Author Orientation Guide:
APA Style Norms (7th Edition)

1. GENERAL GUIDELINES FOR CITATIONS

- Cite the work of those individuals whose ideas, theories, or research directly influenced your work.
- Cite only the works you have read and the ideas you have incorporated into the text.
- Mention primary sources when possible and secondary sources sparingly.
- In addition to crediting the ideas of other people that you used to develop your thesis, provide sources for all facts and numbers that are not common knowledge.
- Both paraphrases and direct quotations require citations.
- If you reproduce or adapt a table, chart, or figure (for example, an image taken from the internet, even if it is free or under Creative Commons), or reproduce a long quotation or item of commercially protected copyrighted test material, you may also need to obtain permission from the copyright holder and provide a copyright attribution.
- Be careful with plagiarism issues. Whether deliberate or not, plagiarism violates the ethical standards of academic knowledge. To avoid plagiarism, provide proper credit to the source whenever you do the following: paraphrase other people's ideas, directly quote the words of others, and refer to data or datasets, reproduce or adapt tables, charts and figures, reproduce an extensive passage of text or item of commercially protected copyrighted test material.
- Another important point is self-plagiarism. Many people are not aware of this, but self-plagiarism is the presentation of your own previously published work as if it were original, and like plagiarism, it is unethical.
- In academic work, a primary source reports original content; a secondary source refers to content reported for the first time in another source. Cite secondary sources sparingly. If possible, as a matter of good academic practice, find and read the primary source and cite it directly rather than a secondary source.

2. WORKS THAT REQUIRE SPECIAL CITATION APPROACHES

- **Classroom or intranet resources:** some works are available only to specific audiences, which determines how they are cited. These specific sources may be accessible only to certain people, but not to the general public. In this case, cite the works you used only when the audience for which you are writing can access the works.
- **Personal communications:** works that readers cannot access are cited in the text as personal communications (that is, a source-free element). These include emails, text messages, online chats or direct messages, personal interviews, phone conversations, live speeches, unrecorded classroom lectures, memorandums, letters, messages from unarchived discussion groups or online bulletin boards, and so on. Use personal communication citations only when an accessible source is not available. When communications are accessible only in an archive, cite them as archival materials. Do not use a personal communication citation for quotations or information from participants you interviewed as part of your own original research.
- **Interviews:** an interview is a dialogue or exchange of information between people. Interviews used as sources can be classified into three categories: published, personal, and with research participants.
    a) **Published interviews** appear in a variety of places (for example, in a magazine, newspaper, recorded radio broadcast, podcast episode, YouTube videos, television program, or transmission of a video or audio recording). To cite a published interview, follow the format for the type of reference. The person being interviewed will not necessarily appear in the reference element; when this is the case, incorporate the person's name into the narrative of the sentence if desired.
    b) **Personal interviews** are those you conduct as a means to obtain information to support a key point in your work (for example, an email to an author asking about their published work). Since readers cannot access this type of interview, cite it as a personal communication.
    c) **Interviews with research participants** are those you conducted as part of your methodology. They do not require citation in APA Style because you do not cite

your own work where it is being published for the first time. However, information collected from research participants in interviews may be presented and discussed in an article.

3. IN-TEXT CITATIONS

3.1 Author-Date Citation System

- Use the author-date citation system to cite references in the text in APA Style. In this system, each work used in an article has two parts: an in-text citation and a corresponding item in the reference list. The in-text citation appears in the body of the article (or in a box, table, footnote, appendix) and briefly identifies it by its author and publication date. This in-text citation allows readers to locate the corresponding item in the reference list in alphabetical order at the end of the article. Each item in the reference list indicates an author, the date, the title and source of the cited work, and allows readers to identify and access the work.
- In an in-text citation, identify the author's last name(s) or the entity name(s). Do not include suffixes such as "Junior," "Jr.," "Filho," or "Neto" in the text.
- The date in the in-text citation should correspond to the date in the item in the reference list.
- Use only the year in the in-text citation, even if the item in the reference list contains a more specific date (for example, year, month, and day).
- For works without a date, use "n.d." in the in-text citation.
- For works that have been accepted for publication but have not yet been published, use "in press."
- Do not use expressions such as "in progress" for manuscript drafts; instead, use the year the draft was written.
- Each in-text citation should correspond to only one item in the reference list. Avoid ambiguity by abbreviating the author list when multiple works have the same author(s) and date, and when multiple first authors share the same last name.

Item in the reference list: Albuquerque, A. C. C. (2019). *Terceiro setor: história e gestão de organizações*. Summus.
Parenthetical citation: (Albuquerque, 2019)
Narrative citation: Albuquerque (2019)

3.2 Parenthetical and Narrative Citations

- In-text citations have two formats: parenthetical and narrative. In parenthetical citations, the author's name and publication date (or equivalent information) appear in parentheses. In narrative citations, this information is incorporated into the text as part of the sentence.

3.2.1 Parenthetical Citation

- Both the author and the date, separated by a comma, appear in parentheses in a parenthetical citation. A parenthetical citation may appear within or at the end of a sentence — when at the end, place a period or other final punctuation after the closing parenthesis.

Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

- If other text appears with the citation in parentheses, use commas around the year.

(See Koehler, 2016, for more details)

- When other text and a citation appear together in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses.

(e.g., falsely balanced news coverage; Koehler, 2016)

3.2.2 Narrative Citation

- The author appears in running text and the date appears in parentheses immediately after the author's name for a narrative citation.

Koehler (2016) observed the danger of falsely balanced news coverage.

- In rare cases, the author and date may appear in the narrative. In this case, do not use parentheses.

In 2016, Koehler observed the danger of falsely balanced news coverage.

3.4 Citing Multiple Works

- When calling multiple works in parentheses, place the names in alphabetical order, separating them with a semicolon. Listing both the parenthetical citations in the text and items in the reference list in alphabetical order helps readers locate and access the works because they are listed in the same order in both places.

(Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

- Organize two or more works by the same authors by publication year. Place works without a date first, followed by works with dates in chronological order; citations of works in production ("in press") appear last. Indicate the authors' last names once; for each subsequent work, indicate only the date.

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019) Zhou (n.d., 2000, 2016, in press)

- In the case of multiple works where author names were abbreviated to "et al.," place the citations in chronological order (regardless of the order they appear in the reference list).

(Carraway et al., 2013, 2014, 2019)

- To highlight the work(s) most directly relevant to what is being presented in a given sentence, place these citations first in parentheses in chronological order.

(Sampson & Hughes, 2020; see also Augustine, 2017; Melara et al., 2018; Pérez, 2014)

- Readers may find a long sequence of citations difficult to parse, especially if they are using assistive technology, such as screen readers; therefore, include only the citations necessary to support your immediate idea.
- If multiple sources are cited in the narrative of a sentence, they may appear in any order.

Suliman (2018), Gutiérrez (2012), and Medina (2019) examined...

3.5 Citing Specific Parts of a Source

- To cite a specific part of a source, provide an author-date citation for the work in addition to information about the specific part. Many possible parts can be cited, including: pages, paragraphs, sections, tables, figures, supplementary materials, or footnotes of an article, book, report, webpage, or other work; chapters, prefaces, or other sections of published books, slide numbers in PowerPoint presentations.
- For religious and classic works with canonically numbered parts common to all editions (e.g., books, chapters, verses, lines, cantos), cite the part rather than the page number.

(Centers for Disease Control and Prevention, 2019, p. 10)
(Shimamura, 2017, Chapter 3)
(Armstrong, 2015, pp. 3-17)
(Shadid, 2020, paras. 2-3)
(Silva, 2019, Table 1)
(Thompson, 2020, Slide 3)
(Beck Institute for Cognitive Behavior Therapy, 2012, 1:30:40)
(Aristotle, ca. 350 B.C.E./1994, Part IV)
(Shakespeare, 1623/1995, 1.3.36-37)
(King James Bible, 1769/2017, 1 Cor. 13:1)

3.6 Secondary Source (Citation of Citation)

- When citing a secondary source, include an item for it in the reference list. In the text, identify the primary source and write "as cited in" and the data of the secondary source you used.
- If the publication year of the primary source is known, include it also in the text. If the year of the primary source is unknown, omit it in the text.

In the text: Salanova et al. (1996, as cited in Zanelli, 2004).
In the references: Zanelli, J. C. (2004). *Psychology, organizations and work*. Artmed.

- In the reference list, include an item for the entire work (not just the part you used).
- It is possible to cite a specific part of a source, whether you are paraphrasing or quoting directly.

3.7 Unknown or Anonymous Author

- When the author of a work is not named, it may be unknown (that is, no author is listed in the work, as is the case with a religious work) or specifically identified as "anonymous." For works whose author is unknown, include the title and publication

year in the in-text citation (note that the title also moves to the author position in the reference list item). If the title of the work is in italics in the reference, place it also in italics in the citation; use double quotation marks around it. Place these titles in the text using title case format, even if sentence case is used in the reference list item. If the title is long, abbreviate it for the in-text citation.

Book without author: (Interpersonal Skills, 2019) **Magazine article without author:** ("Understanding Sensory Memory", 2018)

- When the author of a work is explicitly designated as "anonymous," "anonymous" takes the place of the author's name in the in-text citation.

(Anonymous, 2017)

3.8 Dates of Translated, Reproduced, Republished, and Reissued Works

- References to translated, reproduced, republished, and reissued works contain two dates in the in-text citation: the year of publication of the original work and the year of publication of the translation, reprint, republication, or reissue. Separate the years with a forward slash, with the earlier year first.

Freud (1900/1953) (Piaget, 1966/2000)

3.9 Omitting the Year in Repeated Narrative Citations

- In general, include the author and date in all in-text citations. If you need to repeat a citation, repeat the entire citation; do not include, for example, only a page number (the abbreviation "ibid." is not used in APA Style). The year may be omitted from a citation only when multiple narrative citations of a work appear in a single paragraph.

- After making a narrative citation of a work in a paragraph, do not repeat the year in subsequent narrative citations in that same paragraph. Follow this guidance in each paragraph (that is, include the year in the first narrative citation in a new paragraph). Include the year in all parenthetical citations.
- If you cite multiple works by the same author or authors, regardless of publication years, include the date in all in-text citations to avoid ambiguity. For example, if you cite Mohammed and Mahfouz (2017) and Mohammed and Mahfouz (2019), include the year in all citations, even when one of the references is cited multiple times in a single paragraph.

3.10 Number of Authors to Include in Citations

- The format of the author element of the in-text citation changes depending on the number of authors, being abbreviated in some cases.
- For a work by one or more authors, include the author name(s) in all citations.
- For a work with three or more authors, include only the first author's name followed by "et al." in all citations, including the first, unless this creates ambiguity.

Type of author	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & Ruas, 2020)	Salas and Ruas (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Entity as author with abbreviation ***First citation*** [1]	(National Institute of Mental Health [NIMH], 2020)	

Subsequent citations	(NIMH, 2020)	National Institute of Mental Health (NIMH, 2020) NIMH (2020)
Entity as author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

[1] Set the abbreviation of an entity as author only once in the text, choosing the parenthetical or narrative format. Thereafter, use the abbreviation for all mentions of the entity in the text.

- In parenthetical citations, use an ampersand "&" between names with two authors, or before the last author, when all names must be included to avoid ambiguity. In narrative citations, use "and" spelled out.

(Silva & Santos, 2019) Days and Cardoso (2018)

- In tables and figures, use "&" between names in parenthetical and narrative citations.
- The same guidelines apply when any of the authors is an entity. For example, if a work is authored by three entities, the in-text citation would include the name of the first followed by "et al."

(National Institute of Mental Health et al., 2015)

3.11 Avoiding Ambiguity in In-Text Citations

- Sometimes, multiple works with three or more authors and the same publication year become identical when abbreviated for in-text citation, which creates ambiguity. To avoid it, when in-text citations of multiple works with three or more authors become identical when abbreviated, write as many names as necessary to distinguish the references and abbreviate the remaining names with "et al." in each citation. For example, two works have the following authors:

Kapoor, Bloom, Montez, Warner, and Hill (2017)
Kapoor, Bloom, Zucker, Tang, Kortz, Kim, and Dali (2017)

- Abbreviated, both citations become Kapoor et al. (2017). To avoid ambiguity when citing two works in your article, cite them as follows:

Kapoor, Bloom, Montez, et al. (2017)
Kapoor, Bloom, Zucker, et al. (2017)

- Since the expression "et al." is plural (and means "and others"), it cannot represent only one name. When only the final author is different, write out all names in full in each citation.

Hasan, Liang, Kahn, and Miller (2018)
Hasan, Liang, Kahn, and Weinz (2018)

3.12 Works with the Same Author and Same Date

- When multiple references have identical author(s) and publication year, include a lowercase letter after the year. The year-letter combination is used both in the in-text citation and in the item in the reference list. Use only the year with a letter in the in-text citation, even if the item in the reference list contains a more specific date.

(Judge & Kammeyer, 2012a)
Judge and Kammeyer (2012b)
(Sifuentes, n.d.-a, n.d.-b)

3.13 Authors with the Same Surname

- If the first authors of multiple references share the same surname but have different initials, include the first authors' initials in all in-text citations, even if the year of

publication is different. These initials help prevent confusion within the text and assist readers in locating the specific entry in the reference list.

(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014)

- If the first authors of multiple references have the same surname and the same initials, cite the works using the standard author-date format.
- Sometimes, authors publish under multiple names due to a name change (e.g., transgender authors, authors with a change in marital status). It is rarely relevant to point out that two names refer to the same person. When a specific name has changed, include initials in in-text citations only if they are different.
- If it becomes necessary to clarify that two names refer to the same person (e.g., to avoid confusion when reviewing an author's body of work), consult the author and respect their preferences on whether and how to address the name change. Conversely, if it is necessary to clarify that two names refer to different people to avoid confusion, include the first author's full first name in the in-text citation.

Sara Williams (2019) stated X, while Shonda Williams (2020) stated Y.

- If multiple authors within a single reference share the same surname, initials are not required in the in-text citation; cite the work using the standard author-date format.

(Chen & Chen, 2019)

3.14 Abbreviating Group Author Names

- If a reference has a group author (entity), its name can sometimes be abbreviated (e.g., American Psychological Association can be abbreviated to APA). You are not

required to abbreviate a group author's name, but you may do so if the abbreviation is well-known, if it helps avoid cumbersome repetition, or if it appears at least three times in the paper.

- As with other abbreviations, provide the full name of the group author at the first mention in the text, followed by the abbreviation.
- If the group author's name first appears in a narrative citation, include the abbreviation before the year in parentheses, separated by a comma.

The American Psychological Association (APA, 2017) describes...

- If the group author's name first appears in a parenthetical citation, include the abbreviation in square brackets, followed by a comma and the year.

(American Psychological Association [APA], 2017)

- In the reference list entry, do not abbreviate the group author's name. Instead, provide the name in full as it appears in the source.

American Psychological Association. (2017, January). *Understanding and overcoming opioid abuse*. https://www.apa.org/topics/substance-use-abuse-addiction/opioid-abuse

- If multiple references have the same group author, introduce the abbreviation only once in the text.
- In the rare event that two distinct entities share the same abbreviation (e.g., American Psychological Association and American Psychiatric Association both abbreviate to “APA”) and you cite both in the paper, always spell out each name in full to avoid confusion.
- If a work has three or more group authors, the in-text citation is also abbreviated.

3.15 General Mentions of Websites, Periodicals, Software, and Common Apps

- For a general mention of a website without referring to specific information or a specific page from that site, no reference list entry or in-text citation is required. Simply provide the name of the website in the text and include the URL in parentheses. For example, if you used a website to create a survey, mention it within the text.

We created our survey using Qualtrics (https://www.qualtrics.com).

- A variation of this technique is also used for general mentions of periodicals. For example, if you wish to include the name of a periodical that you searched during a meta-analysis, provide the title of the periodical (in italics) using title case.

I searched the *Revista de Administração Públic*a for studies to include in the meta-analysis.

- Common software and mobile apps are treated similarly; in most cases, it is sufficient to mention the name of the program or app and the version used (if known) in the text, without an in-text citation or reference list entry. Likewise, for apparatus, provide a reference only for specialized products.

4. TABLES AND FIGURES

- Tables and figures enable authors to present a large amount of information efficiently and make their data more understandable.
- Tables generally display numerical values (e.g., means and standard deviations) or

textual information (e.g., stimulus word lists, participant responses) arranged in an organized manner in columns and rows.

- A figure may be a chart, graph, photograph, drawing, or any other illustration or non-textual representation.
- At times, the line between tables and figures can be confusing; in general, tables are characterized by a row-column structure, and any type of illustration or image that is not a table is considered a figure.
- In the text, refer to every table and figure by its number—this is known as a callout. When you call out a table or figure, also tell readers what to look for in them.
- Do not write "the table above" (or "below") or "the figure on page 32." Page numbers often change during the writing process, which can lead to errors. For published works, final page numbers and the placement of tables and figures on the pages are determined during typesetting. Referring to tables and figures by number, rather than by location on the page, also assists readers who access a work through assistive technologies, such as screen readers.
- Number all tables and figures that are part of the main text (i.e., not part of an appendix or supplemental materials) using Arabic numerals (e.g., Table 1, Figure 1). Assign numbers in the order in which each table or figure is first mentioned in the text, regardless of whether a more detailed discussion appears elsewhere in the work. Give each table or figure a succinct but clear and explanatory title.

5. REFERENCES

- The reference list at the end of a work provides the information necessary to identify and retrieve each work cited in the text. Choose references judiciously and include only the works you used in the research and preparation of the paper.
- APA Style generally requires reference lists, not bibliographies. A reference list cites works that specifically support the ideas, claims, and concepts in a work; in contrast, a bibliography cites works for background information or further reading and may include descriptive notes (e.g., an annotated bibliography).

- A reference generally has four elements: author, date, title, and source. Considering these four elements will help you create a reference for any type of work, even if you do not find a specific example that matches it.
- At times, reference elements are unknown or missing, and the reference list item must be adapted.
- Ensure that a period appears after each reference element—that is, after the author, date, title, and source. However, do not put a period after a DOI or URL, as this may interfere with link functionality.
- Use punctuation marks (usually commas or parentheses) between parts of the same reference element. For example, in a reference for a journal article, use a comma between the surname and initials of each author and between the names of different authors, and between the journal name and the page numbers. Do not use commas between the journal volume and issue numbers; instead, place the issue number in parentheses.
- Punctuation marks that appear within an italicized reference element should also be italicized (e.g., a comma or colon in a book title). Do not place punctuation between italicized reference elements (e.g., the period after an italicized book title).

Missing Element	Solution	Model	
		Reference List Entry	In-Text Citation
None (All elements present)	Provide the author, date, title, and source.	Author. (Date). Title. Source.	(Author, Year) Author (Year)
Author	Use the title, date, and source.	Title. (Date). Source.	(Title, Year) Title (Year)
Date	Provide the author, use "n.d." for "no date," then the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and provide the source.	Author. (Date). [Description of work]. Source.	(Author, Year) Author (Year)

Author and Date	Use the title, use "n.d." for "no date," and provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and Title	Describe the work in square brackets and provide the date and source.	[Description of work]. (Date). Source.	([Description of work], Year) [Description of work] (Year)
Date and Title	Provide the author, use "n.d." for "no date," describe the work in brackets, and provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)
Author, Date, and Title	Describe the work in brackets, use "n.d." for "no date," and provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	Cite as a personal communication or find another work to cite.	No reference list entry.	(C. C. Communicator, personal communication, Month Day, Year) C. C. Communicator (personal communication, Month Day, Year)

- Since one of the goals of listing references is to enable readers to find and use the cited works, reference data must be accurate and complete. The best way to ensure this is to carefully compare each reference against the original publication.
- Authors are responsible for all information in their reference lists. Accurately prepared references help establish your credibility as a researcher and a meticulous author.
- Consistency in reference formatting allows readers to focus on the content of your reference list, easily discerning the types of works you consulted and the key elements (who, when, what, and where) with ease.

6. FINAL RECOMMENDATIONS

For further information, we recommend consulting the Publication Manual and/or visiting the APA Style Blog.

REFERENCE

American Psychological Association. (2022). *Manual de publicação da APA: o guia oficial para o estilo APA* (7a ed.). Artmed.