

University of Huddersfield

Referencing using APA 6th

This guide shows you how to reference various resources both in the body of your work and how to write your reference list.

[Full Guide](#)

For further help, visit the referencing library website at www.hud.ac.uk/library/finding-info/apa-referencing

Referencing commonly used sources? Check out the list of interactive APA reference builders at <http://hud.ac/Rux>

Also check the academic skills tutors' webpages at www.hud.ac.uk/students/academicskills

This APA 6th guide replaces the Harvard Referencing Guide

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Referencing using APA 6th

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

- identifying your sources, in a brief format, in the body of your written work (referred to as an **in-text citation**)
- providing a detailed list of your sources in an alphabetical list at the end of your work (known as a **reference list**).

There are a number of officially accepted formats that can be used to reference your work. The University preferred referencing style is **APA 6th**. However, some departments may prefer another style, and it is wise to check with your academic tutors whether your subject area uses an alternative system.

Why reference?

- To show that you have done some research and have found relevant information.
- To support any claims you have made through reference to an authoritative author on the subject.
- To enable readers of your work to trace the sources used and draw their own conclusions from the original works which you have cited.
- To avoid being accused of **plagiarism**. This is using someone else's work as your own without acknowledging it. If you do not acknowledge your source(s) you are guilty of academic misconduct. For more details, please refer to the Students' Handbook of Regulations, Assessment Regulation 3 found on the University of Huddersfield website at www.hud.ac.uk/regs.

When do you need to reference?

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

- mention of a theory, fact, argument or viewpoint attributable to a specific person.
- statistics, examples or case studies.
- illustrations or musical examples from another source.
- direct quotations from another source.
- paraphrases of any of the above.

Digital object identifier (DOI)

The digital object identifier (DOI) is used when referencing using APA 6th style. It is a unique and permanent number used to identify electronic documents, which persists should a publisher or web address change. The DOI begins with a *10* and contains a prefix and a suffix separated by a slash (e.g. 10.1000/xyz123). You can find out if an item has a DOI by searching for it in Summon. Save the item to a temporary folder, then click on **saved items** at the top of the screen, and select **APA** from the drop-down list of citation formats.

Quoting, paraphrasing, and summarising – what’s the difference?

A **quotation** is a group of words taken from a text or speech and repeated by someone other than the original author or speaker. When using quotations, include the author, year, and specific page number (or paragraph number for non-paginated material) in the body of your work. If the quote comprises **fewer than 40 words**, incorporate it into the text and enclose the quotation with double quotation marks. E.g.

It is argued that “references are items you have read and specifically referred to (or cited) in your assignment” (Neville, 2007, p. 24).

If the quotation appears mid-sentence, end the passage with quotation marks and cite the source in brackets immediately after the quotation marks and then continue the sentence.

For quotations of **40 or more words**, do not use quotation marks. Display the quotation in a separate paragraph which should also be double-spaced and indented. e.g.

Hakim explains the impact of women in full-time work.

The percentage of women in full-time work is a better indicator of a serious involvement in paid work than the overall workrate, especially in Britain, where part-time jobs are beginning to outnumber women’s full-time jobs. Full-time jobs are a fair indicator of commitment to employment as a central feature of lifestyle and personal identity, and are an indicator of commitment to being a major contributor to family finances, rather than financially dependent. (Hakim, 2009, p. 136)

Remember

- Note the details of the material you use at the time you are using it. It may be difficult to remember the details or find the item later on.
- Be precise in recording page numbers for quotations.
- Also remember 'p.' for a single page or 'pp.' for several pages.

Quotations should be used sparingly as it is best to put the text into your own words to illustrate your understanding of the main concepts.

Paraphrasing is to rewrite a section of the original text in your own words, still using the ideas of the original writer. Quotation marks and indentations are not used, but there should still be a citation either at the end of the paraphrased section or integrated within your text to show that the ideas are not original. Page or paragraph numbers are strongly recommended and for some subject areas it is a definite requirement. If unsure, please check with your tutor for further guidance.

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

Guidance for citing different numbers of authors, using & or AND, and when to abbreviate (NB Rules apply to all item types)

Use & in your **reference list** and to join authors when their names appear in **brackets**. Use the word **and** when the names of the authors appear as a natural part of a sentence.

Number of authors	First in-text Citation	Subsequent in-text citations
One author	According to Jarvis (2010), when adults return to education... OR (Jarvis, 2010)	As first citation
Two authors	(Knight & Ruddock, 2008) OR Knight and Ruddock (2008) recommend...	As first citation
Three, four, or five authors	Collier, Bide, and Tortora (2009) explain that... OR (Collier, Bide, & Tortora, 2009)	(Collier et al., 2009) OR According to Collier et al. (2009)
Six or more authors	(Lazer et al., 2009) Lazer et al. (2009) describe...	As first citation
Corporate author	(National Health Service [NHS], 2012) The National Health Service (NHS, 2012) reported...	(NHS, 2012) The NHS (2012) reported...
No author	Cite the first few words of the title followed by the year. Enclose titles of articles, a chapter, or web page in double quotation marks. Italicise	As first citation

	the title of a journal, book, brochure or report. ...in the recent book <i>Oxford paperback thesaurus</i> (2006).	
Anonymous	When a work is anonymous, cite in text the word Anonymous followed by a comma and the date. (Anonymous, 2007)	As first citation

Using more than one reference to support your argument?

If you are using more than one reference to support your discussion, list them in **alphabetical** order, separating each citation with a semicolon and enclose them in brackets, e.g.

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

If you have two or more citations by the same author, name the author once then list the years of publication in date order, e.g.

Research shows that using library resources improves academic achievement (Brown, 2008, 2009).

What is the difference between a reference list and a bibliography?

A **reference list** only refers to sources cited within the body of your work. A **bibliography** is a list of additional sources you have consulted in background reading.

Some lecturers may ask you to produce an **annotated bibliography** or reference list. This simply means that after each source listed, you write a couple of sentences that appraise the usefulness of the source in relation to the topic you are discussing.

Secondary referencing or referencing items I have not read

See the section regarding secondary referencing in the main document on page 15.

What to do when information is missing

If parts of the reference are missing, ensure that the information you are using is of an appropriate academic quality. If you still wish to use the information source, follow the APA style blog rules regarding missing parts e.g. author, date, title etc. This is available at <http://blog.apastyle.org/files/missing-pieces---apa-style-reference-table.pdf>

In-text example	Reference list example
<p>Books</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Include page or paragraph numbers for direct quotations. 	<p>Books</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title (<i>italics</i>) • Edition (if not the first, in round brackets) followed by a full stop • Place of publication: Publisher.
Books – one author	
<p>According to Jarvis (2010), when adults return to education...</p> <p>OR (Jarvis, 2010)</p>	<p>Jarvis, P. (2010). <i>Adult education and lifelong learning: theory and practice</i> (4th ed.). London: Routledge.</p>
Books – two authors	
<p>Cite both names every time.</p> <p>It is recommended when searching databases that truncation symbols are used (Knight & Ruddock, 2008).</p> <p>OR Knight and Ruddock (2008) argue that...</p>	<p>Knight, A., & Ruddock, L. (2008). <i>Advanced research methods in the built environment</i>. Oxford: Wiley-Blackwell.</p>
Books – three, four, or five authors	
<p>For, 3, 4, and 5 authors cite all authors the first time, and then in subsequent citations include the surname of the first author followed by et al. and the year.</p> <p>First citation:</p> <p>In their analysis, Collier, Bide, and Tortora (2009)...</p> <p>Subsequent citations:</p> <p>(Collier et al., 2009)</p>	<p>Collier, B. J., Bide, M. J., & Tortora, P. G. (2009). <i>Understanding textiles</i> (7th ed.). London: Pearson Prentice-Hall.</p>

In-text example	Reference list example
<p>Books – six or more authors</p> <p>When a work has 6 or more authors, cite only the first author followed by et al. and the year of publication for first and subsequent citations.</p> <p>Clarke et al. (2010) describe...</p> <p>OR (Clarke et al., 2010)</p>	<p>For sources with 6 and 7 authors, include all surnames in the reference list.</p> <p>When authors number 8 or more, include the first 6 authors' names then 3 dots, and add the last author's surname.</p> <p>Clarke, M., Corbett-Jones, J., Flynn, L., Ferry, K., Corrigan, J., Hargreaves, C., ...Westley, E. (2010). <i>Devils, demons and werewolves</i>. Manchester: Bridge House.</p>
<p>Books - edited books</p> <p>The media can be harsh in their judgements against the police (Leishman & Mason, 2003).</p> <p>OR according to Leishman and Mason (2003)...</p>	<p>Leishman, F., & Mason, P. (Eds.). (2003). <i>Policing and the media</i>. Portland, OR: Willan Publishing.</p>
<p>Chapter from an edited book</p> <ul style="list-style-type: none"> • Reference to author of chapter in text, just give year of publication in brackets after their name • No reference to author of chapter in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Chapter from an edited book</p> <ul style="list-style-type: none"> • Author of chapter in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of chapter followed by a full stop • In • Editor/s of the book in format Initial/s, Surname • Eds./Ed. (in round brackets) followed by a comma • Title of the book (<i>italics</i>) • Edition (if not the first) in round brackets • Page numbers of chapter (in round brackets) followed by a full stop • Place of publication: Publisher.
<p>Dunderstadt (2009) makes the point that...</p>	<p>Dunderstadt, J. (2009). Possible futures for the research library in the 21st century. In D. Barnet & F. Heath (Eds.), <i>The research library in the 21st century</i> (pp. 4-12). Abingdon: Routledge.</p>

In-text example	Reference list example
<p>Books - electronic books</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Electronic book with DOI:</p> <ul style="list-style-type: none"> • Author in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of book (<i>italics</i>) followed by a full stop • doi:xxxxx <p>Electronic book without DOI:</p> <ul style="list-style-type: none"> • Author in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of book (<i>italics</i>) followed by a full stop • Retrieved from http://www.xxxxx
<p>Electronic book with DOI</p>	
<p>Smith (2008) stated that...</p>	<p>Smith, A. (2008). <i>The wealth of nations</i>. doi:10.1036/007142363x</p>
<p>Electronic book without DOI</p>	
<p>It could be argued that the witness plays one of the most crucial roles in a court of law (Wall, 2009).</p>	<p>Wall, W. (2009). <i>Forensic science in court: the role of the expert witness</i>. Retrieved from http://www.dawsonera.com</p>
<p>Electronic book viewed on an e-reader (e.g. Kindle)</p>	
<p>Many e-readers have page numbers that correspond to those of the printed item. If there are no page numbers, you can use the chapter headings to indicate the location of a quoted section.</p> <p>Citations for authors follow the same format as a printed book.</p>	<ul style="list-style-type: none"> • Author in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of book (<i>italics</i>) followed by a full stop • E-reader version [in square brackets] followed by a full stop • Retrieved from http://www.xxxxxx
<p>...is one important design skills to master (Sherwin, 2012, section 5: Lick it good).</p>	<p>Sherwin, D. (2012). <i>Creative workshop: 80 challenges to sharpen your design skills</i>. [Kindle version]. Retrieved from www.amazon.co.uk</p>

In-text example	Reference list example
Book written in another language	
Semprun (2004) discusses...	Semprun, J. (2004). <i>Veinte años y un día</i> . [Twenty years and one day]. Barcelona: Difusion.
Translated book	
De Beauvoir (1953/1988) asserts that...	De Beauvoir, S. (1988). <i>The second sex</i> (H. M. Parshley, Trans.). London: Vintage. (Original work published 1953)
Reference works	
<p>For reference works with no obvious author or editor, cite the title of the work.</p> <ul style="list-style-type: none"> No reference to author in text, include author/date in brackets Page numbers must be included for direct quotations. <p>If no obvious author:</p> <ul style="list-style-type: none"> If you refer to the title of the work in text, just give year of publication in brackets No reference to the title of the work in text, include the title of the work plus year in brackets. 	<ul style="list-style-type: none"> Author or editor if known, in format: Surname, Initial/s If author is unknown use title (<i>italics</i>) followed by a full stop Year of publication (in round brackets) followed by a full stop Title of work (<i>italics</i>), if not already provided, followed by a full stop Place of publication: Publisher. <p>Some reference books resemble encyclopaedias and each entry is written by a different author. Reference these books as you would a chapter in an edited book (see p. 12).</p> <p>If accessed online use same format as an electronic book, depending upon whether the book has a DOI or not (see p. 13).</p>
Thesaurus/dictionary	
<p>(VandenBos, 2007)</p> <p>According to the definition (Oxford paperback thesaurus, 2008)...</p>	<p>VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i>. Washington, DC: American Psychological Association.</p> <p><i>Oxford paperback thesaurus</i>. (2008). Oxford: Oxford University Press.</p>

In-text example	Reference list example
Grove (paper)	
Bent and Pople (2010) argue that...	Bent, I. D. & Pople, A. (2010). Analysis. In S. Sadie & J. Tyrrell (Eds.), <i>The New Grove Dictionary of Music and Musicians</i> (2 nd ed.). (pp. 526-89) London: Macmillan.
Grove (electronic)	
"Analysis, as a pursuit in its own right, came to be established only in the late 19th century" (Bent & Pople, 2010, p. 527).	Bent, I. D. & Pople, A. (2010). Analysis. In S. Sadie & J. Tyrrell (Eds.), <i>Grove Music Online</i> . Retrieved from http://www.oxfordmusiconline.com
The Bible/Qur'an	
<ul style="list-style-type: none"> • When you are quoting from the Bible or Qur'an include the book, chapter and verse. Plus, for the Bible the version from which you read it • Put the source in brackets or work it naturally into the sentence. 	Reference list entries are not required for major classical religious works such as the Bible and the Qur'an.
The researchers consulted the Bible (King James Version) to provide items for the development of their religious values assessment. (Qur'an 5:3-4)	N/A
The Stockley's Drug Interactions entry on Benzodiazepines + Nabilone (Preston, 2015) states... Hibiscus has been used as a homeopathic treatment for hypertension (Brayfield, 2015).	Preston, L. C. (Ed.). (2015). <i>Stockley's drug interactions</i> . Retrieved from http://www.medicines-complete.com Brayfield, A. (Ed.). (2015). <i>Martindale: the complete drug reference</i> . Retrieved from http://www.medicines-complete.com
Secondary referencing or referencing items you have not read	
<ul style="list-style-type: none"> • Cite both the original piece of work and the secondary source in the body of your work. 	<ul style="list-style-type: none"> • In your reference list, cite only the work you have read.

In-text example	Reference list example
Anderson and Gross (cited in Polit & Beck, 2008) illustrate how...	Polit, D. F., & Beck, C. T. (2008). <i>Nursing research: generating and assessing evidence for nursing practice</i> . London: Lippincott Williams & Wilkins.
Journals	
<p>Printed journal articles</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations • Follow general rules for multiple authors (pp. 8-9). 	<p>Printed journal articles</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Article title followed by a full stop • Journal title (<i>italics</i>) followed by a comma • Volume (<i>italics</i>) • Issue or part number (in round brackets) followed by a comma • Page number/s followed by a full stop • Follow rules for multiple authors of books (p. 11).
Fashion is an important part of image (Twigg, 2010).	Twigg, J. (2010). How does Vogue negotiate age?: Fashion, the body, and the older woman. <i>Fashion Theory: The Journal of Dress, Body and Culture</i> , 14(4), 471-490.
<p>Electronic journal articles</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Electronic journal articles</p> <p>Use same format as printed journal article but if a journal has a DOI, there is no need to include the web address. Remember, you can use Summon to check whether an article has a DOI (see p. 6).</p> <p>With DOI</p> <ul style="list-style-type: none"> • Add the DOI after the page numbers <p>Without DOI</p> <ul style="list-style-type: none"> • Retrieved from http://www.xxxxx (URL of database provider, e.g. EBSCO) If unsure, and the article was retrieved via Summon, put: http://library.hud.ac.uk/summon

In-text example	Reference list example
	OR if accessed freely on the web, give the URL of the journal home page.
Electronic journal article with DOI	
Mostrom and Blumberg (2012) claim that...	Mostrom, A. M., & Blumberg, P. (2012). Does learning-centred teaching promote grade improvement? <i>Innovative Higher Education</i> , 37(5), 397-405. doi:10.1007/s10755-012-9216-1
Electronic journal article without DOI	
McMahon (2010) states that sex discrimination is still rife in the workplace.	McMahon, N. (2010). Sex discrimination in the workplace. <i>Caterer and Hotelkeeper</i> , 200(4647), 52. Retrieved from http://web.ebscohost.com/
Journal article – no author	
In text, use a short title (or the full title if it is short) enclosed in double quotation marks. ("The end of flexible working," 2013).	The end of flexible working?: Has Yahoo!'s Marissa Mayer sounded the death knell for remote working? (2013). <i>Strategic Direction</i> , 29(6), 15-17. doi:10.1108/SD-05-2013-0021
Newspapers <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • If there is no visible author use the title in place of the author • Page numbers must be included for direct quotations. 	Newspapers <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year, Month Date (in round brackets) followed by a full stop • Article title followed by a full stop • Title of newspaper (<i>italics</i>) followed by a comma • Page number/s (preceded by p./pp.) followed by a full stop • If page numbers are discontinuous, give all page numbers and separate the numbers with a comma • If accessed online, add Retrieved from http://xxxxx after title of newspaper
Newspaper - print copy	
The future will see many changes in funding for higher education (Vasagar, 2011).	Vasagar, J. (2011, February 13). Students get less tuition as cash dwindles. <i>The Observer</i> , p. 23.

In-text example	Reference list example
Electronic newspaper article (found on a database e.g. Summon or ProQuest International NewsStand)	
<p>Riach (2013) claims that Locog...</p>	<p>Riach, J. (2013, May 31). Olympics: BOA revels in pounds 5.3m windfall from London 2012 surplus. <i>The Guardian</i>. Retrieved from http://www.proquest.com</p>
Electronic newspaper article (freely available on the Internet)	
<p>A top scientist asserts that GM crops could feed the world (Linden, 2011).</p>	<p>Linden, M. (2011, January 24). GM crops could feed the world says top scientist. <i>The Independent</i>. Retrieved from http://www.independent.co.uk/news/science/gm-crops-could-feed-the-world-says-top-scientist-2192790.html</p>
<p>Thesis or dissertation</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Thesis or dissertation</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title (<i>italics</i>) • Type of document (e.g. Unpublished doctoral thesis) in round brackets followed by a full stop • Name of institution, Location. (for printed copy only) • If retrieved from a University repository, add Retrieved from http://www.xxxxx • If retrieved from a commercial database (e.g. EThOS), give the ID number at the end of the reference (in round brackets).
Thesis or dissertation – printed copy	
<p>Peck (2000) summarises this by saying...</p>	<p>Peck, M. (2000). <i>Methodology for analysis and improvement of planning within the engineer to order sector</i> (Unpublished doctoral thesis). University of Huddersfield, Huddersfield.</p>

In-text example	Reference list example
Thesis or dissertation – electronic, retrieved from the University Repository	
It has been argued (Crines, 2010)...	Crines, A. (2010). <i>Michael Foot, the role of ideology and the Labour leadership elections of 1976 and 1980</i> (Doctoral thesis). Retrieved from http://eprints.hud.ac.uk/9646/1/acrinesfinalthesis.pdf
Thesis or dissertation – electronic, retrieved from EThOS	
According to Marshall (2011)...	Marshall, D. (2011). <i>The outsourcing process: from decision to relationship management</i> (Doctoral thesis). Available from EThOS. (EThOS ID uk.bl.ethos.341546)
Websites <ul style="list-style-type: none"> • If the website is published by an organisation, use the organisation as the author • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets. 	Websites <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s, or name of organisation followed by a full stop • Year of publication (in round brackets, if no date use n.d.) followed by a full stop • Title of website (<i>italics</i>) followed by a full stop • Retrieved from http://www.xxxxx
Website with author	
Atherton (2005) makes the point that...	Atherton, J. S. (2005). <i>Learning and teaching: cognitive theories of learning</i> . Retrieved from http://www.learningandteaching.info/learning/cognitive.htm
Website with organisation as author	
Marks and Spencer (2013) made an underlying profit of £665.2m without tax during 2012-13.	Marks and Spencer. (2013). <i>Your M&S: Full Year Result 2012/13</i> . Retrieved from http://corporate.marksandspencer.com/media/press_releases/full_year_results_201213

In-text example	Reference list example
Conference papers	
<p>Unpublished conference paper/poster</p> <ul style="list-style-type: none"> • Reference to presenter in text, just give year in brackets after their name • No reference to presenter in text, include presenter/date in brackets. 	<p>Unpublished conference paper/poster</p> <ul style="list-style-type: none"> • Presenter in format: Surname, Initial/s • Year, Month (in round brackets) followed by a full stop • Title of paper or Poster (<i>italics</i>) followed by a full stop • Paper or poster presented at • Title of conference, Location.
<p>The social reading project (Ellis, Johnson, & Sharman, 2013) is...</p>	<p>Ellis, C., Johnson, Z., & Sharman, A. (2013, June). <i>Under the covers: a social reading project</i>. Poster presented at the CLS Poster Prom, Huddersfield.</p>
<p>Published conference paper</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Published conference paper</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of paper followed by a full stop • In <i>Title of conference, Location (italics)</i> • Page numbers OR Retrieved from http://www.xxxxx
<p>The digital immigrant (Bayne & Ross, 2007) is identified by...</p>	<p>Bayne, S. & Ross, J. (2007). The 'digital native' and 'digital immigrant': a dangerous opposition. In <i>Annual Conference of the Society for Research into Higher Education (SRHE), Brighton, Sussex</i>. Retrieved from http://www.malts.ed.ac.uk/staff/sian/natives_final.pdf</p>
Unpublished materials (Grey literature)	
<p>Brochure or leaflet</p> <ul style="list-style-type: none"> • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets 	<p>Brochure or leaflet</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s, or name of organisation followed by a full stop • Year of publication (in round brackets, if no date use n.d.) followed by a full stop • Title (<i>italics</i>) • Medium [in square brackets] followed by a full stop.

In-text example	Reference list example
<ul style="list-style-type: none"> Page numbers must be included for direct quotations. 	
<p>It is crucial to examine patient information when compiling NHS evidence (University of Huddersfield, 2010).</p>	<p>University of Huddersfield. (2010). <i>NHS Evidence: patient information</i> [Leaflet].</p>
<p>British or International Standard</p> <ul style="list-style-type: none"> The author is British Standards Institution or International Standards Organisation Reference to author in text, just give year of publication in brackets after their name No reference to author in text, include author/date in brackets. 	<p>British or International Standard</p> <ul style="list-style-type: none"> British Standards Institution or International Standards Organisation followed by a full stop Year of publication (in round brackets) followed by a full stop Standard number: Title of standard (<i>italics</i>) Place of publication: Publisher. (abbreviated to either BSI or ISO) If the standard was accessed online, instead of publisher details add: Retrieved from http://www.xxxxx
<p>According to the strict conventions of proof reading (British Standards Institution, 2005)...</p>	<p>British Standards Institution. (2005). <i>BS 5261-2:2005: Copy preparation and proof correction: Part 2: Specification for typographic requirements marks for copy preparation and proof correction, proofing procedures</i>. London: BSI.</p>
<p>Patents</p> <ul style="list-style-type: none"> Cite the patent number and the issue date. 	<p>Patents</p> <ul style="list-style-type: none"> Name of the inventor(s) to whom the patent was issued Year the patent was issued (in round brackets) followed by a full stop Patent number (<i>italics</i>) followed by a full stop Location of Issuing Office: Issuing office.
<p>U.S. Patent No. 174,465 (1876) (U.S. Patent No. 174,465, 1876)</p>	<p>Bell, A. G. (1876). <i>U.S. Patent No. 174,465</i>. Washington, DC: U.S. Patent and Trademark Office.</p>

In-text example	Reference list example
<p>Government publications</p> <ul style="list-style-type: none"> • The author may be the government department or organisation for which the publication was produced • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets • Page numbers must be included for direct quotations. 	<p>Government publications</p> <ul style="list-style-type: none"> • Author/government department followed by a full stop • Year of publication (in round brackets) followed by a full stop • Title (<i>italics</i>) • Official reference number if there is one (in round brackets) followed by a full stop • Place of publication: Publisher. • If the publication is online, add the following after the reference number: Retrieved from http://www.xxxxx
<p>According to the Government’s action plan (Department for Children, Schools and Families, 2009)...</p>	<p>Department for Children, Schools and Families. (2009). <i>The protection of children in England: action plan: the Government's response to Lord Laming</i> (Cm 7589). London: The Stationery Office.</p>
<p>Government publication online</p>	
<p>There is a requirement to “give local areas the responsibility to draw on research and theoretical models to inform local practice” (Department for Education, 2011, p. 10).</p>	<p>Department for Education. (2011). <i>The Munro review of child protection: final report</i>. Retrieved from https://www.education.gov.uk/</p>
<p>Film, television and streaming media</p>	
<p>Film (cinema)</p> <ul style="list-style-type: none"> • Reference to director/producer in-text, just give the year in brackets after their name. 	<p>Film (cinema)</p> <ul style="list-style-type: none"> • Director or producer (or both) in format Surname, Initial/s then the word Director or Producer (in round brackets) followed by a full stop • Year (in round brackets) followed by a full stop • Title of film (<i>italics</i>) • Motion picture [in square brackets] followed by a full stop • Country of origin: Studio.

In-text example	Reference list example
In the film <i>Macbeth</i> , Wright (2007) portrays Lady Macbeth as...	Wright, G. (Director). (2007). <i>Macbeth</i> [Motion picture]. United Kingdom: Revolver Entertainment.
Film (DVD) <ul style="list-style-type: none"> Reference to director/producer in-text, just give year the year in brackets after their name. 	<ul style="list-style-type: none"> Director or Producer (or both) in format Surname, initial/s then the word Director or Producer (in round brackets) followed by a full stop Year (in round brackets) followed by a full stop Title of film (<i>italics</i>) DVD [in square brackets] followed by a full stop Country of production: Company or organisation.
In the film <i>Becket</i> , Glenville (1964) illustrates the complexity...	Glenville, P. (Director). (1964). <i>Becket</i> . [DVD]. United Kingdom: Paramount Pictures.
TV or radio programme within a series <ul style="list-style-type: none"> For an episode from a TV or radio series, use the same format as for a chapter in a book, but list the writer/director in the author position, and the producer in the editor position Reference to series writer/director in text, just give year of publication in brackets after their name No reference to the series writer/director in text, include series writer/director and date in brackets. 	TV or radio programme within a series <ul style="list-style-type: none"> Writer/director in format Surname, Initial/s then the word Writer or Director (in round brackets) followed by a full stop Year of release (in round brackets) followed by a full stop Episode title Television or Radio series episode [in square brackets] followed by a full stop In Producer of the series in format: Initial/s, Surname The word Producer (in round brackets) followed by a comma Title of the series (<i>italics</i>) followed by a full stop Place of production: Publisher. (i.e. transmitting organisation and channel, where appropriate).
In <i>The ascent of money</i> , Ferguson (2008) makes the point that...	Ferguson, N. (Writer & Presenter) & Pennick, A. (Director). (2008). Blowing bubbles [Television series episode]. In M. Fall (Producer), <i>The ascent of money</i> . London: C4.

In-text example	Reference list example
<p>UniTube programme</p> <ul style="list-style-type: none"> • The primary contributor is the main author • If no primary contributor can be found, cite the title of the programme (in <i>italics</i>). 	<p>UniTube programme</p> <ul style="list-style-type: none"> • Primary contributor(s) (e.g. Writer, presenter, director, or producer) • Year of release (in round brackets) followed by a full stop • Programme title (<i>italics</i>) • Streaming video file [in square brackets] followed by a full stop • Retrieved from http://www.xxxxx
<p>Olusoga (2011), in the programme <i>Abraham Lincoln: saint or sinner</i> investigates...</p>	<p>Olusoga, D. (Director & Producer). (2011). <i>Abraham Lincoln: saint or sinner?</i> [Streaming video file]. Retrieved from https://unitube.hud.ac.uk/</p>
<p>YouTube video</p> <ul style="list-style-type: none"> • In-text, cite the author name that appears outside of the square brackets in the reference list entry. This may be the real name of the person who uploaded the video, or their screen name, if the former is unavailable. 	<p>YouTube video</p> <ul style="list-style-type: none"> • Name of person/ organisation who uploaded the video (if available) or screen name • Screen name [in square brackets] if not already provided, followed by a full stop • Date uploaded (Year, Month day) followed by a full stop • Title of video (<i>italics</i>) • Video file [in square brackets] followed by a full stop • Retrieved from http://www.xxxxx
<p>Why can't I just Google? (Library La Trobe University, 2010) shows that ...</p>	<p>Library La Trobe University [Itulibrary]. (2010, Feb 9). <i>Why can't I just Google?</i> [Video file]. Retrieved from http://youtu.be/N39mnu1Pkgw</p>
Art, illustrations, and photography	
<p>Art, illustrations, or photography</p> <ul style="list-style-type: none"> • The artist or photographer is cited as the author • Reference to artist/photographer in text, just give year of publication in brackets after their name 	<p>Art, illustrations, or photography</p> <p>For an illustration or photograph in a book:</p> <ul style="list-style-type: none"> • Artist/photographer in format Surname, Initial/s • Year of publication (in round brackets) followed by a full stop • Title of the image followed by a full stop

In-text example	Reference list example
<ul style="list-style-type: none"> No reference to artist/photographer in text, include artist/photographer and date in brackets. 	<ul style="list-style-type: none"> Medium of the image [in square brackets] followed by a full stop In Author of the book in format Initial/s, Surname followed by a comma Title of the book (<i>italics</i>) Page number (in round brackets) followed by a full stop Place of publication: Publisher. If the image is online, instead of Publisher details, add the following after medium: Retrieved from http://www.xxxxx
Illustration/photograph in a printed book	
The creator (Versace, 1991) shows that...	Versace, G. (1991). Gold Medusa watch. [Photograph]. In C. Townsend, <i>Rapture: art's seduction by fashion since 1970</i> (p. 9). London: Thames and Hudson.
Online image	
In his photo of Tower Bridge, Britton (n.d.) makes the statement...	Britton, I. (n.d.). <i>Tower Bridge, London</i> . [Photograph]. Retrieved from http://www.freefoto.com/preview/31-02-2?ffid=31-01-2
Art exhibition	
<ul style="list-style-type: none"> The artist is cited as the author Reference to the artist in text, just give year of publication in brackets after their name No reference to artist in text, include artist/date in brackets. 	<ul style="list-style-type: none"> Artist in format Surname, Initial/s Year of exhibition (in round brackets) followed by a full stop Title of exhibition (<i>italics</i>) Medium – i.e. art or exhibition type [in square brackets] followed by a full stop Exhibited at Location and date(s) of the exhibition.
The painting in the <i>Pharmacy</i> collection (Hirst, 2009) illustrates...	Hirst, D. (2009). <i>Pharmacy</i> [Display]. Exhibited at the Baltic, Gateshead 24 October 2009 - 7 March 2010.
Art exhibition catalogue	
<ul style="list-style-type: none"> The artist is cited as the author 	<ul style="list-style-type: none"> Artist in format Surname, Initial/s

In-text example	Reference list example
<ul style="list-style-type: none"> • Reference to the artist in text, just give year of publication in brackets after their name • No reference to artist in text, include artist/date in brackets. 	<ul style="list-style-type: none"> • Year (in round brackets) followed by a full stop • Title of exhibition (<i>italics</i>) • Exhibition catalogue [in square brackets] followed by a full stop • Exhibited at Location and date of exhibition.
<p>The paintings in the <i>Miro</i> exhibition (Miro, 2011) illustrate...</p>	<p>Miro, J. (2011). <i>Miro</i> [Exhibition catalogue]. Exhibited at the Tate Modern, London 14 April 2011 – 11 September 2011.</p>
Tables and Graphs	
<ul style="list-style-type: none"> • All tables and graphs should be numbered sequentially • Graphs should be labelled as figures e.g. figure 1 • Each table and graph should have an individual title • Acknowledge your source in a note below the table/ graph, e.g. Note: this table was taken from... 	<p>Reference the source that you found the table or graph in. e.g. a graph taken from a book would be referenced as a book.</p> <p>Please refer to the example for the relevant source type.</p>
Music and theatre	
Sound recordings	Sound recordings
<ul style="list-style-type: none"> • The composer/artist/group is cited as the author • Reference to composer/artist in text, just give copyright year in brackets after their name • No reference to composer/artist in text, include composer/artist and date in brackets. 	<ul style="list-style-type: none"> • Composer/Artist/Group • Copyright year (in round brackets) followed by a full stop • Title of the album (<i>italics</i>) • Recorded by (insert subsidiary contributor e.g. conductor, soloist [in square brackets] in the format A. A. Musician) • Medium [in square brackets] followed by a full stop • Location: Label • For a single track, insert title of the track after year and before title of the album.
Entire CD, LP, cassette or music DVD	
<p>In Kavakos' recording of <i>Violin concertos</i> by Mozart (2006), ...</p>	<p>Mozart, W. A. (2006). <i>Violin concertos</i>. [Recorded by L. Kavakos]. [CD]. Germany: Sony.</p>

In-text example	Reference list example
Single track from a CD, LP, cassette, or music DVD	
In "Blowin' in the wind" (Dylan, 1989, track 1)...	Dylan, B. (1989). Blowin' in the wind. On <i>The Freewheelin'</i> [CD]. New York, NY: Sony.
Live performances	
<ul style="list-style-type: none"> • Cite the work that was performed 	<ul style="list-style-type: none"> • Composer/Artist/Group • Year (in round brackets) followed by a full stop • Title of work (<i>italics</i>) followed by a comma • performed by... • Location of venue • Date of performance [in square brackets].
The performance of Beethoven's fifth symphony (2009)	Beethoven, L. (2009). <i>Symphony no 5 in C minor</i> , performed by Halifax Symphony Orchestra. Victoria Theatre, Halifax. [14 June, 2009].
Music score	
<ul style="list-style-type: none"> • The music department advise that it is not necessary to cite a score in text but to include these details in the bibliography/list of references • However, if the particular edition is the subject, instead of the music, such as in a comparative discussion of different editions, then the citation should be in-text. • 	<ul style="list-style-type: none"> • Composer/Artist/Group • Subsidiary contributor (e.g. conductor, soloist) • Year (in round brackets) followed by a full stop • Title of the work (<i>italics</i>) • Place of publication: Publisher.
Mozart (1993) when composing ...	Mozart, W. A., & Druce, D. (1993). <i>Requiem: For soprano, alto, tenor and bass soli, SATB and orchestra, K626</i> . London: Novello.
Live production of plays	
<ul style="list-style-type: none"> • The director is cited as the author • Reference to director in text, just give year of in brackets after their name • No reference to director in text, include director/date in brackets. 	<ul style="list-style-type: none"> • Director in format: Surname, initial/s then the word Director (in round brackets) followed by a full stop • Year, Month day of performance (in round brackets) followed by a full stop • Title of play (<i>italics</i>) • by Name of the playwright followed by a comma

In-text example	Reference list example
	<ul style="list-style-type: none"> • Theatre, Location.
<p>...as can be seen in the Bristol production of Oscar Wilde's play, <i>The importance of being earnest</i> (Fielding, 2005).</p>	<p>Fielding, D. (Director). (2005, May 7). <i>The importance of being earnest</i> by Oscar Wilde, Bristol Old Vic, Bristol.</p>
<p>Theatre programmes</p> <ul style="list-style-type: none"> • The director is cited as the author • Reference to director in text, just give year in brackets after their name • No reference to director in text, include director/date in brackets. 	<p>Theatre programmes</p> <ul style="list-style-type: none"> • Director in format: Surname, initial/s then the word Director (in round brackets) followed by a full stop • Year, Month day of performance (in round brackets) followed by a full stop • Title of play (<i>italics</i>) • by Name of the playwright followed by a comma • Programme [in square brackets] followed by a full stop • Theatre, Location.
<p>The adaption of <i>The Tempest</i> at The Swan Theatre (Granville, 2001)...</p>	<p>Granville, P. (Director). (2001, June 8). <i>The Tempest</i> by William Shakespeare, [Programme]. The Swan Theatre, Stratford-upon-Avon.</p>
Social media	
<p>Blog posts</p> <ul style="list-style-type: none"> • The author may have used a nickname/screen name. This should be used in citations • Reference to author in text, just give year of publication in brackets after their name • No reference to author in text, include author/date in brackets. 	<p>Blog posts</p> <ul style="list-style-type: none"> • Author/ screen name • Year, Month day (in round brackets) followed by a full stop • Title of blog entry • [Web log post] followed by a full stop • Retrieved from http://www.xxxxx
<p>In his blog, Black (2011) discusses...</p>	<p>Black, G. (2011, January 6). A new start to data protection in the new year? [Web log post]. Retrieved from http://www.law.ed.ac.uk/ecclblog/blogentry.aspx?blogentryref=8548</p>
<p>Wiki entries</p> <p>A wiki usually has contributions from many authors and as such it is difficult to</p>	<p>Wiki entries</p> <ul style="list-style-type: none"> • Title of entry followed by a full stop

In-text example	Reference list example
<p>determine how authoritative the information is. Use with caution.</p> <ul style="list-style-type: none"> Reference to the entry title in text, just give year of publication in brackets after title No reference to the title in text, include title/date in brackets. 	<ul style="list-style-type: none"> Year (in round brackets) followed by a full stop In <i>Title of wiki (italics)</i> followed by a full stop Retrieved Month day, year, from http://www.xxxxx
<p>The Poor Knights of Christ and the Temple of Solomon originated from the Middle Ages (Knights Templar, n.d.).</p>	<p>Knights Templar. (n.d.). In <i>Wikipedia</i>. Retrieved January 12, 2013, from http://en.wikipedia.org/wiki/Knights_Templar</p>
Podcasts	Podcasts
<ul style="list-style-type: none"> When referring to the broadcaster in text, just give year of publication in brackets after their name No reference to broadcaster in text, include broadcaster/date in brackets. 	<ul style="list-style-type: none"> Surname, Initial(s) of broadcaster with explanation of role (in round brackets) followed by a full stop Year, Month day (in round brackets) followed by a full stop Programme title (<i>italics</i>) Audio Podcast [in square brackets] followed by a full stop Retrieved from http://www.xxxxx
<p>Porter (2013) argues that... Up to one in seven children have soft, yellow teeth (Porter, 2013).</p>	<p>Porter, M. (Producer). (2013, July 2). <i>Inside health: Hayfever, Diclofenac, cheese molars 2</i> [Audio podcast]. Retrieved from http://www.bbc.co.uk/podcasts/series/medmatters</p>
Personal communications (emails, letters, personal interviews)	Personal communication (emails, letters, personal interviews)
<ul style="list-style-type: none"> Provide the initials and surname of the communicator Indicate that it is a personal communication It is good practice to seek permission from the communicator before using it as a reference. 	<ul style="list-style-type: none"> Personal communications are often unrecorded and very hard to verify. For that reason they do not appear in your reference list.
<p>...while "leisure is often the first thing to suffer when funds are tight" (D. S. North, personal communication, August 1, 2010).</p>	<p>Personal communications do not appear in the reference list.</p>

In-text example	Reference list example
Company and market reports	
<p>Print version of company report</p> <ul style="list-style-type: none"> • Reference to author in text, include the year of publication in brackets after their name • No reference to author in text, include author/date in brackets. 	<p>Print version of company report</p> <ul style="list-style-type: none"> • Author(s) in format: Surname, Initial/s, or name of company followed by a full stop • Year of publication (in round brackets) followed by a full stop • Title of report (<i>italics</i>) followed by a full stop • Place of publication: Publisher • Note that when the author is the publisher, the word Author is used. • If accessed online, add Retrieved from http://xxxxx in place of the Publisher details.
<p>“Improvements in product quality and style were welcomed by our customers” (Marks and Spencer, 2013, p. 3).</p>	<p>Marks and Spencer. (2013). <i>Only at your M&S annual report and financial statements 2014</i>. London: Author.</p>
<p>Company report from FAME</p> <ul style="list-style-type: none"> • FAME is cited as the author • Reference to author in text, include the last year in the report in brackets after their name • No reference to author in text, include author/date in brackets. 	<p>Company report from FAME</p> <ul style="list-style-type: none"> • FAME followed by a full stop • Year of publication (in round brackets) followed by a full stop • Title of report (<i>italics</i>) followed by a full stop • Retrieved from http://fame.bvdep.com
<p>Tesco had an annual turnover of... (FAME, 2010).</p>	<p>FAME. (2010). <i>Company Report of Tesco PLC</i>. Retrieved from http://fame.bvdep.com</p>
<p>Market report from Mintel</p> <ul style="list-style-type: none"> • Mintel is cited as the author • Reference to author in text, include the year of publication in brackets after their name • No reference to author in text, include author/date in brackets. 	<p>Market report from Mintel</p> <ul style="list-style-type: none"> • Mintel followed by a full stop • Year of publication (in round brackets) followed by a full stop • Title of report (<i>italics</i>) • Retrieved from http://academic.mintel.com

In-text example	Reference list example
According to Mintel (2010) there is a need for cleaners that can clean both carpets and hard surfaces.	Mintel. (2010). <i>Vacuum cleaners - UK - August 2010</i> . Retrieved from http://academic.mintel.com
Seminar or lecture notes <ul style="list-style-type: none"> • Reference to author/lecturer in text, just give year of publication in brackets after their name • No reference to author/lecturer in text, include author/date in brackets. 	Seminar or lecture notes <ul style="list-style-type: none"> • Author/lecturer in format Surname, Initial(s) • Year of lecture (in brackets) followed by a full stop • Title of lecture (<i>italics</i>) • Format [in square brackets] followed by a full stop • Retrieved from http://www.xxxx
Evidence based practice (Krisnain, 2012) is ...	Krisnain, K. B. (2012). <i>Introduction to modelling and simulation lecture 1</i> . [PowerPoint slides]. Retrieved from http://www.slideshare.net/KesavartiniiBalaKrisnain/simulation-powerpoint-lecture-notes
Law for non-law students Law students use the OSCOLA method of referencing. However, unless your tutor specifically states, other students still have to use the APA system.	
Law reports (cases) <ul style="list-style-type: none"> • For in-text citations, provide the party names, and year. • A list of abbreviations for Law Reports can be found at: http://www.legalabbrevs.cardiff.ac.uk/ 	Law reports (cases) Legal cases should not be included in the APA reference list.
First in-text citation (Chalmers v. Johns [1999] 1 FLR 39) Subsequent citations (Chalmers v. Hart, 1999)	Legal cases should not be included in the APA reference list.
Acts of Parliament <ul style="list-style-type: none"> • In text, provide the official or popular name of the Act, and the year • Page numbers must be included for direct quotations 	Acts of Parliament Acts of Parliament should not be included in the APA reference list.

In-text example	Reference list example
According to the Mental Health Act 1983...	Acts of Parliament should not be included in the APA reference list.

Updated October 2015