

## General guidelines

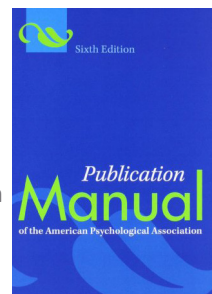
- Use the name of the author(s) and the year to refer in text. The in text reference comes in parentheses, like (Smith, 2004).
- In text, separate citations of two different authors by a semi-colon, e.g. (Williams, 2004; Carlson 2006; Meyers, 2007). Do not use initials of the first name. Mention pages with a comma after year and the range before the semi-colon that follows.
- In text, if you wish to refer to specific page or pages, please use a comma after the date, e.g. (Williams, 2004, pp. 22-24).
- For more than three authors, use the name of the first and then add et al. followed by the year, like (Smith et al., 2004)
- All lines in the reference list should be hanged indented 0,5 cm from the left side.
- Please give authors' names in inverted format (last name first). Give the last name and the initials for all authors. If the work has more than seven (7) authors, please mention the first six, then use ellipses after the sixth author's name and then mention the name of the last author of the work.
- The reference list should come in absolute alphabetical order.
- In cases you have more than one works of the same author, reference entries are listed in order by the year of publication, starting with the earliest.
- Journal titles are presented in full format and italicized. You should maintain any particular punctuation and capitalization. All major words in journal titles should be capitalized.
- Book titles should be italicized. Do not italicize, make bold, underline, or put quotes around the journal or book chapter titles.
- Use footnotes carefully. Footnotes should not include references, but specific notes that are relevant to the text.
- Omit superfluous terms of the name of the Publisher, such as *Co.*, *Inc.* or *Publishers*. Retain though the terms *Books* and *Press*.

## APA Citation Style Guide

This short guide will give you the first principles of the APA citation style. The APA citation style requires the citing of the author and the date both within text and references. The citations in the references are organized alphabetically and then by year. Read first the general guidelines that apply to all documents that need to be cited and then check the detailed descriptions of the most common types of documents.

You should note that there are several variations of this style and some of them apply to specific Schools and Programs of the Neapolis University. For instance the School of Psychology is using the APA (American Psychological Association) citation style, which is based on the Author-Date system.

For more information, you can consult the Publication Manual of the American Psychological Association, which is available in the Library. Some of the examples in this short guide are taken from the guide, which features more on any potential type of material.



## More

To format your literature you can use Mendeley a tool for bibliographic management that is free of charge. You can format your records in every possible citation style you need, easily and quickly. Please ask for your Librarian to give you some more details.



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# APA Citation Style a short guide to the American Psychological Association style

## Book

Use the following syntax to write a book reference:

Author(s) of book (Year of publication). *Title of book* (Edition). Place of publication: Name of Publisher.

- If a book has no author, then use its title, both in text and references.
- If the book is authored by an organization, please use the name of the organization, both in text and references.
- If the book is edited by a person (or more), please use the name of the person, both in text and references. Use (Ed.) or (Eds.) after the name(s) of the editor(s) and before the year.
- Capitalize only the first word of the title and the first word of the subtitle (if existing).
- Works by the same author are ranked chronologically. If the author has two or more books in the same year add an alphabetic character after the date, e.g. Williams, G. 2004a, Williams, G. 2004b.
- Works of different editions are ranked again chronologically, you should denote however only the second and on ones. The first edition of a book is not needed to be cited.
- The Edition field is optional. Please use it for any other edition than the first. Use the symbol ed. after the number of the edition, i.e. 4th ed.

Examples:

Thouless, R. (1971). *An introduction to the psychology of religion* (3rd ed.). Cambridge: University Press.

Sijmons, D., Toms, E., & Zeka, A. (2002). *Ideals and Conflicts*. Amsterdam: Zenon.

## Book section (chapter, lemma, etc.)

Use the following syntax to write a reference for a book section:

Author(s) (Year of publication). Title of chapter. In Editor(s) (Eds.), *Title of book*, (Page numbers). Place of publication: Name of Publisher.

- The name of the Editors comes in straight format, i.e. the initial of the first name and then the surname.
- Page numbers come in parenthesis with the pp. note preceding, i.e. pp. 21-55.

Examples:

Wilbanks, J. (2009). I have seen the paradigm shift, and it is us. In T. Hey, S. Tansley, & K. Tolle (Eds.), *The Fourth Paradigm* (pp. 209-214). Los Angeles, CA: Microsoft Research.

Fuhr, N., Hansen, P., Mabe, M., Micsik, A., & Sølberg, I. (2001). Digital libraries: A generic classification and evaluation scheme. In P. Constantopoulos & I. Sølberg (Eds.), *Lecture Notes in Computer Science: Vol. 2163* (pp. 187-199). Berlin: Springer-Verlag. doi: 10.1007/3-540-44796-2\_17.

## Meeting/Symposium paper (chapter in proceedings volume)

Use the following syntax to write a reference for a conference paper that is not formally published.

Author(s) (Year of publication). Title of paper/chapter. In Chair's name (Chair), Title of symposium/meeting. Place of event.

- If the paper is published in Conference Proceedings volume, then consider the work as book section and follow the examples of the section above.

Examples:

Muellbauer, J. (2007, September). Housing, credit and consumer expenditure. In S. C. Ludvigson (Chair), *Housing and consumer behavior*. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.

## Journal article

Use the following syntax to build a journal article citation:

Author(s) (Year of publication). Title of journal article. *Title of journal*, Volume(Issue), Page number(s).

- Please write the volume number in italics and include the issue number in parentheses, e.g. 22(3). Do not leave a space between them.
- If the article is electronic, after the issue number please mention where you found it, following the convention of web resources referencing, see Retrieve from link. For documents having a DOI number, please use this instead of any other link.
- If the article is in press, please write it in the year field, i.e. Smith, A. (in press).

Example:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. doi: 10.1037/0278-6133.24.2.225

## Report

Use the following syntax to create a report reference.

Author(s) (Year). *Title* (Report Number). Place of Publication: Name of Publisher.

Example:

US Department of Health and Human Services, National Institutes of Health, National Heart, Lung and Blood Institute (2003). *Managing asthma: A guide for schools* (NIH Publication No. 02-2650). Retrieved from [http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth\\_sch.pdf](http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf).