title: Subtitle* (Edition [if later than the first edition]), pp. ?–?). Publisher. DOI (if available)

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[5] Fictive example.
No liability for misprints or errors.

Three or more editors: Last name, initials. (Year). Title: Subtitle. In initials. last name, initials. last name, & initials. last name (Eds.), *Title: Subtitle* (Edition [if later than the first edition]), pp. ?–?). Publisher. DOI (if available)

One editor (electronic version with DOI)	Young, R. A. (2019). A Contextual Action Theory of Career. In J. G. Maree (Ed.), *Handbook of Innovative Career Counselling* (pp. 19–33). Springer Gabler Verlag. https://doi.org/10.1007/978-3-030-22799-9_2
Two editors	Rattan, A. (2019). How lay theories (or mindsets) shape the confrontation of prejudice. In R. K. Mallett & M. J. Monteith (Eds.), *Confronting prejudice and discrimination: The science of changing minds and behaviors* (pp. 121–140). Academic Press.
Three or more editors (electronic version with DOI)	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

2.2.3 Journal and Newspaper Articles in APA

Include the DOI of an electronic version of a source if it's available. If there is no DOI for a freely available source, provide the URL. If the source is not freely available and you got it from a database, provide the same information as you would for a printed source.

Name, initials (Year). Title: Subtitle. *Name of journal or newspaper, volume* (number or issue), first page of article-last page of article. DOI (if available) or URL

Do not include the abbreviation "p." or "pp." before page numbers for journal or newspaper articles in the reference list. If the article does not have volume, issue or page numbers (e.g. because it is published on the website of a newspaper or as an "Online First" journal article that is not yet assigned to a specific issue) omit these elements.

Provide complete dates for newspaper articles rather than just the year.

Printed version	Sutton, R. I., & Staw, B. M. (1995). What theory is not. *Administrative Science Quarterly, 40*(3), 371–384.
Electronic version, DOI available	Ludwig, J., Duncan, G. J., Gennetian, L. A., Katz, L. F., Kessler, R. C., Kling, J. R., & Sanbonmatsu, L. (2012). Neighborhood effects on the long-term well-being of low-income adults. *Science*, *337*(6101), 1505–1510. https://doi.org/10.1126/science.1224648
Online 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

2.2.4 Online Sources in APA

Referencing online sources is much the same as referencing printed sources. You should provide the author of the document, the year it was last updated (on a homepage, the last year the copyright was updated), *the title,* the name of the website or the institution and the exact location. You don't need to provide the date you retrieved the information[6]. The location is the DOI, if available; otherwise provide the complete URL (if available, the permalink). The DOI is much like a serial number and so gives digital work a unique and permanent identifier.

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[6] At this point, we deviate from the APA regulation. In a few cases, the APA regulation requires the citation of the retrieval date. Exceptions from the APA regulations are intended to simplify the citation process.

No liability for misprints or errors.

If no author is available, provide the name of the institution that publishes the work instead. In this case leave the name of the website out if it is identical to the name of the institution. In your text, online sources are cited in the same way as print sources. If you cite several pages of a website, you should have a separate reference list entry for each.

Follow these rules to refer to online sources in the reference list:

- If you can identify the author: provide their name
- If you can identify the name of the institution: provide it (you can find this in the imprint page, or terms of service or legal sections)
- In other cases, provide the name of the website.

PDF document (with report number)	Stuster, J., Adolf, J., Byrne, V., & Greene, M. (2018). *Human exploration of Mars: Preliminary list of crew tasks* (Report No. NASA/CR-2018-220043). National Aeronautics and Space Administration. https://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/20190001401.pdf
PDF without an author (government agency)	Federal Trade Commission. (2017). *Privacy & Data Security: Update: 2016*. https://www.ftc.gov/system/files/documents/reports/privacy-data-security-update 2016/privacy_and_data_security_update_2016_web.pdf
Webpage	Mischel, W. (n.d.). *Psychology*. Encyclopedia Britannica. https://www.britannica.com/science/psychology
Several pages from one website (referencing several items from the same year)	United Nations. (2021a). *Deliver Humanitarian Aid.* https://www.un.org/en/our-work/deliver-humanitarian-aid United Nations. (2021b). *Maintain International Peace and Security.* https://www.un.org/en/our-work/maintain-international-peace-and-security
Statistics from Statista	Centers for Disease Control and Prevention. (2021). *Distribution of the 10 leading causes of death among American Indians or Alaska Natives in the United States in 2018**. Statista. https://www-statista-com.pxz.iubh.de:8443/statistics/233320/distribution-of-the-10-leading-causes-of-death-among-american-indians-or-native-alaskans/
Preprint article from a repository / publication server	Baumli, K., Warde-Farley, D., Hansen, S., & Mnih, V. (2020). *Relative Variational Intrinsic Control*. arXiv. https://arxiv.org/pdf/2012.07827.pdf

2.2.5 Multimedia Sources in APA

Podcast episode: Name, initials. (Role – host, producer, author, etc.). (year, month day). Title: Subtitle (episode number, if available) [Type of podcast episode: video podcast episode, audio podcast episode). In *Name of podcast series* (if available). Production company. URL

Motion picture: Name, initials. (Role – director, screenwriter, etc.). (Year). *Title: Subtitle* [Motion picture]. Studio/ production company (if several, separate with semicolons).

Video on an online platform: Name of the account. (year, month day). *Title of video* [Video]. Platform. URL

Dates are the date of release or the most recent update. If there is no date, type n.d.

An audiobook is referenced in the same way as a print book, so you don't need to indicate that it is an electronic version. This is not the case if:

- the content of the audiobook is different from the print version (for example, an abridged version)
- you have a reason to indicate that it is an audiobook (for example, if you are studying the impact of the narration on the listener)
- you have cited the audiobook in your text with a timestamp (see section 2.1.1)

Audiobook = Print book: Name, initials. (year). *Title: Subtitle*. Publisher.

Audiobook ≠ Print book or audiobook quoted in text: Name, initials. (year). *Title: Subtitle* [audiobook]. Publisher.

Podcast	Hannah-Jones, N. (Host). (2019, September 13). How the bad blood started (4) [Audio podcast episode]. In *1619*. The New York Times. https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223
Video on an online platform	Lushi, K. [Korab Lushi]. (2016, July 3). *Albatross culture 1* [Video]. YouTube. https://www.youtube.com/watch?v=_AMrJRQDPjk
Motion picture	Ross, G. (Director & screenwriter), & Collins, S. (Screenwriter). (2012). *The Hunger Games* [Motion picture]. Lionsgate.
Audiobook ≠ Print book	Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Mazur, Narr.) [Audiobook]. Random House Audio.

3. APPENDIX A: SAMPLE REFERENCE LIST

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Ol-szewski-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.

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Lyons, D. (2009, June 15). Don't 'iTune' us: It's geeks versus writers. Guess who's winning. *Newsweek*, *153*(24), 27.

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Rhee, Y., Moon, H., & Lee, J. (2010). Enacting corporate citizenship in Korea: Novartis Korea's five-generation families campaign. In D. Moss & M. Powell (Eds.), *Public Relations Cases: International Perspectives* (2nd ed., pp. 76–84). Routledge.

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Turner, M., Holdsworth, S., & Scott-Young. C. M. (2017) Resilience at University: The development and testing of a new measure. *Higher Education Research & Development*, *36*(2), 386–400. https://doi.org/10.1080/07294360.2016.1185398