

Guide for citing sources

With APA Style examples

Norwegian School of Sport Sciences – Library
Oslo, 28.06.2007

Preface

As a student at The Norwegian School of Sport Sciences you may use other citation styles than APA Style. The essential is that you document your sources in a correct and consistent manner.

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1. Citing sources – Introduction

Authors of academic work often borrow from other sources, which include material such as words, ideas, arguments, research results, tables etc.

You must document these sources in your own work because:

- It is important to credit other authors
- Your reader should be able to identify and locate the sources cited

To pass other people's work as one's own is plagiarism. When handing over your assignment it will be regarded as such whether it was your intention or not.

You do not have to document facts that are considered common knowledge, or easily checked in a reference book. When in doubt, document your source.

As a general rule, you should only cite sources that you have actually read; avoid citing secondary sources.

Cite your sources by:

- Quoting (using the exact words)
- Paraphrasing (using your own words)

2. In-text citations and the reference list

The source to the quotation or the paraphrase should be documented through both a brief in-text citation and through a complete citation in the alphabetical reference list at the end of your paper.

In-text citation, when quoting and paraphrasing:

Dreams are "the royal road to the unconscious" (Freud, 1900, p. 45).

Freud (1900) claimed that dream analysis could reveal the inner truth of the unconscious mind (p. 45).

Reference list

Freud, S. (1900). *The interpretation of dreams*. London: Hogarth Press.

The examples above follow the author-date method (see chapter 4 "Citation Styles") where the in-text citations provide information about author's surname and year of publication. Page number is always required when quoting, as well. You may also include pages if a paraphrase refers to an exact part of a document.

The elements of the in-text citation can be placed within parentheses immediately after the end of the cited material. You may also let the author's name be a part of the formal structure of the sentence.

All sources cited in the text must appear in the reference list; conversely, all sources included in the reference list must be cited in the text.

If you want to provide your reader with references which are not referred to in your work, please make a separate list and name it for instance "bibliography".

3. Quotations

When quoting, always use double quotation marks, or an indent if it is long. If the quotation is

more than 3 lines long, display it in a freestanding block of lines (without quotation marks) in a hanging indent.

Any changes in the wording or spelling of the original source must be explicitly indicated:

Incorrect spelling:

"an echho[*sic*] of history"

Omitting words:

"the head ... is a vertebrate invention"

Inserting explanations:

"He [von Däniken] is guilty of factual error"

Adding emphasis:

"They had no *wheeled vehicles* or pack animals" [italics added]

4. Citation styles

The examples in chapter 2 are following the citation style of The American Psychological Association, commonly referred to as "APA Style". APA Style uses the so called author–date method.

Within the medical field, the Vancouver system is often preferred (see "[References](#)" in chapter 4). See list of examples [here](#).

If you want to submit an article into a scientific journal, you have to follow the rules established by the publisher. Check: [Instructions to authors in the health sciences](#).

5. APA Style examples

Please note, that in APA context the term author also includes corporate author. Editor are also considered author when a citation refers to an entire book. When a citation refers to a specific chapter in an edited book, the author of the chapter is considered the author.

- | | | |
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5.1 In-text citations

You do not have to cite all authors every time you cite the same source. For details, see the specific examples below.

1 author

(Sinclair, 2005)

In subsequent citations: repeat

2 authors

(Sinclair & Ellis, 2005)

In subsequent citations: repeat

3–5 authors

(Sinclair, Ellis & Wood, 2005)

In subsequent citations: (Sinclair et al., 2005)

"et al." means "and others"; only the first author is listed.

6 or more authors

(Sinclair et al., 2005)

In subsequent citations: repeat

Corporate author

(Omega Research Group, 2005)

In subsequent citations: repeat

(World Health Organization [WHO], 2005)

In subsequent citations: (WHO, 2005)

If the corporate author has a familiar abbreviation, include it in brackets the first time you cite the source. In subsequent citations you may use this abbreviation alone.

No author

("Something Blue", 2005)

The first few words of the title, or the entire title if it is short.

Electronic sources

Follow the rules for printed documents.

When quoting from a material that lacks page numbers: you may use paragraph numbers instead (Sinclair, para. 5). If there is no information on year of publication, use "n.d." for no date (Sinclair, n.d.).

In press

(Sinclair, in press)

Personal communication

(Sinclair, email, July 3, 2006)

Comments:

Do not include personal communications (letters, emails, personal interviews etc.) in the reference list, since these sources are not considered "recoverable" data.

Secondary sources

Miller's study (as cited in Sinclair, 2005) says....

Include the original source in the signal phrase, put the secondary source (the source you have actually read) in parentheses. Only the secondary source should be listed in the reference list.

Citing two or more works in the same parenthese

List the works in the same order that they appear in the reference section.

Different authors

(Allen, 1988; Bergh, 2004; Mathers & Sinclair, 1999)

Same author(s) in different years

(Sinclair, 1999, 2000, 2002)

(Mathers & Sinclair, 1999, 2000, 2002)

Same author(s) in one year

(Sinclair, 1999a, 1999c, 1999d)

(Mathers & Sinclair, 1999a, 1999c, 1999d)

The lower case letters follow the author and year and appear in alphabetical order corresponding to the title of the works in the reference list.

Citing one work by (an) author(s) who have published more works in the same year which are cited elsewhere in your paper

(Sinclair, 1999c)

Use the lower case letters as explained in the example above.

5.2 Reference list

For more examples, consult The Publication Manual of the American Psychological Association (APA, 2001).

Note punctuation, capitalization, parentheses, use of italics and so on.

Books	p. 6
Book chapters	p. 7
Theses and dissertations	p. 7
Reference book articles	p. 7
Journal articles	p. 8
Conference proceedings	p. 8
Newspaper articles	p. 8
In-press publications	p. 8
Video/DVD	p. 8
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If a document has multiple authors:

2–6 authors: include all, and with an ampersand ("&") before the last author.

More than 6 authors: List only the first author, and "et al." : Berg, P. et al. (1994) ...

Order of entries in the reference list

Alphabetize the reference list after the author's surname, if no author: after the title.

Multiple works of the same author: eldest work first.

If title entry or if it is a corporate author: ignore words like a, the:

Bull, A. (2003) ...

The history of medicine. (1992) ...

Iversen, K. (2000) ...

The Norwegian School of Sport Sciences. (2001) ...

Books

Include the following elements in the reference if it is found in the source document.

Author. (Editor abbreviation). (Year of publication). Title: Subtitle (Edition). (Series' title). Place of publication: Publisher.

Include information on **edition** for 2nd and subsequent editions only.

- Kennedy, C. A. & Yoke, M. M. (2005). *Methods of group exercise instruction*. Champaign, IL.: Human Kinetics.
- Puhalla, J. et al. (1999). *Sports fields: A manual for design, construction, and maintenance: Product features*. New York: John Wiley.
- Levermore, R. & Budd, A. (Eds.). (2004). *Sport and international relations: An emerging relationship*. (Sport in the global society). London: Routledge.
- Williams, J. M. (Ed.). (2001). *Applied sport psychology. Personal growth to peak performance* (4th ed.). Mountain View, CA: Mayfield.

- Bale, J. & Christensen, M. K. (Eds.). (2004). *Post-Olympism?: Questioning sport in the twentyfirst century*. Oxford: Berg.
- World Health Organization. (1976). *International classification of diseases for oncology*. Geneva: Author.

Comments:

Corporate author.

- *Comeback*. (1993). Chicago: Milton Press.

Comments:

No author: the title is moved to the author position.

- Hau, J. & Hoosier, G.L. (Eds.). (2001–2002). *Handbook of laboratory animal science* (3 vols.). Boca Raton, FL.: CRC Press.
- Hau, J. & Hoosier, G.L. (Eds.). (2002). *Handbook of laboratory animal science: Vol. 2: Essential principles and practices*. Boca Raton, FL.: CRC Press.

Comment:

Multivolume works: references to all volumes and one volume respectively.

Book chapters

- Breivik, G. (1999). Personality, performance and role conflict in elite sport. In E. Müller, F. Ludescher & G. Zallinger (Eds.), *Science in elite sport*. (pp. 146–162). London: E & FN Spon.

Comments:

Do not invert editors' names when they are not in the author position.

If the chapter is a page or less long: use "p." instead of "pp.".

Theses and dissertations

- Furseth, O. (2006). *Effects of an imagery training program on business executive's state anxiety, level of confidence and work performance*. Master's Thesis, Norwegian School of Sport Sciences, Oslo.
- Steen-Johnsen, K. (2004). *Individualised communities. Keep-fit exercise organisations and the creation of social bonds*. Doctoral Dissertation, Norwegian School of Sport Sciences, Oslo.

Comments:

If you are preparing a manuscript for journal publication, The American Psychological Association (2001, pp. 260–262) recommends that you name doctoral dissertations "unpublished" if they are not abstracted in Dissertation Abstracts International. The same goes for doctoral dissertations and master's theses published outside the United States.

Reference book articles

- Trinkaus, E. (1992). Neanderthals. In *The new encyclopaedia Britannica* (Vol. 18, p. 18). Chicago: Encyclopaedia Britannica.
- Nandrolone. (2003). In *Dorland's illustrated medical dictionary* (30th ed., pp. 1220–1). Philadelphia: Saunders.

Comments:

The title is moved to the author's position when there is no byline.

Journal articles

- Fasting, K., Brackenridge, C. & Sundgot-Borgen, J. (2004). Prevalence of sexual harassment among Norwegian female elite athletes in relation to sport type. *International Review for the Sociology of Sport*, 39, 373–386.
- Carlsson, B. (2004). Images of reality and legality in digital sports. *Moving Bodies*, 2(2), 162–180.

Comments:

Italicize journal titles and volume numbers.

Include the issue number in parentheses only if each issue begins with page 1.

Capitalize the first letter of all significant words in journal titles.

- Andersen, T. E., Engebretsen, L. & Bahr, R. (2004). Rule violations as a cause of injuries in male Norwegian professional football: Are the referees doing their job? *American Journal of Sports Medicine*, 32(Suppl. 1), 62–68.

Comment:

Article in a **journal supplement**.

- Dimeo, P. & Mills, J. (Eds.). (2003). Soccer and South Asia: Empire, nation, diaspora [Special issue]. *Soccer & Society journal*, 2(2).

Comment:

Special issue: this is a reference to an entire issue of a journal.

- Hussain, S. T. et al. (1994). The effect of exercise on the kinetics of blood flow in lower limb arteries in humans [Abstract]. *European Journal of Applied Physiology*, 69(Suppl.), 15.

Comment:

This is a reference to an **abstract**, where the abstract is the original source.

Conference proceedings

- Pedersen, K. (2003). Is it “uncool” to like nature?: Young people’s narratives on nature. In P. Becker & C. Sack (Eds.), *Sharing diversity and building up European networks. Proceedings of the 6th European Conference of EOE*. (pp. 29–38). Czarnocin: European Institute for Outdoor Adventure Education and Experiential Learning.

Newspaper articles

- Shipley, A. (2006, July 28). Landis's tour title is in jeopardy: American champion's initial drug test had suspicious levels of testosterone. *The Washington Post*, p. E01.
- Kessel, A. (2006, December 10). Simply the Beth. [Interview with Beth Tweddle]. *The Observer*, pp. A46–A47.

In press publications

- Falch, E. E. & Isachsen, M. S. (in press). Brain stem. *Journal of Cerebral Activity*.

Comment:

If an article is submitted, but not yet accepted, omit the journal information.

Video/DVD

- Petipas, A. & Balague, G. (2003). *An inside look at sport psychology consulting* [Videotape, VHS]. New York: Virtual Brands.

- Riefenstahl, L. (2006). *Olympia: the complete original version* [DVD]. Venice, CA: Pathfinders Pictures.

Web documents

For more examples of web documents, and **other electronic sources** (CD-rom, databases, software etc.) see: <http://www.apastyle.org/electsource.html> or the last edition of Publication Manual of the American Psychological Association (APA, 2001).

• Journal articles

The journal article is an exact duplicate of the print version (pdf)

- Butler, R.J., Davis, I.S. & Hamill, J. (2006). Interaction of arch type and footwear on running mechanics. *American Journal of Sports Medicine*, 34, 1998–2005.

Comment:

Cite the PDF-article as you would cite an article in a printed journal.

According to APA (2001, p. 271) you should add "Electronic version" in brackets immediately after the article title, but we allow that you omit this information.

The article format differs from print version or page numbers are missing (non-pdf)

- McWhirter, J.P. & Pennington, C.R. (1994). Incidence and recognition of malnutrition in hospital. *British Medical Journal*, 308, 945–948. Retrieved December 14, 2006, from <http://www.bmj.com/cgi/content/full/308/6934/945>

The article is published in an Internet-only journal

- Park, N. & Peterson, C. (2003, December 18). Early intervention from the perspectives of positive psychology. *Prevention & Treatment*, 6, Article 0005a. Retrieved December 14, 2006, from <http://journals.apa.org/prevention/volume6/pre006005a.html>

• Stand alone document

- Scheibeler, E. (2004). *Merchants of deception*. Retrieved December 13, 2006, from <http://www.merchantsofdeception.com/>

Alert all passengers. (n.d.). Retrieved February 25, 2005, from <http://www.quacksforus.com>

Comment:

No author, no date.

• Part of another web document

- Harnack, A. & Kleppinger, E. (2003). Using Chicago style to cite and document sources. In *Online!: A reference guide to using Internet sources* (chapter 7). Retrived February 25, 2005, from <http://www.bedfordstmartins.com/online/cite7.html>

• Document available on university or department Web site

- McCort, J.T., Van Harrison, R., Peggs, J.F. & Terrell, J.E. (2005). *Acute rhinosinusitis in adults*. Retrieved December 13, 2006, from University of Michigan, Health Systems Web site: <http://staff.media.utah.edu/pmillington/Report/index.htm>

6. Non-English and translated works

Non-English works

- Journal articles
 - Sundgot-Borgen J. (2004). Spiseforstyrrelser i idretten [Eating disorders among athletes]. *Tidsskrift for Den norske lægeforening*. 124, 2126–2129.
- Books
 - Lund, T. & Haugen, R. (2006). *Forskningsprosessen* [The research process]. Oslo: Unipub.
- Chapters/articles in edited books
 - Walle, T.M. (2006). Kjønn og etnisitet [Gender and ethnicity]. In J. Lorentzen & W. Mühleisen (Eds.), *Kjønnsforskning: en grunnbok* (pp. 218–225). Oslo: Universitetsforlaget.

Works translated into English

- Journal articles

Cite the English translation, as you would cite an ordinary English journal article.
- Books
 - Ullmann, L. (2001). *Before you sleep* (T. Nunnally, Trans.). New York, Penguin Books. (Original work published 1999)
- Chapters/articles in edited books
 - Isachsen, M. (1990). Brain stem. In E. Falch (Ed. & Trans.), *The brain complete* (pp. 6–18). London: Hogarth Press. (Original work published 1982)

7. Footnotes, copyright permission

Footnotes are used for additional information, copyright permission or as explanatory notes that might be too distracting to include in the main text.

Footnotes are placed at the bottom of the same page on which the information appears. Use superscript Arabic numerals at the end of the material in the text that you want to be footnoted.

APA recommends limited use of footnotes.

For information on **copyright permission footnotes** and other issues on copyright permission, consult The Publication Manual of the American Psychological Association (APA, 2001).

8. Bibliographic software

Bibliographic software (Reference Manager, EndNote, Refworks, Procite etc.) helps you organize

bibliographic references, as well as generate in-text citations and reference lists in hundreds of style formats including APA and Vancouver.

Norwegian School of Sport Sciences provides Reference Manager software to both students and staff. For information on installing software, contact IKT Department, tel. 2002.

Reference Manager, Version 11: Getting Started Guide and Users' Guide

<http://refman.com/support/docs/RM11%20Guided%20Tour.pdf>

<http://refman.com/support/docs/ReferenceManager11.pdf>

9. Reference list

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington: APA.

American Psychological Association. (2003). *Electronic references: Reference examples for electronic source materials*. Hentet 25. februar 2005, fra <http://www.apastyle.org/electsource.html>

International Committee of Medical Journal Editors. (oktober 2004). *Uniform requirements for manuscripts submitted to biomedical journals: Writing and editing for biomedical journals*. Hentet 25. februar 2005, fra <http://www.icmje.org/>

National Library of Medicine. (9. juli 2003). *Uniform requirements for manuscripts submitted to biomedical journals: Sample references*. Hentet 25. februar 2005, fra http://www.nlm.nih.gov/bsd/uniform_requirements.html

Raymon H. Mulford Library. (2004). *Instructions to authors in the health sciences*. Hentet 25. februar 2005, fra <http://mulford.mco.edu/instr/>