University of Salford MANCHESTER

General Guide

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Referencing Guide: APA 6th (Harvard) Style

Contents

This guide is adapted from the *American Psychological Association (APA) 6th* style, which is the style which must be used by students on most taught programmes at the University of Salford. The exceptions to this are English, History and Law. If you are studying one of these subjects your tutor will advise you which style is required.

PhD students are not obliged to use this guide. Instead, you must use a referencing style that is appropriate to your academic discipline, and the style must be consistent throughout your thesis. Your supervisor will be able to advise you which style you should use.

Introduction

From the ACADEMIC MISCONDUCT PROCEDURE:

Students are expected to submit work which demonstrates a level of independent thinking, grounded in the teaching they have received, the research they have undertaken and which properly references all the sources they have consulted in producing the work.

Plagiarism involves taking the work of another person or source and using it as if it were one's own. The source of the original material is hidden from the marker by not referencing it properly or by paraphrasing it without acknowledgement or by not mentioning it at all. Work includes, but is not restricted to, written work, ideas, musical compositions, computer programs, laboratory or survey results, diagrams, graphs, drawings and designs. Plagiarism may occur in all forms of assessment, including written examinations.

Penalties for academic misconduct can be severe. For more information, see the University's policy at:
http://www.governance.salford.ac.uk/cms/resources/uploads/File/AQA/Academic_Misconduct_Procedure.pdf

Research is a major part of university education, and it is expected that you will read, understand and discuss the writing of others. When you produce a piece of written work, such as an essay or dissertation, you will refer to existing literature on your subject, including books, journals, newspapers and websites.

It is essential that you acknowledge what you have read to:
o   protect yourself against accusations of plagiarism,
o   show the research you have done, and prove that your work has a factual basis,
o   allow your tutors to identify your own ideas and understanding of your subject,
o   allow your readers to retrieve your references for their own use.

You must keep a record of every piece of literature you use during the course of your research.

All the literature that you use in your own writing **must** be referred to **twice**:

1. In the body of your text, the author's name and the date of the work, enclosed in parentheses.
    This is called an *In-text Citation*. See Part 1, pp. 3 - 8

2. In a reference list (bibliography) at the end of your document. This has full details of the publication, such as author(s), title(s), publisher, volume and page numbers.
    This is called a *Reference*. See Part 2, pp. 9 - 27

[Feb14 – A.Sherwin]

Part 1: Using In-Text Citations

There are three basic ways of presenting the words, ideas or research of other authors in your writing:

- o **Direct Quotations**: copying the information word for word (or with slight changes, for example, for the sake of correct grammar).
- o **Paraphrasing**: rewriting the information into your own words.
- o **Summarising**: creating a brief summary of the information.

Generally, your writing will include examples of all three.
Whichever you use, you must acknowledge the source of the idea, by including the author's surname and year of publication in your text.

There are two methods of doing this:

1. In parentheses at the end of the section

e.g.   Using a good library and online databases will help you to quickly collect a substantial amount of information (Cornford & Smithson, 2006).

In this method, the parentheses are before the fullstop at the end of the sentence, and the author's names are separated with an ampersand (&).

2. Incorporated into your own writing

e.g.   Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of information.

The author's names are separated by the word 'and'. The year of publication is enclosed in parentheses, immediately after the author's names.

If you have integrated the date of the publication as well as the author's name into your text you do not need to put anything in parentheses.

e.g.   In their research of 2007, Claridge and Mills discovered …

Note: you do <u>not</u> need to say: *In their research of 2007, Claridge and Mills discovered … (Claridge & Mills, 2007).*

Direct quotations
√   A direct (or almost direct) quote should be placed within quotation marks, either single ' or double " ", but be consistent which you use throughout your dissertation.

e.g.
"A good supporting reference will add weight and authority" to your argument (Cornford & Smithson, 2006, p.108).

√ If you use a direct quote that is longer than two or three lines do not use quotation marks. Instead it should be placed as a separate paragraph, single-spaced and indented.

e.g.

All other things being equal, the volume of references is generally viewed positively. You certainly should not imagine that because you have contributed a large number of references the examiners will conclude you have not contributed anything yourself (Cornford & Smithson, 2006, p.106).

√ The citation for a direct quote must include the page number. Use the abbreviation p. before the number (not the word *page*).
e.g.   (Dawe, 1997, p.163)
        Dawe (1997, p. 163) argues that …

Use p. for a single page, and pp. for a range of pages.

√ Some sources will not have page numbers, especially material that you have found on websites, blogs, etc. If you have taken a direct quote from a source such as this, you can use the word *para.* to indicate the paragraph it was taken from.
e.g.   (Swann, 2010, para. 4)

√ See the section on *Chapters in e-books* on p. 12 for further information about citing page numbers when using e-readers such as Kindle.

Paraphrasing & summarising
√ If you have paraphrased or summarised another author's ideas, but not quoted directly, do not use quotation marks or indentation. Place a citation either at the end of the paraphrased section or integrate it into your text.

e.g.   Using a good library and online databases will help you to quickly collect a substantial amount of information (Cornford & Smithson, 2006).

Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of information.

Citing multiple sources together
If you have summarised the content of two or more different papers together into a sentence or paragraph, or referred to a number of studies that have suggested the same thing you need to cite the sources together.
√ Arrange the citations in alphabetical order, separate each citation with a semicolon and enclose them in one set of parentheses.
√ If you have two or more citations by the same author, name the author once then list the years of publication chronologically (see Hammell example below).

e.g.   (Lamont, Klinkhamer, & Witkowski, 1993; Rosser & George, 1981; Zammit & Westoby, 1987)

Recent studies (Doble & Santha, 2008; Hammell, 2008, 2009; Whiteford, 2011) indicate …

[Feb14 – A.Sherwin]

Citing a source multiple times in the same paragraph
There may be times when you wish to examine a single source in some detail and will refer to it several times in the same paragraph. It would be clumsy and break the flow of your writing to put an in-text citation for the same source after each sentence. Instead:

√ Cite the source early in the paragraph, incorporating the author's name into your own writing.

e.g. Tansley and Brown (2000) studied the three sub-species of the cone bush, L. elimense…

√ In the same paragraph, you can now continue to paraphrase the source by using pronouns (he, she, they) and/or the author's name. Varying what you use will improve the flow of your writing. Do not include the date for each citation.

e.g. They noted that they do not clone … Tansley and Brown also noted that the populations …

√ Providing it is clear that all the information is from the same source there is no risk of plagiarism.
√ If at some point in the paragraph you include a direct quotation, treat this in the usual way (see pp. 4-5). Your paragraph should look something like this:

> Tansley and Brown (2000) studied the three sub-species of the cone bush, Leucadendron elimense… They noted that they do not clone … Tansley and Brown also noted that the populations … "L. elimense is killed by fire and is perpetuated by obligative re-seeding" (Tansley & Brown, 2000, p.45). They indicated that the habitat is ...

Citing sources with the same author and year
Occasionally you may have to sources with the same author(s) that have been published in the same year. To differentiate them, add lowercase letters to the date.

e.g. (Arayici & Aouad, 2004a)
(Arayici & Aouad, 2004b)

√ If you are citing them together (see p.5) use this format:

(Arayici & Aouad, 2004a, 2004b)

√ Only use this format when the authors and year are exactly the same – and the author's names are listed in the same order.

Citing authors with the same name
When citing different works by authors with same surname, include their initials in the citation to differentiate them:

e.g (C. Brontë, 2010)
(E. Brontë, 2000)

Citing corporate authors

Some forms of literature, especially webpages, reports and government documents, may have a corporate author rather than personal authors. This could be a company, organisation, government department, etc.

If you are going to cite a corporate author several times (either the same document or different ones) you may wish to abbreviate its name.

√ The first time you cite the corporate author, write its name out in full, and add the abbreviation in square brackets after it, but before the year.

e.g. (House of Commons [HoC], 2010)
The National Health Service [NHS] (2012) reported

√ For subsequent citations, use the abbreviation and year.

e.g. (NHS, 2009)
(HoC, 2011)

√ If the corporate author has a short name (one or two words), or an abbreviation would be ambiguous or confusing, continue to use the full name in your citations.
√ In your reference list, present the corporate author's name in full for all references.

e.g. National Health Service. (2009). …
National Health Service. (2012). …

Listing different numbers of authors

The table below outlines the various rules for numbers of authors to be included in first and subsequent citations, when to use ampersands or 'and', and when to abbreviate.

Number	First Citation	Subsequent Citations
One author	(Lyons, 2008) Lyons (2008) discussed…	*As First Citation.*
Two authors	(Southgate & Carthew, 2007) Southgate and Carthew (2007) argue …	*As First Citation.*
Three, four or five authors	(Peate, Platow, & Eggins, 2008) According to Peate, Platow and Eggins (2008)…	(Peate et al., 2008) According to Peate et al. (2008)
Six or more authors	(Visioli et al., 2009) Visioli et al. (2009) describe …	*As First Citation.*
Corporate author	(National Health Service [NHS], 2012) The National Health Service (2012) reported…	(NHS, 2012) The NHS (2012) reported
No authors	(Pipistrelle bats, 2010) The Climate Change Act (2008) outlines… *(Use a short form of the title.)*	*As First Citation.*

Secondary citations: citing a work within another work

There are times you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own work.

This might be a citation for another article, or an illustration, graph or table taken from another work.

When this happens, you should try to find and read the original work, and use that as the source of your citation and reference.

However, there are times when this isn't possible:
- you may not be able to get hold of the original work,
- or, you might find and read the original work and discover that the author who cited it (i.e. in the first article you found) summed up or paraphrased it much more succinctly or articulately than the original author.

For example:
You may want to use a reference to this book:

Darwin, C. (1842). *The structure and distribution of coral reefs*. London: Smith, Elder & co.

that you have found in the following article:

Schlager, W., & Keim, L. (2009). Carbonate platforms in the Dolomites area of the Southern Alps: historic perspectives on progress in sedimentology. *Sedimentology, 56*(1), 191-204.

In your text, the citation for this work would look like this:

Darwin (1842, cited in Schlager & Keim, 2009) described the formation of atolls by coral reef growth.

or:

The formation of atolls by coral reef growth (Darwin,1842, cited in Schlager & Keim, 2009) …

Your Reference List should only include those sources which you have actually read yourself, so it would list the article by Schlager & Keim – but NOT the book by Darwin.

Therefore, the entry in your Reference List would look like this:

Schlager, W., & Keim, L. (2009). Carbonate platforms in the Dolomites area of the Southern Alps: historic perspectives on progress in sedimentology. *Sedimentology, 56*(1), 191-204.

[Feb14 – A.Sherwin]

Is there anything I don't need to cite?
Yes. A lot of information is regarded as *Common Knowledge*. This refers to facts that are widely known and can be verified in a lot of standard reference books.

e.g.   Queen Victoria died in 1901.

You don't need to cite a source for this type of information, even if you only discovered it during the course of your research. If, however, you wish to refer to information that is not widely known, or may be dubious, you must cite your source.

e.g.   Queen Victoria died in 1901 from an in-grown toenail.

This is not generally known and is quite possibly untrue; therefore you must acknowledge the source of your information.

Confused? I can't tell if an idea is my own.
This is a common problem when you are doing research and reading a lot of information on the same topic. You may discover that you have written something particularly intelligent or eloquent in your essay or dissertation. If this not your usual writing style, then it is possible it is a phrase or idea you have remembered from something you have read.

An organised and systematic approach to your research helps. Note the publication details of any literature you are using. Write down details - authors, titles, date, publisher, volume and page numbers, DOI or URL – as soon as you get hold of the book, article, web-page, etc.

It is a good idea to make your own notes of the ideas you have got from each publication. **Write** these down in your own words - highlighting chunks of text on a photocopy or cut & pasting from the web will increase your chances of plagiarism later on, even if it is inadvertent.

While you are reading you may come across passages that you wish to use in your own writing. If so, make a note to yourself that this is what you are doing. Careful note-taking during your research will help to ensure that you can tell the difference between your own ideas and someone else's, and provide adequate citations wherever necessary.

If you would like to learn more about reviewing literature, reading and note-taking, and academic writing please visit Student Life's **Study Skills** site. They provide a range of workshops and printed guides to help you succeed at university.

http://www.careers.salford.ac.uk/studyskills

Your **Academic Support Librarian** will also be happy to help you. To find the contact details for your Librarian, please see the subject list at:

http://www.library.salford.ac.uk/subjects/

Part 2: Writing your Reference List

Your Reference List contains full bibliographic information for the sources you have cited in your writing.

Do **not** include anything in your reference list that you have not referred to in your text.

The Reference List is placed after the main body of your text, although it usually precedes any appendices you may have included. (Appendices are generally used for lengthy illustrative matter - maps, tables, diagrams etc. - that would interrupt the flow of your writing if placed in the main body of your text.)

Items in your Reference List are listed in alphabetical order, by author, or title if the author is not known. Do not number the items in your Reference List.

General Rules

Author/s
o   Authors' names are presented in this order: surname, followed by a comma, followed by initial/s. Include full stops and spaces between the initials.
o   If you have between two to seven authors, put a comma between each name and separate the names of the last two authors with an ampersand.
o   If there are eight or more authors, list the first six, then follow with a comma then three ellipses (…), then the last author's name.
o   If there is an editor rather than an author give the information as for author and follow with Ed. (or Eds.) in parentheses.
o   The work may be written by an institution or association, rather than an individual. This is called a 'corporate author' (see p.6). In this case the name of the organisation is cited as the author. Follow with a fullstop.
o   If there is no personal author, corporate author or editor start the citation with the title of the work.
o   Only use *Anon.* as your author if this (or *Anonymous*) has been printed as the author of the work you are referencing.

Date
o   For most information sources, this is the year of publication enclosed in parentheses, followed by a full stop.
o   The exceptions to this rule are newspaper articles and blog entries. In these cases, use the year of publication, followed by a comma, then the day and month of the article or entry, enclosed in parentheses e.g. (2013, 11 January).
o   If you do not know the year, you use (n.d.) – no date.
o   If you have more than one work with same author(s) and year, include the lowercase letters you used in your citations (see p.5) in your Reference List.

See the examples on the following pages for rules about other elements of your references.

Reference Examples

Books and e-books

Books
The following details are required for a book:

Author/s – see General Rules, p.9.

Year of publication – see General Rules, p.9.

Title - in italics. Use capitals as though the title were a sentence, i.e. for the first word and proper nouns only. If there is a title and subtitle, separate the two with a colon. The title is followed by a full stop - unless it is followed by an edition (see examples below).

Edition - if not the first. Abbreviate, *e.g.* 2nd ed. Enclose in parentheses, and follow with a full stop.

Place of publication - this should be the city, followed by a colon. If there are several cities listed, select the first one.

Publisher - followed by a full stop.

examples:

Tyndale-Biscoe, C. H. (2005). *Life of marsupials.* Collingwood: CSIRO Publishing.

Hunter, M. L., & Gibbs, J. P. (2007). *Fundamentals of conservation biology* (3rd ed.). Malden, MA: Blackwell Pub.

Wood, D., Chynoweth, P., Adshead, J., & Mason, J. (2010). *Law and the built environment.* London: Wiley-Blackwell.

Clarke, M., Corbett-Jones, J., Flynn, L., Ferry, K., Corrigan, J., Hargreaves, C., ... Westley, E. (2010). *Devils, demons and werewolves*. Manchester: Bridge House.

Mahjoub, A. (Ed.). (1990). *Adjustment or delinking?: the African experience*. Tokyo: United Nations University Press.

Proetzel, G., & Wiles, M. V. (Eds.). (2010). *Mouse models for drug discovery: methods and protocols*. Totowa, NJ: Humana.

Collins Portuguese phrase book & dictionary. (2005). Glasgow: HarperCollins.

E-Books

If you access a book electronically, rather than using the print version, follow the above guidelines for authors/editors, dates, titles and editions. You do not need to include publication details. You should also include:

Web address – If the e-book has a DOI, use this, preceded by 'doi:'
If there is no DOI use the URL, preceded by the words 'Retrieved from'. You do not need to include the entire URL for the e-book; the URL for the database is sufficient. Do not hyperlink URLs.

examples:

Schiraldi, G. R. (2000). *The post-traumatic stress disorder sourcebook: a guide to healing, recovery, and growth.* doi:10.1036/0071393722

Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'.* Retrieved from http://www.netlibrary.com

Roaf, S., Crichton, D., & Nicol, F. (2009). *Adapting buildings and cities for climate change: a 21st century survival guide* (2nd ed.). Retrieved from http://www.dawsonera.com

Chapters from books & e-books, and e-readers

Chapters in books

When your reference is to a particular paper or chapter within a compilation by various authors it should be set out as follows:

Author/s of the chapter, paper, etc. - see General Rules, p.9.

Year of publication – see General Rules, p.9.

Title of the paper - in sentence case and normal font, do not use italics or underline. Follow with a full stop, In.

Editor of the book – initial(s) followed by full stops, then space, surname, followed by (Ed.) or (Eds.). If there is more than one editor, follow each name with a comma, and use an ampersand (&) before the last name.

Title of the book - the title of the book in italics and sentence case.

Page numbers - the page numbers for the paper or chapter, e.g. pp.205-211. Enclose in parentheses, and follow with a full stop.

Place of publication & Publisher – as for books, see p.10.

Chapters in e-books

If the chapter you are citing was found in an electronic book follow the above guidelines, but include the access information as outlined for e-books on p.11.

e-readers

If you are using an e-reader such as a Kindle and you don't have page numbers follow the above instructions, but instead of putting the page numbers for the chapter, use the Chapter number.

After the title of the book, include a description of your e-reader, enclosed in square brackets.

Note: if you have used a direct quotation (see pp.3-4) from a Kindle e-book you will not be able to provide page numbers. Instead, identify the Chapter number and the paragraph number, in this format:
    (Dale & Robinson, 2007, Chapter 4, para. 15)

Translated works

When referencing any work (book, article, etc.) translated from another language into English include the name of the translator after the title in this format: initial(s), surname, Trans. Enclose in parentheses.

example:

Galeano, E.H. (1997). *Football in sun and shadow* (M. Fried, Trans.). London: Fourth Estate.

If you are referencing a work that was written in another language, that you have translated yourself, include an English translation of the title, in plain font and enclosed in square brackets, immediately after the original title. Do not reference yourself as translator.

examples:

Rossfeld, R. (2007). *Schweizer Schokolade : industrielle Produktion und kulturelle Konstruktion eines nationalen Symbols 1860 - 1920* [Swiss chocolate manufacturing and cultural construction of a national symbol 1860 - 1920]. Baden, CH: Hier Und Jetzt Verlag.

del Río, J. (2011). Algumas memórias do cinema cubano mais polêmico [Some memories of the most controversial Cuban cinema]. *Estudos Avancados, 25*(72), 145-159.

If you are using a source written with a non-Latin alphabet (Arabic, Chinese, Greek, etc.) you must transliterate it for your reference.

Reports and government publications

Treat reports as books or e-books (see pp. 10-11).

If you are only using government documents from Great Britain, use the department's name as your author.

examples:

Department for Education and Skills. (2006). *Care matters : transforming the lives of children and young people in care.* London: Stationery Office.

Department of Health. (2012). *Caring for our future: reforming care and support.* Retrieved from http://www.dh.gov.uk/health/files/2012/07/White-Paper-Caring-for-our-future-reforming-care-and-support-PDF-1580K.pdf

House of Commons. (2006). *Eliminating world poverty: making governance work for the poor: a White Paper on international development.* London: Stationery Office.

See also the section on abbreviating corporate authors in your in-text citations on p.6.
Do not abbreviate authors in your reference list.

If you are using government documents from more than one country you should start the reference the country's name. If the report is a parliamentary document include the word *Parliament* after the country.

examples:

Australia. Department of Health and Ageing. (2012). *Evaluation of the consumer-directed care initiative: final report.* Retrieved from http://www.health.gov.au/internet/main/publishing.nsf/Content/659479336D383B53CA25784F00 114B0E/$File/CDC-Eval-Final-Rep.pdf

Canada. Parliament. House of Commons. Parliamentary Committee on Palliative and Compassionate Care. (2011). *Not to be forgotten: care of vulnerable Canadians.* Retrieved from http://pcpcc-cpspsc.com/wp-content/uploads/2011/11/ReportEN.pdf

Great Britain. Parliament. House of Commons. (2006). *Eliminating world poverty: making governance work for the poor: a White Paper on international development.* London: Stationery Office.

Journal articles and electronic journal articles

Journal articles
Usually when referencing journals it is a particular article that you want to refer to. The following guidelines should be followed:

Author/s – see General Rules, p.9.

Year of publication – see General Rules, p.9.

Title of Article - in normal font and sentence case, followed by a full stop.

Journal Title - in title case and italics. Provide the journal name in full; do not make up your own abbreviation. The journal title is followed by a comma,

Volume Number - in italics

Issue Number - in parentheses, followed by a comma,

Page Number/s of article. End the reference with a full stop.

examples:

Cameron, M. (2006). Nesting habitat of the glossy black-cockatoo in central New South Wales. *Biological Conservation, 127*(4), 402-410.

Dawson, J. P., Claridge, A. W., Triggs, B., & Paull, D. J. (2007). Diet of a native carnivore, the spotted-tailed quoll (Dasyurus maculatus), before and after an intense wildfire. *Wildlife Research, 34*(5), 342-351.

Almeida, C., Clarke, B., O'Brien, A., Hammond, A., Ryan, S., Kay, L., & Hewlett, S. (2006). Current provision of rheumatology education for undergraduate nursing, occupational therapy and physiotherapy students in the UK. *Rheumatology, 45*(7), 868-873.

Beumer, R., Bayon, P., Bugada, P., Ducki, S., Mongelli, N., Sirtori, F., . . . Gennari, C. (2003). Synthesis of novel simplified sarcodictyin/eleutherobin analogs with potent microtubule-stabilizing activity, using ring closing metathesis as the key-step. *Tetrahedron, 59*(44), 8803-8820.

Articles from e-journals

1. Articles with a DOI

Follow the above format for print journals.

DOI – End the reference with the DOI, preceded by the word *doi* and a colon – e.g. doi:

examples:

Cox, T. (2008). Scraping sounds and disgusting noises. *Applied Acoustics, 69*(12), 1195-1204. doi: 10.1016/j.apacoust.2007.11.004

Komitopoulou, E., & Peñaloza, W. (2009). Fate of Salmonella in dry confectionery raw materials. *Journal of Applied Microbiology, 106*(6), 1892-1900. doi: 10.1111/j.1365-2672.2009.04144.x

Cárdenas, Y. L., Shen, B., Zung, L., & Blumstein, D. T. (2005). Evaluating temporal and spatial margins of safety in galahs. *Animal Behaviour, 70*(6), 1395-1399. doi: 10.1016/j.anbehav.2005.03.022

Visioli, F., Bernaert, H., Corti, R., Ferri, C., Heptinstall, S., Molinari, E., . . . Paoletti, R. (2009). Chocolate, lifestyle, and health. *Critical Reviews in Food Science and Nutrition, 49*(4), 299-312. doi: 10.1080/10408390802066805

2. Articles without a DOI

Follow the above format for journal articles with a DOI, but instead of the DOI use the URL for either the journal homepage or the homepage of the database you found it on – preceded by the Word 'Retrieved from'.
Do NOT use the entire URL for the article.

Note that if the article is in HTML format you may not have page numbers – in which case, ignore them. See the section on p.4 about in-text citations from works without page numbers.

examples:

Hurley, U. (2011). Walking in the world of ruins : explorations in the processes and products of autobiographical fiction. *International Journal of the Arts in Society, 5*(6), 1-12. Retrieved from http://usir.salford.ac.uk

Rosenzweig, M. L., & Winakur, J. (1969). Population ecology of desert rodent communities: habitats and environmental complexity. *Ecology, 50*(4), 558-572. Retrieved from http://www.jstor.org/

Jeong-Uk, L., Mee-Young, K., Ju-Hyun, K., Jeong, A.L., Yoon, Na-Mi, Y., . . . Junghwan, K. (2011). Analysis of plantar foot pressure during the noncrutch, two-point, and four-point crutch gait performed by healthy volunteers. *Journal of Physical Therapy Science, 23*(3), 489-493. Retrieved from http://search.ebscohost.com/

Newspaper articles

o   Follow the format for journal articles (paper or electronic) on pp.14-16.
o   The day & month are included in the parentheses, after the year.
o   If the author is unknown follow this format:
    Title of article (in sentence case), date, title of the newspaper (in title case and italics),
o   If you are citing a paper version, end with page number(s). If you are using an electronic paper, end with the URL for the newspaper, preceded by the words *Retrieved from*.

examples:

Extreme makeover: are humans reshaping Earth? (2011, 17 May). *The Independent*. Retrieved from http://www.independent.co.uk/

Glenny, M. (2011, 16 May). Cyber-weaponry, virtual battlefields and the changing face of global warfare*. The Guardian,* p. 22.

Note: the in-text citation for a newspaper article is the form (Author, Year) or (Title, Year) if there is no author. You do not include the day & month in the in-text citation.

Conference proceedings and conference papers

Conference proceedings
Conference proceedings are the papers presented at a conference, <u>published</u> in book or journal form. If your source is a book, treat the paper as a chapter in a book; if your source is a journal, treat the paper as a journal article.

If the paper has a DOI use it as you would for an electronic journal article.

examples:
Yuanjian, H. E. (2006). Computing vs. memory-based processing: a cognitive paradigm in language and translation. In *Proceedings of the International Symposium on New Horizons in Theoretical Translation Studies : 19-20 January 2006, Department of Translation, the Chinese University of Hong Kong* (pp. 65-74). Hong Kong: Dept. of Translation, Chinese University of Hong Kong.

Bondalapati, K., & Prasanna, V. K. (2002). Reconfigurable computing systems. *Proceedings of the IEEE, 90*(7), 1201-1217. doi: 10.1109/JPROC.2002.801446

Conference papers
Use this format for <u>unpublished</u> conference papers, for example, a paper that was presented at a conference you attended, or that you have found in an institutional repository, but is not available in a published book or journal.

Author/s of Paper – see General Rules, p.9.

Year of Conference – in parentheses, followed by a full stop.

Title of Paper - in italics, followed by a full stop.

Conference Title - in title case and normal font. Precede with the words *Paper presented at the*. Follow with a full stop.

Web Address – If the paper has a DOI use it as you would for an electronic journal article. If there is no DOI use URL instead, preceded by the words *Retrieved from*.

examples:
Barresi, S., Meziane, F., Rezgui, Y., & Lima, C. (2005). *Architecture to support semantic resources interoperability*. Paper presented at the First ACM International Workshop on Interoperability of Heterogeneous Information Systems (IHIS 2005), Bremen, Germany. doi: 10.1145/1096967.1096984

James, P. (2008). *Urban green spaces in the mid 21st century scenarios and trajectories for the future cityscapes – case study of a North European city*. Paper presented at the International Conference: Urban Green Spaces: A Key for Sustainable Cities. Retrieved from http://usir.salford.ac.uk/9607/

Theses

References for theses follow the same format as those for books, except the details of the award and institution take the place of the publication details, in the format below.

1. Hardcopy thesis

If the thesis you are referencing is in hardcopy, e.g. one you found in the Library's Thesis Collection, puts the words *Unpublished PhD thesis* (or other award), in parentheses, after the title.

example:

Sarwono, S. J. (2005). *The influence of surface diffusion on the acoustics of Javanese gamelan performance hall.* (Unpublished PhD thesis), University of Salford, Salford.

Ogden, T. E. (2005). *Action learning: influencing the development of district nursing practice* (Unpublished MSc thesis), University of Salford, Salford.

2. Electronic thesis

If you found the thesis online (for example, in an institutional repository) treat it as a hardcopy thesis, but leave out the word 'unpublished', and include the DOI or full URL for the thesis.

examples:
Mogotlhwane, T. (2008). *Barriers to successful application of information technology in Botswana.* (PhD thesis), University of Salford, Salford. Retrieved from http://usir.salford.ac.uk/1735/

Leyland, R. C. (2008). *Vulnerability mapping in karst terrains, exemplified in the wider Cradle of Humankind World Heritage Site.* (MSc thesis), University of Pretoria, Pretoria. Retrieved from http://upetd.up.ac.za/thesis/available/etd-02112009-171849/

Websites, wikis and blogs

Web pages

Usually when you are referencing a web source, you are citing information you found on a single web page rather than a whole website. If this is the case, follow these instructions. If you need to reference a whole website, see the next page.

Author/s - person or organisation (if known). Follow General Rules (p.9).

Year - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

Title – in normal font, followed by a full stop. (Note: the title of a Web Page is <u>not</u> in italics because it is part of a larger work, i.e. the website).

Access Date – if the information is from a web source that is likely to change (for example a webpage in HTML that may be updated) include the date the information was accessed, preceded by the word 'Retrieved' followed by a comma. You do not need an access date for a document in a permanent form, such as PDF.

URL - URL of webpage, preceded by the word 'from'.

examples:

United States Geological Survey. (2006). National elevation dataset. Retrieved 15 August, 2010, from http://ned.usgs.gov/

High-resolution cosmic string simulations. (n.d.).   Retrieved 15 February, 2011, from http://www.damtp.cam.ac.uk/research/gr/public/cs_evol.htm

International Union for Conservation of Nature. (2010). Species of the day: northern hairy-nosed wombat. Retrieved from http://www.iucnredlist.org/sotdfiles/lasiorhinus-krefftii.pdf

Websites
Follow the instructions above for web pages, but note that if you are referencing a whole Website, its title <u>is</u> in italics,

example:

Diabetes UK. (2012). *UK Diabetes Resource.* Retrieved 4th December, 2012 from http://www.diabetes.co.uk/

Wiki entries

Author/s – if authors are listed, follow instructions for Books (p.8).
Most wikis do not list authors; in which case, start your entry with the entry title.

Entry title – in sentence case and normal font.

Year - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

Wiki title – in title case and italics.

Access Date – wikis are updated frequently, so you <u>must</u> include the date you accessed the information. Precede by the word 'Retrieved' followed by a comma.

URL - URL of entry, preceded by the word 'from'.

example:

Tiger quoll. (2011). *Wikipedia.* Retrieved 17 May 2011, from http://en.wikipedia.org/wiki/Spotted-tailed_Quoll

Digital dark ages (2008). *LISWiki.* Retrieved 17 May 2011, from http://liswiki.org/wiki/Digital_Dark_Ages

Because there is unlikely to be an author for a wiki entry, the in-text citation is in the form (Entry title, Year).

Blogs

The following details are required for material from a weblog:

Author/s - person or organisation. Follow instructions for Books (p.8).

Year & date – enclosed in parentheses: year of blog posting, followed by a comma, followed by the date the entry was posted.

Title of entry - in normal font and sentence case, followed by the word [Weblog] in square brackets, followed by a full stop.

URL – of blog entry. Precede with the words *Retrieved from*.

example:

Costa, C. (2010, 29 May). Integrating technology into researcher training. [Weblog]. Retrieved from http://knowmansland.com/learningpath/?p=511

Note: the in-text citation for a blog post is the form (Author, Year). You do not include the day & month in the in-text citation.

> <u>*Note:*</u>
>
> *Much of the material available on the Internet is transitory. It is a good idea to keep your own copy of anything you use, to prove that it existed. This is particularly important with Wikis, where the information changes regularly. But remember, Wikipedia is <u>not</u> a recommended source of academic information.*

Standards and patents

Standards

Organisation – followed by a full stop.

Year – date the standard was issued, in parentheses, followed by a full stop.

Title – of standard, sentence case and italics.

Standard number – enclosed in parentheses.

Publication details – place of publication and name of publisher. If you are using a standard in electronic form, omit the publication details and instead provide its URL, preceded by the word 'Retrieved from'.

examples:

British Standards Institution. (2005). *Acoustics: guidelines for noise control in offices and workrooms by means of acoustical screens* (BS EN ISO; 17624:2004). London: BSI.

British Standards Institution. (2005). *Football goals: code of practice for their procurement, installation, maintenance, storage and inspection.* (BS 8461:2005+A1:2009). Retrieved from https://bsol.bsigroup.com/en/

Patents

Author(s) – inventor's name. Follow instructions for authors of Books (p.8).

Year – in parentheses, followed by a full stop.

Title – of patent, in sentence case and italics, followed by a full stop

Patent office & number

URL – If you are citing a patent in electronic form, include the URL of the database where you found it, preceded by the word 'Retrieved from'.

examples:

Thompson, A. (2009). *System for joining double glazing sections of a sloping roof comprising fastening means for linking the adjacent glazing sections together.* UK Patent No. GB 2459431(A).

Rossini, D. (2010). *Blackout or shading curtain panel, arrangeable within a double glazing unit.* World Intellectual Property Organization No. WO2010143145(A1). Retrieved from http://www.espacenet.com

Note: the in-text citation for a patent consists of the patent office number and year – not the author. The in-text citations for the above examples would be:

> (UK Patent No. GB 2459431(A), 2009)
> (WIPA No. WO2010143145(A1), 2010).

Audio-visual and multimedia

Online multimedia
To reference a webcast or other forms of online multimedia you need the following details:

Producer/s - person or organisation (if known), in the same format as author (see p.8), followed by (Producer) in parentheses and followed by a full stop.

Year - enclosed in parentheses: year the podcast was produced, followed by a comma, followed by the original broadcast date (if applicable).

Title – of podcast, in sentence case and normal font, followed by the word [Multimedia], [Webcast], etc. as appropriate. Follow with a full stop.

Series Title – if applicable, in italics, followed by a full stop.

DOI/URL – If the item has a DOI use this, preceded by the word *doi:* followed by a colon. If there is no DOI use the URL, preceded by the words *Retrieved from*.

example:

Becker, A. (Producer). (2006) Animator vs. animation. [Multimedia]. Retrieved from http://fc01.deviantart.com/fs13/f/2007/077/2/e/Animator_vs__Animation_by_alanbecker.swf

Pipistrelle bats. [Webcast]. (2010, 4 January). Retrieved from http://arkive.org/pipistrelle-bats/pipistrellus-pipistrellus-and-pipistrellus-pygmaeus/video-00.html

BBC World Service (Producer). (2011, 4 February). New mosquito. [Podcast]. *Science in Action*. Retrieved from http://www.bbc.co.uk/podcasts/series/scia

Films, DVDs and videos

Director - (if known) follow instructions for Books (p.8), followed by the word (Director), enclosed in parentheses.

Year of Release - this should be the year the film is released in the country where it was produced. Enclose in parentheses and follow by a full stop.

Title - in italics and sentence case.

Format - Film, DVD, etc., enclosed in square brackets and followed by a full stop.

Production details – city and country of production, colon, company or organisation. End with a full stop.

examples:

Lewis, M. (Director) (1988). *Cane toads: an unnatural history.* [Film]. Sydney: Film Australia.

Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair.* [DVD]. Bristol: University of the West of England.

Sound recordings
Treat sound recordings as you would Films & DVDs (see above) but omit the word *Director* – generally you will know the name of the performer(s). Use [CD], etc. as your format.

If you are referencing a single track from an album, put its title first (in normal font). The album title should be in italics.

examples:

Bartok, B. I., Reiner, F., & Chicago Symphony Orchestra. (2004). *Concerto for orchestra: music for strings, percussion and celesta; Hungarian sketches.* [CD]. New York, NY: BMG Classics.

Hawley, R. (2005). The ocean. [CD]. *Coles Corner.* London: Mute Records.

Music scores
Treat a music scores as you would a book, using the composer's name as author (see p.9). Put the word [Score] in square brackets after the title.

example:

Barrios, A. (1957). *Preludio (op. 5, no. 1) para guitarra.* [Score]. Bueno Aires: Ricordi Americana.

Legal materials

Please note that the following guidelines are for students on courses <u>other than</u> Law, who need to reference legal material; they should only be used if you are NOT a student of the Salford Law School.

If you are a student of the Salford Law School you must you use the Oxford Standard for the Citation of Legal Authorities (OSCOLA) 4th ed. for all your referencing. The OSCOLA guide can be found at: http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf

Because APA is an American citation style it does not explain how to reference British legal resources. Therefore the following guidelines are based on OSCOLA. Please see the above link if you would like more examples.

General rules

In-text citations
- o   For cases, cite the name of the case and its date.
- o   For legislation, cite the name of the legislation and its date.
- o   If you are using a direct quotation, cite its page number or paragraph number (see p. 6 of this guide for more information about page numbers).

Reference List
- o   If you have cited only a very few legal materials you may include them in your Reference List in the usual way.
- o   If your assignment is specifically on an aspect of law, such as Construction Law, you will have used a substantial number of legal materials. You should list your cases in a separate Case Table after your Reference List, and your legislation in a separate Legislation Table after your Case Table.
  Thus, your references will be in the following order:
  - Reference List (books, journal articles and other non-legal sources)
  - Case Table
  - Legislation Table

If you are not sure which to do, please ask your tutor or supervisor.

Acts of Parliament / Statutes

- o   For both your in-text citation and reference list use the short title of the act and its date.
- o   Main words should start with capital letters.
- o   Note: the date is part of the title of the act and so does **not** need a comma.
- o   If you are referring to a specific part of the act, include the chapter or section number in the citation.

In-text citation examples
- o   Recent legislation (Climate Change Act 2008) has seen significant changes to…
- o   The Health Act 2009 c.21 ensures that …
- o   "displaying any writing or other thing which is threatening, abusive or insulting" (Football (Disorder) Act 2000 c. 25 p.6)

Reference List or Legislation Table examples:

Climate Change Act 2008

Football (Disorder) Act 2000 c. 25

Health Act 2009 c. 21

Statutory Instruments

Treat Statutory Instruments as you would Statutes, but after the title and date include the abbreviation SI, followed by the year of publication and its SI number.

Reference List or Legislation Table examples:

Construction Contracts (England) Exclusion Order 2011 SI 2011/2332

Health and Social Care Act 2008 (Regulated Activities) Regulations SI 2010/781

Human Fertilisation and Embryology (Disclosure of Information for Research Purposes) Regulations 2010/995

Cases / Law Reports

Citations
o   Use the name of the parties, in italics and separated by *v.*
o   Put the year of reporting in round brackets (parentheses).

For example:

This was discussed in *Tesco Stores Ltd v Costain Construction Ltd & Ors* (2003) …

References

Parties involved - in italics and separated by *v* .
Year of reporting - Generally this will be in square brackets, but may be round brackets if there is also a volume number in the citation. The type of brackets you need to use will be shown on the source you are using.
Where reported - Abbreviation for the law reporting series. Use the neutral citation where available.
Case number.

Reference List or Case Table examples:

Tesco Stores Ltd v Costain Construction Ltd & Ors [2003] EWHC 1487 TCC

Derwent Holdings Ltd v Trafford Borough Council, Tesco Stores Limited, Lancashire County Cricket Club [2011] EWCA Civ 832

Sole v Secretary of State for Trade and Industry and Others [2007] EWHC 1527 (Admin)

Illustrative material and ephemera

Illustrative material

When you use someone else's illustrative material, such as pictures, diagrams, maps, charts and tables, you must acknowledge it as you would written text.

For advice and examples, please see the separate guide **"Referencing Images"**, which is available from
http://www.salford.ac.uk/library/help/userguides

Ephemera

The term "ephemera" refers to written or printed material that is not intended to kept or preserved. This might include leaflets, pamphlets, advertisements, packaging, etc. Because your readers will probably find it difficult to retrieve the item for themselves, you should be as descriptive as possible in your referencing. Put a description of type of item in square brackets, after the title.

If the item is likely to be transient (for example a billboard advertisement) include the date and place where you saw it.

If you don't know the publication date use (n.d.) in parentheses instead of the year.

examples:

The Cooperative (2011). Our revolution. [Billboard]. Viewed 21 March 2011, Chapel Street, Salford.

Salford Museum and Art Gallery (n.d.) Souvenir price list. [Leaflet]. Salford: The Museum.

Eurax Cream. [Packaging]. (n.d.)

Personal communications, lecture notes and assignments

Personal correspondence

Email, letters and other personal communications are <u>not</u> included in your Reference List as the information in them is not retrievable. You should refer to them in the body of your text only, for example, (R. Jones, personal communication, 7 August 2007).

Important!
If you have conducted interviews, surveys, etc. as part of your research, you must <u>never</u> cite these sources individually. To provide information that would identify participants is as serious breach of

research ethics. Instead, you must find a way to present this data so that it remains anonymous, for example: A participant commented…

Lecture notes, course handouts & PowerPoint slides

Before you use lecture notes or course handouts in your writing, please check with your tutor that this is acceptable. Often you are expected to read beyond the classroom.

o   To reference your own notes that you have taken in a lecture, treat them as s personal communication (see above). Refer to them in your text only, for example (J. Smith, lecture, 15 November 2012).

o   If you want to use handouts or slides from a lecture, you need to decide if the information is retrievable. If the material has been given to you, or made available on Blackboard, it is not retrievable and should therefore be treated as personal communication (see above).

o   If the PowerPoint presentation has been put on the web, and is therefore retrievable, treat it as a formal information source. Cite it in the normal way and include it in your reference list.

example:

Dickens, J. (2007). Music discrimination training in lab rats. [PowerPoint slides]. Retrieved from http://ppt1.net/m/music-discrimination-training-in-lab-rats-w564-ppt.ppt

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Student self-plagiarism

It is not academically acceptable to recycle your assignments. If you re-use an earlier assignment, either in its entirety or parts of it, your tutor will regard this as self-plagiarism and you will be penalised. Because you have already been assessed and given credit for the earlier work, re-using it will be seen as unfair and as academic misconduct.

There are times when you may have a valid reason to quote from your own writing, for example, you may believe it forms crucial background to your current research.

If this is the case, you should always seek permission from your tutor or supervisor first. If this is given, you must cite yourself in your text as you would any other source, and in your Reference List you should treat your earlier assignment as an unpublished work.

e.g.   Jones, T. (2010). Procurement systems [Unpublished assignment]. University of Salford.

Reference List layout

Your Reference List is a list of all the works cited in your paper, listed in one single alphabetical sequence at the end of your document. Do <u>not</u> list different formats (e.g. books, journals, or webpages) in separate sequences.

If possible, you should use hanging indentation (as in the example below). Otherwise, separate each item in your Reference List with a blank line.

References

Becker, A. (Producer). (2006) Animator vs. animation. [Multimedia]. Retrieved from
http://fc01.deviantart.com/fs13/f/2007/077/2/e/Animator_vs__Animation_by_alanbecker.swf

British Standards Institution. (2005). *Acoustics : guidelines for noise control in offices and workrooms by means of acoustical screens.* (BS EN ISO ; 17624:2004). London: BSI.

Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair.* [DVD]. Bristol: University of the West of England.

Chippindale, C. (2010). Ambition, deference, discrepancy, consumption: the intellectual background to a post–processual archaeology. In N. Yoffee & A. Sherratt (Eds.), *Archaeological Theory.* (pp. 27-36). doi:10.1017/CBO9780511720277

Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'.* Retrieved from http://www.netlibrary.com

Gershon, R. R. M., Pogorzelska, M., Qureshi, K. A., & Sherman, M. (2008). Home health care registered nurses and the risk of percutaneous injuries: a pilot study. *American Journal of Infection Control, 36*(3), pp. 165-172.

Health and Social Care Act 2008 (Regulated Activities) Regulations SI 2010/781

James, P. (2008). *Urban green spaces in the mid 21st century scenarios and trajectories for the future cityscapes – case study of a North European city*. Paper presented at the International Conference: Urban Green Spaces: a Key for Sustainable Cities. Retrieved from http://usir.salford.ac.uk/9607/

Lee, S. (1998). Grey shirts to grey suits: the political economy of English football in the 1990s. In A. Brown (Ed.), *Fanatics! : power, identity and fandom in football* (pp. 32-49). London: Routledge.

Marvin, S., & Medd, W. (2010). Clogged cities: sclerotic infrastructure. In S. Graham (Ed.), *Disrupted cities: when infrastructure fails* (pp. 85-96). Oxford: Routledge.

Mogotlhwane, T. (2008). *Barriers to successful application of information technology in Botswana.* (PhD thesis), University of Salford. Retrieved from http://usir.salford.ac.uk/1735/

Pipistrelle bats [Webcast]. (2010, 4 January). Retrieved from http://arkive.org/pipistrelle-bats/pipistrellus-pipistrellus-and-pipistrellus-pygmaeus/video-00.html

Sarwono, S. J. (2005). *The influence of surface diffusion on the acoustics of Javanese gamelan performance hall.* (Unpublished PhD thesis), University of Salford.

Schleimer, S. B., Johnston, G. A. R., & Henderson, J. M. (2005). Novel oral drug administration in an animal model of neuroleptic therapy. *Journal of Neuroscience Methods, 146*(2), 159-164. doi: 10.1016/j.jneumeth.2005.02.004

Tesco Stores Ltd v Costain Construction Ltd & Ors [2003] EWHC 1487 TCC

United States Geological Survey. (2006). National elevation dataset. Retrieved 15 August, 2010, from http://ned.usgs.gov/

Visioli, F., Bernaert, H., Corti, R., Ferri, C., Heptinstall, S., Molinari, E., . . . Paoletti, R. (2009). Chocolate, lifestyle, and health. *Critical Reviews in Food Science and Nutrition, 49*(4), 299-312. doi: 10.1080/10408390802066805

Wimmer, R. D., & Dominick, J. R. (1997). *Mass media research: an introduction* (5th ed.). London: Thompson

Getting help

We want you to do well in your studies. Please ask for assistance if you need it; you can ask:
- √ your tutor
- √ your dissertation supervisor
- √ the Library Enquiry Desk – you can visit in person at one of our libraries, or use the Library's *Ask a Librarian* service available on most of the Library's webpages at: http://www.salford.ac.uk/library
- √ your Academic Support Librarian – find their contact details at: http://www.salford.ac.uk/library/help/academic-support
- √ Study Skills: http://www.careers.salford.ac.uk/studyskills
- √ APA Style Blog: http://blog.apastyle.org/apastyle/ - a wealth of useful information, especially good for answering the complicated questions you might have.

EndNote & EndNote Web

EndNote will do most of this work for you!

EndNote is bibliographic software that allows you to store all the references that you find during your research, including PDF files, pictures, graphs, tables, etc., add citations to your work and create bibliographies in any output style, such as APA, Chicago, MLA or Vancouver.

EndNote is available to *staff and research postgraduates*. For more information and user guides please see the Research tab on the Library's Academic Support page at:
http://www.salford.ac.uk/library/help/academic-support

Some editing of your Reference List may be necessary, or you may edit the output style template to more closely resemble this guide.

For non-print sources you should use the 'Medium' or 'Type of Work' field to describe the format, for example Film, Television broadcast, Weblog. If you need help with this please contact your Academic Support Librarian – see the link above under 'Getting Help'.

EndNote Web is suitable for *undergraduates and taught postgraduates*. It can be used on and off campus, and allows you to store references to books, journal articles, webpages, etc., insert citations into your assignments and format bibliographies in any citation style.

See the *EndNote Web* guide, http://www.salford.ac.uk/library/userguides/45837, for more information.

EndNote Web users should select **APA 6th** from the **Bibliographic Style** menu. You may need to tidy up the references created for you by EndNote – use this guide to help you.

Turnitin

Turnitin is an e-submission tool which matches text electronically to help you avoid plagiarism. It won't be able to tell if you have cited works correctly, but it will identify text that you may have got from other sources, such as books, journals and the web. Turnitin is available on Blackboard.

Find details and guidance on the Turnitin page at http://www.salford.ac.uk/library/help/turnitin

Please note: The information contained in this guide was correct at the time of publication. A more recent version may be available on The Library's website at www.salford.ac.uk/library/help/userguides/

[Feb14 – A.Sherwin]