



APA 7th Referencing Guide

CONTENTS

I. GENERAL INFORMATION.....	4
ABOUT THIS GUIDE.....	4
WHAT IS REFERENCING AND WHY DO WE NEED IT?	4
REFERENCE LISTS AND IN-TEXT CITATIONS.....	5
In-text citations	5
Reference lists	5
FAQs ABOUT CITATIONS AND REFERENCE LISTS.....	6
Can I include more than one source in an in-text citation?	6
How do I reference two or more sources by the same author, published in the same year?	7
How do I reference one author's work mentioned in another author's work? [Secondary referencing]	7
How should I order my references within the reference list?.....	8
How should I capitalise titles in the reference list?.....	9
How should I include dates for online sources?	10
QUOTING AND PARAPHRASING.....	10
What's the difference?	10
Quoting	11
Paraphrasing.....	11
II. GENERAL RULES FOR REFERENCING.....	12
AUTHORS.....	12
Number of authors	12
Corporate author (e.g. an organisation).....	14
No author	15
Screen names and online usernames.....	16
NO DATE	16
NO PAGE NUMBERS.....	17
URLs AND DOIs.....	17

III. REFERENCE EXAMPLES A-Z	19
BLOG POST.....	19
BOOK [ELECTRONIC]	19
E-book	19
Chapter in edited e-book.....	20
BOOK [PRINT]......	20
Book.....	21
Edited book.....	21
Chapter in an edited book.....	21
Republished or modern edition of a classic book.....	22
Translated book	22
CONFERENCE PAPER	23
Conference paper [online].....	23
Conference paper [published in a book]	23
DICTIONARY OR ENCYCLOPAEDIA ENTRY.....	24
Dictionary or encyclopaedia entry [online]	24
Dictionary or encyclopaedia entry [print]	24
DISSERTATION OR THESIS.....	24
Dissertation or thesis [online].....	24
Dissertation or thesis [print].....	25
FILM	25
JOURNAL ARTICLE.....	26
Journal article [online]	27
Journal article [advance online publication]	27
Journal article [print].....	28
MAGAZINE ARTICLE.....	28
Magazine article [online]	28
Magazine article [print].....	28
NEWS ARTICLE	29
News article [online]	29
News article [print]	29
PODCAST	30

RADIO PROGRAMME	30
Radio programme	30
Radio programme [online].....	30
REPORT.....	31
Report [online].....	31
Report [print]	32
TELEVISION PROGRAMME	32
Television programme [series]	32
Television programme [episode]	32
WEBSITE.....	33
YOUTUBE VIDEO [OR OTHER ONLINE VIDEO]	34
IV. GET HELP WITH REFERENCING.....	35
RESOURCES.....	35
CONTACT	35

I. GENERAL INFORMATION

ABOUT THIS GUIDE

This is the second version 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 7th edition of APA referencing, sometimes referred to as "APA 7th".

The information in this guide is taken from:

APA Style Guide

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

APA Style Blog

American Psychological Association. (2020). *APA style blog*. <https://apastyle.apa.org/blog/>

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) or Wurtzel (1994)

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

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

If a reference takes up more than one line, the second line onwards should be indented by 1.25cm from the left margin. Example:

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36(1), 89-99. <https://doi.org/10.1177/1098214014557694>

You can do this in Word using the Paragraph menu. Highlight your reference list and set the Indentation to Hanging 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). Recent theories of socialization. *Psychology Studies*, 25(1), 99-102.

Smith, J. (2011b). Following up on theories of socialization. *Social Psychology*, 74(3), 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 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).

Furlong, K. (2019).

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 the subtitle, if there is one (a subtitle is the second part of the title after a colon)
- Use capital letters for names and proper nouns (e.g. place names, company names).

For example:

Barbour, K., Lee, K., & Moore, C. (2017). Online persona research: An Instagram case study. *Persona Studies*, 3(2), 1-12. <https://doi.org/10.21153/ps2017vol3no2art710>

HOW SHOULD I INCLUDE DATES FOR ONLINE SOURCES?

All references should include the year that the source was published. However, with content from websites it is sometimes necessary to use a more specific date. Examples include:

- An online news article which shows the exact date it was published
- A blog post which was posted on a specific date
- A YouTube video which shows the specific date it was uploaded

If you can see the exact date that an online source was published, you should include this as part of the publication date in the format (Year, Month Date) as part of the **full reference**.

The example below, for an online news article, has an exact publication date:

Raddi, G. (2019, February 15). *Universities and the NHS must join forces to boost student mental health*. Guardian. <https://www.theguardian.com/education/2019/feb/15/universities-and-the-nhs-must-join-forces-to-boost-student-mental-health>

In the **in-text citation**, you only need to include the year, e.g. (Raddi, 2019) or Raddi (2019).

Note: You do not need to provide an exact publication date for online journal articles or e-books.

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(1), 89-99. <https://doi.org/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(2), 709-721. <https://doi.org/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 or more authors

For sources with three or more authors, you should list every author (up to a maximum of 20) in the full reference in the reference list.

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(1), 72-79. <https://doi.org/10.1016/j.ptsp.2014.04.001>

Example in-text citation

For sources with three or more authors, use the first author's name followed by **et al.** in your in-text citations. This is a Latin phrase meaning "and others".

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).

Exceptions to the rule

If you are referencing several papers with three or more authors, published in the same year, you may occasionally find that the use of **et al.** would cause confusion. For example, if you were referencing two articles with the following authors:

Ling, Hughes, Patel, Huang, and Newburn (2020)

Ling, Hughes, Mahmoud, Petersen, and Evans (2020)

To reference both of these as Ling et al. (2020) would cause confusion, as you can't tell which article is which. In this situation, you would need to include more names in the in-text citations:

Ling, Hughes, Patel, et al. (2020)

Ling, Hughes, Mahmoud, et al. (2020)

Source with more than twenty authors

Example full reference

For sources with twenty or more authors, in the full reference you should list the first nineteen 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 24 authors.

Example full reference (paper with 24 authors)

Tobler, R., Rohrlach, A., Soubrier, J., Bover, P., Llamas, B., Tuke, J., Bean, N., Abdullah-Highfold, A., Agius, S., O'Donoghue, A., O'Loughlin, I., Sutton, P., Zilio, F., Walshe, K., Williams, A. N., Turney, C. S. M., Williams, M., Richards, S. M., Mitchell, N. ... Cooper, A. (2017). Aboriginal mitogenomes reveal 50,000 years of regionalism in Australia. *Nature*, 544(7649), 180-184. <https://doi.org/10.1038/nature21416>

Example in-text citations

Tobler et al. (2014) studied the history of regionalism in Australia.

Mitogenomes have been used to study regionalism in Australia (Tobler 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 an article 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*. <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 use 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. See below for some examples.

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). 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

Former mental health patient now works on ward that treated her (2020, May 21). BBC News. <https://www.bbc.co.uk/news/uk-england-cambridgeshire-52745817>

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). You can shorten the title if it is long.

“Former mental health patient” (2020) tells one service user’s story.

Personal experience of mental health care can be useful (“Former mental health patient”, 2020).

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.

*In the case of online videos, the person who made the video is classed as the author.

Example full reference: online video where the author's real name is known

In the example below, the YouTuber Natalie Wynn uses the screen name ContraPoints.

Wynn, N. [ContraPoints]. (2020, February 16). *Shame* [Video]. YouTube.
https://www.youtube.com/watch?v=K7WvHTI_Q7I

Example in-text citation

Wynn (2020) explained how shame can affect our understanding of sexuality.

Our understanding of sexuality can be affected by shame (Wynn, 2020).

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

Academy of Ideas. (2020, May 20). *The psychology of the anti-hero* [Video]. YouTube.
<https://www.youtube.com/watch?v=VzU1X-mhS-g>

Example in-text citation

Academy of Ideas (2020) explained how heroism is linked to good citizenship.

Heroism may be linked with good citizenship (Academy of Ideas, 2020).

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?* PsychCentral.
<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 written 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 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.

Quoting from audio-visual sources (videos, podcasts etc)

To use a specific quotation from an audio-visual source, such as a video, you can use a timestamp instead of page numbers. Use the timestamp from where the quote begins.

Example quotation using timestamp

It has been suggested that “sports performance is all in the mind” (King, 2017, 5:11).

URLs AND DOIs

Difference between URL and DOI

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

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.

Some older journal articles do not have a DOI. For these, you can use the URL. To see example references with DOIs and URLs, see [Journal Article \[online\]](#)

Where to find the DOI

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 DOI might be in the header or footer of the PDF article. You could try doing a Ctrl+F search of the document for the letters DOI.

The DOI sometimes appears within the URL of an online article. For example, in the URL below, the DOI appears after the letters **doi**:

<https://journals.sagepub.com/doi/10.1111/j.1467-9531.2011.01243.x>

So, the DOI number for this article is 10.1111/j.1467-9531.2011.01243.x

When and how to use a DOI or a URL in a reference

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!

When you include a DOI in your reference, you should format the DOI as a link. To do this, just add the prefix <https://doi.org/> directly before the DOI number. This turns the DOI into a working link.

Example:

<https://doi.org/10.1111/j.1467-9531.2011.01243.x>

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, Initial. (Year, Month Date). Title of blog post. *Title of blog*. URL

Example full reference

Bak-Maier, M. (2019, March 23). Practical tips for overcoming the fear of failure – and success. *Times Higher Education blog*. <https://www.timeshighereducation.com/blog/practical-tips-overcoming-fear-failure-and-success>

Example in-text citation

Bak-Maier (2019) studied the roots of imposter syndrome.

Imposter syndrome has many possible causes (Bak-Maier, 2019).

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 2nd 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. <http://www.vlebooks.com> or <https://scholar.google.co.uk/>

For quotations from e-books which do not have page numbers, see [No page numbers](#).

E-BOOK

Reference format

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

Example full reference

Howitt, D. (2018). *Introduction to forensic and criminal psychology* (6th ed.). Pearson.
<http://www.vlebooks.com>

Example in-text citation

Howitt (2018) notes that forensic psychology is constantly evolving.

Forensic psychology is constantly evolving (Howitt, 2018).

EDITED E-BOOK

Use this format for referencing a book which has an editor rather than an author (this information should be on the book cover and title page).

This format is for referencing the whole book. If you want to reference a specific chapter within an edited book, see [Chapter in edited e-book](#).

Reference format

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

Example full reference

Manning-Morton, J. (Ed.). (2014). *Exploring wellbeing in the early years*. Open University Press. <http://www.vlebooks.com>

CHAPTER IN EDITED E-BOOK

Use this format when you are referencing a chapter in an edited book, where each chapter has a different author.

Reference format

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

Example full reference:

Dickins, M. (2014). Young children's wellbeing in times of austerity. In J. Manning-Morton (Ed.), *Exploring wellbeing in the early years* (pp.44-53). Open University Press. <http://www.vlebooks.com>

Example in-text citation:

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

Children's 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 2nd edition or later. This information is usually on the cover or title page of the book.

BOOK

Reference format

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

Example full reference:

Howitt, D. (2018). *Introduction to forensic and criminal psychology* (6th ed.). Pearson.

Example in-text citation:

Howitt (2018) notes that forensic psychology is constantly evolving.

Forensic psychology is constantly evolving (Howitt, 2018).

EDITED BOOK

Use this format for referencing a book which has an editor rather than an author (this information should be on the book cover and title page).

If you are referencing a specific chapter from the book, see [Chapter in an edited book](#).

Reference format

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

Example full reference

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

Use this format for referencing a specific chapter in an edited book. This type of book has editors rather than authors, and each chapter is usually written by a different author.

Reference format

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

Example full reference

Radley, A. (2015). Suffering. In M. Murray (Ed.), *Critical health psychology* (2nd ed., pp. 31-43). 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 in more modern versions since they were first published. Use the format below to acknowledge both the original publication date *and* the edition that you actually read.

Reference format

Author Surname, Initial. (Date of new/republished edition). *Title of book* (Edition.). Publisher. (Original work published Year)

Example full reference

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

Example in-text citation

In your in-text citation, put the original publication date first, followed by the publication date of the version of the book that you read.

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

Example full reference

Piaget, J. (1969). *The psychology of the child* (H. Weaver, Trans.). 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]

For online conference papers, the date should include the full dates of the conference if possible (may be multiple dates). This information should be available in the paper or online.

Reference format

Author Surname, Initial. (Year, Month Dates of conference). *Title of paper* [Conference presentation]. Name of conference, Location of conference. URL or DOI

Example full reference:

Rossiter, J. A. (2019, December 16-17). *Using computers for end of year examinations* [Conference presentation]. UK and Ireland 7th Engineering Education Research Network Annual Symposium, Warwick, UK. <http://eprints.whiterose.ac.uk/153449/>

Example in-text citation:

Rossiter (2019) investigated the use of computers for end-of-year exams.

Computers have been used for end-of-year exams (Rossiter, 2019).

CONFERENCE PAPER [PUBLISHED IN A BOOK]

Reference format

Author Surname, Initial. (Year). Title of paper. In Editor Initial, Surname (Ed.). *Title of book which paper appears in* (page numbers). 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). 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, Initial. (Year). Title of entry. In Editor Initial, Surname (Ed.), *Title of dictionary or encyclopaedia* (Edition.). URL

Example reference:

Downes, S. M. (2018). Evolutionary psychology. In E. N. Zalta (Ed.), *The Stanford Encyclopedia of Philosophy*. <http://plato.stanford.edu/entries/evolutionary-psychology/>

Example in-text citation:

Downes (2018) states that evolutionary psychology is informed by biology.

Evolutionary psychology is informed by biology (Downes, 2018).

DICTIONARY OR ENCYCLOPAEDIA ENTRY [PRINT]

Reference format

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

Example full reference:

Crittenden, P. M. (2008). Attachment theory. In G. J. Towle, D. P. Farrington, D. A. Crighton, & G. Hughes (Eds.), *Dictionary of forensic psychology* (pp. 11-13). 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, Initial. (Year). *Title of dissertation or thesis* [Type of dissertation or thesis, Name of university]. Name of website. URL

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]. White Rose eTheses. <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, Initial. (Year). *Title of dissertation or thesis* [Unpublished dissertation/thesis]. Name of university.

Example full reference:

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

Director Surname, Initial. (Director). (Year released). *Title of film* [Film]. Production company.

Example full reference

Coogler, R. (Director). (2018). *Black Panther* [Film]. Marvel Studios.

Example in-text citation

Coogler (2018) explores themes of royalty and succession in *Black Panther*.

Themes of royalty and succession are explored in *Black Panther* (Coogler, 2018).

See also: [Youtube video](#)

JOURNAL ARTICLE

Journal volume numbers and issue numbers

Most journals use both volume numbers and issue numbers to identify their articles. This is because journals generally publish several instalments (issues) every year. For example, here's a list of all issues of the *British Journal of Psychology* published in 2019:

Volume 110, issue 1 (published February 2019)
Volume 110, issue 2 (published May 2019)
Volume 110, issue 3 (published August 2019)
Volume 110, issue 4 (published November 2019)

Each of these has the same *volume* number (110), because they were published in the same year. The *issue* number tells you which instalment of the journal an article appears in. In 2020, this journal moved to a new volume number (vol. 111) and issue numbering started again at issue 1.

Where to find volume and issue numbers

Volume and issue numbers usually appear at the beginning of the article, near the author and journal information. They may be in a header or footer in the article PDF.

It may not be clear which numbers are the volume and issue number. A good rule to remember is that *the volume number always comes before the issue number*. You might see any of these examples used for the same volume and issue number:

Volume 110, Issue 2
Vol. 110, iss. 2
110(2)

How to use volume and issue numbers in your references

In full references, the volume number comes after the journal title, in italics; followed by the issue number in brackets, without italics. Here's an example from volume 110, issue 2:

Schneegans, S., & Bays, P. (2019). New perspectives on binding in visual working memory. *British Journal of Psychology*, 110(2), 207-244. <https://doi.org/10.1111/bjop.12345>

See below for more detailed examples.

JOURNAL ARTICLE [ONLINE]

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

If you are using the URL, link to the journal website rather than linking to the specific article. This gives you a shorter link which is more likely to work. You can find the journal website by googling the journal title.

Reference format

Author Surname, Initial. (Year). Title of article. *Title of journal*, volume number(issue number), page numbers. <https://doi.org/10.xxx>

Example full reference

With DOI:

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36(1), 89-99. <https://doi.org/10.1177/1098214014557694>

With URL:

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36(1), 89-99. <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 are allocated to a specific volume 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, Initial. (Year). Title of article. *Title of journal*. Advance online publication. <https://doi.org/10.xxx>

Example full reference:

Lee, S., & Barnes, C. (2020). An attributional process model of workplace gossip. *Journal of Applied Psychology*. Advance online publication. <https://doi.org/10.1037/apl0000504>

Example in-text citation:

Lee and Barnes (2020) studied workplace gossip.

Workplace gossip has multiple causes (Lee & Barnes, 2020).

JOURNAL ARTICLE [PRINT]

Even if you read the journal article in print, it is recommended that you include the DOI for the online version of the article in the reference if possible. If there is no DOI, leave it out.

Reference format

Author Surname, Initial. (Year). Title of article. *Title of journal, volume number*(issue number), page numbers. <https://doi.org/10.xxx>

Example full reference:

Miller, R. L. (2014). Community psychology, evaluation, and social critique. *American Journal of Evaluation*, 36(1), 89-99. <https://doi.org/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).

MAGAZINE ARTICLE

MAGAZINE ARTICLE [ONLINE]

Reference format

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

Example full reference:

Griffin, J. (2020, June). Supporting parent carers. *The Psychologist*, 33. <https://thepsychologist.bps.org.uk/volume-33/june-2020/supporting-parent-carers>

Example in-text citation:

Griffin (2020) discussed emotional wellbeing in parents of disabled children.

Parenting disabled children can impact emotional wellbeing (Griffin, 2020).

MAGAZINE ARTICLE [PRINT]

Reference format

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

Example full reference:

Griffin, J. (2020, June). Supporting parent carers. *The Psychologist*, 33, 28-31.

Example in-text citation:

Griffin (2020) discussed emotional wellbeing in parents of disabled children.

Parenting disabled children can impact emotional wellbeing (Griffin, 2020).

NEWS ARTICLE

NEWS ARTICLE [ONLINE]

Reference format

Author Surname, Initial. (Year, Month Date). Article title. *Name of website*. URL

Example full reference:

Weale, S. (2020, May 7). Prioritise play when schools reopen, say mental health experts. *Guardian*. <https://www.theguardian.com/education/2020/may/07/prioritise-play-when-schools-reopen-say-mental-health-experts-coronavirus-lockdown>

Example in-text reference:

Weale (2020) argued that play should be a priority for children at school.

Play should be a priority for children at school (Weale, 2020).

NEWS ARTICLE [PRINT]

Reference format

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

Example full reference:

Weale, S. (2020, May 7). Prioritise play when schools reopen, say mental health experts. *Guardian*, 15-16.

Example in-text reference:

Weale (2020) argued that play should be a priority for children at school.

Play should be a priority for children at school (Weale, 2020).

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

Host Surname, Initial. (Host). (Year, Month Date of broadcast). Title of podcast episode (Episode number) [Audio podcast]. In *Title of podcast*. Provider or company. URL

Example full reference:

Taylor, L. (Host). (2019, May 8). Conspiracy theories [Audio podcast]. In *Thinking Allowed*. BBC Radio 4. <https://www.bbc.co.uk/programmes/m0004sly>

Example in-text reference:

Taylor (2019) discussed the origins of conspiracy theories.

Conspiracy theories have complex origins (Taylor, 2019).

RADIO PROGRAMME

RADIO PROGRAMME

Reference format

Presenter Surname, Initial. (Year, Month Date of broadcast). *Title of programme* [Radio broadcast]. Broadcasting company.

Example full reference:

Bunn, G. (2011, November 9). *The origin of common sense* [Radio broadcast]. BBC Radio 4.

Example in-text citation:

Bunn (2011) examined the history of common sense.

Common sense has complex historical origins (Bunn, 2011).

RADIO PROGRAMME [ONLINE]

Reference format

Presenter Surname, Initial. (Year, Month Date of broadcast). *Title of programme* [Radio broadcast]. Broadcasting company. URL

Example full reference:

Bunn, G. (2011, November 9). *The origin of common sense* [Radio broadcast]. BBC Radio 4.
<https://www.bbc.co.uk/programmes/b016x234>

Example in-text citation:

Bunn (2011) examined the history of common sense.

Common sense has complex historical origins (Bunn, 2011).

See also: [**Podcast**](#)

REPORT

This format can be used for referencing reports published by organisations (e.g. government departments, charities or companies).

If no individual people are named as the authors of the report, you should use the name of the organisation as the author.

If you have used the name of the organisation as the author, you do not need to list the organisation again before the URL. See examples below.

For more information see [**Authors**](#).

REPORT [ONLINE]

Reference format

Author Surname, Initial. (Year). *Title of report* (Report number if applicable). Name of organisation. URL

Example full reference (with person as author):

Brown, R. (2018). *Mental health and wellbeing provision in schools*. Department for Education. <https://www.gov.uk/government/publications/mental-health-and-wellbeing-provision-in-schools>

Example in-text citation (with person as author):

Brown (2018) investigated school policies on pupil wellbeing.

Schools have taken various approaches to pupil wellbeing (Brown, 2018).

Example full reference (with organisation as author):

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

Example in-text citation (with organisation as author):

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, Initial. (Year). *Title of report* (Report number if applicable). Name of organisation.

Example full reference:

Brown, R. (2018). *Mental health and wellbeing provision in schools*. Department for Education.

Example in-text citation:

Brown (2018) investigated school policies on pupil wellbeing.

Schools have taken various approaches to pupil wellbeing (Brown, 2018).

TELEVISION PROGRAMME

TELEVISION PROGRAMME [SERIES]

Reference format

Executive Producer Surname, Initial. (Executive Producer). (Dates of broadcast). *Title of programme* [TV series]. Production company.

Example full reference

Jones, A., & Brooker, C. (Executive producers). (2011-2019). *Black Mirror* [TV series]. House of Tomorrow.

Example in-text citation

Jones and Brooker (2011-2019) explored themes of technology in *Black Mirror*.

Black Mirror explored themes of technology and humanity (Jones & Brooker, 2011-2019).

TELEVISION PROGRAMME [EPISODE FROM A SERIES]

Reference format

Writer Surname, Initial. (Writer) & Director Surname, Initial. (Director). (Original air date).
Title of episode (Series number, Episode number) [TV series episode]. In Executive Producer Initial, Surname (Executive Producer), *Series title*. Production company.

Example full reference:

Brooker, C. (Writer) & Foster, J. (Director). (2017, December 2019). Arkangel (Series 4, Episode 2) [TV series episode]. In A. Jones & C. Brooker (Executive Producers), *Black Mirror. House of Tomorrow*.

Example in-text citation

Brooker and Foster (2017) explored the influence of technology on parenting.

The impact of technology on parenting was explored in Arkangel (Brooker & Foster, 2017).

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.

If no author is provided for the website, you should use the name of the website or organisation as the author.

If you have used the name of the website as the author, you do not need to list the website name again before the URL. See examples below.

Reference format

Author Surname, Initial. (Year, Month Date). *Title of webpage*. Name of website. URL

Example full reference (with person as author):

Brenner, G. H. (2020, January 19). *Is burnout actually a form of depression?* Psychology Today. <https://www.psychologytoday.com/gb/blog/psychiatry-the-people/202001/is-burnout-actually-form-depression>

Example in-text citation (with person as author):

Brenner (2020) questioned the difference between burnout and depression.

Burnout may be classed as a form of depression (Brenner, 2020).

Example full reference (with organisation as author):

Mind. (2017, December). *Food and mood*. <https://www.mind.org.uk/information-support/tips-for-everyday-living/food-and-mood/about-food-and-mood/>

Example in-text citation (with organisation as author):

Mind (2017) suggested that healthy eating can improve your mood.

Healthy eating can improve your mood (Mind, 2017).

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.

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

Reference format

Author Surname, Initial. (Year, Month Date). *Title of video* [Video]. Name of website. URL

Example full reference:

Hawkinson, S. (2017, February 14). *Controversial psychology experiments* [Video]. YouTube. <https://www.youtube.com/watch?v=axs9lViyghA>

Example in-text citation

Hawkinson (2017) stated that many controversial experiments are now seen as unethical.

Many controversial psychology experiments are now viewed as unethical (Hawkinson, 2017).

IV. GET HELP WITH REFERENCING

RESOURCES

APA Style Manual

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

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

APA Style website

American Psychological Association. (2020). APA style. <https://apastyle.apa.org/>

APA Style Blog

American Psychological Association. (2020). APA style blog. <https://apastyle.apa.org/blog/>

CONTACT

- Contact your Liaison Librarian (find details on the library website)
- Email the Library Helpdesk at libraryenquiries@leedstrinity.ac.uk

Compiled by: Rachel Davies
Front cover designed by: Kat Archibald/Caroline Parsons
©August 2020