



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).
- For a source with two authors, “and” connects the names if they are cited outside the brackets, e.g. Crisp and Turner (2014), but “&” is used if they are within 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



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