

HAMK citation guide

Part 2: Examples

Replaces previous HAMK reference guides as of November 2022

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Publication, one author

In-text citation

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

(Nothhelfer, 2017, p. 122)

Notation in the list of references

Last name, first letter of first name.

(Publication date). *Name of publication in italics*. Publisher or other source information.

Nothhelfer, R. (2017). *Financial Accounting*. De Gruyter Oldenbourg.

Publication, two authors

In-text citation

(Last name & Last name, publication year, p. page number)

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

Notation in the list of references

Last name, first letter of first name. & Last name, first letter of first name. (Publication date). *Title in italics*. Publisher.

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

Publication, 3-20 authors

In-text citation

Only use **the first one of the last names followed by et al.:**

(Last name et al., publication year, p. page number)

(Venäläinen et al., 2019, p. 37)

Notation in the list of references

The maximum number of authors recorded is 20. The authors are listed in the same order as in the publication.

Last name, first letter of first name., Last name, first letter of first name., Last name, first letter of first name. & Last name, first letter of first name. (Publication date). *Title in italics*. Publisher.

Venäläinen, A., Ruosteenoja, K., & Lehtonen, I. *Projections of future climate for Europe, Uruguay and China with implications on forestry*. Finnish meteorological institute.

Publication, more than 20 authors

In-text citation

Only use **the first one of the last names followed by et al.:**

(Last name et al., publication year, p. page number)

(Campbell et al., 2019, pp. 140–142)

Notation in the list of references

Enter the first 19 authors, then a comma, an ellipsis and the name of the last author.

Campbell, C., Ma, H., Ringle, P. A., Parsons, M. W., Churilov, L., Bendszus, M., Levi, C. R., Hus, C., Kleining, T. J., Fatar, M., Leys, D., Molina, C., Wieratne, T., Curtze, S., Dewey, H. M., Barber, A., Butcher, K. S., De Silva, D. A., . . . Williams, M. (2019). Extending thrombolysis to 4.5–9 h and wake-up stroke using perfusion imaging: a systematic review and meta-analysis of individual patient data. *The Lancet*, 394(10193), 139–147.
[https://doi.org/10.1016/S0140-6736\(19\)31053-0](https://doi.org/10.1016/S0140-6736(19)31053-0)

More than one source in the same in-text citation

In-text citation

Different works are separated by a semicolon.

a) If the sources are **of equal importance**:

(Last name(s), publication year, p. page number; Last name(s), publication year, p. page number)

(Nothhelfer, 2017, pp. 122–123; Scott & O'Brien, 2016, p. 14)

b) If **the first source is the most important**, insert the instruction **see also**:

(Scott & O'Brien, 2016, p. 14; see also Nothhelfer, 2017, pp. 122–123)

Notation in the list of references

The publications are listed in alphabetical order.

Nothhelfer, R. (2017). *Financial Accounting*. De Gruyter Oldenbourg.

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

Chapter or article in an edited publication

In-text citation

(Last name of the author of the article, publication year, page referred to)

(Smith & Rupnik, 2019, p. 260)

Notation in the list of references

Last name(s), first letter of first name(s).
(Publication date). Title of the article. In a work, first letter of the editor's first name, last name (Ed.),
Title of the work in italics (page range). Publisher.

Smith, R. E., & Rupnik, I. (2019). Productivity, innovation and disruption: a study of offsite construction in the United States. In J. S. Goulding & F. P. Rahimian (Eds.), *Offsite production and manufacturing for innovative construction* (pp. 257–284). Newgen Publishing UK.

Several publications by a single author

There may be several publications by the same author that can also have the same publication year. If that is the case, they need to be distinguished by adding a lower-case letter after the publication year. In the list of references, the author's publications are listed from **the oldest to the newest**. Place citations with no date first, followed by works with dates in chronological order. If the author has also participated in a joint publication, their own publications are listed first, followed by co-authored publications.

In-text citation

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

(Last name, publication yeara, publication yearb)

(Judge & Kammeyer-Mueller, 2012a, 2012b)

b) If you also cite the **page numbers**, use **semicolons** to separate the sources.

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

(Judge & Kammeyer-Mueller, 2012a, p. 169; Judge & Kammeyer-Mueller, 2012b, pp. 770–771)

Notation in the list of references

Judge, T. A., & Kammeyer-Mueller, J. D. (2012a), General and specific measures in organizational behavior research: Considerations, examples, and recommendations for researchers. *Journal of Organizational Behavior*, 33(2), 161–174. <https://doi.org/10.1002/job.764>

Judge, T. A., & Kammeyer-Mueller, J. D. (2012b). On the value of aiming high: The causes and consequences of ambition. *Journal of Applied Psychology*, 97(4), 758–775. <https://doi.org/10.1037/a0028084>

Publication year unknown 1/2

Always research the source carefully! If the publication year is not mentioned anywhere, add the abbreviation n.d.

In-text citation

Publication year should be replaced by the letters n.d. (no date).

(Author or publisher, n.d.)

(National Museum of Australia, n.d.)

(MIELI Mental Health Finland ry, n.d.)

Notation in the list of references

Name of author or publisher as usual. (n.d.). *Title of publication in italics*. Requisite specifications.

National Museum of Australia. (n.d.). *The fight for civil rights*.

https://indigenoustrights.net.au/civil_rights

MIELI Mental Health Finland ry. (n.d.). *Kuule ja näe minut*.

https://www.mielenterveysseura.fi/sites/default/files/materials_files/kuule_ja_nae_minut_.pdf

Publication year unknown 2/2

If there are several publications by the same author with no publication year, they are separated by adding a hyphen and a lower case letter after the abbreviation n.d.

In-text citation

(U.S. Census Bureau, n.d.-a)

(U.S. Census Bureau, n.d.-b)

Notation in the list of references

U.S. Census Bureau. (n.d.-a). *Explore Census Data*. U.S. Department of Commerce. Retrieved August 26, 2020, from <https://data.census.gov/cedsci>

U.S. Census Bureau. (n.d.-b). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved August 26, 2020, from <https://www.census.gov/popclock>

Note: Include a retrieval date if the contents of the page are designed to change over time and the page itself is not archived.

Translated publication

In-text citation

(Last name of the writer of the publication, publication year of the original/publication year of the translation, page(s) referred to)

(Kurz, 2013/2017, pp. 92–94)

Notation in the list of references

Last name, first letter of first name.

(Publication year of the translation) *Name of publication in italics* (First letter of the translator's first name. Last name, Trans.).

Publisher (Year in which original work was published written as four digits)

Kurz, H.D. (2017). *Economic thought : a brief history*. (J. Riemer, Trans.). Columbia University Press. (Original work published 2013).

Website 1/3

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, not the website address.
- If the publication year is not known, use the abbreviation n.d.
- E-publications may have page numbering. In this case, it must be entered in the in-text citation.

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

Notation in the list of references

Publisher. (Publication date). *Page header*.
Possible elaborative details.

<http://webaddress.com>

Ministry of Social Affairs and Health. (n.d.).
Ihmiskaupan ehkäiseminen. Väkivallan ja rikosten ehkäiseminen. Ministry of Social Affairs and Health. <https://stm.fi/ihmiskauppa>

Website 2/3

Note! Information on the date of retrieval is only marked if the website is continuously updated and it is likely that different content will be found at the same address later.

In-text citation

(Publisher/Author, year OR n.d., p. no)

(McGrath, 2020)

(APA, 2017)

(Ruukki, n.d.)

Notation in the list of references

Publisher. (Page publication or update date OR n.d. if neither is available). *Page title in italics*. Site address.

McGrath, M. (2020, June 2). *Climate change: older trees loss continue around the world*. BBC News. <https://www.bbc.com/news/science-environment-52881721>

APA. (2017, January 12). *Understanding and overcoming opioid abuse*. American Psychological Association. <https://www.apa.org/topics/opioid-abuse>

Ruukki. (n.d.). *Kattomallisto*. Retrieved 18 September 2020 from <http://www.ruukki.com/fin/katot/tuotteet/kattomallisto>

Note! This last example may need the retrieval date, as the content would be updated regularly and it is likely that different content will be found at the same address later on.

Website 3/3

The source may be different subpages on the website of the same author/publisher. Mark your citation for every section of the publisher's website and not, for example, just for the main page, adding a small letter with the publication year or the abbreviation n.d. These letters are assigned when the references are placed in order in the reference list alphabetically by title.

In-text citation

(Arnold, n.d.-a)

(Arnold, n.d.-b)

(Arnold, n.d.-c)

Notation in the list of references

Arnold. (n.d.-a). *Arnold*.

<https://docs.arnoldrenderer.com/display/A5AF3DSUG/Arnold>

Arnold. (n.d.-b). *Arnold Render Setup*.

<https://docs.arnoldrenderer.com/display/A5AF3DSUG/Arnold+Render+Setup>

Arnold. (n.d.-c). *System*.

<https://docs.arnoldrenderer.com/display/A5AF3DSUG/System>

E-book with no page numbers and audiobook

In-text citation

E-book with no page numbers:

State which part or section you are referring to: e.g. the title of the chapter and the paragraph number in the chapter cited.

(Surakka, 2020, Bankruptcy chapter, Creditors' meeting paragraph)

Audiobook:

Identify the start of the cited section counting in hours, minutes, and seconds from the beginning:

(Author's last name, publication year, time stamp)

(Sinek, 2014/2020, 1.03.24)

Notation in the list of references

E-book without page numbers

Entered in the same format as a printed book. The application, such as BookBeat, Elisa Kirja etc., is not noted.

Surakka, A. (2012). *Access to Finnish Law*. (2nd ed.). Alma Talent.

Audiobook:

Sinek, S. (2020). *Leaders eat last : why some teams pull together and others don't* (S. Sinek, Narr.) [Audiobook]. Penguin Random House Audio. (Original work published 2014)

Chapter in an e-book

In-text citation

A chapter in a free e-book online.

(Author's last name, publication year, page number)

(Lim et al., 2016, pp. 249–251)

Notation in the list of references

If the book has an internet address, it is noted. The application, such as BookBeat, Elisa Kirja etc., is not noted.

Lim, C., Kim, S., & Lee, J. (2016). Designing the flipped classroom in higher education. In J. M. Spector, D. Ifenthaler, D. G. Sampson & P. Isaias (Ed.), *Competencies in Teaching, Learning and Educational Leadership in the Digital Age: Papers from CELDA 2014* (pp. 245–248). Springer. https://doi.org/10.1007/978-3-319-30295-9_15

Article in a magazine

In-text citation

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

(Ford, 2020, pp. 14–15)

Notation in the list of references

Last name, first letter of first name (publication date). Title of article. *Magazine's name, volume in italics* (magazine number), page numbers of the article.

Ford, P. (2020). Your 2073-74 course selections. *Wired*, 28(11), 14–17.

Article in a scientific journal

In-text citation

(Last name of the author of the article, publication year, p. page number)

(Polat, 2020, p. 12)

(McCauley & Christiansen, 2019, p. 2)

Notation in the list of references

Last name, first letter of first name (publication date). Title of the article. *Name of publication in italics*, *volume number*(publication number), page numbers of the article.

The volume number is italicized, followed by the publication number in parentheses without italics.

Polat, H. (2020). Investigating the use of text positions on videos: an eye movement study. *Contemporary educational technology*, 12(1). <https://doi.org/10.30935/cedtech/7628>

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1–51. <https://doi.org/10.1037/rev0000126>

Article or news item in a newspaper

In-text citation

a) If the **author is known**:

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

(Hess, 2019)

(Duke, 2020)

b) If the **author is not known**:

(“Title of the article/piece”, publication year)

(“U.S. flood risk,” 2015).

Note! The title may be abbreviated in an in-text citation.

Notation in the list of references

Printed

Last name, first letter of first name (publication date). Title of article. *Name of the newspaper in italics*, section, etc.

Hess, A. (2019, January 3). Cats who take direction. *The New York Times*, C1.

Digital

Duke, S., (2020, October 26). Jack Ma no fan of ‘old people’ who regulate global banking. *The Times*.
<https://www.thetimes.co.uk/edition/business/jack-ma-no-fan-of-old-people-who-regulate-global-banking-hfmstk5x0>

Author(s) unknown

U.S. flood risk could be worse than we thought. (2015, July 27). <http://time.com/3973256/flooding-risk-coastal-cities/>

Master's or Bachelor's thesis

In-text citation

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

(Hassan, 2019, pp. 18–20)

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

(Lintala, 2018, p. 13)

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

(Kytäjä, 2022, p. 10)

Notation in the list of references

Last name, first letter of first name. (publication year). *Title of the thesis in italics* [thesis, Name of the university of applied sciences]. <http://permanentaddress.com>

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

Last name, first letter of first name. (publication year). [*Title of the master's thesis in italics* , [master's thesis, Name of the university]. <http://permanentaddress.com>

Lintala, J. (2018). *Effective Fundraising through Digital Marketing : Soi Dog Foundation* [Master's thesis, Häme University of Applied Sciences]. Theseus. <http://urn.fi/URN:NBN:fi:amk-2018121822337>

Kytäjä, T. (2022). Rakentamisen tuotannon suunnittelu ja ohjaus: työskentely työnjohtajana korjausrakentamisessa [Bachelor's thesis, Häme University of Applied Sciences]. HAMK's internal thesis archive.

Dissertation

In-text citation

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

(Ruuskanen, 2020, p. 84)

(Harris, 2014, pp. 22–25)

Notation in the list of references

Published dissertation:

Last name, first letter of first name. (Publication year). *Title of dissertation in italics* (series, if any, and number) [dissertation, Name of university]. Possible database.

<http://permanentaddress.com>

Ruuskanen, J. (2020). *Modelling nonlinear effects in high temperature superconducting magnets*. (Tampere University Dissertations 202) [Dissertation, Tampere University].

Trepo. <http://urn.fi/URN:ISBN:978-952-03-1419-4>

Unpublished dissertation:

Last name, first letter of first name. (Publication year). *Title of the dissertation in italics* [unpublished dissertation]. Name of the university.

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [unpublished dissertation]. University of Virginia.

Acts and decrees

In-text citation

(Name of act/act number/year issued)

(Government Decree on Security Classification of Documents in Central Government 1101/2019)

(ViaSat v Commission 2017/2020)

If reference is made to a certain section, this should be added to the citation in the text:

(Government Decree on Security Classification of Documents in Central Government 1101/2019 § 5, § 6)

Notation in the list of references

Name of act number of act/year issued. <http://address.com>

Note! Section information is not included in the list of references.

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

ViaSat v Commission 2017/2020. Case T-649/17: Judgment of the General Court. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:62017TA0649>

Standards

In-text citation

(Acronym of standard/year of entry into force, p. page number)

(ISO 3966:2020, 2020, p. 6)

(ISO 9004:2018, 2018, p. 22)

Notation in the list of references

Electronic:

Standard's acronym. (Year of entry into force). *Standard title*. Name of electronic service.

ISO 3966:2020. (2020). *Measurement of fluid flow in closed conduits -- Velocity area method using Pitot static tubes*. SFS Online. <https://www.iso.org/standard/75508.html>

Printed:

Standard's acronym. (Year of entry into force). *Standard title*. Publisher.

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

Blog post

In-text citation

(Last name, publication year)

(Klymkowsky, 2020)

Notation in the list of references

Last name, first letter of first name.

(Publication date). Heading of blog post. *Blog name*. <http://webaddress.com>

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/>

Radio or TV programme

In-text citation

(Mottram, 2020)

(Favreau & Filoni, 2019)

Notation in the list of references

Last name, first letter of first name. (dd Month yyyy)
(title). *Name of programme* [file format]. Publishing
platform. Webpage link

Mottram, L. (2020, January 8). *Hazard reduction burning is not a panacea to bushfire risk: Expert* [Radio broadcast]. ABC.

<https://www.abc.net.au/radio/programs/pm/thinned-forests-can-be-more-prone-to-fire,-expert-says/11853280>

Favreau, J. (screenwriter) & Filoni, D. (director). (2019, November 12). (season 1, episode 1) [TV series episode]. In TV series J. Favreau, D. Filoni, K. Kennedy & C. Wilson (producers), *The Mandalorian*. Lucasfilm; Golem Creations.

YouTube video, podcast, webinar

In-text citation

(Harvard University, 2019)

(Bates, 2020)

(Micka, 2020)

Notation in the list of references

Publisher. (dd Month yyyy). *Video name/title* [video].

Publishing platform. <http://www.permanentaddress.com>

Harvard University. (2019, August 28). *Soft robotic gripper for jellyfish* [Video]. YouTube.

<https://www.youtube.com/watch?v=guRoWTYfxMs>

Bates, K. G. (Host). (2020, October 3). *A New Look For The Fashion Industry?* [Audio podcast]. National Public Radio.

<https://www.npr.org/2020/10/02/919468357/a-new-look-for-the-fashion-industry>

Micka, K. (2020, March 10). *Why Diversity and Inclusion Need to Be Small Business Priorities*. [Webinar]. SCORE Association. <https://www.score.org/event/why-diversity-and-inclusion-need-be-small-business-priorities>

Facebook, Twitter, Instagram

In-text citation

(Last name, publication year)

(News From Science, 2019)

(Gates, 2019)

(Uxgoodies, 2020)

List of references

Example of a Facebook citation

Last name, first letter of first name. (dd Month yyyy). *Up to the first 20 words of the Facebook post.* [post OR video]. Facebook. http://facebook.com/exact_address/

News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This* [Image attached] [Status update]. Facebook. <https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater>

Example of a Twitter citation

Last name, first letter of first name. [author's @username]. (dd Month yyyy). *Up to the first 20 words of the tweet.* #hashtag [note of attached image if there is one] [note of link if there is one] [Tweet]. Twitter. http://twitter.com/exact_tweet_address/

Gates, B. [@BillGates]. (2019, September 7). *Today, it's difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would #hashtags* [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/BillGates/status/1170305718425137152>

Example of an Instagram citation

Last name, first letter of first name or username. [@username]. (dd Month yyyy). *Up to the first 20 words of the Instagram post.* [Post OR video]. Instagram. https://www.instagram.com/exact_address/

Uxgoodies [@uxgoodies]. (2020, May 29). *Reasons People Uninstall Apps.* Instagram. <https://www.instagram.com/p/CAxpxY7g-Qc/>

Computer programs, mobile apps

Only special programs are marked in the sources and not programs such as Microsoft, Adobe, etc.

In-text citation

(Borenstein et al., 2014)

(Epocrates, 2019)

Notation in the list of references

Borenstein, M., Hedges, L., Higgins, J. & Rothstein, H. (2014). *Comprehensive meta-analysis* (Version 3.3.070) [computer program]. Biostat. <https://www.meta-analysis.com/>

Reference to a specific section in a mobile application:
Epocrates. (2019). Interaction check: Aspirin + sertraline. In *Epocrates medical references* (Version 18.12) [mobile application]. Google Play Store. https://play.google.com/store/apps/details?id=com.epocrates&hl=en_US

Research material as sources

Refer to research materials as sources when you use existing published research material.

In-text citation

(D'Souza & Wiseheart, 2018)

(Pew Research Center, 2018)

Notation in the list of references

D'Souza, A. & Wiseheart, M. (2018). *Cognitive effects of music and dance training in children* (ICPSR 37080; Version V1) [research material]. ICPSR. <https://doi.org/10.3886/ICPSR37080.v1>

Pew Research Center. (2018). *American trends panel Wave 26* [research material]. <https://pewsocialtrends.org/dataset/american-trends-panel-wave-26/>

Database special cases

The names of databases and the URL addresses for the sources accessed in them are not generally mentioned, except in a few exceptional cases, such as online glossaries, Cochrane, the JBI Database and Terveystietokanta, the content of all of which is not available anywhere else. If a source is not readily available to anyone, cite the general address for the online service or database.

In-text citation

(Family name/name of service/organisation, publication year, p. page number)

(Rodriguez et al., 2020)

(Joanna Briggs Institute, 2020)

(Tieteen termipankki, 2013)

Note! The year in this case is the year the page was updated.

Notation in the list of references

Rodriguez, M. B., Lethaby, A., Farquhar, C., & Duffy, J. M. N. (2020). Interventions commonly available during pandemics for heavy menstrual bleeding: an overview of Cochrane Reviews. *Cochrane Library*. <https://www.cochranelibrary.com/>

Joanna Briggs Institute. (2020). Older People: Antipsychotics. [Recommended Practices]. *Joanna Briggs Institute Evidence-based Practice Database*. <http://joannabriggs.org/>

Tieteen termipankki. (2013). Mikrobiologia:maljahajotus. <https://tieteentermipankki.fi/wiki/Mikrobiologia:maljahajotus>

Stating role of author

In the choice of author, other than writers or editors, there are special cases. Here are a few examples. The author's role is stated in the list of references in parentheses after the name. For example: Karukoski, D. (Director).

Publication type → Chosen author

- Film → Director
- TV or streamed series → Main producer
- Podcast episode → Podcast episode presenter
- Webinar → Webinar host, adviser, or instructor
- Streamed video → Person, group, or organisation that recorded the video
- Photograph → Photographer

In-text citation

(Karukoski, 2011)

(Kieksi, 2019)

Micka, 2020)

(Anand, Khan & Yasin, 2020)

Notation in the list of references

Karukoski, D. (director). (2011). *Napapiirin sankarit* [film]. Sandrew Metronome.

Kieksi, S. (director and producer). (2019, October 1). Sinnittelyä nollatuloilla (season 4, episode 1) [TV series episode]. In docuseries *Some Deep Story*. Yle Areena. <https://areena.yle.fi/1-50146948>

Micka, K. (2020, March 10). *Why Diversity and Inclusion Need to Be Small Business Priorities*. [Webinar]. SCORE Association. <https://www.score.org/event/why-diversity-and-inclusion-need-be-small-business-priorities>

Anand, C., Khan, M. & Yasin, D. (photographers). (2020). [Photo series from Kashmir]. The Pulitzer Prizes. <https://www.pulitzer.org/winners/channi-anand-mukhtar-khan-and-dar-yasin-associated-press>

Secondary source

In-text citation

Note! 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 writer 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.

Berning, N. (2011). Narrative Journalism in the Age of the Internet. New Ways to Create Authenticity in Online Literary Reportages. *Textpraxis*, 3(2). <http://www.uni-muenster.de/Textpraxis/nora-berning-narrative-journalism-in-the-age-of-the-internet>

Shortening long domain names in the list of references

- Shortening long domains is a stylistic and aesthetic issue and makes them easier to read, but it is not obligatory.
- Shortening long DOIs using the <http://shortdoi.org/service>.
- Shortening long URL addresses: <https://tinyurl.com/> or <https://urly.fi/>
- For example, the article Phylogeny and Evolution of the Brown Algae, whose long DOI is <https://doi.org/10.1080/07352689.2020.1787679> , can be shortened using the ShortDOI service to <https://doi.org/d7tc>
- For example, the URL <https://www.bbc.com/news/entertainment-arts-53971956> is shortened to: <http://tiny.cc/rfsqsz>

Online source: DOI, URN and URL

A publication may have a permanent unique identifier, such as a digital object identifier (DOI), Uniform Resource Name (URN), or website Uniform Resource Locator (URL). The publication's DOI, URN, or URL is recorded in the list of references starting with <http://>- or <https://>. If a source has both a DOI and URN or URL, just enter the DOI. If a source has an URN and URL, just enter the URN. Enter the URL if there is no other identifier.

Example of a source with a DOI:

Reilas, T., Katila, T., Kosola, M., & Virtala, A.-M. (2020). A registry-based study of declined foaling rates in Finnhorses. *Agricultural and Food Science*, 29(3), 189–197. <https://doi.org/10.23986/afsci.89440>

Example of a source with an assigned URN (multiple PDF publications):

Weimer, L., Hoffman, D., & Silvonen, A. (2019). *Internationalisation at Home in Finnish Higher Education Institutions and Research Institutes*. Ministry of Education and Culture. <http://urn.fi/URN:ISBN:978-952-263-647-8>

Example of a source with a URL:

Rinneheimo, K.-M., & Joutsenlahti, J. (2020). Towards better comprehension of the theory by enhancing languaging in engineering mathematics course differential calculus. *FMSERA Journal*, 3(1), 32–43. <https://journal.fi/fmsera/article/view/79660/50833>

Citation tools

- You can use the Word citation tool or free online applications, such as Zotero and Zbib. Using a citation tool is not mandatory, but it may make collecting and labelling sources easier.
- However, your citations must always follow the guidelines consistently and comply with **the general practices of the language used, Finnish or English**, (e.g. date and page number references).
- The use of tools requires special care when filling in the requested fields! Practice using the program before writing your thesis.
- Citation tools may not follow all of the guidelines of APA 7 or the instructions presented in this guide. You will need to check your list of references and in-text citations and possibly correct them separately.

Conclusion

- You may sometimes encounter a situation where these instructions are not sufficient. 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 for every entry in the list of references there is a corresponding in-text citation beginning with the same wording.
- 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.