APA referencing
This information has been adapted from the APA referencing guide.

Referencing guides are updated regularly in line with guidance from the institution on which the style is based. In order to make sure you are using the most up to date version of this guide, check the University Library’s referencing page for the latest version.

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Introduction


The American Psychological Association maintains the APA style blog which gives advice on a generic APA reference with examples for new item types when the need arises.

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

- **Citation in the text:** this is the brief indication of the source within the text of your work immediately following the use of the material whether quoted or paraphrased.

- **Reference list:** a complete list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

It is important to be **consistent** and **accurate** when citing references. The same set of rules should be followed every time you reference, including the layout and punctuation. Punctuation should be used to clearly separate each element of a reference.

Creating a citation and reference list

Creating a citation

APA is an author/date method. Sources are cited within the body of the text by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end.

Citing multiple authors in the text

One author or creator

- **First citation:** Author Surname (Year) or (Author Surname, Year)

- **Second and further uses of the citation:** Author Surname (Year) or (Author Surname, Year)

Two authors or creators

- **First citation:** Author Surname and Author Surname (Year) or (Author Surname & Author Surname, Year)

- **Second and further uses of the citation:** Author Surname and Author Surname (Year) or (Author Surname & Author Surname, Year)
Three to five authors or creators

- First citation: Author Surname, Author Surname, and Author Surname (Year) or (Author Surname, Author Surname & Author Surname, Year). Include all author/creator surnames in the first citation.
- Second and further uses of the citation: First Author Surname et al. (Year) or (First Author Surname et al., Year).

Six or more authors or creators

- First citation: First Author Surname et al. (Year) or (First Author Surname et al., Year).
- Second and further uses of the citation: First Author Surname et al. (Year) or (First Author Surname et al., Year).

Rules about citing

- If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in rounded brackets e.g. According to Smith (2015)...
- If the author(s) name does not appear in the body of the text then the name and date should appear in rounded brackets separated by a comma, e.g. (Smith, 2015).
- If more than one of your citations is written by the same author and have the same year of publication, then use a lower-case letter after the publication date. The letter should be assigned in the reference list by the order of your references, e.g. (Smith, 2015a) (Smith, 2015b).
- Some authors have the same surname, if this occurs you should add the initial(s) of the author in all of your citations even if the year of publication is different, e.g. (Williams, A., 2009), (Williams, J., 2010).
- You may need to cite more than one piece of work for some ideas. If this is the case you would list the author(s) in alphabetical order (by the first author of each piece of work) with a semicolon separating the citations, e.g. (Jones, 2014; Smith, 2015).
- For items where the author is a corporation, association or government agency:
  - If the name of the corporation/agency/government agency is long, or is well known by an abbreviation, then the first time you cite the resource in your work you would write out the name in full with the abbreviation in square brackets after, and then use the abbreviation for second and further citations of the resource. E.g. (National Institute for Health and Care Excellence [NICE], 2016) or National Institute for Health and Care Excellence [NICE], (2016). The second and further citations would then read (NICE, 2016) or NICE (2016).
  - If the corporation/association/government agency has a short named, or an abbreviation that would not be easily understandable, then you would use the full name in all citations, e.g. (University of Sheffield, 2016) or University of Sheffield (2016).
• Some works may not have an identifiable author; to cite this in the text you would use the first few words of the title and the year.

• For chapters in books, web pages and journal articles use quotation marks around the title e.g. ("Title", 1909).

• For the title of a book, periodical or report you would use italics for the first few words of the title, e.g. (Title, 1909).

• When a work has been designated Anonymous, you would cite this in the text as Anonymous followed by the date, e.g. (Anonymous, 2008).

• If no date of publication or copyright can be found, use n.d. for "no date", e.g. (Wilkinson, n.d.).

Quoting

Direct quotations

If you use someone else’s work exactly as it appears in the original source, you must always provide the author, year of publication, and page citation (or paragraph for non-paginated sources such as websites).

Quotation less than 40 words

If the quotation is less than 40 words, then you can include it in the body of the text, enclosed in quotation marks with the source identified immediately after.

If you have not introduced the quotation in the sentence before, then you would follow the quotation with full details of the citation (Author(s), date, and page).

If the author and date have been used to in the sentence introducing the quotation, then you follow the quotation with the page number in rounded brackets.

If the quotation ends your sentence, include the rounded brackets in the sentence with a full stop after the closed bracket.

There is still a labelling issue when it comes to flavourings in food, it is noted that, "flavours such as vanillin which occur naturally in food are called ‘nature-identical’. The label does not have to state where it comes from" (Wilson, 2009, p. 257).

If the quotation makes up part of a sentence, then end the quotation with double quotation marks ("), with the source immediately after, and continue on with the sentence.

Wilson (2009) notes that "flavours such as vanillin which occur naturally in food are called ‘nature-identical’. The label does not have to state where it comes from" (p. 257) meaning that the...
More than 40 words

If the quotation is more than 40 words, then it should be presented in a new paragraph which is indented from the normal margin. The quote should be preceded by a colon.

If the author and date have been used in the sentence introducing the quotation, then you would follow the quotation with the page number in rounded brackets e.g.

Wilson (2009) has looked at food flavourings in the UK and has made the following observation about vanilla:

In Britain flavours such as vanillin which occur naturally in food are called ‘nature-identical’. The label does not have to state where it comes from. A flavouring only counts as fully ‘artificial’ if it does not occur in nature at all, as is the case with another, stronger vanilla-substitute called ethyl-vanillin (often used in chocolate).

(p. 257)

If you have not introduced the quotation in the sentence before, then you would follow the quotation with full details of the citation (Author(s), Date, Page) e.g.

The use of food flavourings in the UK has been controversial, it has been noted that:

In Britain flavours such as vanillin which occur naturally in food are called ‘nature-identical’. The label does not have to state where it comes from. A flavouring only counts as fully ‘artificial’ if it does not occur in nature at all, as is the case with another, stronger vanilla-substitute called ethyl-vanillin (often used in chocolate).

(Wilson, 2009, p. 257)


Omitting material from quotations

If you are omitting materials from an original source, use three dots […] to indicate this, e.g.

Canter and Canter (1992) state that students come to the classroom with "their own needs, their own past experiences and ... their preconceptions of who you are, what your limits will be" (p. 49). It is important to manage the expectations of students effectively.

Tips on quoting when page numbers are not present

If the item you are quoting does not have pagination the American Psychological Association (APA) (2010, pp. 171-172) suggest the following information for direct quotations and paraphrases:

- The number of the paragraph if provided, or you can count the number of paragraphs from the start of the document. This should be abbreviated to *para*. e.g. (Smith, 2017, para. 17).
Summarising
Summarising is putting someone else's ideas into your own words. It does not mean changing the odd word / sentence or rearranging the sentence. The summary should clearly be a restatement of the meaning of the original text. Be sure to cite and reference when you are summarising someone else's work, e.g.:

Booth et al. (2016, pp.208-209) give the example of acceptable summarising using Gladwell (2008) as their example:

This this the original quote from Gladwell (2008, p.38)

"Achievement is talent plus preparation. The problem with this view is that the closer psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play."

Below is an unacceptable summary of the above quote because it follows the original too closely:

Success seems to depend on a combination of talent and preparation. However, when psychologists closely example the gifted and their careers, they discover that innate talent plays a much smaller role than preparation (Gladwell 2008, p.38)

The next is an example of an acceptable summary as the meaning of the original has been restated in the author's own words:

As Gladwell (2008, p.38) observes, summarising studies on the highly successful, we tend to overestimate the role of talent and underestimate that of preparation.

Tips on citing when page numbers are not present

If the item you are citing does not have pagination the American Psychological Association [APA] (2010, pp. 171-172) suggest the following information for direct quotations and paraphrases:

- The number of the paragraph if provided, or you can count the number of paragraphs from the start of the document. This should be abbreviated to *para.* e.g. (Smith, 2017, para. 17).
- A section heading and a paragraph number for within that section e.g. (Jones, 2017, Discussions, para. 4)
• If the section heading is too long, you can shorten the title in quotation marks, with a paragraph number, e.g. (Williams, 2016, "Social Obligations", para. 6). In this example, the full heading would have been "Social Obligations of Those In Power and How They Influence People".

Reference List


Creating a reference list

A reference list should be presented at the end of your work as it will allow readers to follow up your references. Your reference list should be presented in alphabetical order by surname, and then chronological order.

Citing multiple authors in the reference list

• One author: Author Surname, Initial(s)

• Two to seven authors: Author Surname, Initial(s)., & Author Surname, Initial(s). (Include all authors, with the final author listed after an ampersand)

• Eight or more authors: Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., ... Final Author Surname, Initial(s).
Rules about referencing

- Authors names should be given in the following format: Surname, Initial(s), e.g. Smith, G. A.

- When citing a chapter in a book, the initials of the editor(s) are presented before the surname e.g. G. A. Smith, (see Chapter in a book for more examples).

- Multiple references by the same author are listed chronologically.

- References relating to authors with the same last name should be ordered by their initial(s), e.g. Williams, A. (2009), Williams, J. (2010).

- References with the same first author and different subsequent authors are arranged alphabetically, using the second author to determine the order. If the first and second author are the same, use the third author to determine order, e.g.

- References by the same author, with the same date should be ordered by title (excluding ‘A’ and ‘The’). Add a lower case letter to the date in order to differentiate. This should match your citation in the text, e.g. Smith, A (2015a), Smith, A. (2015b).

- If you cannot identify an author, and it has not been designated Anonymous, use the title in the place you would put the author, and add to the list in alphabetical order e.g. Title. (Date).

- When the author is a corporation, association, or government agency, you will need to put the full name rather than the abbreviation used in the text, e.g. National Institute for Health and Care Excellence. (2015).

- Capitalise the first word of the title in the reference list (unless otherwise stated), and capitalise the first word after a colon or dash in the title.

Citing and referencing foreign language materials

Citing material from non-roman script e.g. Cyrillic, East Asian languages

If you are citing materials from non-roman script, you should transliterate the references to roman script. The main reasoning in the APA style is that you need to alphabetise your reference list and you would be unable to do so if they are in a different alphabet. If you are unsure of the correct transliteration, you may want to consult with an expert of the language or an international standard to check.
For in-text citations

- Spell out the authors' family name, or corporate name, in roman script. If you are unsure of the correct spelling, you may want to consult with an expert of the language to check.

For references in the reference list/bibliography

- The family name of the author should be written in full roman script. The initials of the author(s) should also be given in roman script.

- The title of the item (article/book/book chapter, etc.) should be given in roman script using the standard conventions for that language.

- The title should be translated into English and placed in square brackets immediately after the romanised title. The words in the square brackets should not use italics.

- The journal title, or title of a book (if it is an edited book), publisher's name all need to be given in roman script, but do not need to be translated. If there is an official English translation, then you may use it especially in cases where it provides greater understanding of the subject or publication.

Example

_Terao, M. (1998). Denai kugi wa suterareru [The nail that does not stick up may be thrown away]. Tokyo: Fusosha._

Materials in roman script

If you are citing materials produced in a language other than English, but in roman script, you may need place a translated title in square brackets after the original title,

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Ancient or Historical Texts

In the text

For an in-text citation in your work for one or two authors, you would use all surnames when you cite the resource:

Homer (800 B.C./1996)...  
...(Homer, 800 B.C./1996).

Thucydides (430 B.C./1954)...  

In the bibliography/reference list

Author Surname, Initials. (Date of Publication). Title (Initial(s) of translator Surname of translator, Trans.). Place of publication: Publisher


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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App

In the text

For an in-text citation in your work, you would cite the reference as follows:

campusM (2015)...  
...(campusM, 2015)

In the bibliography/reference list

Rightsholder Surname, Initial(s). (Year or version). Title of software or program (version number) [Mobile application software]. Retrieved from URL


Notes

- The rightsholder may be a corporation or company.
- Capitalise the rightsholder and name of app as they are written in the app store.
Art e.g. in a gallery, museum, or online

Work of art in a gallery

In the text

For an in-text citation in your work, you would cite the reference as follows:

DaVinci (ca. 1503)...
...(DaVinci, 1503)

Gainsborough (ca. 1750)...
...(Gainsborough, ca. 1503).

Solomon (1894)...
...(Solomon, 1894).

In the bibliography/reference list

Viewed in person

Artist surname, Artist initial(s). (Year) Title [Medium]. Place of holding institution: Holding institution.


Gainsborough, T. [ca. 1750]. Mr and Mrs Andrews [Painting]. London: The National Gallery

Work of art viewed online

Artist surname, Artist initial(s). (Year). Title [Medium]. Retrieved from URL


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.
Blog

In the text

For an in-text citation in your work, you would cite the reference as follows:

Allchin (2016)...
...(Allchin, 2016)

Lee (2010)...
(Lee, 2010)

In the bibliography/reference list

Author Surname, Initial(s). (Date in full). Title of blog post [Blog post]. Retrieved from URL


Notes

- Add the full date for a blog post.
- The author of the blog may use a screen name, if this is the case then use the screen name in place of the author.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Book with a single author

In the text

For an in-text citation in your work, you would cite the reference as follows:

Bryman (2012) recommends...
Quantitative data is more suited to the study due to...(Bryman, 2012).

In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of work (Edition if not first). Place of Publication: Publisher.

Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book with two to seven authors

In the text

Two authors

For an in-text citation in your work for one or two authors, you would use all surnames when you cite the resource:

Crisp and Turner (2014) note that being watched by others in a public event... Nervousness can be caused by...(Crisp & Turner, 2014).

Three to five authors

For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work:

Crisp, Joughin, Halaek, and Bowyer (1996) note that making a weight biography could assist with the recovery... ...a balanced diet will allow the nutritional balance to re-establish (Crisp, Joughin, Halaek, & Bowyer, 1996).

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al.":

Crisp et al. (1996) note that a higher calorie diet may be suitable for tall women and males when looking to gain weight... When changing behavioural aspects, the person may find that they will need the support of others (Crisp et al., 1996).

Six or more authors

For an in-text citation in your work for six or more authors, you would use the surname of the first author followed by "et al." in all citations:

Armitage et al. (2007) identify the three philosophical thinkers of education as... ...consistency is key in the education of children (Armitage et al., 2007).

In the bibliography/reference list

Author Surname, Initial(s)., & Author Surname, Initial(s). (Year). Title of work (Edition if not first). Place of publication: Publisher.


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book with eight or more authors

In the text
For an in-text citation in your work for six or more authors, you would use the surname of the first author followed by "et al." in all citations:

Churchill et al. (2015) distinguish that the educational theory of ...

...When applying theory to practice it is argued that...(Churchill et al., 2015).

In the bibliography/reference list

Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., ... Last author listed Surname, Initial(s). (Year). Title of work (Edition if not first). Place of publication: Publisher.


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book – Chapter

In the text
For an in-text citation in your work for one or two authors, you would use all surnames in your citation:

Mak (2016)...

...(Mak, 2016)

For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work:
Gruber, Hansen, Soaper and Kivisto (2014)... 
...(Gruber, Hansen, Soaper & Kivisto, 2014)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Gruber et al. (2014)... 
...(Gruber et al., 2014)

In the bibliography/reference list


Notes

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book – Chapter/Section in an Electronic Book (ebook)

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

Thompson (2015)... 
...(Thompson, 2015)

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

Hesse-Biber, Rodriguez and Frost (2015)... 

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Hesse-Biber et al. (2015)... 
...(Hesse-Biber et al., 2015).
In the bibliography/reference list

Section author(s) Surname(s), Initial(s). (Year). Title of chapter. In: Editor Initial(s). Editor Surname (Ed(s.).), Title of book (Edition if not first., page range). Retrieved from URL or doi


Notes

• When using an ebook from a platform such as Oxford Scholarship Online, My iLibrary etc. the URL will be the homepage.

• If the eBook does not have pagination the American Psychological Association [APA] (2010, pp. 171-172) suggest the following information for direct quotations and paraphrases:
  o The number of the paragraph if provided, or you can count the number of paragraphs from the start of the document. This should be abbreviated to *para.* e.g. (Smith, 2017, para. 17).
  o A section heading and a paragraph number for within that section e.g. (Jones, 2017, Discussions, para. 4)
  o If the section heading is too long, you can shorten the title in quotation marks, with a paragraph number, e.g. (Williams, 2016, "Social Obligations", para. 6). In this example, the full heading would have been "Social Obligations of Those In Power and How They Influence People".

• For more information about in-text citation and referencing multiple authors, see *Creating a citation and reference list* and click the relevant section.

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Book – Chapter/Section in a volume or series

In print

In the text

Mueser (1998)...
...(Mueser 1998).

In the bibliography/reference list

Chapter/Section author(s) Surname(s), Initial(s). (Year). Title of chapter/section. In: Series Editor Initial(s). Series Editor Surname (Series Ed(s).), *Title of book* (Volume Editor Initial(s). Volume Editor Surname, Ed(s)., page range). Place of publication: Publisher.


Online

In the text

Dandlani (2016)...
...(Dandlani 2016).

In the bibliography/reference list

Chapter/Section author(s) Surname(s), Initial(s). (Year). Title of chapter/section. In: Series Editor Initial(s). Series Editor Surname (Series Ed(s).), *Title of book* (Volume Editor Initial(s). Volume Editor Surname, Ed(s)., page range). Retrieved from URL or doi


Notes

- If the volume is part of a larger series, separately titled series or collection, you will need to treat the series and volume as a two part title. For example, in the above example the series of books is called ‘Advances in Librarianship’. The volume references is ‘Volume 41. Perspectives on libraries as institutions of human rights and social justice’.
- If the item is part of a series, and the subtitles change regularly, each word of the title series should have a capital letter, and the subtitle in lower-case.
- You will need to include the series editor(s), as well as the volume editor(s).
• If using a DOI to show the location of the item, the DOI should be given as a full URL e.g. https://doi.org/xx.xxxx/xxxxx

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book – Edited

In the reference list

Editor Surname, Initial(s). (Ed(s).). (Year). Title of work (Edition if not first). Location: Publisher.


Notes

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Book – Electronic (ebook)

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

Newman and Newman 2016...
...(Newman & Newman, 2016)

Bryman and Bell (2015)...
...(Bryman & Bell, 2015).

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

Martin, Carlson and Buskist (2013)...
(Martin, Carlson & Buskist, 2013).

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Martin et al. (2013)...
...(Martin et al., 2013)
In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of work (Edition if not first). Retrieved from URL or doi


For an e-reader (e.g. Kindle)

Author surname, initial(s). (Year). Title (edition if needed) [Ebook version]. Retrieved from URL, name of website, or doi


Notes

• When using an ebook from a platform such as VLeBooks, My iLibrary etc. the URL will be the homepage

• If the ebook does not have pagination the American Psychological Association [APA] (2010, pp. 171-172) suggest the following information for direct quotations and paraphrases:
  - The number of the paragraph if provided, or you can count the number of paragraphs from the start of the document. This should be abbreviated to para. e.g. (Smith, 2017, para. 17).
  - A section heading and a paragraph number for within that section e.g. (Jones, 2017, Discussions, para. 4)
  - If the section heading is too long, you can shorten the title in quotation marks, with a paragraph number, e.g. (Williams, 2016, "Social Obligations", para. 6). In this example, the full heading would have been "Social Obligations of Those In Power and How They Influence People".
  - For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Code

It’s important to acknowledge the source of code just like you would acknowledge the source of any work that is not your own. Referencing correctly will help to distinguish your work from others, give credit to the original author and allow anyone to identify the source. See Referencing Code for guidance. You will need to adapt the guidance to your referencing style.

Conference Paper

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

Armstrong (2014)...
...(Armstrong, 2014).

Ziegler (1997)...
...(Ziegler, 1997)

Dafnis (2015)...
...(Dafnis, 2015)

For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work:

Kwon, Kwon and Hong (2011)...
...(Kwon, Kwon & Hong, 2011)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Kwon et al. (2011)...
...(Kwon et al., 2011).

In the bibliography/reference list

In print

Author of chapter Surname, Initial(s). (Year). Title of chapter. In: Editor of book Initial(s). Surname (Ed(s).). Title of book (Volume (if needed), page numbers). Place of publication: Publisher.


Online/Electronic
Author of chapter Surname, Initial(s). (Year). Title of chapter. In: Editor of book Initial(s). Surname (Ed(s.).). Title of book (Volume (if needed), Page numbers). Place of publication: Publisher. Retrieved from URL or DOI


Notes
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Conference Poster

In the text
For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work.

Bazela, Grant and Tucker (2014)...
...(Bazela, Grant & Tucker, 2014)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Bazela et al. (2014)...
...(Bazela et al., 2014)
In the bibliography/reference list

From a poster session

Author Surname, Initial(s). (Year, Month). Title of poster. Poster session presented at Name of conference, place of conference.

Bazela, C., Grant, V., & Tucker, A. (2014, April). History of medicine 2.0: using creative media to enhance information literacy teaching for 1st year medical students. Poster session presented at LILAC, Sheffield.

From a conference website

Author Surname, Initial(s). (Year, Month). Title of poster. Poster session presented at Name of conference, place of conference. Retrieved from URL


Notes

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Conference Proceedings

In the bibliography/reference list

In print

Editor of book Surname, Initial(s). (Ed(s.).). (Date). Title of book. Place of publication: Publisher.


Online/Electronic

Editor of book Surname, Initial(s). (Ed(s.).). (Date) Title of book. Retrieved from URL or doi


Notes

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Data Set – Published

In the text

For an in-text citation in your work, you would cite the reference as follows:

- The Office of National Statistics Social Survey Division (2016)...
- NHS Digital (2015)...
- (NHS Digital, 2015).

In the bibliography/reference list

**Author surname, Initials. or Corporate Author. (Year). Title and numeration (edition if needed) [Data Set]. Retrieved from URL or doi**


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Data Set – Unpublished

In the text

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

- Di Marco, Rossi, Racic, Cappa, and Mazza (2016)...
- (Di Marco, Rossi, Racic, Cappa, & Mazza, 2016).
When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al.":

Di Marco et al. (2016)...
...(Di Marco et al., 2016).

In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of Data Set [Data Set]. Name of repository. Retrieved from URL or doi


Notes

• Adapted from Force11 Joint Declaration of Data Citation Principles
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Dictionary

Dictionary Entry - Print

In the bibliography/reference list

Author Surname, Initial(s). (Date). Title of entry. In: Editor Initial(s). Surname (Ed(s).). Title of dictionary/reference item (Edition, Volume if needed). Place of publication: Publisher.

If there is not an author of the entry

Title of entry. (Date). In: Editor Initial(s). Surname (Ed.). Title of dictionary/reference item (Edition, Volume if needed). Place of publication: Publisher.


Dictionary Entry - Online

Author Surname, Initial(s). (Date). Title of entry. In: Editor Initial(s). Surname (Ed(s).). Title of dictionary/reference item (Edition., Volume if needed). Retrieved from URL or doi

If there is not an author of the entry

Title of entry. (Year). In: Editor Initial(s), Surname. Title of dictionary/reference item (Edition., Volume if needed). Retrieved from URL or doi


Full Dictionary - Online

In the bibliography/reference list

Editor Surname, Initial(s). (Ed(s).). (Year). Title of work (Edition if not first). Retrieved from URL


Full Dictionary - Print

In the bibliography/reference list

Editor Surname, Initial(s). (Ed(s).). (Year). Title of work (Edition if not first). Location: Publisher.


Notes

• You may find that some dictionaries do not name an editor, if this is the case start with the title of dictionary in place of the editor.

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Dissertation (Undergraduate or Masters)

In the text

For an in-text citation, you should cite as follows:

Bobcomb (2005)...
...(Bobcomb, 2005)

Burbridge (2014)...
...(Burbridge, 2014)

In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of dissertation (Unpublished master's dissertation). Name of institution, location, country

Bobcomb, P. (2005). A historical study of the development of the Adult Education Unit of the Ministry of Education in Trinidad and Tobago for the period 1944-
2004 (Unpublished master’s dissertation). University of Sheffield, Sheffield, United Kingdom.


Notes

- For more information about in-text citation and referencing, see *Creating a citation and reference list*.

Exhibition

Full Exhibition

In the text

For an in-text citation in your work, you would cite the reference as follows:

- Cooper (2013-2014)... *(Cooper, 2013-2014).*
- Beatles to Bowie: the 60s exposed (2009-2010)... *(Beatles to Bowies: the 60s exposed, 2009-2010).*

In the bibliography/reference list

Viewed in person

Curator Surname, Initial(s) (if available). (Year of exhibition). *Title of exhibition* [Descriptor e.g. Exhibition]. Location of exhibition: Holding Institution.


Online/Electronic

Curator Surname, Initial(s) (if available). (Date). *Title of exhibition* [Descriptor e.g. exhibition]. Retrieved from URL


Item as part of an exhibition

In the text

For an in-text citation, you would cite the reference as follows:

Hilliard (ca. 1585)...
...(Hilliard, ca. 1585).

Bebbington (1969)...
...(Bebbington, 1969).

In the bibliography/reference list

Viewed in person

Artist surname, Artist initial(s). (Year) Title [Description e.g. photograph]. Place of holding institution: Holding institution.


Online/Electronic

Artist Surname, Initial(s). (Year). Title [Description e.g. photograph]. Retrieved from URL


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Legislation passed post 1963 are numbered in the year which it received Royal Assent.
In the text
For an in-text citation in your work, you would cite the reference as follows:

The Psychoactive Substances Act (2016)...
...(Psychoactive Substances Act, 2016).

In the bibliography/reference list

Physical item

_Name of act and year. Chapter. Place of publication: Publisher._


Online

_Name of act and year. Chapter. Retrieved from URL_


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see _Creating a citation and reference list_.

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Government Publication – Act of Parliament pre 1963

Legislation passed pre-1963 was numbered by regnal year of the monarch (number of year since the monarch's ascension).

In the text
For an in-text citation you would cite the reference as follows:

The Official Secrets Act (1939)...
...(Official Secrets Act, 1939).

In the bibliography/reference list

Physical item

_Name of act and year. Regnal year(s) name of monarch, chapter. Place of publication: Publisher._

_Official Secrets Act 1939. 2&3 Geo. 6, c 121. London: HMSO_
Online

*Name of act and year. Regnal year(s) name of monarch, chapter. Retrieved from URL*


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Government Publication – Command Paper

In the text
For an in-text citation, you would cite the reference as follows

Department of Business, Innovation and Skills (2015)...
...(Department of Business, Innovation and Skills, 2015).

Department of Health (2016)...
...(Department of Health, 2016).

In the bibliography/reference list

Physical item

Author (Government Department). (Year). Title of command paper Number. Place of Publication: Publisher.


Online

Government Department. (Year). Title of command paper Number. Retrieved from URL


Notes

• The numbering of command papers is done by running numbers with a prefix which changes as the number gets close to 10,000. The prefixes are listed below:
  
  o 1868–1869 – 1–4222
  o 1870–1899 – C 1–C 9550
  o 1900–1918 – Cd 1–Cd 9239
o 1919–1956 – Cmd 1–Cmd 9889
o 1956–1986 – Cmd 1–Cmd 9927
o 1986–current – Cm 1–

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Government Statistics or Data Set

In the text
For an in-text citation, you would cite the reference as follows:

Department of Health (2015)...
...(Department of Health, 2015).

In the bibliography/reference list

Government Department. (Year). Title of data set and numeration (edition if needed) [File type]. Retrieved from URL or doi


Notes
For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Hansard

In the text
For an in-text citation, you would cite the reference as follows:

House of Commons (2016)...
...(House of Commons, 2016).

House of Lords (2016)...
...(House of Lords, 2016).

House of Commons (1938)...
...(House of Commons, 1938)
In the bibliography/reference list

Physical Item

Name of house. (Year, month day). Name [Hansard]. (Series if applicable) Volume Number (if available) Column. Place of publication: Publisher.


Online

Name of house. (Year, month day). Name [Hansard]. (Series if applicable) Volume Number (if available) Column. Retrieved from URL


Notes

• If you are citing more than one column, use cc as the prefix rather than c.

• If you are citing older Hansards, you will need to include the series. These are as follows:
  o 1st Series – Cobbett’s Parliamentary Debates: Vol.1 (1803) – Vol.22 (March/May 1812) continued by The Parliamentary Debates: Vol.23 (May/June 1812) to Vol.41 (February 1820). N.B. Some reissued sets were numbered Vol.1 – Vol.22 as The Parliamentary Debates.


• There are 6 different types of numbered columns in Hansard, the letters should appear after the column number as a suffix – these are as follows:
  o No letters – Discussions in the chamber
  o WH – Westminster Hall
  o WS – Written Statements
  o W – Written Answers
  o P – Petitions
  o C – Ministerial Corrections

• APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – House of Lords/House of Commons Paper

In the text
For an in-text citation, you would cite the reference as follows:

  Marshall Aid Commemoration Commission (2016)...

  Select Committee on Economic Affairs (2016)...
  ...(Select Committee on Economic Affairs, 2016).

In the bibliography/reference list

Physical item

  Government Department or Commission. (Year). Title Paper number, session. Place of publication: Publisher.


Online

Government Department or Commission. (Year). *Title* Paper number, session. Retrieved from URL


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Local Act of Parliament

In the text

For an in-text citation, you would cite the reference as follows:

Leeds City Council Act (2013)...

South Yorkshire Light Rail Transit Act (1993)...
...(South Yorkshire Light Rail Transit Act, 1993)

In the bibliography/reference list

Physical item

*Name of act and year*. Chapter. Place of publication: Publisher.


Online

*Name of act and year. Chapter. Retrieved from URL*


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Parliamentary Bills, Amendments and Explanatory Notes

In the text

For an in-text citation, you would cite the reference as follows:

- House of Commons (2016)...
  ...(House of Commons, 2016).

- House of Lords (2015)...
  ...(House of Lords, 2015).

- House of Lords (2016)...
  ...(House of Lords, 2016).

In the bibliography/reference list

Physical item

Government department. (Year). *Title* Paper number, session. Place of publication: Publisher.


Online

Government department. (Year). *Title* Paper number, session. Retrieved from URL


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Government Publication – Statutory Instruments

In the text

*The Police (Amendment) (No.2) Regulations (2006)*...

...(The Police (Amendment) (No.2) Regulations, 2006).

In the bibliography/reference list

Physical Item

*Name of Statutory Instrument* *Number*. *Place of publication*: *Publisher.*


Online

*Name of Statutory Instrument* *Number*. Retrieved from URL

Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publication – Other Official Publications

In the text

For an in-text citation, you would cite the reference as follows:

- Department of Health (2016)...
  ...(Department of Health, 2016).
- Office for Nuclear Regulation (2016)...
  ...(Office for Nuclear Regulation, 2016).

In the bibliography/reference list

Physical item

Government Department. (Year, month if available). Title. Place of publication: Publisher


Online

Government Department. (Year, Month if available). Title. Retrieved from URL

Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Government Publications – Votes and Proceedings

In the text
For an in-text citation, you would cite the reference as follows

House of Commons (2016)...
...(House of Commons, 2016).

In the bibliography/reference list

Name of house. (Year, Month Day). Title Number, session. Retrieved from URL


Notes

- APA referencing is an American system of referencing and does not have a set way of referencing Government Publications from the UK. The above is an interpretation of the general referencing rules of APA.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Image – Online (e.g. Flickr)

Online image (e.g. Flickr) with full details

In the text
For an in-text citation in your work, you would cite the reference as follows:

Andy_C (2015)...
...(Andy_C, 2015).

In the bibliography/reference list

Author surname, Initial(s). or Username. (Date). Title of item [Format Description]. Retrieved from URL

Online image without a clear title

In the text

For an in-text citation in your work, you would cite your reference as follows

Ren_7 (2010)...  
...(Ren_7, 2010).

The NASA Johnson Space Center (2015)...
...(NASA Johnson Space Center, 2015)

In the bibliography/reference list

Author surname, initial(s). or Username. (Date). [Title] [Format Description]. Retrieved from URL.


Online image without a clear date

In the text

For an in-text citation in your work, you would cite the reference as follows

Murawski (ca. 2008)...  
...(Murawski, ca.2008).

In the bibliography/reference list

Author surname, initial(s). or Username. [Estimated date]. Title [Format Description]. Retrieved from URL


Notes

• If the date is not presented with the image, but you know the date from another source, then you would include this in square brackets.

• If the date in not presented with the image, but you can estimate, use ca. in square brackets e.g. [ca. 2008]
• If a date cannot be ascertained, you would use n.d. for 'no date' in brackets e.g. (n.d.)

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Image – Original (e.g. poster or photograph in an art gallery)
Original photograph or image on display e.g. in an art gallery
In the text
For an in-text citation in your work, you would cite the reference as follows:

Tanqueray (1930)...
...(Tanqueray, 1930).

In the bibliography/reference list
Artist surname, initial(s). (Year). Title [Format Description]. Location: Holding institution.

Or if viewing online
Artist surname, initial(s). (Year). Title [Format Description]. Retrieved from URL


Original photograph or image on display without a clear title e.g. in an art gallery
In the text
For an in-text citation in your work, you would cite the reference as follows:

Dewynters (1999)...
...(Dewynters, 1999).

In the bibliography/reference list
Artist surname, initial(s). (Year). [Title] [Format Description]. Location: Holding institution.

Or if viewing online
Artist surname, initial(s). (Year).[Title] [Format Description]. Retrieved from URL


Original photograph or image on display without a clear date e.g. in an art gallery

In the text

For an in-text citation in your work, you would cite the reference as follows:

   Alinari (ca. 19th Century)...  
   ...(Alinari, ca. 19th Century).

   Bourne (ca. 19th Century)...  
   ...(Bourne, ca. 19th Century).

In the bibliography/reference list

   Artist surname, initial(s). [Year]. Title [Format Description]. Location: Holding institution.

Or if viewing online

   Artist surname, initial(s). [Year]. Title [Format Description]. Retrieved from URL

   Alinari, F. [ca. 19th Century]. La Torre di Palazzo Vecchio vista attraverso i finestroni del Campanile di Giotto [Photograph]. Sheffield: Graves Gallery


Own photograph taken for your research

If you take a photograph for your own research, there will be no need to add an in-text citation or reference for this as everything in your assignment/research is expected to be your own work unless stated otherwise by use of citation and reference.

Notes

   • For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.
Information Sheet

In the text

For an in-text citation in your work, you would cite the reference as follows:

Applied Biosystems (2008)...
...(Applied Biosystems, 2008).

Kent Pharmaceuticals Ltd. (2013)...
...(Kent Pharmaceuticals Ltd., 2013).

In the bibliography/reference list

In print

Author surname, Initial(s). or Corporate Author. (Date). Title (Edition if not first). Place of publication: Publisher.


Online/Electronic

Author surname, Initial(s). or Corporate Author. (Date). Title (Edition if not first). Retrieved from URL


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Journal Article – Print

In the text

For an in-text citation for one or two authors, you would use all author surnames in your citation:
Wang and Kim (2010) looked at the competency of counselling professionals... Multicultural skills should be considered when...(Wang & Kim, 2010)

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

Macizo, Herrera, Romàn and Martin (2011) looked at how bilingualism can influence...
...It was found that being bilingual can improve certain aspects of numerical information processing (Macizo, Herrera, Romàn & Martin, 2011).

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Macizo et al. (2011) identified cognitive patterns...
Linguistic information...(Macizo et al., 2011).

Book Review
If you are referencing a book review you should include the following after the title: [Review of the book title of the book, by Author initials. Author surname], e.g.


If the book review does not have a given title, you would use the information in square brackets as the title, e.g.


In the bibliography/reference list
Author surname, initial. (Year). Title of article. Title of journal/periodical, Volume(NumberOf), Page range.


Notes
• Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.
Journal Article with a DOI (Electronic)

If you are unsure if the article you are looking at has a DOI, please see the following page: APA style - What is a digital object identifier, or DOI? which gives an explanation of the identifier.

In the text

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

Lane, Evans, Brink and Wellman (2016) studied how young children interpret non-verbal communication to a deity...
...Children with a religious upbringing were more likely to...(Lane, Evans, Brink & Wellman, 2016)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Lane et al. (2016) identified that cultural differences may have some effect...
...Flexibility of communication has been demonstrated in young children (Lane et al., 2016).

For an in-text citation in your work for six or more authors, you would use the surname of the first author followed by "et al." in all citations:

Loernic et al. (2015) identified that the lack of standardisation may have led to...
...the patients who felt that treatment was not beneficial to their condition may decide to terminate before completion (Loernic et al., 2015).

In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of article. Title of journal/periodical, Volume(Issue), Page range. doi


Book Review

If you are referencing a book review you should include the following after the title: [Review of the book title of the book, by Author initials. Author surname], e.g.

If the book review does not have a given title, you would use the information in square brackets as the title, e.g.


Notes

- Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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### Journal Article without a DOI (Electronic)

If you are unsure if the article you are looking at has a DOI, please see the following page: [APA style - What is a digital object identifier, or DOI?](#) which gives an explanation of the identifier.

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

Carr and Steele (2010) note that negative stereotypes associated with women in the workplace can...
...the decisions made about people is heavily influenced by our stereotypical views (Carr & Steele, 2010)

For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work:

Medin, Bennis and Chandler (2010) looked at the home-field disadvantage ...
...awareness of the phenomenon may reduce the impact (Medin, Bennis & Chandler, 2010)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

Medin et al. (2010) identified that a problem with experimentation...
...when conducting experiments it is difficult not to see your own cultural norms and expectations represented in the results (Medin et al., 2010).
In the bibliography/reference list

**Author Surname, Initial(s). (Year). Title of article. Title of periodical, Volume(Issue), page range. Retrieved from URL**


**Book Review**

If you are referencing a book review you should include the following after the title: [Review of the book title of the book, by Author initials. Author surname], e.g.


If the book review does not have a given title, you would use the information in square brackets as the title, e.g.


**Notes**

- Use the URL of the journal homepage if there is not a DOI available.
- Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Journal Article – Preprint (Ahead of publication)**

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

Mogilner and Norton (2016) state that time and money can influence behaviour... ...managing time and money in a certain way may lead to happiness (Mogilner & Norton, 2016).
Sprott and Liu (2016)...  
...(Sprott & Liu, 2016)

In the bibliography/reference list

**Author Surname, Initial(s). (Year). Title of article. Title of journal. Advance online publication. Retrieved from URL or doi**


Notes

- Use the URL of the journal homepage if there is not a DOI available.
- Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Journal Article with many authors

In some fields, such as medicine and physics, an article may have hundreds of authors, in such cases it may be impractical to list each one. You would reference as follows:

In the text

For an in-text citation within your work for six or more authors, you would use the surname of the author followed by "et al." in all citations

Aubert et al. (2002)...  
...(Aubert et al., 2002)

In the bibliography/reference list

**Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s)., ... Final Author Surname, Initial(s) (Year). Title of article. Title of periodical, Volume(Issue), page range. Retrieved from URL or doi**

Notes

- Use the URL of the journal homepage if there is not a DOI available.
- Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
- Use the details of the first seven authors followed by three dots (...) and the final author surname and initial(s).
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Journal Article without page numbers

In the text
For an in-text citation in your work for three to five authors, you would use all author surnames when you cite the resource for the first time in your piece of work

Nagel, Reiner and Wolf (2015)...
...(Nagel, Reiner & Wolf, 2015)

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al.":

Nagel et al (2015)...
...(Nagel et al, 2015).

In the bibliography/reference list

Author Surname, Initial(s). (Year). Title of Article. Title of periodical, Volume(Issue). Retrieved from URL or doi


Notes

- Use the URL of the journal homepage if there is not a DOI available.
- Some references do not have issue numbers for journal/periodical runs. If this is the case, omit the issue number.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Magazine

APA guidelines recognise magazines as a periodical in that they are published at regular intervals - the same as a journal or a newspaper.

Magazine articles can be referenced using guidance for either a Journal Article (Print, with or without a DOI) or as a Newspaper Article depending on the publication information available.

The APA style blog post 'Got Volume' details the places where you are likely to find publication information, such as volume and issue, within magazine. If you can find the volume and/or issue number, then you would reference as a Journal article.

If you cannot locate the volume and issue number, then you would reference using the guidance for a Newspaper Article.

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Maps

In the text

For an in-text citation in your work, you would cite the reference as follows:

- Ordnance Survey (1996)...
  ...(Ordnance Survey, 1996).
- Ordnance Survey (2014)...
  ...(Ordnance Survey, 2014)
- Google Maps (2015)...
  ...(Google Maps, 2015)
- Google Maps (2017)...
  ...(Google Maps, 2017)

In the bibliography/reference list

Physical item

Name of cartographer (Surname, initials(s) or corporate author). (Year). Title (Series, and series number) [Map type]. Place of publication: Publisher.


Online item

Name of cartographer (Surname, initial(s) or corporate author). (Year). Title [Map type]. Retrieved (Month Day, Year if using a Google map or similar), from URL.


Notes

• If there is not a title present, you would add a description of the item in square brackets e.g. [Google Street View Information Commons Sheffield].

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Message Board

In the text
For an in-text citation in your work, you would cite the text as follows:

TownByTheSea (2016)...
...(TownByTheSea, 2016)

In the bibliography/reference list

Author surname, initial(s). (Year, Month Day). Title of post [Description of post]. Retrieved from URL.


Notes

• If the person posting in the forum only has a screen name, use this in place of the author.

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Music – Album

In the text
For an in-text citation in your work, you would cite the reference as follows:

The Prodigy (1997)... ...(The Prodigy, 1997)
The Beatles (1967)... ...(The Beatles, 1967)
Queens of the Stone Age (2002)... ...(Queens of the Stone Age, 2002)

In the bibliography/reference list
Recording artist surname, initial(s) or group. (Copyright year). Title of album (edition if needed.) [Medium]. Location: Record Label.

The Beatles. (1967). The Beatles [CD]. Heyes: Parlophone EMI

Notes
• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Music – Album Track

In the text
For an in-text citation work for one or two songwriters, you would use all songwriter surnames in your citation:


For a song written by three to five songwriters, you would use all songwriters’ surnames when you cite the resource for the first time in your piece of work:
Howlett, Flint, and Maxim Reality (1996, track 2)...
...(Howlett, Flint & Maxim Reality, 1996, track 2).

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al.":

Howlett et al. (1996, track 2)...
...(Howlett et al., 1996, track 2).

In the bibliography/reference list

Songwriter surname, initial(s). (Copyright year). Title of song [Recorded by Artist initial(s), Surname or Group]. On Title of album [Medium]. Location: Record Label. (Date of recording if needed e.g. for a compilation).


Notes

• The in-text citation consists of the songwriter, year of copyright, and track number. If referencing an item on vinyl, you will also need to include the side.

• If the copyright date and recording date are different, you would include both in the in-text citation

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Music Score

In the text

For an in text citation in your work for one or two composers, you would use all composer surnames in your citation:

Bowie (1998)...
...(Bowie, 1998)

Verdi (1978/1874)...
...(Verdi, 1978/1874)
In the bibliography/reference list

Composer surname, initial(s). (Year). Title. (Editors or translator initial(s). Surname) if needed). Place of publication: Publisher. (Original work published year - if applicable)


Notes

- If there is a librettist for a score, you would include their surname and initials after the composer e.g. Composer surname, initials. (Composer), & Librettist surname, initials. (Librettist) if applicable. (Year) *Title of work* Place of publication: Publisher.

- If the copyright date and recording date are different, you would include both in the in-text citation.

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Newspaper Article

In the text

For an in-text citation, you would cite the reference as follows:

Sample (2015)...
...(Sample, 2015)

In the bibliography/reference list

In print

Author Surname, Initial(s). (Full date of publication). Title of Article. *Title of newspaper, page numbers.*


Online/Electronic

Author Surname, Initial(s). (Full date of publication). Title of Article. *Title of newspaper*. Retrieved from URL

Newspaper database e.g. Nexis

Author Surname, Initial(s). (Full date of publication). Title of Article. Title of newspaper. Retrieved from URL of database homepage


Notes

- Sometimes a newspaper article is spread over a number of non-continuous pages. If this is the case separate the page numbers with a comma, e.g. pp. 1, 5, 24-25.
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Patent

In the text

For an in-text citation in your work, you would cite the reference as follows:


Great Britain Patent No. GB2494259 (2017)...

In the bibliography/reference list

Inventor surname, initial(s). (Year of issue). Patent Identifier Number. Location: Name of publisher.


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Plays

In the text

For an in-text citation, you would cite the reference as follows:

Shakespeare (1622)...
...(Shakespeare, 1622)

Shakespeare (1632)...
...(Shakespeare, 1632)

Shakespeare (1984)...
...(Shakespeare, 1984)

Shakespeare (1993)...
...(Shakespeare, 1993)

Shakespeare (2007a)...
...(Shakespeare, 2007a)

Shakespeare (2007b)...
...(Shakespeare, 2007b)

In the bibliography/reference list

Individual play

Playwright surname, initial(s). (Year of publication). *Title of play*. Editor initial(s) and Surname (if applicable). Place of publication: Publisher.(Original work published year - if applicable)

If available online

Playwright surname, initial(s). (Year of publication). *Title of play*. Editor initial(s) and Surname (if applicable). Retrieved from URL


In an anthology/complete works

**Playwright surname, initial(s). (Year of publication). Title. In. Editor(s) initial(s) and surname (Ed). *Title of anthology or collected works* (Page numbers). Place of publication: Publisher. (Original work published year - if applicable)**


Notes

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Presentation**

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames in your citation:

- Grant (2016)...
  ...(Grant, 2016).

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

- Sciamanna, Bazela and Bullingham (2016)...
  ...(Sciamanna, Bazela & Bullingham, 2016).

When you cite the resource for the second time onwards, you would use the surname of the first author followed by "et al."

- Sciamanna et al. (2016)...
  ...(Sciamanna et al., 2016).

In the bibliography/reference list

**Author surname, initial(s). (Year, Month Day). Title of document [Format Description]. Retrieved from URL**

agency-and-the-medical-arts?qid=a182e432-dc5c-4cf0-a7bb-8a1acea1d416&v=&b=&from_search=7


Notes
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

Radio

In the text
For an in-text citation in your work, you would cite the reference as follows:

Kampfner (2017)... ...(Kampfner, 2017)
Simpson (2017)... ...(Simpson, 2017)
Taylor (2017)... ...(Taylor, 2017)

In the bibliography/reference list
Producer surname, initial(s). (Year, Month Day of transmission). Title (Relevant information such as episode) [Radio Broadcast]. Retrieved from URL homepage to site

Notes

- If you are unable to locate the producer of the programme, you may use the name of the host in place of producer e.g. Carter, D. P. (Host)
- Use the URL of the homepage where you retrieved this programme from. This provides a more stable link to the programme
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Reports

In the text

For an in-text citation in your work for one or two authors, you would use all author surnames/corporate authors in your citation:

- Financial Accounting Made Easy [FAME] (2017)...
  ...(Financial Accounting Made Easy [FAME], 2017)
- Johnson and Fitzpatrick (2007)...
  ...(Johnson & Fitzpatrick, 2007).
- Joseph Rowntree Foundation (2015)...
- Mintel (2017)...
- Snowdon (2017)...
  ...(Snowdon, 2017)
- Wohlers Associates Inc. (2013)...

When you cite the resource for the second time onwards, if the corporation has a recognised abbreviation, you should use the abbreviation of the name:

- FAME (2017)...
  ...(FAME, 2017)

In the bibliography/reference list

In print

Author surname, initial(s). or Corporate author. (Year). Title of report (Paper number if needed). Place of publication: Publisher.


**Online/Electronic**

**Author surname, initial(s). or Corporate author. (Year). Title of report (Paper number if needed). Retrieved from URL**


**Notes**

- If the name of the corporation/agency/government agency is long, or is well known by an abbreviation, then the first time you cite the resource in your work you would write out the name in full with the abbreviation in square brackets after, and then use the abbreviation for second and further citations of the resource. E.g. (National Institute for Health and Care Excellence [NICE], 2016) or National Institute for Health and Care Excellence [NICE], (2016). The second and further citations would then read (NICE, 2016) or NICE (2016).

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Sculpture**

**In the text**

For an in-text citation in your work, you would cite the reference as follows:

- Bernini (ca. 1622)... *(Bernini, ca. 1622)*
- Giacometti (1955)... *(Giacometti, 1955)*
Lipchitz (1924)...
...(Lipchitz, 1924)

Merz (1969)...
...(Merz, 1969)

In the bibliography/reference list

On display e.g. in a gallery/museum

Sculptor Surname, Initial(s). (Year). Name of sculpture [Sculpture]. Location of holding institution: Holding institution.


Online e.g. on a gallery/museum website

Sculptor Surname, Initial(s). (Year). Name of sculpture [Sculpture]. Retrieved from URL


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Social Media

In the text

For an in-text citation in your work, you would cite the reference as follows

University of Sheffield Library (2017)...
...(University of Sheffield Library, 2017).

University of Sheffield Lib (2017)...
...(University of Sheffield Lib, 2017).
In the bibliography/reference list

Author surname, initial(s). [Screen name]. (Year, month, day). Title of item [item type]. Retrieved from URL

University of Sheffield Lib [UniSheffieldLib]. (2017, May 12). On this day in 1959, our Western Bank Library (then called the 'Main Library') was officially opened by T.S. Eliot http://www.sheffield.ac.uk/library/special/libcoll...[Twitter post]. Retrieved from https://twitter.com/UniSheffieldLib/status/862945694457274368

University of Sheffield Library. (2017, April 16). On this day, in 1909, the first library opened at the University of Sheffield Library [Facebook post]. Retrieved from https://www.facebook.com/UniSheffieldLib/posts/1346273698788324

Notes

• If you can only find the screen name of the author, then you would provide it as the author without using brackets

• Use the name of the page, caption, or the content of the page as title, up to 40 words

• If the item does not have any words, such as a picture, you can provide a description of the item in square brackets

• Add a retrieval date if you are referencing a whole feed or page, as the content may change e.g. Retrieved May 12 2017 from URL.

• For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Standards

In the text
For an in-text citation in your work for you would use the full corporation name in your citation with the abbreviation in square brackets next to it:

American Association for the International Association for Testing Materials [ATSM] (2012)...
...(American Association for the International Association for Testing Materials [ATSM], 2012).

British Standards Institution [BSI] (2017)...
...(British Standard Institution [BSI], 2017).

National Institute for Health and Care Excellence [NICE], (2015)...
...(National Institute for Health and Care Excellence [NICE], 2015)
When you cite the resource for the second time onwards, you should use the abbreviation of the name:

ATSM (2012)...
...(ATSM, 2012).

BSI (2017)...
...(BSI, 2017).

NICE (2015)...
...(NICE, 2015).

In the bibliography/reference list
Organisation that made the standard. (Year). Title of the standard (Standard No.). Retrieved from URL


Notes
- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Thesis (PhD)- Print
In the text
For an in-text citation, you would cite as follows:

Campbell Reid (2007)...
(Campbell Reid, 2007)

Vella (2005)...
(Vella, 2005)
In the bibliography/reference list

**Author Surname, Initial(s). (Year). Title of thesis. (Unpublished doctoral thesis). Name of institution, location, country.**


Notes

- For more information about in-text citation and referencing multiple authors, see *Creating a citation and reference list*.

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**Thesis (PhD) – Electronic**

In the text

For an in-text citation, you would cite as follows:

- Gee (2010)...  
  (Gee, 2010)
- Reid (2013)...  
  ...(Reid, 2013)

In the bibliography/reference list

**Author Surname, Initial(s). (Year). Title of thesis (Doctoral thesis, name of instution, country). Retrieved from URL**


Notes

- For more information about in-text citation and referencing multiple authors, see *Creating a citation and reference list*.

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Translated Item

In the text
For an in-text citation within your work, you would cite the reference as follows:

Dostoyevsky (1998)...
...(Dostoyevsky, 1998).

Homer (1997)...
...(Homer, 1997).

Tolstoy (1998)...
...(Tolstoy, 1998)

Tolstoy (2008)...
...(Tolstoy, 2008)

In the bibliography/reference list

In print
Author surname, initial(s). (Year). Title of item (Translator initial(s). Translator surname, trans.). Place of publication: Publisher.


Online/Electronic
Author surname, initial(s). (Year). Title of item (Translator initial(s). Translator surname, trans.). Retrieved from URL.


Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Unpublished Item

In the bibliography/reference list

Author surname, initial(s). (Year of the draft). *Title of manuscript*. Unpublished manuscript [or "Manuscript submitted for publication" or "Manuscript in preparation"] Retrieved from URL (if retrieved online).

If using a unpublished manuscript from a university

Author surname, initial(s). (Year of the draft). *Title of manuscript*. Unpublished manuscript [or "Manuscript submitted for publication" or "Manuscript in preparation"], University Department: Name of institution, City, Country

Notes

- "Unpublished work includes work that is in progress, has been submitted for publication, or has been completed but not submitted for publication. This category also includes work that has not been formally published but is available on a personal or institutional website, an electronic archive[...], or a preprint archive." (APA, 2010 p.211)

- If the work is available electronically, add where you retrieved the information.

- Do not provide the name of the journal or publisher that the manuscript has been submitted.

- A manuscript for a journal which has been accepted for publication should be referenced as Journal – Preprint (Ahead of publication).

- Use this format for work that is in draft or still in progress, and use the appropriate ending e.g. Manuscript in progress.

- You may use other endings for the reference which are appropriate for your work e.g. Unpublished data.

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Video – Database e.g. Box of Broadcasts

Documentary (One off documentary)

In the text

For an in-text citation in your work for one or two creators, you would use all creator surnames in your citation:

McGrady and Barrie (2015)...
...(McGrady & Barrie, 2015).
In the bibliography/reference list

Executive producer surname, initial(s). (Executive Producer), & Director surname, initial(s). (Director). (Year). Title of documentary [Documentary]. Retrieved from name of database


Film

In the text

For an in-text citation in your work for three to five creators, you would use all the surnames when you cite the resource for the first time in your piece of work:

Netter, Womark and Lee (2012)...  

When you cite the resource for the second time onwards, you would use the surname of the first creator followed by "et al."

Netter et al. (2012)...  
...(Netter et al., 2012).

In the bibliography/reference list

Producer surname, initial(s). (Producer), & Director surname, initial(s). (Director). (Year). Title of film [Motion Picture]. Retrieved from name of database


TV episode from a series

In the text

For an in-text citation in your work for one or two creators, you would use all creator surnames in your citation:

De Laurentiis and Walsh (2017)...  
...(De Laurentiis & Walsh, 2017).

In the bibliography/reference list

Writer Surname, Initial(s). (Writer). & Director Surname, Initial(s). (Director). (Year of original broadcast). Name of episode [Television Series Episode]. In: Executive Producer initial(s), Surname (Executive Producer(s)). Name of TV show. Retrieved from name of database

Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

**Video – Physical Format**

**Documentary (one off documentary)**

In the text

For an in-text citation in your work for one or two creators, you would use all creator surnames in your citation:

Tichy and Moore (2002)...  
...(Tichy & Moore, 2002).

In the bibliography/reference list

Executive producer surname, initial(s). (Executive Producer), & Director surname, initial(s). (Director). (Year). *Title of documentary* [Documentary]. Place of production (City): Production Studio.


**Film**

In the text

For an in-text citation in your work for three to five creators, you would use all the surnames when you cite the resource for the first time in your piece of work:

Franklin, Medavoy, Messer, Oliver and Aronofsky (2010)...  
...(Franklin, Medavoy, Messer, Oliver & Aronofsky, 2010).

When you cite the resource for the second time onwards, you would use the surname of the first creator followed by "et al."

Franklin et al. (2010)...  
...(Franklin et al., 2010).

In the bibliography/reference list

Producer surname, initial(s). (Producer), & Director surname, initial(s). (Director). (Year). *Title of film* [Motion Picture]. Country of origin: Studio

**TV episode in a series**

In the text

For an in-text citation in your work for three to five creators, you would use all the surnames when you cite the resource for the first time in your piece of work:

Virgo, Simon, and Burns (2002)...
...(Virgo, Simon & Burns, 2002).

When you cite the resource for the second time onwards, you would use the surname of the first creator followed by "et al."

Virgo et al. (2002)...
...(Virgo et al., 2002).

In the bibliography/reference list

**Writer surname, initial(s). (Writer), & Director Surname, Initial(s). (Director). (Year). Name of episode [Television Series Episode]. In: Executive Producer Initial(s), Surname (Executive Producer), Title of TV series. Place of Production (City): Production Studio**


**Notes**

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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**Video – Streaming Service**

**Documentary (one off documentary)**

In the text

For an in-text citation in your work for one or two creators, you would use all creator surnames in your citation:

Dale and Wood (2017)...
In the bibliography/reference list

Executive producer surname, initial(s). (Executive Producer), & Director surname, initial(s). (Director). (Year). Title of documentary [Documentary]. Retrieved from name of streaming service


Film

In the text

For an in-text citation in your work for three to five authors, you would use all surnames when you cite the resource for the first time in your piece of work:

Neal, Noonan, Saunders, and Waititi (2016)...
...(Neal, Noonan, Saunders, & Waititi, 2016)

When you cite the resource for the second time onwards, you would use the surname of the first creator followed by "et al."

Neal et al. (2016)...
...(Neal et al., 2016)

In the bibliography/reference list

Producer surname, initial(s). (Producer), & Director Surname, Initial(s). (Director). (Year). Title of motion picture [Motion Picture]. Retrieved from name of streaming service


TV episode in a series

In the text

For an in-text citation in your work for one or two creators, you would use all creator surnames in your citation:

Esmail (2016)...
...(Esmail, 2016).

In the bibliography/reference list

Writer surname, initial(s). (Writer), & Director Surname, Initial(s). (Director). (Year). Name of episode [Television series episode]. In Executive Producer initial(s), Surname (Executive producer(s)), Title of TV Show. Retrieved from name of streaming service.

Notes

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

**Video – Sharing Website (e.g. YouTube)**

User uploaded video

In the text

UniSheffieldLib (2016)...
...(UniSheffieldLib, 2016).

In the bibliography/reference list

**Author surname, initial(s) [Screen name]. (Year, month day). Title of video [Video file]. Retrieved from URL**


Notes

- If the name of the author is not available, then you would use the screen name in the citation and reference list

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

**Web page**

In the text

For an in-text citation, you should cite the author. If the author is an organisation, you should use the name of the organisation the first time you cite the resource with the recognised abbreviation next to it in square brackets:

Higher Education Funding Council for England [HEFCE] (2016)...
...(Higher Education Funding Council for England [HEFCE], 2016)

When you cite the resource for the second time onwards, you should use the abbreviation of the name:

HEFCE (2016)...
(HEFCE, 2016)
In the bibliography/reference list


Notes

- Include the retrieval date if the material is likely to change. If you do not include the retrieval date, the website address should read, Retrieved from URL

- Locating the date of a website and webpages can be difficult, the page you are looking at may tell you at the beginning or the end of the page or document. Do not use the footer that says ‘Last modified’ as it may not be the update for the page or document. Also be wary of the copyright date as it may be a footer for the whole website. If you cannot locate a date, use ‘n.d.’ for ‘no date’.

- If the name of the corporation/agency/government agency is long, or is well known by an abbreviation, then the first time you cite the resource in your work you would write out the name in full with the abbreviation in square brackets after, and then use the abbreviation for second and further citations of the resource. E.g. (National Institute for Health and Care Excellence [NICE], 2016) or National Institute for Health and Care Excellence [NICE], (2016). The second and further citations would then read (NICE, 2016) or NICE (2016).

- If the corporation/association/government agency has a short named, or an abbreviation that would not be easily understandable, then you would use the full name in all citations, e.g. (University of Sheffield, 2016) or University of Sheffield (2016)

- For more information about in-text citation and referencing multiple authors, see Creating a citation and reference list.

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Website

In text citation

For an in-text citation in your work for you would use the full corporation name in your citation with the abbreviation in square brackets next to it:

American Psychological Association [APA] (n.d.)...
..(American Psychological Association [APA], n.d.)
Higher Education Funding Council for England [HEFCE] (n.d.)...
...(Higher Education Funding Council for England [HEFCE], n.d.).

When you cite the resource for the second time onwards, you should use the abbreviation of the name:

APA (n.d)...
APA, n.d).

HEFCE (n.d.)...
(HEFCE, n.d.).

In the bibliography/reference list

**Author Surname, Initial/Organisation. (Year). Title. Retrieved date, from URL**


Notes

- Include the retrieval date if the material is likely to change. If you do not include the retrieval date, the website address should read, Retrieved from URL

- Locating the date of a website and webpages can be difficult, the page you are looking at may tell you at the beginning or the end of the page or document. Do not use the footer that says ‘Last modified’ as it may not be the update for the page or document. Also be wary of the copyright date as it may be a footer for the whole website. If you cannot locate a date, use ‘n.d.’ for ‘no date’.

- If the name of the corporation/agency/government agency is long, or is well known by an abbreviation, then the first time you cite the resource in your work you would write out the name in full with the abbreviation in square brackets after, and then use the abbreviation for second and further citations of the resource. E.g. (National Institute for Health and Care Excellence [NICE], 2016) or National Institute for Health and Care Excellence [NICE], (2016). The second and further citations would then read (NICE, 2016) or NICE (2016).

- If the corporation/association/government agency has a short named, or an abbreviation that would not be easily understandable, then you would use the full name in all citations, e.g. (University of Sheffield, 2016) or University of Sheffield (2016)

- For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#).

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Summary

You have reached the end of this resource.

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Take an online tutorial: Information and Digital Literacy Tutorials.

Visit our FAQs: Library FAQs

Get in touch: library@sheffield.ac.uk

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Full URLs

APA referencing guide: https://librarydevelopment.group.shef.ac.uk/referencing/apa.html

University Library’s referencing page: https://www.sheffield.ac.uk/library/idlt/referencing


Example of work attributed to Anonymous: http://find.shef.ac.uk/SFD_VU2:LSCOP_SFD:44SFD_ALMA_DS21243909170001441

Referencing Code: https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/referencing-code.pdf

APA style – What is a digital object identifier, or DOI: http://www.apastyle.org/learn/faqs/what-is-doi.aspx

APA style – finding magazine publication information: http://blog.apastyle.org/apastyle/2012/01/got-volume.html

Information and Digital Literacy Webinars: https://www.sheffield.ac.uk/library/infoskillworkshops

Information and Digital Literacy Tutorials: https://www.sheffield.ac.uk/library/idlt

Library FAQs: https://libraryhelp.shef.ac.uk/

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