

Referencing Guide

Management - Journal of Contemporary Management Issues (MJCMI)

Based on the 7th Edition of the APA Publication Manual

All submissions to MJCMI must follow the Seventh Edition of the Publication Manual of the American Psychological Association (APA). This guide summarises the core rules for in-text citations and reference list entries. For the full specification see: <https://apastyle.apa.org/style-grammar-guidelines>

1. In-Text Citations

Every source cited in the text must appear in the reference list, and every entry in the reference list must be cited in the text. Both paraphrases and direct quotations require citations. Do not use *ibid.*, *op. cit.*, *infra.*, or *supra*.

1.1 Narrative and parenthetical citations

Narrative citation - author surname appears in running text; year in parentheses immediately after:

Porter (1985) argued that competitive advantage stems from...

Parenthetical citation - both author and year appear in parentheses, separated by a comma:

Competitive advantage stems from a firm's activities (Porter, 1985).

Direct quotation - include the page number after the year, preceded by p. (not a colon):

It has been noted that "strategy is about making choices" (Porter, 1996, p. 70).

1.2 Number of authors

Authors	First citation	Subsequent citations
1 author	(Smith, 2020)	(Smith, 2020)
2 authors	(Smith & Jones, 2020)	(Smith & Jones, 2020)
3-5 authors	(Smith et al., 2020)	(Smith et al., 2020)
6+ authors	(Smith et al., 2020)	(Smith et al., 2020)
Corporate/group author (abbreviatable)	(World Health Organization [WHO], 2021)	(WHO, 2021)

For **narrative citations with two authors**, join names with "and"; in parenthetical citations use "&".

Smith and Jones (2020) found that...

...as previously noted (Smith & Jones, 2020).

1.3 Multiple works by the same author in the same year

Add lowercase letter suffixes (a, b, c) after the year. Assign letters in the reference list, ordered alphabetically by title:

(Drucker, 1999a, 1999b)

1.4 Multiple sources in one parenthetical citation

List in alphabetical order by first author surname, separated by semicolons:

(Clark, 2001; Miller, 2001; Weick, 1995)

1.5 No author

Cite the first few words of the reference list entry (usually the title) and the year. Use double quotation marks for article/chapter/webpage titles; italicise journal/book titles:

("Global Outlook," 2023) or (Global Outlook, 2023) if the title is italicised

1.6 Secondary sources (citing a source cited in another source)

Cite the secondary source that you actually read. Use sparingly and only when the original work is genuinely unavailable:

Bartlett's 1986 study (as cited in Ghoshal & Bartlett, 1990) showed that...

Only Ghoshal & Bartlett (1990) appears in the reference list.

2. Reference List: General Rules

- Start the reference list on a new page. Centre and bold the heading "References".
 - Arrange entries in alphabetical order by the surname of the first author, letter by letter (Brown, A.J. precedes Browning, A.T.).
 - Names: initial cap, then lower case. Particles such as de, van, von are alphabetised according to the language of origin.
 - For multiple works by the same author(s) in the same order, list from earliest to latest.
 - One-author entries precede multiple-author entries with the same lead surname, regardless of publication date.
 - Each entry uses a hanging indent of 1.27 cm.
 - Do not include retrieval dates for online material; provide the URL or DOI only.
 - Include a DOI wherever available. Format as a hyperlink: <https://doi.org/xxxx>
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3. Reference Formats by Source Type

Templates use the following conventions: Author, A. A. = surname, initials; Title of work = italicised for books/journals; "Title of article" = in roman, no quotation marks in the reference list entry itself. Page ranges use an en dash (pp. xx-xx).

3.1 Journal article

Template:

Author, A. A., & Author, B. B. (Year). Title of article. Title of Journal, Volume(Issue), pp-pp.
<https://doi.org/xxxxx>

One author, with DOI:

Porter, M. E. (1996). What is strategy? *Harvard Business Review*, 74(6), 61-78.

Two authors, with DOI:

Smith, J., & Jones, R. (2020). Organizational learning in SMEs. *Journal of Management Studies*, 57(3), 412-438. <https://doi.org/10.1111/joms.12345>

Three to twenty authors - list all:

Brown, A., Green, B., & White, C. (2019). Dynamic capabilities and firm performance. *Strategic Management Journal*, 40(2), 233-251. <https://doi.org/10.1002/smj.3001>

Twenty-one or more authors - list first 19, then ellipsis, then last author:

Adams, A., Baker, B., Carter, C., Davis, D., Evans, E., Foster, F., Green, G., Hall, H., Ingram, I., Johnson, J., King, K., Lewis, L., Moore, M., Nelson, N., Owen, O., Parker, P., Quinn, Q., Roberts, R., ... Wilson, W. (2022). Large-scale study title. *Journal Name*, 10(1), 1-30.

No DOI available - add URL of journal homepage:

Alfirevic, N. (2002). Managerial competencies in Croatian firms. *Management*, 7(2), 45-62.
<http://hrcak.srce.hr/management/>

3.2 Book (entire)

Template:

Author, A. A. (Year). Title of work: Capital letter also for subtitle (edition, if not the first). Publisher.

One author:

Drucker, P. F. (1999). *Management challenges for the 21st century*. HarperCollins.

Two authors, edition specified:

Robbins, S. P., & Coulter, M. (2018). *Management (14th ed.)*. Pearson.

Edited book:

Clegg, S. R., Hardy, C., & Nord, W. R. (Eds.). (1996). *Handbook of organization studies*. Sage.

Translated book:

Mintzberg, H. (1983). *Structure in fives: Designing effective organizations* (M. Milivojevic, Trans.). Prentice Hall. (Original work published 1983)

3.3 Chapter in an edited book

Template:

Author, A. A., & Author, B. B. (Year). Title of chapter. In E. E. Editor (Ed.), Title of book (pp. xx-xx).
Publisher. <https://doi.org/xxxxx>

Example:

Teece, D. J. (1997). Dynamic capabilities and strategic management. In G. Dosi, D. J. Teece, & J. Chytry (Eds.), *Technology, organization, and competitiveness* (pp. 193-214). Oxford University Press.

3.4 Conference paper

Published in proceedings (print or online):

Alfirevic, N., & Penc Palenkic, B. (2009). CSR in Croatian firms: An exploratory study. In *Proceedings of the 9th International Conference on Enterprise in Transition* (pp. 312-325). Faculty of Economics Split.

Unpublished paper presented at a conference:

Talaja, A. (2023, June). Dynamic capabilities in SMEs: A longitudinal view [Paper presentation]. Strategic Management Society Annual Conference, Toronto, Canada.

3.5 Doctoral dissertation or master's thesis

Published (database or institutional repository):

Surname, A. (Year). Title of dissertation [Doctoral dissertation, University Name]. Database Name.
<https://xxxxx>

Unpublished:

Surname, A. (Year). Title of dissertation [Unpublished doctoral dissertation]. University Name.

3.6 Report (institutional, government, working paper)

Institutional report:

World Bank. (2022). *World development report 2022: Finance for an equitable recovery*.
<https://doi.org/10.1596/978-1-4648-1730-4>

Working paper:

Catalini, C., Hui, X., & Wu, B. (2025). *Verification constraints and AI adoption in research* (Working Paper No. 25-001). MIT Sloan.

3.7 Newspaper or magazine article

Print:

Smith, J. (2024, March 15). Corporate governance reforms gain momentum. *Financial Times*, 14.

Online:

Brown, A. (2024, March 15). Corporate governance reforms gain momentum. *Financial Times*.
<https://www.ft.com/content/xxxxx>

3.8 Webpage or online document (no periodical)

Author, A. A. (Year, Month Day). Title of page. Site Name. URL

Example:

European Commission. (2023, September 12). *Digital decade policy programme 2030*.

<https://digital-strategy.ec.europa.eu/en/policies/digital-decade-policy-programme-2030>

If no individual author is identified, the organisation or website name serves as author. If the publication date is unknown, write (n.d.) in place of the year.

3.9 Software and datasets

Software:

R Core Team. (2023). *R: A language and environment for statistical computing (Version 4.3.1)* [Computer software]. R Foundation for Statistical Computing. <https://www.R-project.org/>

Dataset:

Eurostat. (2024). *Business demography statistics [Dataset]*. <https://ec.europa.eu/eurostat/data/database>

3.10 Legal and policy documents

EU Regulation:

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data. *Official Journal of the European Union*, L 119, 1-88. <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

National law:

Zakon o trgovačkim društvima [Companies Act], Narodne novine 111/93, 34/99 (Croatia).

4. Common Errors to Avoid

- Using "ibid.", "op. cit.", "infra.", or "supra." - these are not used in APA.
 - Omitting page numbers for direct quotations.
 - Listing works in the reference list that are not cited in the text, or vice versa.
 - Writing out author names in full in parenthetical citations instead of using surname only.
 - Using "et al." for works with two authors - always cite both.
 - Placing the year at the end of the reference rather than after the author(s).
 - Formatting DOIs as plain text rather than as full hyperlinks (<https://doi.org/xxxx>).
 - Including a retrieval date for a webpage when the content is stable - retrieval dates are only needed if the content is designed to change over time.
 - Citing translated works without acknowledging the original publication year.
 - Not applying hanging indent (1.27 cm) to reference list entries.
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5. Non-English Sources

MJCMJ publishes only in English. When citing sources in other languages, provide a translation of the title in square brackets immediately after the original title. Retain the original title as the

primary element.

Example (Croatian source):

Baric, I., & Zivko, I. (2006). Poduzetnistvo malih i srednjih poduzeca [Entrepreneurship of small and medium enterprises]. Ekonomski fakultet Mostar.

Transliterated sources (e.g. from Cyrillic or Arabic scripts) follow the same convention. Provide both the transliteration and a bracketed English translation.

6. Quick-Reference Summary

Source type	Key elements	Italicise
Journal article	Author(s). (Year). Article title. Journal, Vol(Issue), pp. DOI	Journal title, Volume
Book	Author(s). (Year). Book title (ed.). Publisher.	Book title
Edited book chapter	Author(s). (Year). Chapter title. In Editor (Ed.), Book title (pp.). Publisher.	Book title
Conference paper	Author(s). (Year). Title. In Proceedings (pp.). Publisher.	Proceedings title
Dissertation	Author. (Year). Title [Doctoral dissertation, University]. Repository.	Title
Report / Working paper	Author/Org. (Year). Title (Report No. x). Publisher. DOI/URL	Title
Webpage	Author/Org. (Year, Month Day). Title. Site. URL	Title
Dataset / Software	Author/Org. (Year). Title (Version x) [type]. Publisher. URL	Title

For cases not covered in this guide, refer to the full APA 7th Edition Publication Manual or consult <https://apastyle.apa.org/style-grammar-guidelines>. Questions may also be directed to the editorial office at ena.juric@efst.hr.