



Reference manual

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1. Referencing

Referencing serves several key purposes:

1. **Acknowledgement:** Recognizes the contributions of other researchers and allows readers to verify your interpretations.
2. **Credibility:** Supports your arguments and enables readers to explore the topic further.
3. **Academic skill:** Demonstrates your ability to independently search for, use and relate to previous research.

General rule: All claims should be supported by references unless they are considered common knowledge.

There are three main ways to incorporate material from other sources:

1. **Summarize:** Condense the main points of a larger section (e.g., a chapter) into a shorter passage, often a paragraph.
 - Use your own words while reflecting the original meaning
 - Always include a reference to the source
2. **Quote:** Reproduce a short passage (a few words, a sentence, or several lines) exactly as it appears in the original source.
 - Enclose the quoted text in quotation marks.
 - Include the page number in the reference.
 - Do not alter the wording, spelling, or style (e.g., British vs. American English).
 - Do not take quotes out of context, as this can distort the original meaning.
 - Use quotes sparingly – your text should primarily be in your own words.
3. **Paraphrase:** Restate the ideas from a source in your own words
 - A proper paraphrase involves more than changing a few words or rearranging sentences
 - Always cite the source and include page numbers.

Important guidelines:

- References must be provided correctly for all written work submitted for assessment, regardless of length.
- Writing in your own words and referencing sources appropriately helps you avoid plagiarism and produce high-quality academic text.

Plagiarism and academic integrity:

- All submitted texts are checked for plagiarism.
- We are required to report suspected plagiarism to the university's disciplinary board.
- Each case is assessed individually, and sanctions are determined by the board.

2. Reference systems

Academic texts at USBE must use the **Harvard system** for in-text references, **but page numbers are also included.**

- The reference list builds on the recommendations by the **American Psychological Association (APA)**.
- If using reference management software (e.g., Endnote Web) to manage your references, ensure you make appropriate adjustments to match the requirements!

References in the text:

1. **Basic Format:** All sources include the same basic information: Author's last name + publication year + page number. If no author is available, see specific instructions later.
2. **Page numbers:** Page numbers should be included **in every reference**, not only for direct quotes, tables, or figures. Exception: When referring to the entire book/article/source.
3. **Multiple references:** If several references appear in the same parentheses:
 - a. Separate with semicolons



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When the author is mentioned in the text:

Ping (2004, p.133) describes...
Rybaczewska & Sparks (2019, p.1893-1895) develop...
According to Brannan et al., (2014, p.51)...
According to Kelly et al., (2010, p.1733-1734)....

3.2 Books

Last name, initial/s, (year), *Book Title*. (edition). Publisher.

- Use the same formats for both print books and ebooks. For ebooks, the format, platform, or device (e.g., Kindle) is not included in the reference.
- If the book includes a DOI, include the DOI in the reference after the publisher name.
- If the ebook without a DOI has a stable URL that will resolve for readers, include the URL of the book in the reference.

Whole authored book

Jackson, L. M. (2020). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

Whole edited book

Use the abbreviation (Ed.) for one editor and (Eds.) for multiple editors after the editor names, followed by a period.

Zavattaro, S.M., (Ed.). (2021). *Public Branding and Marketing: A global viewpoint*. Springer Cham. <https://doi.org/10.1007/978-3-030-70505-3>

Chapter in edited book

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R.F. Subotnik, P. Olszewski- Kubilius, & F.C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345-359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J.P. (2020). Currents in the study of persuasion. In M.B. Oliver, A.A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115-129). Routledge.

In text:

Parenthetical form (last name, year, page number): (Aron et al., 2019, p.351), (Dillard, 2020, p.118-120)

When the author is mentioned in the text: According to Aron et al., (2019, p.350-351)...Dillard (2020)....

3.3 Periodicals reference

3.3.1 Magazine article reference

- If the magazine article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online magazine that is not part of a database), include the URL of the article at the end of the reference (as in the Schulman example below).
- If the magazine article does not have volume, issue, and/or page numbers (e.g., because it is from an online magazine), omit the missing elements from the reference (as in the Schulman example).



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Lyons, D. (2009, June 15). Don't 'iTune' us: It's geeks versus writers. Guess who's winning. *Newsweek*, 153(24), 27.

Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. *Science*, 365(6457), 981-982. <https://doi.org/10.1126/science.aav3550>

Schulman, M. (2019, September 9). Superfans: A love story. *The New Yorker*. <https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story>

In text

Parenthetical form (last name, year, page number): (Lyons, 2020, p.27), (Schafer & Shapiro, 2019, p.981-982), (Schulman et al., 2019)

When the author is mentioned in the text: Lyons (2020, p.62) describes..., Schafer & Shapiro (2019, p-981-982) argues..., According to Schulman et al., (2019)

3.3.2 Newspaper articles

- If the newspaper article is from an online newspaper that has a URL that will resolve for readers (as in the Carey example below), include the URL of the article at the end of the reference. If volume, issue, and/or page numbers for the article are missing, omit these elements from the reference.
- If you used a print version of the newspaper article (as in the Harlan example), provide the page or pages of the article after the newspaper title. Do not include the abbreviations "p." or "pp." before the page(s).
- If the newspaper article is from an academic research database, provide the title of the newspaper and any volume, issue, and/or page numbers that are available for the article. Do not include database information in the reference. If the article does not have volume, issue, or page numbers available, the reference in this case ends with the title of the newspaper (as in the Stobbe example).
- If the article is from a news website (e.g., CNN, HuffPost)—one that does not have an associated daily or weekly newspaper—use the format for a webpage on a news website instead.

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

Stobbe, M. (2020, January 8). Cancer death rate in U.S. sees largest one-year drop ever. *Chicago Tribune*.

In text

Parenthetical form (last name, year, page number if possible): (Harlan, 2013)

When the author is mentioned in the text: Harlan (2013) describes..

3.3.3 Blog post and blog comments references

- Blog posts follow the same format as journal articles.
- Italicize the name of the blog, the same as you would a journal title.
- Cite the person who left the comment as the author using the format that appears with the comment (i.e., a real name or a username). The example shows a username.
- Provide the comment title or up to the first 20 words of the comment; then write "Comment on the blog post" and the full title of post on which the comment appeared (in quotation marks and sentence case, enclosed within square brackets).
- Link to the comment itself if possible. Otherwise, link to the blog post.



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Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>

joachimr. (2019, November 19). We are relying on APA as our university style format - the university is located in Germany (Kassel). So I [Comment on the blog post "The transition to seventh edition APA Style"]. *APA Style*. <https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690>

In text

Parenthetical form (last name, year): (Ouellette, 2019), (joachimr, 2019)

When the author is mentioned in the text: According to Ouellette (2019)..., joachimr (2019)..

3.3.4 UpToDate article

- Articles in the UpToDate database are available only in that database and have information that changes over time.
- In the reference list, format UpToDate articles like periodical articles. Italicize the database name in the reference like a periodical title, but do not italicize the database name if it appears in the text.
- Use the year of last update in the date element.
- Include a retrieval date because the content is designed to change over time and versions of the page are not archived.

Bordeaux, B., & Lieberman, H. R. (2020). Benefits and risks of caffeine and caffeinated beverages. *UpToDate*. Retrieved February 26, 2020, from <https://www.uptodate.com/contents/benefits-and-risks-of-caffeine-and-caffeinated-beverages>

In text

Parenthetical form (last name, year): (Bordeaux & Lieberman, 2020)

When the author is mentioned in the text: According to Bordeaux and Lieberman (2020)...

3.4 Reports and gray literature

- The specific agency responsible for the report appears as the author. The names of parent agencies not present in the group author name appear in the source element as the publisher. This creates concise in-text citations and complete reference list entries.
- If the report has a report number, include it in parentheses without italics after the report title.
- Provide the publisher of the report and its URL in the source element of the reference.

3.4.1 Reports

By a government agency references

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

With individual authors references

Baral, P., Larsen, M., & Archer, M. (2019). *Does money grow on trees? Restoration financing in Southeast Asia*. Atlantic Council. <https://www.atlanticcouncil.org/in-depth-research-reports/report/does-money-grow-on-trees-restoring-financing-in-southeast-asia/>

In text

Parenthetical form: (National Cancer Institute, 2019), (Baral et al., 2019)

When the author is mentioned in the text: National Cancer Institute (2019) state...

According to Bordeaux and Lieberman (2020)...



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3.4.2 Ethics code

- References for ethics codes follow the same format as reports.
- When the author and publisher are the same, omit the publisher name to avoid repetition.
- To cite a specific section of an ethics code, create a reference to the full code and then indicate the specific section in the in-text citation. Use the language of the code to refer to sections (e.g., sections, provisions, standards).

American Psychological Association. (2017). *Ethical principles of psychologists and code of conduct* (2002, amended effective June 1, 2010, and January 1, 2017). <https://www.apa.org/ethics/code/>

In text

Parenthetical form: (American Psychological Association, 2017)

Parenthetical citations to sections of an ethics code: (American Psychological Association, 2017, Standard 3.04)

When the author is mentioned in the text: American Psychological Association, (2017, Standard 3.04)....

3.4.3 White paper

- A white paper is a persuasive document that is written by a person or group to convince readers of their position and philosophy on a topic.
- Include the description “[White paper]” in square brackets after the title of the white paper.

Department for Business Innovation & Skills. (2016). *Success as a knowledge economy: Teaching excellent, social mobility and student choice* [White paper]. Crown. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523396/bis-16-265-success-as-a-knowledge-economy.pdf

Furst, M., & DeMillo, R. A. (2006). *Creating symphonic-thinking computer science graduates for an increasingly competitive global environment* [White paper]. Georgia Tech College of Computing. https://cis.temple.edu/~giorgio/threads_whitepaper.pdf

In text

Parenthetical form: (Department for Business Innovation & Skills, 2016)
(Furst & DeMillo, 2006)

When the author is mentioned in the text: Department for Business Innovation & Skills, (2016)...., Furst and DeMillo (2006)....

3.5 Dissertations and theses

- Include the description “Doctoral dissertation” or “Master’s thesis” followed by a comma and the name of the institution that awarded the degree. Place this information in square brackets after the dissertation or thesis title and any publication number.
- In the source element of the reference, provide the name of the database, repository, or archive.
- The same format can be adapted for other published theses, including undergraduate theses, by changing the wording of the bracketed description as appropriate (e.g., “Undergraduate honors thesis”).

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

In text

Parenthetical form: (Kabir, 2016, p.75)

When the author is mentioned in the text: Kabir (2016, p.75)....



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3.6 Data set and assessments

- Provide citations for data sets when you have either conducted secondary analyses of publicly archived data or archived your own data being presented for the first time in the current work.
- If you are citing existing data or statistics, cite the publication in which the data were published (e.g., a journal article, report, or webpage) rather than the data set itself.
- The date in the reference is the year of publication for the version of the data used.
- Provide: Organization, database or author (year). *Title of the dataset* [Data set]. Publisher (if other than the author). DOI or URL
- Provide the title of the data set in italics. Then provide any numerical identifier and version number for the data in parentheses without italics, separated by a semicolon.
- The bracketed description is flexible (e.g., “[Data set],” “[Data set and code book]”).

O’Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 36966; Version V1) [Data set]. ICPSR. <https://doi.org/10.3886/ICPSR36966.v1>

SCB (2025). Night spent by country of residence and type of establishment. Year 1978-2021 [Data set]. https://www.statistikdatabasen.scb.se/pxweb/en/ssd/START_NV_NV1701_NV1701A/NV1701T8NAr/

In text

Parenthetical form: (O’Donohue, 2017) (SCB, 2025)

When the author is mentioned in the text: O’Donohue, (2017)... SCB (2025) state that..

3.7 Audiovisual media

As in all references, if the original title of the work is a language different from that of the paper you are writing, provide a translation of the title in square brackets after the title and before the bracketed description and period.

3.7.1 Film and television

Verrette, T. (Director). (2021). *Zero gravity* [Film]. Skylight Cinema; 20th Digital Studio.

Film and movie, in another language:

Alfredson, T. (Director). (2008). *Låt den rätte komma in* [Let the right one in] [Film]. EFTI; Sveriges Television (SVT); Filmpool Nord; Sandrew Metronome; WAG; Fido Film; The Chimney Pot; Ljudligan.

TV series:

Serling, R. (Executive Producer). (1959–1964). *The twilight zone* [TV series]. Cayuga Productions; CBS Productions.

Episode of a TV show:

Sherman-Palladino, A. (Writer & Director). (2018, December 5). All alone (Season 2, Episode 10) [TV series episode]. In A. Sherman-Palladino, D. Palladino, D. Gilbert, M. Shapiro, S. Carino, & S. Lawrence (Executive Producers), *The marvelous Mrs. Maisel*. Dorothy Parker Drank Here Productions; Picrow; Amazon Studios.

In text

Parenthetical form: (Verrette, 2021), (Alfredson, 2008), (Serling, 1959-1964), (Sherman-Palladino, 2018)

When the author is mentioned in the text: Verrette, (2021)... Alfredson (2008).. Serling (1959-1964)... Sherman-Palladino (2018)...



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3.7.2 Radio and podcasts

Radio broadcast:

Mottram, L. (2020, January 8). *Hazard reduction burning is not a panacea to bushfire risk: Expert* [Radio broadcast]. ABC. <https://www.abc.net.au/radio/programs/pm/thinned-forests-can-be-more-prone-to-fire,-expert-says/11853280>

Podcast:

Meraji, S. M., & Demby, G. (Hosts). (2016–present). *Code switch* [Audio podcast]. National Public Radio. <https://www.npr.org/podcasts/510312/codeswitch>

Seales, A. (Host). (2018–present). *Small doses with Amanda Seales* [Audio podcast]. Starburns Audio.

Podcast episode:

Hannah-Jones, N. (Host). (2019, September 13). How the bad blood started (No. 4) [Audio podcast episode]. In *1619*. The New York Times. <https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223>

In text

Parenthetical form: (Mottram, 2020), (Meraji & Demby, 2016–present), (Seales, 2018–present), (Hannah-Jones, 2019)

When the author is mentioned in the text: Mottram (2020)....Meraji and Demby (2016–present).... Seales (2018–present)....Hannah-Jones (2019).....

3.7.3 Powerpoint slides

If the slides are available online:

Jones, J. (2016, March 23). *Guided reading: Making the most of it* [PowerPoint slides]. SlideShare. <https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it>

If the slides are from a classroom website

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. <https://fnu.onelogin.com/login>

In text

Parenthetical form: (Jones, 2016), (Mack & Spake, 2018)

When the author is mentioned in the text: Jones (2016)...., Mack and Spake (2018)...

3.7.4 TedTalk

- When the speaker is not listed as the author, integrate their name into the narrative: Shane explained that the artificial intelligence technically “did what they asked it to do – they just accidentally asked I to do the wrong thing”(TED, 2019, 8:51)
- Add the time in the clip if possible.
- Include the description [Video] in square brackets after the title of the talk.
- Provide a specific date

From the TED website:

Cuddy, A. (2012, June). *Your body language may shape who you are* [Video]. TED Conferences. https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are

From YouTube:

TED. (2019, November 13). *The danger of AI is weirder than you think | Janelle Shane* [Video]. YouTube. <https://www.youtube.com/watch?v=OhCzXoiLnOc>



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In text

Parenthetical form: (Cuddy, 2012), (Ted, 2019)

When the author is mentioned in the text: Cuddy (2012)...

3.7.5 YouTube and YouTube channel

YouTube video:

Asian Boss. (2020, June 5). *World's leading vaccine expert fact-checks COVID-19 vaccine conspiracy: Stay curious #22* [Video].
YouTube. <https://www.youtube.com/watch?v=WQdLDMLrYIA>

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video].
YouTube. <https://www.youtube.com/watch?v=guRoWTYfxMs>

YouTube channel:

APA Publishing Training. (n.d.). *Home* [YouTube channel]. YouTube. Retrieved February 20, 2020, from <https://www.youtube.com/user/PsycINFO/>

In text

Parenthetical form: (Asian Boss, 2020), (Harvard University, 2019), (APA Publishing Training, n.d.)

When the author is mentioned in the text: Asian Boss (2020)...., Harvard University (2019)...
APA Publishing Training (n.d.)....

3.8 Online Media

Usually you provide Sender (Year, month, day). *Title/beginning of post* [Type of text] Source. Link. Please note that citing social media sources may require prior consent if personal information is being used.

3.8.1 Facebook post

- Use the name associated with the account as the name in the reference.
- Provide the specific date of the post.
- Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- If a post includes images, videos, thumbnail links to outside sources, or content from another post (such as when sharing a link), indicate that in square brackets.
- Describe the post type (e.g., “[Status update],” “[Video]”) in square brackets after any description of attached content.
- Credit Facebook as the site name in the source element and then provide the URL of the post.

Umeå School of Business, Economics and Statistics (2021, October 7). *Nu har nomineringen till Umeågalan öppnat!* [Post] Facebook. <https://www.facebook.com/handelshogskolan.umea>

In text

Parenthetical form: (Umeå School of Business, Economics, and Statistics, 2021)

When the author is mentioned in the text: Umeå School of Business, Economics, and Statistics (2021)..

3.8.2 Facebook page

- Use the page title in the reference (e.g., “Home,” “About,” “Reviews”). Italicize the page title.
- Include the notation “[Facebook page]” in square brackets.



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- Provide a retrieval date because the content is designed to change over time and is not archived.
- Provide the URL of the page.

Community of Multiculturalism. (n.d.). *Home* [Facebook page]. Facebook. Retrieved October 14, 2020, from <https://www.facebook.com/communityofmulticulturalism/>

In text

Parenthetical form: (Community of Multiculturalism, n.d.)

When the author is mentioned in the text: Community of Multiculturalism, (n.d.).

3.8.3 Instagram photo or video

- Present the name of the individual or group author the same as you would for any other reference. Then provide the Instagram handle (beginning with the @ sign) in square brackets, followed by a period.
- Provide the specific date of the post.
- Provide the first 20 words of the post as the title. Count a URL, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- Include a description of the post (e.g., “[Photo],” “[Video]”) in square brackets after the title.
- Credit Instagram as the site name in the source element and then provide the URL of the photo.
- The format used for Instagram is also used for X and TikTok.

Philadelphia Museum of Art [@philamuseum]. (2019, December 3). *It's always wonderful to walk in and see my work in a collection where it's loved, and where people are* [Photograph]. Instagram. <https://www.instagram.com/p/B5oDnnNhOt4/>

APA Public Interest Directorate [@apapubint]. (2019, June 14). *Male depression is serious, but many men try to ignore it or refuse treatment. Different men have different symptoms, but* [Video]. Instagram. https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link

In text

Parenthetical form: (Philadelphia Museum of Art, 2019) (APA Public Interest Directorate, 2019)

When the author is mentioned in the text: Philadelphia Museum of Art, (2019)... APA Public Interest Directorate, (2019)...

3.8.4 Instagram profile and highlight

- Use the name of the profile page you want to cite in the title element of the reference (e.g., “Posts,” “IGTV,” “Tagged”).
- Include the description “[Instagram profile]” or “[Highlight]” in square brackets.
- Provide a retrieval date because the content is designed to change over time and is not archived.
- Provide the URL of the page or the highlight.

National Geographic [@natgeo]. (n.d.). *IGTV* [Instagram profile]. Instagram. Retrieved December 8, 2019, from <https://www.instagram.com/natgeo/channel/>

Swift, T. [@taylorswift]. (n.d.). *Posts* [Instagram profile]. Instagram. Retrieved January 9, 2020, from <https://www.instagram.com/taylorswift>

United States Army [@usarmy]. (n.d.). *Tagged* [Instagram profile]. Instagram. Retrieved January 18, 2020, from <https://www.instagram.com/usarmy/tagged/>



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The New York Public Library [@nypl]. (n.d.). *The raven* [Highlight]. Instagram. Retrieved January 6, 2020, from <https://www.instagram.com/stories/highlights/17962199170163462/>

In text

Parenthetical form: (National Geographic, n.d; Swift, n.d.; United States Army, n.d.)

When the author is mentioned in the text: National Geographic, (n.d.)... Swift, (n.d.)... United States Army (n.d.)

3.8.5 LinkedIn

- Use the name associated with the account as the name in the reference.
- LinkedIn does not provide exact dates for posts; rather, it tells users how long ago the post was made. Use the date information provided on the post to infer as specific a date as possible for the reference.
- Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- If a post includes images, videos, thumbnail links to outside sources, or content from another post (such as when sharing a link), indicate that in square brackets after the title.
- Describe the post type (e.g., “[Post],” “[Video]”) in square brackets after any description of attached content.
- Credit LinkedIn as the site name in the source element and then provide the URL of the post.
- For profile: Use the page title in the reference (e.g., “Home,” “About,” “Jobs”).
 - Include the notation “[LinkedIn page]” in square brackets after the title.
 - Provide a retrieval date because the content is designed to change over time and is not archived.
 - Provide the URL of the page.

American Psychological Association. (2019, December 9). *Last month, APA joined more than 40 national and international psychology organizations to explore ways to collaborate and use psychological* [Thumbnail with link attached] [Post]. LinkedIn. https://www.linkedin.com/posts/american-psychological-association_how-psychologists-are-combating-climate-change-activity-6609801161937612800-GvdC

Goodwin, J. (2019, September). *The best part of attending the American Psychological Association's 2019 Convention in Chicago this year was having the opportunity to* [Image attached] [Post]. LinkedIn. https://www.linkedin.com/posts/jongoodwin3_apa2019-activity-6569581103441682432-CN98

John Tyler Community College. (n.d.). *Home* [LinkedIn page]. LinkedIn. Retrieved January 9, 2020, from <https://www.linkedin.com/school/john-tyler-community-college/>

In text

Parenthetical form: (American Psychological Association, 2019) (Goodwin, 2019) (John Tyler Community College, n.d.)

When the author is mentioned in the text: American Psychological Association, (2019) ... Goodwin, (2019)... John Tyler Community College (n.d.)..

3.8.6 Web pages

- Provide as specific a date as possible for the webpage.
- Some online works note when the work was last updated. If this date is clearly attributable to the specific content you are citing rather than the overall website, use the updated date in the reference.
- Do not include a date of last review in a reference because content that has been reviewed has not necessarily been changed. If a date of last review is noted on a work, ignore it for the purposes of the reference.



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- Italicize the title of the webpage.
- End the reference with the URL.

Webpage on a news website

- Provide the writer as the author
- Provide the specific data the story was published
- Provide the title of the news story in italic sentence case.
- List the name of the news website in the source element of the reference.

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

In text

Parenthetical form: (Toner, 2020)

When the author is mentioned in the text: Toner (2020)..

Comment on a webpage

- Credit the person who left the comment as the author using the format that appears with the comment (i.e., a real name and/or a username). The example below shows a real name.
- Provide the specific date the comment was published.
- Provide the comment title or up to the first 20 words of the comment in standard font. Then in square brackets write “Comment on the webpage” and the title of the webpage on which the comment appeared in sentence case and italics.
- Provide the name of the news website in the source element of the reference.
- Link to the comment itself if possible. Otherwise, link to the webpage on which the comment appears. Either a full URL or a short URL is acceptable

Owens, L. (2020, October 7). *I propose a bicycle race between Biden and Trump* [Comment on the webpage *Here’s what voters make of President Trump’s COVID-19 diagnosis*]. HuffPost. <https://www.spot.im/s/ooQeiyApEIFa>

In text

Parenthetical form: (Owens, 2020)

When the author is mentioned in the text: Owens (2020)..

Webpage on a government agency website

- For a page on a government website without individual authors, use the specific agency responsible for the webpage as the author.
- The names of parent agencies not present in the author element appear in the source element (in the example, U.S. Department of Health and Human Services, National Institutes of Health). This creates concise in-text citations and complete reference list entries.

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

In text

Parenthetical form: (National Institute of Mental Health, 2018)

When the author is mentioned in the text: National Institute of Mental Health (2018)...

Webpage on a website with an organizational group author

- For a page from an organization’s website without individual authors, use the name of the organization as the author.
- Because the author of the webpage and the site name are the same, omit the site name from the source element to avoid repetition.



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World Health Organization. (2018, May 24). *The top 10 causes of death*. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

In text

Parenthetical form: (World Health Organization, 2018)

When the author is mentioned in the text: World Health Organization, (2018)...

Webpage on a website with an individual author

- When individual author(s) are credited on the webpage, list them as the author in the reference.
- Provide the site name in the source element of the reference.

Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic*. Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

In text

Parenthetical form: (Schaeffer, 2021)

When the author is mentioned in the text: Schaeffer, (2021)...

Webpage on a website with a retrieval date

- When contents of a page are designed to change over time but are not archived, include a retrieval date in the reference.

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>

In text

Parenthetical form: (U.S. Census Bureau, n.d.)

When the author is mentioned in the text: U.S. Census Bureau (n,d)...

Whole website references

- Do not create references or in-text citations for whole websites.
- To mention a website in general, and not any particular information on that site, provide the name of the website in the text and include the URL in parentheses. For example, you might mention that you used a website to create a survey.

We created our survey using Qualtrics (<https://www.qualtrics.com>)

3.9 Personal communications

- Works that cannot be recovered by readers are cited in the text as personal communications. Personal communications include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, live speeches, nonarchived social media livestreams (e.g., Instagram Live, Twitter Spaces), unrecorded webinars, unrecorded classroom lectures, memos, letters, messages from nonarchived discussion groups or online bulletin boards, and so on.
- Use a personal communication citation only when a recoverable source is not available. For example, if you learned about a topic via a classroom lecture, it would be preferable to cite the research on which the instructor based the lecture. However, if the lecture contained original content not published elsewhere, cite the lecture as a personal communication.
- When communications are recoverable only in an archive (e.g., a presidential library), cite them as archival materials. Likewise, if a live social media event was recorded and is now available on



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another platform (e.g., an Instagram Live video recorded and saved to a public YouTube video), use the corresponding template to create the reference (e.g., create a [YouTube reference](#) for the Instagram Live video available on YouTube).

- Do not use a personal communication citation for quotes or information from participants whom you interviewed as part of your own original research; instead, quote those participants directly.
- Please note that citing personal communication sources may require prior consent if personal information is being used.

Because readers cannot retrieve the information in personal communications, personal communications are not included in the reference list; they are cited in the text only. Give the initial(s) and surname of the communicator, and the date.

In text

Parenthetical form: (T. Nguyen, personal communication, January 20, 2026)

When the author is mentioned in the text: T. Nguyen (personal communication, January 20, 2026)...

4. Special cases in referencing

There are many different types of sources and some of them are not mentioned here. When you encounter and cite such texts, take a look in the APA Style Reference Manual Guide for advice.

4.1 More than one citation in the same parentheses

You can include more than one citation in the same parentheses. Separate them with a semicolon. Give the citations in alphabetical order within the parentheses.
(Gaudreault et.al., 2011; Killi, 2014)

4.2 Same author, two different years

List the sources in order of publication: “The authors have in several articles discussed the phenomenon of co-opetition (Bengtsson & Kock, 2000, 2001).”

4.3 Same author, same year

Add letters to the publication year to distinguish the sources. These letters must be used each time the reference is cited in the text and in the list of references. Example: “The authors have in several articles discussed the phenomenon of co-opetition (Bengtsson & Kock, 2000a, 2000b).”

4.4 Different authors, same last name and year

If you use several sources with the same author name and publication year, you can add the first letter of the first names in the references to separate the sources (note that initials are **only** to be included in the reference when multiple sources have the same last name and publication year):

“Several studies have shown a relationship between strong brands and a cohesive corporate culture (D. Nilsson, 2008, p. 244; L. Nilsson, 2008, p. 14).”

4.5 Secondary sources

In scholarly work, a primary source reports original content; a secondary source refers to content first reported in another source.

- If possible, as a matter of good scholarly practice, find the primary source, read it, and cite it directly rather than citing a secondary source.



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- If the original work is out of print, unavailable, or available only in a language that you do not understand, then cite secondary sources.
- In the reference list, provide an entry for the secondary source that you used
- In the text, identify the primary source and write “as cited in” the secondary source that you used.
- If the year of publication of the primary source is known include it in the text cited.

If you read a work by Lyon et al. (2014) in which Rabbitt (1982) was cited and you were unable to read Rabbitt’s work yourself, cite Rabbitt’s work as the original source, followed by Lyon et al.’s work as the secondary source. Only Lyon et al.’s work appears in the reference list.

4.6 Missing information

Sometimes you will find sources that are missing some information that is expected to add in the reference list. Here are some examples and how to handle those situations. Table 1 shows the basic structure of an APA Style reference to a published work, adapted for missing information, along with the corresponding in-text citations.

Table 1. Missing reference information

Missing element	Solution	Template	
		Reference list entry	In-text citation
Nothing—all elements are present	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source.	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
Date	Provide the author, write “n.d.” for “no date,” and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)
Author and date	Provide the title, write “n.d.” for “no date,” and then provide the source.	Title. (n.d.). Source.	(Title, n.d.) Title (n.d.)
Author and title	Describe the work in square brackets, and then provide the date and source.	[Description of work]. (Date). Source.	([Description of work], year) [Description of work] (year)
Date and title	Provide the author, write “n.d.” for “no date,” describe the work in square brackets, and then provide the source.	Author. (n.d.). [Description of work]. Source.	(Author, n.d.) Author (n.d.)



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Author, date, and title	Describe the work in square brackets, write "n.d." for "no date," and then provide the source.	[Description of work]. (n.d.). Source.	([Description of work], n.d.) [Description of work] (n.d.)
Source	Cite as a personal communication or find another work to cite (see the <i>Publication Manual</i> for more information).	No reference list entry	(C. C. Communicator, personal communication, month day, year) C. C. Communicator (personal communication, month day, year)

5. Predatory journals and journal hijacking

Predatory and hijacking journals can publish low-quality or even false research, relying on them can therefore undermine your work. Authors should always verify the legitimacy of a journal and/or website before submitting their research, to ensure the credibility and integrity of their work.

- *Predatory journals*, also called *deceptive journals*, are publications that look like real academic journals but skip or fumble important editorial steps like rigorous peer review. Their main goal is often money, not integrity.
- *Journal hijacking* occurs when a fraudulent website impersonates a legitimate academic journal (or creates a very similar name), lures authors to submit their manuscripts, and charges fees.

How you can avoid citing articles from predatory journals

- Use a reputable database to conduct your research. You have access to many research databases via Umeå University Library.
- Check the ABS or ABDC list. If the journal is on the list it is a good journal.
- Check out a journal's name and website carefully, particularly if you have found the site via an internet search, outside of a database.
- Look for a peer review description – do they clearly explain the review process?