



Literature and citation requirements

for BSc and MSc project assignments and theses

This guide is designed to help you process relevant literature in terms of content and formatting: in addition to the information on how to collect literature, it also describes the correct treatment of the literature used and the correct format for references.

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1 Basics of literature collection and processing

Depending on the topic you choose, your project assignment and thesis (hereafter referred to as ‘work’, ‘project’, ‘assignment’, ‘thesis’) will involve a variety of tasks requiring different approaches and methods. **At the same time, the search for and analysis of relevant literature on the topic (with appropriate referencing) is an indispensable part of the thesis without which the project/thesis cannot be completed.** Of course, depending on the nature of the thesis, you will need to search, present and analyze the relevant literature in varying degrees of depth. For example, a thesis on marketing will focus on the collection and processing of primary data, whereas a thesis on corporate finance will focus on the careful choice of the analytical framework. In the case of an academic (scientific) work, on the other hand, the bulk of the assignment consists of critical analysis and synthesis of the relevant literature.

1.1 Literature collection in general

The project assignment(s), and the thesis at the end of the process, will be a work of serious academic rigor for all students, and the quality of the processing and use of the sources will play a significant role in its evaluation. However, learning to properly master and complete the collection and processing of literature is a learning and time-consuming process. Many people only calculate how long it will take to write a thesis of this caliber, underestimating the work and time required to collect data and literature, despite the fact that these have a fundamental impact on the quality of the thesis.

In fact, **at the very beginning of the process (when considering possible topics, when selecting the future topic), some degree of prior review of the relevant literature is necessary.** Without this, it is not possible to choose a topic that can be properly developed or to formulate a proposal for a topic, and consequently the thesis cannot be delivered to the expected quality. It is possible that, in the course of writing a thesis, once the topic has been chosen, one may find that the necessary data cannot be obtained or that one realizes that one does not have the methodological knowledge needed to solve the problem. However, a preliminary literature review can provide information on the methods used in the topic(s) of interest and possible specific research directions. The choice of topic will be refined and finalized during the topic selection report/presentation, which will be assisted by your supervisor (BSc)/committee (MSc).

The first fundamental question is **how and where to collect relevant literature sources?** The primary use of internet search engines is not an appropriate approach: **searching for literature ≠ searching Google!** Of course, some of the literature is available on the Internet, but it is not usually available on the websites most frequently visited by the average Internet user, and general search methods will mostly produce results that are not/not very scientific. Furthermore, the veracity of random texts found on the Internet is often highly questionable and cannot be considered reliable.

As the basic expectation is that the thesis should be a work of scientific quality, it must be written with due professional care. This requires knowledge of the relevant sources and methods, which requires reading and processing scientific and professional texts (e.g., articles, books) relevant to the topic, and, depending on the nature of the thesis (e.g., business problem-based topic relying primarily on primary data vs. academic research), incorporating them into the thesis.

1.2 Where is it worth searching, or acceptable to search?

The most appropriate source materials are to be found in scientific and professional journals, publications and books—internationally mainly in English, but there are also some important national publications. In addition to the possibilities described below, the university library and the Szabó Ervin Library of Budapest are the main sources of basic source works.

1.2.1 Google Scholar

Some scientific resources are freely available on the Internet. Google Scholar (<https://scholar.google.com>) provides a similar interface to the traditional Google search engine, allowing searching for scientific content and, if available, offering a link to the text file of the related article or book. Google Scholar also allows you to create your own collection of the literature you are searching, making it easier to review and manage a potentially time-consuming, intermittent collection of sources.

1.2.2 (Specialized) databases

There are a number of online professional, specialized databases available with university access, but there are also some that are only available on a pay-as-you-go basis. Academic access means that university citizens can access, search, read or even download professional journals, publications and databases of different publishers within the IP address range of the university, either via VPN or by logging in with a university ID (EduID, Caesar ID). **The website of the University Library Service** (<https://www.konyvtar.elte.hu/hu/online-forrasok>) **lists the online content currently available to ELTE.**

Detailed descriptions of each database and often guides to using them are available. Most of them offer a variety of search methods, allowing you to search by scientific discipline, keywords or authors, for example. It is worth taking the time to familiarize yourself with the search interface, as it can not only make your work easier by using the right search terms to significantly reduce the number of irrelevant results but is often it is also essential to use them as less refined searches sometime provide thousands of results.

One of the best-known collections of scientific journals is **the Web of Science (WoS) database** (<https://apps.webofknowledge.com>). WoS is a **database of the most prestigious (foreign) scientific journals**, which allows to find the most relevant sources by keywords and by entering different search terms. WoS also has the advantage that, if the University has a contract with the publisher of the journal, the article found can be downloaded directly through WoS. The main website of the owner of WoS¹ offer training materials in many languages free of charge, where you can learn more in-depth about the methods of effective searching in the database through webinars.

1.2.3 National (Hungarian) journals

In addition to the international collection, there is of course a wealth of domestic journals to draw on, which also publish articles in English; but these are not necessarily listed in the major databases and should be searched for separately. In the field of macroeconomics, international and corporate finance, and (foreign) economic policy, the main Hungarian journals are the following: Közgazdasági Szemle, Szigma, Külgazdaság, Statisztikai Szemle, Pénzügyi Szemle, Hitelintézeti Szemle, Köz-Gazdaság. In the field of accounting and

¹ https://clarivate.com/webofsciencegroup/training/?wpv-training-class-product=web-of-science&wpv_aux_current_post_id=44142&wpv_aux_parent_post_id=44142&wpv_view_count=44137&trainin-g-class-language=english

controlling, the national journals of choice are Controlling-info and SZAK-ma. In the fields of management and marketing, these are Vezetéstudomány, a Minőség és Megbízhatóság, valamint a Marketing és Menedzsment. **The majority of the national journals are freely available on the individual publications' own websites and can also be found in print in the university library.**

1.2.4 Websites of international institutions and organizations

Typically, there is also considerable research work within the networks of **international institutions and organizations**. These organizations publish related **publications** on their own websites (most often under Researches/Publications/Working Papers). In addition, these institutions often publish their **own periodicals on a regular basis** (e.g., IMF WEO), which are also a good source of academic information. In the field of international finance, capital and financial markets, macroeconomics and (foreign) economic policy, such prominent organizations include the IMF, BIS, World Bank, UNCTAD and the leading central banks (Federal Reserve, Bank of England, ECB).

It is worth mentioning that, on EU affairs, public brochures are available on the EU website, which cannot be used as scientific sources, but many useful articles, publications and data are available on the Commission's economic and financial website (https://ec.europa.eu/info/business-economy-euro_en).

1.2.5 Internet (field specific) portals

There are, of course, **specialist Internet portals dealing with current affairs in the scientific life of the field** (e.g., summarizing ongoing research and published papers in shorter, simpler professional articles). These shorter articles facilitate and speed up the literature search for the latest research; as a starting point, they provide access to a repository of more serious papers by authors. These include, for example, the leading European portals in the field of macroeconomics, international finance and economic policy: <http://bruegel.org> and <http://www.voxeu.org>. We also recommend the National Bureau of Economic Research's site covering the whole field of economics (<http://www.nber.org>), where you will find a truly substantial amount of resources written by the leading economists of our time.

1.3 What to look out for when collecting and processing literature sources?

Below are some simple tips on how to approach literature research.

The literature (publication) you read will typically include a (brief) summary of the previous relevant literature on the topic. A list of references at the end of these can greatly facilitate your collection process by enabling you to find the original sources and related works. Similarly, a PhD thesis on the topic can support the collection, usually by bringing together the relevant literature and providing a comprehensive overview of the topic. **It should be stressed, however, that such summaries should not be used as a substitute for independent reading of the literature, and that the literature summaries of others should not be the basis for a project assignment/thesis.**

Textbooks and official course materials, notes can also be a useful starting point, as they contain a wide range of literature sources. However, **it is not advisable to use university notes as a source at all or, where appropriate, only to a minimal extent!** (Direct use of the sources cited in them is required.)

Articles and papers related to the proceedings of scientific and professional conferences are typically available on the conference website or in the databases already mentioned. **Conference proceedings are particularly useful for presenting current research directions in a given topic.** For example, international organizations (including central banks

and other prominent economic policy makers) are often key participants in conferences, and their presentations are also good summaries of the state of the art of the professional debate in a particular field.

Many people use Wikipedia pages to gain more knowledge. It should be stressed that neither Wikipedia nor other similar portals are considered reliable scientific sources, so **their inclusion as literature sources in your work should be explicitly avoided!** Nevertheless, the English version of Wikipedia (and only the English version) can help you to get a general, first-round orientation on the subject and can provide links to a number of key scientific sources. Wikipedia, however, should be used as a starting point only, and the sources cited there should be read in the original, or cited if used in the thesis.

As the process of collecting and reading literature itself is usually a time-consuming process, the classification and organization of sources is also an important factor. If you do this systematically from the outset, you can save yourself a lot of time and unnecessary work later on, as well as many annoyances. The first important thing is to make it easily searchable in retrospect which important ideas you have read in which works that you want to use in your own work. You can do this in several ways. For example, you can use the bookmarking function of your internet browser to organize the material into folders with appropriate tags. It may be a good idea to save the article you have read by a name (e.g., author, keyword) that will help you to find it later. You can also highlight or annotate the most important parts of the downloaded article for future reference. You can keep a simple catalogue (table) of articles with the most important information listed in separate columns. You can also use specific reference management software for this purpose (e.g., EndNote, Mendeley, Zotero). When you find and save an article, it is advisable to save the exact reference immediately so that it can be easily included in the future reference list of the paper once it is quoted or cited (most databases allow you to extract the exact reference to the article).

You should also learn how to properly process/reference the literature and communicate the content in a professional manner. This can be supported by examples in the articles you read, i.e., how others cite and analyze the literature they have read. In more recent articles, there is typically a separate chapter on the review of the relevant literature. In the next chapter of this guide, you will read in more detail about the formal requirements for the use of literature.

On the content side, however, it is important to understand that the literature used must be read in the original. Literature produced by another author reflects that author's interpretation, in line with the direction of his or her own article or research. Therefore, a PhD thesis or a note alone cannot be an appropriate source of literature for your own work, only a starting point. To illustrate this with an example: if you were to write about what Robert Mundell saw as the basic condition for an optimal currency area, you would not have to quote what another author thought Mundell had said about it, but you would have to read the original and interpret it for yourself.

It is a common mistake for students to so-called "cannibalize" the literature they have read. This means that they place a partially transcribed text in their own essays, usually without acknowledging the source (see details in chapter 2). **This is not acceptable even when citing the original author**, as it is not his or her own work or interpretation of the author's thought. And without citation it is clearly one of the most serious cases of plagiarism. **It is therefore stressed once again that the most important way of learning how to process the literature properly is to read the literature itself.**

Learning to use scientific literature, **collecting and processing sources takes a lot of time**, so we strongly recommend that you work on your assignment in a more continuous and well-thought-out way, rather than only in short "hurrahs" before each deadline for the project/thesis reports/submission.

1.4 Basic types of papers

Expectations of literature research differ substantially depending on whether the thesis is an academic (scientific) research paper or focuses on solving a business/corporate problem. Below we provide some guidance on these.

1.4.1 Academic (scientific) research type of work

In the case of an **academic (research type) work**, the topic must be treated with a much greater academic rigor than is usually the case when solving practical problems in a company. This is often done on a theoretical level and is therefore often labelled “theoretical research”. Such labelling, however, is a wrong approach, since academic research often requires empirical testing of theories and hypotheses. It is, therefore, more appropriate to distinguish between academic research vs. business problems and other types of project assignments/theses. By its very nature, **the literature review is more prominent in academic research and is usually deeper and more extensive than in the analysis of a practical, business (finance, marketing, etc.) topic**. For this reason, in academic works, after the ‘*Introduction*’, the process and the findings of the literature review should be presented in a separate chapter entitled ‘*Literature review*’ (or ‘*Literature summary*’).

It is recommended that the literature review be carried out primarily on the basis of the WoS database or the table of contents of the relevant national journals in the field of the discipline concerned. While it is a general requirement for any literature research, it is particularly important for academic research type of these **to provide the reader with as concise and informative information as possible about where the research on the topic in question started and where it is now, and what the current unanswered questions and dilemmas are**. Accordingly, in the first half of the ‘*Literature review*’, reference should be made to the works that established/introduced the topic—at the outset. This should be followed by a focus on the most recent research, with a presentation of the most influential articles of the last 5-10 years—with a special emphasis on current research directions on the topic. Aim to present each source briefly, in a few sentences, focusing only on the problem addressed by the study and the related results/conclusions. **You should start the literature search by focusing on the last 5-10 years**. You can easily get to the basic works through the latter, as they are typically cited in the literature summary of the most recent sources.

For academic type papers, **you will have to process and include a minimum of 10 sources of scholarly quality** (journal article, book, working paper) **per project work**. (For Project Assignment II in bachelor’s degree courses, this number refers to new sources that you have not yet worked on in Project Assignment I.)

1.4.2 Corporate, business problem, company case study

In the case of a business problem or company case study, a thorough knowledge and processing of the relevant literature on the topic is also an essential part of the thesis. At the same time, **the way in which the problem is solved will be a prominent part of the assessment, while the literature review will be of ‘secondary’ importance**, in contrast to academic research. For example, a business problem paper will be based primarily on the collection and processing of primary data, while for a finance problem the emphasis will be on the careful choice of the analytical framework. **In your work, you should describe the data and methods used, their validity, advantages and disadvantages. The literature review should provide a credible basis for the latter**. Particular attention should be paid to making it clear what your own work and contribution to the topic is—including how the data was collected and the careful choice of methods used. Because of the different function of literature review in business-type papers, a separate chapter on the literature review is not

necessarily required for business-type papers, and may be included in the 'Introduction' at the author's discretion. However, the chapter(s) presenting the data and methods should be used to justify the work—the procedures chosen—by referring to the appropriate sources.

In the case of business-type problems, **a minimum of 5 new sources** (journal article, book, working paper) **of scientific merit**, not processed in the previous project assignment (BSc), **should be processed per project assignment**. The other recommendations set out for works of an academic nature also apply to works dealing with problems of a business nature (temporal focus of the literature search, scope of the presentation of sources, etc.).

Although the minimum number of sources to be used for each type of work has been specified above, meeting this **minimum number is a prerequisite for the work to be accepted and does not in itself guarantee a good mark**. It is therefore advisable to use as many relevant sources as possible. A further important requirement is that **you should rely on a proportionate number of sources in the course of your work**. A submitted assignment may be rejected if it relies on 1-2 sources for a significant part of the essay and then, in order to meet the minimum requirement, references the missing number of sources in marginal text (e.g., footnote, 1-1 short paragraph).

2 (Re)sharing Content and Ideas

2.1 The Need for Citations and References

When writing an academic work (e.g., coursework essays, project assignments, theses, etc.), one might use their own ideas or someone else's work. (Figure 1) In the latter case, proper referencing is inevitable to comply with copyright laws, i.e., to accurately indicate all the sources used in-text and in the references (section). There are two possibilities of conveying others' ideas—to quote or to paraphrase the content (Lee, 2015).

- A **(direct) quotation** represents a short part (usually some words) of another writer's work literally. A quotation is always required to be displayed within quotation marks (except for one case the so-called block quotation, see below) and the exact location of the source has to be indicated in line with the requirements of the requested citation style (e.g., author(s), date, and page(s) in APA style). (More about the exact details of how this should be done properly is discussed in chapter 3.)
- A **paraphrase** transcribes someone else's statements in another way; i.e., paraphrasing means restating the material in someone's own words or summarizing the main points. In case of paraphrasing, quotation marks are not needed, but the source of citation should be indicated in line with the requirements of the requested citation style.

Using others' work without accurate citation and referencing is called plagiarism (see section 2.2).

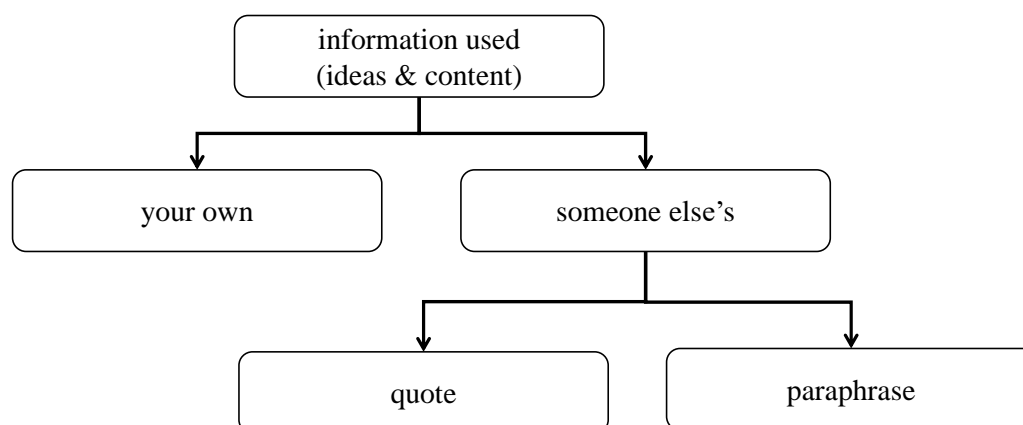


Figure 1: Different types of information and accepted ways of their usage of one's work

Source: Adapted from AUT Literacy for Assessments (2020)

2.2 Plagiarism

2.2.1 What is plagiarism and how to avoid it?

Plagiarism is often identified with copying or borrowing someone else's work, but in fact, plagiarism is a much more serious issue, it is an act of fraud—stealing another's ideas and lying about the real source (*What is Plagiarism?*, 2017, para. 1,3). Any presentation of original ideas (e.g., books, videos, lectures, etc.) is reckoned intellectual property, which is protected by certain copyright laws and regulations (*What is Plagiarism?*, 2017).

The expression “to plagiarize” (and plagiarism as well) originates from the Latin term “plagiarius” (kidnapper), according to the Merriam-Webster Dictionary (n.d.), which defines it as:

- “to steal and pass off (the ideas or words of another) as one’s own
- to use (another’s production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.”

Plagiarism.org (*What is Plagiarism?*, 2017, para. 5) considers all the following to be plagiarism:

- “turning in someone else’s work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit [so-called patchwork paraphrasing (see, e.g., Sharkey-Smith, 2014), see more in section 3.1.2.2]
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.”

As the bullet points above highlight, using someone else’s work and not giving credit to the original source is plagiarism. Using someone else’s work, while changing just a few words is **patchwork paraphrasing**, which is also a form of plagiarism. Without accurate citations and references, patchwork paraphrasing counts as one of the most severe forms of plagiarism. Even when accurate citations and references are added, such paraphrases must not be longer than a couple-line-long paragraph and should not go on throughout consecutive paragraphs as that would also be plagiarism—its severity to be assessed based on **Error! Reference source not found.** in section 2.2.2.)

It is also worth noting that excessive reliance on just few sources is also not acceptable, even if you give credit correctly. Using just two or three sources throughout the whole literature review or overusing certain sources (i.e., citing certain sources outstandingly more often than others) is also not acceptable as these leads to the case mentioned in the last bullet point above: relatively too much would be coming from someone else’s work—even if you cite and reference these sources properly.

Please be aware of the fact that using a visual, audiovisual, or audio element (e.g., figures, tables, images, videos, or pieces of music) in your work without getting permission or missing the accurate source is also plagiarism (*What is Plagiarism?*, 2017).

To avoid plagiarism, the source(s) of all data, figures, etc. from someone else’s work should be accurately cited and referenced. For the detailed referencing and citation guide, see Chapter 3. The finished work can also be checked online before submission using so-called plagiarism detection software, so that there is no suspicion of plagiarism.

2.2.2 Features of Different Types of Plagiarism

Within plagiarism, a distinction is usually made between intentional/deliberate plagiarism (fraud, theft) and unintentional/accidental plagiarism (negligence, typographical error). It is worth noting that all plagiarism is viewed seriously by ELTE and might incur penalties (see section 2.2.3).

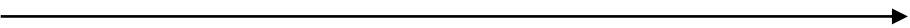
- **Deliberate plagiarism** happens when you intentionally use someone else's work without acknowledgement. You commit deliberate plagiarism if you (Study & Learning Centre RMIT, 2015, para. 2):
 - “hand in an assignment written by someone else
 - copy part of another student's paper or use the ideas of that student and pass it off as your own
 - pay someone to write your paper
 - hand in downloaded texts, or copy and paste directly from the Internet
 - deliberately use another writer's ideas, creations, images etc [sic] without identifying where they came from.”
- **Accidental plagiarism** occurs as a result of poor quotation/paraphrasing, or inaccurate citation/referencing. It might happen if (Study & Learning Centre RMIT, 2015, para. 3):
 - “you forget to identify where you found the information
 - you do not pay attention to where your material(s) came from when paraphrasing (put other writers' ideas into your own words)
 - you use the exact words of another person without quotation marks even though you've said where the information came from
 - you don't record where the information came from when you take notes.”

2.2.3 Consequences of plagiarism

Besides the international and national copyright laws, ELTE's Academic Regulations for Students are concerned with the consequences of plagiarism—in line with its Sections 74/A, 74/B, and 74/C, the penalties vary according to the plagiarism's severity. In the most severe cases, violating the rules of fair usage of intellectual property, the student is committing a disciplinary offence. (See Section 74/C (2) in ELTE's Academic Regulations for Students (ELTE, 2020).) If the student's work does not comply with the plagiarism regulations (more severe types), the paper must not be evaluated and rewarded with a grade. (See Section 74/C (1) in ELTE's Academic Regulations for Students (ELTE, 2020).) In the least severe cases, when the student just partially violates the rules pertaining to the use of the intellectual property of others, and it can be agreed that it is due to negligence, the competent lecturer/Department/Institute might evaluate the work. (See Section 74/C (3) in ELTE's Academic Regulations for Students (ELTE, 2020).)

Table 1 details different types of plagiarism according to severity.

Table 1: Features of different types of plagiarism according to severity

Feature/ Type	Least Severe Types		More Severe Types			Most Severe Types	
Severity							
Extent	A couple of words	One sentence	A few sentences	Whole paragraph(s)	Entire section(s)	Entire pages	Whole paper
Originality of copied material	Common phrase or idea		Phrase or idea used by a small number of scholars			Unique phrase or idea	
Position / context / type of material	Standard methods in the Methods section		Describing other authors' findings in the Literature review			Data or findings or conclusions in Hypothesis development or Theory building	
Citation and referencing	Source inaccurately cited in the text but accurately referenced		Source not/inaccurately cited in the text and inaccurately/accurately referenced			Source not cited in the text and not referenced at all	
Intention to deceive	No deliberate intention to deceive		Presumably some intention to deceive			Deliberate intention to deceive	
Consequences of plagiarism	lecturer's decision (see Section 74/C (3) in ELTE's Academic Regulations for Students)		refusal of grading (see Section 74/C (1) in ELTE's Academic Regulations for Students)			disciplinary offence (see Section 74/C (2) in ELTE's Academic Regulations for Students)	

Source: Adaptation based on Colquitt (2012, p. 750), Wagner (2011, p. 3), and ELTE (2020, Section 74/C)

3 Citation and Referencing Basics

There are several citation systems for academic writing, however, ‘one universally accepted method’ is not existing. Different scientific fields, different publication outlets (journals, publishing houses) or even higher education institutions use and prefer different styles, sometimes based on historical, sometimes based on rather subjective reasons. Appendix A provides a brief overview of these systems and styles.

3.1 Referencing Guide—APA 7th edition

At ELTE Faculty of Economics, the APA referencing style is required to be used. The APA style is a variant on the so-called parenthetical or author-date system. This means that the source of the information, which includes the last name(s) of the author(s) and the date of publication and possibly information on where exactly the original info can be found (e.g., page numbers), is provided in parentheses (i.e., brackets) in the text. Additionally, the APA style determines the content and format of references, which are located at the back of the work in case of author-date referencing systems. (More details on these are provided in the upcoming chapters.)

While the first manual (American Psychological Association, 1952) was published in 1952, the current, seventh edition of the “Publication manual of the American Psychological Association” was released in October 2019. The existence of different editions also suggests that there have been changes from one version to the other, so always make sure to follow the 7th version. (The manual can be bought online, however, all the necessary information will be provided in the upcoming chapters of this guide. Thus, there is no need to purchase the manual.)

3.1.1 In-text Citation vs. References

When citing other authors’ works, the source of the used information is shown to the reader as a combination of some basic information (last name(s), year, and maybe page(s) or section number(s)) in the actual text (called “in-text citation”) and at the end of the text (called references). **In-text citations** indicate information about the source briefly in the text, while all the bibliographic data, which is necessary for actually finding the work in question, for example, the publisher, journal issue, and/or the URL or digital object identifier (DOI), are all detailed in the **references** section.

Take the following sentence, for instance²:

A DOI is basically „an actionable, interoperable, persistent link” (The International DOI Foundation, 2020, sec. 4).

The information in parentheses (i.e., The International DOI Foundation, 2020, sec. 4) is the in-text citation, while you can find the respective reference looking for the expression “The International DOI Foundation” in the list of references. It looks like this:

The International DOI Foundation. (2020). *Key Facts on Digital Object Identifier System*.
<https://www.doi.org/factsheets/DOIKeyFacts.html>

² Examples are marked with a grey background throughout this guide, which is NOT part of the required formatting.

Please note that hanging indentation³ of 0.85 cm is used and the list of reference is always in alphabetical order in APA style (7th edition).

You are only allowed to cite those sources that are listed in the References section, and all the referenced sources must be cited (at least once) in the text.

3.1.2 When and How to Use Quotation Marks?

3.1.2.1 Direct quotations

You might have noticed that the cited information in the example in section 3.1.1 was placed in between quotation marks. This is because the information was copied directly without changes from the original source of the information, namely this is a **direct quotation**. (See also section 2.1.) There are two basic types of direct quotations: so-called **short quotations** (i.e., quotations with less than 40 words), and **block quotations** (i.e., quotations with 40 words or more). (An additional special case is when a direct quotation from a foreign language text is used verbatim but translated. See more about such **translated quotations** at the end of this sub-chapter.)

- **Short quotations**

In case of quotations with less than 40 words, i.e., short quotations, the requirements of the 7th edition of the APA manual are the following:

- always use double quotation marks, and
- extend author name(s) and the date with the exact location of the quoted information in in-text citation, i.e., provide the page number(s) or any other location information (e.g., paragraph or section number(s) if there are no page numbers because the source is some kind of online material).

The in-text citation in the previous example sentence, namely (The International DOI Foundation, 2020, sec. 4), tells the reader that the words, which appeared in quotation marks („an actionable, interoperable, persistent link”), can be found in section 4 in the source, which can be found if you look for the information detailed in the item that starts with “The International DOI Foundation” in the references section. That is, you will find the exact words in section 4 on the <https://www.doi.org/factsheets/DOIKeyFacts.html> website.

Another example is the following:

Kotter and Schlesinger (1979, p. 2) claimed that “more and more managers must deal with new government regulations, new products, growth, increased competition, technological developments, and a changing work force.”

Please note that the authors in the above example appear as part of the text, not the citation, which is a completely okay and even advisable practice; and the in-text citation tells the reader that the quotation is from page 2 from Kotter and Schlesinger’s work.

An alternative way to use the same quotation is the following:

“[M]ore and more managers must deal with new government regulations, new products, growth, increased competition, technological developments, and a changing work force” (Kotter & Schlesinger, 1979, p. 2).

³ The second and subsequent lines of a paragraph are indented more than the first line.

Please note that in this second version, there is an “&” between the authors’ names as they appear within the brackets and (minimal) changes to the original text are marked with square brackets, []. While this second version is also completely correct (and maybe even easier to execute), it is better not to use this second format (i.e., putting the in-text citation at the end of the quotation in brackets) for every single in-text citation. Using a solution similar to the first one for some of the in-text citations as well makes the text somewhat less dull and, for some people, more readable and better comprehensible.

- **Block quotations**

These rules above apply to short quotations, which are quotations with less than 40 words. Quotations with 40 words or more, **block quotations**, should be formatted differently: the text should be indented and should NOT be enclosed in quotation marks. For instance:

We understand talent management to be a distinctive process that focuses explicitly on those persons who have the potential to provide competitive advantage for a company by managing those people in an effective and efficient way and therefore ensuring the long-term competitiveness of a company. (Bethke-Langenegger et al., 2011, p. 527)

Please notice that there is no extra space or blank line left before or after the quotation, and there is no end-of-sentence period after the closing parenthesis (American Psychological Association, 2020). (The expression “et al.” denotes all the other authors when there are at least three authors altogether, you will find more on this in section 3.1.3.1.)

Avoid using quotations that are 40-word-long or longer (i.e., block quotations) or if they are judged to be necessary, it is required to keep their number to an absolute minimum. The use of such long quotations should happen really for a reason (other than laziness to paraphrase or summarize the included information). The above example is a definition, in which case the exact wording might really matter, hence the block quotation could be justified. The above example is a definition, in which case the exact wording might really matter, hence the block quotation could be justified. Although, in many cases shorter (i.e., not block) quotations are sufficient enough and therefore should be used instead of unnecessary block quotations.

- **Translated quotations**

Quotations (short or block) that are translated verbatim, count as direct quotations for any work submitted to ELTE Faculty of Economics⁴. Therefore, the same rules should be applied to translated but otherwise verbatim copied information as to direct quotations. An additional rule is that in case of such quotations, the fact of the translation (and the person of the translator) should be highlighted in a footnote. For example, the original version of the quotation below is in Hungarian but the text was not altered in any way except for the translation itself. Therefore, it counts as a direct (short) quotation.⁵

“The DOI (Digital Object Identifier) enables clear identification of publications that appear online and ensures long-term access to them. ... [Furthermore, the] central database ... also

⁴ In this case, requirements of ELTE Faculty of Economics deviate from the 7th edition of the APA Style manual, which suggests handling translated quotations as paraphrased text as translators are using their own words (in their own language).

⁵ Please note that changes to the original text are indicated in square brackets [], while the ellipsis (...) indicates omissions.

stores metadata for online objects, enabling automatic data exchange.”⁶ (MTA Könyvtár és Információs Központ, n.d., secs. 1-2)

Please do not forget to add a footnote to each of such translated quotations.

3.1.2.2 Paraphrases

When some else’s material is used, but not verbatim, the sentence or information in question can be expressed through your own words, or you can give a summary of what other author(s) wrote (American Psychological Association, 2020h; Lee, 2015). However, you should refrain from using “the same language or structure as the source [you refer] to, so much so” that it is not your unique product anymore (Sharkey-Smith, 2014, para. 2), as that is called patchwork paraphrasing, which is a form of plagiarism (see section 2.2.1).

The quotation by Kotter and Schlesinger cited above (in section 3.1.2.1) could also be transformed into a paraphrase:

According to Kotter and Schlesinger (1979), managers had to face several challenges, including a growing competition.

Or slightly differently:

Managers had to face several challenges, including a growing competition (Kotter & Schlesinger, 1979).

According the 7th edition of the APA manual, providing the exact location (e.g., page numbers) of the information used is not required in case of paraphrases; however, it is possible to provide such information helping the reader figure out where the information was coming from—especially if the original material is rather longer, e.g., a book or book chapter. For instance:

Conner (1993, pp. 105–124) introduced four distinct change roles: sponsors, agents, targets, and advocates.

This in-text citation refers to pages (indicated by the abbreviation “pp.”) 105-124 of Conner’s book in which he wrote about sponsors, agents, etc. Please note that references belong to in-text citations also when you paraphrase. For the above examples, the respective items in the list of references should look like this:

Conner, D. R. (1993). *Managing at the speed of change: How resilient managers succeed and prosper while others fail*. Villard Books.

Kotter, J. P., & Schlesinger, L. A. (1979). Choosing Strategies for Change. *Harvard Business Review*, 57(2), 106–114.

The next subsection describes the rules on formatting and the information to be included regarding both in-text citations and references.

3.1.3 Brief Citation and Referencing Guide

The following section will detail the requirements of in-text citations and references based on the seventh edition of the APA Style Manual (American Psychological Association, 2020k).

⁶ Translated by the author of this document.

3.1.3.1 Journal article

Journal articles should be (one of) the main sources of information used in your work. Always provide information according to the following rules when using information from journal articles.

- **Journal article—single author**

If there is one author, include her/his last name(s), the year of publication, and if it is a direct quotation, add the location of the information as well to in-text citations. Table 2 provides examples. The general format⁷ to be followed by reference list items is below:

Author, A. A. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxx>

List the last name(s) of the author, then comes a comma, then the initial(s) of the first name(s), then the year of publication in round brackets followed by a period. The title of the article is sentence case followed by a period. (For a two-part title, capitalize the first word of the second part as well.) The *Name of the Periodical* is title case and in italics. It is followed by a comma and the *volume number* in italics directly followed by the issue number in round brackets. Please note, there is no space between them. The pages, on which the article appears in the Periodical, are listed with an en dash (–) followed by a period. (Please note there is no space either before or after the en dash.) Then comes the DOI of the article if there is one. Please note, the DOI is in the same paragraph as the rest of the information, however, it is often “automatically moved” to a new line as it is too long to fit in the previous one. If there is no issue number or DOI, just leave them out.

Table 2: Examples of how to cite and reference journal articles with one author

	Journal article—One author	
	direct quotation	paraphrase
Parenthetical in-text citation	(Hornstein, 2015, p. 5)	(Hornstein, 2015)
Narrative in-text citation	Hornstein (2015, p. 5)	Hornstein (2015)
Reference list item	Hornstein, H. A. (2015). The integration of project management and organizational change management is now a necessity. <i>International Journal of Project Management</i> , 33(2), 291–298. https://doi.org/10.1016/j.ijproman.2014.08.005	

- **Journal article—two authors**

The principles are the same as in single-author cases if there are two authors; however, the names of both should be listed. Please note the differences in the usage of the “&” sign and the word “and” between the names of the two authors in different types of in-text citations. (Table 3) In the list of references, always use the “&” sign if it is a two-author article.

⁷ General format templates are shown in grey font in this guide, which is NOT part of the required format.

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxx>

Table 3: Examples of how to cite and reference journal articles with two authors

	Journal article—Two authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Marzagão & Carvalho, 2016, p. 11)	(Marzagão & Carvalho, 2016)
Narrative in-text citation	Marzagão and Carvalho (2016, p. 11)	Marzagão and Carvalho (2016)
Reference list item	Marzagão, D. S. L., & Carvalho, M. M. (2016). Critical success factors for Six Sigma projects. <i>International Journal of Project Management</i> , 34(8), 1505–1518. https://doi.org/10.1016/j.ijproman.2016.08.005	

- **Journal article—three or more authors (up to 20)**

When citing an article of three or more authors (up to 20), use the last name(s) of the first author and then add the expression “et al.”. This is the abbreviation of the Latin expression “et alii,” meaning “and others,” this is why the respective verb in the sentence should appear in plural form. (The second word of the expression “et al.” is abbreviated, that is the reason for the period after “al”) For in-text references, the use of the expression and “co-authors” or “and co-workers” is allowed instead of “et al.”, but for in-text references, in the parentheses “et al.” should always be used. Otherwise, the same rules apply regarding in-text citations as in single-author and two-author cases. (Table 4) The article should be added to the list of references in the following format:

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Year). Title of the article. *Name of the Periodical*, volume(issue), #-#. <https://doi.org/xxx>

Please note, the all the names of the authors are listed in the list of references, not just the first one, if there are more than 3 but less than 21.

Table 4: Examples of how to cite and reference journal articles with three to 20 authors

	Journal article—Three to 20 authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Farndale et al., 2020, pp. 6–7)	(Farndale et al., 2020)
Narrative in-text citation	Farndale et al. (2020, pp. 6–7)	Farndale et al. (2020)
Reference list item	Farndale, E., McDonnell, A., Scholarios, D., & Wilkinson, A. (2020). Human Resource Management Journal: A look to the past, present, and future of the journal and HRM scholarship. <i>Human Resource Management Journal</i> , 30(1), 1–12. https://doi.org/10.1111/1748-8583.12275	

- **Journal article—21 authors and more**

In the case of journal articles with 21 authors and more (which is often observable in life sciences, for example) the formatting of in-text citations is identical with the case of three to 20 authors. In the references section, the first 19 authors should be listed, then should come an ellipsis (i.e., three dots, ...) and the name of the last author. (See the example in Table 5.) Formatting otherwise is the same as if there were 3-20 authors.

Table 5: Examples of how to cite and reference journal articles with 21 or more authors

	Journal article—21 authors or more	
	direct quotation	paraphrase
Parenthetical in-text citation	(Ioannidis et al., 2016, p. 878)	(Ioannidis et al., 2016)
Narrative in-text citation	Ioannidis et al. (2016, p. 878)	Ioannidis et al. (2016)
Reference list item	Ioannidis, N. M., Rothstein, J. H., Pejaver, V., Middha, S., McDonnell, S. K., Baheti, S., Musolf, A., Li, Q., Holzinger, E., Karyadi, D., Cannon-Albright, L. A., Teerlink, C. C., Stanford, J. L., Isaacs, W. B., Xu, J., Cooney, K. A., Lange, E. M., Schleutker, J., Carpten, J. D., ... Sieh, W. (2016). REVEL: An Ensemble Method for Predicting the Pathogenicity of Rare Missense Variants. <i>The American Journal of Human Genetics</i> , 99(4), 877–885. https://doi.org/10.1016/j.ajhg.2016.08.016	

3.1.3.2 Book, e-book

Rules for citing books in-text are pretty similar to citing journal articles. The biggest differences are noticeable in the bibliographic data that should be provided in the references.

- **Book—single author (person)**

List the last name(s) of the authors, then comes a comma, then the initial(s) of the first name(s), then the year of copyright in round brackets followed by a period. The *title of the book* is sentence case and *italicized* followed by a period. (For a two-part title, capitalize the first word of the second part as well.) Add the edition or volume number, if any, before the period at the end of the title of the book in round brackets. The publisher's name is followed by a period, then comes the DOI of the book (or the URL in case of e-books) if there is one. Please note, the DOI is in the same paragraph as the rest of the information, however, it is often “automatically moved” to a new line as it is too long to fit in the previous one. If there is no edition or volume number, or DOI, just leave them out. (Table 6)

Please note that the 7th edition of the Manual no longer requires the place of publication (i.e., the city) to be indicated, whereas the 6th edition (American Psychological Association, 2020k) required it.

Author, A. A. (Copyright Year). *Title of the book* (edition or volume number). Publisher's name. DOI or URL in case of e-books

Table 6: Examples of how to cite and reference books with one author (person)

	Book—One author (person)	
	direct quotation	paraphrase
Parenthetical in-text citation	(Andor, 2017, p. 15)	(Andor, 2017)
Narrative in-text citation	Andor (2017, p. 15)	Andor (2017)
Reference list item	Andor, G. (2017). <i>Üzleti gazdaságtan</i> . Akadémiai Kiadó.	

The same content might be published as a hard copy book and as an e-book as well, however, the bibliographical data of the two are different. The e-book version (Andor, 2018) of Andor's (2017) hard copy book was published a year later and since it is an e-book, the respective reference entry should contain the direct URL. (see Table 7)

Table 7: Examples of how to cite and reference e-books with one author (person)

	e-Book—One author (person)	
	direct quotation	paraphrase
Parenthetical in-text citation	(Andor, 2018, sec. 1.1)	(Andor, 2018)
Narrative in-text citation	Andor (2018, sec. 1.1)	Andor (2018)
Reference list item	Andor, G. (2018). <i>Üzleti gazdaságtan</i> . Akadémiai Kiadó. https://mersz.hu/kiadvany/300	

Please note that Tables Table 6 and Table 7 also indicate that the same information is on page 15 in the printed book, while it is located in section 1.1 in the e-book version.

- **Book—single author (institution/organization)**

The same rules (detailed above) apply to citing and referencing books if the author is not a person but any kind of institution or organization. (Table 8) List its name (or its common abbreviation) as the author's last name, put a period after it and provide the copyright year, etc. as described in the paragraphs above.

Table 8: Examples of how to cite and reference books with one author (institution)

	Book—One author (institution/organization)	
	direct quotation	paraphrase
Parenthetical in-text citation	(PMI, 2017, p. 21)	(PMI, 2017)
Narrative in-text citation	PMI (2017, p. 21)	PMI (2017)
Reference list item	PMI. (2017). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) (6th ed.). Project Management Institute, Inc.	

- **Book—two authors**

The principles are the same as in single-author cases if there are two authors; however, the names of both should be listed. Please note the differences in the usage of the “&” sign and the word “and” between the names of the two authors in different types of in-text citations. (Table 9) In the list of references, always use the “&” sign if it is a two-author book.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (edition or volume number). Publisher. DOI or URL in case of e-books

Table 9: Examples of how to cite and reference books with two authors

	Book—Two authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Dombi & Jónás, 2020, p. 11)	(Dombi & Jónás, 2020)
Narrative in-text citation	Dombi and Jónás (2020, p. 11)	Dombi and Jónás (2020)
Reference list item	Dombi, J., & Jónás, T. (2020). <i>Advances in the Theory of Probabilistic and Fuzzy Data Scientific Methods with Applications</i> (Vol. 814). Springer International Publishing. https://doi.org/10.1007/978-3-030-51949-0	

- **Book—three or more authors (up to 20)**

When citing a book of three or more authors (up to 20), use the last name(s) of the first author and then add the expression “et al.” (instead of listing all names). For in-text references, the use of the expression and “co-authors” or “and co-workers” is allowed instead of “et al.”, but for in-text references, in the parentheses “et al.” should always be used. Otherwise, the same basic rules apply regarding in-text citations as in one-author and two-author cases. (Table 10) The book should be added to the list of references in the following format:

Author, A. A., Author, B. B., & Author, C. C. (Copyright Year). *Title of the book* (edition or volume number). Publisher. DOI or URL in case of e-books

Table 10: Examples of how to cite and reference books with three to 20 authors

	Book—Three to 20 authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Becker et al., 2009, p. 11)	(Becker et al., 2009)
Narrative in-text citation	Becker et al. (2009, p. 11)	Becker et al. (2009)
Reference list item	Becker, B. E., Huselid, M. A., & Beatty, R. W. (2009). <i>The differentiated workforce: Transforming talent into strategic impact</i> . Harvard Business Press.	

3.1.3.3 Book chapter (in an edited book)

Rules for citing book chapters in-text are pretty similar to citing journal articles and books. However, there are more bibliographic data that should be provided in the references section.

- **Book chapter--single author**

List the last name(s) of the authors, then comes a comma, then the initial(s) of the first name(s), then the year of copyright in round brackets followed by a period. The title of the book chapter is sentence case and followed by a period. (For a two-part title, capitalize the first word of the second part as well.) It should NOT be italicized. These were information regarding the chapter itself. Now, the word “In” (as in “in the following book”) should be added. It is followed by the initial(s) of the first name(s) of the editor, then the complete last name(s). Add all the names of the editors, separated by a comma, following a similar format, however, add an “&” sign before the last one (and no comma). (Table 11) Add “(Ed.)” or “(Eds.)” depending on the number of editors you listed. This is followed by a comma and the italicized title of the book, which should be listed sentence case. Add the edition or volume number and the pages, on which the book chapter appears in the book listed with an en dash (– not -). A period closes this sequence of information. The publishers name is followed by a period, then comes the DOI of the book or book chapter if there is one or the URL in case of e-books. Please note, the DOI is in the same paragraph as the rest of the information, however, it is often “automatically moved” to a new line as it is too long to fit in the previous one. If there are no editors listed for the book or there is no edition or volume number, page numbers for the chapter in question or DOI, just leave them out.

Please note that the 7th edition of the Manual no longer requires the place of publication (i.e., the city) to be indicated, whereas the 6th edition (American Psychological Association, 2020k) required it.

Author, A. A. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (edition or volume number, pp. #-#). Publisher. DOI or URL in case of e-books

Table 11: Examples of how to cite and reference book chapters with one author

	Book chapter—One author	
	direct quotation	paraphrase
Parenthetical in-text citation	(Horner, 2017, pp. 250, 253)	(Horner, 2017)
Narrative in-text citation	Horner (Horner, 2017)	Horner (2017)
Reference list item	Horner, S. (2017). The Future of Talent Management, Meanings for organisations and educational delivery. In S. Horner (Ed.), <i>Talent Management in Hospitality and Tourism</i> . Goodfellow Publishers. https://doi.org/10.23912/978-1-910158-66-1-3311	

- **Book chapter—two authors**

The principles are the same as in single-author cases if there are two authors; however, the names of both should be listed.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (edition or volume number, pp. #-#). Publisher.
DOI or URL in case of e-books

Please note the differences in the usage of the “&” sign and the word “and” between the names of the two authors in different types of in-text citations. (Table 12) In the list of references, always use the “&” sign if it is a two-author book chapter.

Table 12: Examples of how to cite and reference book chapters with two authors

	Book chapter—Two authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Collings & Scullion, 2008, p. 88)	(Collings & Scullion, 2008)
Narrative in-text citation	Collings and Scullion (2008, p. 88)	Collings and Scullion (2008)
Reference list item	Collings, D. G., & Scullion, H. (2008). Resourcing international assignees. In P. R. Sparrow, C. Brewster, & M. Dickmann (Eds.), <i>International Human Resource Management: A European Perspective</i> (Second ed., pp. 87–106). Routledge. https://doi.org/10.4324/9780203891391	

- **Book chapter—three or more authors (up to 20)**

When citing a book chapter of three or more authors (up to 20), use the last name(s) of the first author and then add the expression “et al.” (instead of listing all names). For in-text references, the use of the expression and “co-authors” or “and co-workers” is allowed instead of “et al.”, but for in-text references, in the parentheses “et al.” should always be used. Otherwise, the same rules apply regarding in-text citations as in one-author and two-author cases. (Table 13) The book should be added to the list of references in the following format:

Author, A. A., Author, B. B. & Author, C. C. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (edition or volume number, pp. #-#). Publisher. DOI or URL in case of e-books

Table 13: Examples of how to cite and reference book chapters with three to 20 authors

	Book chapter—Three to 20 authors	
	direct quotation	paraphrase
Parenthetical in-text citation	(Gigerenzer et al., 2006, pp. 559–560)	(Gigerenzer et al., 2006)
Narrative in-text citation	Gigerenzer et al. (2006, pp. 559–560)	Gigerenzer et al. (2006)
Reference list item	Gigerenzer, G., Czerlinski, J., & Martignon, L. (2006). How Good Are Fast and Frugal Heuristics? In <i>Heuristics and Biases</i> (pp. 559–581). Cambridge University Press. https://doi.org/10.1017/CBO9780511808098.033	

3.1.3.4 Officially published lecture notes

Officially published (e.g., by ELTE Faculty of Economics) lecture notes should only be cited when the information to be used is original content, i.e., not cited material itself. In such cases, the original source should be cited (or if it is completely unavailable for some reason, see the instructions in section 3.1.3.17).

Citing and referencing of officially published university lecture notes should follow the same format as described in section 3.1.3.2 but the type of the material should be indicated after the title in square brackets. For example:

Referencing some marketing (Hlédik, 2019) or law-related (Sárközy, 2019) wisdom should look like this in the text.

Respective reference entries are the following:

Hlédik, E. (2019). *Marketing* [Published course material]. Akadémiai Kiadó.

https://mersz.hu/hivatkozas/m482mj_book1#m482mj_book1

Sárközy, T. (2019). *Üzleti Jog - Gazdasági társaságok státuszjoga az új Polgári Törvénykönyvben* [Published course material]. Akadémiai Kiadó.

https://mersz.hu/hivatkozas/m489ujog_book1#m489ujog_book1

If the material is not available online, leave out the URL. It might happen that the source is available online and in a hard copy (printed) version as well, but then you should pay attention to keeping your citations and references consistent. The source may be available in both online and print (hard copy) versions, in which case care should be taken to ensure that both in-text and bibliographic references remain consistent: the same information is not necessarily available on the same page in an online (digital) and in a printed material just as how their bibliographic data can also differ.

3.1.3.5 Conference proceedings

There are three basic types of conference proceedings (American Psychological Association, 2020a): they can be published in a journal, as a whole book, or as a book chapter. This also means that the citation and referencing rules of journal articles (section 3.1.3.1), books (section 3.1.3.2), and book chapters (section 3.1.3.3), respectively, should be followed.

For example, Bachmann and Zorn's (2020) work was published as a journal article. The related item in the list of references looks like this:

Bachmann, R., & Zorn, P. (2020). What drives aggregate investment? Evidence from German survey data. *Journal of Economic Dynamics and Control*, 115, 103873. <https://doi.org/10.1016/j.jedc.2020.103873>

Note that in this case the article number (i.e. 103873) has been substituted for the page numbers, but by default the page numbers should be given if there are any.

Teles and his coworkers are the editors of a proceedings book (Teles et al., 2020), which should appear in the list of references like this:

Teles, S., Almeida, P., Franco, M., & Jorge, J. P. (Eds.). (2020). XI International Tourism Congress - The Image and Sustainability of Tourism Destinations (Proceedings Book). In *XI International Tourism Congress - The Image and Sustainability of Tourism Destinations (Proceedings Book)*. Centre for Tourism Research, Development and Innovation (CiTUR). <https://doi.org/10.12962/j23546026.y2018i6.4677>

Please note that in this example, there are no individual authors, hence only the information on editors are displayed.

The example above, citing the whole conference proceedings, is the right solution if you really want to cite the whole book (and not just one of its chapters). However, if you really only want to use information from a specific chapter (e.g., Silva et al., 2020), cite it accordingly, and reference it as shown below.

Silva, C., Lima Santos, L., Gomes, C., & Malheiros, C. (2020). Assessing the liquidity in Portuguese hotel companies. In S. Teles, P. Almeida, M. Franco, & J. P. Jorge (Eds.), *XI International Tourism Congress - The Image and Sustainability of Tourism Destinations (Proceedings Book)* (pp. 74–86). Centre for Tourism Research, Development and Innovation (CiTUR).

Please note that professor Lima Santos, has two last names. You should always check such information (so that your citations and references can be accurate); use Google (Scholar) if necessary.

3.1.3.6 Webpage with a person as author

When the author(s) of an online material is/are identifiable, the in-text citation should contain the last name(s) of the author(s), the date (when the material was published or last updated) and some reference to the place of the information (e.g., page or paragraph number) could also be added.

In line with the current, 7th edition of the publication manual, an access/download/retrieval date is necessary only if the work is not archived and its contents designed to change, will be updated over time (American Psychological Association, 2020k).

Parenthetical example (two authors):

(Russell & Seshagiri, 2017)

Narrative example (two authors):

Russel and Seshagiri's (2017) article provided an overview of all the areas Amazon had some kind of interest in. They claimed that their voice-activated speaker, the Echo, "ha[d] been a breakout success" (Russell & Seshagiri, 2017, para. 5).

In the reference list:

Russell, K., & Seshagiri, A. (2017, June 16). *Amazon Is Trying to Do (and Sell) Everything*. The New York Times. <https://www.nytimes.com/interactive/2017/06/16/technology/all-things-amazon-does.html>

Please note that according to the 7th edition, the access/download/retrieval date is not added to the information shown in the reference list for webpages, however the date when the "information" was published, should be added in a "Year, Month Day" format in parentheses after the author's name. Add as much information on the exact date as possible: if the day is unknown, provide just the month and the year, or if only the year is known, indicate just that. The latter is the case, for instance, regarding Perger et al.'s (2020) work:

Perger, J., Péterfi, C., & Ardelean, A. (2020). *Kényszerpihenő helyett túlórák – Avagy kik a COVID-19 nyertesei*. https://www.pwc.com/hu/hu/kiadvanyok/assets/pdf/Kenyserpiheno_helyett_tulorak_avagy_kik_a_COVID-19_nyertesei.pdf

If nothing is known about the date, instructions in section 3.1.3.8 should be followed.

3.1.3.7 Webpage with an institution/organization as author

When the author of an online material is an institution or organization, its name should appear as the "author" in citations and in the list of references—i.e., just indicate the name of the organization instead of a person's last name. Apart from this, the rules introduced in section 3.1.3.6 (and previous parts of this guide) apply.

Parenthetical example:

(Recruit Holdings, 2019)

Narrative example (information from non-consecutive pages):

Zexy, a magazine and online bridal platform which was launched in 1993, „also provides in-person consultation services for selecting wedding facilities.” (Recruit Holdings, 2019, pp. 9, 49)

In the reference list:

Recruit Holdings. (2019). *Recruit Holdings Annual Report*. https://recruit-holdings.com/who/reports/2019/pdf/ar19_annualreport_en.pdf

By definition, data downloaded from the Hungarian Central Statistical Office (CSO), for example, also fall into this category. By definition (American Psychological Association,

2020b, 2020c), this category also includes, for example, data downloaded from the Central Statistical Office (CSO)⁸, or the International Organization for Standardization (ISO).

Thus, for example, in the case of conclusions made on the basis of the gross domestic GDP data for the period 1995–2018 (CSO, 2019), the source of the data should be indicated as an in-text citation, to which a reference list item also belongs as shown below:

CSO. (2019, December 12). *Value of gross domestic product in HUF, EUR, USD, and in purchasing power parity (1995–2018)*. Summary Tables (STADAT). http://www.ksh.hu/docs/eng/xstadat/xstadat_annual/i_qpt015.html

A similar approach should be followed, for example, in the case of the “ISO 10006:2017 Quality management — Guidelines for quality management in projects” standard (ISO, 2017).

Make sure that before the first time you use an organization’s abbreviated name, an acronym in the text, it is fully spelled out. Then, use the abbreviated version both in in-text citations and in the reference list entry—in an identical format/spelling (e.g, ISO).

3.1.3.8 Webpage with no date

If the publication date (or date of the last update) of a webpage is unidentifiable, the abbreviation “n.d.” (i.e., no date) should be used in citations and in the reference list as well—depending on the “type” of the author, the instructions of sections 3.1.3.6 and 3.1.3.7 should be followed regarding the provision further data and formatting. If there is no identifiable publication date, the retrieval date of the URL should also be added to the respective Reference list item; use the following format right after the title (the word “Retrieved” is omissible):

Retrieved Month Day, Year, from <https://xxxxxx>

Parenthetical example:

(Merriam-Webster Dictionary, n.d.)

Narrative example:

Merriam-Webster Dictionary (n.d.) defines “to plagiarize” as “to steal and pass off (the ideas or words of another) as one’s own : use (another’s production) without crediting the source.”

In the reference list:

Merriam-Webster Dictionary. (n.d.). *Definition of plagiarize*. Retrieved August 31, 2020, from <https://www.merriam-webster.com/dictionary/plagiarize>

3.1.3.9 Audiovisual media

There are several types of sources that contain audiovisual media content. The basic rules (American Psychological Association, 2020g, 2020o, 2020p, 2020j) for citing and referencing

⁸ Acronyms are written out before their first use in the text (the acronym follows the full version in brackets), and in subsequent occurrences (i.e. also in the relevant reference list entry) the acronym can be used without explanation.

these are basically the same regardless of the type (but please mind the minor differences); a couple of examples will be listed below.

But before getting to those examples, we have to draw your attention to the importance of using only reliable sources—Chapter 1 provides some guidance on this. Audiovisual content from recognized experts available online may be acceptable, but content uploaded by random users and accounts is not.

When citing audiovisual media, your reference entry should look similar to webpage references (see sections 3.1.3.6, 3.1.3.7, and 3.1.3.8) or in some cases book chapters (see section 3.1.3.3). However, you should always add the exact type of these kinds of publication in square brackets after the title and note that there are differences among the various types regarding how the date should be displayed.

- **Online university courses (including MOOCs⁹)**

If you want to cite a complete university course, the respective reference list item should follow the format below. However, if you want to cite information from a given lecture, see the next bullet point.

Instructor, A. A., Instructor, B. B. & Instructor, C. C. (Year). *Title of the course* [Type of course]. Site that hosts the course. URL

List the instructor(s) as author(s), use the title of the course as the title and add the type of the course in brackets, e.g., “[MOOC]” or “[Online university course]” right after the title but before the period after it. Provide the publisher site (organization) and the direct link to the source. The year in which the course was created is enough to be displayed (if known), if it is unknown, you should indicate the retrieval date as well. (See also section 3.1.3.8.)

When citing such a source in the text, use the in-text formats (parenthetical or narrative) as explained in previous sections.

Parenthetical example:

(Jackson et al., n.d.)

Narrative example:

According to Jackson et al. (n.d.), game theory...

In the reference list:

Jackson, M. O., Leyton-Brown, K., & Shoham, Y. (n.d.). *Game Theory* [MOOC]. Coursera. Retrieved August 31, 2020, from <https://www.coursera.org/learn/game-theory-1>

- **Lectures from an online course or MOOC**

PowerPoint-aided lectures from a classroom website (e.g., Panopto) should be referenced in format similar to book chapters but only if the information you want to cite is available only

⁹ MOOC stands for Massive Online Open Course.

from the video. If there are “official(ly published)” lecture notes or the information is from a specific (cited) source, you should cite these, not the lecture itself.

Lecturer, A. A. (Year). Title of the lecture [University lecture]. In A. A. CourseInstructor, B. B. CourseInstructor, & C. C. CourseInstructor, *Title of the course*. Learning management system. URL

As previously noted, please only refer to such sources (e.g., Szekeres, 2020) if the information you want to cite is available exclusively from them. If you cite them in-text, the respective reference list item should look like this:

Szekeres, B. (2020). Nemzetközi számvitel II. 3-4. előadás [University lecture]. In B. Szekeres, *Nemzetközi számvitel II*. Panopto@ELTE-IBE.
<https://eltegti.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=7661db49-4107-4a24-9b4b-aba001215e1e>

- **TED Talks (from the TED website)**

For referencing TED talks from the TED website, provide the speaker’s name, the date as precise and specific as possible in “(Year, Month Day)” format, the *Title of the talk* in italics, followed immediately by “[Video]”, which indicates the type of source. The publisher, which in this case is “TED conferences”, is followed by the URL.

Speaker, A. A., Speaker, B. B. & Speaker, C. C. (Year, Month Day). *Title of the talk* [Video]. Publisher of the talk. URL

In case of Sinek’s (2009) talk, the reference list item should look like this:

Sinek, S. (2009, September). *How Great Leaders Inspire Action* [Video]. TED Conferences.
https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action

- **YouTube videos**

You should follow the same format as in the case of TED Talks (see above) but the “author” element of the reference list item should be the name of the account that uploaded the video.

Please be aware that it is only recommended to use audiovisual content as a source in such a format if it presented original contents, but not for secondary citation (see section 3.1.3.17 regarding that case).

3.1.3.10 Working paper

Working papers have a special type of bibliographical data, that is, the so-called working paper number. A working paper reference list item should follow the general format below:

Author, A. A., Author, B. B., & Author, C.C. (Year). *Title of work* (Working Paper No. #). DOI or URL

In case of Malter’s (2014) work, for example, the respective reference list item should look like this:

Malter, D. (2014). *Eclipsed and Confounded Identities: When High-Status Affiliations Impede Organizational Growth* (Harvard Business School Strategy Unit Working Paper No. 15-019). <https://doi.org/10.2139/ssrn.2505184>

3.1.3.11 Newspaper or magazine article, blogpost

- **Newspaper or magazine articles**

Newspaper and magazine articles can be online (digital) or hard copy (printed) sources as well. Depending on which newspaper or magazine you want to cite, that is, depending on what kind of bibliographical data are available for that given source, your reference list item might look like a journal article reference (see section 3.1.3.1) or a webpage reference (see sections 3.1.3.6, 3.1.3.7, and 3.1.3.8). However, you should always add the exact date of these kind of publication in “(Year, Month Day)” format (American Psychological Association, 2020d, 2020f).

For example, a citation of an article from the website of the Financial Times by Hill et al. (2000) in your work should have the following reference list item:

Hille, K., Fildes, N., & Liu, Q. (2020, August 21). US-China: is Huawei ‘too big to fail’? *Financial Times*. <https://www.ft.com/content/2c378685-e04d-40cc-b986-7eef594c7255>

If you cite a Science (magazine) article (e.g., Schaefer & Shapiro, 2019), the respective reference list item should look like this:

Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. *Science*, 365(6457), 981–982. <https://doi.org/10.1126/science.aay3550>

Some sources are not available online or you might have just read the hard copy of the journal/magazine, then use the known data (e.g., volume and issue number, page range) and leave the unknown bibliographical data (e.g., the URL) out.

Parenthetical example:

(Lyons, 2020)

Reference list item (if you read the hard copy version):

Lyons, D. (2020, June 15). Don’t ‘iTune’ us: It’s geeks versus writers. Guess who’s winning. *Newsweek*, 153(24), 27.

- **Blogposts**

Citations and referencing of blogposts should follow the rules explained above; the *name of the blog* should replace the name of the journal/magazine, italicized as in previously explained cases. For example:

The reference list item for Kovács’s (2020) blogpost should look like this:

Kovács, M. (2020, August 14). Az infláció stabilizálhatja a forintot? *Trendmonitor*.

<https://trendmonitor.hu/az-inflacio-stabilizalhatja-a-forintot/>

3.1.3.12 Thesis, (doctoral) dissertation

Thesis works and dissertations should be cited the following way:

Parenthetical examples:

(Miranda, 2019)

(Vajta, 2019)

Narrative examples:

Miranda (2019)

Vajta (2019)

The reference list item should contain the following information.

Author, A. A. (Year). *Title of the thesis or dissertation* (Publication No.) [Type, Institution].
Containing database. URL

For example:

Miranda, C. (2019). *Exploring the lived experiences of foster youth who obtained graduate level degrees: Self-efficacy, resilience, and the impact on identity development* (Publication No. 27542827) [Doctoral dissertation, Peperdine University]. PQDT Open. <https://pqdtopen.proquest.com/pubnum/27542827.html?FMT=AI>

Vajta, Z. (2019). *A 2008-as válság Magyarországi hatásainak makrogazdasági elemzése* [Bachelor's thesis, Corvinus University of Budapest Faculty of Economics]. <http://szd.lib.uni-corvinus.hu/12316/>

3.1.3.13 Internal corporate documents/data

There are three basic types of using internal company data/sources.

- **The source is available on the intranet of the company (a direct link is available)**

List the source in the references section as if it was a book (without editors or even an author) also providing the direct link to the source. Add the expression “[Internal Company Document]” after the title, replace the name of the publisher with “Unpublished.”

Amazon. (2020). *Guidelines for performance appraisal during the times of COVID-19* [Internal Company Document]. Unpublished. intranet.amazon.com/confidential_information/2020/PA1236551.pdf

When citing such a source in the text, use the in-text formats (parenthetical or narrative) described in section 3.1.3.2 and add a footnote to the first such instance (per source) stating that the cited document is not available publicly. For example, an in-text (narrative) first citation of such a source can look like this:

Amazon (2020)¹ provided guidelines for HR employees regarding how to conduct performance appraisals during these uncertain times of COVID-19.

The respective footnote says:

¹ Source derived from the intranet (not publicly available) of Amazon.

Such sources should also be cited and referenced properly when you need to hide the identity of the respective company due to, for instance, confidentiality reasons. In such cases, the name of the company should be consistently altered, for example, to “Company X”, which practice should also happen in the respective parts of citations and reference list entries. Additionally, a footnote should state at the very first such instance that these actions were carried out throughout the whole document. The anonymized version of the previous example would look like this:

Narrative mention with the required footnote:

Company X (2020)² provided guidelines for HR employees regarding how to conduct performance appraisals during these uncertain times of COVID-19.

The respective footnote says:

² The identity of the company is not revealed for confidentiality reasons, so the its name was consistently changed to “Company X” in the text of the thesis and in the respective URLs in the reference list.

The reference list item should look like this:

Company X. (2020). *Guidelines for performance appraisal during the times of COVID-19* [Internal Company Document]. Unpublished. intranet.companyx.com/confidential_information/2020/PA1236551.pdf

This way, the sources of information can be properly administered and should a plagiarism check require it, they could easily be reverted to the original version, which can be then presented as—properly referenced—original sources if needed.

- **The source is available as an internal document (but not on the intranet of the company)**

Use the format above, but specify the date of creation or last update of the document as precisely as possible, leave out the URL and specify the type of the document.

Parenthetical and narrative examples:

(Amazon, 2019) or Amazon (2019)

Reference list item:

Amazon. (2019, August 8). *2020 Roadmap* [Internal Company Document, PowerPoint slides]. Unpublished.

Should the identity of the company be concealed, follow the instructions detailed as part of the previous bullet point where they apply (e.g., company name).

- **The source is not available in any digital format (no file, link available)**

If the internal corporate material is not available in any digital form (see previous bullet points), you should cite the information as personal communication (see section 3.1.3.14).

3.1.3.14 Personal communication, no retrievable source

One of the aims of citing and referencing sources is to let readers know the source of the information so they can check it themselves. Those works, pieces of information (“emails, text messages, online chats or direct messages, personal interviews, telephone conversations, live speeches, unrecorded classroom lectures, memos, letters, messages from non-archived discussion groups or online bulletin boards, and so on”) that the readers cannot recover, are called **personal communications** (American Psychological Association, 2020i, sec. 1).

If the information in question can be recovered, for example, you can find the original article(s) that discusses Simon’s theory (e.g., Simon, 1955, 1956), then cite and reference those. If you want to cite an example given by the lecturer, which is not recoverable for those who did not attend the lecture, cite the lecture(r) as personal communication—adding this information in the following format:

(C. C. Communicator, personal communication, month day, year) or C. C. Communicator (personal communication, month day, year)

Parenthetical example:

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.” (É. Deliné Pálinkó, personal communication, August 31, 2020)

Narrative example:

M. Ormos (personal communication, September 1, 2020)

Since these pieces of information are not retrievable, there is NO respective reference list item.

Please note that if you conducted an interview or did any kind of original research and want to quote from participants, they should be quoted directly (see section 3.1.3.15).

3.1.3.15 Indicating own data/results/findings and quoting research participants

By definition, everything in your document (paper, thesis, etc.) is your own work, your name is on the cover, which indicates this. However, material from other sources has to be indicated. (see Chapter 1) This means that you do not have to cite or reference so-called **primary data**, data that did not exist before your “produced” it (e.g., your own survey results or any kind of data you collected yourself as they did not exist beforehand). However, you have to let the readers know where the data you use is from, stating it straightforwardly in your text, for example:

In this section, the analysis of the data I have collected with the help of the online questionnaire will follow. Appendix 3.2 contains the questionnaire in its full length, the Methods section provides further details on data collection.

This principle refers to primary data. **Secondary data** sources, i.e., sources of data that someone else collected, should be cited and referenced properly following the requirements presented in this guide.

A special case is when you want to **quote what certain research participants said**. Do not treat this case as personal communication. You should use a direct quotation (short or block, see section 3.1.2.1), not paraphrasing. An example provided by the APA manual is the following:

In focus group discussions, participants described their postretirement experiences, including the emotions associated with leaving work and its affective and practical implications. “Rafael” (64 years old, retired pilot) mentioned several difficulties associated with retirement, including feeling like he was “in a void without purpose . . . it took several months to develop new interests that motivated [him] each day.” Several other participants agreed, describing the entrance into retirement as “confusing,” “lonely,” “purposeless,” and “boring.” In contrast, others described the sense of “balance” and “relaxation” retirement brought to their lives. (American Psychological Association, 2020m, sec. 1)

Please note that this longer, block quotation was quoted verbatim but a short direct quotation should contain information in a similar manner, e.g., the participant is named/identified somehow and described, relatively precisely. You can always alter the names, or just call them “Participant A” or “Marketing Manager A” but you have to do it consequently throughout your work.

3.1.3.16 No identifiable author

If a publication does not have an identifiable author (this can happen, e.g., in the case of newspaper or magazine articles), the title should be used in in-text citations and as the first element of the respective reference entry (American Psychological Association, 2020e).

In-text citations should look like this:

Parenthetical example: (What is Plagiarism?, 2017)

Narrative example: What is Plagiarism? (2017)

Reference list item:

What is Plagiarism? (2017). Plagiarism.Org. <https://www.plagiarism.org/article/what-is-plagiarism>

3.1.3.17 Author in secondary citations

According to the 7th edition of the APA manual (American Psychological Association, 2020n, para. 1, highlight ours), “a **primary source** reports original content; a **secondary source** refers to content first reported in another source.” Citing secondary sources should be avoided; it is justifiable to use a secondary citation if the original source was written in a language you do not speak or the original work completely unavailable (e.g., out of print and not available online).

This also means that you should find the original source when you found it cited in someone else’s work and cite the original directly. This applies to all sorts of source types from journal articles through books to lecture notes. Find the original research, model, information that was cited, read it, and if it appears to be relevant to your work in its original form, cite it directly. This is also a very advisable practice because the original information might have gotten distorted through being cited imprecisely.

For instance, you read Lehmann's (2010) work and find the following information that you want to cite:

"Recently, matching change management (CM) to project management (PM) has become a new challenge for organizations: they want their changes to be more successful and see in project management a way to gain performance (Tréhorel, 2007)." (Lehmann, 2010, p. 328)

The respective reference list item says the following:

"Tréhorel, Y., 2007. *Mettez du changement dans vos projets*, AFNOR, France."

In this case you might encounter two problems: 1) the original is in French and you might not speak the language; 2) the original is out of print even on Amazon (and everywhere) so you cannot get a copy any way. Either of these two would be enough to make you unable to check the primary source, this time Tréhorel (2007). If you still want to cite the information by Tréhorel, you should can do it the following ways.

According to Tréhorel (2007, as cited in, Lehmann, 2010, p. 328), "matching change management (CM) to project management (PM) ha[d] become a new challenge for organizations."

You can also use a paraphrase, which would be more justifiable in this case than a direct quotation:

Matching project management and change management was already challenging for organizations in 2007 (Tréhorel, 2007, as cited in Lehmann, 2010).

Please be aware that in such cases only the secondary source should appear in the list of references:

Lehmann, V. (2010). Connecting changes to projects using a historical perspective: Towards some new canvases for researchers. *International Journal of Project Management*, 28(4), 328–338. <https://doi.org/10.1016/j.ijproman.2010.01.011>

A similar case is the following. Kovács cited Bloomberg as the source of Figure 1 in his work. However, no further data is available (i.e., the exact primary source cannot be cited and referenced). When referring to Figure 1 of his work (or related content) you should use the following in-text citation:

(Bloomberg, as cited in Kovács, 2020)

The reference list should only contain Kovács's work.

In sum, in the case of in-text citations: extend the citation to the secondary source by adding information on the primary one and apply the rules of in-text citations as described in previous sections (and in the examples above).

PrimaryAuthor (year if known, otherwise omitted, in parentheses) "as cited in"
SecondaryAuthor (year)

The reference list should only contain the secondary source (the one you actually read) in the appropriate form.

3.1.3.18 Multiple authors with several works in one (merged) citation

If the works of multiple authors have to be displayed in a merged citation, you should list the according to the alphabetical order of the authors, following the format in Table 14.

Table 14: Examples of how to cite and reference multiple authors with several works in one (merged) citation

	Multiple authors with several works in one (merged) citation	
	direct quotation	paraphrase
Parenthetical in-text citation	(Bethke-Langenegger et al., 2011, pp. 524–525; Dries, 2013, p. 275; Gallardo-Gallardo & Thunnissen, 2016, Table 1)	(Bethke-Langenegger et al., 2011; Dries, 2013; Gallardo-Gallardo & Thunnissen, 2016)
Narrative in-text citation	This cannot be done in one pair of parentheses, just the following way: Bethke-Langenegger et al. (2011, pp. 524–525), Dries (2013, p. 275), and Gallardo-Gallardo and Thunnissen (2016, Table 1)	This cannot be done in one pair of parentheses, just the following way: Bethke-Langenegger et al. (2011), Dries (2013), and Gallardo-Gallardo and Thunnissen (2016)
Reference list	Bethke-Langenegger, P., Mahler, P., & Staffebach, B. (2011). Effectiveness of talent management strategies. <i>European Journal of International Management</i> , 5(5), 524–539. https://doi.org/10.1504/EJIM.2011.042177 Dries, N. (2013). The psychology of talent management: A review and research agenda. <i>Human Resource Management Review</i> , 23(4), 272–285. https://doi.org/10.1016/j.hrmmr.2013.05.001 Gallardo-Gallardo, E., & Thunnissen, M. (2016). Standing on the shoulders of giants? A critical review of empirical talent management research. <i>Employee Relations</i> , 38(1), 31–56. https://doi.org/10.1108/ER-10-2015-0194	

Notice that in Table 14, on the one hand, the exact location of the information is indicated differently for each of the three sources in the case of direct quotations. On the other hand, in the case of Gallardo-Gallardo and Thunnissen’s (2016) work, a particular table is listed, which is a perfectly appropriate as long as the information is indeed taken from that table and not present in the surrounding text.

3.1.3.19 Multiple works from one author, from the same year

It may be the case that several works by the same author are referred to in the same document. However, it may also be the case that works not only by the same author but also from the same year must be cited. In such cases, include a lowercase letter (starting from “a”) after the year, and use the year together with the letter in in-text citations, for example, “2022a”. The reference entries should also contain these letters. (See Table 15 and the References section of this document as well.)

Table 15: Examples of how to cite and reference multiple works from one author, from the same year

	Multiple works from one author, from the same year	
	direct quotation	paraphrase
Parenthetical in-text citation	(American Psychological Association, 2020h, sec. 1, 2020k, p. 1, 2020l, sec. 2)	(American Psychological Association, 2020h, 2020k, 2020l)
Narrative in-text citation	American Psychological Association (2020h, sec. 1, 2020k, p. 34, 2020l, sec. 2)	American Psychological Association (2020h, 2020k, 2020l)
Reference list	American Psychological Association. (2020h). <i>Paraphrasing</i> . APA Style. https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing American Psychological Association. (2020k). <i>Publication manual of the American Psychological Association (7th ed.)</i> . American Psychological Association. https://doi.org/10.1037/0000165-000 American Psychological Association. (2020l). <i>Quotations</i> . APA Style. https://apastyle.apa.org/style-grammar-guidelines/citations/quotations	

Please note that the sources referenced here are marked with the letters “h,” “k,” and “l” because other, “previous” letters in the ABC are used for other sources published by the same author, in this case, the American Psychological Association. (In the References section, all the publications by APA from 2020 referenced in this document are listed and marked from a to n, but in the example above, only three of them are used.) Keep in mind to update the letters in citations and the list of references as well if you include additional sources from the same author(s) from the same year.

3.1.3.20 Legal sources

Specific rules apply to the different sources of law (laws, regulations and decisions) as special, authorless sources. If you need to cite them, check with your advisor.

4 Frequently Asked Questions

4.1 Formatting, language usage, and style

4.1.1 How to use punctuation marks in direct quotations?

In English, place periods and commas inside the quotation mark, except for semicolons and colons—which need to be placed outside. This rule should also be followed when a punctuation mark is not part of the original text but the one you use the quotation in. For instance, see the narrative example in section 3.1.3.7. (Be aware that punctuation marks are placed outside the quotation in Hungarian sentences.)

4.1.2 How to indicate necessary alterations in direct quotations?

Modifications to the text quoted verbatim to make it better fit the sentence (e.g., changing to a lower-case letter, changing tenses) should be indicated in square brackets. See section 3.1.3.6 or 3.1.3.15 for examples.

4.1.3 How to indicate a misspelling or a typo in direct quotations?

Write “[sic]” (which comes from the Latin expression “sic erat scriptum” meaning “thus was it written”) right after the misspelling/typo but do not alter the original text when cited verbatim. For instance, see section 2.2.2—the comma from before and also the period after “etc” were missing in the original text.

4.1.4 How to use abbreviations of location data within in-text citations?

It is recommended to always use the English expressions/abbreviations (e.g., “p.” and “pp.” for page/s, “para.” for paragraph, “sec.” for section, etc.) regardless of the language of the paper. Many of the cases detailed in section 3.1.3 provide examples for how various types of location data should be used in in-text citations.

4.1.5 Can footnotes/endnotes be used for in-text citation/referencing?

According to the 7th edition of APA citation style, footnotes are for explanation, but not for reference. Do not use endnotes. Please do not mix different citation styles (other styles might prefer footnotes/endnotes for citations and referencing, for further details, see Appendix A).

4.1.6 How to indicate the source of figures, tables, etc. in captions?

The exact source(s) of all data, figures, etc. from someone else’s work should be accurately cited and referenced as any other direct citations. See section 2.2.1 regarding cases of plagiarism as not indicating the source of a table or a figure is one, and section 3.1.3. on how to cite and reference various types of sources properly. (Table and figure captions are usually narrative in-text citations.) A special case is when the table/figure is your own edit based on primary data collected (e.g., from a questionnaire or interview). Then it is advisable to indicate this when providing the source. For instance: “Source: Author’s edit based on questionnaire data (Appendix 2, Qs 19-21).”

4.2 In-text citations

4.2.1 How to indicate the location of a direct quotation if the cited text extends to the next page?

The exact page numbers should be indicated. For example, Colquitt (2012, pp. 749–750).

4.2.2 How to indicate the location of information originated from non-consecutive pages?

It might happen that the cited pieces of information woven into a single sentence come from non-consecutive pages of the cited source. Then all relevant page numbers should be listed, separated with commas. For instance, see the narrative example in section 3.1.3.7.

4.2.3 How to quote from a source without page numbers?

Direct quotations require the indication the exact location information, even if the source does not contain page numbers (e.g., websites, some e-books). In such cases, you can use one of the following ways to providing exact location information (Lee, 2015, sec. 3):

- use the paragraph number (counting paragraphs down from the beginning of the publication);
- use an overarching heading and the paragraph number within the given section; or
- use the number of the section heading (e.g., “sec. 2”); or
- use an abbreviated heading (the first couple of words of the heading) in quotation marks, in cases of long headings, and the paragraph number within the given section.

For such examples, see sections 2.2 or 3.1.3.6 or 4.4.3.

4.2.4 How cite a publication with an organizational (corporate) author?

If the author is an organization instead of a person, you should use the organizations’ name (or its common abbreviation) in in-text citations and in the References section, too. See the example in section 3.1.3.2.

4.2.5 How to cite a company document if the identity of the company should be hidden?

Such sources should also be cited and referenced properly when you need to hide the identity of the respective company due to, for instance, confidentiality reasons. In such cases, the name of the company should be consistently altered, for example, to “Company X”, which practice should also happen in the respective parts of citations and reference list entries. Additionally, a footnote should state at the very first such instance that these actions were carried out throughout the whole document. For examples, see section 3.1.3.13.

4.2.6 How to cite legal sources?

Specific rules apply to the different sources of law (laws, regulations and decisions) as special, authorless sources. If you need to cite them, check with your advisor.

4.2.7 How to cite an author’s work more than once in a single paragraph?

According to the 7th edition of the APA manual (American Psychological Association, 2020k, p. 265), “In general, include the author and date in every in-text citation ... the year can be omitted from a citation only when multiple narrative citations to a work appear within a single paragraph.”

Thus, the year should always be indicated in parenthetical citations, but if a publication is cited multiple times in the same paragraph in narrative, the year may be omitted (within the given paragraph only). For example:

Wagner (2011) described the features of different types of plagiarism and the responds to plagiarism. Wagner aimed to stimulate a discussion on this topic.

When you start a new paragraph, the source of information should be indicated again, even if it was already indicated in the previous one.

4.2.8 Can a publication that was referenced in another source be cited without the original source being read?

It is required to find and read the original versions of all sources used, where possible. However, so-called secondary citation may be used where justified, details of which are given in subsection 3.1.3.17.

4.2.9 What is the meaning of “et al.” and how/when to use it?

The term “et al.” is an abbreviation of the Latin expression “et alii” meaning “and others”—accordingly, the corresponding verb in the text should be adapted to the plural subject. (Since “et al.” is abbreviated, a period should be added after “al.”)

As a general rule, in the case of tri- and multi-author sources, the in-text reference (both parenthetical and in-text versions) should always use “et al.” immediately after the first author’s surname (instead of the surname of the other authors).

For in-text references, the terms “and co-authors” or “and collaborators,” etc. may be used instead of “et al.,” but for parenthetical in-text references only “et al.” may be used in parentheses. See subsections 3.1.3.1, 3.1.3.2 and 3.1.3.3 for examples.

4.2.10 How to cite several works by the same author published in different years in one in-text citation?

When citing works by the same author but from different years, it is not necessary to write the author’s name twice in the in-text citations.

For example, Simon (1955, p. 100, 1956, p. 132) or (Simon, 1955, p. 100, 1956, p. 132) is the correct format of the in-text citation, if we cite the information that appears in both of Simon’s works, on the given pages.

The same rules apply, of course, to in-text citations of paraphrases. For the order of the reference list items, see section 4.3.1 and the References section of this guide.

4.3 References

4.3.1 How to order items in the References section?

The sources cited should be arranged alphabetically by the last name (surname) of the first author. If there is more than one publication by the same author(s), sort them chronologically (starting with the earliest). If there is more than one work by the same author(s) from the same year, sort them alphabetically by title. Do not group the items the list of references by any criteria (e.g. type of source).

4.3.2 How to format items in the References section?

If the reference item is longer than one line, the second and subsequent lines of the paragraph must be indented 0.85 cm (but the first line must not be indented). Lines must be aligned left, not justified! Do not use any bullets or numbering.

4.3.3 How to display authors' names in the References section?

Put a comma after the surname(s), then list the first name(s) with initials, followed by a period, separated by spaces. Do not indicate any academic degrees (e.g., “dr.”, Ph.D., etc.).

For example:

If the author's name is “Harry M. Markowitz, Ph.D.”, then “Markowitz, H. M.” should be listed in the References section. Another example might be, the name of professor “Luís Lima Santos”, which should be presented as “Lima Santos, L.” in the References section (see section 3.1.3.5).

Non-English names should be displayed in a similar fashion, for instance, “Dr. Tihamér Margitay” or “Tihamér Margitay, PhD” should appear as “Margitay, T.” in the References section.

Please note that some authors' last name consists of more than one word (e.g., Deliné Pálinkó, É. or Lima Santos, L. mentioned above), while others might have more than one first names (e.g., professor Zsuzsanna Eszter Tóth should be referenced as Tóth, Z. E.)

4.3.4 How to reference a publication with 21 or more authors?

Similar to journal articles with 21 or more authors, in-text citations of any type of publication with 21 or more authors should contain only the first author's last name and “et al.” followed by the year of publication (and by the pages number(s) in case of direct quotations), while in the References section, this publication should be edited in line with the rules detailed in section 3.1.3.1.

4.3.5 How to display the location of the publisher (the city) in a book (chapter) reference?

The location of the publisher (the city) should not be displayed in a book or book chapter reference according to the 7th edition of the Manual. (Although it was required according to previous editions.) For further details about book and book chapter references, see sections 3.1.3.2 and 3.1.3.3.

4.3.6 Should a journal article found online be cited as an article or a webpage?

Generally, the citation format for journal articles should be used. The webpage citation format is needed only if the given publication does not fit any other reference categories.

Just because a journal article is downloaded from an online database it does not mean that it should be treated as a “web” source. Access via the (online) database is usually only one of the possible ways to access the article. Bibliographical data of the article in the reference list contain all the information necessary to retrieve the article.

4.3.7 How to indicate the date, when the cited webpage was accessed, in the References section?

Most of the webpage references do not include retrieval dates, because, as a general rule, indicating retrieval date is not needed according to APA 7th (although it was required in former editions). In line with the current, 7th edition of the publication manual, a retrieval date

is necessary only if the work is not archived and its contents designed to change over time (American Psychological Association, 2020k). For examples, see sections 3.1.3.8 and 3.1.3.9.

4.3.8 How to cite/reference a lecturer's material?

To convey a lecturer's own idea (e.g., personal results, examples) there are several possibilities depending on the source that actually contains the original information you want to cite. You can cite from an officially published course material (see section 3.1.3.4), online slides, (see section 3.1.3.9) or videos (see section 3.1.3.9). When there is no citable source (what was said was not recorded or has no print or online version), this source can only be cited as a personal communication. For more information on how to handle personal communication, see section 3.1.3.14.

Please be aware that it is only recommended to use a lecturer's work as a source if it presented original content, but not for secondary citation (see section 3.1.3.17).

4.3.9 How to cite/reference an own survey which I created and administered for my project/research?

As a general rule, in case of your own data/results/findings, you do not have to cite them as you must other sources. It is recommended to describe your own survey: provide an overview of the method(s), include the survey instrument (the full set of questions asked) in the appendix, make it clear that the data are from the survey. Do not include your survey in the References section in any form. For further details, see section 3.1.3.15.

4.3.10 How to cite/quote what participants in my own survey said?

You should state in the text that the quotations are from participants and then display quotations of fewer than 40 words in quotation marks, while quotations of 40 words or more in block quotation (intended below the text). As these quotations from research participants are part of your own research, they should not be included in the References section. For more information, see section 3.1.3.15.

4.4 Miscellaneous

4.4.1 Who is responsible for citations and references in my work?

Keep in mind that it is entirely your responsibility to provide all the necessary references accurately and to avoid even the suspicion of plagiarism. For the details about consequences of plagiarism, see section 2.2.3.

4.4.2 What is the difference between a bibliography and the list of references?

When using the 7th edition of the APA style, a References section (i.e., a list of references) should be used. A bibliography, which might also list works that you have not cited in your work should not be added to the document you submit.

4.4.3 How to determine the type of the cited source for the right citation and referencing format?

This guide provides information on referencing different types of resources. However, the source you want to cite may not correspond to any of the types described. In such cases, you should follow the general citation formatting rules of the base type for that source. Choose the general template for the citation category that is closest to the work you want to cite and adapt the format accordingly. A good starting point is to take into account the source-type, i.e.

whether it is a textual, web-based or audiovisual work, or whether it is corporate material or an oral communication (Purdue University, n.d., sec. “What do I do if the source-type...”). It is very important that the information provided allows a straightforward retrieval of the referenced work and its exact content.

4.4.4 Where to get additional assistance from in connection with citations and references?

If you need more help related to citations and references, you might consult the APA 7th publication manual (American Psychological Association, 2020k) or the APA Style official website at <https://apastyle.apa.org/>.

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Appendix

A. An overview of citation systems

There are several citation systems for academic writing, ‘one universal method’ is not existing. Depending on the way in which they record sources, scholarly reference styles can be divided into three main categories: documentary notes systems, parenthetical (or author-date) systems, and numbered systems (Lund University, 2014). There are several reference styles within each of these systems, all of which differ somewhat in their requirements.

a) Documentary note (or notes and bibliography) citation styles

In documentary note systems, which are popular in the humanities, including literature, history, and the arts (The University of Chicago Press, n.d.), references are provided in footnotes or endnotes (Lund University, 2014). In these documentary notes systems, the “[s]ources are also usually listed in a separate bibliography” (The University of Chicago Press, n.d., para. 3). As Lund University’s (2014) material explains, the notes are indicated by digits, which re-appear with the full reference in a footnote (at the bottom of the page) or in the endnote (after the entire text). **Oxford** and **MHRA** are examples of documentary note reference styles. Please note, that even though it is not completely correct terminologically, documentary note citation systems are also referred to as the “Oxford system.”

The following excerpts, providing examples for a documentary note citation system, are from a McKinsey article (Huang et al., 2019, p. 6):

“When two or more women are included on a slate, the likelihood that a woman will get the position rises dramatically.² . . . In addition, outside research shows that it can help to have a third party in the room when evaluators discuss candidates to highlight potential bias and encourage objectivity.⁴”

The related footnotes of the page were:

² Cynthia DuBois, “The Impact of “Soft” Affirmative Action Policies on Minority Hiring in Executive Leadership: The Case of the NFL’s Rooney Rule,” *American Law and Economics Review* 18.1 (1 April 2016): 208–233, <https://doi.org/10.1093/aler/ahv019>; Stefanie K. Johnson, David R. Hekman, and Elsa T. Chan, “If There’s Only One Woman in Your Candidate Pool, There’s Statistically No Chance She’ll Be Hired,” *Harvard Business Review*, April 26, 2016, <https://hbr.org/2016/04/if-theres-only-one-woman-in-your-candidate-pool-theres-statistically-no-chance-shell-be-hired>; Jean Martin, “A Fairer Way to Make Hiring and Promotion Decisions,” *Harvard Business Review*, August 13, 2013, <https://hbr.org/2013/08/a-fairer-way-to-make-hiring-an>.

. . .

⁴ Shelley Correll, “Reducing gender biases in modern workplaces: A small wins approach to organizational change,” *Gender & Society* 31, no. 6 (December 1, 2017): 725–50, stanford.edu.”

b) Parenthetical styles or author-date citation systems

“In parenthetical, or author-date styles, in-text references are given within parentheses before the full stop of the sentence containing the reference” (Lund University, 2014). Therefore, only the author’s name, the date of the source and (the page number(s) if necessary) are included in the body of the text, while the rest of the information such as the title, location and publication details, can be found in the list of references at the end of the work (University of Bristol Faculty of Arts, n.d.).

According to the Western Oregon University Hamersly Library (2020) this system is mostly used in natural, and social sciences. The material of the University of Bristol Faculty of Arts (n.d.) highlighted that parenthetical citation systems are attractive to both authors and readers of academic texts. On the one hand, it is economical to write since the same material is not duplicated in a footnote and the bibliography; on the other hand, “[m]any find that . . . the flow of their reading is less interrupted, as their attention is not constantly diverted from the text to footnotes or endnotes” (University of Bristol Faculty of Arts, n.d., para. 6). However, it can be time consuming to always turn to the list of references, especially if a relatively large number of sources were cited. **APA**, **Harvard**, or **MLA** are examples of parenthetical reference styles (Lund University, 2014). Please note, that even though it is not completely correct terminologically, author-date citation systems in general are also referred to as the “Harvard system” (see, e.g., University of Bristol Faculty of Arts (n.d.)).

See section 3.1.3 for APA style examples.

c) Numbered citation systems

“In numbered styles, sources are referred to with Arabic numbers within square brackets or in superscript, and the references are listed in a numbered reference list after the text.” states the info on Lund University’s (2014, para. 10) website. References are numbered in the order of their first appearance in the text; **Vancouver** and **IEEE** are examples of numbered styles (Lund University, 2014). It is worth noting that even though it is not completely correct terminologically, numbered citation systems in general are also referred to as the “Vancouver system.”

For example:

In-text citations: „several different conceptualizations, approaches and tensions can be found regarding talented employees, see for example: Dries [9], Gallardo-Gallardo, Dries, and González-Cruz [10], Gallardo-Gallardo, Dries, and González-Cruz [8], (...)” or later in the same text: „Dries [9, pp. 275–280] identified 5 talent tensions: (...)”.

Respective items in the References:

- [8] E. Gallardo-Gallardo, N. Dries, and T. F. González-Cruz, “What is the meaning of ‘talent’ in the world of work?,” *Hum. Resour. Manag. Rev.*, vol. 23, no. 4, pp. 290–300, Dec. 2013.
- [9] N. Dries, “The psychology of talent management: A review and research agenda,” *Hum. Resour. Manag. Rev.*, vol. 23, no. 4, pp. 272–285, Dec. 2013.
- [10] E. Gallardo-Gallardo, N. Dries, and T. F. Gonzalez-Cruz, “What Do We Actually Mean by Talent in Business?” 1st EIASM Workshop on Talent Management, Brussels, Belgium, 2012.

d) ‘Mixed’ systems

It has to be noted that the styles mentioned above are not merely about how to format citations and references but also style guides in terms of proper (and consistent) English language usage.

It is also worth knowing that “the **Chicago-style** source citations come in two varieties: (1) notes and bibliography and (2) author-date” (The University of Chicago, 2017, para. 1).