Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LLYFRAUaRHAGOR
BOOKS&BEYOND
LlyfrgellacAdnoddauDysgu | Library&LearningResources

REFERENCING HANDBOOK

APA

UWTSD: Library and Learning Resources

Version 1.3

Welcome

Welcome to the 2nd revised edition of the University of Wales Trinity Saint David's Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input in developing these handbooks, and hope these provide a useful resource.

We are happy to receive feedback on these guides, which will be reviewed. Please contact **library@uwtsd.ac.uk** with any suggestions.

The UWTSD Academic Liaison team, Library and Learning Resources

LLYFRAUaRHAGOR BOOKS&BEYOND

Contents

Introduction 3
How do I use this guide? 3
What is referencing? 3
How do I avoid plagiarism? 4
Do you have any tips before I begin my work? 4
How can I get further help and support? 4
APA Referencing: The Basics 5
- In-text citations 5
- A reference list 5

How do I quote, paraphrase and summarise in my work? 6
- Quotations 6
- Long quotation – more than 40 words 6
- Short quotation – up to 40 words 6
- Paraphrasing and summarising 6

How do I reference specific types of resources? 7
- 1. Books and e-books 7
- 2. Journal articles 10
- 3. Internet 11
- 4. Meetings and symposia 12
- 5. Unpublished information and personal interviews 13
- 6. Doctoral dissertations and master's theses 14
- 7. Reports and guidelines 15
- 8. Legal publications 16
- 9. Government publications 17

Referencing software 17

Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association)
- Harvard
- IEEE (Institute of Electrical and Electronics Engineers)
- MHRA (Modern Humanities Research Association)

You can find out which referencing standard you should be using by looking in your Programme of Study Handbook. All of the referencing handbooks are available online: **https://uwtsd.ac.uk/library/student-essentials/referencing-handbooks/**

How do I use this guide?

The purpose of this handbook is to provide you with the basic principles of referencing, and to get you started in understanding the how and why of referencing. This handbook provides examples of how to produce in-text citations and references from a selection of some of the most widely used sources you may encounter over the course of your studies.

An example of how the reference should appear in your text will be shown in this box.

An example of how the reference should appear in your reference list will be shown in this box.

However, this guide is not intended to be exhaustive and additional examples, and guidance can be found in:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed). American Psychological Association.

Copies can be found in UWTSD libraries at location number 808.06615 PUB. Additional examples and a free online tutorial can also be found on the APA Style website at **www.apastyle.org**

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

How do I avoid plagiarism?

Accurate referencing also means you avoid plagiarism, which is passing off someone else's work as your own. The University's full definition of plagiarism can be found within the University regulations: **http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/**

Plagiarism can be deliberate or accidental; without accurate referencing, it is possible to accidentally plagiarise someone else's work. Therefore, understanding when and how to reference will help you to easily avoid this.

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme of Study Handbook.
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

You will be given an in-class session on referencing during the first year of your course, and regular workshops and drop-in opportunities are also made available throughout the academic year via our **InfoSkills** programme: **http://uwtsd.ac.uk/library/infoskills/**. Follow **@UWTSDLib** on Facebook, Twitter or Instagram for updates on when and where these will be held.

There is a dedicated Academic Liaison Librarian for each academic area, and their role is to support you with a variety of information skills throughout your course. Find out who your Academic Liaison Librarian is and book an appointment here: **https://uwtsd.ac.uk/library/student-essentials/meet-your-academic-liaison-librarian/** or by popping into your nearest UWTSD library.

Support for referencing is also available from Student Services, and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.

APA Referencing: The Basics

The APA referencing style consists of:

In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from. Provide the author's surname followed by the year of publication; a page reference is also required when citing a quotation. Citations can be made in two formats – parenthetical and narrative. Parenthetical citations are completely enclosed in round brackets, narrative citations incorporate part of the citation into the sentence structure.

Parenthetical citation:

Water is a necessary part of every person's diet and of all the nutrients a body needs to function, it requires more water each day than any other nutrient (Whitney & Rolfes, 2011).

Narrative citation:

Whitney and Rolfes (2011) state the body requires many nutrients to function but highlight that water is of greater importance than any other nutrient.

There are two types of material which are only cited in-text and are not provided on the reference list. These are classical works (such as the Bible or Qur'an) whose sections are standardised, and personal communications.

A reference list

The purpose of the in-text citation is to refer you to the full details of a publication within a reference list at the end of your work. A reference list should contain the full bibliographical record of all references cited in your text. Its purpose is to enable a reader to locate your original source.

Full reference:

Whitney, E., & Rolfes, S. (2011). *Understanding nutrition* (12th ed.). Wadsworth Cengage Learning.

1. The reference list is arranged in alphabetical order by the first author or editor's surname.
2. If there is more than one work by the same author, order them by publication date – oldest to newest (a 2004 publication would appear before a 2008 publication).
3. If there is no author, use the title, and alphabetise by the first significant word, excluding words such as "A" or "The".
4. Use "&" instead of "and" when listing multiple authors of a source.
5. The reference list must be double-spaced with a hanging indent.
6. Capitalise only the first word of the title, and of the subtitle, if there is one; also capitalise any proper names – i.e. only those words that would normally be capitalised.
7. Italicise the title of the book, the title of the journal/serial and the title of the web document.
8. Do not create separate lists for each type of information source. Books, articles, web documents, etc. are all arranged alphabetically in one list.

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you reproduce, word for word, material used by another author and insert it into your work. Direct quotations should be used sparingly, and only when they are relevant to the argument you are making in your work. Always include the specific page number in the in-text citation and a complete reference in the reference list.

Long quotation – more than 40 words

Format:

- Enter as a separate paragraph
- Indent the paragraph
- Quotation marks are not required
- Follow with the in-text citation (author surname, date and page number)

Example:

> Principle-based teaching and principle-based learning are important in nursing, particularly as they relate to clinical skills. Clinical skills are usually taught according to principles, and this means that the student learns key principles associated with the skill, and then applies those principles to the actual performance of the skill (Hally, 2009, p. 6).

Short quotation – up to 40 words

Format:

- Include in the body of text
- Enclose in double quotation marks “”
- Follow with the in-text citation (author surname, date and page number)

Example:

Self-directed learning is a term “with which you will become familiar as you study in Australia or New Zealand. Students are expected to take responsibility for their own learning and organise their own study” (Hally, 2009, p. 7).

Paraphrasing and summarising

Paraphrasing is when you take someone else’s idea and put it into your own words. Summarising is when you provide a brief overview of someone else’s idea. APA encourages the provision of a page number if it would help to locate a relevant passage in long text. Use your judgment as to whether this is necessary.

Example:
Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course.

How do I reference specific types of resources?

1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. It is only necessary to cite an electronic version of a title if it differs from the print version. Include the same elements as for the printed version and add the electronic retrieval information necessary to locate your source. Specific examples are provided.

In-text citation:

- Author's surname
- Year of publication
- Page number if required

Reference list:

Print

- Author's surname,
- Initials.
- (Year of publication).
- *Title* (edition).
- Publisher.

If only available online, ensure DOI is included in the reference after publisher name

- https://doi.org/xxxxx

1.1 Book with one or two authors

(Collier, 2008)

Whitney and Rolfes (2011)

(Whitney & Rolfes, 2011)

Collier, A. (2008). *The world of tourism and travel*. Pearson Education New Zealand.

Whitney, E., & Rolfes, S. (2011). *Understanding nutrition* (12th ed.). Wadsworth Cengage Learning.

1.2 Book with three to twenty authors

For all citations, including first use of the citation, the first author's surname should be included followed by et al.

(Watson et al., 2008)

Watson, R., McKenna, H., Cowman, S., & Keady, K. (2008). *Nursing research: Designs and methods*. Churchill Livingstone Elsevier.

How do I reference specific types of resources?

1.3 Chapter within an edited book

(Palmer, 2007)

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). Thomson.

1.4 Book without an author

Use the title.

Parenthetical format
(*How to make an impact*, 2009)

Narrative format
… as explained in *How to make an impact* (2009).

How to make an impact. (2009). Avery and Perch.

1.5 Book with organisation as author

Use the full name of the Organisation. If it has a well known acronym, this can be included in the first citation and then used in subsequent citations.

Parenthetical format, first citation
(American Psychological Association [APA], 2013)

Parenthetical format, subsequent citations
(APA, 2013)

Narrative format, first citation
American Psychological Association (APA, 2013)

Narrative format, subsequent citations
APA (2013)

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

How do I reference specific types of resources?

1.6 Multiple works with the same author

Label them a and b. Parenthetical format is illustrated below, narrative format can also be used.

Different years:
(McNamara, 2012)

(McNamara, 2017)

Same year:
(Phelps, 2016a)

(Phelps, 2016b)

Different years:

McNamara, B. M. (2012). *Education for life*. Riverstory.

McNamara, B. M. (2017). *Lifelong learning*. Riverstory.

Same year:

Phelps, P. J. (2016a). *Healthy learning*. Castle Books.

Phelps, P. J. (2016b). *Nutrition in the early years*. Castle Books.

1.7 Editions

According to O'Brien (2016) siblings can have a big impact on learning.

O'Brien, T. M. (2016). *The impact of families on learning* (3rd ed.). Blackwater Books.

1.8 Secondary citation

This is a piece of work which you have not read yourself, but which has been cited in material which you have read. Where possible, read the original work. If this is not possible, do not include the original work on your reference list.

Narrative format is illustrated below; parenthetical format can also be used.

Narrative format, with quote
Barnett (2013, as cited in Morton, 2016, p. 17) describes "the importance of meeting special needs in the early years".

Narrative format, without quote
Barnett's demonstration of the importance of meeting special needs in the early years (2013, as cited in Morton, 2016) is interesting.

Morton, D. C. (2016). *Learning in the early years*. Jones & Bart.

How do I reference specific types of resources?

2. Journal articles

Most references to journal articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided. If the DOI is not available and the reference was accessed online, provide the URL of the journal home page. Retrieval dates are only required for sites where information can change over time.

Please note that the conventions relating to the number of authors is the same for journal articles as it is for books – see section 1.

In-text citation:

- Author's surname
- Year of publication
- Page number if required

Reference list:
Print and electronic:

- Author's surname,
- Initials.
- (Year of publication).
- Article title. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
- *Journal title in italics*,
- *Volume in italics*
- (Issue/part),
- Page number range of whole article.
- DOI (where available)

2.1 Print or electronic journal article, with doi

Parenthetical format, all uses of citation
(Judge et al., 2002)

Narrative format, all uses of citation
… as is shown by Judge et al. (2002)

Judge, T. A., Bono, J. E., Ilies, R., & Gerhardt, M. W. (2002). Personality and leadership: A qualitative and quantitative review. *Journal of Applied Psychology*, *87*(4), 765-780. https://doi:.org/ 10.1037//0021-9010.87.4.765

How do I reference specific types of resources?

3. Internet

Where possible, include similar information, in the same order, as you would for other types of information and other sources (who, when, what), and then add the electronic retrieval information required for people to locate the material you cited (where). Retrieval dates are only required for sites where information can change over time.

In-text citation:

- Author's surname
- Year of publication

Reference list:

- Author's surname and initials, or organisation
- Year of publication in round brackets
- Title of document or webpage in italics
- https://www.xxxxxx

3.1 Website with an author

McCormack (2016) was a useful source of information.

McCormack, E. F. (2016). *Dog breed characteristics*. http://www.dogbreedchar.co.uk/

3.2 Website with an organisation as author

Parenthetical format, first citation
Pets can have a beneficial effect on health (National Health Service [NHS], 2015).

Narrative format, subsequent citation
A study by the NHS (2015) has shown that …

National Health Service. (2015). *Pets and Health*. http://www.nhs.uk/Petsandhealth

How do I reference specific types of resources?

4. Meetings and symposia

If proceedings are published in a book, use the same format as for a book - see section 1. If proceedings are published regularly, use the same format as for a periodical - see section 2.

4.1 Symposium contribution in book form

Ferguson (2016) demonstrated how small business enterprises can sometimes benefit from adverse publicity.

Ferguson, J. P. (2016). Small business success. In P. Canning (Ed.), *Proceedings of the Society of Small Business Enterprises: 2016*. (pp.67-72). Bates Books.

4.2 Individual symposium paper published regularly online

(Cannan et al., 2008)

Cannan, J., Phillips, T., Brown, A. & Willis, P. (2008). Using practice based learning at a dual-sector tertiary institution: A discussion of current practice. *Proceedings of the National Association for Cooperation in Education 15*, 25-34. https://doi.org/10.1563/nace.0673421962

4.3 Unpublished symposium paper

Dogs in particular have been found to ease stress conditions (Spedding, 2015).

Spedding, B. (2015, May). The use of dogs in stress reduction. In P. Phillips (Chair), *New approaches to wellbeing*. Symposium conducted at the meeting of the Society of Well-being Practitioners Society, Washington, DC.

How do I reference specific types of resources?

5. Unpublished information and personal interviews

This includes material which has not been formally published but is available on a personal or institutional website, or preprint archive. Most references not in the public domain should adhere to the following general formats. Elements may vary slightly. Specific examples are provided.

5.1 Unpublished report

In-text citation:

- Author's surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:

- Author surname, or organisation.
- Author initials.
- (Year of publication).
- *Title*
- (Report No. xxx).
- Name of institution.

(Carlisle Hospital Trust, 2018)

Carlisle Hospital Trust. (2018). *Guidelines for staff wellbeing* (18/3). Cumbria County Council.

5.2 Personal interview

Personal interviews should not be included in the reference list, but can be used in an in-text citation. Ensure that you have permission from the interviewee before using this information.

Women who worked in the munitions industry during the Second World War have emphasised the freedom they felt at this time (S. Hughes, personal communication, 2011).

How do I reference specific types of resources?

6. Doctoral dissertations and master's theses

Dissertations and theses are generally either unpublished works, retrieved in print format directly from the college or university, or published works available via a database, archive or personal website. If a dissertation or thesis is retrieved from a published source, this information should be included in the reference.

In-text citation:

- Author's surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:

- Author's surname,
- Initials.
- (Year of submission).
- *Title*.
- Publication number
- [Doctoral dissertation]. or [Master's thesis].
- Name of institution,
- Database or archive name.

6.1 Unpublished dissertation or thesis

(Trevor, 2017)

Trevor, B. A. (2017). *An assessment of social media content on foundation stage pupils*. [Unpublished doctoral dissertation]. University of Essex.

6.2 Dissertation or thesis available from a database service

Recent research has shown a correlation between a popular social media presence and increased sales (Sloane, 2016).

Sloane, D. E. (2016). *Social media and marketing in the entertainment industry*. (Publication No. 5326716) [Master's thesis, Swansea University]. ProQuest Dissertations and Theses database.

How do I reference specific types of resources?

7. Reports and guidelines

Research reports can be published in a journal. If so, use the same format as for a journal article – see section 2. Most references to reports and guidelines should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

- Author's surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:

Print:

- Author surname,
- Initials or organisational author.
- (Year of publication).
- *Title*
- (Report No. xxx).
- Publisher.

Electronic:

If not already identified as the author, identify the publisher as part of the retrieval statement.

7.1 Research report published in book form

Rates vary considerably between boroughs (Phelps, 2016).

Phelps, P. W. (2016). *A study of business rates in London* (Report No. 53). http://www.ror.org/library/report-4/5-033.pdf

7.2 Online guides

The guidelines outline the procedures to be followed in this situation (Hove Hospital, 2015).

Hove Hospital. (2015). *Emergency intervention procedures* (Guide No. 34). http://www.sussexhosp.nhs/library/guide18/34-95.pdf

How do I reference specific types of resources?

8. Legal publications

The APA only provide examples of legal references relating to the U.S.A. British Acts of Parliament and legal cases should not be included in reference lists. They should be included as an in-text citation only – cite the official or most popular name of the act and the year.

8.1 Act of Parliament

In-text citation: (Title of the Act, year of publication)	(Air Quality Control Act, 2012)

8.2 National Assembly for Wales legislation

Each Measure has a reference number, which should be included in the citation, if known.

In-text citation: **Assembly Measures** (Title of the Act, year of publication, reference number)	(Mental Health (Wales) Measure, 2010, nawm 8)
Statutory Instruments • Title of the Act • (Year of publication, reference number)	… as illustrated in the statutory instrument Enhanced Wind Farm Density (Wales) (2015/23)

8.3 Law report (case)

In-text citation: • *Name of case parties* • [Year of report] • Abbreviate report name • Number of the first page	*R v. Jones* [2004] EWCA 1

How do I reference specific types of resources?

9. Government publications

In-text citation:

- Author surname or organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:

- Name of government department.
- (Year of publication).
- *Title*.
- (Reference number if known).
- Publisher.

If only available online, include URL

- http://www.xxxxxx

Predicted changes in climate conditions have led to a reconsideration of the role of flood barriers (Department of the Environment, 2014).

Department of the Environment. (2014). *Erratic Climate Conditions and the Role of Natural Flood Barriers*. http://www.doe.gov.uk/en/Publicationsand statistics/Publications/PublicationsPolicyand Guidance/DOE 76453

Referencing software

Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. The Library provides access to **RefWorks**, which is an online programme that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: **https://uwtsd.ac.uk/library/student-essentials/refworks/**

There are also a variety of open source alternatives such as Zotero and Mendeley which provide similar functionality, however please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment.

Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself. An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation.

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available on the RefWorks site, or contact your Academic Liaison Librarian who will be happy to support you.