

BASIC INSTRUCTIONS ON USE OF SCIENTIFIC APPARATUS AT EMUNI

Basic instructions for use of the scientific apparatus provide guidelines for the citation within the text and in a reference list at the end of the text in a written assignment. Euro-Mediterranean University (EMUNI) uses the scientific apparatus in line with the Publication Manual of the American Psychological Association, i.e. APA style.

See also:

- Publication Manual of the American Psychological Association, 6th ed. Washington, DC: American Psychological Association, 2010. Reference Desk Reserve 808.06615 p976m 2010 (at Reference Desk).
- Concise Rules of APA Style, 6th ed. Washington, DC: American Psychological Association, 2010. Reference Desk Reserve 808.06615 C744r 2010 (at Reference Desk).

1 CITING REFERENCES IN THE TEXT

Data, texts, knowledge, and thoughts can be referenced from other sources verbatim or by paraphrasing. In the case of verbatim referencing, a part of the text is quoted (copied). By paraphrasing or summarizing, thoughts of other authors are expressed with other words (paraphrased) or summarized (Kobeja, 2001, p. 13).

1.1 Quoting

When the message or meaning (information, motivational, esthetic, etc.) of relevant definitions or complex thoughts or findings would be lost with our interfering (e.g., by expanding, extracting, etc.), quoting is used. Data representing fundamental or general behavior is not quoted (Kobeja, 2002, p. 86). Quotes should be included in the way, so as not to burden the text (Cencič 2009, p. 144). When quoting a particular passage, include the specific page or paragraph number, as well.

Quotes must be separated from the rest of the text:

1. Short quotations (up to 40 words) are marked with quotation marks and included in the text in the following ways:

Zambryski (1988, p. 157) says: »The rapid discovery of the unique mechanisms underlying crown gall disease demonstrated how quickly an area could advance.« or »The rapid discovery of the unique mechanisms underlying crown gall disease demonstrated how quickly an area could advance.« (Zambryski, 1988, p. 157).

2. Quotations, longer than five lines (more than 40 words) are set in a separate paragraph and do not bear quotation marks. The paragraph is indented by five spaces on both left and right margins.

Albahari (2008, p. 156) claims the following:

The southern Italian heritage of immigration, domestic disparagement, marginalizing moral geography and newly rediscovered Mediterranean centrality cannot be taken as a mechanistic guarantor of fixed sets of (good) dispositions toward migrants and their cultures and regions of origin. In particular, the selective recall and manipulation of individual histories and regional heritage need to be always explored.

1.2 Paraphrasing and summarizing

In paraphrasing, a known topic is presented in a new and different way; in summarizing, the main thoughts of the message are congested. When summarizing a particular passage, the specific page or paragraph number should be included, as well.

Only primary sources should normally be paraphrased and summarized; exceptionally also secondary sources:

Kotler (in Mohr, Webb in Harris, 2001, p. 47) defines social responsibility as the regular operation of the institution in the direction of maintaining and improving the consumer's and general social well-being.

1.3 Examples of bibliographic references

APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. Therefore, the author's lines are referenced by a note in brackets, which is called bibliographic reference. It includes:

- Name of the person bearing responsibility for the referred text (usually the author's last name),
- Year of publication,
- Data on the place in the referred text (usually page number or extent of pages, no. of the paragraph, figure, etc.).

As already explained, the pages are referenced in the case of quoting and summarizing by noting the year of publication, followed by a comma, and then the abbreviation for 'page' (p.) and the page number, or several page numbers, separated by commas. The number of pages can also be indicated by two numbers, preceded by '(pp.)' and connected by a hyphen.

Examples of bibliographic references:

(Ritzer, 2003, pp. 123–167)

Employment Relationship Act (ERA, 2002, ar. 8)

(ERA-OCT3, 2007, ar. 11)

(Business Communication, 2011)

(Keach and Levin, 2009, p. 234)

2 REFERENCE LIST

All the bibliographic references should be listed in the literature section of an assignment (in the reference list) and vice versa, all the items in the reference list should be referred to within the text (with bibliographic references). References that were studied but not used in the text are not listed in the reference list.

Bibliographic reference contains only the most relevant information which refers the reader to the reference list. The bibliographic description contains all the data on the source used which the reader needs to identify and find it.

Rules on reference list:

- References should be listed alphabetically begin with the last name of the first author (or corporation, organization or source title if there is no known author),
- In the case of several authors, the first six last names and first letters of first names are separated by commas. All other authors are noted with 'et al.'
- When referring to several different works of one author, they are listed according to the year of publication (starting with the oldest). If the year is the same, bibliographic description are listed alphabetically and years are followed by lower case letters 'a,' 'b,' 'c,' etc., repeating it in bibliographic references.
- The sequence of the works of the same first author is from single authorship to joint authorship, in alphabetical order of the co-authors.
- Academic titles (Dr, Prof, etc.) are not included.
- Year of publication is written in brackets after stating the author, or title if the author is unknown. If you cannot establish the year of publication, use 'n. d.' (no date) in brackets. Sources that are still being printed should be marked '(in print)'.
- Titles of books, proceedings, compendiums, etc. and titles and years ('volume') of magazines are written in italics.
- Foreign titles are quoted in the original language.
- When the place of publication is, for example, USA, the state of publication is also mentioned (e. G. Upper Saddle River, NJ: Pearson Education).
- Unnecessary data, such as Inc., etc., is not included.

1. Taylor, G. (1996). *Theory of Organization: textbook*. Celje: Mednarodna fakulteta za družbene in poslovne študije.
2. *EMUNI University*. (n. d.). Acquired from <http://www.emuni.si/>
3. Employment Relationship Act (ERA-1). (2013). *Official Gazette of the Republic of Slovenia, No. 23*.
4. Košir, S., and Bezenšek, V. A. (2009). Higher education institutions and their innovative approach to communication. *Economy and Business*, 3(1), 414–421.
5. Ayers, Carol. (2001). Financial Analysis. In A. Becker, L. Rocket, and T. Sellers (ed.), *Market Models: A Guide to Financial Data Analysis* (pp. 200-205). New York, NY: John Wiley & Sons.
6. European Commission. (2016.) *Erasmus + Programme Guide*. Acquired from http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm

3 FOOTNOTES

Footnotes provide additional explanation towards the text context and are used to explain unknown words, quote translations, comparison of scientific conclusions by different authors, referring the reader to other parts of the same text, and for expressing gratitude to be able to use certain documents (Kobeja, 2001, p. 186-187). Footnotes should be used with the goal of improving the main text. Titles have no footnotes.

We distinguish between documenting (bibliographical) and content (discussion) footnotes. We only apply content footnotes. Footnotes are numbered according to the order in which they follow each other. They are written in font size 10 pt at the bottom of the page, with single line spacing and centered.