



BIRMINGHAM
City University

APA REFERENCING GUIDE

BSc (Hons) Psychology

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1. Introduction

This **introduction to APA referencing** explains and provides working examples of how to use and list material for your assessments. As an initial resource it will be **reviewed annually** and **revised to incorporate student feedback** and further examples that may be of use. More in-depth advice and detailed examples can be found in the sources suggested for further reading.

2. What is APA referencing and why is it important?

APA is a format of referencing that derives from the American Psychological Association (APA). **APA referencing** is the format of referencing that is most frequently used in **Psychology courses**. All of your undergraduate assessed pieces of work will need to employ referencing that is based on the APA citation style. All peer reviewed Psychology Journals will follow the APA reference citation style.

As students being trained in research that reflects good practice, it is important to develop the discipline of acknowledging your sources. This is vital as your research is likely to draw on varying sources which need to be clearly and **differently** referenced.

It also important to recognise how **clear referencing**, as an effective study and research approach, helps you **to avoid plagiarism**, i.e. using other people's work and ideas without acknowledging them using established academic conventions.

2a. Referencing and assessments

Different types of referencing will be used on this psychology course which reflects different types of assessment. Within examinations you will be required to give the name and year in brackets () for material you refer to. However non exam work, i.e. poster presentations, assignments, dissertations, etc., require the use of full references that fully acknowledge their source. Therefore a clear and accurate understanding of how to reference correctly will assist in the preparation and completion of your work.

3. Referencing: academic and non-academic pieces of work

There is one key difference between an academic piece of work and a non-academic piece of work. This being that the academic piece of work will acknowledge the source of all material that has been documented. In contrast, a non-academic piece of work may or may not cite all sources that have been discussed. The following extract has been taken from the BBC Science and Nature Homepage website on a page which is entitled: What is Health Psychology? Even though accurate, this is an example of a non-academic piece of work.

Health psychologists are interested in how behaviour and attitudes affect our health, with the aim of promoting and maintaining health in the population.

But what does it mean to be healthy? In 1946, the World Health Organization decreed that health is "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." But how many people could count themselves healthy on that definition? This version of what it means to be healthy probably creates an unrealistic goal for the vast majority of people.

The following is exactly the same text but written with **APA referencing** which then **qualifies** this to be an **academic** piece of work.

3a. APA referencing example

According to Ogden (2008) health psychologist are interested in how behaviour and attitudes affect our health, with the aim of promoting and maintaining health in the population.

But what does it mean to be healthy? The World Health Organization decreed that health is, "a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity." (WHO, 1946). But how many people could count themselves healthy on that definition? This version of what it means to be healthy probably creates an unrealistic goal for the vast majority of people.

References

Ogden, J. (2008). *Health Psychology*, Buckingham: Open University Press

World Health Organisation (1946)

4. When and where do I use referencing in my work?

There are **two main areas** within your work which will require **referencing**. The first one being **in-text referencing**, as in the Ogden/WHO example above, where you provide the surname of the author and year of your source. This enables the source of any references within your work to be identified. The second being to acknowledge the full-text of the author(s), i.e. publication, place of publication etc., in the **reference list at the end of your work**. Here it worth distinguishing between a reference list, which includes **all** material cited in your work, (i.e. your work should not cite authors who do not appear in your references list), and a bibliography, which may include other material you have read, apart from your references, but not used in your work. At the end of your work a reference list is all that is needed.

The **following examples demonstrate** in text citations and references from published material and electronic sources.

4a. Published Books and Journals

The general rule is that the reference should be listed by author surname, in alphabetical order, and comprise of the following in the same sequence:

1. Author/Editor. Complete with a full stop. Surname, comma, initials of first and mid names, full stop. **i.e., Heffernan, T.M.**
2. Date: in brackets, year, and a full stop after the closing bracket. **(2005).**
3. Title in italics: ***A Student's Guide to Studying Psychology***. N.b. the first word of the main title; subtitle and all proper nouns have capital letters.
4. Edition (if it has an edition after the first one). **(3rd ed.)**.
5. Publication Location: Publication company.

Example:

**Heffernan, T.M. (2005). *A Student's Guide to Studying Psychology* (3rd ed.)
Hove, East Sussex: Psychology Press.**

4b. Books with a single/number of authors:

Number of Authors	In-text	Reference List
One Author	Heffernan (2005) Or (Heffernan, 2005)	Heffernan, T.M. (2005). <i>A Student's Guide to Studying Psychology</i> . Hove, East Sussex: Psychology Press.
Two to five authors & in-text and ref-list between the last 2 authors -first time all authors need to be included after which the first author and et al . -the only time "and" is used is when paraphrasing	First citation: (Martin, Carlson & Buskist, 2007) Or Martin, Carlson and Buskist (2007) stated that..... In subsequent citations: Martin et al. (2007)	Martin, G.N., Carlson, N.R., & Buskist, W. (2007). <i>Psychology</i> (3 rd ed.). Harlow, Essex, England: Pearson Education Limited.
Six or more authors: provide the surname and initials of the first 6 authors and shorten any remaining authors to et al. In-text, use the first author's surname and et al.	(Roeder et al., 1967) or Roeder et al. (1967) has identified that..... (p.34).	Roeder, K., Howdeshell, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., et al. (1967). <i>Nerve cells and insect behaviour</i> . Cambridge, MA: Harvard University Press.

If the same source has been **accessed electronically**, the same rules apply, except for the addition of '**Electronic version**' after the title **in square brackets**.

Paper book copy Reference List:

Rogers, W.S. (2003). *Social Psychology: Experimental and Critical Approaches*. Maidenhead, Berkshire, England: Open University Press, McGraw Hill Education.

E-book Reference List:

Rogers, W. S. (2003). *Social Psychology: Experimental and Critical Approaches* [Electronic version]. Retrieved 20 November 2008, from <http://www.mylibrary.com/Browse/open.asp?ID=94812&loc=Cover>

4c. Referencing from edited books

Within **edited books** the author and chapter title come first, followed by the editors and book title. The page numbers of the chapters are also required. For example from chapter one of: Context and perspectives in health psychology, Edward P. Sarafino, pp.1-26., **the in text reference** would be Sarafino 2004, or (Sarafino, 2004). Whilst the **reference at the end of your work** would be as follows:

Sarafino, E.P. (2004). Context and perspectives in health psychology. In S. Stephen, A. Baum, & M. Johnston (Eds.), *The Sage Handbook of Health Psychology* (pp.1- 26). London: Sage Publications.

4d. Citing secondary sources

If the primary source is not available, but you still want to refer to it, then give both the primary and secondary citations in the text, but cite only the secondary source in the References. Suppose that you want to refer in the text to a 1989 study by Nguyen and Lee, which you read about in a 1996 study by Becker and Seligman. Use one of the following citation formats:

Nguyen and Lee (as cited in Becker & Seligman, 1996) found the opposite effect in children.....or:

An opposite effect was found in infants (Nguyen & Lee, as cited in Becker & Seligman, 1996).

Note: For either example, list only Becker and Seligman (the source that you read) in the References.

4e. What if I can't find the authors name or if a name is not listed?

This usually happens when there is a shared or corporate responsibility for the production of the material. Therefore the corporate name becomes the author (known as the corporate author). Examples of corporate authors include: Government bodies, Companies, Professional bodies, Clubs or societies and International organisations.

4f. Referencing from corporate document example:

Reference List: American Psychological Society. (2001).
Publication manual of the American Psychological Association. (5th ed.). Washington, DC: Author.

In-text reference: American Psychological Society (2001) or
(American Psychological Society, 2001).

Another example is the World Health Organisation listed earlier in this document as: WHO (1946).

A further example is the Department of Health (DoH) or Office of National Statistics (ONS)

5. Journal articles

As with published books the information for your reference list from journals should follow a similar pattern which consists of: Author, Initials. (year). Title of article. Title of journal, Volume number – if there is one (Issue number), start and end page numbers of article.

e.g. Toye, J. (2008). Emotionally homeless. *Therapy today*, Vol. 19, 26 -30.

5a. Journals with no author

If no author is shown, put the title in the normal author position.

In-text: ("Anorexia Nervosa," 1969)...

Reference List: *Anorexia nervosa*. (1969). *British Medical Journal*, 1, 529-530.

If a work is signed Anonymous, your reference must begin with the word Anonymous, followed by date etc. as normal.

5b. Report/working paper etc.

Harris, J., & Grace, S. (1999). A question of evidence? Investigating and prosecuting rape in the 1990s (Home Office Research Study 196). London: Home Office.

5c. Weekly magazine article

Corbyn, Z. (2008, November 20). Taboo but true: PhD students 'not up to scratch'. Times Higher Education, No. 1,872 p6.

5d. Newspaper article

Banerjee, S. (2008, February 13). Chancing on a solution. The Guardian Society, p. 5.

6. Electronic Materials

References from an electronic source should be set out as follows:

Author, Initials. (year). Title. when retrieved month, day, year, Internet site

If no date is shown on the document, use n.d., e.g.

Smith, T. (n.d.). *The NHS Direct healthcare guide*. Retrieved July 29, 2003, from www.healthcareguide.nhsdirect.nhs.uk

If a document is embedded within a larger site, e.g. a university or government department, place the name of the parent organisation and the relevant department before the web address:

Alexander, J., & Tate, M. A. (2001). *Evaluating web resources*. Retrieved August 21, 2001, from Widener University, Wolfgram Memorial Library website: www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm

Also if you cannot identify an author, use the title of the document in your references: e.g.

Making Yourself Employable. (2008). Retrieved May 5, 2008, from Birmingham City University Careers website: www.bcu.ac.uk/careers/events/employability.htm

Do not write the web address (URL) in the text of your essay. Use the author of the website if your reference has one; otherwise use the first few words of the website title, for e.g., in text: Making Yourself Employable (2008) suggests that students adopt a pragmatic approach when....

6a. No author (electronic database)

In-text: ("Internet Economics", 2002)...

Reference List: Internet economics and policy: an Australian perspective. (2002). *Economic Record*, 78, 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.

6b. Full text newspaper or magazine from an electronic database – no author

In-text: (“WA Packed,” 2004)

Reference List: WA packed with overseas appeal. (2004, November 12). The West Australian, p. 47. Retrieved November 13, 2004, from Factiva database.

6c. Electronic Journals usually contain a **Digital Object Identifier (DOI)** - a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the internet. A useful tip suggested by Latto and Latto (2009, p. 181) is that of ‘cutting and pasting lengthy DOI’s’ to minimise the mistake of referencing the string inaccurately.

Reference List	In text
Hohepa, M., Schofield, G. & Kolt, G.S. (2006). Physical activity: What do high school students think? <i>Journal of Adolescent Health</i> , 39 (3), 328-336. doi: 10.1016/j.jadohealth.2005.12.04.	(Hohepa, Schofield & Kolt, 2006) Or Hohepa, Schofield and Kolt (2006) indicate that.....

6d. A Journal with no doi

Reference List	In-text
Harrison, B., & Papa, R. (2005). The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. <i>Anthropology and Education Quarterly</i> , 36(1), 57-72. Retrieved from Academic Research Library Database.	(Harrison & Papa, 2005)

7. FURTHER READING those marked with an asterisk * are particularly useful

* *Bibliographic references Harvard format APA style* (2007). University of Portsmouth, University Library website: <http://www.referencing.port.ac.uk>

Latto, J & Latto R (2009). *Study Skills for Psychology Students*, Maidenhead: Open University Press.

Stevenson, A. (2001). *Studying Psychology*, Basingstoke: Palgrave Macmillan.

* *The Publication Manual of the American Psychological Association*, 5th ed. (2001). Washington: American Psychological Association