

Short summary of key rules of APA style

APA style is one of the most commonly used styles for formatting research papers and citing sources, especially in the social sciences. APA stands for American Psychological Association, and the *APA Style Publication Manual* in its latest edition is the official reference for APA Style.

In this short appendix, we briefly summarize just a few of the most commonly applied APA style rules (there are many more!) from the current (7th) edition of the *APA Style Publication Manual*.

Selected references in APA style

Table A1 provides an overview of how references should appear in the list of references at the end of your thesis.

Type of publication	Example of how to cite it	Further remarks
Journal article	Knoll, C., & Sternad, D. (2021). Identifying global leadership potential. <i>Journal of Management Development</i> , 40(4), 253–272. https://doi.org/10.1108/JMD-05-2018-0158	<ul style="list-style-type: none"> • DOI numbers should be included for articles that have them • 40(4) means volume 40, issue 4 (issue numbers should always be included) • If you take a journal article from an academic research database, use the same reference as if it were a print journal article
Book	Whittington, R., Rengér, P. Angwin, D., Johnson, G., & Scholes, K. (2020). <i>Fundamentals of strategy</i> (5th ed.). Pearson.	<ul style="list-style-type: none"> • The title of the book is set in italics • Include information about the edition (only) if it's not the first edition • The same format is used for books and ebooks • Publisher location is not included • If the book has a DOI, it is included after the publisher's name
Chapter in an edited book	Sternad, D., & Mödritscher, G. (2021). Qualitative growth: An alternative to solely quantitatively-oriented theories of firm growth. In M. Pirson, D. M. Wasieleski, & E. L. Steckler (Eds.), <i>Alternative theories of the firm</i> (pp. 103–119). Routledge. https://doi.org/10.4324/9781003211549	<ul style="list-style-type: none"> • Cite the individual chapter and its author(s), followed by the title of the whole book and its editor(s) • If the book chapter has a DOI, it is included after the publisher name • For ebooks that have no pages, the page range is not included in the reference
Webpage	World Trade Organization. (2022, July 29). <i>South Africa initiates WTO dispute complaint challenging EU citrus fruit measures</i> . https://www.wto.org/english/news_e/news22_e/ds613rfc_29jul22_e.htm	<ul style="list-style-type: none"> • If there are individual author(s) for an article, use their name(s), otherwise use the name of the organization • Include the date of publication (if available on the website) • Put the title of the webpage in italics
Published doctoral dissertation	Ljungblom, M. (2022). Respect for people: Developing alternative understandings and relationships to ethics, leadership, and culture in lean implementations. [Doctoral dissertation, Uppsala University]. http://uu.diva-portal.org/smash/get/diva2:1652894/FULL-TEXT01.pdf	<ul style="list-style-type: none"> • “Published” for a doctoral dissertation means it is available from a dissertations database (e.g. ProQuest Dissertations and Theses Global), from an archive, or from the website of the university • Include either the URL of the webpage from which you can download the dissertation, or (if not available) the name of the database where it can be found instead
Conference presentation	Sternad, D., & Kennelly. (2022, May 31–June 2). <i>Everything happens someplace: Place attachment and responsible management behavior</i> [Conference presentation]. GRONEN Research Conference, Amsterdam, The Netherlands.	<ul style="list-style-type: none"> • Include the full date of the conference (from–to) • Include both the name and location of the conference

In-text citations in APA style

In-text citations are made directly in the body of your thesis and include the name of the author(s) and the date of publication.² If a source has three or more authors, you just need to include the first author's name followed by "et al." You need to cite both direct quotations and paraphrases. For direct quotations, include page numbers, e.g. "(Sternad & Mödritscher, 2021, p. 104)."

It is possible to use either **citations in parentheses** after finishing a sentence or as part of a sentence (e.g. "There are a lot of different definitions of leadership potential (Knoll & Sternad, 2021)") or **narrative citations** as part of a sentence (e.g. "Whittington et al. (2020) suggest that ..."). Table A2 provides an overview of how to deal with different numbers and types of authors.

Number of authors	Citations in parentheses	Narrative citation
1	(Ljungblom, 2022)	Ljungblom (2022)
2	(Sternad & Mödritscher, 2021)	Sternad and Mödritscher (2021)
3 or more	(Whittington et al., 2020)	Whittington et al. (2020)
Institution	(World Trade Organization, 2022)	World Trade Organization (2022)

Secondary citations (where you can't get hold of the original source) should be used sparingly, and are cited like this: "(Bryman, 2008, as cited in Ljungblom, 2022)." In this case, only Ljungblom's work is included in the list of references.

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