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# Referencing APA 7<sup>th</sup> Style

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# Introduction

When you're writing your assignments, you'll inevitably use books, journals, websites and so on to find information. 'Referencing' means that you are showing the person marking your assignment where the information you've used in it has come from. There are numerous styles of referencing, and you will probably come across many different formats during your studies. The APA 7th style of referencing is just one way of providing the relevant details, and is the preferred style of almost all courses within the University of Salford. **Check which referencing style you need to use with your lecturers, as some subject areas may use different referencing systems.**

You need to say where all of the information in your assignment has come from, so that you are giving the author credit for their work and are not committing plagiarism. This includes any quotes, any paraphrased work, any ideas or any graphs/charts/photographs which came from another person's work. It also applies to films, music, paintings and anything else you may have used or mentioned in your work (see the plagiarism pages on the Skills for Learning website for further details).

## Where do I start?

You'll need to gather all of the relevant information for every source you're using. Do this carefully as you go along, and keep the details safe to avoid last-minute panics. Look for the following kinds of information:

1. **Author.** Who wrote the book/journal/source you're using? If the author only wrote one chapter in a book, who is the editor of the book? Make a note of both. The author may be a person (or people), or might be an organisation
2. **Date published.** Look for the year the source was published (this is not necessarily the same year it was printed).
3. **Title.** What is the title of the book, journal, journal article or report?
4. **Publication details.** Which company published the book?
5. **Web address.** Make a note of the date you used the web page too, just in case it gets updated.
6. **Page numbers and edition numbers.** Which pages does the journal article start and finish on? Is the book a 2nd or 3rd edition?

For books, look at the front and back covers, and in the first few pages of the book. For journal articles, the details are usually found on the first page of the article, but you may need to check the library record for the item to get full information. However, occasionally you might not be able to find all of the information you need, and this guide will show you how to overcome this later.

## Where do I need to reference?

You will need to reference in two places – within the text of your assignment, and in a reference list at the end of your assignment. Firstly, we'll look at referencing within the text of your assignment.

**Note:** none of the examples used in this guide are real sources!

## Referencing within the text

Every time you use another author's work in your essay or report, you must explain to the person reading your assignment where that information has come from. It doesn't matter whether you have used someone's book, a journal article, a website or watched a film – if you are mentioning someone else's work in your essay, you must also mention whose work it is and when it was published. There are several ways in which you might incorporate another author's work into your essay, and these are discussed in the following sections. The reference information you provide in the text of your essay is called the in-text citation.

### Quotations

A direct quotation is where you copy the exact words another author has used, and use them in your essay. For example, you might wish to use a phrase from a book by Smith. The phrase will need to appear in your essay in speech marks, and you'll need to tell the reader the surname of the person who originally wrote the words, the year it was published and the page the phrase appears on in the original book. So, it might look something like this:

However, it is important to remember that “archaeology is all in the interpretation” (Smith, 2007, p. 34).

In the above example, the book was written by Smith, published in 2007, and the phrase “archaeology is all in the interpretation” appears on page 34 of the book. That’s all you need to write within the text with regards to your referencing – the reader will then be able to find exactly which book by Smith you’ve used by looking in your reference list, at the end of your essay (more on this later).

A few points to be aware of:

- Don’t quote large chunks of text from other sources. You should only be using quotations sparingly, to back up points you’re making in your essay or assignment.
- However, if you are studying a subject such as English Literature, you may sometimes need to quote a larger block of text or a poem. In that case, refer to your subject’s guidelines to find out how they would like you to present large quotations (for example, they may ask for them to be indented).
- If you need to provide a definition in your essay, perhaps of a scientific term or a theory, it is often useful to quote the exact wording from another author or the

dictionary. Again, don't use long quotes unless you really need to – a few words or a short phrase is usually sufficient.

- Make sure to tie your quotes together so that your essay makes sense. Don't just string several quoted sentences together with no explanation or expansion of the points raised.

## Paraphrasing

Paraphrasing is when you use another author's work in your essay, but rather than quoting the exact words they've used, you change the wording. Even though you have put the idea into your own words, it still belongs to the original author and so you must still provide an in-text citation for the source. Using the example above, there are several ways in which you might convey Smith's meaning by paraphrasing, such as:

Smith (2007) argues that the key to archaeology is the way in which the findings are interpreted.

The way in which archaeological findings are interpreted is of the utmost importance (Smith, 2007).

In these examples, the reference appears in two different places – within the sentence itself, and in

brackets at the end of the sentence. When writing academically, it is advisable to use a mixture of these in your work, as your writing flow better if you are involving the author in the sentence where possible. If you only put references in brackets at the end of your sentences, your paragraphs may not flow as well.

**Note:** It isn't compulsory to provide the page numbers for paraphrased material. However, in some instances you might need to, so that the reader can find the specific point you are discussing. Check whether your subject area has any advice or requirements around providing page numbers for paraphrased information.

**Note:** If you have paraphrased several sentences from the same source, you will probably need to repeat the in-text citation so that it is clear the information is still from the same source. If you don't, you could receive comments such as 'unsupported statement' or 'missing reference', because your marker hasn't been sure where the information has come from.

## Additional information

**Three authors have said the same thing in different books, and I want to mention them all because it's an important point. How can I do this?**

Mentioning several authors who agree or disagree shows that you have looked for a wide range of evidence and have noted similarities and differences. This is good academic practice. The examples below show how you could do this:

Andrews (2016), Jones (2017) and Mistry (2018) agree that...

The experiment has been repeated several times, with the same results (Allan, 2011; Berry & Wood, 2015; McKenna, 2017).

[In the example above, Berry and Wood are co-authors of the same article, NOT two separate authors who both wrote articles in 2015.]

**Patel wrote two journal articles in 2015 and I want to use them both. How do I do this?**

In this scenario, the reader needs to be able to distinguish between the two articles so that they can

find the right one. You can't therefore have two articles in your essay which you refer to as simply Patel (2015), as it wouldn't be clear which one you were using. So, you would refer to them as Patel (2015a) and Patel (2015b), in both the essay itself AND the reference list.

**I'm using a book by Harris (2018), but Harris is talking about someone else's work. That person is called Ashcroft, and their work was published in 1993. How do I reference this?**

This is a secondary source, and you need to be clear about exactly whose work you have seen and whose you haven't. The best option is to find the original work by Ashcroft and cite it. Harris' reference list should give you all the details you need in order to find Ashcroft's book (in this case, you won't need to mention Harris – unless, of course, you use Harris' work in another part of your essay).

If you can't find Ashcroft's original book, you need to make it clear that you haven't seen the original but have seen it mentioned by Harris. Not only must you be honest about the references you have used, you also need to make sure that any mistakes Harris has made in the interpretation of Ashcroft's

work are clearly Harris' mistakes and not yours. You might reference it like this:

Harris (2018) discusses the work of Ashcroft (1993), who argues that...

Ashcroft (1993, as cited in Harris, 2018) conducted an experiment...

**The book I'm using was written by two people.  
Do I mention them both?**

Yes, where a source has two authors, name them both - in the essay itself, and in the reference list. For example:

According to Peters and Kennington (2008), the study was flawed.

It has been suggested that the study was flawed (Peters & Kennington, 2008).

**The book I'm using was written by four people.  
Do I mention them all?**

No, if a work has more than two authors, you just mention the first author and use **et al**. Et al is from the Latin '*et alia*', and it means 'and the others'. For example:

Peate et al. (2008) go on to explain the reasons for this.

If you need to cite more than one work with the same first author, add more names to the citation until each one is unique.

For example:

(Fenton, Gillooly, et al., 2021)

(Fenton, Keegan, et al., 2021)

(Maxwell, Scourfield, Featherstone, et al., 2012)

(Maxwell, Scourfield, Holland, et al., 2012)

**Note:** In your reference list, you will need to mention ALL of the authors, so remember to keep a list of them in the order they appear on the original. The only exception to this is when there are twenty-one or more authors, in which case you need to write the first nineteen, follow with a comma and three dots (ellipses, like this...), then list the last author's name. This is explained in the Skills for Learning referencing handbook.

## What might referencing look like in my essay?

The paragraph below shows how you could use referencing (in-text citations) in your assignments, and how a paragraph may look. It shows how you might include the work of more than one author in a paragraph (in this case, the last sentence comes from a different author's work). The information is, again, fictional and is just for demonstration purposes.

Despite the initial acceptance of Gerrard's (2012) report, subsequent reviews of the available evidence led to further discussion. The most influential research was that carried out by Carter-Holland (2016), who argued that some flavours of *Brand A* alco-pop were incorrectly labelled. He discovered that the sugar, additive and alcohol-by-volume labels appeared to be from previous recipes of the products, and had not been updated when the recipes and flavourings had changed. The actual alcohol-by-volume content of *Brand A* was "almost twice what it claimed to be" (Carter-Holland, 2016, p. 112).

As Carter-Holland points out, this means that an individual could think that their consumption was comfortably under the legal drink-drive limit, when in fact they might have consumed almost twice as much alcohol as they thought. Although the manufacturers initially denied these claims and denied any legal responsibility, independent testing by two different laboratories seemed to confirm Carter-Holland's findings (Brandt & Collins, 2017).

**Note:** Only use an ampersand symbol (&) when the authors appear in brackets. If you are mentioning the authors within the sentence itself, use the word 'and' so that your sentence flows properly. For example:

Jones and Parker (1980) suggest that...

... (Jones & Parker, 1980).

If a source has several authors, make sure to keep them in the same order as they appear in the original source.

# The reference list

## What to include

Your reference list should include everything you've referred to in your assignment. So, if you've mentioned someone's work in your essay, put them in your reference list. Similarly, if something appears in your reference list, it must also appear in the text of your essay.

**Note:** Although to many people the terms "reference list" and "bibliography" have become synonymous, they don't mean exactly the same thing. A bibliography would include sources which you found useful in your research but did not refer to in the body of your assignment. Most markers do not want you to include a list of sources you have not used in your essay. However, it's best to check, in case they are happy for you to include this information.

## What's a reference list for?

Your reference list should include all of the information about a source which would enable somebody else to find it. So, if your tutor wants to check the information you've used from Smith's book, they need to be able to look at your reference list and find all of the necessary details. The APA 7<sup>th</sup> system of referencing requires you to set this information out in a certain way, and the examples below will show you how to do this.

## Additional information

1. Only mention each source once in your reference list, even if you have mentioned it several times in your essay.
2. Your list needs to be written in alphabetical order by author surname.
3. If a source has several authors, list them in the same order in which they appear in the original.
4. Your sources must all appear in the same list – don't separate them into lists of books, journals and so on.

## Books

When referencing a book, you'll need to provide the following information in this order:

**Author** (surname, followed by initial or initials)

**Year of publication** (in brackets)

**Title of book** (in italics)

**Publisher**

A book reference will look like this:

Roberts, P. (2001). *Theory and Practice*. Penguin Ltd.

If there are two authors:

Ali, M., & Shakhra, L.M., (1999). *A Social Work Commentary*. Kogan Page.

[You don't need to add the individual page numbers you've used.]

## Using a chapter from an edited book

In an edited book, different chapters will have been written by different authors. The editor(s) on the cover of the book may have written some, or even most, of the chapters, but you need to check who wrote the chapter you have used in order to give credit to the correct author. For example, if the book is edited by Keegan, but the chapter you've used is by Williams, you'll cite Williams in your essay (not Keegan). In your reference list, you also need to make it clear to the reader exactly where this chapter appears (including which page numbers it appears on within the edited book). The title of the chapter appears in normal font, and the title of the book itself appears in italics.

Williams, P.K. (2017). A summary of recent research. In L. Keegan (Ed.), *The State of Education Today* (pp. 133-156). Adams.

The 'Ed' means 'editor', to show that Keegan edited the book, and 'pp. 133-156' means that the chapter is on pages 133 to 156 within the book.

## Books – later editions

You may be using a later edition of a book, for example a second edition from 2018. This means that the original was published in (for example) 2014, but a revised version with some changed content was published in 2018. You must refer to the version you are actually using, so that the person reading your assignment knows which edition to look for. Make sure you are referring to the date the book was PUBLISHED, not the date it was printed. An example might be:

Ali, Z. (2018). *Thermodynamics* (2nd ed.). Henderson.

## Journal articles

When using journal articles, keep a note of the following information:

**Author of article** (surname, followed by initial or initials)

**Date** (year of publication, in brackets)

**Title of the article** (in normal font)

**Title of the journal itself** (in italics)

**Other information about it** (volume number in italics, issue number in brackets)

**Page numbers** (the pages within the journal the article appeared on)

So, if you have referred to a journal article in your assignment, you'll need to put it in your reference list like this:

Parry, W.G. (2009). Research into the numeracy skills of Adult Branch nursing students. *British Journal of Nursing and Education*, 26(7), 678–698.

In the above example, 26(7) means that the article appears in volume 26, issue number 7. The title of

the article is 'Research into the numeracy skills of Adult Branch nursing students', and the title of the journal (*British Journal of Nursing and Education*) appears in italics. You need to make sure to include the page numbers the article appears on, to help the reader find the exact article you've used – in this case, it started on page 678 and finished on page 698. It's not necessary to include publisher information for journal article references.

## Electronic versions

If you have used an electronic or online version of a journal article, you need to check whether the article has a digital object identifier (DOI number). If it does, you'll need to provide this. If it doesn't, follow the above format for print journal articles.

### Examples:

Jones, P.K., & Abawole, A. (2012). A new kind of banana? *American Journal of Fruit*, 12(4), 23-46.  
<https://doi.org10.3876/45095472764>

Haslam, K.L.R. (2011). Research into the potassium content of bananas. *Fruit Research*, 7(1), 67-79.

[Although Haslam’s article was read online, it didn’t have a DOI number.]

Note: occasionally, you might notice online journals have reference information which looks slightly different to this, such as something like e2376 instead of the usual issue or page information. In this case, write the word ‘Article’ before the number, for example:.

Biscaya, S., & Elkadi, H. A. (2021). A smart ecological urban corridor for the Manchester Ship Canal. *Cities*, 110, Article 103042.

<https://doi.org/10.1016/j.cities.2020.103042>

## Reports or publications without a named author

If a source has a named author or authors, always use this. However, you may come across publications or reports where there isn’t a specific person credited. These sources are often produced by or on behalf of organisations or government bodies. In these cases, you’ll need to use the organisation as the author. For example:

Department for Learning. (2017). *Report into the literacy skills of children aged 4 and 5 in Wales*.

In the above example, the Department for Learning is both the author and the publisher, so you don't need to mention them twice. If the publisher is different to the author, mention them at the end of your reference. The next example is an online report:

Nursing and Midwifery Council. (2021). *Standards of proficiency for registered nurses*.

<https://www.nmc.org.uk/standards/standards-for-nurses/standards-of-proficiency-for-registered-nurses/>

## Web pages

As with any other source, the key is to give the reader enough information to allow them to find the exact web page you've used.

However, there are so many different kinds of web resource that it can be difficult getting this right. Check the Skills for Learning referencing handbook or web-based quick guide for specific examples of different online sources, but this guide will show you

the basics. Include as much of the following information as you can:

**Author** (Who wrote the website? Was it a person or an organisation?)

**Date** (When was it published? Take the time to look for a date, but if you can't find one, is there a 'page last updated' date or a copyright date?) Use as specific a date as possible for the page; year then day and month (if known).

**Title** (of the page, article, website)

**Web address**

A basic web page reference will look like this:

National Health Service. (2020, 3 January). *Student stress*. <https://www.nhs.uk/mental-health/children-and-young-adults/help-for-teenagers-young-adults-and-students/student-stress-self-help-tips/>

## Additional information

1. Always write titles out in full, and exactly as they appear in the original source. Use the same spelling, grammar, and capital letters at the beginnings of words and so on. (Note: the exception to this is if the title is written entirely in capitals, in which case you need to change it to lower case).
2. If a source has a main title and a subtitle, include both (usually separated by a colon). For example *DNA: A collection of recent research articles*. The main title of the book is *DNA*, but the subtitle below it reads *A collection of recent research articles*. You need both in order to give a complete reference.
3. Always look for an author. If the author is listed as Anonymous, or Anon., use this. For most sources, you should be able to find either a person or an organisation.
4. Always look for a date of publication. If you can't find one on a website, you can use the 'page last updated' or copyright date. You may have to look around and go back to the site's homepage, for example. Very occasionally, there won't be any indication of a publication date for a source, so you can use n.d. (which means 'no date').
5. The APA 7th style of referencing does not contain footnotes. Some other referencing

styles do, so you might see footnotes used in publications. Similarly, you will see other referencing styles in different sources, but be sure to present YOUR references in the style required by the University and not in the style used by other authors.

6. If you use Endnote, it should work well with this referencing system, although you may need to adjust the settings to ensure your references match the required style exactly.
7. Similarly, you might have used online tools which create references for you. If you use these, make sure to double-check the reference afterwards, as it might not conform exactly to the University of Salford's style. The University's Library Search has a 'citation' tool which will create a reference for you, but even this needs to be double-checked as it relies on information from external databases and may have occasional errors.
8. Don't forget to check for any specific referencing requirements with your lecturers or School. The information provided here is intended as a general guide.
9. Your reference list is not included in your word count, but all of your in-text citations are. However, check with your School regarding any specific rules they have regarding this.

## An example of a reference list

Adams, K., & Fallon, L.J. (2014). *Art for Art's Sake*. Abacus.

Benson, H.V., Roper, L.C., & Allinson, H.S. (2009). *Investigations into the Paranormal*. Scottish Publishing Group.

Brandt, L., & Collins, P. (2017). Summary of findings in the recent alco-pop debate. *Journal of Alcohol Research*, 25(1), 64-88. <https://doi.org.1101.345.jar.1818>

Carter-Holland, P. (2016). Research into the alcohol-by-volume percentages found in popular alco-pops. *Journal of Alcohol Research*, 23(2), 102–114.

El-Haikh, M. (2010a). Postmodernist Theory. In N. Sanders and N.A. Breith (Eds.), *Teaching theories: an examination of the key arguments* (pp. 77-87). Young's Education Series.

El-Haikh, M. (2010b). *The Theoretical Dilemma* (3rd ed.). Morningwell Publishing.

Gerrard, P. (2012). *Report into the 'Wilkins Case'*. Home Office.

Green, C. (2016, 16 March). Scotland's new national poet has a life story to tell. *The Independent*, 7.

National Health Service. (2020, 3 January). *Student stress*. <https://www.nhs.uk/mental-health/children-and-young-adults/help-for-teenagers-young-adults-and-students/student-stress-self-help-tips/>

This guide is intended as a basic introduction to referencing. The Library have produced a complete guide to the APA 7th style and a 'quick guide', which can be found via the Skills for Learning webpage. There are also e-learning packages you can access, and a variety of workshops which can help you to get your referencing right.

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