

samk



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SAMK Reference Guide

APA 7 SAMK

In-text citation

(Author, year, p. xx)

Bibliographic reference

Author. (year). Title. Publisher. DOI/URN/URL

Updated March 6, 2024

Contents

1	General instructions on all source types	1
1.1	What is good referencing, and how do you do it?.....	1
1.2	Citation.....	1
	Source without page numbers or page numbers depending on reading device.....	1
	One and multiple sentence references.....	2
	Direct quotations	2
1.3	Bibliography	2
	How to mark DOI/URN or URL in bibliography	3
	When should I use the publication year and when the publication date?.....	4
	When should I use the notation “Retrieved January 1, 2020, from http://www.webaddress.com ”?.....	4
1.4	Indicating the authors (count, group authors, abbreviations)	4
	When the same authors (or authors with the same surnames) have multiple sources the same year.....	5
1.5	When the author, title or publication date is missing	5
1.6	Primary sources vs. secondary sources.....	5
2	Books	6
3	Articles in books	7
4	Articles in journals, databases, and web dictionaries	7
5	Articles in blogs, news websites, and newspapers	8
6	Theses/dissertations (Bachelor’s thesis, Master’s thesis, Doctoral dissertations...)	8
7	Reports, guides, instructions, recommendations, patents, brochures etc.....	9
8	Sources of law: statutes (laws, acts, directives, agreements), solutions	9
9	Standards and similar	10
10	Statistics, data, computer software, artificial intelligence.....	10
11	Art.....	11
12	Other audiovisual sources (videos, pictures, presentations, podcasts, study material etc.)	11
13	Social media	12
14	Other web pages	13
15	Personal communication and other unofficial non-published sources	14
16	Example of bibliographic references.....	15

1 General instructions on all source types

SAMK's reference instructions apply [The American Psychological Association's \(APA\) Style, 7th edition](#). Formatting of bibliographic references has been simplified from the APA instructions (no hanging indentation, no italics with the sources). For certain document types, the preferred method of referencing differs from APA to be more appropriate to SAMK's context.

If you want to use another citation style familiar to you, discuss it with your thesis supervisor.

1.1 What is good referencing, and how do you do it?

Citations should be clear enough for the reader to know what is your own idea and what is borrowed from other sources. Good citations and bibliography apply the following principles:

1. The in-text **citation** (author, year, exact referenced spot if needed) indicates which source is used. It allows the reader to find the original source in the bibliography for more details.
2. For each citation, there must be a corresponding **bibliographic reference** in the bibliography. It gives the exact details of the source used (author, year, title, publisher, web address if needed). The bibliographic reference allows the reader to find the original source in libraries' collections or online. The bibliography is arranged in alphabetical order.
3. Citations and bibliographic references are **consistent** throughout the work.

You will succeed in good referencing by taking the following steps:

1. Consider the **type of source** you are dealing with (book, article, manual, video, other web page, etc.).
2. Find a **corresponding example from the reference guide** and make your citation and bibliographic entry accordingly.
3. If you can't find an example that is an exact match, **apply** something close enough. You can also apply [APA's own referencing examples](#), as long as your referencing remains consistent.

1.2 Citation

With the **citation**, the reader finds the correct source in the bibliography. The citation must be detailed enough for the reader to find easily the spot borrowed from the original source. If the entire work is not referred to, the citation gives the spot (normally page numbers) which is referred to:

(Author, year, page)

(Doe, 2020, p. 23) or (Doe, 2020, pp. 23–25) or (Doe, 2020, pp. 23, 34–35)

If you mention the author already in the text (narrative citation), do not repeat it in parentheses.

Doe's (2020, pp. 23–25) view is based on...

If you refer to **multiple sources simultaneously**, list the references in alphabetical order according to the author and separated from each other with a semi-colon.

(Doe, 2020, p. 12; Coe & Boe, 2019, p. 10)

Source without page numbers or page numbers depending on reading device

If necessary, you can also refer to a certain chapter/section/paragraph (use para./paras.), if the source **does not have paging** (e.g. a long web page, an ebook without page numbers, or page numbers that change according to the reading device). You can shorten the long titles to the first few words and enclose them in double quotes. It is also possible to refer, for example, to a certain table/chart/diagram.

(Doe, 2020, Chapter 2) or (Doe, 2020, Section 2.4) or (Doe, 2020, paras. 2–3) or (Doe, 2020, Table 12) or (Doe, 2020, References in the thesis section) or (Doe, 2020, “The first words of a long title” section)

One and multiple sentence references

When the **reference concerns only one sentence**, a full stop comes after the parentheses of the reference (i.e. after the whole sentence):

The reference concerns only this sentence, and the full stop comes after the parentheses (Doe, 2020, p. 10). This sentence is the author’s own thinking.

If you use the **same source in multiple consecutive sentences** (e.g. in the entire paragraph), put the reference in parentheses as its own sentence and the full stop inside the parentheses (N.B. This differs from the APA general guidelines):

Here the reference concerns this sentence and the next one. The reference is thus inside the parentheses as its own sentence, as well as the connecting full stop. (Doe, 2020, p. 10.)

Also in this case, the reference concerns this sentence and the next one, but the citation itself ends with a period. Double periods are not used. (Doe, n.d.)

You can also use narrative citation in this case. If the paragraph continues after your reference (with another reference or with your own thinking), this must be clearly indicated in the text, for example:

According to Doe (2020, p. 10) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx. Coe (2019, p. 15–16) instead xxxxx xxx xxxx xxxx. Xxxx xxxxx xx xxxx.

According to Doe (2020, p. 10) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx. In my opinion xxx xxx xxx xxxx. Xxxx xxx xxxx.

According to Doe (2020) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx (p. 10). Xxxx xxx xxxx xxxxx xxx xxxx.

Direct quotations

Use quotation marks around short (less than 40 words) direct quotations:

“This is a direct quotation” (Doe, 2020, p. 10). “This is a multi-sentence direct quotation. In this case, the last full stop must be inside the quotation marks.” (Doe, 2020, p. 10.)

Long (40 words or more) direct quotations are treated as block quotations. Indent the whole block 1 cm and do not use quotation marks:

This text is treated as a block quotation. It is indented 1 cm from the left margin, and it is not enclosed in quotation marks. If you omit a part of the quotation, use ellipses (three periods) ... to indicate the omitted part. For the sake of accessibility, it is good if the reader is somehow indicated about the following direct quotation in the text preceding it. (Doe, 2020, p. 10.)

Quotations from interviewees and other examples of research data are also presented as block quotes, even if they are less than 40 words long. No citation is provided for the research data examples.

1.3 Bibliography

The bibliography (see the example at the end of this instruction) lists all the used sources in **alphabetical order**. In case the author information is the same for two sources, the older comes first in the bibliography. With the help of the **bibliographic reference** concerning each reference, the reader can find the original source on the web or in the library collections. The bibliographic reference varies slightly according to the type of the source (e.g. the year can be replaced by the exact publication date when needed) and the detailed markings should be checked from the examples of this instruction. In general, the bibliographic reference is the following:

Author. (year). Title. Publisher. DOI/URN/URL

Slocum, S. L., & Curtis, K. R. (2018). Food and agricultural tourism: Theory and best practice. Routledge.

Lane, D. A., & Lip, G. Y. H. (2013). Treatment of hypertension in peripheral arterial disease. Cochrane Database of Systematic Reviews. <https://doi.org/10.1002/14651858.CD003075.pub3>

If the source has a **subtitle** in addition to the main title, separate it from the main title with a colon, e.g., “This is the main title: This is the subtitle”. **Publisher** tells the name of the publisher, publication platform, database, journal etc. If it is the same as the author, do not repeat it.

Take care of the following:

- **The bibliography includes exactly those sources to which the work refers** (not a single thing more or less).
- **The citation and the bibliographic reference begin similarly** (the source can be found from the bibliography with exactly the word(s) by which it is cited).

How to mark DOI/URN or URL in bibliography

In the case of web sources, the source’s identifier/address (DOI, URN, URL etc.) is added **at the end of the bibliographic reference**. Use full stop before it, but not after. You can add addresses as active links or plain text – but always consistently the same way. Even if you have yourself used the source in a printed form but the source has a DOI/URN identifier, you can add it to the bibliographic reference if you wish. The identifiers/addresses for the publications are recommended to be used in the following order:

1. Primarily the **DOI** identifier is used and it is marked in the <https://doi.org/xxxxx> form.
2. If the publication does not have a DOI identifier, you can use the **URN** identifier. The publication’s details give you information on a possible URN address, e.g. in the form of <http://urn.fi/xxxxx> in Finnish publications.
3. If the source does not have a DOI/URN identifier, use the source’s open **URL** address (i.e. the normal web address <http://xxx.xxx.xxx>). You can use URL shorteners (like [bitly](https://bitly.com)) with complicated and more than two lines long URLs. Always check that shortened URLs function properly.



Consider the following guidelines when providing identifiers/addresses:

- **Do not use direct web addresses from general databases** as the source URL. Such databases are Finna and other library databases, Google Books, ResearchGate, ScienceDirect, EBSCOhost etc. Use the DOI/URN identifier, which is usually found in the source's details in the respective database. If a DOI/URN identifier is not available, use the source's open web address.
 - Not https://www.researchgate.net/publication/374264214_Effect_of_an_Integrated_Physiotherapy_Protocol_on_Knee_Osteoarthritis_Patients_A_preliminary_Study but the source’s DOI address <https://doi.org/10.3390/healthcare11040564>, (found e.g. on the source's ResearchGate page).
 - Not <https://web.p.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=7&sid=1133e2da-b17a-4d18-97a3-f72e4a9a1d84%40redis> but the source’s DOI address <https://www.doi.org/10.1111/jan.15798>, (found e.g. on the source's Ebscohost page).
 - Not <https://samk.finna.fi/Record/samk.991232906605968> but the source’s URN address <http://urn.fi/URN:ISBN:978-952-7072-35-6>, (found e.g. on the source's Finna page).
- **If the source requires logging in** with e.g. SAMK ID (and it is not a pdf version of a printed one), do not use its specific address, but the **general website address** (Ebook Central etc.). If the same source is available openly, use the open web address.
 - Not <https://ebookcentral.proquest.com/lib/samk/reader.action?docID=5131717> but <https://ebookcentral.proquest.com>.
 - Not <https://www.elliblibrary.com/reader/9789513778279> but <https://www.elliblibrary.com>.

- Not <https://moodle4x.samk.fi/mod/page/view.php?id=24310&forceview=1> but <https://moodle4x.samk.fi>.
- **Pdf copy of a printed version** can be referred to just as the printed version, meaning a **web address is not needed**. However, it is advisable to add a DOI/URN if one is readily available.

When should I use the publication year and when the publication date?

With most references (books, journal articles, theses, reports etc.), publication year is used. However, use specific dates with references that are published more frequently (newspaper articles, news, social media updates, videos, study material etc.).

When should I use the notation “Retrieved January 1, 2020, from <http://www.webaddress.com>”?

In the reference list entry, use retrieval date to indicate when you have retrieved the information from the web page in the following cases:

- if the source does not have a publication date (n.d., see Section 1.4)
- if the content on the web page is not stable (i.e., it is updated frequently, and the updates do not have their own web address). In this case, the version of the page retrieved by the reader of your work may be different from the version you have used.

If you have used the same page on several different days, mark only the last retrieval date in the bibliographic reference.

1.4 Indicating the authors (count, group authors, abbreviations)

Always try to find an author for the source. If the source has **no person as the author** or the person is not expressed precisely enough (e.g. only the first name), use **a group author** (an institute, organisation etc.). Regarding citations with more than two authors, the marking **et al.** is used to represent the rest of the authors.

With group authors, the entire name is preferred over an abbreviation (e.g. not **SAMK** but Satakunta University of Applied Sciences). However, you can use the **abbreviation**, if the group name is long, its abbreviation is well-known, and it needs to be repeated often in the text. You always need to introduce the abbreviation when it first appears, for example: [American Psychological Association \(APA, 2020, p. 268\)](#) described... The original name should also be included in the bibliographic reference after the year.

Type	Citation	Bibliographic reference
1 author	(Doe, 2020, p. 6)	Doe, J. (2020). Title etc.
2 authors	(Doe & Coe, 2020, p. 6)	Doe, J., & Coe, C. (2020). Title etc.
3 – 20 authors	(Doe et al., 2020, p. 6)	List all authors: Doe, J., Coe, C., & Boe, b. (2020). Title etc.
more than 20 authors	(Doe et al., 2020, p. 6)	List authors as follows: 19 first ones normally, ... Last, L. (2020). Title etc. <i>Use ellipsis (...) before the last author.</i>
group author	(Satakunta University of Applied Sciences, 2020, p. 6)	Satakunta University of Applied Sciences. (2020). Title etc.
abbreviated group author	(APA, 2020, p. 268)	APA. (2020). American Psychological Association. Title etc.

When the same authors (or authors with the same surnames) have multiple sources the same year

The citation must clearly identify to which source in the bibliography it refers. If the sources include multiple publications from the same authors published the same year, a **small letter** (a, b, c, ...) is **added to the year** to separate the sources from each other. Alphabetically ordered by the title, the first gets the letter a, the next the letter b etc. If the exact date is used in the bibliographic reference, the sources are ordered by date, starting with the oldest.

If the author is not the same but has the same surname, the citation uses the **first letters** of the first name to separate the references from each other. As many first letters are included as is needed to separate the citations from each other.

Type	Citation	Bibliographic reference
Same author, same year → citing the first	(Kananen, 2018a, p. 6)	Kananen, J. (2018a). Digimarkkinointi ja sosiaalisen median markkinointi. Jyväskylän ammattikorkeakoulu.
Same author, same year → citing the second	(Kananen, 2018b, p. 6)	Kananen, J. (2018b). Strateginen sisältömarkkinointi: miten onnistun verkkosivujen ja sosiaalisen median sisällöntuotannossa? Jyväskylän ammattikorkeakoulu.
As above but references with exact publication date	(Doe, 2021a) (Doe, 2021b)	Doe, J. (2021a, March 1). Title etc. Doe, J. (2021b, September 4). Title. etc. <i>Ordered by date</i>
Same surnames	(Doe, J., 2020, p. 6) (Doe, D., 2020, p. 6)	Doe, J. (2020). Title. etc. Doe, D. (2020). Title. etc.
Same surnames, same first name initials	(Doe, Jo., 2020, p. 6) (Doe, Ja., 2020, p. 6)	Doe, Jo. (2020). Title. etc. Doe, Ja. (2020). Title. etc.

1.5 When the author, title or publication date is missing

Type	Citation	Bibliographic reference
no author	(Title, 2020, p. 6) <i>You can shorten the long titles in citations to the first few words and enclose them in double quotes.</i>	Title. (2020). etc. <i>In this case, the bibliographic reference starts with the title and is alphabetized in the bibliography accordingly.</i>
no title	(Doe, 2020, p. 6)	Doe, J. (2020). [Description of the source in square brackets]. etc.
no date	(Doe, n.d., p. 6)	Doe, J. (n.d.). Title. etc.

n.d. = no date. In case your work includes several references by the same author with no date, use n.d.-a, n.d.-b etc.

1.6 Primary sources vs. secondary sources

Always find the primary (original) source and refer to it. Only if this is impossible (e.g., the primary source is out of print and not available from library collections), and the original source is a significant work in the field, you can refer to a secondary source, which refers to the primary source.

Example: You have Doe's work in your hand, which refers to Coe's work, and Coe's work is no longer available anywhere. You can cite it as follows:

(Coe, 1982, as cited in Doe, 2019, p. 10)

Only the work that you have read is included in the bibliography – in this case Doe.

2 Books

This section comprises entire books (also SAMK databases' ebooks, statistical books, open net pdf-books etc.). If it is a question of something else than the first **edition**, the details of the edition are added in the bibliographic references in the same form as they are mentioned in the work.

Smaller individual works, such as reports, brochures, instructions etc. (often in a pdf-form as well) can be found in *Chapter 6, Reports, brochures...*

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Title (edition other than first). Publisher. DOI/URN/URL
Book	(Cavusgil et al., 2020, p. 91)	Cavusgil, S. T., Knight, G. A., & Riesenberger, J. R. (2020). International business: The new realities (Fifth edition, global edition). Pearson.
Book with DOI/URN identifier	(Jackson, 2019, p. 16)	Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000
Ebook which is a digital copy of the print book	(Peterson & Renström, 2017, p. 12)	Peterson, L., & Renström, P. (2017). Sports injuries: prevention, treatment, and rehabilitation (fourth edition). CRC Press. <i>Just like a print book.</i>
Ebook, reading application dependent page numbers (or no page numbers)	(Laakso-Manninen & Tuomi, 2020, Section 4.2) <i>Use this method whenever you don't know if the ebook's page numbers depend on the reading device – in other words, whenever you're not reading a PDF ebook.</i>	Laakso-Manninen, R., & Tuomi, L. (2020). Professional higher education management: Best practices from Finland. Professional Publishing Finland. https://www.ellibslibrary.com
Audiobook	(Acemoglu & Robinson, 2020, 36:12) <i>The point referenced can be indicated by a timestamp.</i>	Acemoglu, D., & Robinson, J. A. (2019). The narrow corridor: States, societies, and the fate of liberty [Audiobook]. Penguin Press. https://www.overdrive.com <i>Specification [Audiobook] in square brackets. The link refers to the service that gives access to this audiobook.</i>
Edited book (reference to the whole book, or authors of the articles not indicated)	(Jackson, 2018) <i>Referencing the whole edited book.</i>	Jackson, S. D. (Ed.). (2018). Hydrogenation: Catalysts and processes. De Gruyter. https://doi.org/10.1515/9783110545210 <i>When referencing a specific article/chapter which author is indicated, reference according to Chapter 3.</i>

3 Articles in books

This refers to articles/chapters in compiled (edited) works, also to articles in edited encyclopedias. Include the details of the book in your bibliographic reference in format "In. J. Doe (Ed.), Title of the book". N.B. The edition number is needed in the bibliographic reference only if it is other than the first (just like in *Chapter 2, Books*).

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Article title. Editor(s) and the title of the edited book (book edition when needed, article pages pp. xx–xx in parentheses). Publisher. DOI/URN/URL
Article in edited book	(Allgeier & Sengupta, 2018, p. 119)	Allgeier, A. M., & Sengupta, S. K. (2018). Nitrile hydrogenation. In D. S. Jackson (Ed.), <i>Hydrogenation: Catalysts and processes</i> (pp. 107–154). De Gruyter. https://doi.org/10.1515/9783110545210-005
Article in edited book, several editors	(Dillard, 2019, p. 122)	Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), <i>Media effects: Advances in theory and research</i> (4th ed., pp. 115–129). Routledge.

4 Articles in journals, databases, and web dictionaries

Online encyclopedias also follow this format.

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Article title. Name of the journal/database and in case of journal, volume(issue), pages. DOI/URN/URL <i>In case of journals, pages in bibliographic references without pp.: not pp. 12–15 but 12–15.</i>
Journal article	(Chen et al., 2019, p. 40)	Chen, X., Lun, Y., Yan, J., Hao, T., & Weng, H. (2019). Discovering thematic change and evolution of utilizing social media for healthcare research. <i>BMC Medical Informatics and Decision Making</i> , 19(Suppl 2), 39–53. https://doi.org/10.1186/s12911-019-0757-4
E-journal without page numbers	(Ehrler et al., 2019, Selected Functionalities section)	Ehrler, F., Lovis, C., & Blondon, K. (2019). A mobile phone app for bedside nursingc: Design and edvelopment using an adapted software development life cycle model. <i>JMIR mHealth and uHealth</i> , 7(4). https://doi.org/10.2196/12551
Article in a database	(Lane & Lip, 2013)	Lane, D. A., & Lip, G. Y. H. (2013). Treatment of hypertension in peripheral arterial disease. <i>Cochrane Database of Systematic Reviews</i> . https://doi.org/10.1002/14651858.CD003075.pub3
Online dictionary/ encyclopedia entry	(American Psychological Association, n.d.)	American Psychological Association. (n.d.). Tacit knowledge. <i>APA Dictionary of Psychology</i> . Retrieved November 12, 2021, from https://dictionary.apa.org/tacit-knowledge <i>No publication date given – retrieval date is needed.</i>

5 Articles in blogs, news websites, and newspapers

Use the exact publication date in the bibliography.

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (date). Article/blog post title. Name of the blog/website/newspaper. DOI/URN/URL <i>In this case pages in bibliographic references without pp.: not pp. 12–15 but 12–15.</i>
Blog post	(Ouellette, 2019)	Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. <i>Ars Technica</i> . https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/
	(Offsprout, 2019)	Offsprout. (2019, May 31). MainWP review 2019: WordPress website management tool. Offsprout blog. https://offsprout.com/blog/mainwp-review-2019/
Article on a news website	(YLE, 2020)	YLE. (2020, October 28). Hacked therapy centre emailed clients' ID numbers on invoices. YLE news. Retrieved November 2, 2020, from https://yle.fi/uutiset/osasto/news/hacked_therapy_centre_emailed_clients_id_numbers_on_invoices/11618590
Articles in a newspaper	(Carey, 2019)	Carey, B. (2019, March 22). Can we get better at forgetting? <i>The New York Times</i> . https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html <i>If you cite a printed version, provide page numbers after the newspaper title.</i>

6 Theses/dissertations (Bachelor's thesis, Master's thesis, Doctoral dissertations...)

Include the type of the thesis and the name of the institution in square brackets, for example, [Master's thesis, University of Tampere].

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Thesis title [thesis type, the name of the university]. Possible database. DOI/URN/URL
Bachelor's thesis	(Laaksonen, 2020, p. 6)	Laaksonen, V. (2020). Social interaction skills as a core of organizational well-being [Bachelor's thesis, Satakunta University of Applied Sciences]. Theseus. http://www.urn.fi/URN:NBN:fi:amk-202005128539
Master's thesis	(Shafiq, 2019, pp. 6–7)	Shafiq, O. (2019). Anomaly detection in blockchain [Master's thesis, University of Tampere]. Trepo. http://www.urn.fi/URN:NBN:fi:tuni-201912056592
Doctoral dissertation	(Zambrano-Vazquez, 2016, p. 16)	Zambrano-Vazquez, L. (2016). The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms [Doctoral dissertation, University of Arizona]. UA Campus Repository. https://repository.arizona.edu/handle/10150/620615

7 Reports, guides, instructions, recommendations, patents, brochures etc.

These are usually publications smaller than books. They are often pdf-files in the web but could be ordinary web pages, too. In case of small prints (brochures, fact sheets, advertisements, posters etc.), you can include a specification in square brackets, e.g., *Alcohol and cancer [Brochure]*. N.B. Entire books with publishers in the open web are marked according to the *Chapter 2, Books*.

If it is a question of a web page with changing contents over time, but with a permanent address, include retrieval date before the web address in the bibliographic reference.

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Title. Possible publishing platform/parent organization. DOI/URN/URL
Report	(Baral et al., 2019, p. 16)	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/
Guide/instruction (pdf)	(Marsi Bionics, 2017, p. 11)	Marsi Bionics. (2017). Atlas 2020 exoskeleton: Technical manual. http://echord.eu/public/wp-content/uploads/2018/01/D4.3-User-Manual-EXOTrainer.pdf
Guide/instruction (downloaded pdf)	(Schneider Electric, 2016, p. 205)	Schneider Electric. (2016). VAMP 255/VAMP 230 Feeder and motor manager: User manual. Retrieved July 2, 2020 from https://www.se.com/ww/en/download <i>The actual manual has no URL. The bibliographic reference URL refers to Schneider Download Center (the manual can be downloaded there).</i>
Patent	(Van Doren, 2020)	Van Doren, D. (2020). Modular barrier panel and construction system (U.S. Patent US10683656). https://fi.espacenet.com/publicationDetails/biblio?FT=D&date=20200616&DB=en.worldwide.espacenet.com&locale=fi_FI&CC=US&NR=10683656B1&KC=B1&ND=4 <i>Patent number in parentheses</i>

8 Sources of law: statutes (laws, acts, directives, agreements), solutions

This differs from the APA general guidelines. Concerning the sources of law, the year of publication is not included in a citation. The citation, as well as other sources, must be as accurate as possible (e.g. with acts you can refer to a certain spot in a certain section's certain paragraph, if necessary). Concerning the Finnish acts, the bibliography's URL always refers to the up-to-date act – remember to include the retrieval date.

EU sources can be found from the Official Journal of the European Union in the [EUR-Lex](#) database. Include the journal information in the bibliographic reference. You can use the journal abbreviation OJ. EU sources have an ELI identifier, and you should use it in the bibliographic reference (indicated in EUR-Lex as

ELI: <http://data.europa.eu/eli/dir/2012/27/oj>).

Type	Citation	Bibliographic reference
Generally	(statute/agreement/document, specifications if needed)	Statute/agreement/document and its title if given. DOI/URN/URL
Act	(Act on the Openness of Government Activities 621/1999, Section 2)	Act on the Openness of Government Activities 621/1999. Retrieved October 18, 2020, from https://www.finlex.fi/en/laki/kaannokset/1999/en19990621
EU sources	(Directive 2012/27/EU, p. 12) <i>pdf or</i> (Directive 2012/27/EU, article 12) <i>web page without numbers</i>	Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency, amending Directives 2009/125/EC and 2010/30/EU and repealing Directives 2004/8/EC and 2006/32/EC Text with EEA relevance. OJ L 315, 14.11.2012, p. 1–56. http://data.europa.eu/eli/dir/2012/27/oj

9 Standards and similar

This differs from the APA general guidelines. In SAMK, it is recommended to refer to standards and similar publications by their number as follows:

Type	Citation	Bibliographic reference
Generally	(Standard number, year, page)	Standard number. (year). Title. Publisher. DOI/URN/URL
ISO standard	(ISO 45001:2018, 2018)	ISO 45001. (2018). Occupational health and safety management systems: Requirements with guidance for use. International Organization for Standardization. https://www.iso.org/standard/63787.html
SFS standard	(SFS 5900:en, 2016, p. 9)	SFS 5900:en. (2016). Fire precaution of hot works. Finnish Standards Association. https://online.sfs.fi

10 Statistics, data, computer software, artificial intelligence

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (year). Title (Version if software/application) [Specification]. Possible publisher/source/platform. DOI/URN/URL
Statistics	(Statistics Finland, 2020)	Statistics Finland. (2020). Foreign citizens [Statistics]. https://www.stat.fi/tup/maahanmuutto/maahanmuuttajat-vaestossa/ulkomaan-kansalaiset_en.html
	(Eurostat, 2020)	Eurostat. (2020). Healthy life years at birth by sex [Statistics]. https://ec.europa.eu/eurostat/databrowser/view/tps00150/default/table?lang=en
Statistics compiled from source data (StatFin etc.)	(Statistics Finland, 2020)	Statistics Finland. (2020). Establishments of enterprises by industry and size category of personnel by Industry (TOL 2008), Year, Staff size and Information [Statistics]. StatFin. https://pxnet2.stat.fi:443/PXWeb/sq/604b1f58-ebd6-4799-a44f-453d26eb9267
Data set	(Nummenmaa et al., 2018)	Nummenmaa, L., Hari, R., Hietanen, J. K., & Glerean, E. (2018). Maps of subjective feelings [Data set]. Zenodo. http://doi.org/10.5281/zenodo.1291730
Computer software	(Borenstein et al., 2014)	Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2014). Comprehensive meta-analysis (version 3.3.070) [Computer software]. Biostat. https://www.meta-analysis.com/

Mobile app	(Lexicomp, 2019)	Lexicomp. (2019). Lexicomp (Version 5.6.2) [Mobile app]. Google Play. https://play.google.com/store/apps/details?id=com.lexi.android
AI application	(OpenAI, 2023)	OpenAI. (2023). ChatGPT (May 24 version) [Large language model]. https://chat.openai.com
Conversation or other interaction with an AI application	(OpenAI, 2023; see Appendix 1 (or see https://shareg.pt/fHxYxgx) for the full transcript <i>The entire dialogue should be made available to the reader as an attachment or as a shared webpage.</i>	OpenAI. (2023). ChatGPT (May 24 version) [Large language model]. https://chat.openai.com <i>Note: AI is not a scientific source.</i>

11 Art

Type	Citation	Bibliographic reference
Generally	(Artist/curator/gallery, year)	Artist/curator/gallery. (year). Title [Specification]. Possible publisher/location. DOI/URN/URL
Artwork	(van Gogh, 1889)	van Gogh, V. (1889). The starry night [Painting]. The Museum of Modern Art, New York, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/
Exhibition	(Behlen, 2019–2020)	Behlen, B. (2019–2020). The Clash: London Calling [Exhibition]. Museum of London.

12 Other audiovisual sources (videos, pictures, presentations, podcasts, study material etc.)

This refers to such audiovisual sources where the publication/creation date is important (the publication year is sufficient if the publication date is not known). A corresponding principle refers to music, television programmes, online courses, memos etc. If, for example, lecture material is in a closed learning environment, give only the public network's URL, to which stage everyone has access (e.g. the log-in page <http://moodle.samk.fi/> of the material at SAMK Moodle). In the bibliography, [Source type] is provided after the title. It can be [Video], [Lecture recording] etc. Do not reference your own (unpublished) photos – if you wish, you can put a mention in the caption, for example (own photograph).

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (date). Title [Source type]. Possible publisher/publication platform. DOI/URN/URL
Video	(Harvard University, 2019)	Harvard University. (2019, August 28). Soft robotic gripper for jellyfish [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTFxMs
	(Kahle, 2019)	Kahle, L.R. (2019, September 26). The means-end chain in consumer decision making: The case of Porsche [Video]. Henry Stewart Talks. https://hstalks.com

Podcast	(Hannah-Jones, 2019, 10:10) <i>You can use timestamp to indicate the referenced spot.</i>	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
Photograph in a news article or similar	(Pantsu, 2018) <i>Cite in the caption.</i>	Pantsu, P. (2018, June 11). [Photograph of a forest machine cutting a tree from a height of 2-4 metres]. https://yle.fi/a/3-10234979 <i>Photo has no actual title, hence self-made descriptive title in square brackets.</i>
Figure/table in a book, article or similar	(Ornon et al., 2020, p. 7) <i>Cite in the caption. If the source has been adapted, write (adapted from...)</i>	Ornon, G., Ziltener, J. L., Fritschy, D., & Menetrey, J. (2020). Epidemiology of injuries in professional ice hockey: A prospective study over seven years. <i>Journal of Experimental Orthopaedics</i> , 7(1). https://doi.org/10.1186/S40634-020-00300-3
CC licensed image	(Denali National Park and Preserve, 2013) CC BY 2.0 <i>Cite in the caption and link to the license under which the image is shared.</i>	Denali National Park and Preserve. (2013, January 22). Lava [Photograph]. Flickr. https://www.flickr.com/photos/denalimps/8639280606
Conference presentation or abstract <i>N.B. In case of journal or book articles, see Chapter 3 or 4.</i>	(Evans et al., 2019)	Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. https://convention.apa.org/2019-video <i>In case of abstract, use [Conference presentation abstract].</i>
Slides and other lecture notes	(Leist, 2014)	Leist, E. (2014, April 17). 40 tools in 20 minutes: Hacking your marketing career [PowerPoint slides]. SlideShare. https://www.slideshare.net/EricLeist/40-tools-in20minutes-33667885
	(Satakunta University of Applied Sciences Library, 2021)	Satakunta University of Applied Sciences Library. (2021, October 11). Systematic information retrieval [PowerPoint slides]. SAMK Moodle. http://moodle.samk.fi/

N.B.

- No reference is made to your own (previously unpublished) photos or images. If you wish, you can add a note to the caption, for example (Image: Jane Doe).
- No reference is made to your own (previously unpublished) images generated with the help of AI. The figure caption should include a note about the tool used, for example (Image: Jane Doe, created with DALL-E 3 AI). If the creation of the image is the subject of research, the prompt used is included in the work, for example, (Image: Jane Doe, created with DALL-E 3 AI, prompt in Appendix 1).

13 Social media

If it is a question of an updating page (e.g., the front page of Facebook/LinkedIn/Instagram profiles), provide the retrieval date. In case of status update with its own web address, the retrieval date is not needed. You can use the first paragraph as the title for the update. If it is more than 20 words, use only the first 20 words. Add [Source type] after the title. It can be [Status update], [Video], [Tweet] etc.

Type	Citation	Bibliographic reference
Generally	(Author or page title)	Author or page title. (date). Update/page title. [Source type]. Platform. URL (or Retrieved...)
Facebook/ LinkedIn update	(News From Science, 2019)	News from Science. (2019, June 21). Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system - and beyond? [Status update]. Facebook. https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater
Twitter- /Instagram- /TikTok update etc.	(Tampere University, 2020)	Tampere University [@TampereUni]. (2020, September 1). On Monday 7 September we'll celebrate the opening of the academic year @TampereUni, this time online! Tampere Academic Symphony Orchestra [Tweet]. Twitter. https://twitter.com/TampereUni/status/1300721686170476545
Facebook/ LinkedIn page etc.	(News From Science, n.d.)	News from Science. (n.d.). Front page [Facebook page]. Facebook. Retrieved June 18, 2020, from https://www.facebook.com/ScienceNOW/
Comment	(mugenhunt, 2018)	mugenhunt. (2018, September 12). How long did it take to remember to catch things after letting go of them? [Comment on the online forum post I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/comment/e5uyhoz/

14 Other web pages

This refers to web pages which are not included in the previous categories. These include, for example, different types of homepages (company, personal, product etc.) but also various other web pages (frequently updated instruction pages etc.).

Always refer primarily to a single web page, not the whole web site. The author of the web page is either a person or a community (university, town/city, company etc.). Use the time of the latest update as the publication date in the bibliography (use year if date is not indicated). If you cannot find the latest update, use n.d. (no date), and provide the retrieval date.

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (date or year). Title. Possible platform or publisher etc. URL
Other web page	(KVM contributors, 2015, Windows Family section)	KVM contributors. (2015, August 28). Guest Support Status. https://www.linux-kvm.org/index.php?title=Guest_Support_Status&oldid=173459
	(Satakunta University of Applied Sciences, 2021)	Satakunta University of Applied Sciences. (2021, October 22). SAMK's internal instructions on coronavirus situation. Retrieved October 29, 2021, from https://www.samk.fi/en/uutiset/samk-internal-instructions-on-preparedness-for-coronavirus/
	(Greek National Tourism Organisation, 2020)	Greek National Tourism Organisation. (n.d.). Chania. Retrieved October 22, 2021, from https://www.visitgreece.gr/islands/crete/chania/
	(Bellenca, 1998)	Bellenca, P. (1998). Ending the essay: Conclusions. Harvard College Writing Center. https://writingcenter.fas.harvard.edu/pages/ending-essay-conclusions

Generated web page (e.g., Google Map)	(Google, n.d.)	Google. (n.d.). [Google maps directions from SAMK Rauma campus to Kivikylä Arena]. Retrieved June 29, 2020, from https://goo.gl/maps/ZH2KEbQkf2ABKzbF7 <i>The page has no title, hence self-created title in square brackets.</i>
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15 Personal communication and other unofficial non-published sources

This differs from the APA general guidelines, which do not include personal communications in the bibliography. In SAMK, they are included. These are conversations, e-mails, interviews etc. N.B. The research material you are analyzing is not included as a source.

Type	Citation	Bibliographic reference
Generally	(Communicator, year)	Doe, J. (date or year). Type of communication or source information.
Conversation	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Personal conversation with Jakke Martiskainen, lecturer at Satakunta University of Applied Sciences.
E-mail	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Email to the students of Satakunta University of Applied Sciences from Jakke Martiskainen, lecturer.
Interview	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Phone interview with Jakke Martiskainen, lecturer at Satakunta University of Applied Sciences.
Unpublished source	(Doe & Coe, 2022)	Doe, J., & Coe, C. (2022). Social Media Marketing Plan [Unpublished]. FuzzPlosion Marketing. <i>Like similar published sources but add the notation [Unpublished] after the title – if necessary, in more detail, e.g. [Unpublished manuscript].</i>

16 Example of bibliographic references

N.B. Alphabetical order of the works by Kananen.

Allgeier, A. M., & Sengupta, S. K. (2018). Nitrile hydrogenation. In D. S. Jackson (Ed.), *Hydrogenation: Catalysts and processes* (pp. 107–154). De Gruyter. <https://doi.org/10.1515/9783110545210-005>

Behlen, B. (2019–2020). *The Clash: London Calling* [Exhibition]. Museum of London.

Chen, X., Lun, Y., Yan, J., Hao, T., & Weng, H. (2019). Discovering thematic change and evolution of utilizing social media for healthcare research. *BMC Medical Informatics and Decision Making*, 19(Suppl 2), 39–53.

<https://doi.org/10.1186/s12911-019-0757-4>

Greek National Tourism Organisation. (2020). Visit Greece: Chania. Retrieved June 18, 2020, from

http://www.visitgreece.gr/en/main_cities/chania

Kananen, J. (2015). Online research for preparing your thesis: A guide for conducting qualitative and quantitative research online. JAMK University of Applied Sciences.

Kananen, J. (2018a). Digimarkkinointi ja sosiaalisen median markkinointi. JAMK University of Applied Sciences.

Kananen, J. (2018b). Strateginen sisältömarkkinointi: miten onnistun verkkosivujen ja sosiaalisen median sisällöntuotannossa? JAMK University of Applied Sciences.

Kananen, J., Hämäläinen, B., & Malinen, J. (2008). Keski-Suomesta vientimarkkinoille: Pk-yritysten vientiin liittyvät vaikeudet. JAMK University of Applied Sciences.

Nummenmaa, L. (2006). *Orienting of social attention* [Doctoral dissertation, University of Turku].

Nummenmaa, L., Hari, R., Hietanen, J. K., & Glerean, E. (2018). Maps of subjective feelings [Data set]. Zenodo.

<http://doi.org/10.5281/zenodo.1291730>

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/>

Shafiq, O. (2019). *Anomaly detection in blockchain*. [Master's thesis, University of Tampere]. Trepo.

<http://www.urn.fi/URN:NBN:fi:tuni-201912056592>

Tampere University [@TampereUni]. (2020, September 1). On Monday 7 September we'll celebrate the opening of the academic year @TampereUni, this time online! Tampere Academic Symphony Orchestra [Tweet]. Twitter.

<https://twitter.com/TampereUni/status/1300721686170476545>