

Referencing

using APA 7th edition for UoR Institute of Education

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What is referencing and why must I do it?

Referencing is a key academic practice for university students, whereby you acknowledge your sources. It is also referred to as **citation**. This gives authors credit for their contribution to your understanding, whilst also giving those who read your work the opportunity to reproduce your research by studying the same texts you have used. You can lose marks for incorrect citation, and you may be accused of **plagiarism** or **academic misconduct**.

The Institute of Education promotes **APA 7th edition**, which is commonly used in education, psychology and other social sciences. Besides this short summary, you can find further guidance here:

- American Psychological Association. (2020). *APA style*. apastyle.apa.org
- American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. (7th ed.). University Library 808.06615-AME

When to reference

You should cite the work of those individuals whose ideas theories or research have **directly influenced your work**, for example whenever you:

- paraphrase another person's ideas
- quote directly
- refer to data or data sets
- adapt or reprint a table
- use images or graphics you did not create yourself
- reprint long passages of text.

You should only ever cite items that you have read or used as part of your assignment. Do not reference anything which is common knowledge, or that you have not read yourself. Try to use **primary sources** whenever possible.

It is important to cite the right amount. Too many citations make it difficult to read a text, whereas too few can be plagiarism. You should always cite if it is not clear where the idea came from. However, if the source you are using, and the topic have not changed, then you do not need to cite again.

In-text citations

APA uses the **author/date citation system**, where a short in-text citation consisting of the author's surname and the date directs readers to the full reference in the reference list at the end of the work. These citations can be either **parenthetical** (in parentheses) or **narrative** (incorporated into the text). You should put citations for all your sources (including personal communications and other non-retrievable sources).

For example:

- Jones (2008) found that adolescent learners experience difficulties at key transition points.
- Adolescent learners can experience difficulties at key transition points (Jones, 2008).
- In 2008, Jones's study of adolescent learners...

You can cite more than one source in the same set of parentheses by separating them with a semi-colon and putting them in alphabetical order like this (Dormer, 2020; Jones, 2008).

Direct quotes

Include **shorter quotes** (up to 40 words) in double speech marks and add the section or page number(s) alongside the citation. Use 'p.' for a single page or 'pp.' for multiple pages.

Inset **longer quotes** (over 40 words) as 'block quotations' without quotation marks (American Psychological Association, 2020, section 8.27):

One study found that,

a number of adolescents were eager to move from a school to an apprenticeship setting but had great difficulty in sticking with the monotony of daily tasks as well as learning new skills. This was so surprising we had to kick ourselves repeatedly, which is what the young people were doing to each other. (Jones, 2008, pp. 17-18.).

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If you need to adapt a word as to suit your sentence (such as changing a tense) put it in **square brackets to show it differs from the original**. For example: One study found that "teenagers [experienced] learning disruption transitioning from school to apprenticeship settings" (Jones, 2008, p. 17).

One or two authors

For one or two authors, include the author names in every citation.

For two authors: In a parenthetical citation use & between names, but in a narrative citation use the word “and”.

- One author: Jones (2008) found that adolescent learners experiences difficulties at key transition points.
- Two authors in parentheses: Milestones of pre-language development are the same in all languages. (Anderson & Johnson, 2012).
- Two authors in narrative: In 2012, Anderson and Johnson’s study of bilingual children found...

Three or more authors

When citing an item with three or more authors, include the surname of the first author only, plus “et al.” in every citation, unless this would create ambiguity.

- Addams et al. (2019) found that interaction is vital for children’s mental health.
- Interaction is vital for children’s mental health (Addams et al., 2019).
- In 2019, Addams et al.’s study of children found that...

Ambiguous citations

If you have two sources which have the same citation, you will need to make sure that they can be differentiated.

Works with the same author and same date

When several works have the same author (or authors) and publication year, include a lowercase letter after the year, which refers to the order they occur in your reference list:

- (Department for Education, 2013a)
- (Department for Education, 2013b)

Multiple authors with the same names and dates

This can happen if you have two works with multiple authors with the same names:

- Kapoor, Bloom, Montez, Warner, and Hill (2017)
- Kapoor, Bloom, Zucker, Tang, Köroğlu, L’Enfant, Kim, and Daly (2017)

Both citations would usually be (Kapoor et al., 2017), however, to avoid ambiguity, you would instead cite them as:

- Kapoor, Bloom, Montez, et al. (2017)
- Kapoor, Bloom, Zucker, et al. (2017)

Authors with the same surname

Where authors have the same surname, but different initials, include the initials in all in-text citations, even if the year of publication differs. This helps the reader to find publications in the reference list.

(J. M. Taylor & Neimeyer, 2015; T. Taylor, 2014)

Group authors

Group authors include organisations and government departments. The way you cite group authors differs depending on whether an abbreviated form of their name exists:

Group author with abbreviation: first time cited	(National Institute of Mental Health [NIMH], 2020)
Group author with abbreviation: subsequent citations	(NIMH, 2020)
Group author without abbreviation – all citations	(Stanford University, 2020)

Note that you do not have to use the shortened form if you do not wish to do so.

Secondary sources

A **secondary source** reports something originally reported somewhere else. Wherever possible, you should cite **primary sources** directly. If you have found a quote from a different book in the work you are reading, it is best practice to find the original primary source to read and cite. Your [Academic Liaison Librarian](#) can help.

However, if the primary source is out of print or not in a language you understand, you may cite the secondary source:

- In the reference list, provide a reference for the secondary source you used.
- In-text, identify the primary source, and write “as cited in”, then the secondary source you used: e.g. (Rabbitt, 1982, as cited in Lyon et al., 2014)

References

A **reference list** should be provided at the end of your assignment. It should be in alphabetical order by the first word of the reference list entry (usually an author's surname), and it should contain all the items you have cited in your work, with a few exceptions:

- Personal communications (for example emails, text messages, phone calls) are cited in-text, but not in the reference list, as readers cannot retrieve them.
- General mentions of whole websites, whole **periodicals** and common software do not need to be cited or added to the reference list.
- Source of **epigraphs**- If a quotation sets the stage for a work but is not part of the work, it should not be in the reference list.
- References included in a meta-analysis – may be asterisked in the reference list and cited in-text (or not) at the author's discretion.

Do not include items in your reference list which you have read but have not cited.

General rules for reference lists

- Pay attention to the punctuation and capitalisation.
- As a minimum, a reference will include the author, date, title, and source, in that order, with a full stop between each item.
- Avoid repetition: If the author and the publisher are the same, omit the publisher from the reference.
- Author names are usually inverted (Surname, followed by a comma, then the initials).
- The source of publication will be in *italics*. This is usually either the name of the book, the periodical, or the report.
- Include the DOI if available. If a DOI is not available, include the URL instead.

Formatting your reference list

Double-space the whole list.

The first line of each reference should begin at the left margin, with subsequent lines inset with a **hanging indent** of 0.5 in. For further information see APA's webpage on *Paragraph alignment and indentation*: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/paragraph-format>

Common reference examples

Here are some commonly used reference patterns to follow: copy the order of elements and use of italics, capitalisation, punctuation marks and spaces.

Note especially:

- “&” is used between authors.
- Authors initials come after the surname at the beginning of a reference (so the list files alphabetically) but before the surname in the middle of a reference.
- There is no space between journal volumes and parts.
- Capitalisation of titles varies between source types and context.
 - When recording book titles and article titles in references, capitalise only the first letter of the title and the subtitle (after a colon),
 - Capitalise all important words of journal titles.
- Page numbers in journal references are recorded as numbers only, but book chapter references are preceded by “pp.”
- If your source provides no publication date, show this by using the abbreviation “n.d.” so it does not look like you just forgot to record it.

There are more examples and guidance in the APA *Publication Manual* and [APA Style website](#).

Journal article

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*, volume(issue), page-range. DOI or URL where available

Example:

Kambouri-Danos, M., Ravanis, K., Jameau, A., & Boilevin, J. (2019). Precursor models and early years science learning: A case study related to the water state changes. *Early Childhood Education Journal*, 47(4), 475-488.
<http://doi.org/10.1007/s10643-019-00937-5>

Book or ebook

Ebooks and books are treated the same in APA 7th, except ebooks include a DOI where available, if not a URL.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (edition.). Publisher. DOI or URL

Example:

Plaza-Pust, C. (2016). *Bilingualism and deafness: On language contact in the bilingual acquisition of sign language and written language*. De Gruyter Mouton.
<https://ebookcentral.proquest.com/lib/reading/detail.action?docID=4793947>.

Example with neither:

Baker, C. & Wright, W. E. (2017). *Foundations of bilingual education and bilingualism* (6th ed.). Multilingual Matters.

Chapter in an edited book

In text, cite the author of the chapter, not the editor of the book. In references:

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), Title of the book (2nd ed., pp. #-#). Publisher. DOI or URL

Kilkenny, K. (2020). What is teacher training? In C. Carden (Ed.), *Primary teaching* (pp. 23-46). SAGE Publishing. <https://read.kortext.com/reader/pdf/329262/>

Example – chapter in an edited book of previously published items:

In text, show both original and republished dates: (Schon, 1983/2014). In references:

Schon, D. A. (2014). Reflection-in-action. In A. Pollard (Ed.), *Readings for reflective teaching* (pp. 66–69). Continuum Books. (Edited from *The reflective practitioner: How professionals think in action*, pp. 50-68, by D. A. Schon, 1983, Maurice Temple Smith)

Government documents and UK legislation

For government documents, including those by the Department for Education [DfE], only include the publisher's name if it is different from the author name.

Government Department or Author. (Year). *Title of report: Subtitle*. (Department Report number: XXXXXXXX). Publisher name. <https://xxxxxxxxxxxxxx>

Example – author/publisher same:

Department for Education. (2017). *Statutory framework for the early years foundation stage*. (Report Number: DFE-00169-2017). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf

Example – author/publisher different:

Department for Digital, Culture, Media & Sport. (2019). *Online harms White paper* [White paper]. Crown. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/793360/Online_Harms_White_Paper.pdf

Note: White papers are persuasive documents written to convince readers of their position. They therefore should have the description “[White paper]” in square brackets after their title.

Example – Acts

Special Educational Needs and Disability Act, c. 10 (2001).

<https://www.legislation.gov.uk/ukpga/2001/10/contents>

In-text cite like this: (Special Educational Needs and Disability Act, 2001)

Example – Statutory Instruments

The Special Educational Needs (Miscellaneous Amendments) Regulations, SI

2014/2096 (2014). <https://www.legislation.gov.uk/uksi/2014/2096/contents/made>

In-text cite like this: (Special Educational Needs Regulations, 2014)

Webpages

Whilst there may be occasions where you need to cite a webpage, always make sure that the site is appropriate to be used for your intended purpose.

Make sure to check:

- Who is responsible for the page?
- Is it from a reliable organisation?
- Is the information on the page correct?
- Does the author have their own agenda (e.g. political organisations)?
- Is the information up to date?
- Is the information at the correct level for your audience?

Create a different reference for each page from a website that you use. You may need to infer the author using an “about us” page from the website. Unlike most other sources, you should give the most specific date possible when referencing them (the citation still only includes the author and year). You only need to include a **retrieval date** if the webpage is designed to change over time and the page is not archived.

Author, A. A., & Author, B. B. (2020, September 28). *Title of webpage*. Title of website. <https://XXXXXXXXXX>

Name of Organisation. (2020, September 28). *Title of webpage*. Title of website. Retrieved Date, from <https://XXXXXXXXXX>

Example from a news website:

Bologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?* HuffPost. https://www.huffingtonpost.com/entry/what-happens-mind-body-homesick_us_5b201ebde4b09d7a3d77eee1

Example with group author:

Centers for Disease Control and Prevention. (2018, January 23). *People at high risk of developing flu-related complications*. https://www.cdc.gov/flu/about/disease/high_risk.htm

Example with no date:

Boddy, J., Neumann, T., Jennings, S., Morrow, V., Alderson, P., Rees, R., & Gibson, W. (n.d.). *Ethics principles*. The research ethics guidebook: A resource for social scientists. <http://www.ethicsguidebook.ac.uk/EthicsPrinciples>

Example with retrieval date:

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved July 3, 2019, from <https://www.census.gov/popclock/>

Audiovisual works and social media

Online forum post:

National Aeronautics and Space Administration [NASA]. (2018, September 12). *I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!* [Online forum post]. Reddit https://www.reddit.com/r/IAmA/comments/9faggy/im_nasa_astronaut_scott_tingle_ask_me_anything/

Podcast:

Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR. <https://www.npr.org/series/423302056/hidden-brain>

Podcast episode:

Glass, I. (Host). (2011, August 12). Amusement park (No. 443) [Audio podcast episode]. In *This American life*. WBEZ Chicago. <https://thisamericanlife.org/radio-archives/episode/443/amusement-park>

Recorded webinar:

Goldberg, J. F. (2018). *Evaluating adverse drug effects* [Webinar]. American Psychiatric Association. <https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172>

TED Talks:

Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things

TED. (2012, March 16). *Brené Brown: Listening to shame* [Video]. YouTube. <https://www.youtube.com/watch?v=psN1DORYYV0>

YouTube video or other streaming video:

University of Oxford. (2018, November 6). *How do geckos walk on water?* [Video]. YouTube. <https://www.youtube.com/watch?v=qm1xGfOZJc8>

Further guidance

For further guidance, [contact your Academic Liaison Librarians](#) or visit the [APA style website](#).

Glossary

Academic misconduct

Academic dishonesty, or academic misconduct is a term which covers issues including cheating in exams, plagiarism, fabrication of research data, and bribery. It is a serious offence within the university and can result in expulsion from the university.

APA 7th Edition

APA 7th Edition refers to the style of referencing explained in the 7th edition of the American Psychological Association Publication Manual. You are expected to use this style of referencing in all your assessed work for the Institute of Education.

Author/date Citation

Author date citation is a system of citation whereby the name of the author and the year of the publication are inserted into the text to highlight the original source an idea or quotation. In-text citations point to a reference list or bibliography, which provides full details of the original text that the idea or quotation came from.

Bibliography

A bibliography is a list of sources you have read which have helped you to write your work. It includes items you have not cited in your work; alongside those you have cited. Usually bibliographies are organised in alphabetical order by the surname of the first author. APA uses reference lists, not bibliographies (see 'reference list').

Citation

A citation is a note within the text which directs the reader to the original source of the quote or the idea. Some referencing systems put citations in footnotes of pages, however APA 7th Edition put citations in-text, using the Author Date system (see author/date citation).

Direct Influence

A source has directly influenced your work if ideas or quotations found in the source have changed your opinions or the way you understand the topic. This will include any concept which you have not invented, and any idea which was first mentioned by another author.

DOI

Digital Object Identifier: DOI and numbers which remain the permanent address of an online resource.

Epigraph

An inscription at the front of a book, usually a quotation or saying used to set the tone of a work.

Hanging Indent

Where the second and subsequent lines of a paragraph are indented but the first line is not. In APA 7th edition, the Reference list should have a hanging indent of 0.5 ins.

Longer quotes

Quotes of more than 40 words. These should be inserted as Block quotations, without quotation marks.

Narrative Citation

A narrative citation is an author/date citation which is set into the work without the use of parentheses.

e.g. Jonasson's study from 2018 found that...

Parenthetical Citation

A parenthetical citation is an author/date citation which uses parentheses.

e.g. (Anderson & Johnson, 2012).

Periodical

Periodical is a broad term which refers to anything that is published periodically. Usually, it refers to a scholarly journal, and will have information about the volume or issue number as part of the reference.

Plagiarism

Plagiarism is copying the language or thoughts of others and representing them as your own work. Acts of plagiarism may include using others' words without acknowledging the original author properly, submitting someone else's work as your own, and working with another student to produce the same or highly similar work. Unintentional plagiarism can also happen if you are not careful when taking notes or citing references.

Whether plagiarism is intentional or not, it is still taken very seriously by the university and can be penalised very heavily.

Primary Source

In referencing, a primary source is the original place in which an idea was first published.

Please note: the terms Primary and Secondary source have additional different meanings in some subjects (e.g. History).

Reference List

A reference list is a list of sources you used to write your work. Unlike a bibliography, it **only** includes items you have cited in your work. Usually reference lists are organised in

Referencing using APA 7th Edition – Library

alphabetical order by the surname of the first author. APA uses reference lists, not bibliographies.

Retrieval date

The date when you looked at the website. Note that this should only be included when the page is designed to change over time.

Secondary Source

In referencing, a secondary source is a source which is quoting information from a different source (that is, the information is “second-hand”).

Please note: the terms Primary and Secondary source have additional different meanings in some subjects (such as History)

Shorter Quotes

Quotes of up to 40 words. These should be inserted within the text in double quotation marks.

Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.2.3	Charlotte Dormer/ Rachel Redrup	Annually	IoE SDTL/Research Lead	05/11/20
