APA Style

Referencing Guidelines

Academic Year 2022/23

Referencing guidelines

In scholarly writing, it is essential to acknowledge how others contributed to your work. By following the principles of proper citation, writers ensure that readers understand their contribution in the context of the existing literature — how they are building on, critically examining, or otherwise engaging the work that has come before.

When you are writing a piece of work and use someone else's words or ideas you must reference them. This means that you need to include detailed information on all sources consulted, both within your text (in-text citations) and at the end of your work (reference list).

How to avoid plagiarism?

There are two common types of plagiarism: a) improper use of someone else's words and b) improper use of someone else's ideas. Both forms of plagiarism involve using someone else's words or ideas without appropriately acknowledging the author or source.

Word plagiarism

- Word plagiarism occurs when you use another author's exact words or phrases without quotation marks.
  o Whenever possible, paraphrase sources in your own words rather than directly quoting them. Paraphrasing helps you to synthesize ideas and integrate them into the context of your paper.
  o Use direct quotes sparingly and only when it is important to reproduce both what was said and how it was said.
  o If you use an author's words directly, you must use quotation marks (in addition to an in-text citation) to let readers know that these are not your original words.
  o The most blatant form of word plagiarism occurs when students copy an author's exact words and knowingly do not use quotation marks or include an in-text citation.
  o A more common type of word plagiarism is when students think they can use an author's exact (or very similar words) and include only an in-text citation. (The citation gives the author credit for the ideas, but the quotation marks give the author credit for the wording of the idea.) If you use an author's exact words, quotation marks and location information must accompany the in-text citation.
  o Another common type of word plagiarism occurs when students mistakenly think they have paraphrased an author's words because they added or removed a few words or replaced some of the words with synonyms. This is called patchwriting. If your wording has a similar sentence structure and uses the same words and phrases of the original author, you are patchwriting. For example:

- **Example passage from Ward et al. (2006)**: Findings indicate that media content is not uniformly negative. Information about sexual health, risks, and thoughtful decision-making is sometimes present.
- **Plagiarized (patchwritten) example**: According to Ward et al. (2006), media content is not all negative, and information is sometimes present concerning sexual health, risks, and thoughtful decision-making.

- Avoiding word plagiarism ○ It is important to paraphrase other authors' works in your own words.
  - ○ When reading a description of an idea or study, it can be hard to represent that idea or finding as clearly and succinctly as the author did without plagiarizing. The easiest way to avoid repeating sentence structure or lifting phrases is to read a section of a work, and then put the work down and write notes in your own words. ○ As a general rule, paraphrase when taking notes on a source. Do not write the author's words verbatim without putting them in quotation marks and including the source location in your notes. ○ Always attribute every idea, fact, or finding you put in your paper when you write it.

Idea plagiarism

- Idea plagiarism occurs when you present an idea from another source without citing the author and year.
  - ○ Any time you write about a concept or idea in a paper without including an in-text citation (or clearly linking it to a previous sentence containing an in-text citation), you are claiming the idea as your own (if it is not, that is plagiarism).
  - ○ The most blatant form of idea plagiarism occurs when students see a good argument or idea in a paper and then represent that argument or idea as their own.
  - ○ A more common form of idea plagiarism is when students cite a source incorrectly because they do not follow proper in-text citation guidelines. For example, they may write a whole paragraph about a study and then cite the study's author and year in the last sentence in parentheses, thinking that citation covers the previous sentences. Instead, the in-text citation should appear at the beginning of the paraphrased passage, to establish its origin at the outset.
  - ○ Another common form of idea plagiarism is when students remember a fact they learned in class and put it in their paper without citing it or when they write about a fact they heard somewhere and mistakenly assume it is common knowledge.

- Avoiding idea plagiarism o To avoid idea plagiarism, use (a) signal phrases (e.g., "I believe that") to designate your own idea, or (b) include an in-text citation to a source to signal someone else's idea.
  - o Most important, always search the literature to find a source for any ideas, facts, or findings that you put in your paper.

In-text citations

APA Style uses the author–date citation system, in which a brief in-text citation directs readers to a full reference list entry. The in-text citation appears within the body of the paper (or in a table, figure, footnote, or appendix) and briefly identifies the cited work by its author and date of publication. This enables readers to locate the corresponding entry in the alphabetical reference list at the end of the paper. Each work cited must appear in the reference list, and each work in the reference list must be cited in the text (or in a table, figure, footnote, or appendix). Both paraphrases and quotations require citations.

The following are guidelines to follow when writing in-text citations:
- Ensure that the spelling of author names and the publication dates in reference list entries match those in the corresponding in-text citations.
- Cite only works that you have read and ideas that you have incorporated into your writing. The works you cite may provide key background information, support or dispute your thesis, or offer critical definitions and data.
- Cite primary sources when possible, and cite secondary sources sparingly.
- Cite sources to document all facts and figures that you mention that are not common knowledge.
- One author: Use the author surname in all in- text citations.
- Two authors: Use both author surnames in all in-text citations.
- Three or more authors: Use only the first author surname and then "et al." in all in-text citations.

In-text citations have two formats: parenthetical and narrative. In parenthetical citations, the author name and publication date appear in parentheses. In narrative citations, the author name is incorporated into the text as part of the sentence and the year follows in parentheses.

Parenthetical citations

- Both the author and the date, separated by a comma, appear in parentheses for a parenthetical citation. A parenthetical citation can appear within or at the end of a sentence.

> Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016).

- If other text appears with the parenthetical citation, use commas around the year.

> (see Koehler, 2016, for more detail)

- When text and a citation appear together in parentheses, use a semicolon to separate the citation from the text; do not use parentheses within parentheses.

> (e.   g., falsely balanced news coverage; Koehler, 2016)

- For works with two authors, use an ampersand (&) in parenthetical in-text citations.

> (Guirrez & Castillo, 2020)

- When citing multiple works in parentheses, place the citations in alphabetical order. When multiple parenthetical citations have the same author(s), order the years chronologically and separate them with commas. When the authors are different, separate the parenthetical citations with semicolons.

> (e.   g., Coutlee, 2019, 2020; Ngwane, 2020; Oishi, 2019)

Narrative citations

- The author's surname appears in running text, and the date appears in parentheses immediately after the author's name for a narrative citation. The author's name can be included in the sentence in any place it makes sense.

> Koehler (2016) noted the dangers of falsely balanced news coverage.

- In rare cases, the author and date might both appear in the narrative. In this case, do not use parentheses.

> In 2016, Koehler noted the dangers of falsely balanced news coverage.

- For works with two authors, use the word "and" in narrative in-text citations.

> Guirrez and Castillo (2020)

Reference list

Formatting the list:
- Start the reference list on a new page after the text.
- Center and bold the section label "References" at the top of the page.
- Double-space the entire reference list, both within and between entries.
- Use a hanging indent for each reference entry: First line of the reference is flush left, and subsequent lines are indented by 0.5 in.
- All reference entries should have a corresponding in-text citation.
- List references in alphabetical order.

Formatting individual entries in the list:

- Each reference entry includes four elements: author, date, title, and source.
- Use punctuation to group information and separate reference elements.
- List authors in the same order as the original source. Use initials for authors' first and middle names. Put a comma after the surname and a period and a space after each initial (e.g. Lewis, C. S.). Put a comma after each author (even two authors). Use an ampersand (&) before the last author.
- Format titles and sources according to the type of work (examples below).
- DOIs should be included for journal articles where there is one. URLs should only be provided for internet content from websites. Do not include URLs for journal articles.
- Copy and paste DOIs and URLs directly from your web browser. Do not write "Retrieved from" or "Accessed from" before a DOI or URL. Do not add a period after a DOI or URL.

Examples of APA Style references

This guide contains examples of common APA Style references. Remember that we expect students to be basing their work on academic sources (peer-reviewed journal articles and books). Sometimes, it is necessary to use website sources (such as references to newspaper articles, government/organisation reports or data) which is fine, but the majority of your references should be academic sources. You should not reference websites such as Wikipedia, Simply Psychology, Psychology Today etc. These are not academic sources.

Journal Article

Lachner, A. B., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology*, *112*(4), 841–853. https://doi.org/10.1037/edu0000396

Online Magazine Article

Gander, K. (2020, April 29). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek*. https://www.newsweek.com/1500849

Print Magazine Article

Nicholl, K. (2020, May). A royal spark. *Vanity Fair, 62*(5), 56–65, 100.

Online Newspaper Article Roberts, S. (2020, April 9). Early string ties us to

Neanderthals. *The New York Times*.

https://www.nytimes.com/2020/04/09/science/neanderthals.html

Print Newspaper Article

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

Blog Post

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog*.
https://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media/

Authored Book

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches*. American Psychological Association.
https://doi.org/10.1037/0000048-000

Edited Book Chapter

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association.
https://doi.org/10.1037/0000157-002

Online Dictionary Entry

American Psychological Association. (n.d.). Internet addiction. In *APA dictionary of psychology*.
Retrieved April 24, 2020, from https://dictionary.apa.org/internet-addiction

Report by a Group Author

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition*. https://apps.who.int/iris/bitstream/handle/10665/113048/

Report by Individual Authors

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education*. Center for Universal Education at Brookings.
https://www.brookings.edu/wp-content/ uploads/2019/04/doc.pdf

Press Release

American Psychological Association. (2020, March 2). *APA reaffirms psychologists' role in combating climate change* [Press release].
https://www.apa.org/news/press/releases/2020/03/combating- climate-change

Conference Session

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_ Program_190708.pdf

Dissertation From a Database

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

Preprint Article

Latimier, A., Peyre, H., & Ramus, F. (2020). *A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention*. PsyArXiv. https://psyarxiv.com/kzy7u/

Data Set

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. https://doi.org/10.3886/ICPSR36966.v1

Film or Video

Doctor, P., & Del Carmen, R. (Directors). (2015). *Inside out* [Film]. Walt Disney Pictures; Pixar Animation Studios.

Webinar

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Webinar]. American Psychological Association. https://apastyle.apa.org/instructional-aids/tutorials- webinars

YouTube Video Above The Noise. (2017, October 18). *Can procrastination be a good*

thing? [Video]. YouTube.

https://www.youtube.com/watch?v=FQMwmBNNOnQ

Podcast Episode

Santos, L. (Host). (n.d.). Psychopaths and superheroes (No. 1) [Audio podcast episode]. In The happiness lab with Dr. Laurie Santos. Pushkin Industries. https://www.happinesslab.fm/season-2episodes/ episode-1

Infographic

American Psychological Association. (n.d.). *Data sharing* [Infographic]. https://www.apa.org/pubs/journals/ data-sharing-infographic.pdf

Tweet

Obama, B. [@BarackObama]. (2020, April 7). *It's World Health Day, and we owe a profound debt of gratitude to all our medical professionals. They're still giving* [Tweet]. Twitter. https://twitter.com/ BarackObama/status/1247555328365023238

Webpage With a Retrieval Date

Center for Systems Science and Engineering. (2020, May 6). *COVID-19 dashboard by the Center for Systems Science and Engineering (CSSE) at Johns Hopkins University (JHU)*. Johns Hopkins University & Medicine, Coronavirus Resource Center. Retrieved May 6, 2020, from https:// coronavirus.jhu.edu/map.html

Word limits

The School policy is that word limits should be strictly adhered to. There is no lee-way for word limits. They should not be exceeded.

Support

QUB Learning Development Service – http://go.qub.ac.uk/ldsresources
QUB Learning Development Service 1-to-1 appointments – http://go.qub.ac.uk/LDSAppts
EPS Faculty Maths and Statistics Helpdesk (offers support for Psychology related statistics) — http://go.qub.ac.uk/StatsHelpdesk