How to Reference using the APA System

The APA (American Psychological Association) System is the preferred referencing method for the Psychology department at LSBU.

Table of Contents

1. Why do we need to reference? ................................................................. 2
2. The two stages of the APA system ........................................................... 2
   2.1 In-text citation ............................................................................. 2
   2.2 Reference list ............................................................................. 2
3. Citing references within the text ............................................................... 3
   3.1 Work by a corporate author ......................................................... 3
   3.2 Work with two authors ................................................................. 3
   3.3 Work with three to five authors ............................................... 3
   3.4 Work with six or more authors ............................................... 3
   3.5 Work with no author ................................................................. 4
   3.6 Multiple references with the same author and publication year ........ 4
   3.7 Citing a direct quote .................................................................. 4
   3.8 Secondary referencing ................................................................. 5
4. Format of the reference list .................................................................... 5
5. Format of references ............................................................................. 5
   5.1 General style guidelines ............................................................. 5
   5.2 Books ......................................................................................... 6
      5.2.1 Print book ........................................................................... 6
      5.2.2 Edited book ......................................................................... 6
      5.2.3 Chapter in an edited book ................................................ 6
      5.2.4 E-book ................................................................................ 7
   5.3 Journals ....................................................................................... 7
      5.3.1 Print journal article ................................................................ 7
      5.3.2 Online journal article ........................................................... 7
   5.4 Newspapers .................................................................................. 7
      5.4.1 Print newspaper article ...................................................... 7
      5.4.2 Online newspaper article ................................................... 8
   5.5 Reports ......................................................................................... 8
      5.5.1 Print report ........................................................................... 8
      5.5.2 Online report ......................................................................... 8
   5.6 Conference proceedings ................................................................. 8
      5.6.1 Conference paper in print proceedings ................................ 8
      5.6.2 Conference paper found online .......................................... 9
   5.7 Dissertations and theses .................................................................. 9
      5.7.1 Unpublished thesis/dissertation ........................................ 9
      5.7.2 Online thesis/dissertation ................................................... 9
   5.8 Films and TV ............................................................................... 9
      5.8.1 Films ...................................................................................... 9
      5.8.2 TV or radio broadcasts ....................................................... 10
1. **Why do we need to reference?**

Referencing is an essential academic skill. You need to reference in order to:
- show evidence of your research
- support your arguments and analysis
- allow readers to identify and locate the sources you’ve used
- acknowledge the work and ideas of others

If you do not reference properly you will lose marks and risk plagiarising the work of others. Plagiarism is the act of passing off someone else’s work as your own and is a form of cheating. For further information, please read the Plagiarism help sheet available from How to Guides on the My LSBU library pages.

NOTE: You need to acknowledge others’ work, even if you’re paraphrasing or putting their work or ideas into your own words.

2. **The two stages of the APA system**

2.1 **In-text citation**

When you refer to someone’s work in your essay you need to include an in-text citation. This is normally the *surname(s)* of the author(s) and the *year* their work was published.

The citation normally comes at the end of a sentence in brackets:

Example: ...although other authors have denied this (Hartley, 2005).

Or, if you include the author’s name as part of the sentence, put the year of publication immediately after in brackets:

Example: ... Hartley (2005) declared that ...

If you use a direct quote, include the page number. See 3.7 for examples of citing direct quotes.

2.2 **Reference list**

Include a list of full references at the end of your essay under the title ‘Reference list’. These references should be arranged alphabetically, normally by author. See section 4 for
When you have completed your referencing you should find that the in-text citations match the reference list at the end of your work.

3. **Citing references within the text**

3.1 **Work by a corporate author**

If the work is written by a **corporate author**, include the name of the corporation:

Example: (British Psychological Society, 2008)

If the name is long and may be easily understood if abbreviated, use an abbreviation in second and subsequent citations:

Example of first citation: (Nursing and Midwifery Council [NMC], 2008)

Example of second and subsequent citations: (NMC, 2008)

3.2 **Work with two authors**

If there are **two authors**, always cite both surnames.

Example: (Chojna & Smith, 2012)

Note: If the names cited are placed in brackets, as in the example above, use the ampersand ‘&’ to link them. If the names are in the body of the text – ‘….Chojna and Smith (2012) have argued that…’ then use ‘and’.

3.3 **Work with three to five authors**

For **three to five authors** use all authors the first time the reference occurs. For all subsequent citations use only the surname of the first author followed by **et al.** (an abbreviation of the Latin *et alia* meaning “and others”).

Example: ... Anderson et al. (2003) concluded that ...

3.4 **Work with six or more authors**

For **six or more authors** use only the surname of the first author followed by **et al.** for both first and subsequent citations.

Example: (Nguyen et al., 2007)

In the **reference list**, include all authors unless there are eight or more authors. In which case, include the first six authors, use an ellipsis ‘...’ for the rest but include the last author.

Example:
3.5 Work with no author

If there is no author, use a brief form of the title.

If the title is of an article, chapter or web page use double quotation marks:

Example: (“HIV and depression,” 2011)

The title of a journal, book, brochure or report should be italicized:

Example: ...the book Psychology, mental health and distress (2013)

3.6 Multiple references with the same author and publication year

Documents with the same author and publication year can be distinguished from each other by putting a letter after the year as shown below.

Example: ... (Williamson, 2001a), (Williamson, 2001b) etc. ...

3.7 Citing a direct quote

If you quote the exact words directly from a text you must use quotation marks to indicate this. The author(s) and year must be stated and if possible the page number (or at least the chapter heading e.g. Chapter 6) from which the quote is taken.

Example: ... Jackson (2004, p. 575) declared that “This is the finest example of postmodernism ...”

If there are no page numbers, use the paragraph number instead.

Example: (Smith, 2012, para 4).

If it’s a very long document such as an e-book on an e-book reader, include chapter number as well as para number.

Example: (Smith 2008, ch.7 para 8).

For a long quote (over 40 words) you should ‘in block’ (i.e. indent) the text. Leave a line space before and after the quote. Don’t use quotation marks.

Example:

Pears and Shields (2010) provide the following definition:

Plagiarism is a specific form of cheating and is generally defined as presenting someone else’s work or ideas as your own. These may be in printed or electronic format and, in all cases, giving credit to the original authors by citing and referencing your sources is the only way to use other peoples work without plagiarising. (p.1)

You can leave out any section of a quote as long as you make this clear by inserting an ellipsis (...).
Example: Flinders (2001, p. 71) comments that “When MPs had an operational grievance they were encouraged to direct their question ... directly to the agency”.

### 3.8 Secondary referencing

If you want to cite a work which is referenced in another work, you should try and track down the original. However, if this isn’t possible, make it clear in your text where you found the information and only include a reference to the document you’ve read.

Example: According to Dunn (as cited in Campbell & Muncer, 1998), the theory was discredited...

Your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.

### 4. Format of the reference list

- The reference list should only contain the details of sources you’ve cited in your work.
- Don’t include personal communications in your reference list.
- Put all your references in one list under the heading ‘Reference list’. Do NOT list resources by type.
- List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference.
- Works by the same author should be listed by year of publication, the earliest first.
- Works by the same author, published in the same year are arranged in alphabetical order by title. Place lowercase letters – a, b, c etc – immediately after the year, within the brackets:
  
  Example:

### 5. Format of references

#### 5.1 General style guidelines

- All lines of a reference after the first must be indented by 0.63cm, which is called a ‘hanging indent’.
  - To create this indent in Microsoft Word, place the cursor in front of the first line of text, right click and select the ‘Paragraph’ menu. Under ‘Indentation’, select ‘hanging’ from the drop down menu under ‘Special’. Click ‘okay’ to close this window and apply the hanging indentation.
  
  Example:

- Place a colon (:) after the short title, before the subtitle, as in the above example.
• Begin titles and sub-titles with a capital letter. The rest of the title should be in lower case, unless it contains a proper noun (the name of a place, person or thing). The exceptions are journal and newspaper titles which should have all major words capitalised.

• If you cannot find a date at all, insert (n.d) in the reference.

Example:

• Titles of whole works are in italics e.g. titles of books and journals. Titles that are part of a larger work are not in italics e.g. titles of chapters and journal articles.

• Place of publication is normally a town or city. Only include the first place acknowledged if more are listed. Spell out country names outside the UK or the USA – for example Geneva, Switzerland. For American cities, include both the city and the two-letter abbreviation for the state – for example Hoboken, NJ.

5.2 Books

5.2.1 Print book

Format:
Author’s Surname, Initials. (Year of publication). Title of book (Edition if later than first.). Place of publication: Publisher.

Example:

Finding the year of publication in a book:
If the year of publication is not clear look for the latest copyright date. This is next to the copyright sign © usually on the reverse of the title page. Do not use a reprint date.

5.2.2 Edited book

Example:

NOTE: if you are referencing a chapter or essay in an edited book see the following guidelines in 5.2.3 below.

5.2.3 Chapter in an edited book

Format:
Author’s Surname, Initials. (Year of publication). Title of the chapter. In Editor’s Initials. Surname. (Ed.) or (Eds.), Title of the book (page range of chapter). Place of publication: Publisher.

Example:

5.2.4 E-book

Format:
Author’s Surname, Initials. (Year of publication). Title of book. Retrieved from URL

Example:

5.3 Journals

5.3.1 Print journal article

Details for referencing a journal article can normally be found on the first page of the article.

If the journal numbers each issue from page one, include the issue number in brackets in the reference. Don’t include an issue number if each issue within a volume begins with the next consecutive page number from the last issue.

Format:
Author’s Surname, Initials. (Year of publication). Title of the article. Title of the Journal, volume number(issue number, if available), page range of the article.

Example:

5.3.2 Online journal article

Format:
Author’s Surname, Initials. (Year of publication). Title of the article. Title of the Journal, volume number(issue number, if available), page range of the article. Retrieved from URL or doi:

Example:

5.4 Newspapers

5.4.1 Print newspaper article

The format is similar to that of a journal article but includes the specific date the article was published and no volume or issue number. Include details of the section of the paper if relevant.
5.4.2 Online newspaper article

Format: 
Author’s Surname, Initials. (Year, Month Day of publication). Title of article. Title of Newspaper. Retrieved from URL

Example:

5.5 Reports

5.5.1 Print report

Print Format:
Author’s Surname, Initials or name of organisation. (Year of publication). Title of report. Edition or report number if available. Place of Publication: Publisher.

Example:

5.5.2 Online report

For reports retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author.

Online Format:
Author’s Surname, Initials or name of organisation. (Year of publication). Title of report. (Edition or report number if available.) Retrieved from name of publisher website: URL

Example:

5.6 Conference proceedings

5.6.1 Conference paper in print proceedings
For proceedings published in a book, use the same format as for a chapter in an edited book.

Format:
Author’s Surname, Initials. (Year). Title of paper. In Editor’s Initials, Surname (Ed(s.), Title of published proceedings (inclusive page numbers). Place of publication: Publisher.

Example:

5.6.2 Conference paper found online

Format:
Author’s Surname, Initials. (Year, Month). Title of paper. Paper presented at Title of Conference, Location. Place of publication: Publisher. Retrieved from URL

Example:

5.7 Dissertations and theses

5.7.1 Unpublished thesis/dissertation

Format:
Author’s Surname, Initials. (Year submitted). Title of dissertation/thesis (Unpublished master’s thesis/doctoral dissertation), Name of awarding institution, Location of awarding institution if not apparent by the name.

Example:

5.7.2 Online thesis/dissertation

Format:

Example:

5.8 Films and TV

5.8.1 Films
Format:
Director’s Surname, Initials. (Director), & Producer’s Surname, Initials or name of organisation. (Producer). (Year). Title of film [Medium]. Country of origin: Studio.

Example:

5.8.2 TV or radio broadcasts

Format:
Writer’s Surname, Initials. (Writer), & Director’s Surname, Initials. (Director). (Year). Title of broadcast [Type of broadcast]. Location of broadcasting company: Channel.

Example:

5.8.3 Online video (for example YouTube)

If the video is part of a series e.g. a video blog entry, don’t italicise the title. If it’s a standalone video then put the title in italics.

Format:
Producer’s Surname, Initials. (Year, month day). Title of video [Video file]. Retrieved from URL

Example:

5.9 Interviews

An interview may be cited in text as a personal communication but should not be referred to in the reference list.

Example:
(R. Patterson, personal communication, February 12, 2013)

5.10 Web pages

It’s best to start your research by searching LSBU library databases rather than the free web as many academic publications require a subscription and the quality of web pages vary.

Rather than using Google, try searching academic search engines such as Google Scholar http://scholar.google.co.uk.

If the web page is part of a larger work don’t italicise the title. If you’re unsure whether something stands alone, choose not to italicise.
5.10.1 Web page with author

Format:
Author’s Surname, Initials or name of organisation. (Year published or last update). Title of web page/document. Retrieved from URL

Example:

5.10.2 Web page with no author

If there is no author, start the reference with the title of the web page or document.

Format:
Title of web page or web document. (Year published or last update). Retrieved from URL

Example:

5.10.3 Web page with no date

If there is no publication date or last update information, put (n.d.).

Example:

5.10.4 Blogs

NOTE: Blogs are often anonymous and many authors just use their first names or pseudonyms.

Format:
Author’s Surname, Initials [pseudonym if provided]. (Year, month day of posting or last update). Title of blog entry. [Blog post]. Retrieved from URL

Example:
6. **Format of bibliography**

You may be asked to compile a bibliography as well as a reference list. A bibliography lists all the sources you’ve used in your research even if you did not cite them in your work. If necessary, clarify what you’re being asked to provide with your lecturers, before you submit your work.

Typically, the bibliography comes after and follows the same format as the reference list.

7. **Referencing tools**

There are a number of referencing tools, such as RefWorks which will generate references for you. However, you will need to spend time learning how to use them and you will have to check that the references generated are accurate. Therefore, they may be more suitable for students undertaking a long piece of research such as a dissertation or thesis.

8. **Further help**

For referencing examples of other resources, please consult the following books:

[Copies in the LSBU library at 808.06615 PUB. Please check the catalogue for availability.]

[Copies in the LSBU library at 808.027 PEA. Please check the catalogue for availability]

Alternatively, contact your Information Adviser:

Applied Science - LLRapp@lsbu.ac.uk

Updated by LLR 01/2017