

# How to cite and prepare a list of reference. APA citation style

Kaunas University of Technology Library biblioteka@ktu.lt



# HUMAN SIDE OF TECHNOLOGY

# Content

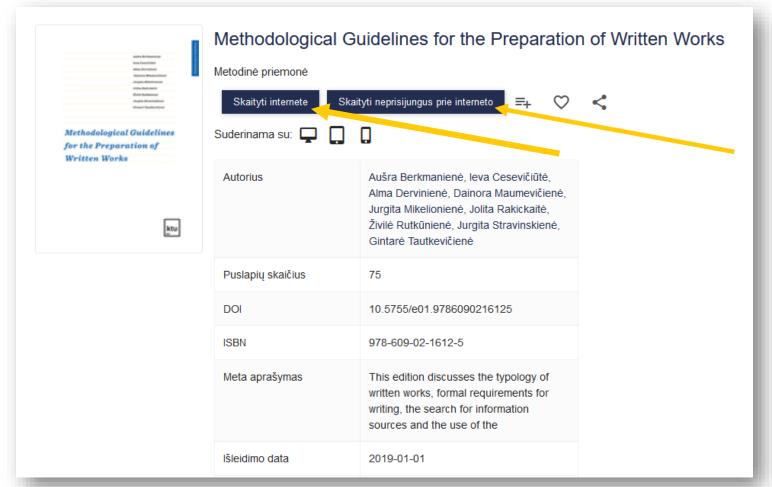
- ☐ Usage of references in your course papers
- ☐ Checking for plagiarism
- ☐ In-text citations
- ☐ Reference lists
- ☐ Help available at KTU Virtual Library, subscribed databases, search engines and reference management tools

# **HUMAN SIDE OF TECHNOLOGY**

## Methodological guidelines for the preparation of written works

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https://ebooks.ktu.edu/product/methodological-guidelines-for-preparation-written-works



# **Academic resources**

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#### Recommended to use:



- ☐ Books and scholarly journals
- ☐ PhD thesis
- ☐ Full-text articles from DBs
- □ Reports
- □ Reviews
- □ Forecasts



#### **Avoid using:**



- Newspaper or magazine articles
- □ Textbooks
- Unpublished materials
- ☐ Unreliable online resources



**Concepts** 

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#### According to the Law of the Republic of Lithuania on Copyright and Related Rights (1999):

**Quote** – means a relatively short passage cited from another work to demonstrate or to make more intelligible author's own statements, or to refer to the views or thoughts of another author in authentic wording.

**Quotation** is the act or habit of quoting from books, plays, poems, articles, etc. It shall be permissible, without the authorisation of the author or any other owner of copyright, to reproduce a relatively short passage of a published work or a work made available to the public, both in the original and translated language, in the form of a quotation in another work, provided that such reproduction is compatible with fair practice and its extent does not exceed that justified by the purpose.

# **Citation styles**

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Bibliographical references and list of references should be provided according to rules. Different rules of bibliographical referencing are used worldwide.

Usage of citation styles is selected according to the field of study.

At *Kaunas University of Technology* it is recomended to use two quotation styles according to the scientific fields:

**American Psychological Association (APA)** - applied to written works of the study programmes of social sciences, arts and humanities;

**ISO 690:2021** – applied to written works of the study programmes of *physical sciences*, *technologies* and *biomedicine*.

# Acknowledging and documenting references in written works

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#### **Students should:**

- ☐ Follow the guidance of supervisor;
- ☐ Follow the methodological requirements prepared at the Faculty;
- ☐ Prepare the list of bibliography according to APA citation style.



# The main reasons for citing

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- ☐ It is important to maintain academic integrity
- ☐ To avoid plagiarism, it is necessary to provide bibliographic references to the cited sources
- ☐ Citing allows the reader of your work to locate cited documents and check the facts or to look into the details of the cited information
- ☐ Failure to cite sources may be considered plagiarism and be penalized
- ☐ All ideas and facts that are obtained from other sources must be properly cited.



Plagiarism ktu

Plagiarism – the act of using the work of another or passing it off as one's own or without their consent, by incorporating it into your work without full acknowledgement.

**Self-plagiarism** refers to the practice of presenting one's own previously published work as though it was new.



Plagiarism - an intolerable academic misconduct

# **Plagiarism prevention**

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#### **Prevention**

- Usage of special programmes to check for plagiarism TURNITIN (on the Moodle platform).
- Storing research publications on open access repositories that check for plagiarism automatically.
- ☐ Guidelines for plagiarism prevention in the written works of the students of Kaunas University of Technology, 2022. <a href="https://moodle.ktu.edu/course/view.php?id=3&section=3&lang=en">https://moodle.ktu.edu/course/view.php?id=3&section=3&lang=en</a>
- □ Policy on the Ethical Use of Generative Artificial Intelligence in the Study Process at Kaunas University of Technology

#### **Attention!**

Without proper citation your work will be considered plagiarism.

# **Crediting sources**

# In-text citations + A reference list



# Three ways of incorporating other people's ideas

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- Direct quotation
- Paraphrasing
- Summarizing



# In-text citations (1) - Direct Quotation





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- Must be <u>identical to the original</u>, using a narrow segment of the source.
- Quoted material should be <u>distinguished</u> from your own words <u>by the use of quotation marks</u> and <u>marked by a reference.</u>
- If quoting a longer excerpt, it should be its own indented paragraph without quotation marks, written in a different font with larger spacing before and after the excerpt.
- If any part of the author's text is omitted in quotation, that place is enclosed in square brackets [...]. Citations should be no longer than 40 words.

It should be noted that frequent use of precise quotations make an impression, that the work's author does not have a clear opinion on the subject matter.

Only use word-by-word quotations when necessary.

#### **Examples:**

- Researcher stated, "First, individual differences including socio-demographical variables and personality traits might determine whether individuals use IT" (Maier, 2020, p. 2), and he did offer an explanation as to why.
- Brown (2020) argued that "It should be noted that, while automation of skill management tasks is possible without the definition of universal certification criteria" (p.10).

# In-text citations (2) - Paraphrasing

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- It is a restatement of a text or excerpt in your own words.
- It is possible to use synonyms, change the sentence structure, break the information into separate sentences, change the order of the words, replace active with passive, etc.
- The beginning and end of the rephrased ideas have to be identified in the text.

Rewrite an excerpt without changing the meaning of the original text. Every time you paraphrase, it's important to cite the source.

In academic writing, <u>it's usually better to paraphrase instead of quoting</u>, because it shows that you have understood the source and makes your work more original

#### For example:

- ... Brown (2020) explained how in order to facilitate skills management.
- ... (Brown, 2020).

# In-text citations (3) - Summarizing

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- This method is used when the work contains other author's ideas found in several information sources.
- A summary is typically much shorter than the text from where the information is taken. <u>It is short overview</u>, <u>written in your own words</u>.

A statement taken out of context cannot be interpreted arbitrarily. It must retain the meaning given by the author himself.

<u>Two or more works by different authors</u> within the <u>same brackets</u> should be provided <u>alphabetically</u> in the same order in which they appear in the reference list. Citations should be <u>separated with semicolons</u>.

#### For example:

...about music recordings (Cameron, 2016; Nokelainen and Dedehayir, 2015; Taylor, 2017).

# In-text citations (4)

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One work by one author

The author analyzes the quality of music recordings (Chapman, 2017).

When a work has 2 authors, cite both names every time the reference occurs in text (conjunction "and" is added):

Mogos and Berkers (2018)...or (Mogos & Berkers, 2018).

If cited a work by 3 or more Authors use the first author's name followed by et al. in the signal phrase or in parentheses:

Alread et al., (2014) argued... (Alread et al., 2014). OR Alread and others, (2014) argued... (Alread and others, 2014).

#### In the list of references:

Alread, J., Leslie, T., & Whitehead, R. (2014). Design-tech: Building science for architects (2nd ed.). Routledge.

# In-text citations (5) – rarer cases

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• If a works by the different authors with the same surname is cited, the first initial of the first name should be provided:

```
(Janet, P., 2000); (Janet, R., 2012).
```

• If several authors with one surname are cited in one reference:

```
(Janet, P. and Janet, R., 2012).
```

Arrange two or more works by the same authors (in the same order) by year of publication. Give the authors' surnames once; for each subsequent work give only the date: (Brown, 2014, 2016, 2019).

# In-text citations (6) – rarer cases

ktu

Identify works by the same author with the same publication date by the suffixes a, b, c, after the year; repeat the year. The suffixes are assigned in the reference list.
 (Smith, 2018a, 2018b, 2018c).

#### In the list of references publication date and suffixes a, b, c after the year are added:

- 1. Jucevičienė, P. (2009a). The alternative trajectories towards the learning organization. Social sciences = Socialiniai mokslai, 2(64), 26–34.
- 2. Jucevičienė, P. (2009b). Controversies of quality perception in higher education and their consequences: in quest for the alternative solutions. *Social sciences* = *Socialiniai mokslai*, *3*(65), 60–65.
- 3. Jucevičienė, P. (2009c). Organizacijos elgsena: vadovėlis (2-asis papild. leid.). Kaunas: Technologija.

# In-text citations (7)

#### ktu

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations:

- ☐ First citation (American Psychological Association [APA], 2020) Second citation (APA, 2020);
- ☐ First citation (Kaunas University of Technology [KTU], 2019) Second citation (KTU, 2019).

# In-text citations (8)

### ktu

If there is no author, the title should be moved to author's position, the first significant word of the title should be alphabetized in italics:

(Dictionary of psychology, 2013).

Several titles with no author should be alphabetized and separated with **semicolon**:

(A political and economic dictionary of Eastern Europe, 2007; Dictionary of media and communication studies, 2015).

# Using secondary sources

# ktu

In a reference list only the secondary source should be indicated:

- ☐ Johnson argued that ... (as cited in Smith, 2003, p. 102);
- □ Allport's diary (as cited in Nicholson, 2003).

#### **Attention!**

Remember to use secondary sources sparingly, only when there is no access to the original source.

# In-text citations (9) – with one look

Type of citation	Citing for the first time (Narrative citation)	Further reference (Further narrative citation)	First citation in brackets (Parenthetical citation)	Further citation in brackets (Further parenthetical citation)
One author	Castillo (2020)	Castillo (2020)	(Castillo, 2020)	(Castillo, 2020)
Two authors	Legard and Asprem (2021)	Legard and Asprem (2021)	(Legard & Asprem, 2021)	(Legard & Asprem, 2021)
3 or more authors	Schmidt et al. (2020)	Schmidt et al. (2020)	(Schmidt et al. 2020)	(Schmidt et al., 2020)
Collective citations	American Psychological Association (APA, 2020)	APA (2020)	(American Psychological Association [APA], 2020)	(APA, 2020)

Reference list

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At the end of each written assignment list of references must be provided.

It should be <u>numbered</u>.

In a list of references, <u>bibliographical records</u> must be provided <u>alphabetically</u> according to author's surnames, if it is absent according to titles of resources. If the title of resources starts with an article (a, an, the, der etc.), it should be provided in the list according to the second word of the title.

**Important** - in the list of references are included cited resources and all references included in the list of references must be indicated in the text.

# The main elements for the bibliographical reference

Author(s) or collective of authors

Intellectual responsibility for source. If there is no author, editor or editorial board should be provided.

Title, subtitle

Full title and subtitle should be provided.

Edition data

If it is not the first edition.

Date of publishing

Publisher, date.

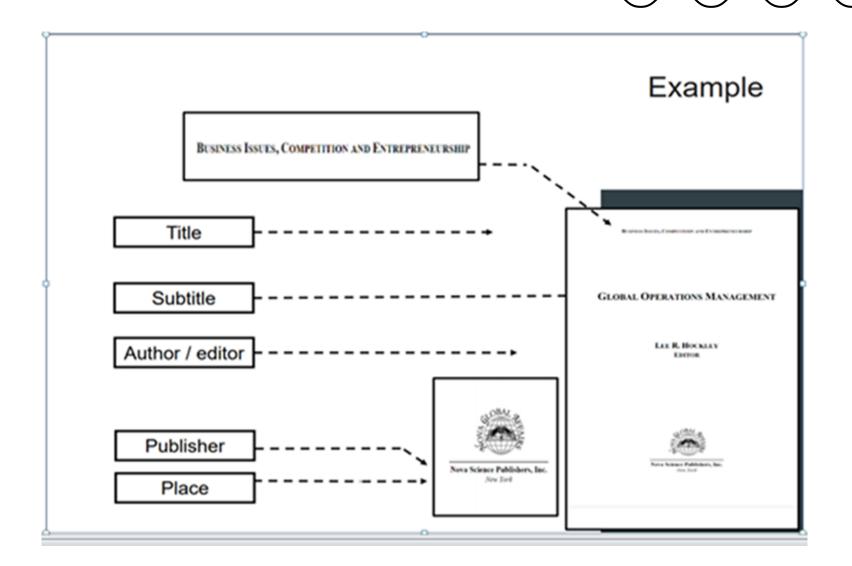
Volume, issue (no. of pages)

Number of pages (for books not compulsory).

Digital Object Identifier - DOI

DOIs are formatted the same as URLs.

**Example** ktu



# Bibliographical references on a list of references (1)

### ktu

#### **Books:**

#### A book (1 author):

Surname, N. N. (Year). *Title: Subtitle*. Publisher.

Hawkins, P. (2017). Leadership team coaching: developing collective transformational leadership (3rd ed.). KoganPage.

#### A book (2 authors):

Surname, N. N., & Surname, N. N. (Year). *Title: Subtitle*. Publisher.

Lauterbach, A., & Bonime-Blanc, A. (2018). *The artificial intelligence imperative: a practical roadmap for business*. Praeger.

# Bibliographical references on a list of references (2)

#### ktu

#### **Books:**

#### A book with 3 to 20 authors:

Surname, N. N., Surname, N. N., & Surname, N. N. (Year). *Title: Subtitle* (Edition). Publisher.

Alread, J., Leslie, T., & Whitehead, R. (2014). *Design-tech: Building science for architects* (2nd ed.). Routledge.

#### A book with 21 or more authors:

Surname, N. N., Surname, N. N. (19 surnames), ... Surname, N. N. (final surname). (Year). *Title:* Subtitle. Publisher.

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018). .........

# Bibliographical references on a list of references(3)

## ktu

#### **Books:**

#### A book with Collective name:

Collective name. (Year). Title: Subtitle. Publisher.

American Psychological Association. (2020). *Publication manual of the American Psychological Association: the official guide to APA style* (7th ed.). American Psychological Association.

The Organization for Economic Co-operation and Development. (2024). *OECD Compendium of Productivity Indicators 2024.* OECD Publishing. <a href="https://doi.org/10.1787/b96cd88a-en">https://doi.org/10.1787/b96cd88a-en</a>

<u>Note</u>: An abbreviation for the group author can be used in the text (e.g., OECD for The Organization for Economic Co-operation and Development); however, do not include an abbreviation for a group author in a reference list entry.

# Bibliographical references on a list of references (4)

#### ktu

#### **Books:**

#### When the issue has no author, only editors:

Surname, N. N., & Surname, N. N. (Eds.). (Year). Title: Subtitle (Edition). Publisher.

Cateforis, T. (Ed.). (2013). The rock history reader (2nd ed.). Routledge.

Fry, H., Ketteridge, S., & Marshall, S. (Eds.). (2015). A handbook for teaching and learning in higher education. Enhancing academic practice (4th ed.). Routledge.

When the issue has neither authors nor editors: Title (Edition). (Year). Publisher.

Oxford idioms dictionary for learners of English (2nd ed.). (2013). Oxford University Press.

# Bibliographical references on a list of references (5)

#### ktu

#### **Book chapter:**

Surname, N. N. (Year). Title of chapter or entry. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. xx–xx). Publisher.

Maumevičienė, D. (2018). Communication of cultures by means of localisation. In O. Andreica, & A. Olteanu (Eds.), *Readings in Numanities* (pp. 209-231). Springer. https://link.springer.com/book/10.1007/978-3-030-74203-4

# Bibliographical references on a list of references (6)

#### ktu

#### Journal articles:

Surname, N. N. (Year). Title of the article. *Title of journal, volume*(issue), xx-xx.

Umbrasienė, G. (2014). Analysis of cyclical sensitivity in traditional and new sectors: the case of Lithuanian economy. *Inžinerinė ekonomika*, *25*(4), 420–426.

Surname, N. N., & Surname, N. N. (Year). Title of the article. *Title of journal, volume*(issue), xx-xx.

Rho, C., & Saenz, M. (2021). Financial stress and the probability of sovereign default. *Journal of International Money and Finance*, 110. https://www.sciencedirect.com/science/article/pii/S0261560620302618?via%3Dihub

Surname, N. N., Surname, N. N., & Surname, N. N. (Year). Title of the article. *Title of journal, volume*(issue), xx-xx.

Astrauskaitė, M., Kern, R.M., & Notelaers, G. (2014). An individual psychology approach to underlying factors of workplace bullying. *The Journal of individual psychology, 70*(3), 220–244.

# Bibliographical references on a list of references (7)

#### ktu

#### **Newspaper articles:**

Schwartz, J. (2015, September 30). Obesity affects economic, social status. The Washington Post, p. 12.

#### Online newspaper articles:

Brody, J. E. (2014, December 11). Mental reserves keep brain agile. The New York Times. http://www.nytimes.com

#### No author:

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). The Wall Street journal, p. A9.

#### Pages are not numbered continuously:

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street journal*, pp. A1, A12.

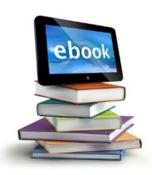
## Bibliographical references on a list of references (8)

#### ktu

#### E-resources: e-books

Kadiu, S. (2019). Reflexive Translation Studies. UCL Press. https://doi.org/10.14324/111.9781787352513

Warner, J., & LaFontaine, D. (2014). Social media design for dummies. Wiley. http://www.ebrary.com



# Bibliographical references on a list of references (9)

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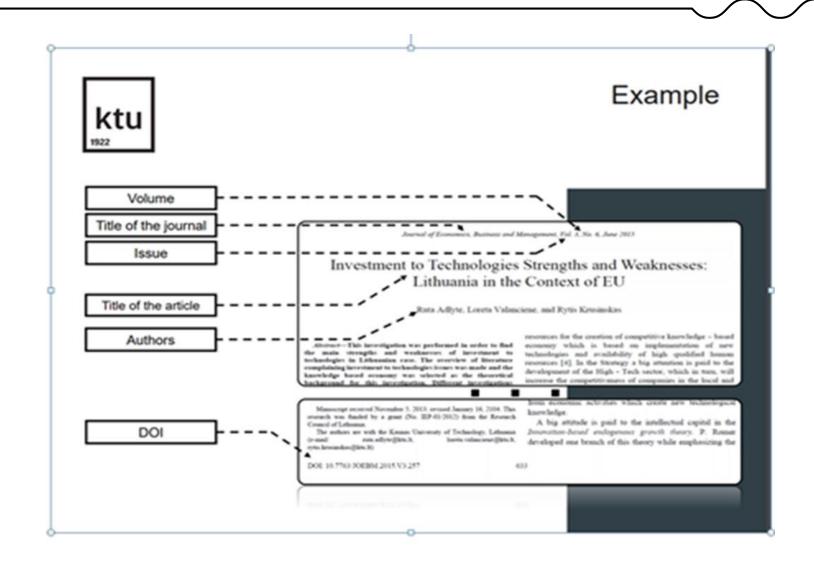
#### E-resources: articles with DOI:

Adlytė, R., Valančienė, L., & Krušinskas, R. (2015). Investment to technologies strengths and weaknesses: Lithuania in the context of EU. *Journal of economics, business and management, 3*(6), 633–637. http://dx.doi.org/10.7763/JOEBM.2015.V3.257

#### E-resources: articles with URL:

- Vaivada, S., Blinstrubas, A., & Mockevičienė, D. (2011). Management of knowledge oriented towards self-development of a personality. Socialiniai tyrimai, 1(22), 79–94. http://www.su.lt/bylos/mokslo\_leidiniai/soc\_tyrimai/2011\_22/vaivada\_blinstrubasmockeviciene.pdf
- Adlytė, R., Valančienė, L., & Krušinskas, R. (2015). Investment to technologies strengths and weaknesses: Lithuania in the context of EU. *Journal of economics, business and management, 3*(6), 633–637. http://www.joebm.com/index.php?m=content&c=index&a=show&catid=44&id=551

**Example** kt



# Bibliographical references on a list of references (10)

### ktu

#### **Dissertations:**

Surname, N. N. (Year). *Title of doctoral dissertation or master's thesis* [Description, Organization where thesis defended. Publisher.

Mihi Ramírez, A. L. (2016). *Influence of socio-economic factors on the international migration flow in rich-poor countries* [Doctoral dissertation, Kaunas University of Technology]. Technologija.

Pranauskas, T. (2014). *Air contamination by particulate matter from processes of building refurbishment and operation* [Doctoral dissertation, Kaunas University of Technology]. Technologija. <a href="https://aleph.library.lt/">https://aleph.library.lt/</a>

# Bibliographical references on a list of references (11)

#### ktu

#### Webpage on a Website

Surname, N./Collective name. (Date). Title. Website. Hyperlinked URL

Woollacott, E. (2023, September 10). *Stopping the scammers who target online*. BBC News. <a href="https://www.bbc.com/news/business-66592219">https://www.bbc.com/news/business-66592219</a>

In-text: (Woollacott, 2023)



• In-text. (Ministry of the Economy and Innovation of the Republic of Lithuania, 2024)

Note: If the author of the webpage and the site name are the same, omit the site name from the source element to avoid repetition.



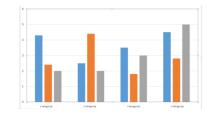
# Bibliographical references on a list of references (12)

#### ktu

#### Tables, graphics, pictures:

Author, N. (date of publication). *Title of table, graphics, picture* [Table, Graphic, Picture]. Hyperlinked URL

Statistics Lithuania. (2020). *ICT usage in enterprises 2020* [Table]. <a href="https://osp.stat.gov.lt/documents/10180/5118910/Informacini%C5%B3+technologij%C5%B3+naudojimas+%C4%AFmon%C4%97se+%5BEN%5D+565.html">https://osp.stat.gov.lt/documents/10180/5118910/Informacini%C5%B3+technologij%C5%B3+naudojimas+%C4%AFmon%C4%97se+%5BEN%5D+565.html</a>



#### Infographics:

Author, N., organization, collective name. (date of publication). *Title* [Infographic]. Website name. Hyperlinked URL

KTU Library. (2023). *Library of Kaunas University of Technology 2022* [Infographic]. ktu.edu. <a href="https://library.ktu.edu/about-library/#library-in-numbers">https://library.ktu.edu/about-library/#library-in-numbers</a>



# Bibliographical references on a list of references (13) – rarer cases. *Examples*

#### ktu

#### Data set:

O'Donohue, W. (2017). Content analysis of undergraduate psychology textbooks (ICPSR 21600; Version V1) [Data set].

ICPSR. https://doi.org/10.3886/ICPSR36966.v1

•*In-text*: (O'Donohue, 2017)

#### YouTube video

Harvard University. (2019, August 28). Soft robotic gripper for jellyfish [Video].

YouTube. <a href="https://www.youtube.com/watch?v=guRoWTYfxMs">https://www.youtube.com/watch?v=guRoWTYfxMs</a>

•In-text: (Harvard University, 2019)

#### Music

Coldplay & BTS. (2021). My universe [Song]. On Music of the spheres. Parlophone; Atlantic.

•In-text: (Coldplay & BTS, 2021)

#### Film or movie

Verrette, T. (Director). (2021). Zero gravity [Film]. Skylight Cinema; 20th Digital Studio.

•*In-text*: (Verrette, 2021)

# Citation of the content generated by generative artificial intelligence tools

#### In the text

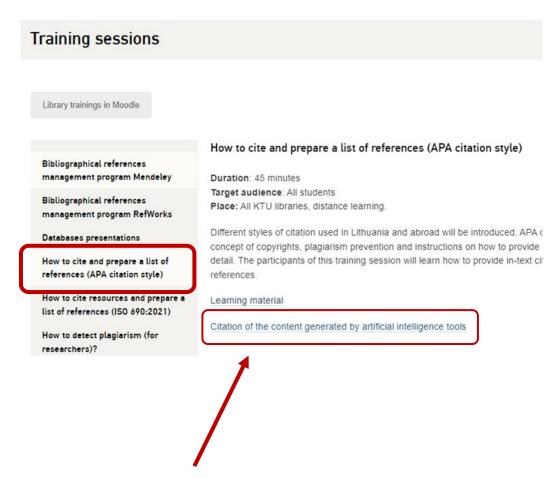
When using generative artificial intelligence (GenAI) tools in a written work, the introduction should describe how they were used

In the written work, it is required to include the question (prompt) posed to the GenAl tool and provide a precise quotation or the paraphrased text generated by the GenAl tool.

#### In the list of references

If GenAl-generated text has been used in the written work, it must be included in the reference list according to the APA 7 citation style requirements:

OpenAI. (2023). *ChatGPT* (Mar 23 Version) [Large language model]: https://chat.openai.com/chat



More information can be found <a href="here">here</a>

#### List of references

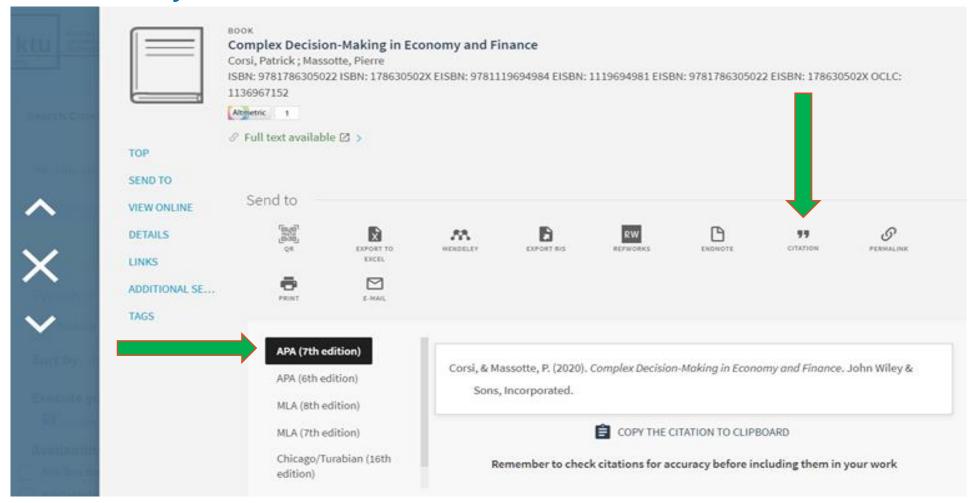
#### ktu

- ☐ A list of used sources should be provided at the end of work in a separate section
- ☐ In a list of reference bibliographical records are provided alphabetically with 0,8 cm indent and KTU recommends to numerate records
- ☐ In a list are included only references cited in work
- ☐ Works by one authors are provided in alphabetical order.



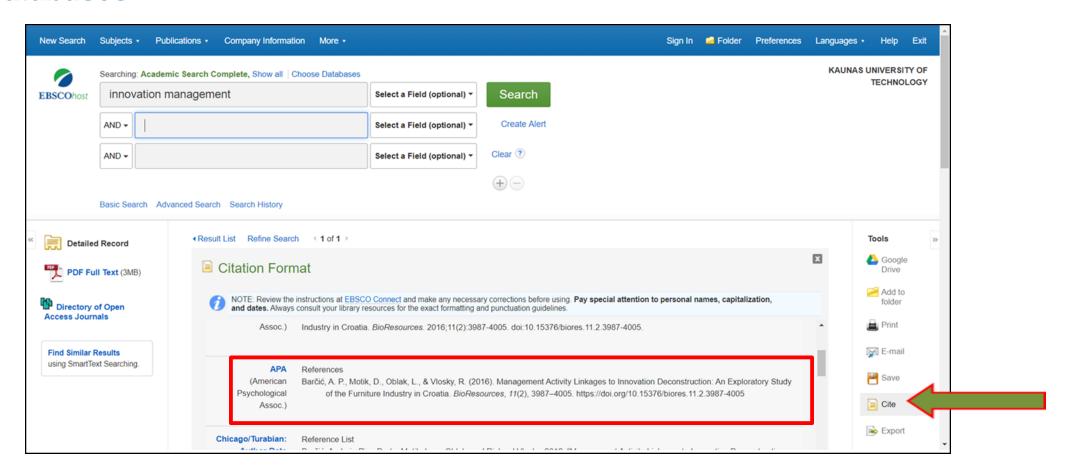
Help

#### **KTU Virtual Library**



Help

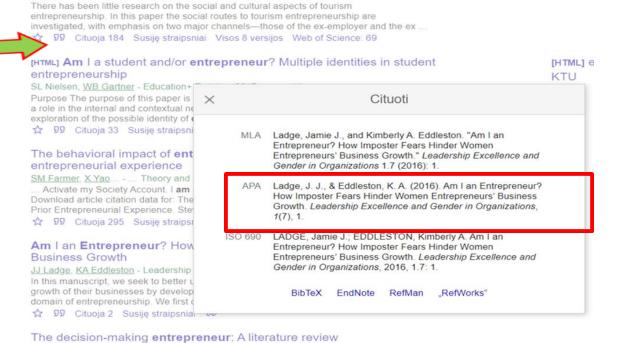
#### **Databases**



Help

# ktu

#### **Google Scholar**



☆ 99 Cituoja 30 Susiję straipsniai Visos 8 versijos

Entrepreneur motivations and life course

P Gibcus, <u>PAM Vermeulen...</u> strategic decision-making ..., 2008 - books.google.com In this section we shall elaborate on the general theoretical approaches in decision-making from a rationality perspective. An important part of the literature on strategic decision-making assumes that it is an inherently rational process. 'Rationality is the reason for doing ...

from Cornwall, England

AM Williams, G Shaw ... - ... and Planning A, 1989 - journals sagepub.com

[PDF] sa

# Bibliographical management tools

## ktu

#### Subscribed:

RefWorks - http://www.refworks.com

EndNoteWeb - <a href="http://myendnoteweb.com">http://myendnoteweb.com</a>

Free:

Mendeley - <a href="https://www.mendeley.com">https://www.mendeley.com</a>

Zotero - <a href="http://www.zotero.org">http://www.zotero.org</a>



- ☐ Preserve bibliographical data, summaries and texts
- ☐ Majority of databases allows direct upload of records
- ☐ Prepare a list of references according to selected citation style
- ☐ Install small Write-N-Cite utility program to your computer which allows to insert cited references and prepare a list of references.





# How to cite and prepare a list of reference. APA citation style

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