American Psychological Association (APA) referencing guide

Most of BPP University College adopts the Harvard style of referencing. However, the psychology department uses only the APA (American Psychological Association) style of referencing. There are some differences between Harvard and APA referencing so it is important that you refer to this style guide, and the APA publication manual (referenced at the end of this document) to ensure that you are referencing correctly.

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When to reference/cite?

When quoting, paraphrasing or referring to any published material (including books, journal articles, websites), you must always cite the source of your information. Failure to reference correctly can result in loss of marks for plagiarism.

In general, you should support all statements of fact by referencing. However, where you are stating a fact that is common sense and which you only happen to have read in a particular publication, this does not need referencing.

For e.g., the following text does not require a reference:

A severely sprained ankle adversely affects gait

However, the following statement does:

The lifetime prevalence of headaches is 84% (Brown, 2003)

A further example is where you cite an author’s opinion or conjecture:

Removal of subluxations improves neural function (Smith, 2001)

If the cited reference does not contain good evidence it is better to say something on the lines of:

It has been stated that removal of subluxations improves neural function (Smith, 2001). This, however, appears to be based primarily on chiropractic philosophy as strong evidence from well-controlled studies is currently lacking (reviewed by Jones, 2009).

Terms Explained

Citing refers to formally recognising the source of your information.

Citation is the passage or words quoted or referred to in your text.

Reference is the description, in the text, of the source of your information.

Reference List is the list of sources you have used. Each reference requires an item in the reference list at the end of the work; this gives the full details of the source item and should enable the item to be traced.
Referencing/citing a reference in your text

The following are examples of how to cite references within the text of your assignment. You must follow the precise format of this when you reference.

**Single authors**

Brown (2003) investigated the…..

An investigation (Brown, 2003) found that...

**Two authors**

Brown and Smith (2003) investigated the...

An investigation (Brown & Smith, 2003) found that...

**Three, four or five authors**

First citation:

Bradley, Ramirez, Soo and Walsh (2006) investigated the…..

An investigation (Bradley, Ramirez, Soo, & Walsh, 2006) found that…

Subsequent citations:

Bradley et al. (2006) investigated the……

An investigation (Bradley et al., 2006) found that…

**Six or more authors**

First and subsequent citations:

Brown et al. (2003) investigated the...

An investigation (Brown et al., 2003) found that...
Page numbers
When you are generally referring to another person’s work or ideas then a page number is not required. If you are quoting, referring to data, figures, results or images then page numbers should be used.

Surname (date, p.123) stated that “XYZ” ...

An investigation into XYZ found that “A was definitely the cause” (Surname, date, p.123)

Some examples:
- Brown (2003, p.123) stated that “XYZ” ...
- ………… although this has “not been supported by other studies” (Brown, 2003, p123)

Quoting
Direct quoting is acceptable and should be in the format below. However, try not to quote large amounts of text.

Smith (1982, p.345) has stated, “...in terms of referencing, quoting in the text must be referenced”.

Or

“……….. in terms of referencing, quoting in the text must be referenced” (Smith, 1982, p.123)

Internet referencing
For references to online resources, the same rules as above should be followed when citing in the text. The author and the date the article was added to the website should be quoted, i.e. ……….. (Smith, 1998).

Where there is no author then the body that has published it and the date it was added to the website should be added e.g. (GCC, 1985)
The reference list

APA style requires you to provide a ‘reference list’ at the end of your document which lists the full details of all the references you have cited. In other referencing styles this is often called a bibliography.

Layout of the reference list

Immediately after the last page of the text, and usually before any appendices, should be included a list of references entitled ‘References’.

Make sure that your reference list:
• Contains all of the references that you have mentioned/cited in your text
• Lists the references in alphabetical order by the author/editor’s surname. Note that if there is no author or editor then the name is replaced by the title of the reference.
• Has correct URL links for all online references (electronic journals, videos, news articles etc.).

DOI

DOI stands for Digital Object Identifier. It is a unique number given by CrossRef that provides a permanent URL link on the internet. It is most commonly assigned to journal articles which are published online, but is also beginning to be used with ebooks, conference proceedings and other items which are also available online. Whenever a DOI is given you should provide it as part of the reference.

Books

Print books

The general format for print books is as follows:

Surname, A. A. (year). Title of work in italics. Location: Publisher.


There are several additions that can be made to this reference including: an edition number, page numbers and section names. Use the following examples to help you.

If the book has an edition:

Surname, A. A. (year). Title of work in italics (Xth Ed.). Location: Publisher.


For further information or assistance please contact your library issue desk or email library@bpp.com
If you need to reference specific page numbers:

Surname, A. A. (year). *Title of work in italics*. Location: Publisher. (pp. X-X)


**Edited books**

If you need to reference an edited book:

Editor's Surname, A. A. (Ed.), (year). *Title of the book in italics*. Location: Publisher.


If you need to reference a chapter from an edited book:

Author’s Surname, A. A. (year). Title of chapter or entry. In A. A. Editor’s Surname (Ed.), *Title of the book in italics* (pp. 1-123). Location: Publisher.


**No author or editor given**

If no author or editor is given then please replace with the title of the book:

*Title of the book in italics* (year). Location: Publisher.

If necessary, insert the edition and page numbers as previously shown for print books.
**Journal papers**

**Print versions:**


**Example:**

**Electronic versions**

A DOI should be included whenever possible for any article which is accessible online. If there is no DOI available, yet you have accessed the article online, please include the homepage URL.


**Example:**
doi: 10.1037/0278-6133.24.2.225


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Electronic Sources

Webpages

Author and date is known:

Surname, A.A. (year) Title of webpage/work in italics. Retrieved month/day, year, from https://www.xxxxxxxxxxxxxxxxxxx

Example:

The author isn't given:

Title of webpage/work in italics. (year) Retrieved month/day, year, from https://www.xxxxxxxxxxxxxxxxxxx

The author and date isn’t given

Title of webpage/work in italics. (n.d.) Retrieved month/day, year, from https://www.xxxxxxxxxxxxxxxxxxx

Other media

Audio podcasts/downloads

Surname, A.A. (year, month/day –that the video was uploaded) Title of the podcast in italics, [Audio podcast]. Retrieved from https://www.xxxxxxxxxxxxxxxxxxx

Video podcasts/downloads

Surname, A.A. (Producer). (year, month/day –that the video was uploaded) Title of the videocast in italics, [Video podcast]. Retrieved from https://www.xxxxxxxxxxxxxxxxxxx

Blog posts

Surname, A.A. (year, month/day –that the blog comment was made) Title of the blog post [Web log comment] Retrieved from https://www.xxxxxxxxxxx

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**YouTube and other online video sharing sites**

Surname, A.A., (year, month/day – that the video was uploaded) Title of the video [Video file]. Video posted to https://www.xxxxxxxxxxxxxxx

**Films/motion pictures**

Producer, A.A., (Producer) and Director, A.A. (Director). (year) Title of the film/motion picture [motion picture]. Location: Film studios

**Television programmes**


This guide is not exhaustive. If you need to reference a medium not explained in this guide then please refer to the official APA guide which is available in BPP libraries or visit the APA psychology page (http://www.apastyle.org/index.aspx).

There you can either buy a copy of the APA referencing publication manual, or you can complete the free tutorial: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx.

**References**