

Because of scientometric needs APA style is a required form of bibliographic information.

GENERAL RULES OF CREATING REFERENCES IN APA SYSTEM AND EXAMPLES OF REFERING TO IT IN THE TEXT

Creating references

General rules

1. References should contain only a list of such publications which the author refers to in the text of his/her work. Publications cited after other author should not be put in the references.
2. Descriptions of publications are listed alphabetically by authors' surnames or titles of publications (when the author is not given). Items should not be numbered in the references. Surnames of all authors of the work should be provided and the surname of the last author ought to be preceded by *and* conjunction
3. Works of one author are given by the year of issue, from the oldest to the latest. Works without the year of issue are listed before works with the year of issue, works in print – after works with the year of issue.
4. If some works of the same author were published in the same year, lower case letters a, b, c, d etc. should be put in after the year of publication (without space between a year and a letter) and moreover the descriptions of works published in the same year ought to be listed alphabetically by title.

Notations in a book published in English

In the bibliographic descriptions of publications issued abroad the spelling of abbreviations of such terms as editor, edition, number, volume, pages etc. is required in the language of the text.

BOOK

Nowak, E. (2017). *Analiza sprawozdań finansowych*. Wrocław: Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu.

Nowak, E., Kotapski, R., Kes, Z., and Klinowski, M. (2017). *Rachunkowość zarządcza*. Warszawa: Difin.

BOOK EDITED BY

Drelich-Skulska, B., Domiter, M., and Jankowiak, A. H. (Eds.). (2018). *International Business*. Wrocław: Publishing House of Wrocław University of Economics.

CHAPTER IN COLLECTIVE WORK

Jankiewicz, A. (1990). O emocjach inaczej. In P. Kowalski (red.), *Emocje i motywacje* (t. 3, s. 235-302). Warszawa: Wydawnictwo XYZ.

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins, & S. Jackson (Eds.), *Sport in your life* (pp. 307-334). South Melbourne: Thomson.

ARTICLE IN ENGLISH LANGUAGE JOURNAL

Agrawal, K., and Maheshwari, J. (2014), Default risk modelling using macroeconomic variables, *Journal of Indian Business Research*, 6(4), 270-285. DOI: xxx.

LEGAL ACTS

International Organization for Standardization. (2016). *Occupational health and safety management systems—Requirements with guidance for use* (ISO/DIS Standard No. 45001). Retrieved from http://www.iso.org/iso/catalogue_detail?csnumber=63787

Ustawa z dnia 27 lipca 2005 r. – Prawo o szkolnictwie wyższym (Dz. U. z 2005 r. Nr 164, poz. 1365 z późn. zm.).

Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States amending Regulation (EEC) No 1612/68 and repealing Directives 64/221/EEC, 68/360/EEC, 72/194/EEC, 73/148/EEC, 75/34/EEC, 75/35/EEC, 90/364/EEC, 90/365/EEC and 93/96/EEC (OJ L 2004, 158/77).

ELECTRONIC SOURCES

Corrigan, S. (1996). Human and organisational aspects of business process reengineering. Institute of Work Psychology, University of Sheffield. Retrieved from <http://bprc.warwick.ac.uk/shef-find.html>

World Health Organization. (2014). Norway. Retrieved from <http://www.who.int/countries/nor/en/>

Ordering of items with the same author in the first place

Nowak, E. (2017a). *Analiza sprawozdań finansowych*. Wrocław: Wydawnictwo Uniwersytetu Ekonomicznego.

Nowak, E. (2019a). *Analiza finansowa*. Wrocław: Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu.

Nowak, E. (2019b). *E-learning*. Warszawa: Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu.

Nowak, E., Kotapski, R., Kes, Z. i Klinowski, M. (2017). *Rachunkowość zarządcza*. Warszawa: Difin.

Nowak, E. (red.). (2017b). *Podstawy analizy finansowej*. Wrocław: Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu.

In-text citation rules

Situation 1: Kowalski and Nowak proved this thesis (2018, s. 34).

Situation 2: However, in these studies of marketing pioneers there were not normative contents (Webster, 1992).

Situation 3: Prepared model gained recognition of a lot of researchers (Smith and Irvine, 1999; Baran i Nowak, 2017, 2018; Zaleska, 2019).

In works published in English language the conjunction *and* and the abbreviation *p* are used (Kowalski and Nowak, 2017, p. 34).

In a situation of multiple citation of the work written by three or more authors, for the first time all family names are given and then the first name replacing the remaining with *et al/i in.*

The first reference to an item without an author (e.g. Główny Urząd Statystyczny [GUS]. (2016). *Jakość życia w Polsce*. Warszawa: Główny Urząd Statystyczny):

(Główny Urząd Statystyczny [GUS], 2016)

Next references: (GUS, 2016)

Reference to the act (Ustawa z dnia 27 lipca..., 2005) or (Ustawa o szkolnictwie..., 2015)

Works edited by are cited without (red./ed.)

Kowalski, J. i Nowak, L. (red.). (2018). *Podstawy marketingu*. Wrocław: Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu.

is cited as (Kowalski i Nowak, 2018)

INDIRECT CITATION

If the author wants to indicate a specific publication which he/she has not had direct access to and knows it only from a different source, primary source data (“author” and “year” or only “year” if a surname has appeared in the text) and secondary source data should be provided in the link. References should only include the secondary source (the one used by the author).

In English (Wolska, 1978, as cited in Krajewski 2018)

Detailed information can be found on <https://apastyle.apa.org>