



HAMK

Hämeen ammatti-
korkeakoulu



HAMK Referencing Guide

Valid from October 2024,
replaces the previous HAMK Referencing Guides

About the Guide

- The guide is divided into **two sections**: Section 1 The Basics (Why and how to use references?) and Section 2 Examples (Detailed instructions and examples for citing different types of sources).
- **Learn** to use both sections 1 and 2.
- You might come across a case not covered in this guide. In such cases, use your common sense. The important thing is to cite a reliable expert source you have used and to ensure that the reader can locate the same source.
- Finally, **make sure** that each entry in your reference list has a matching in-text citation that starts with exactly the same words.
- In addition, **make sure** that all the references are consistent.
- If you need more help, ask the lecturer in English or communications in your degree programme.

Two Sections of the Guide



Section 1

The Basics of Referencing

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The Basics of Referencing

- By default, **all contents of a report are written by its author**. Citations indicate when this is not the case.
- Citations are used to distinguish your own words and ideas from those taken from another source.
- The referencing style used in HAMK is based on **APA7 style**.
- **References must be marked as accurately as possible** so that the reader can locate the original information.
- **Be critical when selecting the sources you use**. For example, think about how well-known and highly rated the author is in their field of expertise, how recent the information is, and the extent to which the author is impartial.

Plagiarism

- Accurate referencing is one of the basics of responsible conduct of research.
- Plagiarism is the act of **presenting the work of another as your own. It must always be avoided.**
- **Examples of plagiarism:**
 - Using text or ideas without indicating the source.
 - Using text with only minor changes to the original (changing individual words or slightly altering the word order).
 - Word-for-word quotations not marked as direct quotations with quotation marks or indentation.
 - The absence of a source of information.
- Presenting a text or solution produced by AI as your own is also plagiarism. See section 1, p. 16 and section 2, pp. 55 and 56 for more information.

In-text Citations and Reference List Entries

- Identify the source you are using with 1) an in-text citation and 2) its counterpart in the reference list.
- Use in-text citations within your text. An in-text citation is placed within parentheses at the point where the referenced idea or information is mentioned.
- In-text citations must include the author, the year of publication, and (when applicable) the page number(s). For example:

(Sääksvuori & Immonen, 2008, p. 249) or (Hancock, 2020, pp. 14–16)

- Each in-text citation has a corresponding reference list entry, which provides more detailed information (except for nonrecoverable sources).
- An entry in the reference list must begin with the same name as the in-text citation. For example, the above examples would be written as follows in the reference list:

Sääksvuori, A., & Immonen, A. (2008). *Product lifecycle management*. Springer.

Hancock, J. F. (2020). *Strawberries*. CABI.

In-text citations: One or Several Sentences

It is very important to mark an in-text citation so that it encompasses all the text based on the sources.

- a) If the citation encompasses only one sentence in the text, insert the in-text citation within the sentence, i.e. place the final period only after the parentheses:

Researchers can appear in public in five different expert roles (Välvirronen, 2016, p. 59).

- b) If your citation encompasses more than one sentence, insert the in-text citation after the final period of the sentence. Do not insert a period inside the parentheses.

Researchers can appear in public in five different expert roles. These include popularizer, interpreter, critic, manager and participant. (Välvirronen, 2016, p. 59)

Narrative and Parenthetical Citations

There are two ways to create in-text citations:

- a) **Narrative citations, where the name of the author is integrated into the text as part of the sentence**, followed by the year and possible page number in parentheses:

According to Väliverronen (2016, p. 59), researchers can appear in public in five different expert roles. These include popularizer, interpreter, critic, manager, and participant.

- b) **Parenthetical citations, where the name of the author is mentioned in parentheses:**

Researchers can appear in public in five different expert roles. These include popularizer, interpreter, critic, manager, and participant. (Väliverronen, 2016, p. 59)

How to Create In-text Citations?

In-text citations consist of three elements: author, year of publication, and page number. Each period, comma, and space matters.

Author: Who is the author? Add the surname(s) or the name of the organization.

Year of publication: When was the work published?

Page number: Where to find the information? (If the source has page numbers)

In-text citation:

(Tomperi, 2013, p. 2)

How to create a reference list entry?

A reference list entry typically contains four elements: author, year of publication, title of publication, publisher/publisher and/or web address. Each period, comma, and space has its own important meaning.

Author: Who is responsible for the work? Surname and first letter of the first name, or the name of the organization or institution. (More information in Part 2, Examples)

Year of publication: When was the work published?

Title: What is the work called?

Publisher: Who has published the work? In online sources, add also the web address.

Entry in the reference list:

Järvinen, P. (2023). *Tekoäly ja minä – ihmisenä tekoälyn aikakaudella*. Tammi.

Page Numbers In-text Citations

N.B! Online sources also often have page numbers!

In-text citation	Reference list entry
<p>When referring to a single page, add the abbreviation p. followed by a space and the page number. (Traficom, 2020, p. 9)</p>	<p>Traficom. (2020). <i>Telecommunications Markets in the Nordic and Baltic Countries 2019</i>. https://www.traficom.fi/sites/default/files/media/file/Telecommunications-Markets-in-the-Nordic-and-BalticCountries-2019.pdf</p>
<p>When referring to multiple pages, add pp. (Scott & O'Brien, 2016, pp. 14, 16)</p>	<p>Scott, W. R., & O'Brien, P. C. (2020). <i>Financial accounting theory</i>. Pearson.</p>
<p>Use an en dash – between successive page numbers, not a hyphen - ! (Ha, 2020, pp. 14–15)</p>	<p>Ha, H. (2020). <i>Smart and adaptive traffic light system</i>. Bachelor's thesis. Electrical and Automation Engineering. HAMK. https://urn.fi/URN:NBN:fi:amk-2020102121485</p>

What to Do if Some of the Information is Missing?

Missing information	Solution	Reference list entry	In-text citation (parenthetical) (narrative)
All the elements present	Provide the author, date, title, and source of the work.	Author. (Date). Title. Source (such as publisher or web address)	(Author, year) Author (year)
Author	Provide the title, date, and source.	Title. (Date). Source. More information, if needed.	(Title, year) Title (year)
Date	Provide the author, write “n.d.” for “no date,” followed by the title and source.	Author. (n.d.). Title. Source.	(Author, n.d.) Author (n.d.)
Title	Provide the author and date, describe the work in square brackets, and then provide the source.	Author. (Date). [Description of work]. Source	(Author, year) Author (year)

In-text Reference: Direct Quotation

- **Sometimes you may want to quote an author directly**, especially when they have written something exceptionally well.
- A quotation should be connected to your text by means of an introductory sentence, a personal comment or a comparison with another source.
- Place a short direct quotation inside quotation marks:
 - According to the Publication Manual of the American Psychological Association (2021, p. 3), "student writing deserves the same level of care and attention to detail as that given to professional writing."
- A lengthy direct quotation is indicated visually by indenting the block of text, in which case there is no need for quotation marks.
- **Use direct quotations sparingly!**

Using Artificial Intelligence (AI)

- In the era of AI, accurate referencing has become increasingly important.
- Remember that AI is not a search engine or a reliable information source.
- AI can act as your support intelligence and your partner in the writing process.
- **Check the up-to-date instructions on using AI on the HAMK website:**
 - [Artificial Intelligence \(AI\)](#)
 - [AI user reminder list for students](#)
 - [Arene's recommendations for using AI](#)
- The use of AI is also regulated by HAMK's degree regulations.
- Do not use any confidential information in the AI prompt!
- For examples of citing AI, see section 2, pp. 56 and 57.

Reference List

- The reference list is located at the end of the work (eg. thesis, article or essay).
- It must include all the works cited in your text, with the exception of nonrecoverable sources (see Section 2, p. 25.).
- The sources are inserted in alphabetical order by last name of the author. All the sources are entered in the same list.
- The reference list entry begins with the exact same wording as the in-text citation.
- The reference list contains detailed information on a source: title, date, publisher, etc. It may also contain additional information, such as the name of the translator, edition number, etc.
- Use the Reference List style in HAMK's thesis template to format your reference list.

Reference List Example

APA. (2021). *Missing Reference Information*. American Psychological Association. <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

Government Decree on Security Classification of Documents in Central Government 1101/2019.
<https://www.finlex.fi/en/laki/kaannokset/2019/en20191101>

Hancock, J. F. (2020). *Strawberries*. CABI.

Hassan, Z. (2019). *Smart mailbox* [Bachelor's thesis, Häme University of Applied Sciences]. Theseus. <http://urn.fi/URN:NBN:fi:amk-201901271607>

ISO 9004:2018. (2018). *Quality management — Quality of an organization — Guidance to achieve sustained success*. International Organization for Standardization.

Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? *BioLiteracy*. <https://bioliteracy.blog/2018/09/15/can-we-talk-scientifically-about-free-will/>

Online Source: DOI, URN ja URL

A publication may have a permanent unique identifier, such as a digital object identifier (DOI), Uniform Resource Name (URN), or website Uniform Resource Locator (URL). The publication's DOI, URN, or URL is recorded in the list of references starting with <http://>- or <https://>. If a source has both a DOI and URN or URL, just enter the DOI. If a source has an URN and URL, just enter the URN. Enter the URL if there is no other identifier.

Example of a source with DOI:

Reilas, T., Katila, T., Kosola, M. & Virtala, A.-M. (2020). A registry-based study of declined foaling rates in Finnhorses. *Agricultural and Food Science*, 29(3), 189–197. <https://doi.org/10.23986/afsci.89440>

Example of a source with URN (many PDF files):

Kajander-Heinonen, E. (2020). *Sijoitusasiantuntijatyön tehostaminen LEAN-johtamisen keinoin* [opinnäytetyö, Hämeen ammattikorkeakoulu]. <http://urn.fi/URN:NBN:fi:amk-2020082019808>

Example of a source with a URL:

Piha, S. (2020). Kuluttajan psykologinen voimaantuminen. *Kulutustutkimus. Nyt*, 13(2), 48–65. <https://journal.fi/kulutustutkimus/article/view/84415/48419>

Shortening Web Addresses in the Reference List

- Shortening long web addresses is a matter of style, readability, and aesthetics. It is not mandatory.
- Shortening long DOIs: <http://shortdoi.org/>
- Shorten long URLs: <https://tinyurl.com/> or <https://urly.fi/>
- For example, the long DOI address of the article Phylogeny and Evolution of the Brown Algae <https://doi.org/10.1080/07352689.2020.1787679> is shortened to <https://doi.org/d7tc> in the Short DOI service.
- The URL address <https://www.bbc.com/news/entertainment-arts-53971956> is shortened to <http://tiny.cc/rfsqsz>.

Citation and Reference Management Tools

- You can use citation and reference management tools such as Zotero or Zbib, or Word's own citation tool.
- It is not mandatory to use these tools, but they may help in managing and citing sources.
- The citations must always follow the HAMK guidelines and be consistent with the language of the thesis, whether Finnish or English (for example in dates and page numbers)
- Be careful when entering data into the fields of the citation tool.
- Practice using the tools before starting to write your thesis.
- Citation tools do not necessarily fully adhere to either APA7 or this guide. Ensure that you check and, if needed, manually correct the in-text citations and reference list.

Section 2

Examples

Instructions for Reading the Slides

Each slide has a table showing:

- the instructions for in-text citations **on the left**
- the instructions for the corresponding reference list entry **on the right.**

The title of the slide indicates the type of source.

In-text citation	Reference list entry
(Instructions for the in-text citation)	(Instructions for the reference list entry)
The example citation.	The reference list entry corresponding to the example citation.

Section 2 Examples

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Nonrecoverable Sources

- **The basic principle is to use published, recoverable sources.** Use an unpublished source as personal communication only if no published source is available.
- Nonrecoverable sources include
 - lectures and speeches
 - personal emails and text messages
 - telephone and online conversations and personal interviews
 - personal letters and notes
 - resources on a company intranet or a learning management system (eg. Moodle)

In-text citation	Reference list entry
<p>The text should explain who the author is and what is type of source is cited. Only a narrative or parenthetical in-text citation is provided.</p> <p>In her lecture “Windows into Crisis and Trauma Work,” principal lecturer and psychotherapist Leena Packalén (personal communication, January 20, 2022) explained...</p> <p>OR</p> <p>A guide on Company X intranet... (Company X, personal communication, n.d.)</p>	<p>Nothing is listed in the reference list.</p>

Publication, One Author

In-text citation	Reference list entry
(Last name, publication year, p. page number)	Last name, first letter of first name. (Publication date). <i>Title of publication in italics</i> . Publisher or other source information.
(Nothhelfer, 2017, p. 122)	Nothhelfer, R. (2017). <i>Financial Accounting</i> . De Gruyter Oldenbourg.

Publication, Two Authors

In-text citation	Reference list entry
(Last name & Last name, publication year, p. page number)	Last name, first letter of first name. & Last name, first letter of first name. (Publication date). <i>Title in italics</i> . Publisher.
(Scott & O'Brien, 2020, p. 161)	Scott, W. R., & O'Brien, P. C. (2020). <i>Financial accounting theory</i> . Pearson.

Publication, 3-20 Authors

In-text citation	Reference list entry
Only use the first one of the last names followed by et al.:	Provide surnames and initials for up to 20 authors. The authors are listed in the same order as their names appear in the original publication.
(Last name et al., publication year, p. page number)	Last name, first letter of first name., Last name, first letter of first name., Last name, first letter of first name. & Last name, first letter of first name. (Publication date). <i>Title in italics</i> . Publisher.
(Venäläinen et al., 2019, p. 37)	Venäläinen, A., Ruosteenoja, K., & Lehtonen, I. (2019). <i>Projections of Future Climate for Europe, Uruguay and China with Implications on Forestry</i> . Finnish Meteorological Institute.

Publication, more than 20 Authors

In-text citation	Reference list entry
Only use the first one of the last names followed by et al.:	Include the first 19 authors , insert a comma, an ellipsis and the name of the final author.
(Last name et al., publication year, p. page number)	
(Campbell et al., 2019, pp. 140–142)	Campbell, C., Ma, H., Ringle, P. A., Parsons, M. W., Churilov, L, Bendszus, M., Levi, C. R., Hus, C., Kleining, T. J., Fatar, M., Leys, D., Molina, C., Wieratne, T., Curtze, S., Dewey, H. M., Barber, A., Butcher, K. S., De Silva, D. A., . . . Williams, M. (2019). Extending thrombolysis to 4.5–9 h and wake-up stroke using perfusion imaging: a systematic review and meta-analysis of individual patient data. <i>The Lancet</i> , 394(10193), 139–147. https://doi.org/10.1016/S0140-6736(19)31053-0

Multiple Sources in an In-text Citation

In-text citation	Reference list entry
<p>Use a semicolon to separate the publications.</p>	The publications are listed in alphabetical order.
<p>a) If the sources are of equal importance:</p> <p>(Last name(s), publication year, p. page number; Last name(s), publication year, p. page number)</p> <p>(Nothhelfer, 2017, pp. 122–123; Scott & O'Brien, 2016, p. 14)</p>	<p>Nothhelfer, R. (2017). Financial Accounting. De Gruyter Oldenbourg.</p> <p>Scott, W. R., & O'Brien, P. C. (2020). Financial accounting theory. Pearson.</p>
<p>b) If the first source is the most important, insert the instruction see also:</p> <p>(Scott & O'Brien, 2016, p. 14; see also Nothhelfer, 2017, pp. 122–123)</p>	<p>Nothhelfer, R. (2017). Financial Accounting. De Gruyter Oldenbourg.</p> <p>Scott, W. R., & O'Brien, P. C. (2020). Financial accounting theory. Pearson.</p>

Chapter or Article in an Edited Publication

This refers to a publication that contains chapters or articles by different authors and is edited by one or more editors.

In-text citation	Reference list entry
(Last name of the author of the article, publication year, page referred to)	Last name(s), first letter of first name(s). (Publication date). Title of the article. In a work, first letter of the editor's first name, last name (Ed.), <i>Title of the work in italics</i> (page range). Publisher.
(Eskola, 2018, p. 135)	Eskola, J. (2018). Laadullisen tutkimuksen juhannustaiat: Laadullisen aineiston analyysi vaihe vaiheelta. In R. Valli (ed.), <i>Ikkunoita tutkimusmetodeihin 2</i> (pp. 133–157). PS-kustannus.

Several Publications by a Single Author

There may be several publications by the same author that can also have the same publication year. If that is the case, they need to be distinguished by adding a lower-case letter after the publication year. In the list of references, the author's publications are listed from the oldest to the newest. Place citations with no date first, followed by works with dates in chronological order. If the author has also participated in a joint publication, their own publications are listed first, followed by co-authored publications.

In-text citation	Reference list entry
a) Publications by the same author, different publications years: (Last name, year, year, year) (Tomperi, 2013, 2015, 2024)	List the n.d. publications first: Tomperi, S. (2013). <i>Käytännön kirjanpito</i> . Edita. Tomperi, S. (2015a). <i>Kehittyvä kirjanpitotaito</i> . Edita
b) Publications by the same author within a single year: (Last name, yeara, yearb) (Tomperi, 2015a, 2015b)	Tomperi, S. (2015b). <i>Yritysverotus ja tilinpäätössuunnittelu</i> . Sanoma Pro. Tomperi, S. (2024). <i>Taloushallinto. Kirjanpito ja tilinpäätöskirjaukset</i> . Edita Oppiminen.
Separate the page numbers with semicolons: (Tomperi, 2015a, p. 23; Tomperi, 2015b, p. 51)	Tomperi, S. & Keskinen, V. (2011). <i>Käytännön kirjanpito: harjoituskirja</i> . Edita.
c) Publications by the same author, no year: (Last name, n.d.-a, Last name, n.d.-b, Last name, n.d.-c)	

Publication Year Unknown

Always research the source carefully! If the publication year is not mentioned anywhere, add the abbreviation n.d.

In-text citation	Reference list entry
Publication year should be replaced by the letters n.d. (no date).	Name of author or publisher as usual. (n.d.). <i>Title of publication in italics.</i> Requisite specifications.
(Author or publisher, n.d.)	
(National Museum of Australia, n.d.)	National Museum of Australia. (n.d.). <i>The fight for civil rights.</i> https://indigenoustrights.net.au/civil_rights
(MIELI Mental Health Finland ry, n.d.)	MIELI Mental Health Finland ry. (n.d.). <i>Kuule ja näe minut.</i> https://www.mielenterveysseura.fi/sites/default/files/materials_files/kuule_ja_nae_minut_.pdf

Publication Year Unknown, Same Author

If there are multiple publications by the same author without a publication year, they are distinguished by adding a hyphen and a lowercase letter after the “n.d.” abbreviation.

In-text citation	Reference list entry
(U.S. Census Bureau, n.d.-a)	U.S. Census Bureau. (n.d.-a). <i>Explore Census Data</i> . U.S. Department of Commerce. Retrieved August 26, 2020, from https://data.census.gov/cedsci
(U.S. Census Bureau, n.d.-b)	U.S. Census Bureau. (n.d.-b). <i>U.S. and world population clock</i> . U.S. Department of Commerce. Retrieved August 26, 2020, from https://www.census.gov/popclock Note: Include a retrieval date if the contents of the page are designed to change over time and the page itself is not archived

Translated Publication

In-text citation	Reference list entry
(Last name of the writer of the publication, publication year of the original/publication year of the translation, page(s) referred to)	Last name, first letter of first name. (Publication year of the translation). <i>Name of publication in italics</i> (First letter of the translator's first name. Last name, Trans.). Publisher. (Year in which original work was published written as four digits)
(Kurz, 2013/2017, pp. 92–94)	Kurz, H.D. (2017). <i>Economic thought: a brief history</i> (J. Riemer, Trans.). Columbia University Press. (Original work published 2013)

Website: General Instructions

In-text citation	Reference list entry
<p>Cite the author and the publication year of the website.</p> <p>E-publications may have page numbering. In this case, it must be entered in the in-text citation.</p> <p>Note: Do not use the web address as an in-text citation.</p>	<p>Examine the source carefully. The publication date should be either the exact publication or update date, or n.d. if neither is available.</p> <p>Note: The retrieval date is provided only if the website is regularly updated and it is likely that the same address may have different content later. The retrieval date is marked before the address as Retrieved dd Month, Year, from...</p>
<p>a) If the website has an individual author, use their surname in the in-text citation. (Karlsson, 2024)</p>	<p>Karlsson, J. (2024, Nov 4). <i>Kansalaistiede osallistaa Euroopassa</i>. Avoin tiede. https://avointiede.fi/fi/ajankohtaista/kansalaistiede-osallistaa-euroopassa</p>
<p>b) If the website has a group author (organization, company, government agency), use their full name. (Finnish Institute for Health and Welfare, 2023)</p>	<p>Finnish Institute for Health and Welfare (2024, Jan 31). <i>New Academy project uses wastewater surveillance to identify factors related to population health</i>. https://thl.fi/en/-/new-academy-project-uses-wastewater-surveillance-to-identify-factors-related-to-population-health</p>
<p>c) If the year of publication is not known, use n.d. (Destia, n.d.)</p>	<p>Destia. (n.d.). <i>About us</i>. https://www.destia.fi/en/about-us/</p>

Website: Examples

In-text citation	Reference list entry
(McGrath, 2020)	McGrath, M. (2020, Jun 8). <i>Climate change: older trees loss continue around the world</i> . BBC News. https://www.bbc.com/news/science-environment-52881721
(Finnish Institute for Health and Welfare, 2018)	Finnish Institute for Health and Welfare. (2018, Apr 1). <i>The Action Plan on Alcohol, Drugs, Tobacco and Gambling</i> . https://thl.fi/en/research-and-development/research-and-projects/the-action-plan-on-alcohol-tobacco-drugs-and-gambling
(Ruukki Construction Oy, n.d.)	Ruukki Construction Oy. (n.d.). <i>Kattomallisto</i> . Retrieved Aug 14, 2023, from http://www.ruukki.com/fin/katot/tuotteet/kattomallisto Note! This last example may need the retrieval date, as the content would be updated regularly and it is likely that different content will be found at the same address later on.

Website: Different Subpages on the Website

The source may consist of different subpages on the website of the same author/publisher. Mark your citation for every section of the publisher's website and not, for example, just for the main page, adding a small letter with the publication year or the abbreviation n.d. These letters are assigned when the references are placed in order in the reference list alphabetically by title.

In-text citation	Reference list entry
(Arnold, n.d.-a)	Arnold. (n.d.-a). <i>Arnold</i> . https://docs.arnoldrenderer.com/display/A5AF3DSUG/Arnold
(Arnold, n.d.-b)	Arnold. (n.d.-b). <i>Arnold Render Setup</i> . https://docs.arnoldrenderer.com/display/A5AF3DSUG/Arnold+Render+Setup
(Arnold, n.d.-c)	Arnold. (n.d.-c). <i>System</i> . https://docs.arnoldrenderer.com/display/A5AF3DSUG/System

E-book without Page Numbers, Audiobook

In-text citation	Reference list entry
<p>E-book, no page numbers: Mention which part or section you are referring to: e.g. the title of the chapter and the paragraph number in the chapter cited. If the chapters are numbered, use the numbers.</p>	<p>E-book, no page numbers: Reference e-books similar to printed books. Do not include online reading applications such as BookBeat, Kindle, etc.</p>
<p>(Maté, 2020, Chapter 10, paragraph 1) (Mönkkönen, 2018, chapter 2.3)</p>	<p>Maté, G. (2020). <i>In the Realm of Hungry Ghosts. Close Encounters with Addiction</i>. Penguin.</p> <p>Mönkkönen, K. (2018). <i>Vuorovaikutus sosiaalialan asiakastyössä</i>. Gaudeamus.</p>
<p>Audiobook: Identify the start of the cited section counting in hours, minutes, and seconds from the beginning:</p>	
<p>(Author's last name, publication year, time stamp)</p> <p>(Sinek, 2014/2020, 1.03.24)</p>	<p>Sinek, S. (2020). <i>Leaders eat last: why some teams pull together and others don't</i> (S. Sinek, Narr.) [Audiobook]. Penguin Random House Audio. (Original work published 2014)</p>

Article in a Magazine

In-text citation	Reference list entry
(Last name, publication year, p. page number)	Last name, first letter of first name (publication date). Title of article. <i>Magazine's name</i> , volume in italics (magazine number), page numbers of the article.
(Ford, 2020, pp. 14–15)	Ford, P. (2020). Your 2073-74 course selections. <i>Wired</i> , 28 (11), 14–17.

Article or News Item in a Newspaper

In-text citation	Reference list entry
<p>a) If the author is known:</p> <p>(Last name, publication year, p. page number)</p> <p>(Hess, 2019)</p>	<p>Printed</p> <p>Last name, first letter of first name (publication date). Title of article. <i>Name of the newspaper in italics</i>, section, etc.</p> <p>Hess, A. (2019, January 3). Cats who take direction. <i>The New York Times</i>, C1.</p>
<p>(Duke, 2020)</p>	<p>Digital</p> <p>Duke, S., (2020, October 26). Jack Ma no fan of ‘old people’ who regulate global banking. <i>The Times</i>. https://www.thetimes.co.uk/edition/business/jack-ma-no-fan-of-old-people-who-regulate-global-banking-hfmstk5x0</p>
<p>b) If the author is not known:</p> <p>“Title of the article/piece”, publication year) (“U.S. flood risk,” 2015).</p> <p>Note! The title may be abbreviated in an in-text citation.</p>	<p>Author(s) unknown</p> <p>U.S. flood risk could be worse than we thought. (2015, July 27). http://time.com/3973256/flooding-risk-coastal-cities/</p>

Article or News Item on a Website

In-text citation	Reference list entry
a) If the author/editor is known: (Last name, publication year, p. page number)	Last name, 1st letter of first name (date of publication). Title. <i>Site name in italics</i> . http://...
(Ossip, 2024)	Ossip, R. (2024, Oct 1). Hidden traces of humanity: what AI images reveal about our world. <i>The Guardian</i> . https://www.theguardian.com/news/2024/oct/01/hidden-traces-of-humanity-what-ai-images-reveal-about-our-world
(Shroff, 2024)	Shroff, L. (2024, Oct 2) Shh, Chat GPT. That's a Secret. <i>The Atlantic</i> . https://shorturl.at/KQzIB N.B! The web address is shortened in the example.
b) Unkown author or editor: ("Article title...", year published) ("With reactors offline...", 2024) N.B! In the in-text citation, the title can be shortened.	Article title. (date of publication). <i>The name of the journal or site in italics</i> . http://internetaddress.com With reactors offline, power price hits its autumn high. (2024, Oct 3). <i>Yle</i> . https://yle.fi/a/74-20115487

Article in a Scientific Journal

Note that scientific articles published online have a DOI (see Section 1, p. 19) or another permanent address that should be used in the reference list. In this case, the PDF or database address (see Section 2, p. 60) is not used.

In-text citation	Reference list entry
(Last name of the author of the article, publication year, p. page number)	Last name, first letter of first name (publication date). Title of the article. <i>Name of publication in italics</i> , volume number(publication number), page numbers of the article. The volume number is italicized, followed by the publication number in parentheses without italics.
(Polat, 2020, p. 12)	Polat, H. (2020). Investigating the use of text positions on videos: an eye movement study. <i>Contemporary educational technology</i> , 12(1). https://doi.org/10.30935/cedtech/7628
(McCauley & Christiansen, 2019, p. 2)	McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. <i>Psychological Review</i> , 126(1), 1–51. https://doi.org/10.1037/rev0000126

Master's or Bachelor's Thesis

Note that most theses have a permanent DOI address.

In-text citation	Reference list entry
(Last name, publication year, p. page number)	Last name, first letter of first name. (publication year). <i>Title of the thesis in italics</i> . [thesis, Name of the university of applied sciences]. Possible database. http://permanentaddress.com
(Hassan, 2019, pp. 18–20)	Hassan, Z. (2019). <i>Smart mailbox</i> [Bachelor's thesis, Häme University of Applied Sciences]. Theseus. http://urn.fi/URN:NBN:fi:amk-201901271607
(Last name, publication year, p. page number)	Last name, first letter of first name. (publication year). <i>Title of the master's thesis in italics</i> [Master's thesis, Name of the university]. Possible database. http://permanentaddress.com
(Lintala, 2018, p. 13)	Lintala, J. (2018). <i>Effective Fundraising through Digital Marketing Soi Dog Foundation</i> . [Master's thesis, Häme University of Applied Sciences]. Theseus. http://urn.fi/URN:NBN:fi:amk-2018121822337
(Kytäjä, 2022, p. 10)	Kytäjä, T. (2022). <i>Rakentamisen tuotannon suunnittelu ja ohjaus: työskentely työnjohtajana korjausrakentamisessa</i> [Thesis, Häme University of Applied Sciences]. HAMK's internal thesis archive.

Academic Dissertation

In-text citation	Reference list entry
(Last name, publication year, p. page number)	Published dissertation: Last name, first letter of first name. (Publication year). <i>Title of dissertation in italics</i> (series, if any, and number) [dissertation, Name of university]. Possible database. http://permanentaddress.com
(Ruuskanen, 2020, p. 84)	Ruuskanen, J. (2020). <i>Modelling nonlinear effects in high temperature superconducting magnets</i> (Tampere University Dissertations 202) [Dissertation, Tampere University]. Trepo. http://urn.fi/URN:ISBN:978-952-03-1419-4
	Unpublished dissertation: Last name, first letter of first name. (Publication year). <i>Title of the dissertation in italics</i> [unpublished dissertation]. Name of the university.
(Harris, 2014, pp. 22–25)	Harris, L. (2014). <i>Instructional leadership perceptions and practices of elementary school leaders</i> [unpublished dissertation]. University of Virginia.

Acts and Decrees

In-text citation	Reference list entry
<p>a) If you refer to an entire act, not a specific section: (Name of act/act number/year issued)</p> <p>(Government Decree on Security Classification of Documents in Central Government 1101/2019)</p>	<p>Name of act number of act/year issued. http://address.com</p> <p>Note: Section information is not included in the list of references. Government Decree on Security Classification of Documents in Central Government 1101/2019. https://www.finlex.fi/en/laki/kaannokset/2019/en20191101</p>
<p>b) If reference is made to a certain section, this should be added to the in-text citation (also the subsection, if needed):</p> <p>(Data Protection Act 1050/2018 § 4)</p>	<p>Note: The section number should not be included in the reference list. The web address should direct to the act/decreed, not to the specific section.</p> <p>Data Protection Act 1050/2018. https://finlex.fi/en/laki/kaannokset/2018/20181050</p>
<p>c) If each chapter of the law starts with section 1, the chapter number is also added (if necessary, the subsection): (Accounting Act 1336/1997 chapter 3 § 9 subsection 3)</p>	<p>Accounting Act 1336/1997. https://www.finlex.fi/en/laki/kaannokset/1997/en19971336</p>

Standard

In-text citation	Reference list entry
(Acronym of standard/year of entry into force, p. page number)	Electronic: Standard's acronym. (Year of entry into force). <i>Standard title</i> . Name of electronic service.
(ISO 3966:2020, 2020, p. 6)	ISO 3966:2020. (2020). <i>Measurement of fluid flow in closed conduits - - Velocity area method using Pitot static tubes</i> . SFS Online. https://www.iso.org/standard/75508.html
	Printed: Standard's acronym. (Year of entry into force). <i>Standard title</i> . Publisher.
(ISO 9004:2018, 2018, p. 22)	ISO 9004:2018. (2018). <i>Quality management — Quality of an organization — Guidance to achieve sustained success</i> . International Organization for Standardization.

Blog Post

In-text citation	Reference list entry
(Last name, publication year)	Last name, first letter of first name. (Publication date). Heading of blog post. Blog name. http://webaddress.com
(Klymkowsky, 2020)	Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? <i>BioLiteracy</i> . https://bioliteracy.blog/2018/09/15/can-we-talk-scientifically-about-free-will/
(Blomgren & Hiljanen, 2020)	Blomgren, J. & Hiljanen, I. (2020, November 5). Työtön vai työkyvytön? <i>Kela's Research Blog</i> . https://tietotarjotin.fi/tutkimusblogi/723013/tyoton-vai-tyokyvyton

Radio or TV Programme

In-text citation	Reference list entry
	Last name, first letter of first name. (dd Month yyyy) (title). Name of programme [file format]. Publishing platform. Webpage link.
(Favreau & Filoni, 2019)	Favreau, J. (screenwriter) & Filoni, D. (director). (2019, November 12). (season 1, episode 1) [TV series episode]. In TV series J. Favreau, D. Filoni, K. Kennedy & C. Wilson (producers), <i>The Mandalorian</i> . Lucasfilm; Golem Creations.

YouTube-video, Podcast, Webinar

In-text citation	Reference list entry
	Publisher. (dd Month yyyy). <i>Video name/title</i> [video]. Publishing platform. http://www.permanentaddress.com
a) YouTube (Harvard University, 2019)	Harvard University. (2019, August 28). <i>Soft robotic gripper for jellyfish</i> [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTYfxMs
b) Podcast (Bates, 2020)	Bates, K. G. (Host). (2020, October 3). <i>A New Look For The Fashion Industry?</i> [Audio podcast]. National Public Radio. https://www.npr.org/2020/10/02/919468357/a-new-look-for-the-fashion-industry
c) Webinar (Micka, 2020)	Micka, K. (2020, March 10). <i>Why Diversity and Inclusion Need to Be Small Business Priorities</i> . [Webinar]. SCORE Association. https://www.score.org/event/why-diversity-and-inclusion-need-be-small-business-priorities

Facebook, LinkedIn, X, Instagram

In-text citation	Reference list entry
a) Facebook, LinkedIn (Last name, year) (Niinistö, 2016)	<p>Last name, 1st letter of the 1st name (Year, Month date). Content of the post up to the first 20 words in italics [Status update or video]. Facebook/LinkedIn. Exact web address.</p> <p>Niinistö, S. (2016, March 16). <i>Joskus järkyttyy jo heti aamusta. Tänään kävi niin. Valtteri, 11-vuotias poika, kertoi tv:ssä kokemuksistaan. Häntä syrjitään ja nimitellään ihonvärinsä vuoksi</i> [Status update]. Facebook. https://www.facebook.com/niinisto/posts/1001325063238261</p>
b) X (Stubb, 2024)	<p>Last name, 1st letter of the 1st name, or username [the author's @username]. (Year, Month date). <i>Content of the post up to the first 20 words in italics</i> #hashtag [Description of possible audiovisuals] [x]. X. http://x.com/exact_address/</p> <p>Stubb, A. [@alexstubb]. (2024, Aug 8). <i>The United States, Egypt and Qatar have laid out a proposal for a ceasefire in Gaza and the release of hostages</i> [link whitehouse.gov] [x]. X. https://x.com/alexstubb/status/1821805717868687597</p>
c) Instagram (Uxgoodies, 2020)	<p>Last name, 1st letter of the 1st name, or username. [@username]. (Year, Month date). <i>Content of the post up to the first 20 words in italics</i>. [Status update or video. Instagram. https://www.instagram.com/exact_address</p> <p>Uxgoodies [@uxgoodies]. (2020, May 26). <i>Reasons People Uninstall Apps</i> [status update]. Instagram. https://www.instagram.com/p/CAxpxY7g-Qc/</p>

Figures and Tables: General Guidelines

- Each image and table should be mentioned and explained in the text before it occurs, for example: Figure 3 shows the themes arising from the analysis of the data, along with their sub-themes.
- Figures and tables are numbered consecutively and always referenced by their number.
- The caption, including the number and the in-text citation, is placed above the figure or the table.
- As a rule, visual citations can be used in a thesis if they are relevant to the content, the author is mentioned, and they have been published somewhere. Check for access restrictions individually.
- More information in the HAMK Thesis Template and in [ImagOA guide - Open science and use of images - LibGuides at Aalto University](#)
- If you edit a figure or a table, indicate it in the in-text citation (adapted from...): Table 3. Physical activity recommendation for 18 to 64 year olds (adapted from UKK-institute, n.d.).
- Add an alt text to figures and tables to ensure accessibility: [Video: Improve accessibility with alt text - Microsoft Support](#)

Figures and Tables: Examples

In-text citation	Reference list entry
Figure number. Title. (Author, year, page number).	Author. (year). Title of the figure [image/table]. Source.
Figure 1. Waste management in your municipality (Kiertokapula, n.d.).	Kiertokapula. (n.d.). Waste management in your municipality [image]. https://www.kiertokapula.fi/kiinteiston-jatehuolto/jatehuolto-kunnassasi/
Figure 4. Scrum roles and their relationship (Sachdeva, 2016, p. 16794).	Sachdeva, S. (2016). Scrum roles and their relationship [image]. Scrum methodology. <i>International Journal of Engineering and Computer Science</i> , 5(6), 16792–16799. https://doi.org/10.18535/ijecs/v5i6.11

Maps and Geospatial Information

See the websites providing map services for instructions on using and referencing maps. Use "copyright", "attribution" or "how to cite" as search terms, for example. Also verify if you need to indicate the source on the map itself. Map services may generate one automatically.

In-text reference	Reference list entry
Service provider. (year or n.d.).	Service provider. (n.d.). Title of the map [a map OR description of a map]. Retrieved Month, date, year, from URL as a hyperlink.
Figure 1. Route from HAMK's Hämeenlinna University Centre to HAMK's campus in Forssa (Google, n.d.).	Google. (n.d.). [Driving directions from HAMK Hämeenlinna to HAMK Forssa]. Retrieved Apr 28, 2022, from http://tiny.cc/1p3ruz

For your information: Since dynamically created maps (like Google Maps) do not have titles, the map's content should be described inside square brackets and include the date the map was searched. Because this is a description and not a map title, the information inside the square brackets should not be italicized.

AI as a Source

AI is not a search engine or a reliable source of information. AI can list the sources it uses, but often does not. **The author is always responsible for evaluating the sources and providing accurate information.** AI is developing rapidly, so always refer to HAMK's latest AI guidelines. (See Section 1, p. 16)

In-text citation	Reference list entry
(Developer of the AI, year)	Developer of the AI (year). AI used (and its version if known). [Large language model]. Retrieval date from web address.
(Open AI, 2023)	OpenAI. (2023). ChatGPT (version May 3, 2023) [Large language model]. Retrieved Aug 8, 2023, from https://chat.openai.com/
(Microsoft, 2024)	Microsoft. (2024). Copilot. Retrieved Sept 18, 2024, from https://copilot.microsoft.com/
Example: When asked “What is the most significant challenge of the platform economy’s proliferation?”, ChatGPT responds that it is the impact on traditional business models and labor markets (OpenAI, 2023).	OpenAI. (2023). ChatGPT (version May 3, 2023) [Large language model]. Retrieved Sept 2, 2024, from https://chat.openai.com/

Images Generated by AI

In-text reference	Reference list entry
<p>When referring to an AI-generated image in the text, specify exactly which program was used and when the image was generated. The caption must indicate that the image was created by AI. For example:</p> <p>Figure 1. An image of X generated by X.</p> <p>Under the image, use the words More information to explain the prompt used to create the image:</p> <p>More information: The image was generated by the program Adobe Firefly with the prompt x.</p>	<p>Developer of the AI. (year). AI used (and its version if known). Prompt given to the AI [image]. Retrieved on retrieval date from web address.</p> <p>Adobe. (2023). Adobe Firefly. Prompt [image]. Retrieved Dec 7, 2023, from www.examplelink.fi</p>

Note: If you decide to use an AI-generated image in your work, explain in detail the reasons for using AI and describe how you formulated the prompt. Confirm with your supervisor that the AI-generated image is allowed in your thesis. Additionally, review the terms of service of the service you are using, and never include any confidential information in the prompt.

If you use an AI-generated image that has already been published, cite the source as usual. In the More information section, mention that the image is AI-generated and include the prompts, if they are available.

Computer Software and Mobile Apps

Common software mentioned in the text, such as Microsoft, Adobe etc. does not need to be cited. However, provide citations and reference list entries when you quote or paraphrase information from any software or app.

In-text citation	Reference list entry
(Borenstein ym., 2014)	Borenstein, M., Hedges, L., Higgins, J. & Rothstein, H. (2014). <i>Comprehensive meta-analysis</i> (Version 3.3.070) [computer software]. Biostat. https://www.meta-analysis.com/
(Epocrates, 2019)	Reference to a specific point in the mobile application: Epocrates. (2019). Interaction check: Aspirin + sertraline. In <i>Epocrates medical references</i> (Version 18.12) [mobile app]. Google Play Store. https://play.google.com/store/apps/details?id=com.epocrates&hl=en_US

Published Research Data

Cite research data as a normal source when you have reused existing published research data.

In-text citation	Reference list entry
(D'Souza & Wiseheart, 2018)	D'Souza, A. & Wiseheart, M. (2018). <i>Cognitive effects of music and dance training in children</i> (ICPSR 37080; Version V1) [research data]. ICPSR. https://doi.org/10.3886/ICPSR37080.v1
(Pew Research Center, 2018)	Pew Research Center. (2018). <i>American trends panel Wave 26</i> [research data]. https://pewsocialtrends.org/dataset/american-trends-panel-wave-26/

Secondary Source

The source you are using may refer to another source. Try to locate the original source and cite the secondary source only if the original source is unavailable or you are unable to read it due to, for example, a language barrier.

In-text citation	Reference list
<p>Identify the expert source and explain why they are considered an expert on the topic.</p> <p>In the example below, the secondary source you have used is Berning who, in turn, cites the original source (Lünenborg).</p>	<p>Include only the secondary source (the source you have access to) in the reference list. In the example, the secondary source you have read is Berning.</p>
<p>a) Narrative citation: According to Nora Berning (2011, p. 23), Margareth Lünenborg (2005) defines authenticity as a quality that....</p> <p>Or b) Parenthetical citation: Autheticity is a quality that... (Berning, 2011, p. 23, according to Lüneborg, 2005).</p>	<p>Berning, N. (2011). Narrative Journalism in the Age of the Internet. <i>New Ways to Create Authenticity in Online Literary Reportages</i>. <i>Textpraxis</i>, 3(2). http://www.uni-muenster.de/Textpraxis/nora-berning-narrative-journalism-in-the-age-of-the-internet</p>

Databases: Special Cases

The names of databases and the URL addresses for the sources accessed in them are not generally mentioned, except in a few exceptional cases, such as online glossaries, and databases such as Cochrane, the JBI Database and Terveysportti, the content of which is not available anywhere else. If a source is not readily available to anyone, cite the general address for the online service or database.

In-text citation	Reference list entry
(Last name or the name of the service or organization, year, page number)	
(Rodriguez et al., 2020)	Rodriguez, M. B., Lethaby, A., Farquhar, C., & Duffy, J. M. N. (2020). Interventions commonly available during pandemics for heavy menstrual bleeding: an overview of Cochrane Reviews. <i>Cochrane Library</i> . https://www.cochranelibrary.com/
(Merriam-Webster, n.d.)	Merriam-Webster. (n.d.). Information. <i>Merriam-Webster.com dictionary</i> . Retrieved September 20, 2024, from https://www.merriam-webster.com/dictionary/information
(Joanna Briggs Institute, 2019)	Joanna Briggs Institute. (2020). Older People: Antipsychotics. [Recommended Practices]. <i>Joanna Briggs Institute Evidence-based Practice Database</i> . http://joannabriggs.org/

Specifying the Author's Role

When identifying an author who is neither a writer nor an editor, there are several special cases, as exemplified here. The author's role is specified in brackets. For example: Karukoski, D. (Director). See Section 2, pp. 49 - 50.

Publication type → Chosen author	In-text citation	Reference list entry
Film → director	(Karukoski, 2011)	Karukoski, D. (director). (2011). Napapiirin sankarit [film]. Sandrew Metronome.
Series on TV or streaming service → Main producer	(Kieksi, 2019)	Kieksi, S. (director and producer). (2019, Oct 1). Sinnittelyä nollatuloilla (season 4, episode 1) [TV series episode]. In documentary series <i>Some Deep Story</i> . Yle Areena. https://areena.yle.fi/1-50146948
Podcast episode → Presenter or narrator	(Tuomilehto, 2024)	Tuomilehto, H. (narrator). (2024, July 15). <i>Näin rakennat itsellesi paremmat unet</i> [audiopodcast]. Yle. https://areena.yle.fi/podcastit/1-71119492
Webinar → Moderator, host or instructor	(Micka, 2020)	Micka, K. (2020, March 10). Why Diversity and Inclusion Need to Be Small Business Priorities. [Webinar]. SCORE Association. https://www.score.org/event/why-diversity-and-inclusion-need-be-smallbusiness-priorities
Photograph → Photographer Streamed video → Person, group, or organisation that recorded the video	(Anand, Khan & Yasin, 2020)	Anand, C., Khan, M. & Yasin, D. (photographers). (2020). [Photography series from Kashmir]. The Pulitzer Prizes. https://www.pulitzer.org/winners/channi-anand-mukhtar-khan-and-dar-yasin-associated-press