INTRODUCTION

The Academic Journals Department of ANPAD has adopted the American Psychological Association (APA) style for citations and references in papers submitted to the Brazilian Administration Review (BAR) since August 1, 2005.

In case you have questions or experience difficulties regarding submission of your work to BAR, please contact us at bar@anpad.org.br.

Jorge Carneiro
Editor-in-Chief
Brazilian Administration Review
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This manual was developed by Nadia Machuca.
Publication Guidelines

The BAR is the international periodical of ANPAD (The Brazilian Academy of Management) and its mission is to contribute to a deeper understanding of Business Theory and its managerial implications by means of the international dissemination of relevant papers in theoretical development and empirical research produced by the Brazilian academia as well as by researchers from other countries.

BAR publishes articles consisting of theoretical development as well as empirical papers in the area of Business Administration. Different theoretical and methodological perspectives in the treatment of themes are acceptable as long as they are consistent and relevant. Papers with greater potential for having an international impact will be given preference. We understand that this impact can be caused by the theoretical development of the papers as well as empirical studies that have a national (or international) amplitude, papers that cover large Brazilian organizations, typical Brazilian organizations, or also those that consider cross-country comparisons. To be published in BAR, articles must bring relevant theoretical or empirical contributions.

The target audience of the BAR is the domestic and international academic community in the field of Business Administration. Submitted articles must be unpublished, both nationally and internationally, and should not be under consideration for publication in any other channel of communication. Papers published in conference proceedings may possibly be considered by the Editorial Council as long as they are in a final article format. The articles must be written in the English language. Texts written by a single author can be in the first person singular or in the third person impersonal, and articles with more than one author can be written in the first person plural or in the third person impersonal.

Beginning January 1st, 2007, ANPAD periodicals limited the number of articles submitted to BAR to two per author per year, independent of the author's position in authorship. As such, if any author who has not submitted an article to BAR in any given year submits an article co-authored by someone who has already submitted two articles to the same journal that year, the submitted article will be automatically rejected.
INSTRUCTIONS FOR SUBMISSION

Articles and professional commentaries should be submitted electronically, after creating an account. The Author Dashboard is where you begin the manuscript submission process. You can track the status and view the details of all your manuscripts in the journal’s ScholarOne Manuscripts site.

As part of the submission process, it is necessary to declare to which category your article should be placed in within the following fields:


This information is required at step 2 – Attributes. To begin the submission process, select the link in your dashboard’s Author Resources section: ‘Click here to submit a new manuscript’. Always follow journal instructions carefully when submitting manuscripts.

Documents that are not in compliance with the criteria and technical characteristics requested by ANPAD Academic Journals, based upon the section to which they are submitted, will not be accepted.

Steps for article submission

1. Submit a manuscript – 7 steps. Follow ScholarOne instructions carefully.

2. Fill out the data concerning all the authors, as solicited by the system.

3. Works that represent the publication of the same research with a different focus (for distinct audiences), or that have been previously presented in events, should explicitly mention these facts at the time of submission in ‘Cover Letter’ (Step 5).

4. Submit the file as a complete text without any identification of the authors, including: the title; the abstract containing the objective, methods, results, and conclusions (this abstract can be a maximum of 1,350 characters, including spaces); as well as three to five key words.

5. ANPAD Academic Journals do not use foot notes. Use the least number of notes possible, numbering them sequentially in the body of the text and including them at the end of the article (end notes), before the list of references.


The questions below should be necessarily answered by the authors and are part of the 1st stage evaluation of your article (Desk Review assessment). Responses should be submitted as supplementary file without identification of the authors called Summary Page. This summary should not exceed one page (3,500 characters with spaces) and include:
. Research objectives (500 characters with spaces): What are the research question(s) and main objectives?

. Theoretical framework (500 characters with spaces): What theories and conceptual models are supporting your explanatory model, if any, and guiding your selection of variables?

. Methodological design / approach (850 characters with spaces): What is your research strategy and why does it seem appropriate given the research question(s) and the theoretical framework? What data collection and data analysis procedures were used and why?[If appropriate] How can your population and sample be characterized? What precautions were taken in order to assure the validity of the study's constructs?

. Main findings (500 characters with spaces): What are the main results that can be drawn from your research? Do they help you test your study’s hypotheses or research propositions? Are they well supported by theoretical arguments? Do they corroborate or otherwise conflict with past results?

. Research limitations (500 characters with spaces): What aspects might limit, or somehow question, the conclusions you have reached?

. Contributions to academic knowledge, to managerial practice and/or to public policy (500 characters with spaces): What is novel and rich about your research and what does it add to our current stock of (theoretical, empirical or methodological) knowledge on the subject? How can academicians, practitioners or public policy-makers benefit from this study?

. Keywords (150 characters with spaces): Indicate from three to five key words.

7. The authors can continue to Step 7, in order to conclude the submission. Review the information for correctness and make changes as needed. After reviewing the manuscript proofs, you must click ‘Submit’ to complete your submission.

**Analysis of Submitted Texts – Evaluation Procedure**

Submitted documents are sent for evaluation after being verified for adherence to the editorial formatting and style.

The evaluation of articles consists of a system of triple blind review, in which the first reading is exclusively focused on evaluating the relevance of the submitted articles, their fit within the scope of the journal and aspects such as their originality and contribution to the area of submission. Only works considered by the editors and editorial board to be relevant for the community, and in particular to the journal’s readers, proceed to further stages of evaluation. After passing approval in this first stage of analysis, articles are sent for evaluation under a double blind review.
Important Observations

In order for the publication of Articles, the authors must sign a Author’s Rights Form, which will be mailed to the authors by e-mail, reserving the rights, including for translation, to BAR.

The institution and/or any of the editorial contingencies of this publication are not responsible for the opinions, ideas and concepts put forth in the texts: they are the complete responsibility of the authors.

Formatting of Texts

Paper
A-4 (29.7 x 21 cm)

Margins
Superior: 3cm; Inferior: 2cm; Right: 2cm; Left: 3cm

Program
Word for Windows 97 or later

Font
Times New Roman, 12 point (including titles, abstract, citations, and references)

Line spacing
Double (including titles, abstract, and references)

First line indent
1 cm

Paragraphs
Justified text

Bold
Used to give emphasis to terms, phrases and/or symbols.

Italics
Used only for words in a foreign language.

Title
The length of the title is up to 12 words. It should be placed at the beginning of the work, without identifying the authors.

Abstract
The summary can be a maximum of 1,350 characters, including spaces

Double quotation marks
Used for direct quotes as well as statements taken from interviews.

Single quotation marks
Used within double quotation marks to separate material that was within quotation marks in the original source.

Redaction (Verb tense)
Text submitted for an article with one author can be written in the first person singular or the third person impersonal. Those written by more than one author can be written in the first person plural or third person impersonal.

Abbreviations and acronyms
Use parentheses to introduce an abbreviation or acronym.

Brackets
Use brackets to separate material within parentheses or text inserted in a citation by another person who is not the original author.
Sections and subsections Add increasing, multilevel numbers indicating section and subsections, before their titles, which should follow the following format:

1 Environmental Education Within Companies
(Title with the initial letter of each word in upper case, justified, and in bold – preceded and followed by a blank line.)

1.1 Environmental education within companies
(Title with the first letter of the first word in upper case, justified, and in bold – preceded and followed by a blank line.)

1.1.1 Environmental education within companies
(Title with the first letter of the first word in upper case, justified, in bold and in italic – preceded and followed by a blank line.)

1.1.1.1 Environmental education within companies
(Title with the first letter of the first word in upper case, justified, and in italic – preceded and followed by a blank line.)

Article lengths Should not exceed 32 pages, including abstracts, key words, tables, figures and reference list.

Formatting of Tables and Figures

Tables and Figures should be used, according to the APA style (2010), when they allow the author to present a larger quantity of information to the reader, in a more efficient and more easily understood manner than in text, as long as it does not replicate the information already included in the text. Therefore, any information that is not in textual form should be in the form of a table or figure (that is, terms such as graphic, map, fluxogram, design, photograph, etc. should not be used). According to the APA style (2010) they normally “show numerical values or textual information (e.g., lists of stimulus words) arranged in an orderly display of columns and rows. A figure may be a chart, a graph, a photograph, a drawing, or any other illustration or nontextual depiction” (APA, 2010, p. 125). Tables are usually characterized by a line-column structure; thus, other types of illustrations, which differ from this characteristic, should be labeled figures.

Tables and Figures should be inserted in the body of the text, soon after their reference or citation.

Tables
Tables should be clear enough to be easily read, and formatted as follows:

Tables

Word for Windows 97 or later.

If the authors developed their tables using any other programs, such as Excel, please redo the tables using Word.

This manual was developed by Nadia Machuca.
Font Times New Roman, 10 point.

Line spacing Single

Spacing before and after 3 pt.

Colors Use only Black and White (Gray scale).

Title Table titles should be brief, clear and explanatory. They should be placed above the table, in the upper left corner, and just below the word Table (with the first letter upper case), accompanied by a designated number. The tables should be presented with sequential Arabic numbers within the text, such as: Table 1, Table 2, Table 3, etc.

Citation To cite tables in the text body, simply write the number referring to the table, for example: Table 1, Table 2, Table 3, etc. (the word ‘Table’ should be written with the first letter upper case). Never write ‘table below’, ‘table above’, or ‘table on page XX’, because the numeration of the article pages might be altered during formatting for publication.

Table notes Tables can have three kinds of notes: general notes, specific notes, and probability notes. The notes are presented in the left margin (without indentation) below the table (between the table and the note there should be two spaces). They should be ordered in the following sequence: general notes, specific notes, and probability notes. Each type of note should be presented in a new line. “Notes are used to eliminate repetition within the body of the table” (APA, 2010, p. 138).

General note: “A general note qualifies, explains, or provides information relating to the table as a whole and ends with an explanation of any abbreviations, symbols, and the like” (APA, 2010, p. 138). It is designated by the word Note and should be used to supply other sources of data that have been reproduced in the Table, or if the entire Table was a reproduction from another source. See example in Table 1.

Specific note: Refers to one column, line or item in particular, and should be indicated by lower case, superscript letters (a, b, c). See example in Table 1.

Probability note: indicates the results of significance tests and is indicated by an asterisk (*) or other superscript symbol. See example in Table 2.

Tables reproduced from another source These should be presented in a general note below the table, giving the complete source, even if it is an adaptation. The font Times New Roman, 10 point, Line spacing Single.

Examples


The basic components of a Table presented in the APA Manual (2010) are shown in the following model:

**Table X**

Numbers of Children With and Without Proof of Parental Citizenship

<table>
<thead>
<tr>
<th>Grade</th>
<th>Girls With</th>
<th>Girls Without</th>
<th>Boys With</th>
<th>Boys Without</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wave 1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>280</td>
<td>240</td>
<td>281</td>
<td>232</td>
</tr>
<tr>
<td>4</td>
<td>297</td>
<td>251</td>
<td>290</td>
<td>264</td>
</tr>
<tr>
<td>5</td>
<td>301</td>
<td>260</td>
<td>306</td>
<td>221</td>
</tr>
<tr>
<td>Total</td>
<td>878</td>
<td>751</td>
<td>877</td>
<td>717</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Girls With</th>
<th>Girls Without</th>
<th>Boys With</th>
<th>Boys Without</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wave 2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>201</td>
<td>189</td>
<td>210</td>
<td>199</td>
</tr>
<tr>
<td>4</td>
<td>214</td>
<td>194</td>
<td>236</td>
<td>210</td>
</tr>
<tr>
<td>5</td>
<td>221</td>
<td>216</td>
<td>239</td>
<td>213</td>
</tr>
<tr>
<td>Total</td>
<td>636</td>
<td>599</td>
<td>685</td>
<td>622</td>
</tr>
</tbody>
</table>


*A specific note appears on a separate line below any general notes; subsequent specific notes are run in.

* A Probability note ($p$ value) appears on a separate line below any specific notes; subsequent probability notes are run in.
### Table 1

**Hierarchical Multiple Regression Analyses Predicting Postabortion Positive Well-Being From Preabortion Social Support and Preabortion Social Conflict With Mother, Partner, and Friend**

<table>
<thead>
<tr>
<th>Source of social support and social conflict</th>
<th>Mother</th>
<th>Partner</th>
<th>Friend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predictor</td>
<td>ΔR²</td>
<td>β</td>
<td>ΔR²</td>
</tr>
<tr>
<td><strong>Step 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control variables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>.16***</td>
<td>.19***</td>
<td>.22***</td>
</tr>
<tr>
<td>Positive Affect</td>
<td>.31***</td>
<td>.32***</td>
<td>.35***</td>
</tr>
<tr>
<td>Negative Affect</td>
<td>-.25***</td>
<td>-.27***</td>
<td>-.30***</td>
</tr>
<tr>
<td>Step 3</td>
<td>.02</td>
<td>.05***</td>
<td>.01*</td>
</tr>
<tr>
<td>Social Support</td>
<td>.17*</td>
<td>.17***</td>
<td>.08†</td>
</tr>
<tr>
<td>Social Conflict</td>
<td>.09</td>
<td>-.08</td>
<td>-.06</td>
</tr>
<tr>
<td>Step 4</td>
<td>.01</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Social Support X Social Conflict</td>
<td>-.14</td>
<td>-.00</td>
<td>-.07</td>
</tr>
<tr>
<td>Total R²</td>
<td>.32***</td>
<td>.33***</td>
<td>.34***</td>
</tr>
<tr>
<td>n</td>
<td>153</td>
<td>455</td>
<td>373</td>
</tr>
</tbody>
</table>


aControl variables included age, race, education, marital status, religion, abortion history, depression history, and prior mental health counseling.

†p < .10. *p < .05. ***p < .001.

### Figures

In accordance with the APA style (2010), Figures can be:

- a chart, a graph, a photograph, a drawing, or any other illustration or nontextual depiction. At times the boundary between tables and figures may be unclear; however, tables are almost always characterized by a row-column structure. Any type of illustration that a table is referred to as a figure. (APA, 2010, p. 125)

Figures should be clear enough to be easily read, and formatted as follows:

This manual was developed by Nadia Machuca.
This manual was developed by Nadia Machuca.
Example of a Figure:

Figure 3. Similarity of Researchers Based on the Cited Authors
In the Figure 3 to facilitate the visualization of the network, only ties with higher degrees of similarity are represented (greater than 0.3). For the same reason, researchers belonging to the peripheral components are also excluded, with only the members of the five largest remaining.

Guidelines for Citations and References

Citations in the text body should include the author’s last name, the date of publication, and page number (if necessary), as conforms to the APA style (2010).

The reference list should include complete data for all authors cited, presented in alphabetical order at the end of the text, in accordance with the American Psychological Association style (APA, 2010).
APA Style

ANPAD Academic Journals use the American Psychological Association (APA) style for citations and references. We are including in this manual a brief summary with examples of this style to serve as a guide for authors planning on submitting articles.

Style Guide for Citations and References

General aspects

Comma use

Commas are used to separate authors' last names in citations within the text body as well as in the reference list.

Examples

Harrison, Newholm e Shaw (2005).

(Harrison, Newholm, & Shaw, 2005).


Use of 'and'

When authors' names are used outside of parentheses, separate multiple authors' names with commas while placing 'and' before the last author's name.

Examples

Moody and White (2003).

Grant, Hardy, Oswick and Putnam (2004).

Use of ‘&’

When authors' names are cited within parentheses, use the ‘&’ symbol before the last author's name.

Examples

(Moody & White, 2003).

(Grant, Hardy, Oswick, & Putnam, 2004).

In the reference list use ‘&’ before the last author's name.

Examples


When to use “p.” or “pp.”

For a direct quotes used in the body of the text and in the reference list, pages should be shown using ‘p.’ for a single page, and ‘pp.’ for two or more pages.

This manual was developed by Nadia Machuca.
In the text body


Reference list


Date of publication

The date of publication is an important element and should be added to both citations within the body of the text, as well as in the reference list.

Months and/or seasons of the year

When necessary, add the month or season that specifies the publication (proceedings, conference presentations, monthly periodicals, newspapers, magazines, newsletters, and weekly/daily publications) only in the reference list, placed after the publication year.

The months and/or seasons of the year should be indicated in a non-abbreviated form, using the original language of the publication. They should be written with the first letter upper case (Ex. January).

Works awaiting publication

For works that have been accepted for publication, but are not yet published, place in the normal location for the date of publication 'in press'. Don't indicate the date that the work is predicted to be published.

In the text body

Huber and Lewis (in press).

(Huber & Lewis, in press).

Reference List


When a publication date does not exist

When a document cited does not have a publication date available, n.d. should be added (no date).

In the text body

Pérez-Nebra, Borges and Torres (n.d.).

(Pérez-Nebra, Borges and Torres, n.d.).

Reference list


Unpublished works

For unpublished works, use the copyright year. For unpublished works, this is the year the work was produced.
Citation of authors

The method employed by the APA style is that of author-date, that is, the author’s last name and the date of publication (not including suffixes like Jr.). The text should be documented, citing the author and date of publication of any works researched or consulted. All authors cited in the text, and only those authors, should be included in the reference list with their complete information. This procedure is mandatory.

One author

The author’s last name should be written with the first letter in upper case and the rest lower case, independent of being within our outside of parentheses.

In the text body


(Morgan, 2006).

Reference list


Two authors

When the work has two authors, cite only the last names, followed by the publication date, each time the reference occurs in the text.

In the text body

Lee and Lings (2008).

(Lee & Lings, 2008).

Reference list


Three to five authors

When the work has three, four or five authors, add all of the last names the first time the work is cited the first time within parentheses and the first time outside of parentheses, followed by the publication date. For subsequent citations, include only the first author’s last name, followed by et al. and the publication date.

In the text body

First citation within and outside of parentheses

(Chang, Lee, Fu, Lin, & Hsuech, 2007).


Subsequent citations

Chang et al. (2007).

(Chang et al., 2007).

Reference list


Exception

If two references with the same year appear identical when abbreviated, cite the last names of the first authors and as many other of the authors as necessary, followed by et al., to distinguish between the two references.
Examples

First citation
As in Bradley, Ramirez e Sôo (1994) and Bradley, Sôo, Ramirez e Brown, (1994).

Subsequent citations
Bradley, Ramirez et al. (1994) and Bradley, Sôo et al. (1994).

Six or more authors
When a work has six or more authors, cite in the text only the first author's last name, followed by et al. and the publication date, but add all of the authors' names in the reference list.

In the text body
Scherer et al. (1987).

(Scherer et al., 1987).

Reference list

Exception
If two references with the same year appear identical when abbreviated, cite the last names of the first authors and as many other of the authors as necessary, followed by et al., to distinguish between the two references.

Examples
Snyder, Ilardi et al. (2000) and Snyder, Feldman et al. (2000)

(Snyder, Ilardi et al., 2000; Snyder, Feldman et al., 2000).

Reference list


Publication with various authors, but with only the first author and/or editor identified
When a publication only lists the name of the first author and/or editor, place the first author's name in the text, followed by et al. and the publication date, and in the reference list only include the first author's name followed by the abbreviation for the related position (Ed. or Coord. or Org.), n/a et al. (n/a: not applicable, not announced) and the publication date.

In the text body
Thietart et al. (2001).

Reference list

Publications by the same author in the same year
Various documents published by the same author, published in the same year, should be identified by adding the suffixes a, b, and c, after the year, without a space. In the reference list, they should be ordered alphabetically by title.
In the text body


(Pettigrew, 1992a, 1992b).

Reference list


Authors with the same last name

When citing various authors having the same last name, the authors’ initials should be included in all citations within the text body, even if the publication dates are different.

In the text body


Reference list


Authors with the same last names and identical initials

In this case, the authors’ entire names should be included in the text body, and in the reference list the first name should be inserted within brackets after the first name’s initial.

In the text body

Paul Janet, 1876.

(Paul Janet, 1876).

Pierre Janet, 1906.

(Pierre Janet, 1906).

Reference list


Individual organization as author

Corporations, associations, and governmental agencies, among others, should be written out in the first citation and abbreviated thereafter.

In the text body

First citation

World Tourism Organization (UNWTO, 2006).

(World Tourism Organization [UNWTO], 2006).
Subsequent citations
(UNWTO, 2006).

Reference list

Exception
If the organization’s name is short or if the abbreviation is not easily recognized, write it out each time it appears in the text.

Editor as author
When the author is also the Editor, place “Autor” instead of “editora”.

In the text body
American Psychological Association (APA, 2003).
(APA, 2003).

Reference list

No author (including laws and decrees)
In the text cite the first words of the title, or the title in its entirety if it is short, and the year. In this case include legal data (Laws, Decrees, among others). In the reference list, place the title in the position of the author.

Anonymous author
When the author of a work is designated as Anonymous, cite in the text the word ‘Anonymous’ for articles in English, followed by a comma and the publication date.

In the text body

Reference list

Secondary sources
For citations of a work discussed in a secondary source, indicate the author of the original work and the year (if possible), soon after adding ‘as cited in’, the author, year, and page of the secondary source where the citation is located. In the reference list, only list the data for the secondary source (the source that was actually used for consultation by the researcher). In the case of a direct quote, it is mandatory to include a page number.

In the text body
Reference list

Author with Jr., II, III etc. in the name
Don’t include suffixes such as Jr., II, III, etc., in citations found in the text. Instead, include them in the reference list after the last name and first initial, using a comma before the suffix.

In the text body
Reed (2002).
(Reed, 2002).

Reference list

Last names with prepositions and articles
For authors’ last names that contain articles and prepositions such as de, do, dos, von, van, vu, la, etc., disregard the prefix and treat it as part of the middle name.

In the text body
Boutellier, Gassmann and Zedtwitz (1999).
(Boutellier, Gassmann, & Zedtwitz, 1999).

Reference list

Exception
In case the article or preposition are part of the last name, treat the prefix as part of the last name and place in the reference list by the alphabetical order of the prefix.

In the text body
DeCoster (2004).
(DeCoster, 2004).

Reference list

Personal communications
When citing personal communications (letters, memorandums, electronic communications [email, discussion groups, message boards, and announcement boards] telephone conversations, and similar), because they are not data that can be recovered, do not cite them in the reference list. Therefore, cite personal communications only in the text itself. Supply the last name of the person, the initial, and the most precise date possible.

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

Entire website
Citation of a website in its entirety should be placed within the body of the text as the complete website address and the date the research data was retrieved, and does not need to be listed in the reference list.
Example  
This survey was accomplished in partnership with E-BIT (http://www.ebit.com.br, retrieved February, 15, 2010), a Brazilian company specializing in Internet purchasing research.

Table 3 displays some examples of citations.

Table 3

<table>
<thead>
<tr>
<th>Examples of Citations with Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of citations</td>
</tr>
</tbody>
</table>


Specific Examples of Citations

Citations with less than 40 words
Citations with less than 40 words should be incorporated within the text between Double quotation marks, such as.

Example
“They are typically antithetical dyads such as atomicity/continuum or analysis/synthesis, but also, occasionally, apola-triads such as constancy/evolution/catastrophic change” (Liu, 2006, p. 254).

Citations with more than 40 words
Citations with more than 40 words should be placed on a new line within an independent block, which is indented 1.0 cm from the paragraph’s left margin, without quotation marks, single spaced, and in Times New Roman font, 11 point font.

Example
The author states that as in Business Administration, all the strategic rationalization seeks first to distinguish the ‘environment’ and one ‘very own’, that is, the place of power, personal desire. Cartesian gesture, perhaps: circumscribe himself in a world bewitched by the invisible power of the Other (Certeau, 1990, p. 59).
How to organize works presented within parentheses

Citations of two or more works within the same parentheses should be organized in the same order in which they appear in the reference list.

Organize two or more works by the same authors in the order (ascending) of publication date.

Example

Organize two or more works by the same authors in the order (ascending) of publication date. Citations of works in production (in press) should be listed last.

Example

Citations of various authors in the same parentheses should be organized alphabetically by the last names of the first authors. Separate the citations by a semicolon.

Example

Exception
One citation can be separated from the other citations within the same parentheses by inserting a phrase before the remaining citations, which should be placed in alphabetical order.

Example
(Minor, 2001; see also Adams, 1999; Storandt, 2007)


Citations in notes

When an author was not, at any moment, cited within the body of the text, but is present in the notes (end notes), include complete reference information only in the body of the note.

Example
1 In the works by Battat, J., Frank, I., & Shen, X. (1996). Suppliers to multinationals: linkages programs to strengthen local companies in developing countries. Washington, DC: Foreign Investment Advisory Service, The World Bank, this transition is noted.

Specific Examples of References

The complete reference list should be included at the end of the text and in alphabetical order by the first authors' last names; reference with numbers should be listed as if the numbers were spelled out, following the APA style instructions.

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Organization of the reference list

The reference list should be placed in alphabetical order by the first authors' last names. Reference with numbers should be listed as if the numbers were spelled out, following the APA style instructions.

Works with the same first author should be organized by publication date, with the oldest article listed first.

Examples


Works by the same first author which precede works by multiple authors.

Examples


Works with the same first author with different second or third authors should be organized alphabetically by the last name of the second author or, if the second author is the same, by the last name of the third author, and so on.

Examples


Works with the same first author (or the same two or more authors in the same order) with the same publication date, should be placed in alphabetical order by the title.

Examples


Works by different authors with the same last name should be placed in alphabetical order by the authors' first names.

Examples


Authors with hyphenated first names
If the author's first name is hyphenised, include the hyphen and include a period after each initial.

Example

Titles of books, articles, and academic works
Only the first letter of the first word should be upper case, with the exception of proper names, commercial names, and universities.

Typographic resource
The *italic typographic resource* should be used to highlight publication titles.

Abbreviations
The use of periods in reference abbreviations.

Examples
(From Chapter 2, Vol. 1, 2nd ed., p. 6)
Ed. (edition)
Rev. Ed. (Revised edition)
Ed. (Eds.) (Editor/Editors)
Trans. (Translator/Translators)
n.d. (no date)
p. (pp.) (page/pages)
Vol. (Vols.) Volume/Volumes
Nº (Number)
Suppl. (Supplement)

Works without titles
Indicate the authors and publication date; between brackets indicate that the material is a description of the publication, not a title; do not use italics. Add the publication location, editor and/or necessary information to locate the document.

Example
This manual was developed by Nadia Machuca.
Last name, First initial (capitalized followed by a period). (Publication year within parentheses). *Title: subtitle* (if any) (additional information, if any). Publication location: Editor.

**Example**


**Complete book with editors**

Last name, First initial (capitalized followed by a period). (Ed. or Coord. or Org.). (Publication year within parentheses). *Title: subtitle* (if any) (additional information, if any). Publication location: Editor.

**Example**


**Edited book with only one author and one editor**

Place the author first, and then add the editor within parentheses after the title.

Last name, First initial (capitalized followed by a period). (Publication year within parentheses). *Title: subtitle* (if any) (First letter of editor’s first name, abbreviated and capitalized, followed by a period. Last name, Ed.). (additional information, if any). Publication location: Editor.

**Example**


**Book with additional information**

Any additional information supplied in the publication for the identification and access of the work (edition, report number, volume, etc.) should be indicated within parentheses soon after the title, and before the page numbers (Vol. 1, 2nd ed., p. 6). Don’t use a period between the title and the parentheses.

**Example**


**Book chapter**

Last name, First initial (capitalized followed by a period). (Publication year within parentheses). *Title: subtitle* (if any) (chapter number, pages). Publication location: Editor.

**Example**


**Book chapter, edited**

An edited book chapter should be presented in the following format:

Last name, First initial (capitalized followed by a period). (Publication year within parentheses). Title of the book chapter. In Editor’s first initial, capitalized and followed by a period. Editor’s last name. (Ed. Or Coord. Or Org.) *Title: subtitle* (if any) (additional information, if any, chapter pages). Publication location: Editor.

**Observations**

Indicate the initials and last name for all of the editors preceded by ‘In’ (for extensive reference books that a large editorial council, identifying the chief editor, followed by *et al.* is sufficient. In the case that there are only two names, place ‘&’ before the second name without a comma, and for three names or more place ‘&’ before...
the last name and use a comma to separate the names. Place after the final last name, within parentheses, the identification (Ed./Eds. or Coord./Coords. or Org./Orgs).
Indicate within parentheses, after the title, other additional elements (edition, volume, among others) that are important to access the work and the chapter. These elements precede the number of pages.

Examples

Revised edition
Add within parentheses after the Title (Ed. rev.), for articles in Portuguese, and (Rev. ed.) for articles in English.
Last name, First initial (capitalized followed by a period). (Publication year within parentheses). Title: subtitle (if any) (Ed. Ver. or Rev. ed.). Publication location: Editor.

Example

Collection
Last name, First initial (capitalized followed by a period). (Publication year within parentheses). Title: subtitle (if any) (Vol., ed., pp.). (Add the collection name). Publication location: Editor.

Example

Antique or translated works
In the case of a very old work, cite the original publication date for the work, followed by the year of the version used as actual reference, or the year of translation, when the original date is unknown, add ‘versão’ for articles in Portuguese, and ‘version’ for articles in English.
In the reference list indicate within parentheses, after the title, the name of the translators, (use ‘Trans.’) followed by the publication location, editor and, within parentheses, the publication year of the original article.
Last name, First initial (capitalized followed by a period). (Publication year within parentheses). Title: subtitle (if any) (additional information (if any) and translator’s First initial. Last name, Trans.). Publication location: Editor. (Original work published ____ and add the publication year).

In the text body
(Piaget, 1936/1952)

In the reference list
**Academic journals/Periodicals**

Academic journals should contain all additional important information necessary to identify and access the work soon after the title. Indicate the volume number (in *italics*), edition number (when available), pages and the Digital Object Identifier (DOI).

### Complete periodical/journal

In order to cite a complete edition of a periodical/journal in its entirety, indicate the authors of the edition, the title, volume, and (edition number within parentheses).

**Example**


### Exception

In the case where an edition does not have editors, place the title in the position of the author.

### Printed articles with DOI

Include the DPI number, when available, after the volume number (in *italics*), edition number (when available and within parentheses) and pages.

**Example**


### Printed articles without DOI

Last name, First initial (capitalized followed by a period). (Publication year within parentheses). Article Title, *Journal/Periodical name*, volume (edition number within parentheses) pages.

**Example**


### Periodicals or Journals with editors


### Supplement to a printed article

Add within parentheses after the volume number ‘Suppl.’, and the number if available.

**Example**


### Editorial

**Signed**

**Example**


**Unsigned**

**Example**


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Article from a monthly Magazine
Indicate the year and month for monthly periodicals and add the volume/number/collection/section, (if available) and pages.
Example

Article from a weekly periodical
Indicate the year, month and day for weekly periodicals, adding the volume/number/collection/section (if available), and pages.
Example

Article in a newspaper
Indicate the year, month, and Day, adding the number/collection/section and the number of pages, preceded by p. or pp.
Example

Article in an informative bulletin
Indicate the date presented for the edition (year, month, day), adding the number/collection/section and the number of pages, preceded by p. or pp.
Last name, First initial (capitalized, followed by a period). (year, month and day of publication). Article title. Bulletin/Paper name, number/collection/section, pages.

Electronic periodical
Use ‘Retrieved from’ and add the link (web address) to access the article.
Example

Electronic version of a printed periodical
Add between brackets, after the article title [Electronic version].
Example

Online articles with DOI
Include the DOI, when available, for online articles after the access link (web address).
Example
Online articles without DOI

Add the link (web address) to access the document after the volume, number and pages.

Example


Events – congresses, symposiums, conventions

Annals / proceedings

Indicate, within parentheses, the event’s publication year, followed by the month. Soon after the event’s complete name, add the city, state, country, and event number.

Last name, First initial. (year, publication month). Work title. Complete name for the event, city, state, country, event number.

Example


Poster session or paper presentation at meetings and symposia

Indicate within parentheses, the event’s publication year, followed by the month. Soon after the title, add the presentation session, city, state, country, and event number.

Example


Dissertations, theses, monographs, and capstone projects

Printed Dissertations and Theses

Last name, First initial (capitalized, followed by a period). (year of publication). Article title. (Type of document). Affiliated institution, city, state, country.

Example


Dissertations or Theses published on university websites

In the case of dissertations and theses available for consultation in a university’s digital library, add the web address used to access the work.

Example


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### Electronic media

**Electronic or digital documents**

Electronic documents **should indicate the publication year**, or in the case of a source that is regularly updated, add the most recent update date. Indicate, after the title, sufficient information to locate the material. Use the term ‘Retrieved’. The web address should be complete, allowing for immediate access to the document.

**Example**


**Electronic data archive/file or database**

Indicate the author or primary collaborator, the publication date (should be the year in which the data archive/file or database were first made available), Indicate the title and, within brackets after the title, indentify the source as a data archive/file or database. Don’t use a period between the title and the material within brackets. Indicate the location and name of the data supplier. Use the terms ‘Retrieved’. The electronic (web) address should be complete, allowing immediate access to the document.

**Examples**


**Personal communications**

Citation of personal communications (letters, memorandums, electronic communications [email, discussion boards, message boards, and electronic alerts], telephone conversations and similar). As these do not consist of recoverable data, **do not include them in the reference list**. Only cite personal communications within the body of the text. Supply the initials, the last name of the communicator and the most exact date possible.

**Examples**

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

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

**Entire website**

Citation of a website in its entirety should be placed within the body of the text as the complete website address and the date the research data was retrieved, **and does not need to be listed in the reference list**.

**Example**

This survey was accomplished in partnership with E-BIT (http://www.ebit.com.br, retrieved February, 15, 2010), a Brazilian company specializing in Internet purchasing research

**Computer, software, or programming language programs**

- If the individual has the authoring rights to the software, indicate their name as author; in other cases, treat such references as works without authors.

- Within brackets, soon after the title or additional information needed to identify and recover the source, identify the source as: a computer, programming language, or software program. Don’t use a period between the title and the material within brackets.

- Indicate the location and the name of the organization that produced the work in place of an Editor.

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• Indicate any additional information necessary to recover and identify the source between parentheses at the end of the title (for example, version number, if they are not part of the software).

• To reference a manual, give the same information. However, within the brackets after the title, identify the source as a computer program or software manual.

Examples


Manuals, textbooks, working papers, reports, and others

Manuals, unpublished documents, brochures, talking points

Include, after the title, the type of publication within brackets.

Example


Working paper


Technical and research reports

In the case that the responsible organization has assigned a number to the report, indicate this within parentheses after the title. Add the city and state of publication, the exact name of the specific department, division, agency, or institute that published or produced the report.

Example


Interview or Testimony

REFERENCES
