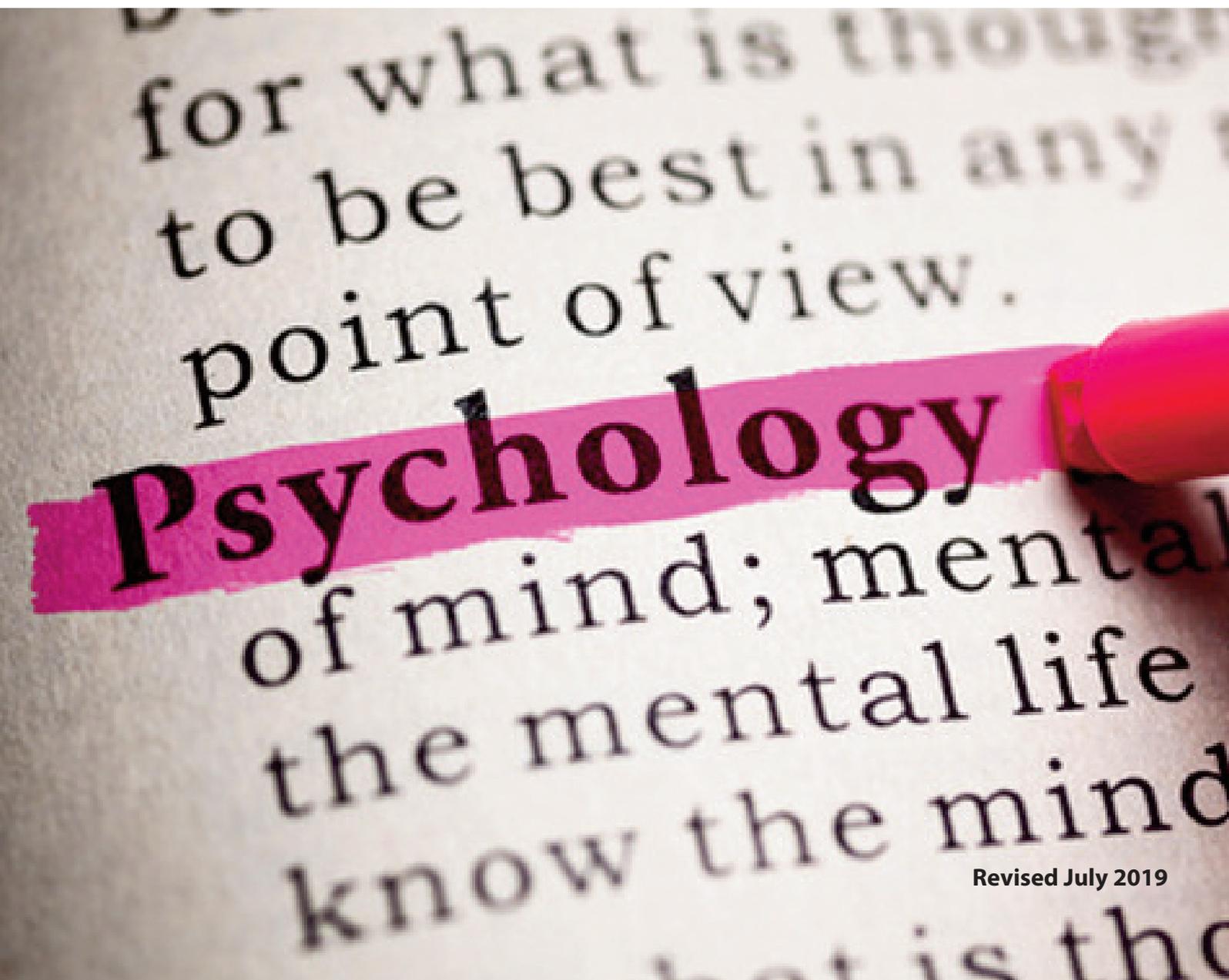


The University of South Wales Introduction to

APA Style Referencing



The University of South Wales Guide to APA Referencing

Introduction to USW APA style referencing

Acknowledgements

This guide is based on the *Publication Manual of the American Psychological Association*, 6th edition, 2010. American Psychological Association. (2010). *Publication manual of the American Psychological Association*. (6th ed.). Washington, DC: Author.

Useful terms to know (Glossary)

APA: American Psychological Association, please refer to the APA Publication Manual 6th edition or the APA website <http://www.apastyle.org/> for detailed help with APA style.

Bibliography: Not used in APA referencing but may be required in other referencing styles. This is an alphabetically ordered list of sources not mentioned in the reference list but included to show the wider reading on the topic. Or may include both full citations and other sources (ordered alphabetically).

BPS: British Psychological Society, <http://www.bps.org.uk/> Referencing and style guide but be aware BPS style varies from APA in some instances.

Citation: A citation is the inclusion of both an in-text and bibliographic (reference list) reference to a source of information; often referred to as a reference.

Direct quotation: The use of the exact words from a text/author/speaker included in your work and enclosed in "double quotation marks".

DOI: Digital object identifier, this is used to uniquely identify an object such as an electronic document. DOIs often appear instead of URLs.

et al: Abbreviation for "and others", used especially in referring to academic books or articles that have more than one author. Used for in-text citations. Note that APA style, (unlike Harvard referencing) does NOT italicise et al.

Harvard: Harvard referencing style is used for other subject areas at USW. The USW Referencing guide can be found at <http://studentlibrary.southwales.ac.uk/referencing/>

In-text reference: The reference to the source which appears in the body of your assignment/essay/report.

Paraphrase: The inclusion of specific information, ideas, facts, opinion etc. to support your own analysis/argument explained in your own words and referenced. Please note that the vocabulary and sentence structure must be changed where possible.

Personal Communications: These include letters, emails and telephone conversations and as these are not recoverable they are not included in the reference list. These can be cited in your work. Give the initial, surname of the person involved and as exact a date as possible.

Plagiarism: Failure to acknowledge the origin of information/material used in your work. See also: in-text reference, citation, reference list and bibliography. Plagiarism is a very serious academic offence.

Reference List: An alphabetically ordered list of the full details of each of the sources referred to in text.

Secondary referencing: The citing of a source which has been referred to in a work by another author.

Sources: The origin of the information/materials you reference in your work. For example: journals, books, websites, newspapers, and conference papers, legal and political papers.

Summary: An overview of the argument or point presented in a source, written in your own words and referenced.

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The importance of referencing

What is referencing?

Referencing means indicating the sources of the information/evidence/material you use in your work.

What do I need to reference?

Facts, data, theory, expert opinion, research, images, direct quotes... in fact anything you know because you read/heard/saw it. This means a large amount of the material you will use in your assignments.

Why reference?

- Because you are expected to analyse evidence/facts/theory/expert opinion to form your own conclusions and to support your own argument/point of view.
- Your ability to understand, analyse and evaluate the work of others is being measured. Referencing is a crucial part of this as it informs the reader of the texts you have consulted during your research. You will also be assessed on the quality and relevancy of these sources. It is important to remember that good, accurate referencing means higher marks.
- You will be expected to use a variety of suitable academic sources.
- Because it is academic convention.
- Because if you don't, you are committing the academic offence of plagiarism (see list of useful terms).

How to use this Guide

This guide demonstrates how to reference using the American Psychological Association (APA) referencing style. Referencing styles include two parts – the in-text reference (in the body of your assignment) and the reference list (the list of sources used, at the end of the assignment). APA is an author date system and indicates the origin of material in text with the author's name and the date of publication.

Use the guide to:

- See examples of different ways of referencing in the body of your work
- Refer to the examples to create the citations for your reference list
- Find examples and explanations of referencing terminology and features

Incorporating references in the body of your work

In-text citations include the author's surname (family name) or the authorial body (e.g. BBC), the year of publication (if available) and page numbers (where direct quotation or paraphrasing has been used).

Examples

1. According to Brown (2014, p.5) dogs bark when they are bored.
2. Dogs bark when they are bored (Brown, 2014, p.5).

3. In his paper Brown (2014) considers the reasons why dogs bark and concludes that they bark when they are bored.

4. Brown (2014, p.5) states, 'bored dogs bark'.

Please note

If the author forms part of the sentence then they remain outside the bracket (1).

If the whole reference comes at the end of a piece of information they are placed inside the brackets (2) Page numbers are used for the paraphrased information (1&2) and not for summary (3). Page numbers are used for direct quotation (4).

Reference List

At the end of your work, you are required to provide the full bibliographic information for each source cited in text.

References must be listed in alphabetical order by author, and then chronologically with earliest date appearing first.

APA uses a three space indent for the second and succeeding lines.

An author with more than one publication in one year

To distinguish between works by the same author all published in one year use a, b, c etc.

Don't forget to include these in your reference list too!

Example (Freud, 1929a,1929b,1929c)

Secondary sources

To be used sparingly! It is always better to access the original source rather than relying on secondary sources.

In-text

Name the original author with a reference to the secondary source.

Rubin's study of romantic love (as cited in Sabini, 1992)...

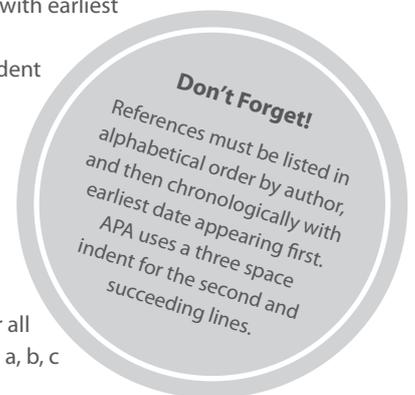
Reference list

Sabini, J. (1992). *Social psychology*. New York: W. W. Norton.

Summarising

If you are summarising the overall argument or position of a book or article then you only need to insert the author's name and year of publication, you do not need to put page numbers in the text or in the reference list.

Referencing is an integral part of academic writing (Education Drop-in Centre, 2014).



Paraphrasing

Paraphrase fully, using your own words; it is not enough just to change a few words in the original text. Change as much of the vocabulary as possible AND also change the sentence structure. Be careful not to alter the original meaning. Good paraphrasing demonstrates your understanding of your subject matter. Please note you are encouraged to use either a page number (p. or pp.) or a paragraph number for non paginated material (para.4) to guide your reader.

Original: "We are so made, that we can only derive intense enjoyment from a contrast and only very little from a state of things." (Freud, *Civilization and its discontents*, 1929, chapter 2 p.13)

Paraphrase: Freud (1929, p.13) highlighted that people become bored with sameness and suggested that it is a natural human desire to experience new things in order to experience happiness.

Quotations

Direct quotation

Do not rely heavily on direct quotations; don't use them instead of paraphrasing. Use a double set of inverted commas to enclose the quote.

Short quotations

These are incorporated into the text, fewer than 40 words.

It is accepted that the "APA Style sets a standard that is realized in APA journals, books, and electronic databases." (VandenBos, 2010, p.15).

Long quotation (example below)

Comprise 40 words or more. Long quotations start on a new line and are indented half an inch from the left margin. They are double spaced. Note that when quotes are set apart like this – you do not need to use quotation marks. The reference will appear immediately after the final punctuation mark.

It is noted that it is:

very common for students to pretend they are doing no work, or that they haven't started revising. In some cases this is about 'image' for students who do not want to seem 'uncool' by appearing to spend their time in study rather than going to clubs or pubs and seeing bands. (Cottrell, 2007, p.73)

Plagiarism (including self plagiarism)

Remember – whether you are directly quoting or paraphrasing, you must always acknowledge the source. Failure to reference correctly can be seen as presenting the work of others as your own. Self plagiarism can occur when you present work that you have used before as if it were new. If you intend to use any previous work – please use sparingly and acknowledge in your text that you are drawing on previous essays/reports.

Please see this page in Unilife for more information about plagiarism and good academic practice.

<http://unilife.southwales.ac.uk/pages/3168>

Further Help

- This guide does not include all possible sources that you might need to reference.
- If you need more help please ask your lecturer, the Student Development and Study Skills Service or your Librarian.
- The APA manual is the definitive source for APA style and referencing guidelines.
- Please see the list of useful terms below for explanations of words or phrases used in this guide.

Books

Books (1 Author)

In-text

Colman (1999) suggests the world is full of amateur psychologists who have never studied the subject.

Reference list

Colman, A.M. (1999). *What is psychology?* (4th ed.). London: Routledge.

Reference order

1. Author's surname,
 2. Initial/s.
 3. (Year).
 4. *Title*. (in italics – initial word and any proper nouns capitalised)
 5. Edition number if relevant (ed. in round brackets)
 6. Place of publication: Publisher.
-

Books (2 Authors)

In-text

Two aspects necessary for good research are reliability and validity (Haslam & McGarty, 1998) or Haslam and McGarty (1998) state reliability and validity...

Reference list

Haslam, S.A., & McGarty, C. (1998). *Doing psychology: An introduction to research methods and statistics*. London: Sage.

Reference order

1. Author/s surname,
 2. Initial/s.
 3. (Year).
 4. *Title*. (in italics – initial word and any proper nouns capitalised)
 5. Edition number if relevant (ed. in round brackets)
 6. Place of publication: Publisher.
-

Books (3-5 Authors)

In-text

For first citation in text – use all authors' names: Psychology, assert Tyson, Jones, and Elcock (2011) is "shaped by social context" (p.22). OR, for first citation in brackets... is "shaped by social context."(Tyson, Jones & Elcock, p.22) Thereafter: Tyson et al. (2011, p.22) assert...

Reference list

Tyson, P.J., Jones, D., & Elcock, J. (2011). *Psychology in context: Issues and debates*. Chichester: Wiley-Blackwell.

Reference order

1. Author/s surname,
 2. Initial/s.
 3. (Year).
 4. *Title*. (in italics – initial word and any proper nouns capitalised)
 5. Edition number if relevant (ed. in round brackets).
 6. Place of publication: Publisher.
-

Books (6 or more authors)

First mention in text use lead author et al. format

In-text

Groome et al. (1999) suggest that... or, for in bracket references, Psychology is an art (Groome et al., 1999).

Reference list

Groome, D., Dewart, H., Esgate, A., Gurney, K., Kemp, R., & Towell, N. (1999) *An introduction to cognitive psychology: processes and disorders*. Hove: Psychology Press.

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year).
4. *Title*. (in italics – initial word and any proper nouns capitalised)
5. Edition number if relevant (ed. in round brackets).
6. Place of publication: Publisher.

Book republished

In-text

For Rogers, "a drive toward self actualisation is...in the last analysis, the tendency upon which all psychology depends." (Rogers, 1961/2011, p.35). Both dates should be included in text as above with first publication date appearing first.

Reference list

Rogers, C. (2011). *On becoming a person*. London: Constable. (Original work published 1961).
Or online
Rogers, C. (2011). *On becoming a person*. Retrieved from <http://www.ebilib.com> (Original work published 1961)

Reference order

1. Surname/s,
2. Initial/s.
3. (Year).
4. *Title*. (in italics – initial word and any proper nouns capitalised)
5. Place of publication: Publisher. (or URL as above)
6. (Original work published date)

Edited Book

In-text

Gellatly and Braisby (2012) recently investigated...or - this was recently investigated (Gellatly & Braisby, 2012).

Reference list

Gellatly, A., & Braisby, N. (Eds.). (2012). *Cognitive psychology*. (2nd ed.). Oxford: Oxford University Press.

Reference order

1. Editor – followed by (Ed./Eds.).
2. (Year).
3. *Title*. (in italics – initial word and any proper nouns capitalised)
4. Edition number if relevant (ed. in round brackets)
5. Place of publication: Publisher.

Chapter in an edited book

In-text

The importance of communication as shown by Yukelson, (2010) or "communication lies at the heart of the group process" (Yukelson, 2010, p 153)

Reference list

Yukelson, D. P. (2010). Communicating effectively. In J. M. Williams (Ed.), *Applied sport psychology* (pp. 149-165). Boston: McGraw-Hill Higher Education.

Reference order

1. Author of chapter (surname before initial)
2. (Year).
3. Title of chapter
4. In
5. Editor of main work – Initial before surname (Ed./Eds.),
6. *Title of main work* (italics – initial word/proper noun capitalised)
7. (Pages of chapter –pp.).
8. Place of publication: Publisher.

Electronic book

In-text

Stuart-Hamilton (2012) points out that older people have other health issues OR older people usually suffer from poorer health... (Stuart-Hamilton, 2012)

Reference list

Stuart-Hamilton, I. (2012). *The psychology of ageing: an introduction*. (5th ed.). Retrieved from <https://www.dawsonera.com/abstract/9780857005779>

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year).
4. *Title*. (in italics –initial word/proper nouns capitalised)
5. Edition number if relevant (ed. in round brackets).
6. Retrieved from URL or DOI

Journals

Journal Articles

In-text

Norcross and Wimpold (2011, p. 127) state that "Since the earliest days of modern psychotherapy, practitioners have realized that treatment should be tailored to the individuality of the patient and the singularity of his or her context".

Reference list

Norcross, J.C., & Wampold, B.E. (2011). What works for whom: Tailoring psychotherapy to the person. *Journal of Clinical Psychology, 67*, 127–132. doi: 10.1002/jclp.20764
OR <http://www...>

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year).
4. Title of article
5. *Journal Title*,
6. *Volume*,
7. Page numbers.
8. DOI or URL (if applicable)

Please note

- Online articles which are the same as the printed version are referenced as a printed article. If different, include the DOI or URL as shown here.
- Journal titles are italicised
- If each issue of a journal begins on page 1 then give the issue number immediately after the volume number. For example *10(1), 59-67*.

Newspapers (print and online)

Newspaper (Print)

In-text

Jemima Kiss (2014, May 14) suggests that Facebook is conditioning our minds to formulate our relationships in certain ways.

Reference list

Kiss, J. (2014, May 14). The digital delusion. *The Guardian*, Comment and debate, p.34.

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year, month day)
4. Title of article. (no italics –initial word/ proper nouns capitalised).
5. *Newspaper Title*. (in italics and all important words capitalised).
6. Column or section,
7. p. or pp.

Online

In-text

Dr Nicola Sorfleet (2014, May 12) suggests that those who have served in the infantry 'make up the greatest proportion of those diagnosed with PTSD'

Reference list

Sorfleet, N. (2014, May 12). PTSD is terrifying but speed of UK veterans seeking help is promising. *The Guardian*. Retrieved from <http://www.theguardian.com/society/2014/may12/ptsd>.

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year, month day).
4. Title of article. (no italics –initial word/ proper nouns capitalised)
5. *Newspaper Title*, (all important words capitalised)
6. Retrieved from <http://www>.

Conference Papers

General advice

Conference papers are often known as **proceedings**

They may have been formally **published** or may be **unpublished**

- Some are published regularly, these require a **journal article format**

- If published in book format they require the **book or chapter** referencing format
- Unpublished papers or posters require a different format (see below)
- DOI: the DOI is placed at the end of the reference, after the final full stop and is written as: doi:
10.1073/pnas.0805417105

Conference paper in published proceedings (journal format)

In-text

Schmitt et al. (2014) studied the genetic contributions to human brain development...

Reference list

Schmitt, J., Neale, M. C., Fassassi, B., Perez, J., Lenroot, R. K., Wells, E. M. & Giedd, J. M. (2014). The dynamic role of genetics on cortical patterning during childhood and adolescence. *Proceedings of the National Academy of Sciences, USA*, 111, 6774–6779. doi:
10.1073/pnas.1311630111

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year).
4. Title of paper.
5. *Title of Conference/Proceedings*,
6. *Volume* (in italics)
7. Inclusive page numbers.
8. doi number **if applicable**

Reference order for **book chapter format**: editor/s name/s (as usual) followed by (Eds.) would be included after Title of paper. Inclusive page numbers carry pp. format. Place of publication and Publisher are also required.

Reference format for **unpublished paper**: as well as author, title and date will also include title of event where paper was presented, and the location of the event, e.g. Paper presented at the American Sociological Association Meeting, Washington, DC.

For full details on citing conference proceedings please refer to APA guide available at: <http://www.apastyle.org/>

Government Publications

Government Publications

Parliamentary papers are unique to UK parliament but official government reports may include UK OR foreign governments or devolved government papers, and include reports compiled for government by government departments.

In-text

"Prisons provide an opportunity to offer health promotion and harm minimisation programmes" (Department of Health, 2007, p.32).

Reference list

Department of Health. (2007). *The health and personal social services programmes* (Cm 7093). London: TSO.

Reference order

1. Corporate author,
2. (Year).
3. *Title*
4. (Series statement).
5. Place of publication: Publisher.

Theses (published and unpublished)

Theses

Published theses, for example available from a Database such as ETHOS

In-text

(Greenway, 2011) or Greenway (2011) states...

Reference list

Greenway, C. W. (2011). *Children solving analogical problems: insights from a cross sectional and microgenetic study using video analogues* (Doctoral dissertation). Retrieved from ETHOS. (uk.bl.ethos.534250)

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year).
4. *Title*
5. (Doctoral dissertation).
6. Retrieved from name of database.
7. (Accession or order number)

Unpublished theses/dissertations

In-text

The development of children with Williams Syndrome as investigated by (Chasouris, 2008) or Chasouris (2008) is ...

Reference list

Chasouris, A. (2008). *Developmental psychopathology in children with Williams syndrome*. (Unpublished doctoral dissertation), University of Glamorgan, Pontypridd.

Reference order

1. Author/s surname,
2. Initial.
3. (Year).
4. *Title*.
5. (Unpublished doctoral dissertation),
6. Name of institution, location.

Legal Documents

Legal Documents

Legal documents may include:

- UK Statutes (Acts of parliament)
- Statutory Instruments (SIs)
- Government Bills
- Parliamentary Papers (unique to UK government)
- Official Government Reports (include UK, foreign or devolved government papers)
- Legal Cases (Law Reports)

General Rules

- Generally, legal documents **ARE NOT** included in your reference list (parliamentary papers excepted)
- Most of their titles **ARE NOT** italicised.
- Legal cases however **ARE** italicised as shown in the example below.
- Well known abbreviations used in legal cases/govt bills/SIs can be used from first mention e.g. Queen's Bench Division may be cited as QBD, Statutory Instrument as SI or House of Lords/Commons as HL/HC.
- Titles are capitalised according to how they appear on document's front cover

- On first mention – you must give full citation - e.g. The Mental Capacity Act 2005 outlines capacity...or, when more specific detail is required, The Mental Health Act 1983, s. 145 (4) stipulates that...
- When you abbreviate a title by using initials – you must use the acronym directly after full citation, e.g. The Mental Capacity Act (MCA) 2005 provides that...
- Be aware of correct punctuation when citing legal sources.
- Note use of square brackets around date in legal cases.

Example

Generally a person cannot consent to being harmed: there are exceptions, such as in properly conducted sports as in *R v Coney* [1882] 8 QBD 534 but not where the aggressor breaks the rules as in *R v Billingham* [1978] Crim LR 553.

For full details on citing legal documentation and parliamentary papers please refer to the APA or BPS sites.

Official Reports/Publications (printed and online)

These are published by parliament, government department (UK or foreign) devolved government or national/international organisation such as The BPS or The World

Health Organization.

Use page number if available or paragraph number if online

Annual Report

In-text

The BPS (2012) *Annual report*, (para. 12) highlights the launch of a new online portal, Psysource.

Reference list

British Psychological Society. (2012). *Annual Report*. Leicester: Author.

1. Owing Body/organisation.
2. (Year).
3. *Title*. in italics (first word of title and first word after colon [if applicable] capitalised)
4. Series or reference number if appropriate (in round brackets)
5. Place of publication: Publisher.

Reference order

Online Report

In-text

A report by the World Health Organisation (WHO) (2013) insists that...

Reference list

The World Health Organisation. (2013). *Research for universal health coverage: World health report*. Retrieved from <http://www.who.int/whr/2013/report/en>.

Reference order

1. Owing Body/organisation.
2. (Year).
3. *Title*. in italics (first word of title and first word after colon [if applicable] capitalised)
4. Retrieved from <http://www>.

Internet Publications

Include as much information as possible, e.g., date title and identifier.

Web Pages

In-text

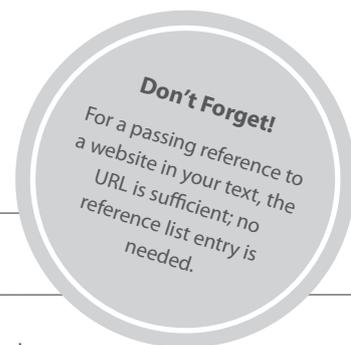
The Children and Young People's Health Outcomes Forum – Mental Health Sub-Group (2012) reports that smoking, drinking and drug use is likely in 11–16 year olds who have an emotional disorder.

Reference list

The Children and Young People's Health Outcomes Forum – Mental Health Sub-Group. (2004). *Improving children and young people's mental health outcomes*. Retrieved from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216853/CYP-Mental-Health.pdf.

Reference order

1. Author/Corporate author.
2. (Year).
3. *Title*. in italics (series or reference number if applicable).
4. Retrieved from <http://www>.



Podcast

In-text

Therapies for anxiety disorders (Clark, 2012) or Clark (2012) recently reviewed therapies for anxiety disorders...

Reference list

Clark, D. M. (2012, October 21). *Developing and disseminating effective psychological therapies for anxiety disorders: science, policy and economics*. [Audio podcast]. Retrieved from <http://podcasts.ox.ac.uk/developing-and-disseminating-effective-psychological-therapies-anxietydisorders-science>

Reference order

1. Author/s surname,
2. Initial/s.
3. (Year, month day).
4. *Title*.
5. [Audio podcast].
6. Retrieved from
7. URL

Blog post

In-text

(Etchells, 2014) writes on the impact of...

Reference list

Etchells, T. (2014, April 4). Do television and video games impact on the wellbeing of younger children? [Web log post]. Retrieved from <http://bps-research-digest.blogspot.co.uk>

Reference order

1. Author/s surname,
2. Initial/s.
3. Title. (not italicised as unpublished material)
4. [Web log post].
5. Retrieved from URL of the blog homepage rather than the post

Video blog (e.g. YouTube)

In-text

...was perfectly expressed (American Psychological Association, 2014).

Reference list

Use the uploader's name as author.
 American Psychological Association. (2014, March 19). Measuring and analyzing human behavior in the world of gaming [Video file]. Retrieved from http://www.youtube.com/watch?v=nPZAo1L63_M&list=UU1yk0FVuAQctI6yjRlqc1Eg

Reference order

1. Author. (uploader's name)
2. (Year, month day).
3. Title
4. [Type of medium].
5. Retrieved from
6. URL

Twitter post

Contents from private or friend-only Twitter page should be treated as Personal Communications.

In-text

Facebook updates can have significant... (APA, 2014).

Reference list

APA. (2014, May 13th). People who don't receive feedback on their Facebook updates can end up feeling rejected and have a lower self-esteem. [Twitter post]. Retrieved from <https://twitter.com/APA/status/466313250645479424>

Reference order

1. Author.
2. (Year, month day).
3. Title of post. (no italics)
4. [Title of site].
5. Retrieved from
6. URL of the post

Facebook post

Contents from private or friend-only social networking web pages should be treated as Personal Communications, but information in a publicly available social networking website may be referenced.

In-text

There are many organisations now to help those living with dyslexia. One of these, Dyslexia Action, 2014, has a Facebook account and is running a campaign on copyright law.

Reference list

Dyslexia Action. (2014, May 12th). Join the campaign for modernised UK copyright laws that affect dyslexia and education. [Facebook update]. Retrieved from <http://www.dyslexiaaction.org.uk/news/join-campaign-modernised-uk-copyright-laws-affect-dyslexia-and-education>

Reference order

1. Author.
2. (Year, month day).
3. Title of post.
4. [Title of internet site].
5. Retrieved from URL

This document is available in Welsh. Mae'r ddogfen hon ar gael yn Gymraeg.

End of guide