



Guidelines for Citing References at Faculty of Economics & Business, University of Zagreb

The Faculty of Economics & Business, University of Zagreb, in accordance with the respective study programmes, uses the APA style (American Psychological Association) for citing the lists of references in writing bachelor's, master's, and PhD theses in English. The examples of citing the most frequent types of sources are given hereafter. More information on the APA style is available at:

- APA (2009.), *Publication Manual of the American Psychological Association*, 6th ed., Washington D.C.: American Psychological Association,
- Scribbr (2021.), APA Style guidelines (6th edition), Retrieved on 23 April from <https://www.scribbr.com/category/apa-style/6th-edition/>.

Important:

1. **The style** for citing references should be **followed consistently**. This includes all, even the minutest, elements of style – font style (normal or italics and similar), punctuation, etc. Furthermore, relying on the citation software (if used at all) is insufficient; it is necessary to check the output.
2. The sources are cited in alphabetical order as a comprehensive list and not as groups of sources.
3. The country of publisher's location is never cited, except for the USA where the federal state is included in the abbreviated form (e.g., Boston, MA).

Citing an authored book by up to seven authors

Note: All 7 names are fully cited.

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of book publication, 3. Title of book, 4. Edition (if available), 5. Publishing house location, 6. Name of publisher.

ENGL

Pološki Vokić, N., Obadić, A., & Sinčić Ćorić, D. (2019). *Gender Equality in the Workplace – Macro and Micro Perspectives on the Status of Highly Educated Women*. Cham: Palgrave Macmillan.



Citing an authored book by more than seven authors

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), or name of institution, 2. Year of publication, 3. Title of book, 4. Edition (if available), 5. Publishing house location, 6. Name of publisher.

ENGL

Osmanagić Bedenik, N., Dojčinović Drilo, D., Hernaus, T., Kopun, D., Kuric, D., Labaš, D. ... Žužul, M. (2010). *Kontroling između profita i održivog razvoja*. Zagreb: M.E.P.

Citing a book published by institution

The elements to be cited: 1. Name of institution, 2. Year of publication, 3. Title of book, 4. Edition (if available), 5. Publishing house headquarters location, 6. Name of publisher.

ENGL

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington D.C.: Author.

Citing an electronic book or e-book

Note: An electronic book or an e-book is a book publication made available in electronic form exclusively. If the book is also available in printed form, the latter is cited and not the electronic publication.

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of publication, 3. Title of book, 4. URL where book was published (website address where the e-book was retrieved from).

ENGL

Horak, H., Dumančić, K., Preložnjak, B., Šafranko, Z., & Poljanec, K. (2016). *Uvod u trgovačko pravo*. Retrieved from <https://www.efzg.unizg.hr/userdocsimages/PRA/2017%20-%20novi%20web/Publikacije/UVOD%20U%20TRGOVA%20PRAVO%202016.pdf>

Citing a chapter in an edited book

Note: Please refer to the title of the chapter, not to the book where it was published.

The elements to be cited: 1. Last name(s) of chapter author(s) followed by first name(s) initial(s), 2. Year of publication, 3. Title of chapter, 4. "In" indicating the book where the chapter is from, 5. Editor's last name(s) and first name(s) initial(s), 6. "Ed(s)" indicating editor(s), 7. Title of edited book, 8. Page range of chapter, 9. Publisher of edited book, 10. Location of publisher.

ENGL

Hernaus, T., Klindžić, M., & Marić, M. (2021). Creative Leadership and Work Role Proficiency: The Mediating Role of Employee Innovativeness. In A. McMurray, N. Muenjohn & C. Weerakoon (Eds.), *Handbook of Workplace Innovation across Developed and Developing Countries* (pp. 353-370). London: Palgrave Macmillan.



Citing an article published in a journal

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of publication, 3. Title of article, 4. Title of journal article was published in, 5. Volume of journal, 6. Issue number (in brackets), 7. Page range of article, 8. DOI of article (if available).

ENGL

Dabić, M., & Kiessling, T. (2019). The performance implications of knowledge management and strategic alignment of MNC subsidiaries. *Journal of Knowledge Management, 23*(8), 1-19. <https://doi.org/10.1108/JKM-03-2019-0129>

Citing an article published in conference proceedings

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of publication, 3. Title of article, 4. "In" indicating that article was published in a proceedings, 5. Editor(s) last name(s) name(s), 6. "Ed(s)" indicating one or more editor(s), 7. Title of proceedings, 8. Page range of article, 9. Location of proceedings publisher, 10. Name of publisher.

ENGL

Žager, K., Pavić, I., & Rep, A. (2020). The impact of brand valuation on company's financial position. In J. Šimurina, I. Načinović Braje & I. Pavić (Eds.), *Proceedings of FEB Zagreb 11th International Odyssey Conference on Economics and Business* (pp. 78-90). Zagreb: Faculty of Economics & Business.

Citing an article published in an electronic journal

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of publication and date of online publication (if available), 3. Title of article, 4. Journal title (if available), 5. Volume of journal and issue number (if available), 6. URL where article was published (website address where the article was retrieved from).

ENGL

Žager, L. (2020, June 13). Oprezno poslovanje jamči bolju bilancu. *Lider*. Retrieved from <https://lider.media/komentari/lajos-zager-oprezno-poslovanje-jamci-bolju-bilancu-131848>

Citing an authored article published in a working paper series

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year and month (if available) of online publication, 3. Title of article, 4. Title of working paper series, 5. Numerical mark or year/volume of publication or similar (if available), 6. Page range



of article, 7. URL where article was published (website address where the article was retrieved from).

ENGL

Kojić, V. (2021, March). *On a geometric programming approach to profit maximization: the case of CES technology* (EFZG working paper series, No. 21-05). Retrieved from <https://hrcak.srce.hr/file/370065>

Citing an article published on Internet

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s), 2. Year of publication on Internet, 3. Title of article, 4. Date of accessing article on Internet 5. URL where article was published (website address where the article was retrieved from).

ENGL

Smith, T. (2019). How to write a discussion section. Retrieved April 23, 2021, from <https://www.scribbr.com/dissertation/discussion>

Citing a document published on Internet

The elements to be cited: 1. Last name(s) of author(s) followed by first name(s) initial(s) or abbreviated name of institution, 2. Year of publication on Internet, 3. Title of document, 4. Indication of e-publication (EPub) 5. URL where document was published (website address where the document was retrieved from).

ENGL

Halliwell, J. F., Layard, R., Sachs, J. D., De Neve, J.-E., Aknin, L. B., & Wang, S. (2021). *World Happiness Report* [EPub]. Retrieved from <https://happiness-report.s3.amazonaws.com/2021/WHR+21.pdf>

Citing a text from Internet

The elements to be cited: 1. Internet page name, 2. "n.d." indicating there is no date, 3. Title of text, 4. Date of retrieval from Internet page, 5. URL where text was published (website address where the text was retrieved from).

ENGL

Ekonomski fakultet – Zagreb. (n.d.). Međunarodna suradnja. Retrieved April 23, 2021, from <http://www.efzg.unizg.hr>



Citing Internet database

The elements to be cited: 1. Name of organisation or Internet home page that founded database, 2. Retrieval year, 3. Name of database/document, 4. Indicate [Data file], 5. URL where database was published.

ENGL

Državni zavod za statistiku. (2021). *Sektorska klasifikacija institucionalnih jedinica prema ESA 2010 na dan: 23.04.2021* [Data file]. Retrieved from <https://www.dzs.hr/app/sektorizacija/#esa2010>

Citing legislation

The elements to be cited: 1. Title of law, 2. Name and number of official source, 3. Year of first publication of law.

ENGL

- Zakon o obveznim odnosima, Nar. nov. No. 35/05, 41/08, 125/11, 78/15, 29/18 (2005).
- Digital Millennium Copyright Act, Pub. L. No. 105-304, 17 U.S.C. § 512 (1998).

Citing master's or PhD thesis

The elements to be cited: 1. Thesis author's last name and first name(s) initial(s), 2. Year of publication of thesis, 3. Title of thesis, 4. Type of work, 5. Name of institution where thesis was defended, 6. Location of institution.

ENGL

Suša Vugec, D. (2020). *Organizacijska kultura i društveno upravljanje poslovnim procesima kao odrednice uspješnosti koncepta upravljanja poslovnim procesima* (Doctoral dissertation). Ekonomski fakultet u Zagrebu, Zagreb.