

Appendix II

SHORT EXAMPLE OF APA RULES (7th Edition)

The author or authors of the article will be responsible for the accuracy of bibliographic citations and references.

1. Citations in the Text

- If the sentence includes the author's surname, follow this with the date only between parentheses:
Surname (year)
- If the author's name is not given in the sentence, write the author's surname and the date between parentheses:
(Surname, year)
If the work has more than two authors, give all authors' surnames in the first citation:
Surname, Surname and Surname, year
In all following citations, give only the first author's surname, followed by the phrase 'et al.':
Surname et al. (year)
If there are more than six authors, use the 'et al.' format in the first citation as well.
- Reference to different works in the same citation:
(Surname, Surname and Surname, year; Surname, Surname and Surname, year)
- Quotations within the text:
 - Quotations up to 40 words long:
Surname (year): 'quotation' (p. xx)
'quotation' (Surname, year, p. xx)
 - Quotations more than 40 words long:
Surname (year):
(1 space)
... quotation
xx
xx
xx (p. xx).
(1 space)
- All citations within the text must be reflected in the 'Bibliographic References' section.

2. Bibliographic References

- Include only the sources on which the research is based in 'Bibliographic References'. Do not include sources used to gain a more-thorough understanding of the subject.
- Place references in alphabetical order with a hanging indent (1.25).
- Place works by the same author in chronological order. If any works by the same author share the same year of publication as well, differentiate between them by adding a letter in cursive (*a*, *b*, etc.) after the year:
Surname, A. (year). *Title*. City: Publisher.
— (year *a*). *Title*. City: Publisher.
— (year *b*). *Title*. City: Publisher.
- If the document has a DOI (Digital Object Identifier), give the DOI at the end of the reference:
Surname, A. (year). *Title*. City: Publisher. doi: xxxxxxxx
- In electronic documents:
 - Do not include the name of the database except in the case of electronic books, theses or dissertations.
 - In the appropriate reference for the type of document, add 'Recovered from <http://xxxxx>', without the consultation date, and then give the DOI, if there is one:
Surname, A. (year). *Title*. City: Publisher. doi: xxxxxxxx. Recovered from <http://xxxxx>

2.1. Books

Complete Books:

Surname, A. (year). *Title*. City: Publisher.

- Book with an editor/editors or coordinator/coordinators:

Surname, A. (Ed.). (year). *Title*. City: Publisher.

Surname, A. and Surname, B. (Coords.). (year). *Title*. City: Publisher.

- Book with several authors. Give no more than six authors:

Surname, A., Surname, B., Surname, C. and Surname, D. (year). *Title*. City: Publisher.

Surname, A., Surname, B., Surname, C., Surname, D., Surname, E., Surname, F. et ál. (year).
Title. City: Publisher.

Chapter of a Book:

Surname, A. (year). Title of the Chapter. In B. Surname (Ed.), *Title of the Book* (xx-xx). City: Publisher.

2.2. Articles in Periodicals

Surname, A. (year). Title of the Article. *Title of the Publication*, vol., N^o., xx-xx.

2.3. Addresses, Conferences, Lectures and Seminars

Surname, A. (year). *Title of the Lecture*. Name of the Conference, City, days XX-XX month.

2.4. Theses and Dissertations

Surname, A. (year). *Title*. (Unpublished master's thesis or doctoral dissertation). Name of the institution, location.