Student guidelines for papers at PRC, University of Groningen
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Objectives of the guidelines
These guidelines provide suggestions for formatting your course assignments, papers and thesis. These include both papers based on literature review and on own fieldwork. In this document, we refer to websites to ensure the information provided is always up-to-date.

Style and grammar
In academic writing, many elements should be taken into account. Although the use of references may be the most important, there are also guidelines for many other aspects of writing. Examples include, amongst many other things, the use of tables and graphs (e.g. where to place titles) and how to use numbers (spell out or use numerals). An overview of the most important style and grammar guidelines based on APA style can be found via the following link: https://apastyle.apa.org/style-grammar-guidelines.

Referencing
It should always be clear to the reader where the information in a paper is derived from. Try to locate the original source, this is preferred over an indirect source. Normally, information in the text is rendered in the own words of the writer of the paper. All references cited in the text must be listed in the reference section at the end of the paper, and vice versa. Please note that different institutes and journals work with different standards for references. The guidelines provided in this document are in line with APA style, a commonly used referencing style in social sciences. Please remember that the number one rule is to be consistent, regardless of which referencing system you use.

When using a reference manager, for example, RefWorks, Mendeley or EndNote, the corresponding reference style is APA 7th edition.

Two main elements of the APA referencing style (and of referencing in general) are the in-text citations and the reference list. A brief overview of how to correctly refer to sources in-text and to include various sources in the reference list, can be found via the following webpages:
- In-text citations:
    - Paraphrasing (including examples): https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing
    - Quotations (including examples): https://apastyle.apa.org/style-grammar-guidelines/citations/quotations
- Reference list: https://apastyle.apa.org/instructional-aids/reference-guide.pdf

Examples of common reference types in the reference list can be found via the following webpage:
- Reference list: https://apastyle.apa.org/instructional-aids/reference-examples.pdf

Additionally, more detailed information on in-text citations and reference lists can be found via webpages listed below:
- In-text citations: https://apastyle.apa.org/style-grammar-guidelines/citations
- Reference list: https://apastyle.apa.org/style-grammar-guidelines/references

RefWorks and Write-N-Cite

When working with a reference manager (for example RefWorks), it is often possible to download a plug-in for Microsoft Word and/or Google docs. This enables you to use (an abbreviated version of) the reference manager when writing in Microsoft Word. When using RefWorks, this plug-in is called Write-N-Cite.
- An overview of the RUG-supported reference managers (RefWorks, EndNote and Zotero) can be found here: https://www.rug.nl/library/manage-literature-data/collect-organise/?lang=en.
- We especially recommend you use this when writing your thesis. It is worthwhile to already become familiar with the programme when writing papers for other courses.
- To make an account for RefWorks, you can find more information at https://knowledge.exlibrisgroup.com/RefWorks/Product_Documentation/RefWorks_User_Guide/0200_Getting_Started_with_RefWorks.
- To install Write-N-Cite or its successor, RefWorks Citation Manager, you can find instructions here: https://libguides.rug.nl/umcg/refworks/Word.

Writing with AI

In contemporary times, the situation may arise where you use AI-generated text in your papers (e.g. writing with the help of ChatGPT). In this case, it is also important to refer accordingly. The next webpage provides information on how to reference to ChatGPT, large language models and/or AI-generated text: https://apastyle.apa.org/blog/how-to-cite-chatgpt.

The University of Groningen also provides specific information on how to use AI tools in education. This information can be found here: https://edusupport.rug.nl/2365784080. Course-specific instructions on the use of AI tools take precedence.

Although AI can be very helpful in writing, referring to the original source on which the information from AI-tools is based is always preferred.

Overview APA reference system 7th edition

Referring to a source in the text
One author

The APA-style is also known as the author-year system because the name of the author and the year of publication are inserted between brackets in the text. If the name of the author is already mentioned in the text, the year of publication (immediately behind the author's name) is sufficient. Examples:

> A commonly used model to study health-risk behaviour is the Health Belief Model (Becker, 1974).

> According to Stockwell (1966), the greatest heaping occurs on ages ending with zero; the second preference is for ages ending with five.

Multiple authors

If a publication is written by two authors, both of them are mentioned.
If a publication is written by three or more authors, only the first author is mentioned in the text followed by 'et al.'. Examples:

> Two commonly used models to study health-risk behaviour are the Health Belief Model (Becker, 1974) and the Reasoned Action Approach (Fishbein & Ajzen, 1975; Fishbein & Ajzen, 2010).

> In order to understand how American adults learn to become a parent, Harkness et al. (1992) applied cultural schema theory.

Multiple publications of one author

In case an author has multiple publications in one year, these will be referred to in the text and in the list of references at the publication year with the supplement 'a', 'b' etc. Supplements occur in order of appearance of the publications in the text. Example:

> The health expectancy concept was introduced in the 1960s (Sanders, 1964) and developed in the 1970s (Sullivan, 1966, 1971a, 1971b).

Multiple sources

When referencing to two or more sources in the same part of the text, the sources will be alphabetised, separated by semicolons and between one pair of brackets. Example:

> According to some authors, the entrepreneurial climate varies significantly within the Netherlands (Koster, 2004; Pellenbarg & Van Steen, 2007).

Chapter from a book

If you read an edited book in which the chapters are written by different authors, refer to the chapter you have used and the author(s) of that chapter. You do not use the name of the editor(s) of the whole book. In the reference list you will incorporate all the details of the publication including the author(s) of the chapter as well as the editor(s) of the book.

Websites

If you refer in the text to a website, include in your text the author(s)/organisation of the website and the year in which the website was recently updated. Please never include the URL of a website in the text!

Literal quotes

If you include a literal quote in the text, include besides the author and year of publication also the page number of the source of the quote. This simplifies the search of the reader for the context of the quote as well as the quote itself. The quote is placed between quotation marks. Example from paper by Lowe et al. (2023):

A critical development of performativity came from its application to gender by Judith Butler (1993, p.12), who defined performativity as a 'reiterative power of discourse to produce the phenomena that it regulates and constrains'.

Indirect referencing

Sometimes, you will refer to an author through a different source. This means you only have read the second source, and not the original. You only have to list the source you cite (the second one) in the references at the end of the paper. Examples:

The lives of people consist of different stages that are represented by distinct rules for relations with other people, responsibilities, duties, and behaviour (Becker 1989, cited by De Bruijn 1999, p. 146).

Datasets

In case of conducting secondary analyses of publicly archived data or archives of own data being presented for the first time, the author of the dataset needs to be cited as you would cite the author of any other text. The date for published data is the year of publication. For unpublished data, you should include the year(s) of collection. Example:

Paris et al. (2015) collated data using…

(National Institute of Water and Atmospheric Research [NIWA], 2020)

If citing existing data or statistics, it is preferable to cite the publication in which the data were published (e.g. journal article, report, webpage) rather than the data itself.

Legal documents

Existing legal references are usually already written in legal style and require few, if any, changes. However, the APA Manual uses American legal citation styles, therefore you might need to modify some APA rules to satisfy the legal citation standards you are utilising. Examples:

(Directive 94/62/EC, Article 7)

In the EU directive on packaging and packaging waste (Directive 94/62/EC) it is stated…

The reference list

Below you can find a list with examples on how to include various sources in your reference list at the end of a paper.

Journal article

Author(s), Initials. (Year). Title of the article. *Title of Journal, Volume* (issue), page numbers.

Example:
Thomassen, J. A. K. (2021). The roles of family and friends in the immobility decisions of university graduates staying in a peripheral urban area in the Netherlands. *Population, Space and Place, 27*(2), e2392.

Book with one author
Author, Initials. (Year of publication). *Title of the book.* Edition. Place of publication: Publisher.

Example:

Cresswell, T. (2008). *Place. A short introduction.* 2nd Edition. Oxford: Blackwell.

Book with multiple authors
Author, Initials. (Year of publication). *Title of the book*. Edition. Place of publication: Publisher.
Note: please include the names of all authors!

Example:

Gillespie, B. J., Wagner, W. E., & Hibbert, K. C. (2020). *A guide to R for social and behavioural science statistics.* Thousand Oaks: Sage Publications Inc

Book edited
Editor(s), Initials. (Ed.) (Year of publication). *Title of the book*. Edition. Place of publication: Publisher.

Example:

Valk, A.J.J. van der & Dijk, T. van (Red.) (2009). *Regional planning for open space*. London: Routledge.

Chapter of an edited book
Author(s), Initials. (Year of publication). *Title of the chapter*. "In" Initials and Surnames of the editor(s) (Ed.), Title of the book (page numbers). Place of publication: Publisher.

Example:

Meijering, L., & Bailey, A. (2023). *Homemaking and cohousing by postcolonial migrants in later life.* In Boccagni, P. (Ed.), Handbook on home and migration (p. 426-437). London: Edwar Elgar Publishing

Newspaper article
Author(s), Initials. (Year of publication). Title of article. Title of the Newspaper, day-month-year of publication.

Example:

Vlooswijk, E. (2018). Vooral door asielzoekers groeit bevolking tot 20 miljoen. De Volkskrant, 28-09-2018.

Report
Author/institute (Year of publication). Title of the report. Serial number. Place of publication: Publisher.

Example:

Adaawen, S. (2022). Human capital and mobility at the service of the green economy. Brussels: International Centre for Migration Policy Development.

Website
Author(s)/Organisation (Year). Title of the text. URL. If possible: Place of publication: Publisher.

Example:
> Van der Wiel, R., & Kooiman, N. (2019). Children of separated parents: Registered versus reported place of residence. *Statistics Netherlands.* https://www.cbs.nl/en-gb/background/2019/24/children-of-separated-parents-

Datasets
Author(s), Initials. (Year). *Title of the data set* (Version number) [Data set]. Publisher name. DOI or URL
Name of Group. (Year). *Title of the data set* [Unpublished raw data]. Source of unpublished data. Retrieved Month, dd, Year, from https://xxxx

Example:
> Evans, S. K. (2014). [Personnel survey] [Unpublished raw data]. University of Southern California.

> Paris, T., Kim, J., & Davis, C. (2015). EEG responses to two contexts of AV speech presentation [Data set]. Western Sydney University. http://doi.org/10.4225/35/54bf146fa4012

Legal documents
Legislation type and Number of Legislation. *Title of publication.* European Union, Name of the EU agency. URL

Example:
> Directive 94/62/EC. On packaging and packaging waste. European Parliament and Council. http://data.europa.eu/eli/dir/1994/62/oj