

# 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 7<sup>th</sup>**, published by the American Psychological Association.

Some departments use slightly varying rules, so always check your module handbook. Postgraduate researchers (MA by Research and PGR) are able to discuss and select their preferred referencing style with supervisors.

## 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.

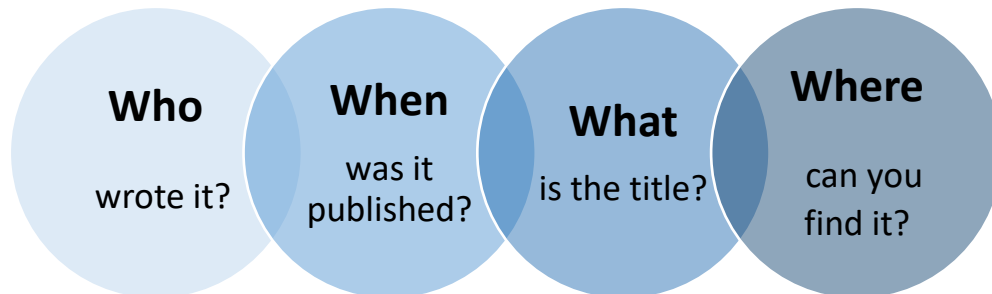
Common knowledge is information that is generally known to a reader so does not require a reference, e.g.

- Paris is the capital of France.
- Water is H<sub>2</sub>O.

If in doubt as to whether something is common knowledge or not, please refer to an academic in your department.

# Principle of referencing

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

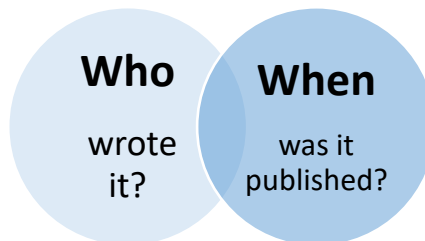


There will not be specific guidance for every single source type. Sometimes you may need to find the source that is the closest 'fit'. This may mean using elements from two source types.

These [APA 7th reference examples](#) or the printed [Publication manual of the American Psychological Association: the official guide to APA style](#) (7<sup>th</sup> edition) are 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.



When you are writing you can choose the most appropriate place to add the citation, see below for the most common examples.

Full citation in brackets at the end of the sentence, e.g.

“better assessment of the slope stability” (Singh et al., 2013, p. 264).

...supporting the children’s literacy (UNICEF, 2020).

Matheus and Quinn discuss gender based occupational stereotypes... (2017)

Or embed within the sentence itself, without brackets, e.g.

Singh et al. stated that new rating NSMR gives a better assessment of the slope stability (2021, p.34).

...the 2020 report on supporting children's literacy (UNICEF).

...attitudes are not changing towards gender based occupations (Matheus & Quinn, 2017).

For further advice see your Academic Skills Tutor.

### Note

- Put the author's family name, followed by the year of publication.
- Do not include the author's initials in the citation.
- When citing two authors inside brackets, use an ampersand to join the two family names together, e.g. (Levitt & Bamberg, 2017). When citing two authors within in a sentence, join them together with the word 'and'.
- If using Box of Broadcasts (BoB) adapt accordingly. BoB includes films, TV documentaries etc., via the University of Huddersfield subscription.
- 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 7<sup>th</sup> Style and Grammar guidelines](#) or the printed [Publication manual of the American Psychological Association: the official guide to APA style](#) (7<sup>th</sup> edition).

## Quoting, paraphrasing and summarising

### Quoting

Quoting is directly copying the original source and putting the text in quotation marks (also known as a direct quote). 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.

A 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, e.g. pp. 34-35).

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, they should be used 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, e.g. 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, e.g. 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, e.g. 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 to the publication year, e.g. (Jones, 2019a, 2019b).

In the reference list, include the letter with the year and list them in alphabetical order by title, e.g.

Jones, K. (2019a). *Losing our minds*. [http://www.wfh\\_JonesFamily.net/loss/](http://www.wfh_JonesFamily.net/loss/)

Jones, K. (2019b). *Working from home*. [http://www.wfh\\_JonesFamily.net/wfh/](http://www.wfh_JonesFamily.net/wfh/)

## Secondary referencing & 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 available only in a language that you do not understand” (American Psychological Association, 2020, p. 258).

- Cite the author (and publication year if known) 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.

e.g. citation with publication date of original work not known:

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

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

e.g. citation with publication date of original work known:

“the form is complicated” (Khan & Poppins, 1998, 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
<b>One author</b>	According to Ramsden (2019), when adults return to education... <b>OR</b> ...(Ramsden, 2019).	As first in-text citation
<b>Two authors</b>	Ramsden and Jones (2019) recommend... <b>OR</b> ...(Ramsden & Jones, 2019).	As first in-text citation
<b>Three or more authors</b>	Ramsden et al. (2019) describe... <b>OR</b> ...(Ramsden et al., 2019).	As first in-text citation
<b>Organisation with an acronym</b>	The National Health Service (NHS, 2019) reported... <b>OR</b> ...(National Health Service [NHS], 2019)	The NHS (2019) reported ...  <b>OR</b> ... (NHS, 2019).
<b>Unknown author</b>	Cite the title in place of the author. The Handbook of Chocolate Decoration (2019) stated that...  ...(The Handbook of Chocolate Decoration, 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.
- References need to be consistent in layout and punctuation.
- 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. Krisztian and Lundgren.

### 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). Routledge.

British Standards Institution. (1980). *Method for preparation of a liquor of tea for use in sensory tests* (BS 6008:1980). <https://bsol.bsigroup.com>

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

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

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>

Matheus, C. C., & Quinn, E. (2017, November 30-December 02). Gender based occupational stereotypes: New behaviors, old attitudes. *IEEE Women in Engineering (WIE) Forum USA East*, Baltimore, MD, 1-6.  
<https://doi.org/10.1109/WIE.2017.8285610>

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

UNICEF. (2022). *Prospects for children in 2022: A global outlook*.  
<https://uni.cf/3iSFFvh>

## 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 twenty authors list them all and use an ampersand before the final author's name	Ramsden, B, J., Jones, J., Smith, K., Sharman, A., Carver, K., Briggs, J., & Wilson, M. (2019).
Twenty one or more authors - include the first 19 authors' names, insert ... (3 dots called an ellipsis) no ampersand, and then add the final author's name.	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996).
Organisation – write full name not acronym	National Health Service. (2019).

## Digital object identifier (DOI)

The digital object identifier (DOI) is used when referencing using APA 7<sup>th</sup> 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. 10.1000/xyz123

The DOI is included in the reference list if an electronic document has one, the format is <https://doi.org/> (followed by the unique numbers/ letter combination).

Do not manually insert line breaks into long DOIs or URLs, i.e. keep them on one line where possible.

## 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
<b>Author</b>	<p>Provide title, date and source.</p> <p>Italicise the title if it is italicised in the reference list, e.g. book or artwork.</p> <p>Enclose the title in quotation marks if the title is not italicised in the reference list, e.g. a journal article.</p>	<p>This image creates a feeling of happiness (<i>Sunflower</i>, 2019).</p> <p>The gardening advice provided ("Sunflowers require a sunny spot", 1989).</p>	<p><i>Sunflower</i> [Photograph]. (2019). <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a></p> <p>"Sunflowers require a sunny spot." (1989). <i>Gardening for Beginners</i>, 4(Spring). 32.</p>
<b>Date</b>	Provide author, substitute n.d. for no date, and then give title and source. (*see also below)	(Smith, n.d.).	Smith, S. (n.d.). <i>Sunflower</i> [Photograph]. <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a>
<b>Title</b>	Provide author and date, describe document inside square brackets, and then give source.	(Smith, 2019).	Smith, S. (2019). [Photograph of sunflower]. <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a>
<b>Both author and title</b>	Try to find the details. Consider using another source.	N/A	N/A

\* To find a publishing date on a website: Right click on the page. Select View page source. Press the Control and F keys, then type the word publish to see if it will find the year it was written.

# General formatting rules

- If an author has more than one first name add a space between each initial. e.g.  
Author, A. A.
- When citing two authors inside brackets, use an ampersand to join the two family names together, e.g. (Levitt & Bamberg, 2017). When citing two authors within in a sentence, join them together with the word 'and'.
- Capitalise the first letter of title and subtitle.
- 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.
- Apply these rules to URLs (web links), e.g. ebook, article or web page.
  - Do not manually add line breaks into long DOIs or URLs. If you are referencing a long URL, you are encouraged to use a URL shortening service, e.g. [Bitly](#) or [TinyURL](#).
  - All links should be live if the work is to be read online. Remove the hyperlink if the work is in a printed format.
  - Provide a retrieval date if the content is designed to change over time and is not archived. The format is: Retrieved January 12, 2020, from [http://...](#)

# Further help

## Official APA 7<sup>th</sup> guidance

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Available in University of Huddersfield Library at 808.06615 PUB.
- American Psychological Association. (2020). *APA blog*.  
<https://apastyle.apa.org/blog/>

## Help within the University of Huddersfield

- Contact your Subject Librarians via email [library@hud.ac.uk](mailto: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.
- We welcome any comments and suggestions about this guide at [library@hud.ac.uk](mailto:library@hud.ac.uk)