

## Guidelines for References According to APA7

In scientific work, references, citations and bibliographies must be structured in a systematic and consistent manner. The following guidelines are based on the APA manual (American Psychological Association, 2020). These guidelines detail basic, frequent cases. For other cases not listed here, you should consult the APA manual (2020):

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). <https://doi.org/10.1037/0000165-000>

### 1. In-text references

All information in scientific works quoted from other publications must be paired with a precise indication of the source, allowing a citation to be referenced and confirmed. The same is true for text that, while not quoted verbatim, refers to information, arguments or ideas from another publication or author. Generally, a complete reference to a cited source should consist of:

- 1) a corresponding, **short in-text citation**
- 2) a detailed entry in the **bibliography**.

The **bibliography** should only contain sources that are referenced in the text.

An **in-text citation** usually consists of:

- a) the name of the source's author
- b) the year the source was published
- c) the page number(s) where the referenced material can be found (for direct quotations)

An analogous, non-verbatim reference can be made in two ways:

Heckhausen (1989) proposes that motivation is a momentary directionality towards ....

Motivation is a momentary directionality towards ... (Heckhausen, 1989).

If a source has **two authors**, both names must be mentioned throughout the text:

Deci and Ryan (1968) argue that...

If the names are referenced **parenthetically**, the ampersand (&) is required:

The theory specifies that ... (Deci & Ryan, 1968).

If a source has more than two authors, only the first author plus "et al." (and others) is required:

The experiments of Lewin et al. (1938) demonstrate ...

Different leadership behaviours of ... (Lewin et al., 1938).

## 2. Order of multiple references in one parenthesis

If several sources are listed together in one parenthesis, the following order rules apply:

- Sources are listed by **alphabetical order of the first listed authors' names** and separated by semicolons:

(Deci & Ryan, 1968; Harris et al., 2001; Heckhausen, 1989; Lewin et al., 1938)

- If several sources from a single author are listed, they are arranged **chronologically by publication year**:

(Heckhausen, 1989, p. 2; 2003, p. 12)

## 3. Verbatim quotations

Generally, quoted passages should be reproduced *completely* and *verbatim*. Changes (comments, omissions and emphasis) must be indicated in the citation and must not misconstrue the author's intention.

**Short verbatim quotations** are generally put in quotation marks:

Rousseau (1989, p. 124) stipulates that "When an individual perceives that contributions he or she makes obligate the organization to reciprocity (or vice versa), a psychological contract emerges".

If a verbatim quotation is longer than about 40 words, it should be formatted as a block quotation, meaning it begins on a new line and is entirely indented (without quotation marks):

According to Rousseau (1989, p. 124), psychological and implied contracts are different ...

... in that they exist at different levels (i.e., individual versus relational) and because psychological contracts are highly subjective and parties to a relationship need not agree, whereas implied contracts exist as a result of a degree of social consensus regarding what constitutes a contractual obligation.

#### 4. Bibliography Format according to the APA

##### *Order of entries in the bibliography*

All cited sources must be included in the bibliography. Conversely, all sources listed in the bibliography must be cited somewhere in the text. The bibliography must be ordered **alphabetically** by the names of sources' first-listed author. If several works of a single author are used, the following rules apply:

- Sources with the same *first* author are always listed in chronologically ascending order (i.e., oldest work listed first).
- If the sources were published in the same year, they must be distinguished using lower-case letters a, b, c, etc. The letters must correspond to the order in the bibliography. In-text citations must use this same lower-case letter alongside the year of publication.

##### **Books**

Last name of the author, initials of first name. (year of publication). *Title: Subtitle* (Edition, Volume). Publisher. <https://doi.org/xxx>

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

##### *Examples:*

Bass., B. M. & Riggio, R. E. (2015). *Transformational Leadership. (2nd ed)*. Psychology Press. <https://doi.org/10.4324/9781410617095>

##### **Chapter from a book/anthology**

Last name of the author, initials of first name. (year of publication). Title of the chapter. Initials of the editor, last name of the editor (ed.), *title of the book* (pp. chapter page range). Publisher.

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

##### *Example:*

Bandura, A. (1989). Self-regulation of motivation and action through internal standards and global systems. In L. A. Pervin (Ed.), *Goal concepts in personality and social psychology* (pp.19-85). Erlbaum. <https://doi.org/10.4324/9781315717517>

##### **Journal article**

Last name of the author, initials of first name. (year of publication). Title: Subtitle. *Journal Name*, volume number (issue), page range. <https://doi.org/xxx>

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

##### *Example:*

Calo, T. J. (2008). Talent management in the era of the aging workforce: The critical role of knowledge transfer. *Public Personnel Management*, 37(4), 403-417. <https://doi.org/10.1177%2F009102600803700403>

**Report of an organization, work group or similar**

Author. (publication date). *Titel of Report*. Publisher. <https://doi.org/xxx>

If the author is also the publisher, then no publisher information will appear in the reference.

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

*Example:*

Deloitte (2019). 2019 Global Impact Report.  
<https://www2.deloitte.com/content/dam/Deloitte/global/Documents/About-Deloitte/about-deloitte-global-report-full-version-2019.pdf>

Organization for Economic Cooperation and Development [OECD], (2020). *How's Life? 2020: Measuring Well-being*. <https://doi.org/10.1787/23089679>