

*The American Psychological Association guide to referencing –  
6<sup>th</sup> edition (2010)*

**The following section should be used as a guide to referencing in all Psychology modules.**

It is important to include details of previous research, investigations and other relevant information in your essays and reports to support the points you make.

When you write essays and reports for psychology it is necessary to include a reference section. Your reference section should include **all** of the references that you have used in the text and conversely all of the references in your reference section must be cited in your essay or report. Do not include references in your reference section that have not been cited anywhere in your report or essay and only reference the books/journals where you have read the original source (this will be explained further in section 1.2.).

In other disciplines you may be asked to include a bibliography. This gives details of reading you have done but have not referred to in your essay or report. However, **DO NOT** include a bibliography for any work in Psychology.

**1.0. Referencing in the text**

**As previously mentioned, all references appearing in the text must appear in the reference list and vice versa.**

When referencing in the text you only need to include the name of the author(s) and the year. **Do not** include the title of the book, journal article or the name of the actual journal and only include page numbers in the text when you are using quotes (this will be explained in section 1.3.).

The following format should be used when referring to works in the text:

***Jones and Martin (2010) suggested that cerebral dominance for language and handedness share a common X-linkage.***

OR

***It was reported that there was a common X-linkage between cerebral dominance for language and handedness (Jones & Martin, 2010).....***

Note that the year is in brackets when you cite the reference first before making a point or indicating what a researcher has found (like the first example above) but if you reference the author and year after you have introduced a point then it should all be put in brackets (like the second example above). Also note that in the text the reference is Jones **AND** Martin (2010) but in parentheses it is (Jones **&** Martin, 2010).



### 1.1. Number of authors

- Where there are 2 authors, always cite both names every time the reference occurs.

E.g. Rogers and Peters (2003)

- When citing work that has 1 – 5 authors you must cite all of the authors' names in the text the first time the reference occurs.

E.g. Stevens, Brown, Collins, Thompson and Davies (2001) reported that.....

- Where there are 3 – 5 authors, cite the first author followed by "et al." after the first occurrence in the text.

Therefore the example given above would, on subsequent citations, be referenced as 'Stevens et al. (2001)'.

- When citing work that has **6 or more authors** only cite the surname of the first author and then use et al. and the year. This applies even on the first citation of the reference in the text. However, you must reference the first 6 authors in the reference in your reference section and denote any other authors with et al.

#### **Therefore the following reference:**

Jones, Green, Smith, Bateman, Morris and Johnston (2000) would become Jones et al. (2000) at all times in the text but all 6 names would be referenced (including first initials) in the reference section.

However, the following reference:

Clark, Norris, Marshall, Ball, Fox, Jones, Mitchell and Robertson (2001) would be referred to as Clark et al. (2001) in the text but in the reference section it would be referenced as Clark, P., Norris, M., Marshall, N., Ball, T., Fox, J., Jones, L. et al. (2001) as there are 8 authors and therefore only the first 6 authors should be referenced in full in the reference section.

Additionally, if two references shorten to make identical references then this should be distinguished by citing as many authors as it takes to differentiate between the two references.

For example: Adamson, Traynor, Stewart, Best and Graham (1999) would be shortened to Adamson et al. (1999) in the text after the first citation. However, Adamson, Traynor, Williamson, Miller and Williams (1999) would also be shortened to Adamson et al. (1999) in the text. Thus in order to be able to distinguish the references from each other the first reference would be referenced as Adamson, Traynor, Stewart et al. (1999) in the text and the second example would be referenced as Adamson, Traynor, Williamson et al. (1999) in the text. Thus this distinguishes the two references from each other. Again, the full reference should be included in the reference section.

### **Things to note:-**

If you are referencing a point in the text and are backing it up using more than one reference then all references should be cited, alphabetically, in brackets and each reference should be separated with a semicolon. Again, note that any references in brackets use **&** (ampersand) rather than **'and'**. This will be briefly covered in section 1.4.

For example: Several studies (Davidson, 1992; Jansari, Tranel & Adolphs, 2000; Rogers, 1999) showed that the right hemisphere was more dominant for processing negative emotions.

If the same author(s) is/are cited when making a point then you should include the names of the authors in brackets (only once) and separate the different years using a comma. The order should be done by year of publication (earliest first) and any in-press citations should be included last as the most recent piece of work.

### **For example:**

On a recall task participants recalled 38 out of 40 items when tested immediately and this score dropped to 34 out of 40 when tested one day later (Bower, 1970, 1972).

Additionally, if you include different references by the same author and the same year of publication, you should identify each reference by using the suffixes a, b, c etc. The suffixes are decided according to the order that the references are cited in the reference section (these are usually ordered alphabetically by the title of the article in a journal reference or by the title of a chapter of a book in a book reference).

### **Examples of these are given below:**

Crow, T. J. (1997a). Is schizophrenia the price that *Homo sapiens* pay for language? *Schizophrenia Research*, 28, 127-141.

Crow, T. J. (1997b). Schizophrenia as a failure of hemispheric dominance for language. *Trends in Neurosciences*, 20, 339-343.

Therefore, the first Crow (1997) reference would be assigned the suffix 'a' and the second Crow (1997) reference would be assigned the suffix 'b'. These references would then be referred to as Crow (1997a) and Crow (1997b) in the text to distinguish them from one another.

## **1.2. Referencing secondary sources in the text**

When you have read details of, for example, a study or experiment in a book or journal that is not the original source then you must make this clear in your text.

When referencing a secondary source in the text (the book or journal that you read the original study in) you should give the name(s) and year of the original work and then state where it is cited from (the secondary source).

For example:

Jones and Davis (1965) (as cited in Lau & Russell, 1980) stated that in order to understand the process of attribution that we first need to understand the causes of human behaviour.

In the reference section only Lau and Russell (1980) would be referenced, as this is the only source that you have read. In this case we did not read Jones and Davis' original work so this would not be referenced in the reference section.

Therefore in the reference section, the reference would be as follows:

Lau, R. R. & Russell, D. (1980). Attributions in the sports pages. *Journal of Personality and Social Psychology*, 39 (1), 29-38.

### **1. 3. Using quotations in the text**

#### **Short quotes (less than 40 words)**

When including quotations in your text you must make sure that you include the author's name(s), the year and the page number from the book or journal article that the quotation is taken from and make sure that the source is fully referenced in the reference section. If the quotation is from a secondary source then you must make this clear.

If a quote is less than 40 words long then it is ok to incorporate this as part of the text using double quotation marks (" "). Make sure you include the page number at the end of the quote (after the quotation mark).

**For example:**

When defining attitudes Deaux and Wrightsman (1988) stated that "attitudes are not directly observable events but rather are mediating constructs" (p. 161)

**Or**

Crow (1990) (as cited in McManus, 1999) suggested, "schizophrenia is due to a mutation of the cerebral dominance gene" (p. 210).

#### **Longer quotes (more than 40 words)**

However, quotations of more than 40 words should be presented in a paragraph of its own and do not need to have quotation marks. The quotation should be indented and the name and year of the author(s) along with the page number should be included. You should place the finishing punctuation mark(s) before the page reference.

**For example:**

Kolb and Whishaw (1996) when describing synaptic formation stated:

It was thought that synaptic formation might be orderly and might parallel the

various developmental patterns of cell migration and maturation. Surprisingly, Rakic and his co-workers have found that synaptic formation occurs concurrently in all cortical layers and cortical areas. Synapses in the rhesus monkey were found to start developing in the last 2 months before birth and continue for several months after birth. (p. 497)

**Quotes with no available page number(s):**

If there is no page number available when quoting then you can use a paragraph number or paragraph number and heading to indicate the location of the quotation. You can manually count the paragraphs if numbers are not available. Use the word 'para' to indicate paragraph number. **For example:**

Huntsinger, Jose, Balsink, Krieg and Luo (2010) stated that "Chinese American fathers' attitudes toward art had a strong positive influence on their children's drawing development" (Discussion section, para 4).

**1.4. The use of 'and' and 'ampersand' (&)**

In text, where there are multiple authors the names are joined by the word **and**. However, references in the text that are in brackets are joined by an **ampersand (&)**. This is also the case in table titles, captions for figures and in your reference list.

**Examples:**

**In the text:**

Castles **and** Coldheart (1993) state that several different subtypes of developmental dyslexia exist...

**Or**

Several different subtypes of developmental dyslexia exist (Castles **&** Coldheart, 1993).

- Notice that when the authors' names are written first the word 'and' is used to join them, however, when the authors' names are in brackets they are joined by an ampersand (&).
- When referencing a book or journal article in the reference section an ampersand is used to join the authors' names together (see sections 3.1. & 3.2. for examples of this).

**1. 5. Additional points for referencing in the text**

- When referencing in the text you should reference the author(s) who wrote the chapter of the book that you are citing from rather than the editor(s) themself/themselves (see section 3.1.2.).
- When including an electronic reference in the text make sure that you give specific references – be more specific than just referencing a home page and

also make sure that you give web addresses that work!

## 2.0. Reference section

All references in your reference section should be arranged in alphabetical order (by surname of the first author). However, there are a number of additional rules that need to be applied and some of these are outlined below.

- When names are extensions of other names (e.g. White, P. & Whitely, A.) the shorter of the two should be referenced first (even though the first initial of Whitely (A) comes before the first initial of White (P)).
- The prefixes Mc and Mac should be organised literally and therefore MacAlpine should come before McNeill in the reference section.
- If you cite the same author a number of times then the citations in the reference section are organised by year (starting with the earliest first). This applies to single authors and multiple authors.

For example: Ekman, P. (1977)  
Ekman, P. (1980)  
Ekman, P. (1985)  
Suomi, S. J., & Harlow, H. F. (1971)  
Suomi, S. J., & Harlow, H. F. (1972)

- If you cite the same author but some references are by the author only and other references are by multiple authors then the single author entry should go first in your reference section (regardless of the year of publication).

For example: Ekman, P. (1980)  
Ekman, P. (1985)  
Ekman, P., & Friesen (1986)  
Ekman, P., & Oster (1979)

\*Note that references by the same first author but with additional authors are alphabeticised by the name of the second author and if this name is the same, by the name of the third author etc. The year of publication is only taken in to consideration when references are by exactly the same authors.

- If the first author's surname is the same as another first author's surname then arrange them in the reference section alphabetically by the initials of their first names.

For example: Smith, D. G. (1981)  
Smith, S. M. (1979)  
Smith, T. W. (1992)

\*Again note that the year of publication is not taken in to account here. However, if there are a number of references with the same surname in your text the APA recommend that you include the initials of the author in your text in order to distinguish the authors from each other (even though the years are different). Therefore in the text for the above example it would state that S.M. Smith (1979) reported that.....however, an opposing view was suggested by T. W. Smith (1992).

- If the title of a reference is an agency, association or institution then this should be in alphabetical order in the reference section. Also, full names rather than abbreviations should be used. For example, British Psychological Society rather than BPS.

### 3.0. APA referencing style

This section will cover the most common types of referencing that you need in order to effectively write an essay or report. Please note that there will be some examples that might not be included but these will be covered in the APA publication manual which can be found in the library.

#### 3.1. Referencing journal articles

**A) Journal articles (print)** should be referenced in your reference section using the following format:

Author, A. A., Author, B. B., & Author, C. C. (Date). Title of article. *Title of Journal*, Volume (issue), page numbers.

When citing an existing reference it should look like this:

Compton, R. J., & Weissman, D. H. (2002). Hemispheric asymmetries in global-local perception: Effects of individual differences in neuroticism. *Laterality*, 7 (4), 333-350.

Or

Sieratzki, J. S., Roy, P., & Woll, B. (2002). Left-cradling and left ear advantage for emotional speech: Listen to the other side too. *Laterality*, 7 (4), 351-354.

**B) Journal articles (full text article with digital object identifier – print and online versions)** should be referenced in your reference section using the following format:

Author, A. A., Author, B. B., & Author, C. C. (Date). Title of article. *Title of Journal*, Volume (issue), page numbers. **doi: XXXXXXXX**

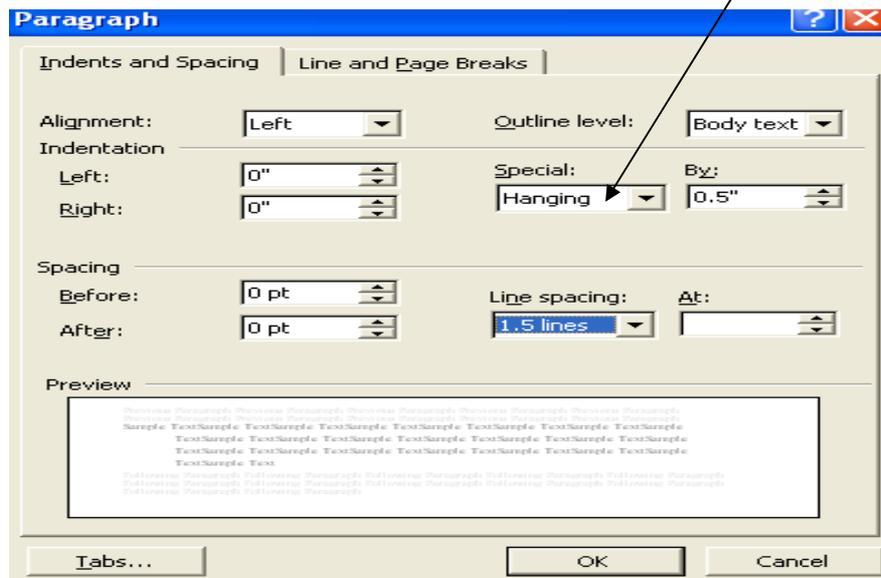
Or

Hopkins, W. D. (2006). Comparative and familial analysis of handedness in great apes. *Psychological Bulletin*, 132(4), 538-539. doi:10.1037/0033-2909.132.4.538

For more information on doi go to: <http://www.apastyle.org/learn/faqs/what-is-doi.aspx>

**Things to note:**

- Commas are used to separate authors, surnames and initials. When citing the full references in your reference section always use ‘&’ rather than ‘and’ before the last author.
- The title of the journal and the volume number should be in *italics*, however, the issue number is not in italics.
- Each reference should have a hanging indent, that is, the first line should touch the left margin but the rest of the reference should be indented. To do this use the format > paragraph command on the toolbar and when you see the dialogue box select ‘hanging’ from the box titled ‘special’ (see screenshot on next page).
- The page numbers do not have ‘page’ or ‘p’ in front of them. Only write the numbers in your references in the reference section. However, if you are including the page number in the text as part of a quote then you should include, for example, p32 after the reference (see section 1.3. for details of this)



- If an article is in press then write ‘(in press).’ in the reference rather than a year. Do not include a date until the article has actually been published.

**3. 2. Referencing books**

Books should be referenced in your reference section using the following format:  
Author, A. A. (Date). *Title of book* (Edition if appropriate – e.g. 2<sup>nd</sup> ed.). Location: Publisher.

When citing an existing reference it should look like this:

**Dunbar, R. (1997). *Grooming, gossip and the evolution of language*. London, UK: Faber**

**and Faber Limited.**

**OR**

If the book is an edited book then reference the chapter of the book that you have used and the title and editor of the book as follows:

Author, A. A., & Author, B.B. (date). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (Xth ed., pp xxx-xxx). Location: Publisher.

When citing an existing reference it should look like this:

Vallortigara, G. & Andrew, R. J. (2002). How ancient is brain lateralisation? In L. J. Rogers, & R. J. Andrew (Eds.), *Comparative Vertebrate Lateralization* (pp. 9 – 70). Cambridge, UK: Cambridge University Press.

**Things to note:**

- When giving the location of the publisher you should include the city and the state for U.S publishers and the city and country for any non-U.S publishers. However, there are some exceptions to this rule. If the publisher is from London then you not need to include the country, however, you need to include the country (U.K) for any other British city. If the publisher is from the following American cities then you do not need to include the state in your reference: Baltimore; Boston; Chicago; Los Angeles; New York; Philadelphia and San Francisco. For any other American cities you need to include the state in the reference in abbreviated form (for example C.A. for California). The only other cities where it is not necessary to also include the country in the reference are Amsterdam; Jerusalem; Milan; Moscow; Paris; Rome; Stockholm; Tokyo and Vienna.
- If a reference is from an edited book then make sure that you include the author(s) of the chapters name(s) as would normally be referenced but the editor's name(s) should be referenced with the first initials before the surname and citing 'Ed.' Or 'Eds.' in brackets after the names.
- Only reference the authors of the book chapter in the text (e.g. Vallortigara & Andrew, 2002) but reference both the authors of the chapter and the editor(s) in the reference section (like the full reference shown above).

### **3.3. Referencing web pages**

Where possible try not to use web pages when writing essays and lab reports (unless you are specifically directed towards a website). However, if you do need to reference a web page then you should use the following format in the text:

Spinney (2004) suggested that the hand you favour as a 10 week old foetus is the hand that you will use for life.

**OR**

The hand used as a 10 week old foetus is the one that you will use for life (Spinney, 2004).

**And the following format in the reference section:**

Spinney, L. (2004, July). *Handedness develops in the womb*. Retrieved from [www.newscientist.com/article.ns?id=dn6186](http://www.newscientist.com/article.ns?id=dn6186)

**Please avoid using sites such as Wikipedia when defining terms.**

This guide does not cover all APA referencing formats; it is purely a brief guide in to the most commonly used referencing formats. Therefore if you are unsure how to reference a particular source and it is not covered in this handout then please consult the APA manual (copies in the library and in the bookshop) for a more exhaustive, and specific, list of referencing.

**3.4. Referencing a magazine or newspaper article**

If you want to reference an article you have seen in a magazine or newspaper you should so the following in the text:

Garner (2010) reported that parents should be encouraged to start saving for the cost of university while their children are young....

**In the reference section:**

Garner, P. (2010, March 9). Call for universities to be able to charge unlimited tuition fees. *The Independent*, p. 10.

**3.5. Personal communication**

If you have made contact with an author/researcher regarding their work this can be referenced as a personal communication in the text (not the reference section). Personal communication includes e-mails, letters, personal interviews, conversations held.

**In the text a personal communication would be referenced in the following way:**

C. Jackson (personal communication, March 20, 2010) suggested.....

**OR**

The dominant ear was associated with a bolder approach (C. Jackson, personal communication, March 20, 2010).

**Reference**

American Psychological Association. (2010). *Publication manual of the American Psychological Society* (6<sup>th</sup> ed.). Washington DC: American Psychological Society.

(Please note there are several copies of the latest edition of the APA publication manual in the library).