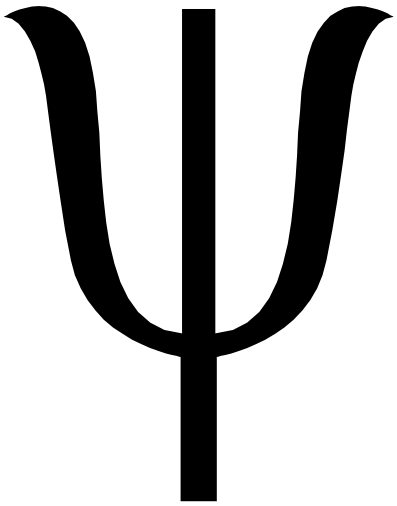
UWTSD
School of Psychology

Referencing Handbook



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This handbook has been written to provide basic guidance in referencing to students studying for their undergraduate degree in psychology at UWTSD.

It is designed to act as an introduction to referencing, and should not replace recommended readings such as the APA Publication Manual.

We hope that you find it useful but soon discard it for more comprehensive texts on the subject of referencing and style.

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Contents

Presentation of Work and Referencing 4
Layout 5
APA Writing style 7
Referencing 7
American Psychological Association (APA) Referencing 7
Citing and referencing 8
Reference List 13
Electronic Resources – Websites 16

Presentation of Work and Referencing

These notes are intended to help undergraduates present assignments according to correct academic convention for the Psychology component of joint honours at UWTSD.

Marks will be lost on written work if there is any significant inconsistency to a student's method of setting out of citations and references in accordance with American Psychological Association (APA) convention. As with marks deducted for weaknesses of spelling and grammar, such a loss can bring an assignment grade down substantially.

Deduction of marks will be applied to all written pieces of work across psychology for:

poor presentation of work (grammar, punctuation, etc.)

poor convention when citing sources

poor Reference list convention

In addition, pieces of work which suffer from the problems above also tend to be difficult for a reader to understand, which will weaken your argument. This can then have an effect of further reducing your marks.

You should also ensure that this document is read in conjunction with the university Unfair Practice Regulations, as failure to adhere to referencing conventions can result in allegations of unfair practice.

The process of assignment presentation can be divided into three areas of concern:

1. the **layout** of the assignment,
2. the **citing of authors** and
3. the **reference list**.

Layout

General

Written work should usually be word processed and set out in A4 portrait style unless otherwise requested. The text should be set out clearly and consistently. To this end, **font size 12** should be used, as well as a conventional font style (such as Times New Roman or Arial), and left justified. The lines of the text should be spaced at either **1.5** or **double**. At the same time, always **include page numbers** into your assignments. The current paragraph is written in Arial 12 point and is double spaced.

Quotations

These should generally be avoided. Always paraphrase in your own words where possible (and provide a suitable reference). Should you need to quote a source (e.g., a definition), this should be placed in ‘single inverted commas’ like this (not “like this”) and a page number provided to show exactly where the quote came from.

Example

> According to the definition of a group supplied by Johnson and Johnson (1987), group members need to be ‘aware of the others who belong to the group’ (p.84).

The quotation needs to fit in grammatically within the sentence around it. The exact spelling and punctuation of the original should be followed. If the quotation is more than four lines long, it should be set as an extract and the whole quotation indented. The author or authors’ name(s), date and page number are written in this case in brackets underneath.

Example

Darwin argued that some emotion expressions were largely governed by physiological responses producing muscular movement, and therefore visible expressions. This led Darwin to conclude

> That the chief expressive actions, exhibited by man and by the lower animals, are now innate or inherited – that is, have not been learnt by the individual - is admitted by everyone. So little has learning or imitation to do with several of them that they are from the earliest days and throughout life quite beyond our control (1872, p.348).

Through all of Darwin’s work, his lasting impression can be seen on...

Numbers

Use words for numbers up to ten. If a sentence starts with a number, this should be written as a word.

Examples

This behaviour has been recognised in children as young as eight, though it generally presents in the 12-14 age group.

Thirty two per cent of those tested agreed, whilst 48% disagreed.

Dates

Correct	**Incorrect**
In the 1980s…	In the 1980's…
A paper published by the Equal Opportunities Board in 1996…	A paper published by the Equal Opportunities Board on 12th September 1996…
The longitudinal study ran from 1987 to 1992.	The longitudinal study ran from 1987 - 1992.

When to Italicise

Italics should be used sparingly. Only italicise a) to emphasise anything you want to draw your reader's attention to in particular, b) for foreign terms and expressions and c) when providing the name of a book, newspaper etc. (but **not** for the names of authors).

Examples:

a) In this case, the non-smoking participants did *not* show higher levels of stress.

b) It could be argued that this is simply explained away by the *zeitgeist* of the time.

c) As reported in *The Guardian* (1998) …

APA Writing style

The Publication manual of the American Psychological Association (APA, 2010) contains a chapter concerning 'writing clearly and concisely' (p. 61). Pages 65 – 86 focus upon the specifics of writing style and are well worth reading. In addition, chapter four focuses upon the 'mechanics of style' (APA, 2010, pp. 87 – 124). Whilst these chapters are designed for academics writing for publication, the closer your writing is to these conventions the better it will be.

To give you an idea of the type of writing you should be aiming for, presented below are some of the headings from these chapters; this will at least give you an idea of some of the important issues which you need to consider when writing for your psychology degree

- Continuity in presentation of ideas
- Smoothness of expression
- Economy of expression
- Precision and clarity
- Use of grammar; punctuation; spelling; capitalisation; use of italics; use of abbreviations; numbers.

Referencing

American Psychological Association (APA) Referencing

The APA system of referencing is the most common form of reference for usage in psychology, and is the format you will see used in most of the books and journals required for the psychology modules. It is the system you **must** use for all of your psychology assignments and assessments. Most importantly for the undergraduate essay, it has determined the manner in which students are to set out citations and references. With regard to the former, it is essential that you acknowledge all of the sources that you have used as it:

(a) shows that your work has a factual basis;
(b) allows the reader to identify and retrieve the sources for their own use;
(c) shows the research you have undertaken to reach your conclusions.

Whenever you quote (that is, copy directly from another author) or use their ideas (paraphrase in your own words), you **must** acknowledge that you have done so and you are required to use the APA system throughout your work. Failure to

acknowledge your sources of information may result in your facing charges of plagiarism which may result in disciplinary action. Avoiding plagiarism is easy: **use your own words** and **give credit where credit is due**.

Citing and referencing

When you are writing your assignment there will be places in the paper where you will want to show the reader where you got information from, or whose study/theory you are talking about; this is called *citing* a source. Because we do not want to take up too much space in the assignment we need to keep these citations brief, which is why we follow certain conventions to do this.
When you have finished your assignment you will have citations in your main text, but this would not be enough information for the reader to locate your sources. They need further information, which is where the reference list comes into play. The reference list contains the information required for the reader to access books/journals/the internet and find where you got your information from.

Basically, citing and referencing work as signposts; the citation leads you to the reference list, the reference list leads you to the source.

Note: Although the above talks about citing in the main text and then completing the reference list, you should do both at the same time. It is far easier to write your reference list as you go than to cite a source and then have to hunt around afterwards for the reference.

Keep a record of all the sources you use as you go along. The details you may need include:

- full names of the author(s) or editor(s); or the group/body/organisation responsible;
- title of article or chapter;
- name of the journal, periodical or book;
- edition (if applicable);
- publisher's name (if applicable);
- place of publication (for book);
- year of publication;
- volume number (for journal);
- issue number (for journal);
- page numbers.

Citations in Text

Citations in the text direct readers to the reference list at the end of the text. The author's surname, year of publication (and page number[s] if you are directly quoting from the work) must appear in the text at an appropriate place which shows the work is from that source.

Example

> Edworthy (1990) provides evidence that the main cause of stress in teaching is rapid change.

If the author's name does not form part of the statement in the text, put the name and date (and page number[s] if a direct quote) in parentheses.

Example

> There is evidence that the main cause of stress in teaching is rapid change (Edworthy, 1990).

If there are **two authors**, the surnames, separated by 'and', should be given before the date which is always placed in parentheses.

Example

> Edworthy and Jones (1990) suggested that the main cause of stress in teaching is rapid change.

If the authors names are in parentheses, the 'and' is replaced with an ampersand (&).

Example

> It has been suggested that rapid change is the main cause of stress in teaching (Edworthy & Jones, 1990).

If there are between **three and five authors**, the first time you cite them in the text you should give all surnames (in the correct order set out for the reference) separating the names of the authors with commas, with 'and' falling between the last two surnames.

Example

> Edworthy, Evans and Smith (1990) have made various claims that we each cause our own stress.

Subsequent uses of this reference should be in abbreviated form, using the surname of the first author followed by ‘et al.’.

Example

> Edworthy et al. (1990) have provided a range of evidence to show that we each cause our own stress.

Where there are **six or more authors**, you should give only the first author’s surname followed by ‘et al.’, even when using it for the first time.

Citing primary and secondary sources

When you have read the work of an author who has actually written the paper which contains the study/theory in question (for example, if you have actually read the journal article written in 1963 by Milgram), this is *reading the primary source*. You have read that person’s work in their own words.

At undergraduate level, particularly in Years One and Two, it is highly likely that you will be reading *secondary sources*; that is, reading other author’s work reporting on articles which they did not write themselves (for example, if you read about the studies Milgram carried out for his 1963 paper in a textbook such as Gross).

The way that we cite and reference the information for primary and secondary sources are very different, and so you must ensure that you show clearly where your information has come from.

When citing the work of **author(s) found in the work of another**, you should acknowledge that you did not consult the original source. You do this by citing the work of the author you are talking about, and then citing the source in which you found the information.

Example

> Supporting evidence appears in a study by Cox (1984, as cited in Edworthy and Jones, 1990).

‘Cited in’ indicates that you are referring to Cox’s study but that you found the information in a book by Edworthy and Jones**. In the reference list you will only include Edworthy and Jones (as it is the <u>source</u> that you used).**

- Please note that a secondary source is <u>any</u> source which is not the primary source. For example, if you were reading a paper written by Milgram in 1973 but he was referring to the work that he carried out in 1963, you should still cite it as a secondary source e.g., Milgram (1963, as cited in Milgram, 1973) carried out studies...

Citing edited books

Students often struggle with referencing edited books because they do not understand which books are edited and which are not. Quite simply, most books are written in their entirety by the author(s) – these are just normal books. However, an edited book will have individual chapters which are written by different authors, and these are then put together by editors (the editors names go on the front of the book, but they have not written it all).

If you wish to cite **articles in edited works**, cite the name of the author(s) of the chapter you took the information from, not the name of the editor(s) of the book.

Multiple publications by an author in the same year

For works published in the same year by the same author, suffixes ‘a’, ‘b’, etc., are added to the year. Both date and letter are used in citing the source. Remember to use the date and the letter when including the reference in your list at the end of the essay.

Example

> Edworthy (1990a) has provided evidence that the main cause of stress in teaching is rapid change. Further evidence (Edworthy, 1990b) has also suggested that…

This shows that we are writing about information we have taken from two different sources.

Citing websites

To cite a **website with a known author**, use only the name of the author followed by the year the page was last updated.

Example

> The National Aids Manual (2001) says abacavir may be taken more than twice a day.

When the author of a **website is unknown** or when **citing a homepage**, give an abbreviated version of the web address (also know as the URL) of the site followed by the year the page was last updated.

Example

> Over 6m people expressed an interest in UK nurse training in 1999 according to the English National Board http://www.enb.org.uk (2001).

Remember, this only needs to be brief in the main text because we are referring to a reference which will be in the reference list – that is where you will be able to give the full web address if needed.

One final important note:

As you read textbooks etc., you may see them use conventions such as using an author's first name, or writing 'xxx and colleagues' in place of a full reference. Strictly speaking, this is incorrect referencing but, because they are writing for a general audience, they can get away with it – you cannot! If you read 'xxx and colleagues' in the text, go to the reference list in the back of the book and make sure that you are following the correct conventions in your writing. Similarly, if they have written 'xxx et al.' You need to go to the reference list and check – if it is less than six authors you should give all of the author names the first time that you cite it (you can get these from the book reference list).

Reference List

Many find writing a reference list in the correct format very difficult to start with. It DOES become easier with practice. To start, please read below general guidelines. After these, we have included working examples to show you how an entry should look when it is the correct format.

Important conventions for a reference list

- Reference lists are arranged alphabetically by authors' surnames. The reader should be able to read a citation and turn to the reference list and find it straight away using this convention. We do not separate out journal articles, books, websites etc.; there is no need to do this, the reference list should be one complete section.
- The convention is author surname, comma after surname, forename initials with a full stop after them (NOT first names).
- Where there are two authors, as above but separate the authors with an ampersand (&).
- For three or more authors, the ampersand only goes between the final two authors, any before that are separated with commas.

Examples

Hutchings, P. B.
Hutchings, P. B., & Phelps, C.
Hutchings, P. B., Phelps, C., & McGregor, S.

If you are referencing a work of more than seven authors, even though you will have cited the work in your main text as, for example, Smith et al. (1990), you must reference the first six authors in your reference list and then type '...' and put the last author's name.

- Year of publication. This can be found on the information page of a book (usually 2 – 3 pages in) or on the front page of a journal article. It should be in parentheses directly after the author(s) name and should have a full stop after it.

Example

Hutchings, P. B. (2010).

- **Book titles.**
    - Only capitalise the first letter of the first word of the title and proper names: use lower case letters for all other words (except after punctuation).
    - *Italicise titles of books*.
    - Separate the parts of the reference with a full stop and a space.
    - You should also set out the place of publication and the publisher (again, this information is found on the information page of the book) and separate these with a colon and a space. (Note: when there are multiple places of publication given on the information page, choose the one which is geographically closest to you).

Example

Smith, A. B., & Jones, B. C. (1943). *The big book of psychology: A primer.* Seattle, WA: Psychology Publications.

- **Journal titles.** Journals follow the same convention as books regarding authors and dates, but then they differ substantially.
    - After the date you should give the title of article (all articles have a title). As with books, only capitalise the first word and proper names, lower case for all others (except after punctuation). Put a full stop at the end.
    - After the title of the article you must give the name of the journal that it is from. *The name of the journal is italicised and all major words in the title are capitalised.* Put a comma at the end.
    - You must now give the volume number of the journal (and edition number in parentheses if you wish to) followed by a comma. *These should also be italicised.* There is no need to write 'vol' or anything like it, just give the number.
    - Finally, you must give the start and finish pages of the article, followed by a full stop. These should not be italicised.

Example

Jones, T. R., & Davies, L. C. (1999). Do porcupines have a theory of mind? An initial study. *Journal of Pointless Psychology, 48 (2),* 341 – 403.

Electronic books and journal articles. Many of the primary sources that you will use for your degree will be in the form of journal articles, and many of these are now accessed through electronic databases. The recording in a reference list of electronic sources is still quite a contentious one in psychology, and the APA stance on it is a little vague; you may note that they refer to the use of a DOI (Digital Object Identifier) which uniquely identifies all electronic sources. However, this is only

available for more recent journal articles, meaning that many older articles do not have DOIs.

Because this can be a source of ambiguity for students, we operate a simplified version which ensures you are able to accurately report your sources in your reference list whilst also maintaining clarity.

If you access any journal for your psychology assignments through a database provided via the library (for example, through PsychArticles, Web of Science, etc.) you need only put [electronic] after the name of the journal. This will show us that the source was from an electronic version which we have access to.

If you access a journal article from an outside source (for example, a journal article via a website outside of the university which we do not have direct access to) you will then need to provide the website address that it came from and the date that you accessed it.

Examples of reference for an electronic source from outside of the university databases

Carpenito, L.J. (1999). *Nursing care plans and documentation: Nursing diagnoses and collaborative problems* [electronic] (3rd edition). Philadelphia: Lippincott. Available from: http://gateway_di.ovid.com [Accessed 26 March 2011].

Swift, C.G. (2001). Falls in late life and their consequences: Implementing effective services. *British Medical Journal* [electronic], *322 (72),* 20 – 24. Available from: http://biomed.niss.ac.uk/ ovidweb/ovidweb.cgi [Accessed 14 August 2011].

- **Chapters in edited books.** When putting the chapter of an edited book into a reference list you must inform the reader of the chapter and the book it came from. We do this by referencing the chapter authors in the normal way, but then providing the additional information of who the book editors were and what the book is called.

  - **Order of details**:

Author of chapter. (Date of publication). Title of chapter. In Editor. *Title of Book*. Place of publication: Publisher, page number(s).

  - **Example**

Lloyd, L. (2001). Social policy. In J. Naidoo & J. Wills (Eds.), *Health studies: An introduction*. Basingstoke: Palgrave, pp163-12.

- **Referencing secondary sources.** When we mentioned citing from secondary sources earlier we gave the example of talking about Milgram's (1963) work in the main text when we had taken the information from the Gross (2010) textbook.
    - In the reference list we only reference the Gross textbook, as per the book referencing instructions above
    - There is no need to reference the Milgram (1963) citation in the reference list, or give any information about it in the reference list. As long as the reader knows that Gross was the source they can find the Gross textbook and look in its index to find the information about Milgram (remember, this is about signposting – only put in the signposts that you need to)

Electronic Resources – Websites

Be warned! On the internet it is very simple to find information somewhere or other on anything and everything. If you draw upon internet sources in your assignments, it is expected that these sources are reputable (for example, established university databases, governmental bodies, etc.). Use of inappropriate sources will bring about a substantial deduction in marks. If in doubt about your source, check with your module tutor.

When using internet sources, the term 'publisher' means an organisation responsible for maintaining the internet site. If neither the place nor the publisher can be ascertained, then leave it out. The date of publication means the day the pages were last updated. This may appear at the end of the page. Alternatively, to find this out click on View menu, then Page Source to check last modification date. If no date can be determined write (No date).

(a) Web document with or without author

(i) With Author

Order of details:
Author. (Date *last updated*). *Title* [electronic]. Place of publication: Publisher. Available from: URL [Accessed date].

Example

National Aids Manual. (2001). *Abacavir: Overview* [electronic]. NAM Publications. Available from: http://www.aidsmap.com/treatment/ixdata/english/E9CB29D7-AF00-443B-B8F6DC916D131DB8.htm [Accessed 31 August 2011].

(ii) Without Author

Order of details:
Title [electronic]. (Date *last updated*). Place of publication: Publisher. Available from: URL [Accessed date].

Example

Legalisation (also Decriminalisation) [electronic]. (2000). Drugscope. Available from: http://www.drugscope.org.uk/druginfo/drugsearch/ds_results.asp?file=\wip\11\1\1\legalisation.html [Accessed 9 August 2001].

(b) Web homepage

Order of details:
Title of homepage. [Homepage of name of organisation]. [electronic]. Date last updated. Available from: URL [Accessed date].

Example

ENB Link. [Homepage of English National Board for Nursing, Midwifery and Health Visiting]. [electronic]. 16 May 2001. Available from: http://www.enb.org.uk. [Accessed 29 August 2001].

Note: Websites can alter or disappear without notice. Print and keep the page you are relying upon as insurance.

A final note on Citing and Referencing

This document is merely designed as a starting point to get you through the first stages of your writing in psychology. As you start to master the art of writing and referencing you should expand your understanding of these conventions with more specific texts such as the APA manual.

In addition, we are aware that there are apps available to help you with writing, 'cite as you write' elements of Word, etc., and we have no problem with you using the technology available to you in order to produce good citing and referencing; however, you must remember that YOU are responsible for the work that you submit. If something is incorrect or it doesn't work the way you hoped it would then it is you that is at fault, not the technology!

Finally – and this is something we see year after year – be honest. We know the literature, we check references, and we were once students ourselves so we know every trick in the book! Do not try to claim that you have read the original article when you have only read a few lines talking about it in Gross; do not reference something to another website or journal because you have forgotten the name of the one you found the original information in; your integrity as authors of your work is important, and honesty is one of the most desired traits in our line of work.