APA-Style Citation

Plagiarism

When using reference literature or other sources in a paper, you are required to use citation to show clearly which parts of your paper have been extracted from, or are based on, other authors' work. It is important for the reader of your paper to know on whose or which statements your arguments are based. To enable the reader to study the source of the ideas and to be able to draw their own conclusions, you need to include references to the sources you refer to. If you fail to do so, you may be prone to charges of plagiarism.

The word 'plagiarism' derives from the Latin term, plagiarius, which means 'kidnapper'. In other words, the act of plagiarism is something like 'kidnapping' the knowledge of the source you used. Keeping 'borrowed knowledge' concealed is viewed as a serious academic offence.

Stenden views quotation, paraphrasing and annotation without citation as plagiarism once it exceeds the 5% limit. If you commit plagiarism, you run the risk of being banned from taking tests and examinations (Stenden university, n.d.).

References are given to the sources that you have used in the following situations:
- When you cite (i.e. when you literally take over texts from someone else's work);
- When you paraphrase (i.e. when you present other authors' texts in your own words);
- When you wish to add weight or credibility to an argument;
- When emphasizing a specific theory, model or use;
- When using tables, statistics, diagrams, photos and other types of illustrations in your text;
- When you can expect your reader to be interested in the work on which your text is based (where did he / she get this from?).

There are also certain situations in which you do **not** need to refer to the source text:
- When presenting overviews of historical facts;
- When describing your own experiences or observations;
- In conclusions and summaries in which you repeat ideas that you have previously supplied with a citation;
- When summarizing "general knowledge".

General knowledge is understood as the type of information that many people are familiar with and that you can find in many different kinds of resources. Queensland University (2006, § 2.4) offers the following six examples of general knowledge where citation is not needed:

1. That Neil Armstrong landed on the Moon in July 1969 (common fact of history).
2. That Alexander Fleming discovered penicillin (common fact of history).
3. The definition of photosynthesis (common knowledge in the discipline).
4. That humans need food for water and survival (common sense observation).
5. That Count Dracula lived in Transylvania (accepted folklore).
6. 'Life wasn't meant to be easy' (aphorism).

A citation system that is often used in psychology and the social sciences is the system used by the American Psychological Association (**APA**). In this system, the author must refer to a source in his / her text by mentioning the name of the author and the year of publication. The reference list, at the end of the text, includes references to all the sources referred to in the text (Habraken, 2010).

Quoting and Paraphrasing

It is strongly advisable to avoid, to the greatest extent possible, the repeated use of other authors' text. If necessary to, for example, strengthen an argument or to liven up a text, you are entitled to take over sections of text from other sources. This can be done in two possible ways:
- Quoting – literally taking over text.
- Paraphrasing – representing the text in your own words.

Quoting

Quoting is used where the quote clearly supports your own thinking or where you wish to interpret or discuss the text after quoting it (Kremers & Tenwolde, 2004). To be used effectively, a quote must be introduced to the text by having the meaning and relevance of the quote stated explicitly.
- Keep the paraphrase and the quote as short as possible;
- Repeat the text literally, including spelling and punctuation errors;
- If the errors could create confusion on the reader's part, then include the word [*sic*.] and in square directly after the error in the citation;
- Always include a reference after the quote or paraphrase.

Short quotes (fewer than 40 words)

The citation is placed in the text and in double quotation marks. Always include a reference with the citation in the text (author, year of publication, page number):

Example in the text:

Hofstede (2001) states that "the dominance of technology over culture is an illusion" (p. 453).

… and regarding technology that "the dominance of technology over culture is an illusion"(Hofstede, 2001, p.453).

Include the full citation of the source you quoted in the bibliography:

Example in the bibliography:

Hofstede, G. (2001). *Culture's consequences: Comparing values, behaviours, institutions, and organizations across nations* (2nd Rev. ed.). Thousand Oaks, CA: Sage.

Long quotes (from 40 words).

The quote is started in a new line, indented and without quotation marks in block citation format. In the case of the use of block quote, the reference does not form part of the sentence, as in the case of the short citation and is therefore placed after the period:

Example in the text:

There are many way to define culture. The definition by anthropologist Kluckhohn is well known:

> Culture consists of patterned ways of thinking, feeling and reacting, acquired and transmitted mainly by symbols, constituting the distinctive achievements of human groups, including their embodiments in artefacts; the essential core of culture consists of traditional (i.e. historically derived and selected) ideas and especially their attached values. (Kluckhohn, 1951, p. 86)

In the bibliography, you must provide the complete citation of the source you quoted:

Example in the bibliography:

Kluckhohn, C. (1951). The study of culture. In D. Lerner & H.D. Lasswell (Eds.), *The policy sciences* (pp. 86-101). Stanford, CA: Stanford University Press.

Quote from a source without page number

Sometimes, you may also **quote from a section of text without a page number**, for example, from a text on a website. In those instances, instead of the page number, mention the paragraph or the title of the section from which the text derives.

Example in the text:

The Department of Environmental Affairs and Tourism identifies women as the key figures in the development and promotion of tourism: "Women, especially in rural communities, have a particularly important role to play in the development of responsible tourism. The employment of women can be a fundamental determinant of the developmental impacts of the tourism industry" (1996, § 6.7).

Here, too, you must include the full citation in the bibliography:

Example in the bibliography:

Department of Environmental Affairs and Tourism. (1996). *The development and promotion of tourism in South Africa*. Pretoria: Author. Retrieved June 16, 2010, from http://www.info.gov.za/whitepapers/1996/tourism.htm

Paraphrasing

If you paraphrase correctly, you will show the reader the following in the text: Although I expressed it in my own words, the idea is someone else's, namely: (Author, year).

You use paraphrasing to facilitate the reader's comprehension of the text. You are not allowed to simply take over the text. To be able to paraphrase, you must read the text through until you understand it so well that you are able to rephrase it in your own words and in a new construction without having to look at the source while writing.

When paraphrasing, you always retain your own writing style; which is more convenient for the reader.

Example:

Original passage from Lester (1976)

Students often include too much literal text when creating extracts. This is often evident in reports in the form of the excessive use of citations. For that reason, it is important to make sure, when creating extracts, to make as limited as possible use of exact transcription.

First version*: Plagiarism*

Students often take over too much literal text when creating extracts. This is evident in the excessive use of citations in student papers. For that reason, it is important to make sure, when creating extracts, to make as limited as possible use of exact transcription (Lester, 1976).

Second version*: Legitimate paraphrase*

Students often fail to limit the number of citations they use when writing papers. This problem is manifest in the way they create extracts; they often simply copy the text literally. It is therefore advisable to limit text-copying to the greatest extent possible when writing extracts (Lester, 1976).

The example mentioned above (Ackermann, 2007, p. 39) clearly shows what correct paraphrasing is and what it is not. It shows that the reference in the text is included directly after the paraphrase (author, year). The reference forms part of the sentence. You include the full citation in the reference list:

Example in the bibliography:

Ackermann, M., Osseweijer, E., Schmidt, H., & Van der Molen, H. (2007). *Zelf leren schrijven: Schrijfvaardigheid voor psychologie, pedagogiek en sociale wetenschappen* [Learning to write: Writing skills for psychology, pedagogy and social sciences] (2e ed.).Amsterdam: Boom.

APA Citation

An assignment paper or research paper does not simply appear out of the blue. It demands the use of knowledge and other people's work. It is important for your reader (probably also a researcher) to know where you found your knowledge. You need to make it clear, in your text, which ideas and insights are your own and which derive from other authors. The purpose of your reference list is to enuamerate the sources you used in your text. You provide the reader with all the informationthath they need to be able to find the sources. In the text itself you suffice with an in-text citation (Kremers & Tenwolde, 2004).

The in-text citation enables the reader to find the source in the reference list. It is therefore very important to make sure that the in-text citations correspond to the references in the reference list.

Place of the in-text citation

In the text, you include the citation immediately after the keyword, the sentence or the passage that you used. Construct your text in such a way that you do not need to repeat the citation to the source over and over again, as this creates an uncomfortable text appearance and disrupts the thrust of your argument.

In other words, not like this:

> … Burgers' Zoo makes use of environmental animation. The design and layout of Burgers' Zoo and the signage jointly serve to stimulate specific actions. The signage makes it possible for the visitor to see the whole park and he / she experiences it as it was intended (Nijs & Peters, 2007). It also uses storytelling. All the different themes used in the park tell different stories. In other words, in storytelling, it is possible to tell a story without the use of words (Nijs & Peters, 2007).

But like this:

> Nijs and Peters (2007) describe six instruments that can be used to enhance the consumer's experience. Burgers' Zoo uses two of the six instruments:
> - Animation:
> The signage in Burgers stimulates specific actions. The signage makes it possible for the visitor to see the whole park as intended.
> - Storytelling:
> The different themes in the park tell different stories. The visitors experience the stories as if they were actually living in the stories.

Another way to show that the information given is derived from the same source:

> Nijs and Peters (2009) studied … Their research revealed that …
>
> A recent study into … by Walker (2000) describes the method… Walker also discovered that …

Standard in-text citation

The reference will always be formulated as follows: (author, year):

> A recent study into trends in recreation (Bakas, 2010) showed that …

If the author's name is already mentioned in the text, it is sufficient to include the year of publication in parentheses after the author's name:

> In a recent study, Bakas (2010) describes the trends in recreation …

APA references in the reference list

You only include sources that you actually used in the reference list.

The only sources you do **not** include in your reference list are the following:

- the ones that you did not use but found interesting;
- the ones that you only used to refer to something else or to check;
- personal communication, such as interviews and telephone calls.

The sources that are considered Personal communication are not available for anyone else to consult afterwards and should therefore not be included in the reference list (Kremers & Tenwolde, 2004). In those instances, you refer to the source in the text: (A. Vogel, personal communication, 1 May, 2010).

Also , when you refer to a homepage website URL, do **not** included it in the reference list, but refer to it in the text as in-text citation: The Efteling (www.efteling.nl). regularly has special family offers

Order of references in the reference list

You are required to organize all the sources you use for your paper in alphabetical order based on the author's surname. If there is no author, you use the first word in the title.

The general rule is:

-	Nothing comes before something:	Smith comes before Smythe
-	Numbers come before letters:	50 comes before AAA
-	Same names based on initials:	Tenberge, A. before Tenberge, B.
-	Alphabetize on prefixes in the author's name:	De Vries, N., & Van der Linden, T.
-	Follow the spelling on the title page:	MacGrath before McCrath

Basic components in the reference list

All references to sources included in the text must relate back to the reference list. The reference list consists of bibliographical descriptions (references) that contain essential (not content-related) information about the publications, such as title, author and year of publication.

An exception to that rule is personal communication; which is not accessible to third parties and is therefore not included in the reference list. References to websites as a whole are not included in the reference list.

For clarity: You are not allowed to include any publications in the reference list that you consulted but that are not mentioned in the text!

The basic components that appear in the description are (Kremers & Tenwolde, 2004, p. 11):

- The author or editor's surname followed by a comma;
- The initial(s) and the date of publication in brackets followed by a period;
- The title and subtitle in *italics* followed by a period;
- Mention of the edition in the title language , followed by a period;
- The place of publication followed by a colon;
- And the name of the publisher followed by a period;
- Where applicable, a URL, no period!
- Where applicable, the doi (digital object identifier, no period!

Basic components
You describe at least the following components as follows:

The author's surname
- **or editor's surname followed by a comma, and the initial(s),**
- First mention the author or editor's surname, starting with prefixes if there are any, followed by the initials: Van der Berg, M.F.,
- Do not mention academic or other titles,
- In the case of compilers or editors you add to the name and initials '(Ed.)' or '(Eds.)'. End with a period,
- In the case of two or more authors, place an ampersand (&) between the names,
- Authors mentioned after the word, "with", are included in brackets: Smelik, A. (with Buikema, R.). In the text you only refer to the primary author(s),
- The title is used in the place of the author if there is no author or if the book or volume was compiled by a group of editors that are not mentioned by name.

The year of publication
- **in parentheses followed by a period,**
- Mention the year of publication of the edition you use as mentioned in the colophon / title page,
- In the case of the absence of a publication year, use: (n.d.). – no date,
- In the case of magazines, newsletters, and newspapers, include the year in brackets, followed by the date of publication (month or month and day): (2010, May) or (2010, May 1).

The title and the subtitle
- **in *italics* followed by a period,**
- Use the spelling on the title page,
- Write the title and the subtitle in italics,
- Do not write the title of a magazine article or chapter from a book in italics (it relates to a part of a publication). The title of the book or magazine from which the article derives must appear in italics (it relates to the whole publication). Also put the volume number of the magazine/journal in italics,
- In the case of a chapter in a book, include the word, 'In', after the title and before the names of the authors of the book,
- Place a colon between the title and the subtitle,
- Both the title and the subtitle start with a capital letter.

The edition
- **in the title language, followed by a period,**
- The edition is placed between parentheses after the title and before the place of publication,
- The first edition is not mentioned,
- Permissible abbreviations: ed. = edition, Rev. ed. =Revised edition, 2nd ed. = second edition,
- After the edition and parenthetical information, you can also include a reference to the type of material in square brackets: Moore, M. (2010). *Capitalism: A lover story* [DVD]. London: Paramount Home Entertainment. Some other notations: [Special section], [Abstract], [Brochure], [Video webcast], [Motion picture], [PowerPoint].

The location of the publisher
- **Followed by a colon,**
- If the location of the publisher is not specified in the book and is not known, include 's.l.'*(sine loco*, Latin for 'without location'),
- If more than one location of the publisher is mentioned, only include the first in the description or the main location,
- In the case of locations in the USA, it is also standard to include the abbreviations for the states: Masen, OH: Thomson South Western.

The name of the publisher
- **Followed by a period,**
- Leave out terms like: Publishers, Co., & Sons, GmbH, N.V., Ltd etc. that are not required to identify the publisher,
- Retail words like Books and Press,
- When the author is also the publisher, use Author to indicate the publisher.

Where applicable an Internet address
- **Do not end with a period,**
- Start with: 'Retrieved on month day, year, from' followed by the URL,
- The URL is not underlined,
- When the URL does not refer to the publication itself, start with: 'Available on month day, year, from',

Where applicable a doi
- **Do not end with a period,**
- Electronic publications often have a doi, a digital object identifier. This is a alphanumeric string which provides a persistent link to its location on the Internet. There are two forms of doi:
  - doi:10.1037/rmh0000008
  - http://dx.doi.org/10.1037/rmh0000008
- Do not underline the doi.

Examples of in-text citations and citations in the reference list

Book

Basic form

In-text	In the reference list
(Family name author, year)	**Family name author, Initials. (Year of publication).** *Title of the book: Subtitle*. **Place of Publisher: Publisher.**

1 author

In-text	In the reference list
Use the basic form: (Author, year). ….are the most important questions when choosing a subject for your graduation thesis (Eco, 2015). ….are, according to Eco (1994), the most important questions to ask when choosing a subject for your graduation thesis Eco (1994, p. 23) summarizes the rules for choosing a subject for your graduation thesis as follows: "When writing a thesis, you must write the thesis that you *are able to* write."	Eco, U. (2015). *How to write a thesis*. Cambridge, MA: MIT Press.

1 author with co-authors that are mentioned after "with"

In-text citation	Citation in the reference list
Only the main author is mentioned in the reference in the text: Creativity in teaching is not just a case of finding new approaches to make learning happening, it is as much a case of developing the creativity of the pupils and the interdependence of these two (Cremin, 2015).	Cremin, T. (with Reedy, D., Bearne, E., & Dombey, H.). (2015). *Teaching English creatively* (2nd ed.). London, United Kingdom: Routledge.

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2 authors

In-text citation	Citation in the reference list
In the case of referencing two or more authors, you place an ampersand (&) between the second to last and last mentioned author. Today's line manager has an important role to play in HRM (Foot & Hook, 2016) You use the word, "and" in the actual text: According to Foot and Hook (2016) the line manager today has an important role to play in HRM.	In the case of referencing two or more authors, you place an ampersand (&) between the second to last and last mentioned author. In the reference list, the ampersand is preceded by a comma: Foot , M., & Hook, C. (2016). *Introducing human resource management* (7th ed.). Harlow, United Kingdom: Pearson.

3 to 5 authors

In-text citation	Citation in the reference list
In the case of three to five authors, you mention all of the authors the <u>first time</u>. The names are separated by a comma. Within the parentheses use the ampersand (&) between the second to last and last mentioned author. Use the word "and" in the actual text. If you refer to the source with three to five authors for the <u>second time</u> you only need to mention the first author followed by 'et al'. (et alii = and others). 1st time citation: ... Van Assen, Van der Berg and Pietersma (2014) do not just give an overview of management models... 2nd and following time: Van Assen et al. (2004) point out that the chosen models.....	The surnames, including the initials, of all the authors must be noted. The surnames must be separated by a comma and a space. Use an ampersand (&) before the last author's surname. In your works cited list, the ampersand is preceded by a comma and a space. In the reference list, the ampersand is preceded by a comma and a space: Van Assen, M., Van der Berg, G., & Pietersma, P. (2014). *Key management models: The 75+ models every manager needs to know* (3rd ed.). Harlow, United Kingdom: FT Publishing International. Alkema, E., Van Dam, E., Kuipers, J., Lindhout, C., & Tjerkstra, W. (2006). *Méér dan onderwijs: Theorie en praktijk van het onderwijs in de basisschool*. Assen: Van Gorkum. Quinn, R.E., Faerman, S.R., Thompson, M.P., Mcgrath, M.R., & St. Clair, L.S. (2008). *Handboek managementvaardigheden* (4e ed.). Den Haag: Academic Service.

6 or more authors

In-text citation	Citation in the reference list
Only the first author is mentioned from the very beginning, followed by 'et al'.	*6 to 7 authors,* mention all authors. *8 or more authors*, give the first 6 authors followed by three periods to show you leaving out the 7th and next authors until the last author whom you will mention.
Van Zeijl et al. (2009) give clear examples of	Van Zeijl, A.M.M.M., Keizer, J., Masseling, J.H.M.J., Burger, J.M.K., Van Caspel, R.D.J., De Ruiter, A.M. … Lemans, J.A.M. (Red.). (2009). *Wetteksten Hoger Economisch Onderwijs: Editie 2010/2011* [Legislative texts for higher economic education] (26^e ed.). Groningen: Noordhoff.

Editors

In-text citation	Citation in the reference list
Do not give the function of the Editor(s) in the in-text citation:	In case of reference to an edited book, enclose the abbreviation Ed. of Eds. in parentheses after the last Editor's name.
Prebensen, Chen and Uysal (2016) bring together a wide variety of contributions on tourist creating value, the psychological and physical aspects of it and the tourist experience.	Prebensen, N.K., Chen, J.S., & Uysal, M. (Eds.). (2016). *Creating experience value in tourism*. Wallingford, United Kingdome: CABI. When you refer to a chapter from an edited book in your text, follow the instruction for a chapter from an edited book

Organization as author

In-text citation	Citation in the reference list
In principle, you always mention the complete name in the reference. If the name is very well known in the form of an abbreviation and if the name is very long, then only include the full name in the first reference with the abbreviation mentioned in square brackets afterwards: China is one of the emerging tourism economies that is growing rapidly (Organisation for Economic Co-operation and Development [OECD], 2014)	In principle, you always mention the complete name in the reference. If the name is very well known in the form of an abbreviation and if the name is very long, then only include the full name in the first reference with the abbreviation mentioned in square brackets afterwards. If you have done so, make sure that you use the abbreviation in the reference list as well, so that the in-text citation and the reference list entry are in accordance.

You can then use the abbreviation in the second and all subsequent references. Please note: the reader must be able to find the entry in the bibliography without any difficulty. In other words, the abbreviation must be current and commonly accepted: In tourism policies of governments a there is more focus on a sustainable economic and tourism growth (OECD, 2014)	OECD. (2014). *OECD tourism trends and policies 2014*. Paris, France: OECD. doi:http://dx.doi.org/10.1787/tour-2014-en

Anonymous

In-text citation	Citation in the reference list
Sometimes the author may not wish to reveal his or her name and may instead opt for a reference to "Anonymous". In those cases, use the term, as if it were an author's name: In the case of 'A campus conspiracy', a portrait of modern university life, which we have to believe is fictional, there is a suggestion of truth because the author does not want to reveal him or herself (Anonymous, 2008).	Sometimes the author may not wish to reveal his or her name and may instead opt for a reference to "Anonymous". In those cases, use the term, as if it were an author's name: Anonymous. (2006). *A campus conspiracy*. Exeter, United Kingdom: Impress Books.

No author or editor

In-text citation	Citation in the reference list
If there is no author or editor, use the first words of the title. If it is very long, you are allowed to shorten it. Titles of the <u>whole publication</u>, like book, reports, magazines and brochures are written in italics. (*United Press international stylebook*, 1992). Titles of <u>parts of publications</u>, like titles of magazine articles, journal articles, and chapters are given in double quotation marks. ("Students pledge," 2016).	In reference list the title takes the place of the author. Although you may abbreviate the title in the in-text citation, enter in the reference list the full title and subtitle: *United Press international stylebook: The authorative handbook for writers, editors, and news directors* (3rd ed.). (1992). Lincolnwood, IL: National. Students pledge to do the "write" thing to end violence. (2016, July/August). *OJJDP News @ a Glance*, Retrieved on September 18, 2016, from http://www.ncjrs.gove/

From a book

Basic format

In-text citation	Citation in the reference list
(Family name author, year)	**Family name author, Initials. (Year of publication). Title of the chapter: Subtitle of the chapter. In Initials editor, Family name editor (Ed.), *Title of the book: Subtitle of the book* (pp. page number- page number). Place of publisher: Publisher.**

Chapter from an edited book

In-text citation	Citation in the reference list
If a book consists of chapters written by different authors (e.g. an edited book or volume of conference papers) then the in-text citation refers to the author (s) of the chapter: Mintzberg and Westley (2010) propose there is more to decision making than thinking. They think the decision making model should include seeing and doing to improve the quality of decisions.	If a book consists of chapters written by different authors (e.g. an edited work or a volume of conference papers) then the literature reference in the bibliography looks as follows: Mintzberg, H. & Westley, F. (2010). Decision-making: It's not what you think. In P.C. Nutt & D.C. Wilson (Eds.), *Handbook of decision-making* (p.73-81). Chichester: Wiley. The word, **in**, indicates that the title is included in another work. The title of book is displayed in italics, because it refers to the whole publication. When retrieving the information used in the text, this title refers to the publication that needs to be found. Supply the page numbers of the chapter, so the information can be retrieved from the book. Information about the edition of the book is preceding the page numbers: (2nd Rev. ed., pp. 45-56).

Article from an encyclopaedia

In-text citation	Citation in the reference list
Article in encyclopaedia <u>with author</u> (Baillie, 2008)	The composition of the citation in the reference list follows that of a chapter of an edited book: Baillie, C. (2008). Ethical dilemmas and conflicts of interest. In C.A. Sennewald & J.H.Christman (Eds)., *Retail crime, security, and loss preventive: An encyclopaedic reference* (p.143-153). Amsterdam: Butterworth-Heinemann.
Article in encyclopaedia <u>without author</u> Titles of parts of a publication are placed in quotation marks within parentheses: ("The art of architecture," 2005).	Sometimes the author of the text of the article or entry in the encyclopaedia is not known. The title will then be placed in the author position. The art of architecture. (2002). In *Encyclopaedia Britannica: Macropaedia* (Vol. 1, pp. 243-261). Chicago, IL: Encyclopaedia Brittanica. If the publication consists of several parts (volumes) then add this information to the title in parentheses together with information about the edition (when needed) and the page numbers: (3rd ed., Vol. 4, pp. 345-487).

Dictionary entry

In-text citation	Citation in the reference list
Entry in dictionary <u>with author</u>: Abduction requires to assume something without being able to perceive or recognize it directly, therefor it is more powerful than induction (Dague, 2004). Entry in dictionary <u>without author</u>: John Cage has used aleatory features in his works; pieces of the music he composed that the performer of conductor can choose to play in a different ("Aleatoric music, "2014).	The composition of the citation in the reference list follows that of a chapter of an edited book: Dague, P. (2004). Abduction. In O. Houdé (Ed.) (with D. Kayser, O. Koenig, J. Proust & F. Rastier), *Dictionary of cognitive science: Neuroscience, psychology, artificial intelligence, linguistics, and philosophy* (pp. 1-2). New York, NY: Psychology Press. Aleatoric music. (2014). In B. Jones (Ed.)., *The Hutchinson Concise Dictionary of Music.* New York, NY: Routledge.

Conference proceedings paper

In-text citation	Citation in the reference list
The authors of the paper (not the editors of the conference volume) are included in the text in the link: Because learners voluntarily play the educational game, the learning time that was lost because of the gaming focus on entertainment is more than compensated (Tobias & Fletcher, 2012).	A paper included in a conference volume is described as a chapter in an edited book: Tobias, S., & Fletcher, D. (2012). Learning from computer games: A research review. In S. De Wannemacker, S. Vandercruyse & G. Clarebout (Eds.) *Serious games: The challenge: ITEC/CIP and T 2011: joint Conference of Interdisciplinary Research Group on Technology, Education, and Communication, and the Scientific network on Critical and Flexible Thinking, Ghent, Belgium, October 2011, Revised selected papers* (pp. 6-17). Heidelberg, Germany: Springer.

Ebook

Basic format

In-text citation	Citation in the reference list

(Family name author, year)
 	
Add the page number in case of a quotation:
 	
(Author, year, p. x)
 	
If the pages are not numbered, use the chapter indication or paragraph indication or the title of the text with the paragraph number.
 	
(Dekker, 2000, H. 1)
    - Indicates Chapter 1.
 	
(Dekker, 2000, § 1)
    - Indicates paragraph 1.
 	
(Dekker, 2000, Conclusion, paragraph 1)
    - Indicates the section with the title, Conclusion, paragraph 1.
	Family name author, Initials. (Year of publication). *Title of the book: Subtitle* [Format e-book]. Retrieved on Month day, year, from http://xxxxx
	
	In its basic form, the description is the same as the paper version in a book; the difference is the 'where'. In other words, instead of the publisher's particulars (place and name of the publisher) you include where you accessed the book: Internet address, database or doi (digital object identifier).

Ebook freely accessible on the Internet

In-text citation	Citation in the reference list
As with printed books, the in-text citation provides the author and year:	The description of an Ebook follows that of a book. To specify in which format the ebook is published, include this format behind the title, in square brackets (for example, Kindle, Adobe Digital Editions, EPUB, HTML, etc.). The 'retrieval statement': Retrieved on Month day, year, from URL, replaced "Place of publisher: Publisher.
In developed barbaric cultures as in feudal Europe a recreational class van be distinguished (Veblen, 2014).	Veblen, T. (2014). *The theory of the leisure class* [EPub]. Retrieved on August 29, 2016, from https://ebooks.adelaide.edu.au/v/veblen/thorstein /leisure/leisure.epub
	If the URL does not lead to the full text of the book, but to information about the book, please indicate 'Available from'
	If the book is read without the help of an e-reader (or through an online library as NetLibrary or Google books the format of the e-book does not have to be indicated.
Becker, Huselid and Ulrich (2012) focus on visualizing the connection between value creation in the field of human resources and business performance.	Becker, B.E., Huselid, M.A., & Ulrich, D. (2001). *HR Scorecard: Linking people, strategy, and performance*. Retrieved on October 19, 2016, from Google Books.

Ebook with DOI

In-text citation	Citation in the reference list
As with printed books, the in-text citation provides the author and year:	Add the doi to the basic form of the ebook at the end:
Schiraldi (2001) emphasizes that Post Traumatic Stress Disorder is not something extraordinary, it can happen to anyone as a "normal response by normal people to an abnormal situation" (p. 3).	Schiraldi, G.R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. Doi: 10.1036/0071393722

Ebook not freely accessible (e.g. in database)

In-text citation	Citation in the reference list
As with printed books, the in-text citation provides the author and year:	Use the basic format of an e-book. The information about the format of the ebook in brackets will be omitted. Add the database in which the e-book has been consulted. As the database is not freely accessible it does not make sense to include the URL. The name of the database is enough.
People search aggregators developed to search through different social networks at the same time save recruiters time to engage candidates, although the costs for these tools are high (Headworth, 2015).	Headworth, A. (2015). *Social media recruitment: How to successfully integrate social media into recruitment strategy.* Retrieved from Ebsco Ebooks.

From an ebook

Chapter from an ebook

In-text citation	Citation in the reference list
The author(s) of the chapter are mentioned in the in-text citation:	The structure of the description follows that of a chapter from an edited book. The format in which the e-book is published is specified after the title, in square brackets, (for example, Kindle, Adobe Digital Editions, EPUB, HTML, etc.). Information on the format of the e-book is omitted when the e-book is available in a database or online library without an e-reader. In that case, add the database in which the e-book has been consulted.
The application of the 'precautionary principle' in tourism is not easy according to Fennel (2015) as guidelines for practical application are missing and there is still no clear definition.	Fennel, D.A. (2015). Tourism and the precautionary principle in theory and practice. In D.H. Scott, C.M. Hall & Gössling (Eds.), *The Routledge handbook of Tourism and sustainability* [PDF], (pp. 67-77). Retrieved from Ebsco E-books.
Leisure or being free to choose those experiences that we think are important and satisfying, accounts for a significant contribution to the dignity and quality of life in old age (MacNeil & Gould, 2011).	MacNeil, R.D., & Gould, D.L. (2011). Global perspectives on leisure and aging. In H.J. Gibson & J.F. Singleton (Eds.), *Leisure and aging: Theory and practice* (pp 3-22). Champaign, IL: Human Kinetics. Retrieved on August 30, 2016, from Google Books.

Article from an online encyclopaedia

In-text citation	Citation in the reference list
If the article from the online encyclopaedia has an author, follow the standard reference: (author name, year).	The structure of the description follows that of a chapter in an edited book.
Olson (2002) also discusses the problems of defining personal identity and it focussing on the problem of persistence.	Olson, E. T. (2002). Personal Identity. In E.N. Zalta (Ed.), *The Stanford encyclopaedia of philosophy* (Winter 2010 ed.). Retrieved on August 30, from http://plato.stanford.edu/archives/win2010/entries/identity-personal
If the article has no author, the title of the article takes the place of the author's name. Put the title in double quotation marks.	

Lemma from an online dictionary

In-text citation	Citation in the reference list
If the lemma (dictionary entry) from the online dictionary has an author, follow the standard reference: (author name, year).	The structure of the description follows that of a chapter in an edited book. If the e-dictionary
Friedman (2008) points out the implications of the acceptance of the quantity theory of money as a key variable in policies for controlling inflation or deflation.	Friedman, M. (2008). Quantity theory of money. In S.N. Durlauf & L.E. Blume (Eds.), *The New Palgrave Dictionary of Economics* (2nd ed.). Retrieved on August 30, 2016 from http://www.dictionaryofeconomics.com/article?id=pde2008_Q000006
If the lemma (dictionary entry) has no author, the title of the article takes the place of the author's name. Use capitals for the first words of the lemma and use quotation marks around it to show that this refers to a part of the whole publication.	If the author of the lemma is not known, teh lemma will take the place of the author name;
Reliability in this case refers to repeatable getting the same result with an experiment or test ("Reliability," n.d.).	Reliability. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved on August 30, 2016, from http://www.merriam-webster.com/dictionary/reliability

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Journal article in print

basic format

In-text citation	Citation in the reference list
(Family name author, year)	**Family name author, Initials. (year of publication). Title of the article: Subtitle of the article. *Title of the journal: Subtitle of the journal, Volume number*(issue number), Page numbers.**

Bi-annually, quarterly

In-text citation	Citation in the reference list
Follow the standard in-text citation of Author(s) and year.	The title and the volume of the publication are printed in italics. (A volume consists of several issues, usually a year but it does not always coincide with a calendar year).
According to Lovelock, Walters, Jellum and Thompson-Carr (2016) the participation of young people in outdoor recreations is not only developed in formal situations. Their study shows that children able to get in contact with (small) nature on their own to build confidence and explore risk are more likely to participate in formal outdoor recreation activities.	Lovelock, B., Walters, T., Jellum, C., & Thompson-Carr, A. (2016). The participation of children, adolescents, and young adults in nature-based recreation. *Leisure Sciences, 38*(5), 441-460. http/dx.doi.org/10.1080/01490400.2016.1151388

Monthly

In-text citation	Citation in the reference list
Follow the standard in-text citation of author(s) and year.	In the case of an article deriving from a monthly magazine, you must mention both the month and year of publication.
Björn Ulvaeus, known from the band Abba, is a promotor of a cashless society because crime requires cash, ever since thieves broke into his son's apartment, (Pickett, 2016).	Pickett, M. (2016, May). The Björn Ultimatum. *Wired, 24*(5), 104-111.

Weekly

In-text citation	Citation in the reference list
Follow the standard in-text citation of author(s) and year.	In the case of a weekly or daily journal, such as a newspaper, mention the complete publication date after the author's name.
Titles of parts of a publication are placed in quotation marks within parentheses: Participants of Chopra's platform 'Jiyo' receive personal guidance, made possible by the technology of the platform that analyses the behaviour and habits to make recommendations that will guide them to a healthy lifestyle and wellbeing ("Chopra launches," 2016)	If the author of the article is not known, the title of the article will take the place of the author position. Chopra launches wellness platform (2016, June 28). *Leisure Opportunities*, (687), p. 14

Journal article online freely accessible

In-text citation	Citation in the reference list
Use the standard in-text citation of Author and year: (Family name author, year). With six or more authors, only the first author is mentioned in the in-text citation from the very beginning, followed by 'et al'.	In its basic form, the description is the same as the paper version of a journal article. Include when and where on the Internet you retrieved the journal article.
As a large research base shows that media violence has an important causal role in violence in modern society (Anderson et al., 2003).	Anderson, C.A., Berkowitz, L., Donnerstein, E., Huesmann, L.R., Johnson, J.D., Linz, D. … Wartella, E. (2003). Influence of media violence on youth. *Psychological science in the public interest, 4*(3), 81-110. Retrieved on September 16, 2016, from http://www.psychologicalscience.org/pdf/pspi/pspi43.pdf

Journal article not freely accessible (e.g. in database)

In-text citation	Citation in the reference list
Use the standard in-text citation of Author and year.	The basic form of the description of a journal article is followed. Use the name of the database instead of the Internet address (URL), or the doi if available, or the home page of the journal.

In addition Wijayasundara (2008) also points to the communication between departments and territoriality as a factor that may hinder cooperation.	Wijayasundara, N.D.(2008). Faculty-library collaboration: A model for University of Colombo. The International Information & Library Review, 40(3), 188-198. Retrieved on September 19, 2016, from Science Direct.
Based on the works of Dewey on democracy and education Van der Ploeg (2016) states it is unjust that education in democratic citizenship today is defined only in terms of learning socially and morally, while it cannot be distinguished from academic learning.	Van der Ploeg, P. (2016). Dewey versus 'Dewey" on democracy and education. Education, Citizenship and Social Justice, 11(2), 145-159. DOI: 10.1177/1746197916648283

Abstract of a journal article

In-text citation	Citation in the reference list
Use the standard in-text citation of author and year **(Family name author, year).**	The basic form of the description of a journal article is followed. After the title in brackets the word Abstract is added.
An overview of visions of education in the future, learning communities and learning as depicted in science vision is given by Andrews (2015).	Andrews, G. (2015). To boldly go where no learner has gone before: Independent inquiry, educational technology, and society in science fiction [Abstract]. *E-learning and digital media, 12*(3-4), 343-360.

Newspaper article
basic format

In-text citation	Citation in the reference list
Use the standard in-text citation of author and year: **(Family name author, year).**	**Family name author, Initials. (Year, month day). Title article: Subtitle article. *Name of the newspaper*, page number.**

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Newspaper article in print

In-text citation	Citation in the reference list
Follow the standard in-text citation of author(s) and year. In the Rising Star cave system in South Africa a boneyard was discovered with thousands of bone fragments, of a previously unknown humanoid species, which was named Homo naledi by the team that discovered it (Hotz, 2015).	Hotz, R.L. (2015, September 11-13). Bones of humanlike species discovered. *The Wall Street Journal*, p. 3.

Newspaper article online

In-text citation	Citation in the reference list
Follow the standard in-text citation of author(s) and year. Small forest owners can make money to preserve their forest by enlist their forest as carbon storehouse in return for credits (Goode, 2016).	The web address will replace the page numbers in the basic description of a newspaper article. If the website of the newspaper has a search feature, specify the home page of the newspaper. Newspaper articles often move into an archive, in which case a direct link to the article will no longer work. Goode, E. (2016, September 26). How small forests can help save the planet. *The New York Times.* Retrieved on September 27, 2016, from www.nytimes.com

Newspaper article from a database

In-text citation	Citation in the reference list
Follow the standard in-text citation of author(s) and year. If there is no author, the title takes the place of the author's name. Use double quotation marks around the title for the in-text citation It the title is long, use the first words of the title. Despite warnings of terrorist operatives that pretend to be refugees, the number of Muslim immigrants is increasing in the United States ("Will terrorist attacks," 2016).	Replace the page number in the basic form of the description of a newspaper article by 'Retrieved on Month day, year, from name database. If there is no author, the title will take the position of the author's name: Will terrorist attacks be the new normal? (2016, September 19). *Investors Business Daily*. Retrieved on September 27, 2016, from Business Source Premier.

Websites
basic format

In-text citation	Citation in the reference list
(Family name author, year)	**Family name author, Initials. (Date of website or of update). Title of the web text. Retrieved on Month day, year, from url** All descriptions of Internet sources should contain at least the <u>title</u> of the text or document, a <u>date</u> and the <u>web address</u> (url). Give the date of retrieval for Internet sources when there is a chance that the location on the internet will change in the course of time. Since it is not always clear if the Internet location will change, it is good practice to provide the date of retrieval always. If possible give the date of the last update.

Web page

In-text citation	Citation in the reference list
The University of Cumbria, defines a literature review as: "a select analysis of existing research which relates to your subject and the question(s) you have chosen ("Literature reviews," n.d., § 1).	Literature reviews. (n.d.). Retrieved on September 5, 2016, from http://my.cumbria.ac.uk/StudentLife/Learning/SkillsCumbria/AcademicWriting/LiteratureReview.aspx

Document on website (like a report, essay etc.)

In-text citation	Citation in the reference list
Sonck & Fernee (2016) found that frequent random pop up questions a day, using an smartphone app for recording time use of participants, will show how people experience their time better.	Sonck, N., & Fernee, H. (2013). *Using smartphones in survey research: A multifunctional tool; Implementation of a time use app: A feasibility study.* The Netherlands Institute for Social Research. Retrieved on October 18, 2016, from https://www.scp.nl/dsresource?objectid=0c7723e5-9498-4c71-bb98-d802b2affd36&type=org

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Wiki

In-text citation	Citation in the reference list
The reasons for refraining from using electronic connecting devises can vary from disappointment with the functions of the technology, loss of control and distraction from everyday life, the impact of privacy loss and fear of addiction ("Digital detox," 2016).	Digital detox. (2016, May 21). Retrieved on October 18, 2016, from Wikipedia: https://en.wikipedia.org/wiki/Digital_detox

Blog

In-text citation	Citation in the reference list
	If a nickname is used and the family name of the author is not known, use the nickname. Give the date of the post. Add [Web log post] after the title of the post.
The symptoms of dysfunctional leadership as can be found in the white paper of the International institute of Management are similar with what happens when leaders show a lack of critical thinking (MM, 2011).	MM. (2011, August 12). Lack of critical thinking = dysfunctional leadership [Web log post]. Retrieved on October 18, 2016, from https://thecriticalthinker.wordpress.com/2011/08/12/lack-of-critical/
	In case of a comment to a weblog post add [Web log comment]. The title is not in italic since it refers to part of a publication.
Willis (2016) underlines the importance of guiding students to become information literate and to be able to determine what kind of information is needed, where to find it and how to evaluate the credibility and validity of the information so they will be prepared to form opinions based on facts and apply new information to solve problems. There is a role for librarians in the guidance of students to become information literate, since they are trained in this (Boudrye, 2016).	Willis, J. (2016, June 21). Critical analysis and information literacy [Web log post]. Retrieved on October 19, 2016, from http://www.edutopia.org/blog/critical-analysis-and-information-literacy-judy-willis

Boudrye, J. (2016, June 28). Critical analysis and information literacy [Web log comment]. Retrieved on October 19, 2016, from http://www.edutopia.org/blog/critical-analysis-and-information-literacy-judy-willis |

Audiovisual media

Film (in theatre)

In-text citation	Citation in the reference list
(Family name, year)	**Family name producer, A.A. (Producer), & Family name director, B.B. (Director). (year). *Title of the film* [Film]. Country of origin: Studio.** Name the primary contributors, like producers, directors in the author position. Use parentheses to identify their contribution.

Film on DVD

In-text citation	Citation in the reference list
A traditional way of life based on the salt trade and its transport of salt with yaks through the northwest of the Himalaya, is under pressure (Perrin & Valli, 1999).	Perrin, J. (Producer), & Valli, E. (Director). (1999). *Himalaya* [DVD]. Frankrijk/Nepal: Galatée Films.

Television broadcast of film

In-text citation	Citation in the reference list
How 3D can be applied in film in an artistic way can be seen in the film 'Above us all' (Jansen, 2016) about a young girl that tries to come to terms with her mother's death.	Jansen, E. (Director). (2016, October 1). *Above us all* [Television broadcast]. Hilversum: KRO NCRV. Retrieved on October 17, 2016 from http://www.npo.nl/above-us-all/01-10-2016/KN_1685059

Episode of television series

In-text citation	Citation in the reference list
	For episodes of television (or radio) series the basic form of a chapter of a book is followed. The writer and director take the position of the author and producer takes the position of the editors. These roles are listed in parentheses after the family name.
One of the episodes of 'Buffy the vampire slayer' has all the characteristics of a musical in which cast is exposed to hidden truths and the process of growing up with the usual amount comedy (Whedon, 2001).	Whedon, J. (Writer-Director). (2001). Once more, with feeling [Television series episode]. In J. Whedon (Executive Producer). *Buffy the vampire slayer*. London: BBC 2.

YouTube video

In-text citation	Citation in the reference list
The question of 'what a library means' when information is everywhere and no longer place bound, can be visualized in a pithy way using an animation (Bezakor, 2009).	Bezakor. (2009, June 16). What is the future of the library? [Video file]. Retrieved on October 17, 2016, from http://www.youtube.com/watch?v=asYUI0l6EtE

Music (on LP, CD, cassette etc.)

In-text citation	Citation in the reference list
In addition to the (family) name of the artist, give year and track number of the LP, CD: **(Family name artist, year, track number)**	**Family name artist, Initials. (Copyright jaar). Title of the song. On *Title of the album* [Medium: CD, LP, cassette, etc.] Place: Label.**
In a crescendo towards the end of the themed (?) cd, Bush (2005) imitates the morning chorus of the birds on the roof (Bush, 2005, CD 2 track 8).	Bush, K. (2005). Nocturn. On *Aerial* [CD.]. S.l.: EMI. Add in brackets [Recorded by Initials. Family name artist] to the title of the song, when the artist is different from the artist mentioned in the author position. Add the date of recording when different from the copyright year of the song in parentheses at the end of the reference.

Podcast
Basic form

In-text citation	Citation in the reference list
(Family name producer, year)	**Family name, Initials (Producer). (Date). *Title podcast* [Audio podcast]. Retrieved from homepage url** If the producer is not known, give the family name of the host and add this role in parentheses. If an episode of a podcast series has its own title, this title will be followed by the title of the podcast series in italic.
The hosts Spencer Ackerman and Laura Hudson of the Citadel try to compare the arguing Jaime and Brienne to a couple that argue about the political situation between Hillary Clinton and Bernie Sanders, and that in doing so discuss all what has passed in their political work (Dalmas, 2016).	Dalmas, J. (Producer). (2016, June 13). Game of Thrones: A parable for the US election? *The Citadel* [Audio podcast]. Retrieved on October 19, 2016, from https://www.theguardian.com/tv-and-radio/series/game-of-thrones-the-citadel-podcast

	If an episode has a number, add this to the title of the podcast series in parenthesis (the series number is not in italics).
Stranded on a space station Sophie, Trev and Simon go down to planet Mirth for supplies (Eden, n.d.).	Eden, C. (Producer). (n.d.). *Strangers in space* (Episode 1). Retrieved on October 19, 2016, from http://strangenessinspace.com/episodes/

Social media
Basic form

In-text citation	Citation in the reference list
(Family name author, year)	**Family name author, Initials. [social media identity]. (Year, Month day) Title [description of form]. Retrieved on Month day, year, from url**

Twitter

In-text citation	Citation in the reference list
In higher education, finding the correct translation from Dutch into English remains difficult; 'The other' is soon a "corpse" (Slevin, 2016).	Slevin, J. [JamesSlevin]. (2016, September 8). Non-native academic English "If your overview is correct we can close the academic year of 15/16 and copy your remains to 16/17"! [Tweet]. Retrieved on October 19, 2016, from https://twitter.com/JamesSlevin/status/773844104321101824

Facebook

In-text citation	Citation in the reference list
The opening of the academic year 2016-2017 Stenden promises to be an inspiring event (Stenden, 2016). If the Facebook update is not public, treat it as a personal communication: give a n in-text citation, but no reference in the reference list.	Stenden. (2016, September 2). Before you go into your weekend and reminisce on the great moments we had during this years StudyStartWeek; please notice this: Filemon Wesselink is coming to Stenden! https://www.facebook.com/events/100900793701764/ [Facebook]. Retrieved on September 3, 2016, from https://nl-nl.facebook.com/stenden/videos/1047208872044088/

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Other

Personal communication

In-text citation	Citation in the reference list
According to J. Schulp (personal communication, July 5th, 2010), students saying they did not find literature on their topic, have not been searching well. If students say they have not been able to find literature on their subject, they have not been searching well (J. Schulp, personal communication, July 5th, 2010).	Provide in-text citation only. After all, communication like conversations, interviews, memo's, letters, e-mail, discussion group or bulletin boards that are not archived, can't be retrieved by someone else.

Quotes

In-text citation	Citation in the reference list
In case of a quote, the page number will be added to the in-text citation: **(Family name author, year, p. x)** Depending on what you want to emphasize, you can place the in-text citation in different ways: According to Hofstede (2001), "the dominance of technology over culture is an illusion" (p. 453). In fact, "the dominance of technology over culture is an illusion", according to Hofstede (2001, p.453). In 2001, Hofstede already stated that "the dominance of technology over culture is an illusion"(p.453). Hofstede's study (2001) points out that "the dominance of technology over culture is an illusion"(p. 453). If the pages are not numbered, use the chapter heading or section heading of the text with the number of the paragraph: (Family name author, 2014, Ch. 1) - refers to Chapter 1.	The page number is part of the in-text citation. Do not give it in the reference in the list. Hofstede, G. (2001). *Culture's consequences: Comparing values, behaviours, institutions, and organizations across nations* (2nd rev. ed.). Thousand Oaks, CA: Sage.

(Family name author, 2014, para. 3):
    - refers to paragraph 3.
 	
(Family name author, 2014, Conclusion, para. 1)
    - refers to the part of the text titled Conclusion, paragraph 1.	

Images
Figures (Illustrations, photographs, graphs, maps etc.)

In-text citation	Citation in the reference list

You can use a table or figure (illustrations, maps, graphs or photographs) in your text, to enhance your reader's understanding of what you want to say. Sometimes figures can add to the understanding by illustrating something that can be hard to put into words.
Even though you think the table or figure is evident, in the text you have to discuss what the reader should learn from the table or figure. Refer to the figure with the caption: Figure 1, Figure 2 etc. underneath the figure. For tables you use Table 1, Table 2 etc. above the table.
 	
If the table or figure are not originally created by you, a reference is needed. The reference will be placed under the Figure or Table in full.
 	
Figures:
The caption goes beneath the image with the source credited at the end of the caption (see Publication Manual, pp. 158-167). As in examples, italicize "Figure" and the figure number.
 	
Figure from a journal:
    Figure 1. Name of Picture. From [Adapted from] "Title of Article," by A. A. Author and B. B. Author, year, *Title of Journal, Volume*(number), p. xx.
 	
Figure from a book:
    Figure 2. Name of Picture. From [Adapted from] *Title of Book* (p. xx), by A. A. Author and B. B. Author, year, Place of Publication: Publisher.
 	
Figure from an Internet text source:
    Figure 3. Name of Picture. From [Adapted form] Title of the text, by A.A . Auteur and B.B. Auteur, year, Retrieved on Month day, year, from http://etc.
	Because all data is already included in the citation in the text, there is no need to include a reference in the reference list.

If the figure is a figure **found on the Internet, *not* being part of a publication** like a journal or part of an Internet text source (for example a picture on Flickr), then use one of the following formats:

Basic Format for an Electronic Image
Figure 3. Author (Role of Author). (Year image was created). Title of work [Type of work], Retrieved Month Day, Year, from: URL (address of web site)

Figure 3. Kulbis, M. (Photographer). (2006). *Men pray* [Photograph], Retrieved on April 12, 2006, from: http://accuweather.ap.org/cgi-bin/aplaunch.pl

Basic Format for an Electronic Image (No Author)
*Figure 4.*Title of work [Type of work]. (Year image was created). Retrieved Month Day, Year, from: URL (address of web site)

Figure 4. Japanese Geisha [Photograph]. (2006). Retrieved in April 10, 2006, from: http://www.bergoiata.org/fe/divers28/10.htm

Basic Format for an Electronic Image (No Author, No Title, No Date)
Many images found on the Web are of this category, but you should still look for this missing information: try clicking on the image, and/or looking at the bottom of the image.
Figure 5. [Subject and type of work]. Retrieved Month Day, Year, from: URL (address of web site)

Figure 5. [Photograph without title of a baby chimpanzee]. Retrieved on April 12, 2006, from: http://perso.wanadoo.fr/jdtr/struc/chimp3.htm

Image on cover

Back of the cover sheet	
De afbeelding op het voorblad van een opdracht, rapport of scriptie, dient vaak ter verfraaiing en prikkeling. In dat geval is het geen inhoudelijke aanvulling op de tekst en hangt het opnemen van een bronvermelding af van de voorwaarden voor hergebruik. The picture on the front page of an assignment, report or thesis, is often intended to appeal and intrigue. In case it is no substantive addition to the text, the inclusion of an acknowledgment depends on the conditions for re-use. **Image created by yourself** A references is not needed. Although you are allowed to acknowledge the image is yours.	The source of the illustration on the front of the work, may be given on the backside if the cover page. Acknowledgement of image on the cover:

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Tables

In-text citation	Citation in the reference list

The caption goes above the table, with the source included as a note below the table beginning with the word *Note (Publication Manual, pp. 138-141).*
Table from a journal:
    Note: From [Adapted from] "Title of Article," by A. N. Author and B. D. Author, year, *Title of Journal*, *Volume*(number), p. XX.
Table from a book:
    Note: From [Adapted from] *Title of Book* (p. xx), by A T. Author and T. P. Author, year, Place of Publication: Publisher.
Table from an Internet text source:
    Note: From Title of the text, by A.A . Auteur and B.B. Auteur, year, Retrieved on Month day, year, form http://etc.
	Because all data is already included in the citation in the text, there is no need to include a reference in the reference list.

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