Citation and Referencing Guide

APA
Citations

“Cite the work of those individuals whose ideas, theories, or research have directly influenced your work… Citation of an article implied that you have personally read the cited work.” (APA Publication Manual, 2009, p. 169)


Every single claim made in the main body of the text in a report or an essay needs to be supported with a citation. A citation is a point of reference of what someone else has said regarding the topic you are discussing.

Citations follow strict rules:

1. There are two formats for citing people:
   1. Author(s) (year in brackets) – e.g., Jones and Hills (2011)
   2. Author(s) and year in brackets – e.g., (Jones & Hills, 2011)
2. For citations with three to five authors:
   1. The first use of a citation should include all authors’ names – e.g., Smith, Williams, and O’Reilly (1987)
   2. The second and all subsequent uses should use “et al.” instead of the names – e.g., Smith et al. (1987)
3. Citations with more than six authors should always use the first author’s name and “et al.” instead the other authors’ names.
4. Citations with two authors’ names should always include both authors’ names.
5. When a citation is in the main text, “and” should be used between the penultimate and last authors’ names. When a citation is in brackets, “&” should be used between the penultimate and last authors’ name. (see examples in Point 1)
6. Citations with authors with the same surname should include the first initial to differentiate them – e.g., M Lewis (2009) and H Lewis (2001)
7. Author’s first/Christian/given name should never be used.
8. Lists of citations should be used rarely and when used should be in alphabetical order.
9. When citing secondary sources, “as cited in” and the secondary source citation should follow immediately after the year of the reference – e.g., Bright (2005, as cited in, Jenkins, 2009)
10. Never include book titles or journal titles in a citation.
11. When using quotations:
   1. The quotation must be in quotation marks – e.g., “quotation”
   2. Page numbers need to be provided in the appropriate format (p. for one page quotes and pp. for multiple page quotes).
   3. Use quotations sparingly.
Referencing

The reference section only contains references of the work that you actually read. It should only contain the primary sources you read and the secondary sources. The reference list is called the “References” not “Bibliography.”

1. The reference list should be in alphabetical order of the author’s surname.
2. When there are multiple publications from the same author, the order should be by year of publication.
3. When there are multiple publications from the same author and the same year, the different citations and references should be distinguished by a letter after the year. (e.g., Haig, 1986a and Haig, 1986b).
5. Use a hanging indent (second and subsequent lines are indented)

Here are examples for how to reference the key types of sources that you are likely to use.

1. Journal Articles

Format:

Examples:
1.1. Journal Articles for more than seven authors

In the reference section, you should list the first six names followed by ‘...’ then the last author’s name.

Format:

Examples:

1.2. Journal Articles with no author

Newspaper articles with no author can be referenced without a name. For parenthetical citations of sources with no author named, use a shortened version of the title (using quotation marks) instead of an author's name. For example, parenthetical citations of the first source is: ("Trial in Iran," 1993).

Examples:

1.3. Authors with the same year

When authors have published more than one article in the same year, the citation and the reference should have a letter following on from the year.

Examples:
2. Books

Format:
Author, A. A. (Year of Publication). Title of work: Capital letter also for subtitle. Location: Publisher.

Note: For "Location," you should always list the city, but you should also include the US state if the city is unfamiliar or if the city could be confused with one in another US state.

Examples:

2.1. Books with no author

Books with no author can also be referenced, specifically dictionaries and encyclopedias. For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the first source would appear as follows: (Britannica, 2006).

Examples:

2.2. Book Chapter

Format:

Example:
3. Conference Proceedings

_Examples:_

4. Unpublished Work

Sometimes you may wish to reference unpublished work (i.e., work that is in press, or PhD theses).

4.1. PhD Theses

_Examples:_

4.2. In Press

These are journal articles that are not yet published but will be shortly. The year is replaced with the words "in press".

_Examples:_

4.3. Translations

_Examples:_

5. Online Sources

Avoid using unsubstantiated online references for your work where possible. Wikipedia should never be referenced.

5.1. Website

Websites can be a useful source of basic information. Online newspapers and news websites often have authors and publication dates and so should be cited. **N.B.** If the website has no date, then you can put “n.d.” in the brackets instead of a date.

*Examples:*


5.1. Website with no author

If there is a website you need reference that has not got an author, this can be done with the title of the website and reference to when you accessed it and where is can be retrieved from. **N.B.** If the website has no date, then you can put “n.d.” in the brackets instead of a date.

*Examples:*


5.1. Newspaper

*Examples:*