**APA Style**

From the point of view of their function there are two types of footnotes: **notes that supplement the basic information contained in the main text and notes informing on authors’ rights**. The supplementing notes (footnotes) should be limited to a minimum.

**QUOTATIONS in THE TEXT**

Creating references to the works quoted in the publication – in APA program; it is recommended to give the surname of the author and the publication year, and if the surname and the year do not appear in the text they should be written in round brackets separating the two items with a comma.

(Surname, 2014, p. 28)

(Surname, 2012, pp. 33–34)

Further quotations (including works by several authors, and institutional authors) are presented in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number**  **and type**  **ot the authors** | **First reference in the text** | **Subsequent references**  **in the text** | **First reference in the text in brackets** | **Subsequent references**  **in the text in brackets** |
| **One author** | Nowak (2010) | Nowak (2010) | (Nowak, 2010) | (Nowak, 2010) |
| **Two authors** | Nowak, Kowalski (2002) | Nowak, Kowalski (2002) | (Nowak, Kowalski, 2002) | (Nowak, Kowalski, 2002) |
| **Three authors** | Nowak, Kowalski, Smith (1998) | Nowak et al. (1998) | (Nowak, Kowalski, Smith, 1998) | (Nowak et al., 1998) |
| **Four authors** | Nowak,  Kowalski,  Smith,  Taylor  (2009) | Nowak et al. (2009) | (Nowak,  Kowalski,  Smith,  Taylor,  2009) | (Nowak et al., 2009) |
| **Five authors** | Nowak,  Kowalski,  Smith,  Taylor  Brown  (2000) | Nowak et al. (2009) | (Nowak,  Kowalski,  Smith,  Taylor  Brown,  2000) | (Nowak et al. 2009) |
| **Six or more authors** | Nowak et al.  (2007) | Nowak et al. (2007) | (Nowak et al., 2007) | (Nowak et al. 2007) |
| **Institutional author (commonly known abbreviation)** | World Values Survey (WVS,  2015) | WVS (2015) | (World Values Survey [WVS],  2015) | (WVS, 2015) |
| **Institutional author**  **(full name)** | University of  Rome (2003) | University of Rome (2003) | (University of Rome, 2003) | (University of Rome, 2003) |

**A book edited by**

Only the surname of the editor of the volume (if it is revealed in the Bibliography that he/she is the editor of the volume).

**Correct notation:**

text text text text (Nowak, 2001, p. 323) text text. Text text text.

**Legal documents**

Only the beginning of the title, e.g. of a law, order (in the Bibliography the full title is revealed). The author may indicate an article or section, which appear as a page. If the author refers to two (or more) legal documents of the same year, it is necessary to disclose part of the title (to distinguish the legal document in question).

Text text text text (Law, 2001) text text. Text text text.

Text text text text (Law, 2001, section 1, article 4) text text. Text text text.

par./art. (article) or § – should be used consistently

Text text text text (Law, 2001, article 1, §4) text text. Text text text.

Text text text text (Law on taxes, 2001, section 1, article 4) text text. Text text.

**Internet sources**

The best practice is to indicate the author of the text / article, which has been taken from the internet. If it is impossible, it is necessary to give the name of the website the item has been taken from; if it also impossible, the publication date should be given.

Text text text text (Surname, 2001) text text. Text text text.

Text text text text (MNiSW, 2001) text text. Text text text.

**In case of refering to two or more works in the same brakets they should be arranged alphabetically according to the surnames of the first authors**, that is to say in the same way they appear in the Bibliography. References to subsequent works are separated by **a semicolon**. Two or more works by the same author should be arranged according to the year of publication; works in print should be placed at the end. The surname of the author should be given only once, and for the subsequent works only the date should be given.

Text text text text (Nowak, 2001, 2003) text text. Text text text (Nowak, 1992, 2002, in print) text text. Text text text (Nowak, 1991; Kowalski, Wiśniewski, 1998) text text.

If there are several works by the same author(s) published in the same year, **letters a, b, c,** etc. should be put after the year of publication (withour spaces between the year and the letter). The year should be repeated for each publication. The same notation should be kept in *the Bibliography* and the subsequent bibliographic items should be arranged **alphabetically according to the titles**.

Text text text (Nowak, Kowalski, 2005a, 2005b, in print; Wiśniewski, 2003a, 2003b).

**Additional remark**: in the APA style it is acceptable to use abbreviations inside the brackets: cf., see, also.

Text text text (Nowak, 2001; see also: Kowalski, 1999; cf. Wiśniewski, 2007).

**Indirect quoting**

Indirect quoting consists in refering to the text, the author has not had access to and which they know via another work. Indirect quoting should be avoided. It is used only when the original work is hardly available or not available at all in a language the author knows. **The secondary source** (the one the author has used) **should be included in the Bibliography**, and in the text – the title of the original source (with the date); the reference to the secondary source should be preceded by the phrase **as cited in:** with a colon.

Allport (1966, as cited in: Nowak, 2000) suggested a different approach to the problem.

If the author discusses somebody’s concept, research, etc described in the works (s)he has not had access to and which (s)he knows via secondary sources and does not want to refer to any specific publication dealing with the problem in question, (s)he should refer only to the source (s)he has used.

In his theory Allport (Nowak, 2000) distinguished two aspects of the phenomenon in question.

**Quoting classical works**

Quoting very old sources, to the first edition of which no access is possible, it is necessary to give the year of translating, preceding it with the abbreviation **trans.,** **or the year of publication, which is being used, preceding it with the word edition.** If the date of the original publication is known, it should be given in the reference, succeeded by the date of the publication the author has used. Both dates are separated by a slash.

(Plato, trans. 1980)

Watson (1890/1987)

(Aristotle, edition 1988)

It is not required to place in the *Bibliography* classical works such as the ones written by ancient Greeks or Romans or religious works. The first reference should simply include the edition that is being used. Fragments of classical works are consistently marked in all the editions by the numbers of chapters, verses and the like, and such numbers should be given instead of page numbers.

‘Text of the quotation text of the quotation’ (*Millennium Bible*, Sos 2,10–14) text text.

**References to the information obtained in personal communication**

Personal information may include private letters and notes, email messages, private conversations, telephone talks and the like. **Such things should not be included in the Bibliography**, because usually they are not available (if they are, they should be included in the Bibliography). They are only given as references in the text. Then it is necessary to give the initials of the author’s first name and their full surname and the exact date of acquiring the information.

A.B. Nowak (personal communication, 24.06.2018).

**Literally citation of the text**

In case of literally citations the reference in the text should contain the surname of the author, the year of publication of the source and the numbers of the pages or sections (if the pages are not numbered).

(Surname, 2012, p. 33–34)

If the quotation is composed of fewer words than 40 it should be placed in the text in brackets. If the quotation occurs in the middle of a sentence it should be in quotation marks. Directly after the quotation there should be the reference to the source in brackets or the numbers of the pages also in brackets if the source has already been given,

Text text text text text text text text text text. Text text “quoted text quoted text quoted text” (Surname, 2005, p. 32). Text text text text text text text text text text text.

If the citation is composed of more words than 40, it should be separated from the main text, i.e. it should be in a separate block with left indentation without quotation marks. The indentation of the whole paragraph should be the same as the one of the first lines of all the paragraphs of the main text. If there are paragraphs inside the quoted text they should be marked by left indentation of half the size of the indentation in normal paragraphs. The line spacing should the same as in the main text. If the reference mark has not been mentioned in the main text in the sentence that introduces the quotation, it should be placed in brackets at the end of the quoted paragraph after the last punctuation mark.

Text text text text text text:

Quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text. Quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text (Surname, 1999, p. 12–44).

**Literalness of citations**

Literally citations must be quoted letter by letter. The spelling in the quoted text should be kept untouched even if it is not correct. If a word or a phrase, misspelt according to the current rules, might confuse the reader, such form can be succeeded by the Latin word italicised ‘sic’ in **square brackets** **[*sic!*]**.

**Changes in the quoted text should be indicated**

If anything is added inside the quoted text it should be in **square (not round) brackets**:

Quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text. Quoted text quoted text quoted text quoted text quoted text quoted text [text outside the quotation] quoted text quoted text quoted text (Surname, 2009, p. 88).

If anything is skipped inside the quoted text it should be marked by **suspension points in round brackets**.

“Quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text quoted text (…). Quoted text quoted text quoted text” (Surname, 2009, p. 88).

**Emphasis**

If the author wants to emphasise a word or some words in a citation, they should use bold or (less frequent) spaced out letters. Directly after the emphasised word(s) there should be information [emphasis added by A.B.], where A.B. stand for the initials of the author’s first and last names.

Text text text textemphasised fragment[emphasis added by A.B.] text text text.

**Italics (inside the text)**

Italics should be used sporadically. It should be used in the following cases:

* in quoted titles; it refers to the titles of books, book chapters, journals, articles, internet texts, films, video recordings, TV programmes and microfilms; all those titles are written (according to APA) in italics in the bibliography and in the main text as well.
* when foreign words are used.

**NOTATION in THE BIBLIOGRAPHY**

Works should be arranged alphabetically, the first letter of the author’s surname is decisive.

Between surnames the sign & and the conjunction ‘and’ are not used – ONLY a comma (both in the bibliography and in the notes):

**Book**

Surname, X. (year). *Title of the book*. Place of publication: Publisher.

Nowak, A. (2010). *Rozwój człowieka*. Warszawa: Wydawnictwo Naukowe PWN.

It there are – for example – twenty co-authors, in the bibliography all of them should be mentioned.

**Book edited by**

Surname, X. (ed.) (year). *Title of the book.* Place of publication: Publisher.

Nowak, A. (ed.) (2015). *Psychologia*. Warszawa: Czarna Owca.

**Chapter in the joint work**

The range of pages of the chapter is given after the title in brackets:

Surname, X. (year). Title of the chapter. In: Y. Surname, B. Surname (ed.), *Title of the book* (p. 1–15). Place of publication: Publisher.

Nowak, A. (2012). Emocje. W: J. Kowalski (ed.), *Psychologia* (p. 12–30). Warszawa: GWP.

**Article in a journal**

Surname1, X., Surname2, X.Y., Surname3, Z. (year). Title of the article. *Title of the journal*, *number* (if any – the so-called consecutive numbers), page of beginning–page of end.

Nowak, J., Kowalski, A.B., Zawadzki, G. (2001). Modelowanie. *Praca i Technika*, *3* (12), 120–125. – that is to say: number 3 in the year in question, and 12 altogether (so far).

Surname1, X., Surname2, X.Y., Surname3, Z. (year). Title of the article. *Title of the journal*, *number*,page of beginning–page of end.

Nowak, J., Kowalski, A.B., Zawadzki, G. (2001). Modelowanie. *Praca i Technika*, *12*, 54–56.

If the article has the DOI (Digital Object Identifier) number, it should be given at the end of the bibliographic item:

Nowak, J., Kowalski, A.B., Zawadzki, G. (2001). Modelowanie. *Praca i Technika*, *12*, 54–56. DOI: 10.1016/jhkj.2008.11.011.

**Article in a newspaper**

Johnson, J. (2001). Crisis in European Politics. *The Times*,20th January.

**Bulletins**

Nowak, J., Kowalski, A.B., Zawadzki, G. (2001). Modelowanie. *Zeszyty Naukowe Uniwersytetu Szczecińskiego*, *XVII*. *Finanse, Rynki Finansowe, Ubezpieczenia*, *51*, 54–56.

If the article in the bulletin has the DOI (Digital Object Identifier) number, it should be given at the end of the bibliographic item:

Nowak, J., Kowalski, A.B., Zawadzki, G. (2001). *Zeszyty Naukowe Uniwersytetu Szczecińskiego*, *XVII*. *Finanse, Rynki Finansowe, Ubezpieczenia*, *51*, 54–56. DOI: 10.1016/jhkj.2008.11.011.

**Internet sources**

If the text is on a website and is not an article in a journal, a book or a chapter in a book, its author should be mentioned, as well as the date of publication (if it is known) and the title; next, there should be information on the place the text has been taken from: Retrieved from: address of the website; at the end in brackets the date of access to the quoted text.

Surname, X. *Title of the text.* Retrieved from: address of the website (1.01.2017).

MNiSW. Retrieved from: [www.mnisw.gov.pl/artykul\_13/21](http://www.mnisw.gov.pl/artykul_13/21) (1.01.2007).

**Legal documents**

In the bibliography only the title of the document is given, sections and articles are revealed only in the references in the text.

Law of 2.10.2004 on income tax. Dz.U. 2005, no 20, pos. 456, with later amendments.

Verdict of SC [Supreme Court] dated 7.05.2009. III CSK 315/08. LEX no 512058.

Verdict SC in Poznań of 14.02.2013. I ACa 1176/12. Portal of Rulings of Courts of Law Retrieved from: <http://orzeczenia.lexvin.pl/orzeczenie/40818/I-ACa-1176-12-wyrok-z-uzasadnieniem-S%C4%85d-Apelacyjny-w-Poznaniu-z-2013-02-14-sady-powszechne> (1.04.2014).

If the verdict / ruling has been published in a journal:

Poznań SC Verdict of 14.02.2013, I ACa 1176/12 (2016). *Prawo i Prokuratura*, *2* (12), 3–12.

THE TITLES OF JOURNALS SHOULD BE IN THEIR FULL FORM – NOT ABBREVIATED

**Other notations**

* **musical composition**

Surname of the performer, First name’s initial. (year). *Title of the composition* [carrier]. Producer (Record Company).

Rubinstein, A. (1962). *Beethoven. Piano sonatas* [CD]. Sony Music Entertainment.

* **films**

Surname of the director, First name’s initial. (year). *Title of the film* [film]. Country: Producer (Film Studio).

Szumowska, M. (2015). *Body/Ciało* [film]. Poland: Nowhere.