Becker, G. K. (2009). Moral Leadership in Business. *Journal of International Business Ethics*, 2(1), 7-21.

Article in a Magazine

Wallace, S. (2015, April 9). Making cheese the Yorkshire way. *Dairy* 135, 28-31.

Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style.

Rothlin, S. (2017, April 28). Calls made to strengthen sense of humour. *The World Today,* pp. C1, C3-4.

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number (issue number if available). Retrieved from http://www.someaddress.com/full/url/

Article from an Online Periodical with DOI Assigned

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range. doi:0000000/000000000000 or http://doi.org/10.0000/0000

Video and Audio Podcasts. Provide as much information as possible. Possible identifiers may include Producer, Director, etc.

McCann, D. (Producer). (2017, July 5). Gratuitous violence in film [Episode 7]. *Nonviolence in Film*. Podcast retrieved from http://www.mccanneducation.com

Unpublished papers, dissertations, and presented papers should be listed in the references using the following formats:

Meynard, T. (2017). *Alfonso Vagnone SJ and his educational project in Late Ming*. Paper presented at the MRI conference - Education for the Common Good.

Thompson, M. J. (1986b). *Investing in Longtop: The Case of Longtop Financial Technologies*. (Case No. CC-112-012). Shanghai: The CEIBS Case Centre.

APA Style Guide

The Journal of the Macau Ricci Institute

澳門利氏學社學刊

General

- The title page should contain the title of the paper centred in upper and lower case, the author's name, and the institutional affiliation.
- The abstract should be between 150 and 250 words left aligned and no indent. Keywords are not required for the MRIJ.
- Each page should have a header for the shortened version of the full title (max 50 characters) flush left with the page number flush right at the top of the page.
- The article should be typed, double-spaced with 1" margins on all sides.
- The font should be 12 pt Times New Roman font.
- You should indent the first line of every paragraph 0.5"
- Do not add extra lines between paragraphs or sections.
- For footnotes insert a number in superscript following a punctuation mark.
- APA style resource: Purdue OWL http://bit.ly/1hxWXt6

Headings

MRIJ follows the APA fifth edition (not sixth edition) for headings.

APA Headings	
Level	Format
1	CENTERED UPPERCASE HEADINGS
2	Centered Uppercase and Lowercase Headings
3	*Centered, Italicized, Uppercase and Lowercase Headings*
4	*Left-aligned, Italicized, Uppercase and Lowercase Side Heading*
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

Short Quotations

Introduce the quotation with a phrase that includes the author's last name followed by the date of publication in parentheses and a page number for the reference (preceded by "p.").

> According to Rothlin (2018), "Wallace often had difficulty using APA style and was highly reliant on Gromit for advice" (p. 199).

Alternatively, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

> He stated, "Wallace often had difficulty using APA style" (Rothlin, 2018, p. 199), and indicated that he relied upon Gromit for advice.

References should be designated throughout the text by enclosing the authors' names and the year of the reference in parentheses. Example:

> Several studies (McCann, 2016; Wallace & Gromit, 2002, 2004; Shawn, 2016a,b) support this conclusion.

Note the use of alphabetical order and an ampersand in citations.

Long Quotations

- Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks.
- Start the quotation on a new line, indented 1/2 inch from the left margin.
- Type the entire quotation on the new margin and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin.
- The parenthetical citation should come after the closing punctuation mark.
- Retain the same font and spacing

Quoting a Work by Three to Five Authors

List all the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.
(Pufpaff, McCann, Xu, Ho, & Cheang, 2016)
In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses. (Pufpaff et al., 2016)

References

At the end of the article beginning on a separate page headed "References" set out an alphabetically ordered list of references, all of which must be cited in the text.

- Entries in the list of references should be alphabetized by the last name of the author (first author if more than one) or editor, or by the corporate author (U.S. Census Bureau) or periodical name (Wall Street Journal) if there is no indication of individual authors or editors.
- Several references by an identical author (or group of authors) are ordered by year of publication, with the earliest listed first.
- Entries should use a hanging indent of 0.5".

Book entries follow this form: Authors' or Editors' Last Names, Initials. (Year). *Title of book*. City Where Published, State or Country (only if necessary to identify the city; U.S. Postal Service abbreviations should be used for state identification): Name of Publisher. Examples:

Katz, D., & Kahn, R. L. (1978). *The social psychology of organizations* (2nd ed.). New York: Wiley.

U.S. Department of Labor Statistics, (1976-1983). *Employment and earnings. Washington*, DC: U.S. Government Printing Office.

Quoting a chapter in an edited book follows this form:

Thompson, M. (2011). Managing Sustainability for Economic Return in the Multinational Enterprise. In William H. Mobley, Ming Li, Ying Wang (Eds.), *Advances in Global Leadership*, Volume 6 (pp. 117-135). Bingley, UK: Emerald.

Periodical entries follow this form: Authors' Last Names, Initials. (Year). Title of article or paper. *Name of Periodical*, volume number (issue number), page numbers. If a periodical article has no author, the name of the periodical should be treated like a corporate author, both in the citation and in the references. Examples:

Salim S. & Ellingstad P. (2016). Social innovation model for business performance and innovation. *International Journal of Productivity and Performance Management*, *65*(2), 256 – 274.