

Citation and Referencing Guidelines (APA 7th Edition)

1. In-Text Citations

- **Single author:** (Adams, 2006)
- **Two authors:** (Adams & Brown, 2006)
- **Three or more authors:** (Adams et al., 2006)
- **Page numbers:** When citing a specific page or range:
 - Single page: (Adams, 2006, p. 175)
 - Page range: (Adams, 2006, pp. 175–179)
- For **multiple works by the same author in the same year**, add letters: (Adams, 2006a, 2006b)

2. Reference List Formatting

- The reference list should appear **at the end of the manuscript** and be arranged **alphabetically by the first author's last name**.
- **Hanging indent:** Each reference should have a hanging indent of 0.5 inches.
- Include a **DOI** (digital object identifier) if available. If no DOI is available, include the URL for online sources.

3. Author Names

- List authors by **last name, followed by initials** (no full first names).
- Use “& and” between two authors, where required
- For **3–20 authors**, list all authors; for **21 or more authors**, list the first 19, then an ellipsis, then the last author.

4. Titles

- Use **sentence case**: capitalise only the first word of the title, the first word after a colon or dash, and proper nouns.
- **Books, reports, and datasets**: Italicise the title.
- **Journal articles, book chapters, and web pages**: Title is not italicised; the journal or book title is italicised.

5. Works (e.g., Edited Book Volumes) With Editors

- Use (Ed.) for a single editor and (Eds.) for multiple editors.
- Place editor information in parentheses after the book title:
 - Example: In *Title of Book* (Eds., pp. 12–34).

6. Special APA Points

- When citing a **DOI**, format as a URL: <https://doi.org/xxxx>
- For **online sources**, include the **direct URL**; an access date is not required unless the content is likely to change.
- For **archival or unpublished sources**, add a **description in brackets**, e.g., [Unpublished manuscript], [Data set], [Working paper].
- Always use **full page numbers** in citations, e.g., 175–179, not 175–9.
- After a colon or dash in a title, the following letter should be **lowercase**, unless it is a proper noun.

For books (Single and Multiple Authors)	Sthapit, A. (2018). <i>Human resource Management: Issues and perspectives</i> . Taleju Prakashan.
	Singh, T.M., & Sthapit (2008). <i>Human resource management: Text and cases</i> (2 nd ed.). Taleju Prakashan.
	Smart, S., Gitman. L., & Joehnk, M. (2016). <i>Fundamentals of investing</i> . Pearson.

	For sources with 4 to 20 authors, list all authors' surnames and initials. For sources with 21 or more authors, list the first 19 authors, then insert an ellipsis (...) followed by the final author's name to indicate that some names have been omitted.
For Journal Articles (Single and Multiple Authors)	Chaudhary, R. (2020). Green human resource management and employee green behaviour: an empirical analysis. <i>Corporate Social Responsibility and Environmental Management</i> , 27(2), 630-641.
	Shahzad, M. A., Jianguo, D., & Junaid, M. (2023). Impact of green HRM practices on sustainable performance: mediating role of green innovation, green culture, and green employees' behaviour. <i>Environmental Science and Pollution Research</i> , 30(38), 88524-88547.
	Nisar, Q. A., Haider, S., Ali, F., Gill, S. S., & Waqas, A. (2024). The role of green HRM on environmental performance of hotels: Mediating effect of green self-efficacy & employee green behaviours. <i>Journal of Quality Assurance in Hospitality & Tourism</i> , 25(1), 85-118.
	It must follow the style of a book citation for the authors of more than 3 (three) and up to 20 (twenty) authors.
For Thesis/Dissertation	
Unpublished Thesis/Dissertation	Ames, J.H., & Doughty, L.H. (1911). <i>The proposed plans of the Iowa State College athletic field, including the design of a reinforced concrete grandstand and wall</i> [Unpublished bachelor's thesis]. Iowa State University. Cooper, A. S. (2018). <i>Sexual harassment in the working environment</i> [Unpublished doctoral dissertation]. University of Chicago.
Published Thesis/Dissertation	Leigh, J. (2010). <i>Self-determined mindfulness and attachment style in college students</i> (Publication No. 305210119) [Doctoral dissertation, Indiana State University]. ProQuest Dissertations and Theses Global.

	<p>Knight, K.A. (2011). <i>Media epidemics: Viral structures in literature and new media</i> (Accession No. 2013420395) [Doctoral dissertation, University of California, Santa Barbara]. ProQuest Dissertations Publishing.</p>
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For a conference paper published in a book

Armstrong, D.B., Fogarty, G.J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W-G. Tan (Ed.), *Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems* (pp.163-171). Toowoomba, Australia: University of Southern Queensland.

Porter, M. E., & Kramer, M. R. (2011). Creating shared value. In R. Burke & S. Clarke (Eds.), *The Oxford handbook of corporate social responsibility* (pp. 327–350). Oxford University Press.

Conference Paper Published Online as Individual Papers

Taylor, J.A. (2006, Bivenber). *Assessment: A tool for development and engagement in the first year of university study*. Paper presented at Engaging Students: 9th Pacific Rim in Higher Education (FYHE) Conference, Griffith, Australia. Retrieved from http://www.fyhe.com.au/past_papers/2006/papers/Taylor.pdf

Matheus, C. C., & Quinn, E. (2017, November 30–December 2). *Gender based occupational stereotypes: New behaviors, old attitudes*. IEEE Women in Engineering (WIE) Forum USA East, Baltimore, MD, 1–6.

Conference Paper Unpublished

Bland, A. (2017, November). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia. <https://bit.ly/37DvrHR>

McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - improving retention, enhancing education* [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>

For working papers	Moizer, P. (2003). <i>How published academic research can inform policy decisions: The case of mandatory rotation of audit appointments</i> [Working paper]. Leeds University Business School, University of Leeds.
Newspaper Article Published in Print	Carlyle, J. (2024, October 15). The future of AI in daily journalism. <i>The New York Times</i> , p. A15.
Newspaper Article Available Online	Schwartz, F., & McBride, C. (2019, November 18). Trump administration says Israeli settlements aren't illegal. <i>The Wall Street Journal</i> . https://www.wsj.com/articles/trump-administration-to-say-israeli-settlements-arent-illegal-11574104691
Chapter in an Edited Book (Print)	Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), <i>Handbook of developmental psychology</i> (pp. 517–533). Sage Publications.
Chapter in an Edited E-book with DOI	Ventress, N. (2017). Neglect in the early years. In S. Burton & J. Reid (Eds.), <i>Safeguarding and protecting children in the early years</i> (pp. 72–91). Taylor & Francis. https://doi.org/10.4324/9781315559551-5 .
Government Report	World Health Organization. (2019). <i>World malaria report 2019</i> . World Health Organization. https://www.who.int/publications-detail-redirect/world-malaria-report-2019
Organisational/Corporate Report	Deloitte. (2022). <i>Global human capital trends 2022: Leading the shift</i> . Deloitte Insights. https://www2.deloitte.com/global/en/pages/human-capital/articles/introduction-human-capital-trends.html
Technical Report	National Renewable Energy Laboratory. (2020). <i>Wind turbine condition monitoring: State of the art</i> (Technical Report No. NREL/TP-5000-73619). U.S. Department of Energy. https://www.nrel.gov/docs/fy20osti/73619.pdf

Dictionary	Documentation. (n.d.). In <i>Merriam-Webster.com dictionary</i> . Retrieved from https:// www.merriam-webster.com/dictionary/documentation
Dictionary available online	Hemorrhage. (n.d.). In <i>Merriam-Webster.com dictionary</i> . Merriam-Webster. http://www.merriam-webster.com/dictionary/hemorrhage
Encyclopaedia	McGhee, K., & McKay, G. (2007). Insects. In <i>Encyclopedia of Animals</i> (pp.170-171). Washington, DC: National Geographic Society.
Encyclopedia available Online	Bunson, M. R. (2012). Historical overview. In <i>Encyclopedia on Ancient Egypt</i> (3rd ed., pp. 12–15). Infobase Publishing. http://www.infobasepublishing.com/
For electronic sources	Weida, S., & Stolley, K. (2013). Developing strong thesis statements. <i>Purdue OWL</i> . https://owl.english.purdue.edu/owl/resource/588/1/
For archival or other unpublished sources	Litman, S. (1902). <i>Mechanism & technique of commerce</i> [Unpublished manuscript]. Simon Litman Papers, Record Series 9/5/29, Box 3, University of Illinois Archives, Urbana-Champaign, IL.
For data	Campbell, A., & Kahn, R. L. (2015). <i>American National Election Study, 1948</i> (ICPSR07218-v4) [Data set]. Inter-university Consortium for Political and Social Research. https://doi.org/10.3886/ICPSR07218.v4