



Satakunnan ammattikorkeakoulu
Satakunta University of Applied Sciences

SAMK Reference Guide

APA 7 SAMK

In-text citation

(Author, year, page)

Bibliographic reference

Author. (year). Title. Where is it published. DOI/URN/URL

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1 General instructions on all source types

SAMK's reference instructions apply [The American Psychological Association's \(APA\) Style, 7th edition](#). Formatting of bibliographic references has been simplified from the APA instructions (no hanging indentation, no italics with the sources).

When giving the reference, **always start by thinking carefully what kind of source you are talking about** (a book, an article, instruction, ordinary web-page...). Thereafter you will be able to write the reference and bibliographic reference with the help of this guidebook and the examples concerning the source type in question. You will find more examples on [APA style reference examples](#) page. You can also apply them as long as your referencing remains consistent.

If you want to use another citation style familiar to you, discuss it with your thesis supervisor.

1.1 Citation

With the **citation**, the reader finds the correct source in the bibliography. The citation must be detailed enough for the reader to find easily the spot borrowed from the original source. If the entire work is not referred to, the citation gives the spot (normally page numbers) which is referred to:

(Author, year, page)

[\(Doe, 2020, p. 23\)](#) or [\(Doe, 2020, pp. 23–25\)](#) or [\(Doe, 2020, pp. 23, 34–35\)](#)

If you mention the author already in the text (narrative citation), do not repeat it in brackets:

[Doe's \(2020, pp. 23–25\) view is based on...](#)

If necessary, you can also refer to a certain chapter/paragraph/section, if the source **does not have paging**. It is also possible to refer, for example, to a certain table/chart/diagram:

[\(Doe, 2020, chapter 2, paragraph 3\)](#) or [\(Doe, 2020, chapter "References in the thesis"\)](#) or [\(Doe, 2020, chapter 1, section "Reference process"\)](#) or [\(Doe, 2020, table 12\)](#)

If you refer to **multiple sources simultaneously**, list the references in alphabetical order according to the author and separated from each other with a semi-colon.

[\(Doe, 2020, p. 12; Coe & Boe, 2019, p. 10\)](#)

One and multiple sentence references

When the **reference concerns only one sentence**, a full stop comes after the brackets of the reference (i.e. after the whole sentence):

[The reference concerns only this sentence, and the full stop comes after the brackets \(Doe, 2020, p. 10\). This sentence is the author's own thinking.](#)

If you use the **same source in multiple consecutive sentences** (e.g. in the entire paragraph), put the reference in brackets as its own sentence and the full stop inside the brackets (N.B. This differs from the APA general guidelines):

[Here the reference concerns this sentence and the next one. The reference is thus inside the brackets as its own sentence, as well as the connecting full stop. \(Doe, 2020, p. 10.\)](#)

You can also use narrative citation in this case. If the paragraph continues after your reference (with another reference or with your own thinking), this must be clearly indicated in the text, for example:

[According to Doe \(2020, p. 10\) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx. Coe \(2019, s. 15–16\) instead xxxxx xxx xxxx xxxx. Xxxx xxxxx xx xxxx.](#)

According to Doe (2020, p. 10) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx. In my opinion xxxx xxxx xxxx xxx xxxx. Xxxx xxx xxxx.

According to Doe (2020) xxx xxx xxxx xxx xxxx xxx xxxx xxx. Xxxxx xxx xxxxx xxx xxxx xxx xxx xxx (p. 10). Xxxx xxxx xxxx xxxxx xxxx xxxx.

Direct quotations

Use quotation marks around short (less than 40 words) direct quotations:

"This is a direct quotation" (Doe, 2020, p. 10). "This is a multi-sentence direct quotation. In this case, the last full stop must be inside the quotation marks." (Doe, 2020, p. 10.)

Long (40 words or more) direct quotations are treated as block quotations. Indent the whole block 1 cm and do not use quotation marks:

This text is treated as a block quotation. It is indented 1 cm from the left margin, and it is not enclosed in quotation marks. If you omit a part of the quotation, use ellipses (three periods) ... to indicate the omitted part. For the sake of accessibility, it is good if the reader is somehow indicated about the following direct quotation in the text preceding it. (Doe, 2020, p. 10.)

1.2 Bibliography

The bibliography (see the example at the end of this instruction) lists all the used sources in alphabetical order. With the help of the **bibliographic reference** concerning each reference, the reader can find the original source on the web or in the library collections. The bibliographic reference varies slightly according to the type of the source (e.g. sometimes the year can be replaced by the date) and the detailed markings should be checked from the examples of this instruction. In general, the bibliographic reference is the following:

Author. (year). Title. Where is it published. DOI/URN/URL

Slocum, S. L. & Curtis, K. R. (2018). Food and agricultural tourism: Theory and best practice. Routledge.

Lane, D. A. & Lip, G. Y. H. (2013). Treatment of hypertension in peripheral arterial disease. Cochrane Database of Systematic Reviews. <https://doi.org/10.1002/14651858.CD003075.pub3>

If the source has a **subtitle** in addition to the main title, separate it from the main title with a colon and start with a capital letter, e.g., "This is the main title: This is the subtitle". The part "**Where is it published**" tells the name of the publisher, publication platform, database etc. If it is the same as the author, do not repeat it.

Take care of the following:

- **The bibliography includes exactly those sources to which the work refers** (not a single thing more or less).
- **The citation and the bibliographic reference begin similarly** (the source can be found from the bibliography with exactly the word(s) by which it is cited).

How to mark DOI/URN or URL identifiers in bibliography

At the end of the bibliographic reference, the publication's permanent address/identifier (DOI, URN etc.) is added, if such a one can be found. Even if you have yourself used the source in a printed form but the source has a DOI/URN identifier, it should be added after the bibliographic reference. The identifiers/addresses for the publications are recommended to be used in the following order:

1. Primarily the **DOI** identifier is used and it is marked in the <https://doi.org/xxxxx> form.
2. If the publication does not have a DOI identifier, you can use the **URN** identifier. The publication's details give you information on a possible URN address, e.g. in the form of <http://urn.fi/xxxxx> in Finnish publications.
3. If it is a question of a web source (e.g. an ordinary web page or instruction/book/article in the net), which does not have a DOI/URN identifier, use the source's open **URL** address (i.e. the normal web address <http://xxx.xxx.xxx>). You can use URL shorteners (like [bitly](https://bitly.com)) with too long and complicated URLs. Always check that shortened URLs function properly.



Pay attention to the following when giving the identifier/address:

- If it is a question of a **facsimile (digital copy)** of a printed book/article (with pages), and it does not have a DOI/URN identifier, you can refer to it just like it was a printed version, that is **without** any **web address**.
 - Example: The book "Sports injuries: prevention, treatment, and rehabilitation" can be read through E-book central as an e-book, which is a facsimile looking like the printed version. Do not use the E-book central's address <https://ebookcentral.proquest.com/lib/samk/reader.action?docID=5131717> in the bibliography, but leave the web address out completely.
- **Do not use the addresses of general book or article databases** (those which include a database name) as identifiers. General databases refer here to those collection databases which include material (books, e-books, articles) from different sources. Such databases are e.g. Finna, Ellibs, Booky, Google Books, Ebook Central, Dawsonera, Ebscohost, Medline etc.
 - Example: Do not use the book's "Customer Insight in tourism business: Essays on Chinese travelling to Finland" Finna-address https://samk.finna.fi/Record/theseus_samk.10024_262597 as its identifier in the bibliography, but the URN identifier <http://urn.fi/URN:NBN:fi-fe2019112043234> which is found in the original web address of the book's fulltext.
- If the net source (e.g. a book or an article) is **not available without restrictions** (and it is not a facsimile/digital copy), use the URL address of the service provider in your bibliographic entry.
 - Example: You have searched with Finna and found the book "Professional Higher Education Management: Best Practices from Finland", which is available via Ellibs ebook service. Do not use the address <https://www.ellibslibrary.com/book/978-952-7401-02-6>, which needs a log-in to Ellibs, but use the Ellibs homepage URL <https://www.ellibslibrary.com>.

When should I use the notation "Retrieved January 1, 2020, from <http://www.webaddress.com>"?

If the content of the webpage you are using as a source changes over time, the reader needs to know the date you retrieved the information from that address. The content can be different today compared to what it will be in a month. In this case, include "Retrieved February 2 from..." in the bibliography entry before the web address. Many reference types include web sources with changing content, for example

- constantly updated e-books
- Finnish laws and regulations up-to-date services
- constantly updated guides and instructions
- product and company websites.

In case of web addresses with unchanging content (e.g., a report in pdf format), it is not necessary to indicate the date of retrieval.

1.3 When there are 1, 2, 3 or more authors

Always try to find an author for the source. If the source has **no person as the author** or the person is not expressed precisely enough (e.g. only the first name), use a **community author** (an institute, organization etc.). With

community authors, the entire name is preferred over an abbreviation (e.g. not SAMK but Satakunta University of Applied Sciences etc.). If the name is annoyingly long and the community has an established abbreviation, you can use the abbreviation. Regarding citations with more than two authors, the marking **et al.** is used to represent the rest of the authors.

Count	Citation	Bibliographic reference
1 author	(Doe, 2020, p. 6)	Doe, J. (2020). etc.
2 authors	(Doe & Coe, 2020, p. 6)	Doe, J. & Coe, C. (2020). etc.
3 – 20 authors	(Doe et al., 2020, p. 6)	List all authors: Doe, J., Coe, C. & Boe, b. (2020). etc.
more than 20 authors	(Doe et al., 2020, p. 6)	List authors as follows: 19 first ones normally, ... Last, L. (2020). etc. <i>Use ellipsis (dot-dot-dot) before the last author.</i>
community author	(Satakunta University of Applied Sciences, 2020, p. 6)	Satakunta University of Applied Sciences. (2020). etc.

1.4 When the same authors (or authors with the same surnames) have multiple sources the same year

The citation must clearly identify to which source in the bibliography it refers. If the sources include multiple publications from the same authors published the same year, a **small letter** (a, b, c, ...) is **added to the year** to separate the sources from each other. If the author is not the same but has the same surname, the citation uses the **first letters** of the first name to separate the references from each other. As many first letters are included as is needed to separate the citations from each other.

Type	Citation	Bibliographic reference
Same author, same year → citing the first	(Kananen, 2018a, p. 6)	Kananen, J. (2018a). Digimarkkinointi ja sosiaalisen median markkinointi. Jyväskylän ammattikorkeakoulu.
Same author, same year → citing the second	(Kananen, 2018b, p. 6)	Kananen, J. (2018b). Strateginen sisältömarkkinointi: miten onnistun verkkosivujen ja sosiaalisen median sisällöntuotannossa? Jyväskylän ammattikorkeakoulu.
Same surnames	(Doe, J., 2020, p. 6) (Doe, D., 2020, p. 6)	Doe, J. (2020). etc. Doe, D. (2020). etc.
Same surnames, same first name initials	(Doe, Jo., 2020, p. 6) (Doe, Ja., 2020, p. 6)	Doe, Jo. (2020). etc. Doe, Ja. (2020). etc.

1.5 When the author, title or publication date is missing

Type	Citation	Bibliographic reference
no author	(Book title, 2020, p. 6)	Book title. (2020). etc. <i>N.B. In this case the bibliographic reference starts with the title.</i>
no title	(Doe, 2020, p. 6)	Doe, J. (2020). [Description of the source in square brackets]. etc.
no date	(Doe, n.d., p. 6)	Doe, J. (n.d.). etc. <i>N.B. n.d. = no date</i>

1.6 Primary sources vs. secondary sources

Always find the primary (original) source and refer to it. Only if this is impossible (e.g., the primary source is sold out and not available from library collections) you can refer to a secondary source, which refers to the primary source.

Example: You have Doe's work in your hand, which refers to Coe's work, and Coe's work is no longer available anywhere. You can cite it as follows:

(Coe, 1982, as cited in Doe, 2019, p. 10)

Only the work that you have read is included in the bibliography – in this case Doe.

2 Books

This section comprises entire books (also SAMK databases' e-books, statistical books, open net pdf-books etc.). If it is a question of something else than the first **edition**, the details of the edition are added in the bibliographic references in the same form as they are mentioned in the work.

Smaller individual works, such as reports, brochures, instructions etc. (often in a pdf-form as well) can be found in the section "6 Reports, brochures...".

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Title (edition other than first). Publisher. DOI/URN/URL
Book	(Cavusgil et al., 2020, p. 91)	Cavusgil, S. T., Knight, G. A., & Riesenberger, J. R. (2020). International business: The new realities (Fifth edition, global edition). Pearson.
Book with DOI/URN identifier	(Jackson, 2019, p. 16)	Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000
E-book with page numbers (digital copy of the print book), no DOI/URN identifier	(Peterson & Renström, p. 12)	Peterson, L. & Renström, P. (2017). Sports injuries: prevention, treatment, and rehabilitation (fourth edition). CRC Press. <i>Just like a print book.</i>
E-book without page numbers, no DOI-/URN-identifier	(Laakso-Manninen & Tuomi, 2020, chapter 4.2)	Laakso-Manninen, R. & Tuomi, L. (2020). Professional higher education management: Best practices from Finland. Professional Publishing Finland. https://www.ellibrary.com
Audiobook	(Acemoglu & Robinson, 2020, 36:12) <i>The point referenced can be indicated by a timestamp.</i>	Acemoglu, D. & Robinson, J. A. (2019). The narrow corridor: States, societies, and the fate of liberty [Audiobook]. Penguin Press. https://www.overdrive.com <i>N.B. Specification [Audiobook] in square brackets. The link refers to the service that gives access to this audiobook.</i>

3 Articles in books

This refers to articles/chapters in compiled (edited) works, also to articles in encyclopedia. Include the details of the book in your bibliographic reference in format "In. J. Doe (ed.), Title of the book".

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Article title. Editor(s) and the title of the edited book (pages pp. xx-xx in brackets). Publisher. DOI/URN/URL
Article in edited book	(Allgeier & Sengupta, 2018, p. 119)	Allgeier, A. M., & Sengupta, S. K. (2018). Nitrile hydrogenation. In D. S. Jackson (ed.), Hydrogenation: Catalysts and processes (s. 107–154). De Gruyter. https://doi.org/10.1515/9783110545210-005

4 Articles in journals, databases, news websites and web dictionaries, blog posts

Newspaper articles and blog posts require the exact publication date in the bibliographic reference.

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year or publication date). Article/blog post title Title. Name of the journal/blog/database/website, volume(issue) in case of journals. DOI/URN/URL <i>N.B. In this case pages in bibliographic references without pp.: not pp- 12–15 but 12–15.</i>
Journal article	(Chen et al., 2019, p. 40)	Chen, X., Lun, Y., Yan, J., Hao, T. & Weng, H. (2019). Discovering thematic change and evolution of utilizing social media for healthcare research. BMC Medical Informatics and Decision Making, 19(Suppl 2), 39–53. https://doi.org/10.1186/s12911-019-0757-4
Preprint article in a database	(Hetland et al., 2018, section "Results")	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
Cochrane Review	(Lane & Lip, 2013)	Lane, D. A. & Lip, G. Y. H. (2013). Treatment of hypertension in peripheral arterial disease. Cochrane Database of Systematic Reviews. https://doi.org/10.1002/14651858.CD003075.pub3
Articles in a newspaper	(Carey, 2019)	Carey, B. (2019, March 22). Can we get better at forgetting? The New York Times. https://www.nytimes.com/2019/03/22/health/memory- forgetting-psychology.html <i>N.B. Exact publication date.</i>
Article on a news website	(YLE, 2020)	YLE. (2020, October 28). Hacked therapy centre emailed clients' ID numbers on invoices. YLE news. Retrieved November 2, 2020, from https://yle.fi/uutiset/osasto/news/hacked_therapy_centre emailed_clients_id_numbers_on_invoices/11618590 <i>N.B. Exact publication date.</i>
Blog post	(Ouellette, 2019)	Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. Ars Technica. https://arstechnica.com/science/2019/11/study- you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will- soon-untie-itself/ <i>N.B. Exact publication date.</i>
	(Offsprout, 2019)	Offsprout. (2019, May 31). MainWP Review 2019: WordPress Website Management Tool. Offsprout blog. https://offsprout.com/blog/mainwp-review-2019/ <i>N.B. Exact publication date.</i>

5 Theses/dissertations (Bachelor's thesis, Master's thesis, Doctoral dissertations...)

Include the type of the thesis and the name of the institution in square brackets, for example, [Master's thesis, University of Tampere].

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Thesis title [thesis type, the name of the university]. Possible database. DOI/URN/URL
Bachelor's thesis	(Laaksonen, 2020, p. 6)	Laaksonen, V. (2020). Social interaction skills as a core of organizational well-being. [Bachelor's thesis, Satakunta University of Applied Sciences]. Theseus. http://www.urn.fi/URN:NBN:fi:amk-202005128539
Master's thesis	(Shafiq, 2019, pp. 6–7)	Shafiq, O. (2019). Anomaly detection in blockchain. [Master's thesis, University of Tampere]. Trepo. http://www.urn.fi/URN:NBN:fi:tuni-201912056592
Doctoral dissertation	(Zambrano-Vazquez, 2016, p. 16)	Zambrano-Vazquez, L. (2016). The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms [Doctoral dissertation, University of Arizona]. UA Campus Repository. https://repository.arizona.edu/handle/10150/620615

6 Reports, guides, instructions, recommendations, patents, brochures etc.

These are usually publications smaller than books. They are often pdf-files in the web but could be ordinary web pages, too. In case of small prints (brochures, fact sheets, advertisements, posters etc.), you can include a specification in square brackets, e.g., *Alcohol and cancer [Brochure]*. N.B. Entire books with publishers in the open web are marked according to the section “2 Books”.

If it is a question of a web page with changing contents over time, but with a permanent address, include “Retrieved...” date before the web address in the bibliographic reference.

Type	Citation	Bibliographic reference
Generally	(Author, year, page)	Author. (year). Title. Possible publishing platform/parent organization. DOI/URN/URL
Report	(Baral et al., 2019, p. 16)	Baral, P., Larsen, M. & Archer, M. (2019). Does money grow on trees? Restoration financing in Southeast Asia. Atlantic Council. https://www.atlanticcouncil.org/in-depth-research-reports/report/does-money-grow-on-trees-restoring-financing-in-southeast-asia/
Guideline	(World Health Organization, 2017, section “Qualifying statements”)	World Health Organization. (2017). Guideline: protecting, promoting and supporting breastfeeding in facilities providing maternity and newborn services. Guideline Central. https://www.guidelinecentral.com/share/summary/5acc36cc939f5#section-society
Guide/instruction (pdf)	(Marsi Bionics, 2017, p. 11)	Marsi Bionics. (2017). Atlas 2020 exoskeleton: Technical manual. http://echord.eu/public/wp-content/uploads/2018/01/D4.3-User-Manual-EXOTrainer.pdf

Guide/instruction (downloaded pdf)	(Schneider Electric, 2016, p. 205)	Schneider Electric. (2016). VAMP 255/VAMP 230 Feeder and motor manager: User manual. https://www.se.com/ww/en/download <i>N.B. The actual manual has no URL. The bibliographic reference URL refers to Schneider Download Center (the manual can be downloaded there).</i>
Guide/instruction (updated) in intranet	(Satakunta University of Applied Science, 2020, section "Citing and the reference list")	Satakunta University of Applied Science. (2020). Writing Instructions [Intranet]. Retrieved June 18, 2020, from https://oiva.samk.fi <i>N.B. specification [intranet]</i>
Patent	(Van Doren, 2020)	Van Doren, D. (2020). Modular barrier panel and construction system (U.S. Patent US10683656). https://fi.espacenet.com/publicationDetails/biblio?FT=D&date=20200616&DB=en.worldwide.espacenet.com&locale=fi_FI&CC=US&NR=10683656B1&KC=B1&ND=4 <i>N.B. patent number in brackets</i>

7 Sources of law: statutes (laws, acts, directives, agreements), solutions

This differs from the APA general guidelines. Concerning the sources of law, the year of publication is not included in a citation. The citation, as well as other sources, must be as accurate as possible (e.g. with acts you can refer to a certain spot in a certain section's certain paragraph, if necessary). Concerning the Finnish acts, the bibliography's URL always refers to the up-to-date act – remember to include the retrieval date. If you are referring to EU sources which have an ELI identifier, you should use it instead of URL (usually indicated as *ELI*: <http://data.europa.eu/eli/dir/2012/27/oj> on the web).

Type	Citation	Bibliographic reference
Generally	(statute/agreement/document, specifications if needed)	Statute/agreement/document and its title if given. DOI/URN/URL
Act	(Act on the Openness of Government Activities 621/1999, section 2)	Act on the Openness of Government Activities 621/1999. Retrieved October 18, 2020, from https://www.finlex.fi/en/laki/kaannokset/1999/en19990621
EU Directive	(Directive 2012/27/EU, p. 12)	Directive 2012/27/EU, of the European Parliament and of the Council of 25 October 2012 on energy efficiency, amending Directives 2009/125/EC and 2010/30/EU and repealing Directives 2004/8/EC and 2006/32/EC Text with EEA relevance. http://data.europa.eu/eli/dir/2012/27/oj

8 Standards

This differs from the APA general guidelines. In SAMK, it is recommended to refer to standards by their number as follows:

Type	Citation	Bibliographic reference
Generally	(Standard number, year, page)	Standard number, title. (year). Publisher. DOI/URN/URL
ISO standard	(ISO 45001:2018, 2018)	ISO 45001, Occupational health and safety management systems: Requirements with guidance for use. (2018). International Organization for Standardization. https://www.iso.org/standard/63787.html
SFS standard	(SFS 5900:en, 2016, p. 9)	SFS 5900:en, Fire precaution of hot works. (2016). Finnish Standards Association. https://online.sfs.fi

9 Statistics, data, computer software

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (year). Title [Specification]. Possible publisher/source. DOI/URN/URL
Statistics	(Eurostat, 2020)	Eurostat. (2020). Healthy life years at birth by sex [Statistics]. https://ec.europa.eu/eurostat/databrowser/view/tps00150/default/table?lang=en
Data set	(Nummenmaa et al., 2018)	Nummenmaa, L., Hari, R., Hietanen, J. K. & Glerean, E. (2018). Maps of subjective feelings [Data set]. Zenodo. http://doi.org/10.5281/zenodo.1291730
Computer software	(Borenstein et al., 2014)	Borenstein, M., Hedges, L., Higgins, J. & Rothstein, H. (2014). Comprehensive meta-analysis (version 3.3.070) [Computer software]. Biostat. https://www.meta-analysis.com/
Mobile app	(Lexicomp, 2019)	Lexicomp. (2019). Lexicomp (Version 5.6.2) [Mobile app]. Google Play. https://play.google.com/store/apps/details?id=com.lexi.android

10 Art

Type	Citation	Bibliographic reference
Generally	(Artist/curator/gallery, year)	Artist/curator/gallery. (year). Title [Specification]. Possible publisher/location. DOI/URN/URL
Artwork	(van Gogh, 1889)	van Gogh, V. (1889). The starry night [Painting]. The Museum of Modern Art, New York, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/
Exhibition	(Behlen, 2019–2020)	Behlen, B. (2019–2020). The Clash: London Calling [Exhibition]. Museum of London.

11 Other audiovisual sources (videos, pictures, presentations, study material etc.)

This refers to such audiovisual sources where the publication/creation date is important (the publication year is sufficient if the publication date is not known). A corresponding principle refers to music, television programmes, online courses, memos etc. If, for example, lecture material is in a closed learning environment, give only the public network's URL, to which stage everyone has access (e.g. the log-in page <http://moodle.samk.fi/> of the material at SAMK Moodle).

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (publication time). Title [Specification]. Possible publisher/publication platform. DOI/URN/URL
Video	(Harvard University, 2019)	Harvard University. (2019, August 28). Soft Robotic Gripper for Jellyfish [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTFxMs
	(Kahle, 2019)	Kahle, L.R. (2019, September 26). The means-end chain in consumer decision making: The case of Porsche [Video]. Henry Stewart Talks. https://hstalks.com
Photograph	(Denali National Park and Preserve, 2013)	Denali National Park and Preserve. (2013, January 22). Lava [valokuva]. Flickr. https://www.flickr.com/photos/denalins/8639280606

Conference presentation	(Evans et al., 2019)	Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T. & Márquez-Greene, N. (2019, August 8–11). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. https://convention.apa.org/2019-video
Slides and other lecture notes	(Leist, 2014)	Leist, E. (2014, April 17). 40 Tools in 20 Minutes: Hacking your Marketing Career [PowerPoint slides]. SlideShare. https://www.slideshare.net/EricLeist/40-tools-in20minutes-33667885
	(Hjelt, 2020)	Hjelt, T. (2020, May 10). Information retrieval [Lecture notes]. SAMK Moodle. http://moodle.samk.fi/

12 Social media

If it is a question of an up-dating page (e.g. the front page of Facebook/LinkedIn/Instagram profiles), the reference markings follow the previous section's "Retrieved", specified with a time/date. If it is a question of a publication with its own web address, the "Retrieved" time/date is not needed. Use e.g. the first paragraph as the title for the update. If it is more than 20 words, use only the first 20 words. The specification can be e.g. [Status update], [Video], [Tweet] etc.

Type	Citation	Bibliographic reference
Generally	(Author tai pageston nimi, year)	Author or page title. (publication time). Update/page title. [Specification]. Platform. URL (or Retrieved...)
Facebook/LinkedIn update	(News From Science, 2019)	News from Science. (2019, June 21). Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system - and beyond? [Status update]. Facebook. https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater
Twitter-/Instagram-/TikTok update	(Tampere University, 2020)	Tampere University [@TampereUni]. (2020, September 1). On Monday 7 September we'll celebrate the opening of the academic year @TampereUni, this time online! Tampere Academic Symphony Orchestra [Tweet]. Twitter. https://twitter.com/TampereUni/status/1300721686170476545
Facebook/LinkedIn page	(News From Science, n.d.)	News from Science. (n.d.). Front page [Facebook page]. Facebook. Retrieved June 18, 2020 from https://www.facebook.com/ScienceNOW/

13 Other web pages

This refers to web pages which are not included in the previous categories. These include, for example, product or company website's front pages. They usually have changing contents over time, but a permanent web address. Therefore, the bibliographic references must include the "Retrieved" date. If you have used the same page on several different days, mark only the last one in the bibliographic reference.

Always refer accurately, to a single web page, not the entire web site. The author of the web page is either a person or a community (e.g. a university, town/city, company etc.). The publication year follows the latest update. If you cannot find the year of the latest update, use n.d.

N.B. **Intranet** sources are referred to according to the source type with specification [Intranet] added to the title. Thus, if it were a question of a certain filed version of an instruction on Intranet, it would be referred to in accordance with the section "6 Reports, guides, instructions...".

Type	Citation	Bibliographic reference
Generally	(Author, year)	Author. (year). Sivun Title [Possible specification]. Retrieved January 1, 2020, from http://xxx.xxx.xxx
Internet-page	(Greek National Tourism Organisation, 2020)	Greek National Tourism Organisation. (2020). Visit Greece: Chania. Retrieved June 18, 2020, from http://www.visitgreece.gr/en/main_cities/chania
	(KVM contributors, 2015)	KVM contributors. (2015). Guest Support Status. Retrieved December 8, 2020, from https://www.linux-kvm.org/index.php?title=Guest_Support_Status&oldid=173459
Generated web page (e.g., Google Map)	(Google, n.d.)	Google. (n.d.). [Google maps directions from SAMK Rauma campus to Kivikylä Arena]. Retrieved June 29, 2020, from https://goo.gl/maps/ZH2KEbQkf2ABKzbF7 <i>N.B. The page has no title → therefore, [title in square brackets]; nor has it publication time, but is always regenerated according to geographic information → therefore, n.d.</i>

14 Personal communication and other unofficial non-published sources

This differs from the APA general guidelines, which do not include personal communications in the bibliography. In SAMK they are included. These are conversations, e-mails, interviews etc. N.B. The research material you are analyzing is not included as a source.

Type	Citation	Bibliographic reference
Generally	(Communicator, year)	Doe, J. (date). Type of communication.
Conversation	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Personal conversation with Professor Jakke Martiskainen.
E-mail	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Professor Jakke Martiskainen's E-mail to SAMK staff.
Interview	(Martiskainen, 2019)	Martiskainen, J. (2019, December 23). Phone interview with Professor Jakke Martiskainen.

15 Example of bibliographic references

Allgeier, A. M., & Sengupta, S. K. (2018). Nitrile hydrogenation. In D. S. Jackson (Ed.), *Hydrogenation: Catalysts and processes* (s. 107–154). De Gruyter. <https://doi.org/10.1515/9783110545210-005>

Behlen, B. (2019–2020). *The Clash: London Calling* [Exhibition]. Museum of London.

Chen, X., Lun, Y., Yan, J., Hao, T. & Weng, H. (2019). Discovering thematic change and evolution of utilizing social media for healthcare research. *BMC Medical Informatics and Decision Making*, 19(Suppl 2), 39–53. <https://doi.org/10.1186/s12911-019-0757-4>

Greek National Tourism Organisation. (2020). Visit Greece: Chania. Retrieved June 18, 2020, from http://www.visitgreece.gr/en/main_cities/chania

Kananen, J. (2018a). Digimarkkinointi ja sosiaalisen median markkinointi. Jyväskylän ammattikorkeakoulu.

Kananen, J. (2018b). Strateginen sisältömarkkinointi: miten onnistun verkkosivujen ja sosiaalisen median sisällöntuotannossa? Jyväskylän ammattikorkeakoulu.

Nummenmaa, L., Hari, R., Hietanen, J. K. & Glerean, E. (2018). Maps of subjective feelings [Data set]. Zenodo. <http://doi.org/10.5281/zenodo.1291730>

Satakunta University of Applied Science. (2020). Writing Instructions [Intranet]. Retrieved June 18, 2020, from <https://oiva.samk.fi>

Shafiq, O. (2019). Anomaly detection in blockchain. [Master's thesis, University of Tampere]. Trepo. <http://www.urn.fi/URN:NBN:fi:tuni-201912056592>

Tampere University [@TampereUni]. (2020, September 1). On Monday 7 September we'll celebrate the opening of the academic year @TampereUni, this time online! Tampere Academic Symphony Orchestra [Tweet]. Twitter. <https://twitter.com/TampereUni/status/1300721686170476545>