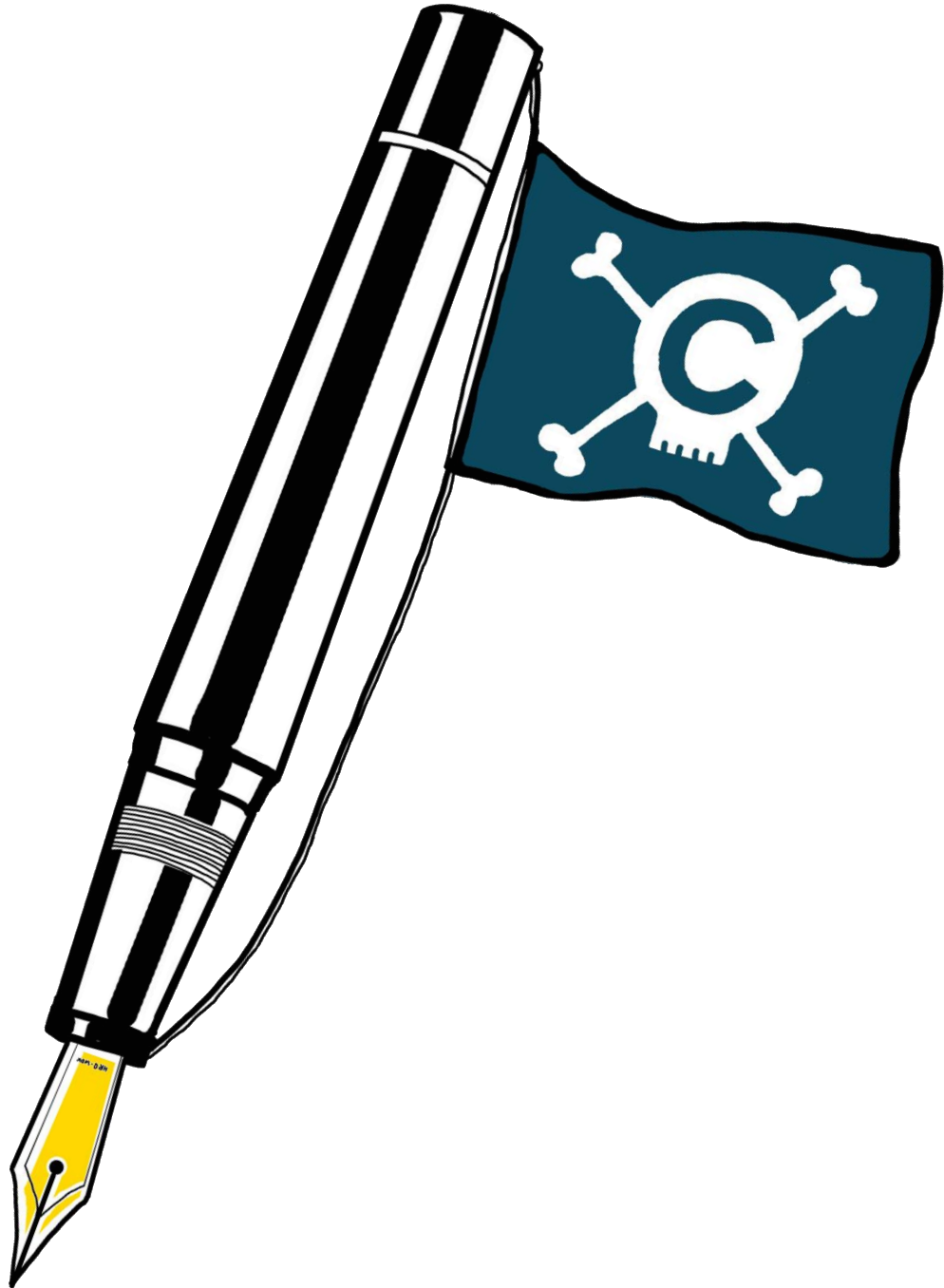


APA Reference guide

Based on **APA style 7th edition**

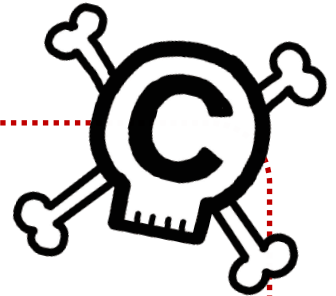


Contents

The importance of referencing	3
1. Referencing in your text	4
2. Referencing in your bibliography.....	5
Book or e-book	7
Chapter from a compiled book.....	7
Magazine article	7
Newspaper article.....	8
Reference work	8
Internet source	8
Information from a database	9
Informal publication (<i>report, brochure, folder, guideline, annual report, press release, etc.</i>)	9
Digital learning environment, Intranet	9
Dissertation, graduation assignment, internship report	10
AI tool	Error! Bookmark not defined.
Computer program,	10
App, Video game	10
Dataset	10
Audio-visual source	11
Social media.....	11
Personal communications	11
Legal sources	12
Legal text	12
Jurisprudence	12
Parliamentary document.....	12
3. Missing or deviating data	12
4. Table, figure, and image	13
5. International APA rules	13
Checklist APA guidelines	14

The importance of referencing

When conducting research for your own publication, for example an article or thesis, you will use existing literature and other sources of information. The use of texts and ideas of others is permitted, if you mention the original (information) source. Source references are compulsory. 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, 2021) 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.

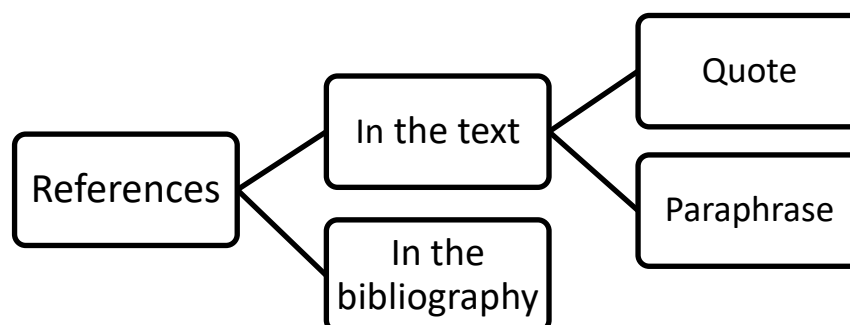
You can prevent plagiarism by naming your source when you:

- 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.



1. 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 <ul style="list-style-type: none"> ▪ “Blah blah blah” (Brand-Gruwel, 2019, p. 178). ▪ Brand-Gruwel (2019) notes that: “Blah blah blah” (p. 178). <hr/> Paraphrasing <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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). <hr/> Paraphrasing <ul style="list-style-type: none"> ▪ According to Brand-Gruwel and Wopereis (2019) blah blah. ▪ Blah blah (Brand-Gruwel & Wopereis, 2019).
3+ authors 	Quoting <ul style="list-style-type: none"> ▪ “Blah blah” (Offringa et al., 2018, pp. 245-246). ▪ According to Offringa et al. (2018) this is “blah” (p. 245) and “blah” (p. 250). <hr/> Paraphrasing <ul style="list-style-type: none"> ▪ Blah blah (Offringa et al., 2018). ▪ Offringa et al. (2018) state that blah blah. <p>With 3 or more authors only note the first author, followed by ‘et al.’ (Latin abbreviation for et alii = and others).</p>
Example referencing several publications (authors alphabetical): ... 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)	
Example quote of 40+ words:	Uyttendaele (2002, p. 6) wrote the following about the communication landscape: Blah blah.

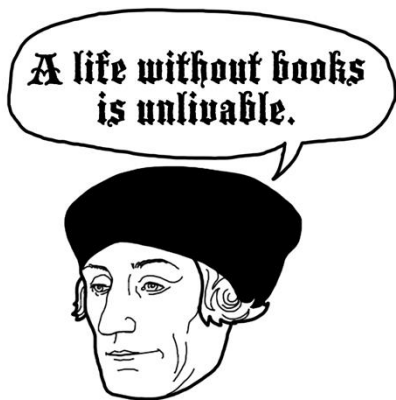
Please Note:

Quoting

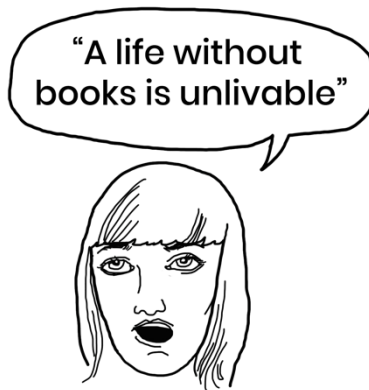
- Always put a quote in double inverted commas.
- Exception: A quote longer than 40 words. In which case you should not use inverted commas, but rather put the quote in a separate, indented text block with a blank line above and below it.
- A page number is mandatory in the reference when quoting, unless it is an internet source.
- The order of the authors is the same as the references in the publication, so it is not alphabetised.
- If you want to omit text within a quote, use the 'dot dot dot' 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

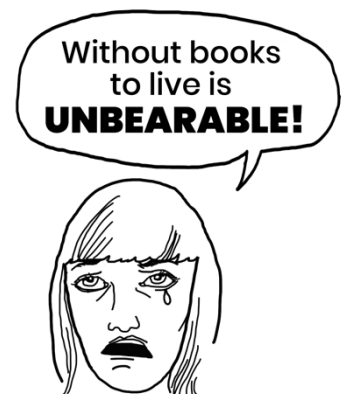
- Double quotes are not used when paraphrasing.
- Paraphrasing does not require a page number, but it is recommended when referring to a specific section.
- Instead of placing authors' names in the brackets, you can also include them in the running text. See examples on page 4.



Original



Citing



Paraphrasing

2. 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 print runs.

Sources with several 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 all names up to 20 authors. For 20+ authors, list the first 19 names, then . . . (dot dot dot), followed by the last author. In the latter case, do not use the & sign.</p>

Book or e-book



Chapter from a compiled 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, 2022, from <https://...>

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

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

> Only use the reference for a book chapter if the author of the chapter is different than the author/editor of the whole book.

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

Hooft, 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.

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, year of publication* (number), page number(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:** Do not list name of database, URL, and date of consultation. For a list of databases, refer to: 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, 2022, 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 (unique string), use it instead of the URL and date of consultation (see example).

Newspaper article



Hardcopy/ Nexis Uni:

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, 2022, from <https://...>

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

> **Is the 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)

Reference work (Dictionary, encyclopaedia, 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.

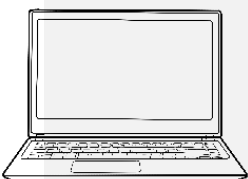
Online:

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

Plagiarism. (n.d.). In *Dikke van Dale*. Retrieved May 15, 2023, from <https://hr.vandale.nl/zoeken/zoeken.do>

In the text: ("plagiarism", n.d.)

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://...>

Man draagt vijftien kledingstukken om toeslag easyJet te voorkomen. (2019, 7 juli). NU.nl. Retrieved July 19, 2023, from <https://...>

Toonders, J. (2019, 14 januari). *Online marketing: een terugblik & de trends voor 2019*. Frankwatching. Retrieved May 15, 2023, from <https://...>

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

> **Is the 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'.

> **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.

> **Whole website?** Referring to a complete website, do not include in bibliography, only in parentheses in your text as follows: *On the website of Rotterdam University of Applied Sciences* (<http://rotterdamuas.com>) you find information on study programmes.

Information from a 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 with (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, 2023, 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)

> **Is the 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

(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., & Kornalijslijper, N. (Reds.). (2018). *Veranderde zorg en ondersteuning voor mensen met een beperking* (SCP-publication 2018-17). Sociaal en Cultureel Planbureau. Retrieved February 5, 2021, from <https://...>

Raad voor de Rechtspraak. (2016). *U wordt verdacht* [Brochure]. De Rechtspraak. Retrieved February 5, 2023, 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 well 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:** In between parentheses () is for identification data such as a report number or brochure number. In between square brackets [] is for clarifying a description of a source, for example, [Leaflet] [Brochure] [Press release] [Assessment report].

Digital learning environment, Intranet

(Teams, HINT,
LMS)

Digital learning environment, Intranet (for example: Teams, LMS, HINT):

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

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

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 (for example: 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 program,
App, Video game



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

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)

> **Known programme:** Standard programmes do not require a source. 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.

AI tool
(ChatGPT, etc.)

> Refer as under 'Computer program'.

OpenAI. (2023). ChatGPT (Mar 23 version) [Large language model]. Retrieved July 5, 2023, from <https://openai.com/blog/chatgpt/>

In the text: (OpenAI, 2023)

> **In your text:** Indicate which part was generated by an AI tool. This can be either a citation or a paraphrase. Also state which command (prompt) you used.

Example: *To formulate the sub-question, the chatbot ChatGPT (OpenAI, 2023) was used with the prompt "...".*

(At "... " will be the prompt you used for the chatbot.)

> **Guidelines:** When using AI tools such as ChatGPT, consider the guidelines of Hogeschool Rotterdam.

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/511-elektriciteitsbalans--aanbod-en-verbruik>

> **Datasets are:** Research data (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=Oehry1JC9Rk>

- > **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



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/Twitter/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].

Personal communications (Your own research)



In the text: (personal communication, Month day, year)

Narrative citation: ... according to Jan Jansen (personal communication, January 12, 2022) this is not the case ...

Parathetical citation: ... employees need to get on the same page (M. Boss, personal communication, January 7, 2022).

- > **Personal communications are:** interviews, e-mails (including attachments), chats, lessons, courses or confidential documentation such as patient files/dossiers. 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



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

Wet maatschappelijke ondersteuning 2015. (2014, July 18). Overheid.nl. Retrieved February 5, 2022, from <http://wetten.overheid.nl/BWBR0035362/>

> **Date:** The date is the publication date.

> **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 day month). *ECLI*. Name of website. Retrieved Month day, year, from <http://...>

Rechtbank Den Haag. (2015, 6 november). *ECLI:NL:RBDHA:2015:12706*. Retrieved February 5, 2022, from <https://...>

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

Parliamentary document

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

3. Missing or deviating data

- **If the 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')
- **Organisation is also not stated:** Substitute the title in place of the 'Author'.
- **Date is missing:** Use the abbreviation for 'no date': (n.d.).
- **For a collaboration:** E.g., work group, use the name of the collaboration.
- **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: (*Achterberg*, 2010, in *Berenburg*, 2021, p. 21). Only refer to the sources you used in your bibliography.



4. Table, figure, and image

When you re-use an image (table, graph, photo, et cetera), refer to the image in three places:

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. If you have modified the image, write:
Adapted from...

In your text

Figure 1 shows...

Above a figure/table

Figure 1. / Table 1.

Name of the image.

Below the figure/table (from an online source)

Note. From *Title* (p. x) by A. Author, year, (<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.

Exceptions:

- Referring to an image without using it:
The same rules apply as for quoting text.
- Using an image only as an illustration (decorative):
Put a reference under the image (last name of creator, year).
You can refer to an image on your title page on the next page as:
Cover photo: Last name of creator, year

Figure 1.

Mona



Note. From *APA Verwijswijzer* (p. 12) by Kennis & Informatie, 2021. (<https://www.hogeschoolrotterdam.nl/globalassets/mediatheek/downloads/apa-verwijswijzer.pdf>). Copyright 2021, Hogeschool Rotterdam.

5. 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:

- For surname prefixes, use the spelling (with or without capitals) as stated in the source. ([van der Vliet, 2018](#)), ([Van Vliet, 2019](#)).
- The retrieval date of online sources is only used for sources that are likely to change, e.g. a Twitter profile or Facebook page.

Checklist APA guidelines

A check for the most common rules and 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.
- ☐ In your text it is clear which parts are your own work and which parts are based on other sources. This also applies to used images.
- ☐ Punctuation (full stops, commas, spaces, etc.) is used correctly both in-text and in the bibliography.
- ☐ Unpublished interviews/conversations are mentioned in the text as 'personal communications', with the date of interview. ... [according to Mr. Blair \(personal communication, February 1, 2022\)](#) ... Unpublished interviews are not included in the bibliography.
- ☐ The date of an interview and the date of consultation of an internet source are written out in full. For example: [June 1, 2023](#).

Source references in your text

- ☐ The source references are part of the text and refer to the bibliography.
- ☐ Source references contain the name of the author(s) (without initials) and the year. [\(Smith, 2020\)](#)
- ☐ When referencing three or more authors, use: Name of first author et al: [\(Langhorst et al. 2021\)](#)
- ☐ In your own text, do not use the & sign but the word 'and' before stating the last-listed author.
- ☐ 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 appears in a separate text block, is indented, and has no inverted commas.
- ☐ The page number is mandatory in the quote reference, unless it is an internet source.
- ☐ Attachments and images are numbered and stated in the text. [Figure 1 shows...](#)
- ☐ Source references in footnotes or endnotes are not permitted within the APA referencing style.

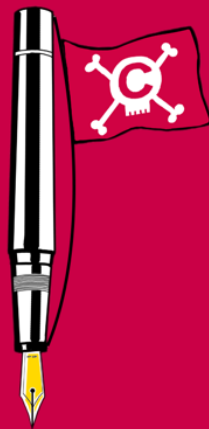
Source references in the bibliography

- ☐ The bibliography comes after the main text and before the appendices.
- ☐ The bibliography includes all used sources in alphabetical order.
- ☐ There are no blank lines between the references.
- ☐ If a reference is longer than one line of text, the remaining lines of that reference are indented.
- ☐ Each 'type' of source has a different way of referencing in the bibliography. It is therefore possible to determine from the references whether the source is a book, Internet source, or journal article, etc.
- ☐ 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.
- ☐ Do not mention first names, only initial(s).
- ☐ In the case of non-authors, their position is stated between brackets. In the text: [\(Jansen, 2021\)](#). Bibliography: [Jansen, A. \(Ed.\). \(2021\)](#).
- ☐ Title and subtitle both begin with a capital letter. They 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. [Title \(2nd edition\)](#). A first edition is not mentioned

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Werkgroep APA. (2021). *De APA-richtlijnen uitgelegd: Een praktische handleiding voor brovermelding in het hoger onderwijs* (3^e herziene editie). Netwerk auteursrecht en Informatiepunten. Retrieved January 11, 2022, from <https://www.auteursrechten.nl/files/auteursrechten/2021-07/De%20APA-richtlijnen%20uitgelegd%20-%203e%20editie.pdf>



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