

APA Guidelines

(American Psychological Association)

tutorial

IRC/ 2025

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1/ INTRODUCTION

The APA style (American Psychological Association) is one of the most widely used standards in the field of Social and Human Sciences, and it is the standard adopted for academic papers at the Porto Business School community.

The information in this tutorial follows the guidelines from the book *Publication Manual of the American Psychological Association (7th edition)* and aims to serve as a support tool for the students' work at PBS, without replacing the research on the official APA website (<https://apastyle.apa.org>).

2/ GENERAL INDICATIONS

A document may present citations/references in a foreign language; these terms can appear in the language in which it is written, meaning that translation is an option for the user.

Example: Master's thesis = Dissertação de mestrado"

3/ CITATIONS IN THE TEXT

THERE ARE 3 WAYS TO MAKE CITATIONS:

1 – Direct quotation – literal transcription of the author's text, which can be brief or extensive. Brief: less than 40 words and should be cited in quotation marks. Extensive: more than 40 words, should be placed in its own space, without quotation marks, on a new line, and with a 0.3 cm indent from the left margin.

2 - Indirect quotation – communication of ideas in one's own words.

3 - Citation of a citation – in the absence of access to the original text.

3.1/ GENERAL RULES

- The in-text citation According to the APA 7th ed. style, it presents the author-date format in round brackets, in the following order:

Author's last name, year of publication, page number (if it is a direct quote).

The surname of each author should be used.

- When there is more than one author, use '&' before the last author's name when in parentheses; in the case of running text, use 'and'.
- In the case of a corporate author, institution, or organization, define the abbreviation in the text. After that, always use the abbreviation in all references to this author.

3.2/ IN-TEXT CITATIONS – PRACTICAL EXAMPLES

1. In-text citations

1.1 Citation with one author:

a. According Clifton (2008) "there are three keys to be a good leader: know the strengths, having people with the right strengths in your team, and understanding and meeting the needs of those need your leadership."

b. The knowledge of your strengths is essential, 'Without an awareness of your strenghts, it's almost impossible for you to lead effectively.' (Clifton, 2008, p.10).

1.2 Citation with multiple authors:

1.2.1. For a work with two authors, both should be cited whenever the citation appears in the text. When the work has 3 or more authors, only the surname of the first author should be cited, followed by 'et al.' (without italics) and the year of publication.

1.2.2. In running text, use 'and' when referenced; when in parentheses, use '&'.

a. **Two authors in running text:** Kaplan and Norton (2008) stated ...

b. **Two authors in parentheses:** the strategic map describes the value creation process (Kaplan & Norton, 2008). (Kaplan & Norton, 2008).

1.2.3. In in-text citations for works with three or more authors, only the first author's name is included, followed by 'et al.'.

a. Three or more authors: (Rego et al., 2015)

4 - BIBLIOGRAPHIC REFERENCES

GENERAL RULES

- ✓ Bibliographic references must be organized alphabetically by the last name of the first author.
- ✓ If the work does not have a publication date, use the abbreviation n.d. (no date).
- ✓ When there are more than one author, up to 20 should be listed in the reference list, with their names separated by commas, and the last author separated by '&'.
- ✓ Any edition other than the first should be mentioned in square brackets immediately after the title of the book.
- ✓ In bibliographic references for books, use capital letters only for the first letter of the title, the first letter of the subtitle (if any), and proper names.
- ✓ For bibliographic references of journals, always provide the volume in Arabic numerals, followed by the issue number in parentheses, and then the page range with hyphens (Example: 45(2), 50-55).
- ✓ The place of publication is not required to be referenced.

PRACTICAL EXAMPLES

2. Books

Punctuation and order of elements: Author's surname, capitalized initials of the first names. (Year). Title of the book: subtitle. (edition). Place of publication: publisher.

The mention of the edition only applies from the 2nd edition onwards. If no edition is mentioned, the first edition is assumed."

Se precisar de mais traduções ou informações, estarei à disposição!

2.1. Example with 2 authors:

Kaplan, R.S., & Norton, D.P. (2008). *Execution Premium: linking strategy to operations for competitive advantage*. Harvard Business Press.

2.2. Example of another type of author (literary editor (ed. lit.), compiler (comp.), organizer (org.), coordinator (coord.).

Lopes, J. (ed. lit.) (2013). *Empresas no sistema português*. Areal.

2.4. electronic book online

Janson, Simone (2019). *Body Language for Leaders : Use Rhetoric & Psychology, Improve Gestures & Facial Expressions, Control Non-Verbal Communication & Physical Signals, Learn Appearance Effect & Charisma*. <http://web.b.ebscohost.com/ehost/detail/detail?vid=2&sid=89298b92-0cb7-4867>.

3. Magazine, journal articles, etc

Punctuation and order of elements

Author's surname, capitalized initials of the first names, or Corporate author (date). Título do artigo: subtítulo do artigo (se aplicável). Título da publicação, Vol, nº, páginas. DOI ou URL

3.1. Journal article with DOI

He, J., Wang, H.C. (2017). Innovative Knowledge Assets and Economic Performance: The Asymmetric Roles of Incentives and Monitoring. *Academy of Management Journal*, 52(5), 919-938.
<https://journals.aom.org/doi/10.5465/amj.2009.44633414>

3.3. Journal article without DOI (when not available)

Eisenmann, T. (2021). Why start-ups fail. *Harvard Business Review*. 99(3), p76-85.
<http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=7&sid=db7a5a06-f066-41f0-8858-125cc21dc02e%40pdc-v-sessmgr02>

4. Master's or Doctoral thesis

4.1. When published (accessible through a specific database)

Author, A. A.(year) Title of the thesis/ thesis and subtitle if applicable). [Doctoral dissertation, Institution name]
Database Name. URL

4.2. When not published:

Author, A.A. (1978) Title of the thesis/dissertation (e subtitle se aplicável). [Unpublished doctoral dissertation or master's thesis]. Institution name.

5. Online Media

5.1. Perfil do twitter

APA Style [APA_Style]. (n.d.). Tweets [Twitter profile]. Twitter. Retrieved November 1, 2019, from https://twitter.com/APA_Style

5.2. Facebook Page

Harvard Business Review, (n.d.). Home [Facebook page]. Facebook. Retrieved June 15, 2021, from <https://www.facebook.com/HBR>

6. Webpages and websites

6.1. Webpage with individual author

Fritz, M. (2021, June 15). *Mark Fritz*. <https://www.markfritzonline.com/>

6.2. Webpage with collective author

Harvard Business School. (2020). *Baker Library/Bloomberg Center*. <https://www.library.hbs.edu/>

7. Audiovisuals works

7.1. Movie or video

Lumet, S. (Director). (1957). *12 angry men* [Film]. United Artists.

7.2. Webinar

Webinar EBSCO e Cambridge University Press. (2021). *Acordo Read & Publish 2022*. [Webinar]. EBSCO and Cambridge University Press.

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