



Hedmark University
of Applied Sciences

EndNote and APA example collection

HUAS Library

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References in APA-style

Documentation of sources

It is important to document sources of information used in theses, reports and other papers, for several reasons. Written academic work normally builds upon previously published research and we refer to others' theories, formulations, arguments and empirical data. Readers must be able to locate your original sources of information in order to judge or confirm your work independently. In addition, it is necessary to distinguish between what is your own and what originally comes from others. If you don't document your sources you may be accused of plagiarizing. It is thus important to acknowledge other authors' contributions, both from an ethical and an academic perspective.

References, citations and quotes

Three important terms used in the documentation of information sources are: references, citations and quotes.

Reference – a bibliographic description of a document which is placed after the main text. A reference includes information about the author, title, year, and publisher or URL/doi. References are listed alphabetically in a **bibliography**, also called reference list. References to the same author are listed chronologically with the oldest on top, but references with co-authors are ordered alphabetically by the next author's name, e.g.:

Lundberg, I. (1990). ...

Lundberg, I. (2010). ...

Lundberg, I., & Kolovos, C. (2007). ...

Lundberg, I., Tønnessen, F. E., & Høien, T. (1993). ...

All document types, both printed and electronic, are in the same list. For electronic sources, it is only necessary to write the retrieval date if the webpage can change significantly over time (i.e. Wiki).

Citation (also called in-text citation) – information in the main text which identifies the source. All citations point to references in the bibliography, and all references in the bibliography correspond to citations in the main text. The information in citations is enclosed in parentheses. The author's name can be integrated into the main text and thereby excluded from the parentheses.

In APA-style, it is recommended to include the page number in citations, and in some disciplines at HUAS this is a requirement. This makes it easier for interested readers to find the cited text.

Quotations

A quotation (also called quote) is a direct, word-for-word, reproduction of a source. When quoting a source, the subsequent citation must include the page number. The page number is also recommended for indirect quotes (when the meaning, but not the exact words, is referred to). Never quote out of context. Copying several words in a row without proper quoting is considered plagiarism, even if the text is followed by an in-text citation.

- **Short quote:**

When quoting a source, the subsequent citation must include the page number. The period comes after the in-text citation. For example:

“The library is the heart of the school for both students and staff” writes Nierenberg et al. (2016, p. 44).

or

“The library is the heart of the school for both students and staff” (Nierenberg et al., 2016, p. 44).

- **Long quote (longer than 40 words):**

Long quotes should be indented, with a smaller font, with white space above and below, and without quotation marks. The period comes before the in-text citation. For example:

Torras and Sætre (2008) write that:

The visions and mission of library user education in information literacy must reflect the strategic goals and educational and research priorities of the university in general and the faculties. At the same time, library user education must build upon a pedagogic platform supporting the curriculum of the discipline courses in which the library courses are incorporated. (p. 19)

- **When parts of a quote are excluded:**

If you omit part of a quote within a sentence, fill in with 3 dots, for example:

Nierenberg et al. maintain that “the library is the heart of the school for ... staff” (2016, p. 44).

If you omit words between two sentences, use four dots.

- **Translated quotation**

You can translate quotes from other languages. Follow the rules for quoting sources and write “own translation” at the end of the citation, for example:

According to Dag Østerberg (1996), “many of our actions involve changing the materials which surround us: building roads, houses, equipment, signs, weapons, etc.” (p. 136, own translation).

- **Quotations with italics**

If *italics* are found in the original text, it should also be italicized in the quotation. If you want to italicize text which isn't originally in italics, write [emphasis added] just after the italicized text.

APA-style

There are many different styles for handling references. The main differences are with punctuation and the order of information in the reference. Common for all styles is that they have a consistent method for handling references, and that they include the documentation necessary to identify the source. Never mix reference styles – once you've chosen one style, you must use it consistently throughout the entire paper.

Hedmark University of Applied Sciences (HUAS) recommends that students and staff use the APA-style (American Psychological Association), from the 6th edition of *Publication Manual of the American Psychological Association*. This is a so-called author/year-system, where all references are collected at the end of the document. Footnotes should only be used to supply additional information which isn't a part of the main text.

For documents that are translated from other languages, do not include information about the translators in the reference. Ibid. is not used in APA-style.

The collection below provides examples of how citations and references to different sources should be formatted in the APA-style. Some of the examples used below are fictitious.

Books		
Book with one author		
Reference citation in text	In bibliography	In EndNote
<p>Rosenthal (1984, p. 46) has argued that ... <i>or</i> ... this is significant (Rosenthal, 1984, p. 46). <i>If the author's name is not in the text, include it in the parentheses.</i></p> <p>Anthony Gale (1985, pp. 25–31) discusses this syndrome in detail.</p>	<p>Rosenthal, R. (1984). <i>Meta-analytic procedures for social research</i>. Newbury Park, CA: Sage.</p> <p>Gale, A. (1985). <i>What is psychology?</i> London, England: Edward Arnold.</p>	<p>Choose Book Fill in fields: Author, Year, Title, Place Published and Publisher.</p> <p><i>- use : between title and subtitle.</i> <i>- subtitles start with capital letters</i> <i>- enter page numbers in references manually in Word (EndNote tab) using Edit & Manage Citations.</i></p>

Book with two to seven authors		
Reference citation in text	In bibliography	In EndNote
<p>A new theory is established here (Beck & Sales, 2001, p. 55). <i>In all subsequent citations to books with two authors, repeat both names and year.</i></p> <p>This is analysed in terms of theories of aesthetics (Carlsen, Nielsen, & Rasmussen, 2001, pp. 23-29). <i>With 3-5 authors, write all names in the first citation. In subsequent citations write only the first author's surname followed by et al. (et al. = "and others".) With 6 or more authors, cite only the first author's surname followed by et al. in all citations. The year is included in all citations, e.g. (Carlsen et al., 2001).</i></p>	<p>Beck, C. A. J., & Sales, B. D. (2001). <i>Family mediation: Facts, myths, and future prospects</i>. Washington, DC: American Psychological Association.</p> <p>Carlsen, M. S., Nielsen, K. G., & Rasmussen, K. S. (2001). <i>Deleuze's philosophy</i>. Copenhagen, Denmark: Museum Tusulanum.</p> <p><i>All authors' names (up to 7) are written in the bibliography.</i></p>	<p>Choose Book Fill in fields: Author, Year, Title, Place Published and Publisher</p> <p><i>- type the first 7 author names in the Author field and press Enter between each name.</i></p>
Book with eight or more authors		
Reference citation in text	In bibliography	In EndNote
<p>"The library is the heart of the school for both students and staff" (Nierenberg et al., 2016, p. 44). <i>The first author's name, followed by et al., is written in both the first citation and subsequent citations. Include page number when quoting.</i></p>	<p>Nierenberg, E., Brodshaug, A. G., Hagen, K., Sæta, E. R., Danielsen, A., Svendsen, L., ... Myrtrøen, A. (2016). <i>The library: A place to learn</i>. Oslo: Universitetsforlaget.</p> <p><i>Include the first six authors' names, followed by ... and the last author's name.</i></p>	<p>Choose Book Fill in fields: Author, Year, Title, Place Published and Publisher</p> <p><i>- type all author names in the Author field and press Enter between each name.</i></p>

Book with editor (see also next point)		
Reference citation in text	In bibliography	In EndNote
<p>The anthology includes chapters about special education, democracy and inclusion (Skrtic, 1995).</p>	<p>Skrtic, T. M. (Ed.). (1995). <i>Disability and democracy: Reconstructing (special) education for postmodernity</i>. New York, NY: Teachers College.</p> <p><i>Write (Eds.) if there are several editors. Here the reference applies to the entire book. If the reference only applies to part of a book with an editor, see the point below.</i></p>	<p>Choose Edited book</p> <p>Fill in fields: Editor, Year, Title, Place Published, Publisher and Edition (unless it is the first edition)</p> <p><i>- press Enter between each author name</i> <i>- only type the number in the Edition field, e.g. 5</i> <i>- correct fields for Author and Editor if necessary.</i></p>
Chapter in book with editor (see also previous point)		
Reference citation in text	In bibliography	In EndNote
<p>There are, as Sleeter (1995, p. 155) has proven, large variations.</p> <p><i>The in-text citation refers to the author of the chapter.</i></p>	<p>Sleeter, C. E. (1995). Radical structuralist perspectives and learning disabilities. In T. M. Skrtic (Ed.), <i>Disability and democracy: Reconstructing (special) education for postmodernity</i> (pp. 153–165). New York, NY: Teachers College.</p> <p><i>Chapter author and chapter title are written first, then the editor(s), book title (in italics), and chapter page numbers (in parentheses). The reference to the book begins with “In”.</i></p>	<p>Choose Book Section</p> <p>Fill in fields: Editor, Year, Title, Place Published, Publisher and Edition (unless it is the first edition)</p> <p><i>- press Enter between each name in Author field and Editor field.</i> <i>- write only numbers in Pages, e.g. 382-405</i> <i>- write only the number in the Edition field, e.g. 5</i> <i>- the editor’s name will disappear when exporting from Oria, so you will need to fill in this field manually.</i></p>

Chapter in book with different chapter authors and no editor		
Reference citation in text	In bibliography	In EndNote
<p>Hoëm is one of Scandinavia's most influential educators (Beck, Engen, Aasen, & Østerud, 2010).</p> <p><i>The in-text citation refers to the author(s) of the chapter.</i></p>	<p>Beck, C. W., Engen, T. O., Aasen, J., & Østerud, S. (2010). Sosialiseringsteoretikeren Anton Hoëm. In A. Hoëm, <i>Sosialisering – kunnskap – identitet</i> (s. 1–28). Vallset: Oplandske.</p> <p><i>Chapter author(s) and chapter title are written first, then the editor(s), book title (in italics), and chapter page numbers (in parentheses). The reference to the book begins with "In".</i></p>	<p>Choose Book Section Fill in fields: Editor, Year, Title, Place Published, Publisher and Edition (unless it is the first edition)</p> <p><i>- press Enter between each name in Author field</i> <i>- enter pages in Pages, e.g. 382-405</i> <i>- write only number in Edition field, e.g. 5</i></p> <p><i>- Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>

Book with several editions		
Reference citation in text	In bibliography	In EndNote
<p>“If you want to store huge amounts of data ... you probably don’t want to use XML” (Ray, 2003, p. 17).</p> <p><i>Write ... in the quotation when words are omitted. Write the page number of the quote in the citation.</i></p>	<p>Ray, E. T. (2003). <i>Learning XML</i> (2nd ed.). Sebastopol, CA: O’Reilly.</p> <p><i>When referring to a book’s first edition, only write the year. For later editions, the edition number must be included. There is a difference between a printing and an edition. “3rd edition” means that the text has been changed since the second edition. “3rd print” only means that it has been printed for the third time. This is not included in the reference.</i></p>	<p>Choose Book</p> <p>Fill in Author, Year, Title, Place Published, Publisher and Edition</p> <p><i>- press Enter between each name in Author field and Editor field</i></p> <p><i>- only write the number in the Edition field, e.g. 2</i></p> <p><i>-edition number will disappear when exporting from Oria, so you will need to correct this field manually in Word (EndNote tab) using Edit & Manage Citations.</i></p>
New release of an older book, e.g. classics		
Reference citation in text	In bibliography	In EndNote
<p>The novel <i>Hunger</i> (Hamsun, 1890/2013) is believed by some to be partly autobiographical.</p> <p><i>Write both years in the citation.</i></p>	<p>Hamsun, K. (1890/2013). <i>Hunger</i>. Rockville, MD: Serenity.</p> <p><i>The original publication is from 1890, but the version that was used is from 2013.</i></p>	<p>Choose Book</p> <p>Fill in Author, Year, Title, Place Published, Publisher and Edition</p>

Book with subtitle		
Reference citation in text	In bibliography	In EndNote
American librarians warn that this legislation adversely affects library patrons, whereas Danish librarians have not as yet expressed this concern (Nierenberg, 2008).	<p>Nierenberg, E. (2008). <i>Anti-terror legislation and public libraries: A comparison of librarians' concerns in the USA and Denmark</i>. Saarbrücken, Germany: VDM.</p> <p><i>Subtitle is separated from main title with a colon. Subtitle begins with a capital letter.</i></p>	<p>Choose Book</p> <p>Fill in Author, Year, Title, Place Published and Publisher.</p> <ul style="list-style-type: none"> - press enter between each name in Author and Editor fields. - Use : to separate the subtitle from the main title. - subtitle starts with a capital letter - fill in page numbers manually in Word (EndNote tab) using Edit & Manage Citations

Work with several volumes		
Reference citation in text	In bibliography	In EndNote
<p><i>Citation for the entire work:</i> Research methods in the field of psychology are shown to have considerable differences from the natural sciences (Koch, 1959–1963).</p> <p><i>Citation for one volume or chapter:</i> Manic depression was frequently treated with toxic amounts of lithium in the 1950's (Koch, 1960, p. 178). <i>Page number is optional, but recommended.</i></p>	<p><i>Reference for the entire work:</i> Koch, S. (Ed.). (1959–1963). <i>Psychology: A study of science</i> (Vols. 1–6). New York, NY: McGraw-Hill.</p> <p><i>Reference for one volume without title:</i> Koch, S. (Ed.). (1960). <i>Psychology: A study of science: Vol. 3</i>. New York, NY: McGraw-Hill.</p> <p><i>Reference to one chapter in one volume:</i> Kallmann, F. J. (1960). Psychogenetic studies of twins. In S. Koch (Ed.), <i>Psychology: A study of science: Vol. 3</i>. (pp. 328–362). New York, NY: McGraw-Hill.</p> <p><i>Reference for one volume with title:</i> Roper, J. M. & Shapira, J. (2000). <i>Ethnography in nursing research: Vol. 1. Methods of nursing research</i>. Thousand Oaks, CA: Sage.</p> <p><i>Here Vol. 1 is called Ethnography in nursing research, and the series is called Methods of nursing research.</i></p>	<p>Choose Edited book Fill in fields: Editor, Year, Title, Place Published, Publisher and Volume.</p> <p>- <i>press enter between each name in Author and Editor fields.</i> - <i>write e.g. 1-4 in the Volume field for the entire work</i> - <i>write e.g. 3 in Volume field (and add volume name after volume number) for one volume</i> - <i>write page numbers in Pages field for a specific chapter</i> - <i>write only a number in Edition field, e.g. 5</i></p> <p><i>Correct the references to make them look like the examples, but do not to convert to plain text until you are done using EndNote.</i></p>

Book with illustrator		
Reference citation in text	In bibliography	
This children's book about Mrs Pepperpot (Prøysen, 1960) is a classic.	Prøysen, A. (1960). <i>Mrs Pepperpot again</i> (B. Berg, Ill.). London, England: Hutchinson.	<p>Choose Book</p> <p>Fill in fields: Author, Year, Title, Place Published and Publisher.</p> <p><i>-Since there is no field for illustrator in EndNote, add information about the illustrator in the reference manually when you are otherwise finished with the paper/article.</i></p> <p><i>-In the EndNote-tab in Word, click on Convert citations and bibliography > Convert to plain text.</i></p> <p><i>-Make the necessary changes to duplicate the example on the left.</i></p> <p><i>-Do not convert back to EndNote afterwards.</i></p>

Electronic book (E-book)		
Reference citation in text	In bibliography	
<p><i>Book with named author(s):</i> “America is an experimental society. It always has been and it probably always will be” (O’Keefe, 2009, p. 3).</p> <p><i>Chapter in book with editor(s):</i> The autism diagnosis is four times more prevalent in boys than girls (Fombonne, 2006, p. 17).</p> <p><i>Kindle book:</i> “People don’t rise from nothing” (Gladwell, 2008, chapter 1, section 2, para. 5). <i>Write the chapter etc. when quoting from a book without page numbers.</i></p> <p><i>Bok with DOI (digital object identifier)</i> Brill (2004) portrays the attitudes of winning athletes in <i>The winner’s way</i>.</p>	<p><i>Book with named author(s):</i> O’Keeffe, E. (2009). <i>Egoism</i>. Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=135</p> <p><i>Chapter in book with editor(s):</i> Fombonne, E. (2006). Epidemiology of developmental disorders. In J. M. Pérez & C. Nieto (Eds.), <i>New developments in autism</i> (pp. 14–32). Retrieved from http://www.ebrary.com <i>Write (Eds.) when there are several editors.</i></p> <p><i>Kindle book:</i> Gladwell, M. (2008). <i>Outliers</i> [Kindle DX version]. Retrieved from http://www.amazon.com</p> <p><i>Bok with DOI (digital object identifier)</i> Brill, P. (2004). <i>The winner’s way</i> [Adobe Digital Editions version]. http://dx.doi.org/10.1036/007142363X</p>	<p><i>Book with named author(s):</i> Choose Web Page Fill in fields: Author, Year, Title and URL (or DOI or Name of database). <i>- press enter between each name in Author and Editor fields.</i> <i>- write other information in brackets in Title field, e.g. [Kindle DX version]</i></p> <p><i>Chapter in book with editor(s):</i> Choose Book Section Fill in fields: Author, Year, Title, Editor, Book Title, Pages and URL (or DOI or Name of database). <i>- press enter between each name in Author and Editor fields.</i> <i>- write only numbers in Pages field, e.g. 14-32</i></p> <p><i>Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>

Compendium (handbook of copied texts)		
Reference citation in text	In bibliography	In EndNote
<p><i>For previously published texts, cite the original source. For texts which haven't been published previously (this example), cite the compendium.</i></p> <p>This is discussed by Liv Hausken (2000) in her article about text theory.</p>	<p>Hausken, L. (2000). Text theory in the media. In <i>Media science 2: 3SP420: Article collection</i> [2007]. Rena: Hedmark University College, Faculty of Business Administration and Social Sciences.</p>	<p><i>For previously published texts:</i> Choose Journal article (for this example) Fill in fields: Author, Year, Title, Journal, Volume, Issue and Pages</p> <p><i>For unpublished texts:</i> Choose Book section Fill in fields: Author, Year, Title, Book Title, Place Published and Publisher.</p>

Articles		
Article with one author		
Reference citation in text	In bibliography	In EndNote
<p><u>From printed journal without DOI (Digital Object Identifier):</u> According to Friscolanti, we are entering “a new age of hybrid tanks... and bio-generators that transform trash into power” (2009, p. 35). <i>Write ... in a quote if words are excluded. Write the page number of the quote.</i></p> <p><u>From online journal without DOI:</u> Teachers must admit that pupils have power in the classroom (Perlmutter, 2004, p. 50).</p>	<p><u>From printed journal without DOI (Digital Object Identifier):</u> Friscolanti, M. (2009). Lean, green war machine. <i>Maclean's</i>, 121(51), 35–36. <i>The title of the journal (not the article) is in italics. Volume in italics. Issue in parentheses, and not in italics. Write page number(s) for the entire article.</i></p> <p><u>From online journal without DOI:</u> Perlmutter, D. D. (2004). What works when students and teachers both misbehave. <i>Education Digest</i>, 70(1), 48–52. Retrieved from http://www.eddigest.com</p> <p><i>If the article is freely available, write either the full URL, or the URL to the journal's home page if the article is searchable from there. If the article is available through subscription (this example), write the URL to the journal's home page. The database name should not be included. Do not include retrieval dates unless the source material may change over time (e.g., Wikis).</i></p>	<p><u>From printed journal without DOI (Digital Object Identifier):</u> Choose Journal Article Fill in fields: Author, Year, Title, Journal, Volume, Issue and Pages. <i>- you can export references to EndNote from most article databases</i> <i>- enter page numbers manually using Edit & Manage Citations in the EndNote tab in Word</i></p> <p><u>From online journal without DOI:</u> Choose Electronic Article Fill in fields: Author, Year, Title, Periodical Title, Volume, Issue, Pages and URL. <i>- you can export references to EndNote from most article databases</i></p> <p><u>From journal (printed or online) with DOI:</u> Look above. Also fill in the DOI field. <i>- you can export references to EndNote from most article databases</i> <i>- enter page numbers manually using Edit & Manage Citations in the EndNote tab in Word</i></p>
<p><u>From journal (printed or online) with DOI:</u> ”The term <i>autism</i> has undergone a complete</p>	<p><u>From journal (printed or online) with DOI:</u> Safran, S. P. (2008). Why youngsters with</p>	

<p>transformation since the 1940's", writes psychologist S. P. Safran (2008, p. 90). Since 1970 the number of children who have received this diagnosis has tripled (p. 92).</p> <p><i>When there are several citations to the same source in a paragraph, with no other citations in between, the author name and/or year can be excluded from the citation. Page number is necessary for quotes, and recommended otherwise.</i></p>	<p>autistic spectrum disorders remain underrepresented in special education. <i>Remedial and Special Education</i>, 29(2), 90–95. http://dx.doi.org/10.1177/0741932507311637</p> <p><i>A DOI (Digital Object Identifier) is a unique identifier that leads directly to a document on the internet. Write it either in a doi-resolver or attach http://dx.doi.org/ in front to make a URL for a browser. The database name should not be visible in the URL.</i></p>	
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Article with several authors		
Reference citation in text	In bibliography	In EndNote
<p><i>Articles with two authors: Write both names in all citations.</i> The study shows that men do more housework after they become fathers (Deutsch, Lussier, & Servis, 1993, p. 1165).</p> <p><i>Articles with 3-5 authors: Write all names in the first citation. In the next citation to the same article, name only the first author followed by et al. and year. Page number is optional, but recommended.</i></p> <p><i>Articles with more than five authors: Write only the first author followed by et al. and the year, for all citations.</i></p>	<p><i>The title of the journal (not the article) in italics.</i> Deutsch, F. M., Lussier, J. B., & Servis, L. J. (1993). Husbands at home: Predictors of paternal participation in childcare and housework. <i>Journal of Personality and Social Psychology</i>, 65(6), 1154–1166.</p> <p><i>For articles with up to seven authors, write all names. For articles with seven or more authors, write the first six names followed by ... and then the last author's name.</i></p> <p><i>(This example shows an article from a printed journal without DOI.)</i></p>	<p><i>You can export references to EndNote from most article databases</i></p> <p><i>Press Enter between each author name.</i></p> <p><i>Enter page numbers manually using Edit & Manage Citations in the EndNote tab in Word</i></p> <p><i>Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>
Newspaper article		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed newspaper:</i> Obesity has a direct correlation, not only to heart disease and cancer, but also to poverty (Schwartz, 2005, p. A4).</p>	<p><i>Printed newspaper:</i> Schwartz, J. (2005, September 30). Obesity affects economic, social status. <i>The Washington Post</i>, pp. A1, A4–A5.</p> <p><i>If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma.</i></p>	<p><i>Printed newspaper</i> Choose Newspaper Article Fill in fields: Reporter, Title, Newspaper, Pages and Issue Date. – <i>write only page numbers in Pages field, e.g. 6</i></p> <p><i>Online newspaper</i> Fill in fields: Reporter, Title, Newspaper,</p>

<p><i>Online newspaper:</i> The economic crisis in the USA strengthens Obama's chances of winning the presidential election (Nagourney & Bumiller, 2008, p. A1).</p>	<p><i>Online newspaper:</i> Nagourney, A., & Bumiller, E. (2008, September 25). McCain leaps into a thicket. <i>The New York Times</i>. Retrieved from http://www.nytimes.com</p> <p><i>Write the home page of the newspaper if the article is searchable from there.</i></p>	<p>Pages and Issue Date and URL. - <i>write the URL to the newspaper's home page.</i> - <i>press Enter between each author name.</i></p>
<p>Review article</p>		
<p>Reference citation in text</p>	<p>In bibliography</p>	<p>In EndNote</p>
<p>According to the research review, hypnosis can be an effective treatment for obesity for some patients (Shaw, O'Rourke, Del Mar, & Kenardy, 2009, p. 68).</p>	<p>Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2009). Psychological interventions for overweight or obesity. <i>The Cochrane Database of Systematic Reviews</i>, (2). http://dx.doi.org/10.1002/14651858.CD003818.pub2</p> <p><i>This example shows an article from an online-database with a DOI. Include http://dx.doi.org/ before the DOI-number to create a URL for the reference.</i></p>	<p>Choose Electronic Article. Fill in fields: Author, Year, Title, Periodical Title, Volume, Issue and DOI (or URL). - <i>press Enter between each author name</i></p>

Website, wiki, blog		
Website (in general)		
Reference citation in text	In bibliography	In EndNote
<p>The Institute has accepted more than 700 foreign researchers in the past decade (Dvoretzky, n.d., last para.).</p> <p><i>When the page number isn't given, write the chapter/paragraph in citations.</i></p> <p>More about citing webpages in APA</p>	<p>Dvoretzky, D. P. (n.d.). <i>History: Pavlov institute of physiology of Russian academy of sciences</i>. Retrieved from http://www.infran.ru/history_eng.htm</p> <p><i>The date is when the webpage was published. If no date is given, write (n.d.). If the only date available is when the webpage was last updated, write that date. Include complete URL. Do not include retrieval dates unless the source material may change over time (e.g., Wikis, see below).</i></p> <p><i>Use this template for most webpages:</i> Author, A. (year). <i>Title</i>. Retrieved from http://URL</p> <p><i>If there is no author, (person or organization), use this template:</i> <i>Title</i>. (year). Retrieved from http://URL</p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL.</p> <p><i>- if the author is not a person, write a comma after the name in the Author field, e.g. Statistics Norway,</i> <i>- otherwise EndNote will assume Norway to be the author's last name.</i></p>

Blog (web log)		
Reference citation in text	In bibliography	In EndNote
<p><i>Web log message</i> Scientists tend to think too compartmentalized, instead of dealing with the big picture (PZ Myers, 2007).</p> <p><i>Bloggers don't always use their full names. Use their "blog name" in the citation/bibliography.</i></p> <p><i>Entire blog</i> Biologist PZ Myers discusses both evolution and religion in his controversial blog <i>Pharyngula</i> (2011).</p>	<p><i>Web log message</i> PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind. [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</p> <p><i>Bloggers don't always use their full names. Use their "blog name" in the citation/bibliography.</i></p> <p><i>Entire blog</i> PZ Myers. (2011). <i>Pharyngula</i> [Blog]. Retrieved from http://scienceblogs.com/pharyngula/</p>	<p>Choose Blog Fill in fields: Author, Year, Title of entry, Date and URL</p> <p><i>- In Date field, write the date of the blog entry like this: 2007, January 22</i> <i>- Add [Web log post] after the title in Title of entry field</i></p>
Wiki		
Reference citation in text	In bibliography	In EndNote
<p>Information architects strive to perfect labeling and navigation on web sites so information is never more than three clicks away (Information architecture, 2016).</p> <p><i>Use wikis with discretion. There is no guarantee that experts have written the articles found in a wiki. Compare facts and</i></p>	<p>Information architecture. (2016). In <i>Wikipedia</i>. Retrieved January 5, 2016, from http://en.wikipedia.org/wiki/Information_architecture</p> <p><i>When author is not given, write article name first. The date is when the webpage was published. If the only date available is when</i></p>	<p>Choose Web Page Fill in fields: (Author), Year, Title, Series Title and URL.</p> <p><i>- leave the Author field empty when no author is named</i> <i>- write e.g. January 5, 2016 in URL field (before the URL itself)</i></p>

<i>statistics in wikis with reliable sources.</i>	<i>the webpage was last updated, write that date. Include retrieval date and complete URL for wikis.</i>	<i>- Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i>
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Reference works		
Encyclopedia		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed encyclopedia:</i> ... by also referring to the significance of Einstein’s theory (Bergmann, 1993, p. 505).</p> <p><i>Electronic encyclopedia:</i> “From his unrequited love of Hulda Malthe, he created the ideal woman, Stella”, writes Edvard Beyer (2010, para. 2, own translation). <i>The year is when the article/encyclopedia was last updated. If the date isn’t provided, write (n.d.). If the page number isn’t provided, write paragraph number or chapter/section of the quote in the citation. Write own translation for quotes that you translate.</i></p> <p>As a result of this event, Gorm became king in Jylland (Denmark, 2013, The Viking Era). <i>If the page number isn’t provided, write paragraph number or chapter/section of the quote in the citation.</i></p>	<p><i>Printed encyclopedia:</i> Bergmann, P. G. (1993). Relativity. In <i>The new Encyclopædia Britannica</i> (Vol. 26, pp. 501–508). Chicago, IL: Encyclopædia Britannica. <i>Write volume number/name and page numbers for encyclopedia articles.</i></p> <p><i>Electronic encyclopedia:</i> Beyer, E. (2010). Henrik Wergeland. In <i>Store norske leksikon</i>. Retrieved from http://www.snl.no/Henrik_Wergeland <i>Encyclopedia name in italics. Write the entire URL.</i></p> <p>Denmark. (2013). In <i>Encyclopædia Britannica</i>. Retrieved June 14, 2013, from http://search.eb.com/eb/article-276114 <i>When no author name is provided, place the title in the author position. Include retrieval date if the webpage (with the same URL) can change over time. Most articles in electronic encyclopedias are frequently updated.</i></p>	<p><i>Printed encyclopedia:</i> Choose Encyclopedia Fill in fields: Author (or Editor), Year, Title, Encyclopedia Title, Pace Published, Publisher, Volume and Pages</p> <p><i>Electronic encyclopedia:</i> Choose Electronic Article Fill in fields: Author (or Editor), Year, Title, Periodical Title and URL.</p> <p><i>- press Enter between each author name in Author and Editor fields</i> <i>- write the date, e.g. June 14, 2013 in URL field before you write the URL itself</i> <i>- write information about the edition if needed</i></p>

Dictionary		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed dictionary:</i> The Grove Dictionary provides extensive information about composers and music styles (Sadie, 1980). <i>The citation here is to the entire work.</i></p> <p><i>Electronic dictionary:</i> “Heuristic” comes from the Greek word <i>heuriskein</i>, which means “to discover” (Heuristic, n.d.).</p> <p><i>When no author name is provided, place the entry word in the author position. The year is when the webpage was last updated. If the year is unknown, write (n.d.) in the citation.</i></p>	<p><i>Printed dictionary:</i> Sadie, S. (Ed.). (1980). <i>The new Grove dictionary of music and musicians</i> (6th ed., Vols. 1–20). London, England: Macmillan.</p> <p><i>Electronic dictionary:</i> Heuristic. (n.d.). In <i>Merriam-Webster’s online dictionary</i> (11th ed.). Retrieved from http://www.m-w.com/dictionary/heuristic</p> <p><i>Write the entire URL. If the year is unknown, write (n.d.) in the bibliography. Do not include retrieval dates unless the source material may change over time (e.g., Wikis).</i></p>	<p><i>Printed dictionary:</i> Choose Book Fill in fields: Author (or Editor), Year, Title, Place Published, Publisher (Edition) <i>- write the edition number (e.g. 5) in the Edition field if you are not using the first edition.</i></p> <p><i>Electronic dictionary:</i> Choose Electronic Article Fill in fields: (Author or Editor), Year, Title, Periodical title and URL <i>- write n.d. in Year field if you cannot find year of publication</i> <i>- write the entry word in Title field</i> <i>- write the dictionary’s title in Periodical Title field</i> <i>- press enter between each name in Author and Editor fields</i></p>
Handbook		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed:</i> There are significant changes in the newest edition of <i>Diagnostic and Statistical Manual of Mental Disorder</i> (American Psychiatric Association, 2013).</p>	<p><i>Printed:</i> American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders: DSM–5</i> (5th ed.). Washington, DC: American Psychiatric Association.</p>	<p><i>From printed source:</i> Choose Encyclopedia Fill in fields: (Author), Year, Title, Editor, Encyclopedia Title, Place Published, Publisher, Edition and Pages.</p>

<p><i>Electronic:</i> The handbook is used for determining diagnoses for mental disorders (American Psychiatric Association, 2000).</p>	<p><i>Electronic:</i> American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders: DSM-IV</i> (4th ed., text rev.). http://dx.doi.org/10.1176/appi.books.9780890423349</p> <p><i>This example shows a handbook with a DOI. (See p. 14.)</i></p>	<p><i>From an electronic source</i> Choose Electronic Article Fill in fields: (Author or Editor), Year, Title or Periodical title, URL. <i>- press enter between each name in Author and Editor fields</i> <i>- write the title of the handbook in Title or Periodical title field</i></p>
<p>Database</p>		
<p>Reference citation in text</p>	<p>In bibliography</p>	<p>In EndNote</p>
<p>The database provides the latest information in drug discovery and development (Thomas Reuters, n.d.).</p>	<p>Thomas Reuters. (n.d.). <i>Thomson Reuters Integrity</i> [Database]. Retrieved from http://ipscience.thomsonreuters.com/product/integrity/</p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL. <i>- write n.d. in Year when the year of publication is not given</i> <i>- write [Database] in Title field, after the title</i></p>

Public information		
Legislation (statute/act/law)		
Reference citation in text	In bibliography	In EndNote
<p><i>Domestic legislation (in English)</i> The rights of the mentally ill were strengthened by the Mental Health Systems Act (1988, § 9401).</p> <p><i>Foreign legislation</i> The rights of disabled pupils are protected by law in Norway (Opplæringslova [Education Act], 1998, §1).</p> <p><i>Include the popular or official name and the year of the act. Write the English name in square brackets if the official legislation is not found in English. Include the section number of the statute, if relevant.</i></p>	<p><i>Domestic legislation (in English)</i> Mental Health Systems Act, 42 U.S.C. (1988).</p> <p><i>Foreign legislation</i> Education Act, LOV-1998-07-17-61. (2013). Retrieved from http://lovdata.no/dokument/NL/lov/1998-07-17-61</p> <p><i>Use the same title as used in the citation. Include the title number and year of the legislation. If the legislation has been updated, provide this year in parentheses. For the domestic, official version of the Act, it is not necessary to provide location information. For foreign legislation, provide location information/URL.</i></p>	<p><i>Electronic source:</i> Choose Government Document Fill in fields: Year, Title, URL - in Year field, fill in the year of the latest update - write e.g. Education Act, LOV-1998-07-17-61. in the Title field</p> <p><i>Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>

Government report/plan		
Reference citation in text	In bibliography	In EndNote
<p>One goal of the plan is that men shall represent at least 20% of the employees in kindergartens (Norwegian Ministry of Education and Research [UFD], 2008, p. 7).</p> <p><i>Use the English name of the government institute. Use the abbreviation UFD in future citations.</i></p>	<p>Norwegian Ministry of Education and Research. (2008). <i>Action plan for gender equality in kindergarten and basic education 2008-2010</i>. Retrieved from http://www.regjeringen.no/upload/KD/Vedlegg/Barnehager/likestilling/Gender_Equality.pdf</p>	<p><i>Printed source:</i> Choose Book Fill in fields: Author, Year, Title, (Edition), Place Published and Publisher.</p> <p><i>Electronic Source:</i> Choose Web Page Fill in fields: Author, Year, Title and URL</p> <p>- when the author is not a person, write a comma after the name in the Author field to avoid inversion - write any extra information about editions etc. in the Title field, after the title - write e.g. NOU 2008:3 in Report number field if you are using a report series</p>

Music		
Recorded music: CD, LP, Spotify, YouTube, etc.		
Reference citation in text	In bibliography	In EndNote
<p>More about citing recorded music in APA</p> <p>This song by Billy Joel (1999, track 4) changed character when recorded by Dolly Parton.</p> <p>On this album, Dolly Parton (1999) records others' songs in bluegrass-style.</p> <p>The influence of Norwegian folk music can be heard in <i>Peer Gynt</i> (Grieg, 1876/2010). <i>Include both years in the citation.</i></p> <p>The disco music in this collection (Disco fever, 2001) was influenced by glam.</p> <p>Carly Simon (2013) won an Oscar for this</p>	<p><i>Use this template for one track:</i> Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist]. On <i>Title of album</i> [Medium of recording]. Location: Label. (Date of recording)</p> <p>Joel, B. (1999). Travelin' prayer. [Recorded by D. Parton]. On <i>The grass is blue</i>. [LP]. [n.p.]: Sugar Hill. <i>For unknown location use [n.p.] (=no place).</i></p> <p><i>Entire album</i> Parton, D. (1999). <i>The grass is blue</i>. [LP]. [n.p.]: Sugar Hill.</p> <p>Grieg, E. (1876). <i>Peer Gynt</i> [Recorded by Orchestre de la Suisse Romande]. [CD]. Paris, France: Aeon. (2010) <i>The first date is the copyright year, and the next is the date of recording.</i></p> <p><i>Disco fever</i>. (2001). [CD]. New York, NY: Universal. <i>For collections with many composers/songwriters, write the title first.</i></p> <p>Simon, C. (2013, November 18). <i>Let the</i></p>	<p>Choose Audiovisual Material</p> <p>Fill in fields: Author, Year, Title, Place Published, Publisher and Type.</p> <p><i>- write the performer's name in Author field.</i> <i>- press Enter between each name</i> <i>- write e.g. CD in the Pages field</i> <i>- write any extra information, e.g. format/recorded by in the Type field.</i></p>

<p>film music in 1989.</p>	<p><i>river run</i> [Video file]. (Recorded 1989). Retrieved from https://www.youtube.com/watch?v=cv-0mmVnxPA</p> <p><i>Recording date is included when it is not the same as the publication date.</i></p> <p><i>Spotify (streaming) – find all necessary info about the song’s copyrighted recording before writing the reference.</i></p>	
<p>Scores, sheet music, song books</p>		
<p>Reference citation in text</p>	<p>In bibliography</p>	<p>In EndNote</p>
<p>The score is written for chamber orchestra and soloists (Strawinsky, 1949).</p> <p>... in this collection of popular arias (Marstal & Nørholm, 1995).</p>	<p>Strawinsky, I. (1949). <i>Pulcinella: Suite</i> [Score]. London, England: Boosey & Hawkes.</p> <p>Marstal, I., & Nørholm, K. (Ed.). (1995). <i>Opera song book</i>. Copenhagen, Denmark: Wilhelm Hansen.</p>	<p>Choose Audiovisual Material</p> <p>Fill in fields: Author (composer), Year, Title, Place Published, Publisher and Type.</p> <p><i>- write any extra information, e.g. format, in the Type field.</i></p>

Other sources		
Master's theses and doctoral dissertations		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed</i> Cloning of this gene will be possible in the near future (Chi, 2012, p. 46).</p> <p><i>Electronic</i> This is discussed in a doctoral dissertation from the Norwegian School of Sport Sciences (Karlsen, 2010, p. 55).</p>	<p><i>Printed</i> Chi, S. I. (2012). <i>Towards positional cloning of the barley B10 endosperm developmental gene</i>. (Master's thesis). Hamar: Hedmark University College.</p> <p><i>Electronic</i> Karlsen, J. (2010). <i>Performance in golf putting</i>. (Doctoral dissertation). Retrieved from http://idtjeneste.nb.no/URN:NBN:no-bibsys_brage_14268</p>	<p><i>Printed:</i> Choose Thesis Fill in fields: Author, Year, Title, Place Published, University and Degree.</p> <p>- <i>in the University field, write the name of the university, followed by comma and the faculty's name</i> - <i>write e.g. (unpublished master's thesis) in the Degree field</i></p> <p><i>Electronic:</i> Choose Thesis Fill in fields: Author, Year, Title, Thesis type and URL. - <i>write e.g. Master thesis in the Thesis field</i></p>

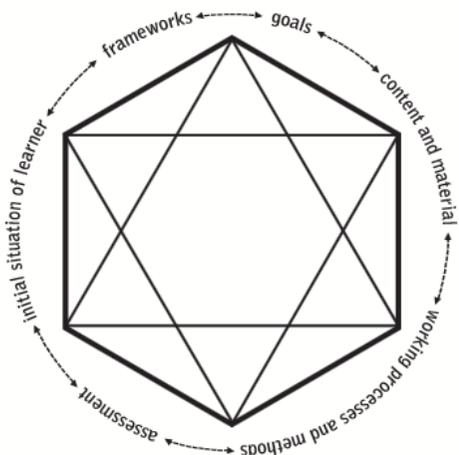
Corporate author/brochure		
Reference citation in text	In bibliography	In EndNote
<p>All subjects in the reports must remain anonymous (Research and Training Center on Independent Living [RTCIL], 2003).</p> <p><i>Write the complete name in the first citation. Provide the abbreviation in brackets if the source is cited later. Use only the abbreviation in subsequent text and citations, e.g. (RTCIL, 2003).</i></p>	<p>Research and Training Center on Independent Living. (2003). <i>Guidelines for reporting and writing about people with disabilities</i> (6th ed.) [Brochure]. Lawrence, KS: Author.</p> <p><i>The complete name is written in the bibliography. In brackets, identify the publication as a brochure. The publisher is also the author.</i></p>	<p>Choose the correct reference type in EndNote. Fill in the necessary fields.</p> <p><i>-write the organization's name in the Author field, followed by a comma, e.g. Research and Training Center on Independent Living, - when the author is not a person, write a comma after the name in the Author field to prevent inversion</i></p>

Documents which are linked to from a webpage (e.g. PDF, PowerPoint, etc.)		
Reference citation in text	In bibliography	In EndNote
<p>Music behavior of youths has changed significantly because of digital technologies which make it possible to easily copy and share music (British Music Rights, 2008, p. 10).</p> <p><i>It isn't necessary to write the entire name in the citation, just the first words.</i></p>	<p>British Music Rights, University of Hertfordshire. (2008). <i>Music experience and behaviour in young people: Main findings and conclusions</i>. Retrieved from https://www.musictank.co.uk/resources/reports/music-experience-and-behaviour-in-young-people/UoH%20Reseach%202008.pdf</p> <p><i>This example is linked to at the bottom of this webpage. It isn't always possible to see the URL to a linked document. To find the URL, right click on the link and choose "copy address".</i></p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL.</p> <p><i>- when the author is not a person, write a comma after the name in the Author field to prevent inversion</i></p>
Map/satellite photo		
Reference citation in text	In bibliography	In EndNote
<p>This photo shows the location of the Evenstad campus along the river Glomma (Norge i bilder, 2014).</p>	<p>Norge i bilder (Cartographer). (2014). Evenstad [Satellite photo]. Retrieved from http://www.norgeibilder.no/?zoom=12&lat=6811468.526&lon=611456.25831&srs=EPSG:32632</p> <p><i>Write the entire URL.</i></p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL.</p> <p><i>- in the Author field, write the name of the mapping service followed by (mapping service)</i> <i>- in the Title field, write the name of the map followed by e.g.[Satellite photo]</i></p>

Lecture notes or PowerPoint slides		
Reference citation in text	In bibliography	In EndNote
<p><i>Sources which cannot be retrieved by others, e.g. from Blackboard, notes, hand-outs, PowerPoint slides, etc., are referred to as personal communication (p. 49) or unpublished papers (p. 22). Materials which are freely available on the internet are listed as webpages. However, for sources considered to be common knowledge in the field, do not cite.</i></p> <p>Public health volunteers often receive recognition upon return and may receive a promotion (Brieger, 2005, slide 5).</p>	<p><i>PowerPoint slides on internet:</i></p> <p>Brieger, W. (2005). <i>Lecture 3: Recruitment and involvement of trainees</i> [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare website: http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm</p> <p><i>Provide name of website when it is not evident from the URL or author name.</i></p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL.</p>
The Bible and other classical religious works		
Reference citation in text	In bibliography	In EndNote
<p>... of Paul. (2 Cor. 5:17, Millennium ed.).</p> <p><i>The titles of books in the Bible are often abbreviated. See table of contents for abbreviations. Paul's second letter to the Corinthians, verse 5:17, is cited here. The bible edition, when of importance, is only written in the first citation.</i></p>	<p><i>In APA-style it is not required to write references for classical religious works. However, if the edition of the work is important, it should be included, e.g.:</i></p> <p><i>The Bible</i> (Millennium ed.). (2000). Cambridge, England: Cambridge University Press.</p>	<p>Choose Book Fill in fields: Title, Year, Edition, Place published and Publisher.</p> <p><i>- use : between title and subtitle</i></p>

Computer game		
Reference citation in text	In bibliography	In EndNote
<p>This type of animation is often used in games developed by Insomniac Games (2009).</p>	<p>Insomniac Games. (2009). Ratchet & Clank: <i>A crack in time</i> [Playstation 3]. London, England: Sony Computer Entertainment.</p> <p>Developer. (year). Author: <i>Game title</i> [format]. Location: Rightsholder.</p>	<p>Choose Audiovisual material Fill in fields: Author, Year, Title, Place published, Publisher and Type.</p> <p>- in Author field write the name of the publisher - in Title field write the author's name: title - in Publisher field write license owner - in Type field write e.g. [Playstation 3]</p>
Statistics		
Reference citation in text	In bibliography	In EndNote
<p>Polish and Lithuanian citizens were the two groups with the highest net migration to Norway in 2014 (Statistics Norway, 2015, Table 1).</p>	<p>Statistics Norway. (2015). <i>Migrations, 2014</i>. Retrieved from http://ssb.no/en/befolkning/statistikker/flytting</p>	<p>Choose Web Page Fill in fields: Author, Year, Title and URL.</p> <p>- if the author is not a person, write a comma after the name in the Author field, e.g. Statistics Norway, - otherwise EndNote will assume Norway to be the author's last name</p>

From institutional archive (repository)/open access database, e.g. Brage		
Reference citation in text	In bibliography	In EndNote
<p>One of the aims of voluntary sport clubs is to provide a healthy alternative, thus “preventing youth from engaging in undesirable behaviour” (Skille, 2009, p. 4).</p> <p><i>The page number must be included when citing a quotation. The page number in the citation is from the article in the Brage-archive, not from the original journal, since the Brage-article is the source which was used.</i></p>	<p>Skille, E. Å. (2009). <i>State sport policy and voluntary sport clubs: The case of the Norwegian sports city program as social policy</i>. Retrieved from http://brage.bibsys.no/xmlui/handle/11250/134250</p> <p><i>Many articles and theses in institutional archives are formally published in other media, e.g. journals (this example). In the reference, <u>cite the source which was actually used.</u></i></p>	<p>Choose Website (for articles) Fill in fields: Author, Year, Title and URL. <i>- press Enter between each author name</i></p> <p>Choose Thesis (for doctoral thesis, master’s thesis or bachelor thesis) Fill in fields: Author, Year, Title, Thesis type and URL <i>- write e.g. Master’s thesis in the Thesis type field</i></p>

Figure/table		
Reference citation in text	In bibliography	In EndNote
<p><i>All figures/tables must be explained in the text. Consider if the figure/table is necessary, or if the information could rather be woven into the text. Check with the publisher if special permission is required before use.</i></p> <p>Figure 2 illustrates Hiim and Hippe's model.</p>  <p>Figure 2. Didactic relation model showing the relationship between six aspects, from Hiim and Hippe, 2009, <i>Undervisningsplanlegging for yrkesfaglærere</i>, 3rd ed., p. 35. Copyright 2009 from Gyldendal. Used with permission.</p> <p><i>Use a smaller font size in the caption.</i></p>	<p><i>It is not necessary to write a reference for a figure/table. The bibliographical information is found in the caption underneath.</i></p>	

DVD, motion picture		
Reference citation in text	In bibliography	In EndNote
<p><i>DVD:</i> Thatcher is portrayed as a strong woman who always put politics first, in <i>The Iron Lady</i> (Jones & Lloyd, 2012).</p> <p><i>Motion picture:</i> This technique was first used in <i>You can count on me</i> (Scorsese & Lonergan, 2000).</p> <p><i>The producers, writers and directors are the “authors”.</i></p>	<p><i>DVD:</i> Jones, D. (Producer), & Lloyd, P. (Director). (2012). <i>The iron lady</i> [DVD]. United States: 20th Century Fox.</p> <p><i>Motion picture:</i> Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.</p> <p><i>The producers, writers and directors are the “authors,” and their positions must be specified.</i></p>	<p>Choose Film or Broadcast Fill in fields; Director, Year Released, Series Title, Place published, Distributor and Medium.</p> <p>- write the name of the producer followed by (Producer) and the name of the director followed by (Director) in the Director field - write the title in the Series Title field to keep the title in italics - write the name of the country in the Place published field. If unknown, write [n.p.] - write e.g. DVD in the Medium field - Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</p>

Television broadcast, podcast		
Reference citation in text	In bibliography	In EndNote
<p><i>Television show</i> This episode of <i>House</i> (Egan & Alexander, 2005) shows how a doctor's poor communication skills can lead to patient anxiety.</p> <p><i>The writer and director are in the author's position in citations.</i></p> <p><i>Podcast</i> ...as described in <i>Twelve parsecs</i> (Rissian, 2012).</p>	<p><i>Television show</i> Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), <i>House</i>. New York, NY: Fox Broadcasting.</p> <p><i>The writer and director are in the author's position in the bibliography. Their positions must be specified.</i></p> <p><i>Podcast</i> Rissian, L. C. (Producer). (May 4th, 2012): <i>Twelve parsecs</i> [Podcast]. Retrieved from http://itunes.apple.com</p>	<p><i>Television show</i> Choose Audiovisual material. Fill in fields: Author, Year, Title, Series Editor, Series Title, Place Published, Publisher and Type.</p> <p><i>Podcast</i> Choose Podcast Fill in fields: Year, Title of podcast, Producer, Date, type and URL <i>- write e.g. May 4th, 2012 in the Date field.</i></p>
App (mobile application)		
Reference citation in text	In bibliography	In EndNote
<p>The app Musictheory.net (2013) provides a good introduction to music theory.</p>	<p>Musictheory.net. (2013). Theory Lessons for iPad (Version 1.3.2) [Mobile application software]. Retrieved from http://www.musictheory.net/products/lessons</p> <p><i>Use this template for apps:</i> Rightsholder, A. A. (year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from http://URL</p>	<p>Choose Blog Fill in fields: Author, Year, Title (also enter version and format) and URL.</p> <p><i>- if the author is not a person, write a comma after the name in the Author field, e.g. Statistics Norway, - otherwise EndNote will assume Norway to be the author's last name.</i></p>

Photographs/pictures		
Reference citation in text	In bibliography	In EndNote
<p><i>Credit must be given to the photographer/artist/source in the caption under the picture.</i></p> <p><i>- If you are the photographer:</i> <i>Fig. 1. College student, by author, 2010. Used with permission.</i></p> <p><i>- Private photo, taken by someone other than yourself:</i> <i>Fig. 2. Skibladner, by Kari Nordmann, 2009.</i></p> <p><i>- Photo or illustration from Colourbox:</i> <i>Fig. 3. Wild horses, from Colourbox, 2010.</i></p> <p>For artwork or photos, there are several accepted citation methods in APA-style:</p> <p><i>- Complete caption:</i> <i>Fig. 4. "Grave of Karl Marx, London" by Sijmen Hendriks (photographer), 2008. Used with permission. Retrieved from www.sijmen.nl/filo/marx.html</i></p> <p><i>- Short caption with reference in bibliography (see reference in right column):</i> <i>Fig. 5. Grave of Karl Marx. Photographer: Sijmen Hendriks.</i></p>	<p><i>Private pictures and photographs/illustrations from Colourbox need not be included in the bibliography. References are only necessary when information in the caption is incomplete, e.g. Fig. 5 on left.</i></p> <p><i>Hedmark University of Applied Sciences subscribes to a database called Colourbox, which contains copyright-free photos and illustrations for free student use. (Use link from the library's Study help webpage.)</i></p> <p><i>You must obtain permission from the copyright-holder (photographer/publisher/artist) before using pictures commercially. This permission must be specified in the caption, e.g. Fig. 4 on left.</i></p> <p><i>It is not necessary to obtain permission when pictures are used in school papers/projects for a limited audience. However, with private photos of people, especially children, you must also obtain the people's (parents') permission, as in Fig.1 on the left.</i></p> <p>Hendriks, S. (Photographer). (2008). <i>Grave of Karl Marx, London</i> [Photograph].</p>	<p><i>Private pictures and photographs/illustrations from Colourbox need not be included in the bibliography. References are only necessary when information in the caption is incomplete, e.g. Fig. 5 on left.</i></p> <p>Choose Web Page Fill in fields: Author, Title and URL.</p> <p><i>- write the name of the photographer in Author field, followed by (Photographer)</i> <i>- write [Photograph] after the title in Title field</i></p> <p><i>Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>

<p><i>- Short caption and footnote:</i> <i>Fig. 6. Christina's World, Andrew Wyeth.</i>¹</p> <hr style="border-top: 1px dashed black;"/> <p>¹Wyeth, A. (1948). <i>Christina's World</i> [Painting]. New York, NY: Museum of Modern Art.</p>	<p>Retrieved from www.sijmen.nl/filo/marx.html</p> <p><i>Do not include retrieval dates unless the source material may change over time (e.g., Wikis).</i></p>	
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Video blog (e.g. YouTube)		
Reference citation in text	In bibliography	In EndNote
Norton's video (2006) illustrates how cats can be trained to perform simple tasks.	Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs <i>Do not include retrieval dates unless the source material may change over time (e.g., Wikis).</i>	Choose Blog Fill in fields: Author, Year, Title of Entry, Description, Last update date and URL. <i>- write Video file in the Description field</i>
Personal communication (E-mail, letter, conversation, etc.)		
Reference citation in text	In bibliography	In EndNote
Jon Jensen, personnel director at Finsbråten AS, maintains that exercise during work hours reduces sickness amongst the companies' employees (personal communication, July 27, 2014). <i>Cite only in the text. Neither footnotes nor bibliography references are necessary.</i>	<i>Personal communications are not included in the bibliography because they are not retrievable for others.</i> <i>Confirm with sources that they are correctly quoted/interpreted.</i>	<i>Not included in the reference list, but can be added as Personal communication to keep personal sources organized.</i>

Proceedings of meetings and symposia		
Reference citation in text	In bibliography	In EndNote
The results were presented at a conference in Glasgow already in 1964 (Crawford, 1965, p. 117).	Crawford, G. I. (1965). Oxygen in metals. In J. M. A. Lenihan & S. J. Thomson (Eds.), <i>Activation analysis: Principles and applications: Proceedings of a NATO Advanced Study Institute held in Glasgow</i> (pp. 113–118). London, England: Academic Press.	<p>Choose Book section</p> <p>Fill in fields: Author, Year, Title, Editor, Book title, Place published and Pages.</p> <p>- <i>press Enter between each author name</i></p> <p>- <i>write only numbers in Pages field, e.g. 113-118</i></p>

Technical and research reports		
Reference citation in text	In bibliography	In EndNote
<p><i>Printed source:</i> The model for patient care at the Ottestad Nursing Home helps to meet users' needs (Ødbehr, Heia, Haugen, & Sandvold, 2008, p. 26).</p> <p><i>Electronic source:</i> "Girls <i>almost always</i> [italics added] achieve better results in Norwegian primary schools than boys" (Bakken, Borg, Backe-Hansen, & Hegna, 2008, in Conclusion, own translation).</p> <p><i>When no page number is provided, write paragraph number or chapter/section for a quote in the citation.</i></p> <p><i>If you italicize text which wasn't originally in italics, write [italics added] after the italicized text. If you translate a quote, write own translation in the citation.</i></p>	<p><i>Printed source:</i> Ødbehr, L., Heia, M., Haugen, A. R., & Sandvold, T. (2008). <i>Jo bedre vi er sammen. Ottestadmodellen – bryet verdt?</i> (Hedmark University College Report no. 8, 2008). Elverum: Hedmark University College.</p> <p><i>Electronic source:</i> Bakken, A., Borg, E., Backe-Hansen, E. & Hegna, K. (2008). <i>Er det skolens skyld?</i> Norwegian Social Research (NOVA Report 4, 2008). Retrieved from http://www.nova.no/asset/3204/1/3204_1.pdf</p> <p><i>Do not include retrieval dates unless the source material may change over time (e.g., Wikis).</i></p>	<p><i>Printed source:</i> Choose Report Fill in fields: Author, Year, Title, Series Title, Place published and Institution.</p> <p><i>- press Enter between each author name in the Author and Editor fields</i> <i>- write e.g.(Hedmark University College Report no. 8, 2008) in Series Title field</i></p> <p><i>Electronic source:</i> Choose Web Page Fill in fields: Author, Year, Title, Series Title and URL. <i>- write e.g. Norsk Institutt for Forskning om Oppvekst, Velferd og Aldring (NOVA Rapport 4, 2008) in Series Title field</i></p> <p><i>Correct the references to make them look like the examples, but be sure not to convert to plain text until you are done using EndNote.</i></p>

General		
Several publications by the same author in the same year		
Reference citation in text	In bibliography	In EndNote
The slaughterhouses are designed to prevent the animals from sensing fear (Grandin, 1996a, p. 43). The sensation of even pressure creates a feeling of security (Grandin, 1996b, p. 63).	Grandin, T. (1996a). <i>Thinking in pictures</i> . New York, NY: Vintage Books. Grandin, T. (1996b). <i>Reports from my life with autism</i> . New York, NY: Vintage Books.	- <i>press enter between each name in Author and Editor fields.</i> - <i>EndNote automatically places references in the correct order and fills in small letters after the year</i>

Secondary reference (source which is cited/quoted in another source)		
Reference citation in text	In bibliography	In EndNote
<p><i>Note: It is always best to find the original source and cite it!</i></p> <p><i>Paraphrasing a source (not quoting):</i></p> <p>Kuhlthau believes that librarians must help users more in the searching process, not just in writing bibliographies (as cited in Torras & Sætre, 2008, p. 74).</p> <p><i>Quoting a source:</i></p> <p>Kuhlthau describes the process of searching as "highly individual, creative, and personal" (as quoted in Torras & Sætre, 2008, p. 74).</p> <p style="text-align: center;"><i>or</i></p> <p>The process of searching is "highly individual, creative, and personal" (Torras & Sætre, 2008, p. 74, quotation from C. C. Kuhlthua).</p>	<p><i>Note: It is always best to find the original source and cite it!</i></p> <p>Torras, M.-C., & Sætre, T. P. (2008). <i>Information literacy education: A process approach</i>. Oxford, England: Chandos.</p> <p><i>In the bibliography, only include a reference to the secondary source (the one you actually used).</i></p>	<p>Write information about the document you have actually read in EndNote.</p> <p><i>- in Word: click on your citation, click Edit and Manage Citations, write the text that points to the original source in the Prefix field.</i></p>

Author with double first name/last name		
Reference citation in text	In bibliography	In EndNote
<p><i>Double first name, not hyphenated:</i> America's obsession with wealth is shown in <i>The great Gatsby</i> (Fitzgerald, 1925).</p> <p><i>Double first name, hyphenated:</i> The family travels abroad in Anne-Cath. Vestly's <i>Aurora in Holland</i> (1970).</p> <p><i>Double surname, not hyphenated:</i> Lars Saabye Christensen writes about childhood in the novel <i>Herman</i> (2006).</p> <p><i>Double surname, hyphenated:</i> B. Andreas Bull-Hansen creates a gloomy scenario in the novel <i>Anubis</i> (2006).</p>	<p><i>Double first name, not hyphenated:</i> Fitzgerald, F. S. (1925). <i>The great Gatsby</i>. New York, NY: Scribner.</p> <p><i>Double first name, hyphenated:</i> Vestly, A.-C. (1976). <i>Aurora in Holland</i>. London, England: Kestrel Books.</p> <p><i>Double surname, not hyphenated:</i> Christensen, L. S. (2006). <i>Herman</i>. London, England: Vintage Books.</p> <p><i>Double surname, hyphenated:</i> Bull-Hansen, B. A. (2006). <i>Anubis</i>. Oslo: Cappelen.</p>	<p><i>Fill in author names as usual. Press Enter between each author name. EndNote automatically puts the references in the right order.</i></p>

Source with no date		
Reference citation in text	In bibliography	In EndNote
<p>This is a critical viewpoint of the classical division between community and society (Bond, n.d., pp. 24–35).</p> <p><i>If the year of publication is unknown, it is replaced by n.d. (= no date). Page numbers are optional, but recommended.</i></p>	<p>Bond, N. (n.d.). <i>Sociology and ideology in Ferdinand Tönnies' Gemeinschaft und Gesellschaft</i>. Freiburg, Germany: Albert-Ludwigs-Universität.</p> <p><i>If the publication date is unknown, the year is replaced by n.d. (= no date) both in the in-text citation and in the bibliography reference.</i></p> <p><i>If the date is not provided but can be found using another source, write it in square brackets, e.g. [1989]. If the date is not provided but can be reasonably approximated, use ca. (for circa) followed by the approximated year, in square brackets, e.g. [ca. 2013].</i></p>	<p><i>Write n.d. in the Year field.</i></p>

Source with no author		
Reference citation in text	In bibliography	In EndNote
<p>This tendency is analyzed in <i>College bound seniors</i> (2008, pp. 10-13).</p> <p><i>It is not necessary to write the entire title in the text, just the first words.</i></p>	<p><i>College bound seniors: National report.</i> (2008). New York, NY: Admissions Testing Program.</p> <p><i>The title is written in the author's place if the source has no author.</i></p>	<p><i>Leave Author field blank.</i></p>
Several authors with the same last name and first initial		
Reference citation in text	In bibliography	In EndNote
<p>... according to the biography (Danny Thomas, 1991, p. 29).</p> <p>... which is shown in the first novel (Dylan Thomas, 1954, p. 78).</p> <p><i>Write the entire first name in the citation.</i></p>	<p>Thomas, D. [Danny] & Davidson, B. (1991). <i>Make room for Danny</i>. New York, NY: Putnam.</p> <p>Thomas, D. [Dylan]. (1954). <i>A child's Christmas in Wales</i>. Norfolk, CT: New Directions.</p> <p><i>Write the entire first name in square brackets, and order references alphabetically.</i></p>	<p><i>Fill in complete author names as usual. EndNote corrects this automatically.</i></p>

Uncertain publishing location		
Reference citation in text	In bibliography	In EndNote
Meier (2003) shows how dangerous an addiction to pain killers can be.	<p>Meier, B. (2003). <i>Pain killer: A “wonder” drug’s trail of addiction and death.</i> [Emmaus, PA]: Rodale.</p> <p><i>If the publisher’s location is not provided but is possible to determine, write it in square brackets. Write [n.p.] if the location cannot be found (n.p. = no place).</i></p>	<p>- <i>Press Enter between each name in Author and Editor fields.</i></p> <p>- <i>Write presumed place of publication in square brackets in Place Published field</i></p> <p>- <i>Write [n.p.] if the location cannot be found (n.p. = no place)</i></p>
Unpublished paper		
Reference citation in text	In bibliography	In EndNote
Blackwell and Conrod (2003) present different theories for why people become alcoholics.	<p>Blackwell, E., & Conrod, P. J. (2003). <i>A five-dimensional measure of drinking motives.</i> Unpublished manuscript, Department of Psychology, University of British Columbia, Vancouver, Canada.</p>	<p>Choose Unpublished Work</p> <p>Fill in fields: Author, Year, Title of Work and Series Title</p> <p>- <i>press Enter between each name in Author and Editor fields</i></p> <p>- <i>Write information in Series Title field. e.g. Unpublished manuscript presented at...</i></p>

Source has an abbreviation, acronym, or popular name		
Reference citation in text	In bibliography	In EndNote
<p>The degree to which mental illness decreases productivity throughout the world is often underestimated (National Institute of Mental Health [NIMH], 2009, para. 1).</p> <p><i>Write the entire name in the first citation. If the source is used later, include the abbreviation in square brackets. Use only the abbreviation in following in-text citations and in the main text.</i></p>	<p>National Institute of Mental Health. (2009). <i>The impact of mental illness on society</i>. Retrieved from http://www.nimh.nih.gov/health/statistics</p> <p><i>Write the unabbreviated name in the bibliography. Write the entire URL.</i></p>	<p><i>Abbreviations are not created automatically in EndNote. Correct this in Edit & Manage Citations.</i></p> <p><i>You can write the abbreviation in the Abbreviation field, but this has no effect on the citation itself.</i></p>
Several sources in one reference		
Reference citation in text	In bibliography	In EndNote
<p>Meticulous hand hygiene is the most important factor in preventing the spread of highly contagious viruses (Jacobsen, 2008, p. 9; Thomson, 2013, p. 27).</p> <p><i>Several sources can be cited in the same in-text citation. They are listed alphabetically in the same parentheses, separated by a semicolon.</i></p>	<p>Jacobsen, K. H. (2008). <i>Introduction to global health</i>. Boston, MA: Jones and Bartlett.</p> <p>Thomson, E. M. (2013). <i>Case studies in dental hygiene</i>. Boston, MA: Pearson.</p>	<p><i>Mark two or more references in EndNote using the Ctrl key. Click the references and export to Word. Citations will be listed alphabetically separated by semicolon. Alternatively use Insert Citation in Word and look up the references.</i></p>

Bibliography:

APA style guide to electronic references. (2012). (6th ed.). Washington, DC: American Psychological Association.

Publication manual of the American Psychological Association. (2010). (6th ed.). Washington, DC: American Psychological Association.