

# GUIDELINES FOR CITATIONS AND REFERENCES

The following guidelines are based on the Purdue Online Writing Web which reflects the latest version of the *APA Publication Manual* (i.e., APA 7, released in October 2019, [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)). The guidelines contain a list of the most commonly used rules of the APA Manual, which are adapted for the needs of the journal *Ethnological Debates*. For a complete list of the rules, please refer to <https://apastyle.apa.org/style-grammar-guidelines> or the 7<sup>th</sup> edition of the APA Publication Manual (<https://apastyle.apa.org/products/publication-manual-7th-edition-spiral>).

## In-Text Citations

### Quotations

#### *Long quotations*

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Use a 11-point font. Maintain 1.5 - spacing throughout, but do not add an extra blank line before or after it.

#### *Quotations from sources without pages*

Direct quotations from sources that do not contain pages should not reference a page number. Instead, you may reference another logical identifying element: a paragraph, a chapter number, a section number, a table number, or something else.

### Author/Authors

#### *A work by one author*

As Ahmed (2016) mentions...  
(Ahmed, 2016)

#### *A work by two authors*

Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

Research by Wegener and Petty (1994) supports...  
(Wegener & Petty, 1994)

#### *A work by three or more authors*

List only the first author's name followed by "et al." in every citation, even the first, unless doing so would create ambiguity between different sources.

(Kernis et al., 1993)  
Kernis et al. (1993) suggest...

If you're citing multiple works with similar groups of authors, and the shortened "et al" citation form of each source would be the same, you'll need to avoid ambiguity by writing out more names. If you cited works with these authors:

Jones, Smith, Liu, Huang, and Kim (2020)  
Jones, Smith, Ruiz, Wang, and Stanton (2020)

They would be cited in-text as follows to avoid ambiguity:

(Jones, Smith, Liu, et al., 2020)  
(Jones, Smith, Ruiz, et al., 2020)

### ***Unknown author***

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks.

A similar study was done of students learning to format research papers ("Using Citations," 2001).

If "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

### ***Organization as an author***

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source, just as you would an individual person.

According to the American Psychological Association (2000), ...

If the organization has a well-known abbreviation, you may include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations. However, if you cite work from multiple organizations whose abbreviations are the same, do not use abbreviations to avoid ambiguity.

First citation: (Mothers Against Drunk Driving [MADD], 2000)  
Second citation: (MADD, 2000)

### ***Two or more works in the same parentheses***

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

If you cite multiple works by the same author in the same parenthetical citation, give the author's name only once and follow with dates. No date citations go first, then years, then in-press citations.

(Smith, n.d., 1995, 2002, in press)

### ***Authors with the same last name***

To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

### ***Two or more works by the same author in the same year***

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) revealed strong correlations. However, a parallel study (Berndt, 1981b) resulted in inconclusive findings.

### ***Introductions, prefaces, forewords, and afterwords***

When citing an Introduction, Preface, Foreword, or Afterword in-text, cite the appropriate author and year as usual.

(Funk & Kolln, 1992)

### ***Personal communication***

For interviews, letters, e-mails, and other communication with persons from academic sphere, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(E. Robbins, personal communication, January 4, 2001).

In the case of quotations from ethnographic interviews, cite the code designation of the person. Its form should be explained in a footnote to the first quotation.

(Maria, 1952).<sup>1</sup>

<sup>1</sup> Data on informants are anonymised. When quoting, I state the fictitious name of the informant and the year of their birth.

## **Citing indirect sources**

### ***A source that was cited in another source***

Name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses. If you know the year of the original source, include it in the citation.

Johnson argued that... (as cited in Smith, 2003: 102).  
(Johnson, 1985, as cited in Smith, 2003: 102).

### ***Unknown author and unknown date***

If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n. d." (for "no date").

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n. d.).

### ***Sources without page numbers***

When an electronic source lacks page numbers, you should try to include information that will help readers find the passage being cited. Use the heading or section name, an abbreviated heading or section name, a paragraph number (para. 1), or a combination of these.

According to Smith (1997), ... (Mind Over Matter section, para. 6).