

# Guidelines for the text production<sup>1</sup>

*Orientated to the APA Publication Style, 6th Edition*

## **Abstract**

Please start with an abstract, as a comprehensive summary of the contents of the paper. The length is between 100 to 200 words.

## **Personal information**

A short description of the author(s) should be included: full name, functions, department, research areas.

## **(maximum) length of the text**

approx. max. 45.000 characters (including blanks), approx. 10 – 15 pages (DIN A4).

## **Tables and Figures**

Please give tables and figures a title and a number. The quality of figures must be 300 dpi or more. Figures should be added in separate files. Authors must possess the rights of used pictures.

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<sup>1</sup> Text and examples are taken from the “Summary of the APA Publication Style, 6th Edition” by Isaac V. Gusukuma (2012).

## Citations in the Body of the Paper

*Single author.* In the body of the paper, use the author's name and the year to identify your source. You may do this in two ways:

Sundby (2013) showed that...

or

The model of welfare (Sundby, 2013) is ...

*Two authors.* When a work has two authors, always cite both names and year every time the reference occurs:

(Mis & Kolstad, 2000).

or

Mis and Kolstad (2000) found, that...

*Two or more but fewer than six authors.* When a work has more than two authors and fewer than six, cite all authors and year the first time the reference occurs (Kolstad, Mis, Sundby & Elsen, 2012). After that, you need to cite only the surname of the first author, following by "et al." and the year (Kolstad et al., 1997).

*More than six authors.* When a work has more than six authors, you may cite only the first author and use "et al." (Kolstad et al., 1999) the very first time.

Don't type out "and" inside a citation parenthesis; use the symbol "&." The opposite is true in the text, outside of the parenthesis: "Kolstad, Mis, Sundby and Elsen (1999) report on..."

In the parentheses, use only the authors' last names, unless there is more than one with the same last name; then, identify each with first initials: (Larson, St., & Larson, J., 2000).

## **References**

Every citation in the body of the paper must appear on the reference list. Arrange the references alphabetically by authors' surnames. If you cite more than one work by an author, arrange his or her work by dates, listing the earliest publication first.

Different types of references are noted below.

### *Books (Single and Multiple Authors)*

Author, A. (Year). Title of book italicized with only first word and any word following a colon capitalized (edition). City, (State): Publisher.

Kolstad, H. (2010). The future of social work. Graz: Leykam.

### *Journal Articles*

Author, A., & Author, B. (Year). Title of the article not underlined, with only first word and any word following a colon capitalized.

Name of Journal, Italicized, Each Major Word Capitalized, Volume(number), pages inclusive.

Sundby, R., & Shrank, B. (2000). The aims of social development. *Social Development Issues*, 13(3), 10-30.

*Article or Chapter in an Edited Book*

Author, Z. (Year). Title of chapter as in journal articles. In A. J. Smith & T. S. Jones (Eds.). *Book title italicized* (pp. xxx-xxx). City, State: Publisher.

Einstein, A., & Rihter, L. (1917). The future of relativism. In A. Heimgartner & S. Elsen (Eds.). *Handbook of social innovation* (pp. 742-775). Vienna, Austria: LIT Verlag.

*Electronic Media*

Article in an Internet-only journal.

Elsen, S. (1999). Optimal thinking in the 21st century. *Social Thinking*, 3, Article 7. Retrieved from <http://everything.de/abc.html> [dd.mm.jjjj]

*Webpage, chapter or section in an Internet document.*

Berc, G. (2010, June 9). The history of yesterday (chap. 2). Retrieved from <http://www.trondheim.no/xyz.html> [dd.mm.jjjj]