

## Step 1: Referencing when?

<b>Reference</b> <ul style="list-style-type: none"> <li>- when you use existing sources (e.g. articles, books, websites, videos and other information carriers). You can use existing sources by paraphrasing (using your own words) or quoting (literally copying).</li> </ul>	<b>Do not reference</b> <ul style="list-style-type: none"> <li>- When you give an overview of historical facts.</li> <li>- Your own experiences or observations.</li> <li>- When repeating information that you've already referenced in conclusions or summaries.</li> <li>- When summarizing "general knowledge"</li> </ul>
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## Step 2: How to quote and paraphrase? Use paraphrases and citations to support not to replace your own ideas!

<p>When <b>paraphrasing</b>, you express your understanding of the contents of the original source in your own words:</p> <ul style="list-style-type: none"> <li>- a <b>paraphrase</b> is not enclosed in quotation marks.</li> <li>- author(s) and year are mentioned in parentheses: <b>(Author, year)</b>.</li> <li>- mentioning the page number is not mandatory.</li> <li>- the reference is part of the sentence.</li> </ul>	<p>With a <b>quote</b> you literally copy (a part of) the original document</p> <ul style="list-style-type: none"> <li>- <b>short quote</b> (less than 40 words): place the quote in the running text in double quotes</li> <li>- <b>long quote</b> (more than 40 words): indent quote on a new line (block quote).</li> <li>- author(s), year and page number are given in parentheses: <b>(Author, year, p. x)</b>.</li> <li>- the reference is not part of the sentence (like a short quote is) and is placed after the period of the quote.</li> </ul>
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## Step 3: In text reference

<b>One or two authors</b>	In parentheses: (Johnson & De Vries, 2019) In running text: Johnson and De Vries (2019)
<b>Three or more authors</b>	In parentheses: (Johnson et al., 2019) In running text: Johnson et al. (2019)
<b>No author</b> <ul style="list-style-type: none"> <li>- provide the name of group (institution, government agency, organization etc.) responsible</li> <li>- provide the title when there is no author or responsible organization. Place it in quotation marks if the title is a journal article or book chapter</li> </ul>	<p>In parentheses: (World Health Organization, 2020) In running text: World Health Organization (2020)</p> <p>In parentheses: (<i>Concert raises thousands for quake victims</i>, 2006) In running text: <i>Concert raises thousands for quake victims</i> (2006)</p>
<b>No year of publication</b> <ul style="list-style-type: none"> <li>- mention n.d. (no date)</li> </ul>	In parentheses: (Jansen, n.d.) In running text: Jansen n.d.)
<b>Personal communication</b> <ul style="list-style-type: none"> <li>- e.g. a conversation, interview, e-mail, lesson etc.</li> <li>- in-text citation only, no reference in the reference list</li> </ul>	In parentheses: (J. Jansen, personal communication, May 12, 2020) In running text: Jan Jansen (personal communication, May 12, 2020)
<b>Secondary source or indirect citation</b> <ul style="list-style-type: none"> <li>- mentioning the year of the primary source (see Laloux in the example) is allowed, but not mandatory.</li> <li>- in the reference list you only include a reference for the secondary source (in the example Koeleman is the secondary source).</li> </ul>	In parentheses: (Laloux, 2017, cited in Koeleman, 2018) In running text: Laloux (2017, cited in Koeleman, 2018)
<b>Website as a whole</b> <ul style="list-style-type: none"> <li>- if no specific information from the site is used, refer to the website in parentheses in the text only</li> </ul>	In parentheses: The Classification and Rating Administration (CARA) provides information on ..... (www.filmratings.com)
<b>Tables and Figures</b> <b>Image as an illustration</b>	<p>2.4 Figures and 2.5 Tables -&gt; See: The University of Western Australia (n.d.). <i>APA 7 referencing style: Tables and Figures</i>. <a href="https://guides.library.uwa.edu.au/apa/tables_figures">https://guides.library.uwa.edu.au/apa/tables_figures</a></p> <p>4.33 Image -&gt; See: The University of Western Australia (n.d.). <i>APA 7 referencing style: Images and Copyright</i>. <a href="https://guides.library.uwa.edu.au/apa/images_copyright">https://guides.library.uwa.edu.au/apa/images_copyright</a></p>
<b>Generative AI</b> Developer: Enter the name of the company that developed the Gen AI, for example: Microsoft or OpenAI.	<p>In parentheses: (Developer, year) In running text: Developer (year).</p> <p>Indicate how GenAI has been used. E.g. in the introduction (if the tool was a writing aid) or in the description of your research method. More information about how, see: <a href="https://edu.nl/btmdt">https://edu.nl/btmdt</a></p>

## Step 4: Where to place the citation in the text? Place the in-text citation directly with the used keyword, passage or sentence

<p>This can be at the Beginning, in the middle or at the end of the sentence:</p> <ul style="list-style-type: none"> <li>- Hofstede's statement (2001) indicates that the usage of technology is influenced by culture and can therefore differ across the globe.</li> <li>- The usage of technology is influenced by culture according to Hofstede (2001) and he concludes that it can therefor differ across the globe.</li> <li>- The usage of technology is influenced by culture and can therefore differ across the globe (Hofstede, 2001).</li> </ul>
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## Step 5: What do you include in the reference list?

<b>Include:</b> <ul style="list-style-type: none"> <li>- All the sources that you've referred to in the text.</li> <li>- Make one list for all references.</li> <li>- Alphabetise the list on family name of the author.</li> <li>- Place it at the end of your report, dissertation etc.</li> </ul>	<b>Do not include:</b> <ul style="list-style-type: none"> <li>- Sources that you did not use in your text but are interesting.</li> <li>- Quick reference, e.g. currency converter, timetable or route planner.</li> <li>- Personal communication like interviews, telephone conversations.</li> <li>- Reference to a whole website. Give the url in the text: (www.wto.org).</li> </ul>
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## Step 6: Reference list

Use the "&" before the last author. No year: then use (n.d.). If available, add the subtitle after the main title.

For a book, if it's not a 1<sup>st</sup> ed. also add the edition after the title.

Example: Author Surname, A. A., Author Surname, B., & Author Surname, C. D. (n.d.). *Title: Subtitle* (2nd ed.). Name Publisher.

### Book paper

Author, A. (year of publication). *Title of the book*. Name publisher.

### Book online

Author, A. (year of publication). *Title of the book*. Name publisher. <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Chapter from an edited book paper

Author, A. (year of publication). *Title of the chapter*. In A. Editor (Ed.), *Title of the book* (pp. xx-xx). Name publisher.

### Chapter from an edited book online

Author, A. (year of publication). *Title of the chapter*. In A. Editor (Ed.), *Title of the book* (pp. xx-xx). Name publisher. <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Journal article paper

Author, A. (year of publication). Title of the article. *Name Journal*, volume(issue number), first page number-last page number.

### Journal article online

Author, A. (year of publication). Title of the article. *Name Journal*, volume(issue number), first page number-last page number. <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

Patented articles from databases like *Cochrane Database of Systematic Reviews*, *UpToDate* and *NEN Connect* can only be found there. Use the format for a journal article on paper. Replace the Name of the journal etc. with: *Name database*, <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Newspaper article paper

Author, A. (year of publishing, Month day). Title of the article. *Name newspaper*, p. page number

**Newspaper article online** Replace: p. page number with. Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Conference proceedings online

Author, A. (year of publishing, Month day). *Title of the contribution*. In A. Editor (Ed.), *Title of the conference bundle* (pp. xx-xx). Name publisher. <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx> Paper version? Replace DOI with: Publisher's name

### Dissertation or thesis online

Author, A. (year of publication). *Title of the publication* [Description publication type, Name university]. Name database.

Not from database? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Report online

Author, A. (year of publication). *Title of the report* (publication number). Name publisher. <https://doi.org/xxxx>

No DOI? Provide: Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Video YouTube or other video sites

Author, A. (year of publishing, Month day). *Title of the video* [Video]. Name website. Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### PowerPoint

Author, A. (year of publishing, Month day). *Title of the presentation* [PowerPoint presentation]. Name website. Retrieved on Month day, year, from <http://xxxx> or <https://xxxx> On online learning platform? Replace the name of the website with: Name of the online learning platform if your reader can access this platform.

### Webpage, News site article and Blog

Author, A. (year of publishing, Month day). *Title of the web page*. Name website. Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Social media

Author, A. (year of publishing, Month day). Provide the first 20 words as a title [Description of media message type]. Name website. Retrieved on Month day, year, from <http://xxxx> or <https://xxxx>

### Generative AI

Name of the company that developed the AI. (year). AI tool name (Version) [Generative AI]. <https://xxxx>

More information and examples of referring to Generative AI can be found at: <https://edu.nl/btmdt>

For more examples see: American Psychological Association. (2024). *APA Style common reference examples guide*.

<https://apastyle.apa.org/instructional-aids/reference-examples.pdf>



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