

Brief Summary of the APA Style

APA 7th Edition, 2020

ANPAD's journals use the **7th edition of the [American Psychological Association \(APA\) Style](#)** for citations and references. This document constitutes a brief summary with examples of the use of the style, aiming to guide authors of works to be submitted to ANPAD's journals.

If the authors need other information to reference documents contained in their bibliography, please refer to the [APA Style Blog](#) to resolve any questions.

Brazil

2022

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GENERAL ASPECTS

The method used by the APA Standards is author-date, that is, the author's surname and year of publication (do not include suffixes such as Jr., Neto, II). The text must be documented, citing the author and publication date of the researched and consulted works. Table 1 presents some forms of citation.

CITATION OF AUTHORS

Table 1

Quotes styles with authors

Type of quotes	First quotes outside the parentheses	Subsequent quotes	First quote inside parentheses	First quote inside parentheses
One Author	Giddens (1978)	Giddens (1978)	(Giddens, 1978)	(Giddens, 1978)
Two authors	Motta e Vasconcelos (2002)	Motta e Vasconcelos(2002)	(Motta & Vasconcelos,2002)	(Motta & Vasconcelos, 2002)
More than two authors	Chang et al. (2007).	Chang et al. (2007).	(Chang, et al., 2007).	(Chang et al., 2007).
Entity/individual author	Banco Central do Brasil (BACEN), 2003.	(BACEN, 2003).	(Banco Central do Brasil[BACEN], 2003).	(BACEN, 2003).
Author entity/group	Confederação Nacional da Indústria (CNI), Banco Nacional do Desenvolvimento Econômico e Social (BNDS) e Serviço Brasileiro de Apoio às Micro e Pequenas Empresas (SEBRAE) (1998).	(Confederação Nacional da Indústria [CNI], Banco Nacional do Desenvolvimento Econômico e Social [BNDS] e Serviço Brasileiro de Apoio às Micro e Pequenas Empresas [SEBRAE], 1998).	(Confederação Nacional da Indústria [CNI], Banco Nacional do Desenvolvimento Econômico e Social [BNDS] e Serviço Brasileiro de Apoio às Micro e Pequenas Empresas [SEBRAE], 1998).	(CNI, BNDS e SEBRAE, 1998).

Note. Adapted from American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://apastyle.apa.org/>

LOCATION	<p>“Do not include physical locations for publishers in any type of reference. Whereas in the sixth edition the reference includes 'Washington, DC: SAGE.', in the seventh edition reference now just uses 'SAGE'." (APA, 2021).</p>
Example	<p>Gibson, J. J. (1966). <i>The senses considered as perceptual systems</i>. Houghton Mifflin.</p>
ONE AUTHOR	<p>The Author's last name must be written with the first letter capitalized and the rest lowercase, regardless of whether they are outside or inside the parentheses.</p>
In the text	<p>Gibson (1966).</p> <p>(Gibson, 1966).</p>
In the references list	<p>Gibson, J. J. (1966). <i>The senses considered as perceptual systems</i>. Houghton Mifflin.</p>
PRIMARY AUTHOR WITH AUTHORS	<p>Bridgeman, R. (with López Torres, P., & Vera Reina, M.). (2009). Crossing the cultural divide? Continuity in ceramic production and consumption between the Almoravid and Mudéjar periods in Seville. <i>Al-Masāq</i>, 21(1), 13–29. https://doi.org/10.1080/09503110802704395</p>
Citation	<p>Bridgeman (2009)</p> <p>(Bridgeman, 2009)</p>
TWO AUTHORS	<p>When a work has two authors, cite the surnames followed by the publication date whenever the reference occurs in the text.</p>
In the text	<p>Lindsey and Teles (2017).</p> <p>Lindsey & Teles, 2017).</p>
In the reference list	<p>Lindsey, B., & Teles, S. M. (2017). The captured economy: How the powerful enrich themselves, slow down growth, and increase inequality. Oxford University Press.</p>
THREE AUTHORS AND MORE	<p>When a work has three or more authors, insert the surname of the first author in or outside the parentheses, followed by et al., followed by the date of publication</p>
In the text	<p>Citation inside and outside the parentheses:</p> <p>(Chang et al., 2007).</p> <p>Chang et al., (2007).</p>
In the reference list	<p>Chang, T., Lee, W., Fu, H., Lin, Y., & Hsuech, H. (2007). A study of an augmented CPFR model for the 3C retail industry. <i>Supply Chain Management: An International Journal</i>, 12(3), 200-209. https://doi.org/10.1108/13598540710742518</p>
Exception	<p>If two references with the same year are identical when abbreviated, cite the surnames of the first authors and as many authors as necessary to distinguish the two references, followed by et al.</p>

<p>Example</p>	<p>Both Bradley, Ramirez e Sôo (1994) and Bradley, Sôo e Ramirez (1994).</p> <p>Subsequent quotes</p> <p>Bradley, Ramirez et al. (1994) e Bradley, Sôo et al. (1994).</p> <p>Complete lists of authors and with the same publication dates are sorted alphabetically by their titles (Ignoring introductory articles ("A", "An", "The")).</p>
<p>PUBLICATION WITH SEVERAL AUTHORS, BUT WITH THE IDENTIFICATION OF THE FIRST AUTHOR ONLY</p> <p>In the text</p> <p>In the reference list</p>	<p>When the publication presents only the name of the first authors and/or editors, put in the In the text the surname of the first author followed by et al., and the date of publication, and, in the In the reference list, only the surname of the first author with the initials of the name followed by (Ed. OR Coord. OR Org.). n/a et al. (n/a: not applicable, not announced) and the date of publication.</p> <p>Thietart et al. (2001).</p> <p>Thietart, R. A. (Ed.). n/a et al. (2001). <i>Doing management research</i>. Sage.</p>
<p>PUBLICATION WITH SEVERAL AUTHORS AND IDENTIFICATION OF ALL</p> <p>In the text</p> <p>In the reference list</p>	<p>New guidelines for all reference types.</p> <p>“The number of authors included in a reference entry has changed:</p> <p>When there are up to 20 authors, provide surnames and initials of the 20 authors. Use “&” before the final author's name: Author, A. A., Author, B. B., & Author, C. C.</p> <p>When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but not ampersand), then add the final author's name.” (APA, 2021).</p> <p>Examples with more than 20 authors:</p> <p>Author et al., (year) / (Author et al., year)</p> <p>Nichols et al. (2019) / (Nichols et al., 2019)</p> <p>Nichols, H. B., Schoemaker, M. J., Cai, J., Xu, J., Wright, L. B., Brook, M. N., Jones, M. E., Adami, H., Baglietto, L., Bertrand, K. A., Blot, W. J., Boutron-Ruault, M.-C., Dorransoro, M., Dossus, L., Eliassen, A. H., Giles, G. G., Gram, I. T., Hankinson, S. E., Hoffman-Bolton, J., . . . Sandler, D. P. (2019). Breast cancer risk after recent childbirth: A pooled analysis of 15 prospective studies. <i>Annals of Internal Medicine</i>, 170(1), 22–30. https://doi.org/10.7326/M18-1323</p> <p>With up to 20 authors:</p> <p>Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., Author, G., Author, H., Author, I., Author, J., Author, K., Author, L., Author, M., Author, N., Author, O., Author, P., Author, Q., Author, R., Author, AS., & Author, T. Manuscript title. <i>Title of the Journal</i>, Volume(number), initial and final page. URL.</p>
<p>AUTHORSHIP WITH EDITOR</p> <p>In the text</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). Book Title: Subtitle (A. A. Editor, Ed.). Publisher.</p> <p>Arendt (1978)</p>

In the reference list	(Arendt, 1978) Arendt, H. (1978). <i>The life of the mind</i> (M. McCarthy, Ed.). Harcourt.
PUBLICATION BY THE SAME AUTHOR AND THE SAME YEAR	Several documents by the same author, published in the same year, must be identified, in the In the text, after the year of publication for the suffixes a, b and c, without spacing and in alphabetical order. In the In the reference list, they are ordered alphabetically by title.
In the text	(Pérez-Nebra, Borges & Torres, n.d.). Pettigrew (1992a, 1992b). (Pettigrew, 1992a, 1992b, in press-a). Economática (n.d.-a, n.d.-b). (Economática, n.d.-a, n.d.-b).
In the reference list	Pérez-Nebra, A. R., Borges, C. P., & Torres, C. V. (n.d.). What do you think of Brazil as a destination? A scale and a method for measuring consumer satisfaction and expectancy of Brazil [Working paper]. Psychology Institute, University of Brasília, Brazil. Pettigrew, A. M. (1992a). On studying managerial elites [Special Issue]. <i>Strategic Management Journal</i> , 13, 163-182. https://doi.org/10.1002/smj.4250130911 Pettigrew, A. M. (1992b). The character and significance of strategy process research [Special Issue]. <i>Strategic Management Journal</i> , 13, 5-16. https://doi.org/10.1002/smj.4250130903 Economática - Tools for Investment Analysis. (n.d.-a). <i>Base de dados [CD-ROM]</i> . Economática - Tools for Investment Analysis. (n.d.-b). <i>Manual Economática</i> . http://manual.economatica.com.br
AUTHORS WITH THE SAME SURNAME	When citing various authors having the same last name, the authors' initials should be included in all citations within the text body, even if the publication dates are different.
In the text	J. B. Keys and Biggs (1990). (B. Keys & Wolfe, 1990).
In the reference list	Keys, B., & Wolfe, J. (1990). The role of management games and simulations in education and research. <i>Journal of Management</i> , 16(2), 307-336. https://doi.org/10.1177/014920639001600205 Keys, J. B., & Biggs, W. D. (1990). A review of business games. In J. W. Gentry (Ed.), <i>Guide to business gaming and experiential learning</i> (pp. 48-73). Nichols/GP Publishing.
AUTHORS WITH THE SAME SURNAME AND THE FIRST IDENTICAL INITIALS	In this case, the authors' entire names should be included in the text body, and in the reference list the first name should be inserted within brackets after the first name's initial

In the text	Paul Janet, 1876. (Paul Janet, 1876). Pierre Janet, 1906. (Pierre Janet, 1906).
In the reference list	Janet, P. [Paul]. (1876). La notion de La personnalité [The notion of personality]. <i>Revue Scientifique</i> , 10, 574-575. Janet, P. [Pierre]. (1906). On the pathogenesis of some impulsions. <i>Journal of Abnormal Psychology</i> , 1(1), 1-17. https://doi.org/10.1037/h0069930
AUTHOR ENTITY / INDIVIDUAL	Corporations, associations, government agencies, among others, should be written in full in the first citation and abbreviated thereafter. 1 st citation
In the text	American Psychological Association (APA, 2020). (American Psychological Association [APA], 2003). Subsequent citations APA (2020). (APA, 2020).
In the reference list	American Psychological Association. (2020). <i>Publication manual of the American Psychological Association (7th ed.)</i> . APA. https://apastyle.apa.org/ If the author's name is short or if the abbreviation is not easily recognized, write it out in full whenever it appears in the text.
AUTHOR ENTITY / GROUP	Corporations, associations, and governmental agencies, among others, should be written out in the first citation and abbreviated thereafter.
In the text	First citation World Tourism Organization (UNWTO, 2006). (World Tourism Organization [UNWTO], 2006). Subsequent citations UNWTO (2006). (UNWTO, 2006).
In the reference list	World Tourism Organization. (2006). International tourist arrivals. Tourism market trends, 2006 Edition - Annex. Retrieved from http://www.unwto.org/facts/eng/pdf/historical/ITA_1950_2005.pdf
Exception	If the organization's name is short or if the abbreviation is not easily recognized, write it out each time it appears in the text. Reference entries with organizational authors are ordered alphabetically by the names of the organizations. Introductory articles ("A", "An", "The") are ignored.

<p>EDITOR AS AUTHOR</p> <p>In the text</p> <p>In the reference list</p>	<p>When the author is also the Publisher, put the Publisher's name in place of the author.</p> <p>When the author is also the Editor, place 'Author' instead of 'Editor'.</p> <p>American Psychological Association (APA, 2020).</p> <p>(APA, 2020).</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association (7th ed.)</i>. APA. https://apastyle.apa.org/</p>
<p>NO AUTHOR (Includes Laws, Decrees)</p> <p>In the text</p> <p>In the reference list</p>	<p>In the text cite the first words of the title, or the title in its entirety if it is short, and the year. In this case include legal data (Laws, Decrees, among others). In the reference list, place the title in the position of the author.</p> <p>Lei n. 6.880 (1980). (Lei n. 6.880, 1980). Anti-Smuggling Act (1935). (Anti-Smuggling Act, 1935)</p> <p>Lei n. 6.880, de 09 de dezembro de 1980. (1980). Dispõe sobre o estatuto dos militares (E-1). <i>Diário Oficial da União</i>. Exército Brasileiro http://www.planalto.gov.br/ccivil_03/Leis/L6880.htm</p> <p>Anti-Smuggling Act, 19 U.S.C. § 1701 (1935). https://www.loc.gov/item/uscode1958-004019005/</p>
<p>ANONYMOUS AUTHOR</p> <p>In the text</p> <p>In the reference list</p> <p>Example</p>	<p>When the author of a work is designated as Anonymous, cite in the text the word 'Anonymous' for articles in English, followed by a comma and the publication date.</p> <p>Anonymous (1998). (Anonymous, 1998).</p> <p>Anonymous. (1998). Reinventing virtual reality: What, how and why hardware is geared for immersion. http://www.cdmag.com/Home/home.html?article=/articles/012/167/vreality_feature1.html.</p> <p>Reference entries without credited authors are sorted alphabetically among the other entries by their titles. Introductory articles ("A", "An", "The") are ignored.</p> <p>Physician oversight of specialized emergency medical services. (2019). <i>Prehospital Emergency Care</i>, 23(4), 590–591. https://doi.org/10.1080/10903127.2018.1551452</p>
<p>ANONYMOUS AUTHOR IN BOOKS</p> <p>In the text</p> <p>In the reference list</p>	<p>It must be followed the norm:</p> <p>Book Title: <i>Subtitle if any</i>. (Year). Publisher.</p> <p>The Dual Disorders Recovery Book (1993) (Dual Disorders Recovery Book, 1993)</p> <p>The dual disorders recovery book: A twelve step program for those of us with addiction and emotional or psychiatric illness. (1993). Hazelden Foundation</p>

<p>APUD / CITED IN</p> <p>In the text</p> <p>In the reference list</p>	<p>For citations of a work discussed in a secondary source, indicate the author of the original work and the year (if possible), soon after adding ‘as cited in’, the author, year, and page of the secondary source where the citation is located. In the reference list, only list the data for the secondary source (the source that was actually used for consultation by the researcher). In the case of a direct quote, it is mandatory to include a page number.</p> <p>Reber, Nonaka and Takeuchi (1992 as cited in Spender, 1996). (Reber, Nonaka, & Takeuchi, 1992 as cited in Spender, 1996).</p> <p>Spender, J. C. (1996). Making knowledge the basis of a dynamical theory of the firm [Special Issue]. <i>Strategic Management Journal</i>, 17, 45-62. https://doi.org/10.1002/smj.4250171106</p>
<p>UNCREDITED AUTHOR (ENCYCLOPEDIA)</p> <p>In the text</p> <p>In the reference list</p>	<p>It must be followed the norm: Title/searched word. (Year). In A. Editor, & B. Editor (Eds.). <i>Encyclopedia title: Subtitle (pp. initial and end page)</i>. Publisher.</p> <p>“Mexico” (2003) (“Mexico”, 2003)</p> <p>Mexico. (2003). In E. Cortés & M. Barrea-Marlys (Eds.), <i>Encyclopedia of Latin American theater</i> (pp. 278–327). Greenwood.</p>
<p>AUTHOR WITH JR., II, III ETC. IN THE NAME.</p> <p>In the text</p> <p>In the reference list</p>	<p>Don’t include suffixes such as Jr., II, III, etc., in citations found in the text. Instead, include them in the reference list after the last name and first initial, using a comma before the suffix.</p> <p>Reed (2002). (Reed, 2002).</p> <p>Reed, A., II (2002). Social identity as a useful perspective for self-concept-based consumer research. <i>Psychology and Marketing</i>, 19(3), 235-266. http://dx.doi.org/10.1002/mar.10011</p>
<p>LAST NAMES WITH PREPOSITIONS AND ARTICLES</p> <p>In the text</p> <p>Exception</p> <p>In the reference list</p>	<p>For authors’ last names that contain articles and prepositions such as de, do, dos, von, van, vu, la, etc., disregard the prefix and treat it as part of the middle name.</p> <p>Boutellier, Gassmann and Zedtwitz (1999). (Boutellier, Gassmann, & Zedtwitz, 1999).</p> <p>Boutellier, R., Gassmann, O., & Zedtwitz, M. von. (1999). <i>Managing global innovation: Uncovering the secrets of future competitiveness</i>. Springer.</p> <p>In case the article or preposition is part of the last name, treat the prefix as part of the last name and place it in the reference list by the alphabetical order of the prefix.</p> <p>DeCoster (2004). (DeCoster, 2004).</p> <p>DeCoster, J. (2004). Meta-analysis notes. http://www.stat-help.com/notes.html</p>

<p>TRANSLATED QUOTES / TRANSLATION</p> <p>Example</p>	<p>If the citation has been translated into English by the submitting author, include the term our translation</p> <p>Dain (2007, p. 1863, our translation) states “health cost is not synonymous to waste of resources. Therefore, health care managers at all levels of the government must ensure the quality of their expenditure and the rationalization and reduction of costs”.</p>
<p>PERSONAL COMMUNICATIONS</p> <p>Examples</p>	<p>When citing personal communications (letters, memorandums, electronic communications [email, discussion groups, message boards, and announcement boards] telephone conversations, and similar), because they are not data that can be recovered, do not cite them in the reference list. Therefore, cite personal communications only in the text itself. Supply the last name of the person, the initial, and the most precise date possible.</p> <p>T. K. Lutes (personal communication, April 18, 2001). (T. K. Lutes, personal communication, April 18, 2001).</p>
<p>TYPOGRAPHIC RESOURCE</p> <p>Abbreviations</p>	<p>The <i>italic typographic resource</i> should be used to highlight publication titles.</p> <p>The use of periods in reference abbreviations:</p> <p>(From Chapter 2, Vol. 1, 2nd ed., p. 6) Ed. (edition) Rev. Ed. (Revised edition) Ed. (Eds.) (Editor/Editors) Trans. (Translator/Translators) n.d. (no date) p. (pp.) (page/pages) Vol. (Vols.) (Volume/Volumes) Nº (Number) Suppl. (Supplement)</p>
<p>USE OF COMMA</p> <p>Quotes in the text</p> <p>In the reference list</p>	<p>To separate the surnames of the authors, a comma is used.</p> <p>Harrison, Newholm and Shaw (2005). (Harrison, Newholm, & Shaw, 2005). Harrison, R., Newholm, T., & Shaw, D. (2005). <i>The ethical consumer</i>. Sage.</p>
<p>USE <u>AND</u></p> <p>Examples</p> <p>USE <u>&</u></p>	<p>When the authors' surnames are outside the parentheses, add, before the last author's surname, “and”.</p> <p>Moody and White (2003). Diniz, Petrini, Barbosa, Christopoulos and Santos (2006).</p> <p>When the authors' surnames are in parentheses, add “&” before the last author's surname.</p> <p>(Denis, Langley, & Rouleau, 2007). (Diniz, Petrini, Barbosa, Christopoulos, & Santos, 2006).</p>

In the reference list use & before the last author's surname.

Denis, J.-L., Langley, A., & Rouleau, L. (2007). Strategizing in pluralistic contexts: Rethinking theoretical frames. *Human Relations*, 60(1), 179-215. <https://doi.org/10.1177/0018726707075288>

WHEN TO USE p OR pp

For **direct quotes** used in the body of the text and the **reference list**, pages should be shown using '**p.**' for a single page, and '**pp.**' for two or more pages.

In the text

Hardy and Phillips (2004, p. 302).
(Hardy & Phillips, 2004, pp. 303-304).

In the reference list

Hardy, C., & Phillips, N. (2004). Discourse and power. In D. Grant, C. Hardy, C. Oswick, & L. Putnam (Eds.), *The Sage handbook of organizational discourse* (pp. 299-316). Sage Publications.

SAME QUOTE WITH DIFFERENT PAGES

Two citations in the same paragraph, pages can be indicated between commas

(Liu et al., 2009, pp. 124, 127).

DATE OF PUBLICATION

The date of publication is an important element and should be added to both citations within the body of the text, as well as in the reference list.

Months and/or seasons of the year

When necessary, add the month or season that specifies the publication (proceedings, conference presentations, monthly periodicals, newspapers, magazines, newsletters, and weekly/daily publications) only in the reference list, placed after the publication year.

The months and/or seasons of the year should be indicated in a non-abbreviated form, using the original language of the publication. They should be written with the first letter in upper case (Ex. January).

Works awaiting publication

For works that have been accepted for publication, but are not yet published, place them in the normal location for the date of publication 'in press'. Don't indicate a predicted publication date until the work is actually published.

In the text

Huber and Lewis (in press).
(Huber & Lewis, in press).

In the reference list

Huber, G. P., & Lewis, K. (in press). Cross understanding: Implications for group cognition and performance. *Academy of Management Review*, 35(1). (Prevision Screen – January/2010).

There is no indication of the publication date.

When a document cited does not have a publication date available, n.d. should be added (no date).

In the text

Pérez-Nebra, Borges and Torres (n.d.).

<p>In the reference list</p>	<p>(Pérez-Nebra, Borges, & Torres, n.d.).</p> <p>Pérez-Nebra, A. R., Borges, C. P., & Torres, C. V. (n.d.). <i>What do you think of Brazil as a destination? A scale and a method for measuring consumer satisfaction and expectancy of Brazil</i> [Working paper]. Psychology Institute, University of Brasília, Brazil.</p> <p>Not published</p> <p>The copyright year must be used. For unpublished works, this is the year of production of the work</p>
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Specific Guidelines For Quotations

<p>CITATIONS WITH LESS THAN 40 WORDS</p>	<p>Citations of less than 40 words must remain embedded in the text, enclosed in double quotes.</p> <p>SMALL QUOTES: With narrative citations, location information appears after the shortest citation of the passage in parentheses, separate from those that include the year of publication.</p>
<p>Example</p>	<p>Liu et al. (2009) make the indisputable claim that “science education can promote a valuable—indeed, virtuous—skepticism among young adults” (p. 124).</p>
<p>CITATIONS WITH MORE THAN 40 WORDS</p>	<p>Citations with more than 40 words should be placed on a new line within an independent block, which is indented 1.5 cm from the paragraph’s left margin, without quotation marks, single-spaced, and in 10 point font size.</p> <p>The author states that as in Business Administration, all strategic rationalization seeks first to distinguish the ‘environment’ and one ‘very own’, that is, the place of power, and personal desire. Cartesian gesture, perhaps: circumscribe himself in a world bewitched by the invisible power of the Other (Certeau, 1990, p. 59).</p>
<p>HOW TO ORGANIZE WORKS PRESENTED WITHIN PARENTHESES</p>	<p>Organize two or more works by the same authors in the order (ascending) of publication date. Citations of works in production (in press) should be listed last.</p>
<p>Example</p>	<p>(Edeline & Weinberger, 1991, 1993, in press).</p>
<p>Exception</p>	<p>Citations of various authors in the same parentheses should be organized alphabetically by the last names of the first authors. Separate the citations by a semicolon.</p>
<p>Example</p>	<p>(Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990).</p> <p>One citation can be separated from the other citations within the same parentheses by inserting a phrase before the remaining citations, which should be placed in alphabetical order.</p> <p>(Minor, 2001; see also Adams, 1999; Storandt, 2007) (Brownlie, et al., 1999; Hudson & Ozanne, 1988; in Brasil Casotti, 1998).</p>

Citations in notes	When an author was not, at any moment, cited within the body of the text, but is present in the notes (end notes), include complete reference information only in the body of the note. Note
Example	¹ In the works by Battat, J., Frank, I., & Shen, X. (1996). Suppliers to multinationals: Linkages programs to strengthen local companies in developing countries. Foreign Investment Advisory Service, The World Bank, this transition is noted.

EXAMPLES OF REFERENCES

ORGANIZATION IN THE REFERENCE LIST	The reference list should be placed in alphabetical order by the first authors' last names. Reference with numbers should be listed as if the numbers were spelled out, following the APA style instructions.
Examples	Works with the same first author should be organized by publication date, with the oldest article listed first. Aldrich, E. (1979). <i>Organizational environment</i> . Prentice Hall.
Examples	Works by the same first author which precede works by multiple authors. Moscovici, S. (1993). Introductory address. <i>Papers on Social Representations</i> , 2(3), 160-170. Moscovici, S., & Marková, I. (1998). Presenting social representations: A conversation. <i>Culture & Psychology</i> , 4(3), 371-410. http://dx.doi.org/10.1177/1354067X9800400305 Moscovici, S., & Vignaux, G. (1994). Le concept de thémata. In C. Guimelli (Ed.), <i>Structures et transformations des représentations sociales</i> (pp. 25-72). Delachaux et Nieslé.
Examples	Works with the same first author with different second or third authors should be organized alphabetically by the last name of the second author or, if the second author is the same, by the last name of the third author, and so on. Andersson, U., Forsgren, M., & Holm, U. (2002). The strategic impact of external networks: Subsidiary performance and competence development in the multinational corporation. <i>Strategic Management Journal</i> , 23(11), 979-996. https://doi.org/10.1002/smj.267 Andersson, U., Forsgren, M., & Pedersen, T. (2001). Subsidiary performance in multinational corporations: The importance of technology embeddedness. <i>International Business Review</i> , 10(1), 3-23. https://doi.org/10.1016/s0969-5931(00)00042-1 Mintzberg, H., Ahlstrand, B., & Lampel, J. (1998). <i>Strategy safari: A guided tour through the wilds of strategic management</i> . The Free Press. Mintzberg, H., & Waters, J. A. (1985). Of strategies, deliberate and emergent. <i>Strategic Management Journal</i> , 6(3), 257-272. http://dx.doi.org/10.1002/smj.4250060306

<p>Examples</p>	<p>Works with the same first author (or the same two or more authors in the same order) with the same publication date, should be placed in alphabetical order by the title.</p> <p>Ghemawat, P. (2007b). Coca-Cola's global rethink. http://discussionleader.hbsp.com/ghemawat/2007/10/cocacolas_global_rethink.html</p> <p>Ghemawat, P. (2007a). Managing differences: The central challenge of global strategy. <i>Harvard Business Review</i>, 85(3), 59-68. Retrieved https://hbr.org/2007/03/managing-differences-the-central-challenge-of-global-strategy</p> <p>Works by different authors, with the same surname, must be ordered alphabetically by the first initial of the name.</p> <p>Johanson, J., & Vahlne, J. E. (2006). Commitment and opportunity development in the internationalization process model. <i>Management International Review</i>, 46(2), 165-178. https://doi.org/10.1007/s11575-006-0043-4</p> <p>Johanson, M., & Johanson, J. (2006). Turbulence, discovery and foreign market entry: a longitudinal study of and entry into the Russian market. <i>Management International Review</i>, 46(2), 179-205. https://doi.org/10.1007/s11575-006-0044-3</p>
<p>AUTHORS WITH HYPHENATED FIRST NAMES</p> <p>Examples</p>	<p>If the author's first name is hyphenised, include the hyphen and include a period after each initial.</p> <p>Tan, H.-C., & Jamal, K. (2006). Effects of accounting discretion on ability of managers to smooth earnings. <i>Journal of Accounting and Public Policy</i>, 25(5), 554-573. https://doi.org/10.1016/j.jaccpubpol.2006.07.007</p>
<p>WORKS WITHOUT TITLES</p> <p>Example</p>	<p>Indicate the authors, year of publication of the document; in square brackets, indicate that the material is a description of content, not a title; do not use italics. Add place of publication, publisher and/or information needed to locate the document.</p> <p>Bordi, F., & LeDoux, J. E. (1993). [Auditory response latencies in rat auditory cortex]. Unpublished raw data.</p>
<p>EDITION, REPORT NUMBER, VOLUME NUMBER, ETC.</p> <p>Examples</p>	<p>Indicate additional information concerning publication to help identify and access a work (edition, report number, volume number, etc.) soon after the title and within parentheses. Do not use a period between the title and the parentheses.</p> <p>First editions do not need to be specified; it is only necessary to start including this information starting with the second edition. Editions should be placed within parentheses with their number after n^o, and not in superscript, as in: 2nd ed.</p> <p>Hofstede, G. (2001). <i>Culture's consequences: Comparing values, behaviors, institutions, and organizations across nations</i> (2nd ed.). Sage Publications.</p> <p>Dollfus, O. (1997). <i>La mondialisation</i> [Collection La Bibliothèque de Sciences-Po]. Presses de Sciences-Po.</p>

DISSERTATIONS, THESES, PROCEEDINGS/ANNALS, WORKING PAPERS, REPORTS, FLYERS, AND OTHER ISOLATED, NON-PERIODICAL PUBLICATIONS	Dissertations, Theses, Proceedings/Annals, Working Papers, Reports, Flyers and other isolated, non-periodical publications: indicate the city, state and country.
Examples	<p>Sercovitch, F. C. (1988). <i>Domestic learning, international technology flows and the world market: New perspectives for the developing countries</i> [Working Paper no 189/ WEP 2-22]. International Labour Organisation, Geneva, Suíça.</p> <p>Choppy, P. T. (2018). Attitudes to slavery and race in Seychellois Creole oral literature [Master's thesis, University of Birmingham]. University of Birmingham eThese Repository. http://etheses.bham.ac.uk//id/eprint/8082/7/Choppy18MARes.pdf</p> <p>Heller, G., Stasinopoulos, M., & Rigby, B. (2006, July). The zero-adjusted inverse Gaussian distribution as a model for insurance claims. <i>Proceedings of 21st the International Workshop on Statistical Modelling</i>, Galway, Ireland.</p> <p>Theses and Dissertations no published</p> <p>Author's Surname, Initial of the name. (YEAR). Job Title [Type of Job(Ex. Master's Thesis) unpublished]. University name.</p> <p>Zaragoza, K. (2005). A moral psychology of blame [Unpublished doctoral dissertation]. Princeton University.</p> <p>Niraula, K. (2015). Addressing the neglect of local peacebuilding practices through documentaries: A case of everyday Gandhis [Unpublished master's thesis]. University of Notre Dame</p>

Books

COMPLETE BOOK	Last name, Abbreviated full name (year of publication). <i>Title: Subtitle</i> (if any) (additional information - if any). Publishing company.
Example	Jarzabkowski, P. (2005). <i>Strategy as practice</i> (1 st ed.). Sage.
COMPLETE BOOK WITH EDITORS	Last name, First initial (capitalized followed by a period). (Ed. or Coord. or Org.). (Publication year within parentheses). <i>Title: Subtitle</i> (if any) (additional information, if any). Editor.
Example	Williamson, O., & Winter, S. (Eds.). (1991). <i>The nature of the firm: Origins, evolution, and development</i> . Oxford University Press.
EDITED BOOK WITH ONLY ONE AUTHOR AND ONE EDITOR	Place the author first, and then add the editor within parentheses after the title. Last name, First initial (capitalized followed by a period). (Publication year within parentheses). <i>Title: subtitle</i> (if any) (First letter of editor's first name, abbreviated and capitalized, followed by a period. Last name, Ed.). (additional information, if any). Editor.
Example	Tolkien, J. R. R. (1985). <i>The Silmarillion</i> (C. Tolkien, ed.). Del Rey.

<p>BOOK WITH ADDITIONAL INFORMATION</p> <p>Example</p>	<p>Additional important information provided in the publication for identification and access to the work (edition, report number, volume, etc.) should be indicated in parentheses immediately after the title, and precede the page numbers (Vol. 1, 2nd ed. , p. 6). Do not use a period between the title and parentheses.</p> <p>Last name, Abbreviated full name (year of publication). <i>Title: Subtitle</i> (if any) (additional information such as volume, chapter and pages). Publishing company.</p> <p>Yeung, H. W.-C. (Ed.). (2006). Handbook on research in Asian Business (Chap. 14, pp. 266-284). Edward Elgar.</p>
<p>TRANSLATED BOOK</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). <i>Title: Subtitle</i> if any (Translator's name initial. Translator's surname, Trans). Publishing company. (Original work published YEAR).</p> <p>Weber, M. (1947). <i>The theory of social and economic organization</i> (T. Parsons, Ed.; A. M. Henderson & T. Parsons, Trans.). Free Press. (Original work published 1915).</p>
<p>TRANSLATION PROVIDED BY THE AUTHOR OF THE TITLE NOT IN ENGLISH</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). Original Title Language [Translated Title Language]. Publishing company.</p> <p>Last name, Abbreviated full name. (YEAR). Original Title Language [Translated Title Language]. In A. Editor & B. Editor (Eds.). Title of the book in the original language (pp. Home and end page). Publishing company.</p> <p>Rey, B. (2006). Le savoir universitaire: Un savoir sans problème? [University knowledge: Problem-free knowledge?]. In M. Fabre & E. Vellas (Eds.), <i>Situations de formation et problématisation</i> (pp. 143–158). De Boeck</p>
<p>BOOK CHAPTER</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name (year of publication). Title: Subtitle (if any) (chapter number, pages). Publishing company.</p> <p>Yeung, H. W.-C. (Ed.). (2006). Handbook on research in Asian Business (Chap. 14, pp. 266-284). Edward Elgar</p>
<p>BOOK CHAPTER - NO CREDITED AUTHOR AND REPUBLICATION</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Book Title: Subtitle (if any). (YEAR). In A. Editor & B. Editor (Eds.). Title of the book (pp. Home and end page). Publishing company. (Original work published Year).</p> <p>The Putney debates: The debate on the franchise. (2003). In D. Wootton (Ed.), <i>Divine right and democracy: An anthology of political writing in Stuart England</i> (pp. 285–316). Hackett. (Original work published 1647).</p>

	<p>Citation:</p> <p>“The Putney Debates” (1647/2003) (“Putney Debates,” 1647/2003)</p>
TRANSLATED BOOK CHAPTER	<p>Indicate the initials and surname of all editors preceded by In (for works with voluminous references with a wide editorial board, the identification of the editor-in-chief followed by et al. is sufficient).</p>
Example	<p>The Putney debates: The debate on the franchise. (2003). In D. Wootton (Ed.), <i>Divine right and democracy: An anthology of political writing in Stuart England</i> (pp. 285–316). Hackett</p>
EDITED BOOK CHAPTER	<p>In case there are only two names, put the & before the second name without the comma, and from three names, add the & before the last name and use the comma to separate them.</p>
Observations	<p>Add after the last name, in parentheses, the identification Ed./Eds. or Coord./Coords. or Org./Orgs.</p>
Example	<p>Indicate in parentheses, after the Title, the number of pages and other additional elements (edition, volume, among others) that are important for accessing the work to the chapter. These elements precede the number of pages.</p> <p>Watson, M. W. (1994). Vector autoregressions and cointegration. In R. F. Engle, & D. L. McFadden (Eds.), <i>Handbook of econometrics</i> (Vol. 4, Chap. 47, pp. 2843-2915). Elsevier.</p>
VOLUME OF TITLE	<p>It must be followed the norm:</p>
Example	<p>Bowlby, J. (1982). <i>Attachment and loss: Vol. 3. Loss: Sadness and depression</i> (3rd ed.). Basic Books.</p>
REVISED EDITION	<p>Add within parentheses after the Title (Ed. rev.), for articles in Portuguese, and (Rev. ed.) for articles in English. Last name, First initial (capitalized followed by a period). (Publication year within parentheses).</p>
Example	<p>Title: subtitle (if any) (Ed. Rev. or Rev. ed.). Publishing company</p> <p>Bryson, J. (1995). <i>Strategic planning for public and non-profit organization</i> (Rev. ed.). Jossey-Bass Publishers.</p>
COLLECTION	<p>It must be followed the norm:</p>
Example	<p>Last name, Abbreviated full name (year of publication). <i>Title: subtitle</i> (Vol., ed., pp.). (add the name of the Collection). Publishing company.</p> <p>Ribault, M., Martinet, B., & Lebidois, D. (1995). <i>A gestão das tecnologias</i> (Coleção gestão & inovação). Publicações Dom Quixote.</p>

ANCIENT AND / OR TRANSLATED WORK	<p>In the case of a very old work, cite the original date of publication of the work, followed by the year of the version used in the text OR the year of translation, when the original date is unknown, add the Portuguese version for reference and the Portuguese version for reference. English.</p> <p>In the list of references, indicate in parentheses, after the title, the name of the translators, (use Trad. for reference in Portuguese and Trans. for reference in English), publisher and in parentheses the year of publication of the original work.</p> <p>Last name, Abbreviated full name (year of publication). Title: Subtitle (if any) (additional information (if any) and abbreviated full name. Surname, Trans.). Publishing company. (Original work published in add year of publication).</p>
In the text	Piaget (1936/1952). (Piaget, 1936/1952)
In the reference list	Piaget, J. (1952). The origins of intelligence in children (M. Cook, Trans.). International University Press. (Original work published 1936).

Academic journals/periodicals

Scientific journals must contain additional important information for identification and access right after the title. Indicate the volume number (in italics), edition number (if any), pagination, and the – Digital Object Identifier (DOI)

COMPLETE JOURNAL	To cite a complete issue of a journal, indicate the issue's editors, title, volume, and issue number.
Example	Garrido, I. L. (Ed.). (2022). <i>Brazilian Administration Review</i> , 19(4). https://bar.anpad.org.br/index.php/bar
Exception	If the edition does not have editors, put the title in the author's position.
ARTICLES PRINTED WITH DOI	The DOI number is the identity of the article. Include the DOI number with the prefix https://doi.org/ , when available, after the number of pages.
Examples	Hamel, G. (1991). Competition for competence and inter-partner learning within international strategic alliances [Special Issue]. <i>Strategic Management Journal</i> 12, 83-103. https://doi.org/10.2307/2486643
E-LOCATOR	It must be followed the norm:
Example	Last name, Abbreviated full name (year of publication). <i>Article title</i> . Journal name, <i>volume</i> (number), e-locator number. Access link Björk, A., Rönngren, Y., Selander, J., Vinberg, S., Hellzen, O., & Olofsson, N. (2018). Health, lifestyle habits, and physical fitness among adults with ADHD compared with a random sample of a Swedish general population. <i>Society, Health & Vulnerability</i> , 9(1), Article 1553916. https://doi.org/10.1080/20021518.2018.1553916
PRINTED ARTICLES WITHOUT DOI	Last name, Abbreviated full name (year of publication). <i>Article title</i> . Journal name, <i>volume</i> (number), pages.

<p>Examples</p>	<p>Needell, J. (2001). Provincial origins of the Brazilian state: Rio de Janeiro, the monarchy, and national political organization, 1808-1853. <i>Latin American Research Review</i>, 36(3), 132-153.</p>
<p>ABSTRACT</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name (year of publication). Title of article: Subtitle (if any) [Abstract]. <i>Journal name, Volume</i>(number), abstract page. Access link.</p> <p>Buckley, A. F. (2017). Mitochondrial disorders: The need for precision ultrastructural analysis in clinical diagnosis [Abstract]. <i>Ultrastructural Pathology</i>, 41(1), 76. https://doi.org/10.1080/01913123.2016.1269482</p>
<p>PRINTED JOURNAL SUPPLEMENT / SPECIAL ISSUE</p>	<p>Add in parentheses, after the volume number, Suppl. for reference in Portuguese and Suppl. for reference in the English language, in addition to the number, if any.</p> <p>Last name, Abbreviated full name (YEAR). <i>Article title</i>. Journal name, <i>volume</i>(Suppl. no.), pages.</p>
<p>Examples</p>	<p>Momo, F. da S., & Behr, A. (2021). Blockchain: Effects in transactions costs from information governance. <i>Brazilian Administration Review</i>, 18(Spe), e200047. https://doi.org/10.1590/1807-7692bar2021200047</p> <p>Easton, P. D. (1998). Discussion of revalued financial, tangible, and intangible assets: association with share prices and non market-based value estimates. <i>Journal of Accounting Research</i>, 36(Suppl.), 235-247.</p>
<p>EDITORIAL</p>	<p>It must be followed the norm:</p> <p>With signature Author's Surname, Abbreviated Names. (Ed.). (YEAR). Editorial. <i>Title of the Journal, Volume</i>(number), page. Access link.</p>
<p>Examples</p>	<p>Verschoore, J. R., Diniz, E. H., & Colomo-Palacios, R. (2021). Blockchain, cryptocurrencies, and distributed organizations. <i>Brazilian Administration Review</i>, 18(Spe), e210109. https://doi.org/10.1590/1807-7692bar2021210109</p> <p>Without signature Title of the Editorial [Editorial]. (YEAR). <i>Title of the Journal, Volume</i>(number (if any)). Access link.</p> <p>Not-so-deep-impact [Editorial]. (2005). <i>Nature</i>, 435, 1003-1004. https://doi.org/10.1038/4351003b</p>
<p>TRANSLATION OF ARTICLES</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name (year of publication). Title of the article: Subtitle (If any) (Initial of the translator's name. Translator's surname, Trans). Journal name, volume number (edition number), initial and final page. access link</p>
<p>Example</p>	<p>Kariagina, T. D., & Ivanova, A. V. (2017). Empathy as an ability: Structure and development during training in psychological counseling (S. Shabad, Trans.). <i>Journal of Russian & East European Psychology</i>, 54(6), 470-497.</p>

	<p>https://doi.org/10.1080/10610405.2017.1448180 (Original work published 2013)</p> <p>Citation</p> <p>Kariagina and Ivanova (2013/2017) (Kariagina & Ivanova, 2013/2017)</p>
<p>ENGLISH TRANSLATION PROVIDED BY THE AUTHOR OF THE TITLE NOT IN ENGLISH</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). Title of article [title of original article]. <i>Title of the Journal</i>, volume(number), initial and final page. Access link.</p> <p>Guzmán, F., Barros, J., Corti, P., & Pereira, M. (2019). El rito bautismal y las imágenes pintadas en la iglesia de Curahuara de Carangas [The baptismal rite and the images painted in the church of Curahuara de Carangas]. <i>Colonial Latin American Review</i>, 28(1), 81–105. https://doi.org/10.1080/10609164.2019.1585084</p>
<p>JOURNAL ARTICLE WITH MONTHLY PUBLICATION</p> <p>Example</p>	<p>Indicate year and month for monthly publications and add volume/number/book/section, if any, and pages.</p> <p>Last name, Abbreviated full name (year, month of publication). Article title. <i>Journal name</i>, volume/number/section, pages.</p> <p>Bauer, D. (2019, April). Optimizing Management of Medically Responsive Epilepsy. <i>Continuum</i>, 25(2), 343-361.</p>
<p>JOURNAL ARTICLE WITH WEEKLY PUBLICATION</p> <p>Example</p>	<p>Indicate year, month and day for weekly publications, add volume/number/notebook/section, if any, and pages.</p> <p>Last name, Abbreviated full name (year, month and day of publication). Article title. <i>Journal name</i>, number/notebook/section, pages.</p> <p>Posner, M. I. (1993, October 29). Seeing the mind. <i>Science</i>, 262, 673-674. https://doi.org/0.1126/science.8235585</p>
<p>ARTICLE OF NEWSPAPER</p> <p>Examples</p>	<p>Indicate year, month and day, add number/notebook/section and the number of pages preceded by p. or pp.</p> <p>Last name, Abbreviated full name (year, month and day of publication). Article title. <i>Journal name</i>, number/notebook/section, pages.</p> <p>Solow, R. M. (1987, July 12). We'd better watch out. <i>New York Times Book Review</i>, 36.</p>
<p>ONLINE JOURNAL ARTICLE</p>	<p>Last name, Abbreviated full name (YEAR). Title of Article. <i>Journal name</i>, volume(number). Access Link.</p> <p>Klein, J. (2018). How the father of computer science decoded nature's mysterious patterns. <i>The New York Times</i>. https://www.nytimes.com/2018/05/08/science/alanturing-desalination.html</p>
<p>PRESS RELEASE</p>	<p>U.S. Food and Drug Administration. (2019, November 15). FDA approves first contact lens indicated to slow the progression of nearsightedness in children [Press release].</p>

	https://www.fda.gov/news-events/press-announcements/fda-approves-first-contact-lens-indicated-slow-progression-nearsightedness-children
PREPRINT	Hetland, B., McAndrew, N., Perazzo, J., & Hickman, R. (2018). A qualitative study of factors that influence active family involvement with patient care in the ICU: Survey of critical care nurses. PubMed Central. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5736422/?report=classic
ELECTRONIC JOURNAL	The presentation of DOIs and URLs has been standardized. <ul style="list-style-type: none"> - Both are displayed as hyperlinks. - The label 'DOI:' is no longer used before a DOI. DOIs must begin with the prefix 'https://doi.org/'. - The words 'Retrieved from' and 'Retrieved from' are used before a URL only when a retrieval date is also required; otherwise, the URLs are presented without the 'retrieved from' label. - The APA Style website also contains guidance on DOIs and URLs." (APA, 2021).
Examples	Last name, Abbreviated full name (YEAR). Article title. <i>Journal name</i> , volume(number), pages. Access link. Silva, J. R. G. da, & Wetzel, U. (2007). Organizational change and the meaning of time. <i>Brazilian Administration Review</i> , 4(3), 16-30. http://www.anpad.org.br/periodicos/arq_pdf/a_576.pdf
REVIEW WITHOUT ORIGINAL TITLE	It must be followed the norm: Last name, Abbreviated full name (Year). [Book/text review Title of the text to be reviewed: Subtitle (if any), by Abbreviated full name. Reviewer's last name]. <i>Journal name</i> , volume(number), initial and final pages. Access link. McCully, A. (2019). [Review of the book Teacher preparation in Ireland: History, policy and future directions, by T. O'Donoghue, J. Harford, & T. O'Doherty]. <i>History of Education</i> , 48(5), 700–702. https://doi.org/10.1080/0046760X.2018.1502366
ELECTRONIC VERSION OF PRINTED JOURNAL	Add, between square brackets, right after the title of the article, for reference [Electronic version]. Last name, Abbreviated full name (year of publication). Title of the article [Electronic version], Name of the Journal, volume(number), pages. Access link to the article. DOI, if any
Example	Passos, A. P. P. dos, Meneghini, E. M. P., Lana, J., & Gama, M. A. B. (2022). Nonmarket strategy: Paths and prisms. <i>Brazilian Administration Review</i> , 19(4), e220021. https://doi.org/10.1590/1807-7692bar2022220021
ONLINE ARTICLE WITH DOI	Include the DOI, where available, in online articles after the access link.
Example	Frare, A. B., Silva, E. S. da, & Beuren, I. M. (2022). Performance measurement system,

organizational learning, and creativity. *Brazilian Administration Review*, 19(4), e210099. <https://doi.org/10.1590/1807-7692bar2022210099>

ONLINE ARTICLE WITHOUT DOI

Add, after volume, number and pages, the link to access the document.

Example

Paschoalotto, M. A. C., Lopes, J. E. F., Oliveira, P. H. de, & Barros, P. P. (2022). Performance of subnational governments in the COVID-19 pandemic: An analysis of the public and private health services in Brazil. *Brazilian Administration Review*, 19(4), e220034. <https://bar.anpad.org.br/index.php/bar/article/view/569>

Academic meetings

PROCEEDINGS

Indicate, in parentheses, the year followed by the month of publication of the event. After that, enter the event number, its full name, add city, state, country.

Examples

Junglas, I., & Watson, R. (2003, December). U-commerce: A conceptual extension of e-commerce and m-commerce. *Proceedings of the 24th International Conference on Information Systems*, Seattle, WA, USA.

PROCEEDINGS OF NON-SERIAL REFERENCES

Last name, Abbreviated full name (year of publication). Title of work. *Title of Annals*, volume(number), pages. Access link to the article. DOI, if any.

Examples

Albright, M. (1991). The role of the United States in Central Europe. *Proceedings of the Academy of Political Science*, 38(1), 71–84. <https://doi.org/10.2307/117381>

Shupe, A. D., Jr., Hardin, B. L., & Bromley, D. G. (1983). A comparison of anti-cult movements in the United States and West Germany. In E. Barker (Ed.), *Of gods and men: New religious movements in the West—Proceedings of 1981 Annual Conference of the British Sociological Association Sociology of Religion Study Group* (pp. 177–194). Mercer University Press

SECTION FOR POSTERS OR PRESENTATION OF ARTICLES IN MEETINGS AND SYMPOSIUMS

Indicate in parentheses, the year followed by the month of publication of the event. After including the event number, in the title add the presentation session, city, state, country.

Examples

...[Poster presentation]. Proceedings of 28th Congress.....

Egan, O. (2019, April 6–9). Suicide in Maori youth—Reflections on the aetiology and evolving management responses [Poster presentation]. European Psychiatric Association 27th Congress, Warsaw, Poland.

Schack, E. O., Dueber, D., Norris Thomas, J., Fisher, M. H., & Jong, C. (2019, April 5–9). Computer-programmed decision trees for assessing teacher noticing [Paper presentation]. American Educational Research Association Annual Meeting, Toronto, ON, Canada.

Dissertations, Theses, Monographs, and Capstone Projects

PRESENTED ACADEMIC WORKS

Examples

It must be followed the norm:

Last name, Abbreviated full name (year of publication). Job Title [Document Type]. Responsible institution.

Ariffin, N. (2000). *The internationalisation of innovative capabilities: the Malaysian electronics industry* [Doctoral dissertation]. University of Sussex, Brighton, England.

PRINTED THESES AND DISSERTATIONS

Examples

It must be followed the norm:

Author's Surname, Initial of the name. (YEAR). Title of work [Type of work (eg Master's Thesis) not published]. University name.

Zaragoza, K. (2005). A moral psychology of blame [Unpublished doctoral dissertation]. Princeton University.

Niraula, K. (2015). Addressing the neglect of local peacebuilding practices through documentaries: A case of everyday Gandhis [Unpublished master's thesis]. University of Notre Dame.

UNPUBLISHED THESES AND DISSERTATIONS

Examples

It must be followed the norm:

Author's Surname, Initial of the name. (YEAR). Title of work [Type of work (eg Master's Thesis) not published]. University name.

Zaragoza, K. (2005). A moral psychology of blame [Unpublished doctoral dissertation]. Princeton University.

Niraula, K. (2015). Addressing the neglect of local peacebuilding practices through documentaries: A case of everyday Gandhis [Unpublished master's thesis]. University of Notre Dame.

THESES AND DISSERTATION PUBLISHED ON THE UNIVERSITIES WEBSITE

Example

In case of theses and dissertations available for consultation in the university's digital library, add the electronic address to access the work.

Last name, Abbreviated full name (year of publication). Job title. [Type of document, Institution responsible]. Publication source. Access link.

Choppy, P. T. (2018). Attitudes to slavery and race in Seychellois Creole oral literature [Master's thesis, University of Birmingham]. University of Birmingham eTheses Repository. <http://etheses.bham.ac.uk/id/eprint/8082/7/Choppy18MARes.pdf>

Electronic media

CD

Last name, Abbreviated full name of the author of the song (year of publication). Song title [Recorded by (add artist's full name if different from author)]. Album Title, if any [add recording medium – CD, DVD, etc.]. Seal (label). Recording date when different from copyright date.)

Example

Montenegro, O., & Mackau, R. (2010). Tempo das águas [Gravado por O. Montenegro]. Canções de Amor [CD]. Eco Som.

ELECTRONIC DOCUMENTS

Electronic documents should indicate the year of publication or, if the source is regularly updated, add the most recent update date. Indicate, after the title, sufficient information to locate the material.

When the author is citing a specific document or snippets of information from a website, even if they are several pages and/or documents from the same website (individual pages), he must include, for each document or page, the citation in the In the text (author, year of publication), like any other APA citation and in the reference list the complete data with the immediate access link to the searched document or page.

The reference list will be a series of references with similar but different URLs. And the reader will be able to locate the exact source of the quote.

Use the terms Retrieved from for references in Portuguese and Retrieved from for references in foreign languages, only when indicating the date of access. The electronic address must be complete, allowing immediate access to the document.

Examples

Last name, Abbreviated full name (year of publication). Title: subtitle. Complementary data: volume, number, pages, publisher, among others. Acces Link

Tavares, W. M. L. (2001). *A indústria eletrônica no Brasil e seu impacto sobre a balança comercial*.
<http://apache.camara.gov.br/portal/arquivos/Camara/internet/publicacoes/estnott ec/pdf>

Gompers, P. A., & Lerner, J. (1998). What drives venture capital fundraising? *Brookings Papers on Economic Activity*, 149–192.
<http://www.hbs.edu/faculty/Pages/item.aspx?num=2384>

Agência Estado. (2008, agosto 14). *Abinee: Investimento do setor eletroeletrônico deve atingir R\$ 4,9 bi*. Retrieved 14 de novembro, 2008, from <http://br.news.yahoo.com/s/14082008/25/tecnologia-abinee-investimento-setor-eletroeletronico-deve-atingir-r-4-9.html>

Ministério do Desenvolvimento, Indústria e Comércio Exterior. (n.d.). *Ações setoriais para o aumento da competitividade da indústria brasileira*. Recuperado em 19 de setembro, 2007, de <http://www2.desenvolvimento.gov.br/sitio/publicacoes/desProducao/desProducao.php>

COMPLETE WEBSITE

The complete website citation format is used when, at some point in the research, the author simply mentions a website in the text, as a complementary source of the

	<p>study. On this occasion, the author should only cite the entire website in In the text with the full address of the website and the date of retrieval of the searched data (www.xxxx retrieved in XXX add date), and it does not need to be in the In the reference list.</p>
<p>ELECTRONIC DATABASE</p> <p>Examples</p>	<p>Indicate as author the main contributor; the publication date must be the year the database or data file copies were first made available. Indicate the title and, in square brackets, immediately after the title, identify the source as a data file or electronic database. Do not use a period between the title and the material in square brackets. Indicate the location and name of the producer. Use the terms Retrieved from for references in Portuguese and Retrieved from for references in foreign languages when indicating access date. The electronic address must be complete, allowing immediate access to the document.</p> <p>Economática - Tools for Investment Analysis. (n.d.). <i>Base de dados</i> [CD-ROM].</p> <p>Economática - Tools for Investment Analysis. (n.d.). <i>Manual Economática</i>. http://manual.economica.com.br</p>
<p>PERSONAL COMMUNICATIONS</p> <p>Examples</p>	<p>Citation of personal communications (letters, memos, electronic communications [email, discussion groups, electronic bulletin board messages], telephone conversations and the like). As they do not provide retrievable data, they are not included in the In the reference list. Cite personal communications in the text only. Provide the communicator's initials, last name, and as exact a date as possible.</p> <p>T. K. Lutes (personal communication, April 18, 2001).</p> <p>(T. K. Lutes, personal communication, April 18, 2001).</p>
<p>COMPUTER PROGRAMS, SOFTWARE OR PROGRAMMING LANGUAGE</p> <p>Examples</p>	<p>If the individual owns the copyright to a software, indicate his/her name as an author; in other cases, treat such references as unauthored works.</p> <ul style="list-style-type: none"> - In square brackets, right after the title or additional information for identification and retrieval, identify the source as: computer program, language or software. Do not use a period between the title and the material in square brackets. - Indicate the location and name of the organization that produced the work in the position of the Publisher. - Indicate any additional information for identification and retrieval in parentheses at the end of the title (eg, version numbers if they are not part of the software). - To reference a manual, give the same information. However, in the square brackets after the title, identify the source as a computer program or software manual. <p>Authors (year of publication). Title (Version number) [Computer programs OR software OR programming language]. City, State: organization that produced the work.</p> <p>Metastock. (2006). (Versão 10.0) [Software]. Salt Lake City, UT, USA: Equis International.</p> <p>Paszke, A., Gross, S., Chintala, S., & Chanan, G. (2019). PyTorch (Version 1.3.0) [Computer software]. https://pytorch.org/</p>

	<p>Ventana Systems, Inc. (2004). Vensim help manual (current version 6.3). [Software]. http://www.vensim.com/freedownload.html</p> <p>Greene, W. H. (2016). <i>NLOGIT</i> (Version 6) [Computer software]. Econometric Software</p>
DATASET	<p>Kesson, M., Sarkol, V., & Mesoudi, A. (2017). <i>Experimental priming of independent and interdependent activity does not affect culturally-variable psychological processes</i> [Data set]. Dryad. https://doi.org/10.5061/dryad.7j270</p>
MOBILE APP BY INDIVIDUAL DEVELOPER	<p>Steindorf, J. (2019). <i>Baseball statistics</i> (Version 2.0.2) [Mobile app]. App Store. https://apps.apple.com/us/app/baseball-statistics/id1019047563</p>
INTERNET MESSAGES, ELECTRONIC DISCUSSION LIST, AND OTHER ONLINE COMMUNITIES	<p>The internet offers various communication options, such as for Example: blogs, online forums, discussion groups, electronic mailing lists, social networks, among others.</p> <p>- If the author's full name is available, list the surname first, followed by the initials. If only one screen name is available, use the screen name.</p> <p>- Provide the exact date of publication.</p>
Examples of online forums, discussion groups	<p>Author's last name, abbreviated full name or nickname used (year of publication, month day). Post title [Description – Example Facebook]. access linkBuzon (2012, setembro 17). <i>Re: Vamos boicotar o HB20 agora, que eles baixam os preços! !!!</i> [Comentário em fórum online]. http://hb20clube.com.br/viewtopic.php?f=5&t=284&start=10</p> <p>Rampersad, T. (2005, June 8). <i>Re: Traditional knowledge and traditional cultural expressions</i> [Online fórum comment]. http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural#comments</p>
Example of electronic mailing lists, social networks	<p>Provide a description of the message in parentheses after the title. Include the name of the list to which the message was sent, if this information is not part of the URL.</p> <p>Smith, S. (2006, January). <i>Re: Disputed estimates of IQ</i> [Eletronic mailing list message]. http://tech.groups.yahoo.com/group/ForensicNetwork/message/670</p>
Example of Blog	<p>PZ Myers. (2007, January 22). <i>The unfortunate prerequisites and consequences of partitioning your mind</i> [Web log post]. http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</p> <p>Comments must be referenced as follows the example below. Note that a screen name is used for the author's name. The author has adopted a nickname or screen name to use when posting comments to this web log.</p>
Example of Blog Video	<p>MiddleKid. (2007, January 22). <i>Re: The unfortunate prerequisites and consequences of partitioning your mind</i> [Web log comment]. http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</p> <p>Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Video posted to http://www.youtube.com/watch?v=Vja83KLQXZs</p>

<p>Blog Post</p>	<p>Price, D. (2018, October 7). On using archives and Freedom of Information Act for anthropological research. <i>Anthro{dendum}</i>. https://anthrodendum.org/2018/10/07/on-using-archives-and-freedom-of-information-act-for-anthropological-research</p>
<p>Example of Facebook</p>	<p>Thunberg, G. (2019, November 9). <i>Climate strike is named 2019 word of the year! #climatestrike</i> [Thumbnail with link attached]. Facebook. https://www.facebook.com/gretathunbergsweden/posts/97003947336387</p>
<p>Example of Tweet</p>	<p>Singer, P. [@PeterSinger]. (2019, May 1). <i>Why are animal rights activists the orphans of the left? Will Kymlicka offers some answers</i> [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/PeterSinger/status/1123555871198412800</p>
<p>Example of TikTok</p>	<p>Cite a live stream (for exemple, TikTok Live) that is not archived by your hosting platform and cannot be retrieved by any other means (i.e., recorded and made available online through another hosting site) as a personal communication.</p> <p>Cook, P. [@chemteacherphil]. (2021, September 17). Fighting fire with fire. #sciencetok #learnontiktok [Video]. TikTok. https://www.tiktok.com/@chemteacherphil/video/7008953610872605957</p>
<p>Example of TikTok (Profile)</p>	<p>The Rock. [@therock]. (n.d.). CEO of #RockTok [TikTok profile]. TikTok. Retrieved February 22, 2022, from https://tiktok.com/@therock</p>
<p>WEB PAGES WITH MULTIPLE AUTHORS</p>	<p>Harris, B., & Zucker, S. (2015, August 9). <i>Haussmann the demolisher and the creation of modern Paris</i>. <i>Smarthistory</i>. https://smarthistory.org/haussmann-the-demolisher-andthe-creation-of-modern-paris</p>
<p>WEB PAGES WITHOUT DATE</p>	<p>Pitt Rivers Museum. (n.d.). <i>Conservation case study: Noh theatre masks</i>. https://www.prm.ox.ac.uk/conservation-case-study-noh-theatre-mask</p>
<p>WEB PAGE WITH DATE PERIODICITY</p>	<p>Clement, T. (2019, September 30). <i>Adopt-a-book activity</i>. <i>OER Commons</i>. Retrieved October 4, 2019, from https://www.oercommons.org/authoring/58499-adopt-a-bookactivity/view</p>
<p>AUDIOVISUAL</p> <p>Film</p> <p>TV Series</p>	<p>It must be followed the norm:</p> <p>Author's last name, Initial of the name. (load position or function). <i>Title</i> [Movie]. producer.</p> <p>Bogdanovich, P. (Director). (1971). <i>The last picture show</i> [Film]. Columbia Pictures; BBS Productions; Last Picture Show Productions.</p> <p>It must be followed the norm:</p> <p>Producer, A.A., Producer, B.B., & Producer, C.C. (Function/Position). (Initial YEAR–End YEAR). <i>TV series title</i> [TV series]. Producer A; Producer B; Producer C.</p>

TV episode	<p>Chibnall, C., & Featherstone, J. (Executive Producers). (2013–2017). <i>Broadchurch</i> [TV series]. Kudos Film and Television; Imaginary Friends; ITV–Independent Television.</p> <p>It must be followed the norm:</p> <p>Author, A.A. (Writer), Author, B.B. (Writer), & Author, C.C. (Writer). (YEAR). Episode Title (Season Season Number, Episode Episode Number) [TV Series Episode]. In Initial of the author's name. Author's Surname (Function/Position), <i>Series name</i>. Producer A; Producer B; Producer C.</p> <p>Stahl, J. (Writer), Frost, M. (Writer), Peyton, H. (Writer), Engels, R. (Writer), & Holland, T. (Director). (1990). <i>Laura's secret diary</i> (Season 2, Episode 4) [TV series episode]. In M. Frost & D. Lynch (Executive Producers), <i>Twin Peaks</i>. Lynch/Frost Productions; Propaganda Films; Spelling Entertainment.</p>
Classic music	<p>It must be followed the norm:</p> <p>Composer, A. (YEAR). <i>Song Title</i> [Song recorded by A. A. Artist]. Album Title: Subtitle. Producer A; Producer B; Producer C. (Original work published YEAR).</p> <p>Cage, J. (1994). <i>In a landscape</i> [Song recorded by S. Drury]. On <i>In a landscape: Piano music of John Cage</i>. BMG. (Original work published 1948)</p>
Non-classical music	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). <i>Song title</i> [Song]. Information about the author of the song. City.</p> <p>Monk, T. (1957). <i>'Round midnight</i> [Song]. On <i>Thelonious himself</i>. Riverside</p>

Manuals, Textbooks, Working Papers, Reports, and others

<p>MANUAL, MIMEO, BROCHURE, DISCUSSION TEXT, DISCIPLINE WORKBOOK</p> <p>Examples</p>	<p>Add, after the title, the form of publication in square brackets.</p> <p>Lohmöller, J. B. (1984). <i>LVPLS program manual: Latent variables path analysis with partial least squares estimation</i> [Manual]. Zentralarchiv für Empirische Sozialforschung, Universität zu Köln.</p>
<p>WORKING PAPER</p>	<p>Bebchuk, L. (1999). <i>A rent-protection theory of corporate ownership and control</i> [Working Paper nº 7203]. National Bureau of Economic Research, Cambridge, MA, USA.</p> <p>Yang, S. A., & Birge, J. R. (2013). <i>How inventory is (should be) financed: trade credit in supply chains with demand uncertainty and costs of financial distress</i> [Working Paper]. Social Science Research Network, Rochester, NY. http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1734682</p>

<p>WHITE PAPER</p>	<p>Department for Business Innovation & Skills. (2016). Success as a knowledge economy: Teaching excellent, social mobility and student choice [White paper]. Crown. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523396/bis-16-265-success-as-a-knowledge-economy.pdf</p>
<p>TECHNICAL AND RESEARCH REPORTS</p> <p>Example</p>	<p>If the responsible organization has assigned a number to the report, indicate it in parentheses after the title. Add the city and state of publication; the exact name of the department; the specific bureau, agency or institute that published or produced the report.</p> <p>Amendt, T., & Bousquet, Y. (2006). <i>Creating a culturally affirming learning community</i> (Project #76). Saskatoon, Canada: Dr. Stirling McDowell Foundation for Research into Teaching</p>
<p>TECHNICAL AND RESEARCH REPORTS – online</p> <p>Example</p>	<p>Identify the publisher as part of the retrieval, except when the publisher is identified as the author.</p> <p>Kessy, S. S. A., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report Nº 06.3)</i>. http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf</p>
<p>INTERVIEW / TESTIMONY</p>	<p>Sabbatini, G. (1993, September 10). <i>Musical performance of Giuseppe Sabbatini</i> [Interview]. Studs Terkel Radio Archive; The Chicago History Museum. https://studsterkel.wfmt.com/programs/musical-performance-giuseppe-sabbatini?t=NaN%2CNaN&a=%2C</p> <p>Müller, F. B. (2009, outubro 10). Biodiversidade será a próxima onda do mercado (Entrevista com Clóvis Borges). <i>Envolverde - Revista Digital de Ambiente, Educação e Cidadania</i>. http://envolverde.ig.com.br/materia.php?cod=64767&edt=1</p>
<p>WORKS OF ARTS</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). <i>Title</i> [Painting]. Name of School of Arts, City, State, Country. Access link.</p> <p>Wiley, K. (2008). <i>Three wise men greeting entry into Lagos</i> [Painting]. Pennsylvania Academy of the Fine Arts, Philadelphia, PA, United States. https://www.pafa.org/sites/default/files/artworkpics/2009_20_l.jpg</p>
<p>VIDEO BROADCAST</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (Year, month, day). <i>Title</i> [Video]. Youtube. URL</p> <p>Hamilton, D. (2019, February 26). <i>Dr. Diane Hamilton interviews Dr. Albert Bandura</i> [Video]. YouTube. https://www.youtube.com/watch?v=TWCEwiJWeA</p>

<p>PODCAST</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (Host). (Year, month, day). <i>Título</i> (N. Número) [Podcast audio episode]. In Name of the Podcast. Studio A; Studio B; Studio. URL</p> <p>Giddens, R. (Host). (2019, January 23). <i>Mozart's Queen of the Night: Outrage out of this world (No. 8)</i> [Audio podcast episode]. In Aria code. The Metropolitan Opera; WQXR; WNYC Studios. https://www.wnycstudios.org/podcasts/aria-code/episodes/aria-codemozart-magic-flute-kathryn-lewek</p>
<p>UNPUBLISHED AND INFORMALLY PUBLISHED</p> <p>Example</p>	<p>It must be followed the norm:</p> <p>Last name, Abbreviated full name. (YEAR). <i>Title: Subtitle</i> (if any) [Unpublished manuscript]. Department Name, Institution Name.</p> <p>Swanson, K. W. (2006). <i>Hog heaven or hell's kitchen? Abbau and landscape in Upton Sinclair's The Jungle</i> [Unpublished manuscript]. Department of English, Tulane University</p>
<p>FILE MATERIAL TEMPLATES</p> <p>Document title</p> <p>Document title with date approximation</p> <p>Titled document or letter</p>	<p>Examples a seguir, dão detalhes na referência para cada tipo de material:</p> <p>Garrick, D. (1778, September 24). <i>Near contemporary copy of the will of David Garrick</i>. David Garrick Collection, 1778–1779 (DR32/1), The Shakespeare Center, Shakespeare Birthplace Trust, Stratford-upon-Avon, United Kingdom.</p> <p>Berendt, C. H. (ca. 1864–1873). <i>Miscellanae Maya</i>. Berendt-Brinton Linguistic Collection (Item 179), Kislak Center for Special Collections, Rare Books and Manuscripts, University of Pennsylvania, Philadelphia, PA, United States</p> <p>Elgar, E. (1917, October 20). [Letter to Sidney Colvin]. Sir Sidney Colvin Archive (Colvin/Elgar/2), Fitzwilliam Museum, University of Cambridge, Cambridge, United Kingdom.</p>
<p>PATENT</p>	<p>Pfeifer, A., Muhs, A., Pihlgren, M., Adolfsson, O., & Van Leuven, F. (2017). <i>Humanized tau antibody</i> (U.S. Patent No. 9,657,091). U.S. Patent and Trademark Office. http://patft.uspto.gov/netacgi/nph-Parser?patentnumber=9,657,091.</p>
<p>SUPREME COURT</p> <p>US Supreme Court Cases</p> <p>U.S. Supreme Court Cases</p>	<p>Cherokee Nation of Oklahoma v. Leavitt, 543 U.S. 631 (2005). https://supreme.justia.com/cases/federal/us/543/631/</p> <p>People v. Diaz, 51 Cal. 4th 84, 244 P.3d 501, 119 Cal. Rptr. 3d 105 (2011). https://scocal.stanford.edu/opinion/people-v-diaz-33928</p> <p>Citation People v. Diaz (2011) (People v. Diaz, 2011)</p> <p>Patel v. Mirza, U.K.S.C. 42 (2016). (Eng.).</p>

(Neutral Citation)	<p>https://www.bailii.org/uk/cases/UKSC/2016/42.html</p> <p>Citation Patel v. Mirza (2016) (Patel v. Mirza, 2016)</p>
SUPERIOR COURT	<p>Murphy v. Ministry of Defense, E.W.H.C. (Q.B.) 3 (2016). (Eng.). https://www.bailii.org/ew/cases/EWHC/QB/2016/3.html</p> <p>Citation</p>
UK High Court, Queen's Bench case (neutral quote):	<p>Murphy v. Ministry of Defense (2016) (Murphy v. Ministry of Defense, 2016)</p>

FIGURES AND TABLES

The basic components of a Table presented by the APA Manual (2021) are in the following model:

Table X

The basic components of a Table presented in the APA Manual (2021) are shown in the following model:

Table X

Numbers of children with and without proof of parental citizenship

Grade	Girls		Boys	
	With	Without	With	Without
Wave 1				
3	280	240	281	232
4	297	251	290	264
5	301	260	306	221
Total	878	751	877	717
Wave 2				
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685	622

Table note: three types of notes can be placed below the table, which can eliminate repetition from the body of the table

Note. General notes to a table appear here, including definitions of abbreviations.
Source: American Psychological Association. (2021). *What's New*.
<https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Other example

Table 1

Hierarchical multiple regression analyses predicting postabortion positive well-being from preabortion social support and preabortion social conflict with mother, partner, and friend

Predictor	Source of social support and social conflict					
	Mother		Partner		Friend	
	ΔR^2	β	ΔR^2	β	ΔR^2	β
Step 1	.13*		.10***		.10***	
Control variables ^a						
Step 2	.16***		.19***		.22***	
Positive affect		.31***		.32***		.35***
Negative affect		-.25***		-.27***		-.30***
Step 3	.02		.05***		.01*	
Social support		.17*		.17***		.08 [†]
Social conflict		.09		-.08		-.06
Step 4	.01		.00		.00	
Social support X Social conflict		-.14		-.00		-.07
Total R^2	.32***		.33***		.34***	
N	153		455		373	

Note. Adapted from "Mixed Messages: Implications of Social Conflict and Social Support within Close Relationships for Adjustment to a Stressful Life Event", Source: Major, B., Zubek, J. M., Cooper, M. L., Cozzarelli, C., & Richards, C. (1997). *Journal of Personality and Social Psychology*, 72, p. 1359. Copyright 1997 by the American Psychological Association.

^aControl variables included age, race, education, marital status, religion, abortion history, depression history, and prior mental health counseling.

[†] $p < .10$. * $p < .05$. *** $p < .001$.

SPECIFIC FIGURE INFORMATION

According to APA standards, figures can be a graphic, a photograph, a drawing, or any other illustration or textual representation. Sometimes the boundary between tables and figures can be blurred, however tables are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a figure. (APA, 2021).

For texts that present images (photographs, portraits, works of plastic arts, photographed drawings, photographic works in general, maps, figures and others), authors must send to RAC an original letter of authorization from the company that holds the concession and the right to use the image. The letter must be on letterhead and signed by the person in charge of the company, with authorization for the use and reproduction of the images used in the work. The body of the letter must state that the company owns the rights to the images and that it gives RAC the right to reproduce it. It is important to point out that the authors are responsible for any problems of reproduction rights of the images that make up the article.

Figures must be sharp enough to be read and formatted as follows.

Preferably use only black and white (gray scale). The use of colors is only justified in cases where they are essential for understanding the content. "Authors who submit a manuscript to an online-only journal may use color more liberally (for example, colored bars instead of gray and white bars in a bar chart)."

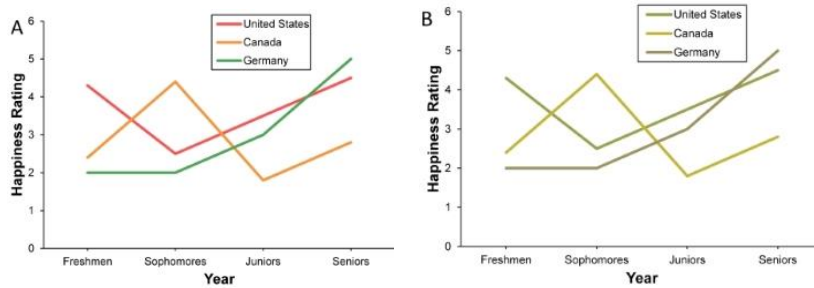
"When selecting colors for a figure, make sure there is enough contrast so that people who live with color vision impairment (often referred to as "color blindness") or people who do not see colors typically can understand information and distinguish colors."

"Best practice is to use a contrast checker like the free Color Contrast Analyzer."

"When many colors must be used and it is not possible to achieve high contrast between all of them, label the colored areas directly in the image or use lines to connect the object to its label rather than putting the label in a caption if possible. When you use this strategy, readers don't need to match the figure's colors to the legend's colors, and the figure can be more accessible." (APA, 2021).Source: Times New Roman 10

Figure 1

Figure Title



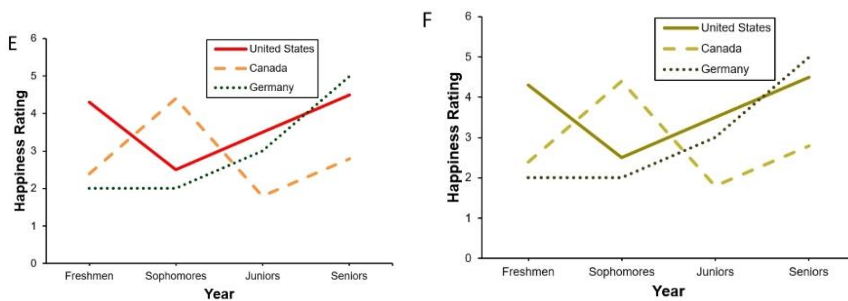
Source: American Psychological Association. (2021). *What's New*. <https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Line styles

The figure now incorporates both proper color contrast and line styles. Line styles are not meant to replace proper color contrast, but can be used in addition to proper color contrast to further improve accessibility. Panel E shows what the figure would look like for someone with color vision. Panel F shows what Panel E would look like for a person with color vision impairment. While the color contrast alone is adequate to make the figure accessible, the distinctive line styles make the figure even more accessible.” (APA, 2021).

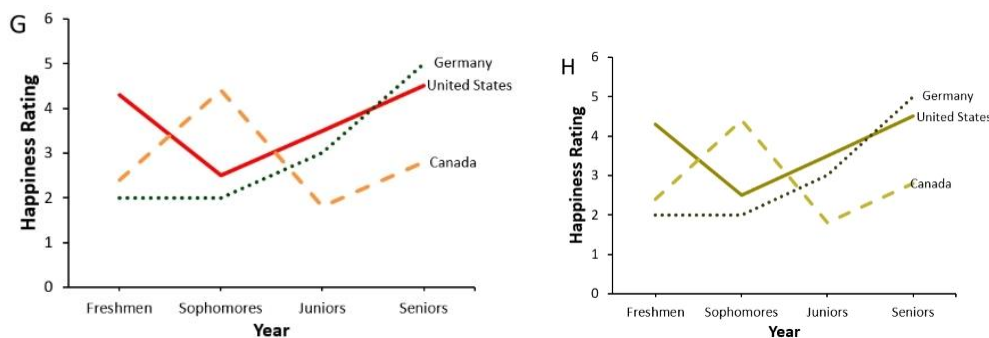
Figure 2

Figure title



Source: American Psychological Association. (2021). *What's New*. <https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Other types of subtitles



Source: American Psychological Association. (2021). *What's New*. <https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Forward the figures in In the text in high resolution (+ 500 DPI - EPS or TIF format)

Explain the Figure concisely but discursively. The explanation must be placed under the figure, according to APA (2020), as a caption, and numbered with Arabic numbers sequentially, within the text, as a whole, preceded by the word Figure (with the initial capital). Ex.: Figure 1, Figure 2, Figure 3, etc.

After the title, any other information necessary to clarify the figure should be added to the legend, such as, for Example, measurement units, symbols, scales, abbreviations and fonts.

Titles, in any position, are never used with a full stop.

According to instructions from the team responsible for the technical analysis of the quality of the journal's XML formation, the captions must be outside the limits of the figure. This procedure increases the quality of the work, aiming to recover all the data properly. When the captions are inside the figure, there is a risk of losing data in the XML formatting process.

The legend is the explanation of the symbols used in the figure and must be placed OUTSIDE THE LIMITS OF THE FIGURE. It can be presented by symbols accompanied by the specification, just below the figure (Figure 1) or, still, below the title in an explanatory form (Figure 2).

Figures must fit the dimensions of the journal. Therefore, a figure must be elaborated or inserted in the article so that it can be reproduced in the width of a column or page of the journal to which the text will be submitted.

When citing figures in In the text, write only the number referring to the figure, for Example: Figure 1, Figure 2, Figure 3, etc. (the word Figure must be presented with the first letter in capital letters). Never write a figure below, a figure above, or even a figure on page XX, as the numbering of the pages of the article may change during its formatting.

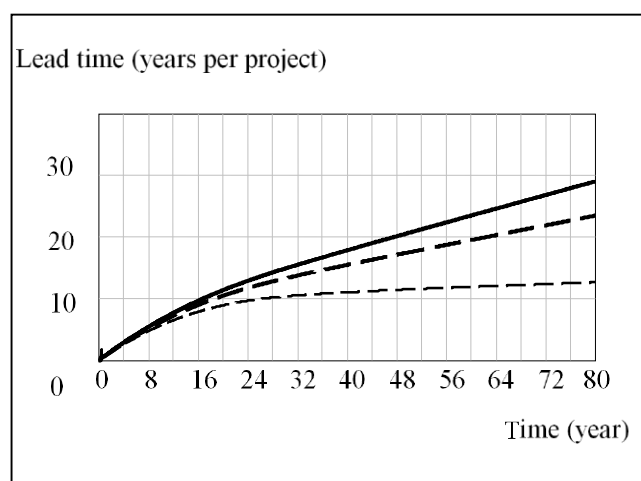
Figures reproduced from another source must be presented in Times New Roman, size 10, below the figure, its complete font, even if it is an adaptation.

Example: Passos, A. P. P. dos, Meneghini, E. M. P., Lana, J., & Gama, M. A. B. (2022). Nonmarket strategy: Paths and prisms. *Brazilian Administration Review*, 19(4), e220021. <https://doi.org/10.1590/1807-7692bar2022220021>

OTHER EXAMPLES OF FIGURE

Figura 1

Determinants of Lead Time.

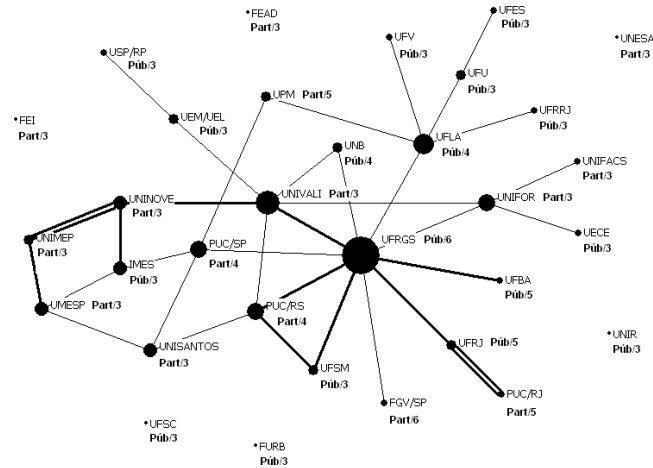


Starts Medium ----- Starts High Starts Very High _____

Source: Paulo S. Figueiredo, P. S., Travassos, X. L., & Loiola, E. (2015). The effect of longer development times on product pipeline management performance (p. 472). *Revista de Administração Contemporânea*, 19(4), 461-485. <https://doi.org/10.1590/1982-7849rac20151430>

Figure 2

Intensity of Relationships, Program Concepts and Nature of the HEI



In Figure 2, the programs appear characterized according to the nature of the HEI to which they are linked, public or private. The programs are also characterized according to their concepts in CAPES. As can be seen, the links in the network are not defined by the nature of the HEIs of the programs, there are links between similar programs and between different programs. The UFRGS program, by Example, maintains links with ten other programs, five public and five private. The thin line represents the weak relationship; the thick line, the median relationship; and the double line, the strong relationship.

Source: adapted from Guimarães, T. A., Gomes, A. O., Odellius, C. C., Zancan, C., & Corradi, A. A. (2009). A rede de programas de pós-graduação em administração no Brasil: análise de relações acadêmicas e atributos de programas (p. 575). *Revista de Administração Contemporânea*, 13(4), 564-582. <https://doi.org/10.1590/S1415-65552009000400004>

The text marked in gray represents the figure legend. The legends are the explanation of the symbols used in the figure and must be placed **outside the limits of the figure**, between the title and the figure (see Figure 1) or in the space with the comment of its description, as per Figure 2.

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