REFERENCING ACCORDING TO THE APA 7th STYLE: A BRIEF GUIDE

When you work on an assignment you will read widely and “borrow” the ideas and words of experts on the subject. It is essential that you always give complete and accurate references whenever you refer to the work of others from books, journals, web pages, reports etc. Examiners will deduct marks for incomplete or inaccurate referencing.

Why is referencing important?

To enable the reader to follow up the references and find the book or journal article in a library.
To enable the examiner or supervisor to check the accuracy of the information.
To demonstrate to the examiner that you have read widely a range of opinions.
To avoid plagiarism (using someone else’s ideas as your own.)

What should I reference?

Anything you refer to in your work, whether in quotation marks or not. If you have used an idea from someone else, you need to acknowledge it.
No need to reference “common knowledge”, i.e. knowledge which is found in many sources and is undisputed.
Try to avoid secondary quoting. Use the original if you can find it.

Styles

There are four different styles in use for undergraduates at Swansea University. APA 7th is an example of an Author-Date style and is used by many but not all of the colleges. Check to see which style you should use.

Important things to remember

- Give full details of each item you use in an alphabetical reference list at the end of your assignment
- In the reference list, all lines of each reference are double spaced and after the first are indented (to do this: position your cursor at the beginning of the second line and press CTRL and the Tab key simultaneously).
- Link the two authors’ names with and when cited outside parentheses. Link with an ampersand (&) inside parentheses.
- Look at the full APA guide if you can’t find the answer in this short guide.
<table>
<thead>
<tr>
<th>PUBLICATION TYPE</th>
<th>IN-TEXT CITATION</th>
<th>FULL REFERENCE</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>Book (one or two authors)</td>
<td>Healy and Mulholland (2019)…</td>
<td>Last name, Initial(s)., &amp; Last name, initial(s). (Year). <em>Title</em>. Publisher.</td>
<td>Last name + initials for author's name. Use &amp; (not and) to link authors. Italicise title. Don't include the place of publication.</td>
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<td>Book with 3 or more authors</td>
<td>Stewart et al. (2011)…</td>
<td>Last name, Initial(s)., &amp; Last name, initial(s). (Year). <em>Title</em>. Publisher.</td>
<td>NB: For 21 or more authors see the full APA guide.</td>
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<td>Edited book</td>
<td>Cash and Smolak (2011)…</td>
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<td>Abbreviate editor(s) as Ed. or Eds.</td>
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<td>E-book</td>
<td>Kneale (2019)…</td>
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<td>If the online book does not have a DOI and is from an academic research database do not include the database</td>
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<td>Web site</td>
<td>Gallagher (2020)… OR …(Gallagher, 2020).</td>
<td>Last name, Initial(s) or Group author. (Year, Month Day). Title. Website name. URL Gallagher, J. (2020, August 4). Testing and tracing 'key to schools returning', scientists say. BBC News.</td>
<td>If no personal author named use name of body responsible for authorship. When the author and website name are the same omit the</td>
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Page numbers
If you are quoting or are using ideas from a specific page or pages of a work, you are encouraged to provide a page or paragraph number.

If you are referring to only one page of a book, type p. before the page number e.g. (Milner & O’Byrne, 2009, p. 20).

If you are referring to more than one page of a book, type pp. before the page numbers e.g. (Milner & O’Byrne, 2009, pp. 20-21).

If you are quoting from an ebook which does not display page numbers, name the major sections (often the chapter, section, and paragraph number). This is an example of a direct quotation: One of the author’s points is that “people don’t rise from nothing” (Gladwell, 2008, Chapter 1, Section 2, para. 5).

Direct quote in-text citation examples
You can include direct quotes in the following ways, depending on your sentence structure:

Discussing data collection, Matthews and Ross (2010) note that “it is a practical activity, one that has to be carried out with time, spatial and resource constraints” (p.181), and therefore needs careful consideration.

Or when the quote ends the sentence:
Careful consideration is needed with data collection as “it is a practical activity, one that has to be carried out with time, spatial and resource constraints” (Matthews & Ross, 2010, p.181).

Further information and advice

Working with Endnote

Choose the Bibliographic Style – APA 7th if using Endnote software.

On Library Guides

Visit the APA referencing pages [http://libguides.swansea.ac.uk/apa7referencing](http://libguides.swansea.ac.uk/apa7referencing)

On the web


The APA Style Blog ([https://apastyle.apa.org/blog](https://apastyle.apa.org/blog)) covers many tricky item types – see the Search option at the top right.

Books in the Library