



# EDITORIAL PRESS Reference Style Guide

Citation formatting guidelines

APA 7

## Editorial Press Reference Style Guide

### 1. Scope

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This guide defines the reference and citation style for Editorial Press manuscripts. The default style is APA (7th edition) author–date. Journal-specific requirements may exist for article structure, peer review model, licensing, and APC/waivers, but APA 7 is the baseline citation style unless stated otherwise by the journal.

### 2. Rules

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1. Use author–date in-text citations: (Author, Year).
2. Every in-text citation must appear in the reference list, and every reference list entry must be cited in the text.
3. Reference list is alphabetized by first author’s surname.
4. Use sentence case for article, chapter, and webpage titles (capitalize only the first word and proper nouns).
5. Italicize journal title and volume number; italicize book titles.
6. Include DOIs whenever available in URL format: <https://doi.org/xxxxx>
7. Use a hanging indent for each reference list entry (Word: Paragraph → Special → Hanging).

### 3. In-text citations

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#### 3.1 Paraphrasing

1. One author: (Smith, 2023) or Smith (2023) argues ...
2. Two authors: (Smith & Lee, 2023) or Smith and Lee (2023) ...
3. Three or more authors: (Smith et al., 2023) or Smith et al. (2023) ...

#### 3.2 Direct quotations

1. Include page number(s): (Smith, 2023, p. 14) or (Smith, 2023, pp. 14–15).
2. If no page numbers (web): use paragraph number if available: (World Bank, 2022, para. 3).

#### 3.3 Multiple works in one parenthesis

Order alphabetically, separated by semicolons: (Brown, 2021; Smith, 2023; World Bank, 2022).

### 3.4 Same author, same year

Use letters: (Lee, 2020a, 2020b). The letters must match the reference list.

### 3.5 Group/organization as author

1. First citation: (World Health Organization [WHO], 2020).
2. Subsequent citations: (WHO, 2020).

## 4. Reference list formatting

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1. Alphabetize by first author's surname.
2. Use hanging indent for each entry.
3. List up to 20 authors. For 21+ authors: list first 19, then an ellipsis (...), then the final author.
4. Write initials for given names (e.g., Smith, J. A.).
5. Use an ampersand (&) before the final author in the reference list.

## 5. Reference examples (copy and adapt)

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### 5.1 Journal article with DOI

**Format:** Author, A. A., & Author, B. B. (Year). Title of article. Title of Journal, volume(issue), page–page.

<https://doi.org/xxxxx>

**Format:** Smith, J. A., & Lee, M. K. (2023). Market efficiency under structural breaks: Evidence from emerging markets. *Journal of Financial Studies*, 18(2), 101–128. <https://doi.org/10.1234/jfs.2023.0001>

### 5.2 Journal article without DOI

**Format:** Author, A. A. (Year). Title of article. Title of Journal, volume(issue), page–page.

**Note:** Include a URL only when the article is not easily retrievable via standard academic databases and a public URL is available.

### 5.3 Book

**Format:** Author, A. A. (Year). Title of book (Edition). Publisher.

**Example:** Jones, P. R. (2020). *Applied econometrics with examples* (2nd ed.). Academic Press.

#### 5.4 Book chapter in an edited book

**Format:** Author, A. A. (Year). Title of chapter. In E. E. Editor (Ed.), Title of book (pp. xx–xx). Publisher.

#### 5.5 Conference paper / proceedings

**Format:** Author, A. A. (Year). Title of paper. In E. E. Editor (Ed.), Title of proceedings (pp. xx–xx). Publisher/Association.  
URL (if publicly available)

#### 5.6 Working paper

**Format:** Author, A. A. (Year). Title of working paper (Working Paper No. xxx). Institution. URL

#### 5.7 Report (organization)

**Format:** Organization Name. (Year). Title of report. Publisher. URL

**Example:** World Bank. (2022). World Development Report 2022: Finance for an equitable recovery. World Bank.

<https://www.worldbank.org/>

#### 5.8 Webpage

**Format:** Author/Organization. (Year, Month Day). Title of webpage. Site Name. URL

**Note:** If the author and site name are the same, omit the site name.

#### 5.9 Preprint

**Format:** Author, A. A. (Year). Title of manuscript [Preprint]. Repository Name. DOI/URL

#### 5.10 Dataset

**Format:** Author/Organization. (Year). Title of dataset (Version) [Data set]. Repository. <https://doi.org/xxxxx>

#### 5.11 Software / code repository

**Format:** Author/Organization. (Year). Title of software (Version) [Computer software]. Publisher/Repository. URL

**Example:** Doe, J. (2025). Replication code for: Market efficiency under structural breaks [Computer software]. GitHub.

<https://github.com/example/repo>

## 6. Common errors to avoid

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1. Missing references for cited claims (every citation must be in the reference list).

2. Reference list entries not cited anywhere in the text.
3. Wrong capitalization (APA uses sentence case for most titles).
4. Missing DOI when one exists.
5. Inconsistent author spellings or year mismatches between text and reference list.
6. Using “et al.” in the reference list (APA requires listing authors, not et al., except the 21+ rule).

## 7. Support

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If you have questions about APA formatting or references, consult the journal’s “For Authors” information or contact the editorial office: [INSERT OFFICIAL EMAIL].