

A GUIDE TO APA STYLE REFERENCING

Developed for
Varna University of Management students

APA Style CENTRAL has been developed for academic institutions by the American Psychological Association, the creator of and authority on APA Style, and features full integration of the APA's best-selling and widely adopted. The American Psychological Association referencing style (or APA as it is more commonly known) is used across a variety of disciplines.

IN-TEXT CITATION / REFERENCING

Citations appear in the body of your paper and point your reader to your references. For that reason, they are called “in-text citations, or simply cites. Include them in a paper to support claims you have made and/or to provide the sources for paraphrases and direct quotations.

When preparing your assignments, course works, projects, dissertations, cite the work of those individuals whose ideas, theories or findings have directly influenced your work, even if you are paraphrasing or describing someone else’s idea. To avoid plagiarism, take careful notes as you research to keep track of all sources and collect the information you need to cite them properly. *Please ensure that every reference cited in the text is also present in the reference list (and vice versa).*

APA uses the ‘**author-date**’ style of referencing. That is, in-text references (generally) appear in the following format: **(Author’s Last Name, Year of Publication)**. The author's full name can be included in the in-text citation in limited circumstances, such as if the author is famous or if the whole purpose of the paper is to give an in-depth discussion of an author's work. Many different name formats are possible; for example, authors might have two surnames (with or without a hyphen), names with particles, and names with suffixes. Sometimes it might be difficult to determine whether a name is a given name or a surname. However, in all cases, the name in the reference list entry and in-text citation should match the name on the work being cited.

In-text citation / referencing by types of authors: people and institutions

When the author(s) are people, provide only the surname(s) along with the year like (Ivanov, 2014).

Example:

Actually, yield and revenue systems were initially created and developed by legacy airlines (Ivanov, 2014).

You are also permitted to include the Author's name in a sentence, omitting it from the brackets, like Ivanov (2014)

Example:

Ivanov (2014) pays special attention to the revenue management systems and tools used in the hotel industry.

When the author is an institution (government, national or international body, other authority, association, NPOs, company, etc.), the in-text citation will look like this: (National Statistics Institute/NSI, 2013)

Example:

Many of the accommodation establishments have low classifications (1*-3*) and are small, family-owned and managed, with an average capacity of about 40 beds (NSI, 2013).

Full reference: National Statistics Institute /NSI/ (2013). *Accommodation establishments by statistical zones, statistical regions and by districts in 2013*. Retrieved 18.03.2015 from: <http://www.nsi.bg/en/content/7067/annual-data>

Example:

Further, UNWTO (2007) maintains a special programme "Destination Management" that aims at supporting DMOs and other destination governance institutions to develop effective and sustainable management of tourist destinations

Full reference: United Nations World Tourism Organisation/UNWTO (2007). *A practical guide to tourism destination management*. Retrieved from: <http://www.e-unwto.org/doi/pdf/10.18111/9789284412433>

When directly quoting from a source, you must include page number(s) and enclose the quote in double quotation marks.

Example:

Furthermore, Dwyer and Kim (2003, p. 399) argue that there is no “single or unique set of competitiveness indicators that apply to all destinations at all times.”

As shown in the examples above, citations are almost always composed of an **author surname** or **surnames** and a **date/year** of publication. The surname(s) that appear in a citation must exactly match those used in the reference. Likewise, the year in the citation matches the year shown in the reference. When the reference has a more precise date, the in-text citation includes the year only.

REFERENCE LIST

The Reference List should appear at the end of your work on a separate page. In general, references should be listed **alphabetically** by the **last name of the first author** of each work, and then further sorted chronologically if necessary. Only include references you have cited in your work.

The purpose of a reference list is to help readers find the sources you used. Therefore, the reference list should be as accurate and complete as possible. All citations should be listed in the reference list. Put references in order by **author's surname, or first author's surname if there is more than one author**.

Reference format by type of publication

Books

- **Authored book**

Ivanov, S. (2014). *Hotel revenue management – from theory to practice*. Varna: Zangador.

Minkov, M., Hofstede, G. J. & Hofstede, G. (2012). *Cross-cultural analysis*. Thousand Oaks: Sage

- **Edited book**

Ivanova, M., Ivanov, S., & Magnini, V.(Eds.) (2016). *Routledge Handbook of Hotel Chain Management*. London: Routledge.

Leigh, J., Webster, C., & Ivanov, S. (Eds.) (2012). *Future Tourism: Political, Social and Economic Challenges*. London: Routledge.

- **Chapter in a book**

Blagoev, V., & Minkov, M. (2017). Marketing in Bulgaria: A small emerging economy and multicultural markets. In M. A. Marinov (Ed.). *Research Handbook of Marketing in Emerging Economies* (pp. 265-286). Cheltenham: Edward Elgar Publishing.

Ivanov, S. (2017). Mass tourism in Bulgaria: The Force awakens. In D. Harrison & R. Sharpley (Eds). *Mass tourism in a small world* (pp. 168-180). Wallingford: CABI.

Journal article

Ivanov, S., & Achikgezyan, V. (2017). Attitudes towards communist heritage tourism in Bulgaria. *International Journal of Tourism Cities*, 3(3), 273-290.

Ivanov, S. (2017). Robonomics – principles, benefits, challenges, solutions. *Yearbook of Varna University of Management*, 10, 283-293.

Minkov, M., & Hofstede, G. (2014). Nations versus religions. Which has a stronger effect on societal values? *Management International Review*, 54(6), 801-824.

Conference report

Duglio, S., Ivanov, S., Magliano, F. & Ivanova, M. (2016). *Motivations, costs and benefits in the adoption of the European Ecolabel in the tourist sector. A survey of the Italian accommodation establishments*. Proceedings of the 20th IGWT Symposium 'Commodity science in a changing world', 12-16 September 2016, University of Economics – Varna, Bulgaria, pp. 382-388.

Ivanov, S., & Webster, C. (2017). Designing robot-friendly hospitality facilities. *Proceedings of the Scientific Conference "Tourism. Innovations. Strategies", 13-14 October 2017, Bourgas, Bulgaria*, pp. 74-81.

Other reports

Air Transport Action Group /ATAG (2011). *Beginner's Guide to Aviation Biofuels*. Retrieved 20.01.2017 from: <http://www.atag.org/component/downloads/downloads/60.html>

Airport Council International /ACI (2016). *World Report – December 2016*. Retrieved 25.01.2017 from: https://issuu.com/aciworld/docs/aciworldreport_december

Trade press publications

- **With author**

Dimitrova, I. (2016, October 12). *Varna airport to be open for LCCs*. Monitor. Retrieved 23.01.2017 from: <http://www.monitor.bg/a/view/43996-Отварят-летище-Варна-за-нискобюджетни-авиокомпани/>

- **Without author**

Dnevnik (2017, January 23). *Varna airport proposes creation of a regional fund for development of air connections*. Retrieved 27.02.2018 from: http://www.dnevnik.bg/morski/2017/01/23/2905033_letishte_varna_predlaga_suzdavane_na_regionalen_fond/?print=1

Web resources

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

Important note: Use the full web link to the particular page (see the examples), not the general web-site address.

- **With author**

Collins, S., & Perret, S. (2015). *Decisions, Decisions... Which Hotel Operating Model is Right for You?* HVS report. Retrieved 15.08.2015 from: <https://www.hvs.com/article/7303/decisions-%C2%AD?decisions-%C2%AD?which-%C2%AD?hotel-%C2%AD?operating-%C2%AD?model-%C2%AD?is-%C2%AD?right/>

- **Without author**

Darik news (2014). *Noise coming from flying aircraft is highest in Varna*. Retrieved 27.02.2017 from: <https://dariknews.bg/regioni/varna/shumyt-ot-prelitashti-samoleti-vyv-varna-e-naj-golqm-1296686>

SPECIAL REFERENCE LIST CASES

In the case of works by different authors with the same family name, list references alphabetically by the authors' initials.

Li, X., Li, X. R., & Hudson, S. (2013). The application of generational theory to tourism consumer behavior: An American perspective. *Tourism Management*, 37, 147-164.

Li, Y., Wang, Y. Z., & Cui, Q. (2016). Has airline efficiency affected by the inclusion of aviation into European Union Emission Trading Scheme? Evidences from 22 airlines during 2008–2012. *Energy*, 96, 8-22.

In the case of multiple works by the same author in different years, list references chronologically (earliest to latest).

Khadaroo, J., & Seetanah, B. (2007). Transport infrastructure and tourism development. *Annals of Tourism Research*, 34(4), 1021-1032.

Khadaroo, J., & Seetanah, B. (2008). The role of transport infrastructure in international tourism development: A gravity model approach. *Tourism Management*, 29(5), 831-840.

In the case of multiple works by the same author in the same year, list references alphabetically by title in the Reference List. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

Belobaba, P. (2009a). Airline operating costs and measures of productivity. In P. Belobaba, A. Odoni, & C. Barnhart (Eds.). *The Global Airline industry* (pp. 113-152). Chichester: John Wiley & Sons Ltd.

Belobaba, P. (2009b). Fundamentals of pricing and revenue management. In P. Belobaba, A. Odoni, & C. Barnhart (Eds.). *The Global Airline industry* (pp. 73-112). Chichester: John Wiley & Sons Ltd.

Belobaba, P. (2009c). The Airline Planning Process. In P. Belobaba, A. Odoni, & C. Barnhart (Eds.). *The Global Airline industry* (pp. 153-182). Chichester: John Wiley & Sons Ltd.