Attachment to Ordinance No. 74/2022 of the Rector of the Poznań University of Economics and Business of 5th December 2022

# The rules for creating bibliographic references and reference lists at the Poznań University of Economics and Business

These following rules have been developed in accordance with the APA style in a version adapted to the rules of the Polish language.

# The meaning of basic terms

**APA style** - a set of rules regarding citations, creating bibliographies and editing of scientific texts developed by the American Psychological Association. For detailed information about this style, please refer to the *Publication Manual of the American Psychological Association*. The APA rules are updated from time to time, and the sixth edition is currently in force (APA Style 6th ed.). Basic information about this style is available at the website: [http://www.apastyle.org/.](http://www.apastyle.org/)

**Citing in a scientific publication** - referring to other publications without literal quoting or the literal quoting of a fragment of another text. Invoking someone else's thoughts in the original wording or paraphrasing them without documenting this in the form of a reference is a violation of the law and is treated as plagiarism.

**Bibliographic description** - an ordered set of data on a document (book, article, etc.), used for its identification.

**Bibliographic reference** - a short bibliographic description of a document from which the information or the quotation contained in the text is derived.

**Footnote** - a short note of the author referring to the indicated words, phrases or parts of the text. The APA style distinguishes content footnotes supplementing the basic information contained in the main text and footnotes informing about copyrights. The use of content supplementing footnotes should be as limited as possible. The copyright information may refer to quoted or adapted materials (e.g., scales, questionnaire items, reproduced drawings or tables). All footnotes in the text should be numbered consecutively using Arabic numerals. In the text these numbers take the form of superscripts.

**Bibliography** - a list of bibliographic descriptions of documents that were referred to or cited in the text.

1. **Creating bibliographic references and citing publications**
   1. General principles
      1. Creating bibliographic references in the APA style involves referring to a given source directly in the text of the work. These references are provided in parentheses immediately after the quotation or in another place requiring the indication of the source, by giving the surname of the author (without first names, initials), year of publication and page number or numbers (depending on the context, this is obligatory in the case of paraphrasing or literal quotation of a fragment of a text). The individual elements identifying the publication are separated by commas.

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| **References in a work created in the Polish**  **language** | **References in a work created in the English**  **language** |
| (Nowak, 2009, s. 123)  (Nowak, 2009, s. 126-127) | (Nowak, 2009, p. 123)  (Nowak, 2009, pp. 126-127) |

* + 1. If the sentence or the paragraph after which a reference should be placed, clearly indicates whose work is being referenced (the author's name appears in the text), then the reference may be limited to the year of publication and, depending on the context, the page number or the page range.

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| **References in a work created in the Polish language** | **References in a work created in the English language** |
| Nowak (2009, s. 271) twierdzi, że … | Nowak (2009, p. 271) claims that… |

* 1. References to works of authors
     1. References to the works of a single author

The surname of the author should be given (without the first names, initials) and then the year of publication should be provided after a comma. The cited pages should be given after another comma.

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| **References in a work created in the Polish language** | **References in a work created in the English language** |
| (Willimas, 2017, s. 23) | (Willimas, 2017, p. 23) |
| (Gorsuch, 2001, s. 228-229) | (Gorsuch, 2001, pp. 228-229) |

**2.2.**.References to the works of multiple authors

**2.2.1**. If a work has two authors, both surnames should be given in the reference.

The surnames of both authors should be connected with the conjunction "and" (Polish: "i"). In works created in the English language the conjunction "and" (Polish: i) should be written in the form of the ampersand (&) sign.

If a work has three or more authors, the name of the first author should be given along with the abbreviation "et al." (Polish: "i in."). (in works created in the English language the abbreviation "et al." should be used)

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| **Number of authors** | **Polish** | **English** |
| one author | (Nowak, 2010) | (Nowak, 2010) |
| two authors | (Walker i Allen, 2004) | (Walker & Allen, 2004) |
| three or more authors | (Bradley I in., 1999) | (Bradley et al., 1999) |

**2.2.2.**If the text includes references to the works of different authors who have the same surnames,

then the initials of the first names of these authors should be given each time their works are

referenced in the text, even if the years of publication are different.

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| **Work created in the Polish language** | **Work created in the English language** |
| Tekst tekst (C. Beck, 2011). Tekst (U. Beck, 2013).  Tekst tekst tekst tekst (M. Beck i in., 1988). | Text text (C. Beck, 2011). Text (U. Beck, 2013).  Text text text text (M. Beck et al., 1988). |

**2.2.3.**.If the text includes references to the works of different authors who have the same surnames

and initials of the first names, then the first names of these authors should be given each time their

works are referenced in the text, even if the years of publication are different.

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| (Jan Nowak, 2016) |
| (Jakub Nowak, 1999) |

**2.2.4**.In the case of references to two different works which have more than three (similar) authors

and the same year of publication, which have the same content after shortening, the surnames of the first authors should be given along with as many surnames of authors as necessary to distinguish between the two works, followed by the abbreviation "et al." (Polish: "i in.") (or "*et al."* for works created in the English language).

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| **Polish** | **English** |
| (Smith, Kowalski, Leśniewski i Nowiński, 2016) | (Smith, Kowalski, Leśniewski &Nowiński, 2016) |
| (Smith, Kowalski, Leśniewski, Ziółkowska i in., 2016) | (Smith, Kowalski, Leśniewski, Ziółkowska et al.,  2016) |



* 1. References to the works of corporate authors

If a reference is made to a publication that has the name of an organization (institution, agency, ministry, company, etc.) instead of the name of the author, then the name of that organization is given in the reference.

corporate author in the form of a well-known acronym

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| (NBP, 2014) |
| (IMF, 2016) |

corporate author in the form of a full name

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| (Uniwersytet Szczeciński, 2014) |
| (University of Pittsburgh, 2016) |

* 1. References to works without authors

If a referenced source does not have an author, the reference should include its title or the first few words of the title (in the case of long titles) along with the year of publication. Titles of books should be written in italics ( as in bibliography), titles of articles, entries – straight in quotation marks.(in bibliography straight ,no quotation marks)

# Examples:

(*Wybrane aspekty jakości,* 2017)

(*Merriam-Webster’s collegiate dictionary*, 1993)

(“Rotor blades fail inspection”, 2002)

(“Inflacja”, 2020)

* 1. References to works without a year of publication

If there is no year of issue or date of publication of the source - the abbreviation *"b.d." is used* (or

*"n.d."* for works created in the English language).

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| **References in a work created in the Polish language** | **References in a work created in the English language** |
| (Walker, b.d.) | (Walker, n.d.) |
| (“*Angry protests of the Middle Classes”),* b.d.) | (“*Angry protests of the Middle Classes”,* n.d.) |

* 1. Order of references
     1. Two or more works by the same author should be ordered by year of publication, with the earliest works given first. The surname of the author should only be given once, and for the subsequent works only the year of publication should be provided.

# Example:

(Nowak, 2001, 2008, 2016)

* + 1. In the event of referencing two or more works within the same parenthesis, they should be ordered alphabetically according to the surnames of the authors. The works of other authors are separated by a semicolon.

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| **References in a work created in the Polish**  **language** | **References in a work created in the English**  **language** |
| (Barczyk, 2006; Clee i Fahy, 1993; Nowicki, 2017) | (Barczyk, 2006; Clee & Fahy, 1993; Nowicki,  2017) |

* + 1. If several works by the same author were published in the same year, lowercase letters a, b, c, d etc. should be inserted after the year of publication (without spaces between the year and the letter). These designations should also be applied in the bibliography, whereby the individual descriptions of works published in the same year should be ordered alphabetically according to the title.

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| **References in a work created in the Polish language** | **References in a work created in the English**  **language** |
| (Gerbaudo, 2009a, 2009b, 2009c; Tilly i Fuchs, 2012a, 2012b) | (Gerbaudo, 2009a, 2009b, 2009c; Tilly & Fuchs, 2012a, 2012b) |

* 1. Indirect citations
     1. Indirect citations involve making references to a text to which the author did not have direct access and which he only knows from another work. Indirect citations should be avoided. They should only be used when the original work is difficult to access.
     2. If the author wants to indicate a specific publication, to which he did not have direct access, and only knows it from another source, they should provide in the reference the data of the original source (author and year, or only the year if the surname appeared in the text) as well as the secondary source. The bibliography should only contain the secondary source (the source that the author used).

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| **References in a work created in the Polish language** | **References in a work created in the English**  **language** |
| (Friedman, 1963, za: Allport, 2008) or  Tekst tekst Friedman (1963, za: Allport, 2008)… | (Friedman, 1963, as cited in Allport, 2008) or Text text Friedman (1963, as cited in Allport, 2008)… |

* + 1. If the author discusses someone's concepts, research etc. described in works to which they did not have direct access, which they know from secondary sources and they do not want to indicate any specific inaccessible publication devoted to the discussed subject matter, they should only reference the source that they used.
  1. Direct quotations of texts
     1. In the case of a direct quotation of a part of a text, the author's surname, the year of publication of the source and the numbers of the pages or the paragraph (if the pages are not numbered) should be provided in the reference.
     2. If the quoted fragment contains **fewer than 40 words**, it should be incorporated in the main text in quotation marks. The quotation should be followed by a parenthesis with a bibliographic reference to the source of the quotation or a parenthesis with an indication of the page, if the source of the quotation was given before its introduction.

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| **Citation and reference in a work created in the**  **Polish language** | **Citation and reference in a work created in the**  **English language** |
| Stan negatywnych emocji i frustracji w niektórych kręgach akademickiej makroekonomii najlepiej oddaje skrajna wypowiedź Krugmana (2009): „Większość z tego, co stworzono w ramach makroekonomii w ciągu ostatnich 30 lat okazało się w najlepszym razie bezużyteczne lub w najgorszym razie szkodliwe” (s. 20). | Porter (1998) has stated that, “The internetworked classroom has the potential (not yet realized) to  empower students” (p. 5), and this research project examines this potential. |

* + 1. In the case of direct quotations of a text containing **more than 40 words**, the quoted text should form a separate block preceded and followed by an empty line. The text should be indented (the same size as the indentation of paragraphs in a regular text) and should not be presented in quotation marks. Bibliographic references (or a parenthesis with an indication of the page, if the source of the quotation was given before its introduction) should be placed at the end of the quotation, after the last punctuation mark.

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| **Citation and reference in a work created in the**  **Polish language** | **Citation and reference in a work created in the**  **English language** |
| Zdaniem Pietrzyckiego (1886):  w obrotach handlowych wystawia lub przyjmuje się  weksle dlatego, ażeby albo swoją wierzytelność od  uczestnika, dłużnikiem będącego, ściągnąć, albo aby  skorzystać z kredytu, jaki ma sobie przyzwolony  weksel wystawiający u tego, którego on do  zapłacenia wekslu wskazuje i obowiązuje, albo na  koniec, ażeby korzystać z kredytu, który  wystawiający weksel ma otwarty przez kogoś  trzeciego u tego, który wekslem do zapłacenia sumy  został powołanym. Weksli używa się też jako  pewnego rodzaju kupowanych i sprzedawanych  papierów wartościowych, służących do pewnego  umieszczenia kapitału na krótki czas, lub też do  wypłaty należności dłużnych w miejscach  zagranicznych. (s. 26) | Olson (2000) concluded that:  enacting curriculum decisions within classrooms is  a complex, multistoried narrative in a dynamic  process of continual negotiation. Because  preservice teachers enter an ongoing narrative in  process, finding their place within the story can  be confusing and frustrating. Finding space to  create their own curriculum story with students  is difficult. (p. 175) |

1. **Creating a literature list (bibliography)**
   1. General principles
      1. The bibliography should only include the publications to which the author actually referred in the text of their work. Publications cited after other authors should not be included in the bibliography.
      2. The descriptions of the publications should be arranged in alphabetical order according to the authors' surnames or according to the titles of the publications (if no author is given). Individual bibliographic items should not be numbered. First line of the bibliography should be given without indentation, the following – indented.

**Example:**

Kieruj,N.D.i Moors,G.B.(2010).Variations in response style behavior by response scale formats in

attitude research. *International Journal of Public Opinion Research, 22,320-342.*

http://doi.org/10.1093/ijpor/edq001

* + 1. The works of one author are given according to the year of publication, from the oldest to the latest works. Works without a year of publication are placed before the works with a year of publication. Works in print are placed after the works with a year of publication.

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| **Bibliography in a work created in the Polish language** | **Bibliography in a work created in the English language** |
| Fahy, T. (b.d.).  Fahy, T. (1991).  Fahy, T. (1996a).  Fahy, T. (1996b).  Fahy, T. (2003).  Fahy, T. (w druku). | Fahy, T. (n.d.).  Fahy, T. (1991).  Fahy, T. (1996a).  Fahy, T. (1996b).  Fahy, T. (2003).  Fahy, T. (in print). |

In the case the year of publication is repeated, the titles of individual publications are listed alphabetically.

# Example:

Fahy, T. (1996a). *Forfaiting services*

Fahy, T. (1996b). *Processes and procedures*

* + 1. If a work has between two and twenty authors - the surname of the last author should be connected with the preceding surnames with the conjunction "and" (Polish: "i"). In works created in the English language the conjunction "*and" (Polish: i)* should be written in the form of the ampersand (&) sign.

# Examples:

work created in the Polish language

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| **Reference** | **Bibliography** |
| (Strunk i White, 1979) | Strunk, W. i White, E. B. (1979). *The guide to*  *everything and then some more stuff.* Macmillan. |
| (Watson i in., 2008) | Watson, R., McKenna, H., Cowman, S. i Keady,  K. (Eds.). (2008). *Nursing research: Designs and*  *methods.* Churchill Livingstone Elsevier. |
| (Mikosch i in., 2010) | Mikosch, P., Hadrawa, T., Laubreiter, K., Brandl, J., Pilz, J., Stettner, H. i Grimm, G. (2010). Effectiveness of respiratory-sinus- arrhythmia biofeedback on state-anxiety in patients undergoing coronary angiography. *Journal of Advanced Nursing, 66*(5), 1101-1110. |

work created in the English language

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| **Reference** | **Bibliography** |
| (Strunk & White, 1979) | Strunk, W., & White, E. B. (1979). *The guide to everything and then some more stuff.* New  York: Macmillan. |
| (Watson et al., 2008) | Watson, R., McKenna, H., Cowman, S., & Keady,  K. (Eds.). (2008). *Nursing research: Designs and methods.* Churchill Livingstone Elsevier. |
| (Mikosch et al., 2010) | Mikosch, P., Hadrawa, T., Laubreiter, K., Brandl, J., Pilz, J., Stettner, H., & Grimm, G. (2010). Effectiveness of respiratory-sinus- arrhythmia biofeedback on state-anxiety in patients undergoing coronary angiography. *Journal of Advanced Nursing, 66*(5), 1101-1110. |

* + 1. In the case of works by twenty or more authors, the names of the first nineteen authors should be given, and then the name of the last author should be given after an ellipsis.

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| **Reference** | **Bibliography** |
| (Nicols et al.,2019) | Nichols, H. B., Schoemaker, M. J., Cai, J., Xu, J., Wright, L. B., Brook, M. N., Jones, M. E., Adami, H., Baglietto, L., Bertrand, K. A., Blot, W. J., Boutron-Ruault, M.-C., Dorronsoro, M., Dossus, L., Eliassen, A. H., Giles, G. G., Gram, I. T., Hankinson, S. E., Hoffman-Bolton, J., … Sandler, D. P. (2019). Breast cancer risk after recent childbirth: A pooled analysis of 15 prospective studies. Annals of Internal Medicine, 170(1), 22–30. https://doi.org/10.7326/M18-132 |

* + 1. If the same person is the author and/or the first co-author for several documents then the author's own works are given first, followed by works that they co-authored in the alphabetical order.

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| **Bibliography created in the Polish language** | **Bibliography created in the English language** |
| Nowak, K. (2001).  Nowak, K. (2015).  Nowak, K. i Kowalski, A. (1998).  Nowak,K i Zalewski,M. (1991) | Nowak, K. (2001).  Nowak, K. (2015).  Nowak, K., & Kowalski, A. (1998).  Nowak,K., & Zalewski,M. (1991) |

* + 1. If the authors have the same surnames and initials of the first names, the full first name should be given after the initial of the first name in square brackets.

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| **Reference** | **Bibliography** |
| (Paul Janet, 1876) | Janet, P. [Paul]. (1876). La notion de Ia  personnalité. *Revue Scientifique, 10*, 574-575. |
| (Pierre Janet, 1906) | Janet, P. [Pierre]. (1906). The pathogenesis of  some impulsions. *Journal of Abnormal Psychology, 1,* 1-17. |

* + 1. In the bibliographic descriptions of publications that were published abroad, the abbreviations of terms such as editor, edition, number, etc. should be provided in the language of the given text.

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|  | **Description of a**  **publication in Polish** | **written** | **in** | **Description of a**  **publication in English** | **written** | **in** |
| redaktor | red. | | | Ed. | | |
| redaktorzy | red. | | | Eds. | | |
| wydanie | wyd. 2  wyd. 3 | | | 2nd ed.  3rd ed. | | |
| numer | nr | | | no. | | |

* + 1. In collective works published under the guidance of an editor, the surname of the editor with an abbreviation "*red."* should be given as the first element ( in English “Ed”. For one editor,”Eds” for more)

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work created in the Polish language

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| **Reference** | **Bibliography** |
| (Szymonik, 2013) | Szymonik, A. (red.). (2013). *Zarządzanie zapasami i*  *łańcuchem dostaw.* Warszawa: Difin. |
| (Hal i Soskice, 2001) | Hal, P.A. i Soskice, D. (red.). (2001). *Varieties of capitalism: The institutional foundations of comparative advantage.* Oxford: Oxford University  Press. |

work created in the English language

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| **Reference** | **Bibliography** |
| (Szymonik, 2013) | Szymonik, A. (Ed.). (2013). *Zarządzanie zapasami i łańcuchem dostaw.* Warszawa: Difin. |
| (Hal & Soskice, 2001) | Hal, P.A., & Soskice, D. (Eds.). (2001). *Varieties of* |
|  | *capitalism: The institutional foundations of comparative advantage.* Oxford: Oxford University  Press. |

* 1. Bibligraphic descriptions rules.
     1. Articles from journals.

Name,I.(year).Article title. *Journal title,volume number*(issue number), beginning page-ending page.DOI or URL address.

The DOI should be included in the bibliography at the end of the bibliographic description of the publication. The correct and recommended way of providing the identifier is the following: doi:10.18559/SOEP.2015.10.7.

There is no dot after DOI and URL number.

The URL address should not be preceded with the expression "Pobrane z " (or "Retrieved from" in the works created in the English language).

The APA style does not require the access date ( excluding materials with no publishing date/year and might be modified or deleted in future)

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| **Publication format** | **Bibliography** |
| No DOI identyfier | Madej, Z. (2016). Samowiedza heurystyczna wśród ekonomistów. Ekonomista, (6), 777–798 |
| DOI | Kieruj, N. D., & Moors, G. B. (2010). Variations in response style behavior by response scale format in attitude research. International Journal of Public Opinion Research, 22, 320–342. https://doi.org/10.1093/ijpor/edq001 |
| No DOI with URL adress | Robbins, M. B. (2015). Licensed to game. Library Journal, 140(5), 79–85. http://search.proquest.com/docview/166179657 |
| No DOI with URL address and downloading data | Hudson, A. (n.d.). Thinner than thin. Retrieved June 2, 2012 from http://www.ahddds.de/1223 |

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* + 1. Articles in newspapers

Surname, I. (year, day, month). Article title. *Newspaper title,* p. start page-end page. URL adress

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| **Reference** | **Bibliography** |
| (Gestern, 1999) | Gestern, A. (1999, May 26). Odkrywanie zalet  ukrytych. *Rzeczpospolita*, p. III. |
| (Swoi pod pręgierzem,1999) | Swoi pod pręgierzem. (1999, July 7).  *Rzeczpospolita*, p. A3. |
| (Siemionczyk, 2017) | Siemionczyk, G. (2017, June 13). Wymiana gospodarcza nie da wsparcia gospodarce. *Rzeczpospolita*. <http://www.rp.pl/> Dane-gospodarcze/306139856-Wymiana-  zagraniczna--nie-da-wsparcia-gospodarce.html |
| (Teaming up on health innovation, 2014) | Teaming up on health innovation. (2014, September 14). *Manawatu Standard*. <http://www.stuff.co.nz/manawatu-> standard/news/10480728/Teaming-up-on-health-  innovation |
| (Schwartz, 1993) | Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, A1. |

* + 1. Books

Surname, I. (year). *Book title* (edition, only given in the case of 2nd and subsequent editions). Publisher. DOI or URL adress

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| **Author** | **Bibliography** |
| single author | Adamczyk, M. B. (2012). *Prawne aspekty funkcjonowania systemów bezpieczeństwa wybranych państw Unii Europejskiej.* Wydawnictwo Naukowe PWN. |
| Multiple authors | Sullivan, B. A., Snyder, M., & Sullivan, J. L. (2008). *Cooperation: The political psychology of effective human interaction.*Blackwell. |
| no author | *Merriam-Webster's collegiate dictionary* (11th ed. part.2,vol 1). (2005).  Merriam-Webster. |
| corporate author | World Bank (2009). *Reshaping economic geography*. |

**2.4** .Books with an editor (available in the printed or the electronic form)

Surname, I. (ed). (Year). *Book title*. Publisher. DOI or URL adress

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| **Number of editors** | **Bibliography** |
| one editor – book published in the Polish language | Nowak, T. (Ed.). (1991). *Prace z ekonomii.* Wydawnictwo XYZ. |
| two editors – book published in the Polish language | Materska, M., & Tyszka, T. (Eds.). (1997). *Psychologia i poznanie.*  Wydawnictwo Naukowe PWN. |
| one editor – book published in English | Goodwin.M.(Ed.).(2013). *Contention in context: Political opportunities and the emergence of protest* .Cambridge University Press. |
| Two editors – book published in English | Mansfield,E.D.,&Moser,J.(Eds.).(2007*).Democrafication,conflictand trade.* Oxford University Press. |
| one editor – book published in the English language | Goodwin, M. (Ed.). (2013). *Contention in context: Political opportunities*  *and the emergence of protest*. Cambridge, New York: Cambridge University Press. |
| two editors – book published in the  English language | Mansfield, E. D., & Moser, J. (Eds.). (2007). *Democratization, conflict,*  *and trade.* Cambridge, New York: Cambridge University Press. |

**2.5**.Chapters in books with an editor (available in the printed or the electronic form)

Surname, I. (year). Chapter title. In: I. Surname (ed.), *Boo*k *title,* (p. start page - end page). Publisher. DOI or URL address

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In the case of works in English, the preposition "W" is replaced with the preposition "In" (without a colon after), and the abbreviation "s." is replaced by the abbreviation "pp."

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| **Reference** | **Bibliography** |
| (Krok, 2006) | Krok, K. (2006). Współczesne spojrzenie na obszary przygraniczne w Europie*.* In G. Gorzelak, & K. Krzyk (Eds.), *Nowe granice Unii Europejskiej – współpraca*  *Czy wykluczenie?* (pp.47-57).Wydawnictwo Naukowe Scholar. |
| (Fadaeva, et al., 2002) | Fadaeva, O., Nikulin, A., & Vinogradsky, V. (2002). Informal economy of rural households. In R., Neef (Ed.), *The social impact of informal economies in*  *Eastern Europe* (pp. 23-45). Ashgate. |
| (Palmer, 2007) | Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins, & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). Thomson. |

* 1. Working Papers

Surname, I. (year). *Article title* Working Papers, number/series title ,number. DOI or URL adress

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| Deming, D. i Dynarski, S. (2008). *The lengthening of childhood* .NBER Working Paper, 14124.  <http://www.nber.org/papers/w14124> | Deming, D., & Dynarski, S. (2008). *The lengthening of childhood.*NBER Working Paper, 14124).  <http://www.nber.org/papers/w14124> |

* 1. Conferences

Surname, I. (year,month,day). *Paper title* , Conference title. City ( province,state abbrev) Country.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| Schack,E.O.,Dueber, D., Norris Thomas, J., Fisher, M.,.& Jong, C. (April 5-9).*Computer- programmed decision* *trees for assessing teacher noticing*. American Educational Research Association Annual Meeting, Toronto,ON,Canada. | Schack,E.O.,Dueber, D., Norris Thomas, J., Fisher, M.,.& Jong, C. (April 5-9).*Computer- programmed decision* *trees for assessing teacher noticing*. American Educational Research Association Annual Meeting, Toronto,ON,Canada. |

* 1. Reports and studies

Surname, I.[ or Institution]. (Year). *Report title* (number). Publisher. DOI or URL address.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| Eller, A. i Olson, R. (2009). *Recycled pavements using foam asphalts in Minnesota* (Report No. MN/RC 2009- 09). Minnesota Department of Transportation. | Eller, A., & Olson, R. (2009). *Recycled pavements using foam asphalts in Minnesota* (Report No. MN/RC 2009- 09). Minnesota Department of Transportation. |
| Ministerstwo Gospodarki. (2015). *Polska 2015 - Raport o stanie gospodarki.* Ministerstwo Gospodarki. [https://w](http://www.mr.gov.pl/)w[w.mr.gov.pl/](http://www.mr.gov.pl/) media/15346/Raport\_o\_stanie\_gospodarki\_2015\_pl.p  df | Ministerstwo Gospodarki. (2015*). Polska 2015 - Raport o stanie gospodarki.*Ministerstwo Gospodarki. [https://w](http://www.mr.gov.pl/)w[w.mr.gov.pl/](http://www.mr.gov.pl/) media/15346/Raport\_o\_stanie\_gospodarki\_2015\_pl.p  df |

* 1. Profiles and financial data of companies, market reports, quotations obtained from databases

Surname, I. [or in the case there is no author/there is a corporate author Publisher of the database.] (Year). *Document name*. DOI of URL address

In the absence of a publication year, the document retrieval date is given.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the English language** |
| Gale Cengage Learning. (b.d.). *Wal-Mart Stores, Inc.*  [Profil firmy]. Pobrane 12 stycznia 2012 z bazy Business  Insights: Essentials. | Gale Cengage Learning. (n.d.). *Wal-Mart Stores, Inc.*  [Company profile]. Retrieved January 12, 2012 from  Business Insights: Essentials database. |
| Euromonitor International. (b.d.). *Consumer lifestyles in the US*. Pobrane 10 stycznia 2011 z bazy Passport. | Euromonitor International. (n.d.). *Consumer lifestyles in the US*. Retrieved January 10, 2011 from Passport database. |

* 1. Unpublished works (e.g. doctoral dissertations)

Surname, I. (year). *Work tittle* [Unpublished doctoral dissertation] Name of the university. URL address.

# Example:

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| **Description in a bibliography created in the**  **Polish language** | **Description in a bibliography created in the**  **English language** |
| Berckhan, R. (2015). *The influence of business networks*  *on the company performance in the automotive industry* [Niepublikowana rozprawa doktorska]. Uniwersytet Ekonomiczny w Poznaniu. | Berckhan, R. (2015). *The influence of business networks*  *on the company performance in the automotive industry* [Unpublished doctoral dissertation]. Uniwersytet Ekonomiczny w Poznaniu. |

* 1. Norms and standards

Name of the institution which created the norm or standard. (Year). *Name of a norm or standard*

(number). URL address

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the English language** |
| International Organization for Standardization. (2016). *Occupational health and safety management systems—Requirements with guidance for use* (ISO/DIS Standard No. 45001). [http://www.](http://www/) iso.org/iso/catalogue\_detail?csnumber=63787 | International Organization for Standardization. (2016). *Occupational health and safety management systems—Requirements with guidance for use* (ISO/DIS Standard No. 45001). <http://www.iso.org/iso/catalogue_detail?csnumber=6>  3787 |

* 1. Legal acts

Full name of the legal act including the date of its adoption (Place of publication of the act)

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the English language** |
| Ustawa z dnia 27 lipca 2005 r. – Prawo o szkolnictwie wyższym (Dz. U. z 2005 r. Nr 164, poz. 1365 ze  zm.) | Ustawa z dnia 27 lipca 2005 r. – Prawo o szkolnictwie wyższym (Dz. U. z 2005 r. Nr 164, poz. 1365 ze. zm.) |
| Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States amending Regulation (EEC) No 1612/68 and repealing Directives 64/221/EEC, 68/360/EEC, 72/194/EEC, 73/148/EEC, 75/34/EEC,  75/35/EEC,  90/364/EEC, 90/365/EEC and 93/96/EEC (OJ L 2004, | Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States amending Regulation (EEC) No 1612/68 and repealing Directives 64/221/EEC, 68/360/EEC, 72/194/EEC, 73/148/EEC, 75/34/EEC, 75/35/EEC,  90/364/EEC, 90/365/EEC and 93/96/EEC (OJ L 2004,  158/77) |

* 1. Websites

Surname, I. or [Institution]. (Year). *Title* [Type of document e.g. photo]. URL address. In the absence of a publication year, the document retrieval date is given.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the English language** |
| Dryden-Edwards, R. (2014). *What are anxiety*  *symptoms and signs?* [http://www](http://www/)  .medicinenet.com/anxiety/page4.htm#what\_are\_anxi ety\_symptoms\_and\_signs | Dryden-Edwards, R. (2014). *What are anxiety*  *symptoms and signs?*  <http://www.medicinenet.com/anxiety/page4.htm#wh> at\_are\_anxiety\_symptoms\_and\_signs |
| World Health Organization. (2014). *Norway*. <http://www.who.int/countries/nor/en/> | World Health Organization. (2014). *Norway*. <http://www.who.int/countries/nor/en/> |
| *Nowoczesna rodzina.* (b.d.). Pobrane 12 listopada  2011 z [http://www.obiadrodzinny.pl](http://www.obiadrodzinny.pl/) | *Nowoczesna rodzina.* (n.d.). Retrieved November  12, 2011 from [http://www.obiadrodzinny.pl](http://www.obiadrodzinny.pl/) |

* + 1. Blogs

Surname, I. (date of publication, i.e. year, day, month). Post Title . *Blog’s title.*URL address.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| Kulczycki, E. (2014, 16 marca). Narodziny czasopism i artykułów naukowych.*Warsztat badacza.*. [http://ekulczycki.pl/teoria\_komunikacji/*narodziny*-](http://ekulczycki.pl/teoria_komunikacji/narodziny-)  czasopism-i-artykulow-naukowych | Kulczycki, E. (2014, March 16). Narodziny czasopism i artykułów naukowych.*Warsztat badacza*. <http://ekulczycki.pl/teoria_komunikacji/narodziny->  czasopism-i-artykulow-naukowych |

* + 1. YouTube,Facebook,Twitter and other social media.

Link. (date of publication, i.e. year, day, month). Title [Format]. Address URL.

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| BibliotekaPWr. (2013, 6 listopada). Anna Wałek – Open Access — otwarty dostęp do nauki — idea i założenia [Plik video].  [https://w](http://www.youtube.com/watch?v=kBlFGnrGPDU)w[w.youtube.com/watch?v=kBlFGnrGPDU](http://www.youtube.com/watch?v=kBlFGnrGPDU) | BibliotekaPWr. (2013, November 6). Anna Wałek – Open Access — otwarty dostęp do nauki — idea i założenia [Video file].  [https://w](http://www.youtube.com/watch?v=kBlFGnrGPDU)w[w.youtube.com/watch?v=kBlFGnrGPDU](http://www.youtube.com/watch?v=kBlFGnrGPDU) |
| Thunberg,G.(2019,9 listopada). Climate strike is named 2019 word of the year!#climatestrike [post].Facebook.https://www.facebook.com/gratathuberdsweden/posts/970039473363873 | Thunberg,G.(2019,9 listopada). Climate strike is named 2019 word of the year!#climatestrike [thumbnail with link attached]. Facebook.https://www.facebook.com/gratathuberdsweden/posts/970039473363873 |

* + 1. Wikipedia

Article title. (n.d.). In: *Wikipedia*. Retrieved on day, month, year URL address

# Example:

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| **Description in a bibliography created in the Polish language** | **Description in a bibliography created in the**  **English language** |
| Prawo cytatu. (b.d.). W: *Wikipedia*. Pobrane 6 czerwca  2014 z <http://pl.wikipedia.org/wiki/Prawo_cytatu> | Prawo cytatu. (n.d.). In *Wikipedia*. Retrieved June 6,   1. m <http://pl.wikipedia.org/wiki/Prawo_cytatu> |

**Notes**

1. Bibliographic references and the literature list in the style of APA 6th ed. can be prepared using one of the generators or bibliography managers (i.a. Zotero, Mendeley, EndNote). However, as a rule, this will be a style respecting the principles of the English language. In the event of creating a work in the Polish language, attention should be paid to the spelling of selected abbreviations (e.g. "W:", "i in.") and appropriate corrections should be introduced.
2. More information about the APA style is available in the following publications:

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

American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.).

Washington: American Psychological Association.

Harasimczuk, J. i Cieciuch, J. (2012). *Standardy edytorskie naukowych tekstów psychologicznych w języku polskim na podstawie reguł APA*. Warszawa: Liberi Libri. Retrieved from [z](http://www.liberilibri.pl/harasimczuk)

<http://www.liberilibri.pl/harasimczuk>