Referencing using APA 6th

Contents

Introduction

When you have included anything from published sources in your work, you must acknowledge it fully and accurately by:

- identifying your sources, in a brief format, in the body of your written work (referred to as an **in-text citation**).

- providing a detailed list of your sources in alphabetical order at the end of your work (known as a **reference list**).

The University referencing style is **APA 6th**, published by the American Psychological Association. However, some departments use slightly varying rules, so please check your module handbook.

Why reference?

Referencing is important in all academic work for the following reasons:

- to show that you have researched/ read widely and found relevant information.

- to support any claims you have made through reference to an authoritative author on the subject.

- to enable readers of your work to trace the sources used and draw their own conclusions from the original works which you have cited.

- referencing is generally part of the mark scheme for your assignments.

- to avoid being accused of **plagiarism.** This is using someone else's work as your own without acknowledging it. If you do not acknowledge your source(s) you may be guilty of academic misconduct. For more details, please refer to the Regulations for taught students - Academic Misconduct

When do you need to reference?

You should acknowledge your source with a reference whenever you include:

- mention of a theory, fact, argument or viewpoint attributable to a specific person.

- statistics, examples or case studies.

- illustrations or musical examples.

- direct quotations/ paraphrase.

Principle of referencing

The principle of referencing is to answer these basic questions about your sources:

Who wrote it?   **When** was it published?   **What** is the title?   **Where** can you find it?
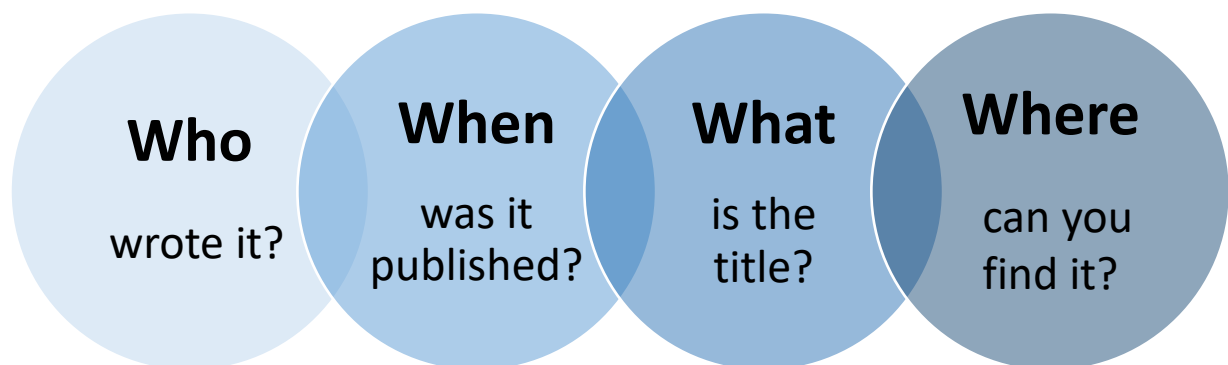
There will not be specific guidance for every single source type. Sometimes you may need to find the source that is the closest 'fit'. This may mean using elements from two source types.

This APA blog is very useful for unusual reference types.

Principle of citation

The principle of citation is to acknowledge the source in the body of the written work. It provides information for the reader to locate the source in the reference list.
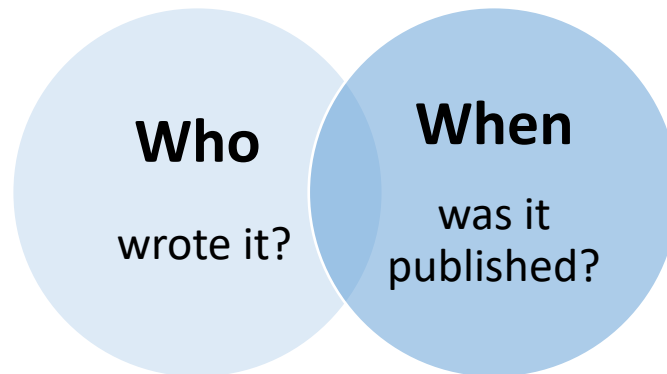
- Put the author's family name, followed by the year of publication.
- Do not include the author's initials in the citation.
- Include the author's initials in the reference list.
- If referring to the title of a book, official publication, music album, film within your text, use italics and capital letters for each significant word, e.g. *Harry Potter and the Philosopher's Stone.*
- For further rules on capitalisation and/ or punctuation, see the [APA Blog](#).

Quoting, paraphrasing and summarising

Quoting

Quoting is directly copying the original source and putting the text in quotation marks. You need to acknowledge the original source and add the page numbers so the reader can find the specific text.

- For quotations of under 40 words keep within the paragraph/ text and use **double** quotation marks.

For example:

It has been argued that there is a "direct correlation between using the library and academic achievement" (Brown, 2008, p. 52).

- For quotations of 40 words or more, do not use quotation marks.
- Display the quotation in a separate and indented paragraph.

- Page numbers (p. for one page, and pp. for more than one page, in lower case).

For example:

The author depicts a society where the characters are just trying to survive:
> He tried to teach me reading and writing, too, but Mayor Prentiss caught wind of it in my Noise one morning and locked Ben up for a week and that was the end of my book-learning and what with all that other stuff to learn and all the working on the farm that still has to be done every day and all the just plain surviving. I never ended up reading too good (Ness, 2018, p.19).

- Use quotations sparingly should be to illustrate your understanding of the main concepts.

Paraphrasing

Paraphrasing is rewriting a section of the original text in your own words. You acknowledge the original source at the end of the paragraph. For example:

Research shows that efficient use of library resources improves academic achievement (Brown, 2019).

- When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page number, especially when it would help an interested reader locate the relevant section in a long or complex text.

Summarising

- Summarising is to give an overview of the whole resource rather than focussing on a specific section of text. Page numbers are not required.

Citing more than one source to support an argument

- List in alphabetical order by author's family name.
- Separate each citation with a semicolon.

For example:

Recent studies (Brown, 2008; Jones; 2009; Smith; 2007) show that.…

Two or more citations by the same author

- Name the author once.
- Cite the years of publication in date order.
- Separate each citation with a comma.

  For example:

  Research shows that efficient use of library resources improves academic achievement (Brown, 2008, 2009).

Secondary citing

This is where you refer to a source that you have not read but that has been cited by another source that you have read.

It is always better to read and cite the original source. "Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English" (American Psychological Association, 2009, p. 178).

- Cite the author of the original work in the text.
- Follow it with the citation for the secondary source.
- Only include the secondary source in the reference list.

For example:

Smith (as cited in Brown, 2008, p. 22) argued that…

Brown would be in the reference list **NOT** Smith.

Guidance for citing different numbers of authors

- In the table below, the "**…**" is there to represent text in your assignment.
- This table shows you when to use the "**&**" (ampersand) and when to use "and".

Number of Authors	First in-text citation	Subsequent in-text citations
One author	According to Ramsden (2019), when adults return to education... **OR** …(Ramsden, 2019).	As first in-text citation
Two authors	Ramsden and Jones (2019) recommend... **OR** …(Ramsden & Jones, 2019).	As first in-text citation
Three, four, or five authors	Ramsden, Jones, and Smith (2019) explain that... **OR** …(Ramsden, Jones, & Smith, 2019).	According to Ramsden et al. (2019)… **OR** …(Ramsden et al., 2019).
Six or more authors	Ramsden et al. (2019) describe… **OR** …(Ramsden et al., 2019).	As first in-text citation
Organisation	The National Health Service (NHS, 2019) reported… **OR** …(National Health Service [NHS], 2019)	The NHS (2019) reported … **OR** … (NHS, 2019).
No author - whole book/ report	Cite the title The Ofsted report (2019) from the school stated that… …(Ofsted, 2019).	As first in-text citation
Anonymous	Cite in text the word Anonymous followed by a comma and the date. Anonymous (2019)… **OR** …(Anonymous, 2019).	As first in-text citation

Reference list

What is a reference list?

- It is a list of all your sources you have cited.
- It is located at the end of your assignment.
- These need to be listed in alphabetical order by author's family name.
- If the reference list contains two or more entries by the same author, list them in chronological order, in order of publication date.
- It should have a title "References".
- Some departments refer to the reference list as a bibliography. Please seek subject specific advice from your tutor.
- Do not use double spacing in the reference list. Use single spacing with a space between each source.
- Do not indent your reference list.

A number of elements must be present in the reference for an item to be easily identified. This includes author, date, title and source. In other words, Who, When, What, Where.

Sample reference list

Note

- Use a comma after the author's initial(s) and before an "&" (ampersand), when there are multiple authors. See examples below, e.g. Keilty and Krisztian.

References

Baynton, D. C. (2013). Disability and the justification of inequality in American history. In L. J. Davis (Ed.) *The disability studies reader.* (4th ed.) (pp. 17-34). Abingdon: Routledge.

Guerrilla Girls. (1989). *Do women have to be naked to get into the Met Museum?* [Screenprint on paper]. London: Tate.

Keilty, P., & Dean, R. (Eds.). (2013). *Feminist and queer information studies reader.* Retrieved from http://ebookcentral.proquest.com

Krisztian, G., & Schlempp-Ülker, N. (2006). *Visualizing ideas: From scribbles to storyboards.* London: Thames and Hudson.

Matheus, C. C., & Quinn, E. (2017). Gender based occupational stereotypes: New behaviors, old attitudes. In *IEEE Women in Engineering (WIE) Forum USA East*, 1-6. Retrieved from https://ieeexplore-ieeeorg.libaccess.hud.ac.uk/document/8285610/

Ness, P. (2018). *The knife of never letting go.* London: Walker Books.

Formatting the reference

- You need to use the author's family name followed by initials, e.g. Kirsty Carver becomes Carver, K. (note the full stop after the abbreviated first name)
- For organisations or companies, use the full title followed by a full stop, e.g. University of Huddersfield.
- Use the "&" (ampersand) to join together two or more authors.
- When your source has multiple authors, refer to the table below:

Number of authors	Example of names at the start of reference
Up to seven authors list them all	Ramsden, B, J., Jones, J., Smith, K., Sharman, A., Carver, K., Briggs, J., & Wilson, M. (2019).
Eight or more authors write the first six then write '…' and add last author	Ramsden, B. J., Jones, J., Smith, K., Sharman, A., Carver, K., Briggs, J., …George, Y. (2019).
Organisation	National Health Service. (2019).

Digital object identifier (DOI)

The digital object identifier (DOI) is used when referencing using APA 6th style. It is a unique and permanent number used to identify electronic documents that stay the same even if there is a change of publisher or web address. The DOI begins with a 10 and contains a prefix and a suffix separated by a slash, e.g. doi:10.1000/xyz123

If the DOI turns into a hyperlink when you type it (e.g. becomes blue and underlined), remove the hyperlink by right clicking on it.

Missing information

If any of the information is not available, the reference needs to be adapted. See the table below for guidance:

Missing reference information	What should I do?	In-text	Example reference
Author is missing	Substitute title for author then provide date and source. Italicise the title of a book, report or government publication. When using a website without an author, you will need to use the organisation.	This image creates a feeling of happiness (*"Sunflower"*, 2019*)*.	*Sunflower* [Image]. (2019). Retrieved from https://publicdomainpictures.net
Date is missing	Provide author, substitute n.d. for no date, and then give title and source.	(Smith, n.d.).	Smith, S. (n.d.). *Sunflower.* Retrieved from https://publicdomainpictures.net
Title is missing	Provide author and date, describe document inside square brackets, and then give source.	(Smith, 2019).	Smith, S. (2019). [Image of sunflower]. Retrieved from https://publicdomainpictures.net
Author and title are both missing	Try to find the details. Consider using another source.	N/A	N/A

General principles to remember

- References need to be consistent in layout and punctuation.
- When in doubt, provide more information rather than less.
- Make a note of the details of the material you use at the time you are using it. It may be very difficult to find the details retrospectively.
- If an author has more than one first name add a space between each initial. e.g. Author, A. A.,
- Capitalise the first letter of title and subtitle.
- Title and subtitles are in italics (unless they are newspaper or journal article, were the journal or newspaper name is italicised).
- Title and subtitle are always separated by a colon.
- Use a colon followed by a space to separate titles and subtitles.
- Include the edition number for all editions other than the first.
- Use abbreviations for editors (Eds.) and edition (ed.).
- Use 'p.' for a single page, 'pp.' for several pages.
- If there is a choice of cities for the place of publication, you only need to include the location in the UK.
- If it is a US city, also include the state abbreviation, e.g. Baltimore, MD. Here is the full list of US city abbreviations.
- If a URL is split between two lines, break it before a slash or dash or at another logical point.
- Remove the hyperlink of DOI and URL.

Further help

Official APA 6th guidance

- American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. Available in University of Huddersfield Library at 808.06615 AME
- American Psychological Association. (2018). *APA blog.* Retrieved from http://blog.apastyle.org/apastyle/

Help within the University of Huddersfield
- Contact your Subject Librarians: email library@hud.ac.uk or there are further contact details
- Contact your Academic Skills Tutors in your department.
- Look at the Library Glossary to understand the definitions of words used in citation and referencing.

1. Art
1.1 Artwork

Format and order

- Artist(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Description of artwork format]. (in square brackets followed by full stop)
- The city where the museum/ artwork is located: (followed by colon)
- Museum or collection name. (followed by full stop)

In-text citation

It was a thought provoking exhibition (Guerrilla Girls, 1989).

Reference list

Guerrilla Girls. (1989). *Do women have to be naked to get into the Met Museum?* [Screenprint on paper]. London: Tate.

1.2 Art online

Format and order

- Artist(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Description of artwork format]. (in square brackets, followed by full stop)
- **Retrieved from** followed by URL

In-text citation

…and her work was unique (Kusama, 2000).

Reference list

Kusama, Y. (2000). *Pumpkin* [Screenprint]. Retrieved from
http://www.artnet.com/artists/yayoi-kusama/pumpkin-200-yellow-a-
gD7Pn6VIzvSXPkG-ouuqzg2

1.3 Exhibition catalogue

Format and order

- Artist(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [**Exhibition catalogue**]. (in square brackets, followed by full stop)
- Exhibited at location and date of exhibition. (followed by a full stop)

In-text citation

The acclaimed exhibition in Manchester is one of the finest (Vasconcelosw, 2014).

Reference list

Vasconcelosw, J. (2014). *Joana Vasconcelos time machine* [Exhibition catalogue]. Exhibited at Manchester Art Gallery February 15 – June 1 2014.

1.4 Art exhibition

Format and order

- Artist(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of exhibition). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Medium]. (e.g. art or exhibition type, in square brackets, followed by full stop)
- Exhibited at location and date of exhibition. (followed by a full stop)

In-text citation

Astounding work on display at the Serpentine Gallery by Grayson Perry (2017).

Reference list

Perry, G. (2017). *Grayson Perry: The most popular art exhibition ever!* [Exhibition of ceramic pots]. Exhibited at Serpentine Gallery June 8 – September 10 2017.

2. Books

Note

- (Ed.) abbreviation for Editor (in round brackets, followed by a full stop).
- (Eds.) abbreviation for more than one editor (in round brackets, followed by a full stop).
- List author/ editors names in the order they appear on the title page of the book.
- (ed.) abbreviation for edition (in round brackets, followed by a full stop).
- Only include edition if it the second or subsequent edition, i.e. do not mention if it is the first edition of a book.
- Publication details are generally found towards the start of the book. In art books, these are often at the end of the book.
- Ignore the reprint dates.
- If there is a choice of cities for the place of publication, you only need to include the location in the UK.
- If it is a US city, also include the state abbreviation, e.g. Baltimore, MD. The full list of state abbreviations is available.
- Do not use the word Ltd. after the name of the publisher.

2.1 Books with one or two authors

Format and order

- Authors/ editors (family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title.* (in italics, followed by full stop unless including edition)
- (Edition number **ed.**). (in round brackets, followed by full stop)
- Place of publication: (followed by a colon)
- Publisher. (followed by a full stop)

In-text citation

As it says in *To Kill a Mockingbird,* "You never really understand a person until you consider things from his point of view until you climb in his skin and walk around in it" (Lee, 2003, p. 33).

Some useful techniques for improving your sketching, "Think big, but keep it simple" (Krisztian & Schlempp-Ülker, 2006, p. 86).

Reference list

Lee, H. (2003). *To kill a mockingbird*. London: Heinemann.

Krisztian, G., & Schlempp-Ülker, N. (2006). *Visualizing ideas: From scribbles to storyboards.* London: Thames and Hudson.

2.2 Books with three or more authors

Note

- The first in-text citation for a work with 3-5 authors includes all the names of the author(s)/ editor(s). Subsequent citations include only the first author/ editor followed by **et al.** and the year.

- If a work has 6 or more authors, include only the first author/ editor followed by **et al.** and the year, from the first time it is cited.

Format and order

- Authors/ editors (family name, comma followed by initials with full stop after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title.* (in italics, followed by full stop unless including edition)
- (Edition number **ed.**) (in round brackets, followed by full stop)
- Place of publication: (followed by a colon)
- Publisher. (followed by a full stop)

In-text citation

The chapter on sedimentation considers "forces acting on an isolated particle moving relative to a fluid" (Richardson, Harker, & Backhurst, 2002, p. 237).

Any subsequent citation would appear as (Richardson et al., 2002)

Reference list

Richardson, J. F., Harker, J. H., Backhurst, J. R., & Coulson, J. M. (2002). *Coulson and Richardson's chemical engineering: Particle technology and separation processes* (5th ed.). Oxford: Butterworth-Heinemann.

2.3 Chapter/ section of an edited book

Note

- Editor format is initials first, followed by family name.

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- Title of chapter. (first letter capitalised, the rest lowercase, followed by full stop)
- **In**
- Editor(s) of book followed by (initials of editor, followed by family name)
- (**Ed.**), (in round brackets, followed by comma)
- *Title* of book (in italics)
- (Edition number **ed., pp.** page numbers of chapter), (comma after edition number, in round brackets, use page abbreviations, in round brackets, followed by a full stop)
- Place of publication: (followed by a colon)
- Publisher. (followed by a full stop)

In-text citation

Baynton (2013) argues that…

Reference list

Baynton, D. C. (2013). Disability and the justification of inequality in American history. In L. J. Davis (Ed.), *The disability studies reader.* (4th ed., pp. 17-34). Abingdon: Routledge.

2.4 ebook

Note

- Ereader in square brackets where applicable e.g. [Kindle version]
- Add DOI or URL
- If the ebook is available online via the University of Huddersfield library, e.g. Dawsonera, ProQuest Ebook Central, omit the bracketed information from the reference.
- For ebooks without page numbers there is no official guidance in APA. You can use the chapter headings to indicate the 'location' of the quoted section. You can use the location instead because it doesn't change.

Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title. (*in italics followed by a full stop*)*
- (Edition number **ed.**). (in round brackets followed by full stop)
- [Ereader **version**] (e.g. Kindle, in square brackets if applicable followed by full stop).
- doi: (if there is a DOI)
- **Retrieved from** URL (only include if there is no DOI)

In-text citation

… (Keilty & Dean, 2013, p. 28).

In-text citation (ereader version)

'I'm fine. Just a little tired' (Weir, 2017, location 1046).

Reference list

Keilty, P., & Dean, R. (Eds.). (2013). *Feminist and queer information studies reader.* Retrieved from http://ebookcentral.proquest.com.

Reference list (with edition)

Kinsella, C., & Connor, K. (2015). *Introducing mental health: A practical guide* (2nd ed.). Retrieved from http://www.ebookcentral.proquest.com

Reference list (from a Kindle book)

Weir, A. (2017). *Artemis* [Kindle version]. Retrieved from http://www.amazon.co.uk

2.5 A translated book

Note

- Translator format is initials first, followed by family name.

Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title* (in italics*)*
- (Translator, **Trans.**). (initials first followed by family name, followed by comma, followed by the abbreviation Trans., all in round brackets, followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (followed by full stop)
- **Original work published** year (in round brackets)

In-text citation

… (Fanon, 1986).

Reference list

Fanon, F. (1986). *Black skin, white masks* (C. L. Markmann, Trans.). London: Pluto Press. (Original work published 1952)

2.6 A book written in another language

Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Translation of title]. (in square brackets, followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (followed by full stop)
- **Retrieved from** URL (if ebook)

In-text citation

… (Hänzi, 2013).

Reference list

Hänzi, D. (2013). *Die ordnung des theaters: Eine soziologie der regie* [The order of the theatre: A sociology of translating]. Retrieved from https://library.hud.ac.uk

2.7 Reference books: dictionary, thesaurus or encyclopedia

If citing the complete reference book in your text, please refer to Section 2. Books, and choose the appropriate number of authors/ editors.

If the definition/ section cited has a specified author, use the instructions in Section 2.3 Chapter/ section of an edited book.

Note

- If citing a definition or entry with no named author, use the instructions below.
- If no specified author, the word or section name is listed first in the reference list.

- If the online version refers to the print edition, include the edition number after the title.
- We recommend using quality reference sources, such as Oxford English Dictionary or Oxford Reference online, both available via Summon.

Format and order

- Word /section name. (followed by full stop)
- (Year of publication). (in round brackets followed by full stop)
- **In**
- Author(s)/ editor(s) of book if applicable, (initials, with full stop after each initial, followed by family name, followed by comma)
- *Title of dictionary/ encyclopedia* (in italics)
- (ed, Vol., pp.) in brackets include all relevant
- Place of publication: (followed by colon, if in print)
- Publisher. (followed by full stop, if in print)
- doi: (if online, and there is a DOI)
- **Retrieved from** URL (only include if online and there is no DOI)

In-text citation

… ("Romanticism", 2013).

According to the Sage dictionary of sociology, "Social mobility" is defined as… (2019, pp. 283 - 284).

Reference list

Romanticism. (2014). In *World encyclopedia.* Retrieved from http://www.oxfordreference.com

Social mobility. (2019). In S. Bruce, & S. Yearley, *The Sage dictionary of sociology* (3rd ed., pp. 283 - 284). London: Sage.

2.8 Book review

Format and order

- Reviewer (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month and day, in round brackets followed by full stop)
- Title of book review (if there is one)
- [**Review of the book** *title of book* **by** author]. (title of book in italics, by author of book, initials followed by family name, in square brackets, followed by full stop)
- *Journal/ newspaper title* (in italics)
- *Volume number* (in italics, if applicable)
- (issue number) (in round brackets, if applicable)
- Page number (without page abbreviations)
- doi: (if there is a DOI)
- **Retrieved from** URL (only include if there is no DOI)

In-text citation

"Of course, decision-making involves more than just being able to make accurate predictions, but AI is also being drafted for higher-level functions including using predictions to weigh outcomes and pass judgment" (Fried, 2018, p. 26).

Reference list

Fried, I. (2018, July 15). The shortlist/ artificial intelligence [Review of the book *Prediction machines: The simple economics of artificial intelligence* by A. Agrawal, J. Gans, & A. Goldfarb]. *The New York Times,* 26. Retrieved from https://search-proquest com

2.9 The Bible/ Qu'ran

Note

- When you are quoting from the Bible or Qu'ran include the book, chapter and verse.
- Include the Bible version from which you are quoting, and put the source in brackets or work it naturally in to the sentence.

In-text citation

Proverbs 15:22 states "plans fail for lack of counsel, but with many advisers they succeed" (Bible, New International Version).

Reference list

The APA manual states that you are not required to add classical religious works in the reference list. All that is required is an in-text citation.

3. Conference papers and poster sessions

Note

- Proceedings can be published in a book, journal or online.

3.1 Unpublished conference paper/ poster

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month in round brackets followed by a full stop)
- *Title*. (title of paper or poster session presented in italics, followed by full stop)
- **Paper/ poster presented at the**
- Title, (title of conference, followed by comma)
- Location. (location of conference, followed by full stop)

In-text citation

Ellis, Johnson, and Sharman's (2013) social reading project is…

Reference list

Ellis, C., Johnson, Z., & Sharman, A. (2013, June). *Under the covers: a social reading project.* Poster presented at the CLS Poster Prom, University of Huddersfield.

3.2 Conference paper published online

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial, with full stop after each initial)
- (Year of publication). (in round brackets followed by full stop)
- Title of paper. (followed by full stop)
- *Title of conference*, (in italics followed by comma)
- Place of conference, (followed by comma)
- Volume number, (followed by comma)
- Page numbers. (without page number abbreviations, followed by full stop)
- doi: (if there is a DOI)
- **Retrieved from** URL (only include if there is no DOI)

In-text citation

… (Matheus & Quinn, 2017).

Reference list

Matheus, C. C., & Quinn, E. (2017). Gender based occupational stereotypes: New behaviors, old attitudes. *IEEE Women in Engineering (WIE) Forum USA East*, Baltimore, MD, 1-6. doi:10.1109/WIE.2017.8285610

4. Film, television, radio, video

Note

- Use section 4.1 for all types of film, e.g. cinema or DVD (Change the format appropriately, e.g. [DVD] or [Motion picture]
- If using Box of Broadcasts (BOB) adapt accordingly. BOB includes films, TV documentaries etc.
- If you can't find all of this information, include as much as you can find.

4.1 Film

Format and order

- Director(s) (**Director**), (family name, comma followed by initials, with full stop after each initial, followed by director in round brackets, followed by comma)
- Producer(s) (**Producer**). (family name followed by initials, followed by producer in round brackets, followed by full stop)
- (Year of distribution). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Medium]. (eg, DVD or motion picture followed by full stop)
- Country of origin: (followed by colon)
- Distributor or studio. (followed by full stop)

In-text citation

Jackson (2014) creates an atmosphere of….

Reference list

Jackson, P. (Director), & Cunningham, C., Weiner, Z., Walsh, F., & Jackson, P. (Producers). (2014). *The Hobbit: The desolation of Smaug* [DVD]. London: Warner Bros. & Entertainment UK.

4.2 Television: single programme

Format and order

- Writer(s) or producer(s) (**Writer** or **Producer**), (family name comma, followed by initials, with full stop after each initial, followed by writer/ producer in round brackets, followed by comma)
- Director(s) (**Director**). (family name, comma followed by initials, with full stop after each initial, followed by director in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by a full stop)
- *Title of episode* (in italics*)*
- [Television broadcast]. (in square brackets followed by full stop)
- Place of broadcast: (followed by colon)
- Broadcaster. (followed by full stop)

In-text citation

… (Baron, 2018).

Reference list

Baron, A. (Producer), & Gale, C. (Director). (2018). *The joy of winning* [Television broadcast]. London: BBC.

4.3 Television: single episode of a television series

Format and order

- Writer(s) (**Writer**), (family name, comma followed by initials, with full stop after each initial, writer in round brackets, followed by comma)
- Director(s) (**Director**). (family name, comma followed by initials, followed by director in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by full stop)
- Title of episode [**Television series episode**]. (in square brackets followed by full stop)
- **In**

- Producer(s) (**Producer**). (initials, with full stop after each initial, followed by family name, followed by producer in round brackets, followed by a full stop)
- *Series title.* (in italics followed by full stop)
- Place of broadcast: (followed by a colon)
- Broadcaster. (followed by a full stop)

In-text citation

The script for *Doctor Who* created suspense by… (Robert & Moffat, 2014).

Reference list

Roberts, G., Moffat, S. (Writers), & Murphy, P. (Director). (2014). The caretaker [Television series episode]. In N. Wilson (Producer). *Doctor Who.* London: BBC.

4.4 Radio broadcast

Note

- If producer not known, use presenter or writer's name as appropriate and change their role in round brackets.

Format and order

- Producer(s) (**Producer**). (family name, followed by initials, with full stop after each initial, followed by producer in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by full stop)
- *Title of broadcast* (in italics)
- [**Radio broadcast**]. (in square brackets followed by full stop)
- Place of production: (followed by colon)
- Broadcast channel. (followed by full stop.)

In-text citation

(Warde, 2018)

Reference list

Warde, M. (Producer). (2018). *Komodo dragon* [Radio broadcast]. Bristol: BBC Radio 4.

4.5 Streamed video: YouTube

Note

- If author not named, use the organisation or screen name instead, followed by a full stop.

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month and day in round brackets, followed by full stop)
- *Title* (in italics)
- [**Video file**]. (in square brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

Using the ebook video from hudlibrary on YouTube (University of Huddersfield Library, 2018).

Reference list

hudlibrary. (2018, August 17). *Introduction to ebooks* [Video file]. Retrieved from https://www.youtube.com

4.6 Podcast

Note

- If primary contributor unknown, use the title of the programme in italics.

Format and order

- Writer(s) or presenter(s) (**Writer** or **Presenter**), (family name, comma followed by initials, with full stop after each initial, followed by writer/ presenter in round brackets, followed by a comma)
- Producer or director (**Producer** or **Director**). (family name, comma followed by initials, with full stop after each initial, followed by producer/ director in round brackets, followed by full stop)
- (Date of broadcast). (year followed by a comma, followed by month and day in round brackets, followed by full stop)

- *Title.* (in italics followed by a full stop)
- [**Audio podcast**] or [**Video podcast**]. (in square brackets followed by a full stop.)
- **Retrieved from** URL

In-text citation

A thought provoking discussion (Kaur, 2018).

Reference list

Kaur, G. (Writer and Presenter), & Koechlin, K. (Producer). (2018, August 25). *Kalki my Indian life: Peace and protest.* [Video podcast]. Retrieved from http://www.bbc.co.uk

5. Financial data

Note

- To identify content from the Bloomberg Terminal use Bloomberg L.P.

Format and order

- Publishing organisation or author. (followed by full stop)
- (Date of publication). (year followed by comma, followed by month and day / last update in round brackets, followed by a full stop)
- **Data derived from**
- *Title or section of report* OR *title of data extract* (title in italics)
- *Name of database* the data was retrieved from (in italics)
- Retrieved from URL or subscription service

In-text citation

The data here reveals… (Bloomberg L.P., 2019).

Reference list

Bloomberg. (2019, January 11). Data derived from Bloomberg L.P.

6. Images – illustrations, photographs

Note

- If photographer is unknown, start your reference with the image title.
- If you are unable to find the year of publication use n.d. (no date).

6.1 Illustration /image/ photograph from a book

Format and order

- Artist(s)/ photographer(s) (family name, comma followed by initials, with full stop after each initial)
- (Year image created). (in round brackets followed by full stop)
- Title of the illustration or photograph
- [Description of format]. (e.g. photograph, cartoon, in square brackets followed by full stop)
- **In**
- Author(s) of the book (family name followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets followed by full stop)
- *Title of book* (in italics)
- **p.** page number. (with page abbreviations, in round brackets followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (followed by full stop)
- doi: (if online, and there is a DOI)
- **Retrieved from** URL (only include if online, and there is no DOI)

In-text citation

… (Hockney, 1977).

Reference list

Hockney, D. (1977). My parents [Oil painting]. In Melia, P., & Luckhardt, U. (2007). *David Hockney* (p. 112). London: Prestel.

6.2 Illustration /image/ photograph in online collection

Note

- This includes referencing an image from an online collection, e.g. Flickr, Tumblr or Pinterest.
- For Instagram see section 16.3 of this guide.
- All images should have a caption and then add the source in the reference list.

Figure 1: My Bed (Emin, 2006)

Format and order

- Artist(s)/ photographer(s)/ organisation(s) (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Year of creation). (in round brackets followed by full stop)
- *Title of the illustration or photograph/ collection* (in italics)
- [Description of format]. (e.g. online image, watercolour painting, in square brackets followed by full stop)
- Add collection if known (followed by full stop)
- **Retrieved from** URL (if online and shorten URL if appropriate)

In-text citation

The image used on the "Eat well" webpage on the NHS website clearly portrays a balanced meal (2018).

Reference list

National Health Service. (2018). *Eat well: 5 a day what counts?* [Online image]. Retrieved from https://www.nhs.uk/live-well/eat-well/5-a-day-what-counts/

Reference list (from a digitalise art collection in an online art archive)

Record Press. (1912). *Christabel and Emmeline Pankhurst in Paris* [Photograph]. The Women's Library Suffrage Collection. Retrieved from http://vads.ac.uk

7. Journals, trade publications or magazines

Note

- Some online articles do not have page numbers, so the DOI or URL will be sufficient.

- If the article does not have a DOI, use the URL of the website.

- DOI should not be written in capital letters in the reference list, for example doi:10.1080/00111610209602179

- If you are citing an advance release version, insert "Advance online publication" before the DOI or URL.

7.1 Journal article with one or two authors

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)

- (Year of publication). (in round brackets, followed by a full stop)

- Title of article (first letter capitalised, followed by full stop)

- *Title of Journal,* (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)

- *Volume number* (in italics, this may be a month, season or number)

- (Issue) (in round brackets)

- Page numbers. (without page abbreviations, followed by full stop)

- doi: (if there is a DOI)

- **Retrieved from** URL (only include if there is no DOI)

In-text citation

As Nnoromele (2010) depicts…

"The discovery of large numbers of resistant populations in cheese advocates for the establishment of stronger hygienic practices in cheese manufacture" (Flórez & Mayo, 2015, p. 68).

Reference list

Nnoromele, S.C. (2010). Representing the African woman: Subjectivity and self in the joys of motherhood. *Critique: Studies in Contemporary Fiction*, *43*(2), 178-190. doi:10.1080/00111610209602179

Flórez, A. B., & Mayo, B. (2015). Diversity and dynamics of antibiotic-resistant bacteria in cheese as determined by PCR denaturing gradient gel electrophoresis. *International Journal of Food Microbiology, 214*, 63-69. doi:10.1016/j.ijfoodmicro.2015.07.027

7.2 Journal articles with three to seven authors

Note

- If a work has 3-5 authors, include all the names of the author(s)/ editor(s) the first time it is cited. For subsequent citations, only include the first author/ editor followed by **et al.** and the year.

- If a work has 6-7 authors, only list the first author/ editor followed by **et al.** and the year, every time it is cited.

Format and order

- Authors (family name comma, followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of Journal,* (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets)
- Page numbers. (without page abbreviations, followed by full stop)
- doi: (if there is a DOI)
- **Retrieved from** URL (only include if there is no DOI)

In-text citation

Sahar, Brenninkmeyer, and O'Connnell (1997) identify that…

"Mobile phone addiction has become a worldwide problem due to its high occurrence rate, fast growth rate, and serious undesirable consequences" (Liu et al., 2018, p. 247).

Reference list

Sahar, A. D., Brenninkmeyer, S. M., & O'Connell, D. C. (1997). Maya Angelou's inaugural poem. *Journal of Psycholinguistic Research*, *26*(4), 449-463. Retrieved from https://link-springer-com

Liu, Q.-Q., Zhang, D.-J., Yang, X.-J., Zhang, C.-Y., Fan, C.-Y., & Zhou, Z.-K. (2018). Perceived stress and mobile phone addiction in Chinese adolescents: A moderated mediation model. *Computers in Human Behavior, 87*, 247. doi:10.1016/j.chb.2018.06.006

7.3 Journal article with eight or more authors

Note

- For the in-text citation, include only the first author(s)/ editor(s) family name followed by **et al.** and the year.

- In the reference list, list the names of the first six authors followed by **…** and then the last author.

Format and order

- Authors (family name, comma followed by initials with full stop after each initial for the first 6 authors, followed by three dots **…**, and add last author)
- (Year of publication). (in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of Journal,* (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets)
- Page numbers. (without page abbreviations, followed by full stop)
- doi: (if there is a DOI)
- Retrieved from URL (only include if there is no DOI)

In-text citation

As summarised… (Tanabashi et al.)

Reference list

Tanabashi, M., Hagiwara, K., Hikasa, K., Nakamura, K., Sumino, Y., Takahashi, F., …Zyla, P.A. (2018). Review of particle physics. *Physical Review D. 98*(3). doi:10.1103/PhysRevD.98.030001

7.4 Magazine

Note

- Magazine formats vary. Some may have volume and issue numbers, some may only have an issue number, and some may only have a date. If you can't find any of the parts of the reference specified below, just leave them out.

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of magazine,* (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics*,* this may be a month, season or number)
- (Issue) (in round brackets, followed by a comma)
- Page numbers. (without page abbreviations, followed by full stop)
- doi: (if there is a DOI)
- **Retrieved from** URL (only include if there is no DOI)

In-text citation

… (Torkia, 2018).

As discussed by Handford (2019)…

Reference list

Torkia, D. (2018, August). Dina Torkia on perfecting the art of modesty dressing. *Vogue.* Retrieved from https://www.vogue.co.uk/article/dina-torkia-muslim-fashion-blogger-modesty-dressing

Handford, R. (2019, September). Working at Worthy Farm: a podiatrist's Glastonbury adventure. *Podiatry Now, 22*(9), 26-27.

8. Law

Note

- Law students use the OSCOLA method of referencing.
- Legal references should not be included in the APA reference list. When the act, bill, statutory instrument or law (cases) report is first mentioned the full citation is given.

8.1 Cases (law reports)

In-text citation

First mention (Donoghue v Stevenson [1932] AC 562)

Subsequent mentions (Donoghue v Stevenson, 1932)

8.2 Acts of Parliament

In-text citation

The Equal Opportunity Act 2010…

Reference list

The APA manual states that you are not required to include Acts of Parliament in the reference list. All that is required is an in-text citation.

9. Leaflets, pamphlets, brochures

Note

- Unpublished material can also be known as 'grey literature'.

Format and order

- Organisation(s). (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Description of format]. (e.g. leaflet, in square brackets, followed by full stop)
- Location: (followed by colon)
- Publisher. (followed by full stop)

In-text citation

As the leaflet published by the NHS (2018) highlights reducing your intake of butter and cheese can lower cholesterol.

Reference list

National Health Service. (2018). *Lowering your cholesterol – first steps: reduce saturated fats* [Leaflet]. London: Guy's and St Thomas' NHS Foundation Trust.

10. Maps

Note

- Include as much information as possible, e.g. scale, type of map.
- If referencing Digimap products, further advice can be found on the Digimap website.

10.1 Online maps: Google

Format and order

- Organisation. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- [**Map**]. (in square brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

We used the map of Huddersfield (Google, 2018) to look at the popular areas for student accommodation and the impact this has on the local community.

Reference list

Google. (2018). Huddersfield [Map]. Retrieved from https://www.google.co.uk/maps/place/Huddersfield/

10.2 Ordnance Survey map

Format and order

- Producer. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- [**Map**]. (in square brackets, followed by full stop)
- Scale of map, (followed by comma)
- Product name. (followed by full stop)
- **Retrieved from** URL

In-text citation

The map of Huddersfield (Ordnance Survey, 2018) shows the location of Castle Hill and Victoria Tower in Huddersfield.

Reference list

Ordnance Survey. (2018). Huddersfield [Map]. 1:10,000, OS VectorMap® Local. Retrieved from https://digimap.edina.ac.uk/roam/map/os

10.3 Digimap Historic

- Producer. (followed by full stop)
- (Date of publication) (in round brackets, followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- **[Map]**. (in square brackets, followed by full stop)
- Scale of map, (followed by comma)
- Map series. (followed by full stop)
- **Retrieved from** URL

In-text citation

The *Ordnance Survey* map from 1890 shows the Castle Hill hotel on the top of Castle Hill in Huddersfield.

Example of Reference List

Ordnance Survey. (1890). Huddersfield 10560 [Map]. County Series 1st Revision. Retrieved from https://digimap.edina.ac.uk/roam/map/historic

10.4 Digimap Geology

Format and order

- Producer. (followed by full stop)
- (Date of publication). (month and year in round brackets followed by full stop)
- Title (e.g. location of map, for example the town or street name)

- [**Geological map**]. (in square brackets, followed by full stop)

- Scale of map, (followed by comma)

- Product name. (followed by full stop)

- **Retrieved from** URL

In-text citation

Using the British Geological Survey map of Huddersfield (2017) shows that the majority of the centre of city centre of Huddersfield is built on clay, silt, sand and gravel.

Reference list

British Geological Survey. (2017). Huddersfield [Geological map]. 1:50 000, DIGMapGB-50 Rock Unit. Retrieved from https://digimap.edina.ac.uk/roam/map/geology

10.5 Digimap Environment

Format and order

- Producer. (followed by full stop)

- (Date of publication). (in round brackets, followed by full stop)

- Title (e.g. location of map, for example the town or street name)

- [**Map**]. (description of map in square brackets, followed by full stop)

- Product name. (followed by full stop)

- **Retrieved from** URL

In-text citation

Using the map of Huddersfield (Fig. 4.), which was produced using data from the Centre of Ecology and Hydrology (2015), you can see a large proportion of 'improved grassland' surrounding Huddersfield.

Reference list

Centre for Ecology and Hydrology. (2015). Huddersfield [Map]. Land cover. Retrieved from https://digimap.edina.ac.uk/roam/map/environment

11. Music/ sound recording
11.1 Album

Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop after each initial OR group, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [**Recorded by**] (insert artist/ musician if different from above: initials, followed by family name, with full stop after initial, or group, in square brackets)
- [Format]. (e.g. CD/ DVD, in square brackets, followed by full stop)
- Location: (followed by colon)
- Label. (followed by full stop)

In-text citation

In the recording of Mozart's *Violin concertos* (2006)…

Reference list

Mozart, W. A. (2006). *Violin concertos* [Recorded by L. Kavakos] [CD]. Germany: Sony.

11.2 Single track from album

Format and order:

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop after each initial OR group, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- Title of the song
- [**Recorded by**] (insert artist/ musician if different from above: initials, followed by family name, with full stop after initial, or group, in square brackets)
- **On**
- *Title of album* (in italics)
- [Format]. (e.g. CD/ DVD in square brackets, followed by full stop)
- Location: (followed by colon)
- Label. (followed by full stop)

In-text citation

In the first movement of Mozart's *Violin concerto no 1 B flat major* recorded by Leonidas Kavakos (2006, CD 1, track 1).

In Dylan's *Blowin' in the wind*… (1989, track 1).

Reference list

Mozart, W. A. (2006). Violin concerto no 1 B flat major K207 [Recorded by L. Kavakos]. On *Violin concertos* [CD]. Germany: Sony.

Dylan, B. (1989). Blowin' in the wind. On *The Freewheelin' Bob Dylan* [CD]. New York: Sony.

11.3 Live performances

Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop after each initial OR group, followed by full stop)
- (Year of performance). (in round brackets, followed by a full stop).
- *Title of performance/ work* (in italics)
- **performed by**
- Performer(s). (initials, with full stop after each initial, followed by family name, followed by full stop OR group name followed by full stop)
- Location: (venue followed by comma)
- Town/ city. (followed by full stop)
- [Date of performance]. (day and month, followed by a comma, followed by year, in square brackets followed by full stop)

In-text citation

The performance of Beethoven's *Symphony no 5 in C minor* (2009) …

Reference list

Beethoven, L. (2009). *Symphony no 5 in C minor* performed by Halifax Symphony Orchestra. Victoria Theatre, Halifax. [14 June, 2009].

11.4 Music score

Note

- If there is only one version of the score under discussion, you can refer to it in-text, without a full citation. It is only included in the reference list.
- If you are comparing different editions of a score, then you need to cite them separately in the text (i.e. include year and editor/ arranger) as well as in the reference list.

Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop after each initial OR group, followed by full stop)
- Additional contributor (e.g. editor/ arranger, family name, comma followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of work.* (in italics, followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (followed by a full stop)

In-text citation

Mozart when composing *Requiem*…(Mozart & Druce, 1993)

Reference list

Mozart, W. A., & Druce, D. (1993). *Requiem: For soprano, alto, tenor and bass soli, SATB and orchestra, K626*. London: Novello.

11.5 Streamed music

Format and order:

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop after each initial OR group, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of work.* (in italics followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (followed by full stop)
- **Retrieved from** URL

In-text citation

When watching the film, the music from Pharrell Williams (2014) creates an atmosphere…

Reference list

Williams, P. (2014). *Happy.* New York: Columbia Records. Retrieved from https://open.spotify.com

12. Newspaper articles

12.1 Print newspapers

Format and order:

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month and day in round brackets, followed by full stop)
- Title of article. (followed by full stop)
- *Title of newspaper*, (in italics followed by comma)
- **p.** (page number(s), use page abbreviations)

In-text citation

Crouch reports on a Swedish school girl's strike… (2018).

Reference list

Crouch, D. (2018, September 1). School girl's strike captures Sweden's imagination. *The Guardian,* p. 32

12.2 Online newspapers

Format and order

- Author(s) (family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year followed by comma, followed by month and day in round brackets, followed by full stop)
- Article title. (followed by full stop)
- *Title of newspaper.* (in italics, followed by full stop)
- **Retrieved from** URL

In-text citation

Leatherby (2018) addresses the strategies that schools can adopt to be more inclusive.

Reference list

Leatherby, L. (2018, January 22). The schools women want to attend: Some institutions are more successful at attracting female applicants. What are the secrets to achieving better gender balance? *Financial Times.* Retrieved from http://www.proquest.com

13. Official publications

Note

- This can include government publications, white papers and NICE guidelines.

13.1 Government reports

Format and order

- Organisation(s)/ author(s). (organisation followed by full stop OR family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (year, followed by comma if including month and day, in round brackets followed by full stop)
- *Title* (in italics)
- (Publication and report number). (in round brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

As highlighted in the HM Government's latest report *The Future Relationship Between the United Kingdom and the European Union* (2018)…

Reference list

HM Government. (2018, July 12). *The future relationship between the United Kingdom and the European Union* (CM 9593). Retrieved from http://www.gov.uk/government/publications

13.2 Hansard

Format and order

- Organisation(s)/ author(s) or speaker. (followed by a full stop OR family name, comma followed by initials, with full stop after each initial)
- (Date of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [**Hansard**]. (in square brackets followed by full stop*)*
- (**Vol**. volume number). (in round brackets, followed by full stop)
- **Retrieved from** URL

In text citation

As Yvette Cooper argued, "Whether they voted leave or remain, people are feeling deeply frustrated and let down" (Column 400, 2019).

Reference list

Cooper, Y. (2019, March 27). *EU: Withdrawal and future relationship* [Hansard]. (Vol. 657). Retrieved from http://hansard.parliament.uk/commons/2019-03-27/debates

Hansard. (2019). *Brexit: Article 50* [Hansard]. (Vol. 796). Retrieved from http://hansard.parliament.uk/lords

13.3 NICE guidelines/ guidance

Note

- This section covers both NICE guidelines and other NICE guidance series found on their website, e.g. Medical technologies guidance or Interventional procedures guidance.
- The first time you cite NICE, write the full *National Institute for Health and Care Excellence* in italics. You can abbreviate subsequent citations to NICE.

Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Title of guidance series with number]. (in square brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

Using the guidelines from *National Institute for Health and Care Excellence* (NICE, 2018).

Reference list

National Institute for Health and Care Excellence. (2018). *Flu vaccination: increasing uptake* [NICE guideline NG103]. Retrieved from http:www.nice.org.uk

14. Personal communication

14.1 Telephone calls/ emails/ personal interviews

Note

- Do not include personal communication in your reference list, as this type of information is not available for the reader to use.
- Only include as a citation if the interviewee has agreed to be quoted.

Format and order for citation

- Interviewee, (initial followed by full stop, followed by family name, followed by comma)
- **personal communication** (followed by comma)
- Date (Month day, followed by comma, followed by year)

In-text citation

…(F. Abdella, personal communication, September 1, 2018)…

14.2 Published interviews

Format and order

- Interviewee (family name, comma followed by initials, with full stop after each initial)
- (Date of interview). (year followed by comma, month and day, in round brackets followed by full stop)
- Title (followed by full stop)
- **Interview with** name of interviewee. (first name written in full, followed by family name, followed by full stop)
- **Interviewed by** name of interviewer (first name written in full, followed by family name)
- **for**
- *newspaper/ magazine, title of broadcast* (in italics, followed by comma)
- Page number. (use page abbreviations, followed by full stop)

In-text citation

… A fascinating interview with Lisa Brennan-Jobs (2018).

Reference list

Brennan-Jobs, L. (2018, September 1). Apple of his eye: Lisa Brennan-Jobs talks to Emma Brockes about a lifetime spent in her father's shadow. Interview with Lisa Brennan-Jobs. Interviewed by Emma Brockes for *The Guardian,* pp.14-21.

15. Reports

15.1 Company reports

Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of report.* (in italics, followed by full stop)
- **Retrieved from** URL

In-text citation

Sainsbury's supermarkets had an annual turnover of… (FAME, 2018).

Reference list

FAME. (2018). *Company report of Sainsbury's supermarkets*. Retrieved from https://fame4.bvdinfo.com/

15.2 Market research report

Format and order

- Organisation(s)/ author(s) (organisation, followed by full stop OR family name, followed by comma, followed by initials)
- (Date of publication). (year and month, in round brackets, followed by full stop)
- *Title of report.* (in italics, followed by a full stop)
- **Retrieved from** URL

In-text citation

As the report, *Consumers and the Economic Outlook* (2018) highlighted…

Reference list

Mintel. (2018). *Consumers and the economic outlook - Quarterly update - UK - August 2018.* Retrieved from http://academic.mintel.com

15.3 Ofsted reports

Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop).
- *Title* (in italics)
- [**URN** number]. (in square brackets, followed by full stop)
- **Retrieved from** URL

In text citation

… (Ofsted, 2012).

Reference list

Ofsted. (2012). *Greenhead College* [URN 130538]. Retrieved from
http://www.report.ofsted.gov.uk

16. Specialist software

16.1 Software

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- Title
- [Description]. (e.g. computer programme, language, in square brackets, followed by full stop)
- (Version number) (if applicable, in round brackets, followed by full stop)
- **Retrieved from** URL

In text citation

… (Solid Works, 2018).

Reference list

Solid Solutions. (2018). SOLIDWORKS 3D CAD [Computer software]. Retrieved from https://www.solidsolutions.co.uk/

16.2 Apps

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- Title
- [**Mobile application software**]. (in square brackets, followed by full stop)
- (Version number). (if applicable, in round brackets, followed by full stop)
- **Retrieved from** URL (if available)

In-text citation

The app *Town Square* by Huddersfield Town AFC (2015) was a huge success.

Reference List

Huddersfield Town AFC. (2015). Town Square: Huddersfield Town [Mobile application software]. Retrieved from http://www.htafc.com

17. Social media

Note

- Provide the name of the page or the content/ caption of the post (up to the first 40 words) as the title.

17.1 Twitter

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop, unless screen name included)
- [Author(s)/ organisation screen name if known]. (in square brackets, followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [**Tweet**]. (in square brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

… (University of Huddersfield Library, 2018).

Reference list

University of Huddersfield Library [hudlib]. (2018, August 22). We will be launching our new #HudReads, a collection of popular books that you can borrow from September. What is your favourite book? [Tweet]. Retrieved from https://twitter.com/hudlib/

17.2 Facebook

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [**Facebook**]. (followed by type of communication, e.g. post, photo, video, in square brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

… (University of Huddersfield Library, 2018).

Reference list

University of Huddersfield Library. (2018, March 22). Have you been to Scholars' Rest yet? It's our break area on floor 5 [Facebook post]. Retrieved from https://www.facebook.com/hudlib/

17.3 Instagram

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop, unless screen name included)
- [Author(s)/ organisation screen name if known]. (in square brackets followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [**Instagram**]. (followed by type of communication, e.g. post, photo, video, in square brackets followed by full stop)
- **Retrieved from** URL (if available)

In-text citation

"Huddersfield has it all - beautiful countryside, live music and world cuisine" (University of Huddersfield, 2018).

Reference list

University of Huddersfield [huddersfielduni]. (2018, August 30). There's lots to do in Huddersfield - from exciting theatre to great nightlife, live music to world cuisine [Instagram post]. Retrieved from https://www.instagram.com

18. Standards and patents

18.1 Standard

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- Year of publication. (in round brackets, followed by full stop)
- *Standard number: Title of standard* (in italics, separated by colon, followed by full stop)
- Place of publication: (followed by colon)
- Publisher. (e.g. British Standards abbreviated to BSI, International Standards Organisation to ISO, followed by full stop)
- **Retrieved from** URL

In-text citation

… (British Standards Institution, 1980).

Reference list

British Standards Institution. (1980). *BS 6008:1980: Method for preparation of a liquor of tea for use in sensory tests.* London: BSI. Retrieved from https://bsol.bsigroup.com

18.2 Patent

Format and order

- Inventor (family name followed by initials, with full stop after each initial)
- (Year of issue). (in round brackets, followed by full stop)
- *Title.* (in italics, followed by full stop)
- Patent identifier. (in italics, followed by full stop)
- Place: (followed by colon)
- Issuing office. (followed by full stop)
- **Retrieved from** URL

In-text citation

The new cleaning device for hearing aids invented by Jose (2017)…

Reference list

Jose, G. (2017). *Device for cleaning a hearing aid*. *WO 2017/137695 A1*. Brussels: European Patent Office. Retrieved from https://worldwide.espacenet.com

19. Tables/ graphs and figures

Note

- All tables/ figures should be numbered so you can refer to them in your work.
- They should all have a descriptive title and the citation should refer to the original source (e.g. book, website, journal)
- The original source is include in the reference list.

Format and order

- Use the format and order of the source in which you found the table/ graph/ figure. See relevant section of this guide. The example below is from an ebook (see section 2.6).

In-text citation

Material	Enthalpy of formation (kcal mol^{-1})	Enthalpy of solution (kcal mol^{-1})
CdTe	-24.1	-
Al$_2$Te$_3$	-76.2	-
AlCd	+1.2	-
Cd in Al	-	+3.4

Table 4. Thermodynamic data (Capper, 2004, p. 562)

Reference list

Capper, P. (1994). *Properties of narrow gap cadmium-based compounds.* Retrieved from https://app.knovel.com/

20. Theatre
Note

- This section covers all productions, including plays, operas and dance.
- You may need to adapt the names/ roles of the people involved, e.g. director could become choreographer or producer.

20.1 Live production

Format and order

- Director (family name followed by initials, with full stop after each initial)
- (**Director**). (in round brackets, followed by full stop)
- (Date of performance). (year followed by comma, followed by month and day, in round brackets, followed by full stop)
- *Title of play.* (in italics, followed by full stop)
- **by**
- Playwright (initials with full stop after each initial, followed by family name)
- [**Theatre production**]. (in square brackets followed by full stop)
- Location: (followed by colon)
- Theatre. (followed by full stop)

In-text citation

…as can be seen in the Bristol production of Oscar Wilde's play, *The Importance of Being Earnest* (Fielding, 2005).

Reference list example

Fielding, D. (Director). (2005, May 7). *The importance of being earnest* by O. Wilde [Theatre production]. Bristol: Bristol Old Vic.

20.2 Theatre programmes

Format and order

- Director (family name followed by initials, with full stop after each initial)
- (**Director**). (in round brackets, followed by full stop)
- (Date of performance). (Year, followed by comma, followed by month and day, in round brackets, followed by full stop)
- *Title of play* (in italics)
- **by**
- Playwright (initials, with full stop after each initial, followed by family name)
- [**Programme**]. (in square brackets followed by full stop)
- Location: (followed by colon)
- Theatre. (followed by full stop)

In-text citation

The adaptation of *The Tempest* at the Swan Theatre (Granville, 2001).

Reference list example

Granville, P. (Director). (2001, June 8). *The Tempest* by W. Shakespeare [Programme]. Stratford-upon-Avon: Swan Theatre.

21. Theses and dissertations

21.1 Printed dissertation/ thesis

Format and order

- Author(s) (family name followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets followed by full stop)
- *Title* (in italics)
- (Level of qualification). (e.g. Doctoral/ Masters thesis, MA/ MSc dissertation, in round brackets, followed by full stop)
- Institution, (followed by comma)
- Location. (followed by full stop)

In-text citation

Soliman (2016) used grounded theory techniques…

Reference list example

Soliman, S. (2016) *Internationalisation strategies in UK universities* (Masters thesis). University of Huddersfield, Huddersfield.

21.2 Online dissertation/ thesis

Format and order

- Author(s) (family name followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- (Level of qualification). (e.g. Doctoral/ Masters thesis, MA/ MSc dissertation, in round brackets, followed by full stop)
- **Retrieved from** URL

In-text citation

As White (2017) explains...

Reference list example

White, S. A. (2017). *Inter-sector transitions: An exploration of the experiences of senior executives and managers who transitioned between the public, private, third and academic sectors* (Doctoral thesis). Retrieved from http://eprints.hud.ac.uk/id/eprint/32659/

22. Brightspace: lecture notes, module handbooks

Note

- Use these types of reference with caution. It is good academic practice to cite the original source to which your lecturer referred, rather the lecture notes themselves.

Format and order

- Author(s)/ lecturer(s)/ university (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Date). (Year, month day, in round brackets, followed by full stop)
- *Title.* (in italics, followed by full stop)
- **Retrieved from** URL

In-text citation

As explained by University of Huddersfield Library in Brightspace (2018).

Reference list example

University of Huddersfield Library. (2018). *Using the library and IT services.* Retrieved from http://brightspace.hud.ac.uk

23. Web page

Note

- If the website doesn't have a date use n.d. (no date)
- Use the organisation name as individual author is unknown.
- If a website does not have an obvious author/ organisation look in the 'about us' section.

Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Year). (in round brackets, followed by full stop)
- *Title of website.* (in italics followed by full stop)
- **Retrieved from** URL

In-text citation

The University of Huddersfield (2018) proudly promoted their TEF Gold Teaching Excellence Framework and HEA Global Teaching Excellence Award ...

Reference list example

University of Huddersfield. (2018). *University of Huddersfield: inspiring tomorrow's professionals*. Retrieved from https://www.hud.ac.uk/

23.1 Wikis

Note

- Wikipedia is not recommended as a reliable source to be used in formal academic writing.

Format and order

- Title of entry. (followed by full stop)
- (Year). (in round brackets, followed by full stop)
- **In**
- *Title of wiki.* (in italics followed by full stop)
- **Retrieved**
- Date (month and day, followed by comma, followed by year, followed by comma)
- **from**
- URL

In-text citation

Pride is the positive stance against discrimination and violence…("Gay pride", 2019).

Reference list example

Gay pride. (2019). In *Wikipedia*. Retrieved June 26, 2019, from https://en.wikipedia.org/wiki/Gay_pride

23.2 Blogs

Format and order

- Author(s)/ organisation (family name, comma followed by initials, with full stop after each initial OR organisation, followed by full stop)
- (Date of publication). (Year, followed comma, followed by month and day, in round brackets, followed by full stop)
- *Title of message or blog post* (in italics)
- **Retrieved from** URL

In-text citation

Stanford (2018) gives some helpful advice to managing the workload.

Reference list example

Stanford, S. (2018, August 18). *A PhD… plus four kids?!* Retrieved from https://thesiswhisperer.com/