What is Referencing?

In order to acknowledge sources of information and ideas that you have used in your assignments you need to reference those sources in your own work. These sources can include direct quotes, figures, tables, facts, ideas and theories, and must be referenced whether they are from published or unpublished work. Sources may include books, journals, websites, newspapers, reports, and policy/legislation documents etc.

The standardised form of referencing we use in PSYC Routes at UCS is the American Psychological Association (APA) style 6th Edition. The APA style is commonly used to cite sources within the social sciences and so it is important that your work uses this format for referencing. This Referencing Guide will help you learn how to use the APA style/format of citation. It offers various different examples to show how you need to reference different sources of information.

Referencing helps the reader of your work to identify, locate and read the sources that you have used. Anything that you have read and refer to in your academic work must be acknowledged, or referenced, twice in any given piece of work:

1. **In-text** (i.e. in the work/assignment/essay you are writing). You need to include selected details about the source from which you have taken ideas, quotes etc. within the main body of your assignment/essay. This is an in-text citation which states the author (or official body) and a publication date. If you include a direct quote, you also need to provide a page number with the citation.
2. All of the in-text citations must also be included in a **References List**. This is a list supplied at the end of the assignment giving full details of all the sources/in-text citations you refer to in alphabetical order according to author's surname.

All written academic work must include in-text references throughout in order to acknowledge the sources of information you have used. Work that has limited or no references cited within the text will be considered as not meeting the required standard for degree level work and will be marked down or referred accordingly. All written work must also include a properly formatted References List that details all the references used within the essay.

Referencing in Assignments:

The majority of the in-text citations in your essays and exams will usually refer to sources of information such as journal articles, books, research monographs or text books. However, sometimes in your academic writing you may want to cite some information or words that an author has taken from a source that you haven't read. This is called a secondary citation (see below for how to reference in this way).

Your use of information for all assignments tends to follow academic progress:
First Year
In your first year your essays and exams will typically reference introductory/general text books with the better essays also using more specialist text books and one or two journal articles.

Second Year
In relation to your progression you should be reading more widely and at this level referencing more specialist texts with the best essays also making more use of journal articles.

Third Year
By the time you come to your final year your modules and interests will be a lot more focused and consequently your reading should reflect this. References in essays and exams are expected to be from specialist text books and journal articles.

In the second and third year, it is unusual to cite introductory texts directly, although they can be useful as sources to find other references.

Referencing Sources Correctly:

The PSYC Routes team currently uses the APA (6th Edition) style of referencing (which is a form of the Harvard style that the University adheres to). You can see the adopted style of this format that you must use in all your work in the Appendix to this guide ‘Examples of Referencing’.

Where possible we shall keep you up to date with any changes to this format style. If you wish to keep up to date with the APA style yourself, or want more information, please go to the following APA website:

www.apastyle.org

The following websites provide detailed information and tutorials about how to use the APA style of referencing:

http://aut.ac.nz.libguides.com/content.php?pid=72586&sid=1495182
http://owl.english.purdue.edu/owl/section/2/10/

Please see The Student Handbook or go to the PSYC Reference Guide tab on the PSYC Routes page on LearnUCS for further and detailed guidance on how to use the adopted style of the APA that you must use in all your work and for examples of how references must be formatted.
A Note on Websites as Sources of Information:

There is a vast amount of information and material now easily accessible and readily available on the internet and various websites, but you should ensure that you only refer to evidence, ideas and theories from credible sources. Think about who has written the content and why; is the information provided reliable? It is in your interests to restrict your internet citations to those that originate from researchers who have already published work on the relevant topic in high quality peer-reviewed journals and/or textbooks.

Three Steps to Referencing:

When you are carrying out your assignments there are a number of crucial steps you should be taking in order to ensure that you have a correctly referenced piece of work.

1. Firstly, as you are doing your background reading note down the full bibliographic details of the source from which you have gained the information.

   - For **books** the ‘bibliographic details’ refers to: author(s)/editor(s); year of publication; title; edition; volume number (if applicable); place of publication; and publisher (the date of publication, place of publication and publisher can usually be found on the front or back of the title pages right at the beginning of the book).
   - **Journals** are slightly different and in this case you will need to note: author(s) of the article; year of publication; title of the article; title of the journal; volume and issue number of the journal; and page numbers of the article.
   - **If you are including a direct quote from either a primary or secondary source ensure you have the page number(s) of where the quote appears in the original.**
   - For all **electronic information**, in addition to the above you should note the Digital Object Identifier (DOI) if one exists, if there is not one give the web address (Home page URL). Please see below for more information on DOIs and URLs.

2. Secondly, ensure you insert the in-text citation/reference for the source material you are using in the appropriate place in the main body of your assignment (see below for some examples). Wherever you insert the reference you should make sure the sentence still flows smoothly.

3. The bibliographic details you have noted from Step 1 can be used to provide the Reference List at the end of your document on a new page titled References (see below for some examples)\(^1\).

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\(^1\) You can use the Referencing tab in Word 2007 and later versions of Word including Word 2010 to make referencing easier for yourself. Click on ‘References’ at the top of your Word page and you should see a tab in the 3rd column along that says ‘Style’. Click on the drop down menu and select ‘APA Fifth Edition’. Then whenever you are looking to add a citation into the body of your text simply click on ‘References’ and ‘Insert Citation’ > ‘Add New Source...’ and you will then be asked for details on the publication and it will automatically insert the citation into the body of your text. Should you then wish to create a Reference List at the end of your document you simply click on ‘References’ from your menu at the top of the page, then click on ‘Bibliography’ in the 3rd Column and then click the 2nd choice of ‘Works Cited’. Please note this allows for adding references according to the 5th Edition of the APA style of referencing. There are three key differences between the 5th Edition and the 6th Edition that are **shown below**, so if possible, you should amend your referencing to take account of these changes.
IN-TEXT CITATIONS

When you summarise or paraphrase material from different sources in your work or when you rewrite someone else’s ideas in your own words you need to acknowledge the source of the original work you have used. This is done with an in-text citation which should fit smoothly within your sentence.

In the body of your essay/assignment you should incorporate citations as follows:

Authors (where the name occurs naturally in a sentence):

- Use the surname of the author(s), followed by the year of the publication in brackets.
- So if the author’s name occurs naturally in a sentence, then the year of publication can follow in brackets without repeating the surname.

Example: In a similar study Maylor (1994) reported that....

- If there are two authors link their names with “and” within the text. Always give both authors each time you cite the work.

Example: As Jenkins and Higgs (2005) found....

- If there are more than two authors link their names with commas but use the word “and” before the final author.

Example: In accordance with this theory Wilson, Tresilian and Schlaghecken (2010) showed that...

Authors (where the name does not occur naturally in a sentence):

- If the authors’ name does not occur naturally in a sentence, then the whole reference (author, year) should be in brackets (usually at the end of the sentence). The name and the date need to be separated by a comma.

Example: In a similar study it was reported that.... (Maylor, 1994).

- In the case of two authors the names are linked with the symbol “&”, followed by the year.

Example: Alternatively, results in another study demonstrated that.... (Jenkins & Higgs, 2005).

- In the case of three, four or five authors, names are linked with commas, but the symbol “&” (rather than “and”) appears before the final author.

Example: In accordance with this theory continuous priming effects were found in another study (Wilson, Tresilian, & Schlaghecken, 2010) supporting that....

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Please note that whenever a citation comes at the end of a sentence the full stop comes after the final bracket containing the authors name and date. There should be no full stop before the citation. Remember that if authors' names are not in brackets use “and” between authors and if they are in brackets use “&” between authors.
Note: The first time you cite a reference with three, four or five authors you should name all authors as shown above. However, when making subsequent references to this work, you should cite it using the words et al. after the name of the first author.

Examples: Research in the UK suggested that…. (Wilson et al., 2010)

Wilson et al. (2012) conducted a study that…. 

- When there are six or more authors, cite only the surname of the first author followed by et al. (as examples above show) and the year for the first citation and all subsequent citations.

Citing Several Different Authors:

- On some occasions two or more separate sources/different authors can be cited at the same point in the text to support the statement you have made. On these occasions you need to list each author/source with dates in alphabetical order separated by a semi-colon.

Example: Several studies found that…. (Brown, 1991; Smith, 2003).

- On the odd occasion you may find that you have two different authors that have the same surname; in this case you need to include each author’s initials in the citation.

Example: (E. Johnson, 2001; L. Johnson, 1998).

- When there are two or more publications by the same author in the same year you should use lower case letters (a, b, c…) straight after the year, without a space, to order the references in the body of the text and in the Reference List.

Example: An early study by Maylor (1995a) illustrated that….which was supported by a further study (Maylor, 1995b).

No Author:

- Any work that is published without an author but by an organisation or governmental agency would be presented in the same way as above.

Example: According to the annual British Beer and Pub Association Statistical Handbook (2004)…. 

- Or you can use the first few words of the title (or complete title if short) of an article or chapter or webpage (using double quotation marks for the title); or for the title of a journal, book or report (using italics and no quotation marks for the title). In both cases use capital letters.

Examples: This highlights the debate around nuclear weapons ("Nuke Test Inquiry," 2009).

… in the report The Student Experience (2008)
**Corporate Authors:**

- For well-known organisations/corporate authors, the first time you cite it in-text you should write the name of the organisation/corporate author in full followed by its abbreviation in […] plus the date.

  *Example:* A recent report (Ministry of Justice [MOJ], 2013) suggests that…

- For subsequent citations just use the abbreviation followed by the date.

  *Example:* Recent statistics would support this (MOJ, 2013).

- If the corporate author is not very well known by an abbreviation then you should write the corporate author in full each time.

  *Example:* A number of different studies found that… (University of Cambridge, 2010).

**Newspaper Articles and Websites:**

- For newspaper articles where the author is known then you should follow the same format as with normal books and journals, for example, (Travis, 2013).

- If the author of a newspaper article is not known then you should follow the same format as shown above under the sub-heading 'No author'. So in this case you should include the title or first few words of the title, followed by the year, for example, (“Crime Rates Fall”, 2001).

- If no date is known then use (Travis, n.d.).

- To cite a website within the main body of your work use the author/corporate author or organisation if known, for example (Smith, 2013) or (Ministry of Justice, 2012).

- If the author is not known use the title or first few words of the title of the webpage or document (in quotation marks), for example: (“Rugby World Cup”, 2011).

- If no date is known then use (Smith, n.d.).

- Do not give the full website address or URL in the main body of your writing.

**Using Quotations in Assignments:**

You are strongly advised to avoid excessive use of word-for-word quotations. You should look to summarise or paraphrase the work as often as you can. However, if the quote is able to explain, capture, or put forward an idea in a way that you could not do so, in a clearer and concise manner, a direct quote in your work can be useful.

- If the direct quotation is short (no more than three lines/fewer than 40 words) incorporate it into the body of the text in quotation marks, and give the exact page number of the location of the quote in the original source after the year and preceded by a p. (For quotes across more than one page use pp.)

  *Examples:* He argued for what he called “a new intellectual framework” (Smith, 2012, p. 378)

  Brown (1986, p. 45) stated that “UK hospitals …..”.

  This has been described as “…..” (Jones, 2013, pp. 111-112).
- For quotes in the middle of a sentence insert the in-text citation and page number right next to it.

*Example:* Smith (2005) found that “….“ (p. 378), which highlights the importance of using surveys.

- For long direct quotes (longer than three lines or more than 40 words), you will need a separate paragraph (i.e. start on a new line) for the quote. The quote should be introduced with a colon and each line needs to be indented from the margin/main text. Do not use quotation marks but you must provide the exact page number(s), in brackets, after the full stop at the end of the quote.

*Examples:*

Maass, Montalcini and Bicotti (1998) stated:

> Considering all traits in a given lexicon, does any single entry have the same chance of becoming part of a stereotype? The answer is clearly ‘no’. There are some attributes that are particularly likely to be part of an outgroup stereotype: namely those that are negative, abstract, easy to acquire and difficult to lose. (p. 395)

In 2009, Smith and Jones found the following:

> Many young people can be encouraged to stop smoking by introducing specific measures including … dependence upon tobacco. (pp. 378-379)

**Secondary Citations:**

Secondary citation means you cite, in your academic writing, some information or words that an author has taken from a source that you have not read. So, for example, there will be occasions when you are perhaps using a general text book for your work and you find the book refers to other sources. Ideally you should find those other sources and read them yourself. However, if this is not possible (no access etc.) when referencing in-text you need to refer to the cited source you have not read and the source you have read. Make sure you include the exact page number(s) from the source you have read so that the reader can find the information you have used.

In your References only include the source you have read e.g. Newburn for the example below.

*Examples:* Andrews and Williams conducted a study in 1999 (as cited in Newburn, 2010, p. 140).

> …. as some studies show (Andrews & Williams, 1999, as cited in Newburn, 2010, p. 140).

> “No one person, system, or technique will make a company marketing oriented” (Michaels, 1982, cited in Boddy, 2002, p. 203).

The example above shows that Michaels wrote the original (you have not read) in 1982, and Boddy quoted him in his book of 2002 (that you have read) on page 203. Only the Boddy reference is given in full in your References.
THE REFERENCES LIST

The following guidance is for the presentation of references in the references list at the end of your work.

The purpose of a references list is to allow your sources to be found by your reader so you need to give enough detail for the reader to be able to find the item you have used. It also gives credit to the authors for their ideas.

General Rules:

- The references list constitutes a list of all the sources from which you have taken information and have cited in your assignment.
- It lists only the sources you refer to in your writing.
- The references list must start on a separate page at the end of the assignment and you must use the title References (beginning with a capital letter, centred and not in bold, italics or quotation marks).
- All references must be listed in alphabetical order according to author surname.
- Do not use bullet points when listing references.
- APA style requires the second and subsequent lines of the reference to be indented half an inch from the left margin (this is called hanging indentation).
- When DOIs (Digital Object Identifiers) are available, include them for both print and electronic sources.
- For journal articles include the journal title in full and maintain the punctuation and capitalisation used by the journal in its title; capitalise all major words in journal titles.
- When referencing books, chapters, articles, or web pages, capitalise only the first letter of the first word of the title and the subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalise the first letter of the second word in a hyphenated compound word.
- The titles of books and journals should be in italics.
- For journals the volume number should also be in italics (but not the issue number).
- Authors’ initials must be followed by a full stop.
- Where an item has no author it should be listed by its title.
- For two or more authors use “&” before the final author.
- If an author, or same group of authors, has two or more publications order them chronologically in the references list by year of publication starting with the earliest.
- If an author, or same group of authors listed in the same order, has more than one publication in the same year organise them in the reference list alphabetically by the title of the article or chapter and then add ‘a’ and ‘b’ etc. after the year inside the brackets e.g. Braithwaite, J. P. (2010a). Refer to these sources in your essay as they appear in your reference list.
- If the first author has published with different second authors order the publication alphabetically according to the second authors.

All your references must be properly and accurately formatted.

The following examples set out the required format for some of the key sources you are likely to use in your work.

You must pay attention to all the punctuation marks used in the examples so take careful note of where to position commas, full stops, brackets and colons as these are important.

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3 A References list is different from a Bibliography: a bibliography lists all the sources used during your research or background reading, not just the ones you refer to in your writing.
Books:
Author, Initial. (Date). *Book title*. City/Town of publication, Country/State: Publisher.

**Example: Books (Hard Copy)**

**Author/Editor:** Surname and then initials

**Year:** Year of publication in brackets

**Book Title:** Title of the book in italics

**Place of Publication:** The city/town of publication followed by the state (for USA) or the country

**Publisher:** Publishing company


Journal Articles:
Author, Initial. (Year). Title of the article: Subtitle if there is one. *Title of the Journal*, vol(issue if used), pages. doi:

**Example: Journal Article (Hard Copy)**

**Authors:** Surnames and then initials

**Year:** Year of publication in brackets

**Title of the Journal article:** Title of the paper. Capitalise the first word of the title and the subtitle (after the colon) and any proper names; all other words should be in lower case


**DOI:** Include the doi if available

**Journal Title:** Name of the journal, where you have read the article in italics. Use capitals for all words except articles and prepositions

**Volume Number:** The volume number of the journal in italics. If there is an issue number place that after in brackets (not in italics)

**Article Page Numbers:** All page numbers including reference lists
Three Changes to the APA 6th Edition:

If you are used to using the APA 5th Edition style of referencing it is important to note that there have been three main changes to the 6th Edition that you should be aware of:

1. DOIs and URLs
2. 8+ Authors
3. Place of Publication

1. DOIs and URLs

If a journal article or e-book has a DOI you must use it in the References List.

- If there is no DOI and it is a journal article from a library database or the internet then you should give the Journal homepage URL in the References List instead. Do not give the name of the database and do not include the date of retrieval.
- If there is no DOI and it is an e-book from the web then give the URL.
- If there is no DOI and it is an e-book from a library database give the URL of the database home page and do not give the date of retrieval.

What is a DOI?

DOI = Digital Object Identifier. It is an alphanumeric code.

The object it identifies is often an electronic journal article but can also be a book or a printed article in paper format, or an image or video etc. If the object is available online the DOI gives a permanent internet address for it. This means a DOI is much more reliable for locating an online item than a URL which can change. DOIs take you to the online object wherever it is held. All DOIs start with a 10. A typical DOI includes numbers and letters e.g. doi: 10.1177/1362480699003002002
If an article in a library database has a DOI it will be clearly labelled and you can copy and paste it into your reference. There are three places where you will usually find an article’s DOI: 1. In the citation for the article listed on the database results page 2. Under the abstract of the article 3. In the PDF of the article.

The DOI for a printed article can usually be found in the top left/right hand corner of the first page.

- Always use the DOI if available for print or online articles and books.
- Do not put a full stop at the end of a DOI.

Using the URL

URL = Uniform Resource Locator. The URL is a specific formatted text string that is used to identify, or give the address of a web page or other resources on the internet.

URL strings consist of several parts (the network protocol, the host name or address, and the file or resource location) separated by special characters:

<table>
<thead>
<tr>
<th>Components of a URL</th>
<th>Protocol</th>
<th>Path to document</th>
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</table>

<table>
<thead>
<tr>
<th>Host name</th>
<th>File name of specific document</th>
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</table>

- If there is no DOI for a journal article use the Journal home page.
- Do not give the full URL of the journal article which is often very long: APA 6th Edition only requires the Journal homepage URL.
- Do not underline URLs because this can hide underscores.
- Break a long URL that runs across two lines before a slash (/) or other punctuation but do not break it at http://
- Truncate a URL: sometimes you need to shorten a URL by cutting it back to its host name when referencing e-books from a library database or giving the journal homepage for an article. You can truncate the URL of a database by deleting the parts after the host (or domain) name so, for example, a journal article form the British Journal of Criminology would be:

http://bjc.oxfordjournals.org

Example: Journal article with DOI


Example: Journal article with no DOI

2. 8+ Authors

When citing a book or an article in the text with eight or more authors use only the surname of the first author, et al. and the year as you would for six or more authors, for example (Watson, et al. 2003). In the References List give the names of the first six authors, then ellipsis (...), then the name of the last author. For example:


3. Place of Publication

When listing the place of publication in the References List give the city in full followed by the abbreviation for the state if the book is published in the USA e.g. New York, NY or Springfield, MA. For publishers outside the USA give the city in full followed by the country in full e.g. London, England or Auckland, New Zealand.
### Appendix: Examples of Referencing

<table>
<thead>
<tr>
<th>Books</th>
<th>In-Text Example</th>
<th>Reference List Example</th>
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<tbody>
<tr>
<td><strong>Three, Four or Five Authors</strong></td>
<td><strong>Cite all authors on first citation:</strong> … as the findings suggested (Carlson, Buskist, &amp; Martin, 2008). For subsequent citations use only the surname of the first author followed by et al. (with a full stop after ‘al’ and a comma if in brackets followed by the year: In contrast to this Carlson et al. (2008) … OR … supported by other studies (Carlson et al., 2008)</td>
<td>Carlson, N., Buskist, W., &amp; Martin, G. (2008). <em>Psychology: The science of behaviour.</em> London, England: Allyn &amp; Bacon.</td>
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<tr>
<td>Section</td>
<td>Example</td>
<td>Reference</td>
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<tr>
<td>Six or more Authors</td>
<td>If there are 6 or more authors cite only the first author and use et al. as above. There is no need to cite all the authors the first time you include the reference: In contrast to this Gazda et al. (2005) ... OR .... Supported by other studies (Gazda et al., 2005)</td>
<td>Gazda, G. M., Balzer, F. J., Childers, W. C., Nealy, A. U., Phelps, R. E., &amp; Walters, R. P. (2005). <em>Human relations development: A manual for educators</em>. Boston, MA: Pearson Educational.</td>
</tr>
<tr>
<td>Eight or more Authors</td>
<td>If there are 8 or more authors cite only the first author and use et al. as above: In contrast to this Watson et al. (2003) ... OR .... Supported by other studies (Gazda et al., 2003)</td>
<td>Give the names of the first six authors, then ellipsis (...), then the name of the last author: Watson, S., Gunasekara, G., Gedye, M., van Roy, Y., Ross, M., Longdon, L., ... Brown, L. (2003). <em>Law of business organisations</em> (<em>4th</em> ed.). Auckland, New Zealand: Palatine Press.</td>
</tr>
<tr>
<td>Different or New Editions</td>
<td>Coolican (2004) stated that questionnaires ...</td>
<td>When there are more than one edition of a piece of work, the edition number is placed after the title of the work and in brackets but not in italics. If it is the first edition of a book there is no need to state this: Coolican, H. (2004). <em>Research methods and statistics in psychology</em> (<em>4th</em> ed.). London, England: Hodder and Stoughton.</td>
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*Pages of the Chapter*
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<tr>
<td>Multiple Work by the same Author</td>
<td>Research carried out by Ackroff and Sclafani (2001, 2003) has indicated...</td>
</tr>
<tr>
<td>Multiple Work by the same Author(s) Published in the same Year</td>
<td>...both groups were found to significantly differ (Ackroff &amp; Sclafani, 2002a, 2002b).</td>
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</table>
**E-books** (available in print as well as electronic version)

| Schiraldi (2001) |

**Note:** If the work is not directly available online or must be purchased, use "Available from," rather than "Retrieved from," and point readers to where they can find it.

**When available use the DOI instead of the URL:**


**If there is no DOI and the e-book is from the web (free online e.g. google books) use the full URL or the site's homepage URL, whichever takes you to the source more reliably:**


**If there is no DOI and the e-book has been sourced through the library catalogue and is therefore from a library database (such as Dawsonera or Ebrary) then give the URL of the database homepage (and no date of retrieval). Include the e-book version i.e. the database in [...] after the book title:**


**For Kindle books:**

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<td>… (Freud, 1900/1953)</td>
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<th>Give the date of the version you have read after the author and put the date of the original publication at the end:</th>
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<th>Dissertation or Thesis</th>
<th>In-Text Example</th>
<th>Reference List Example</th>
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<tr>
<td>Published or Unpublished Dissertations/thesis</td>
<td>... (Plummer, 2013)</td>
<td>Published:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After the title include information about the type of work e.g. (Master's thesis) or (Doctoral dissertation). If the thesis is available online from a commercial database include the name of the database and the order number of the document:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the thesis is from an academic institution repository include the full URL for the dissertation/thesis and the full name of the degree-awarding institution or university. Also include the location of the university, if outside the United States:</td>
</tr>
<tr>
<td>Journal Articles and Newspaper Articles</td>
<td>In-Text Example</td>
<td>Reference List Example</td>
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<th>OR</th>
<th>OR use the URL of the Journal homepage if the DOI not available (do not provide the date of retrieval):</th>
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**Newspaper Article**

*(Print and Online Copies)*

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<th>OR use the URL of the Journal homepage if the DOI not available (do not provide the date of retrieval):</th>
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<tbody>
<tr>
<td>As reported by Arthur (2013)…</td>
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