

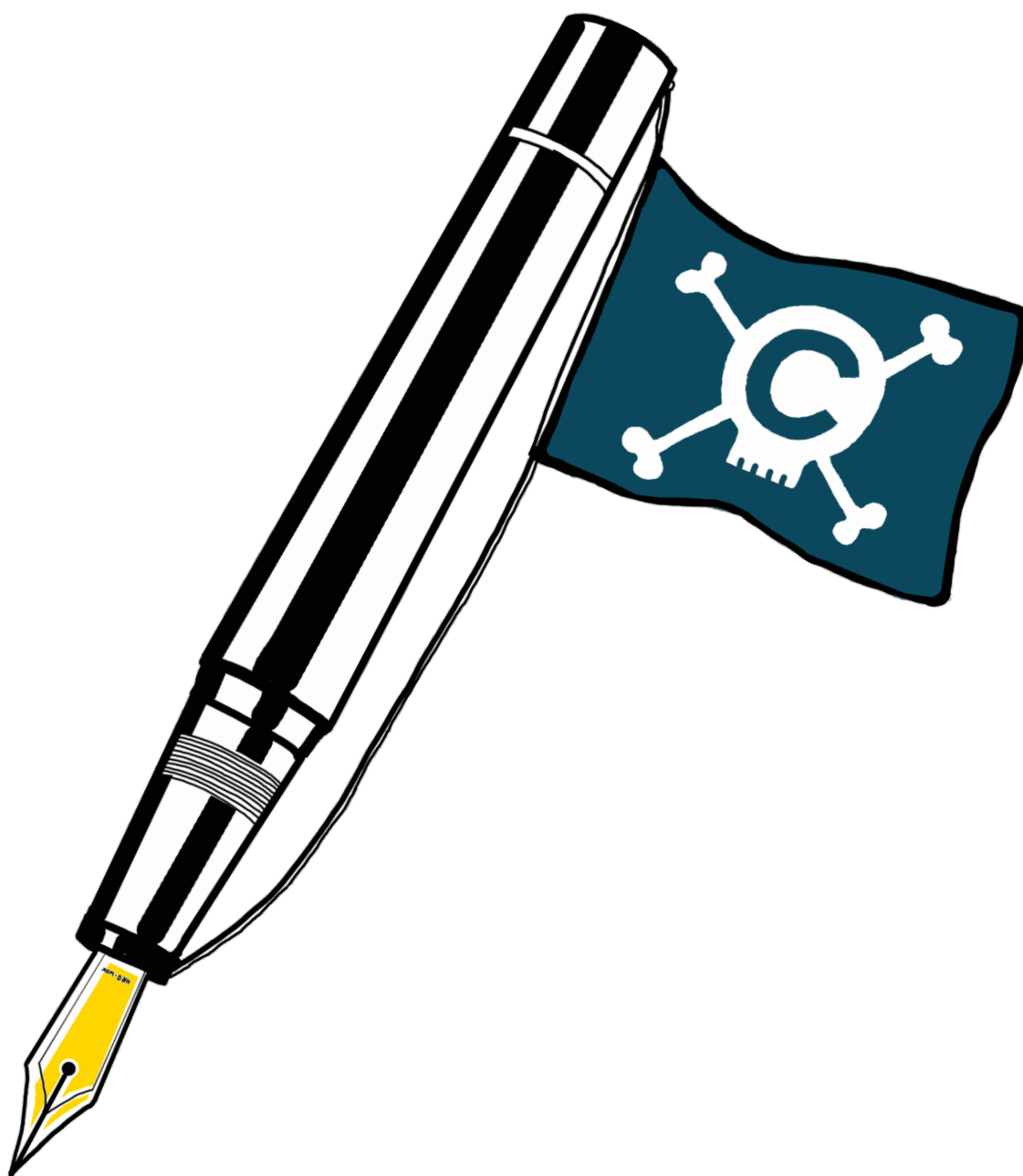
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APA

Reference Guide

Based on **APA-style 7th edition**



ROTTERDAM
UNIVERSITY OF
APPLIED SCIENCES

Knowledge and Information – O&O
APA Reference guide
Version EN 08.2025

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1. The importance of referencing

When conducting research for your own publication, for example an article or thesis, you will use existing sources of information. The use of texts and ideas of others is permitted if you mention the original source. This means that you must include a reference of the original source in your text. If you do not, you are committing plagiarism.

Please be aware of self-plagiarism

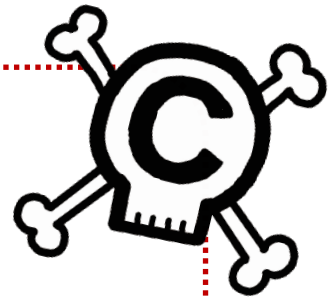
When you re-use your material from a prior report or assignment, referencing the source is compulsory as well!

In the reference list:

Student, A. (year). *Title* [Description]. Educational institution.

Van Dijk, A. (2021). *The mission and vision of ROdam* [Report]. Rotterdam University of Applied Sciences.

In your text: ...in the report (Van Dijk, 2023) that I wrote last year...



Plagiarism is the copying of texts, audio-visual material, ideas, or arguments of others and passing them off as one's own work. Plagiarism often goes hand in hand with a violation of copyright, but not always.

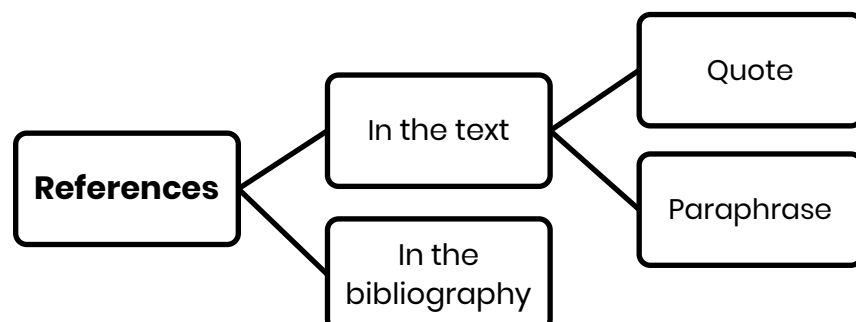
You can prevent plagiarism by naming your source when you:

- Reproduce someone's quote,
- Use someone else's ideas, opinions, or theories (paraphrasing),
- Use information, such as statistics or graphs, that contain data collected by someone else,
- Use information such as drawings, pictures, or sound clips.

The goal of source referencing is:

- To prevent plagiarism,
- Traceability: the bibliography clarifies the origin of information (such as a book, the internet, etc).
- Verifiability: the original information has been understood and worded well.

By using a uniform style, texts and source references are recognisable throughout the world. At Rotterdam University of Applied Sciences, we use the APA guidelines (edition 7), issued by the American Psychological Association. Please note: Source references in footnotes are not allowed within the APA referencing style. The APA referencing style requires referencing in two places in your report or paper: in your text and in the bibliography.



2. Referencing in your text

This chapter discusses the referencing rules in the text according to APA guidelines and what the difference is between quoting and paraphrasing. You must reference every piece of information that you did not create yourself and want to use in your report or review. In other words, every sentence that expresses an opinion, idea, or theory that you did not create yourself must be referenced. You can do this in two ways in your text: You can use a quote (copying something literally), or you can paraphrase (saying something in your own words).

Referencing a quote:

(Last name of the author(s), publication year, page number(s))

Referencing a paraphrase:

(Last name of the author(s), publication year, possibly page number(s))

1 author



Quoting

- "Blah blah blah" (Brand-Gruwel, 2019, p. 178).
- Brand-Gruwel (2019) notes that: "Blah blah blah" (p. 178).

Paraphrasing

- Blah blah (Eisenberg, 2020).
- According to Eisenberg (2020) blah blah (p. 178).
- The Institute for Economics and Peace (n.d.) blah blah.

2 authors



Quoting

- Uyttendaele and De Vries (2018, p. 6) point out that: "Blah blah".
- "Blah blah blah" (Uyttendaele & De Vries, 2018, p. 6).
- According to Uyttendaele and De Vries (2018) "blah blah" (p. 6). They also point out that "blah blah" (p. 35).

Paraphrasing

- According to Brand-Gruwel and Wopereis (2019) blah blah.
- Blah blah (Brand-Gruwel & Wopereis, 2019).

3+ authors



Quoting

- "Blah blah" (Offringa et al., 2018, pp. 245-246).
- According to Offringa et al. (2018) this is "blah" (p. 245) and "blah" (p. 250).

Paraphrasing

- Blah blah (Offringa et al., 2018).
- Offringa et al. (2018) state that blah blah.

With 3 or more authors only note the first author, followed by 'et al.' (Latin abbreviation for et alii = and others).

Example referencing several publications (authors alphabetical, separated by :)

... different sources (Baarda et al., 2012; Fischer & Julsing, 2014; Migchelbrink, 2006) indicate ...

Example referencing several works of one author (chronological):

... blah blah blah (Eisenberg, 2008, 2012, 2017)



Quote 40+ words

Separate block, indented, without quotation marks with a blank line above and below it.

Uytendaele (2002, p. 6) wrote the following about the communication landscape:

Blah blah.

Please Note:

Quoting

- Always put a quote in double inverted commas. Exception: A quote longer than 40 words. In that case you should not use inverted commas, but put the quote in a separate, indented text block with a blank line above and below it.
- A page number is mandatory in the reference when quoting, unless the used source doesn't have page numbers.
- The order of the authors is the same as the references in the publication, so do not alphabetise.
- If you want to omit text within a quote, use the 'ellipsis' in place of the omitted section: ... Example: "This quote could be massively, unbelievably, enormously ... much shorter."
- Instead of putting authors' names in the brackets, you can also choose to introduce the authors in your text. See examples on page 4.

Paraphrasing

- Double quotes are not used when paraphrasing.
- Paraphrasing does not require a page number, but it is recommended when referring to a specific section.
- Instead of placing authors' names in the brackets, you can also include them in the running text. See examples on page 4.

A life without books is unlivable.



Original

"A life without books is unlivable"



Citing

Without books to live is **UNBEARABLE!**







Paraphrasing

3. Referencing in your bibliography

All the sources that you refer to in your text must be included in your bibliography. Likewise, every reference in your bibliography must correspond to an in-text reference. Sources that are not referred to in the text are not included in the bibliography. Each 'type' of source has a different way of referencing. In addition, the number and type of authors play an important role.

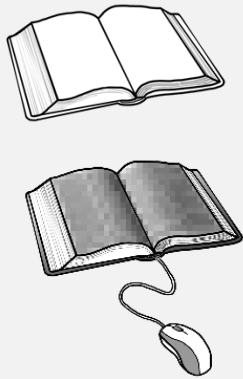
PLEASE NOTE:

- The bibliography forms a separate section and comes after the main text.
- The bibliography includes all used sources in alphabetical order.
- The order of the author names is the same as in the publication.
- A second or later edition is mentioned between brackets after the title. Do not include 1st edition or print runs.

Sources: The number of authors	
1 author 	<p>Adams, D. (1979). <i>The hitchhiker's guide to the galaxy</i>. Pan Books.</p> <p>In your text: (Adams, 1979)</p>
2 authors 	<p>Chaffey, D., & Ellis-Chadwick, F. (2019). <i>Digital marketing</i> (7th ed.). Pearson.</p> <p>In your text: (Chaffey & Ellis-Chadwick, 2019)</p>
3-20 authors 	<p>Kruckeberg, K., Amann, W., & Green, M. (Eds.). (2011). <i>Leadership and personal development: A toolbox for the 21st century professional</i>. Information Age Publishing.</p> <p>In your text: (Kruckeberg et al., 2011)</p>
20+ authors 	<p>Von One, E., Second, F., Van Three, D., Fours, F., Fifth, B., Sixes, G., Sevens, D. M., Van Eight, M., Nines, C., McTen, X., Den Eleven, H., Twelfth, U., Thirteen, O., Fourteen, J., Fifteen, D., Van der Sixteenth, A., Seventeen, K., Eighteen, R., Nineteen, R., . . . Den Last, Z. (2021). <i>Why so many authors?</i> Rotterdam University of Applied Sciences.</p> <p>In your text: (Van Ene et al., 2021)</p> <p>→ List <u>all</u> names up to 20 authors. For 20+ authors, list the first 19 names, then . . . (elipsis), followed by the last author. In the latter case, do not use the & sign.</p>

APA rules for the most used sources

Book or e-book



Hardcopy:

Last name author, initial(s). (year). *Title book* (X^e ed.). Publisher.

[Chaffey, D., & Ellis-Chadwick, F. \(2019\). Digital marketing \(7th ed.\). Pearson](#)

Online:

Last name author, initial(s). (year). *Title book* (X^e ed.). Publisher. Retrieved Month day, year, from [http://...](#)

[Hart, M. \(1991\). Paper is sóó 1990. Gutenberg. Retrieved May 15, 2024, from \[https://...\]\(#\)](#)

→ **Several publishers?** List them all.

→ **No author, but editor instead?** List the editor(s) followed by the abbreviation (ed.)/(eds.).

Chapter from a compiled book

Last name author, initial(s). (year). Title chapter. Initial(s). Last name editor book (Red.), *Title book* (pp. xx-xx). Publisher.

[Hoof, L. et al. \(2008\). De Cochrane Collaboration. In M. Offringa, W. J. J. Assendelft, & R. J. P. M. Scholten \(Reds.\), *Inleiding in evidence-based medicine: Klinisch handelen gebaseerd op bewijsmateriaal* \(4e herziene druk, pp. 234-244\). Bohn Stafleu van Loghum.](#)

→ **Take Note:** Only use the reference for 'Chapter from a compiled book' if the author of the chapter is different than the author/editor of the whole book.

Newspaper article



Hardcopy/ Nexis Uni, online version of hardcopy newspaper:

Last name author, initial(s). (Year, Month day). Title article. *Name of newspaper*, page number(s).

[Peeperkorn, M. \(2017, May 18\). Globalisering anders bekeken. *De Volkskrant*, pp. 10-11.](#)

In the text: [\(Peeperkorn, 2017\)](#)

Online:

Last name author, initial(s). (Year, Month day). Title article. *Name of newspaper*. Retrieved Month day, year, from [https://...](#)

[Remie, M., & Veldhuis, P. \(2021, 14 juli\). Geen mobieltjes maar frisbees, leerlingen hebben orde en regelmaat nodig. NRC. Retrieved May 15, 2024, from \[https://...\]\(#\)](#)

→ **Online news websites:** For news websites such as NU.nl check the section 'Internet source'.

→ **Name of the author not stated?** Start the source reference with the title:

[Piepschuim is togetherness. \(2021, 7 juli\). *Het Parool*, p. 19.](#)

In the text: [\("Piepschuim is togetherness", 2021\)](#)

Magazine article

(article from magazine, journal or e-journal)



Hardcopy / Online, from a database:

Last name author, initial(s). (year). Title article. *Title of Magazine*, Volume number (issue number), page numbers(s).

Weperen, P. W., Van Backx, F. J. G., & Huisstede, B. M. A. (2017). Het effect van sport op Multiple Sclerose: bevindingen van patiënten en professionals. *Sport & Geneeskunde*, 50(1), 16-28.

→ **From a database:** Omit the name of database, URL, and date of consultation. Databases are available through the HR Library at no cost to students, teachers, and researchers. For a list of available databases, as well as selected high-quality non-database sources, visit [Hr.nl/databases](https://hr.nl/databases). **Please note:** If data has been published in a database only, and nowhere else, please refer to section "Data from database".

→ **DOI:** (digital object identifier) Academic articles often have a DOI. It is a unique and never-changing string. If possible, list the DOI at the end of the source references.

Online, not from a database:

Last name author, initial(s). (year). Title article. *Title of Magazine*, year of publication(number), page number(s). DOI*/ Retrieved Month day, year, from http://...

Herbst, D. M., Griffith, N. R., & Slama, K. M. (2014). Rodeo cowboys: Conforming to masculine norms and help seeking behaviors for depression. *Journal of Rural Mental Health*, 38, 20-35. <http://doi.org/10.1037/rmh0000008>

Kaplan Akilli, G. (2005). User satisfaction evaluation of an educational website. *The Turkish Online Journal of Educational Technology*, 4, 85-92. Retrieved May 15, 2024, from <http://www.tojet.net/articles/v4i1/4111.pdf>

→ ***URL or DOI:** Add the date of consultation and URL at the end of the reference for online articles not from a database. If the article has a DOI (stable link), use it instead of the URL and date of consultation (see example).

→ **Missing numbers:** If the magazine does not have an issue number, omit it (see examples).

Reference work

(Dictionary, encyclopedia, etc.)



Hardcopy:

Last name author, initial(s) (year). *Title book*. Publisher.

→ **Is the name of the author not stated?** List the title of the book first.

Online:

Researched word/concept (year day month). In *Title reference*. Retrieved Month day, year, from http://...

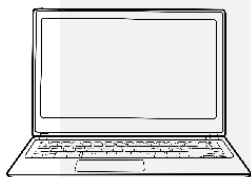
Plagiarism. (n.d.). In *Dikke van Dale*. Retrieved July 19, 2023, from <https://hr.vandale.nl/zoeken/zoeken.do>

Theft. (June 26, 2024). In Wikipedia. Retrieved May 15, 2023, from <https://en.wikipedia.org/wiki/Theft>

In the text: ("Plagiarism", n.d.), ("Theft", 2024)

Internet source

(websites, online text files, etc.)



Last name author, initial(s). (Year day month). *Title web page*. Name of website. Retrieved Month day, year, from <http://...>

Toonders, J. (2019, 14 januari). *Online marketing: een terugblik & de trends voor 2019*. Frankwatching. Retrieved May 15, 2024, from <https://...>

In the text: (Toonders, 2019)

→ **Periodical:** Is an online article part of a periodical (such as a newspaper/magazine/e-journal) please refer to the section 'Magazine article' or 'Newspaper article'.

→ **Name of author and name of website the same?** Leave out the name of the website.

→ **Name of author not stated?** List the name of the organisation or collaboration. Also not available? Start the source references with the title. Tip: Is the name of the organisation unclear, check 'About us' or 'Contact'.

Man draagt vijftien kledingstukken om toeslag easyJet te voorkomen. (2019, 7 juli). NU.nl. Retrieved July 19, 2024, from <https://...>

In the text: (*Man draagt vijftien kledingstukken*, 2019)

→ **News site:** If an online article has also appeared in a paper newspaper, refer as with 'Newspaper article'. If a news item is only shared online, refer to it as if it were an internet source. When a news website doesn't mention an author, start the reference with the title. See example NU.nl.

→ **Complete website?** If you're referring to a complete website, do not include it in the bibliography, only in your text as follows: [On the website of Rotterdam University of Applied Sciences \(http://rotterdamuas.com\)](http://rotterdamuas.com) you find information on study programmes.

Information from Database

(E.g. MarketLine, NEN Connect, Cochrane)



Database is original source: If data is from a database only, then refer to it in the manner described below. Often, articles in a database have also appeared elsewhere, for example in a newspaper, magazine, or scientific journal. In the latter case, refer to it as (online) 'Journal article' or 'Newspaper article'.

Last name author, initial(s). (Year day month). Title of Document. *Name of database*. DOI/ Retrieved Month day, year, from <http://...>

MarketLine. (2022). Foodservice in the Netherlands (Reference code 0176-2333). *MarketLine Advantage*. Retrieved July 18, 2024, from <https://advantage-marketline-com.hr.idm.oclc.org/Analysis/ViewasPDF/netherlands-foodservice-165903>

Ried, K., Fakler, P., & Stocks, N. P. (2017). Effect of cocoa on blood pressure. *Cochrane Database of Systematic Reviews*. <https://doi-org.hr.idm.oclc.org/10.1002/14651858.CD008893.pub3>

In the text: (Marketline, 2022), (Ried et al., 2017)

→ **Name of author not stated?** List the name of the organisation or collaboration. Also unknown? Put the title in place of the 'Author'

→ **DOI:** If you mention a DOI (stable URL), you may omit your consultation date.

Informal publication, e.g., report

(report, brochure, folder, guideline, annual report, press release, etc.)

Last name author, initial(s). (year). *Title of publication* (Description). Publisher.

Kromhout, M., De Klerk, M., & Kornalijsnijper, N. (Reds.). (2018). *Veranderde zorg en ondersteuning voor mensen met een beperking* (SCP-publication 2018-17). Sociaal en Cultureel Planbureau. Retrieved February 5, 2024, from <https://...>

Raad voor de Rechtspraak. (2016). *U wordt verdacht* [Brochure]. De Rechtspraak. Retrieved February 5, 2024, from <https://...>

Van der Werff, S., Van Kesteren, J., Ter Weel, B., & Smits, T. (2021). *Gevolgen crisis op kwaliteit van werk* (Rapport 2020-85). SEO Economisch Onderzoek.

Voedingscentrum. (2005). *Dieet bij diabetes mellitus* (Brochure nr. 841).

In the text: (Kromhout et al., 2018), (Raad voor de Rechtspraak, 2016), (Van der Werf et al., 2021), (Voedingscentrum, 2005)

→ **Informal publications are:** Documents that have not been published formally, or are not commercially available, both online as on paper. Also referred to as 'grey literature'.

→ **Online:** Add your date of consultation and the URL at the end of the reference.

→ **Organisation the same as the publisher?** The name of the publisher is not listed.

→ **Parentheses:** Put data for identification, such as a report number or brochure number in parentheses (). Use square brackets to add a clarifying description of a source if needed, for example, [Leaflet] [Brochure] [Press release] [Assessment report].

Dissertation, graduation assignment, internship report



Hardcopy:

Last name author, initial(s). (year). *Title of publication* [Description]. Name of university.

Vandyck, M. P., & Bradley, D. J. (2019). *Black names in white classrooms: Teacher behaviors and student perceptions* [Dissertation]. Cardinal Stritch University.

In an online database (e.g.: LMS, HBO-Kennisbank, Narcis, ShareKit):

Last name author, initial(s). (year). *Title of publication* [Description, Name of university. Name database.

Intven, S. (2014). *The Dutch Windmill* [Bachelor thesis], Hogeschool Rotterdam]. HBO-Kennisbank.

On a website:

Last name author, initial(s). (year). *Title of publication* [Description, Name of university [of applied sciences]. Name website. Retrieved Month day, year, from <http://...>

Computer programme

(e.g. App, Video game)



Last name author, initial(s). (year). *Name of program* (Version number) [Description]. Publisher. Retrieved Month day, year, from <https://...>

Epic Games (2017). *Fortnite: Save the World* (PC versie) [Video game]. Warner Bros Interactive Entertainment.

NS Reizigers (2023). *NS International* (IOS Versie 6.6.2) [App]. Retrieved July 18, 2023, from <https://apps.apple.com/nl/app/ns-international/id886645737>

In the text: (Epic Games, 2017), (NS Reizigers, 2023)

→ **Well known software:** Standard programmes do not require referencing. E.g. Word, Photoshop, SPSS, social media apps.

→ **Author:** For author, name the copyright holder(s). Is the copyright holder unclear or the same as publisher? Start your reference with the name of the program.

→ **URL:** If the URL is unknown, leave it out.

Generative AI

(ChatGPT, Copilot, Gemini, etc..)

Developer. (year). *Name of AI-tool* (Version) [Generative AI]. <https://...>

Google. (2025). *Gemini* [Generative AI]. <https://gemini.google.com>

OpenAI. (2025). *ChatGPT* (Version 4o) [Generative AI]. <https://chat.openai.com>

In the text: (Google, 2025), (OpenAI, 2025)

→ In your own text, write the name of the tool (only) in italics at the first entry, eg. *ChatGPT* (OpenAI, 2025) is used for ... ChatGPT has ...

→ **Writing aid only:** Eg. for spelling and grammatical corrections. Mention the type of use of the tool in your introduction. Reference in your text and reference list.

→ **Other use:** Justify the type of use. Refer in your text and reference list. Also include the following: Your input (prompts) and the (relevant) output of the tool. Include this in your text or appendix, or if possible as a link. **Important:** Take into account [the guidelines of Rotterdam University of Applied Sciences](#).

Example in the text: To create the research question use was made of *ChatGPT* (OpenAI, 2024) with the prompt: "...".

With appendix: (OpenAI, 2024; see Appendix A for the full transcript of the chat).

> **More examples:** [De APA richtlijnen uitgelegd: Generatieve AI \(in Dutch\)](#).

Dataset



Owner dataset. (year). *Name of file* (Version number) [Dataset]. Publisher. Retrieved Month day, year, from <http://...>

Centraal Bureau voor de Statistiek. (2022). *Elektriciteitsbalans; aanbod en verbruik* [Dataset]. Retrieved July 18, 2023, from <https://data.overheid.nl/dataset/51l-elektriciteitsbalans--aanbod-en-verbruik>

> **Datasets are:** Research data (the raw data).

> **Version number unknown:** If so, omit the number.

> **Publisher same as owner:** In that case, mention only the owner, see example.

Audio-visual

source

(TV series, YouTube, sound file, etc.)



Last name author, initial(s) (Position). (year or date). *Title* [type of Material]. Publisher.

NewsPoliticsInfo. (2010, April 4). *Martin Luther King's last speech: "I've been to the mountaintop"* [Video]. YouTube. Retrieved February 5, 2021, from <https://www.youtube.com/watch?v=OehryJJC9Rk>

→ **Online:** Add your date of consultation and the URL at the end of the reference.

→ **Author:** List the director for videos. If possible, list other staff, such as producer(s), after the title as: In Initial. Last name (job position).

→ **Quote:** List the time in de text, for example, (NewsPoliticsInfo, 2010, 0:43).

→ **Series:** has more than one episode been used? List the first and last year of publication, for example: (2012–2014).

→ **One episode:** For author list the creator of the episode. After the title, list the episode number, if possible and the series' creator. For example:

Cendrowski, M. (Director). (2018, 6 oktober). *The conjugal configuration* (Season 12, Episode 1) [Tv series episode]. In D. Goetsch, S. Holland, E. Kaplan, C. Lorre, S. Molaro, & B. Prady (Executive producers), *The big bang theory*. Chuck Lorre Productions; Warner Bros. Television.

Social media

(TikTok, Instagram, X, etc.)

Last name author, initial(s). (Year, Month day). Content of 'post' up to 20 words [Description]. Name of website. Retrieved Month day, year, from <http://...>

Hogeschool Rotterdam Mediatheek [@Hrmediatheek]. (2021, October 11). *Can you find what you're looking for in the #ruas #library? Do you feel things could be done better* [Image]. Instagram. Retrieved February 5, 2022, from <http://...>

IkRotterdam. (2022, January 4). *Ruïne Correct*. [Images]. Facebook. Retrieved February 5, 2021, from <http://...>

→ **Instagram, X, TikTok:** Note the username after author as: [@username].

→ **[Description]:** Here you can indicate what type of files are included in the post, for example: [Video].

Digital learning environment, Intranet

(Teams, HINT, LMS)

Last name author, initial(s). (year). *Title document* [Description]. Name digital learning environment. Retrieved Month day, year, from <https://...>

→ **Access:** Only refer to a digital learning environment if your reader has access, otherwise refer as in 'Personal communication'.

Own research

(Interviews, surveys, observations)



Personal communications

(Source inaccessible to readers)

→ **Own work, reference not required:** Describe research, participants, time period and circumstances in your text.

→ **Privacy:** Anonymize where necessary: e.g.:

Participant A indicated.... (male participant, 40 years old). A patient explained ... Of the 60 clients interviewed ...

→ **Appendix:** If you include (anonymized) interview transcripts in an appendix, name it e.g.: *The interview in Appendix A shows ...*

In the text: (Initial(s), Last name author, personal communication, Month day, year)

In the company's organizational chart consulted via intranet, the HRM department falls directly under management (personal communication, May 8, 2025). "Employees need to get on the same page" (B. Boss, personal communication, April 7, 2024).

According to Jan Rot (personal communication, May 1, 2024) the project was successful.

→ **Personal communications are:** Information unavailable to your reader, e.g.: a conversation, interview, e-mail, chats, lesson, course or confidential documentation such as patient files/dossiers. If an intranet or LMS is inaccessible to the reader, materials on it fall under personal communication. If you include the source in an attachment, refer to it as under 'Own research'

→ **Reference these in the text, not in the bibliography.**

Legal sources

Legal study programmes usually refer to the 'Guide for legal authors' (Bastiaans et al., 2019). The referencing guidelines for legal sources below are intended for students who are required to use the APA guidelines.

Legal text online



Title. (Year, Month day). Name of website. Retrieved Month day, year, from http://...

Auteurswet. (1912, October 5). Overheid.nl. Retrieved July 8, 2024, from <https://wetten.overheid.nl/BWBR0001886>

In the text: *(Auteurswet, 2014, Artikel 15, lid 3)*

→ **Date:** The date is the day of issue.

→ **Item number:** In the reference in text, name the item number (Artikel) used.

→ **Book/website:** All Dutch laws are published on the website: wetten.overheid.nl. If the legal text is published in a book, apply the guidelines for book referencing.

Jurisprudence



Authority (Year, Month day). ECLI. Name of website. Retrieved Month day, year, from http://...

Rechtbank Den Haag. (2015, 6 november). ECLI:NL:RBDHA:2015:12706. Retrieved February 5, 2024, from <https://...>

In the text: *(Rechtbank Den Haag, 2015)*

Parliamentary document

Parliamentary Papers I/II, Paper number, serial number. (Year, Month day).

Name of website. Retrieved Month day, year, from <http://...>

Parliamentary Papers II, 31143, nr. 38. (2009, February 9). Overheid.nl. Retrieved February 5, 2022, from <https://...>

In the text: (*Parliamentary Papers II, 31143, nr. 38, 2009*)

→ **Parliamentary Papers:** Use *Parliamentary Papers I* for 'Eerste kamer' (the Senate), and *Parliamentary Papers II* for 'Tweede kamer' (the House of Representatives). In your text you can specify that it is a bill, letter from the minister, explanatory memorandum, etc.

→ **Proceedings:** Refer to minutes of meetings of the Dutch parliament as *Proceedings (I or II)*.

4. Table, figure, and image

Refer in 3 places when copying an image (table, chart, photo, etc.):

1. **In the text:** Add a number to the image to refer to in your text:
[Figure 1 shows that ... Refer to Table 3 for ...](#)
2. **In the bibliography:** Refer to the complete publication that is the origin of the figure.
3. **Above and below the image:** Place the number and name above the image (see example Figure 1), the rest of the reference below it. If possible, also put the name of the copyright holder under the image. You may change the name of an image.

In your text

Figure 1 shows...

Above a figure/table

Figure 1. / Table 1.

Name of the image

Below the figure/table

Note. From Title (p. x) by A. Author, year, ([http://](http://...)). Copyright year, Name of copyright holder.

In the bibliography:

Standard reference for the type of material, e.g. the book, magazine, or webpage the image was taken from.

Figure 1.

Portrait



Note. From APA Reference guide (p. 14) by Knowledge & Information, 2025.
(<https://edu.nl/pfaut>).
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Image exceptions

→ Referring to an image without using it:

When you don't show the image the same rules apply as for quoting text.

→ Using an image as illustration (decorative):

Put a reference under the image ([Last name of creator, year](#)).

You can also refer to an image on your title page on the next page as: [Cover photo: Last name of creator, year](#)

→ Image you have modified:

If you have changed an image, write: [Adapted from...](#)
(See example, Figure 2)

→ Image from an unpublished source:

For example, an image received by email from an internship company. Do not include these source(s) in your bibliography. Above the image as usual, figure number and title (see example Figure 1). Below the image explain origin, e.g. [Note. From internal document of Company ABC, May 1, 2025.](#)

→ Table compiled from published sources:

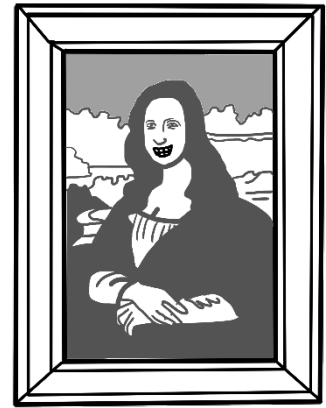
Include the sources in your bibliography. Above the table, as usual, table number and title. Below the table, references to sources used with letters in superscript: ^a[Author \(year of publication, p. x\)](#). ^b[Author \(year of publication, p. x\)](#).

→ Figure from own research:

Do not include in the bibliography. Above the image as usual, figure number and title (see example Figure 1). Below the figure optionally an asterisk * with explanation of a part of the figure.

Figure 2.

Portrait grinning



Note. Adapted from APA Reference Guide (p. 14) by Knowledge & Information, 2025. (<https://edu.nl/pfaut>). Copyright 2025, Rotterdam University of Applied Sciences.

5. Missing or deviating data

- **Author or editor is not stated:** State the name of the organisation. Organisation also unknown; put the title in place of the 'Author'. In the latter case, when referring to it in your text, use the title in quotation marks. Shortening long titles is allowed. (See example in section 'Internet source')
- **Date is missing:** Use the abbreviation for 'no date': [n.d.](#)
- **Collaboration:** E.g., work group, use the name of the collaboration in place of the 'Author'.
- **Author the same as publisher:** Omit 'Publisher' from the reference to avoid repetition.
- **Source named in a source:** Preferably refer to the original source. If that fails, refer to both sources in your running text. Example: ([McFirst, 2010, in Nohwy, 2024, p. 21](#)). Only refer to the sources you yourself used, in your bibliography.



6. International APA rules

This manual is based on the [APA rules for Dutch Universities of Applied Sciences](#).

If your study programme uses [the international APA rules](#), the following deviating rules apply:

- **Surname prefixes:** Use the spelling (with or without capitals) as stated in the source. ([van der Vliet, 2018](#)), ([Van Vliet, 2019](#)).
- **Retrieval date:** Your own retrieval date of online sources is only used for sources that are likely to change, e.g. an Instagram profile or Facebook page.
- **Magazine article:** In addition to the year of publication, list the month and day, e.g., ([2024, January 20](#)).

7. Tools and software

You can use various tools and software to reference. Be sure to use the correct version of APA and check that your references are correct.

- **Specialized software:**
If you refer often, then specialized referral software can be useful.
[Zotero](#) is free and [Refworks and EndNote](#) are free for students and employees of Rotterdam University of Applied Sciences. By default the programs contain the international version of APA 7. When you install a reference manager this will also install a referencing tab from the program in Microsoft Word.
[On the website of the Library](#) you can find more information about EndNote and Refworks. If you need any help, please contact the library.
- **Scribbr:** [Scribbr's online tool](#) follows the APA 7 guidelines for Dutch Universities of Applied Sciences.
- **Microsoft Word:** Microsoft only offers the older APA 6 style, therefore using the references tab from Word is not recommended.

Checklist APA guidelines



General

- ☐ You have referenced both in your text and in the bibliography.
- ☐ All in-text citations have an entry in the bibliography. Every bibliography entry has an in-text citation. (Excluding personal communications and own research)
- ☐ In your text it's clear which parts are your own work, and which are based on other sources. This also applies to used images.
- ☐ Punctuation (full stops, commas, spaces, etc.) is used correctly in-text and in the bibliography.
- ☐ Sources inaccessible to your reader: In the text you've referred with: Name, 'personal communication', and date. Personal communication is not in the bibliography.
[According to Mr. Blair \(personal communication, February 1, 2024\) ...](#)
- ☐ The date of an interview, or consultation date of an internet source are written out in full.
[September 1, 2024.](#)

Source references in your text

- ☐ Source references are part of the text and refer to the bibliography.
- ☐ Source references in footnotes or endnotes are not permitted within APA style.
- ☐ Source references contain the name of the author(s) (without initials) and the year.
- ☐ Two authors: Use & between author names. Use 'and' in your own text.
[\(Smith & Smid, 2024\).](#) [Smith and Smid \(2024\)](#) describe this as ...
- ☐ Three or more authors: Only use the name of first author + et al. [\(Smit et al. 2024\)](#)
- ☐ The order of the authors is the same as in the publication (do not alphabetise).
- ☐ A paraphrase is displayed without double inverted commas.
- ☐ A quote is reproduced unchanged and is enclosed in "double inverted commas".
- ☐ A quote of more than 40 words has no quotation marks. It appears in a separate indented text block with a blank line above and below it.
- ☐ Page number in the citation reference is required unless the source has no page numbers. [\(Brand, 2024, p. 42\)](#)
- ☐ Appendices and images are numbered and stated in the text. [Figure 1, Appendix A](#)

Source references in the bibliography

- ☐ The bibliography comes after the main text and before the appendices.
- ☐ The bibliography includes all used sources in alphabetical order.
- ☐ If a reference is longer than one line of text, the remaining lines of that reference are indented. Use double line spacing for the entire bibliography, no blank lines between references.
- ☐ Each 'type' of source has a different way of referencing in the bibliography. It is therefore possible to determine from the references which types of sources were referenced.
- ☐ In a reference, at least one part should be in *italics*. Which part depends on the source.
- ☐ Surnames and prefixes should be written out in full. No first names, only initial(s). [Smith, B.](#)
- ☐ In the case of non-authors, their position is stated between brackets. Bibliography: [Jansen, A. \(Ed.\). \(2024\).](#) In the text: [\(Jansen, 2024\).](#)
- ☐ Subtitles: Title and subtitle begin with a capital letter and are separated by a colon. [Title: Subtitle.](#) Unless the title is followed by a punctuation mark. [Title! Subtitle](#)
- ☐ Second or later print runs are indicated in parentheses after the title (not cursive). A first edition is not mentioned. [Title \(2nd edition\)](#)

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