

Guidelines for the Use of Literature and References According to APA

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1 Literature search

A proper literature search is the starting point of every scientific paper and graduate thesis. It is not only critical for literature-based theses but also for empirical theses.

We at CEHRM therefore expect that students writing bachelor's and master's theses learn how to thoroughly search for literature in scientific databases, to properly conduct a literature review, and to keep a record of it. This applies equally to empirical and literature-based theses.

The following guidelines describe the basic procedure for literature search. For a detailed explanation of particular steps and for more in-depth information on systematic literature search, we recommend consulting further articles (see point 1.4 Further literature).

1.1 Sense & Purpose

A thorough, transparent, and systematic literature review provides a sound and robust basis for identifying the current research state and helps substantiate the theoretical argumentation. It marks a starting point for further decisions regarding the methodological approach of a scientific paper or a thesis. A qualitative methodological approach (e.g., interviews) becomes a logical choice for a research paper if a systematic literature review can identify only a limited number of scientific papers. In contrast, if there are many empirical and (predominantly) quantitative papers, this indicates that the research question has already been well studied and suggests exploring the research topic using a quantitative research design (e.g., a survey).

Furthermore, in addition to decisions related to the methods used in a thesis, a literature search is also helpful for developing the arguments for the study. It is important to support the chain of argumentation in papers using sources from the literature, especially when deriving the study's hypotheses.

1.2 Procedure

Overall, the literature search can be divided into several interrelated and partly parallel work phases: (1) preparation, (2) execution, (3) evaluation, and (4) further processing. The individual phases are briefly outlined below.

Preparation phase. In this phase, it is important to clarify which keywords are to be searched for. In this process, it is helpful to use reference papers, thesauri, encyclopedias, review articles, and brainstorming to identify suitable terms, synonyms, or sub-aspects of a topic and to develop a list of keywords. This list of keywords forms the basis for further

research and is continuously enriched and expanded with new ideas or other relevant sub-terms.

Example: The term deviance in the workplace can be described with other related expressions (e.g., counterproductivity, counterproductive behavior, antisocial work behavior, deviant behavior, organizational deviance, interpersonal deviance, sabotage).

Execution phase. Here, a systematic search in relevant scientific databases is conducted (e.g., Web of Science, EBSCO Host). The identified search terms and key words are combined with the help of, for example, Boolean operators (AND, OR, NOT), brackets and refined by further criteria (e.g., publication period, peer-reviewed journals).

Example: The search of the literature on deviant behavior in the workplace directed against the organization could include the following search combinations: "deviance" (OR "deviant" OR "counterproductive" OR "counterproductivity") AND "organizational".

An essential step in this phase is maintaining a good overview of your entries (e.g., search term combinations, database results). A search protocol that precisely documents the literature search is helpful for this. There, the specifics of the search are recorded (e.g., search term, subject database, search period, inclusion and exclusion criteria, number of hits).

Evaluation phase. In this phase, the sources are critically evaluated, the decision to include or exclude specific articles is made, and the final selected articles are examined.

If this results in too little literature, reviewing the search terms, including additional sources, or performing forward and backward searches is worthwhile. Too much literature, on the other hand, can be counteracted with additional sharpening (e.g., more specific focus, impact factor of the journal, topicality).

Further processing phase. In this phase, it is decisive to record the findings and the contributions of the articles selected as relevant for the thesis, to reflect on them through in-depth reading, and to incorporate them into the thesis. Again, it is worthwhile to document the articles' content thoroughly. This is done in the form of a criteria matrix, in which all important and critical information about the article is recorded.

IMPORTANT:

Upon request, your supervisor will provide you with sample templates for the *search protocol* and the *criteria matrix*. The search protocol and the criteria matrix are important documentation tools and are to be submitted to the supervisor together with the thesis. They will be included as part of the evaluation criteria from the spring semester 2024 onwards.

1.3 Sample excerpts of the search protocol and the criteria matrix

Search Protocol

Search tool (database plus search date)	Search input (Search terms and key words, links with Boolean operators, inclusion and exclusion criteria etc.)	Number of total hits	Number of relevant hits (e.g., after inclusion and exclusion)	Findings (APA-citation)	Quality assessment (e.g., impact factor; number of citations)	Short summary / relevance research question (1 to max. 3 sentences)	Own comments (optional) (e.g., interesting aspects, own reflection, further points)

Criteria Matrix

Article / Study (reference according to APA)	Conceptual / Empirical (e.g., literature review, qualitative study, quantitative study)	Research design (e.g., information on data collection / data analysis such as longitudinal study, structural equation model etc.)	Dependent variable (e.g., information about the construct, definition, measurement instrument)	Independent variable (e.g., information about the construct, definition, measurement instrument)	Mediators (e.g., information about the construct, definition, measurement instrument)	Moderators (e.g., information about the construct, definition,	Hypothesis	Findings

1.4 Further literature

Denyer, D., & Tranfield, D. (2009). Producing a systematic review. In D. A. Buchanan & A. Bryman (Eds.), *The Sage Handbook of Organizational Research Methods* (pp. 671–689). SAGE Publications.

Kraus, S., Breier, M., Lim, W. M., Dabić, M., Kumar, S., Kanbach, D., ... & Ferreira, J. J. (2022). Literature reviews as independent studies: guidelines for academic practice. *Review of Managerial Science*, 16(8), 2577-2595.

Ridley, D. (2012). *The Literature Review: A Step-by-Step Guide for Students*. SAGE Publications.

Rowley, J., & Slack, F. (2004). Conducting a literature review. *Management research news*, 27(6), 31-39.

Sauer, P. C., & Seuring, S. (2023). How to conduct systematic literature reviews in management research: a guide in 6 steps and 14 decisions. *Review of Managerial Science*, 1-35.

Snyder, H. (2019). Literature review as a research methodology: An overview and guidelines. *Journal of Business Research*, 104, 333-339.

2 Guidelines for References According to APA7

In scientific work, references, citations and bibliographies must be structured in a systematic and consistent manner. The following guidelines are based on the APA manual (American Psychological Association, 2020). These guidelines detail basic, frequent cases. For other cases not listed here, you should consult the APA manual (2020):

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). <https://doi.org/10.1037/0000165-000>

2.1 In-text references

All information in scientific works quoted from other publications must be paired with a precise indication of the source, allowing a citation to be referenced and confirmed. The same is true for text that, while not quoted verbatim, refers to information, arguments or ideas from another publication or author. Generally, a complete reference to a cited source should consist of:

- 1) a corresponding, **short in-text citation**
- 2) a detailed entry in the **bibliography**.

The **bibliography** should only contain sources that are referenced in the text.

An **in-text citation** usually consists of:

- a) the name of the 'source's author
- b) the year the source was published
- c) the page number(s) where the referenced material can be found (for direct quotations)

An analogous, non-verbatim reference can be made in two ways:

Heckhausen (1989) proposes that motivation is a momentary directionality towards

....

Motivation is a momentary directionality towards ... (Heckhausen, 1989).

If a source has **two authors**, both names must be mentioned throughout the text:

Deci and Ryan (1968) argue that...

If the names are referenced **parenthetically**, the ampersand (&) is required:

The theory specifies that ... (Deci & Ryan, 1968).

If a source has more than two authors, only the first author plus "et al." (and others) is required:

The experiments of Lewin et al. (1938) demonstrate ...

Different leadership behaviours of ... (Lewin et al., 1938).

2.2 Order of multiple references in one parenthesis

If several sources are listed together in one parenthesis, the following order rules apply:

- Sources are listed by **alphabetical order of the first listed 'authors' names** and separated by semicolons:
(Deci & Ryan, 1968; Harris et al., 2001; Heckhausen, 1989; Lewin et al., 1938)
- If several sources from a single author are listed, they are arranged **chronologically by publication year**:
(Heckhausen, 1989, p. 2; 2003, p. 12)

2.3 Verbatim quotations

Generally, quoted passages should be reproduced *completely* and *verbatim*. Changes (comments, omissions and emphasis) must be indicated in the citation and must not misconstrue the 'author's intention.

Short verbatim quotations are generally put in quotation marks:

Rousseau (1989, p. 124) stipulates that ""When an individual perceives that contributions he or she makes obligate the organization to reciprocity (or vice versa), a psychological contract emerges"".

If a verbatim quotation is longer than about 40 words, it should be formatted as a block quotation, meaning it begins on a new line and is entirely indented (without quotation marks):

According to Rousseau (1989, p. 124), psychological and implied contracts are different ...

... in that they exist at different levels (i.e., individual versus relational) and because psychological contracts are highly subjective and parties to a relationship need not agree, whereas implied contracts exist as a result of a degree of social consensus regarding what constitutes a contractual obligation.

2.4 Bibliography Format according to the APA

Order of entries in the bibliography

All cited sources must be included in the bibliography. Conversely, all sources listed in the bibliography must be cited somewhere in the text. The bibliography must be ordered **alphabetically** by the names of 'sources' first-listed author. If several works of a single author are used, the following rules apply:

- Sources with the same *first* author are always listed in chronologically ascending order (i.e., oldest work listed first).
- If the sources were published in the same year, they must be distinguished using lower-case letters a, b, c, etc. The letters must correspond to the order in the bibliography. In-text citations must use this same lower-case letter alongside the year of publication.

Books

Last name of the author, initials of first name. (year of publication). *Title: Subtitle* (Edition, Volume). Publisher. <https://doi.org/xxx>

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

Examples:

Bass., B. M. & Riggio, R. E. (2015). *Transformational Leadership. (2nd ed)*. Psychology Press. <https://doi.org/10.4324/9781410617095>

Chapter from a book/anthology

Last name of the author, initials of first name. (year of publication). Title of the chapter. Initials of the editor, last name of the editor (ed.), *title of the book* (pp. chapter page range). Publisher.

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

Example:

Bandura, A. (1989). Self-regulation of motivation and action through internal standards and global systems. In L. A. Pervin (Ed.), *Goal concepts in personality and social psychology* (pp.19-85). Erlbaum. <https://doi.org/10.4324/9781315717517>

Journal article

Last name of the author, initials of first name. (year of publication). Title: Subtitle. *Journal Name*, volume number (issue), page range. <https://doi.org/xxx>

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

Example:

Calo, T. J. (2008). Talent management in the era of the aging workforce: The critical role of knowledge transfer. *Public Personnel Management*, 37(4), 403-417.
<https://doi.org/10.1177%2F009102600803700403>

Report of an organization, work group or similar

Author. (publication date). *Titel of Report*. Publisher. <https://doi.org/xxx>

If the author is also the publisher, then no publisher information will appear in the reference.

If the reference is without DOI then provide URL if applicable, otherwise do not include any DOI or URL in the reference.

Example:

Deloitte (2019). *2019 Global Impact Report*.
<https://www2.deloitte.com/content/dam/Deloitte/global/Documents/About-Deloitte/about-deloitte-global-report-full-version-2019.pdf>

Organization for Economic Cooperation and Development [OECD], (2020). *'How's Life? 2020: Measuring Well-being*. <https://doi.org/10.1787/23089679>