**What is referencing?**

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).

# Why is it important?

Referencing...

* Is crucial to successful research.
* Helps the reader to find the original source if they wish.
* Improves your writing skills
* Adds authenticity to your argument.
* Shows that you have read widely.
* Can help you get better marks.

# Which system should I use?

There are several different referencing styles used within Queen's therefore you must check your module/School handbook to clarify which system to use. It is important to use the referencing style consistently throughout your piece of work.

# What is plagiarism?

Plagiarism involves deliberately or inadvertently presenting someone else's ideas as your own. It is cheating. It doesn't just apply to direct quotations but summarised and paraphrased argument too. Plagiarism is treated very seriously and usually results in disciplinary action.

# How to avoid plagiarism

* Plan your work in advance and manage your time effectively.
* Read a passage and then make notes afterwards. This makes it easier to use your own words.
* Note down all the details for each source as you work. This will help you to compile a reference list or bibliography.
* Save your notes and work until you receive your final mark.

**APA REFERENCING**

APA is a referencing style published by the *American Psychological Association.*

It uses references in the text, of which the full source can be found in the reference list at the end of the article. Examples:

Festinger (1957) posted a theory…..

The theory of cognitive dissonance originated in the 50s (Festinger, 1957).

The theory has been used in the 70s as well (Zanna & Cooper, 1974).

Zanna & Cooper (1974) show…..

*Note: If you have multiple sources for the same argument, you separate them with a semicolon*.

The theory of dissonance has been used in the 70s (Zanna & Cooper, 1974; Kiesler & Pallak, 1976).

*Note: If there is no author, use the title + year.*

# Further references to the same source and use of et al.

Et al. is derived from Latin and literally means “and others”. It is used when the amount of authors is large. The usage will depend on whether it is the first time a given source is being referred to in your text. If it is the first time a reference is being used in the text, “et al.” will be used only with 6 or more authors. Only the first author will be cited, the rest will be replaced with “et al.” If it is a recurring reference (one that has been used earlier in the text), you can use “et al.” only when the source has 3 or more authors (only mention the first author, the rest will be replaced).

|  |  |  |
| --- | --- | --- |
| **Number of authors** | **First text citation (either parenthetical or narrative)** | **Subsequent text citations (all)** |
| One or two | (Palmer & Roy, 2008) | (Palmer & Roy, 2008) |
| Three, four, or five | (Sharp, Aarons, Wittenberg, & Gittens, 2007) | (Sharp et al., 2007) |
| Six or more | (Mendelsohn et al., 2010) | (Mendelsohn et al., 2010) |

# Using quotes in your text

If you use a quote in the text, a page number should be given as well

"The existence of dissonance, being psychologically uncomfortable, will motivate the person to try to reduce the dissonance and achieve consonance" (Festinger, 1957, p. 3).

Festinger (1957) states "The existence of dissonance, being psychologically uncomfortable, will motivate the person to try to reduce the dissonance and achieve consonance" (p. 3).

If, however, your quote is longer than 40 words, the quote will be given without quotation marks and the quote will be given with space in between the text and will jump in:

In his book, Festinger (1957, p. 4) states the following about the theory:

New events may happen, or new information may become known to a person, creating at least a momentary dissonance with existing knowledge, opinion or cognition concerning behavior. Since a person does not have complete and perfect control over the information that reaches him and over events that can happen in his environment, such dissonance may easily arise.

This theory has…..

*Note: If the original quote has multiple pages, the “p” doubles, e.g.: Festinger (1957, pp. 4-5) states: “….”.*

**How to reference…**

Your reference list will always be published at the end of your article. The list has to contain each reference you have used in your text (and no more than that), in alphabetical order. For the order, look only at the last name of your first author. If you have multiple sources from the same author, sort them on second author. If all the authors are exactly the same, sort the sources by year.

*Note: If even the years are the same, mark one with “a” and one with “b and do the same in the text.*

Festinger (1957a) states that….

Festinger, L. (1957a). *A Theory of Cognitive Dissonance.* California: Stanford University Press.

**Book**

Order

* Author(s) / Editor(s) – last name then first name abbreviated
* Year of publication (in brackets)
* Title (in *italics*)
* Edition (if not first)
* Place of publication: Publisher.

Example:

Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for journal publication. Washington, DC: American Psychological Association.

Festinger, L. (1957). *A Theory of Cognitive Dissonance.* California: Stanford University Press.

*Note: Occasionally, you will find no author. In this case, move the year after the title (still in brackets). Example:*

*Employment the professional way: A guide to understanding the Australian job search*

*process for professionally qualified migrants.* (2000). Carlton, Vic: Australian Multicultural Foundation.

*Note: Only name the first 7 Authors. If there happen to be more than 7 Authors, name the First 6 Authors and the last Author. Example*:

Barrett, J. M., Smith, V., Wilson, R. T., Haley, V. A., Clarke, P., Palmer, N. B., ... Fraser, D. (2012).*How to cite references in APA style*. Christchurch, New Zealand: University of Canterbury Library.

#### **Edited Book with an Author or Authors**

Plath, S. (2000). The unabridged journals.K. V. Kukil (Ed.). New York, NY: Anchor.

#### **Translation**

Laplace, P. S. (1951). A philosophical essay on probabilities. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814.)

#### **Multivolume Work**

Wiener, P. (Ed.) (1973). Dictionary of the history of ideas (Vols. 1-4). New York, NY: Scribner's.

**Chapter in a book**

Order

* Author(s) of chapter – last name, then first name abbreviated
* Title of chapter
* Year of publication (in brackets)
* In
* Name of editor(s)
* Title of book (in *italics*)
* (page numbers)
* Place of publication: Publisher

Examples:

Hemingway, E. (1999). The killers. In J. Updike & K. Kenison (Eds.), *The best American short stories of the century* (pp.78-80). Boston: Houghton Mifflin.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), Gender issues across the life cycle (pp. 107-123). New York, NY: Springer.

***Note:*** *When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.*

**E-Book**

Order

* Author(s) - last name then first name abbreviated
* Year of publication (in brackets)
* Title (in *italics*)
* (Page number(s))
* Doi: / Retrieved from, link

Example:

Apolloni, B., Pedrycz, W., Bassis, S., & Malchiodi, D. (2008). The puzzle of granular computing.

Retrieved from <http://www.springerlink.com.dbgw.lis.curtin.edu.au/content/g6u77ux5v746> /#section=246151&page=1

*Note: The doi with number is preferred over the link to the book. Use the link if no doi is available. There is an example of a reference with doi in the next section.*

**Chapter in an E-Book**

Order

* Author(s) of chapter – last name, then first name abbreviated
* Year of publication (in brackets)
* Title of chapter
* In
* Name of editor(s)
* Title of book (in *italics*)
* (page numbers)
* Place of publication: Publisher
* Doi: / retrieved from, link

Example:

Andrzej, G., Michael, B., & Philip, C. (2011). High Performance Computing Clouds. In B. Benatallah (Ed.), *Cloud Computing Methodology, Systems, and Applications* (pp. 221-259): CRC Press.

Doi:10.1201/b11149-14

**Journal article**

Order

* Author(s) of article - last name, then first name abbreviated
* Year of Publication
* Title of article
* Title of journal (in *italics*)
* Volume and issue numbers (volume in italic, issue in brackets)
* Page numbers of article (no pp.)

Examples:

Morberg, S., Lagerstrom, M., & Dellve, L. (2009). The perceived perceptions of head school nurses in developing school nursing roles within schools. *Journal of Nursing Management, 17,* 813-821.

*Note: The Issue number will be indicated only if every issue start with new page numbers.*

*Note: If there is no Author name, move the year after the title of the article (still in brackets).*

*Note: If the article is not released or published yet, put “in press” in the brackets in place of the year.*

***In press article***

Briscoe, R. (in press). *Egocentric spatial representation in action and perception. Philosophy and*

*Phenomenological Research.* Retrieved from http://cogprints.org/57801/ECSRAP.F07.pdf

**Electronic journal article**

Order

* Author(s) of article - last name, then first name abbreviated
* Year of Publication
* Title of article
* Title of journal (in *italics*)
* Volume and issue numbers (volume in italic, issue in brackets)
* Page numbers of article (no pp.)
* Doi: / retrieved from, link

*Example:*Marshall, K., & Anderson, J. (2008). The Emperor's new clothes: A meta-study of education technology policies in Ireland, North and South (1996-2006). Computers & Education, 50(2), 463-474. Retrieved from http://www.sciencedirect.com

*Note: a Doi is preferred over a link.*

*Note: Retrieval dates are only given when the source can change over time, like e.g. a website*

**Web page**

Order

* Author(s) - last name, then first name abbreviated
* Year, month, day published (in brackets)
* Title of Article
* Title of website (Italic)
* Retrieved
* Month, day, year, from
* URL

*Example:*

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re\_biofuels.html

Smith, J. (2009, January 21). Obama inaugurated as President. *CNN.com.* Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama\_inaugurated/index.html

*Note: Sometimes, no dates can be found on the website. Put n.d. instead of the date. Example: (n.d.)*

*Note: Retrieval dates are only given when the source can change over time, like e.g. a website*

**Newspaper article**

Order

* Author(s) - last name, then first name abbreviated
* Year, month, day published (in brackets)
* Title of Article
* Newspaper name (Italic)
* Pagenumber(s)

Example:

Smith, J. (2009, February 2). Steelers win Super Bowl XLIII, *Pittsburgh Post-Gazette,* pp. 4-6

*Note: If the article is on only 1 page, use a single p, example: (p. 5)*

**Final Note**

Keep in mind that not all sources will fall under the examples given in this paper. The main goal of referencing is for readers to find the articles you cited. As detail is important, write the reference list with this in mind.

More information can be found at http://www.qub.ac.uk/cite2write/other.html