

American Psychological Association – APA style Guidelines

1. Citations

a. Author (s)

- **One author:** The author's surname is capitalized, regardless of whether it is within the parentheses.

Examples:

In-text: (Albuquerque, 2006) or Albuquerque (2006)

Reference list: Albuquerque, A. C. C. (2006). *Terceiro setor: história e gestão de organizações*. São Paulo, SP: Summus.

- **Two authors:** Cite the surnames followed by the year of publication, every time the work is cited.

Examples:

In-text: Soares and Pianto (2003) or (Soares & Pianto, 2003)

Reference list: Soares, S., & Pianto, D. M. (2003). *Metodologia e resultados da avaliação do programa de erradicação do trabalho infantil*. Rio de Janeiro, RJ: Ipea.

- **Three to five authors:** All surnames are cited in the first citation, followed by the year of publication. In subsequent citations, cite only the surname of the first author followed by the Latin expression "et al." including the year of publication.

Examples:

First in-text citation: Barros, Cruz, Xavier, Carrieri, and Lima (2011) or (Barros, Cruz, Xavier, Carrieri & Lima, 2011)

Subsequent in-text citations: Barros et al. (2011) or (Barros et al., 2011)

Reference list: Barros, A. N., Cruz, R. C., Xavier, W. S., Carrieri, A. P., & Lima, G. C. O. (2011). Apropriação dos saberes administrativos: um olhar alternativo sobre o desenvolvimento da área. *Revista de Administração Mackenzie*, 12, 43-67.

- **Six or more authors:** cite only the surname of the first author followed by the Latin expression "et al." including the year of publication. As for the reference list, cite the first six authors, insert reticence, and cite the last author.

Examples:

In-text: Binder et al. (2014)

Reference list: Binder, J., Zagefka, H., Brown, R., Funke, F., Kessler, T., Mummendey, A. ... Leyens, J.-P. (2009). Does contact reduce prejudice or does prejudice reduce contact? A longitudinal test of the contact hypothesis among majority and minority groups in three European countries. *Journal of Personality and Social Psychology*, 96(4),843-856.

STYLES OF CITATIONS

TYPE OF CITATION	FIRST CITATION	SUBSEQUENT CITATIONS	FIRST CITATION (WITHIN PARENTHESES)	SUBSEQUENT CITATION (WITHIN PARENTHESES)
One author	Albuquerque (2006)	Albuquerque (2006)	(Albuquerque, 2006)	(Albuquerque, 2006)
Two authors	Soares and Pianto (2003)	Soares and Pianto (2003)	(Soares & Pianto, 2003)	(Soares & Pianto, 2003)
Three authors	Markus, Majchrzak, and Gasser (2002)	Markus et al. (2002)	(Markus, Majchrzak, & Gasser, 2002)	(Markus et al., 2002)
Four authors	Mendes, Ferreira, Abrantes, and Faria (2018)	Mendes et al. (2018)	(Mendes, Ferreira, Abrantes, & Faria, 2018)	(Mendes et al., 2018)
Five authors	Barros, Cruz, Xavier, Carrieri, and Lima (2011)	Barros et al. (2011)	(Barros, Cruz, Xavier, Carrieri, & Lima, 2011)	(Barros et al., 2011)
Six or more authors	Figueiredo et al. (2014)	Figueiredo et al. (2014)	(Figueiredo et al., 2014)	(Figueiredo et al., 2014)
Institutions as authors (identified with abbreviation)	Organization for Economic Co-operation and Development (OCDE, 2005)	OCDE (2005)	(Organization for Economic Co-operation and Development [OCDE], 2005)	(OCDE, 2005)
Institutions as authors (no abbreviation)	Universidade Federal do Rio de Janeiro (2013)	Universidade Federal do Rio de Janeiro (2013)	(Universidade Federal do Rio de Janeiro, 2013)	(Universidade Federal do Rio de Janeiro, 2013)

Source: American Psychological Association; Translation: Daniel Bueno; Technical review: Maria Lucia Tiellet Nunes. – 6. Ed. – Porto Alegre: Penso, 2002, p. 205.

b. Use of “and” and “&”

When authors are cited in parentheses, use “&” before the last author. When they are cited out of parentheses, use “and” before the last author.

Examples:

In-text: (Brito & Silveira, 2005) or Brito and Silveira (2005)

Reference list: Brito, B. M. B., & Silveira, A. H. P. (2005). *Parceria público-privada: compreendendo o modelo brasileiro*. *Revista do Serviço Público*, 56(1), 7-21.

c. Institutions as authors

Companies, governmental agencies, and institutions, in general, are cited by writing their full name the first time they appear in the text. In subsequent citations, use the abbreviation.

Examples:

First citation: Organization for Economic Co-operation and Development [OCDE] (2005) or (Organization for Economic Co-operation and Development [OCDE], 2005).

Subsequent citations: OCDE (2005) or (OCDE, 2005)

Reference list: Organization for Economic Co-operation and Development. (2005). *Modernising government: the way forward*. Paris: Author.

d. Publisher as author

The name of the publisher is displayed as it is with regular authors both in-text and at the beginning of the citation in the reference list. In the case of the reference list, at the end of the reference, the name of the publisher is substituted by “Author.”

Examples:

In-text: Editora Abril (2018) or (Editora Abril, 2018)

Reference list: Editora Abril (2018). *Dossiê Superinteressante: civilizações perdidas*. São Paulo, SP: Author.

e. No author

Cite the first words of the title (or the entire title when it is short), the year of the publication, a synopsis (if it exists), the place of the publication, and an abbreviation of the state or name of the country. In the reference list, the title is written in the author’s place.

Examples:

In-text: Lei n. 9.784 (1999)

Reference list: *Lei n. 9.784, de 29 de janeiro de 1999*. (1999). Regula o processo administrativo no âmbito da administração pública federal. Brasília, DF. Retrieved from www.planalto.gov.br/ccivil_03/leis/L9784.htm

f. Secondary source

When citing a work discussed in a secondary source, indicate the author and year of the original work, adding “as cited in,” author, year, and page of the work consulted. As for the reference list, cite only the work consulted. In the case of quotation, include the page(s) number.

Examples:

In-text: Salanova, Hontangas and Peiró (1996 as cited in Zanelli, 2004)

Reference list: Zanelli, J. C. (2004). *Psicologia, organizações e trabalho*. Porto Alegre, RS: Artmed.

g. Citations of the same author in the same year

Several works of the same author in the same year are identified after the year with “a,” “b,” “c,” ..., with no space. In the reference list, these works are presented in alphabetic order (based on the title).

Examples:

In-text: Lefebvre (2014a, 2014b) or (Lefebvre, 2014a, 2014b)

Reference list: Lefebvre, H. (2014a). *Critique of everyday life*. London: Verso.

Lefebvre, H. (2014b). *Everyday life in the modern world*. New York, NY: Harper & Row.

h. Authors with suffixes in their names (such as “Jr.,” “Sr.,” “II”)

The suffixes such as “Jr.,” and “Sr.,” are not included in in-text citations. In the reference list, the suffix is added after the last abbreviated name, after the comma.

Examples:

In-text: Almeida (2005) or (Almeida, 2005)

Reference list: Almeida, A. F., Jr. (2005). Opinion CFE n. 977/65 approved on December 3, 1965. *Revista Brasileira de Educação*, 30, 162-173.

i. Surnames with articles and prepositions

When the author’s surname has article or preposition such as “de,” “do,” “von,” these are maintained only if relevant to order the references. Otherwise, they are disregarded.

Examples:

In-text: Sordi, Meireles and Sanches (2011) or (Sordi, Meireles, & Sanches, 2011)

Reference list: Sordi, J. O.; Meireles, M.; & Sanches, C. (2011). Design science aplicada às pesquisas em administração: reflexões a partir do recente histórico de publicações internacionais. *Revista de Administração e Inovação*, 8(1), 10-36.

2. Publication date

a. Books

The publication year must be informed.

Examples:

In-text: Denzin (1983) or (Denzin, 1983)

Reference list: Denzin, N. K. (1983). A note on emotionality, self, and interaction. *The American Journal of Sociology*, 89, 402-409.

b. Posters, monthly magazines, and newsletters

For posters presented in congresses, magazines, and newsletters, add the month of the publication after the year (in the reference list)

Examples:

In-text: Nascimento and Amorim (2008) or (Nascimento & Amorim, 2008)

Reference list: Nascimento, M. M., & Amorim, A. M. (2008, setembro). *Videoteca digital de psicologia: recursos audiovisuais a um passo do psicólogo*. Poster session presented at the 8th Regional Congress of Information on Health Science, Rio de Janeiro, RJ.

c. Weekly and daily publications

Add year, month and day.

Examples:

In-text: Ades (2001) or (Ades, 2001)

Reference list: Ades, C. (2001, 15 de abril). Os animais também pensam: e têm consciência. *Jornal da Tarde*, p. 4D.

d. Manuscripts yet to be published

For manuscripts accepted for publication, but still not published, add the expression “in press” in place of the date. Dates must not be included before the manuscript is published

Examples:

In-text: Ribeiro, Peixoto, and Brito (in press) or (Ribeiro, Peixoto, & Brito, in press)

Reference list: Ribeiro, E. M. B. A., Peixoto, A., & Brito, F. S. (in press) A análise de redes sociais informais e o estudo da diversidade nos grupos. In: A. V. B. Bastos, E. Loiola, & H. Régis. *Análise de redes sociais nos estudos organizacionais* [s.l.]: [s.n.].

e. Unpublished manuscripts

In-text: Malagrino (1985) or (Malagrino, 1985)

Reference list: Malagrino, W. (1985). *Estudos preliminares sobre os efeitos de baixas concentrações de detergentes aniônicos na formação do bisso em Brachidontes solisianus* (Unpublished manuscript). [s.l.]: [s.n.].

3. Citation

a. Pages

In case of quotation, use “pp.” when the source is on more than one page or “p.” when it is on only one page.

Examples:

Holanda, 2003, p. 28

Holanda, 2003, pp. 28-30

b. More than one work in the same parentheses

Citation of two or more works in the same parentheses is presented in the same order as the works are positioned in the reference list. Citation of manuscripts in press are positioned at the end of the reference list.

Example:

(Grandi & Marins, 2003, 2010, in press)

c. Authors with the same surname

In cases of citation of several authors with the same surname, the initials are added even if the year of publication is different.

Examples:

J. O. Silva (2000) and S. A. Silva (2010)

C. F. Santos and França (2005) and G. C. Santos and Tavares (2005)

4. Reference list

a. Authors

All authors cited in the article are included in the reference list.

b. Comma use

Use commas to separate the authors' surnames.

c. Writing the year

The year is written in parentheses after the author(s) name, followed by “.” (period).

Example:

Silva, J. (2010).

d. Title of books, articles and academic works

Only the first word is capitalized, except for proper nouns.

e. Typographic emphasis

The title of the publication is emphasized using italic.

f. Pages

In the reference list, pages are presented by “p.” if the reference is on one page and “pp.” if the reference is on two or more pages

g. Additional information

Relevant additional information in the publication is presented immediately after the title and in parentheses (edition number, volume, type and number of the publication such as report, working paper, collection).

h. Edition

The first edition should not be mentioned. Edition numbers are relevant from the second edition on, and the number is presented in parentheses.

Example:

(3rd ed.) or (2nd ed.).

i. Period of publication

The months are written in full, in the publication’s original language. In Portuguese, the months and seasons of the year are written in full using lowercase letters (dezembro); in English, they are written in full and capitalized (December).

j. Abbreviation

The use of “.” (period) for abbreviation in the references follows the examples below

Abbreviation	Parts of book and other publications
ed.	Edition
Rev. ed.	Revised edition
3 ed.	Third edition
Ed. (Eds.)	Editor(s)
Trans.	Translator(s)
n.d.	No date
p. (pp.)	Page(s)
Vol.	Volume [Vol. 3]
Vols.	Volumes [Vols. 1-7]
No.	Number
Pt.	Part
Tech. Rep.	Technical Report
Suppl.	Supplement

k. Reference list order

Works by the same author must be ordered by year of publication (from the oldest)

Examples:

- Silveira, O. (1999)
- Silveira, O. (2000)

Works by a single author are positioned before the works by multiple authors that start with the same surname.

Examples:

- Jones, A. (1989)
- Jones, A., & Martim, B. (1976)

Works by the same first author with different second and third authors are ordered by the surname of the second author.

Examples:

- Lombardi, F. J. (1990)
- Lombardi, F. J., & Ramos, C. M. (1986)
- Lombardi, F. J., Silva, M. B., & Zanini, M. (1998)

Works by several authors with the same surname are ordered alphabetically observing the first initial.

Examples:

- Silva, A., Tavares, N., & Alves, G. (1989)
- Silva, B., Vasconcelos, F., & Barros, R. (1976)

5. Reference models

a. Books

- **Complete books:** After the name of the city, add the abbreviation for the state (Brazil and USA), or the name of the country, followed by “:” (colon). If two or more locations are presented for the publication, the location first listed in the book must be indicated or, in the case it is specified, the location of the publisher’s central office.

Model:

Surname, Abbreviated name. (year of publication). *Title: sub-title*. Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

Albuquerque, A. C. C. (2006). *Terceiro setor: história e gestão de organizações*. São Paulo, SP: Summus.

- **Books with additional information:** the additional information (edition number, volume, type and number of the publication such as report, working paper, collection) is indicated in parentheses immediately after the title and before the number of pages and similar information (Vol. 2, 3rd ed., p. 9).

Model:

Surname, Abbreviated name. (year of publication). *Title: sub-title* (Vol., ed., pp.). Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

Sousa, J. R. C. (1996). *Brasil 1900-1910* (Vol. 2, 3a ed.). Rio de Janeiro, RJ: Ática.

- **Books by editors, coordinators or organizers:**

Model:

Surname, Abbreviated name. (Ed. or Coord. or Org.). (year of publication). *Title: sub-title* (Vol., ed., pp.). Location of the publication, abbreviation of the state or country’s name: Publisher.

Example:

Marques, E., & Faria, C. A. P. (Eds.). (2013). *A política pública como campo multidisciplinar*. São Paulo, SP: Unesp.

- **Collections**

Model:

Surname, Abbreviated name. (year of publication). *Title: sub-title* (Collection XYZ). Location of the publication: Publisher.

Example:

Coelho, R., & Menezes, T. M. *Gestão Pública no século XX* (Coleção Gestão Pública). São Paulo:

Ática, 1985.

- **Chapters or articles:**

Model:

Surname, Abbreviated name. (year of publication). Title of chapter. In Abbreviated name, Surname (Ed. or Coord. or Org.), *Title: sub-title* (Vol., ed., pp.). Location of the publication, abbreviation of the state or country's name: Publisher.

Example:

Escorel, S. (2012). História das políticas de saúde no Brasil de 1964 a 1990: do golpe militar à reforma sanitária. In L. Giovanella, S. Escorel, L. V. C. Lobato, J. C. Noronha, & A. I. Carvalho (Org.), *Políticas e sistema de saúde no Brasil* (2a. ed., Cap. 7, pp. 323-363). Rio de Janeiro, RJ: Fiocruz.

- **Chapter (Edited book):** Inform the initials and surnames of all editors, including “In” before. In the case of two authors, include “&” between the authors without the “,” (comma) (for references with a large editorial board, the indication of the editor-in-chief followed by “et al.” is sufficient)

Model:

Surname, Abbreviated name. (year of publication). Title of chapter. In Abbreviated name, Surname (Ed. or Coord. or Org.), *Title: sub-title*. Location of the publication, abbreviation of the state or country's name: Publisher.

Example:

Souza, Q., & Quandt, C. (2008). Metodologia de análise de redes sociais. In F. Duarte, C. Quandt, & Q. Souza (Ed.), *O Tempo das redes* (pp. 31-63). São Paulo, SP: Perspectiva.

b. Periodicals

- **Scientific periodicals, journals, and newsletters:** Indicate the number of the volume (in italic and the number of the issue (if applicable).

Model:

Surname, Abbreviated name. (year of publication). Title of article. *Name of the periodical, volume* (number), pages.

Example:

Ullrich, D. R., Oliveira, J. S., & Scheffer, A. B. B. (2012). Formação de redes sociais de coautoria na área de gestão de pessoas: uma análise bibliométrica em periódicos brasileiros no triênio 2007 a 2009. *Revista de Gestão*, 19(4), 553-570.

- **Electronic periodicals:**

Model:

Surname, Abbreviated name. (year of publication). Title of article. *Name of the periodical, volume*

(number), pages. Retrieved from URL where the document is uploaded – do not use “.” (period) at the end.

Example:

Gonçalves, L. G., Funchal, B., & Bezerra, J. E. F. (2017). A influência dos ciclos políticos nos investimentos públicos em infraestrutura: um estudo nos estados brasileiros no período de 2003 a 2014. *Revista de Administração Pública*, 51(4), 462-481. Retrieved from <http://bibliotecadigital.fgv.br/ojs/index.php/rap/article/view/71143/68614>

- **Articles in journals or newspapers:** Indicate the publication date (year and month for monthly or annual publication, day and month for weekly and daily publications), including the volume and number (if applicable), and pages (pages number [p. or pp.]).

Model:

Surname, Abbreviated name. (year of publication, day and month). Title of article. *Name of the journal, volume* (number), pages.

Example:

Cardoso, L. (2012, 10 de janeiro). A crise em Portugal. *Jornal Expresso*, p. 10.

c. Other cases

- **Annals/Proceedings:**

Model:

Surname, Abbreviated name. (year, month). Title. In *Annals of number and name of the event* (p. or pp.), City, an abbreviation of the state or country's name.

Example:

Barroso, E. S. S., Correa, D. M. M. C., Alencar, R. C., Cavalcante, S. M. A., & Thomaz, A. C. F. (2018, October). Governança corporativa na dimensão controle das universidades federais brasileiras. In *Annals of the 42nd ANPAD Meeting*, Curitiba, PR.

- **Dissertation and thesis:**

Model:

Surname, Abbreviated name. (year of publication). *Title* (type of document). Institution, city, abbreviation of the state or country's name.

Example:

Coelho, C. A. C. (2004). *Ciclos político econômicos e o poder local* (Dissertação de Mestrado). Universidade do Minho, Braga, Portugal.

- **Working paper:**

Model:

Surname, Abbreviated name. (year and month of publication). Title (Working Paper number XYZ). Institution, city, abbreviation of the state or country's name.

Example:

Linardi, F., Diks, C., Van Der Leij, M., & Lazier, I. (2018, November). Dynamic Interbank Network Analysis Using Latent Space Models (Working Paper n. 487). Banco Central do Brasil, Brasília, DF.

- **Electronic documents:** Indicate the year of publication or, if it is a regularly updated source, the date of the last update. Include after the title the information needed to locate the material using the expression “retrieved from.” The URL must be complete and give immediate access to the document.

Model:

Surname, Abbreviated name. (year of publication). *Title: subtitle*. City, other data. Retrieved from Retrieved from URL where the document is uploaded – do not use “.” (period) at the end.

Example:

Kalra, A., Bansal, P., Wilson, D., & Lasseter, T. (2017, July 13). *Inside Philip Morris’ Campaign to Subvert the Global Anti-Smoking Treaty*. Retrieved from <https://www.reuters.com/investigates/special-report/pmi-who-fctc/> .

- **Laws and constitutions:**

Examples:

Lei n. 7.855, de 24 de outubro de 1989. (1989). Altera a Consolidação das Leis do Trabalho atualiza os valores das multas trabalhistas, amplia sua aplicação, institui o Programa de Desenvolvimento do Sistema Federal de Inspeção do Trabalho e dá outras providências. Brasília, DF. Retrieved from http://www.planalto.gov.br/ccivil_03/leis/L7855.htm

Emenda constitucional n. 91, de 18 de fevereiro de 2016. (2016). Altera a Constituição Federal para estabelecer a possibilidade, excepcional e em período determinado, de desfiliação partidária, sem prejuízo do mandato. Brasília, DF. Retrieved from http://www.planalto.gov.br/ccivil_03/Constituicao/Emendas/Emc/emc91.htm