

GUIDELINES FOR BIBLIOGRAPHIC REFERENCES

APA style (7th ed.)

Some of the applications used to generate and manage references can create formats/organizations that are slightly different from the ones recommended here. This can be due to various factors, such as an incorrect classification of the type of document. For clarifications on any such technical aspects, please contact the Library Reference Service (biblioteca@fe.uc.pt). For any other question, please contact your supervisor.

When referring to monographs¹ the title is always in italics, never underlined or in between “inverted commas”².

Monographs by 20 or fewer authors

Surname, Initials of the remaining names, Surname, Initials, Surname, Initials & Surname, Initials An ampersand & (instead of a comma) must precede the name of the last author (year of publication). *Title* in italics: *Subtitle* if applicable, with upper case first letter. (Translator’s name, *Trans.* The translator’s name must appear as follows: first name and surname). (Edition no. in case it is not the first edition). Publishers. Indicate the DOI³ or URL

Examples:

Losurdo, D. (2005). *Class struggle: A political and philosophical history* (Gregory Elliot, Trans.). Palgrave Macmillan.

Bernard, H. R., & Ryan, G. W. (2010). *Analysing qualitative data: Systematic approaches*. SAGE.

¹ Monograph – publication containing text and/or illustrations in a format suitable for visual reading, in one single volume or in a series of volumes (our translation). Faria, M. I., & Pericão, M. da G. (2008). In *Dicionário do livro: Da escrita ao livro electrónico*, p. 884

² Although “inverted commas” (quotation marks in American English) are not used in the reference list, they must be used in the body of the text for quoting articles, chapters or webpages whose author is not specified. The title of journals, books, brochures or reports must be in italics.

³ Digital Object Identifier, cf.: <https://www.doi.org/>.1

Fujita, M. S. L., Boccato, V. R. C., Rubi, M. P., & Gonçalves, M. C. (2009). *A indexação de livros: a percepção de catalogadores e usuários de bibliotecas universitárias. Um estudo de observação do contexto sociocognitivo com protocolos verbais*. São Paulo: Editora UNESP.
<https://doi.org/10.7476/9788579830150>

Monographs by 20 or more authors

Surname, Initials, Surname, Initials, Surname, Initials, Surname, Initials, Surname, Initials, Surname, Initials, ... Surname, Initials The first 20 authors' names must be indicated, followed by triple dots and the name of the last author (year of publication). *Title: Subtitle*. (Translator's name, *Trans.*) (Edition no.). Publishers. DOI or URL

Example:

Bond, F. W., Hayes, S. C., Baer, R. A., Carpenter, K. M., Guenole, N., Orcutt, H. K., ... Zettle, R. D. (2011). *A Revised Measure of Psychological Inflexibility and Experiential Avoidance*. Oxford: Elsevier.

When referencing a book chapter or an article, the rule for indicating authors' names are the same as for monographs. *Italics* is used only for the *title of the publication* where the chapter or article is found, not for the chapter or article itself.

Contributions to monographs

Surname, Initials. (year of publication). Title of the contribution. In Initials Surname(s) of Editor(s) (Ed. or Eds.), *Title of monograph* (pp. page where contribution starts-page where contribution ends).(Translator's name, *Trans.*) (Edition no.). Publishers. DOI or URL

Example:

Baldoni, M., Baroglio, C., Horváth, A., & Patti, V. (2008). Folksonomies meet ontologies in ARSMETEO: From social descriptions of artifacts to emotional concepts. In L. L. Stefano Borgo (Ed.), *Formal Ontologies Meet Industry* (pp. 132–143). Berlin: IOS Press.

Articles in periodicals

Surname, Initials. (year of publication). Title of article. *Title of publication*, Volume (Issue no.), page where article starts–page where article ends. DOI or URL

Examples:

Witty, F. J. (1973). The Beginnings of Indexing and Abstracting. *The Indexer*, 8(4), 193–198. Retrieved from https://www.theindexer.org/files/08-4/08-4_193.pdf

Bond, F. W., Hayes, S. C., Baer, R. A., Carpenter, K. M., Guenole, N., Orcutt, H. K., ... Zettle, R. D. (2011). Preliminary Psychometric Properties of the Acceptance and Action Questionnaire–II: A Revised Measure of Psychological Inflexibility and Experiential Avoidance. *Behavior Therapy*, 42(4), 676–688. <https://doi.org/10.1016/j.beth.2011.03.007>

For electronic sources indicate the complete date on which the document was last consulted as well as the date (as complete as possible) of publication of the document. If no dates are available, use (n.d.).

Webpages

Surname, Initials. (year, month and day of publication). Title of document. Retrieved on month day, year from URL

Example:

Setzer, V. W. (2015, May 25). Dado, informação, conhecimento e competência. Retrieved on May 14, 2016, from <https://www.ime.usp.br/~vwsetzer/dado-info.html>

Other sources (posts, videos, etc.)

Surname, Initials or [username]. When only the username is available, this must be placed within [], with initials followed by surname. (year, month and day of publication). Title of document [type of document]. Retrieved on month day, year from URL

Example:

[Peter WebExplorations] (2011, abril 25). The Semantic Web - An Overview [video]. Retrieved on May 30, 2017, from <https://youtu.be/rhgUDGtT2EM>

Special authorship cases

–When the **author is an organization**, its name appears as the author of the work and the rest of the elements in the reference follow the same format as for books.

American Psychological Association. (2016). *Publication Manual of the American Psychological Association* (6th ed.). American Psychological Association.

– For **volumes with editors or organizers**, follow the same guidelines as for authors but add Ed. or Eds. in brackets.

Guo, S. & Hua, S. (Eds.) (2007) *New Dimensions of Chinese foreign policy*. Lanham: Lexington Books.

– **When sources have no identified author, editor or organizer**, use the source title.

YouTube attacked over Neo-Nazi National Action video. (2018, March 7). Retrieved on March, 8, 2018, from <http://www.bbc.com/news/technology-43319975>

NB: **Whenever** including a hyperlink in the reference list, check that it is correct and that it actually works. **Pay attention** to punctuation. Full stops and other punctuation marks (. : ... &) must be used as indicated. Hanging indentation must be used after the first line of each entry in your reference list.

For further information and clarifications, please contact the Library Reference Service (biblioteca@fe.uc.pt).