Creating citations at Häme University of Applied Sciences

Valid from 1 September 2018

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Basic issues

These slides explain why citations are important, what a citation is and what a list of references is.
Contents: basic issues

Basics of citations
Citation tools
In-text citation forms
In-text citation: one or several sentences
In-text citation: direct quotation
List of references
Printed or digital source?
DOI, or digital object identifier
Citation (see the table of contents of citation instructions)
Conclusion
Basics of citations

- You must clearly distinguish between what you have written yourself and what you have borrowed. This is what citations are all about.
- There are several good ways to cite references.
  
  HAMK uses the APA 6 style, which is presented in these slides

- References are cited as accurately as possible to enable the readers to find the original information, should they wish to do so.
- The selected citation system should be followed systematically throughout the work.
- A citation is composed of two parts. A simple citation is embedded in the text. Each citation has its counterpart in the list of references that provides more detailed information.
- Remember to be critical when selecting the sources that you will use!
Citation tools

• You can use e.g. the citation tool included in Word.

• Your citations must always follow the APA 6 style and comply with the practices of the language used in your work, i.e. Finnish or English (e.g. date and page number references).

• All citations must be finalised by hand to comply with the instructions presented here.

• The use of tools requires special care when filling in the requested fields!
In-text citation forms

• In-text citations are marked on the paragraph level.

• In-text citations can be marked in two different ways: either a) in an 
  author-centric or b) subject-centric manner. For example:
  a) 
  Väliverronen (2016, p. 59) claims that scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant.

  b) 
  Scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant. (Väliverronen, 2016, p. 59.)
In-text citation: one or several sentences

• If your citation is limited to a single sentence, the in-text citation should be included **within the sentence**:
  Scientists can assume five different expert roles in public (Väliverronen, 2016, p. 59).

• If your citation extends across several sentences, the in-text citation should be inserted **after the sentence, and no full stop is included within the brackets**:
  Scientists can assume five different expert roles in public. These roles are a populariser, an interpreter, a critic, a manager and a participant. (Väliverronen, 2016, p. 59)
In-text citation: direct quotation

• Sometimes the original source just nails it, and you wish to quote the text word for word. In that case you will be using a direct quotation. Direct quotations are also used when quoting the text of an act, for example. A direct quotation always includes quotation marks.

  “The strength of stories lies in their authenticity: they are important to those who tell them and are realised here and now” (Kauppinen, 2016, p. 15).

• A lengthy direct quotation is indicated visually by indenting the text.

• Direct quotations should be used very sparingly!
List of references

• The list of references is placed at the end of the article/thesis.
• The references are arranged in alphabetical order by author. All references are added to the same list apart from any interviews that were conducted by the author. These are placed in their own list after the list of references.
• A reference begins with the exact same statement as an in-text citation.
• The list of references contains specific information on a reference: its name, year, publishing house etc. It also contains other necessary information, such as the name of the translator, edition number, etc.
Printed or digital source?

• Many sources are available both in print and digitally. Refer to the one that the readers would find the easiest to get hold of.

• At the end of a digital reference in the list of references, a sentence should be inserted indicating when the source was retrieved and the web address of the source. To make sure that the link works, never add a full stop at the end of a web address.

• If, for example, an online publication is only available on HAMK’s intranet or a corporate intranet, the reference should indicate this with a statement such as “Company X intranet” or “Ebrary database”.

• The purpose of all these notations is to help the reader access the material as easily as possible, should they wish to do so.
DOI, or digital object identifier

- A DOI, or Digital Object Identifier, is a standard and tool that is used to identify individual digital publications.
- The DOI is a permanent identifier, meaning that even if a publication changes location, the DOI can be used to locate the publication in question.
- For more information, see APA Style: What is a digital object identifier, or DOI? [http://www.apastyle.org/learn/faqs/what-is-doi.aspx](http://www.apastyle.org/learn/faqs/what-is-doi.aspx)
- In this guide, DOI addresses are used in for example the slide titled “E-book, reference from HAMK's library database”.
- We recommend including a DOI address in the list of references when referencing both freely available and paid e-books as well as sources from paid databases. The APA does not recommend using the name of the database as an identifier at the end of the reference.
Citations

The following slides show how references to different source materials should be created. The left-hand side of the slide contains the citation, the right-hand side the corresponding entry in the list of references.
Contents: precise instructions for creating citations

- Work, one author
- Work, two authors
- Work, multiple authors
- More than one source in the same in-text citation
- Several works by a single author
- Chapter or article in an edited work
- Article in a printed scientific periodical
- Article in a digital scientific journal
- E-book, reference from HAMK's library database
- Article in a journal
- Article or news item in a newspaper
- Dissertation
- Master’s thesis
- Author not known
- Publication year not known
- Unpublished source (e.g. lecture)
- Website 1 (2)
- Website 2 (2)
- Blog post
- Facebook, Twitter
- Youtube video, Podcast
- Radio or TV programme
- Email message
- Digital learning material (e.g. HAMK Moodle)
- Acts and decrees
- Standards
- Image
- Interview
- Secondary source
Work, one author

**In-text citation**
(Family name, publication year, p. page number)

(Lydman, 2016, p. 161)

(Family name, publication year, p. page number)

(Lindqvist, 2017, p. 35)

**Notation in the list of references**
Family name, first letter of first name. (Publication year). Title in italics. Location of the publishing house: publishing house.


If the edition is noted in the work, it should be included in the middle of the notation. This is where the possible translator’s name is also inserted.


Work, two authors

In-text citation
(Family name & Family name, publication year, p. page number)
(Uskali & Kuutti, 2016, p. 88)

Notation in the list of references
Family name, first letter of first name. & Family name, first letter of first name. (Publication year). *Title in italics*. Location of the publishing house: publishing house.
Work, multiple authors

In-text citation
When cited for the first time, enter all names in full (unless there are more than four authors):
(Family name, Family name, Family name & Family name, publication year, p. page number)
(Laine, Sallantaus, Syrjänen & Vasander, 2016, p. 22)
Later on, only use the first one of the family names followed by et al.:
(Family name et al., publication year, p. page number)
(Laine et al., 2016, p. 22.)

Notation in the list of references
Family name, first letter of first name., Family name, first letter of first name., Family name, first letter of first name. & Family name, first letter of first name. (Publication year). Title in italics. Location of the publishing house: publishing house.
More than one source in the same in-text citation

**In-text citation**
Different works are separated by a semicolon.
If the sources are of *equal importance*:
(Family name(s), publication year, page number; Family name, publication year, p. page number)
(Aho, 2015, p. 12; Nieminen & Virta, 2016, p. 14)
If the *first source is the most important*, insert the instructions *see also*:
(Nieminen & Virta, 2016, p. 14; see also Aho, 2015, p. 12)

**Notation in the list of references**
The works are listed in an alphabetical order.
Several works by a single author

**In-text citation**

(Family name, publication year, publication year, publication year, publication year)


If the same author has published several books in the same year, insert a **letter** right after the year.

(Family name, publication yeara, publication yearb)

If you also cite the page numbers, use **semicolon**s to separate the sources.

(Family name, publication yeara, page number; Family name, publication yearb, p. page number)

(Tomperi, 2015a, p. 23; Tomperi, 2015b, p. 51)

**Notation in the list of references**

In the list of references, the author’s publications are listed from **the oldest to the newest**. If the author has also participated in a joint publication, his or her own publications are listed first, then co-authored publications.


Chapter or article in an edited work

In-text citation
(Family name(s) of the author(s) of the article, publication year, page referred to)

(Alasuutari, 2016, p. 135)

Notation in the list of references
Family name, first letter of first name. (Publication year). Title of the article. In a work, first letter of the editor’s first name., family name (ed.) Title in italics. Location of the publishing house: publishing house, pages on which the article is found.

N.B.! Use a dash — between page numbers, not a hyphen -!

Article in a printed scientific periodical

In-text citation
(Family name(s) of the author(s) of the article, publication year, p. page number)

(Lehtonen, 2015, p. 333)

Notation in the list of references
Family name, first letter of first name (publication year). Title of the article. Name of publication in italics volume(number), page numbers on which the article is found.

Article in a digital scientific journal

In-text citation

(Family name(s) of author(s), publication year, page referred to if any page number exists)

(Bilund, Muinonen & Sintonen, 2016)

Notation in the list of references

Family name, first letter of first name (publication year). Title of the article. Name of publication in italics issue data, page numbers on which the article is found if available. Retrieved date from http://permanentaddress.com

E-book, reference from HAMK’s library database

In-text citation

E.g. article in a free online e-book. (Family name(s) of article author(s), year, p. page number) (Lim, Kim, & Lee, 2016, pp. 12—14)

A source that has been discovered via a database that has been purchased by the HAMK library is marked as an in-text citation according to the instructions in the Citation guide for different reference types (work, dissertation, article, etc), for example (McNally et al., 2017, p. 6)

Notation in the list of references


Article in a journal

In-text citation
(Family name, publication year, p. page number)
(Riihimäki, 2016, p. 33)

Notation in the list of references
Family name, first letter of first name (publication year). Article heading. *Name of periodical in italics* issue number of the periodical, page numbers on which the article is found.
Article or news item in a newspaper

**In-text citation**

(Family name, publication year, p. page number)

(Hämäläinen, 2016, p. 12)

**Notation in the list of references**

Family name, first letter of first name (publication year). Article heading. *Name of newspaper in italics* date of publication of the newspaper, page numbers on which the article is found.


Name of newspaper. (publication year). Article heading. Name of newspaper in italics date of publication of the article. Date updated, if applicable. Retrieved date from *http://exactinternetaddress.com*

Dissertation

In-text citation
(Family name, publication year, p. page number)

(Ahokallio-Leppälä, 2016, p. 84)

Notation in the list of references

Electronic doctoral dissertation:

Printed dissertation:
Family name, first letter of first name. (Publication year). Title of the dissertation in italics. Dissertation. Name and number of possible publication series. Location of the publishing house: publishing house.
Master’s thesis

In-text citation
(Family name, publication year, p. page number)
(Vanne, 2015, p. 18)
(Family name, publication year, p. page number)
(Kurki-Kangas, 2016, p. 13)

Notation in the list of references

Author not known

**In-text citation**

If no-one has been cited as the author of the source, a reference is made to the name of the publisher. If this is not available, either, reference is made to the name of the publication.

(Publisher, year)

(Ministry of the Environment, 2005.)

**Notation in the list of references**

Publisher. (publication year). Page heading and any clarifying information Retrieved date from [http://internetaddress.com](http://internetaddress.com)


Publisher. (publication year). Publication name. Requisite specifications.

Publication year not known

**In-text citation**
Publication year should be replaced by the letters n.d. (no datum).

(Author or publisher, n.d.)

(International Talents in Kanta-Häme, n.d.)

(The Finnish Association for Mental Health, n.d)

**Notation in the list of references**
Name of author or publisher as usual. (n.d.). Title of publication. Requisite specifications.


Unpublished source (e.g. lecture)

**In-text citation**

(Family name, year)

(Packalén, 2016)

**Notation in the list of references**

Family name, first letter of first name. (Year). Title. Clarification date, location.

In-text citation
Cite the author and publication year of the website. If no-one has been cited as the author of the website, a reference is made to the name of the publisher. If the publisher is unknown, a reference is made to the name of the website. If the publication year is not known, use the abbreviation n.d.

(Ruukki, n.d.)

Notation in the list of references

In-text citation

(National Institute for Health and Welfare, 2018)

(Ministry of Social Affairs and Health, n.d.)

Notation in the list of references


Blog post

In-text citation
(Family name, publication year)

(Karttunen, 2018)

Notation in the list of references

Facebook, Twitter

In-text citation
(Family name, publication year)

(Enbuske, 2016)

Notation in the list of references
Family name, first letter of first name. (Year). Tweat as it stands. Date of Twitter update. Retrieved date from http://twitter.com


Family name, first letter of first name. (Year). Facebook update as it stands, or if it is very long, a suitable exert from the beginning. Date of Facebook update. Retrieved date from http://facebook.com

Niinistö, S. (2016). Sometimes you are in for a shock first thing in the morning. This happened to me today. Valtteri, an 11-year-old boy, was relating his experiences on television. He is excluded and called names because of his skin colour, and even a bus driver may fail to stop for him. This kind of injustice cannot be tolerated in Finland. Valtteri is a brave role model for the anti-racism week! SN. Facebook update 21 March 2016. Retrieved 16 May 2016 from http://facebook.com
In-text citation

(Huotilainen, 2016)

(Heikkinen, 2018)

(Yle Areena: 12 diktaattoria, 2018)

Notation in the list of references


Radio or TV programme

In-text citation
(Radio Moreeni, 2016)

Notation in the list of references

(Yle Areena, 2018)

Email message

In-text citation
(Family name, year sent)

(Mattila, 2018)

Notation in the list of references
Family name, first letter of first name. (Year of sending). Subject of message. Email to the author date.
Digital learning material (e.g. HAMK Moodle)

**In-text citation**
(Family name, publication year)
(Sarkula, 2018)

**Notation in the list of references**
Family name, first letter of first name (publication year). Heading of the material, name of learning environment. Organisation. Retrieved date from http://permanentaddress.com

Acts and decrees

In-text citation
(Name of act act number/year issued.)
(Act on Health Care Professionals 817/2015.)
If reference is made to a certain section, this should be added to the citation in the text:
(Act on Health Care Professionals 817/2015 section 5.)

Notation in the list of references
Name of act act number/year issued. Retrieved date from address http://osoite.com
Standards

In-text citation
(Acronym of standard/year of entry into force, p. page number)
(SFS 5236/2016, p. 6)

Notation in the list of references

Electronic source:

Printed source:
Acronym of standard (year of entry into force). Standard title. Location of publisher: publisher
Image

Reference to an image
Running number of the image. Image name (Family name or publisher publication year, page number).

Figure 1. Jätehuolto eri kunnissa (Kiertokapula n.d.).

More information on how to reference images can be found on the ImagOA website:
http://libguides.aalto.fi/imagoa

Notation in the list of references
Family name, first letter of first name. or publisher. (publication year). Name of image. Retrieved date from http://permanentaddress.com

Interview

In-text citation
Author-centric reference:
According to Human Resources Director Mirja Mattila (interview 1 April 2018).

Subject-centric reference:
- - (Mattila, interview 1 April 2018)

We recommend utilising the author-centric referencing method. It is important to present the person who has been interviewed.

Notation in the list of references
Under the title INTERVIEWS
Secondary source

**In-text citation**

N.B.! A secondary source should only be cited if the original source is not available or if you cannot read it, for example because you are not able to read it in its original language.

You can insert the secondary source into the body of your text, for example. In the following example, Berning is a secondary source. The original source, which the author has not personally read, is Lünenborg.

According to Nora Berning (2011, p. 23), Margareth Lünenborg (2005) defines authenticity as a property that...

**Notation in the list of references**

Only the secondary source, which in this example is Berning, is noted in the list of references.

Conclusion

• You may sometimes encounter a situation where these instructions are not helpful. In that case, use your common sense. The key thing is that the reader can find your source based on your citation.

• Finally, check that every citation in the text is matched with a notation in the list of references.

• Also check that all citations in your thesis have been systematically noted in the same way.

• If you need advice, contact the communications (or English) teacher of your field of education.