APC Reference Guide v 3.0

APC uses an adapted version of the American Psychological Association (APA) style of referencing. The key difference is APC's use of footnotes rather than in-text citation of author and date. We take into consideration the impracticality of scrolling backwards and forwards to the bibliography. Footnotes are better suited to documents that are likely to be read on a digital device.

Please take into account the following recommendations when writing and editing for APC.

1. APC guide to reference listing

Please note that the superscript number used to indicate the placement of a footnote comes after any punctuation marks, including commas, full stops and quotation marks:

> In 2019 the group launched a new website.[3]
> "We have also launched a new website,"[3] she added.

The only exception is when the punctuation mark is a dash:

> The new website[3] – launched in 2014 – provides a wide range of resources.

The format for the footnote is the same format used for a reference list in APA style, with a few minor modifications, which means you can use free online tools like https://www.bibme.org/apa-bibliography to make referencing faster and simpler.

However, since all the necessary information is provided in the footnotes, there is no need to compile a separate list of references.

Special notes on URLs

URLs (links) should be hyperlinked. If a link is available with a secure connection (https), always use that as the target of the hyperlink (e.g. https://www.apc.org).

2. Guidelines and examples by reference type

Books and reports

Author, A. (year). *Title of Work*. Publisher. URL (if the publication is available online)

Finlay, A. (2018). *Action Steps: A decade of civil society advocacy in the information society – A baseline review of the Global Information Society Watch country reports (2007-2017)*. Association for Progressive Communications. https://www.apc.org/sites/default/files/giswatch_report_201808_v13.pdf

Collins, P. H. (2000). *Black Feminist Thought: Knowledge, Consciousness, and the Politics of Empowerment*. Routledge.

More than one author

Smith, M., & Neupane, S. (2018). *Artificial intelligence and human development: Toward a research agenda*. International Development Research Centre. https://idl-bnc-idrc.dspacedirect.org/handle/10625/56949

Chapter in a book

Author, A. (Year of publication). Title of chapter. In A. Editor (Ed.), *Title of book*. Location: Publisher. URL

Gurumurthy, A., & Chami, N. (2013). Radicalising the AI governance agenda. In A. Finlay (Ed.), *Global Information Society Watch 2019*. APC and ARTICLE 19. https://giswatch.org/sites/default/files/gisw2019_artificial_intelligence.pdf

Journal article

Author, A. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages (if available). URL (if online)

De Stefano, V. (2015). The rise of the "just-in-time workforce": On-demand work, crowdwork, and labor protection in the gig-economy. *Comparative Labor Law & Policy Journal, 37*(3), 471-504.

Bulut, E. (2018). Interview with Safiya U. Noble: Algorithms of Oppression, Gender and Race. *Moment Journal, 5*(2), 294-301. https://dergipark.org.tr/download/article-file/653368

Newspaper or online publication article

Author, A. (Year, date month[1] published). Article title. *Newspaper/Publication Title*. URL

Lapowsky, I. (2019, 17 March). How Cambridge Analytica Sparked the Great Privacy Awakening. *Wired*. https://www.wired.com/story/cambridge-analytica-facebook-privacy-awakening

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[1]While APA style uses month date (e.g. May 21), this has been modified to comply with general APC style.

If there is no individual writer specified

The Daily Star. (2018, 17 July). The situation of women workers in the RMG sector in Bangladesh. *The Daily Star*. https://www.thedailystar.net/round-tables/the-situation-women-workers-the-rmg-sector-bangladesh-1606447

Blog post*

Author, A. (Year, date month published). Post title. URL

Moskovitz, D. (2019, 8 April). Publisher or postman? https://dave.moskovitz.co.nz/tag/freedom-of-speech

Presentation, paper, etc.*

Author, A. (Year). Title of paper. Description. URL (if available)

Thinyane, H., & Bhat, K. (2019). Supporting the Critical-Agency of Victims of Human Trafficking in Thailand. Paper presented at the ACM CHI Conference on Human Factors in Computing Systems, Glasgow, Scotland, 4 May. https://collections.unu.edu/view/UNU:7348

Online video (YouTube, Vimeo, etc.)*

If the video is mentioned in the text, simply provide the URL.

Personal communication (interview, email, etc.)*

Brief description, Date.

Interview with APC Executive Director Anriette Esterhuysen, 21 March 2014.

Web page*

If you are citing information about an organisation, programme, campaign, etc. from a website, you can simply provide the URL.

https://www.takebackthetech.net

3. If the same reference is cited more than once…

If the reference is the same as the one cited right before it: Ibid.

If the reference is the same as one cited earlier: Author, A. (Year or Year, date month). Op. cit.

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*The formats for these reference types are not based on APA style.