

Guidelines for in-text citations and references

in the collection of scientific papers

Bulletin of KNUKiM. Series in Arts

These guidelines describe formatting rules and methods of source citations following the principles of the Publication Manual of the American Psychological Association, Seventh Edition (2020).

For more information on APA Style, please follow the link <https://apastyle.apa.org/>

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When writing a scholarly article, it is necessary to follow basic guidelines for citing and referencing the source in the text.

The manuscript should cite relevant and verified sources to support the author's arguments.

Quotations:

- are given in the language of the manuscript;
- the content of quotes and references to relevant pages must correspond exactly to the original sources;
- authors should avoid excessive self-citation.

For a *direct quote*, the quoted fragment of the text is presented in double quotation marks and in the original language of the source. To cite a direct quote, you must include the author's surname, the year the source was published, and the page range as well.

A direct quote of 40 words or more should be formatted as a block quote.

A block quote starts on a new line with a paragraph indentation. No quotation marks are used. The parenthetical citation comes after the period at the end of a block quote.

When citing foreign authors, their surnames should be indicated in the language of the article and immediately (in parentheses) in the original language.

When quotation accuracy is not essential, but the ideas borrowed from the author are important, the author's text should be presented freely within the quoted thought, and an *in-text citation must be provided*.

In-text citations should:

- appear wherever you quote a source;
- be used with every quote, borrowed opinion, statistical data, figures, and tables, indicating the author of the borrowed information;
- be used immediately after the borrowed information indicating the page number (range) that the quotation, borrowed opinion, statistical data, figure, and table appeared on.

The format of in-text citations should follow the American Psychological Association (APA) Citation Guide (American Psychological Association (APA) Style).

In-text citations *consist of* the author's surname and publication year.

If the author of a source is unknown, write the source title and publication year.

If the publication date is unknown, write *nd* (no date) in the in-text citation.

In-text citations can be:

- 1. Parenthetical.** It should contain the author's name and the publication date, separated by a comma. The ampersand (&) should be used between the surnames of the two authors. The parenthetical citation can be placed within or at the end of a sentence.
- 2. Narrative.** The author's surname is incorporated in the text as part of the sentence, and the publication year follows in parentheses directly after the author's surname. Use the word "and" between the author's surnames. The author's surname can be included in the sentence in any place it makes sense. If the author's surname and the publication year are part of the sentence, there is no need to use parentheses.

When referring to the works of other authors, initials should be indicated before the surname. The full first names of the authors whose works are cited should not be written.

References:

- is presented after the body text of the manuscript;
- sources are presented in the original language of the publication, in alphabetical order;
- contains the information necessary to find the cited sources.

Each source cited in the text must appear in the References. Similarly, each entry in the References must be cited in the text.

The format should follow the American Psychological Association (APA) guidelines (American Psychological Association (APA) Style, 7th edition).

If the References contains several works by the same author, editor, or compiler, the entries are placed in chronological order by year of publication in ascending order.

A URL (Uniform Resource Locator) is the standardised address of a resource (document or image) on the Internet.

A URL helps to identify an online resource and open it.

A URL should be added when referencing an online resource.

Digital Object Identifier

According to paragraph 6 of the Procedure for the Formation of the List of Scientific Professional Publications of Ukraine (Order of the Ministry of Education and Sciences of Ukraine No. 32 dated 15.01.2018), assigning a digital identifier DOI to each published material is mandatory.

When compiling the List of references in a scholarly publication, it is necessary to indicate the DOI identifier of the article, book, conference report, etc.

Citation examples

	In-text citation	Reference List
Books		
one author	<p>S. Girgus (2002); (Girgus, 2002).</p> <p>G. Mast (1979); (Mast, 1979).</p>	<p>Girgus, S. B. (2002). <i>America on film: Modernism, documentary, and a changing America</i>. Cambridge University Press.</p> <p>Mast, G. (1979). <i>The comic mind. Comedy and the movies</i> (2nded.). The University of Chicago Press.</p>
two authors	V. D'Efilippo and J. Ball (2013); (D'Efilippo & Ball, 2013).	D'Efilippo, V., & Ball, J. (2013). <i>The infographic history of the world</i> . Harper Collins.
from three to twenty authors	J. Van Dijck et al. (2018); (Van Dijck et al., 2018).	Van Dijck, J., Poell, T., & de Waal, M. (2018). <i>The platform society: public values in a connective world</i> . Oxford University Press.
edited by	S. Cohan (2019); (Cohan, 2019).	Cohan, S. (Ed.). (2019). <i>The sound of musicals</i> . British Film Institute.
organisation as author	<p>Organisation for Economic Co-operation and Development (OECD) (2019); <i>перше згадування в тексті</i>; OECD (2019) <i>повторне</i>.</p>	<p>Organisation for Economic Co-operation and Development (OECD). (2019). <i>An introduction to online platforms and their role in the digital transformation</i>. OECD Publishing. https://doi.org/10.1787/53e5f593-en</p>
book chapter	C. Bandinelli and A. Gandini (2019); (Bandinelli & Gandini, 2019).	<p>Bandinelli, C., & Gandini, A. (2019). Hubs vs Networks in the creative economy: Towards a "Collaborative individualism". In R. Gill, A. Pratt, & T. Virani (Eds.), <i>Creative hubs in question. dynamics of virtual work</i> (pp. 89–110). Palgrave Macmillan. https://doi.org/10.1007/978-3-030-10653-9_5</p>
Articles		
one author	L. X. Babamuradova (2022); (Babamuradova, 2022).	<p>Babamuradova, L. X. (2022). The Role of Folklore in the Moral and Aesthetic Upbringing of the Individual. <i>World Bulletin of Management and Law</i>, 7, 101–103. https://scholarexpress.net/index.php/wbml/article/view/573/525</p>

two authors	D. Compagno and M. Treleani (2019); (Compagno & Treleani, 2019).	Compagno, D., & Treleani, M. (2019). Introduction to Meaningful data / Données signifiantes. <i>Semiotica</i> , 230, 1–17. https://doi.org/10.1515/sem-2018-0141
three authors	A. Capalbi et al. (2021); (Capalbi et al., 2021).	Capalbi, A., Fabbri, T., & Iervese, V. (2021). New Digital Cinema: How Platforms Are Changing the Audiovisual Industry. <i>Acta Universitatis Sapientiae, Communicatio</i> , 8(1), 22–35. https://doi.org/10.2478/auscom-2021-0002
Newspaper article	J. Berman (2020); (Berman, 2020).	Berman, J. (2020, December 18). 8 Takeaways From the Streaming Wars’ Biggest, Weirdest Year Yet. <i>Time</i> . https://time.com/5922040/streaming-wars-2020/
Conference Proceedings		
	<p>S. Hastuti, St. Slamet, Sumarwati and A. Rakhmawati (2022); (Hastuti et al., 2022).</p> <p>A.Katsanevaki (2012); (Katsanevaki, 2012).</p> <p>O. Kravchenko et al. (2019); (Kravchenko et al., 2019).</p>	<p>Hastuti, S., Slamet, St. Y., Sumarwati, & Rakhmawati, A. (2022). The Creative Writing Based On Folklore Digitalization. <i>International Conference of Humanities and Social Science (ICHSS)</i>, 1(1), 572–577.</p> <p>Katsanevaki, A. (2012). Traditional singing: Field-Research or a performing art? Combining research methods and teaching methods in one field (An introductory note). In <i>musical practices in the Balkans: Ethnomusicological perspectives</i> [Proceedings of the Conference] (Vol. 142, Book 8, pp. 149–166). Serbian Academy of Sciences and Arts; Institute of Musicology. https://cutt.ly/8N2LD8N</p> <p>Kravchenko, O., Leshchenko, M., Marushchak, D., Vdovychenko, Y., & Boguslavskaya, S. (2019, May 22–24). The digitalization as a global trend and growth factor of the modern economy. In <i>The 8th International Conference on monitoring, modeling & management of emergent economy (M3E2 2019)</i> (Vol. 65, Article 07004). https://doi.org/10.1051/shsconf/20196507004</p>
Reference Books		
	Merriam-Webster, (n.d.); (Merriam-Webster, n.d.).	Merriam-Webster. (n.d.). Semantics. In <i>Merriam-Webster.com dictionary</i> . Retrieved January 4, 2020, from https://www.merriam-webster.com/dictionary/semantics

Catalogues		
	Sh. Bury (1982); (Bury, 1982).	Bury, Sh. (1982). <i>Jewellery Gallery</i> [Catalogue] (2nd ed.). Victoria and Albert Museum.
Postcard		
	(Porcelain Closed Joint-Stock Company, ca. 2000).	Porcelain Closed Joint-Stock Company. (ca. 2000). <i>Boryslavska portseliana</i> [Postcards].
Audiovisual Media		
motion picture	T. Anthony (2021); (Anthony, 2021).	Anthony, T. (Director). (2021). <i>All Light, Everywhere</i> [Film]. Memory; Sandbox Films. https://mubi.com/films/all-light-everywhere
	V. Fleming (1939); (Fleming, 1939).	Fleming, V. (Director). (1939). <i>Gone with the wind</i> [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.
YouTube	A. Zabolockii (2014); (Zabolockii, 2014).	Zabolockii, A. (2014, 10 травня). <i>Офіційний трейлер до фільму «Плем'я» Мирослава Слабоштицького</i> [Відео]. YouTube. https://www.youtube.com/watch?v=uNRZKixsIb8
Interview		
	P. MacInnes (2021); (MacInnes, 2021).	MacInnes, P. (2021, August 24). Ellie Simmonds: "I've found the expectations harder as I've got older". <i>The Guardian</i> . https://www.theguardian.com/sport/2021/aug/24/ellie-simmonds-expectations-tokyo-paralympics-interview
Digital Object Identifier (DOI)		
	D. Compagno and M. Treleani (2019); (Compagno & Treleani, 2019).	Compagno, D., & Treleani, M. (2019). Introduction to Meaningful data / Données signifiantes. <i>Semiotica</i> , 230, 1–17. https://doi.org/10.1515/sem-2018-0141