

2. Books (print and ebooks)

Note

- This section refers to books in all formats, print and electronic.
- When quoting from an ebook without page numbers, you can use any of the following to help the reader find your quoted text: the chapter heading, section name, paragraph number.
- Print and ebooks are formatted the same in the reference list, except that an ebook would have a DOI or URL at the end.
- (Ed.) abbreviation for editor (in round brackets, followed by a full stop).
- (Eds.) abbreviation for more than one editor (in round brackets, followed by a full stop).
- List author/editors names in the order they appear on the title page of the book.
- (ed.) abbreviation for edition (in round brackets, followed by a full stop).
- Only include edition if it the second or subsequent edition, i.e. do not mention if it is the first edition of a book.
- Publication details are generally found towards the start of the book. In art books, these are often at the end of the book.
- Ignore the reprint dates.
- If there is more than one publisher, separate each one with a semi-colon.
- Do not use the word "Ltd." after the name of the publisher.
- When the author and publisher are the same name, do not include the publisher in the reference list.
- Add DOI link for ebooks, if available.
- If no DOI, add a short URL if not found through Summon/ library ebook platform.
- If no DOI and found through Summon/ library ebook provider, then treat as a print book, i.e. include publisher only.

2.1 Books with one or two authors

Format and order

- Authors (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**). (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

In-text citation

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

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

Lundgren & McMakin (2013) summarise communication challenges in the environmental industry.

Reference list

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

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

Lundgren, R. E., & McMakin, A. H. (2013). *Risk communication: A handbook for communicating environmental, safety, and health risks* (5th ed.). Wiley.
<https://doi.org/10.1002/9780470480120>

2.2 Books with three or more authors

Note

- The in-text citation for a work with 3 or more authors includes only the first author followed by **et al.** and the year.

Format and order

- Authors (family name, comma followed by initials with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**) (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

In-text citation

The chapter on sedimentation considers “forces acting on an isolated particle moving relative to a fluid” (Richardson et al., 2002, p. 237).

Reference list

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

2.3 Edited book

Note

- Follow the same citation rule for the number of editors as authors, e.g. for 1 or 2 editors, include both surnames and for 3 or more editors, include first editor's surname and et al.

Format and order

- Editors (family name, comma followed by initials with full stop and space after each initial)
- **(Ed.)** or **(Eds.)**. (in round brackets, followed by a full stop)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**) (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

In-text citation

There is much discussion on the role of global environmental politics in today's society (Harris, 2016).

Klees et al. (2012) explore a range of alternatives...

Reference list

Harris, P. G. (Ed.). (2016). *Routledge handbook of global environmental politics*. Routledge.

Klees, S. J., Samoff, J., Stromquist, N. P., & Bonal, X. (Eds.). (2012). *The World Bank and education: Critiques and alternatives*. Sense Publishers.

2.4 Chapter/ section of an edited book

Note

- Editor format is initials first, followed by family name.
- For ebooks without page numbers there is no official guidance in APA. you can use any of the following to help the reader find your quoted text: the chapter heading, section name, paragraph number.

Format and order

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

In-text citation

Baynton (2013) argues that...

Sharma (2009) explores the multiculturalism debate...

Reference list

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

Sharma, A. (2009). Postcolonial racism: White paranoia and the terrors of multiculturalism. In G. Huggan & I. Law (Eds.). *Racism postcolonialism Europe* (pp. 119-130). Liverpool University Press. <https://www.jstor.org/stable/j.ctt5vjc6k>

2.5 A translated book

Note

- Translator format is initials first, followed by family name.
- Include both original publication date and translated date in the citation.

Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title* (in italics)
- (Translator, **Trans.**). (initials first followed by family name, followed by comma, followed by the abbreviation Trans., all in round brackets, followed by full stop)
- Publisher. (followed by full stop)
- **Original work published** year (in round brackets)
- DOI or URL (for ebooks only)

In-text citation

... (Fanon, 1952/1986).

Reference list

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

2.6 A book written in another language

Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Translation of title]. (in square brackets, followed by full stop)
- Publisher. (followed by full stop)
- DOI or URL (for ebooks only)

In-text citation

... (Hänzi, 2013).

Reference list

Hänzi, D. (2013). *Die ordnung des theaters: Eine soziologie der regie* [The order of the theatre: A sociology of translating]. Transcript Verlag.
<http://library.oapen.org/handle/20.500.12657/32945>

2.7 Reference books: dictionary, thesaurus or encyclopedia

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

If the definition/ section cited has a specified author, use the instructions in Section 2.4 Chapter/ section of an edited book.

Note

- If citing a definition or entry with no named author, use the instructions below.
- If no specified author, the word or section name is listed first in the reference list.
- Include a retrieval date if you are using a free web reference source that may change regularly, e.g. dictionary.com or Merriam-Webster.
- If the online version refers to the print edition, include the edition number after the title.
- We recommend using quality reference sources, such as Oxford English Dictionary, Oxford Reference online, Medicines Complete, British Pharmacopeia, and BNF, all available via Summon at the University of Huddersfield.

Format and order

- Word /section name. (followed by full stop)
- (Year of publication). (in round brackets followed by full stop)
- **In**
- Author(s)/ editor(s) of book if applicable, (initials, with full stop and space after each initial, followed by family name, followed by comma)
- *Title of dictionary/ encyclopedia* (in italics)
- (ed, Vol., pp.) in brackets include all relevant
- Publisher. (followed by full stop, if in print)
- DOI or URL (for ebooks only)

In-text citation

... (“Romanticism”, 2013).

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

Reference list

Romanticism. (2014). In *World encyclopedia*. Philip’s. <http://oxfordreference.com>

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

2.8 Book review

Note

- The second part of the reference will change depending in which type of publication the review is published, e.g. newspaper or journal.

Format and order

- Reviewer (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month and day, in round brackets followed by full stop)
- Title of book review (if there is one)
- **[Review of the book *title of book*, by author]**. (title of book in italics, followed by comma, by author of book, initials followed by family name, in square brackets, followed by full stop)
- *Journal/ newspaper title* (in italics)
- *Volume number* (in italics, if applicable)
- (issue number) (in round brackets, if applicable)
- Page number (without page abbreviations, if applicable)
- DOI or URL (for ebooks only)

In-text citation

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

Reference list

Fried, I. (2018, July 15). The shortlist/ artificial intelligence [Review of the book *Prediction machines: The simple economics of artificial intelligence*, by A. Agrawal, J. Gans, & A. Goldfarb]. *The New York Times*, 26. <https://tinyurl.com/mw3y2nuh>

2.9 Religious work

Note

- When you are citing from a religious work, e.g. the Bible, Qu’ran or Torah, include the book, chapter and verse.

- Include the version from which you are citing and put the source in brackets or work it naturally into the sentence.
- Include in the reference list, applying the rules for a book or ebook.

In-text citation

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

Reference list

King James Bible. (2017). King James Bible Online.
<https://www.kingjamesbibleonline.org/> (Original published 1769)