

Introduction

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

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

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

Why reference?

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

- to show that you have researched/ read widely and found relevant information.
- to support any claims you have made through reference to an authoritative author on the subject.
- to enable readers of your work to trace the sources used and draw their own conclusions from the original works which you have cited.
- referencing is generally part of the mark scheme for your assignments.
- to avoid being accused of **plagiarism**. This is using someone else's work as your own without acknowledging it. If you do not acknowledge your source(s) you may be guilty of academic misconduct. For more details, please refer to the [Regulations for taught students - Academic Misconduct](#)

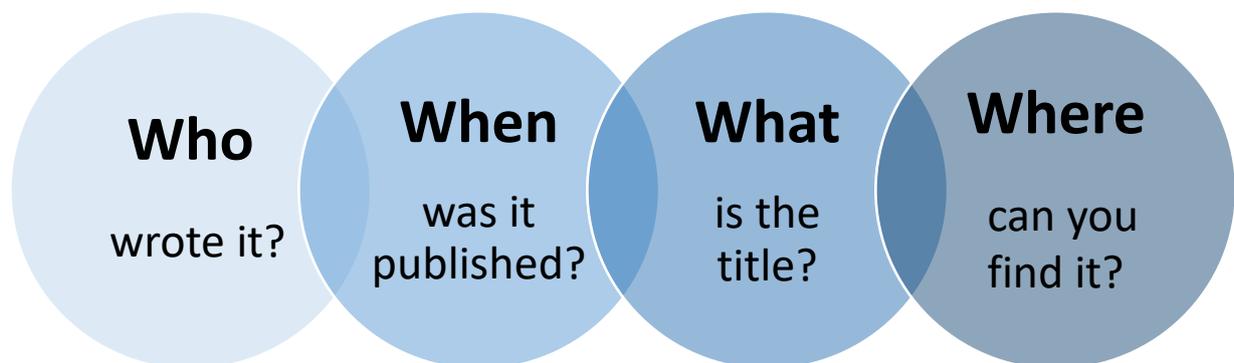
When do you need to reference?

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

- mention of a theory, fact, argument or viewpoint attributable to a specific person.
- statistics, examples or case studies.
- illustrations or musical examples.
- direct quotations/ paraphrase.

Principle of referencing

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

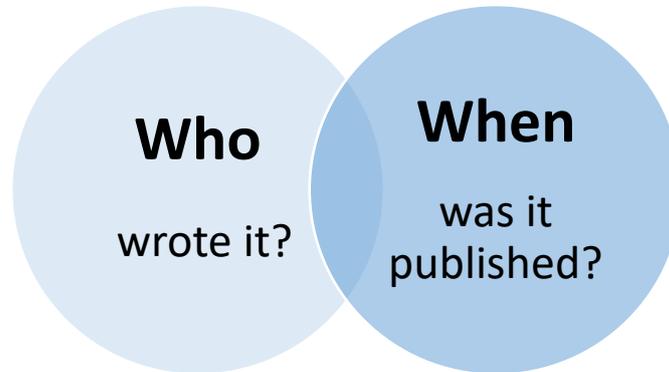


There will not be specific guidance for every single source type. Sometimes you may need to find the source that is the closest 'fit'. This may mean using elements from two source types.

This [APA blog](#) is very useful for unusual reference types.

Principle of citation

The principle of citation is to acknowledge the source in the body of the written work. It provides information for the reader to locate the source in the reference list.



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

Quoting, paraphrasing and summarising

Quoting

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

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

For example:

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

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

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

For example:

The author depicts a society where the characters are just trying to survive:

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

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

Paraphrasing

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

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

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

Summarising

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

Citing more than one source to support an argument

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

For example:

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

Two or more citations by the same author

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

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

- If you are using two different sources from the same author and date you can distinguish between them by adding a letter a, b etc. For example:

(Jones, 2019a) (Jones, 2019b) In the reference list they are listed in alphabetical order using the title of the resource.

Secondary citing

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

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

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

For example:

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

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

Equally, “the formula is complicated” (Khan & Poppins as cited in Sizemore, 2011, p. 143)...

Sizemore would be in the reference list **not** Khan and Poppins.

Guidance for citing different numbers of authors

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

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

Reference list

What is a reference list?

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

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

Sample reference list

Note

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

References

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

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

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

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

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

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

Formatting the reference

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

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

Digital object identifier (DOI)

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

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

Missing information

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

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

General principles to remember

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

Further help

Official APA 6th guidance

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

Help within the University of Huddersfield

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