Contents

1. General Guidance .................................................................................................................. 2

   What is referencing? ............................................................................................................. 2
   Why should I reference? ......................................................................................................... 2
   When do I need to provide a reference? ................................................................................ 2
   How can I incorporate the ideas of others? ........................................................................... 3
   What is ‘bias free language’? ............................................................................................... 3
   What’s new in the Seventh Edition? ..................................................................................... 3

2. Citations .................................................................................................................................. 4

   What are in-text citations? ...................................................................................................... 4
   How are they formatted? ......................................................................................................... 4
   How do I cite a secondary source? ....................................................................................... 4
   How do I cite more than one author? ................................................................................... 5
   How do I use ampersands (&)? ............................................................................................ 6
   How do I cite two sources from the same author written in the same year? ....................... 7
   How do I cite a book chapter written by a different author? ............................................... 7
   How do I cite a quotation? .................................................................................................... 7
   How do I cite an image, graph or table? .............................................................................. 8
   How do I cite a source with no date? ................................................................................... 9
   How do I cite a source with no author? .............................................................................. 9

3. Quotations .............................................................................................................................. 10

   Quotations less than 40 words ............................................................................................ 10
   Quotations longer than 40 words ........................................................................................ 10
   Using an ellipsis ................................................................................................................... 10
   Using square brackets ......................................................................................................... 10
   Using page numbers ........................................................................................................... 11

4. Forming a Reference ............................................................................................................. 12

   How do I create my list of references? ................................................................................ 12
   What is a hanging indent? .................................................................................................... 12
   How do I display issues numbers in my references? ........................................................... 13
   How do I use a digital object identifier or a DOI link? ......................................................... 13
   When do I use an access date? ............................................................................................ 13
   What is the difference between a reference list and a bibliography? .................................. 14

5. Quick Reference Guide ......................................................................................................... 15

6. Useful Links ............................................................................................................................ 20

This guide has been informed by the American Psychological Association Referencing Style 7th Edition.
1. General Guidance

As part of your study with University of Essex Online, you are asked to include wider reading in all your written assignments. It is important to understand the conventions required when including the ideas of others in your own work.

Please note that these referencing rules apply to all written assignments.

This referencing guide will assist you in developing and maintaining your understanding of referencing, and it will provide instructions explaining how you should provide and format in-text citations and a complete reference list using the American Psychological Association (APA) Referencing.

What is referencing?

Referencing is a method used to demonstrate to your readers that you have conducted thorough and appropriate research. Referencing allows you to demonstrate where you have found your information and directs the reader to the original source.

To reference effectively, you need to provide an in-text citation along with a matching entry in a reference list provided at the end of your piece of assessment. You will find further information about this later in the guide.

Why should I reference?

In all your academic assignments, it is necessary for you to demonstrate where you have found your ideas.

When you reference you can:

■ demonstrate your knowledge of a subject: your ability to draw appropriately on the work of others is one way to demonstrate your familiarity with the subject area. This in turn lends authority to your writing and increases credibility.
■ demonstrate your ability to research well: referencing allows you to present a range of arguments in relation to the subject area, and to compare and contrast differing positions.
■ support your argument with evidence: referencing allows you to illustrate and/or to present evidence in support of the arguments you put forward.
■ allow your reader to locate and verify: accurate referencing enables your reader to follow-up the material to which you refer, either for the purpose of verification or simply out of interest to research further.
■ avoid issues with plagiarism and academic offences. Please familiarise yourself with Academic Offence Policy.

When do I need to provide a reference?

You should provide a reference to acknowledge any sources that you have used within your work. This could include, but is not limited to, the following:

■ any mention of a theory, fact, or viewpoint of another person
■ any statistics or examples of case studies
■ a direct (word-for-word) quotation from another source
■ paraphrased information from a book, journal or any other written material used
How can I incorporate the ideas of others?

There are 3 main ways in which you can incorporate the ideas of others into your work. These are as follows:

- **Quoting**: This is when you use someone else's words exactly as they are found in the original text. Quoting should be used sparingly and mostly in order to exemplify or reinforce your own original thoughts. Quotations should only be used when the material is relevant, pertinent and adds value to the argument. In other cases, if an important point is being made, you should always strive to find a way to say this in your own words.

- **Paraphrasing**: This is when you express someone else's ideas in your own words. Paraphrasing is not a matter of substituting odd words in the quotations for synonyms; it is a matter of rewriting those words entirely into your own. To do this successfully, you will need to fully understand the text you are reading. You still need to include a citation along with this to show the ideas are not original.

- **Summarising**: This is very similar to the process of paraphrasing. However, a summary tends to be shorter and to the point. Summarising means you give a brief account of the main points of an argument.

What is ‘bias free language’?

The American Psychological Association promotes the use of inclusive and respectful language throughout your work, whilst remaining sensitive to **intersectionality** when writing about personal characteristics. Included in this are factors such as age, ability/disability, gender, racial and ethnic identity, sexual orientation, and socioeconomic status – as well as the ways in which these social and political identities can interconnect to shape and affect a person’s experiences and understanding within life.

You should therefore familiarise yourself with the APA’s [General Principles for Reducing Bias](https://www.apa.org), which covers topics such as being sensitive to labels, acknowledging differences between people, focusing on relevant characteristics within your work, and being appropriately specific when describing people.

Some examples of this include:

- Using “they” as a singular pronoun, rather than “he” or “she”.
- Using “individuals” or “people”, rather than the term “man” for all human beings.
- Recognising the difference between sex (i.e. biological sex) and gender (i.e. a social identity).
- Using exact age ranges (e.g. 50 - 75 years old) rather than broad categories (over 50’s), where possible.
- Using descriptive phrases, such as “people living in poverty” or “gay men”, rather than using adjectives as nouns, such as “the poor” or “the gays”.
- Avoiding unfair or inaccurate comparisons, such as using Western society as the standard which others are judged against, or comparing people with mental health conditions to the “normal population”.

What’s new in the seventh edition?

The seventh edition of the APA Publication Manual was released in October 2019.

This latest edition includes updates and additions, such as removing the “DOI:” label within your reference list and using “et al.” for multiple authors from the first citation. You can find an explanation of the main changes made by the APA [here](https://www.apa.org).
2. Citations

What are in-text citations?

APA Referencing requires you to use in-text citations after you have taken information from another source. The information in the citation is brief; sufficient only to identify the author of the idea/s you are using, and to direct your reader to the full source information located in the list of references at the end of your work. There are two key pieces of information required in a citation:

- The **author**, whether that is a person or an organisation
- The **year of publication**, or n.d. for no date if the date is unknown

How are they formatted?

The basic format for in-text citations is as follows:

(Author surname, Year)

e.g. (Chamorro-Premuzic, 2014)

Here is an example of how this will look in your work:

When hiring managers, their ability to create a positive team atmosphere is often unfortunately overlooked in favour of their charming personality and experience within technology (Chamorro-Premuzic, 2014).

If you wish to include the author name in your writing, this should be formatted as follows:

Chamorro-Premuzic (2014) states that when hiring managers, their ability to create a positive team atmosphere is often unfortunately overlooked in favour of their charming personality and experience within technology.

REMEMBER

- Author’s initials are not needed in the in-text citation, only in the list of references.
- The in-text citation must be placed before the final full stop of the sentence in which you used information from another source.
- Avoid unnecessary repetition; when you have included the author’s name in the text, it should not be repeated in brackets.

How do I cite a secondary source?

A secondary reference is an idea or quote that you have found mentioned in a work by another author and would like to use yourself, although you may have not read the original. In this instance, you should cite both the author of the original source and the author of source where you found the quotation or paraphrase.

You should structure a secondary source like this:

Self-regulation has been defined as “learning that results from students’ self-generated thoughts and behaviors...” (Schunk, 2001, as cited in Muis, 2007, p. 173).
However, you will only need to include the **original source** in your reference list. In this case, you would include Muis (2007) in your reference list, but not Schunk (2001).

**REMEMBER**
- Secondary referencing should be avoided where possible and you should always try to find the original source.
- Where this is not possible, you should reference the secondary source; only reference the source that you have used.

### How do I cite more than one author?

<table>
<thead>
<tr>
<th>One Author: Cite by giving both the author's surname and the year of publication in brackets. If the author's surname is mentioned in the sentence, just put the year in brackets immediately after the name.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text Citation</strong></td>
</tr>
<tr>
<td><strong>Paraphrase with the author in the sentence:</strong> Cottrell (2013) described...</td>
</tr>
<tr>
<td><strong>Quotation:</strong> (Cottrell, 2013, p. 156)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two Authors: For two authors, always give the surnames of both authors. Be careful to use 'and' vs. the ampersand symbol correctly.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text Citation</strong></td>
</tr>
<tr>
<td><strong>Paraphrase with the authors in the sentence:</strong> McQueen and Knussen (2006) argue that...</td>
</tr>
<tr>
<td><strong>Quotation:</strong> (McQueen &amp; Knussen, 2006, p. 261)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three or more Authors, up to 20 Authors: You should use the first author name followed by ‘et al.’ in all citations, including the first citation within your work.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text Citation</strong></td>
</tr>
<tr>
<td><strong>Paraphrase with the authors in the sentence:</strong> Johnson et al. (1999) found that...</td>
</tr>
<tr>
<td><strong>Quotation:</strong> (Johnson et al., 1999, p.123)</td>
</tr>
</tbody>
</table>
**How do I use ampersands (&)?**

For work by **two authors**, you should use the ampersand (&) symbol within your in-text citation. For example:

(Smith & Jones, 2011).

However, when you write the names of the **two authors** within the main body of your text, you should use 'and'. For example:

Smith and Jones (2011) stated that...

For **three or more authors**, you should only use the first author’s surname followed by ‘et al.’ Therefore, there is no need to include ‘and’ or an ‘&’.

The only exception to this rule is when you include work by **similar groups of authors**, which when shortened with ‘et al.’, would be confusing for your readers to follow. In this situation, you should include additional author names to allow the reader to distinguish between your sources.

For example:

<table>
<thead>
<tr>
<th>In-text Citation</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paraphrase with the authors in the sentence:</strong> Bertocci et al. (2019) found that...</td>
<td></td>
</tr>
<tr>
<td><strong>Quotation:</strong> (Bertocci et al., 2019, p. 1860)</td>
<td></td>
</tr>
</tbody>
</table>

However, you should always use the **ampersand** (&) symbol within your reference list:


---

**REMEMBER**

- The term ‘et al.’ means *more than one person*, so shouldn’t be used when referring to one author.
- Details of all authors must be given in full in the reference list at the end of your work.
- You should be using credible sources (e.g. peer reviewed journals or published books), which will automatically have a named author.
- If you cannot find a named or corporate author, you should instead include the title of the work (with book and report titles *italicised*; or web page titles in “Quotation Marks”).

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This guide has been informed by the American Psychological Association Referencing Style 7th Edition.
How do I cite two sources from the same author written in the same year?

When you wish to cite work from the same author published in the same year, you should organise them in the reference list alphabetically by the title of the article or chapter. Then you must use lowercase letters to differentiate between them, starting alphabetically. E.g. (Koriat, 2008a).


If you notice that a source you are reading has an ‘a’ within their citation (e.g. Smith, 2018a), it is likely that this is because they have referenced several pieces of work published by the same author in the same year. You do not need to include this in your citation if you have only cited one piece of this author’s work.

How do I cite a book chapter written by a different author?

Some sources may have chapters written by different authors. In this instance, you should cite the author of the chapter and the date, not the editor of the book.

If the author wrote the entire book, then you should provide the reference for the whole book. For example:

Author, A. A. (Year). *Title of the book*. Publisher.

Alternatively, if the chapter comes from a book where each chapter is written by a different author, then you should provide a separate reference for each chapter that you used. For example:


You should try to include a DOI if one is available and you should also only include a URL for eBooks from websites outside of academic research databases that do not have DOIs (e.g. http://www.gutenberg.org/ebooks/24518)

How do I cite a quotation?

A quotation is a piece of text which is used word-for-word to back up or illustrate a point you are making in your assessment.

When citing a quotation, as well as the author and year of the source, you will also need to include the specific page number of where you found the information. If this source runs over one page, you will need to include all the pages, linking them together with a hyphen.

If you cannot find the page number, include the chapter instead. It is important to put the necessary information to help the reader find the source.

For more information on quotations, see section 3.
How do I cite an image, graph or table?

When reproducing an image, diagram, graph or table in your work, you should always acknowledge the original author by citing and referencing the source. In the APA Style, a ‘figure’ represents an image, graph, diagram or any other illustration. On the other hand, a ‘table’ represents any text and/or numerical values that are represented in columns and rows.

Above the figure or table, you need to place a label in bold, followed by a number (e.g. Figure 1). If you use multiple figures or tables in your work, you will need to use consecutive numbers (e.g. Table 1, Table 2, etc.). You will then need to provide a brief title to outline what the figure or table shows. This title will need to be double line spaced underneath the bold title, and put into italics.

Below the figure or table, you should begin with the italicised word ‘Note.’ You can then explain or clarify the figure or table further, followed by an acknowledgement of where it has been taken or adapted from. For work that has been taken from somewhere else, you should start your sentence with ‘From’. However, for work that you have changed (in any way), you should begin the sentence with ‘Adapted from’.

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book or Report</td>
<td>From / Adapted from <em>Title of Book / Report</em> (p. xxx) by A. A. Author, Year, Publisher (DOI or URL). Copyright Year by Copyright Holder.</td>
</tr>
<tr>
<td>Book Chapter</td>
<td>From / Adapted from “Title of Chapter,” by A. A. Author, in B. B. Editor (Ed.), <em>Title of Book</em> (2nd ed., p. xxx), Year, Publisher. (DOI or URL). Copyright Year by Copyright Holder.</td>
</tr>
<tr>
<td>Journal Article</td>
<td>From / Adapted from “Title of Article,” by A. A. Author, Year, <em>Title of Journal, Volume</em>(Issue), p. xxx (DOI or URL). Copyright Year by Copyright Holder.</td>
</tr>
<tr>
<td>Website</td>
<td>From / Adapted from <em>Title of Webpage</em>, by A. A. Author, Year, (DOI or URL). Copyright Year by Copyright Holder</td>
</tr>
</tbody>
</table>

It is also very important that you correctly credit the copyright holder or acknowledge that you retrieved the resource from the public domain.

As an example, you could end your citation with:

Copyright 2011 by Crown Copyright.   or   In the public domain.

However, if you have sought and obtained permission from the Copyright Holder, you should include a permission statement after your copyright status.

As an example, this would be:

Reprinted with permission.   or   Adapted with permission.

You can find further guidance from the APA on Tables and Figures [here](#), as well as [Sample Tables](#) and [Sample Figures](#) for you to look at.

You can also find information on the requirements for using ClipArt or Stock Images [here](#). This includes using Creative Commons licenses and how to cite these within your text.

How do I cite a source with no date?

Sources that do not list a date of publication should be listed as (n.d.).

The NHS constantly strive to give their patients “greater control of their health and wellbeing” (NHS, n.d.).

How do I cite a source with no author?

For sources that do not have an obvious author, you should use what is called a ‘corporate’ author.

Many online publications will not credit an individual, therefore the author is seen as the organisation or company.

A national strategy is creating a framework to drive improvements in dementia services (Department of Health, 2009).

This table shows you how to write an APA style reference when information is missing.
3. Quotations

When you identify information in your wider reading that is relevant to your work, the first thing to do is decide how to integrate that information. You can do this by either quoting, paraphrasing or summarising.

A quote can have much more impact, as it is a word for word copy of the original, and it allows for accuracy when representing another author’s ideas. It should be short and will allow you to support your point concisely.

However, these should be used sparingly in your work and paraphrasing should be much more commonly used.

Quotations less than 40 words

Should you choose to use a direct quotation, this must be made immediately visible. A quote should be placed within quotation marks to show that those words are not your own and have come from another source.

If the quote contains less than 40 words, you can include that in the text:

Research has found that “romantic partners maintain both biased and realistic views of a core relationship trait: physical attractiveness” (Solomon & Vazire, 2014, p. 524).

Solomon and Vazire (2014) found that “romantic partners maintain both biased and realistic views of a core relationship trait: physical attractiveness” (p. 524).

Quotations longer than 40 words

For quotations of 40 words or more, you do not need to use quotation marks. Instead, you should create a separate paragraph, which should be indented (by 0.5 in.) and double line spaced. The citation should come after the closing punctuation mark.

Jones’s (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Using an ellipsis

When you use quotations in your work, you may not always wish to use the words exactly as they appear in the original source.

In this case, you should remove the words and add an ellipsis (…) to show that words have been removed from the original source.

Using square brackets

Sometimes, when using quotations, you may want to insert one of two words into your quotation to make sure your sentence is grammatically correct.

Make sure these extra words are put between [square brackets] to show that they are not from the original quotation.
Using page numbers

When you have included a quotation in your work, you must also include the page number in the citation. This should follow the author and date, and should be stated with either a p. for a singular page or pp. for a quotation that spans over more than one page.

Tosey and Gregory (2001) define personal development as “the process through which each individual gravitates towards achieving their human potential” (p. 121).

Aguirre and Orihuela (2014) stated that the students that “attended the lessons reduced their fear of pets, increased knowledge and education of the animal world, improved their relationship with pets, and developed higher sense of responsibility toward animals” (pp. 28-29).

If page numbers are not available (e.g. for some webpages or videos), you should attempt to identify the location of your quote using the most appropriate option below:

- Heading name or section – (APA, 2020, Textual Works section).
- Paragraph number – (APA, 2020, para. 1).
- Audiovisual time stamp – (TED Talk, 2020, 3:41)

REMEMBER
- No more than 15% of your assignment should be quoted material.
- Source material is best used as support for your points and demonstrate wider reading.
- Remember to use page numbers for direct quotes: ‘p’ for a single page or ‘pp’ for several pages.
- Page numbers are not necessary in your reference list if you have provided them for your direct quote.
The reference list is evidence of all the sources you have used in your research and comes at the end of your assignment. It is important that you are consistent and use the correct referencing format for your course. Every essay or report that includes quoted material must have a list of references included at the end. This must be included even if you only use one quotation or paraphrase in your paper.

For every in-text citation within your writing, there should be a matching reference entry; these work in pairs. The author and date information placed in the citation must be repeated in the corresponding reference entry, so that it is easy for your reader to identify this relationship.

The APA Style of referencing formats this list in alphabetical order, according to the first letter of the author’s surname, e.g. Chapman, A. and not A Chapman. If there is no author, including named or corporate authors, you should include the title of the work instead, rather than labelling the author as ‘Anonymous’.

However, it would be important to consider if an unauthored source would serve as the best and most credible/reliable source to support your point.

How do I create my list of references?

APA requires four key elements in every citation:

- author of content
- date the content was published
- title of content
- publication information; this may include the website you got the information from, the journal or the book’s publication information

What is a hanging indent?

In the APA reference list, all lines except the first one within each reference should be indented from the left-hand margin. References should also be double-spaced throughout.


To do this on Microsoft Word, you should:

- Place your cursor at the beginning of your second line, before any text;
- Right click your mouse;
- Select Paragraph from the resulting pop up menu;
- Under Indentation, use the Special pull-down menu to select hanging;
- Use the By menu to select 0.5”;

For more information on basic APA formatting, look here.
How do I display issues numbers in my references?

Scholarly journals tend to be paginated consecutively throughout the volume year, meaning that page numbering does not begin with ‘number one’ again until the first issue of the next volume year. Previously, issue numbers were only included when the page number of each issue began with ‘number one’ every time. However, it is now a requirement that issue numbers are always included within a journal article reference, regardless of whether the journal is continuously paginated or not, if one is available.

For example:


How do I use a digital object identifier or a DOI link?

A DOI is a unique string of numbers and letters that identifies content and provides a persistent link to its location on the internet. The publisher of the journal assigns a DOI when the article is published electronically. A DOI hyperlink should be provided within every electronic journal reference and where available in printed texts.

The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article. DOI numbers begin with a 10 and contain a prefix and suffix separated by a slash. The prefix is a unique number of four of more digits assigned to organisations, while the suffix is assigned by the publisher.

Rather than using the “DOI:” label, all DOI hyperlinks should now be formatted as: https://doi.org/xx.xxx/xxxx

For example: https://doi.org/10.1037/arc0000014

This is how the complete reference would look in APA style:


When do I use an access date?

It is important that you tell the reader what you are citing, where you found the source, who created it and when was it created. When a citation includes a DOI, no further retrieval information is needed.

When a DOI is not available and a URL is used, you don’t need to include retrieval information unless the source material may change over time, such as Wikipedia entries.

However, Wikipedia entries would not be classed as a reliable source of information in Psychology, so try to avoid this source where necessary.
What is the difference between a reference list and a bibliography?

The APA style uses in-text citations and a reference list rather than footnotes and a bibliography when documenting sources. On face value, a reference list and bibliography look very similar as they both contain entries that are arranged alphabetically by author. However, the purpose of each is quite different.

A bibliography usually contains all work cited within a paper, but it may also contain other work that the author has consulted, even if they are not mentioned in the text. In APA style, a bibliography is not used so each reference cited in the text must appear in the reference list and each entry in the reference list must be cited in the text.

For example, if you only cite three sources in your paper, your reference list will be very short, even if you have read 50 papers to find those three. The main purpose of the reference list is to help the reader to identify and access each source that you have used.

In summary, you should provide an in-text citation and a reference list for all work using the APA style.
5. Quick Reference Guide

Key Terms:

In-text citations have two different formats; **parenthetical** and **narrative**.

- Parenthetical citations are used to show your reader where your information has come from.
- Narrative citations include the author within your sentence, as part of “the narrative”.

A **reference list** is used to allow readers to find all sources of information that you have used within your work.

The **Digital Object Identifier** (DOI) is a series of letters, numbers and symbols that permanently link to an article or document online. DOI links can be shortened using http://shortdoi.org/ and URLs using shortening websites.

<table>
<thead>
<tr>
<th>In-text</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book</strong></td>
<td></td>
</tr>
<tr>
<td>When all chapters are written by the book author.</td>
<td></td>
</tr>
<tr>
<td>What to include:</td>
<td>What to include:</td>
</tr>
<tr>
<td>■ Author's surname</td>
<td>■ Author(s) by surname and initial</td>
</tr>
<tr>
<td>■ Year of publication</td>
<td>■ Year of publication</td>
</tr>
<tr>
<td>■ Page or paragraph numbers for direct quotations</td>
<td>■ Title of the book: Subtitle</td>
</tr>
<tr>
<td>■ Edition (if not the first)</td>
<td>■ Name of Publisher.</td>
</tr>
<tr>
<td><strong>Parenthetical citation:</strong></td>
<td>Format:</td>
</tr>
<tr>
<td>According to Gross (2015)…</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-text</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter in a Book</strong></td>
<td></td>
</tr>
<tr>
<td>When the chapter author differs from the book editor.</td>
<td></td>
</tr>
<tr>
<td>What to include:</td>
<td>What to include:</td>
</tr>
<tr>
<td>■ Chapter author’s surname</td>
<td>■ Chapter author(s) by surname and initial</td>
</tr>
<tr>
<td>■ Year of publication</td>
<td>■ Year of publication</td>
</tr>
<tr>
<td>■ Page or paragraph numbers for direct quotations</td>
<td>■ Title of the chapter</td>
</tr>
<tr>
<td>■ In. followed by the initial and surname of editor</td>
<td>■ In. followed by the initial and surname of editor</td>
</tr>
<tr>
<td>■ Title of the book:</td>
<td>■ Title of the book: Subtitle</td>
</tr>
<tr>
<td>■ Edition (if not the first)</td>
<td>■ Edition (if not the first)</td>
</tr>
<tr>
<td>■ Page numbers for the complete chapter</td>
<td>■ Page numbers for the complete chapter</td>
</tr>
<tr>
<td>■ Publisher.</td>
<td>■ Publisher.</td>
</tr>
<tr>
<td><strong>Parenthetical citation:</strong></td>
<td>Format:</td>
</tr>
<tr>
<td>According to Lawrence &amp; Dodds (2003)…</td>
<td></td>
</tr>
</tbody>
</table>
### In-text

<table>
<thead>
<tr>
<th>What to include:</th>
<th>Reference list</th>
</tr>
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<tbody>
<tr>
<td>Author's surname</td>
<td>Author(s) by surname and initial</td>
</tr>
<tr>
<td>Year of publication</td>
<td>Year of publication</td>
</tr>
<tr>
<td>Page or paragraph numbers for direct quotations</td>
<td>Title of the book: Subtitle</td>
</tr>
<tr>
<td><strong>Parenthetical citation:</strong></td>
<td>Edition (if not the first)</td>
</tr>
<tr>
<td>(Mercer and Kostoulas, 2017)</td>
<td>Name of Publisher.</td>
</tr>
<tr>
<td><strong>Narrative citation:</strong></td>
<td>With DOI: add the doi.org URL</td>
</tr>
<tr>
<td>Heffernan (2015) stated that…</td>
<td>Without DOI: add URL (beginning with https://)</td>
</tr>
</tbody>
</table>

**eBook**

- The same format as for a printed book, with a DOI or URL included.

### Articles in Electronic Journals

<table>
<thead>
<tr>
<th>What to include:</th>
<th>Reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s surname</td>
<td>Author(s) by surname and initial</td>
</tr>
<tr>
<td>Year of publication</td>
<td>Year of publication</td>
</tr>
<tr>
<td>Article title</td>
<td>Article title</td>
</tr>
<tr>
<td>Journal title</td>
<td>Journal title</td>
</tr>
<tr>
<td>Volume (Issue)</td>
<td>Volume (Issue)</td>
</tr>
<tr>
<td>Page numbers</td>
<td>Page number(s) or article number.</td>
</tr>
<tr>
<td><strong>Parenthetical citation:</strong></td>
<td>With DOI: add the doi.org URL</td>
</tr>
<tr>
<td>(Mostrom &amp; Blumberg, 2012)</td>
<td>Without DOI: add URL (when from a website), OR</td>
</tr>
<tr>
<td><strong>Narrative citation:</strong></td>
<td>Without DOI: do not add URL (when from most academic research databases).</td>
</tr>
<tr>
<td>McMahon (2010) states that…</td>
<td></td>
</tr>
</tbody>
</table>

**With DOI:**


**Without DOI:**

### Articles in Printed Journals

The DOI link should still be added if there is one.

<table>
<thead>
<tr>
<th>In-text</th>
<th>Reference list</th>
</tr>
</thead>
</table>
| **What to include:**  
- Author’s surname  
- Year of publication  
- Page or paragraph numbers for direct quotations |
| **What to include:**  
- Author(s) by surname and initial  
- Year of publication  
- Article title  
- Journal title  
- Volume (Issue)  
- Page number(s) or article number.  
- DOI link if available |

**Parenthetical citation:**  
(Miller, 2018, p. 110)

**Narrative citation:**  
Miller (2018) furthered this research, stating that...

**Format:**  
Author, A. A. (Year). Article title. *Journal Title*, Volume Number*(Issue Number), Pages. DOI


### Website with an Author

The specific and full publication date should be used, if known.

<table>
<thead>
<tr>
<th>In-text</th>
<th>Reference list</th>
</tr>
</thead>
</table>
| **What to include:**  
- Author’s surname  
- Year of publication (if available)  
- Page or paragraph numbers for direct quotations |
| **What to include:**  
- Author(s) by surname and initial  
- Year of publication  
- Month and day of publication  
- Website title  
- URL |

**Parenthetical citation:**  
(Kinderman, 2019)

**Narrative citation:**  
Kinderman (2019) makes the point that...

**Format:**  
Author, A. A. (Year, Month and Day). *Webpage title*. Website name. URL


### Website with an Organisation

Well known abbreviations can be used for organisations, e.g. APA or BPS.

<table>
<thead>
<tr>
<th>In-text</th>
<th>Reference list</th>
</tr>
</thead>
</table>
| **What to include:**  
- Organisation’s name  
- Year of publication (if available)  
- Page or paragraph numbers for direct quotations |
| **What to include:**  
- Organisation’s name  
- Year of publication  
- Month and day of publication  
- Website title  
- URL |

**Parenthetical citation:**  
(World Health Organization, 2018)

**Narrative citation:**  
WHO (2020) state that...

**Format:**  
Organisation Name. (Year, Month and Day). *Webpage title*. URL

### In-text

<table>
<thead>
<tr>
<th>What to include:</th>
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<tr>
<td>Author’s surname</td>
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</tr>
<tr>
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<td>Year, month and day of publication</td>
</tr>
<tr>
<td>Slide number for direct quotations - Not APA guidance, but useful to include.</td>
<td>PowerPoint title</td>
</tr>
<tr>
<td></td>
<td>File format</td>
</tr>
<tr>
<td></td>
<td>Publisher</td>
</tr>
<tr>
<td></td>
<td>URL</td>
</tr>
</tbody>
</table>

#### Parenthetical citation:

(Jones, 2016, pp. 3-6)

#### Narrative citation:

Jones (2016) suggests that...

---

### Lecture / Classroom Slides

- Lecturecasts and Q&A sessions, which your reader must also have access to. Otherwise, cite as Personal Communications.

<table>
<thead>
<tr>
<th>What to include:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Creator’s surname</td>
<td>Author(s) by surname and initial</td>
</tr>
<tr>
<td>Year of creation (if known)</td>
<td>Year, month and day of creation</td>
</tr>
<tr>
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<td>PowerPoint title</td>
</tr>
<tr>
<td></td>
<td>File format</td>
</tr>
<tr>
<td></td>
<td>URL</td>
</tr>
</tbody>
</table>

#### Parenthetical citation:

(Dolan, 2020, slide 10)

#### Narrative citation:

According to Dolan (2020)...

---

### Youtube Video

Ideally, the original creator; if not, include the video uploader.

<table>
<thead>
<tr>
<th>What to include:</th>
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<tr>
<td>Author’s surname</td>
<td>Author(s) by surname and initial</td>
</tr>
<tr>
<td>Year of publication</td>
<td>Year, month and day of upload</td>
</tr>
<tr>
<td>Time stamp for direct quotations (where quote begins)</td>
<td>Title of video</td>
</tr>
<tr>
<td></td>
<td>File format</td>
</tr>
<tr>
<td></td>
<td>URL</td>
</tr>
</tbody>
</table>

#### Parenthetical citation:

(Harvard University, 2019, 0:30)

#### Narrative citation:

Additionally, Harvard University (2019) indicated that...

---

This guide has been informed by the American Psychological Association Referencing Style 7th Edition.
<table>
<thead>
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<tr>
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<tr>
<td></td>
<td>■ Year of publication</td>
</tr>
<tr>
<td></td>
<td>■ Title of dissertation</td>
</tr>
<tr>
<td></td>
<td>■ Publication number</td>
</tr>
<tr>
<td></td>
<td>■ Dissertation type (e.g. Master’s or Doctoral)</td>
</tr>
<tr>
<td></td>
<td>■ Name of awarding institute</td>
</tr>
<tr>
<td></td>
<td>■ Database work is published on</td>
</tr>
<tr>
<td></td>
<td>■ URL</td>
</tr>
</tbody>
</table>

Parenthetical citation:
(Miranda, 2020)

Narrative citation:
Miranda (2020) illustrates this point by…

Format:
Author, A. A. (Year). *Title of dissertation* (Publication No.) [Dissertation type, Awarding Institution]. Database. URL

6. Useful links

Further information on the APA (7th Edition) Referencing Style:

The APA Style website is the official companion of the APA Publication Manual, which features grammar and style guidelines specifically for the latest (7th) edition: https://apastyle.apa.org/

The APA Style blog is a useful part of the APA Style website, which features articles on using the APA Style, as well as information, explanations and guidance on updates and changes: https://apastyle.apa.org/blog

The University of Essex’s Subject Guide for Psychology features key information on APA referencing, as well as links to referencing programmes that students have access to (e.g. Cite Them Right): https://library.essex.ac.uk/psychology/referencing

The Purdue Online Writing Lab is another recommended resource, which provides comprehensive online support to people using the APA Style: https://owl.english.purdue.edu/owl/resource/560/01/