APA referencing short guide:
APA style of citing and referencing
Introduction

During your studies you will need to show your knowledge of other people’s work or ideas. These may be obtained from many types of sources such as books, journal articles, websites etc. However, it is important that you do not pass off other people’s work as your own. If you do, it is regarded as plagiarism or cheating. When you use (quote, paraphrase, summarise) information from any source, you must both cite and reference it to:

- Acknowledge the work of other writers and researchers
- Refer to established experts to give your work authority
- Enable your tutor or others to trace your sources easily
- Avoid accusations of plagiarism

As Psychology students, you will use the American Psychological Association style of referencing (APA style).

There are two stages to referencing sources for a piece of academic work using the APA style:

1) Refer to the source in your text usually including the authors surname and year of publication (the citation).
2) Give full details of the source in your bibliography or reference list at the end of your work.

Citing within your text

The APA style of referencing does not require any numbering or footnotes on each page. In most cases, you simply insert the author’s surname and the date of publication in brackets, depending upon your style of writing (see Citation example below). Quotations or specific information also require page numbers. This is called the citation. It acts as a signpost to your reader who can then locate the full reference, describing the source you have cited in detail, in the alphabetical list of references or bibliography at the end of your document.

In-text citation.

Workers in teams tend to adopt particular roles (Belbin, 2010).

OR

According to Belbin (2010) workers in teams tend to adopt particular roles.
Author is a company, group or organization (corporate author)

An organisation such as a company, university or government department, can be the author of a publication. The names of groups, companies or organizations are usually spelled out each time they appear in an in-text citation, or you can name in full in the first citation with the abbreviation in square brackets afterwards, then subsequent citations are made using the abbreviation or acronym as in the example below.

First citation: (National Institute of Mental Health [NIMH], 2003).
Subsequent citations: (NIMH, 2003).

One or two authors of the same work

For in-text citations, give the names of the authors connected with the word ‘and’. In the reference list or bibliography, precede the final authors surname with an **ampersand** sign (&) and the year of publication. When a work has two authors, cite both names every time the reference occurs.

In-text citation:
Shields and Taylor (2016) discuss the various uses of the apostrophe.

Or
This manual attempted a definitive ruling on the uses of the apostrophe (Shields & Taylor, 2016)

Reference list example:

Sources with three or more authors

When a book or journal article has three, four or five authors, cite all authors the first time you include an in-text citation. In subsequent citations, only include the first author followed by the words et al., followed by the year of publication.

In-text citation for 3 or more authors:
First citation: Jankowski, Slater, Tiggemann and Fawkner (2016) highlight websites promote an idealised image........

Subsequent citations: Jankowski et al. (2016) also found that.........
If there is no author

When a source has no author, cite in text the first few words of the title followed by the year. When the author is identified as anonymous, cite in text the word Anonymous followed by a comma and the date. However, sources where no author – either named or corporate – can be identified, use with caution.

Secondary referencing (sources cited within another source)

For sources that you have not actually seen but which are referred to in another work, cite both the original source and the secondary source where you read it. It is recommended that you try and read the original source and use secondary sources cautiously. In the example below, if the work of Howitt and Cramer is cited within a book authored by Caulfield and Hill, and you did not read Howitt and Cramer’s work, list the Caulfield and Hill reference in the reference list. In the text, use the following: Howitt and Cramer (as cited in Caulfield and Hill, 2014).

Quotations

If you are using the authors own words i.e. using a quotation, and the quote is less than 40 words long, incorporate it within the body of your text surrounded by double quotation marks and cite the author, year of publication and page number(s) immediately afterwards within brackets e.g. (Bower, Fisher and Gerodetti, 2017, p.65).

If the quote is longer than 40 words, omit the quotation marks and display it as a freestanding block of text. Indent the block about half an inch from the left side. Double space the entire quotation.

Examples of references for different types of sources

The list on the following page shows how a bibliography or reference list is usually presented when using the APA style of referencing. Each source is listed only once, regardless of how many times it has been mentioned (cited) in the essay or assignment. The sources are listed in alphabetical order of the authors surname.
<table>
<thead>
<tr>
<th>Format</th>
<th>Source</th>
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<tbody>
<tr>
<td>Source Type</td>
<td>Reference</td>
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Further help

The following book is available in the Library at 808.06615 and offers guidance on referencing including more complex sources.


The APA Style Blog offers a free online tutorial and examples of how to reference specific sources: blog.apastyle.org

Word offers an APA reference building functionality.

- Click on the References tab
- Next to Style select APA
- Click on the Insert Citation button and select Add new source
- Choose the type of source you wish to select e.g. book, journal article, and fill in the required information. This will produce your in-text citation. (You can edit the citation to omit the authors surname or year depending upon your style of referencing, by clicking on the inserted in-text citation, then click on the drop down arrow and choose edit citation).
- When your assignment is complete, place your cursor at the end of your piece of work where you want your reference list to appear
- Click on Bibliography at the top of the page
- Select either Bibliography or References and your references should appear in APA style format.

You can find more information on the Psychology subject support page: http://libguides.leedsbeckett.ac.uk/subject_support/psychology/welcome

Library staff are always happy to help with any queries you may have.

- **Phone Us (0113) 812 1000** - you can also get 24/7 IT support on this number
- **Email Us or Chat with Us** - via the Library website library.leedsbeckett.ac.uk
- **Visit Us** – Library staff can help with account and borrower enquiries, IT support and researching and finding information