



**THE
LIBRARY**

Referencing Handbook

APA 7th Style

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Introduction

From the ACADEMIC MISCONDUCT PROCEDURE:

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: <https://www.salford.ac.uk/sites/default/files/2020-09/AcademicMisconductProcedure.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:

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

There are two parts to referencing.

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 authors' names and the year of the work, enclosed in parentheses. This is called an **In-text Citation**.

See Part 1, pp. 2 – 10.

2. In a reference list (bibliography) at the end of your document. This has full details of the publication, such as author(s), title, publisher, journal, volume and page numbers, DOIs and URLs. This is called a **Reference**.

See Part 2, pp. 11-38.

Part 1: Using In-Text Citations

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

- **Direct Quotations:** copying the information word for word (or with slight changes, for example, for the sake of correct grammar).
- **Paraphrasing:** rewriting the information into your own words.
- **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 full stop 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...

Direct quotations

- A direct quote should be placed within double " " quotation marks. This shows they are someone else's words, not your own.

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. 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 more than one page.

- 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)

Paraphrasing and 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.

- You do not need to include page numbers for paraphrases, but you may wish to include them if it makes sense to do so – for example, to draw attention to a specific point, or to allow your reader to locate a short passage you have paraphrased from a large work, such as a book. Follow the instructions above for page numbers in direct quotations.
- If you have summarised a whole journal article, book, etc. do not include the page numbers.

Numbers of authors to list in a citation

Number	Citation
One author	... (Davies, 2010). Davies (2010) discussed...
Two authors	... (Fenci & Currie, 2017). Fenci and Currie (2017) argue ...
Three or more authors	... (Cox et al., 2020). According to Cox et al. (2020) ... <i>See p. 6 for guidance on disambiguating citations with multiple authors.</i>

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). ...

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 Cox example below).

e.g. ... (Cox, 2008, 2015; Fazenda & Drumm, 2013; Waddington & Angus, 2007).

Recent studies (Cox, 2008, 2015; Fazenda & Drumm, 2013; Waddington & Angus, 2007) show ...

- If you wish to incorporate the authors' names into your own sentence, follow the above format but only put the years in parentheses.

e.g. Research by Cox (2015); Fazenda and Drumm (2013); Waddington and Angus (2007) indicates that ...

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. 2-3). Your paragraph should look something like this:

e.g. 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...

Ambiguous Citations

It is essential that the person reading your writing is able to use the citation to identify the work you have referred to in your reference list.

But sometimes a citation might match two or more references, for example, an author might have written two papers in the same year and you have used both of them, or you might have two different authors with the same surname writing in the same year. The following section outlines the extra information you need to add to your citations to differentiate them.

1. Citing sources with the same author and year

Occasionally you may have two sources with the same author(s) that have been published in the same year. To differentiate them, add lowercase letters to the date, in the order they will appear in your reference list, that is alphabetically by title.

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

- If you are citing the works together in a multiple citation (see p. 4) don't repeat the authors' names.

e.g. (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.

2. 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. (J. Wang, 2004)
(W. Wang, 2009)

- If the authors have the same surname and the same initial write their given names in full.

e.g. (James Wang, 2004)
(John Wang, 2009)

3. Differentiating citations with multiple authors

When you have a work with three or more authors cite the first author followed by et al. – which is an abbreviation for “and others”, e.g. (Fenton et al., 2021). 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.

e.g. (Fenton, Gillooly, et al., 2021)
(Fenton, Keegan, et al., 2021)

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

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 work you found) summed up or paraphrased it much more succinctly or articulately than the original author.

You may want to use a reference to this book:

Anderson, C. (2006). *The long tail: why the future of business is selling less of more*. Hyperion, that you have found in the following book:

McMurtry, L. G. (2019). *Revolution in the echo chamber: audio drama's past, present, and future*. Intellect Books.

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

Anderson (2006, as cited in McMurtry, 2019) notes that the Internet excels in bringing a million shows to each person.

Or:

The Internet excels in bringing a million shows to each person (Anderson, 2006, as cited in McMurtry, 2019) ...

If you have used a direct quote, also include the page number,

e.g. ... "bring a million shows to one person each ... that is exactly what the Internet does so well" (Anderson, 2006, as cited in McMurtry, 2019, p. 202).

Your Reference List should only include those sources which you have actually read yourself, so it would list the book by McMurtry - but NOT the book by Anderson.

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

McMurtry, L. G. (2019). *Revolution in the echo chamber: audio drama's past, present, and future*. Intellect Books.

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, webpage, 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 the Library's **Skills** site. It provides a range of workshops, e-learning and printed guides to help you succeed at university:

<https://www.salford.ac.uk/skills>

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

www.salford.ac.uk/library/help-and-support/subject-support

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

- Authors' names are presented in this order: surname, followed by a comma, followed by initial/s.
- Include full stops and spaces between the initials.
- If you have up to twenty authors, put a comma between each name and separate the names of the last two authors with an ampersand.
- If there are twenty-one or more authors, list the first 19 authors' names, then an ellipsis (...), then the final author's name.
- If there is an editor rather than an author give the information as for author and follow with Ed. (or Eds.) in parentheses.
- The work may be written by an institution or association, rather than an individual. This is called a 'corporate author'. In this case the name of the organisation is cited as the author. Follow with a full stop.
- If there is no personal author, corporate author or editor start the citation with the title of the work.
- Only use *Anon*, as your author if this (or Anonymous) has been printed as the author of the work you are referencing.

Date

- For most information sources, this is the year of publication enclosed in parentheses, followed by a full stop.
- 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. (2021, 11 March).
- If you do not know the year, you use (n.d.) - no date.
- If you have more than one work with same author(s) and year, include the lowercase letters you used in your citations (see pp. 5-6) in your Reference List.

Books

Printed 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.

Publisher - followed by a full stop.

Examples:

Amaratunga, R. D. G., & Haigh, R. P. (2011). *Rebuilding for resilience: Post-disaster reconstruction of the built environment*. Blackwell.

Arayici, Y., Counsell, J., Mahdjoubi, L., Nagy, G. A., Hawas, S., & Dweidar, K. (Eds.). (2017). *Heritage building information modelling*. Routledge.

Fox, R. P., & Madura, J. (2017). *International Financial Management* (4th ed.). Cengage Learning.

McMurtry, L. G. (2019). *Revolution in the echo chamber: audio drama's past, present, and future*. Intellect Books.

E-Books

If you access a book electronically, rather than using the print version, follow the above guidelines for authors/editors, years, titles, editions and publishers.

Web address

- If the e-book has a DOI, use this, preceded by <https://doi.org/> - so that it forms a URL.
- If there is no DOI and the book is freely available on the internet, use the URL.
- If you accessed the e-book through *Library Search* and there is no DOI do not use the database URL, as it will not resolve for the reader. Instead treat it as a print book (see the first example below).

Examples:

Barrett, P. S., & Finch, E. F. (2013). *Facilities management: The dynamics of excellence* (3rd ed.). Wiley-Blackwell.

Jordan, J. M. (2016). *Robots*. MIT Press. <https://books.google.co.uk/books?id=22M4DQAAQBAJ>

Procter, C. T., & Kozak-Holland, M. P. (2020). *Managing transformation projects: tracing lessons from the industrial to the digital revolution*. Palgrave Macmillan.
<https://doi.org/10.1007/978-3-030-33035-4>

Weinberg, A., Antoniou, A. S., & Cooper, C. (Eds.). (2020). *Brexit in the workplace : a psychology of survival?* Edward Elgar. <https://doi.org/10.4337/9781788977012>.

Chapters in edited 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 chapter - in sentence case and normal font, do not use italics or underline. Follow with a full stop, then the word 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.

Edition - as for printed books, see p. 10.

Page numbers - the page numbers for the paper or chapter, e.g. pp. 103-116. Enclose in parentheses, and follow with a full stop. If the reference includes an edition, put the page numbers in the same set of parentheses as the edition.

Publisher - as for printed books, see p. 10.

Examples:

Lawrence, J. A. (2020). Grief and loss. In M. Rogers, D. Whitaker, D. Edmondson, & D. Peach (Eds.), *Developing skills & knowledge for social work practice* (2nd ed., pp. 310-317). Sage.

McMurtry, L. G. (2013). Doctor Who, Steampunk, and the Victorian Christmas. In D. Babilas & L. Krawczyk-Zywko (Eds.), *We the Neo-Victorians : Perspectives on Literature and Culture* (pp. 185-208). University of Warsaw.

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. 10.

Examples:

Davies, W. J. (2010). The acoustic environment. In C. J. Plack (Ed.), *The Oxford Handbook of Auditory Science : Hearing* (Vol. 3, pp. 375-415). Oxford University Press.
<https://doi.org/10.1093/oxfordhb/9780199233557.013.0016>

Munslow Ong, J. (2021). Kingship, kinship and the king of beasts in early southern African novels. In S. McHugh, R. McKay, & J. Miller (Eds.), *The Palgrave Handbook of Animals and Literature* (pp. 423-435). Palgrave Macmillan. https://doi.org/10.1007/978-3-030-39773-9_30

Dictionary entries

Many language dictionaries do not have individual authors; when this is the case, use the name of the publisher.

Author/s – the authors (if named) or publisher - see General Rules, p. 9.

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

Title of the entry – the word you are referring to, in sentence case and normal font. Follow with a full stop, then the word In.

Title of the dictionary - the title of the dictionary, in italics and sentence case.

Edition - as for printed books, see p. 10.

Page numbers – include the page number for the entry if the definition is from a print dictionary, e.g. p. 257. Enclose in parentheses, and follow with a full stop. If the reference includes an edition, put the page numbers in the same set of parentheses as the edition (see Baldick example below).

Publisher – include the publisher's name only if it is different to the author (e.g. the dictionary has named people as its author).

Retrieval date – Use for online dictionary entries. Many online dictionaries are updated over time and are not archived, so you need to include the date you retrieved the information in the reference, preceded by the word 'Retrieved' and followed by 'from' (see the Collins and OUP examples below).

URL – Include the URL of the entry for online dictionaries.

Examples:

Baldick, C. (2015). Octosyllabic. In *The Oxford Dictionary of Literary Terms* (4th ed., p. 257). Oxford University Press.

Collins. (2022). Triskaidekaphobia. In *Collins English Dictionary*. Retrieved 1 August, 2022, from <http://www.collinsdictionary.com/dictionary/english/triskaidekaphobia>

Oxford University Press. (2021). Zombie, n. In *Oxford English Dictionary*. Retrieved 1 August, 2022, from <https://www.oed.com/view/Entry/232982>

Note: If you are using a large number of definitions from the same source (for example, you may be studying languages or linguistics) you may refer to each entry in the in-text citation and provide a single reference for the whole dictionary in your reference list, e.g.

... a soulless corpse said to have been revived by witchcraft (Oxford University Press, 2021, zombie, n., Definition 2).

Reference example:

Oxford University Press. (2021). *Oxford English Dictionary*. <https://www.oed.com/>

Please check with your tutor if it is acceptable for you to use this format of referencing.

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.). 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.

Example:

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.

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 p. 10).

If the author (usually an organisation) and the publisher are the same the publisher does not have to be included.

Examples:

Department of Health and Social Care. (2018). *Modernising the Mental Health Act: Increasing choice, reducing compulsion: Final report of the Independent Review of the Mental Health Act 1983*. <https://www.gov.uk/government/publications/modernising-the-mental-health-act-final-report-from-the-independent-review>

Mintel. (2020). *Domestic Tourism: Inc. Impact of Covid-19 UK, December 2020*. <https://reports.mintel.com/display/989990/>

World Bank. (2020). *Poverty and Shared Prosperity 2020 : reversals of fortune*. <https://doi.org/10.1596/978-1-4648-1602-4>

See also the section on abbreviating corporate authors in your in-text citations on p. 4. Do not abbreviate authors in your reference list.

NHS Trust policies & procedures (confidential)

If you are a nursing or health student you may be required to reflect on patient care (for example, when you have been on placement) and discuss NHS Trust policies or guidelines which determined the decisions or actions taken. When this is the case, you **must anonymise** the particular health trust to ensure you preserve the identity of patients you may have worked with on your placement.

If you are using a local policy that is in the public arena, for example on a website, which would disclose your practice area use NHS Trust [Name Withheld] as your author. Do not identify the Trust. Follow with the year in brackets and the title of the document, in italics. Do not provide any retrieval information, as this would identify the source.

If you are discussing more than one Trust, you can differentiate them by adding letters to their names, e.g. NHS Trust A, NHS Trust B.

Example:

NHS Trust [Name Withheld]. (2017). *Resuscitation Policy*.

If you wish to use local policy that is unpublished, for example, leaflets, procedures and checklists produced by the Trust in print format only, add [Unpublished confidential document] after the title.

Example:

NHS Trust [Name Withheld]. (2015). *Medicines checklist* [Unpublished confidential document].

Journal Articles

Articles from print journals

The following details are required for a journal article:

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 use abbreviations. 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:

Ayoade, O. A., & Ahmed, V. (2020). Knowledge influences on perception of innovation drivers for sustainable housing delivery models. *International Journal of Knowledge Management Studies*, 11(1), 1-19.

Jiao, X., Jin, Y., Gunawan, O. T., & James, P. (2015). Modelling spatial distribution of outdoor recreation trips of urban residents : An in-depth study in Salford, UK. *International Review for Spatial Planning and Sustainable Development*, 3(3), 36-49.

Articles from e-journals

Follow the above format for print journals.

Article Number – if the article has an Article Number instead of page numbers, use this, preceded by the word ‘Article’.

DOI or URL – if the article has a DOI, use it. The records for many journal articles already have the DOI converted into a URL, but if not (i.e. it is presented as a string of numbers and letters) precede it with <https://doi.org/> so that it forms a URL.

If there is no DOI use the URL.

Examples:

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>

Downey, H., Amano, T., Cadotte, M., Cook, C., Cooke, S., Haddaway, N. R., Jones, J., Littlewood, N., Walsh, J., Abrahams, M. I., Adum, G., Akasaka, M., Alves, J. A., Antwis, R. E., Arellano, E. C., Axmacher, J., Barclay, H., Batty, L., Benítez-López, A., ... Sutherland, W. J. (2021). Training future generations to deliver evidence-based conservation and ecosystem management. *Ecological Solutions and Evidence*, 2(1), Article e12032. <https://doi.org/10.1002/2688-8319.12032>

Drumm, I. A. (2007). A hybrid finite element / finite difference time domain technique for modelling the acoustics of surfaces within a medium. *Acta Acustica united with Acustica*, 93(5), 804-809. <https://www.ingentaconnect.com/content/dav/aaua/2007/00000093/00000005/art00013>

Thayaparan, M., Siriwardena, M. L., Malalgoda, C. I., Amaratunga, R. D. G., Lill, I., & Kaklauskas, A. (2015). Enhancing post-disaster reconstruction capacity through lifelong learning in higher education. *Disaster Prevention and Management: An International Journal*, 24(3), 338-354. <https://doi.org/10.1108/DPM-11-2014-0239>

Newspaper articles

Follow the format for journal articles (paper or electronic) on pp. 14-15.

Date - The day & month are included in the parentheses, after the year.

Author - If the author or reporter is unknown follow this format:

Title of article (in sentence case), date, title of the newspaper (in title case and italics),

Pages - If you are citing a paper version, end with page number(s).

URL - If you are citing an electronic article which is freely available on the internet end with the URL.

If you found the article through *Library Search* do not include the database URL or name, as it will not resolve for your reader. Treat it as a print work.

Examples:

Covid and the climate: the world is failing to fix both. (2020, 20 September). *The Independent*.
Green, C. (2016, 16 March). Scotland's new national poet has a life story to tell. *The Independent*, 7.

Halliday, J. (2021, 10 January). Victorian bathhouse uncovered beneath Manchester car park. *The Guardian*. <https://www.theguardian.com/science/2021/jan/10/victorian-mayfield-bathhouse-uncovered-archaeologist-beneath-manchester-car-park>

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.

Conferences

Conference proceedings

Conference proceedings are the papers presented at a conference, published 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 or URL use it as you would for an electronic journal article or book chapter.

Examples:

Babatunde, S. O., Ekundayo, D. O., & Adekunle, A. O. (2019). Analysis of BIM maturity level among AEC firms in developing countries : a case of Nigeria. In C. Gorse & C. J. Neilson (Eds.), *Proceedings of the 35th Annual ARCOM Conference* (pp. 225-234). Association of Researchers in Construction Management. <http://usir.salford.ac.uk/id/eprint/52869/>

Gardiner, J. D., Bari, A., Kenney, L. P. J., Twiste, M., Moser, D., Zahedi, S., & Howard, D. (2017). Performance of optimised prosthetic ankle designs that are based on a hydraulic variable displacement actuator (VDA). *IEEE Transactions on Neural Systems and Rehabilitation Engineering*, 25(12), 2418-2426. <https://doi.org/10.1109/TNSRE.2017.2763999>

Conference papers

Use this format for **unpublished** 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. Describe the presentation in square brackets after the title, e.g. [Paper presentation], [Poster session], [Keynote address].

If you are citing just the abstract of the paper use [Conference presentation abstract].

Follow with a full stop.

Conference Title – the name of the conference and its location, in title case and normal font, followed by a full stop.

Web Address - If the paper or presentation has a DOI use it as you would for an electronic journal article. If there is no DOI use URL instead.

Examples:

Furnell, L., Holliman, P. J., Anthony, R. V. E., Connell, A., Jones, E. W., & Kershaw, C. P. (2017). *Metrology of dye-sensitised solar cells* [Poster Presentation]. PVSAT 13 2017: The 13th Photovoltaic Science, Applications and Technology Conference, Bangor University, Bangor. <http://usir.salford.ac.uk/id/eprint/56834/>

Naggasa, A., Augustus Nelson, L., & Haynes, B. (2018). *Use of finite element analysis to investigate the structural behaviour of masonry arch bridges subject to foundation settlement* [Conference paper]. 10th International Masonry Conference, Milan, Italy. <http://usir.salford.ac.uk/id/eprint/46832/>

Osaji, E. E. (2018). *Enhancing Building Energy and Environmental Assessment Certification (BEEAC)* [Keynote Speech]. CIBSE ASHRAE Group Webinar, <https://www.youtube.com/watch?v=W6KC5k47YiY>

Theses

The following details are required for a thesis:

1. Electronic thesis

Author of thesis - see General Rules, p. 9.

Year - in parentheses, followed by a full stop.

Title of thesis - in italics.

Publication number – if the database has assigned a publication number to the thesis, include it in parentheses, preceded by the words Publication No.

Award information - Put the words PhD thesis (or other award), and the name of the university in square brackets, after the title. Follow with a full stop.

Repository or database – the name of the repository or database where you found the thesis.

Web Address - If the URL will resolve for the reader (see the 2nd example below) include it. If you found the thesis on a database where the reader needs to log into access the thesis (i.e. the URL will not resolve for the reader) do not include it (see the 1st example).

Examples:

Alam, B. (2020). *Improving the Regulatory Framework of Floodplain Development and Management in the United Kingdom* (Publication No. 28447588) [PhD thesis, University of Salford]. ProQuest Dissertations & Theses Global.

Aljuboori, A. S. (2017). *A new strategy for case-based reasoning retrieval using classification based on association* [PhD thesis, University of Salford].
<http://usir.salford.ac.uk/id/eprint/42230/>

2. Hardcopy thesis

If the thesis you are referencing is in hardcopy, for example, one you found in the Library's Thesis Collection, follow the above instructions for author, year and title. Put the words Unpublished PhD thesis (or other award), in square brackets, after the title. Follow with a full stop, then the name of the university.

Example:

Ahmed, M. E. H. (2009). *Lexical, cultural and grammatical translation problems encountered by senior Palestinian EFL learners at the Islamic University of Gaza, Palestine* [Unpublished PhD thesis]. University of Salford.

Web Sources

Web pages

When you reference a web source, you are citing information you found on a single web page, not the whole website.

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

Date - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. Use as specific a date as possible for the page; year then day and month (if known). If the date is not known, use (n.d.).

Title – of the webpage, in italics.

Retrieval date – References for most web pages do not require a retrieval date, but when contents of a page are designed to change over time and are not archived, include the date you retrieved the information in the reference, preceded by the word ‘Retrieved’ and followed by ‘from’ (see Worldometer example below).

URL - URL of webpage.

Examples:

Barnard, I. (2021, 20 May). *Paradise lost: Michael Armitage's layered depictions of Africa*. <https://artuk.org/discover/stories/paradise-lost-michael-armitages-layered-depictions-of-africa>

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/>

Worldometer. (n.d.). *World Population Clock*. Retrieved 25 March, 2021, from <https://www.worldometers.info/world-population/>

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

Whole websites

Do not create references or in-text citations for whole websites. If you need to refer to a website, for example a tool you have used in your work, mention it in the body of your text and include its URL, either in brackets after the name of the website, or by hyperlinking the website’s name.

Examples:

The infographic was created using Venngage (<https://venngage.com/>)

The infographic was created using [Venngage](https://venngage.com/).

Wiki entries

Many tutors do not regard Wikipedia as an appropriate resource for academic writing, so you should check first before using any information you find there. Use the instructions below to reference any Wikis.

Author/s - if authors are listed, follow the General Rules (p. 9). Most wikis do not list authors; in which case, start your entry with the entry title.

Date - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. Use as specific a date as possible for the page; year then day and month.

Entry title - in normal font.

Wiki title - in italics, preceded by the word “In”.

URL - URL of the entry.

Examples:

Digital dark ages (2018, 14 August). In *LISWiki*. Retrieved from http://liswiki.org/wiki/Digital_Dark_Ages

Drop bear. (2021, 15 May). In *Wikipedia*. https://en.wikipedia.org/wiki/Drop_bear

Because there is unlikely to be an author for a wiki entry, the in-text citation is in the form (“Entry title”, Year), for example (“Drop bear”, 2021) or “Drop bear” (2021).

Blogs

The following details are required for material from a blog:

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

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.

Title of the blog – in italics.

URL - of blog entry.

Example:

Strzelecka, M. A. (2021, 5 May). How littering affects hedgehogs. *Hedgehog Friendly Campus*. <https://blogs.salford.ac.uk/hedgehog-friendly-campus/>

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

Social Media

Please see the **Referencing Examples** at <https://www.salford.ac.uk/skills/referencing/apa-7th-edition> for advice on referencing different forms of social media.

Standards and Patents

Standards

Organisation - followed by a full stop.

Year – the year the standard was made effective, in parentheses, followed by a full stop.

Title - of the standard, in italics.

Standard number – in normal font, enclosed in parentheses, followed by a full stop.

Publisher – if you are using a paper copy of a standard and the publisher is different to the author, include the publisher’s name, followed by a full stop (see the third example below).

URL - If you accessed the standard through *Library Search* do not use the database URL, as it will not resolve for the reader. Instead treat it as a printed standard (see the first example below). If the standard is openly accessible from the internet, use the URL (see the second example below).

Examples:

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

International Organization for Standardization. (2015). *Quality management systems : Fundamentals and vocabulary* (ISO 9000:2015).
<https://www.iso.org/standard/45481.html>

International Organization for Standardization. (2021). *Aerospace : Couplings, threaded and sealed, for fluid systems : Dimensions* (BS ISO 7320:2021). British Standards Institution.

Patents

Author(s) - inventor's name. Follow the General Rules (p. 9)

Year – the year the patent was issued, in parentheses, followed by a full stop.

Title - of the patent, in italics.

Patent number - in normal font, enclosed in parentheses, followed by a full stop.

Patent office – the name of the issuing patent office, in normal font.

URL - the URL for the patent.

Example:

Deane, G. T. (2021). *Method of controlling a surgical robot* (GB2588829). United Kingdom Intellectual Property Office. <https://www.ipo.gov.uk/p-ipsum/Case/PublicationNumber/GB2588829>

Data Sets

The following details are required when you have undertaken secondary analysis of publicly archived data.

Author(s) – author’s name. Follow the General Rules (p. 9)

Year – the year the version you are using was published, in parentheses, followed by a full stop.

Title - of the data set, in italics.

Numerical identifier & version in number – include any identification number (if available) and the number of the version you have used, in normal font, enclosed in parentheses.

Description – provide a description in square brackets, e.g. [Data set] or [Data set and code book]. Follow with a full stop.

Publisher – the name of the publisher, followed by a full stop.

DOI - if the data set has a DOI, use this, preceded by <https://doi.org/> - so that it forms a URL. If there is no DOI use the URL.

Example:

Yates, H. M. (2019). *Flame Assisted Chemical Vapour Deposition NiO hole transport layers for mesoporous carbon perovskite cells* (Version 1) [Dataset]. University of Salford.
<https://doi.org/10.17866/rd.salford.9608828.v1>

Audio-visual Material

Films

The following details are required when referencing films:

Director - (if known) follow the General Rules for authors (p. 9), followed by the word (Director), enclosed in parentheses and followed by a full stop.

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

Title - in italics and sentence case.

Description – [Film] enclosed in square brackets and followed by a full stop.

Production details – the name of the production company. End with a full stop.

Example:

Knudsen, E. (Director). (2010). *The silent accomplice* [Film]. One Day Films.

Television series

The following details are required when referencing television series:

Executive Producer(s) - follow the General Rules for authors (p. 9), followed by the words (Executive Producer) or (Executive Producers) enclosed in parentheses and followed by a full stop.

Date - the year, or range of years, that the series aired, enclosed in parentheses and followed by a full stop. If the series is still showing use, for example (2019-present).

Title - in italics.

Description – [TV series] enclosed in square brackets and followed by a full stop.

Production details – the name of the production company or companies. End with a full stop.

Examples:

McQueen, S. (Executive Producer). (2020). *Small Axe* [TV series]. BBC.

Miller, B., Littlefield, W., Morano, R., Wilson, D., Sears, F., Chaiken, I., Moss, E., Barker, M., Tuchman, E., Chang, Y., Hockin, S., Weber, J., Siracusa, F., & Fortenberry, D. (2017-present). *The Handmaid's Tale* [TV series]. Daniel Wilson Productions; The Littlefield Company; White Oak Pictures; MGM Television.

Episode from a TV series

Creators - follow the General Rules for authors (p. 9), followed by the word (Director) or (Writer), enclosed in parentheses and followed by a full stop.

Date - the year, then date and month the episode aired.

Title of the episode - in plain font, followed by (Season number, Episode number) in parentheses.

Description – [TV series episode] enclosed in square brackets, followed by a full stop, then the word In.

Executive Producers - initial(s) followed by full stops, then space, surname, followed by (Executive Producer) or (Executive Producers). Follow with a comma.

Title of series - the title of the series in italics, followed by a full stop.

Production details – the name of the production company or companies. End with a full stop.

Example:

McQueen, S. (Director & Writer), & Siddons, A. (Writer). (2020, 13 December). Education (Season 1, Episode 5) [TV series episode]. In S. McQueen (Executive Producer), *Small Axe*. BBC.

YouTube and other streamed videos

Author - the name of the person or group who uploaded the video, followed by a full stop. Follow the General Rules for authors (p. 9),

Date - the year, then day and month the video was uploaded.

Title of the video - in italics.

Description – [Video] enclosed in square brackets, followed by a full stop.

Site - the streaming video site, followed by a full stop.

URL – the URL for the video.

Examples:

Tran, S. (2021, 13 July). *Centuries and Still* [Video]. Vimeo. <https://vimeo.com/574675111>
University of Salford. (2020, 21 April). *New Era: A poem by Professor Jackie Kay CBE* [Video]. YouTube. <https://www.youtube.com/watch?v=3gZuy7lOTJg>

Podcasts

Host - the host(s) of the podcast, followed (Host) or (Hosts) in parentheses. Follow the General Rules for authors (p. 9) Follow with a full stop.

Date - the year, then day and month the podcast was first aired. If it is a podcast series aired over a several years, follow the instructions for TV Series (p. 22)

Title of the podcast – for podcast series, use italics. For a podcast episode, use normal font, and follow with the episode number (if there is one) in parentheses.

Description – [Audio podcast] or [Audio podcast episode] enclosed in square brackets, followed by a full stop.

Series – if it is a podcast episode, include the name of the series in italics, preceded by the word 'In'.

Site - the podcast site, followed by a full stop.

URL – the URL for the podcast.

Examples:

Coles, R. (Host). (2020-2021). *Living Library* [Audio podcast]. SoundCloud.

<https://soundcloud.com/universityofsalford>

Hussain, R. (Host). (2021, 14 June). Refugee Week 2021 : Brisilda Lleshi (No. 1) [Audio podcast episode]. In *Salford Speaks*. SoundCloud.

<https://soundcloud.com/universityofsalford/refugee-week-2021-brisilda-lleshi>

Video games

Please see the **Referencing Examples** at <https://www.salford.ac.uk/skills/referencing/apa-7th-edition> for advice on referencing Video Games and other forms of A/V material not listed here.

Music recordings

Treat sound recordings as you would Films (see p. 21) but omit the word Director - generally you will know the name of the performer(s). Use [Album], [Song] etc. as your description.

If the work is only available online, finish your reference with its URL.

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* [Album]. BMG Classics.

Huata, T. (2021). Tihei Mauri Ora [Song]. *Te Rerenga: The Journey*.

<https://open.spotify.com/album/1WdFMOj7hMWymn5B6QJzTI>

Music scores

Composer - the name of the composer(s), followed by a full stop. Follow the General Rules for authors (p. 9),

Date - the year of publication.

Title - in italics.

Description - the type of score in square brackets after the title, e.g. [Musical score], [Vocal score], [Piano score] followed by a full stop.

Publisher – the publisher of the score, followed by a full stop.

Original date of publication - for older works which have been republished, in parentheses, include the words 'Original work published' followed by the year of original publication. End with a full stop.

Examples:

Bach, J. S. (2013). *Mass in B minor* [Full score]. Dover. (Original work published 1749).

Barrios, A. (1957). *Preludio (op. 5, no. 1) para guitarra* [Guitar score]. Ricordi Americana.

Images: Figures and Tables

Note: The following pages outline the **official APA 7th guidance** for referencing Figures and Tables. These guidelines are quite complex, so you might prefer to use our simplified [Referencing Images](#) guide, available on our APA 7th Skills page:

<https://www.salford.ac.uk/skills/referencing/apa-7th-edition>

Illustrations fall into two categories:

Figures Photographs, drawings, diagrams, graphs, flowcharts, maps, etc.

Tables Text and / or numbers arranged in orderly columns and rows.

Every time you use a figure or a table in your writing, it should be referred to three times:

1. In a heading and caption. These are placed immediately above and below the image and need to include the following information:

Number Above the image, in bold. Use the word "Figure" or "Table" followed by a sequential number. Either number your figures consecutively (1, 2, 3), or number them in a multilevel sequence for each chapter, e.g. *Figure 1.1*, *Figure 1.2*, *Figure 2.1*.

Title The title of the image is placed one double-spaced line below the Number. It should be in italics and Title Case.

Image The illustration, graph, diagram, table, etc. itself.

Legend If necessary, a legend or key should be placed within the borders of the image, and explain any numbers or symbols used in the image.

Note Place below the image, and precede with the word 'Note'. In italics. A note may include a further explanation of it the image, and if you have reproduced or adapted it from another source you must include a copyright attribution and a reference for its source. See pp. 29-32 for details of the format for note references.

Examples:

Figure 1

Artist's Impression of Clifford Whitworth Library



Note. A drawing of what was envisaged for the Clifford Whitworth Library. From *Artist's impression of Clifford Whitworth Library*, by University of Salford, 1970. (<http://usir.salford.ac.uk/10922/>). CC-BY-NC-ND licence.

Table 1

Regression Table

SUMMARY OUTPUT		K=43000						
<i>Regression Statistics</i>								
Multiple R	0.98581							
R Square	0.97181							
Adjusted R Square	0.9715							
Standard Error	0.43666							
Observations	92							
<i>ANOVA</i>								
	<i>df</i>	<i>SS</i>	<i>MS</i>	<i>F</i>	<i>Significance F</i>			
Regression	1	591.663	591.663	3103	1.5E-71			
Residual	90	17.1607	0.19067					
Total	91	608.824						
	<i>Coefficients</i>	<i>Standard Error</i>	<i>t Stat</i>	<i>P-value</i>	<i>Lower 95%</i>	<i>Upper 95%</i>	<i>Lower 95.0%</i>	<i>Upper 95.0%</i>
Intercept	-191.27	3.38001	-56.59	3.8E-72	-197.99	-184.56	-197.99	-184.56
b	0.09549	0.00171	55.7045	1.5E-71	0.09209	0.0989	0.09209	0.0989

Note. Summary of regression statistics. From *Regression table* by L. Zhou, 2018, (https://commons.wikipedia.org/wiki/File:Regression_Table.png.) CC BY-SA 4.0 licence.

2. In your writing. Refer to every image by its number, and include a sentence or two explaining why it's there, for example:

As shown in Figure 3, ... Table 2 shows ...

3. As a reference in your Reference List.

- If you have only used a few images or tables, you may include the references in the same reference list as your books, journal articles, etc.
- If you are writing a large piece of work, such as your dissertation or thesis, and have used a lot of illustrative material, you should reference them in a separate *List of Figures* and/or *List of Tables*.

In this case you are strongly recommended to use the *Captions* tools in MS Word - see our *Formatting your Dissertation* guide for help with this:

<https://www.salford.ac.uk/sites/default/files/2020-06/Formatting-your-dissertation-or-thesis.pdf>

However, the *Captions* tools cannot produce the Number and Title in the format described above. Instead, you should put them all on one line, in italics, e.g.

Figure 1: Artist's Impression of Clifford Whitworth Library

See the examples on pp. 30-33 for details of the format of your references.

A note about copyright:

If you are writing a PhD thesis you will need to make it available electronically (on the University of Salford Institutional Repository, USIR), or are writing anything for publication (e.g., a book or journal article) you must seek copyright permission from the creators of any illustrative material that you use. Include information in the Note stating that copyright permission has been granted, and reference the material fully according to the style appropriate for your discipline.

As student assignments and taught-course dissertations are not published (or publicly available like a PhD thesis) it is not necessary to obtain copyright permission, but you still must acknowledge the copyright holder in the Note for the image and provide full reference details in your Reference List.

A figure or table from a book

Note format

Use the following format for the Note below a figure or table you have reproduced or adapted from a book.

Explanation – a few words to explain or describe what the figure is showing, preceded by the word ‘Note.’ in italics.

Title – the title of the book in italics, preceded by words ‘From’ or ‘Adapted from’ in plain font.

Edition – as for books (see p. 10).

Page number – the number of the page where you found the image, preceded by p. in parentheses. If the book also has an edition, include the page number in the same set of parentheses. Follow with a comma, then the word ‘by’.

Author(s) - initial(s) followed by full stops, then space, then surname. If there is more than one editor, follow each name with a comma, and use an ampersand (&) before the last name. Follow with a comma.

Year – the year the book was published.

Publisher – the publisher of the book, followed by a full stop.

Copyright – Start with the word ‘Copyright’, then the copyright year, then the word ‘by’ and then the name of the copyright holder (given name or initial(s) then surname) – or the words ‘In the public domain’ or the Creative Commons licence abbreviation.

If you’re a writing a work for publication, follow the copyright information with the words ‘Reprinted with permission’ or ‘Adapted with permission’. End with a full stop.

Note example:

Note. Recording audio drama on location with a Rode T4 mic and a Marantz PMD-660. From *Revolution in the echo chamber: audio drama's past, present, and future.* (p. 50), by L. G. McMurtry, 2019, Intellect Books. Copyright 2019 by Intellect Ltd.

Reference format

Follow the instructions for books and e-books on p. 10.

Reference List example:

McMurtry, L. G. (2019). *Revolution in the echo chamber : audio drama's past, present, and future.* Intellect Books.

List of Figures/Tables example:

Figure 1.1. McMurtry, L. G. (2019). *Revolution in the echo chamber : audio drama's past, present, and future.* Intellect Books.

A figure or table from a journal article

Note format

Use the following format for the Note below a figure or table you have reproduced or adapted from a journal article.

Explanation – see p. 27.

Title – the title of the article, preceded by word words ‘From’ or ‘Adapted from’ in plain font.

Author(s) – see p. 27.

Year – the year of publication.

Journal title – the title of the journal, in italics, followed by the volume and issue number, followed by a comma.

Page number – the number of the page where you found the image, preceded by p.

DOI – in parentheses, followed by a full stop.

Copyright – see p. 27.

Note example:

Note. From "Optimisation of the deployment sequence of 2 Dof systems" by G. E. Fenci, & N. G. R. Currie. 2017. *International Journal of Computational Methods and Experimental Measurements*, 5(4), p. 505 (<https://doi.org/10.2495/CMEM-V5-N4-504-513>). Copyright 2017 by G. E. Fenci & N. G. R. Currie.

Reference format

Follow the instructions for journal articles on pp. 14-15.

Reference List example:

Fenci, G. E., & Currie, N. G. R. (2017). Optimisation of the deployment sequence of 2 Dof systems. *International Journal of Computational Methods and Experimental Measurements*, 5(4), 504-513. <https://doi.org/10.2495/CMEM-V5-N4-504-513>

List of Figures/Tables example:

Figure 1.2. Fenci, G. E., & Currie, N. G. R. (2017). Optimisation of the deployment sequence of 2 Dof systems. *International Journal of Computational Methods and Experimental Measurements*, 5(4), 504-513. <https://doi.org/10.2495/CMEM-V5-N4-504-513>

A figure or table from a web page

Note format

Use the following format for the Note below a figure or table you have reproduced or adapted from a web page.

Explanation – see p. 27.

Title – the title of the web page, preceded by words ‘From’ or ‘Adapted from’ in plain font.

Author(s) – see p. 27.

Year – the year of the web page.

URL – the URL for the web page, in parentheses.

Copyright – see p. 27.

Note example:

From *Paradise lost: Michael Armitage's layered depictions of Africa*. by I. Barnard. 2021 (<https://artuk.org/discover/stories/paradise-lost-michael-armitages-layered-depictions-of-africa>). Copyright 2019 by Michael Armitage.

Reference format

Follow the instructions for web sources on pp. 18-19.

Reference list example:

Barnard, I. (2021, 20 May). *Paradise lost: Michael Armitage's layered depictions of Africa*. <https://artuk.org/discover/stories/paradise-lost-michael-armitages-layered-depictions-of-africa>

List of Figures/Tables example:

Figure 1.3. Barnard, I. (2021, 20 May). *Paradise lost: Michael Armitage's layered depictions of Africa*. <https://artuk.org/discover/stories/paradise-lost-michael-armitages-layered-depictions-of-africa>

Clip art and stock images

The clip art and stock images that are found in MS Word and PowerPoint are free to use and require no citation, reference or attribution.

Other sources of free images, such as Unsplash, Flickr and Pixabay may have licences which require attribution. In this case follow the instructions for heading and caption layout on p. 25, and include the attribution in the Note.

Example:

Figure 2

Cat in a backpack



Note. From *Gray tabby cat in yellow and black hand-carry backpack* [Photograph], by Kiven Zhao, 2018, Unsplash (<https://unsplash.com/photos/CVS4kWJaYLS>). Unsplash licence.

Note format

Title – the title of the image in italics, preceded by words ‘From’ or ‘Adapted from’.

Description – a description of the medium of the image, in square brackets, e.g. [Photograph], [Clip art], followed by a comma.

Author(s) – see p. 27.

Year – the year the image was uploaded, if available. If there is no year, use n.d.

Website – the name of the website.

URL – the URL for the image, in parentheses.

Copyright – details of the copyright licence.

Reference format

Follow the instructions for web sources on pp. 18-19 and include a description of the medium of the image, in square brackets after the title.

Example:

Zhao, K. (2018). *Gray tabby cat in yellow and black hand-carry backpack* [Photograph]. Unsplash. <https://unsplash.com/photos/CVS4kWJaYLS>

Images that you have not reproduced in your work

If you refer to an image, figure or table that you have seen in a book, journal article, web page etc., but have not reproduced it or adapted it in your own work, treat it as you would a direct quote from your original source. The in-text citation will be in the usual format (see p. 2).

Your reference should include a description of the medium of the image, in square brackets after the title.

If the image has no title, create one yourself, in the same set of brackets as the medium (see the Ordnance Survey example below).

Examples:

Gauguin, P. (1887). At the pond [Oil on canvas]. In I. F. Walther (2004), *Paul Gauguin: 1848-1903: the primitive sophisticate*. Taschen.

Ordnance Survey. (2011). [*Windgate Edge*. Map]. <http://edina.ac.uk/digimap/>

Tan, S. (2017). *Desk job* [Acrylic and oil painting]. <https://www.shauntan.net/cicada-book>

Personal communications, lecture notes and assignments

Personal correspondence

Email, letters and other personal communications are not 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 July 2021).

Important!

If you have conducted interviews, surveys, etc. as part of your research, you must never cite these sources individually. To provide information that would identify participants is a 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.

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

Moharana, P. C. (2017, 15 January). *Approaches for crop et estimation at field scale* [PowerPoint slides]. https://www.slideshare.net/pravash_85/approaches-for-crop-et-estimation-at-field-scale

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. (2020). Procurement systems [Unpublished assignment]. University of Salford.

Legal materials

Please note that the following guidelines are for students studying courses other than Law programmes run by the Salford Business School, who need to reference legal material; they should only be used if you are NOT a student studying for a law degree programme with Salford Business School.

If you are a student at the Salford Business School studying a law degree e.g., LLB or LLM degree, you must use the Oxford Standard for the Citation of Legal Authorities (OSCOLA) 4th ed. for all your referencing. OSCOLA guidance can be found here:

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf

If you are unsure, please ask your academic tutor.

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

- For cases, cite the name of the case and its date.
- For legislation, cite the name of the legislation and its date.
- If you are using a direct quotation, cite its page number or paragraph number (see p. 7 of this guide for more information about page numbers).

Reference List

- If you have cited only a very few legal materials you may include them in your Reference List in the usual way.
- 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

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

In-text citation examples

Recent legislation (Climate Change Act 2008) has seen significant changes to...

The Health Act 2009 c.21 ensures that ...

"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

In-text citations

- Use the name of the parties, in italics and separated by v.
- 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 1 527 (Admin)

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 not list different formats (e.g. books, journals, or webpages) in separate sequences.

Works with the same author(s) are then sorted chronologically by year, and if works have the same author(s) and year they are then sorted alphabetically by title.

You should use hanging indentation (as in the example below). Referencing software such as EndNote (see p. 39) will do this for you automatically, or you can go to the *Paragraph* tools in the *Home* tab in Word and select *Hanging* from the *Special* menu.

References

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<https://doi.org/10.1596/978-1-4648-1602-4>
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- Yates, H. M. (2019). *Flame Assisted Chemical Vapour Deposition NiO hole transport layers for mesoporous carbon perovskite cells* (Version 1) [Dataset]. University of Salford.
<https://doi.org/10.17866/rd.salford.9608828.v1>

Getting help

We want you to do well in your studies. Please ask for assistance if you need it; you can see:

- your tutor,
- your dissertation supervisor,
- the referencing section of our Skills webpages:
<https://www.salford.ac.uk/skills/referencing/apa-7th-edition>
- the official APA website for more referencing examples and explanations:
<https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- the APA Style Blog: <https://apastyle.apa.org/blog> - a wealth of useful information, especially good for answering the complicated questions you might have.
- your Academic Support Librarian or Academic Skills Consultant:
<http://bit.ly/sflsubject>

EndNote

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., and add citations to your work and create a Reference List, automatically and correctly!

EndNote is available on all our open access PCs and is available to install on your own device for free. For more information and user guides please see our Skills EndNote page at:
<https://www.salford.ac.uk/skills/referencing/endnote-reference-management-software>

Some editing of your references may be necessary. 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 – find their details at: <http://bit.ly/sflsubject>

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.

For submission advice and guidance (including help using Turnitin), please see your *Assessment Support Module* listed under your modules in Blackboard:
<https://blackboard.salford.ac.uk/ultra/stream>

This area contains the draft submission area for using Turnitin for text matching.

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:

<https://www.salford.ac.uk/skills/referencing/apa-7th-edition>