American Psychological Association (APA) citation and referencing Guide

This document will give you a guide into APA citations and references looking at what, when, how and why to use them. The document also includes a step by step guide with how to make your life easy using the inbuilt referencing and citation system in word (both windows and Mac OS guides). If you want more information on APA referencing, there are a couple of guides you can grab from the library listed below.

- Publication Manual of the American Psychological Association
- Concise Rules of APA style

If you would like further information on APA referencing, you can also email the Psychology department librarian Sarah Gwenlan (ssg@aber.ac.uk) or book a meeting with her to discuss referencing in the P5 foyer Thursdays 11.30 -12.30.

Citations

Citations are used to inform readers that ideas or materials included in your works came from another source. Citations

Why cite

Through citations, we give credit to the original authors and allows us to draw upon other people’s research and work without plagiarising. Citing different sources are helpful for readers to find out more about ideas or concepts and where they came from whilst also strengthening your own work by using others research to support your ideas and claims.

What to cite

When you include in text citations, you include the author’s last name and the year of publication in parentheses. (See examples below).

E1: (Holt, 2019)
E2: (Adams, Fields & Warner, 2019)

If you are citing a book or article which has several authors, follow these rules;

2 authors: always cite them both (i.e. Adams & Fields, 2019)

3-5 authors: Cite all the authors’ last names when they first appear in your work, then use the abbreviation ‘et al’ for subsequent citations. (i.e. first in text citation- Adams, Fields & Warner, 2019; subsequent citation- Adams et al, 2019)

6 or more authors: include the last name of the first author with et al from the first to last in text citation (i.e- Adams et al, 2019)

When to cite

You should include an in text citation whenever you refer to, summarise, paraphrase or directly quote (!) from another source. These in text citations should then appear in full in your reference list at the end of your document.
Whilst directly quoting can serve an important role at times, we would advise that it is better practice to paraphrase or summarise the authors work. You should only use direct quotes if the author’s work is seminal/pivotal to the argument you are making in your work. If you need to directly quote, the quote appears in quotation marks followed by the author and page number.

**How to cite**

As previously mentioned, when citing we include the author’s last name followed by the year of the publication.

(I.e. Adams, 2019)

If you are referring to more than one source for an in text citation, these are separated by semi-colons.

(I.e. Adams & Fields, 2019; Holt, 2019)

If you are citing a direct quote, make to include the page number after the year.

(I.e. Adams, 2019, p. 61)

These rules apply for both books and articles, however this is slightly different for web-pages if there is no author listed on the web page itself.

Web page with author listed: (Fields, 2019)

Web page with no author listed: (title of web-page/organisation, year) (i.e- Psychology APA referencing, 2019)

In text citations are typically presented in one of two ways;

**In text citation in parentheses:** Citation occurs directly following the phrase that it is relevant to.

(I.e. The current guide provides an overview of referencing in APA style (Fields, 2019)

**In text citations as part of the narrative:** Citation occurs as embedded in the phrase itself.

(I.e. Fields (2019) argues that...)

These aspects provide the framework with how to go about including in text citations in your work. The next aspect to ensure is that all in text citations have a corresponding full reference included in your reference list at the end of your document.
References

References can become an easy part of your assignment to keep on top of and are particularly important to allow readers to follow up any works you may have drawn on to support your arguments and ideas.

When to reference

All in text citations should be referenced in full at the end of the document.

Why reference

The reference list allows readers to follow up on any sources included in your works. It also demonstrates engagement with legitimate sources to support ideas and arguments included in your work.

What to reference

When including a full reference at the end of your document, you are including the following information;

Article

- Authors: surnames followed by initials.
- Year of publication in brackets
- The title of the article
- The journal title (in italics)
- Volume of the journal
- Issue of the journal (in brackets)
- Page range of the article
- DOI of the article if available

Book

- Authors: surnames followed by initials
- Year of publication in brackets
- Title of the book (in italics)
- Edition of the book (if not first edition)
- Place of publisher
- Publisher

Book Chapter

- Chapter author
- Year
- Chapter title
- In authors of book
- Title of book
- Pages
- Location of publisher
- Publisher
Website

- Author surname followed by initials or name of organisation/title of webpage if no author listed.
- Year, month and date published in brackets
- Article title in italics
- Retrieved from URL

How to reference

With how to reference, we’ll break down where some of this information is taken from with articles, books, book chapters and websites.

Articles

Using the format presented in the what to reference section, below is an example article reference and accompanying diagram demonstrating where the information is extracted from.

Example reference (two authors)


Books

Using the format presented in the what to reference section, below is an example book reference. This information is typically extracted from the first few pages of the book which contains the details around the book as well as the publishing details.
Example


**Book chapter**

Using the format presented in the what to reference section, below is an example book chapter reference. This information is taken from the chapter relevant for the reference at the information regarding the book contained in the opening pages.

Example


**Websites**

Using the format presented in the what to reference section, below is an example website reference and accompanying diagram demonstrating where the information is extracted from.

These aspects provide the framework with how to go about referencing different sources included in your work at the end of your document. This covers the basis of in-text citations and referencing for any academic work you undertake over your degree course. From this, you can follow the step by step guides with how to go about this in word (windows and Mac OS) to make your life hassle free with referencing!

**A quick note: secondary sources**

Using secondary sources is discouraged within APA referencing and you are always encouraged to go to the original source. However sometimes this isn’t always possible perhaps because of lack of access to the original source or simply the original source is unavailable. In these instances, you would cite and reference these works slightly differently as presented below.

**Citing a secondary source in text:**

**In brackets:**

(Fields as cited in Adams, 2019)

**Embedded in narrative:**

Fields (as cited in Adams, 2019) Argues that...

**Including a secondary source in your reference list:**

When including the reference for the secondary source, you would write the reference for the book or article the information was contained in as that is where you obtained the information. (with our previous example, it would be Adams, 2019 article/book)

Make life easy: Referencing in word (windows and MAC OS guides)

Windows guide

Step 1: When you want to insert citations or references into word, first you need to click on the referencing heading located at the top of the page.

Step 2: After selecting references, the menu underneath will change to show the screen presented below. For psychology, make sure the style is selected to APA. For in text citations and references we are interested in three buttons; manage sources, insert citation and bibliography. Let’s start with manage sources.
Step 3: After selecting manage sources, the following box will appear on your screen. This is where we start compiling our reference lists which Word will store for you, should you want to use the same reference for an assignment in the future. These will be stored in your master list as seen on the left and can be copied into the current list on the right for use in that document. To add a new reference, first we need to click new.

![Source Manager Image]

Step 4: After clicking new, the following box will appear. In the type of source make sure you have the correct option selected, whether it’s a journal article, book, book chapter or website. From this, make sure to tick the box “show all bibliography fields” so that we can enter all the relevant information for our reference. As shown in the ‘what to reference section’, we need to include the author(s), year, article title, journal name, issue number, volume number, pages and DOI if the article provides this information. If we take an example article shown in the diagram below, you can see an example of where the information is extracted from and how it is entered in the create source box. This information is presented in the diagram below.
Step 5: Now that we have entered the article information and pressed ok, we can see our reference in both the master and current lists with the preview at the bottom showing how it will look as a citation and a reference. So the next step is get to this on our document.

![Source Manager](image1)

Step 6: To insert a citation after a piece of text, we simply click on the reference tab at the top and click on insert citation. This will then bring a drop down list of the references you have collected and you simply click on the reference you need to include to support the sentence. The Diagrams below show what this will look like in your document.

![Insert Citation](image2)

This is example text that would have been paraphrased from the article.
Step 7: To insert your reference list at the end of your document, we simply go to our reference tab and then bring up the drop down menu by clicking on bibliography. When this appears, you will see references as the second option, click this and word will construct your reference list for you. These will appear in alphabetical order so there’s no extra fuss needed! The Diagram below shows a reference list consisting of an article, book, book chapter and website.
References


Step 1: When you want to insert citations or references into word for Mac, there are two ways you can go about this. The first is to click on view at the top of the page, and then reference tools. The second is to click on document elements, and then click on manage under the references tab. Both means are shown below respectively.

Step 2: Having clicked on reference tools or manage, the following pop up box will appear on your screen. Click on the book icon at the top of the box to bring up the citations tab. This is where we
can start to add citations into our document through the + icon located in the bottom left hand corner. Make sure you have APA selected as your citation style at the top of the pop up box. If we wanted to get references from previous documents, click on the gear symbol in the right hand corner and click on citation source manager. This will bring up your master list and current list for your citations.

Step 3: When you want to add a new citation, the following pop up box will appear. Similar to the windows word citation system, this pop up box allows you to select the type of source you want to reference with the recommended fields to enter the required information for the citation.
Step 4: Once you’ve added your citations into the citation manager, you can simply add them in text by selecting in your document where you want the citation and double clicking the citation in your citation manager.

Step 5: To add your reference list at the end of your document, simply click on the document elements tab and then click on bibliography under the references section. This will present you with bibliography and works cited. Either of these will provide you with your reference list however be sure to change to the title of this to references rather than bibliography or works cited.

References


This covers the step by step guide for in-text citations and referencing in Word for Windows and Mac operating systems. For further information on referencing, do consult the handbooks available in the library listed at the beginning of the document or alternatively get in contact with the departmental librarian Sarah Gwenlan (ssg@aber.ac.uk) for further information.

**Additional resources**

**Mendeley and Endnote**

Mendeley and Endnote are reference management applications. They allow you to import, store and manage references you gather for your assignments. If this is something you think you would benefit from, you can follow the link below for additional information on this.

[https://www.aber.ac.uk/en/is/library-services/infoskills/desktop/](https://www.aber.ac.uk/en/is/library-services/infoskills/desktop/)

**Referencing**

You can also find more information on referencing and plagiarism through the library support services. Just click on the link below for more information on this.

[https://www.aber.ac.uk/en/is/library-services/infoskills/good-referencing/](https://www.aber.ac.uk/en/is/library-services/infoskills/good-referencing/)

**Tutor/supervisor support**

If ever you are worrying about referencing, then do get in contact with your personal tutor/supervisor. They will be able to give you some good tips and direct you to resources to put your mind at ease.

Good luck with referencing!