REFERENCING CONVENTIONS

The following notes offer guidance on the provision of references in a piece of work for assessment.

Please refer to the Publication Manual of the American Psychological Association (APA), available in the library reference collection (3rd floor, call number: 808.066 AME), for information on how to cite types of sources not represented here, or for any additional information on how to paraphrase, quote, and format academic papers, including how to format tables, figures, and appendixes.

Some information (including online tutorials, FAQs, and sample papers) can also be viewed on the official APA website (at www.apastyle.org).

The bibliography computer program EndNote can help you with formatting citations and bibliographies. The Main Library offers guides to, and training sessions in, the use of EndNote.

Citation within the body of the text

When summarising a writer’s ideas:

…… Girdler (1986) claims that pomp rock is...

The Australian accent is generally referred to as …. (Hardcastle & Jones, 1984)

Within a set of citations, citations are arranged alphabetically, in the same order in which they appear in the reference list:

Recent research has revealed that attitudes towards regional dialects have changed (Channell, 1994; Conrad, 2000; Labov, 1966; Reppen, 2010)

Work cited in another reference (Secondary sources):

Labov’s explanation (1994, as cited in Nicholson, 2003) …. 

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English.

Direct quotations must be clearly indicated as such, using double quotation marks. You must give author, date and page number for every direct quotation you include:

Hulstijn (2002) suggested that practice will only “speed up the execution of algorithmic rules to some extent” (p. 211).

It may be necessary to give page numbers even when paraphrasing in order to help readers find a passage in a long and complex source text:
Function words in the target items were identified by reference to the specification in Quirk et al. (1985, pp. 67-72).....

Quotations comprising more than 40 words should start in a new line, and should be displayed as a freestanding block of text, indented about a half inch from the left margin. The entire quotation should be double-spaced.

List of References

At the end of the text, there should be a full List of References, with ALL and ONLY the references you have used in the text merged into one list. The List of References should be in alphabetical order. Note the different conventions for authored books, unpublished dissertations, chapters from books, articles from journals and edited books.

For any sources that are not included here please visit the APA website: www.apastyle.org

Single author books

Dual & triple author books

Journal articles

Edited collection:

Articles from edited collections
McKeachie, W. J. (1975). The decline and fall of the laws of learning. In N. Entwistle and D. Hounsell (Eds.), How students learn. (pp. 41-51) Lancaster: University of Lancaster.

*Please note that when you are referencing articles from edited collections, both the individual article and the edited volume should appear in the List of References. For example, you should have one entry for McKeachie AND one entry for Entwistle & Hounsell.

Theses and dissertations

Other unpublished sources

**Work cited in another reference**

Only the sources you actually read should appear in your bibliography. So, if you have given in your text: ‘….Berwick (1990, as cited in Ellis, 2008)…’, you will only put in your bibliography:


**Internet Sources**

Give reference as for a printed source, then 'Retrieved from', followed by the URL (the internet address). Do not add a period after the URL, and do not include retrieval dates unless the source material may change over time (e.g., Wikis).

**Websites**


When there is no author for a web page, the title moves to the first position of the reference entry:


**YouTube**

If both the real name of the person who posted the video and the screen name are known:

Author, A. A. [Screen name]. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxxxx

If only the screen name of the person who posted the video is known:

Screen name. (year, month day). *Title of video* [Video file]. Retrieved from http://xxxxxxxxxxx

The in-text citations include the author name (whichever that may be) and the date.

**Facebook**

When the date is unknown, use n.d. for “no date”. Describe the source type inside square brackets


When the date can be reasonably certain but isn’t stated on the document, use a bracketed date and "ca.", e.g., (ca. 1998).

Twitter


Audio-visual sources

Videos & DVDs

If the author is unknown:

If the DVD is available online

Television program

Television series

Television series episode

Magazines and newspaper articles

Magazine
If a magazine or newsletter does not use volume numbers, include the month, season or other designation with the year.


Newspaper article
For daily or weekly newspapers, include the day and precede the page numbers with p. or pp.


If the author is unknown:


For articles with no identified author, in text use a short title in double quotation marks (or the full title if it is short) for the parenthetical citation: ("New Drug", 1993, July 15).