

Quotations and Bibliography

Quotations

The method used by the APA Standards is author-date, i.e. the author's last name and the year of publication (do not include titles such as Jr.). The text should be documented by citing the author and the date of publication of the works cited and consulted. **All authors cited in the text**, and only those, should appear in the bibliography with full information. This procedure is mandatory.

Quotations with fewer than 40 words should be incorporated into the text and put in quotation marks: Interpreted by DiMaggio and Powell (1983, p. 152) as "a luta coletiva dos membros de uma ocupação para definir as condições e métodos de sua atividade [...] e para estabelecer uma base cognitiva e de legitimação para sua autonomia ocupacional".

Quotations with more than 40 words should be presented in a new line, set off from the text, indenting 0.3cm from the left margin paragraph, without quotation marks, single-spaced, and the font remains the same as in the text, *Times New Roman* 12. Subsequent lines should follow the indentation. Observe the example below:

de modo racional referente a fins, por expectativas quanto ao comportamento de objetos do mundo exterior e de outras pessoas, utilizando estas expectativas como condições ou meios para alcançar fins próprios, ponderados e perseguidos racionalmente, com sucesso; de modo racional referente a valores, pela crença consciente no valor — ético, estético, religioso ou qualquer que seja sua interpretação — absoluto e inerente a determinado comportamento como tal, independentemente do resultado; de modo afetivo, especialmente emocional, por afetos ou estados emocionais atuais; de modo tradicional, por costume arraigado. (Weber, 1994, p. 15).

Reference List

The complete reference list should be presented at the end of the text and in alphabetical order, by last name of the first author, according to APA standards.

GUIDELINES ABOUT QUOTATIONS AND REFERENCES

GENERAL ASPECTS

Comma usage	Use a comma to separate last names of different authors .
In the text body	Kotler and Armstrong (2007). (Kotler & Armstrong, 2007). Harrison, Newholm and Shaw (2005). (Harrison, Newholm, & Shaw, 2005).
In the reference list	Kotler, P., & Armstrong, G. (2007). <i>Princípios de marketing</i> . São Paulo: Prentice Hall. Harrison, R., Newholm, T., & Shaw, D. (2005). <i>The ethical consumer</i> . Newbury Park, CA: Sage.

<p>Using ‘and’/‘&’</p>	<p>When authors are mentioned in parentheses, add ‘&’ before the last author for papers both in Portuguese and/or in English.</p> <p>In the text body (Moody & White, 2003).</p> <p>(Diniz, Petrini, Barbosa, Christopoulos, & Santos, 2006).</p> <p>When authors’ names are outside parentheses, add ‘and’ before the last author if the paper is in English, and ‘e’ if it is in Portuguese.</p> <p>In the text body Moody e White (2003).</p> <p>Diniz, Petrini, Barbosa, Christopoulos e Santos (2006).</p> <p>Moody and White (2003).</p> <p>Diniz, Petrini, Barbosa, Christopoulos and Santos (2006).</p> <p>In the reference list Moody, J., & White, D. R. (2003) Structural cohesion and embeddedness: a hierarchical concept of social groups. <i>American Sociological Review</i>, 68(1), 103-127.</p> <p>Diniz, E. H., Petrini, M., Barbosa, A. F., Christopoulos, T. P., & Santos, H. M. (2006, September). Abordagens epistemológicas em pesquisas qualitativas: além do positivismo nas pesquisas na área de sistemas de informação. <i>Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração</i>, Salvador, BA, Brazil, 30.</p>
<p>Page numbers</p>	<p>For both direct quotations in the text and in the reference list, page numbers should appear as “p.” to indicate a page number OR “pp.” to indicate more than two pages.</p> <p>In the text body Antonello (2005, p. 13).</p> <p>Antonello (2005, pp. 25-29).</p> <p>In the reference list Antonello, C. S. (2005). A metamorfose da aprendizagem organizacional: uma revisão crítica. In R. Ruas, C. S. Antonello, & L. H. Boff (Ed.). <i>Aprendizagem organizacional e competências</i> (pp. 12-33). Porto Alegre: Artmed.</p>
<p>Time of publication</p>	<p>The date of publication is an important element and should be added both in quotations in the text body and in the reference list.</p> <p>Whenever necessary, only in the reference list, after the year of publication, add the month or season concerning the publication. The month and/or season should be fully written according to the original language of publication. In Portuguese, it should be written in full and in lowercase (e.g.: janeiro), and in English it should be written in full, capitalizing the first letter (e.g. January). Examples can be found in: annals/proceedings, posters presented in congresses, monthly journals, newspapers, magazines and informative newsletters, and weekly or daily publications.</p> <p>WAITING PUBLICATION</p> <p>For papers that have been accepted for publication but have not</p>

	been published yet , please write 'in press' instead of the date of publication, or 'no prelo' for papers in Portuguese. Do not indicate a date until the paper has really been published.
In the text body	Rocha, Melo, Dib e Maculan (no prelo). (Rocha, Melo, Dib, & Maculan, no prelo). Huber and Lewis (in press). (Huber & Lewis, in press).
In the reference list	Rocha, A., Melo, R., Dib, L., & Maculan, A. (no prelo). Empresas que nascem globais: estudo de casos no setor de software In C. Hemais (Org). <i>Os desafios dos mercados externos: teoria e prática na internacionalização da firma</i> . Rio de Janeiro: Mauad. Huber, G. P, & Lewis, K. (in press). Cross understanding: implications for group cognition and performance, <i>Academy of Management Review</i> , 35(1). (Prevision Screen – January/2010)
In the text body	IF THERE IS NO INDICATION OF DATE OF PUBLICATION Ministry of Development (n.d.). (Ministry of Development, n.d.).
In the reference list	Ministry of Development, Industry and Foreign Trade. (n.d.). Ações setoriais para o aumento da competitividade da indústria brasileira. Retrieved on 19 September, 2007 from http://www2.desenvolvimento.gov.br/sitio/publicacoes/desProducao/desProducao.php
	UNPUBLISHED Use the year of copyright that corresponds to the year of production of an unpublished work.

AUTHORSHIP

One author	Capitalize the first letter of an author's last name and use lowercase for the rest, regardless of being inside or outside parentheses:
In the text body	(Giddens, 1978). Giddens (1978).
In the reference list	Giddens, A. (1978). <i>Novas regras do método sociológico</i> . Rio de Janeiro: Zahar.
Two authors	If a paper has two authors , cite their last names followed by the date of publication every time such reference appears in the text.
In the text body	Motta and Vasconcelos (2002) (Motta & Vasconcelos, 2002).

In the reference list	Motta, F. C. P., & Vasconcelos, I. F. G. (2002). <i>Teoria geral da administração</i> . São Paulo: Thomson.
Three to five authors	If a paper has three, four or five authors , add all last names in the first quotation followed by the date of publication. In subsequent quotations, include just the last name of the first author, followed by <i>et al.</i> and the date of publication.
In the text body	FIRST QUOTATION Chang, Lee, Fu, Lin and Hsuech (2007). (Chang, Lee, Fu, Lin, & Hsuech, 2007). SUBSEQUENT QUOTATIONS Chang <i>et al.</i> (2007). Chang <i>et al.</i> , 2007.
In the reference list	Chang, T., Lee, W., Fu, H., Lin, Y., & Hsuech, H. (2007). A study of an augmented CPFR model for the 3C retail industry. <i>Supply Chain Management: An International Journal</i> , 12(3), 200-209.
Exception	If two references with the same year are identical when abbreviated, include the last names of the first authors or as many as necessary to distinguish both references, followed by <i>et al.</i>
Examples	FIRST QUOTATION Both Bradley, Ramirez and Sôo (1994), and Bradley, Sôo, Ramirez and Brown, (1994). SUBSEQUENT QUOTATIONS Bradley, Ramirez <i>et al.</i> (1994) and Bradley, Sôo <i>et al.</i> (1994).
Six or more authors	If a paper has six or more authors , include only the last name of the first author in the text, followed by <i>et al.</i> and the date of publication, and include all authors in the reference list.
In the text body	Rocha <i>et al.</i> (1999). (Rocha <i>et al.</i> , 1999).
In the reference list	Rocha, E., Blajberg, C., Ouchi, C., Ballvé, F., Soares, J., Bellia, L., & Leite, M. (1999, September). Cultura e consumo: um roteiro de estudos e pesquisas. <i>Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração</i> , Foz do Iguaçu, PR, Brazil, 23.
Exception	If two references with the same year are identical when abbreviated, include the last names of the first authors or as many as necessary to distinguish both references, followed by <i>et al.</i>
Examples	Both Kossylyn, Koenig, Barret <i>et al.</i> (1992) and Kossylyn, Koenig, Gabrieli <i>et al.</i> (1992) (Kossylyn, Koenig, Barret <i>et al.</i> , 1992; Kossylyn, Koenig, Gabrieli <i>et al.</i> , 1992).
Publication by	If a publication shows only the name of the first author(s) and/or editor(s),

<p>several authors but with identification of the first author(s) and/or editor(s) only</p>	<p>include the last name of the author followed by the date of publication in the text, and in the reference list include only the last name of the first author with his/her initials, followed by (Ed. OR Coord. OR Org.) n/a <i>et al.</i> (n/a: not applicable, not announced) and date of publication.</p> <p>In the text body Thietart <i>et al.</i> (2001).</p> <p>In the reference list Thietart, R. A. (Ed.). <i>n/a et al.</i> (2001). <i>Doing management research</i>. London: Sage.</p>
<p>Individual entity as author</p>	<p>Corporations, associations, governmental agencies, among others, should be written in full in the first quotation and abbreviated from then on.</p> <p>In the text body FIRST QUOTATION Central Bank of Brazil [BACEN] (2003). SUBSEQUENT QUOTATIONS BACEN (2003). (BACEN, 2003).</p> <p>In the reference list Central Bank of Brazil. (2003). <i>Anuário de crédito rural</i>. Retrieved on 10 November, 2003 from http://www.bcb.gov.br/htms/CreditoRural/2001/rel53211.pdf</p>
<p>Exception</p>	<p>If an author's name is short or if the abbreviation is not easily recognized, write it in full every time it appears in the text.</p>
<p>Entity/group author</p>	<p>Write the full name of authors as part of a group in the first quotation and abbreviate them in subsequent ones. In the reference list, include a semi-colon between their names.</p> <p>In the text body FIRST QUOTATION Confederação Nacional da Indústria [CNI], Banco Nacional do Desenvolvimento Econômico e Social [BNDS] and Serviço Brasileiro de Apoio às Micro e Pequenas Empresas [SEBRAE] (1998). (Confederação Nacional da Indústria [CNI], Banco Nacional do Desenvolvimento Econômico e Social [BNDS], & Serviço Brasileiro de Apoio às Micro e Pequenas Empresas [SEBRAE], 1998). SUBSEQUENT QUOTATIONS CNI, BNDS and SEBRAE (1998). (CNI, BNDS, & SEBRAE, 1998).</p> <p>In the reference list Confederação Nacional da Indústria; Banco Nacional do Desenvolvimento Econômico e Social; Serviço Brasileiro de Apoio às Micro e Pequenas Empresas. (1998). <i>Pesquisa gestão ambiental na indústria brasileira</i>. Rio de Janeiro: Authors.</p>
<p>Publisher as Author</p>	<p>If an author is also the Publisher, put the word 'Author' in place of the 'Publisher', or 'Autor' if your paper is in Portuguese.</p>

In the text body	<p>Editora Abril (2002).</p> <p>(Editora Abril, 2002).</p>
In the reference list	<p>Editora Abril (2002). <i>Revista Exame: melhores & maiores</i>. São Paulo, SP: Autor.</p>
No Author (includes Laws, Decrees, etc.)	<p>Cite the first words of the title, or the full title if it is short, and the year in the text. This case includes legal matters (Laws, Decrees, among others). Include the title in place of author in the reference list.</p>
In the text body	<p>O Brasil em números (2002).</p> <p>(O Brasil em números, 2002).</p> <p>50 anos de supermercado (2002).</p> <p>(50 anos de supermercado, 2002).</p> <p>Law no. 6880 (1980).</p> <p>(Law no. 6880, 1980).</p> <p>Constitution of the Federative Republic of Brazil (1988/2001).</p> <p>Brazilian Constitution (1988).</p> <p>(Constitution of the Federative Republic of Brazil, 1988/2001).</p> <p>(Brazilian Constitution, 1988).</p>
In the reference list	<p>O Brasil em números – Consumo. (2002, November 27). <i>Exame</i>, Year 36 (Special Issue), p. 73.</p> <p><i>50 anos de supermercado no Brasil</i>. (2002). São Paulo: Fundação Abras.</p> <p><i>Law no. 6.880, of 9 December 1980</i> (1980). Provisions on the military statute (E-1). Federal Official Gazette. Brasília, DF: Brazilian Army.</p> <p>Constitution of the Federative Republic of Brazil, 1988 (2001). [Coleção Saraiva de Legislação]. (21st ed.). São Paulo: Saraiva.</p>
Anonymous Author	<p>If a paper's author is Anonymous, include the word 'Anonymous' followed by a comma and the year of publication in the text, or 'Anônimo' if your paper is in Portuguese.</p>
In the text body	<p>Anônimo (1983).</p> <p>(Anônimo, 1983).</p> <p>Anonymous (2006).</p> <p>(Anonymous, 2006).</p>
In the reference list	<p>Anônimo. (1983). Jovem guarda. <i>Vigu Especial</i>, 5(56), 4-15.</p> <p>Anônimo. (2006). Impulso ao desenvolvimento econômico e social [Entrevista com Carlos Frederico Marés de Souza Filho]. <i>Paraná Cooperativo</i>, 22(2), 6-9.</p>

<p>Secondary Source</p>	<p>Quoting a paper discussed as a secondary source: indicate the author and the year (if possible) of the original work, followed by 'as cited in' ('como citado em' for papers in Portuguese), the author, year and page of the work used for consultation. In the reference list, indicate only the date of the secondary work (material used as a means of consultation for the quotation). In case of direct quotation, it is mandatory to indicate the page number.</p>
<p>In the text body</p>	<p>Den Dulk <i>et al.</i> (1999 como citado em Rego & Souto, 2004, p. 32).</p> <p>(Den Dulk <i>et al.</i>, 1999 como citado em Rego & Souto, 2004, p. 32).</p> <p>Reber, Nonaka and Takeuchi (1992 as cited in Spender, 1996).</p> <p>(Reber, Nonaka, & Takeuchi, 1992 as cited in Spender, 1996).</p>
<p>In the reference list</p>	<p>Rego, A., & Souto, S. (2004). Comprometimento organizacional em organizações autenticizóticas: um estudo luso-brasileiro. <i>Revista de Administração de Empresas</i>, 44(3), 30-43.</p> <p>Spender, J. C. (1996). Making knowledge the basis of a dynamical theory of the firm. <i>Strategic Management Journal</i>, 17(Special Issue), 45-62.</p>
<p>Quotations by the same author in the same year</p>	<p>Several documents by the same author published in the same year should be identified by the suffixes a, b, or c after the year of publication without additional spacing. In the reference list they should be alphabetically ordered by title.</p>
<p>In the text body</p>	<p>Pérez-Nebra e Torres (2002a).</p> <p>Pérez-Nebra e Torres (2002b).</p> <p>(Pérez-Nebra & Torres, 2002a, 2002b).</p> <p>Pettigrew (1992a, 1992b).</p> <p>(Pettigrew, 1992a, 1992b).</p>
<p>In the reference list</p>	<p>Pérez-Nebra, A. R., & Torres, C. V. (2002b, outubro). Construção e validação da escala de satisfação do consumidor estrangeiro sobre a indústria de turismo brasileiro. <i>Anais da Reunião Anual da Sociedade Brasileira de Psicologia</i>, Florianópolis, SC, Brasil, 32.</p> <p>Pérez-Nebra, A. R., & Torres, C. V. (2002a). Imagem do Brasil como país de destino turístico: uma pesquisa da psicologia do consumidor. <i>Turismo: Visão e Ação</i>, 4(10), 101-114.</p> <p>Pettigrew, A. M. (1992a). On studying managerial elites. <i>Strategic Management Journal</i>, 13(Special Issue), 163-182.</p> <p>Pettigrew, A. M. (1992b). The character and significance of strategy process research. <i>Strategic Management Journal</i>, 13(Special Issue), 5-16.</p>
<p>Authors with the same last name</p>	<p>Quotations of several authors with the same last name should include the initials of the first author in all quotations in the text, even if the year of publication is different.</p>
<p>In the text body</p>	<p>C. S. Sanches (2000).</p>

	(E. A. Sanches & Villas-Boas, 2005).
	J. B. Keys and Biggs (1990).
	(B. Keys & Wolfe, 1990).
In the reference list	Sanches, C. S. (2000). Gestão ambiental proativa. <i>Revista de Administração de Empresas</i> , 40(1), 76-87.
	Sanches, R. A., & Villas-Boas, A. (2005). Planejando a gestão em um cenário socioambiental de mudanças: o caso da bacia do rio Xingu. <i>Revista de Administração Pública</i> , 39(2), 365-380.
	Keys, B., & Wolfe, J. (1990). The role of management games and simulations in education and research. <i>Journal of Management</i> , 16(2), 307-336.
	Keys, J. B., & Biggs, W. D. (1990). A review of business games. In J. W. Gentry (Ed.). <i>Guide to business gaming and experiential learning</i> (pp. 48-73). London, USA: Nichols/GP Publishing.
Author's names including Jr., Son, Filho, Neto, etc.	Do not include any suffixes such as Jr., Filho, Neto, II, III etc. in the quotation. Include them in the reference list after the last abbreviated name and add a comma before the suffix.
In the text body	Manzoni (2002).
	(Manzoni, 2002).
	Ruekert and Churchill (1984).
	(Ruekert & Churchill, 1984).
In the reference list	Manzoni, R., Jr. (2002). 25 Melhores serviços de internet banking. <i>Revista Business Standard</i> , 13, 12-20.
	Ruekert, R. W., & Churchill, G. A., Jr. (1984). Reliability and validity of alternative measures of channel member satisfaction. <i>Journal of Marketing Research</i> , 21(2), 226-233.
Last names including prepositions and articles	In case of authors' last names including articles and prepositions such as de, do, dos, von, van, vu, la, etc. , do not consider the prefix and treat it as a middle name.
In the text body	Moraes (2005).
	(Moraes, 2005).
	Maanen (1989).
	(Maanen, 1989).
In the reference list	Moraes, A. de (2005). <i>Direito constitucional</i> . São Paulo: Atlas.
	Maanen, J. van (1989). Processando pessoas: estratégias de socialização organizacional. In M. Fleury & R. Fischer (Orgs.). <i>Poder e</i>

	<i>cultura nas organizações</i> (Parte I). São Paulo: Atlas.
Exception	If the article or preposition is part of the last name, treat it as such and order it by prefix in the reference list.
In the text body	DaMatta (1996). (DaMatta, 1996).
In the reference list	DaMatta, R. (1996). <i>Carnavais, malandros e heróis</i> . São Paulo: Cortês.

SPECIFIC CASES IN QUOTATIONS

Organization of works presented in parentheses	A quotation of two or more works in the same parentheses should follow the same order as it appears in the reference list.
	ORGANIZE TWO OR MORE WORKS BY THE SAME AUTHOR(S) IN ASCENDING ORDER BY YEAR OF PUBLICATION.
Example	(Edeline & Weinberger, 1991, 1993)
	ORGANIZE TWO OR MORE WORKS BY THE SAME AUTHOR(S) IN ASCENDING ORDER BY YEAR OF PUBLICATION. QUOTATIONS FROM WORKS IN PROGRESS (IN PRESS) SHOULD BE PLACED LAST.
Example	(Edeline & Weinberger, 1991, 1993, in press).
	QUOTATIONS BY SEVERAL AUTHORS IN THE SAME PARENTHESES SHOULD BE ORGANIZED IN ALPHABETICAL ORDER BY THE LAST NAME OF THE FIRST AUTHOR. SEPARATE QUOTATIONS USING A SEMI-COLON.
Example	(Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990).
Personal communication	Quoting personal communication (letters, memos, electronic forms of communication [e-mails, discussion groups, electronic notice boards], phone conversations, and similar media). These quotations should not appear in the reference list as they do not provide recoverable data. Cite personal communication only in the text. Provide the initials and the last name of the person responsible for the communication and the date as accurately as possible.
Example	J. I. P. Costa (2005).
Entire website	Quotations of an entire website should be introduced in the text body with the full website address and the date of retrieval of the researched data, and they do not need to appear in the reference list.
Example	Figure 1 shows part of the global portal of the Unicef - The United Nations Children's Fund (http://www.unicef.com , retrieved on 15 May, 2008) that presents the gateways to each country, ...
Quotations in notes	If an author has not been mentioned in the text body at any time but appears in the notes (at the end of a paper), please add complete reference information just in the body of the note.

Example	¹ In the work by Sallum, B., Jr. (1994). <i>Transição política e crise de Estado. Lua Nova</i> , 2(32), 1-30 and de Almeida, M. H. T. (1996). Pragmatismo por necessidade: os rumos da reforma econômica no Brasil. <i>Dados: Revista de Ciências Sociais</i> , 39(2), 213-234, they point out this moment of transition.
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SPECIFIC CASES IN REFERENCES

Hyphenated author's name	If the first name of an author is hyphenated, keep the hyphen and include a period after each initial.
Titles of books and academic papers and articles	Capitalized only the first letter of the first words, except in proper names, trade names and names of universities.
Typographic feature	The <i>italic</i> is the typographic feature to be used to highlight the title of a publication.
Abbreviations	Use a period in abbreviated references.
Example	(Chap. 2, Vol. 1, 2nd ed., p. 6).
Work with no title	Indicate author(s), year of publication and in square brackets indicate that the material is a description of the content, not a title. Do not use italics. Include the place of publication, publisher and/or other necessary information to locate the document.
Example	Associação Brasileira de Capital de Risco & Thompson Venture Economics. (2006). [ABCR/Thomson Survey – 4 th stage. The survey details the behavior of the venture capital industry in Brazil in the second half of 2003.] Retrieved on 5 April, 2006, from http://www.capitalderisco.gov.br/vcn/abcr/pesquisa_04.pdf
Edition, number of report, number of volume, etc.	<p>After the title and in parentheses, indicate any additional information provided by the publication for identification and search purposes (Edition, number of report, number of volume, etc.). Do not use a period between the title and the parentheses.</p> <p>The first edition does not need be mentioned; it is only necessary to mention from the second edition on. The edition should appear in parentheses with its corresponding symbol placed next to 'no.' and not a superscript. Papers in English: (2nd ed.); and for papers in Portuguese: (2a ed.).</p>
Examples	<p>Kotler, P., & Keller, K. L. (2005). <i>Administração de marketing</i> (12a ed.). São Paulo: Prentice Hall.</p> <p>Hofstede, G. (2001). <i>Culture's consequences: comparing values, behaviors, institutions, and organizations across nations</i> (2nd ed.). California: Sage Publications.</p> <p>Ribault, M., Martinet, B., & Lebedois, D. (1995). <i>A gestão das tecnologias</i> [Coleção gestão & inovação]. Lisboa: Publicações Dom Quixote.</p> <p>Werkema, M. C. C. (2002). <i>Criando a cultura seis sigma</i> (Vol. 1, Série Seis Sigma). Rio de Janeiro: Qualitymark.</p>

<p>Place of publication</p>	<p>The place of publication should be indicated the following way:</p> <p>Books – indicate the city of publication. If the city is unknown, indicate the state.</p> <p>Theses, dissertations, annals/proceedings, Working Paper, reports, brochures and other publications in isolation and not periodicals – indicate the city, state and country.</p>
<p>Examples</p>	<p>Souza, M. L. (2005). <i>ABC do desenvolvimento urbano</i> (2a ed.). Rio de Janeiro: Bertrand.</p> <p>Scott, W. R. (2008). <i>Institutions and organizations</i> (3a ed.). Thousand Oaks, CA: Sage Publications.</p> <p>Silva, A. B., & Pereira, A. A. (2004, setembro). Fatores de influência na gestão das empresas de pequeno e médio porte da grande Florianópolis/SC. <i>Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração</i>, Curitiba, PR, Brasil, 28.</p> <p>Sercovitch, F. C. (1988). Domestic learning, international technology flows and the world market: new perspectives for the developing countries [Working Paper N° 189/ WEP 2-22]. <i>International Labour Organisation</i>, Geneva, Switzerland.</p>
<p>Organizing the reference list</p>	<p>The reference list should be organized in alphabetical order by the last name of the first author. References with numbers should appear as if the number were spelled.</p> <p>WORKS BY THE SAME FIRST AUTHOR BY YEAR OF PUBLICATION, THE OLDEST ONE FIRST.</p>
<p>Examples</p>	<p>Antonello, C. S. (2005). A metamorfose da aprendizagem organizacional: uma revisão crítica. In R. Ruas, C. S. Antonello, & L. H. Boff (Ed.). <i>Aprendizagem organizacional e competências</i> (pp. 12-33). Porto Alegre: Artmed.</p> <p>Antonello, C. S. (2008). <i>Aprendizagem nas organizações: refletindo sobre suas abordagens</i> [Mimeo]. Universidade Federal do Rio Grande do Sul, Porto Alegre, RS.</p>
<p>Examples</p>	<p>WORKS BY THE SAME FIRST AUTHOR THAT PRECEDE WORKS BY MULTIPLE AUTHORS</p> <p>Sacramento, I. (2005). <i>Motivos, formação de redes e direção da internacionalização de escolas de negócios do Brasil e da América Latina</i>. Tese de doutorado, Universidade Federal do Rio de Janeiro, Rio de Janeiro, RJ, Brasil.</p> <p>Sacramento, I., Almeida, V., & Silva, M. (2002). The internationalization process of services firms: a two-case study in Brazil. <i>Latin American Business Review</i>, 2(2), 43-64.</p>
<p>Examples</p>	<p>WORKS BY THE SAME FIRST AUTHOR WITH DIFFERENT SECOND AND THIRD AUTHORS SHOULD BE ORGANIZED IN ALPHABETICAL ORDER, BY THE LAST NAME OF THE SECOND AUTHOR.</p> <p>Andersson, U., Forsgren, M., & Holm, U. (2002). The strategic impact of external networks: subsidiary performance and competence development in the multinational corporation. <i>Strategic Management Journal</i>, 23(11), 979-996.</p> <p>Andersson, U., Forsgren, M., & Pedersen, T. (2001). Subsidiary performance in multinational corporations: the importance of technology</p>

embeddedness. *International Business Review*, 10(1), 3-23.

Machado-da-Silva, C. L., & Coser, C. (2004, setembro). Organização focal e relações de poder em um campo organizacional. *Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração*, Curitiba, PR, Brasil, 28.

Machado-da-Silva, C. L., Fonseca, V. S., & Fernandes, B. H. R. (1999). Mudança e estratégia nas organizações: perspectivas cognitiva e institucional. In M. M. F. Vieira & L. M. B. Oliveira (Orgs.). *Administração contemporânea - perspectivas estratégicas*. (pp. 102-118). São Paulo: Atlas.

Machado-da-Silva, C. L., & Rossoni, L. (2007). Persistência e mudança de temas na estruturação do campo científico da estratégia em organizações no Brasil. *Revista de Administração Contemporânea*, 11(4), 33-58.

WORKS BY THE SAME FIRST AUTHOR (OR WITH THE SAME TWO OR MORE AUTHORS IN THE SAME ORDER) WITH THE SAME DATE OF PUBLICATION SHOULD BE ORGANIZED IN ALPHABETICAL ORDER BY TITLE.

Figueiredo, P. N. (2003b). *Aprendizagem tecnológica e performance competitiva*. Rio de Janeiro: FGV.

Figueiredo, P. N. (2003a). Learning, capability accumulation and firms differences: evidence from latecomer steel. *Industrial and Corporate Change*, 12(3), 607-643.

Lévi-Strauss, C. (1971a). Os limites do conceito de estrutura em etnologia. In R. Bastide (Coord.). *Usos e sentidos do termo estrutura* (pp. 33-39). São Paulo: Editora da Universidade de São Paulo.

Lévi-Strauss, C. (1971b). Relatório do colóquio sobre o termo "estrutura". In R. Bastide (Coord.). *Usos e sentidos do termo estrutura* (pp. 159-194). São Paulo: Editora da Universidade de São Paulo.

WORKS BY DIFFERENT AUTHORS WITH THE SAME LAST NAME SHOULD BE ORGANIZED IN ALPHABETICAL ORDER BY THE FIRST INITIAL OF THEIR FIRST NAMES.

Johanson, J., & Vahlne, J. E. (2006). Commitment and opportunity development in the internationalization process model. *Management International Review*, 46(2), 165-178.

Johanson, M., & Johanson, J. (2006). Turbulence, discovery and foreign market entry: a longitudinal study of and entry into the Russian market. *Management International Review*, 46(2), 179-205.

REFERENCE MODELS

Complete book

If the city where the Publisher is located is not a well-known city, add the State or Country (use abbreviations for State). Use a colon after the place. In case two places of publication appear, indicate the place that appears first in the book or the head office of the publishing house, if specified.

Last name, abbreviated full name. (Year of publication). *Title: Subtitle* (if any) (additional information – if any). Place of publication: Publisher.

Example

Toffler, A. (1994). *O choque do futuro* (5a ed.). Rio de Janeiro: Record.

Complete book with publishers	<p>Last name, abbreviated full name. (Ed. OR Coord. OR Org.).). (Year of publication). <i>Title: Subtitle</i> (if any) (additional information - if any). Place of publication: Publisher.</p>
Example	Galvão, G. (Ed.). (2004). <i>Anuário de propaganda</i> . São Paulo: Meio & Mensagem.
Book edited with just one author and one editor	<p>Indicate first the author and then add the editor in parentheses after the Title.</p> <p>Last name, abbreviated full name. (Year of publication). <i>Title: Subtitle</i> (if any) (abbreviated full name. Last name, Ed.). (additional information (if any)). Place of publication: Publisher.</p>
Example	Tolkien, J. R. R. (1985). <i>The Silmarillion</i> (C. Tolkien, ed.). New York: Del Rey.
Book with additional information	<p>Additional information provided by the publication that is important for identification and search purposes (edition, report number, volume, etc.) should be indicated in parentheses after the title and before the page number (Vol. 1, 2nd ed., p. 6). Do not use a period between the title and the parenthesis.</p> <p>Last name, abbreviated full name. (Year of publication). <i>Title: subtitle</i> (if any) (additional information – if any). Place of publication: Publisher.</p>
Example	Castells, M. (2002). <i>O poder da identidade. A era da informação: economia, sociedade e cultura</i> (Vol. 2, 3rd ed.). São Paulo: Paz e Terra.
Book chapter	<p>Last name, abbreviated full name. (Year of publication). <i>Title: subtitle</i> (if any) (chapter number, page number). Place of publication: Publisher.</p>
Example	Motta, F. P., & Vasconcelos, I. G. (2002). <i>Teoria geral da administração</i> (Chap. 5, pp. 131-168). São Paulo: Thomson.
Edited book chapter	<p>Indicate the initials and last names of all editors after 'In' (for reference works with several volumes and large boards of editors, identifying the chief-editor followed by <i>et al.</i> is enough). In case there are just two names, put '&' before the second name, without a comma. From three names on, add '&' before the last name and use a comma to separate them. In parentheses, add the identification 'Ed./'Eds.' OR 'Coord./'Coords.' OR 'Org./Orgs.' after the last name. In parentheses, after the Title, indicate number of pages and other additional elements (edition, volume, among others) that are important for finding the work and chapter. These elements should appear before the page numbers.</p> <p>Last name, abbreviated full name. (Year of publication). Chapter title. In abbreviated full name. Last name (Ed. OR Coord. OR Org.). <i>Title: Subtitle</i> (if any) (additional information – if any, chapter pages). Place of publication: Publisher.</p>
Examples	<p>Barthes, R. (1967). A atividade estruturalista. In C. H. Escobar (Org.). <i>O método estruturalista</i> (pp. 57-63). Rio de Janeiro: Zahar.</p> <p>Watson, M. W. (1994). Vector autoregressions and cointegration. In R. F. Engle & D. L. McFadden (Eds.). <i>Handbook of econometrics</i> (Vol. 4, Chap. 47, pp. 2843-2915). Amsterdam: Elsevier.</p>
Revised edition	<p>Add (Rev. ed.) in parentheses after the Title and (Ed. rev.) for papers in Portuguese.</p>

	Last name, abbreviated full name. (Year of publication). <i>Title: Subtitle</i> (if any) (Ed. rev. OR Rev. ed.). Place of publication: Publisher.
Example	Bryson, J. (1995). <i>Strategic planning for public and non-profit organization</i> (Rev. Ed.). San Francisco: Jossey-Bass Publishers.
Collection	Last name, abbreviated full name. (Year of publication). <i>Title: Subtitle</i> (Vol., ed., pp.). (Add the name of the Collection). Place of publication: Publisher.
Example	Ribault, M., Martinet, B., & Lebedois, D. (1995). <i>A gestão das tecnologias</i> (Coleção gestão & inovação). Lisboa: Publicações Dom Quixote.
An ancient and/or translated work	<p>In case of ancient works, cite the year of the translation or version used in the text followed by the original date of publication. If the original date of publication is unknown, include the word 'version' ('versão' for papers in Portuguese).</p> <p>Indicate the name(s) of the translator(s) in parentheses in the reference list, after the title, (use 'Trans.' for papers in English and 'Trad.' for papers in Portuguese), followed by the place of publication, publisher and, in parentheses, the year of publication of the original work.</p> <p>Last name, abbreviated full name. (Year of publication). <i>Title: Subtitle</i> (if any) (additional information – if any) and abbreviated full name. Last name, Trans.). Place of publication: Publisher. (Original work published in ___ add the year of publication).</p>
In the text body	Yin (2001/1984).
In the reference list	Yin, R. K. (2001). <i>Estudo de caso: planejamento e métodos</i> (2nd ed., D. Grassi, Trans.). Porto Alegre: Bookman. (Original work published in 1984)
Scientific periodicals	Indicate the volume number (in italics) and the issue (if any) for scientific periodicals. Include any relevant additional information for identification and search purposes in square brackets after the title.
Complete periodical	To cite a complete issue of a periodical, indicate the editors of such issue, the title, volume and issue numbers.
Example	Quintella, R. H., & Segatto, A. P. (Eds.) (2009). <i>Revista de Administração Contemporânea</i> , 13(3).
Exception	If the issue does not have any editors, put the title in place of the author.
Papers in scientific periodicals	Last name, abbreviated full name. (Year of publication). Title of the paper. <i>Name of Periodical, volume (number), pages.</i>
Examples	<p>Peci, A. (2007). Reforma regulatória brasileira dos anos 90 à luz do modelo de Kleber Nascimento. <i>Revista de Administração Contemporânea</i>, 11(1), 11-30.</p> <p>Hernandez, J. M. C. da, & Mazzon, J. A. (2008). Um estudo empírico dos determinantes da adoção de internet banking entre não usuários brasileiros. <i>Revista de Administração Contemporânea</i>, 12(Edição Especial), 09-39.</p> <p>Hamel, G. (1991). Competition for competence and inter-partner learning within international strategic alliances. <i>Strategic Management Journal</i>,</p>

	<p>12(Special Issue), 83-103.</p> <p>Mourão, L. (2009). Oportunidades de qualificação profissional no Brasil: reflexões a partir de um panorama quantitativo [Resumo]. <i>Revista de Administração Contemporânea</i>, 13(1), 136-153.</p> <p>Claro, D. P., & Claro, P. B. O. (2008). Managing trust relationships: calculative, affective, belief and performance [Abstract]. <i>Brazilian Administration Review</i>, 5(4), 289-303. Retrieved May 16, 2009, from http://www.anpad.org.br/periodicos/arq_pdf/a_805.pdf</p>
Periodicals with editors	<p>Last name, abbreviated full name. (Year of publication, month of publication). Title of the paper. In abbreviated full name, last name (Ed.). <i>Name of the Periodical</i>, (Additional data: volume, number, pages). Publisher.</p>
Example	<p>Reis, E. (2000, August). Análise de clusters e as aplicações às ciências empresariais: uma visão crítica da teoria dos grupos estratégicos In E. Reis & M. A. M. Ferreira (Eds.). <i>Temas em Métodos Quantitativos</i> (Vol.1, pp. 205–238). Edições Silabo.</p>
Supplement to a periodical	<p>Add the word 'Suppl.' in parentheses after the volume number ('Suppl.' for papers in Portuguese) and its number (if any).</p> <p>Last name, abbreviated full name. (Year of publication). Title of the paper. <i>Name of the Periodical</i>, volume(Suppl. no.), pages.</p>
Examples	<p>Araújo, M. H., Lago, R. M., Oliveira, L. C. A., Cabral, P. R. M., Cheng, L. C., & Fillion, L. J. (2005). O estímulo ao empreendedorismo nos cursos de química: formando químicos empreendedores. <i>Química Nova</i>, 28(Supl.), 18-25.</p> <p>Easton, P. D. (1998). Discussion of revalued financial, tangible, and intangible assets: association with share prices and non market-based value estimates. <i>Journal of Accounting Research</i>, 36(Suppl.), 235-247.</p>
An article from a monthly journal	<p>Indicate the year and month for monthly publications and include the number/section, if any, and pages.</p> <p>Last name, abbreviated full name. (Year, month of publication). Title of the article. <i>Name of the Journal</i>, number/section, pages.</p>
Example	<p>Schneider, A. (2006, fevereiro). Isto já é realidade. <i>Revista Você S.A.</i>, 92, pp. 70-71.</p>
An article from a weekly journal	<p>Indicate the year, month and day for weekly publications and include the number/section, if any, and pages.</p> <p>Last name, abbreviated full name. (Year, month and day of publication). Title of the article. <i>Name of the Journal</i>, number/section, pages.</p>
Examples	<p>Rosenburg, C. (1999, setembro 8). Faixa preta corporativo. <i>Revista Exame</i>, 696(18), Ano 33, 88-90.</p>
A newspaper article	<p>Indicate the year, month and day, and include the number/section and the number of pages after p. or pp.</p> <p>Last name, abbreviated full name. (Year, month and day of publication). Title of the article. <i>Name of the Newspaper</i>, number/section, pages.</p>
Example	<p>Moreira, A. (2009, agosto 11). Banco de país emergente ganha mais espaço com crise financeira. <i>Valor Econômico</i>, Caderno Valor Finanças, p. C2.</p>

	Solow, R. M. (1987, July 12). We'd better watch out. <i>New York Times Book Review</i> , 36.
Newsletter article	Indicate the date of issue (year, month and day), and include the number/section and the number of pages after p. or pp. Last name, abbreviated full name. (Year, month and day of publication). Title. <i>Name of the Newsletter</i> , number/section, pages.
Example	Barbirato, R. (2007, janeiro). Precisamos moderar. <i>Boletim Informativo da Agência Nacional de Vigilância Sanitária</i> , (66), p. 11.
Electronic periodicals	For papers or articles in English use 'Retrieved' (and 'Recuperado' for papers in Portuguese). Include the electronic link to the paper. Last name, abbreviated full name. (Year of publication). Title of the paper. <i>Name of the Periodical</i> , volume (number), pages. Retrieved on day, month, year, full electronic address.
Examples	Santos, C. P. dos, & Fernandes, D. H. von der (2007). A recuperação de serviços e seu efeito na confiança e lealdade do cliente. <i>RAC-Eletrônica</i> , 1(3), 35-51. Recuperado em 5 dezembro, 2007, de http://anpad.org.br/periodicos/content/frame_base.php?revista=3 Silva, J. R. G. da, & Wetzel, U. (2007). Organizational change and the meaning of time. <i>Brazilian Administration Review</i> , 4(3), 16-30. Retrieved May 16, 2009, from http://www.anpad.org.br/periodicos/arq_pdf/a_576.pdf
Electronic version of a printed periodical	Add [Electronic version] in square brackets after the title of the article ([Versão eletrônica] for articles in Portuguese). Last name, abbreviated full name. (Year of publication). Title of the article
Examples	Rodrigues, A. L., & Malo, M. C. (2007). Estruturas de governança e empreendedorismo coletivo: o caso dos doutores da alegria [Versão eletrônica], <i>Revista de Administração Contemporânea</i> , 10(3), 29-50. Vandenbos, G. Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version], <i>Journal of Bibliographic Research</i> , 5, 117-123.
Annals/ Proceedings	In parentheses, indicate the year followed by the month(s) of publication of the event. After the full name of the event, include the city, state, country and event number. Last name, abbreviated full name. (Year, month of publication). Title of the Work. <i>Full name of the event</i> , city, state, country and event number.
Examples	Silva, A. B., & Pereira, A. A. (2004, setembro). Fatores de influência na gestão das empresas de pequeno e médio porte da grande Florianópolis/SC. <i>Anais do Encontro Nacional da Associação Nacional de Pós-Graduação e Pesquisa em Administração</i> , Curitiba, PR, Brasil, 28. Junglas, I., & Watson, R. (2003, December). U-commerce: a conceptual extension of e-commerce and m-commerce. <i>Proceedings of the International Conference on Information Systems</i> , Seattle, WA, USA, 24.
A poster presented in a congress	In parentheses, indicate the year followed by the month(s) of publication of the event. After the title, include the presentation session, the city, state, country and the event number.

Example	Bungenstab, D. J., Faquim, A., Pereverzieff, R., Bungenstab, E. J., Silva, N. S. da, & Mori, A. (2008, agosto/setembro). <i>O uso de milho em sistemas de integração lavoura-pecuária e sua carga tributária no Estado do Mato Grosso do Sul</i> . Pôster Sessão Sócio–Economia apresentado no Congresso Nacional de Milho e Sorgo, Londrina, PR, Brasil, 27.
A printed thesis and/or dissertation	Last name, abbreviated full name. (Year of publication). <i>Title of the Work</i> . Type of document, Institution responsible for it, city, state, country.
Examples	<p>Leon, M. E. (1998). <i>Uma análise de redes de cooperação das pequenas e médias empresas do setor das telecomunicações</i>. Dissertação de mestrado, Universidade de São Paulo, São Paulo, SP, Brasil.</p> <p>Ariffin, N. (2000). <i>The internationalisation of innovative capabilities: the Malaysian electronics industry</i>. Doctoral dissertation, Science and Technology Policy Research, University of Sussex, Brighton, England.</p>
A thesis or dissertation published on a University website	<p>In case of a thesis or dissertation available for consultation in a university digital library, include the electronic address to locate the work.</p> <p>Last name, abbreviated full name. (Year of publication). <i>Title of the Work</i>. Type of document, Institution responsible for it, city, state, country. Available: Internet link.</p>
Example	Segatto-Mendes, A. P. (2001). Teoria de agência aplicada à análise de relações entre os participantes dos processos de cooperação tecnológica universidade-empresa. Tese de doutorado, Universidade de São Paulo, São Paulo, SP, Brasil. Disponível: http://www.teses.usp.br/teses/disponiveis/12/12139/tde-24012002-114443
Manual, mimeo, brochure, text for discussion	Include the publication medium in square brackets after the title.
Examples	<p>Pizolotto, M. (1997). <i>Conversas de corredor</i> [Mimeo]. Universidade Federal do Rio Grande do Sul, Porto Alegre, RS.</p> <p>Prefeitura Municipal de Curitiba. (2002). <i>Modelo colaborativo. Experiência e aprendizados do desenvolvimento comunitário em Curitiba</i> [Folheto]. Curitiba: Instituto Municipal de Administração Pública.</p> <p>Lima, E. C. P. (1997). <i>Privatização e desempenho econômico: teoria e evidência empírica</i> [Texto para discussão, N° 532]. Brasília, DF: IPEA.</p> <p>Lohmöller, J. B. (1984). <i>LVPLS program manual: latent variables path analysis with partial least squares estimation</i> [Manual]. Köln: Zentralarchiv für Empirische Sozialforschung, Universitst zu Köln.</p>
Course booklet	Gonzalez, R. S. (2001). <i>Balanço social – um disclosure necessário</i> [Apostila do Seminário Mercado de Capitais e Balanço Social]. São Paulo: ABAMEC.
Working paper	Bebchuk, L. (1999). A rent-protection theory of corporate ownership and control [Working Paper N° 7203]. <i>National Bureau of Economic Research</i> , Cambridge, MA.
Technical and	In case the organization has assigned a number to the report, indicate

research reports	such number in parentheses after the title. Include the city and state of publication, the accurate name of the department, office, agency or institute that published or produced the report.
Example	Marques, E. V. (2003). <i>Uma análise das novas formas de participação dos bancos no ambiente de negócios na era digital</i> (Relatório de Pesquisa/2003), São Paulo, SP, Centro de Excelência Bancária, Escola de Administração de Empresas, Fundação Getúlio Vargas.
Interview/ Testimonial	Müller, F. B. (2009, outubro 10). Biodiversidade será a próxima onda do mercado (Entrevista com Clóvis Borges). <i>Envolverde - Revista Digital de Ambiente, Educação e Cidadania</i> . Recuperado em 30 outubro, 2009, de http://envolverde.ig.com.br/materia.php?cod=64767&edt=1
Electronic media	<p>Electronic documents must indicate the year of publication or, if the source is updated from time to time, include the date of the latest update. After the title, provide enough information to enable one to locate the material. Use the terms 'Retrieved' and 'from' ('recuperado' and 'de' in Portuguese). The electronic address must be complete, thus enabling immediate access to the document.</p> <p>Last name, abbreviated full name. (Year of publication). <i>Title: subtitle</i>. Additional date: volume, number, pages, city, publisher, among others. Retrieved on day month, year, from http://www.electronic address.</p>
Examples	<p>Tavares, W. M. L. (2001). <i>A indústria eletrônica no Brasil e seu impacto sobre a balança comercial</i>. Recuperado em 15 Novembro, 2008, de http://apache.camara.gov.br/portal/arquivos/Camara/internet/publicacoes/estnottec/pdf/108604.pdf</p> <p>Gompers, P. A., & Lerner, J. (1998, August). What drives venture capital fundraising? Research & Ideas [Working papers Series]. <i>Harvard Business School</i>. Retrieved 4 August, 2005, from http://www.hbs.edu/research/facpubs/workingpapers/papers2/9899/99-079.pdf</p>
Electronic data or database	Indicate the main contributor as the author. The date of publication should be the year when the copy of the data or database file was made available for the first time. Indicate the title and, in square brackets, after the title, identify the source as an electronic data or database file. Do not use a period between the title and the material in square brackets. Indicate the place and name of the producer. Use the terms 'Retrieved' and 'from' ('recuperado' and 'de' in Portuguese). The electronic address must be complete, thus enabling immediate access to the document.
Examples	<p>Economática - Tools for Investment Analysis (n.d.). <i>Manual Economática</i>. Recuperado em 5 junho, 2004, de http://manual.economatica.com.br</p> <p>Economática - Tools for Investment Analysis (n.d.). <i>Base de Dados</i> [CD-ROM]. São Paulo: Author.</p>
Computer programs, software or programming language	<ul style="list-style-type: none"> ▪ If an individual holds the copyright for a piece of software, indicate him/her as the author; in other cases, treat such references as works without an author. ▪ In square brackets, after the title or additional information for identification and retrieval purposes, identify the source as: computer program, language or software. Do not use a period between the title and the material in square brackets. ▪ Indicate the place and name of the organization that produced the work

in place of the Publisher.

- Indicate any additional information for identification and retrieval purposes in parentheses after the title (for example, version number if it is not part of the software).
- Give the same information to refer to a manual. However, in the square brackets after the title, identify the source as computer program or software manual.

Authors (Year of publication). Title (Version number) [Computer program OR software OR programming language]. City, State: organization that produced the work.

Examples

Metastock. (2006). (Version 10.0) [Software]. Salt Lake City, UT, USA: Equis International.

Ventana Systems, Inc. (2004). *Vensim help manual* (Vensim 5.3a.). [Software]. Harvard, MA: Author. Retrieved on 28 April, 2006, from <http://www.vensim.com/freedownload.html>