Bibliographic References
APA style

6th edition

r Stuck with referencing?
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University of **Portsmouth**

The University Library

This leaflet is a summary of the APA style guidelines as contained in *The Publication Manual of the American Psychological Association*, 6th ed., 2010.

Referencing is important in all academic work because it shows where you have used others' ideas in your work. Consistent referencing shows which ideas are your own and from where you found the supporting evidence for your ideas. It demonstrates your ideas are based on evidence you have found. Anything in your work for which you do not cite a source is assumed to be your own original thought. If you do not show when you have used other people's work you could therefore be accused of pretending their ideas and findings are your own. This is plagiarism and is a serious academic offence.

In APA style, each source is briefly mentioned (cited) whenever it is used, usually in the form **Author surname (publication date)**. The source is then fully described in the reference list or bibliography.

Arrangement of reference list at end of essay

- Your reference list should be arranged alphabetically by author surname. If you need to start an entry with a title because there is no author, still place the entry within your alphabetical list of authors.

- Put all entries in one long alphabetical list. Do not list books, journal articles, websites etc. in separate sections.

- The APA format requires book and journal titles etc. to be italicised, although you can underline instead in a handwritten list.

For information on how to refer to other people's work within the body of your essay, see the section *Citing references in the text* at the back of this guide.

Principles of referencing

- Your reference should help your reader to recover your source easily. If it cannot be found again, don't reference it.

- Be consistent with layout and punctuation.

- Only list references you have read yourself. Do not list sources that are mentioned in the works you have seen when compiling your reference list.

- There will not be guidance for every type or variation of a source.

- Use the nearest style you can find to fit the source.

- If in doubt, do what your lecturer says, not what the library says or what the referencing system says. Only lecturers give and take away marks.

Where to find the details needed in a reference list

Books
The details needed for a book can be found on the front and back of the title page. Make sure you locate the name of the publisher rather than the printer or typesetter. You need the name of the publisher in your reference list. The Library Catalogue gives the publisher's name if you are in any doubt.

Ignore any reprint dates; you need the date when the first, second, third edition etc. of the book was published according to which edition of the book you are using.

Journal articles
The details needed for a journal article can usually be found on the contents list, front cover or article itself.

Printed publications: examples of references

Book with author(s)
The basic pattern for a reference to a book is:

Author, Initials. (year when book was published). *Title of book* (Edition if later than first e.g. 3rd ed.). Place of publication: Publisher.

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

Armitage, A., Bryant, R., Dunnill, R., Hammersley, M., Hayes, D., Hudson A., & Lawes, S. (2008). *Teaching and training in post-compulsory education* (3rd ed.). Maidenhead: Open University Press.

Encyclopedia of psychology. (1976). London: Routledge.

Gardner, H. (1973). *The arts and human development*. New York: Wiley.

Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Book with editor(s)
Koutrakou, V. N. (Ed.). (2004). *Contemporary issues and debates in EU policy.* Manchester: Manchester University Press.

Lavallee, D., Thatcher, J., & Jones, M. V. (Eds.). (2011). *Coping and emotion in sport* (2nd ed.). London: Springer.

Chapter in an edited book
The basic pattern for a reference to a chapter in an edited book (where the contents page shows that the chapters have been written by several different people) is:

Author of chapter, Initials. (year). Title of chapter. In Initials. Name of Editor/s (Ed.), *Title of book* (pp. start and end page numbers of chapter). Place of publication: Publisher.

Vygotsky, L. S. (1991). Genesis of the higher mental functions. In P. Light, S. Sheldon, & M. Woodhead (Eds.), *Learning to think* (pp. 32–41). London: Routledge.

Entry in a reference book
Lijphart, A. (1995). Electoral systems. In *The encyclopedia of democracy* (Vol. 2, pp. 412–422). London: Routledge.

Faust. (2001). In A. Holden (Ed.), *The new Penguin opera guide* (pp. 867-868). London: Penguin.

*For further guidance and examples, go to Referencing@Portsmouth (***http://referencing.port.ac.uk***) and select a reference source from the dropdown menu.*

Academic journal article
The basic pattern for a reference to a journal article is:

Author, Initials. (year when article was published). Title of article. *Title of Journal*, *Volume number* – if there is one (Issue number), start and end page numbers of article.

Guo, Z., Liu, T., Fedoroff, N., Wei, L., Ding, Z., Wu, N., . . . An, Z. (1998). Climate extremes in Loess of China coupled with the strength of deep-water formation in the North Atlantic. *Global and Planetary Change, 18*(3–4), 113–128.

Popper, S. E., & McCloskey, K. (1993). Individual differences and subgroups within populations: The shopping bag approach. *Aviation Space and Environmental Medicine, 64*(1), 74–77.

Note: List up to seven authors. For eight or more authors, include the first six authors' names, then insert an ellipsis (. . .), and add the last author's name.

Magazine article
Access denied. (2006, July). *Labour Research, 95*(7), 15-16.

Barrett, L. (2001, August 23). Daewoo's drive to survive in the UK. *Marketing Week,* 22–23.

Newspaper article
Caffeine linked to mental illness. (1991, July 13). *New York Times,* pp. B13, B15.

Young, H. (1996, July 25). Battle of snakes and ladders. *The Guardian,* p. 15.

Government department publication
Great Britain. Department for Business, Innovation and Skills. (2011). *Bigger, better business: Helping small firms start, grow and prosper.* London: TSO.

Parliamentary material
Parliamentary material includes secondary sources of law such as bills, command papers, explanatory notes to Acts of Parliament and parliamentary debates from Hansard.

Ministry of Justice. (2011). *Reform of legal aid in England and Wales: The Government response* (Cm 8072). London: TSO.

Legal material
The situation regarding legal references is complex and only US law is covered in the APA style manual. Legal material includes primary sources of law such as cases (e.g. law reports, transcripts) and legislation (e.g. statutes, also known as Acts of Parliament, and statutory instruments).

Report, briefing or working paper
Birney, A. J., & Hall, M. M. (1981). *Early identification of children with written language difficulties* (Report No. 81–502). Washington, DC: National Educational Association.

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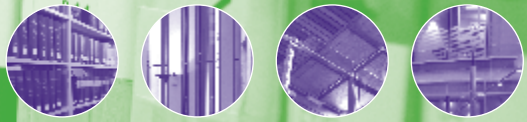
Conference paper (published and unpublished)

Borgman, C. L., Bower, J., & Krieger, D. (1989). From hands-on science to hands-on information retrieval. In J. Katzer, & G. B. Newby (Eds.), *Proceedings of the 52nd ASIS annual meeting*: *Vol. 26. Managing information and technology* (pp. 96–100). Medford, NJ: Learned Information.

Johnson, R. S., Dean, J. E., & Childers, S. K. (1998, September). *The role of exercise in the treatment of insomnia.* Paper presented at the meeting of the Association of Sport and Exercise Sciences.

Internal document
The basic pattern for an internal document is:

Author, Initials. or Organisation if no named author (year, plus month and day if given). *Document title* (policy/report/circular number if given). Unpublished internal document, Organisation (if not listed first).

Bonar, I. (2003, October). *Library policies and decision making*. Unpublished internal document, University of Portsmouth.

Dissertation

Hardman, J. P. (1999). *Rainer Werner Fassbinder's BRD trilogy: A manifesto for social and political reform* (Unpublished undergraduate dissertation). University of Portsmouth, Portsmouth.

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

Interviews

Because interviews are not considered recoverable data, you do not give details in your reference list. You should, however, cite an interview within the body of your text as a personal communication:

… and this point was conceded (J. Bloggs, personal communication, August 22, 2001).

Two or more works by the same author(s) with the same publication date

Where an author (or particular group of authors) has more than one work in a particular year, list them in title order and follow the date with a lower case letter a, b, c, ... for example:

Harding, S. (1986a). The instability of the analytical categories of feminist theory. *Signs, 11*(4), 645–64.

Harding, S. (1986b). *The science question in feminism*. Ithaca: Cornell University Press.

When referred to in the text these letters are also used (see *Citing references in the text* at the end of this guide section b).

Note on page numbers

Use pp. for page range only for encyclopedia entries, multi-page newspaper articles and chapters or articles in edited books. For articles in journals or magazines use the numbers alone.

Notes on electronic sources
- If no date is shown on the document, use n.d.
- You can use an organisation as an author if you cannot see the name of a person e.g. United Nations, Human Rights Watch.
- If the author is not given, begin your reference with the title of the document.
- If a document is part of a large site such as that for a university or government department, give the name of the parent organisation and the relevant department before the web address:

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

Never 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.

E-book
Brzezinski, M. (2004). *Fortress America: On the front lines of homeland security, an inside look at the coming surveillance state.* Retrieved from http://site.ebrary.com/lib/portsmouth

Article from an electronic source
- If you can easily see a DOI (Digital Object Identifier which provides a permanent link to the article), give the reference as for a print journal, then add the DOI at the end.

- If you can't see a DOI, give the reference as for a print journal, then put Retrieved from plus the web address (URL) for the journal or database home page.

- If the article is only available on the internet, there may be no page numbers for the article.

- Give URL of the home page when the online version of the article is available by search to avoid non-working URLs.
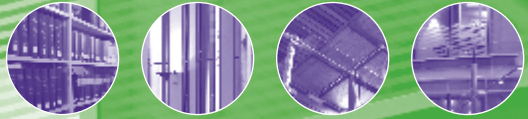
Korda, L. (2001). The making of a translator. *Translation Journal, 5*(3). Retrieved from http://translationjournal.net/journal//index.html

Paton, G. (2011, June 22). Record 1m pupils speak English as a second language. *The Telegraph.* Retrieved from http://www.telegraph.co.uk

Shahrani, A. M. (2002). War, factionalism, and the state in Afghanistan. *American Anthropologist, 104*(3), 715–722. Retrieved from http://www.jstor.org/

Shepherd, J. (2011, April 21). All universities to charge at least £6,000 a year tuition fees. *The Guardian,* p. 18. Retrieved from http://www.lexisnexis.com/uk/nexis/

Tismaneanu, V. (2009). The revolutions of 1989: Causes, meanings, consequences. *Contemporary European History, 18*(3), 271–288. http://dx.doi.org/10.1017/S0960777309005049

Walt, V. (2013, January 14). Meet the third-richest man in the world. *Fortune*. Retrieved from http://search.ebscohost.com/login.aspx?direct=true&db=edselc&AN=edselc.2-52.0-84872250902&site=eds-live

Report from an electronic source

Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s* (Home Office Research Study 196). Retrieved from the UK Home Office website: http://www.homeoffice.gov.uk/rds/pdfs/hors196.pdf

Web page
The basic pattern for a reference to a web page is:

Author, Initials. (year when site was produced or when document was published). *Title*. Retrieved from internet address.

Banks, I. (n.d.). *The NHS Direct healthcare guide*. Retrieved from http://www.healthcareguide.nhsdirect.nhs.uk

Deciding your future. (2000). Retrieved from University of Portsmouth, Careers Service website: http://www.port.ac.uk/departments/careers/plancareer/deciding-your-future.htm

Blog post
• If the author adopts a screen name, you can use this at the beginning of your reference.

Bystander. (2007, May 25). Once bitten … [Blog post]. Retrieved from http://thelawwestofealingbroadway.blogspot.com/2007/05/once-bitten.html

Marketing [Blog post]. (2007, January 16). Retrieved from http://criminalsolicitor.blogspot.com/2007/01/marketing.html

Audio or video podcast

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from http://www.shrinkrapradio.com/

Intranet document
The basic pattern for an intranet document (e.g. education, health or police documents which cannot be accessed by anyone outside the institution) is:

Author, Initials. or Organisation if no named author. (year, plus month and day if given). *Document title* (policy/report/circular number if given). Unpublished intranet document, Organisation (if not listed first).

Bonar, I. (2003, October). *Library policies and decision making*. Unpublished intranet document, University of Portsmouth.

Music recording
The basic pattern for a piece of recorded music is:

Writer/Composer, Intials. (date of copyright). Title of song/composition [Recorded by artist if different from writer/composer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date).

Porter, C. (n.d.). Love for sale [Recorded by Ella Fitzgerald]. On *The complete Ella in Berlin: Mack the knife* [CD]. New York: Verve. (1960).

Film
The basic pattern for a reference to a film is:

Name of primary contributor – the director or producer, or both, Initials. (Role of primary contributor). (year film released). *Title of film* [Motion picture]. Country of origin – where the film was primarily made and released: Name of studio.

Reed, C. (Director). (1949). *The Third Man* [Motion picture]. United Kingdom: British Lion/London Films.

Spielberg, S. (Director). (1993). *Jurassic Park* [Motion picture]. United States: Universal Pictures/ Amblin Entertainment.

If the film doesn't appear on the Library Catalogue, the Internet Movie Database www.imdb.com is a good place to check all the details needed for a film reference (follow the Company credits link to find details about the film studio/s involved).

Television programmes
Single programme
Collinson-Jones, C. (Producer), & Dobson, E. (Director). (2003, July 14). *Casualties of peace* [Television broadcast]. London: Channel 4.

Single episode from a television series
Fraser, R. (Writer), & Geoghegan, S. (Director). (2003). Eyes wide open [Television series episode]. In P. Goodman (Producer), *Holby City*. London: BBC1.
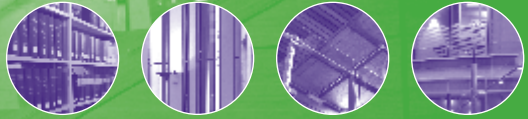
This example shows the most complete information possible for a television episode. If details of the writer are unavailable, begin your reference with the name of the director.

Television series
Thompson, A. (Producer). (2000). *Kick the habit* [Television series]. London: BBC2.

Radio programmes

Single programme

Portenier, G. (Producer). (2003, July 17). *Crossing continents* [Radio broadcast]. London: BBC Radio 4.

Single episode from a series

Shrubsall, S. (Writer), & Silbert, R. (Director). (2006). Palm therapy [Radio series episode]. In M. Imrie (Producer), *Afternoon play.* London: BBC Radio 4.

For further guidance and examples, click on the Referencing logo on the Library website or go to Referencing@Portsmouth (**http://referencing.port.ac.uk**). Select a reference source from the dropdown menu or use the search to help you locate the source you want to reference. An A–Z list of sources is available on the Referencing@Portsmouth site as well as frequently asked questions and guidance on citing in the text of your work.

There are tools available to help you to store, manage and format your references. However, be aware that you may still need to check and edit formatted references, particularly for sources not covered by the APA style manual.

Citing references in the text

Whilst many departments (e.g. SSHLS and SLAS) require page numbers in all in-text citations, others require only direct quotations to include a page number. Please check your course handbooks for the policy in your department.

a) References are made within the body of your essay to the full details of the work in the reference list/bibliography in the following manner:

Stevenson (2003, p. 116) argues that …

… concerns about individual viewer responses (Stevenson, 2003, pp. 118–119) …

Whoever is reading your essay can now turn to the reference list and look for an entry by Stevenson written in 2003.

b) When an author, or group of authors, has more than one publication in the same year a lower case letter is added to the date. For example:

In two recent studies (Harding, 1986a, p. 80; Harding, 1986b, p. 138) it was suggested that ...

In two recent works Harding (1986a, p. 80; 1986b, p. 138) has suggested that ...

c) Multiple author citations

- With two authors both names should be listed in each citation e.g. (Duncan & Goddard, 2003, p. 99).

- With three to five authors name all authors the first time, then use et al. (and others). For example: the first time it would be (Moore, Estrich, McGillis, & Spelman, 1984, p. 33) and subsequent references to the same publication would use (Moore et al., 1984, p. 33).

- For six or more authors, use et al. after the first author in all occurrences.

Note that when the in-text reference occurs naturally within the sentence 'and' should be used before the final author. But when the entire reference is enclosed in brackets the ampersand (&) should be used.

d) Organisations as authors

Where you have a document produced by an organisation and the organisation is commonly referred to by an abbreviation/acronym, in the in-text reference you should write out the name of the organisation in full the first time and give the abbreviation in square brackets. For example:

... clearly stated policy (Food and Agriculture Organization of the United Nations [FAO], 2005, p. 24).

http://referencing.port.ac.uk
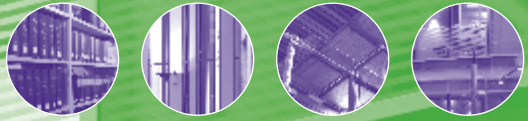
then subsequent in-text references can just use the abbreviation. For example:

... measures to improve food supplies (FAO, 2005, p. 36).

In the reference list/bibliography spell out the name of the organisation in full. For example:

Food and Agriculture Organization of the United Nations. (2005). title of doc etc.

e) **When a source has no author, cite the first two or three words of the title followed by the year. For example:**

... in the recent book (*Encyclopedia of psychology*, 1991, p. 62) ...

... in this article ("Individual differences," 1993, p. 12) ...

Web pages where no author is given:
Alcohol Concern ("Call to stop", 2007) have proposed various policies to …

The key point is that your in-text reference matches the start of the reference in your reference list.

Note: Underline or italicise the title of a journal or book and use double quotation marks around the title of an article, chapter or web page.

f) When using quotations in your text observe the following examples:

He stated, "The relative importance of the systems may nevertheless remain in approximately the same proportion" (Gardner, 1973, p. 41).

Smith (1991) found that "... there is no evidence that chimpanzees can produce a drawing and discern the object represented in it ..." (p. 84).

g) If you cite a work that you discovered in another work, follow these examples:

Smith (1970, p. 27) cites Brown (1967) as finding ...

Brown (1967), cited by Smith (1970, p. 27), found ...

It was found (Brown, 1967, cited by Smith, 1970, p. 27) that ...

In your reference list/bibliography only list the author whose work you have seen. In these examples you include Smith, but not Brown, the author whose work you have not seen.

h) Acts of Parliament should be cited in your text with the full title, including year of enactment. For example: According to section 2 of the Criminal Justice Act 2003 ...

This guide is available in large print on request.

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