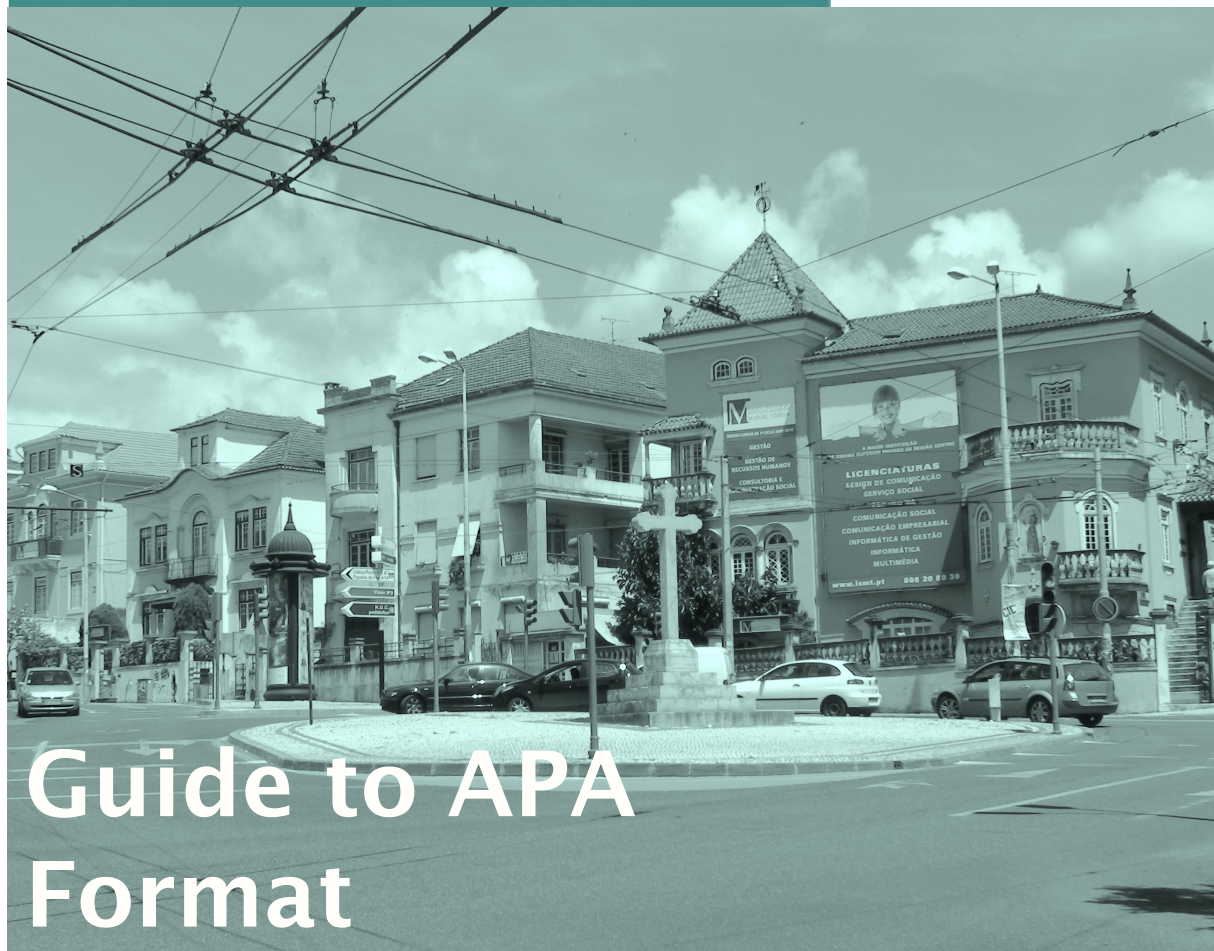


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Guide to APA Format

2021

Departamento de Investigação & Desenvolvimento

Conselho Pedagógico

Escola Superior de Altos Estudos

INSTITUTO SUPERIOR MIGUEL TORGA

Introduction

The purpose of this document is to standardize the presentations of works from the first and second cycles of learning. This document establishes the referencing rules for all school work at Instituto Superior Miguel Torga. The rules for submitting work at Instituto Superior Miguel Torga closely follow the standards of the American Psychological Association (APA, 2020).

How to make references in the course of the text

Most statements should be supported by quotations when they are not the direct result of research work. In the course of the text, the quotation can be in the form of a transcription, paraphrase or summary. Regardless of the format, the citation must always be accompanied by proper referencing, indicating the authors' surnames and the dates of their work in accordance with the rules described for the various situations. In each example, there are two examples of in-text citations: in brackets or in narrative form.

Two authors. Write the first author's surname followed by the second author's surname:

- Text, text, text (Oliveira & Amaral, 2006).
- According to Oliveira and Amaral (2006) text, text.

Three or more authors. Only write the first author's surname followed by the abbreviation **et al.**:

- Text, text, text (Oliveira et al., 2006) text, text.
- According to Oliveira et al. (2006), text, text.

Various works cited in the same bracket. Sort alphabetically first and then chronologically, if you have more publications by the same author/group of authors:

- Text, text, text (Barros & Pimentel, 2005, 2007; Lopes, 1999; Monteiro et al., 2003, 2005; Vicente et al., 2005).

An author/group of authors with more than two works in the same year. Use the letters of the alphabet as suffixes after the year:

- Text, text, text (Sequeira, 2002a, 2002b) ...
- In the studies by Sequeira (2002a, 2002b) text, text.

Specific quotations (transcriptions or very close to the original). Indicate the page from which you took them. The reader should be able to find the reference without having to read the whole book:

- Text, "text, text" (Axenfeld, 1866, p. 422) text, text.
- According to Axenfeld (1866, p. 422) "text, text".

The author is an organization. Write the full name and acronym as follows:

- For the first time: Text, text, text (World Health Organization [WHO], 2009).
- The second time: Text, text, text (WHO, 2009).
- In narrative form: According to the World Health Organization (WHO, 2009).

Work cited without date (usual on websites). Write the author's name followed by the indication n.d. ("no date"):

- Text, Text, text (Associação Protectora dos Diabéticos de Portugal [APDP], n.d.) text.
- According to the Associação Protectora dos Diabéticos de Portugal (APDP, n.d.).

Personal communication (interview, e-mail message, personal letter, etc. from an individual of recognized scientific merit):

- M. Mahoney (personal communication, July 5, 1993).
- According to M. Mahoney (personal communication, July 5, 1993).

Website without particular information (e.g. calculator). No entry in the final list of references or in-text citation is required. Indicate the name of the website in the text and include the URL in brackets.

"We created our survey using a Google template (<https://www.google.com/forms/about/>)"

Software and mobile applications. Mention the name of the program or application and the version used (if known) in the text, without providing a citation in the text or indicating it in the final list of references.

- "Thedata was analyzed with IBM SPSS Statistics (Version 25)."
- "Customers had installed the Facebook application on their cell phone."

Note. When citing articles, do so only with indexed works (submitted for independent review). Pubmed, EBSCO, Web of Science or Scopus websites provide lists of all the bibliography that meets these requirements. Don't use general books or websites in your work. This type of literature is called gray literature.

How to make references at the end

In the final list, the references are organized in alphabetical order of the authors' surnames and then in chronological order when the author's name is repeated. All names that appear in the body of the text must appear in the References section. This section does not include works that have not been cited in the text. Here are some examples of the most common specific situations. For other situations, see the APA manual (2020).

Books

Complete book, one author

Guadalupe, S. (2010). *Intervenção em rede: serviço social, sistémica e redes de suporte social*. Imprensa da Universidade de Coimbra.

Complete book, two to twenty authors, later edition

Lezak, M. D., Howieson, D. B., & Loring, D. W. (2004). *Neuropsychological assessment* (4ª ed.). Oxford University Press.

Complete book, revised edition

Lemos, M. (1922). *A. N. Ribeiro Sanches* (ed. rev.). Imprensa da Universidade de Coimbra.

Complete book, more than twenty authors

Wiener, C., Harrison, T. R., Fauci, A. S., Braunwald, E., Bloomfield, G., Kasper, D. L., ... Loscalzo, J. (2008). *Harrison's principles of internal medicine, self-assessment and board review* (17ª ed.). McGraw-Hill.

Complete book, organizational author

World Health Organization. (1994). *The ICD-10, Classification of mental and behavioural disorders*. WHO.

Complete book, publisher

Halligan, P. W., & David, A. S. (Eds.). (1999). *Conversion hysteria: Towards a cognitive neuropsychological account (Cognitive neuropsychiatry)*. Psychology Press.

Complete book, without mention of author or publisher

Dicionário de Latim-Português. (2001). (2ª ed.). Porto Editora.

Complete book, multiple volumes

Janet, P. (1919). *Les médications psychologiques. Études historiques, psychologiques et cliniques sur les méthodes de la psychothérapie* (Vols. 1–3). Alcan.

Complete book, translation

Newman, P. (2004). *História do terror, o medo e a angústia através dos tempos* (N. Batalha, Trad.). Ed. Século XXI, Lda. (Trabalho original em inglês publicado em 2003)

Chapter of a book

Guadalupe, S., Vicente, H. T., & Monteiro, R. (2019). Redes sociais pessoais e trajetórias de envelhecimento: Uma perspetiva etária e de género. Em H. Espírito-Santo & F. Daniel (Eds.), *Trajetos do envelhecimento: Perspetivas teóricas e empíricas* (1ª ed., pp. 395–424). Imprensa da Universidade de Coimbra. https://doi.org/10.14195/978-989-26-1737-4_10

Translated book chapter, volume of a work, republished work

Freud, S. (2001). *Report on my studies in Paris and Berlin* (J. Strachey, Ed. & Trad., Vol. 1, pp. 1–15). Vintage (Trabalho original publicado em 1886)

Encyclopedia or dictionary

Machado, J. P. (1990). *Dicionário etimológico da língua portuguesa* (6ª ed., Vols. 1–3). Livros Horizonte.

Thesis and Dissertations

Braga, A. C. S. (2000). *Curvas ROC: aspectos funcionais e aplicações* [Tese de Doutoramento não publicada]. Universidade do Minho, Braga.

Espírito-Santo, H. (2009). *Histeria: A unidade perdida. Estudo dos fenómenos semelhantes e dissemelhantes das perturbações somatoformes e dissociativas* [Tese de Doutoramento, Instituto de Ciências Biomédicas Abel Salazar]. Repositório do Instituto Superior Miguel Torga. <http://repositorio.ismt.pt/handle/123456789/227>

Martins, L. S. J. (2009). *Trauma e psicopatologia na dor somatoforme* [Dissertação de Mestrado, Instituto Superior Miguel Torga]. Repositório do Instituto Superior Miguel Torga. <http://repositorio.ismt.pt/handle/123456789/221>

Unpublished manuscripts not submitted for publication

Espírito Santo, H. (1998). *Sebenta de teorias da personalidade* [Manuscrito não publicado]. Instituto Superior Miguel Torga.

Journal Articles, Abstracts and Editorials

Journal articles (two to twenty authors: mention them all)

Sequeira, J., & Alarcão, M. (2015). Sistema de avaliação da mudança narrativa, estudos de validação [Assessment system of narrative change validation studies]. *Revista Portuguesa de Investigação Comportamental e Social*, 7(1), 52–61. <https://doi.org/10.7342/ismt.rpics.2015.1.1.15>

Xavier, A., Cunha, M., & Pinto-Gouveia, J. (2018). Daily peer hassles and non-suicidal self-injury in adolescence: Gender differences in avoidance-focused emotion regulation processes. *Journal of Child and Family Studies*, 27(1), 59–68. <https://doi.org/10.1007/s10826-017-0871-9>

Journal Articles and Abstracts (twenty or more authors: mention all twenty, ... and the last one) + (group authors)

Bruin, W. B., Taylor, L., Thomas, R. M., Shock, J. P., Zhutovsky, P., Abe, Y., Alonso, P., Ameis, S. H., Anticevic, A., Arnold, P. D., Assogna, F., Benedetti, F., Beucke, J. C., Boedhoe, P. S. W., Bollettini, I., Bose, A., Brem, S., Brennan, B. P., Buitelaar, J. K., ... van Wingen, G. A. (2020). Structural neuroimaging biomarkers for obsessive-compulsive disorder in the ENIGMA-OCD consortium: Medication matters. *Translational Psychiatry*, 10, Article 342. <https://doi.org/10.1038/s41398-020-01013-y>

ADAPT Research Group, Meinert, C. L., McCaffrey, L. D., & Breitner, J. C. S. (2009). Disease anti-inflammatory prevention trial: Design, methods, and baseline results. *Alzheimer's & Dementia: The Journal of the Alzheimer's Association*, 5(2), 93–104. <https://doi.org/10.1016/j.jalz.2008.09.004>

Abstracts and Editorials

Cunha, M., Parente, L., Galhardo, A., & Couto, M. (2017). Self-compassion, well-being and health in elderly: Are there related? [Abstract]. *European Psychiatry*, 41(Suppl.1), S648.

Espirito-Santo, H. (2018). Questões emocionais e avaliação em adolescentes e adultos jovens [Editorial]. *Revista Portuguesa de Investigação Comportamental e Social*, 4(2), 1–2. <https://doi.org/10.31211/rpics.2018.4.2.98>

Journal Articles and Abstracts with DOI (Digital Object Identifier)

Monteiro, R., Agostinho, L., & Daniel, F. (2017). Um diagnóstico da desigualdade de gênero num município em Portugal: Estruturas e representações. *Revista de Administração Pública*, 49(2), 423–446. <https://doi.org/10.1590/0034-7612130497>

Journal Articles and Communications in open access on the internet (without DOI)

Reitz, C., Brickman, A. M., Brown, T. R., Manly, J., DeCarli, C., Small, S. A., & Mayeux, R. (2009). Linking hippocampal structure and function to memory performance in an aging population. *Archives of Neurology*, 66(11), 1385–1392. <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2778802/?tool=pubmed>

Cunha, M., Coelho, N., Xavier, A. M., Galhardo, A., Couto, M., & Espirito-Santo, H. (2014, March). *1701—Social values assessment in adolescence: Exploratory study of the psychometric properties of the social values survey and its relationship with affective states and hope* [Apresentação de poster]. 21th European Congress of Psychiatry, Munich, Alemanha.

Journal articles with elements missing

Only eLocator. Park, B., Park, J., & Jun, J. K. (2013). Cognitive impairment, depression, comorbidity of the two and associated factors among the early sixties in a rural Korean community. *PLoS ONE*, 8(11), e79460-6. <https://doi.org/10.1371/journal.pone.0079460>

Page count provided by the Journal itself. Simon, S. L., & Beebe, D. W. (2015). Sweet/dessert foods are more appealing to adolescents after sleep restriction. *PLoS ONE*, 10, 1–8. <https://doi.org/10.1371/journal.pone.0115434> **Somente volume.** Cheryan, S., Master, A., & Meltzoff, A. N. (2015). Cultural stereotypes as gatekeepers. *Frontiers in Psychology*, 6. <https://doi.org/10.3389/fpsyg.2015.00049>

No volume, only number. Blum, E. S. (2010). Building healthier communities from the ground up. *Banking and Community Perspectives*, 2010(2), 3–10, 12.

Articles in progress or published informally

In the making. Espirito Santo, H., Cunha, L., Daniel, F., & Lemos, L. (2021). *The indirect effect of alexithymia on aggressiveness in old age: Mediation by impulsivity and emotion dysregulation* [Manuscrito em preparação]. Instituto Superior Miguel Torga.

Under submission. Paraiso-Ferreira, L., Espirito-Santo, H., Cunha, M., & Vicente, H. (2021). *Impulsivity and alexithymia as predictors of aggressiveness in old age: Study with institutionalized older adults* [Manuscrito submetido para publicação]. Instituto Superior Miguel Torga

Informal scientific network publication. Espirito-Santo, H. (1997). *O Dragão — Arquétipo social e natureza humana?* <https://dx.doi.org/10.13140/RG.2.2.31083.87844>

Informal repository publication (instrument). Marques, C., Galhardo, A., Cunha, M., & Couto, M. (2017). *Questionário de Avaliação das Motivações para Revelar a Parentalidade Não-Genética por Doação de Gâmetas (QMRDG)*. <https://doi.org/10.7342/ismt.rpics.2017.3.1.35>

Online publication

Online publications, author

Bremner, J. D. (1999). *The lasting effects of psychological trauma on memory and the hippocampus*. <http://www.lawandpsychiatry.com/html/hippocampus.htm>

Online publications, organizational author

World Health Organization. (2009). *Diabetes programme*. <http://www.who.int/diabetes/facts/en/index.html>

Online publications, organizational author, no date

Associação Protectora dos Diabéticos de Portugal. (n.d.). *Diabetes*. <http://www.apdp.pt/diabetes.asp>

Online publications, Report

Rosen, A. L., Zlotnik, J. L., Curl, A. L., & St. Green, R. G. (2000). *CSWE SAGE-SW National Competencies Survey and Report*. Council on Social Work Education, Gero-Ed Center. <https://www.coursehero.com/file/31460637/CSWESAGE-SWNationalCompetenciesSurveyandReportdoc/>