APA style – guidelines

One work by one author

Text references should be made by the authors' surnames followed by the year of publication. If you make reference to a work without mentioning the author in the text, then both the author's surname and publication year are placed in parentheses.

A similar phenomenon occurs in Europe (Kowalski, 2014, p. 33–34).

Further citations (including citation of the work of several authors, and the authors of corporate) are shown in the following table:

Type of citation	First citation in text	Subsequent citation in text	Parenthetical format, first citation	Parenthetical format, subsequent citation in text
One work by one author	Nowak (2010)	Nowak (2010)	(Nowak, 2010)	(Nowak, 2010)
One work by two authors	Nowak, Kowalski (2002)	Nowak, Kowalski (2002)	(Nowak, Kowalski, 2002)	(Nowak, Kowalski, 2002)
One work by three authors	Nowak, Kowalski, Iksińska (1998)	Nowak et al. (2010)	(Nowak, Kowalski, Iksińska, 1998)	(Nowak et al., 2010)
One work by four authors	Nowak, Kowalski, Iksińska, Igrekowska (2009)	Nowakowski et al. (2009)	(Nowak, Kowalski, Iksińska, Igrekowska, 2009)	(Nowakowski et al., 2009)
One work by five authors	Nowak, Kowalski, Iksińska, Igrekowska, Wiśniewski (2000)	Nowacki et al.(2009)	(Nowak, Kowalski, Iksińska, Igrekowska, Wiśniewski, 2000)	(Nowacki et al., 2009)
One work by six or more authors	Nowak et al. (2007)	Nowak et al. (2007)	(Nowak et al., 2007)	(Nowak et al., 2007)
Groups as authors (readily identified through abbreviation)	Narodowe Centrum Nauki (NCN, 2011)	NCN (2011)	(Narodowe Centrum Nauki [NCN], 2011)	(NCN, 2011)
Groups as authors (no abbreviation)	University of Rome (2010)	University of Rome (2010)	(University of Rome, 2010)	(University of Rome, 2010)

If the book is written by someone edited.

We give the name of the editor of the volume (only in the bibliography indicates that this is the editor of the volume).

Text text text text (Nowak, 2001, p. 323) the text text. Text text text.

The legal acts.

We indicate the beginning of a title, eg. The laws, regulations (in the bibliography appears in the full title). The author can specify paragraph or article that appears as a page number. If the author uses two (or more) legal acts of the same year, indicate the title (to highlight the act).

Text text text text (Act, 2001) text text. Text text text.

Text text text text (Act, 2001, art. 1, par. 4) text text. Text text text.

Text text text text (Tax Act, 2001, Art. 1, par. 4) text text. Text text text.

Internet sources.

The best indicate the author of the text / art. with a title that was taken from the website. If this is not possible, please provide the name of the website, which was used and its address.

Text text text text (Surname, 2005) text text. Text text text.

Text text text text (MSWiA, 2005) text text. Text text text.

Where reference is made to two or more works in the same brackets should sort them alphabetically by first authors, that is, in a way, as they appear in the Bibliography. References to other works are separated by a semicolon. Two or more works by the same author should sort in ascending order by year of publication. Works in the print added to the end. The author's name should be given only once, and for subsequent work - just enter the date.

Text text text text (Nowak, 2001, 2003) the text text. Text text text (Nowak, 1992, 2002, in print) text text. Text text text (Smith, 1991; Smith, Wisniewski, 1998) text text.

If several works by the same author (or authors) have been published in the same year, insert the letters a, b, c, etc. after the year of publication (without spaces between the letter). Repeat record of year for each publication. These indications should also appear in the Bibliography. Whereby individual bibliographic records should be ordered alphabetically by title.

Text text text (Smith, Smith, 2005a, 2005b, in print; Wisniewski, 2003a, 2003b).

Additional note: However, you can separate the link to the main work of the other links in brackets by typing the abbreviation "v:" before less important work, which should be arranged alphabetically.

Text text text (Nowak, 2001; v: Kowalski, 1999; Wiśniewski, 2007).

Secondary sources

Use secondary sources sparingly. Give the secondary source in the reference list. In text name the original work and give a citation for the secondary source.

Allport (1966, as citied in Nowak, 2000) proposed a different approach to this problem.

Johnson found that …(as citied in Kowalski, 2014).

If the author discusses the concept or research of someone etc. described in the work for which he had no direct access, and who knows from secondary sources and does not want to show any concrete inaccessible publication devoted to the discussed topics, it should be invoked only source that was used.

In his theory, Allport (Smith, 2000) distinguished two aspects of this phenomenon.

Citation of classical works.

When quoting very old works, for which the original first edition does not have access, please specify the year of translation, which is used, preceded by the abbreviation "trans.", or year, that you are using, adding to him the abbreviation "ed." If you know the date of original publication, insert it in the link, followed by insert date of issue, of which the author used. Both dates are separated by a slash.

(Plato, trans. 1980)

Watson (1890/1987)

(Aristotle, ed. 1988)

Record in the Bibliography is not required for classical works, such as the works of the ancient Greeks, Romans and religious works. In this case, simply mark the first reference of edition that you are using in the text. Fragments of classical works are equally marked in all editions numbering of the chapters, verses, etc. To mark a piece of work, that you are using, so you should use these marks instead of page numbers.

"The text of the citation" (Millennium Binle, Sg 2,10-14) text text.

Referring to the information obtained in personal communication.

Personal information may include personal letters, notes, e-mails, personal interviews, telephone conversations, etc. Do not turn on such information as the position of the Bibliography, because usually they are not generally available (if they are, they should be included in the Bibliography). They administered only as links in the text. You should then give the initials and surname of the author of information and the most accurate date of acquisition.

A.B. Smith (personal communication, June 24, 2018)

Direct quotations

In the case of a literal quoting of the text should be in the reference in the text to give the author's name, year of publication, source, and page numbers or paragraph (if the pages are not numbered).

(Surname, 2012, pp. 33-34)

If the quote is made up of fewer than 40 words, it must be embedded in the text in quotation marks. If the citation appears in the middle of a sentence, it should mark the quotes. Directly behind the quote should find a bracket with a link to the source bibliographic citation or a bracket with the page, if the source of the quote was given before its introduction.

Text text text text text text text text text text Surname (2005). text text "text quoted text quoted text quoted" (p. 32) text text text text text text text text text text text.

If the quote is made up of 40 or more words should be separated from the main text (that is distinguished in a separate text block, indented in relation to the main text) without the use of quotation marks. This quote should begin on a new line and be indented from the left margin in relation to the rest of the text. Indent the entire quotation should be the same size as the beginning of the paragraph indentation plain text. If you are inside a quote paragraphs, you should also mark the indentation (half the size of the indentation used in the ordinary paragraph). Quote this should have the same spacing as the rest of the text. If the link to the quoted source not found in the main text in the introductory quotation, insert bracket with a link to the bibliographic quoted sources at the end of the quotation, after the last punctuation mark.

Text text text text text text:

> The text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted. The text quoted text

quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted. (Surname, 1999, p. 12-44)

The accuracy of the citations.

Literal quotes must be quoted accurately. Quoted text should include the original spelling, even if it is invalid, eg. In terms of punctuation. If any non-compliance of the original text with the modern rules of spelling could mislead readers, you should put in brackets word sic! italicized after mistake.

Changes on reported literally text of which require information.

Switching the text: use square brackets (not round) to turn on to quote the text (supplement or explanation) outside the cited work.

The text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted [text outside quote] text quoted text quoted text quoted (Surname, 2009, p. 88).

Skipping parts of the text: should used for this purpose ellipsis in parentheses.

"Text quoted text quoted text quoted text quoted text quoted text quoted text quoted (...) text quoted text quoted text quoted "(Surname, 2009, p. 88).

Emphasizing the importance of the text:

if the author wishes to emphasize the importance of the word or words in the quotation should save them in italics. Directly behind the content highlighted in italics should be placed notation in square brackets [emphasis A.B], where A.B. the initials of the author of emphasis.

Text text text text *highlighted* [emphasis A.B.] text text text.

The use of italics (in the text)

Italics should be used rarely. You should use it in the following cases:

- in citing titles. This rule applies to titles of books, chapters of books, journals, articles, text from websites, movies, videos, TV programs and microfilm. These titles are written (according to APA) in italics in the Bibliography, as well as in the main text.

References

Preparation of bibliographic description in the APA as follows:

Smith, A. (2010). Book's title. Place of publication: Publishing House

The works written while maintaining alphabetical order of cited works, while choosing the first letter of the author's name. Format of references:

Below are diagrams of references records of the main sources (articles and books).

An article in the journal, in which each successive number / issue in one vintage has a separate pagination (in each issue first page is numbered 1)

Surname, A., Surname2, X. Y., Surname3, Z. (year). Title of the article. *Title Magazines, no vintage* (no notebook), beginning page – end page.

Nowak, J., Kowalski A.B., Zawadzki G. (2001). *Modeling. Work and Technology*, *12* (3), 120-125.

An article in the daily newspaper

Nowak, J. (2001). Modeling. *Gazeta Wyborcza*, on 20 January.

An article in the journal, in which consecutive numbers / issues in a single vintage does not have a separate pagination (first page of the next issue is accompanied by a sequence number, the last page of the previous issue).

Surname, A., Surname2, X.Y., Surname3, Z. (year). Title of the article. *Title Magazines, no vintage*, beginning page-end page.

Nowak, J., Kowalski A.B., Zawadzki G. (2001). Modeling, *Work and Technology, 12*, 54-56.

If the article has a number of DOI (Digital Object Identifier), it should be given at the end of the references list.

Surname, A., Surname2, X.Y. (year). Title of the article. *Title Magazines, no vintage*, beginning page-end page. DOI: xxxxx.

Nowak, J., Kowalski A.B., Zawadzki G. (2001). Modeling, *Work and Technology, 12*, 54-56. DOI: 10.1016 / jhkj.2008.11.011.

Book

Surname, A., Surname, X.Y. (year). *Book's title*. Place of publication: Publishing House.

The book written by someone edited:

Name X. (ed.). (year). *Book's title*. Place of publication: Publishing House.

Chapter in collective work:

Surname, I. (year). The title of the chapter. In: Y. Name NA. Surname (ed.), *Title of the book* (p. Page beginning-side end). Place of publication: Publishing House.

Internet sources:

If the text is on the website and it is not an article in a magazine, book or chapter in a book, give the author, publication date (if known), the title, and then post the information on the website where you downloaded the text downloaded from: address of website.

Name X. (year). *The title of text*. Downloaded from: address of the website.

MNiSW (year access / entry through the author's website). Downloaded from: www.mnisw.gov.pl

Akty prawne:

Act of 10.2.2005 on income tax. OJ 2005 No. 20, item. 456, as amended. d.

Detailed rules for the preparation of the text:

1. Preparation of the text:

The text should be prepared in Microsoft Office Word, according to the following guidelines:

- the main text font: Times New Roman, 12 pt

- margins: 2.5 cm top, bottom, left and right side of the page (the default settings in Microsoft Office Word)

- text alignment: aligned with the exception of some of the quotes, titles and headings, table elements and graphics

- spacing of 1.5 (including descriptions of tables and figures and footnotes / references)

- paragraphs are indented

- numbered pages

- disabled option for hyphenation

- tables and graphs (editable) with titles in the appropriate place in the text + source files, if they were made in programs Exel, Statistica, Corel Draw, Power Point **etc.**

2. Graphics

Graphic elements (eg. Photos, drawings, etc.) should be prepared in the best possible quality and saved in one of the following formats * .jpg, * .png or * .pdf. Each graphic element must also be sent in a separate source file.

3. Obtaining the consent of the materials used in the work is the responsibility of the author