Preparing a manuscript in APA style

**IN-TEXT CITATIONS -** *Parenthetical citation:*

In-text citation should be prepared in accordance with the guidelines which are presented below:

* For only one author

The surname of the author (without name and initials), and after coma publication date, e.g. (Kowalik, 2009).

Notice: When citing several different works in the same parenthesis, they should be separated by a semicolon and arranged chronologically, e.g. (Gindrich, 2011; Witek and Łukasik, 2015; Byra, 2020).

* For two authours

The surname of the authors (without name and initials), separated by a conjunction "and", and after the comma add, the publication date, e.g. (Witek and Lukasik, 2015).

* In the case of three, four, or five authors, the first and each subsequent reference should follow the example:

(Kirenko et al., 2017).

**CITING**

The format of a direct quotation depends on its length (fewer than 40 words vs. 40 words or more).

* If a quotation consists of fewer than 40 words, treat it as a short quotation: Incorporate it into the text and enclose it within double quotation marks. After the quotation in parentheses give the page number(s):

As Kowalski (2019) rightly notes, "text, text, text, text, text, text, text, text, text" (p. 11).

* If a quotation contains 40 words or more, treat it as a block quotation. Do not use quotation marks to enclose a block quotation (New Times Roman font, size 11) according to the formula:

Text text text text text text text text text text. Text text text text text text text text text text text text text. Text text text text text text text text text text text. Text text text text text text text text text text text text text text text text text text text text. Text text text text text text text.Text text text text text text text text text text text text text text text text. Text text text text text text text text text text. Text text text text text text text text text text text text text text text text text. Text text text text text text text text text. (Kowalski, 2020, p. 12)

**IN-TEXT CITATIONS -** *Narrative citation*

We use only the Author's Surname

**Narrative citation for one author:**

Surname (2021) text text text text text. Text text text text text (Surname, 2021). In 2021 Surname published text text text text.

* When referring to the work of the same author several times in one paragraph by citing his or her name in the text outside parentheses, the year of publication should be placed in parentheses only after the first occurrence of the name. However, if the name appears in parentheses, it is always followed by the year of publication:

Text Text Surname (2021) text text text text text. Text Surname text text text text text text text text text.

* When both the name and year are included in a parenthetical reference in a paragraph, enter the year in parentheses the next time the name of the author of the same publication appears in the text outside the parentheses:

Text text text text text text (Surname, 2021). Text text text text text text text text Surname (2021) text text text text text text text text text text.

**Narrative citation for two or more authors:**

* **Narrative citation for two author:**

Iksiński and Igrekowski (2020)

* **Narrative citation for three or more authors:**

Iksiński et al. (2020)

* **Authors with the same surname:**

A. Iksiński and B. Iksiński (2020)

* **The institution as author:**

The first time we refer to an institution we should include its full name, the subsequent times – only the abbreviation.

First time: American Psychological Association (APA) (2020)

Another time: APA (2020)

**Reference list**

References should be listed in alphabetical order by author’s name and placed on the end of the whole text. References should be also prepared in accordance with the guidelines which are presented below:

* **Article**

Zubrzycka – Maciąg, T. (2019). Podejście Skoncentrowane na Rozwiązaniach w doskonaleniu zawodowym nauczycieli. *Edukacja Ustawiczna Dorosłych*, 1, 144-153.

Sirotová, M., & Rubacha, K. (2018).  Information Regarding Pupils’ Biological Sex and Teachers’ Tendency to Activate the Ethics of Care or Justice. *Przegląd Badań Edukacyjnych*, 2, 119-127.

Byra, S., Boczkowska, M., & Duda, M. (2016). Współczesne konteksty znaczeniowe terminu „niepełnosprawność” – implikacje Międzynarodowej Klasyfikacji Funkcjonowania, Niepełnosprawności i Zdrowia (ICF). *Człowiek – Niepełnosprawność – Społeczeństwo, 4*(34), 15-31. <http://doi.org/10.5604/17345537.1233867>

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A

cross-linguistic model of child language development. *Psychological Review, 126*(1), 1-51. https://doi.org/10.1 037/ rev0000126

Notice: The reference should include the publication's DOI (Digital Object Identifier) number, if the publication has one, in web address format starting with <http://doi.org/>...

* **Journal article when there are 21 or more authors:**

Give the names of the first 19 authors by inserting an ellipsis, and then add the name of the last author.

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W, Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W, Higgins, W, Janowiak, J., Mo, K. c., Ropelewski, c., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin* of *the American Meteorological Society,* 77(3), 437-471. http://doi.orglfg6rf9

* **Book/ Monograph**

Cybal – Michalska, A. (2014). *Młodzież akademicka a kariera zawodowa*. Impuls.

Kirenko, J., & Zubrzycka – Maciąg, T. (2017). *Zachowania zdrowotne nauczycieli. Badania empiryczne*. UMCS.

Burgess, R. (2019). *Rethinking global health: Frameworks* of *power.* Routledge.

* **Book edited by**

Kirenko, J., Wosik – Kawala, D., Zubrzycka – Maciąg, T. (Eds.). (2011). *Wychowanie wobec wyzwań współczesności*. UMCS.

Hacker Hughes, J. (Ed.). (2017). *Military veteran psychological health and social care: Contemporary approaches.* Routledge.

* **Book chapter/ section**

Gajdzica, Z. (2017). Wybrane pułapki niewspółmierności w badaniach świata osób z niepełnosprawnością. In M. Dudzikowa, S. Juszczyk (Eds.), *Pułapki epistemologiczne i metodologiczne w badaniach nad edukacją: jak sobie z nimi radzić?* (p. 212-223). UŚ.

Łukasik, M., Pankowska, D. (2015). Ład i dyscyplina na lekcji. In D. Pankowska, T. Sokołowska – Dzioba (Eds.), *Skuteczna edukacja szkolna w kontekście zadań nauczyciela-wychowawcy*(p. 25-63). UMCS.

Weinstock, R., Leong, G. B., & Silva, J. A. (2003). Defining forensic psychiatry: Roles and

responsibilities. In R. Rosner (Ed.), *Principies* and *practice* of *forensic psychiatry* (2nd ed., pp. 7-13). CRC Press.

* **Unpublished research paper**

Kowalski, A. (2020). Title [Unpublishet disertation]. UMCS.

Harris, L. (2014). *Instructionalleadership perceptions and practices* of *elementary school*

*leaders* [Unpublished doctoral dissertation]. University of Virginia.

* **Text from the website**

Kowalski, A. (2020). Title. Retrieved 15, May, 2020 from: website address.

U.S. Census Bureau. (n.d.). *U.S. and world population dock.* U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclockl>

* **Government/organization reports**

Canada Council for the Arts. (2013). *What* we *heard:* Summary of *key findings: 2013 Canada Couneil's Inter-Arts Offiee consultation.* <http://publications.gc.ca/collections/collection_2017/canadacouncil/K23-65-2013-eng.pdf>

It is recommended that the bibliography include only items cited in the article.

Where these guidelines do not cover the cited item APA style 7 should be used (American Psychological Association. (2020). APA 7 (American Psychological Association, 2020).

**Compiled from:** American Psychological Association. (2020). Publication Manual of the American Psychological Association (ed. 7). American Psychological Association.