Journal of Politics, Economy and Management (JOPEM) Reference Style

Journal of Politics, Economy and Management (JOPEM) uses APA (American Psychological Association) references style. For further information, please visit http://www.apastyle.org/ and http://blog.apastyle.org/

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Unpublished manuscript
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Archival sources

Basic format (with one author)
Individual letter (in a repository)
Collected letters (in an archive)
Interview (recorded)
Corporate document
Limited circulation publication
Photograph

Online sources

Website
Web page
Message posted to an electronic mailing list

Other reference types

Review
Patent
Map (published as independent sheet)
Audiovisual media
Data set
Computer program
**In the Text**

**Placement**

In-text citations generally consist of the surname(s) of the author(s), the year of publication of the work cited, and page number(s) if necessary, enclosed within parentheses. For example:

The most recent report (Smith, 2016) on the use of …

If the author’s name forms part of the discussion, the parenthesis can be limited to the year of publication. For example:

Smith (2016) found that the use of …

If both the author’s name and the year form part of the discussion, no parentheses need be added. For example:

In 2016, Smith’s report on the use of …

If a citation appears within parenthetical text, place the year within commas (not square brackets). For example:

(see Table 3 of U.S. Department of Labor, 2007, for more detail)

Even if a reference includes a month and a day of the month, include only the year in the in-text citation.

**Page, chapter, etc. number**

(Smith, 2016, p. 6) or (Chen, 2016, Chapter 5)

Page number ranges are preceded by “pp.” and a space, and linked with an en dash, e.g. “pp. 156–163”.

**With a quotation**

This is the text, and Smith (2016) says “quoted text” (p. 1), which supports my argument.

This is the text, and this is supported by “quoted text” (Smith, 2016, p. 1).

This is a displayed quotation. (Smith, 2016, p. 1)

**One author**

Smith (2016) or (Smith, 2016). Arrange multiple works by the same author in different years in chronological order, separated by a comma (e.g. Smith, 1990, 1995, in press). If the primary authors of two or more works in the reference list have the same surname, include the first author’s initials in all in-text citations even if the year of publication differs (J. Dawson, 1990; M. Dawson, 1986).

**Two authors**

Smith and Jones (2016) or (Smith & Jones, 2016). If both authors of a work have the same surname, include the first author’s initials in all in-text citations (e.g. M. A. Light & Light, 2008).

**Three to five authors**

Cite all authors’ names the first time the reference occurs in the text (e.g.

Kisangau, Lyaruu, Hosea, & Joseph, 2007). In subsequent citations, include only the name of the first author followed by “et al.” and the year of publication, e.g.

Kisangau et al. (2007) or (Kisangau et al., 2007).

**Six or more authors**

Cite only the surname of the first author followed by “et al.” and the year of publication, e.g. Smith et al. (2016) or (Smith et al., 2016).

**Multiple works by the same author or author group with the same publication date**

Add a, b, c, etc. after the year; repeat the year. The sequence is determined by the order of the entries in the reference list, where such references are ordered alphabetically by their title:

(Chen, 2011a, 2011b, in press-a; Chen et al., 2016a, 2016b).
Non-identical author groups with the same first author in the same year

If the first author’s name and the year of publication are identical for two or more references, cite the surname of the first author and as many co-authors as necessary to distinguish the references, followed by a comma and et al. Include just enough names to eliminate ambiguity. For example:


Multiple citations within the same parentheses

When two or more works are cited within the same parentheses, arrange them into the same order in which they appear in the reference list:


An exception to this rule is that a major citation may be separated from other citations within parentheses using a phrase such as “see also”:

(Willis, 1978; see also Brown, 1980; Dawson & Briggs, 1974; Dawson & Jones, 1974; A. L. Smith, 1978; G. T. Smith, 1978; Smith et al., 1978; Tyndall et al., 1978)

Organization as author (group author)

The name of an organization can be spelled out each time it appears in an in-text citation, or spelled out only the first time and abbreviated thereafter. A general rule is that enough information needs to appear in the in-text citation to enable the reference to be located easily in the list.

An abbreviation (if required) is introduced when the name of the organization first appears in an in-text citation, e.g.

American College of Surgeons (ACS, 2001) or (American College of Surgeons [ACS], 2001)

For subsequent in-text citations, ACS (2001) or (ACS, 2001) would be used.

No identified author

If a work has no identified author, begin the in-text citation with the first few words of the reference list entry (usually the title, e.g. “Editorial,” 2000). If the author is designated as “Anonymous”, cite the work as such in the text (Anonymous, 1998).

Multiple dates

For in-text citations to publications with a range of dates, give the first and last years of publication linked with an en dash: (Author, 1959–1963).

For in-text citations to reprinted publications, give the date of the original and of the reprint linked by a solidus/forward slash: (Author, 1970/1988).

Unknown date

For in-text citations to publications with no date, use “n.d.” within parentheses: (Author, n.d.)

Classical or religious work

Works such as the Bible and the Qur’an are cited only in the text. Identify in the first in-text citation the version used, e.g. I Cor. 13:1 (King James Version)

Personal communication

Personal communications include private letters, memos, personal interviews, telephone conversations, email, and messages from online discussion groups, etc. Where they do not provide recoverable data, personal communications are cited only in the text and not included in the reference list. Include the initials as well as the surname of the communicator and provide as exact a date as possible, for example:

T. K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)
Tables and figures

References in a table are usually most appropriately put in footnotes to the table. If references must appear within the field of a table, use a separate column or row for them and supply an appropriate heading to identify them.

Do not use references within figures, charts, graphs or illustrations. If such references are needed to support the data or methods, put them in the caption.

Reference list

Order

At the end of a document, list the references to sources that have been cited in the text, including those found in tables and figures, under the heading “References”.

Place references in alphabetical order by the surname of the first author followed by the initials of the author’s given name. Arrange references with the same author(s) by year of publication, beginning with the earliest.

If several items have the same first author, both alone and with co-authors, arrange the single-author items before any multi-author items. Arrange the multi-author publications alphabetically by the surname of the second author or, if the second author is the same, by the surname of the third author, etc.

Items by the same author(s) with the same publication date are arranged alphabetically by title (excluding “A”, “An” or “The”) unless they are identified as belonging to a series, in which case arrange them in series order. Add a lower-case letter (a, b, c, etc.) after the year:


When organizations serve as authors, alphabetize by the first significant word of the name. Full official names should be used in the list (e.g. American Psychological Association, not APA). The name of a parent body precedes that of a subdivision (e.g. University of Michigan, Department of Psychology).

If no authors are present, move the title to the author position and alphabetize the entry by the first significant word of the title.

If a work is actually signed “Anonymous”, begin the reference with and alphabetize by the word Anonymous in the reference list.

Form of author name

Begin with the surname, followed by the initials, e.g. Author, A. A. Separate successive author names from one another by a comma and a space, e.g. Author, A. A., Author, B. B., & Author, C. C.

If the reference list includes more than one author with the same surname and first initial, the authors’ full first names may be given in square brackets, e.g.


If an author’s first name is hyphenated, retain the hyphen and add a full stop (period) after each initial, e.g. Latour, J.-B.

Place any family designation of rank after the initials, e.g. Author, A. A., Jr.

Date of publication

The year of publication is required for all references. The month is also required when citing a journal that has no volume or issue number, or a presentation at a conference; the month and day of the month are required when citing a magazine, a newsletter or a newspaper.

For articles accepted for publication but not yet published, use (in press).

If no date of publication is available, use (n.d.).

Title

If the original version of a non-English work is used as a source, cite the original version. Give the original title and, in square brackets, the English translation of the title. Capitalize non-English titles according to the conventions of the particular language.
If the English translation of a non-English work is used as a source, cite the English translation. Give the English title without square brackets.

**Journal**

**Volume and issue numbers**

The issue number can be omitted if the journal is paginated consecutively through the volume, but it is not incorrect to include it. Enclose issue information in parentheses. Link multiple volume or issue numbers with an en dash.

**Page numbers**

List the first and last pages of the article, linked with an en dash, e.g. “156–163”.

**DOIs**

There is no need for authors to include DOI numbers for published articles in a manuscript; these will be added as links in any online version of the article by the typesetter as part of the production process.

**Basic format (with one author)**


**Two authors**


**Three to seven authors**

Include all authors' names in the reference list.


**More than seven authors**

List the first six names, followed by an ellipsis …, then the last author’s name.


**Organization as author (group author)**


**No identified author**


**No volume or issue number**


**Article in a supplement**

Not in English


Article published online ahead of placement in an issue

Author, A. (Year). Title of article: And subtitle. *Journal Title*. Advance online publication. [Retrieved from URL] or [DOI]


If the DOI of the article is not provided, include the URL of the article or the journal’s home page. No retrieval date is needed. Do not add a period after the URL.

Not the Version of Record (including Author Manuscript Online, Advanced Author Version, etc.)


Other article types

Author, A. (Year). Title of article [Article type]. *Journal Title, Volume(issue)*, pages.


Supplemental material


Special issue or special section


Monograph


For a monograph with an issue number, include any serial number or supplement/part number in the issue number parenthesis, e.g. 80(3, Pt. 2).

Book

*Place of publication*

Always list the city, and for the sake of consistency always include the two-letter state or province abbreviation for US and Canadian cities. Include the country name for other countries only where this is necessary to avoid ambiguity, e.g.

Cambridge, MA: Harvard University Press.

Cambridge, UK: Cambridge University Press.

If more than one place of publication is given, use the first one listed (or the one set in the most prominent font).
Publisher

Abbreviate well-known publishers’ names, e.g. “John Wiley & Sons, Ltd.” may become simply “Wiley”; but retain the words “Books” and “Press”. If the author and the publisher are the same, use the word “Author” as the name of the publisher.

Page numbers

List the first and last pages of a chapter or part being cited, linked with an en dash and preceded by “pp.” and a space, e.g. “pp. 156–163”.

It is not necessary to list the extent (total pagination) of books, conference proceedings and other monographs.

Basic format (with one author)


Two authors


Three to seven authors

Include all authors’ names in the reference list.


More than seven authors

List the first six names, followed by an ellipsis …, then the last author’s name.


Organization as author (group author)


No author


Unknown date of publication


Edition


Edited


Chapter in an edited book


A single volume from a multivolume work


Multiple volumes from a multivolume work


Not in English


Translated


Reprint


Online (e-book)


Conference

Proceedings


Paper in proceedings


Symposium contribution


Presentation


**Dissertation/Thesis**

**PhD**


**Master’s**

Author, A. A. (Year). *Title of master’s thesis* (Master’s thesis). Retrieved from/ Available from Name of database. (Accession or Order number)


**Technical report**

**Report**


For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.


**Working paper or issue brief**


**Newspaper/Magazine**

**Date of publication**

Full dates of publication are required, including the month (for magazine articles) and day of the month (for newspaper articles).

**Print edition**


Precede page numbers for newspaper articles with p. or pp. If an article appears on discontinuous pages, give all page numbers and separate them with a comma.

**Online edition**


Give the URL of the home page when the online version of the article is available by search to avoid non-working URLs.

**Newsletter article, no author named**


Alphabetize works with no author by the first significant word in the title. In the text, use a short title (unless the full title is short) enclosed in quotation marks:

(“Six Sites Meet,” 2006).

**Unpublished/informally published works**

**Unpublished manuscript**


**Submitted manuscript**


Do not give the name of the journal or publisher to which a manuscript has been submitted.

Use the same format as above for a draft or a work in progress, substituting “Manuscript in preparation” for the final sentence. Use the year of the draft you saw (not “submitted” or “in preparation”) in the in-text citation.

**Informally published**


**Archival sources**

**Basic format (with one author)**

Author, A. A. (Year, Month Day). Title of material. [Description of material]. Name of collection (Call number, Box number, File name/number, etc.). Name and location of repository.

Archival sources include letters, interviews, unpublished manuscripts, limited-circulation brochures/pamphlets, in-house institutional and corporate documents, clippings and photographs that are in the personal possession of an author, form part of an institutional collection, or are stored in an archive or repository. Correspondence from private collections should be listed only with permission from the collector.

Use square brackets to include information that does not appear on the document, question marks to indicate uncertainty, and the abbreviation “ca.” to indicate estimated dates.

**Individual letter (in a repository)**

Collected letters (in an archive)


Specific letters from such a collection are cited in the text as, for example: (Allport, G. W., 1930–1967, Allport to E. G. Boring, March 1, 1939)

Interview (recorded)


Corporate document


Limited circulation publication


Photograph

[Photographs of Robert M. Yerkes]. (ca. 1917–1954). Robert Mearns Yerkes Papers (Box 137, Folder 2292), Manuscripts and Archives, Yale University Library, New Haven, CT.

Online sources

Website
When citing an entire website, it is sufficient just to give the address of the site in the text: The BBC (http://www.bbc.co.uk).

Web page
If the format is out of the ordinary (e.g. lecture notes), add a description in square brackets:


Message posted to an electronic mailing list


Other reference types

Review

Reviewer, R. R. (Year). Title of review [Review of the publication Title of the publication, by A. A. Author]. Periodical Title, Volume(issue), pages.


Patent


In the text, cite the patent number and the year of issue:


Map (published as independent sheet)

Cartographer. (Cartographer). (Date). Title of map [Map type]. Place of publication: Publisher. or Retrieved from URL.

Audiovisual media


Writer, W. (Copyright year). Title of song [Recorded by A. A. Artist if different from writer]. On Title of album [Medium of recording, i.e. CD, record, cassette, etc.]. Location: Label. (Date of recording if different from song copyright date)

Data set


Computer program

Rightsholder, R. R. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.

If an individual has proprietary rights to the software, name him/her as the author, otherwise treat such references as authorless works:


If the program is available to download from the web, give this information in place of the publication information:

Rightsholder, R. R. (Year). Title of program (Version number) [Description of form]. Retrieved from http://xxxx