# A quick guide to APA Referencing



If you are intending to quote, paraphrase or refer to someone else’s work, it should be referenced and cited within your work. This is important for two reasons –

1. To distinguish your work from that of other people. Failing to do this could lead to plagiarism investigations.
2. To build the story of your work. Citing work that precedes or contrasts your own research.

Referencing in the APA system comes in two parts, the in text citation and the more detailed references at the end of your work.

## In text citation

Whenever you refer to someone else’s idea, or quote from their work you should include their surname and the date of the publication. This can be done in a number of ways.

### For ideas

One or two authors should be cited in text with their surnames and the year of the publication in brackets. For example:

|  |  |  |
| --- | --- | --- |
| Number of authors | How to reference the first time | How to reference thereafter |
| One author | Bloggs (2002) states …  This idea (Bloggs, 2002). | Bloggs (2002) states …  This idea (Bloggs, 2002). |
| Two authors | Bloggs and Wright (2002) states …  This idea (Bloggs & Wright, 2002). | Bloggs and Wright (2002) states …  This idea (Bloggs & Wright, 2002). |
| 3 to 5 authors | Bloggs, Wright, Smith and Johnson (2002)  This idea (Bloggs, Wright, Smith & Johnson, 2002). | Bloggs et al. (2002)  This idea (Bloggs, et al., 2002). |
| 6 or more | Bloggs et al. (2002)  This idea (Bloggs, et al., 2002). | Bloggs et al. (2002)  This idea (Bloggs, et al., 2002). |

### For quotation

When quoting sections of someone else’s work, in addition to their name as above, you should make sure the text is contained in quotation marks and include the page number, or numbers after the quote:

Bloggs and Wright (2002) state, “This is a quote.” (p.15).

Or

“This is a quote.” (Bloggs & Wright, 2002, pp. 15-16)

## References

At the end of your work you should include a list of works referenced within your text. Depending on the format of the content being referenced you may have to include different information. This list should be alphabetised by the authors’ name, and in the event of multiple publications, their date.

Years of works are contained in brackets (2002) and names of publications are always in *italic*, however titles of articles are not.

Another style element unique to the APA style referencing is using hanging indentation for references that span more than one line on the page.

Bloggs, J.R., Bloggs, J.B., & Roberts S.B. (2002). *Hanging Indentation in Evidence: -* *How to Cite Work with Really Long Titles*. Manchester: Fictionally Long Named Publishers Public Limited Company.

Please see the formats and examples below for your specific needs.

### Books

Books should include the author(s), the year of publication, *the title of the book in italics* and the city of publication and publisher.

#### One author

This is how you build up a reference for a book with a single author:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Author’s name |  | Year |  | Title of the book |  | Place of publication |
|  |  |  |  |  |  |  |
| Bloggs, J.R. |  | (2002). |  | *How to Cite Works.* |  | Manchester: |

|  |
| --- |
| Publisher |
|  |
| Fictional Publishing. |

Bloggs, J.R. (2002). *How to Cite Works*. Manchester: Fictional Publishing.

#### Multiple authors

When referencing a book with multiple authors, you should include all their names in the reference up to 7 authors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authors’ names |  | Year |  | Title of the book |
|  |  |  |  |  |
| Bloggs, J.R., Abrams, J.J. & Wright, R.R. |  | (2002). |  | *How to Cite Works.* |

|  |  |  |
| --- | --- | --- |
| Place of publication |  | Publisher |
|  |  |  |
| Manchester: |  | Fictional Publishing. |
|  |  |  |

Bloggs, J.R., Abrams, J.J. & Wright, R.R. (2002). *How to Cite Works*. Manchester: Fictional Publishing.

For more than 7 authors you should use the first 6 authors followed by an ellipsis (…), then the last author.

#### Multiple works by the same author

When you want to reference multiple works from the same author you should list them by date, and add a letter to distinguish the papers being referenced, both in the text and at the end.

In text:

This is an idea (Bloggs, 2002a). This was extended to include another idea (Bloggs, 2002b), and then again the idea had something added (Bloggs, 2003).

In references:

Bloggs, J.R. (2002a). *How to Cite Works*. Manchester: Fictional Publishing.

Bloggs, J.R. (2002b). *How to Cite More Works*. Manchester: Fictional Publishing.

Bloggs, J.R. (2003). *How to Cite Even More Works*. Manchester: Fictional Publishing.

### Journals

#### Journal articles

Articles taken from journals should include the title of the article as well as the publication name. If this has been found online or from a database, please see electronic journals section.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Author’s name |  | Year |  | Title of the article |  | Title of the publication |
|  |  |  |  |  |  |  |
| Bloggs, J.R. |  | (2002). |  | How to Cite Works. |  | *The Study Skills Journal,* |

|  |  |  |
| --- | --- | --- |
| Vol. |  | Page range |
|  |  |  |
| 2, |  | 22-30. |

Bloggs, J.R. (2002). How to Cite Works. *The Study Skills Journal*, 2, 22-30.

#### Newspaper articles

When referencing articles in newspapers should include the full date of the paper too.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Author’s name |  | Full date |  | Title of the article |
|  |  |  |  |  |
| Bloggs, J.R. |  | (2002, January 27). |  | How to Cite Works. |

|  |  |  |
| --- | --- | --- |
| Title of the Newspaper |  | Page range |
|  |  |  |
| *The Daily Planet,* |  | pp. 22-24. |

Bloggs, J.R (2002, January 27). How to Cite Works. The Daily Planet, pp. 22-24

### Internet

#### eBooks

To reference eBooks you start with a regular book reference and add the source of the eBook.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Author’s name |  | Year |  | Title of the book |  | Retrieved from |
|  |  |  |  |  |  |  |
| Bloggs, J.R. |  | (2002). |  | *How to Cite Works.* |  | Retrieved from http://goo.gl/Example |

Bloggs, J.R. (2002). *How to Cite Works*. Retrieved from http://goo.gl/Example

#### Electronic journal articles and journals accessed through a database

Journals that you have accessed through an online resource should be referenced

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Author’s name |  | Year |  | Title of the article |  | Title of the publication |
|  |  |  |  |  |  |  |
| Bloggs, J.R. |  | (2002). |  | How to Cite Works. |  | *The Study Skills Journal,* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Volume |  | Page range |  | Retrieved from |
|  |  |  |  |  |
| 2, |  | 22-30. |  | Retrieved from http://goo.gl/Example |

Bloggs, J.R. (2002). How to Cite Works. The Study Skills Journal, 2, 22-30. Retrieved from http://goo.gl/Example

#### Websites, YouTube and other online sources.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Author’s name |  | Year |  | Title of the Website |  | Format |
|  |  |  |  |  |  |  |
| Bloggs, J.R. |  | (2002). |  | *How to Cite Works* |  | [online]. |

|  |
| --- |
| Retrieved from |
|  |
| Retrieved from http://goo.gl/Example |

Bloggs, J.R. (2002). *How to Cite Works* [online]. Retrieved from http://goo.gl/Example

Bloggs, J.R. (2002). How to Cite Works [web log post]. Retrieved from http://goo.gl/Example

Bloggs, J.R. (2002). How to Cite Works [online video]. Retrieved from http://goo.gl/Example