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# I. GENERAL INFORMATION

## ABOUT THIS GUIDE

This is the first edition of the APA Referencing Guide compiled by Leeds Trinity University Library.

APA referencing is the referencing style used by the American Psychological Association. This guide uses the current 6th edition of APA referencing, sometimes referred to as "APA 6th".

The information in this guide is taken from:

### APA Style Guide

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

### APA Style Blog

American Psychological Association. (2015). APA style blog. Retrieved from <http://blog.apastyle.org/apastyle/>

## WHAT IS REFERENCING AND WHY DO WE NEED IT?

Referencing means acknowledging the work and ideas of other people when you refer to them in your own writing.

Referencing is essential in order to:

**Demonstrate** that you have carried out independent research and read around the subject in order to inform your academic work.

**Support** any claims that you make or conclusions that you draw in your academic work. Accurate referencing shows that the information in your work is supported by evidence.

**Acknowledge** the work of others, and distinguish between your own thoughts and ideas and those of other people.

**Enable** anyone reading your work to find the sources that you used by following up your references.

**Meet** the marking criteria for your work. Accurate referencing demonstrates your ability to select and appropriately use suitable evidence in your academic writing.

**Avoid** plagiarism. Plagiarism means passing off another person's thoughts or ideas as your own. The University takes this very seriously. Complete and accurate referencing helps you to avoid plagiarism by giving appropriate credit to other peoples' work.

## REFERENCE LISTS AND IN-TEXT CITATIONS

### IN-TEXT CITATIONS

In APA referencing, every time you refer to or quote from another person's work, you should provide a brief reference within the main body of your essay. This usually consists of the author's surname and the year of publication in brackets. You should also include page numbers if you are quoting or paraphrasing a specific part of the source (see also: **Quoting and paraphrasing**).

This brief reference is usually called a **citation**, an **in-text citation**, or a **citation within the text**.

There are two ways of citing within the text.

#### 1. Direct citation

If you mention the author by name in the text, the citation only needs to include the year of publication (and any page numbers if relevant).

*Example direct citation:*

Freud (1900) placed great importance on the significance of dreams.

#### 2. Indirect citation

If you have not mentioned the author by name when referring to their work, your in-text citation should include the author surname, year of publication, and any page numbers if relevant.

*Example indirect citation:*

Dreams were believed to be highly significant in psychoanalysis (Freud, 1900).

#### Remember:

- Direct and indirect citations are both equally suitable for use in your academic writing.
- You can use either or both citation types within the same piece of work.
- Choose whichever in-text citation style fits better with the flow of each sentence.

### REFERENCE LISTS

At the end of any piece of written work, you should include a list of references. This should consist of every source you have referred to in your in-text citations. The reference list should include full details for every source.

For example, if you have referred to the 1994 book *Prozac Nation* by Elizabeth Wurtzel in your essay, your in-text citation might look like this:

(Wurtzel, 1994)

The full reference in your reference list would look like this:

Wurtzel, E. (1994). *Prozac nation: young and depressed in America*. London: Quartet Books.

Anyone reading your work should be able to use the brief information provided in your in-text citation to find the full reference in your reference list.

**Remember:**

- Any source mentioned in an in-text citation should also be included in the reference list.
- Any source included in the reference list should have been mentioned in at least one of your in-text citations.

**Each reference, if it takes up more than one line, should have the second and any subsequent lines indented by 1.25cm. Do not use bullet points or numbering in the reference list.**

## FAQs ABOUT CITATIONS AND REFERENCE LISTS

### CAN I INCLUDE MORE THAN ONE SOURCE IN AN IN-TEXT CITATION?

Yes, if you have found more than one source which supports a point you are making, you can list multiple sources in your in-text citation.

**To cite several sources by the same author**, begin with the author's surname, followed by the publication year of each source, in date order from oldest to most recent. Any articles which are "in press" (i.e. not yet published) should be listed last.

**Example:**

This theory is supported by several studies (Williams, 2005, 2010, 2014).

**To cite several sources by different authors**, list them in the in-text citation alphabetically by the first author's surname. Separate each source with a semi-colon.

**Example:**

This theory is supported by several studies (Charles, 2002; Owiredu & Jones, 2013; Zappa, 1999).

## HOW DO I REFERENCE TWO OR MORE SOURCES BY THE SAME AUTHOR, PUBLISHED IN THE SAME YEAR?

If, for example, you want to cite two articles by Jane Smith which were both published in 2011, you will need to differentiate between them.

**In the reference list**, you should order the two Jane Smith articles alphabetically by the article title. The first reference should have a lowercase letter *a* after the year of publication; for the second reference, use *b* (and so on).

*Example:*

Smith, J. (2011a). Following up on theories of socialization. *Psychology Studies*, 25, 99-102.

Smith, J. (2011b). Reviewing recent theories of socialization. *Social Psychology*, 74, 15-22.

**In your in-text citations** you should also include the letter after the publication year, so that anyone reading your work can tell which one of the articles by Smith from 2011 you are referring to.

*Example:*

Smith (2011b) found that recent theories of socialization are very diverse.

## HOW DO I REFERENCE ONE AUTHOR'S WORK MENTIONED IN ANOTHER AUTHOR'S WORK? [SECONDARY REFERENCING]

Say, for example, you are reading the book *Why psychology is awesome* by V. Brilliant. Within this book, you see the sentence:

“The work of Clanger (2003) supports the idea that psychology can change lives.”

If you want to refer to this point made by Clanger:

The *ideal* thing to do is find the original work (in this case, the source written by Clanger). There should be a reference provided for it in the source you are reading. By finding the original source, you are demonstrating good research skills by making up your own mind about the source, rather than relying on another author's interpretation. If you are able to find the original source, you should reference it in your in-text citation and in the reference list. In the above example, you would reference the source by Clanger.

However, if you are not able to find the original source, you can use what is called a **secondary reference**. This means giving credit to the original source, but also making it clear that you have only read about it in another author's work. In this case, your in-text citation would look something like this:

Psychology can change lives (Clanger, as cited in Brilliant, 2010).

In the reference list, you would provide a full reference for the book by Brilliant, since that is the source that you actually read.

**Remember:**

- It's OK to use secondary referencing occasionally, but try not to rely on it very often.
- If at all possible, it is better to track down the original source in order to make up your own mind about it.

## HOW SHOULD I ORDER MY REFERENCES WITHIN THE REFERENCE LIST?

References in your reference list should be ordered alphabetically by the first author's surname, followed by their initials.

In APA, the rule for alphabetising references is that "nothing comes before something". This means that a reference to *Sweet, P.* would come before a reference to *Sweetman, A.* even though *m* is before *p* in the alphabet. This is because "nothing" (i.e. the space after *Sweet*) comes before "something" (i.e. the *m* in *Sweetman*).

**To include more than one source by the same author**, list the sources in order by year of publication, from oldest to most recent.

Any sources with no date should come first, followed by sources with a known year of publication, followed finally by any articles in press (not yet published). For example:

Davies, R. (n.d.).

Davies, R. (2011).

Davies, R. (2014).

Davies, R. (in press).

Sources written by one author alone should be placed before any other sources they have co-written with other authors, regardless of the date. For example:

Davies, R. (2012).

Davies, R. & Hitchcock, A. (2009).

Sources with the same first author, but different second authors, should be alphabetised by the second author's surname; if the second author is the same, go on to the third author, and so on. This applies regardless of the year of publication. For example:

Davies, R. & Lynch, D. (2012).

Davies, R. & Morley, C. (2007).

**Sources by different authors with the same surname** should be alphabetised by the author's initials. For example:

Akbar, A. F. (2014).

Akbar, M. (2012).

This also applies if you have references by authors with the same surname which are co-written with other authors; alphabetise by the first author's initials before you move on to the second author's surname. For example:

James, P. & King, S. (2009).

James, R. & Bogart, H. (2011).

**Sources with a corporate author** (e.g. a report authored by the Department of Health) are alphabetised with the organisation as the author. For example:

Cameron, C. (1998).

Department of Health. (2001).

**Sources with no identifiable author** are usually identified by their title. In the reference list, alphabetise this type of reference by the title (leaving out any beginning words such as *The* or *A*). For example:

Jones, P. (2010).

New plans to scrap child tax credit. (2015).

Perkins, A. (2001).

For more detailed information on sources with no identifiable author, including citing in the text, see **No Author**.

## HOW SHOULD I CAPITALISE TITLES IN THE REFERENCE LIST?

In the reference list, titles of books, articles etc should be capitalised in the following way:

- Use a capital letter for the first word in the title
- Use a capital letter for the first word of any subtitles
- Use capital letters for names and proper nouns

### For example:

Gabrinetti, P. A., & Özler, Ş. (2014). Defenses and morality: Adam Smith, Sigmund Freud, and contemporary psychoanalysis. *Psychoanalytic Review*, 101(5), 735-765.

## WHEN SHOULD I INCLUDE RETRIEVAL DATES FOR ONLINE SOURCES?

When you reference information that you found online, you will sometimes need to include the retrieval date in the full reference. This is the date on which you last looked at the online source.

In the example below, the retrieval date is in bold text:

Huston, M. (2015, March/April). The chain of bias. *Psychology Today*, 48(2). Retrieved **July 29, 2015** from <https://www.psychologytoday.com/articles/201503/the-chain-bias>

### General rules:

- You do *not* need to give a retrieval date for any sources with a DOI. Unlike a URL, the DOI is stable and does not change over time. See also **URLs and DOIs**.
- You do *not* need to give a retrieval date for online journal articles or e-books.
- You *should* give a retrieval date for all other online sources, such as: websites; online news articles; blogs; podcasts; YouTube videos.

## QUOTING AND PARAPHRASING

### WHAT'S THE DIFFERENCE?

**Quoting** from a source means repeating a small amount of the author's writing word-for-word.

**Paraphrasing** a source means putting the author's idea(s) *into your own words*.

Quoting and paraphrasing can both be appropriate in your academic work. Generally it is best to use a combination of the two. Quoting can be useful when you feel it is important to use the author's exact wording; on the other hand, paraphrasing shows that you have understood the source by summarising it in your own words.

Whether you are quoting or paraphrasing, it is *essential* to provide an in-text citation and a reference in order to give credit to the author for the information you have used. The in-text citation should include the page number(s) of the section you have quoted or paraphrased. A letter *p* is used for single pages, while *pp* refers to multiple pages. If there are no page numbers in a source, see **No page numbers**.

## QUOTING

**If a quotation is less than 40 words long**, you should include it within the main body of your essay and enclose it in double quotation marks.

*Example quotations of less than 40 words:*

Sheen (2012) found that “participants who liked popcorn were more likely to believe in ghosts” (p. 13) which contradicts previous studies.

Contrary to popular belief, “there is no evidence whatsoever that cats have nine lives” (Lloyd Webber & Eliot, 1980, pp. 109-110).

**If a quotation is more than 40 words long**, you should separate it from the main body of your essay, starting on a new line and slightly indented from the left margin. Do not use quotation marks in this case.

*Example quotation of more than 40 words:*

One study found a link between pet ownership and time spent outdoors:

In this longitudinal study it became apparent that participants who owned a pet dog were significantly more likely to spend over 5 hours a week in local parks and green areas. The reasons for this are unclear, and it is possible that the purpose of these park visits may never be established. (Laslow, 2008, pp.19-20)

## PARAPHRASING

When paraphrasing from a source, you do not need to use quotation marks, but you should still provide an in-text citation with page numbers for the section that you paraphrased. For example:

Singh (2000) found that praising students’ work had a positive impact on their performance (p. 91).

More recent research concluded that dress codes did not affect employee productivity (Marx, 2006, pp. 6-7).

## II. GENERAL RULES FOR REFERENCING

The following rules apply when referencing any type of source.

### AUTHORS

#### NUMBER OF AUTHORS

##### Source with one author

###### **Example full reference**

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36, 89-99. doi: 10.1177/1098214014557694

###### **Example in-text citation**

Miller (2014) studied the relationship between community psychology and evaluation.

Community psychology has been found to have an influence on evaluation (Miller, 2014).

##### Source with two authors

###### **Example full reference**

Knifsend, C. A., & Juvonen, J. (2014). Social identity complexity, cross-ethnic friendships, and intergroup attitudes in urban middle schools. *Child Development*, 85, 709-721. doi: 10.1111/cdev.12157

###### **Example in-text citation**

Knifsend and Juvonen (2014) studied cross-ethnic friendships.

Cross-ethnic friendships have been shown to influence intergroup attitudes (Knifsend & Juvonen, 2014).

##### Source with three, four or five authors

###### **Example full reference**

Heaney, C. A., Walker, N. C., Green, A. J. K., & Rostron, C. L. (2015). Sport psychology education for sport injury rehabilitation professionals: A systematic review. *Physical Therapy in Sport*, 16, 72-79. doi: 10.1016/j.ptsp.2014.04.001

### **Example in-text citations**

You must list all authors the first time you cite the source in the text of your essay. For any later citations you should use the first author followed by **et al.** See examples below.

#### **First in-text citation:**

Heaney, Walker, Green, and Rostron (2015) carried out a systematic review of sport psychology education.

Evidence for sport psychology education has been systematically reviewed (Heaney, Walker, Green, & Rostron, 2015).

#### **Later in-text citations:**

Heaney et al. (2015) carried out a systematic review of sport psychology education.

Evidence for sport psychology education has been systematically reviewed (Heaney et al., 2015).

### **Source with six or seven authors**

The full reference is the same as referencing sources with 3 to 5 authors. However, in-text citations are different with 6 or 7 authors (see below).

#### **Example full reference**

Geluk, C. A., van Domburgh, L., Doreleijers, T. A., Jansen, L. M., Bouwmeester, S., Garre, F. G., & Vermeiren, R. (2014). Identifying children at risk of problematic development: latent clusters among childhood arrestees. *Journal of Abnormal Child Psychology*, 42, 669-680. doi: 10.1007/s10802-013-9811-3

#### **Example in-text citations**

For six or more authors, you should use the first author's name followed by **et al** when citing in the text. This applies to all in-text citations including the first. See examples below.

Geluk et al. (2014) discuss how to identify children at risk.

There are various ways to identify children at risk (Geluk et al., 2014).

### **Source with eight or more authors**

#### **Example full reference**

For eight or more authors, in the full reference you should list the first six authors followed by an ellipsis [...] and then the **last** author listed. This will mean leaving out some author names. See below for an example reference for a paper with nine authors.

### **Example full reference (paper with nine authors)**

Dickerson, F., Schroeder, J., Stallings, C., Origoni, A., Katsafanas, E., Schwienfurth, L. A., ... Yolken, R. (2014). A longitudinal study of cognitive functioning in schizophrenia: clinical and biological predictors. *Schizophrenia Research*, 156, 248-53. doi: 10.1016/j.schres.2014.04.019

### **Example in-text citations**

*For eight or more authors, you should use the first author's name followed by **et al** when citing in the text. This applies to all in-text citations including the first. See examples below.*

Dickerson et al. (2014) studied cognitive functioning in schizophrenia.

Schizophrenia has been shown to affect cognitive functioning (Dickerson et al., 2014).

## **CORPORATE AUTHOR (E.G. AN ORGANISATION)**

If it is not possible to identify an individual author for a source, you may be able to use the name of an organisation or company as the author. For example, if you want to reference a page on the website of the British Psychological Society, and there is no obvious author, you could use the British Psychological Society as the author in your reference.

### **Example full reference**

British Psychological Society. (2015, June 2). Discussing veterans' mental health in St Petersburg. Retrieved July 29, 2015 from <http://www.bps.org.uk/news/discussing-veterans-mental-health-st-petersburg>

### **Example in-text citations**

*If the organisation or company can be easily identified by an abbreviation or acronym, you should cite both the full title and the abbreviation the first time you cite the source in the text. In later references you can just use the abbreviation. See examples below.*

### **First in-text citation**

British Psychological Society (BPS, 2015) reported on a discussion of veterans' mental health.

Veterans' mental health was discussed at a meeting in Russia (British Psychological Society [BPS], 2015).

### **Later in-text citations**

The BPS (2015) reported on a discussion of veterans' mental health.

Veterans' mental health was discussed at a meeting in Russia (BPS, 2015).

If an organisation or company does not have a commonly used abbreviation or acronym, you should give the full name of the organisation **every time** it is cited in the text. See examples below.

Leeds Trinity University (2015) states that a former student of the university was nominated for the Yorkshire Women of Achievement Awards.

A former student of Leeds Trinity University was nominated for the Yorkshire Women of Achievement Awards (Leeds Trinity University, 2015).

## NO AUTHOR

For some sources, an organisation or group could be used as the author. See **Corporate author**.

For online sources, there may be a screen name or username which you could use as the author. See **Screen names and online usernames**.

However, if there is no way to identify any kind of author for the source, you should begin your reference with the title of the source.

### Sources with no identifiable author

If the title of the source is short, use the full title when citing in the text. For long titles you can use just the first few words. See examples below.

In the reference list, alphabetise this type of reference by the title (discounting any beginning words such as *The*, *A* or *An*).

## Book with no author

### Example full reference

*Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.

### Example in-text citation

*Merriam-Webster's collegiate dictionary* (2005) has a definition of cognition.

Cognition has a dictionary definition (*Merriam-Webster's collegiate dictionary*, 2005).

## Online article with no author

### Example full reference

All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved July 29, 2015 from [http://www.msnbc.msn.com/id/39625809/ns/world\\_news-americas/](http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/)

### **Example in-text citation**

*When citing in the text, use double quotation marks around the title. You do not need to use the quotation marks in the reference list (see above).*

“All 33 Chile miners” (2010) explains how the miners were freed.

The miners were freed in a rescue operation (“All 33 Chile miners,” 2010).

## SCREEN NAMES AND ONLINE USERNAMES

### **If you know the author’s real name**

If you know the real name of an author, you can use both their real name and their screen name (online username) when citing sources such as blog posts or YouTube videos. The real name is given first, followed by the screen name in square brackets. See example below.

#### **Example full reference: blog post where the author’s real name is known**

*In the example below, the author Paul Staines writes his blog under the screen name Guido Fawkes.*

Staines, P. [Guido Fawkes]. (2009, November 24). Derek Draper allowed to practise psychotherapy [Blog post]. Retrieved July 29, 2015 from [http://order-order.com/2009/11/24/dolly-draper-allowed-to-practise-psychotherapy/#\\_@/atAIXe5H1zuu3w](http://order-order.com/2009/11/24/dolly-draper-allowed-to-practise-psychotherapy/#_@/atAIXe5H1zuu3w)

### **Example in-text citation**

*If the author’s real name is known, use their real name when citing in the text.*

Staines (2009) noted that Derek Draper was allowed to practice psychotherapy despite his involvement in a political scandal.

Derek Draper was allowed to practice psychotherapy despite his involvement in a political scandal (Staines, 2009).

### **If you don’t know the author’s real name**

If there is no way to establish the author’s real name, you can use their screen name in the reference. See examples below.

#### **Example full reference: YouTube video where author’s real name is not known**

StormCloudsGathering. (2013, May 16). *The psychology of authority* [Video file]. Retrieved July 29, 2015 from <https://www.youtube.com/watch?v=qO3R5JcbffM>

### **Example in-text citation**

*If you don't know the author's real name, use their screen name when citing in the text.*

A video by StormCloudsGathering (2013) describes various studies on the psychology of authority.

Various studies on the psychology of authority have been carried out (StormCloudsGathering, 2013).

## **NO DATE**

If there is no way to establish the publication date of a source, use (n.d.) instead of the year. This stands for "no date".

### **Example full reference (online article with no date)**

Martin, B. (n.d.). Does stress cause heart disease? Retrieved July 29, 2015 from <http://psychcentral.com/lib/does-stress-cause-heart-disease/24/>

### **Example in-text citation**

Martin (n.d.) described the effect of stress on heart disease.

Stress has been found to have an effect on heart disease (Martin, n.d.).

## **NO PAGE NUMBERS**

If you have quoted or paraphrased from a source which has no page numbers (e.g. an online article) you should instead provide a paragraph number in the in-text citation. For example, starting from the top of the page, the third paragraph down would be paragraph 3. This is abbreviated to **para. 3**. The paragraph number is placed wherever you would normally put page numbers.

For longer documents you can use a chapter number/title or section heading, followed by the paragraph number within that chapter or section.

### **Example full reference: online article with no page numbers**

Filer, N. (2014, January 25). Mental health care: Where did it all go so wrong? *Guardian*. Retrieved July 29, 2015 from <http://www.theguardian.com/society/2014/jan/25/nathan-filer-mental-health-care-where-did-it-go-wrong>

### ***Example in-text citation using paragraph number***

Filer (2014) states that “The safety of patients (and the public) is paramount” (para. 19).

“The safety of patients (and the public) is paramount” (Filer, 2014, para. 19).

### **Page numbers and e-books**

Some e-books do not provide page numbers. You should not use location numbers in Kindle e-books as page numbers. Instead you should use chapter numbers or chapter titles in your in-text citations, followed by the paragraph number within that chapter (see example above).

## **URLs AND DOIs**

### **Difference between DOI and URL**

A URL is the online address for a website or online resource. For example, the URL for the BBC website is [www.bbc.co.uk](http://www.bbc.co.uk)

A DOI (Digital Object Identifier) is a unique identifying number used only for academic literature which is published online. The advantage of a DOI is that it is a unique number linked to one specific article and does not change over time.

### **Identifying DOIs**

A DOI is a long number which always starts with 10. Here is an example DOI:  
10.1177/1098214014557694

If an online article has a DOI, you will usually find it at the beginning of the article with the letters DOI in front of it (DOI may be in uppercase or lowercase).



The image shows a journal header for the American Journal of Evaluation. The title is "Community Psychology, Evaluation, and Social Critique". The DOI is 10.1177/1098214014557694, which is highlighted with a red box. The header also includes the journal name, copyright information, and the SAGE logo.

### **When to use a DOI or a URL**

If the source you are referencing has a DOI, you should always include the DOI in the reference. If the source does not have a DOI, you can use the URL instead.

Use the DOI **or** the URL – not both!

### III. REFERENCE EXAMPLES A-Z

#### BLOG POST

You should only reference a blog post if you are confident that it is a reliable academic source. If in doubt, ask your lecturer.

##### **Reference format**

Author Surname, Author Initial. (Year, Month Date). Title of blog post [Blog post]. Retrieved Month Date, Year from <http://www....>

##### **Example full reference**

Hume-Pratuch, J. (2014, July 25). How to use the new DOI format in APA style [Blog post]. Retrieved July 29, 2015 from <http://blog.apastyle.org/apastyle/2014/07/how-to-use-the-new-doi-format-in-apa-style.html>

##### **Example in-text citation**

Hume-Pratuch (2014) explains how to use DOIs in APA referencing.

DOIs should be used in a specific way in APA style (Hume-Pratuch, 2014).

#### BOOK [ELECTRONIC]

For guidance on multiple authors or editors, see **Authors**.

You only need to specify the edition of a book if it is the 2<sup>nd</sup> edition or later. This information is usually on the cover or title page of the book.

If the e-book or e-book chapter has a DOI, you can use this in the reference in place of the URL.

If the URL is very long or does not take you directly to the e-book, you can use the URL of the main website where the book can be found, e.g. <https://www.dawsonera.com> or <https://scholar.google.co.uk/>

For quotations from e-books which do not have page numbers, see **No page numbers**.

#### E-BOOK ACCESSED VIA LIBRARY CATALOGUE, GOOGLE BOOKS, ETC.

##### **Reference format**

Author Surname, Author Initial. (Year). *Title of book* (Edition.). Retrieved from <http://www....>

### **Example full reference**

Howitt, D. (2015). *Introduction to forensic and criminal psychology* (5<sup>th</sup> ed.). Retrieved from <https://www.dawsonera.com>

### **Example in-text citation**

Howitt (2015) notes that forensic psychology is constantly evolving.

Forensic psychology is constantly evolving (Howitt, 2015).

## CHAPTER IN E-BOOK ACCESSED VIA LIBRARY CATALOGUE, GOOGLE BOOKS, ETC.

### **Reference format**

Author Surname, Author Initial. (Year). Title of chapter. In Editor Initial, Editor Surname (Ed.), *Title of book* (edition, page numbers). Retrieved from <http://www...>

### **Example full reference:**

Dickins, M. (2014). Young childrens' well-being in times of austerity. In J. Manning-Morton (Ed.), *Exploring well-being in the early years* (pp.44-53). Retrieved from <https://www.dawsonera.com>

### **Example in-text citation:**

Dickins (2014) states that childrens' wellbeing can suffer in times of austerity.

Childrens' wellbeing can suffer in times of austerity (Dickins, 2014).

## E-BOOK ON KINDLE, NOOK OR OTHER E-READER

### **Reference format**

Author Surname, Author Initial. (Year). *Title of book* (Edition.) [E-reader version]. Retrieved from <http://www...>

### **Example full reference**

Richards, D. & Richards, R. (2012). *Psychology in plain English* [Kindle book]. Retrieved from <http://www.amazon.co.uk>

### **Example in-text citation**

Richards and Richards (2012) note that psychology is not always a science.

Psychology is not always a science (Richards & Richards, 2012).

## CHAPTER IN E-BOOK ON KINDLE, NOOK OR OTHER E-READER

### **Reference format**

Author Surname, Author Initial. (Year). Title of chapter. In Editor Initial, Editor Surname (Ed.), *Title of book* [E-reader version] (edition, page numbers). Retrieved from [http://www....](http://www...)

### **Example full reference:**

Dickins, M. (2014). Young childrens' well-being in times of austerity. In J. Manning-Morton (Ed.), *Exploring well-being in the early years* [Kindle book] (pp.44-53). Retrieved from <http://www.amazon.co.uk>

### **Example in-text citation:**

Dickins (2014) states that childrens' wellbeing can suffer in times of austerity.

Childrens' wellbeing can suffer in times of austerity (Dickins, 2014).

## BOOK [PRINT]

For guidance on multiple authors or editors, see **Authors**.

You only need to specify the edition of a book if it is the 2<sup>nd</sup> edition or later. This information is usually on the cover or title page of the book.

## BOOK

### **Reference format**

Author Surname, Author Initial. (Year). *Title of book* (Edition.). Location: Publisher.

### **Example full reference:**

Howitt, D. (2015). *Introduction to forensic and criminal psychology* (5<sup>th</sup> ed.). Harlow: Pearson.

### **Example in-text citation:**

Howitt (2015) notes that forensic psychology is constantly evolving.

Forensic psychology is constantly evolving (Howitt, 2015).

## EDITED BOOK

The example below should be used when you are referencing the whole book. If you are referencing a specific chapter from the book, see **Chapter in an edited book**.

### **Reference format**

Editor Surname, Editor Initial. (Ed.). (Year). *Title of book* (Edition.). Location: Publisher.

### **Example full reference**

Holliman, A. J. (Ed.). (2014). *The Routledge international companion to educational psychology*. London: Routledge.

### **Example in-text citation**

Holliman (2014) provides an international overview of educational psychology.

Educational psychology can vary between countries (Holliman, 2014).

## CHAPTER IN AN EDITED BOOK

If you are referencing a specific chapter in an edited book, you should provide a reference for that chapter (as opposed to referencing the whole book).

### **Reference format**

Author Surname, Author Initial. (Year). Title of chapter. In Editor Initial, Editor Surname (Ed.), *Title of book* (edition, page numbers). Location: Publisher.

### **Example full reference**

Radley, A. (2015). Suffering. In M. Murray (Ed.), *Critical health psychology* (2nd ed., pp. 31-43). Basingstoke, England: Palgrave Macmillan.

### **Example in-text citation**

Radley (2015) explains various ways that people communicate suffering.

People communicate suffering in various different ways (Radley, 2015).

## REPUBLISHED OR MODERN EDITION OF A CLASSIC BOOK

Some classic books have been reprinted and reissued in various forms since their original publication. Use the format below to acknowledge both the original publication date and the edition that you actually read.

### **Reference format**

Author Surname, Author Initial. (Date of new/republished edition). *Title of book* (Edition.). Location: Publisher. (Original work published [year])

### **Example full reference**

Milgram, S. (2010). *Obedience to authority* (New ed.). London: Pinter & Martin. (Original work published 1974)

### **Example in-text citation**

Milgram (1974/2010) was surprised by participants' willingness to follow orders.

People can be surprisingly willing to follow orders (Milgram, 1974/2010).

## TRANSLATED BOOK

If you are referencing a book which has been translated into English, the translator should be acknowledged in the reference.

### **Reference format**

Author Surname, Author Initial. (Year). *Title in English* (Translator Initial. Translator Surname, Trans.). Location: Publisher.

### **Example full reference**

Piaget, J. (1969). *The psychology of the child* (H. Weaver, Trans.). New York, NY: Basic Books.

### **Example in-text citation**

Piaget (1969) explains how children develop in several stages.

Children develop in several stages (Piaget, 1969).

## CONFERENCE PAPER

### CONFERENCE PAPER [ONLINE]

#### **Reference format**

Author Surname, Author Initial. (Year, Month Date). *Title of paper*. Paper presented at Title of Conference: Subtitle of Conference, Location. Retrieved Month Date, Year from <http://www.xxx...>

#### **Example full reference:**

Langton, S. (2001, September 18-21). *How the eyes affect the I: Gaze perception, cognition and the robot-human interface*. Paper presented at 10th IEEE International Workshop on Robot and Human Interactive Communication, Bordeaux and Paris, France. Retrieved July 29, 2015 from <http://hdl.handle.net/1893/21062>

#### **Example in-text citation:**

Langton (2001) looked at gaze perception in human-robot interactions.

Gaze perception has been found to affect human-robot interactions (Langton, 2001).

## CONFERENCE PAPER [PUBLISHED IN A BOOK]

### **Reference format**

Author Surname, Author Initial. (Year). Title of paper. In Editor Initial, Editor Surname (Ed.). *Title of Published Proceedings* (page numbers). Place of publication: Publisher.

### **Example full reference:**

Vanfraechem-Raway, E. (2005). Psychological relationship between trainers and young players: leadership aspects. In T. Reilly, J. Cabri & D. Araujo (Eds.). *Science and Football V: The proceedings of the Fifth World Congress on Science and Football* (pp. 590-597). London: Routledge.

### **Example in-text citation:**

Vanfraechem-Raway (2005) studied relationships between trainers and players.

Relationships between trainers and players are important (Vanfraechem-Raway, 2005).

## DICTIONARY OR ENCYCLOPAEDIA ENTRY

In this example the Author refers to the person who wrote the individual entry, while the Editor(s) refers to the editor(s) of the dictionary or encyclopaedia as a whole.

## DICTIONARY OR ENCYCLOPAEDIA ENTRY [ONLINE]

### **Reference format**

Author Surname, Author Initial. (Year). Title of entry. In Editor Initial, Editor Surname (Ed.), *Title of dictionary or encyclopaedia* (Edition.). Retrieved Month Date, Year from <http://www....>

### **Example reference:**

Downes, S. M. (2014). Evolutionary psychology. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Summer 2014 ed.). Retrieved July 29, 2015 from <http://plato.stanford.edu/entries/evolutionary-psychology/>

### **Example in-text citation:**

Downes (2014) states that evolutionary psychology is informed by biology.

Evolutionary psychology is informed by biology (Downes, 2014).

## DICTIONARY OR ENCYCLOPAEDIA ENTRY [PRINT]

### **Reference format**

Author Surname, Author Initial. (Year). Title of entry. In Editor Initial, Editor Surname (Ed.), *Title of dictionary or encyclopaedia* (edition, page numbers). Location: Publisher.

### **Example full reference:**

Crittenden, P. M. (2008). Attachment theory. In G. J. Towl, D. P. Farrington, D. A. Crighton, & G. Hughes (Eds.), *Dictionary of forensic psychology* (pp. 11-13). Devon: Willan.

### **Example in-text citation:**

Crittenden (2013) notes that there are several versions of attachment theory.

There are several versions of attachment theory (Crittenden, 2013).

## DISSERTATION OR THESIS

### DISSERTATION OR THESIS [ONLINE]

#### **Reference format**

Author Surname, Author Initial. (Year). *Title of dissertation or thesis* (Type of dissertation or thesis, Name of university). Retrieved Month Date, Year from <http://www...>

#### **Example full reference:**

Albor, C. (2011). *Are poor people healthier in rich or poor areas?: The psychosocial effects of socioeconomic incongruity in the neighbourhood* (PhD thesis, University of York). Retrieved July 29, 2015 from <http://etheses.whiterose.ac.uk/1595/>

#### **Example in-text citation:**

Albor (2011) found a correlation between geographical living areas and health.

Health has been linked to geographical living area (Albor, 2011).

### DISSERTATION OR THESIS [PRINT]

#### **Reference format**

Author Surname, Author Initial. (Year). *Title of dissertation or thesis* (Unpublished dissertation/thesis). Name of university, Location.

#### **Example full reference:**

Jersakova, R. (2013). *Exploring the effects of emotion on semantic memory retrieval monitoring* (Unpublished PhD thesis). University of Leeds, Leeds.

### **Example in-text citation:**

Jersakova (2013) found a relationship between emotion and memory retrieval.

Emotion has been found to affect memory retrieval (Jersakova, 2013).

## **FILM**

### **Reference format**

Producer Surname, Producer Initial (Producer), & Director Surname, Director Initial (Director). (Year released). *Title of film* [Motion picture]. Country of origin: Studio.

### **Example full reference**

Bender, L. (Producer), & Tarantino, Q. (Director). (1994). *Pulp Fiction* [Motion picture]. United States: Miramax.

### **Example in-text citation**

Bender and Tarantino (1994) used gratuitous violence in their film *Pulp Fiction*.

Gratuitous violence is used in films such as *Pulp Fiction* (Bender & Tarantino, 1994).

See also: [Youtube video](#)

## **JOURNAL ARTICLE**

### **Journal volume numbers and issue numbers**

Most journals have both a volume number and an issue number. The issue number indicates different instalments of the journal which were published within the same year. For example, the British Journal of Psychology is published 4 times a year. All instalments of the journal published in 2014 had the volume number 105, but the first issue (published in February) is issue number 1, the second is issue 2, etc.

The issue number usually appears in brackets after the volume number, e.g. **105 (3)** indicates volume 105, issue 3.

In APA referencing, the *volume* number is always included in the reference. However, you only need to include the *issue* number in your reference if each issue of the journal starts with page 1 (as opposed to the page numbers being continuous across each issue for the year).

A good clue: if the issue number is 2 or above, and the page numbers of the article are low, it is likely that the issue started at page 1 and you would need to include the issue number in your reference. You can double check by visiting the journal's website and checking the page numbers of their past issues.

If you need to include an issue number in a reference, it goes in brackets after the volume number, and is not italicised. Example:

Trankle, S. & Haw, J. (2009). Predicting Australian health behaviour from health beliefs. *Sensoria: a journal of mind, brain, and culture*, 5(2), 18-24. doi:10.7790/ejap.v5i2.167

## JOURNAL ARTICLE [ONLINE]

If no DOI is available, use the URL instead. For more information see [URLs and DOIs](#).

### **Reference format**

Author Surname, Author Initial. (Year). Title of article. *Title of journal*, volume number, page numbers. doi: 10.xxx

### **Example full reference**

#### **With DOI:**

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36, 89-99. doi: 10.1177/1098214014557694

#### **With URL:**

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36, 89-99. Retrieved from <http://aje.sagepub.com/>

### **Example in-text citation**

Miller (2014) studied the relationship between community psychology and evaluation.

Community psychology can influence evaluation (Miller, 2014).

## JOURNAL ARTICLE [ADVANCE ONLINE PUBLICATION]

Sometimes journal articles become available on the journal website before they appear in the print version of the journal. This means there is no volume number or issue number to use in the reference. If no DOI is available, use the URL.

### **Reference format:**

Author Surname, Author Initial. (Year). Title of article. *Title of journal*. Advance online publication. doi: 10.xxx

**Example full reference:**

Probst, T. M. (2015). Organizational safety climate and supervisor safety enforcement: Multilevel explorations of the causes of accident underreporting. *Journal of Applied Psychology*. Advance online publication. doi: 10.1037/a0039195

**Example in-text citation:**

Probst (2015) studied the causes of accident underreporting.

Accident underreporting has multiple causes (Probst, 2015).

## JOURNAL ARTICLE [PRINT]

**Reference format**

Author Surname, Author Initial. (Year). Title of article. *Title of journal*, volume number, page numbers.

**Example full reference:**

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36, 89-99.

**Example in-text citation:**

Miller (2014) studied the relationship between community psychology and evaluation.

Community psychology has been found to have an influence on evaluation (Miller, 2014).

## MAGAZINE ARTICLE

### MAGAZINE ARTICLE [ONLINE]

**Reference format**

Author Surname, Author Initial. (Year, Month). Article title. *Magazine title*, volume number (issue number). Retrieved Month Date, Year from <http://www...>

**Example full reference:**

Huston, M. (2015, March/April). The chain of bias. *Psychology Today*, 48(2). Retrieved July 29, 2015 from <https://www.psychologytoday.com/articles/201503/the-chain-bias>

**Example in-text citation:**

Huston (2015) discusses the negative effects of racial discrimination.

Racial discrimination has been shown to have negative effects (Huston, 2015).

## MAGAZINE ARTICLE [PRINT]

### **Reference format**

Author Surname, Author Initial. (Year, Month). Article title. *Magazine title*, volume number (issue number), page numbers.

### **Example full reference:**

Huston, M. (2015, March/April). The chain of bias. *Psychology Today*, 48(2), 19.

### **Example in-text citation:**

Huston (2015) discusses the negative effects of racial discrimination.

Racial discrimination has been shown to have negative effects (Huston, 2015).

## NEWSPAPER ARTICLE

## NEWSPAPER ARTICLE [ONLINE]

### **Reference format**

Author Surname, Author Initial. (Year, Month Date). Article title. *Newspaper Title*. Retrieved Month Date, Year from <http://www....>

### **Example full reference:**

Chambers, C. (2014, January 24). The changing face of psychology. *Guardian*. Retrieved July 25, 2015 from <http://www.theguardian.com/science/head-quarters/2014/jan/24/the-changing-face-of-psychology>

### **Example in-text reference:**

Chambers (2014) reports that publication bias has been found in psychology journals.

Publication bias has been found in psychology journals (Chambers, 2014).

## NEWSPAPER ARTICLE [PRINT]

### **Reference format**

Author Surname, Author Initial. (Year, Month Date). Article title. *Newspaper Title*, page numbers.

### **Example full reference:**

Adams, R. (2015, June 25). Daughters of working mothers do better in life – and sons may be more caring, too. *Guardian*, p. 3.

**Example in-text reference:**

Adams (2015) reports that daughters of working mothers do better in life.

Daughters of working mothers have been shown to do better in life (Adams, 2015).

## PODCAST

You should only reference a podcast if you are confident that it is a reliable academic source. If in doubt, ask your lecturer.

In general, you should not reference a lecture podcast created by your lecturer. Instead, you should do your own reading and reference appropriate academic sources.

**Reference format**

Producer Surname, Producer Initial (Producer). (Year, Month Date). *Title of podcast* [Type of podcast]. Retrieved Month Date, Year from [http://www....](http://www...)

**Example full reference:**

Egerton, J. (Producer). (2015, May 27). *Happiness industry, wellness syndrome* [Audio podcast]. Retrieved July 29, 2015 from <http://www.bbc.co.uk/programmes/b006qy05>

**Example in-text reference:**

Egerton (2015) discusses policies aimed at increasing happiness.

Various policies have aimed to increase happiness (Egerton, 2015).

## RADIO PROGRAMME

### RADIO PROGRAMME

**Reference format**

Producer Surname, Producer Initial. (Producer). (Year, Month Date of broadcast). *Title of programme* [Radio broadcast]. Location of broadcasting company: Broadcasting Company.

**Example full reference:**

Streeter, E. & Byrne, D. (Producers). (2015, June 23). *Human zoo: Morals and norms* [Radio broadcast]. London: BBC.

**Example in-text citation:**

Streeter and Byrne (2015) identified unwritten rules that govern human behaviour.

Unwritten rules often govern human behaviour (Streeter & Byrne, 2015).

## RADIO PROGRAMME [ONLINE]

**Reference format**

Producer Surname, Producer Initial. (Producer). (Year, Month Date of broadcast). *Title of programme* [Online radio broadcast]. Retrieved Month Date, Year from <http://www....>

**Example full reference:**

Streeter, E. & Byrne, D. (Producers). (2015, June 23). *Human zoo: Morals and norms* [Online radio broadcast]. Retrieved July 29, 2015 from <http://www.bbc.co.uk/programmes/b05zktnc>

**Example in-text citation:**

Streeter and Byrne (2015) identified unwritten rules that govern human behaviour.

Unwritten rules often govern human behaviour (Streeter & Byrne, 2015).

See also: **Podcast**

## REPORT

This format can be used for referencing reports published by, for example, government departments, charities or companies. If no specific author(s) are identifiable in the report, you should use the name of the organisation that produced the report as the author. For more information see **Authors**.

## REPORT [ONLINE]

**Reference format**

Author Surname, Author Initial. (Year). *Title of report* (Report number if applicable). Retrieved Month Date, Year from <http://www....>

**Example full reference:**

Department for Education. (2015). *Mental health and behaviour in schools: departmental advice for school staff*. Retrieved July 29, 2015 from <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

**Example in-text citation:**

Department for Education (2015) found that mental health issues affect children's behaviour.  
Mental health issues can affect children's behaviour (Department for Education, 2015).

## REPORT [PRINT]

**Reference format**

Author Surname, Author Initial. (Year). *Title of report* (Report number if applicable). Location: Publisher.

**Example full reference:**

Department for Education. (2015). *Mental health and behaviour in schools: departmental advice for school staff*. Manchester: Department for Education.

**Example in-text citation:**

Department for Education (2015) found that mental health issues affect children's behaviour.  
Mental health issues can affect children's behaviour (Department for Education, 2015).

## TELEVISION PROGRAMME

### TELEVISION PROGRAMME

**Reference format**

Director/Producer Surname, Director/Producer Initial. (Director/Producer). (Year, Month Date of broadcast). *Title of programme* [Television broadcast]. Location of broadcasting company: Broadcasting Company.

**Example full reference**

Geffen, A. (Producer). (2015, June 28). *David Attenborough meets Barack Obama* [Television broadcast]. London: BBC.

**Example in-text citation**

In Geffen (2015) David Attenborough discusses conservation with President Obama.  
David Attenborough has discussed conservation with President Obama (Geffen, 2015).

## TELEVISION PROGRAMME [WATCHED ONLINE]

This format should be used for a TV programme watched online, e.g. via BBC iPlayer.

### **Reference format**

Director/Producer Surname, Director/Producer Initial. (Director/Producer). (Year, Month Date of broadcast). *Title of programme* [Online broadcast]. Retrieved Month Date, Year from <http://www....>

### **Example full reference:**

Geffen, A. (Producer). (2015, June 28). *David Attenborough meets Barack Obama* [Online broadcast]. Retrieved July 29, 2015 from <http://www.bbc.co.uk/iplayer/episode/b0616m86/david-attenborough-meets-president-obama>

### **Example in-text citation**

In Geffen (2015) David Attenborough discusses conservation with President Obama.

David Attenborough has discussed conservation with President Obama (Geffen, 2015).

## WEBSITE

You should only use information found on a website if you are sure that it is a reliable academic source. If in doubt, ask your lecturer.

The date that you found the information should be included in the reference, as online information can change very quickly.

If you can't identify the author of a website, see **No author**.

### **Reference format**

Author Surname, Author Initial. (Date). Title of webpage. Retrieved Month Date, Year from <http://www....>

### **Example full reference:**

White, L. T. (2015, June 10). Communication styles in Estonia and the United States. Retrieved July 2, 2015 from <https://www.psychologytoday.com/blog/culture-conscious/201506/communication-styles-in-estonia-and-the-united-states>

### **Example in-text citation:**

White (2015) notes that Estonians are often more reserved than Americans.

Estonians are often more reserved than Americans (White, 2015).

## YOUTUBE VIDEO [OR OTHER ONLINE VIDEO]

You should only use information found in an online video if you are sure that it is a reliable academic source (or if, for example, you are specifically studying YouTube videos). If in doubt, ask your lecturer.

For YouTube and other online videos, the person or organisation who posted the video online is classed as the author in the reference. The author's screen name or username is also included in the reference.

If you can't identify the author of a YouTube video, see **Screen names and online usernames**

### **Reference format**

Author Surname, Author Initial. [Author screen name]. (Year, Month Date). *Title of video* [Video file]. Retrieved Month Date, Year from <http://www....>

### **Example full reference:**

TED Talks. [TED]. (2008, September 23). *Philip Zimbardo: the psychology of evil* [Video file]. Retrieved July 29, 2015 from <https://www.youtube.com/watch?v=OsFEV35tWsg>

### **Example in-text citation**

In TED Talks (2008) Philip Zimbardo explains how authority enables abuse of power.

Authority has been shown to enable the abuse of power (TED Talks, 2008).

## IV. GET HELP WITH REFERENCING

### RESOURCES

#### APA Style Guide

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

This is available in the library with the classmark 808.06615 AME.

#### APA Style website

American Psychological Association. (2015). APA style. Retrieved from <http://www.apastyle.org/>

#### APA Style Blog

American Psychological Association. (2015). APA style blog. Retrieved from <http://blog.apastyle.org/>

### CONTACT

- Contact your Liaison Librarian
- Visit the Enquiry Point in the library
- Email the Library Helpdesk at [libraryenquiries@leedstrinity.ac.uk](mailto:libraryenquiries@leedstrinity.ac.uk)

Compiled by: Rachel Davies  
With contributions from: Sarah Munks, Rebecca Coombes, Nick Goodfellow, Steve Jones and James Jackson.  
Front cover designed by: Kat Archibald  
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