7th edition APA style reference guide

Created by University College Absalon Library

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Content

Introduction

Dear reader

Proper academic practice dictates that readers can distinguish between your claims and arguments and other people's knowledge and research.

By using APA referencing in an assignment readers can clearly tell when you're using existing knowledge and research.

This is done with either **citations** or **quotations**.

When **citing** you're conveying other people's statements in your own words. As the original source is rephrased, you'll need to clarify which source you're using.

When **quoting** you're conveying other people's statements verbatim (word for word).

This is the 7th edition APA style reference guide created by University College Absalon Library.

The APA reference style is created by the American Psychological Association (hence the APA abbreviation). The original manual is 400 pages, which is too much to read. For this reason, we've made this condensed version with examples of the most used types of materials. Not everything is included though, as it would take up too much space.

Consider the APA reference style a guideline on how to cite the knowledge used in your assignment and how to write your reference list.

Knowledge comes in many shapes: as books, chapters, articles, YouTube videos, webpages and many more. The APA style ensures that your citations and your reference list are uniform, and that the reader can easily find out what knowledge forms the basis of your assignment.

Use this guide's table of contents to find the type of reference you want to make. If you're unsure which type of material you're dealing with (report, webpage, article etc.) have an extra look at it. If you're still unsure, ask the library.

This guide is written with biological intelligence and may be subject to errors. In case you find an error or have any comments, please write the library at biblioteket@pha.dk.

The guide is updated regularly. You'll find the newest version on the library's website: biblioteket.pha.dk

If you can't find what you're looking for in this guide, please ask the library or have a look at APA's own website:

https://apastyle.apa.org/style-grammar-guidelines/references/examples

Books

Book with 1 author	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Scrivener, 2012, p. 55) **Parenthetical without page numbers:** (Gibbons, 2015). **Narrative:** Gibbons (2015) describes the… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**First edition of a book:** Scrivener, J. (2012). *Classroom Management Techniques.* Cambridge University Press. **Second or later editions are written in the reference list:** Gibbons, P. (2015). *Scaffolding Language – Scaffolding Learning.* (2nd ed.). Heinemann. **Elements of the reference list:** Author's surname, first name initial(s). (year). *Book title: Book subtitle if one exists.* (edition). Publisher. **Note:** • There's no need to refer to a chapter, if the whole book is written by the same author. • Only refer to a chapter if it's specified who wrote the chapter.

Books

Book with 2 authors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Bruntt & Bryanne, 2020, pp. 75-77)	**First edition of a book:** Bruntt, K. L., & Bryanne, U. (2020). *Handbook for Language Detectives: Learning and Teaching English Grammar.* Samfundslitteratur.

Parenthetical without page numbers: (Derewianka & Jones, 2016) **Narrative:** According to Derewianka and Jones (2016) … Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Second or later editions are written in the reference list:** Derewianka, B., & Jones, P. (2016). *Teaching Language in Context* (2nd ed.). Oxford University Press. **Elements of the reference list:** Author's surname, first name initial(s), & Author's surname, author's initial(s). (year). *Book title: Book subtitle if one exists*. (edition). Publisher. **Note:** • There's no need to refer to a chapter, if the whole book is written by the same author. • Only refer to a chapter if it's specified who wrote the chapter.

Books

Book with 3-20 authors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Widmaier et al., 2018, p. 35) **Parenthetical without page numbers:** (Widmaier et al., 2018) **Narrative:** in Widmaier et al. (2018) it's stated that… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Second or later editions are written in the reference list:** Widmaier, E. P., Raff, H., & Strang, K. T. (2018). *Vander's human physiology: the mechanisms of body function* (15th ed.). McGraw-Hill Education. **Elements of the reference list:** Author's surname, first name initial(s), Author's surname, first name initial(s), & Author's surname, first name initial(s). (year). *Book title: Book subtitle if one exists*. (edition). Publisher. **Note:** • Write up to 20 authors in the reference list. Use the '&' symbol before the last author. • The first 19 authors are separated by commas. • Use the '&' symbol between the 19th and 20th author and use a comma before the '&' symbol. • If there are more than 20 authors, the first 19 are noted as well as the very last. Separate the last author from the previous by typing three periods (…). When citing the source in your assignment note the first three authors followed by 'et al.' (abbreviation of the Latin 'et alii').

Books

Books with 1 editor (not a publishing editor)	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Kesharwani, 2020, p. 45) **Parenthetical without page numbers:** (Kesharwani, 2020) **Narrative:** … as mentioned in Kesharwani (2020) … Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press. ## Elements of the reference list: Editor's surname, first name initial(s). (Ed) (year). *Book title: Book subtitle if one exists.* (edition). Publisher. **Note:** • When it comes to edited books you usually refer to the chapter you used, but in some cases, you may want to reference the whole book as seen in the example above. the chapter you used, but in some cases, you may want to reference the whole book as seen in the example above. • To find the editor of a book look for 'Ed.' or 'Eds.' in the list of authors. • If the authors have multiple first names the initials are separated with a period and a space right after the initial.

Books

Book with 2 editors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Hygum & Pedersen, 2010, p. 42) **Parenthetical without page numbers:** (Hygum and Pedersen, 2010)	Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag. ## Elements of the reference list: Editor's surname, first name initial(s), & Editor's surname, first name initial(s). (Eds.). (year). *Book title: Book subtitle if one exists.* (edition). Publisher.

Narrative:	Note:
… it's apparent that Hygum and Pedersen (2010) … Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	• When it comes to edited books you usually reference the chapter you used, but in some cases, you may want to reference the whole book as seen in the example above. • Only reference a chapter if it's specified who wrote it.

Books

Book with 3-20 editors	
Citations in your assignment	**Your reference list**
Parenthetical with page numbers: (Torino et al., 2019, pp. 263-264) **Parenthetical without page numbers:** (Torino et al., 2019) **Narrative:** Torino et al. (2019) demonstrates how… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. **Elements of the reference list:** Editor's surname, first name initial(s), Editor's surname, first name initial(s) & Editor's surname, first name initial(s). (Eds.). (year). *Book title: Book subtitle if one exists.* (edition). Publisher. **Note:** • When it comes to edited books you usually refer to the chapter you used, but in some cases, you may want to reference the whole book as seen in the example above. • Write up to 20 editors in the reference list. Use the '&' symbol before the last editor. • The first 19 editors are separated by commas. • Use the '&' symbol between the 19th and 20th editor and use a comma before the '&' symbol. • If there are more than 20 editors, the first 19 are noted as well as the very last. Separate the last editor from the previous by typing three periods (…). When citing the source in your assignment note the first three editors followed by 'et al.' (abbreviation of the Latin 'et alii').

Books

Chapter in book with 1 editor	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Ahmad, 2018, p. 52) **Parenthetical without page numbers:** (Ahmad, 2018) **Narrative:** Ahmad (2018) describes... Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**1st edition of a book:** Ahmad, M. I. (2018) Numbers That Kill: How Dubious Statistics Shaped News Reporting of the Drone War. In Nguyen, A. (Ed.). *News, numbers and public opinion in a data-driven world.* (pp. 47-61). Bloomsbury. **Elements of the reference list:** Chapter author's surname, first name initial(s). (year). Chapter title. In initial(s) of editor, surname of editor (Eds.). *Book title: Book subtitle if one exists*. (edition, page numbers). Publisher. **Note:** • To find the editor of a book look for 'Ed' or 'Eds.' in the list of authors. • If the authors have multiple first names the initials are separated with a period and a space right after the initial.

Books

Chapter in book with 2 editors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Lind, 2017, p. 280)	**Second or later editions are written in the reference list** Lind, G. (2017). Revolutionary Absolutism and the Elites of the Danish Monarchy in the Long Seventeenth Century. In R. V. Friedeburg & J. Morrill (Eds.), *Monarchy Transformed: Princes and Their Elites in Early Modern Western Europe* (pp. 267-286). Cambridge University Press.

| Parenthetical without page numbers:
(Lind, 2017)

Narrative:
Lind (2020) clarifies...

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased. | **Elements of the reference list:**
Author of chapter's surname, first name initial(s)., & Author of chapter's surname, first name initial(s). (year). Chapter title. In initial(s) of editor, surname of editor, & initial(s) of editor, surname of editor (Eds.). *Book title: Book subtitle if one exists*. (edition, page numbers). Publisher.

Note:
• To find the editor of a book look for 'Ed.' or 'Eds.' in the list of authors.
• If there are two authors, the '&' symbol is used between them when citing parenthetically, while 'and' is used narratively. |

Books

Chapter in book with 3-20 editors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Aron et al., 2019, p. 358) **Parenthetical with page numbers:** (Aron et al., 2019) **Narrative:** Aron et al. (2019) argues that... Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Second or later editions are written in the reference list** Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. **Elements of the reference list:** Author of chapter's surname, first name initial(s)., Author of chapter's surname, first name initial(s)., & Author of chapter's surname, first name initial(s). (year). Chapter title. In initial(s) of editor, surname of editor, & initial(s) of editor, surname of editor (Eds.). *Book title: Book subtitle if one exists*. (edition, page numbers). Publisher.

Note:
- To find the editor of a book look for 'Eds.' in the list of authors.   - Write up to 20 editors in the reference list. Use the '&' symbol before the last editor.   - The first 19 editors are separated by commas.   - Use the '&' symbol between the 19th and 20th editor and use a comma before the '&' symbol.   - If there are more than 20 editors, the first 19 are noted as well as the very last. Separate the last editor from the previous by typing three periods (…).   - When citing the source in your assignment note the first three editors followed by 'et al.' (abbreviation of the Latin 'et alii').

E-books

E-book with 1 author – DOI example	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Jackson, 2019, s. 50) **Parenthetical without page numbers:** (Jackson, 2019) **Narrative:** Jackson (2019) describes… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**2nd edition of e-book:** Jackson, L. M. (2020). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000 **Elements of the reference list:** Author's surname, first name initial(s). (year). *Book title: Book subtitle if one exists* (edition). Publisher. DOI/ URL / Permalink **Note:** - APA treats e-books as physical books except for an added URL at the end of the reference. - Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. - The name of the database in which the e-book was found is not included in the reference list.

13

E-books

E-book with 2 authors	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Geczy & Karaminas, 2016, p. 8) **Parenthetical without page numbers:** (Geczy & Karaminas, 2016) **Narrative:** Geczy and Karaminas (2016) explain how… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**1st edition of a book** Geczy, A., & Karaminas, V. (2016) *Fashion's Double: Representation of Fashion in Painting, Photography and Film.* Bloomsbury Academic. https://research-ebsco-com.ez-ucs.statsbiblioteket.dk/c/eqr2ri/search/details/bexwf3fomv?db=e000xww **Elements of the reference list:** Author's surname, first name initial(s)., & Author's surname, first name initial(s). (year). *Book title: Book subtitle if one exists*. (edition). Publisher. DOI/URL/permalink **Note:** • APA treats e-books as physical books except for an added URL at the end of the reference. • Don't add a period after permalinks, URLs, OIs etc. as it might affect the link. • The name of the database in which the e-book was found is not included in the reference list. • The '&' symbol is used in between the two editors when citing parenthetically, while 'and' is used when citing narratively.

E-books

E-book with 3-20 authors – database permalink example	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Jacobsen et al., 2024, p. 73)	**1st edition of a book:** Jacobsen, B., Engen, M. & Mølholt, A.-K. (2024). *Pedagogy of Vulnerability.* Information Age Publishing, Inc. http://ez-ucs.statsbiblioteket.dk:2048/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xww&AN=2399426&site=ehost-live

Parenthetical without page numbers: (Jacobsen et al., 2024) **Narrative:** Jacobsen et al. (2019) describes… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Elements of the reference list:** Author's surname, first name initial(s), Author's surname, first name initial(s) & Author's surname, first name initial(s). (year). *Book title: Book subtitle if one exists*. (edition). Publisher. DOI/URL/Permalink **Note:** • APA treats e-books as physical books except for an added URL at the end of the reference. • Don't add a period after permalinks, URLs, OIs etc. as it might affect the link. • Write up to 20 authors in the reference list. Use the '&' symbol before the last author. • The first 19 authors are separated by commas. Use the '&' symbol between the 19th and 20th author and use a comma before the '&' symbol. • If there are more than 20 authors, the first 19 are noted as well as the very last. Separate the last author from the previous by typing three periods (…). • When citing the source in your assignment note the first three authors followed by 'et al.' (abbreviation of the Latin 'et alii'). • The name of the database in which the e-book was found is not included in the reference list.

E-books

E-book with 1 editor – URL example	
Citations in your assignment	Your reference list
Parenthetical with page numbers: (Walker, 2005, p. 11.) **Parenthetical without page numbers:** (Walker, 2005) **Narrative:** Walker (2005) implies… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Walker, A. (red.). (2005). *Growing older in Europe*. Open University Press. https://books.google.dk/books?hl=da&lr=&id=LjZEBgAAQBAJ&oi=fnd&pg=PP1&dq=ebook+elderly+nursing&ots=2jF0Ub1LP-&sig=_wEZ-_pl9Qp5E4_KazrWAkz8Ec8&redir_esc=y#v=onepage&q&f=false **Elements of the reference list:** Author's surname, first name initial(s). (red.). (year). *Book title: Book subtitle if one exists.* (edition). Publisher. DOI/ URL / Permalink **Note:** • APA treats e-books as physical books except for an added URL at the end of the reference. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. • To find the editor of a book look for 'Eds.' in the list of authors. • The name of the database in which the e-book was found is not included in the reference list.

E-book with 2 editors	
Citations in your assignment	**Your reference list**
Parenthetical with page numbers: (Brantmeier & McKenna, 2020, p. 25) **Parenthetical without page numbers:** (Brantmeier & McKenna, 2020) **Narrative:** As documented in Brantmeier and McKenna´s (2020) book…	Brantmeier, E. J., & McKenna, M. K. (Eds.). (2020). *Pedagogy of Vulnerability.* Information Age Publishing, Inc. http://ez-ucs.statsbiblioteket.dk:2048/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xww&AN=2399426&site=ehost-live **Elements of the reference list:** Author's surname, first name initial(s), & Author's surname, first name initial(s). (Eds.). (year). *Book title: Book subtitle if one exists.* (edition). Publisher. DOI/ URL / Permalink **Note:** • APA treats e-books as physical books except for an added URL at the end of the reference. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. • To find the editor of a book look for 'Eds.' in the list of authors. • The '&' symbol is used in between the two editors when citing parenthetically, while 'and' is used when citing narratively.

E-books

E-book med 3-20 editors	
Citations in your assignment	**Your reference list**
Parenthetical with page numbers: (Torino et. al., 2019, p. 12) **Parenthetical without page numbers:** (Torino et al., 2019)	Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. https://doi.org/10.1002/9781119466642 **Elements of the reference list:** Author's surname, first name initial(s), Author's surname, first name initial(s)., & Author's surname, first name initial(s). (Eds.). (year). *Book*

| **Narrative:**
… where Torino et al. (2023) complete …

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased. | *title: Book subtitle if one exists.* (edition). Publisher. DOI/ URL / Permalink

Note:
• APA treats e-books as physical books except for an added URL at the end of the reference.
• Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.
• Write up to 20 authors in the reference list. Use the '&' symbol before the last author.
• The first 19 authors are separated by commas. Use the '&' symbol between the 19th and 20th author and use a comma before the '&' symbol.
• If there are more than 20 authors, the first 19 are noted as well as the very last. Separate the last author from the previous by typing three periods (…).
• When citing the source in your assignment note the first three authors followed by 'et al.' (abbreviation of the Latin 'et alii'). To find the editor of a book look for 'Eds.' in the list of authors.
• The name of the database in which the e-book was found is not included in the reference list. |

Reports

Reports with 1, 2 or 3-20 authors	
Citations in your assignment	**Your reference list**
        Parenthetical with page numbers: (Schwartz, 2022, p. 22) **Parenthetical without page numbers:** (Fried & Polyakova, 2018)	**Note:** • If the reports have one or more authors use the examples below. • If the reports have one or more organisations as authors use the examples in the next section. ### 1 author Schwartz, S. (2022). *Asphalt Art Safety Study: Historical Crash Analysis and Observational Behavior Assessment at Asphalt Art Sites*. Bloomberg Philanthropies. https://assets.bbhub.io/dotorg/sites/43/2022/04/Asphalt-Art-Safety-Study.pdf ### Elements of the reference list: Author's surname, first name initial(s). (year). *Report title: report subtitle if one exists.* (edition). Source. DOI/ URL / Permalink ### 2 authors Fried, D., & Polyakova, A. (2018). *Democratic Defense Against Disinformation.* Atlantic Council.

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased. **Narrative:** According to Baral et al. (2019) …	https://www.atlanticcouncil.org/wp-content/uploads/2018/03/Democratic_Defense_Against_Disinformation_FINAL.pdf **Elements of the reference list:** Author's surname, first name initial(s), & Author's surname, first name initial(s). (year). *Report title: report subtitle if one exists*. (edition). Source. DOI/ URL / Permalink ### 3-20 authors Baral, P., Larsen, M., & Archer, M. (2019). *Does money grow on trees? Restoration financing in Southeast Asia*. Atlantic Council. https://www.atlanticcouncil.org/in-depth-research-reports/report/does-money-grow-on-trees-restoring-financing-in-southeast-asia/ ### Elements of the reference list: Author's surname, first name initial(s), & Author's surname, first name initial(s). (year). *Report title: report subtitle if one exists*. (edition). Source. DOI/ URL / Permalink **Note:** • Reports are referenced similarly to books with author(s), year, title and publisher. In this case 'source' is used instead of 'publisher'. The source is most often an organisation, ministry etc. • You'll often see organisations instead of authors, which means that the author isn't a person. See examples of this in the next section. • Most reports are digital, so remember to add the URL in the reference list. If the report doesn't have a visible publication year note the date it was located.

Reports

Reports with one or more organisations as authors	
Citations in your assignment	Your reference list
	Note: • If the report has one or more organisations as authors use the examples below. • If the report has one or more authors use the examples in the section above.

Parenthetical with page numbers: (National Cancer Institute [NCI], 2019, p. 17) **Parenthetical without page numbers:** (Australian Government Productivity Commission & New Zealand Productivity Commission) **Narrative:** National Cancer Institute (NCI, 2019) highlights the … **Note:** When the organisation is first introduced in the assignment the full name is typed out. Afterwards an abbreviation is introduced, written in square brackets. See an example above. Use the abbreviation from then on. Don't use the abbreviation in the reference list. Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**1 organisation** National Cancer Institute. (2019). *Taking time: Support for people with cancer*. National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf **2 organisations** Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). *Strengthening trans-Tasman economic relations.* https://www.pc.gov.au/inquiries/completed/autralia-new-zealand/report/trans-tasman.pdf **Elements of the reference list:** Name of organisation. (year). *Report title: report subtitle if one exists*. Source. [if the organisation and the source is the same there is no need to add the source] DOI/ URL / Permalink **Note:** • Reports are referenced similarly to books with author(s), year, title and publisher. In this case 'source' is used instead of 'publisher'. The source is most often an organisation, ministry etc. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. • If the author isn't a person, but an organisation, the name of the organisation is put in the author's place. The name of the organisation is written in full. • If the organisation is both the author and the publisher, only write the organisation as author. • Remember to add the web address of the report in the reference list. If the report doesn't have a visible publication year note the date it was located. Do this right before the URL – for example: retrieved January 9, 2024, URL. • In English, many organisation names start with 'The' which is dropped in the reference list. So 'The American Psychological Association' is written as 'American Psychological Association'.

Webpages

Webpages with 1 author	
Citations in your assignment	Your reference list

	Note: • If you're unsure about what kind of webpage you're dealing with, make sure to check whether it could be a report or an article. If it is, use the examples of reports or articles above. If you're still unsure, use the examples of webpages below.
	1 author Mantel, B. (2025, April 24). *How to be a caregiver for someone with multiple sclerosis*. AARP. https://www.aarp.org/caregiving/health/info-2025/multiple-sclerosis-care-plan/
Parenthetical without page numbers: (Mantel, 2025) **Narrative:** … Mantel (2025) …	**Elements of the reference list:** Author's surname, first name initial(s). (year, month day). *Webpage title: webpage subtitle if one exists*. Website name. URL
	2 authors Goode, L., & Knight, W. (2025, October 6). *OpenAI Wants ChatGPT to Be Your Future Operating System.* Wired. https://www.wired.com/story/openai-dev-day-sam-altman-chatgpt-apps/
Parenthetical without page numbers: (Goode & Knight, 2025) **Narrative:** … Goode & Knight (2025) …	**Elements of the reference list:** Author's surname, first name initial(s). & Author´s surname, first name initial(s) (year, month day). *Webpage title: webpage subtitle if one exists*. Website name. URL **Note:** • Some online works note their most recent update. If the date is clearly attributed to the work you're citing and not the overall website, use it as the date in the reference list. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. • If it isn't clear when the webpage was created or last updated note the date it was located. Do this right before the URL – for example: retrieved January 9, 2024, URL. • The title of the webpage is written in cursive. • Making the URL clickable is optional as is making it blue.

Webpages

Webpage with 1 or more organisations	
Citations in your assignment	Your reference list

Parenthetical: (Ministry of Foreign Affairs of Denmark, n.d.) **Narrative:** Ministry of Foreign Affairs of Denmark (n.d.) **Parenthetical 1st time:** (Department of Health and Human Services USA & National Institutes of Health [HHS & NIH], 2025) **Parenthetical 2nd time:** (HHS & NIH, 2025) **Note:** • When introducing an abbreviation for the first time enclose it in square brackets. **Narrative 1st time:** Department of Health and Human Services USA and National Institutes of Health (HHS & NIH, 2025) **Narrative subsequent times:** HHS & NIH (2025) Note: • Abbreviations are first introduced before the year of publishing.	**1 organisation** Ministry of Foreign Affairs of Denmark. (n.d.). *Mykolaiv-Denmark Partnership.* Retrieved January 14, 2025, on https://ukraine.um.dk/en/mykolaiv-denmark/mykolaiv-denmark-partnership_quick-guide **Elements of the reference list:** Organisation name. (date of publishing). *Webpage title: webpage subtitle if one exists.* Retrieved month day, year, on URL. **Note:** • If there isn't a date of publishing on the webpage, write the abbreviation n.d. instead. **2 organisations** Department of Health and Human Services USA & National Institutes of Health. (2025). *2025 NIH Alzheimer's Disease and Related Dementias Research Progress Report: Advances and Achievements.* *https://www.nia.nih.gov/sites/default/files/2025-09/2025-alzheimers-progress-report.pdf* **Note:** • Use the '&' symbol in between two organisations as authors. • If the organisation is both the author and the publisher, only write the organisation as author. **3 organisations** **This rarely occurs, but if needed look at the examples of 3-20 authors or ask the library.**

Articles

Journal article with 1 author	
Citations in your assignment	Your reference list

Parenthetical with page numbers: (Tourangeau, 2018, p. 175.) **Parenthetical without page numbers:** (Tourangeau, 2018) **Narrative:** Tourangeau (2018) suggests that… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	## Article from a physical journal: Tourangeau, R. (2018). The survey response process from a cognitive viewpoint. *Quality Assurance in Education*, *26*(2), 169-181. ## Elements of the reference list: Author's surname, author's first name initial(s). (year). Article title. *Journal name, volume*(number), page numbers. **Note:** • The name and volume of the journal is written in cursive. • No space between the journal volume and number. • DOI is preferred over a URL/permalink

Journal article with 2 authors

Citations in your assignment	Your reference list
Parenthetical with page numbers: (Rybaczewska & Sparks, 2022, p. 1886) **Parenthetical without page numbers:** (Rybaczewska & Sparks, 2022) **Narrative:** Rybaczewska and Sparks (2022), argue that…	## Article from a physical journal: Rybaczewska, M., & Sparks, L. (2022). Ageing consumers and e-commerce activities. *Ageing and Society*, *42*(8), 1879–1898. ## Elements of the reference list: Author's surname, first names initial(s)., & Author's surname, first name initial(s). (year). Article title: article subtitle. *Journal name, volume*(number), page numbers. ## Article from a physical journal: Rybaczewska, M., & Sparks, L. (2022). Ageing consumers and e-commerce activities. *Ageing and Society*, *42*(8), 1879–1898.

Parenthetical with page numbers: (Rybaczewska & Sparks, 2022, p. 1886) **Parenthetical without page numbers:** (Rybaczewska & Sparks, 2022) **Narrative:** Rybaczewska and Sparks (2022), argue that... **Parenthetical without page numbers:** (Pope & Wall, 2025) **Narrative:** Pope and Wall (2024) consider it... Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Elements of the reference list:** Author's surname, first names initial(s)., & Author's surname, first name initial(s). (year). Article title: article subtitle. *Journal name, volume*(number), page numbers. ## Article from an online journal with DOI/URL/ permalink: Pope, J. P., & Wall, H. (2025). Is the goal intrinsic or extrinsic? Examining self-determination theory researchers' and the general publics' perceptions of exercise goals. *Canadian Journal of Behavioural Science/Revue canadienne des sciences du comportement*, *57*(3), 239-248. https://doi.org/10.1037/cbs0000411 **Elements of the reference list:** Author's surname, first names initial(s)., & Author's surname, first name initial(s). (year). Article title: article subtitle. *Journal name, journal volume* (journal *number*), page numbers. DOI/URL/permalink **Note:** • The name and volume of the journal is written in cursive. • No space between the journal volume and number. • DOI is preferred over a URL/permalink • Making the URL/DOI clickable is optional as is making it blue. • URLs from library databases are not added in the reference list, as access often requires a login.

Articles

Journal articles with 3-20 authors	
Citations in your assignment	Your reference list
	Article with article number or eLocator

Parenthetical with page numbers: (Falch & Haastrup, 2024, p. 4.) **Parenthetical without page numbers:** (Falch & Haastrup, 2024) **Narrative:** Falch and Haastrup (2024) state that… Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Falch, L. A., & Haastrup, L. (2024). The professionals' voice matters: – a cultural-theoretical and discourse-analytical exploration of the relationship between the organization of home care in interdisciplinary teams and the roles of professionals, professionalism, professional identity, and collaboration. *Praxeologi - et kritisk refleksivt blikk på sosiale praktikker*, *6*, Article e4092. https://doi.org/10.15845/praxeologi.v6.4092 ## Elements of the reference list: Author's surname, first name initial(s)., & Author's surname, first name initial(s). (year). Article title: article subtitle. *Journal name, volume(*number*)*, page numbers. DOI/URL/permalink ## Online article ahead of print Boysen, M. S. W., Lund, O., Pugh, H. S., Egelund, K. S., Andersen, K. B., Lagoni, M., Zeuthen, F., Hansen, B. D., & Skovbjerg, H. WITH (2024). On the border between play and art: A collaborative self-study of 76 playful didactic designs in higher education. *Arts and Humanities in Higher Education*. Advance online publication. https://doi.org/10.1177/14740222241260952

Newspaper articles

Newspaper articles from online newspapers	
Citations in your assignment	Your reference list
Parenthetical without page numbers: (Carey, 2019) **Narrative:** According to Carey (2019)	**Online newspaper article:** Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html ## Elements of the reference list:

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Author's surname, first name initial(s). (year, month day). Article title. *Newspaper name, if possible, the placement in the newspaper.* Article URL. **Note:** • In case of multiple authors follow the guidelines from the section on books. • The name of the newspaper and, if possible, the placement of the article, is written in cursive. • The first letter of the article title and subtitle should be in capitalized. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.

Dictionary

Citations in your assignment	Your reference list
Parenthetical with page numbers: (Thomas, 2016, p. 28) **Parenthetical without page numbers:** (Thomas, 2016) **Narrative:** Thomas (2016) defines the term as … While misinformation is incorrect information shared unknowingly, disinformation is false information spread deliberately to influence public opinion (Merriam-Webster, n.d.) Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Physical dictionary with an author:** Thomas, A. (2016). Absalon. In *Historical Dictionary of Denmark* (3rd ed.). Rowman & Littlefield. **Elements of the reference list:** Author's surname, first name initial(s)., Author's surname, first name initial(s)., & Author's surname, first name initial(s). (year). Entry title. In *dictionary title* (edition if newer than first edition). Publisher. **Online dictionary:** Merriam-Webster. (n.d.). Disinformation. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from https://www.merriam-webster.com/dictionary/semantics **Elements of the reference list:** Author's surname, first name initial(s)/editor's surname, first name initial(s)/organisation/publisher. (year). *Entry title*. In *Dictionary title.* Retrieved month day, year, from URL **Note:** • If there isn't a date of publishing, write the abbreviation n.d. instead. • If the dictionary doesn't have an author, write the editor(s) or organisation behind the title instead. • The title of the dictionary is written in cursive. • Editors' first name initial(s) are noted first, followed by the surname. Authors' names are written the other way around. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.

	• n.d. is the abbreviation for "no date"

Encyclopaedia

Citations in your assignment	Your reference list
Parenthetical with page numbers: (American Psychological Association [APA], n.d., p. 226). **Parenthetical without page numbers:** (American Psychological Association [APA], n.d. **Narrative:** American Psychological Association (n.d.) notes that...	**Encyclopaedia entry with author** Pritchard, M. (2022). Philosophy for children. In *Stanford Encyclopedia of Philosophy.* https://plato.stanford.edu/archives/sum2022/entries/children/ **Elements of the reference list:** Author's surname, first name initial(s). (year). Entry title. In *Encyclopaedia title.* URL **Encyclopaedia entry with an organisation as author and missing date** American Psychological Association. (n.d.) autism spectrum disorder (ASD). In *APA Dictionary of Psychology.* Retrieved August 16, 2024, from https://dictionary.apa.org/autism-spectrum-disorder **Elements of the reference list:** Organisation. (year). Entry title. In *Encyclopaedia title.* Located month date, year, from URL **Wikipedia** ChatGPT. (2024, June 11) In *Wikipedia.* *https://en.wikipedia.org/wiki/ChatGPT* **Elements of the reference list:** Entry title. (year, month date). In *Wikipedia.* URL.

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Note:** • All examples are taken from online encyclopaedias as they are rarely printed these days. • If the encyclopaedia entry has a publication date *and* specifies that earlier versions of the entry are archived, note the year in parentheses after the author/source. It isn't necessary to not the exact date, the year suffices. • If there are regular updates that are not archived, replace the year with (n.d.), even if the entry has a publication year. This is in case a new update is launched after the reference list is made. Instead, note the date of retrieval. • Regarding Wikipedia: as entries are updated often, note the date of the used version. The log of updates is visible under 'View history'.

Blog post

Citations in your assignment	Your reference list
Parenthetical without page numbers: (Ouellette, 2019) **Narrative:** … as Ouelette writes in their blog post from May… **Parenthetical without page numbers:** (joachimr, 2019) **Parenthetical without page numbers:** (joachimr, 2019) **Narrative:** … joachimr (2019) comments …	**Blog post:** Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/ **Elements of the reference list:** Author's surname, first name initial(s). (year, month, date). Blog post title. *Blog title*. URL **Note:** • The blog title is written in cursive. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. • Blog posts are referenced in the same way as articles. If there are multiple authors look at the section on articles with 2 authors and articles with 3-20 authors. **Blog comments:** joachimr. (2019, November 19). We are relying on APA as our university style format - the university is located in Germany (Kassel). So I [Comment on the blog post "The transition to seventh edition APA Style"]. APA Style. https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690

Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	**Elements of the reference list** The blog commentator's surname, first name initial(s). (year, month date). Title of blog comment if it exists, if not, write up to 20 words from the comment [comment on the blog post "title of the blog post"]. *Title of the blog.* URL **Note:** • If the commentator doesn't use their real name, use their username instead. • If possible, link directly to the blog comment. If not, link to the blog post.

Podcast

Citations in your assignment	Your reference list
Parenthetical: (Hannah-Jones, 2019)	**Podcast episode:** Hannah-Jones, N. (Host). (2019, September 13). How the bad blood started (No. 4) [Audio podcast episode]. In *1619*. The New York Times. https://podcasts.apple.com/us/podcast/episode-4-how-the-bad-blood-started/id1476928106?i=1000449718223 **Elements of the reference list** Surname of the one in charge of the podcast, first name initial(s) of the one in charge of the podcast. [Role of the one in charge of the podcast – host, author, producer etc.]. (year, month, date). Title of episode [type of podcast – audio or video]. In Title of podcast show. Publisher. URL **Note:** • This example references a specific podcast episode from a series. Guests in the podcast are not mentioned. • Write the date, for example: (June 23, 2025). Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. **Podcast series:** Seales, A. (Host). (2018–present). *Small doses with Amanda Seales* [Audio podcast]. Starburns Audio. https://podcasts.apple.com/us/podcast/small-doses-with-amanda-seales/id1333316223

	Elements of the reference list
	Surname of the one in charge of the podcast, first name initial(s) of the one in charge of the podcast. [Role of the one in charge of the podcast – host, author, producer etc.]. (active years). Title of series [type of podcast – audio or video]. Publisher. URL **Note:** • If the series is still ongoing and a starting year is visible, note the starting year and the fact that the series is still ongoing. For example: (2022-present). • If the series is completed note the starting year and the finishing year. For example: (2022-2024). • This example references a whole podcast series. • Guests in the podcast are not mentioned.

Television programs

Standalone program – documentary	
Citations in your assignment	**Your reference list**
Parenthetical: (Snyder, 2025) **Narrative:** According to Snyder (2025)	**Documentary:** Snyder, K. A. (Director). (2025). *The Librarians.* [Documentary]. Independent Lens. **Elements of the reference list** Surname of the one in charge of the film, first name initial(s) of the one in charge of the film (role of the one in charge of the film). (year). *Title.* [Type of film]. Distributor(s). **Note:** • The title of the documentary is written in cursive. • If there are two people responsible for the documentary separate them with the '&' symbol. • If there are more than two people responsible for the documentary separate them with commas and the '&' symbol before the last one. • The roles of the ones in charge are enclosed in parentheses. • If there is more than one distributor, separate them with a semicolon (;) • The word 'documentary' is enclosed in square brackets and is written with a capitalized first letter. • The needed information can be found either at the beginning of the documentary or at the end. • The ones in charge of the documentary may have other roles than the ones mentioned in the example. Note the role specified in the documentary.

Television programs

Episode of a TV series

Citations in your assignment	Your reference list
Parenthetical: (Favreau & Filoni, 2019) **Narrative:** In the TV show by Favreau and Filoni (2019)	**Episode af dokumentar eller TV-udsendelse:** Favreau, J. (Writer), & Filoni, D. (Director). (2019, November 12). Chapter 1 (Season 1, Episode 1) [TV series episode]. In J. Favreau, D. Filoni, K. Kennedy, & C. Wilson (Executive Producers), *The Mandalorian*. Lucasfilm; Golem Creations. **Elements of the reference list** Surname of the one in charge of the TV show episode, first name initial(s) of the one in charge of the TV show episode (role of the one in charge of the TV show episode). (year, month date). Episode title. (Season, Episode) [TV series episode]. In Surname of the one in charge of the TV show, first name initial(s) of the one in charge of the TV show, Surname of the one in charge of the TV show, first name initial(s) of the one in charge of the TV show, & Surname of the one in charge of the TV show, first name initial(s) of the one in charge of the TV show (Executive Producers), *TV show title.* Distributor(s). **Note:** • The title of the show is written in cursive • The title of the episode is written in normal writing. • If there are two people responsible for the episode separate them with the '&' symbol. • If there are more than two people responsible for the episode separate them with commas and the '&' symbol before the last one. • The roles of the ones in charge is enclosed in parentheses. • TV series episode is enclosed in square brackets and starts with a capitalized letter. • If there is more than one distributor separate them with a semicolon. • The needed information can be found either at the beginning of the documentary or at the end. • The ones in charge of the TV series episode may have other roles than the ones mentioned in the example. Note the role specified in the TV series episode,

Legal sources

Citations in your assignment	Your reference list
	Be aware we only provide guidance on Danish legislation.

30

5

Parenthetical first time

(Bekendtgørelse af lov om social service, 2024, §3, hereinafter referred to as Serviceloven)

Parenthetical subsequent times

(Serviceloven, 2024)

Narrative first time:

… Bekendtgørelse af lov og social service §3 (2024) ….

Narrative subsequent times

… Serviceloven (2024) ….

Parenthetical:

(Bekendtgørelse om magtanvendelse §3, stk. 3).

Love (LBK eller LOV):

Bekendtgørelse af lov om social service [Serviceloven], LBK nr. 909 af 03/07/2024. (2024).

Elementer i litteraturlisten:

The name of the law [eventual nickname], title of the source chapternumber paragraph number. (year of the law).

Note:
- Legal sources are not italicized.
- The first time a law is used in an assignment, the full title of the law must be written out in full.
- If the same law is referred to several times, after the first reference you can write, for example, "hereinafter referred to as" the nickname of the law," which you can then use in subsequent references.
- This way of referring to a law applies to laws with names containing **LBK** or **LOV**, while the example below is used for types with BEK. It is not necessary to include a permalink or URL for a law, as the full title of the law is sufficient to retrieve it.

Love (BEK):

Bekendtgørelse om magtanvendelse og andre indgreb i selvbestemmelsesretten over for voksne samt om særlige sikkerhedsforanstaltninger for voksne og modtagepligt i boformer efter lov om social service, BEK nr. 1231 af 13/11/2017.

Elementer i litteraturlisten:

Bekendtgørelsens/ vejledningens titel, Type nummer af dato.

Note:
- Legal sources are not italicized.
- The first time a law is used in an assignment, the full title of the law must be written out in full.
- If the same law is referred to several times, after the first reference you can write, for example, "hereinafter referred to as" the nickname of the law," which you can then use in subsequent references
- If the title is very long, it may be shortened in the reference, but must still be unambiguously recognizable in the bibliography.
- It is not necessary to include a permalink or URL for a law, as the full title of the law is sufficient to retrieve it.

| Parenthetical:

(United Nations, 1989)

Parenthetical:

… United nations (1989) …. | **Conventions:**

United Nations (1989). *Convention on the Rights of the Child.*

https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child

Note:

• Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link. |

Personal communication and interviews

Personal communication and interviews	
Citations in your assignment	**Your reference list**
… which is apparent from the phone conversation with the manager of the residence (P. Nielsen, personal communication, May 17, 2024)	**Personal communication:** Personal communication is defined as information that the reader does not have access to. Examples of personal communication are conversations, e-mails, notes, conference presentations, phone conversations etc. You've collected information as the writer but is unable to reproduce it word for word or attach it as an appendix. As personal communication can't be found by the reader it does not appear in the reference list. Instead, it is cited parenthetically in the text. Please note: • Who gave you the information – first name initials of the interviewee. Surname of the interviewee. More information can be added if it is relevant, and the interviewee has approved of it. • That it is 'personal communication'. • When the information was gathered – month date, year. Please note that in the example on the left the manager of the residential facility has agreed to be quoted. Otherwise, the interviewee should be anonymous. Note: APA defines e-mail correspondences as personal communication, but they should be reproduced word for word as a quote, as they may contain information important to the reader. E-mails are therefore attached as appendixes and are cited as appendixes. Learn more about it in the interview section below.

Interviewee 1 comments: *"We just separated the children into groups based on their age and didn't consider whether that could create challenges"* *(Appendix B, p. 2)* Three out of seven interviewees expressed concern about the situation.	## Interviews Interviews done in order to gather data and information for your assignment are not added to your reference list and do not need to be cited in the same way as for example books and articles. Instead, cite them as you would quotes of more or less than 40 words – enclosed in quotation marks. Use three periods if part of the quote is cut. Read more about quotes of more or less than 40 words under the General guidelines section. • Note who is speaking at the beginning of the quote. If they are anonymous use a pseudonym instead – for example Interviewee #1 • If the interview is transcribed it is recommended to attach it as an appendix with page numbers to make it easier for the reader. If an interviewee says something confidential, they can't be quoted, but the general point may still be shared. Note that no date is stated in relation to the quote. ## Interviews and mails as appendixes It is recommended to attach transcribed interviews and mail correspondences that are important to the assignment as appendixes. By doing this, statements and information can be reproduced word for word and maintain their original meaning. Forefindes der flere bilag i opgaven kan der laves en separat indholdsfortegnelse for Bilag med overskrift passende til indholdet. If there are multiple appendixes in the assignment a separate reference list can be made with an appropriate title. Appendix A: mail correspondence with kindergarten manager Appendix B: Interview with kindergarten teacher #1 Appendix C: Interview with kindergarten teacher #2 Appendix D: Curriculum of Søstjernen Kindedergarten When citing an appendix only use 'Appendix C', not the title

ChatGPT or similar AI-tools

Citations in your assignment	Your reference list
Parenthetical: (OpenAI, 2025)	OpenAI. (2025). *ChatGPT* (Oct 20 version) [Large language model]. https://chat.openai.com/chat

Narrative:	Elements of the reference list:
... we use the definition created by OpenAI's (2025) ChatGPT...	Owner of large language model (Month date version). Name of large language model (month day of visit version). [Large language model]. URL **Note:** • Describing how an AI-tool is used in the methods section or a similar place in your assignment. • As a chat conversation can't be retrieved by others and there is no person behind the communication, the creator of the algorithm should be credited. • Regarding large language models: • ChatGPT is created by OpenAI • Gemini is created by Google • Copilot is created by Microsoft • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.

Your own work

Citations in your assignment	Your reference list
Parenthetical with page numbers: (Nielsen et al., 2024, p. 43.) **Parenthetical without page numbers:** (Nielsen et al., 2024) **Narrative:** Nielsen et al. (2024) describes...	**Published assignment:** Nielsen, P., Lindemose, L. E., & Lei, V. WITH (2024). *The Exciting Life of Literature References.* [bachelor's project]. University College Absalon. https://biblioteket.pha.dk/studieteknikker/referencehaandtering/apa-standarden **Elements of the reference list:** Author's surname, first name initial(s)., Author's surname, first name initial(s)., & Author's surname, first name initial(s). (year). *Assignment title* [assignment type]. Educational institution. URL **Unpublished assignment:** Nielsen, P. (2024). *A really good assignment.* [unpublished assignment]. University College Absalon.

	Elements of reference list:
Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	Author's surname, first name initial(s). (year). *Assignment title* [Unpublished assignment]. Educational institution. **Note:** • A distinction is made between published and unpublished assignments. • A published assignment is available in a database, i.e. UC-Viden. An URL is added in the reference list • An unpublished assignment could be a semester assignment that only exist as a privately owned copy. • The assignment type is written in square brackets. • Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.

Clinical practice guidelines

Clinical practice guidelines	
Citations in your assignment	Your reference list
Parenthetical: (Danish Health Authority, 2021)	**Example of organisation as author:** Danish Health Authority (2021). *National Clinical Guideline for Assessment and Treatment of Patients with Diabetic Foot Ulcers.* Sundhedsstyrelsen. https://www.sst.dk/-/media/Udgivelser/2021/NKR-diabetiske-fodsaar/NKR-diabetiske-fodsaar_EN.ashx **Elements of the reference list:** Author (year). *Title*. Publisher. URL **Note:** • The organisation, ministry, or similar, which has published the clinical guideline should be listed as author. • The publisher can be omitted if the organisation, ministry, or similar, is also listed as the author. • If there is more than one publisher, separate them with a semicolon (;) Don't add a period after permalinks, URLs, DOIs etc. as it might affect the link.

Parenthetical: (Myers & Johnson, 2007) Narrative: …as Myers and Johnson note in the clinical practice guideline …	**Example of person as author:** Myers, S. M., & Johnson, C. P. (2007) *Management of Children with Autism Spectrum Disorders.* Pediatrics. https://publications.aap.org/pediatrics/article/120/5/1162/71080/Management-of-Children-With-Autism-Spectrum?autologincheck=redirected

Secondary source reference

Citations in your assignment	Your reference list
Parenthetical with page numbers: (Bourdieu, 2001, cited in Reed-Danahay, 2005, p. 102) **Parenthetical without page numbers:** (Bourdieu, 2001, cited in Reed-Danahay, 2005) **Narrative:** According to Bourdieu, emotion and feeling are part of the habitus as cited in Reed-Danahay (2005) Note that it is up to you to decide whether you want page numbers in the parenthetical citation or not. Page numbers may help readers locate the relevant pages of the source you've rephrased.	A secondary source reference is a reference to an author or theorist mentioned in a textbook or similar. Meaning that it is not a reference to the original text, but to a mention of it. If you're reading about Bourdieu's theory on habitus in the chapter titled "Habitus and Emotion" from the book "Locating Bourdieu" by Deborah Reed-Danahay you should refer to Bourdieu through Reed-Danahay's text. In this case the reference should be listed as a 'chapter in a book with one author'. Other secondary source references should be formatted according to the type of literature you are working with, e.g., book, article, etc.

Rules when citing

Parenthetical citations

A citation or paraphrase/rewording is a rewriting of someone else's thoughts and ideas in your own words.

According to APA it is not required to specify which pages you are paraphrasing from.

It is up for you to decide whether you want to refer to the page numbers or not, but it will be easier for the reader to make the connection between your assignment and a larger publication, like a book, if the page numbers are available.

Citations can either be written parenthetically or narratively.

When citing **parenthetically** list the author's name, followed by the year (or similar, e.g. a newspaper date). If there is no author, list the title instead, followed by the year.

The citation is enclosed in parentheses and separated by commas.

The citation is either written in the middle of the sentence or at the end. In the latter the period is written after the parentheses.

Including page numbers is optional.

Example: (Kragh, 2023, p. 66)

(Kragh, 2023)

Narrative citations

When citing **narratively** the author's name and year is a part of your text.

This means that the author's name is written as part of the text, while the year is added after enclosed in parentheses.

Example:

... which was pointed out by Kragh (2016) and led to ...

If a quote is used the page numbers are added after the quote:

Example:

In our assignment, we have examined the interviewees' problems based on Madsen's (2021) definition of resilience as: something that is created in a complex interaction between individual, social, and cultural circumstances in the upbringing of children and young people. (p. 115)

Note:
- Both a parenthetical and narrative citation can be used in the same assignment, as it is the context of the text that decides which type to use.

Quotes under 40 words within a sentence

Rules regarding quotes under 40 words:

- The quote is enclosed in quotation marks "…"
- When quoting directly from a text, page numbers should be included.
- The citation is enclosed in parentheses, the author/organisation is listed first, followed by a comma, then the year, another comma, then pp. (meaning pages) page numbers.

Example:

…based on this, it is concluded that "the framework setter supports a community by helping children define what they have in common" (Madsen, 2021, p. 69), and with this …

Quotes under 40 words finishing a sentence

Rules regarding quotes where the title or author is mentioned before the quote:

- The quote is enclosed in quotation marks "…"
- When quoting directly from a text, page numbers should be included.
- The title or author is not included.
- The citation is enclosed in parentheses, the year is listed first, then a comma, then p. (meaning pages) page numbers.

Example:

Madsen defines this concept as follows: "The framework setter who supports a community by helping children define what they have in common" (2021, p. 69).

Quotes over 40 words

Rules regarding quotes over 40 words:

- Quotes over 40 words are given their own paragraph.
- When quoting directly from a text, page numbers should be included.
- Start the quote on a new line with an indent of 1 cm.
- After the last period the reference is added enclosed in parentheses without a period at the end.
- The quote is not enclosed in quotation marks.

Example of a parenthetical quote over 40 words:

Resilience can be defined in several ways, but in this assignment, we lean towards Bent Madsen's definition:

> However, a key trend in the understanding of resilience is that it is created in a complex interaction between individual, social, and cultural circumstances in the upbringing of children and young people. (Madsen, 2021, p. 115)

Example of a narrative quote over 40 words:

Madsen (2021) describes that resilience can be defined in several ways, but in this assignment, we lean towards this definition:

> However, a key trend in the understanding of resilience is that it is created in a complex interaction between individual, social, and cultural circumstances in the upbringing of children and young people. (p. 115)

If the quote starts in the middle of a sentence, three periods enclosed in square brackets are added at the beginning:

Example:

> [...] between individual and social and cultural circumstances in the upbringing of children and young people (Madsen, 2021, p. 115).

Multiple citations in the same place

If it's necessary to cite multiple sources in the same place the citations should be written within the same parentheses, separated by semicolons and listed alphabetically.

(Adams et al., 2019; Westinghouse, 2017)

The reference list itself

- The reference list is added at the end of your assignment beginning on a new page.
- Start by typing '**Reference list**' in bold letters, centred at the top of the page. Do not underline 'Reference list' or enclose it in quotation marks.
- Use double line spacing.
- The second and all following lines of each reference are indented 5-7 spaces to the right.
- The reference list is listed alphabetically and is **not** separated into categories like books, journal articles, websites etc.
- Double aa counts as å which means that Aagerup is listed before Ågaard in the reference list.
- If two references have the same author, they are listed chronically with the oldest first.
- If two references have the same author and year a letter is added behind the year – in alphabetical order. For example: Olsen, 2023a / Olsen, 2023b / Olsen, 2023c.
- No extra lines are added between the references.
- Only add references that are cited in the assignment.
- Personal communication such as e-mails, online chats, personal interviews, unrecorded webinars, teaching sessions etc. are not added to the reference list but is described in the assignment instead. See the section on 'Interview: personal communication' as an example.
- **Tip for indenting line 2.**
  Create the entire reference list.
  Highlight the reference list → right-click → select 'Paragraph' → under 'Indentation' → 'Special' → select 'Hanging' in the drop-down menu → it automatically selects 1.27 cm → click OK.
  It will then automatically indent the bibliography as prescribed by APA.

Appendixes

- Appendixes are added to the end of the assignment, after the reference list, tables and figures.
- If there's only one appendix title it 'Appendix'.
- If there's multiple appendixes title them 'Appendix A', 'Appendix B' etc.
- The appendixes are added in the order that they appear in the text.
- Please note that the different degrees may have different policies on which types of appendixes are included.

General guidelines:

- The first letter of the title and subtitle of the work should be capitalized.

- If an author has multiple first names the initials are separated with a space and a period right after the initials. For example: A. S.

- If an author has multiple surnames the last one is used. The others become first name initials.

- **Edition** is only added if it's the second edition or later editions.

- The **and symbol** (&) is always added before the final author's name.

- **DOI** is an abbreviation of 'digital object identifier', which is a unique unchangeable code string linked to online resources such as journal articles, books and similar. Written in uppercase letters.

- **Et al.** is an abbreviation of the Latin term 'et alii' which means 'and others'. It's used when the number or authors exceed a certain number. Written in lowercase letters.

- **[ ]** square brackets are used in the reference list if information not available in the work is added to the list.

- **Ibid.** is an abbreviation of the Latin term 'the same place'. Ibid. is not used when referring in APA style. Instead, the full citation is written every time.

- **Permalink** is a unique, unchangeable web address. If a permalink is available on a webpage it is preferred to a URL.

- **Ed.** or **Eds.** are abbreviations of the words 'editor' and 'editors'. If there is only one editor, use Ed. If there are multiple, use Eds.

- **p.** means page (singular) and **pp.** means pages (plural).

- **URL** is an abbreviation of 'uniform resource locator', which is another name for the web address behind webpages, e-mails, databases etc. Written in uppercase letters.

- **n.d.** is an abbreviation meaning 'no date' and is used when a year is not stated. Foreign works may use the Latin abbreviation s.a. meaning 'sine anno' which means without year. Written in lowercase letters.

- **Period.** The structure of the sentence is what decides whether a period should be added after a citation or not.

- If the citation is at the end of a sentence it's followed by a period. For example: (Lei, 2025).

- If, instead, the citation is in the middle of a sentence a period is not added after the parentheses. For example: …… (Lei, 2025) …….

- Appendixes are added right after the reference list and the appendixes are added in the order that they appear in the text.

- **Hyphen** – if a title contains a hyphen and it's used as a transition from the title to the subtitle the hyphen can stay or be replaced by a colon. Whether it's one or the other the first letter after the colon/hyphen is capitalized.

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