

## 1. General guidelines (based on APA style basics – see <http://opwl.boisestate.edu/wp-content/uploads/resources/OPWL-APAStyleBasics.pdf>)

Alexander, C. S. (1961). The marine terraces of Aruba, Bonaire, and Curaçao, Netherlands Antilles. *Annals of the Association of American Geographers*, 51(1), 102-123. <https://doi.org/10.1111/j.1467-8306.1961.tb00370.x>

Lösch, A. (1940). *Die räumliche Ordnung der Wirtschaft. Eine Untersuchung über Standort, Wirtschaftsgebiete und internationalen Handel*, Jena: Fischer.

Boudevillain, B., Argence, S., Claud, C., Ducrocq, V., Joly, B., Joly, A., Lambert, ... Walpersdorf A. (2009). Cyclogenèses et précipitations intenses en région méditerranéenne: origines et caractéristiques. *La Météorologie*, 66, 18-28. <https://doi.org/10.4267/2042/28828>

Nefedova, T. G., Trejviš, A. I. (1996). Postsovetskoe prostranstvo Rossii. *Mir Rossii*, 5(2), 3-43. (cf. original record: НЕФЕДОВА Т.Г., ТРЕЙВИШ А.И., 1996. *Постсоветское пространство России*. Мир России).

### 1.1. Author

Bender, M. L., Fairbanks, R. G., Taylor, F. W., Matthews, R. K., Goddard J. G., Broecker W. S. (1979). Uranium-series dating of the Pleistocene reef tracts of Barbados, West Indies. *Geological Society of America Bulletin*, 90(6), 577-594. [https://doi.org/10.1130/0016-7606\(1979\)90<577:UDOTPR>2.0.CO;2](https://doi.org/10.1130/0016-7606(1979)90<577:UDOTPR>2.0.CO;2)

Birks, H. J. B., Gordon, A. D. (Eds.). (1985). *Numerical methods in Quaternary pollen analysis*. London: Academic Press.

United Nations. (2002). *Report of the world summit on sustainable development*. (Typescript). New York: United Nations.

USDA-NRCS. (1996). *Soil survey laboratory methods manual*. Soil Survey Investigations Report, 42, Lincoln: National Soil Survey Center.

European Commission. (2010). *Europe 2020. A European strategy for smart, sustainable and inclusive growth*. Brussels: European Commission. <http://ec.europa.eu/research/era/docs/en/investing-in-research-european-commission-europe-2020-2010.pdf> [1 May 2012]

DG AGRI. (2009). *Rural development in the European Union. Statistical and economic information, Report 2009*. Paris: European Union. Directorate-General for Agriculture and Rural Development, 411 pp., [http://ec.europa.eu/agriculture/agrista/rurdev2009/RD\\_Report\\_2009.pdf](http://ec.europa.eu/agriculture/agrista/rurdev2009/RD_Report_2009.pdf) [1 May 2012]

### 1.2. Year of publication

Smith, A. (1980). Novák, L. (1903-1907). In the case when a given publication is still at the stage of preparation for printing – **in print**, when there is no date – **n.d.** (no date). It is permissible to use a symbol of about (~1900).

### 1.3. Title

Soudek, D., Robinson, G.G.C. (1983). *Electrophoretic analysis of the species and population-structure of the diatom Asterionella formosa*. *Canadian Journal of Botany*, 61(2). 418-433.

Stenger-Kovács, C., Padisák, J., Bíró, P. (2006). *Temporal variability of Achnanthes minutissimum (Kützing) Czarnecki and its relationship to chemical and hydrological features of the Torna-stream, Hungary*. In E. Ács, K.T. Kiss, J. Padisák, K.É. Szabó (Eds.), *6th International Symposium on Use of Algae for Monitoring Rivers* (pp. 133-138). Göd: Magyar Algológiai Társaság.

Gilmour, D. (2006). *Curzon. Imperial statesman*. London: Farrar Straus Giroux.

### 1.4. Title of the superior rank of publication

Before the name of the superior rank of publication – **In**

Kuhry, P. (1994). The role of fire in the development of Sphagnum-dominated peatlands in western boreal Canada. *Journal of Ecology*, 82(3-4), 899-910.

Haworth, E.Y., Hurley, M. A. (1984). Comparison of the stelligeroid taxa of the centric diatom genus Cyclotella. In M. Ricard (Ed.), *Proceedings of the 8th International Diatom Symposium – Paris* (pp. 43-58). Koenigstein: Koeltz Scientific Books.

Zijderveld, J. D. A. (1967). AC demagnetization of rock: analysis of results. In D.W. Collinson, Creer K.M., Runcorn S.K. (Eds.), *Methods in paleomagnetism* (pp. 254-286). Amsterdam: Elsevier.

### 1.5. Place of publication and publisher

Parker, J. G. (1991). *Lord Curzon 1859-1925. A bibliography*. Bibliographies of British Statesmen (vol. 5), **New York: Greenwood Press**.

When there is lack of information concerning the Publisher – **s.n.** (*sine nomine*), or place of publication – **s.l.** (*sine locum*).

### 1.6. Alphabetical order (author, date)

Take into account such cases as: (**Da Silva**, **De la Barreda**, **O’Callaghan**, **Van Tassel**, **Mc Queen**),

**Le Goff**, H., Flannigan M.D., Bergeron Y. (2009). Potential changes in monthly fire risk in the eastern Canadian boreal forest under future climate change. *Canadian Journal of Forest Research*, 39(12), 2369-2380. <https://doi.org/10.1139/x09-153>

**O’Brien** R. (1992). *Global financial integration: The end of geography*. London: Royal Institute of International Affairs.

**Ó hUallacháin**, B. (1994). Foreign banking in the American urban system of financial organization. *Economic Geography*, 70(3), 206-228.

van den Bergh S. (1949). Meteor Observations at the Pic-du-Midi Observatory. *Popular Astronomy*, 57(1), 68-70.

#### Chronological order

Brown, J.H. (1971). Mammals on mountaintops: nonequilibrium insular biogeography. *American Naturalist*, 105( 945), 467-478.

Brown, J.H. (1973). Species diversity of seed-eating desert rodents in sand dune habitats. *Ecology*, 54(4), 775-787.

#### In the case of the same year

Adams, P.J. 1971a.

Adams, P.J. 1971b.

## 2. Record of the selected types of publication

### 2.1. Documents published in print (ISSN lub ISBN)

#### 2.2.1. Monographs: single or multi-volume

Juggins, S. (2003). *C2 user guide. Software for ecological and palaeoecological data analysis and visualisation*. Newcastle Upon Tyne: University of Newcastle.

Shinn, E.A., Lidz, B.H., Kindinger, J.L., Hudson, J.H., Halley, R.B. (1989). *Reefs of Florida and the Dry Tortugas: A guide to the modern carbonate environments of the Florida Keys and the Dry Tortugas*. St. Petersburg (US): U.S. Geological Survey.

Poppe, G.T., Goto, Y. (1993). *European Seashells. Volume 2*. Wiesbaden: Verlag Christa Hemmen.

#### 2.2.2. Chapters in monographs

Haworth E.Y., Hurley M.A. (1984). Comparison of the stelligeroid taxa of the centric diatom genus *Cyclotella*. In M. Ricard (ed.), *Proceedings of the 8th International Diatom Symposium* (pp. 43-58), Paris-Koenigstein: Koeltz Scientific Books.

Milnes, A.R., Fitzpatrick, R.W. (1989). Titanium and zirconium minerals. In J.B. Dixon, S.B. Wee (eds.), *Minerals in soil environment* (pp. 1131-1205), Madison: Soil Science Society of America, 2nd edn..

#### 2.2.3. Series

Parker, J.G. (1991). *Lord Curzon 1859-1925. A bibliography*. Bibliographies of British Statesmen (vol. 5), New York: Greenwood Press.

Gawryszewski, A. (2005). Ludność Polski w XX wieku. *Monografie*, 5, Warszawa: Instytut Geografii i Przestrzennego Zagospodarowania PAN.

#### 2.2.4. Chapters in series

Nangia, S., Hansraj, N. (2005). Ethics and the environment in India. In A. Potrykowska (ed.), *Population, environment and development* (pp. 33-48), Prace Geograficzne (vol. 202), Warszawa: Instytut Geografii i Przestrzennego Zagospodarowania PAN.

#### 2.2.5. Articles in magazines/journals

Jeng, W.-L. (2006). Higher plant n-alkane average chain length as an indicator of petrogenic hydrocarbon contamination in marine sediments. *Marine Chemistry*, 102(3-4), 242-251. <https://doi.org/10.1016/j.marchem.2006.05.001>  
Törnqvist, G. (2004). Creativity in time and space. *Geografiska Annaler. Series B. Human Geography*, 86(4), 227-244. <https://doi.org/10.1111/j.0435-3684.2004.00165.x>

#### 2.2.6. Atlases and maps

Prest, V.K., Grant, D.G., Rampton, V.N. (1968). *Glacial Map of Canada*. Map 1253A, 1:5 000 000, Ottawa: Geological Survey of Canada.

Stachy, J. (ed.), 1986. *Atlas hydrologiczny Polski*. Warszawa: Instytut Meteorologii i Gospodarki Wodnej, Wydawnictwa Geologiczne.

### 2.2. Electronic documents

Dill, D.L., Mercuri, R., Neumann, P.G., Wallach, D.S. (2012). *Frequently Asked Questions about DRE Voting Systems*. Verified Voting Foundation. [1 October 2012] <http://www.verifiedvoting.org/drefaq.asp>.

Wikipedia, (2012). *Sultanate of Zanzibar*. Wikimedia Foundation. [8 August 2012] [http://en.wikipedia.org/wiki/Sultanate\\_of\\_Zanzibar](http://en.wikipedia.org/wiki/Sultanate_of_Zanzibar)

CIT, 2012. *NASA Jet Propulsion Laboratory*. California Institute of Technology. [1 December 2011] <http://www.jpl.nasa.gov/>

(\* .pdf, \* .doc) or electronic data carriers

Dyke, A.S., Moore, A., Robertson, L. (2003). *Deglaciation of North America*. Ottawa: Geological Survey of Canada, open file 1574. [1 April 2010] [http://geopub.nrcan.gc.ca/moreinfo\\_e.php?id=214399](http://geopub.nrcan.gc.ca/moreinfo_e.php?id=214399)

Floriańczyk, Z., (2007). *Rural technology transfer in transition economies in Poland. D12-3 Fourth 6-monthly report. CEEC AGRI POLICY: Agro economic policy analysis of the new member state, the candidate states and the countries of the western Balkan*. s.l.: Agripolicy.net. [1 May 2012] [http://www.euroqualityfiles.net/cecap/ Report 4/Section 2 country report/CEECAP report 4 section 2 POLAND.pdf](http://www.euroqualityfiles.net/cecap/Report%204/Section%20country%20report/CEECAP%20report%204%20section%20POLAND.pdf)

Sanborn-Barrie, M., Chakungal, J., Buller, G. (2009). *Bedrock field data and photographic record of exposed Precambrian basement, Southampton Island, Nunavut*. Ottawa: Geological Survey of Canada, Open File 6177 [DVD, no. 1].

### 2.3. Unpublished documents (“grey literature”)

Kohno A., Stubblefield A., Rubin A.D., Wallach D.S., 2004. *Analysis of an electronic voting systems*. (Typescript). Johns Hopkins University Information Security.

### 2.4. Legal documents

NEPA, 1969. *National Environmental Policy Act*. L. 91-190, 42 U.S.C. 4321-4347, US.

**Table 1. Variations in Author-Date citation depending on the number and type of Authors**

<b>Number of Authors</b>	<b>1st Citation– Author(s) in the flow of the Text</b>	<b>Subsequent Citations – Author(s) in the flow of the Text</b>	<b>1st Citation – Author(s) in Parentheses</b>	<b>Subsequent Citations– Author(s) in Parentheses</b>
1 Author	Dale (1997)	Dale (1997)	(Dale,1997)	(Dale, 1997)
2 Authors	Lele and Joshi (2009)	Lele and Joshi (2009)	(Lele & Joshi, 2009)	(Lele & Joshi, 2009)
3 Authors	Kobayashi, Okada, and Mori (2019)	Kobayashi et al. (2019)	(Kobayashi, Okada, & Mori, 2019)	(Kobayashi, 2019)
4 Authors	Thong, P., Sahoo, U.K., Pebam R. & Thangjam, U. (2019)	Thong et al., (2019)	(Thong, Sahoo, Pebam, & Thangjam, 2019)	(Thong et al., 2019)
5 Authors	Reddy, Saranya, Jha, Dadhwal, & Murthy, (2017)	Reddy et al., 2017	(Reddy, Saranya, Jha, Dadhwal, & Murthy, 2017)	(Reddy et al., 2017)
6 (and more) Authors	Tilman et al. (2017)	Tilman et al. (2017)	(Tilman et al., 2017)	(Tilman et al., 2017)
1 group (easily recognizable acronym) as author	International Society for Performance Improvement (ISPI, 2014)	ISPI (2014)	(International Society for Performance Improvement [ISPI], 2014)	(ISPI, 2014)
1 group (no abbreviation) as author	Jagiellonian University (2010)	Jagiellonian University (2010)	(Jagiellonian University, 2010)	(Jagiellonian University, 2010)

**In case of any doubts, it is recommended to provide as many information as possible. The Editors will help in establishing the appropriate record.**