



VILNIAUS KOLEGIJA / UNIVERSITY OF APPLIED SCIENCES

LIBRARY

CITING AND REFERENCE LIST IN THE STUDY PAPERS

Edited by Kristina Blaževičienė

VILNIUS, 2023

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1. Academic ethics and prevention of plagiarism

The study process must adhere to the principles of academic ethics, which are often violated by plagiarism in study papers. Plagiarism is using the words or ideas of others without giving them credit and presenting them as your own. Incorrect citation, when a source is misidentified can also be considered as a violation of academic ethics.

Common types of plagiarism:

- Giving the text directly word for word of others without quotation marks;
- Paraphrasing or quoting an author directly without citing the source.

To avoid plagiarism, it is necessary to properly identify all sources used in the paper and provide them in accordance with the prescribed citation requirements. The APA (American Psychological Association) citation style is used at Vilniaus Kolegija for all study papers and graduation theses, adapted to study papers' standards of Vilniaus Kolegija and the Lithuanian language grammar rules.

Important! Dishonesty cases, such as plagiarism, copying, making money on writing a paper for other students, buying a paper work and giving it in to the member of the academic community for assessment must be announced to the ethics Committee. Possible sanctions for non-ethical conduct include: personal or public warning, disciplinary penalty set in the laws of the Republic of Lithuania or the documents governing the study procedures of Vilniaus Kolegija.

2. Citing in the text and crediting sources

While preparing study papers, various sources of information are studied and analysed, ideas, methods and research data found in them are used in order to reveal the research topic as thoroughly as possible. Information can be cited in several ways: you can quote the source directly or paraphrase, summarise the text.

Direct quote – reproducing the text directly word for word of another author's work. When giving a direct quotation, enclose the quotation with double quotation marks, always provide the author's surname (if there is no author, provide the title of the source), the year and the page of the citation. The surname of the author, the date of the cited source can be as part of a narrative or placed in parentheses at the end of the quotation with the page of the direct quote. If there are no pages (e.g., webpages and websites, video, some ebooks or other publications), instead page provide other location information, e.g.: paragraph number, heading or section name, heading or section name with paragraph number, time (for audiovisual works, e.g.: (Widmaier, 2022, 3:15).

Important! Direct quotations should be used sparingly. The text of direct quotation cannot be changed, it must be exactly the same as it appears in the original source, including punctuation.

If a quotation is longer than 40 words, it should be presented as a block quotation on a new line (without quotation marks) 1.27 cm from the left margin. If some text places (words, sentences) have been omitted from a quoted passage, use ellipses in pointy brackets <...>.

Direct quotation examples:

According to Glanville (2019, p. 149), "information specialists typically work in a Boolean world"...
"Information specialists typically work in a Boolean world" (Glanville, 2019, p. 149).
In 2019, Glanville pointed out "information specialists typically work in a Boolean world" (p. 149).
"Information specialists typically work in a Boolean world. Search construction in database interfaces such as Ovid, EBSCOhost and ProQuest have historically used Boolean logic <...>. This approach retrieves records based on the presence or absence of terms" (Glanville, 2019, p. 149).

Paraphrase – writing information from another author’s work in your own words, without changing the meaning of the original text. Paraphrase is one of the most often used citing ways, when you analyse and summarize the ideas of one or several sources. When citing paraphrased information, include the author and the date, the page is not required.

Paraphrase examples:

Original	Paraphrase
Companies sharing information about their products or service on Facebook, Twitter and Instagram can quickly reach potential customers.	Social media advertising is the way to reach your target audience fast (Author, 2018).

When paraphrasing, the author and the date can be listed in the text or placed in parentheses at the end of the sentence or the paragraph. Such words as: *according to, found, suggested that, contradicted, analysed and etc.* can help to mention the author in the sentence.

Examples:

Profit is not the most important effectiveness indicator of performance (Druker, 2009).
Research by Louch (2017) suggest that the ethics of financial institutions...
Kenneth and Traver (2019) study found ...

The cited author’s surname must be given in the original language, in the language that is provided in the reference list, e.g., Velasquez, Горяев, Navrátilová.

Important! Each reference cited in the text must be included in the reference list, and each entry in the reference list must be used in the text.

2.1. In-text citation rules

One work by one author

(Velasquez, 2021) *or* Velasquez (2021)

One work by two authors

(Kenneth & Traver, 2019) *or* Kenneth and Traver (2019)

One work by three or more authors

(Miller-Nobles et al., 2018) *or* Miller-Nobles et al. (2018)

Groups (government agencies, associations, corporations) as authors

First citation: (National Institute of Justice [NIJ], 2018) *or* National Institute of Justice (NIJ, 2018)

Subsequent citation: (NIJ, 2018) *or* NIJ (2018)

- Use the abbreviation in the second and subsequent citations.

Works with no identified author

The book *Healthy mind* (2017).

Article "Sustainable organization" showed (*Business*, 2018).

- If a work has no identified author, cite in text the first 2–5 words of the title and the year. Use double quotation marks around the title of the article, the chapter or the web page and italicize the title of the periodical, the book or the report.

Authors with the same surname

(J. Johnson, 2017), (L. Johnson, 2015).

- Citing authors with the same surname include the author’s initials in all text citations.

Two and more works by different authors

(Kenneth & Traver, 2019; Matsumura, 2018; Ramanna, 2020)

- List the authors in alphabetical order.

Two and more works by the same author

According to Trevino research (2018a)

(Kaptein, 2019a, 2019b).

- Works by the same author with the same publication date must be identified by the suffixes *a*, *b*, *c* and so forth, after the year. The suffixes must be assigned in the reference list also.

Law

Labour code of the Republic of Lithuania, 2017.

Secondary sources

Secondary sources citation – second-hand information from other researchers. Use secondary sources when the original work is not available through usual sources (from library, data basis). Citing in text, name the original work, write “as cited in” and give a citation for the secondary source. Give the secondary source in the reference list.

Example:

Stevenson, Taylor and Knox "avoided using 'care' as a concept as it was found to be too diffuse to define within the context they were interested in" (as cited in Stansfield, 2019).

- Use double quotation marks, only when giving a direct quotation, when paraphrasing a secondary source – do not use it.

Important! Use secondary sources sparingly, only when the original work is unavailable.

Figures

There are many different types of figures: diagrams, graphs, charts, photographs, images and etc. Any figure is protected by copyright and according to the Republic of Lithuania Law on Copyright and Related Rights (1999), without the authorisation of the author of a work, the figure is permitted to be reproduced only for a non-commercial purpose of illustration for teaching or scientific research, indicating the source and including the author's name. Include the source reference after the title of the figure and include the page, where it was published.

Reproduced figure

1 Figure. Corporate social responsibility

Source: Carroll, A. B. (1979). Three-dimensional conceptual model of corporate performance. *Academy of Management Review*, 4(4), p. 499. <https://doi.org/10.5465/AMR.1979.4498296>

It is recommended to make your own figures or to revise and combine other author's figures with something of your own. When the figure is changed and supplemented, include “Adapted from” before the source.

Adapted figure:

2 Figure. Corporate social responsibility

Adapted from: Carroll, A. B. (1979). Three-dimensional conceptual model of corporate performance. *Academy of Management Review*, 4(4), p. 499. <https://doi.org/10.5465/AMR.1979.4498296>

If you have created your own original figure, include „Created by author according to“ after the title and give the credit to sources. If no sources were used, include „Created by author“.

Your own made figure

3 Figure. Codes of ethics

Created by author according to: Magd, 2021; Matsumura, 2018; Ramanna, 2020.

Or

4 Figure. Codes of ethics

Created by author

The basic citation in text styles examples is illustrated in 1 appendix.

3. Reference list

The reference list of a study work must include all sources cited in the text, and all entries in the reference list must be cited in the study work text. Include the reference list at the end of the study work before the appendixes.

Numbering. Start the reference list on a new page and number with Arabic numbers. Set **1,5 pt space** within and between all reference entries.

Order of references. List references in an alphabetic order by the surname of the first author, if there is no author – order by title. Sources in the Latin alphabet are listed first, followed by the sources written in the Cyrillic alphabet, e.g., in the Russian language. Provide references in the original language of the source you are using.

If the author is unknown, alphabetize the references by the first (main) title word, not by the articles (*a, an, the, der, die* and etc.).

When arranging several works by the same author, order them by the year of publication, from the earliest to recent, e.g.: 2010, 2015, 2018 and etc.

Several works by the same author published in the same year are identified by **placing lower case letters** *a, b, c* and so forth – after the year of publication, e.g., Longo, V. (2019a).

If the same author is one of multiple-authors, precede one-author entries and then arrange multiple-author entries alphabetically by the surname of the second or, if the second author is the same, the surname of the third author, and so on:

1. Martinson, J. (2015)
2. Martinson, J., & Saigon, V. (2016)
3. Martinson, J., Smith, R., & Thomson D. (2016)
4. Martinson, J., Smith, R., & Walson, R. (2018)

While writing a thesis or other paper, it is recommended to use citation management tools, e.g: *RefWorks, Zotero, Mendeley, Endnote* and etc. These tools allow to import references from databases and repositories, organize and manage citations, choose citation style, create in-text citations and automatically create a reference list.

Important! However, it is always important to check out the reference list created by these tools (sometimes mistakes do occur) and correct all mistakes "by hand".

Reference list example is illustrated in 3 appendix.

3.1. Books

According to APA (7th ed.) a reference style rules books and book chapters reference include: the author of the book, the publication year, the title of the book (italicize) and the publisher. Capitalize only the first word of a title and of a subtitle (if present). Giving a reference of the **electronic books** include the same elements, in the same order as printed and additionally add the book DOI number (DOI - digital object identifier) at the end of the reference list entry, if there is no DOI - add the URL.

One author

Dileep, M. R. (2019). *Tourism, transport and travel management*. Routledge.

Two authors

Holland, J., & Leslie, D. (2018). *Tour operators and operations: Development, management and responsibility*. CABI.

- Join the names by an ampersand "&".

Three–twenty authors

Connelly, M., Fox J., Goebel, S., & Schmidt, U. (2019). *Propaganda and conflict: War, media and shaping the twentieth century*. Bloomsbury Academic.

- Join the final name by an ampersand "&".

Twenty-one or more authors

Bogma, O., Silakova, H., Vialets, O., Mitsenko, N., Tomalia, T., Prilepa, N., Shedyakov, V., Kuranovič, V., Polusin, A., Vakulchuk, O., Vasilieva, V., Yemelyanov, O., Symak, A., Petrushka, T., Lesyk, L., Balanska, O., Čižiūnienė, K., Vasilienė-Vasiliauskienė, V., Deineko, L., ... Sobin, O. (2021). *Actual issues of modern development of socio-economic systems in terms of the COVID-19 pandemic: Scientific monograph*. VUZF Publishing House “St. Grigorii Bogoslov”.

- Include first nineteen author's names, then insert an ellipsis and add the final author's name.

Book edition

Holcombe, J., & Holcombe, C. (2017). *Survey of operating systems* (5th ed.). McGraw-Hill.

Groups as authors (corporate author)

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

- If the author and the publisher are the same, there is no need add publisher to avoid repetition.

Edited book

Brunner, B. R. (Ed.). (2019). *Public relations theory: Application and understanding*. John Wiley & Sons.

Grosse, R. E., & Meyer, K. (Eds.). (2019). *The Oxford handbook of management in emerging markets*. Oxford University Press.

- The editor is listed as the author with the abbreviation "Ed." after his name, or "Eds." if there is more than one editor.

Book chapter, conference proceedings published as a book chapter

Qayyum, D. (2022). Assessing the digital transformation of education systems. In O. Zawacki-Richter, & I. Jung (Eds.), *Handbook of open, distance and digital education* (p. 1-18). Springer. https://doi.org/10.1007/978-981-19-0351-9_14-1

- If the chapter comes from a book where each chapter is written by different authors, then provide a reference for the chapter that you used. Invert the chapter author's name (first write initials, then surnames) and **chapter title (do not italicize)**. The name of the book editors should be preceded after the chapter title by the word "In", put the comma and **italicize the title of the book**, provide chapter page numbers.

Book volumes

Reichel, P. J. (Ed.). (2019). *Global crime: An encyclopedia of cyber theft, weapons sales, and other illegal activities* (Vol.2). ABC-CLIO.

Falchuk, B. (2020). *The future of insurance: from disruption to evolution: Lessons from legacy insurers succeeding in a changing industry: Vol.1. The Incumbents*. Insurance Evolution Press.

Electronic book from Internet

Ditlev-Simonsen, C. D. (2022). *A guide to sustainable corporate responsibility: From theory to action*. Palgrave Macmillan Cham. <https://doi.org/10.1007/978-3-030-88203-7>

International security in the frame of modern global challenges 2019: Collection of scientific works. (2019). Mykolas Romeris university. <https://repository.mruni.eu/handle/007/16759>

- Include a DOI, if a book has no DOI, include a URL.

Electronic book from database

Thevenin, B. (2022). *Making media matter: Critical literacy, popular culture, and creative production*. Routledge. <https://doi.org/10.4324/9781003057925>

John III, B. St., Martinelli, D. K., Pritchard, R. S. & Spaulding, C. (2019). *Cases in public relations strategy*. SAGE Publications.

- Include a DOI, if a book has no DOI, do not include any URL (reference as printed book).

Entry in a dictionary, encyclopedia

Merriam-Webster. (n.d.) Social media. In *Merriam-Webster.com dictionary*. <https://www.merriam-webster.com/dictionary/social%20media>

Encyclopedia Britannica. (2022, June 13). Social media. In *Britannica*. <https://www.britannica.com/topic/social-media>

Vallor, S. (2021). Social networking and ethics. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2021 ed.). Stanford university. <https://plato.stanford.edu/archives/fall2021/entries/ethics-social-networking/>

3.2. Periodicals

According to APA (7th ed.) a periodicals' (journals, newspapers, magazines) reference include: the author of the article, the publication date, the title of the article (do not italicize), the periodical title in full, the volume number, the pages of the article.

Italicize the title of the article and the volume number. Include the issue number (if available) in parentheses immediately after the volume number, do not italicize it. Give the periodical title in an uppercase and lowercase letters. Giving the pages of the article do not include "p".

Giving the reference of **the articles from electronic periodicals** include the same elements, in the same order as printed and add the article DOI number at the end of the reference list entry, if there is no DOI - add the URL.

Articles, conference proceedings from scholarly journals (one, two, three and more authors)

Sfakianaki, E., & Kakouris, A. (2019). Lean thinking for education: Development and validation of an instrument. *International Journal of Quality & Reliability Management*, 36(6), 917-950.

- Invert the authors of the article according to the same rules as referencing books.

Article from electronic journal

Barua, A., Kim, J. H., & Yi, S. (2022). Earnings management through financing activities: Evidence from early debt extinguishments. *The Journal of Corporate Accounting & Finance*, 33(2), 99–112. <https://doi.org/10.1002/jcaf.22537>

Article from databases

Chaiyabutr, C., Sukakul, T., Kumpangsin, T., Bunyavaree, M., Charoenpipatsin, N., Wongdama, S., & Boonchai, W. (2021). Ultraviolet filters in sunscreens and cosmetic products - a market survey. *Contact Dermatitis*, 85, 58– 68. <https://doi.org/10.1111/cod.13777>

- Include a DOI, if article has no DOI, do not include any URL (reference as printed publication).

Article from magazine

The battle for Brexitland. (2019, November 23rd-29th). *The Economist*, 433(9170), 29-30.

Article from newspaper

Rachman, G. (2019, December 10). Why Europe will choose the US over China. *Financial times*, p. 9.

- Include page numbers for newspaper articles after letter "p."

Article from electronic newspaper

Mushtaq, W. (2019, December 7). Erdogan opens Europe's first environment-friendly mosque. *The News: International*. p. 11. <http://e.thenews.com.pk/london/12-7-2019/page12.asp>

3.3. Other sources

Law

The Republic of Lithuania law on the approval, entry into force and implementation of the labor code 2017 September 14 No. XII-2603. (2017). <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/da9eea30a61211e8aa33fe8f0fea665f?jfwid=-k3id7tf7e>

- Always use a valid summary.

Standard

Lietuvos standartizacijos departamentas. (2019). *Health Informatics - Categorical structures for representation of acupuncture - Part 5: Cupping (ISO/TS 16843-5:2019(E))*. <https://vk.lvb.lt/permalink/f/1tji9nn/EBK02EBK02-000052120>

EU, EC publications (legislation, policy, directive, regulation)

European Union, Directorate General for Education and Culture. (2013). *Union programme for education, training, youth and sport (Regulation 1288/2013)*. http://eur-lex.europa.eu/legalcontent/EN/TXT/?qid=1452089307139&uri=URISERV:150102_1

Doctoral dissertations and Master's theses from database / repository

Kfourir, G. (2018). *Factors of the business intelligence implementation in Lebanese small and medium-sized enterprises* [Doctoral dissertation, Vilnius University]. eLABa. <https://talpykla.elaba.lt/elaba-fedora/objects/elaba:26769835/datastreams/MAIN/content>

PowewPoint slides

Jones, J. (2016, January 14). *Genius strategies for engaging followers through social media* [PowerPoint slides]. SlideShare. <https://www.slideshare.net/hellojenjones/genius-strategies-for-engaging-followers-through-social-media>

Webpage on website, online news websites

Shirodkar, R. (2022, August 6). *Malaysia says global recession fears may impact growth outlook*. Bloomberg. <https://www.bloomberg.com/news/articles/2022-08-06/malaysia-says-global-recession-fears-may-impact-growth-outlook?srnd=premium-europe>

- Include the website name (without italics) after the title.

World Tourism Organization. (n.d.). *Global code of ethics for tourism*. <https://www.unwto.org/global-code-of-ethics-for-tourism>

- If the author is the same as the website name, omit the site name to avoid repetition.
- If no date is available include "n.d."

Report from Internet

Bank of Lithuania. (2019, May 16). *Annual report 2018*. <https://www.lb.lt/en/publications/annual-report-2018>

Video (YouTube, TED Talks and etc.)

Widmaier, D. (2022, July). *The future of fashion - made from mushrooms* [Video]. TED Conferences. https://www.ted.com/talks/dan_widmaier_the_future_of_fashion_made_from_mushrooms

EuropeanCEOVideos. (2019, December 4). *The project economy: What it means for the world, business, and you* [Video]. YouTube. https://www.youtube.com/watch?time_continue=13&v=aaYz6QO3zYs&feature=emb_logo

- Include the website name (without italics) after the title.

Music album

Styles, H. (2022). *Harry's house* [Album]. Columbia.

Song recording from the album

Styles, H. (2022). Matilda [Song]. On *Harry's house*. Columbia.

- Italicize the title of the album (not the title of the song).

Music from YouTube

Ed Sheeran feat. Khalid. (2019, June 28). *Beautiful People* [Official Lyric Video]. Youtube. <https://www.youtube.com/watch?v=74yb9E3WY1I>

Sheet music

Rossini, G. (Composer), & Sterbini, C. (Librettist). (1956). *Il Barbiere di Siviglia: A comic opera in two acts* [Vocal score]. Boosey & Hawkes.

Exhibition, installation

De Waal, E. (2020, March 12 - September 08). *Edmund de Waal: library of exile* [Exhibition]. British Museum.

Art, sculpture

Dali, S. (1958). *Madonna* [Painting]. Tate Gallery.

Movie

Garbor, L. (Director). (2020). *Lost girls* [Film]. Archer Gray; Langley Park Productions.

Theatre, dance, music performance

Bailey, L. (Director). (2017, October 23). *Witness for the prosecution* by A. Christie [Play]. Eleanor Loyd Productions; Rebecca Stafford Productions.

Clip art, stock image, pictures

Pretty Designs. (n.d.). *A collection of fabulous outfit ideas for women in spring* [Online image]. Pinterest. <https://www.pinterest.com/pin/102175485272626440/>

Software

Blockchain analytics. (2018). *Automated trading bot* [Computer software].

Borenstein, M., Hedges, L. V., Higgins, J. P. T., & Rothstein, H. R. (2014). *Comprehensive meta-analysis* (Version 3.3.070) [Computer software]. Biostat. <http://www.comprehensive.com>

Mobile apps

Google Commerce. (2022). *Tripadvisor: Plan & book trips* [Mobile app]. Google Play Store. <https://play.google.com/store/apps/details?id=com.tripadvisor.tripadvisor>

Vallerand, A. H., & Sanoski, C. A. (2019). *Davis's drug guide* (16th ed.) (Version 1.31) [Mobile app]. F. A. Davis Company. https://www.unboundmedicine.com/products/davis_drug_guide

The most common kinds of reference are illustrated in 2nd appendix.

More about citing and reference examples you can find on [the library webpage](#).

REFERENCE

1. American Psychological Association. (n.d.) *APA style*. <https://apastyle.apa.org/>
2. *Autorių teisių ir gretutinių teisių įstatymas 1999 m. gegužės 18 d. Nr. VIII-1185*. (1999). <https://www.e-tar.lt/portal/lt/legalAct/TAR.551F0CDE5B64>
3. American Psychological Association. (2010). *Concise rules of APA style: The official pocket style guide from the American Psychological Association* (6th ed.).
4. American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).
5. Kardelis, K. (2017). *Mokslinių tyrimų metodologija ir metodai: edukologija ir kiti socialiniai mokslai: vadovėlis* (6-asis patais. ir papild. leid. ed.). Mokslo ir enciklopedijų leidybos centras.
6. Kost, Ch. P. (2015). *Student quick reference success guide to writing in the APA 6th edition style*. Kotservices.

CITATION BASICS

	Parenthetical format citation (in the brackets)	Citation in text
One author	(Druker, 2009)	Druker (2009)
Two authors	(Kenneth & Traver, 2019)	Kenneth and Traver (2019)
Three or more authors	(Ulrich et al., 2018)	Ulrich et al. (2018)
Group author with abbreviation	<u>First citation:</u> (United Nations World Tourism Organization [UNWTO], 2022) <u>Subsequent citations:</u> (UNWTO, 2022)	<u>First citation:</u> United Nations World Tourism Organization (UNTWO, 2022) <u>Subsequent citations:</u> UNWTO (2022)
Group author without abbreviation	(National Institute of Justice, 2018)	National Institute of Justice (2018)
Authors with the same surname	(J. Gordon, 2017) (L. Gordon, 2015) <i>Include the author's initials.</i>	J. Gordon (2017) L. Gordon (2015)
Works with no identified author	(<i>Business</i> , 2018) ("Future of work", 2019) <i>Cite the first 2–5 words of the title.</i> <i>Use double quotation marks around the title of an article, chapter, or web page and italicize the title of book, periodical or report.</i>	The book <i>Business</i> (2018)... In the article "Future of work" (2019)....
Two or more works citations	(Magd, 2021; Matsumura, 2018; Ramanna, 2020) <i>List authors in alphabetical order.</i> (Ulrich, 2010, 2011) (Kaptein, 2011a, 2011b) <i>Identify works by the same author with the same publication date by the letters a, b, c and so forth, after the year.</i>	Magd (2021), Matsuma (2018) and Ramanna (2020) Ulrich (2010, 2011) Kaptein (2011a, 2011b)
Law	(Labour code of the Republic of Lithuania, 2017)	Labour code of the Republic of Lithuania (2017)

* Author – author, editor, corporations, producer, artist and etc.

REFERENCES EXAMPLES

BOOKS	
One author	Dileep, M. R. (2019). <i>Tourism, transport and travel management</i> . Routledge.
Two authors	Holland, J., & Leslie, D. (2018). <i>Tour operators and operations: Development, management and responsibility</i> . CABI.
Three - twenty authors	Connelly, M., Fox J., Goebel, S., & Schmidt, U. (2019). <i>Propaganda and conflict: War, media and shaping the twentieth century</i> . Bloomsbury Academic.
Twenty one or more authors	Bogma, O., Silakova, H., Vialets, O., Mitsenko, N., Tomalia, T., Prilepa, N., Shedyakov, V., Kuranovič, V., Polusin, A., Vakulchuk, O., Vasilieva, V., Yemelyanov, O., Symak, A., Petrushka, T., Lesyk, L., Balanska, O., Čižiūnienė, K., Vasilienė-Vasiliauskienė, V., Deineko, L., ... Sobin, O. (2021). <i>Actual issues of modern development of socio-economic systems in terms of the COVID-19 pandemic: Scientific monograph</i> . VUZF Publishing House “St. Grigorii Bogoslov”.
No author	<i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2019). Merriam-Webster.
Group authors (corporate author)	American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). <i>If the author and the publisher are the same, there is no need add publisher to avoid repetition.</i>
Edited book	Brunner, B. R. (Ed.). (2019). <i>Public relations theory: Application and understanding</i> . John Wiley & Sons. Grosse, R. E., & Meyer, K. (Eds.). (2019). <i>The Oxford handbook of management in emerging markets</i> . Oxford University Press.
Book chapter, conference proceedings as a book chapter	Qayyum, D. (2022). Assessing the digital transformation of education systems. In O. Zawacki-Richter, & I. Jung (Eds.), <i>Handbook of open, distance and digital education</i> (p. 1-18). Springer. https://doi.org/10.1007/978-981-19-0351-9_14-1
Book volumes	Reichel, P. J. (Ed.). (2019). <i>Global crime: An encyclopedia of cyber theft, weapons sales, and other illegal activities</i> (Vol.2). ABC-CLIO. Falchuk, B. (2020). <i>The future of insurance: from disruption to evolution: Lessons from legacy insurers succeeding in a changing industry: Vol.1. The incumbents</i> . Insurance Evolution Press.
Additional, revised book edition	Holcombe, J., & Holcombe, C. (2017). <i>Survey of operating systems</i> (5th ed.). McGraw-Hill.
Electronic book from internet	Ditlev-Simonsen, C. D. (2022). <i>A guide to sustainable corporate responsibility: From theory to action</i> . Palgrave Macmillan Cham. https://doi.org/10.1007/978-3-030-88203-7 <i>International security in the frame of modern global challenges 2019: Collection of scientific works</i> . (2019). Mykolas Romeris university. https://repository.mruni.eu/handle/007/16759 <i>Include DOI, if book has no DOI, include the URL.</i>
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3 APPENDIX

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