

Step 1: Referencing when?

<p>Reference:</p> <ul style="list-style-type: none"> - When quoting (=using the exact text of someone else). - When paraphrasing (= someone else’s text in your own words). 	<p>Do not reference:</p> <ul style="list-style-type: none"> - When you give an overview of historical facts. - Your own experiences or observations. - When repeating information that you’ve already referenced in conclusions or summaries. - When summarizing “general knowledge”
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Step 2: How to quote and paraphrase?

<p>Quoting:</p> <p>Short quotations (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, p. page number):</p> <p>Long quotations (from 40 words). The citation is started in a new line, indented (1.3 cm) and without quotation marks in block citation format. In the case of the use of block citation, the reference does not form part of the sentence, as in the case of the short citation and is therefore placed after the period.</p> <p>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 sufficiently to be 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.</p>	<p><i>Keep the paraphrases and citations short. Use them to support not to replace your own ideas!</i></p>
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Step 3: In text reference

<p>In general:</p> <ul style="list-style-type: none"> - In text reference for paraphrases as follows: (author, year). - In text reference for quotes: (author, year, p. xx) if there is no page number use title. - No year: use n.d. (=no date). - No author: title moves in place of author. - More than one author: use “and” between the last and next to last author in the running sentence. ... by Eco and Smith (2010)... - “ “ “ : use the ampersand “&” between the last and next to last author in parenthesis. ...(Johnson & Smith, 2010). - 3 - 5 authors: 1st time in a report mention all authors, 2nd time (exactly the same source) the first author followed by et al. - 6 or more authors: just the first author followed by et al. - Indirect reference (a publication discussed in a secondary source) - Organizations: full name, unless common e.g. (UNESCO, 2009). - Personal communication. - Give the reference directly with the used keyword, phrase or passage. 	<p>Examples:</p> <p>...(Johnson, 2010).</p> <p>...Eco (1994, p. 23).</p> <p>...(Johnson, n.d.).</p> <p>...(Publication manual, 2010).</p> <p>... by Eco and Smith (2010)...</p> <p>...(Johnson & Smith, 2010).</p> <p>... (Smith et al., 2010).</p> <p>Smith (as cited in Jones, 2002), found...</p> <p>... as the University of Toronto (1998) has...</p> <p>...(J. Smith, personal communication, July 5, 2010).</p> <p>...according to Eco (1994) the ... are...</p>
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Step 4: Where to place the citation in the text?

<p>Depending on what you want to emphasize, you can order the citation information differently:</p> <p>Direct quote: 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).</p> <p>Paraphrase: Hofstede’s statement (2001) indicates that the usage of technology is influenced by culture and can therefore differ across the globe. The usage of technology is influenced by culture and can therefore differ across the globe (Hofstede, 2001). In 2001, Hofstede pointed out that the usage of technology is influenced by culture and can therefore differ across the globe.</p>
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Step 5: What do you include in the reference list?

Include:

- All the sources that you've used in the text.
- Make one list for all references.
- The reference list is alphabetical.
- Place it in the back of your report, dissertation, etc.

Do not include:

- Sources that you did not use in your text but are interesting.
- Quick reference, e.g. currency converter, timetable or route planner.
- Personal communication like interviews, telephone conversations.
- Include homepage URL's in the text only like ...(www.stenden.com).

Step 6: Reference list

Book:

Family name author, Initials. (Year). *Title of the book: Subtitle* (edition). Place of publishing: Publisher.

→ Boekhorst, A.K., Kwast, I., & Koers, D. (2004). *Informatievaardigheden* [Information literacy] (3rd ed., rev.). Utrecht: LEMMA.

→ Nutt, P.C., & Wilson, D.C. (Eds.). (2010). *Handbook of decision making*. Chichester: John Wiley & Sons.

→ Verhoeven, N. (2008). *Doing research: The hows and whys of applied research*. Amsterdam: Boom Academic.

E-book: add: Retrieved from url (or if from database: replace url by name database.).

Chapter from an edited book

Family name author, Initials. (Year). Title chapter: Subtitle. In Initials and Family name first Editor & Initials Family name second Editor (Eds.), *Title book: Subtitle book* (pp. xx-xx). Place of Publishing: Publisher.

→ Lamont, A., & Greasley, A. (2009). Musical preferences. In S. Hallam, I. Cross & M. Thaut (Eds.), *The Oxford handbook of music psychology* (pp.160-168). Oxford, UK: Oxford University Press.

Journal article:

Family name author, Initials., Family name author, Initials., & Family name author, Initials. (Year). Title of the article: Subtitle. *Title of the journal: Subtitle, volume(issue number), page-page.*

→ Unruh, G., & Ettenson, R. (2010, June). Growing green: Three paths to developing sustainable products. *Harvard business review*, 88(6), 94-100. (for a monthly give: (year, Month). For a weekly (year, Month day).

Journal article online with DOI: add the DOI after the page numbers.

Journal article online: add Retrieved from url homepage journal (or if from database, replace url by name database.).

Journal article on internet which is exactly the same as its hard copy version: add after the title of the article: [electronic version].

News paper article:

Family name author, Initials. (Year, Month day). Title article: Subtitle. *Name of news paper, p. xx.*

→ Davis, B. (2010, July 5). Euro is in line for more gains. *Wall Street Journal*, p. 23.

Online news paper article: replace page number by: Retrieved on Month day, year, from url homepage newspaper if the article is available by Search (if from database, replace url by name database).

Website text:

Family name author, Initials. (Year). Title of the text: Subtitle. Retrieved on Month day, year, from url

→ Hofstede, G. (n.d.). Dimensions of national cultures. Retrieved on August 25, 2010, from <http://www.geerthofstede.nl/culture/dimensions-of-national-cultures.aspx>

Website report

Family name author, Initials. (Year). *Title of the report: Subtitle*. Name of publisher/organization. Retrieved on Month day, year, from url

→ Van der Donk, M., Haverkamp, L., & Sethi, G. (2012). *A new breed of media?: Report on TV myths & truths*. Deloitte. Retrieved on August 25, 2010, from <https://www2.deloitte.com/content/dam/Deloitte/nl/Documents/technology-media-telecommunications/deloitte-nl-new-breed-of-media.pdf> (add name of publisher/organization when the publisher is different than the author)

Youtube video

Family name author, Initials. [Screen name]. (year, month day). *Title of video: Subtitle* [Video file]. Retrieved on Month day, year, from <http://xxxxx>

→ TED. (2007, January 6). Sir Ken Robinson: Do schools kill creativity? [Video file]. Retrieved on August 3, 2011, from <https://www.youtube.com/watch?v=iG9CE55wbtY> (If the user's real name is not available, use screen name, without brackets)

Weblog

Family name author, Initials. (date). Title of document: Subtitle [Web log post]. Retrieved on Month day, year, from <http://URL>

→ Lee, C. (2010, November 18). How to cite something you found on a website in APA style [Web log post]. Retrieved on August 3, 2011, from <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html> (for comment use [Web log comment] (If the user's real name is not available, use screen name)

Dictionary entry without author

Lemma. (year). In A. Author & B. Author (Eds.), *Title of dictionary: Subtitle* (ed.). Place of publishing: Publisher.

→ Social constructionism. (2009). In J. Scott & G. Marshall (Eds.), *A dictionary of sociology* (3rd rev. ed.). Oxford, UK: Oxford University Press. (N.B. For online dictionaries and encyclopedia, a retrieval statement takes the place of publisher location and name)