

EDITORIAL REQUIREMENTS, ACCORDING TO THE APA STYLE, FOR THE PROBLEMS OF AGRICULTURAL ECONOMICS

1. **Text formatting:** Times New Roman font (12 pt.).

2. **In-text citations:**

a. One author: give the author's name and the year of publication of the source each time you cite the source; for sources published in the same year by the same author, add alphabetic designators to the year (e.g. 2001a); the principle applies also to more than one author of a given source.

Example:

As stated by Iksiński (2001)...

Research shows that... (Iksiński, 2001).

b. Two authors: give the names of both authors and the year of publication each time you cite the source; for sources published in the same year by the same authors, add alphabetic designators to the year (e.g. 2001a). Always use the conjunction "and" between the authors' names, even when citing a foreign language source.

Example:

As suggested by Iksiński and Nowak (1999)...

Research shows that... (Iksiński and Nowak, 1999).

c. 3–5 authors: first citation – give the names of all authors separating the names with commas and use the conjunction "and" between the two last names. For subsequent citations of the same source use "and co-authors" (for citations in the sentence structure) or "et al." (for citations that are not part of the sentence structure).

Example:

First citation:

As suggested by Nowak, Iksiński and Jankiewicz (2003)...

Research (Nowak, Iksiński and Jankiewicz, 2003) shows that ...

Subsequent citations:

The research of Nowak and co-authors (2003) shows that...

That research (Nowak et al., 2003)...

d. 6 or more authors: give only the first author's name, both for the first and subsequent citations, while other authors shall be termed as co-authors (for citations in the sentence structure) or replaced with abbreviation "et al." (for citations that are not part of the sentence structure). In the reference list, write the names of all authors of the source.

Example:

Nowakowski and co-authors claim that... (1997).

The first research on the issue (Nowakowski et al., 1997) suggests that....

e. Citing multiple sources at the same time: give the sources in alphabetical order, by the name of the first author. Subsequent sources must be separated by a semi-colon and put in parentheses. The years of publication of sources by the same author/authors must be separated by a comma.

Example:

(Iksiński, 2001; Nowak and Iksiński, 1999)

(Iksiński, 1997, 1999, 2004a, 2004b; Nowak and Iksiński, 1999)

- f. Citing indirect sources: used only in the body of the text, in the reference list cite only the source you have actually read.

Example:

As shown by Nowakowski (1990; as cited in: Zieniecka, 2007)...

Research suggests that... (Nowakowski, 1990; as cited in: Zieniecka, 2007).

3. Direct quotations:

always write the author/authors, the year of publication and page number (e.g. Iksiński, 1992, p. 224). Direct quotations (block quotations) of more than 40 words are set off in a separate indented paragraph (Example 1). Direct quotations of less than 40 words are in the same line as the body of the text and enclosed in quotation marks (“ ”) (Example 2).

Example 1:

Sztompka (2002, p. 11) explains sociology in the following terms:

It is said that sociology is a new learning dealing with a very old subject. Or that sociology has a very short history, but a very long past. In fact, it appears, as a separate branch of scientific knowledge, only in the 1st half of 19th century. The name “sociology” was introduced in 1838 by a French philosopher Auguste Comte, blending together the Latin *socius* (community, society) and Greek *logos* (wisdom, knowledge). In the middle of the century, the British thinker Herbert Spencer wrote first books containing the term “sociology” in the title. But the whole of the 19th century had to pass before sociology emerged as an established academic discipline taught at universities.

However, Giddens (1998) has a different view on sociology.

Example 2:

Sztompka (2002, p. 11) states “that sociology is a new learning dealing with a very old subject. Or that sociology has a very short history, but a very long past. In fact, it appears, as a separate branch of scientific knowledge, only in the 1st half of 19th century”.

4. Tables:

number all tables with Arabic numerals sequentially throughout the text. Write the table title in italics and the word table and its number in regular font. Put the table title above the table, in a line under the word table and its number. There is no full stop after the table number or at the end of the table title.

5. Figures:

write the figure title in regular font and the word figure and its number in italics. Put the figure title under the figure and write the number of the figure in Arabic numerals. Put a full stop after the figure number and at the end of the title. Put the figure title directly after the word figure and its number, i.e. in the same line.

6. Attached reference list:

The title „Reference List” is aligned to the left margin.

Create the reference list on a new page, at the end of the document, before appendices.

Reference list entries should be alphabetised by the last name of the first author of each source.

Each new entry in the reference list starts without any indentation, aligned to the left margin and subsequent lines of a given entry are indented 0.4 cm from the left margin (hanging indentation).

Reference list entries:

Below, find formats of reference list entries for basic sources (articles and books). Other more rare citation formats are described in detail in the 6th edition of the “Publication Manual of the American Psychological Association”.

- a. article in a journal paginated by issue: there is a separate pagination in each issue from one year (each issue begins with page 1):

Author, X., Author 2, X. Y., Author 3, Z. (year of publication). Article title. *Journal title, volume number* (issue number), first page–last page.

- b. article in a journal paginated by volume: subsequent issues from one year do not have a separate pagination (page one in the next issue continues the numbering from the former issue):

Author, X., Author 2, X. Y., Author 3, Z. (year of publication). Article title. *Journal title, volume number*, first page–last page.

- c. if an article has the DOI number (Digital Object Identifier), write the number at the end of the reference list entry:

Author, X., Author 2, X. Y. (year of publication). Article title. *Journal title, volume number*, first page–last page. DOI: xxxxx.

- d. book:

Author, X., Author, X. Y. (year of publication). *Book title*. Location: Publisher.

- e. edited book:

Author, X. (ed.). (year of publication). *Book title*. Location: Publisher.

- f. chapter in an edited book

Author, X. (year of publication). Chapter title. In: Y. Author, B. Author (eds.), *Book title* (p. first page–last page). Location: Publisher.

The APA style suggests to use citations without a colon after the capitalised preposition **In**, but we have decided to use the colon, i.e.: **In:**.

- g. if a given text is from a website and is not an article in a journal, a book or a chapter in a book, give the author, the date of publication (if available), the title and next put information on the website from which the text was retrieved:

Author, X. (year of publication). *Text title*. Retrieved from: website address.