# **Quickstart APA Referencing Guide**

More guidance and further referencing examples can be found in the full APA referencing guide: <https://librarydevelopment.group.shef.ac.uk/referencing/apa.html>

## **Introduction**

Referencing in the APA style is a two–part process:

* Citation in the text
* Reference list

## **Citation in the text**

* If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017).
* If the author(s) name does not appear in the body of the text, then the name and date should follow in round brackets, e.g. It was discovered...(Smith, 2017).
* Citations which are used with direct quotations, or are referring to a particular part of a source, should include the page number in your citation, e.g. (Smith, 2017, p. 42) or Smith (2017, p. 42).
* If there are 2 author names in the in-text citation, use "and" to link the names if they appear outside the brackets, e.g. Crisp and Turner (2014), but use "& to link them if they appear inside the brackets, e.g. (Crisp & Turner, 2014).
* For a source with three or more authors you would cite the name of the first author followed by et al. It means “and others”. E.g. (Smith et al., 2017) or Smith et al. (2017).

### Examples:

#### **One author**

Bryman (2016) recommends…

Quantitative data is more suited to the study due to... (Bryman, 2016).

#### **Two authors**

Crisp and Turner (2014) note that...

Nervousness can be caused by... (Crisp & Turner, 2014).

#### **Three or more authors**

Crisp et al. (1996) note that making a weight biography...

…a balanced diet will allow the nutritional balance to re-establish (Crisp et al., 1996).

## **References**

* References where the text runs over two lines or more will need to be formatted with a hanging indent. This means that the first line is set against the margin and any subsequent lines are indented. For example:

Mak, A. S. (2016). Twists and turns: Forging a career as a psychology academic in Australia. In A. Komisarof & Z. Hua (Eds.), Crossing boundaries and weaving intercultural work, life and scholarship in globalizing universities. (pp. 39-52). Nova Science Publishers.

### **Book**

**Author Surname, INITIAL(S). (Year). Title of work. (Edition if not first). Publisher.**

Bryman, A. (2016). Social research methods (5th ed). Oxford University Press.

### **Ebook**

**Author Surname, INITIAL(S). (Year). Title of work (Edition if not first). Publisher. URL/doi**

Anderson, K. J. (2009). Benign bigotry: The psychology of subtle prejudice. Cambridge University Press. https://doi.org/10.1017/CBO9780511802560

* Format an ebook that doesn’t have a URL/doi, e.g. one from an academic research database or an ebook platform, in the same way but omit the URL/doi.

### **Book – chapter in an edited book**

**Author of chapter Surname, INITIAL(S). (Year). Title of chapter. In Editor of book INITIAL(S). Editor of book Surname (Ed(s).), Title of book. (Edition if not first, Page numbers). Publisher.**

Harris, P. R. & Middleton, W. (1995). Social cognition and health behaviour. In D. Messer & C. Meldrum (Eds.), Psychology for nurses and health care professionals. (pp. 107-130). Pearson Education.

### **Images and Figures**

This guidance is for referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see the "Guidance for taught course students inserting images and figures into university work.": <https://xerte.shef.ac.uk/play.php?template_id=836>

#### **From an online collection/social media site, e.g. Flickr, Instagram, etc.**

**Artist/Creator Surname, INITIAL(S). OR Screen name. (Year). Title of image/figure [Description]. Name of site. URL**

andy\_c. (2005). *Ladybower Plughole* [Photograph]. Flickr. https://www.flickr.com/photos/andycpics/3035948922

#### **From a museum/gallery (either viewed in person or online)**

**Artist/Creator Surname, INITIAL(S). (Year). Title of image/figure [Description]. Name of museum/gallery, City, Country. URL [if available]**

Tanqueray, P. (1930). Ethel Edith Manin [Photograph]. National Portrait Gallery, London, England. http://www.npg.org.uk/collections/search/portraitLarge/mw14080/Ethel-Edith-Mannin

* If you viewed the item on display rather than online, e.g. in a museum or gallery, still provide a URL to the artwork on the museum/gallery's website if there is one.

#### **From a journal**

**Artist/Creator Surname, INITIAL(S). (Year). ‘Title of image/figure’ [Description]. In Author of journal article (if different to Artist/Creator) Surname, INITIAL(S). ‘Title of article’, Title of Journal Volume(Issue), Page number. [If online] URL/doi**

Lane, J. D., Evans, E. M., Brink, K. A., & Wellman, H. M. (2016). ‘"Yes" Responses to the Question, "Have You Ever Prayed for Something?"’ [Table]. In ‘Developing concepts of ordinary and extraordinary communication’, *Developmental Psychology, 52*(1), 26. https://doi.org/10.1037/dev0000061

#### **From a book/ebook**

**Artist/Creator Surname, INITIAL(S). (Year). ‘Title of image/figure’ [Description]. In Author of book (if different to Artist/Creator) Surname, INITIAL(S). Title of book (Year). Publisher, Page number. [If online] URL/doi**

Sutherland, G. (1941). ‘Devastation 1941: City, twisted girders’ [Painting]. In Mellor, L. *Reading the ruins: Modernism, bombsites and British culture* (2011). Cambridge University Press, p. 119.

### **Journal article**

**Author of article Surname, INITIAL(S). (Year). Title of article. Title of Journal, Volume(Issue), Page range. [If online] URL/doi**

Carr, P. B., & Steele, C. M. (2010). Stereotype threat affects financial decision making. *Psychological Science, 21*(10), 1411-1416. https://doi.org/10.1177/0956797610384146

* If there are 2 to 20 authors, include all authors' names and use an ampersand (&) before the final author's name.
* If there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (…), but no ampersand, and add the final author's name.

### **Reports**

#### **Online**

**Author Surname, INITIAL(S). or Corporate Author. (Year). Title of report (Paper number if needed). URL/doi**

Snowdon, C. (2017). *Cheap as chips: Is a healthy diet affordable?* (IEA Discussions Paper No. 82). Institute of Economic Affairs. https://iea.org.uk/wp-content/uploads/2017/03/Cheap-as-Chips-PDF.pdf

#### **Physical item**

**Author Surname, INITIAL(S). or Corporate Author. (Year). Title of report (Paper number if needed). Publisher.**

Johnsen, S., & Fitzpatrick, S. (2007). *The impact of enforcement on street users in England*. The Policy Press.

Wohlers Associates. (2018). *Wohlers Report 2018: Additive manufacturing and 3D printing state of the industry: Annual worldwide progress report*.

* If the publisher is the same as the author, omit the publisher from the reference (as in the Wohlers Associates example).

### **Web page**

**Author Surname, INITIAL(S). OR Corporate Author OR Organisation. (Date Year, Month day). Title of web page. Site name (if not the same as the Author/Organisation). URL**

Austin, B. (2018, November 19). *Memory Cafés Connect Families.* Medium. https://medium.com/everylibrary/memory-caf%C3%A9s-connect-families-825df125e9a6

World Health Organisation. (2018, May 18). Assistive technology. https://www.who.int/news-room/fact-sheets/detail/assistive-technology

## **Summary**

Why not look at some of our other Research Skills and Critical Thinking resources? Book onto a Workshop or take an Online Tutorial: <https://www.sheffield.ac.uk/library/study/research-skills>

Visit our FAQs: <http://libraryhelp.shef.ac.uk/>

Get in touch: [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk)

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