

# HAMK Citation Guide

## Part 1: Theory

Replaces previous HAMK reference guides as of November 2022

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# Basics of citations

- **What is your own and what has been taken from somewhere else** must always be clearly **differentiated** in a text. This is what citations are all about.
- **The citation entry used at HAMK is based on the APA 7th style** and it is explained 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.
- By default, all contents of a report are written by the author of the report. Citations are used to indicate when this is not the case.
- Remember to **be critical when selecting the sources that you use!** For example, think about how well-known and highly rated the author of the source of information is, how recent the information is, and the extent to which the author is impartial.

# Plagiarism

- Accurate referencing is one of the basics of the responsible conduct of research.
- Examples of plagiarism are:
  - Using text without indicating the correct source.
  - Using text and making minor changes to it, such as changing individual words or slightly modifying word order.
  - Directly copied text without quotation marks or indentation (even with correct citation to the original source).
- A missing source for information is interpreted as plagiarism.

# Citation of references

- A citation is composed of **two parts: 1) the in-text citation and 2) its counterpart in the reference list.**
- A parenthetical **in-text citation** is embedded in the text. An in-text citation is enclosed in parentheses at the place where the idea or information is presented.
- An in-text citation incorporates the author of the publication, the publication date, and, where possible, the page number(s). For example:

(Sääksvuori & Immonen, 2008, s. 249) or (Hancock, 2020, pp. 14–16)

- Each in-text citation has its counterpart in the **reference list**, which provides more detailed information (except non-recoverable sources, see p. 13).
- An entry in the reference list must begin with the same name as the in-text citation. For example, the above examples would be written as follows in the reference list:

Sääksvuori, A., & Immonen, A. (2008). *Product lifecycle management*. Springer.

Hancock, J. F. (2020). *Strawberries*. CABI.

# How to format an in-text citation?

An in-text citation consists of three elements: author, date, and page number. Note that each period, comma, and space has their own meaning.

**Author:** Name of the author.

**Date:** When was it published?

**Page number:** Where to find the information?

**In-text citation:**

(Scott & O'Brien, 2020, p. 161)

**Author**

**Date** **Page number**

# How to format an entry in the reference list?

An entry in the reference list consists of four elements: author, date, title, and source. Note that each period, comma, and space has their own meaning.

**Author:** Name of the author. Last name and the first letter of first name.

**Date:** When was it published?

**Title:** Title of the publication.

**Source:** Where to find the information?

## Entry in the reference list:

Scott, W. R., & O'Brien, P. C. (2013). *Financial accounting theory*. Pearson.

**Author**                      **Date**                      **Title**                      **Source**

# In-text citation methods

In-text citations can be marked in two different ways: either in a) **author-centric** (narrative citation) or b) **subject-centric manner** (parenthetical citation).

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)



# What to do if some of the information is missing?

Missing element	Solution	Template Reference List Entry	Template In-text citation (author-centric and subject-centric manner)
<b>All elements are present</b>	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source (such as publisher or web address)	(Author, year) Author (year)
<b>Author</b>	Provide the title, date, and source.	Title. (Date). Source.	(Title, year) Title (year)
<b>Date</b>	Provide the author, write “n.d.” for “no date,” and then provide the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
<b>Title</b>	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source.	(Author, year) Author (year)

([APA, 2021](#))

# In-text citation: one or several sentences

It is very important to mark an in-text citation in a way that it covers all the text based on the source information.

- If your citation covers a single sentence, the in-text citation should be inserted **within the sentence**:

Scientists can assume five different expert roles in public (Väliverronen, 2016, p. 59).

- If your citation covers several sentences, the in-text citation should be inserted **after the sentence, and no full stop is inserted within the parentheses**:

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)

# Page numbers in an in-text citation

NOTE: Online sources often have page numbers too!

## In-text citation

If you are referring to a single page of the source, use the abbreviation p. and the page number

(Traficom, 2020, p. 9)

If you are referring to several pages, use pp.  
(Scott & O'Brien, 2016, pp. 14, 16)

Use an en dash – between page numbers, not a hyphen -!

(Ha, 2020, pp. 14–15)

## Entry in the reference list

Traficom. (2020). *Telecommunications Markets in the Nordic and Baltic Countries 2019*.

<https://www.traficom.fi/sites/default/files/media/file/Telecommunications-Markets-in-the-Nordic-and-Baltic-Countries-2019.pdf>

Scott, W. R., & O'Brien, P. C. (2020). *Financial accounting theory*. Pearson.

Ha, H. (2020). *Smart and adaptive traffic light system*. Bachelor's thesis. Electrical and Automation Engineering. HAMK. <http://urn.fi/URN:NBN:fi:amk-201903223633>

# In-text citation: direct quotations

- Sometimes the original source states something so aptly that you want to quote the text as it is. If so, use a direct quotation. Place a short direct quotation in **quotation marks**.

Timonen et al. (2016, p. 15) summarise it accurately: " ... joint energy production will reduce the costs of farm inputs in the integration of energy processes (energy and fertilisers)."

- A lengthy direct quotation (about 40 words or 4 lines) is indicated visually by **indenting the block of text**, and there is no need for quotation marks.
- Direct quotations should be used very sparingly!
- A quotation should be connected to your text by means of an introductory sentence, a personal comment or a comparison with another source. It will clarify your flow of thoughts to the reader.

# Nonrecoverable sources

Nonrecoverable sources include

- lectures and speeches
- emails
- SMS messages and instant messages
- phone calls and interviews
- letters and notes
- intranet pages and study material that is not available for everybody (e.g. Moodle).

**These are not included in the reference list, but only as an in-text citation. Therefore, the text should state clearly who the author is and what the source of the information is. Use a personal communication citation only when a recoverable source is not available.**

In her lecture Windows to the World of Crisis and Trauma Work, Leena Packalén, Principal Lecturer (personal communication, January 20, 2016) describes...

Instructions found on the internal intranet of Company X... (Company X, personal communication, n.d.)

# Figures and tables

Each figure and table must be mentioned in the text before it appears. Figures and tables are always referenced with numbers. The caption, including the in-text citation, is placed above the object.

As a rule, visual citations can be used in a thesis if they are substantially relevant, the author is mentioned, and they have been published somewhere. However, check for any access restrictions on a case-by-case basis.

If you edit a figure or a table, indicate it in the in-text citation (adapted from...) .

## In-text citation

Sequential number of the figure. Title of the figure (author, year, page number).

Figure 1. Waste management in your municipality (Kiertokapula, n.d.).

Figure 2. How far does Hubble see? (NASA Goddard Photo and Video, n.d.).

## Entry in the reference list

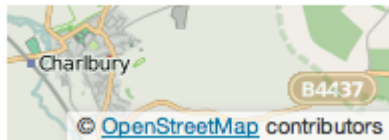
Kiertokapula. (n.d.). *Waste management in your municipality* [figure]. <https://www.kiertokapula.fi/en/waste-management-for-properties/waste-management-in-your-municipality/>

NASA Goddard Photo and Video. (n.d.). How far does Hubble see? [Image]. <https://www.flickr.com/photos/24662369@N07/5390932332>

# Maps and geospatial data

See the websites providing map services for instructions on using and referencing them. Use "copyright", "attribution" or "how to cite" as search terms, for example.

Also verify if you need to indicate the source on the map itself. Map services may generate one automatically.



## In-text citation

Service provider. (year OR n.d.).

Figure 1. Route from HAMK's Hämeenlinna University Centre to HAMK's campus in Forssa (Google, n.d.).

## Entry in the reference list

Service provider. (n.d.). *Title of the map* [a map OR description of a map]. Retrieved XX.XX.XXXX from [URL as a hyperlink](#)

Google. (n.d.). [Driving directions from HAMK Hämeenlinna to HAMK Forssa]. Retrieved 28.4.2022 from <http://tiny.cc/1p3ruz>

Note: As dynamically created maps (e.g. Google Maps) do not have a title, the contents of the map must be described within brackets, and the retrieval date of the map must be indicated. Because this constitutes a description and not a title, the information in the brackets is not italicised.

# Reference list

- The reference list is placed at the end of the article/thesis.
- The sources are entered **in alphabetical order** by last name of the author or, when there is no known author, by some other identifier (e.g. the name of an organisation). All sources are entered in the same list.
- The source begins with the exact same wording as the in-text citation.
- The reference list contains specific information on a source: title, date, publisher, etc. It also contains other necessary information, such as the name of the translator, edition number, etc.
- Nonrecoverable sources are not included in the list.



# Example of a reference list

APA. (2021). *Missing Reference Information*. American Psychological Association. <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

Government Decree on Security Classification of Documents in Central Government 1101/2019. <https://www.finlex.fi/en/laki/kaannokset/2019/en20191101>

Hancock, J. F. (2020). *Strawberries*. CABI.

Hassan, Z. (2019). *Smart mailbox* [Bachelor's thesis, Häme University of Applied Sciences]. Theseus. <http://urn.fi/URN:NBN:fi:amk-201901271607>

ISO 9004:2018. (2018). *Quality management — Quality of an organization — Guidance to achieve sustained success*. International Organization for Standardization.

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *BioLiteracy*. <https://bioliteracy.blog/2018/09/15/can-we-talk-scientifically-about-free-will/>

# Conclusion

- You may encounter a situation in which these instructions are not sufficient. In such cases, use your common sense. It is essential that the reader can find your source based on your citation.
- Finally, verify that each entry in the reference list has a corresponding in-text citation beginning with the same wording.
- Also verify that all citations in your thesis are consistent.
- If you need advice, contact the communications or English teacher of your field of education.