



# APA citation style

Quick guide to APA citation and referencing style  
for Cedefop researchers

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## Objective

Cedefop recommends using the [citation style of the American Psychological Association \(APA\)](#) to improve clarity and consistency in Cedefop publications; to foster credibility and professionalism in research writing and to simplify the citation and referencing process for researchers.

The American Psychological Association (APA) style is an international recognised citation style and is widely used in social sciences, business, and some life sciences publications. APA is compatible with all reference management tools and constant review, and updates contribute to its widespread acceptance. Moreover, the familiarity of Cedefop experts and its external contractors with the APA citation style further supports its seamless integration.

This concise guide is designed to assist Cedefop researchers in producing high-quality, APA-compliant references and bibliography.

It is essential to note that Cedefop will exclusively employ the APA style for references and in-text citations, while all other formatting and style elements will be guided by [Cedefop's style manual](#).

## General rules

This guide provides examples for references and bibliographies for Cedefop publications following the seventh edition *APA Style and Grammar Guidelines* (APA, 2023). For further examples and indications, please directly visit the [APA Style website](#).

In case you are using a reference management tool<sup>1</sup>, the APA Style will appear as a style option. You simply add the references, and let the programme apply the selected style.

It is important that the publication type <sup>(2)</sup> is correctly assigned to ensure that the citation is properly generated.

When a publication type is not fully covered by APA Style 7th, we recommend following the *Interinstitutional style guide* (Publication Office of the European Union, 2022):

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(1) Reference management software helps create citations, bibliography pages, and reference lists with features that assist with citation generation. Well known are: Endnote, Zotero, Mendeley, etc.

(2) APA types of sources: works that stand alone (e.g. book, report, film, social media post, webpage); works that are part of a greater whole (e.g. journal article, edited book chapter, TV episode). APA (2022). *Scaffolded Reference Elements Worksheet*. <https://apastyle.apa.org/instructional-aids/scaffolded-reference-elements-worksheet.pdf>



- References to EU legislation;
- References to the treaties;
- References to cases before the Court of Justice and the General Court;
- Bibliographic references.

Please note that the [Publications Office of the EU](#) offers the possibility to select the citation style, and to download the references in RIS format. The RIS format can be used with any reference management tool.

Citation style APA

European Commission, Directorate-General for Communication, (2023). *A new pact on migration and asylum : state of play*, Publications Office of the European Union. <https://data.europa.eu/doi/10.2775/533852>

Export format RIS Export

There are two parts to every APA citation:

- an in-text citation for every source quoted or paraphrased; and
- a complete citation in an alphabetised reference list at the end of the paper.

## In-text citations

When you quote or paraphrase from a source, you need to give credit to that source by inserting a citation. In-text citations make brief reference to the complete citations in your reference list:

- an in-text citation includes the author's family name and the year of publication. e.g. (Smith, 2017)
- you may place an in-text citation in parentheses at the end of a sentence or incorporate the author's name into the text of your sentence as a narrative citation (APA Manual, sec. 8.11 & website). For example:
  - Parenthetical: (Smith, 2017)
  - Narrative: Smith (2017) found that...
- include page numbers only when you are quoting or referring to specific passages. e.g. (Smith, 2017, p. 22)

Type	Rule	Example
Single author	(Author, Year)	Cedefop's recent findings suggest a growing need for skills development (Doe, 2021).
Multiple authors	(Author1 & Author2, Year)	Collaborative efforts are evident in recent EU initiatives (Doe & Smith, 2020).
Group authors	(Organisation, Year)	The European Commission emphasises the importance of inclusive education (European Commission, 2019).
Multiple works by the same author	(Author, Yeara; Author, Yearb)	Cedefop's reports from 2018a and 2018b highlight distinct aspects of lifelong learning.



## Reference lists/bibliographies

Basic principles of creating a reference list:

- start the list on a new page at the end of your manuscript;
- arrange alphabetically by author;
- include all authors (up to 20) in each reference;
- include author initials after surnames, and a comma between all authors;
- always use '&' between the last two authors. Author, A. A., & Author, B. B.;
- provide a Digital Object Identifier (DOI), when it is available, instead of the URL. DOIs provide stable, long-lasting links for online resources. Do not place a full stop after the DOI;
- if a document referenced is unpublished, place and publisher details are omitted, and '[unpublished]' is added after the title;
- if a document is to be published in the future (but not yet published), place and publisher details are omitted, and '(forthcoming)' is added after the author instead of the publication year;
- primary responsibility refers to the author(s). When the author is unknown, the general rule is to mention the editor(s). In the absence of editors, we use the title as primary responsibility.

Difference between reference list and bibliography:

- A reference list only includes the books, articles, and web pages etc that are cited in the text of the document;
- A bibliography includes all sources consulted, even if they are not cited in the document;
- A further reading list provides sources, which are related to the subject discussed in the publication, these are recommendations if the reader wants to expand on the subject.

## Reference types and examples

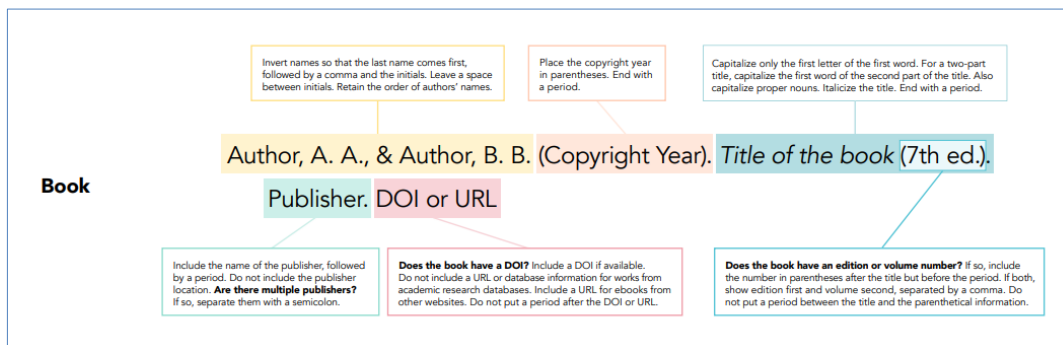
In general, a reference is made up of four elements: author, date, title and source. These elements provide the information required to identify and retrieve the works cited in the text.

The remainder of this guide contains information on how to format reference how to format reference list entries for commonly cited documents in Cedefop publications.

You find an example reference for each kind of document, with emphasis on correct punctuation. Variable elements are presented in red, punctuation and stable elements in black.



## Books



Cedefop, (2020). *The importance of being vocational: challenges and opportunities for VET in the next decade*. Publications Office of the European Union.

<https://data.europa.eu/doi/10.2801/009305>

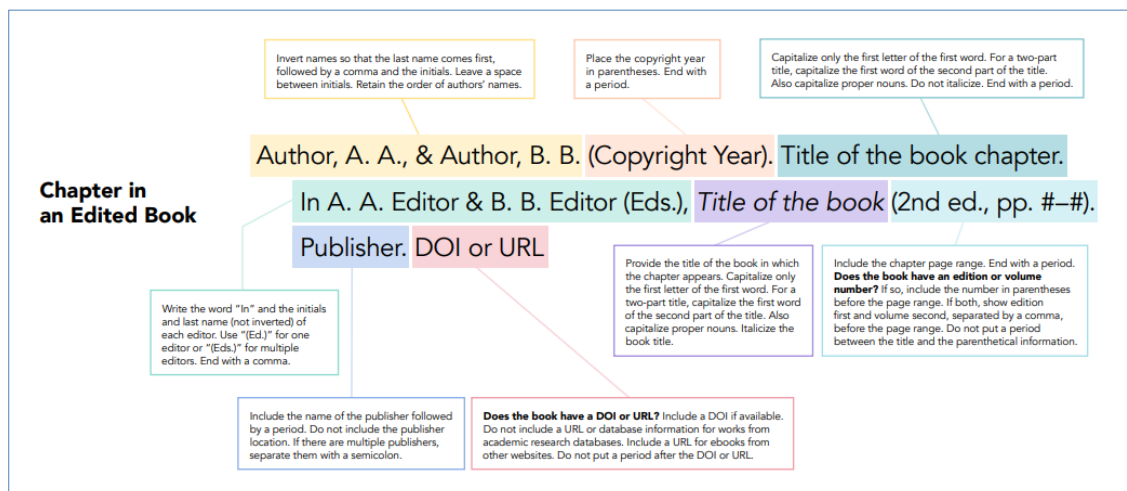
Cedefop, (2014). *Coping with changes in international classifications of sectors and occupations: application in skills forecasting*. Publications Office of the European Union. <https://data.europa.eu/doi/10.2801/79196>

Cedefop, (2020). *Enhancing European cooperation in VET: outcomes of the Riga cycle : progress in common priorities for 2015-20*. Publications Office of the European Union. <https://data.europa.eu/doi/10.2801/79719>

## Authored book (APA, 2020, Section 10.2)

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches*. American Psychological Association. <https://doi.org/10.1037/0000048-000>

## Edited book chapters





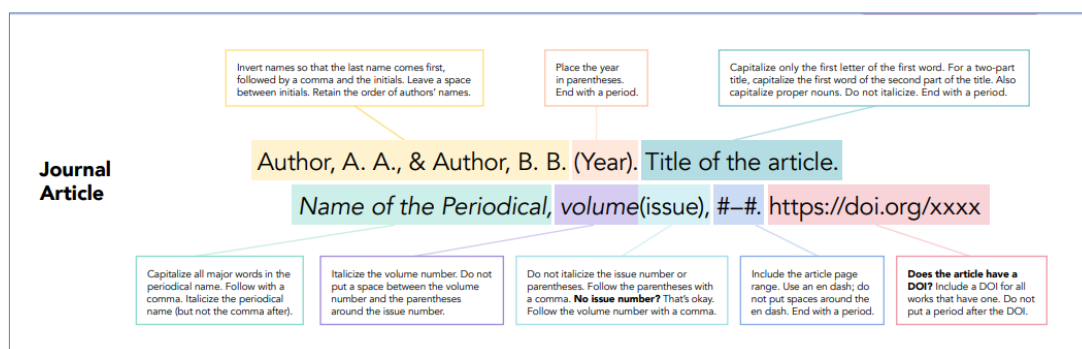
Card, D. (1999). The causal effect of education on earnings. In: Ashenfelter, O. and Card, D. (eds). *Handbook of Labour Economics*. Amsterdam: Elsevier, Vol. 3A, pp. 1801-1863.

### Edited book chapter (APA, 2020, Section 10.3)

Zelege, W. A., Hughes, T. L., & Drozda, N. (2020). Home-school collaboration to promote mind-body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind-body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

### Online dictionary entry (APA, 2022, CG and PM Section 10.3)

Merriam-Webster. (n.d.). Existential. In *Merriam-Webster.com dictionary*. Retrieved October 15, 2020, from <https://www.merriam-webster.com/dictionary/existential>



## Journal articles

### Journal article (APA, 2020, Section 10.1)

Edwards, A. A., Steacy, L. M., Siegelman, N., Rigobon, V. M., Kearns, D. M., Rueckl, J. G., & Compton, D. L. (2022). Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. *Journal of Educational Psychology*, 114(6), 1242–1256. <https://doi.org/10.1037/edu0000696>

**Online magazine article (APA, 2020, Section 10.1)**

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah's Great Salt Lake. *Newsweek*. <https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151>

**Preprint article (APA, 2020, Section 10.8)**

Latimier, A., Peyre, H., & Ramus, F. (2020). *A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention*. PsyArXiv. <https://psyarxiv.com/kzy7u/>

**Print magazine article (APA, 2020, Section 10.1)**

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, 62(5), 56–65, 100.

## Reports

**Dissertation from a database (APA, 2020, Section 10.6)**

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367). [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global

**Report by a group author (APA, 2020, Section 10.4)**

World Health Organization. (2014). Comprehensive implementation plan on maternal, infant and young child nutrition. [https://apps.who.int/iris/bitstream/handle/10665/113048/WHO\\_NMH\\_NHD\\_14.1\\_eng.pdf?ua=1](https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1)

**Report by individual authors (APA, 2020, Section 10.4)**

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). How playful learning can help leapfrog progress in education. Center for Universal Education at Brookings. [https://www.brookings.edu/wp-content/uploads/2019/04/how\\_playful\\_learning\\_can\\_help\\_leapfrog\\_progress\\_in\\_education.pdf](https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf)



**Working paper by individual Authors**

Givord, P. (2020). *How a student's month of birth is linked to performance at school: new evidence from PISA* (OECD Education Working Papers No. 221).  
<https://doi.org/10.1787/19939019>

## Conferences

**Conference proceedings**

Cedefop, Strietska-Ilina, O., Tessaring, M. (2007). *Systems, institutional frameworks and processes for early identification of skill needs*. (Cedefop Panorama series No. 135). Publications Office of the European Union.

**Conference session (APA, 2020, Section 10.5)**

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. [https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019\\_Program\\_190708.pdf](https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf)

## Audiovisual materials

**Film or video (APA, 2020, Section 10.12)**

Docter, P., & Del Carmen, R. (Directors). (2015). *Inside out* [Film]. Walt Disney Pictures; Pixar Animation Studios.

**Infographic (APA, 2020, Section 10.14)**

American Psychological Association. (n.d.). *Data sharing* [Infographic].  
<https://www.apa.org/pubs/journals/data-sharing-infographic.pdf>

**Instagram (APA, 2022, CG Section 10.13 and PM Section 10.15)**

Vogue [@voguemagazine]. (2020, October 7). *It has never been easy for Black women to lead in America. Those who have done so have endured great* [Photograph]. Instagram.

**Podcast episode (APA, 2020, Section 10.13)**

Santos, L. (Host). (n.d.) Psychopaths and superheroes (No. 1) [Audio podcast episode]. In *The happiness lab with Dr. Laurie Santos*. Pushkin Industries.  
<https://www.happineslab.fm/season-2-episodes/episode-1>

**Radio broadcast (APA, 2020, Section 10.13)**

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. <https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over-america-which-is-weird>

**Song or track (APA, 2020, Section 10.13)**

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

**TedTalk on YouTube (APA, 2022, CG Section 10.10 and PM Section 10.12)**

TED. (2016, April 6). *Inside the mind of a master procrastinator* | Tim Urban [Video]. YouTube. <https://www.youtube.com/watch?v=arj7oStGLkU>  
<https://www.instagram.com/p/CGDaLBKpIB/>

**TV series episode (APA, 2020, Section 10.12)**

Dippold, K. (Writer), & Trim, M. (Director). (2011, April 14). *Fancy party* (Season 3, Episode 9) [TV series episode]. In G. Daniels, H. Klein, D. Miner, & M. Schur (Executive Producers), *Parks and recreation*. Deedle-Dee Productions; Fremulon; 3 Arts Entertainment; Universal Media Studios.

**Tweet (APA, 2020, Section 10.15)**

Obama, B. [@BarackObama]. (2020, April 7). *It's World Health Day, and we owe a profound debt of gratitude to all our medical professionals. They're still giving* [Tweet]. Twitter. <https://twitter.com/BarackObama/status/1247555328365023238>

**Webinar (APA, 2020, Section 10.12)**

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Webinar]. American Psychological Association.  
<https://apastyle.apa.org/instructional-aids/tutorials-webinars>

**YouTube Video (APA, 2020, Section 10.12)**

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. <https://www.youtube.com/watch?v=FQMwmBNNOnQ>

## Data sets, data visualisations and databases

**Data set (APA, 2020, Section 10.9)**

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR36966.v1>

## Interviews

**Elements and punctuation**

Interviewee (year). Title [interview with official title of interviewee]. Title of Magazine or Journal or website, No issue number, pp. range. URL [accessed dd.mm.yyyy]

**Interview (APA, 2020, Section 8.9)**

Schmit, N. (2020). We need a reskilling revolution: with the social and economic effects of the Covid-19 pandemic, this has become an even stronger priority [interview with European Commissioner for Jobs and Social Rights]. *Cedefop Skillset and Match*, Thessaloniki, No 19 – May 2020, pp. 4-5.  
[https://www.cedefop.europa.eu/files/9146\\_en.pdf](https://www.cedefop.europa.eu/files/9146_en.pdf)



## Newspaper articles

### Elements and punctuation

Reporter (year, Month day). Title. *Newspaper*. URL [accessed dd.mm.yyyy]

### Blog post (APA, 2020, Section 10.1)

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog*. <https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/>

### Online newspaper article (APA, 2020, Section 10.1)

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. *The New York Times*. <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

### Press release (APA, 2020, Section 10.4)

American Psychological Association. (2020, March 2). *APA reaffirms psychologists' role in combating climate change* [Press release]. <https://www.apa.org/news/press/releases/2020/03/combating-climate-change>

### Print newspaper article (APA, 2020, Section 10.1)

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

Amato, R. (2020). Lavoro, in Italia sempre più difficile trovare un impiego coerente con i propri studi [Work, in Italy it is increasingly difficult to find a job consistent with one's studies]. *La Repubblica*, 14 March 2020, pp. 15-16.

[https://www.repubblica.it/economia/2020/03/14/news/\\_in\\_italia\\_e\\_sempre\\_piu\\_di\\_difficile\\_trovare\\_un\\_lavoro\\_coerente\\_con\\_quello\\_che\\_si\\_e\\_studiato\\_-251215338/](https://www.repubblica.it/economia/2020/03/14/news/_in_italia_e_sempre_piu_di_difficile_trovare_un_lavoro_coerente_con_quello_che_si_e_studiato_-251215338/)

## Webpage

### Webpage on a news website (APA, 2020, Section 10.16)

Machado, J., & Turner, K. (2020, March 7). *The future of feminism*. Vox. <https://www.vox.com/identities/2020/3/7/21163193/international-womens-day-2020>

**Webpage with personal author (APA, 2020, Section 10.16)**

Chandler, N. (2020, April 9). *What's the difference between Sasquatch and Bigfoot?* howstuffworks. <https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-difference.htm>

**Webpage with retrieval date (APA, 2020, Section 10.16)**

Center for Systems Science and Engineering. (2020, May 6). *COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)*. Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from <https://coronavirus.jhu.edu/map.html>

## Any questions?

Please contact us:

[Maria Belen Fernandez del Pino Torres](#), Cedefop Research Support service

[Bettina Brenner](#), Cedefop Publications service

## References

APA (2020). *Reference guide for journal articles, books, and edited book chapters: 7th edition*. <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

APA (2022). *Scaffolded reference elements worksheet*. <https://apastyle.apa.org/instructional-aids/scaffolded-reference-elements-worksheet.pdf>

Cedefop (2023). *Style manual: presentation of Cedefop manuscripts for publication in English*.

Publications Office of the European Union (2022). *Interinstitutional style guide*, Publications Office of the European Union. <https://data.europa.eu/doi/10.2830/215072> And its online version



## Annex 1. Document history

### Summary of changes

Version History	Date	Comments
Version 0.1	15/1/2024	Document drafted by Belén Fernández-del-Pino, Bettina Brenner