HAMK citation guide
Part 2: Examples

Replaces previous HAMK reference guides as of November 2022
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.
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.

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.

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.

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:

(First last name(s), publication year, p. page number; Second last name(s), publication year, p. page number)


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

(First last name(s), publication year, p. page number; see also Second last name(s), publication year, p. page number)

(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.


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.

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:

(Jlast name, publication yeara, publication yearb)

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

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

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


Notation in the list of references


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.

[https://indigenousrights.net.au/civil_rights](https://indigenousrights.net.au/civil_rights)

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


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)

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


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.


**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**

[https://docs.arnoldrenderer.com/display/A5AF3 DSUG/Arnold](https://docs.arnoldrenderer.com/display/A5AF3 DSUG/Arnold)

[https://docs.arnoldrenderer.com/display/A5AF3 DSUG/Arnold+Render+Setup](https://docs.arnoldrenderer.com/display/A5AF3 DSUG/Arnold+Render+Setup)

Arnold. (n.d.-c). *System*.  
[https://docs.arnoldrenderer.com/display/A5AF3 DSUG/System](https://docs.arnoldrenderer.com/display/A5AF3 DSUG/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.


Audiobook:
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.

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.

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.


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)


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.


Digital

https://www.thetimes.co.uk/edition/business/jack-ma-no-fan-of-old-people-who-regulate-global-banking-hfmstk5x0

Author(s) unknown

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


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


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


Unpublished dissertation:

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

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.


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:


Printed:

Blog post

In-text citation

(Last name, publication year)

(Klymkowsky, 2020)

Notation in the list of references


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

YouTube video, podcast, webinar

**In-text citation**

(Harvard University, 2019)

(Bates, 2020)

(Micka, 2020)

**Notation in the list of references**


Harvard University. (2019, August 28). Soft robotic gripper for jellyfish [Video]. YouTube. [https://www.youtube.com/watch?v=guRoWTYfxMs](https://www.youtube.com/watch?v=guRoWTYfxMs)


# Facebook, Twitter, Instagram

## In-text citation

<table>
<thead>
<tr>
<th>(Last name, publication year)</th>
<th>(News From Science, 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example of a Facebook citation</td>
<td>News From Science. (2019, June 21). <em>Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond?</em> This [Image attached] [Status update]. Facebook. <a href="https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&amp;theater">Link</a></td>
</tr>
<tr>
<td>(Gates, 2019)</td>
<td>(Gates, 2019)</td>
</tr>
<tr>
<td>Example of a Twitter citation</td>
<td>Gates, B. [@BillGates]. (2019. September 7). <em>Today, it’s difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would #hashtags</em> [Thumbnail with link attached] [Tweet]. Twitter. <a href="https://twitter.com/BillGates/status/1170305718425137152">Link</a></td>
</tr>
<tr>
<td>(Uxgoodies, 2020)</td>
<td>(Uxgoodies, 2020)</td>
</tr>
<tr>
<td>Example of an Instagram citation</td>
<td>Uxgoodies [@uxgoodies]. (2020, May 29). <em>Reasons People Uninstall Apps.</em> Instagram. <a href="https://www.instagram.com/p/CAxpxY7g-Qc/">Link</a></td>
</tr>
</tbody>
</table>

## 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. [Link](http://facebook.com/exact_address/)

- **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. [Link](http://twitter.com/exact_tweet_address/)

- **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. [Link](https://www.instagram.com/exact_address/)
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)

**Notation in the list of references**


**Reference to a specific section in a mobile application:**

(Epocrates, 2019)

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](https://doi.org/10.3886/ICPSR37080.v1)

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 Terveysportti, 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**


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**
  - In-text citation: (Karukoski, 2011)

- **TV or streamed series → Main producer**
  - In-text citation: (Kieksi, 2019)

- **Podcast episode → Podcast episode presenter**
  - In-text citation: (Micka, 2020)

- **Webinar → Webinar host, adviser, or instructor**
  - In-text citation: (Anand, Khan & Yasin, 2020)

- **Streamed video → Person, group, or organisation that recorded the video**
  - In-text citation: (Anand, Khan & Yasin, 2020)

- **Photograph → Photographer**
  - In-text citation: (Anand, Khan & Yasin, 2020)

**Notation in the list of references**


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.

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:

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

Example of a source with a URL:
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.