



## CITATION GUIDELINES

Reference citation is a critical component of writing for publication. It adds academic credibility by providing authoritative sources for the statements made, enables readers to access those sources, and acknowledges that the information presented originates from others, not the author.

All materials submitted to Gyanodaya should be formatted following the American Psychological Association (APA) citation style. APA style employs the author-date citation method, in which the author's last name and the year of publication are included directly within the text.

### **APA In-Text Citation Formats and Examples**

In-text citations in APA style provide a brief indication of the source within the main text. They include the author's surname and the year in which the work was published. While giving in-text citations, ensure that the complete reference is listed at the end of the document. In-text citations can be given via two methods: parenthetical citation and narrative citation.

A parenthetical citation can be inserted anywhere within a sentence or placed at the end of the statement, immediately before the period. This type of citation can be used when you want to emphasize the information rather than the author.

In narrative citation, the surname of the author is part of the sentence. The publication year follows the author's name in parentheses. This type of citation can be used when you want to emphasize the author.

1. If the name of the author is given in the text, place the year of publication in parentheses right after the name.

Eg., Tharoor (1989) critiques the perception of India as an underdeveloped country, stating, "India is not an underdeveloped country but a highly developed one in an advanced state of decay."

2. If the name of the author is not provided in the text, insert the last name, comma, and year in parentheses.

Eg., India is not an underdeveloped country but a highly developed one in an advanced state of decay" (Tharoor, 1989).

3. If the name of the author and the publication date are mentioned in the text of your paper, there is no need to repeat it within parentheses.

Eg., In 1989, Tharoor critiques the perception of India as an underdeveloped country, stating, "India is not an underdeveloped country but a highly developed one in an advanced state of decay."

4. To help readers locate specific information within a book or on a website, include page numbers for books and paragraph numbers for web pages in your in-text citations.
  - Page numbers (preceded by p. for a single page or pp. for multiple pages) and paragraph numbers (preceded by para. or “¶”) should be included after the year of publication, separated by a comma.

*Note:* In the case of multiple pages, separate page numbers using an en dash. Eg. pp. 19-20.

**Book examples:**

- a) According to Tharoor (1989, p. 17), India is not an underdeveloped country but a highly developed one in an advanced state of decay.

**Web Page Examples (with paragraph numbers):**

Format for parenthetical citation: “Quote” (Author, Year, para. X).

Eg., Lime plaster "keeps homes cool" by reflecting sunlight and allowing moisture to escape (Paul, 2020, para. 9).

Format for narrative citation: Author (Year) stated that “quote” (para. X)

Eg., Paul (2025) stated that lime plaster "keeps homes cool" by reflecting sunlight and allowing moisture to escape (para 9).

- If a website lacks both page and paragraph numbers, cite the section heading and indicate the paragraph number within that section.

*Note:* Each computer or browser prints webpages with its own pagination, depending on factors such as font size, margins, printer settings, and device display. So, do not use the page numbers of webpages you print out. Likewise, never use Kindle location numbers; instead, use the page number (available in many Kindle books).

**Web Page Examples (without paragraph numbers and page numbers):**

Format for Parenthetical citation: Statement (Author, Year, under the [Section Title]).

Eg. Lime plaster is valued for its thermal insulation and sustainability (Paul, 2020, under the *Why Lime Plaster Deserves a Comeback* section).

Format for Narrative citation: Author (Year) explains that... (under the [Section Title]).

Eg. Paul (2020) explains the environmental benefits of lime plaster (under the *Why Lime Plaster Deserves a Comeback* heading).

5. If there are two authors in a work, it is required to cite both names every time the reference occurs in the text by using the term “and” to connect both names.

Eg., Verma and Sharma (2018, pp. 19–43) describe corruption as a heinous yet widespread crime. They note that the year 2011 will be remembered for global protest movements ranging from India to Athens, and from the ‘Arab Spring’ to the ‘Occupy Wall Street’ phenomena.

6. If there are two authors in a work and they are not included in the text, insert within parentheses the last names of the authors joined by an ampersand (&), and the year separated from the authors by a comma.

Eg. Corruption is a heinous crime that unfortunately is also ubiquitous. The year 2011 will be remembered for the protest demonstrations that occurred across the world from India to Athens, from the ‘Arab Spring’ to ‘Occupy Wall Street’ phenomena (Verma & Sharma, 2018, pp. 19–43).

7. If a work has three or more authors, cite only the first author’s last name followed by *et al.* and the year in every citation.

Eg., Abu Bakar et al. (2020, pp. 43–70) emphasize that being ethical or unethical in a workplace is an important position; it plays a crucial role in our attempt to lead meaningful and truthful lives.

**Note:** In case study writing, superscript numbers should be used instead of in-text citations, with the corresponding sources provided as footnotes or endnotes. Please ensure this citation method is followed when submitting cases to Gyanodaya.

## THE REFERENCE LIST

APA style recommends using a reference list rather than a bibliography for sources cited in a paper. A reference list includes only the works that are mentioned or cited within the text, not every source consulted during research.

When compiling a reference list in APA style, it is important to pay close attention to the following:

1. Sequence
2. Punctuation and spacing
3. Capitalization
4. Italicized

## ORDER OF REFERENCES IN THE REFERENCE LIST

- 1) List all entries in alphabetical order based on the last name of the first author.
- 2) Entries by a single author should appear before entries by multiple authors with the same first author.

Meikle, G. (2016). *Social Media: Communication, Sharing and Visibility*.

Meikle, G., Young, S. (2017). *Media Convergence: Networked Digital Media in Everyday Life*.

- 3) When multiple references have the same first author but different second or third authors, arrange them alphabetically by the last name of the second author, then the third, and so on.

Brown, A., & Clark, S. (2020). *Book title*.

Brown, A., & Davis, M. (2019). *Book title*.

Brown, A., & Smith, J. (2021). *Book title*.

- 4) When multiple references have the same authors listed in the same order, arrange them chronologically by publication year, starting with the earliest.

Johnson, M., & Lee, T. (2015). *Book title*.

Johnson, M., & Lee, T. (2018). *Book title*.

Johnson, M., & Lee, T. (2021). *Book title*.

- 5) When you have works by different authors who share the same last name, arrange the entries alphabetically by the author's first initials.

Taylor, A. R. (2017). *Book title*.

Taylor, J. K. (2019). *Book title*.

Taylor, M. L. (2020). *Book title*.

## EXAMPLES OF ITEMS IN A REFERENCE LIST

While the citation formats for books, journal articles, magazine articles, and other media are generally similar, there are some minor differences. References in the list should be double-

spaced, and each entry should use a hanging indent—meaning the first line is aligned with the left margin, and all following lines are indented.

## BOOKS:

### One author:

Format: Last Name, Initial(s). (Year). *Title of the book* (italicized). Publisher.

Eg., Tharoor, S. (1989). *The great Indian novel*. Viking.

### Two authors:

Format: Last Name, Initial(s)., & Last Name, Initial(s). (Year). *Title of the book* (italicized). Publisher.

Eg., Madhusudan, H., & Mantri, R. (2020). *A New Idea of India: Individual Rights in a Civilizational State*. Westland Publications.

### *If there are more number of authors*

- List **up to 20 authors** by last name and initials, separated by commas, with an ampersand (&) before the last author.
- *Only* if there are more than 20 authors, list the first 19, then ellipsis (...), then the final author's name.

### Society, association, or institution as author and publisher:

Format: Name of Organization. (Year). *Title of the work*. URL

Eg., Geological Society of India. (2025). *Journal of Geological Society of India*. <https://www.geosocindia.org/index.php/jgsi/issue/view/9864>

### Editor or Compiler as Author (Edited Book)

Format: Editor Last Name, Initial(s). (Ed.). (Year). *Title of book* (Edition). Publisher.

Eg. Sharma, R. K. (Ed.). (2022). *Perspectives on Indian archaeology*. National Book Trust.

### Chapter, Essay, or Article in an Edited Book

Format: Author Last Name, Initial(s). (Year). Title of chapter. In Editor(s) of book (Ed. or Eds.), *Title of book* (pp. page range of chapter). Publisher. DOI or URL (if available)

Jagannathan, S., & Rai, R. (2018). Formal and informal technologies of alternative organisational spaces within the state: An analysis of violence, wrongdoing and policing. In D. Vijay & R. Varman (Eds.), *Alternative organisations in India: Undoing boundaries* (pp. [page range if known]). Cambridge University Press.

**Note:** If the book is part of a multi-volume set and you're citing a specific volume, then you include the volume number after the book title like this:

Title of book (Vol. 2, pp. xx–xx)

## JOURNAL ARTICLES:

Format: Last Name, Initial(s). (Year). Title of the article. *Title of the Journal*, volume number(issue number), page range. <https://doi.org/xxxx> (if available).

Eg., Brown, H. A., Douglass, K. A., Ejas, S., & Poovathumparambil, V. (2016). Development and implementation of a novel prehospital care system in the state of Kerala, India. *Prehospital and Disaster Medicine*, 31(6), 663–666. <https://doi.org/10.1017/S1049023X16000960>

## Society, association, or institution as author:

Format: Name of Organization. (Year). Title of article. *Title of Journal*, volume number (issue number), page range. <https://doi.org/xxxx> (if available)

## NEWSPAPER ARTICLES

### Format for a print newspaper article (if author name is given)

Author Last Name, Initial(s). (Year, Month Day). Title of the article. *Title of Newspaper*, page number(s).

Eg., Upasani, S. (2025, May 31). Centre's FY25 net tax collections miss revised estimate by over Rs 58,000 crore. *The Indian Express*, p. 6.

### Format for an online newspaper article (if author name is given)

Author Last Name, Initial(s). (Year, Month Day). Title of the article. *Title of Newspaper*. URL

Eg., Nath, D. (2025, May 31). Going beyond AQI: Study shows why toxicity matters in measuring air pollution. *The Indian Express*. <https://indianexpress.com/article/explained/going-beyond-aqi-study-shows-why-toxicity-matters-in-measuring-air-pollution-10039417/?ref=todays-paper>

**Format for a print newspaper article (No author)**

*Title of the article.* (Year, Month Day). *Title of Newspaper*, page number(s).

Eg., *Indian economy grows faster than expected in fourth quarter. But near-term outlook remains unclear.* (2025, May 31). *The Indian Express*, p. 3.

**Format for an online newspaper article (No author)**

*Title of the article.* (Year, Month Day). *Title of Newspaper*. URL (for online) or page number(s)

Eg., *Ban on chess in Afghanistan: Only the brave may play.* (2025, May 22). *The Indian Express*. <https://indianexpress.com/article/opinion/editorials/ban-on-chess-in-afghanistan-only-the-brave-may-play-10020751/?ref=todays-paper>

**MAGAZINES:****Print magazine article (if author details are given)**

Format: Author Last Name, Initial(s). (Year, Month Day). Title of the article. *Title of Magazine*, volume number(issue number), page range.

Eg., Asoodani, K. (2025, June 22). Sustainability is a marathon. *Business Today*, 34(13), 12-16.

**Online magazine article (if author details are given)**

Format: Author Last Name, Initial(s). (Year, Month Day). Title of the article. *Title of Magazine*. URL

Eg., Sharma, R. (2015, May 11). IndiGo's Global Flight Path: Will the airline's plan to take on Air India on international routes fly?. *Business Today*. <https://www.businesstoday.in/magazine/cover-story/story/indigos-global-flight-path-will-the-airlines-plan-to-take-on-air-india-on-international-routes-fly-473650-2025-04-25>

**Print magazine article (No author)**

Format: *Title of the article.* (Year, Month Day). *Title of Magazine*, volume number (issue number), page range.

Eg., *Empowering Karnataka's Sustainable Future.* (2025, June 22). *Business Today*, 34(13), 23.

**Online magazine article** (No author)

Format: *Title of the article*. (Year, Month Day). *Title of Magazine*. URL

Eg., *The best AI tools in the World right now*. (2025, June 1). *Hashtag*.  
<https://hashtagmagazine.in/magazine/june-2025/>

**CORPORATE DOCUMENTS**

Format: Organization Name. (Year). *Title of the report* [Type of report]. Publisher (if different). URL (if online)

Eg., Tata Motors. (2023). *80<sup>th</sup> Integrated Annual Report 2024–25* [Annual report].  
<https://www.tatamotors.com/wp-content/uploads/2024/05/tata-motor-IAR-2024-25.pdf>

Ola electric. (2025). *Financial Results for FY 2024–25* [Financial report].  
[https://cdn.olaelectric.com/sites/evdp/pages/investor/financials/Ola\\_Electric\\_Mobility\\_Limited\\_Financial\\_Results\\_Q4\\_FY25.pdf?\\_gl=1\\*1yr5ryo\\*\\_gcl\\_au\\*MjA5MzI4NDgyOS4xNzQ4NjI4MTgx](https://cdn.olaelectric.com/sites/evdp/pages/investor/financials/Ola_Electric_Mobility_Limited_Financial_Results_Q4_FY25.pdf?_gl=1*1yr5ryo*_gcl_au*MjA5MzI4NDgyOS4xNzQ4NjI4MTgx)

**AUDIOVISUAL MEDIA****TV Episode**

Format: Writer Last Name, Initial(s). (Writer), & Director Last Name, Initial(s). (Director). (Year, Month Day). *Title of episode* (Season No., Episode No.) [TV series episode]. In Producer Name (Executive Producer), *Title of TV series*. Production Company.

Deshpande, D., Khader, Z., & Shetty, A. (Writers), & Krishnamoorthy, S. (Director). (2025, April 19). *Innovative ideas, inspiring journeys* (Season 1, Episode 1) [TV series episode]. In Manoj, V., Nanda, D., & Thomas, K. (Executive Producers), *Her Startup Show*. Trend Loud.

**Podcast Episode**

Format: Host Last Name, Initial(s). (Host). (Year, Month Day). *Title of episode* (No. episode) [Audio podcast episode]. In *Podcast Title*. Production Company. URL

Eg., Chowdhury, A., & Rekhi, D. (Hosts). (2025, May 30). *Patrick McGee on the Apple–China toxic nexus and where India stands* [Audio podcast episode]. In *Morning Brief Podcast (ET Online)*. Economic Times. <https://economictimes.indiatimes.com/news/morning-brief-podcast/morning-brief-podcast-patrick-mcgee-on-the-apple-china-toxic-nexus-and-where-india-stands/podcast/121506580.cms>



## YouTube Video

Format: Name of the individual or group who uploaded the video. (Year, Month Day). *Title of the video* [Video]. YouTube. URL

Eg., NDTV. (2025, May 31). *Full Speech: Jaishankar Openly Shames West For 'Interference' In India - 'They Judge Us And.....* [Video]. YouTube. <https://www.youtube.com/watch?v=qZcqn0ktLjo>

## For Content Generated by AI (like ChatGPT)

In-Text Citation: (OpenAI, 2023)

Format: Author/Organization. (Year). *Title of the model or version* [Description]. Source/Website URL

Eg., OpenAI. (2023). *ChatGPT (Mar 14 version)* [Large language model]. <https://chat.openai.com/>

## DATABASE

### Journal Articles from Academic Databases

If the article is widely available elsewhere (e.g., it's from a journal with a DOI or public access), cite it as if from the original source, not the database.

Format: Author, A. A. (Year). Title of article. *Title of Journal*, volume(issue), page range. <https://doi.org/xxx> (if available).

### Reports or PDFs from Government/Organizational Databases

Format: Author or Organization. (Year). *Title of document* (Report No. if available). Database Name. URL

### Data Sets from Databases

Format: Author or Organization. (Year). *Title of data set* [Data set]. Publisher or Database. URL

### Proprietary Content Only Available in a Database (No DOI or public access)

Format: Author, A. A. (Year). *Title of work* [Description]. Database Name.

**SOCIAL MEDIA**

Format: Author or Organization Name [@username]. (Year, Month Day). *Full text of the post up to the first 20 words* [Description of media]. Site Name. URL