Swansea University

REFERENCING ACCORDING TO THE APA 7th STYLE
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What is Referencing?

When writing an assignment your own thoughts and ideas build on those of other writers and researchers.

When you find a source that you wish to use in your assignment, write down all the information you need. If you do not do this, you will need to find the source again in future, as you will be penalised if you submit incomplete references in your assignment. This guide will indicate what information you need to record for each different type of source.

Why Reference?

The main reasons are:

To enable your lecturer to follow up the references and find the book or journal article in a library.

To demonstrate to your lecturer that you have read a wide range of opinions.

To enable your lecturer to check the accuracy of the information you've given.

Good referencing will assist in avoiding accusations of plagiarism.

You will lose marks if you do not acknowledge sources.

What is a Referencing “Style”?  

APA 7th is a well-documented and authoritative style, well suited to many disciplines. The style works well in bibliographic software packages such as EndNote (Desktop) and EndNote Basic (also known as EndNote Online and EndNote Web). In EndNote choose the Bibliographic Style – APA 7th.

APA style uses the author-date citation system, in which a brief in-text citation directs readers to a full reference list entry. Give full details of each item in an alphabetical reference list at the end of your assignment.

Cite only works that you have read and ideas that you have incorporated into your writing. In addition to crediting the ideas of others that you used to develop your work, provide documentation for all facts and figures that are not common knowledge. Both paraphrases and direct quotations require citations.
Each work cited in the text must appear in the reference list, and each work in the reference list must be cited in the text. There are a few exceptions to these guidelines:

- Personal communications, which are unrecoverable sources, are cited in the text only.
- General mentions of whole websites, journals, common software and apps in the text do not require a citation or reference list entry.

Primary and Secondary Sources (Secondary Referencing)

A primary source reports original content; a secondary source refers to content first reported in another source. Cite secondary sources sparingly—for instance, when the original work is out of print or unavailable. If possible, find the primary source, read it, and cite it directly rather than citing a secondary source.

When citing a secondary source, provide a reference list entry for the secondary source that you used. In the text, identify the primary source and then write “as cited in” the secondary source that you used. If the year of publication of the primary source is known, also include it in the text. For example, if you read a work by Jasper (2013) in which Gibbs (1988) was cited, and you were unable to read Gibbs’ work yourself, cite Gibbs’ work as the original source, followed by Jasper’s work as the secondary source. Only Jasper’s work appears in the reference list.

Parenthetical citation: (Gibbs, 1988, as cited in Jasper, 2013)


What is Plagiarism?

Plagiarism is using someone’s words, ideas or images and passing them off as your own, without acknowledging your source. Self-plagiarism is using your own previously published work as new scholarship.

How do I Present Referenced Material in my Assignment?

There are two ways to refer to the works of other authors: paraphrasing and direct quotes.

Paraphrasing allows you to summarise another author’s ideas in your own words, whilst still acknowledging the original source. Quotation marks are not needed. A concise well-paraphrased account demonstrates your understanding of what you
have read. You will be expected to paraphrase your sources most of the time, rather than directly quoting.

A paraphrase may continue for several sentences. In such cases, cite the work being paraphrased on first mention. Once the work has been cited, it is not necessary to repeat the citation as long as the context of the writing makes it clear that the same work continues to be paraphrased. If in doubt, then repeat the citation as required. If the paraphrase continues into a new paragraph, reintroduce the citation.

Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one when it would help an interested reader locate the relevant passage in a long or complex text.

**Direct quotes** can be used. However, an assignment cannot be a ‘cut and paste’ exercise. Quotations should be used sparingly, as the person reading the assignment wants to see your views and analysis of what you have read. When you use a direct quote always give the page number(s) or for non-paginated material see heading Direct quotation of material without page numbers. The format of a direct quotation depends on its length (fewer than 40 words or 40 words or more).

### Example of Paraphrasing

**Text from the original article:** Little is known about whether and how early childhood living arrangements affect adult children's propensity to take aging parents into their homes. Past research on caregiving has focused on the characteristics of current family structure such as sibling composition, the marital status of parent or child, or competing roles (Szinovacz, 1997).

**Bad paraphrasing:** Not much is known about how living arrangements in childhood affect adult children's willingness to take elderly parents into their homes. Past research on looking after elderly parents has focused on the characteristics of current family structure such as brothers and sisters, the marital status of parent or child, or competing roles (Szinovacz, 1997). = only a few words have been changed, not reflecting any understanding or interpretation of the original.

**Good paraphrasing:** Research has tended to focus on the effect of current family structure on adult children’s willingness to look after their elderly parents – in consequence, little is known about the effects of childhood living arrangements (Szinovacz, 1997). = the content has been rephrased.

### Examples of Direct Quotes

When quoting always provide the author, year and page number (or paragraph number for non-paginated material). For quotations under 40 words, incorporate it
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.

If the quotation appears at the end of the sentence, end the quotation with quotation marks, cite the source in parentheses and end with a full stop after the closed parenthesis. For example:

“It is a practical activity, one that has to be carried out with time, spatial and resource constraints” (Matthews & Ross, 2010, p. 181).

If the quotation is 40 words or more (not something that you should expect to do) then do not use quotation marks but indent the quotation by half an inch (to do this: position your cursor at the beginning of the second line and press CTRL and the Tab key simultaneously) on the left margin (in the same position as a new paragraph). Double-space the entire block quotation. Either cite the source in parentheses after the quotation’s final punctuation or cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation’s final punctuation. Do not add a full stop after the closing parenthesis in either case. For example:

Careful consideration of method is needed with data collection as it is a practical activity, one that has to be carried out with time, spatial and resource constraints. It is therefore important to consider how valid social research data can be collected effectively and efficiently within those constraints. The history of social research has included the development of a range of research ‘tools’ to help social researchers to organise and manage the task of data collection. (Matthews & Ross, 2010, p. 181)

**Quotations That Contain Material Already in Quotation Marks**

If you source includes a direct quotation from another work, and you would like to use the same direct quotation in your paper, it is best to read and cite the original source directly. If the original source is unavailable, cite the quotation using the secondary source (see Primary and secondary sources (secondary referencing)).
For quotations of fewer than 40 words, single quotation marks are used within double quotation marks when the original text was enclosed in double quotation marks. For example:

Miele (1993) found that “the ‘placebo effect,’ which has been verified” (p. 276).

For quotations of 40 words or more, use double quotation marks around quoted material. For example:

It is also worth considering the need for subjective certainty:

If a conjecture is just mere guess, one would expect the same bias to occur, because it might likely come along with the metacognition of “I know I am/was just guessing,” which would counteract retrospectively increased perceptions of foreseeability. (von der Beck & Cress, 2018, p. 97)

**Direct Quotation of Material Without Page Numbers**

**Textual works**

To quote directly from written material that does not contain page numbers (e.g., webpages and websites, some e-books), provide readers with another way of locating the quoted passage. Any of the following approaches is acceptable; use the approach that will best help readers find the quotation:

Provide a heading or section name.

For people with osteoarthritis “painful joints should be moved through a full range of motion every day to maintain flexibility and to slow deterioration of cartilage” (Gecht-Silver & Duncombe, 2015, Osteoarthritis section).

Provide an abbreviated heading or section name in quotation marks to indicate the abbreviation if the full heading or section name is too long to cite in full. In the next example, the original heading was “What Can You Do to Prevent Kidney Failure?” and the items are quoted separately because they originally appeared as part of a bulleted list.

To prevent kidney failure, patients should “get active,” “quit smoking,” and “take medications as directed” (Centers for Disease Control and Prevention, 2017, “What Can You Do” section).

Provide a paragraph number (count the paragraphs manually if they are not numbered).
People planning for retirement need more than just money—they also “need to stock-pile their emotional reserves” to ensure adequate support from family and friends (Chamberlin, 2014, para. 1).

Provide a heading or section name in combination with a paragraph number.

Music and language are intertwined in the brain such that “people who are better at rhythmic memory skills tend to excel at language skills as well” (DeAngelis, 2018, Musical Forays section, para. 4).

Note that the name of the section or other part of the work will not necessarily appear in the reference list entry should be for the page you used, not for only that section of the page.

Changes in a Quotation Requiring No Explanation

The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter to fit the context of the sentence in which the quotation appears. The punctuation marks at the end of a quotation may be changed to fit the syntax of the sentence, as long as meaning is not changed (e.g., it might alter meaning to change a full stop to a question mark, depending on how the sentence is written). Single quotation marks may be changed to double quotation marks and vice versa. Any other changes must be indicated (e.g., italicising words for emphasis or omitting words) must be explicitly indicated.

Changes When Quoting That Require Explanation

Use an ellipsis to indicate that you have omitted words within a quotation (e.g., to shorten a sentence or tie two sentences together). Either type three full stops with spaces around each ( . . . ) or type three full stops in a row ( … ), with a space before and after. Do not use an ellipsis at the beginning or end of a quotation at the point where the source’s text begins or ends. Use four full stops- that is a full stop plus an ellipsis ( . . . )- to show a sentence break within omitted material.

If you want to emphasise a word or words in a quotation, italicise the word or words. Immediately after the italicised words, insert within square brackets the words [emphasis added].
Italics

Use italics for the following:

Key terms or phrases, often accompanied by a definition:

*Mindfulness* is defined as “the act of noticing new things, a process that promotes flexible responding to the demands of the environment” (Pagnini et al., 2016, p. 91).

Titles of books, reports, webpages, and other stand-alone works:

*Publication Manual of the American Psychological Association*

Titles of journals:

*Nursing Standard*

Appendices

If your work has only one appendix, label it “Appendix”; if your work has more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order given in the text. Begin each appendix on a separate page after references. Centre and bold the word Appendix and the identifying capital letters (A, B, etc., in the order given in the text) at the top of the page. The appendix title should describe its contents. Centre and bold the appendix title and use uppercase and lowercase letters. Each appendix should be mentioned at least once in the text by its label e.g., (“see Appendix A”).

The appendix may consist of text, tables, figures, or a combination of these. If a text appendix contains tables, figures, etc., give each one a number preceded by the letter of the appendix in which it appears (e.g., Table A1 is the first table within Appendix A or of a sole appendix that is not labelled with a letter. All tables and figures within a text appendix must be mentioned in the appendix and numbered in order of mention.

If an appendix consists of a table only or a figure only, then the appendix label takes the place of the table or figure number, and the appendix title takes the place of the title or figure title. Thus, if Appendix B is a table-only appendix, the table is referred to as Appendix B rather than Table B1.
In-Text Citations

How do I cite authors in my assignment?

In-text citations have two formats: parenthetical and narrative as below.

One or Two Authors

In-text citation requires that the last name of the author and the year of publication be inserted into the text, for example:

Anderson (2015) states that ...

or

(Anderson, 2015)

If there are two authors of a work, both should be cited.

Anderson and Morgan (2020) state that ...

or

(Anderson & Morgan, 2020)

Note. Link the two authors’ names with and when cited outside parentheses. Link with an ampersand (&) inside parentheses. In tables and figures, use an ampersand between names in both parenthetical and narrative citations.

Three or More Authors

If there are three or more authors of a work, include the name of only the first author plus “et al.” in every citation, including the first citation, unless doing so would create ambiguity.

To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to “et al.” in every citation. For example, two works have the following authors:


Kapoor, Bloom, Zucker, Tang, Koroglu, L’Enfant, Kim, and Daly (2017)

Both these citations shorten to Kapoor et al. (2017). To avoid ambiguity when citing them both, cite them as follows:

Kapoor, Bloom, Montez, et al. (2017)

Because “et al.” is plural (meaning “and others”), it cannot stand for only one name. When only the final author is different, spell out all names in every citation.

Hasan, Liang, Kahn, and Jones-Miller (2015)
Hasan, Liang, Kahn, and Weintraub (2015)

**More Than One Work Cited**

If you cite two or more works within the same parentheses they should be in alphabetical order of author, separating them with semicolons.

(Esterhuizen, 2019; Johns & Cole, 2017; Tanguay et al., 2020).

Arrange two or more works by the same authors (in the same order) by year of publication. Place citations with no date first, followed by works with dates in chronological order, in-press citations appear last. Give the authors’ last names once; for each subsequent work, give only the date.

(Frawley, n.d., 2015, 2018)

In the case of multiple works in which some author names have been abbreviated to “et al.”, place the citations in chronological order (regardless of the order in which they appear in the reference list).

Carraway et al., 2013, 2014, 2019)

**Author with Two or More Cited Works in Same Year**

Use lower case letters (a, b etc.) to distinguish between works published in the same year by the same author or authors.

(Nigam et al., 2019a)
(Nigam et al., 2019b)
(Frawley, n.d.-a, n.d.-b)

The suffixes are assigned in the reference list, where references are ordered alphabetically by title (of the article, chapter, or complete work).

**Unknown or Anonymous Author**

When a work has no identified author, cite in text the title and the year. If the title of the work is italicised in the reference, also italicise the title in the in-text citation. If the title of the work is not italicised in the reference, use double quotation marks around the title in the in-text citation. Capitalise these titles in the text using title case (major words are capitalised), even though sentence case (most words are lowercased) is used in the reference list entry. If the title is long, shorten it for the in-text citation.

Book with no author: *(Interpersonal Skills, 2019)*
Journal, article with no author: ("Understanding Sensory Memory," 2018)

When a work’s author is overtly designated as “Anonymous”, cite in text the word Anonymous followed by a comma and the date:

(Anonymous, 2017)

**Authors with the Same Last Name**

If a reference list includes publications by two or more primary authors with the same last name, include the first author’s initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references.

In-text citation

(M. Jones et al., 2020; S. Jones, 2019)

If it is necessary to clarify that two names refer to different people to avoid confusion, include the first name of the first author in the in-text citation: “Mari Jones et al. (2020) stated X, whereas Steve Jones (2019) stated Y.”

**Websites**

It can be difficult to identify the author of a webpage from an organisational or government website, the organisation or government agency is considered the author, unless otherwise specified. Searching the 'About Us' or 'Contact Us' will help to identify the author. If no author can be found, treat the work as having no author.

**Abbreviating Group/Corporate Authors**

If a reference has a group author, the name can sometimes be abbreviated. Abbreviate in the text only if it is conventional and if the reader is more familiar with the abbreviation than with the expanded form or if considerable space can be saved.

Narrative format, first citation in text

Nursing & Midwifery Council (NMC, 2018)

Subsequent citations in text

NMC (2018)

Parenthetical format, first citation in text

(Nursing & Midwifery Council (NMC), 2018)

Parenthetical format, subsequent citations in text

(NMC, 2018)
In the reference list entry, do not abbreviate the group author name. Instead, spell out the full name of the group as presented in the source.

If a work has three or more group authors, the in-text citation is also shortened as with three or more personal authors. For example:

(Royal College of Nursing et al., 2020)
References

What Will My Reference List Look Like?

The rules for APA referencing require that references are accurate, complete and useful to readers.

The reference list should be started on a new page. The word “References” should be in bold and centred as above.

The reference list must be in alphabetical order. You alphabetise by the name of the first author, letter by letter. In APA Style, “nothing precedes something”: Loft, V. H. precedes Loftus, E. F. Disregard spaces, capitalisation, hyphens, apostrophes, full stops and accent marks.

One-author entries should be arranged by year of publication, the earliest first. References with no date precede references with dates.

One-author entries should precede multiple-author entries beginning with the same first author, even if the multiple-author work was published earlier.

To differentiate references with the same author and year, put a lowercase letter after the year in both the in-text citation and the reference list entry.

The letter format for references with years is “2020a,” “2020b.”

The letter reference format for references with no date is “n.d.-a,” “n.d.-b.”

References with only a year precede those with more specific dates, and specific dates are placed in chronological order.


When alphabetising titles file by the first significant word (ignore “A,” “An,” “The.”). However, if references with the same author and date are identified as articles in a series (e.g., Part 1 and Part 2), order the references in the series order, regardless of the titles’ alphabetical order.

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).

Alphabetise numerals as though they were spelled out. Thus, “Top 100 business schools” precedes “Top 10 nursing specialties”.

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Group Authors

Sometimes it can be difficult to know whether to credit a group author or the individuals who wrote on behalf of that group: for example, the individuals who wrote a work may be credited in the acknowledgements section. To confirm, consult the cover or title page of the work. If the cover or title page lists only the name of the group author, treat the reference as having a group author. If the cover or title page lists the names of individuals, treat the reference as having individual authors, and include the name of the group as part of the source (where you can retrieve the work). When a document includes a suggested reference, the author names included in that reference indicate who should be credited (note that the format of the suggested reference may need to be adjusted for APA Style).

No Author

A work is treated as having no author when its author is unknown or cannot reasonably be determined. In this case, move the title of the work to the author position (followed by a full stop), before the date of publication.


If, and only if, the work is signed “Anonymous,” use “Anonymous” as the author.


Date

For books, use the copyright date shown on the work’s copyright page as the date of publication in the reference. For a journal article reference, use the year of the volume, even if it is different from the copyright year.

When citing webpages and websites, ensure that the copyright date applies to the content you are citing. Do not use a copyright date from a webpage or website footer because this date may not indicate when the content on the site was published. If a note indicates the “last updated” date of the page, use that date if it applies to the content you are citing. If no separate date of publication is indicated for the work on the webpage, treat the work as having no date.

Do not include a date of last review in a reference because content that has been reviewed has not necessarily been changed.

Sometimes the publication date of a work is unknown or cannot be determined. For works with no date, write “n.d.” in parentheses.

Frawley, A. (n.d.).

The date also appears as “n.d.” in the corresponding in-text citation.

(Frawley, n.d.). or Frawley (n.d.)
### Book with One Author

Last name, Initial(s). (Year). *Title* (ed.). Publisher.

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parenthetical citation: (Neville, 2016)</td>
</tr>
<tr>
<td>Narrative citation: Neville (2019)</td>
</tr>
</tbody>
</table>

### Book with Two Authors or More

Last name, Initial(s)., & Last name, initial(s). (Year). *Title* (ed.). Publisher.

<table>
<thead>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parenthetical citations: (McMillan &amp; Weyers, 2011; Phillips, Ajrouch, &amp; Hillcoat-Nalletamby, 2010)</td>
</tr>
</tbody>
</table>

When there are 21 or more authors, include the first 19 authors’ names, insert an ellipsis (but no ampersand), and then add the final author’s name (see journal article with a DOI, 21 or more authors for an example).

### Edited Book

Last name, Initial(s)., & Last name, Initial(s). (Ed.). (Year). *Title* (ed.). Publisher. DOI

| --- |
Parenthetical citations: (Cash & Smolak, 2011; Cassell et al., 2018)

Narrative citations: Cash and Smolek (2011) and Cassell et al. (2018)

Use the abbreviation “(Ed.)” for one editor and the abbreviation “(Eds.)” for multiple editors after the editor names.

**E-book**

Last name, Initial(s)., & Last name, initial(s). (Year). *Title*. Publisher. DOI


[https://dx.doi.org/10.4135/9781526430212](https://dx.doi.org/10.4135/9781526430212)


Parenthetical citations: (Cassell et al., 2018; Phillips et al., 2010)
Narrative citations: Cassell et al. (2018) and Phillips et al. (2010)

**Chapter in Edited Book**

Last name, Initial(s)., & Last name, Initial(s). (Year). Chapter title. In Initial. Last name (Eds.), *Book title* (ed., pages of chapter). Publisher.


Woodhead.


Parenthetical citations: (Benton., 2011; Bowden, 2017)
Narrative citations: Benton (2011) and Bowden (2017)
Chapter in an Edited E-book

Last name, Initial(s)., Last name, Initial(s). (Year). Chapter title. In Initial. Last name (Eds.), Book title (ed., pages of chapter). Publisher. DOI of chapter


Parenthetical citation: (Aron et al., 2019)  
Narrative citation: Aron et al. (2019)

Entry in an Online Dictionary

Group Author. (Year). Word defined. In Title. Retrieved Month Date, Year, from URL


Parenthetical citations: (American Psychological Association, n.d.; Merriam-Webster, n.d.)  
Narrative citations: American Psychological Association (n.d.) and Merriam-Webster (n.d.)

To quote a dictionary definition, here is an example that is not paginated: Semantics refers to the “study of meanings” (Merriam-Webster, n.d., Definition 1). Because entries in the APA Dictionary of Psychology and Merriam-Webster’s Dictionary are updated over time and are not archived, include a retrieval date in the reference.

The author and publisher are the same for the dictionaries in the examples, so the name appears in the author element only to avoid repetition.
Journal Article

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. *Journal title, volume number* (issue or part number), page numbers.


Parenthetical citation: (Nigam et al., 2019)
Narrative citation: Nigam et al. (2019)

Online Journal Article With a DOI

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. *Journal title, volume number* (issue or part number), page numbers. DOI


[https://doi.org/10.1017/S0144686X18000697](https://doi.org/10.1017/S0144686X18000697)

Parenthetical citation: (Francis-Coad et al., 2108)
Narrative citation: Francis-Coad et al. (2018)
Online Journal Article With a DOI, 21 or More Authors

Last name, Initial(s)., … Last name, Initial(s). (Year). Article title. Journal title, volume number (issue or part number), page numbers. DOI


Parenthetical citation: (Kalnay et al., 1996)
Narrative citation: Kalnay et al. (1996)

Online Journal Article with an Article Number or eLocator

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. Journal title, volume number (issue or part number), Article number. DOI

Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019), Body ownership increases the interference between observed and executed movements. PLOS ONE, 14(1), Article e0209899.

https://doi.org/10.1371/journal.pone.0209899

Parenthetical citation: (Burin et al., 2019)
Online Journal Article, Advance Online Publication

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. Journal title, Advance online publication. DOI


Parenthetical citation: (Huestegge et al., 2019)
Narrative citation: Huestegge et al. (2019)

Online Journal Article Without a DOI, With a Non-database URL

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. Journal title, volume number (issue or part number), page numbers. URL


https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31

Parenthetical citation: (Ahmann et al., 2018)
Narrative citation: Ahmann et al. (2018)

If the journal article does not have a DOI and is from an academic research database, end the reference after the page range. The reference in this case is the same as for a print journal article.

If the journal article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online journal that is not part of a database), include the URL of the article at the end of the reference.
Cochrane Database of Systematic Reviews

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. Cochrane Database of Systematic Reviews. DOI

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Reference</th>
</tr>
</thead>
</table>

Parenthetical citation: (Jordan et al., 2016; Moore & Patton, 2019)
Narrative citation: Jordan et al. (2016) and Moore and Patton (2019)

Newspaper Article

Last name, Initial(s)., & Last name, Initial(s). (Year, Month Date). Article title. Newspaper title, page numbers.

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruddick, G. (2013, October 3). Tesco suffers sales slump in all global businesses; UK rivals gain ground but boss Clarke confident turnaround plan is working.</td>
<td></td>
<td><a href="https://www.telegraph.co.uk">Daily Telegraph, Business News 1</a></td>
</tr>
</tbody>
</table>

Parenthetical citations: (Ruddick, 2013)
Narrative citations: Ruddick (2013)

In the source element of the reference, provide at minimum the title of the newspaper in italics.
If you used a print version of the newspaper article provide the page or pages of the article after the newspaper title.
Online Newspaper

Last name, Initial(s)., & Last name, Initial(s). (Year, Month Date). Article title. *Newspaper title*, page numbers. URL


Parenthetical citations: (Carey, 2019; Graham, 2013)
Narrative citations: Carey (2019) and Graham (2013)

If the newspaper article is from an online newspaper that has a URL that will resolve for readers (as in the Carey example), include the URL of the article at the end of the reference. If volume, issue, and/or page numbers for the article are missing, omit these elements from the reference.
If the newspaper article is from an academic research database, provide the title of the newspaper and any volume, issue, and/or page numbers that are available for the article. Do not include database information in the reference. If the article does not have volume, issue, or page numbers available, the reference in this case ends with the title of the newspaper.

Magazine Article

Last name, Initial(s)., & Last name, Initial(s). (Year, Month, Date). Title of article. *Title of Magazine, volume*(issue or part number), page numbers. DOI/URL


Parenthetical citation: (“Time for Plan Z”, 2013)
Narrative citation: “Time for Plan Z” (2013)

If a magazine article has a DOI, include the DOI in the reference.
If the magazine article does not have a DOI and is from an academic research database, end the reference after the page range (as in the “Time for Plan Z” example).
If the magazine article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online magazine that is not part of a database), include the URL of the article at the end of the reference. If the magazine article does not have volume, issue, and/or page numbers (e.g., because it is from an online magazine), omit the missing elements from the reference.
Book Review Published in a Journal


Parenthetical citation: (Nagorski, 2013)
Narrative citation: Nagorski (2013)

Website

Last name, Initial(s) OR Group Author. (Year, Month Day). Title. Site Name. URL


http://www.1000livesplus.wales.nhs.uk/applying-prudent-healthcare


https://www.census.gov/popclock/

Parenthetical citations: (Department of Health and Social Care, 2020; Gallagher, 2020; 1000 Lives Improvement, 2019; U.S. Census Bureau, n.d.)
For articles from news websites name the news website after the title. Common examples are BBC News, Sky News and CNN. These sites do not have associated daily or weekly newspapers. Some documents have a title that begins with a number, treat the numeral as though it was spelled out (for example, alphabetise “1000” as if it was “one thousand”. In the example above it will be filed as though the entry was “One Thousand Lives Improvement”. For a page on a government website without individual authors, use the specific department responsible for the webpage as the author (as in the Department of Health and Social Care example). For a page from an organisation’s website without individual authors, use the name of the organisation as the author (as in the 1000 Lives Improvement example). Because the author of the webpage and the site name are the same, omit the site name from the source element to avoid repetition. When contents of a page are designed to change over time but are not archived, include a retrieval date in the reference (as in the U.S. Census Bureau example).

**Official Publication**

Group Author (Year). *Title* (Report number). Source. URL


Parenthetical citation: (Department of Health, 1998)  
Narrative citation: Department of Health (1998)

There have been 6 series of command papers over the years with different abbreviations for “command”. Ensure you use the correct abbreviation.

<table>
<thead>
<tr>
<th>Series</th>
<th>Abbreviation</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>1 – 4222</td>
<td>1833-69</td>
</tr>
<tr>
<td>Second</td>
<td>C 1 - C 9550</td>
<td>1870-99</td>
</tr>
<tr>
<td>Third</td>
<td>Cd 1 - Cd 9239</td>
<td>1900-18</td>
</tr>
<tr>
<td>Fourth</td>
<td>Cmd 1 - Cmd 9889</td>
<td>1919-56</td>
</tr>
<tr>
<td>Fifth</td>
<td>Cmnd 1 - Cmnd 9927</td>
<td>1956-86</td>
</tr>
<tr>
<td>Sixth</td>
<td>Cm 1 -</td>
<td>1986-</td>
</tr>
</tbody>
</table>
Online Official Publications

Group Author. (Year). Title (Report number). Source.URL


Parenthetical citations: (Health & Care Professions Council, 2014; Mid Staffordshire NHS Foundation Trust Public Inquiry, 2013; National Institute for Health and Care Excellence, 2019; Shaw et al., 2015; Welsh Assembly Government, 2003)

Provide the publisher of the report and its URL in the source element of the reference. Provide the name of the website from which the guideline was obtained in the source element of the reference. If the publisher/website name is the same as the author, omit the site name to avoid repetition (as in the NICE guideline example).

**Code of Ethics/Practice**

Group Author. (Year). *Title*. URL


[https://www.basw.co.uk/system/files/resources/Code%20of%20Ethics%20AUG18.pdf](https://www.basw.co.uk/system/files/resources/Code%20of%20Ethics%20AUG18.pdf)


When the author and publisher are the same, omit the publisher name to avoid repetition.
To cite a specific section of an ethics code, create a reference to the full code and then indicate the specific section in the in-text citation. Use the language of the code to refer to sections (e.g., sections, provisions, standards). For example:
Parenthetical citation to section of an ethics code: (American Psychological Association, 2017, Standard 3.04)
Narrative citation to section of an ethics code: American Psychological Association (2017, Standard 3.04)

Published Dissertation or Thesis
Last name, Initial(s). (Year). Title of doctoral dissertation or master's thesis (Publication No.) [Doctoral dissertation or Master's thesis]. Name of database. URL


https://search.proquest.com/docview/2341078154?accountid=14680

Parenthetical citations: (Miranda, 2019; Wolton, 2018)  
Narrative citations: Miranda (2019), and Wolton (2018)

A dissertation or thesis is considered published when it is available from a database such as ProQuest Dissertations and Theses Global or PDQT Open, an institutional repository, or an archive. If the database assigns publication numbers to dissertations and theses, include the publication number in parentheses after the title of the dissertation or thesis without italics.

Unpublished Dissertation or Thesis

Last name, Initial(s). (Year). Title of doctoral dissertation or master’s thesis  


Parenthetical citation: (Bowler, 2010; Pope, 2013)  
Narrative citation: Bowler (2010), and Pope (2013)

Personal Communication

Personal communications such as emails, personal interviews, telephone conversations, online chats or direct messages, live speeches, unrecorded classroom lectures do not provide recoverable data and are not included in the reference list. Cite personal communications in the text as follows:

S. Hillcoat-Nalletamby (personal communication, June 3, 2020) or  
(S. Hillcoat-Nalletamby, personal communication, June 3, 2020)
Use a personal communication citation only when a recoverable source is not available. For example, if you learned about a topic via a classroom lecture, it would be preferable to cite the research on which the academic based the lecture.

**Act of UK Parliament**

- Acts of Parliament should not be included in APA reference lists or bibliographies at all. However, on the first mention of the act a full citation is given in the text of your assignment which includes:

<table>
<thead>
<tr>
<th>Short title Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children Act 1989</td>
</tr>
</tbody>
</table>

**Domestic Violence, Crime and Victims Act 2004**

- No comma should appear between the word Act and the year.
- Use capitalisation as shown on the front cover of the Act.
- Do not italicise the Act’s title.
- After the first mention of the Act, the short title or a recognised abbreviation of it can be used without the date, if there is no cause for confusion.
- If you choose to abbreviate an Act's title by using initials you must show this when you first mention the Act and give the full reference in your citation, e.g.

  Domestic Violence, Crime and Victims Act 2004 [DVCVA]

  could thereafter be referred to as DVCVA.

- These acts used by social workers are frequently abbreviated like so:

<table>
<thead>
<tr>
<th>Children Act 1989</th>
<th>CA 1989</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children (Leaving Care) Act 2000</td>
<td>C(LC)A 2000</td>
</tr>
<tr>
<td>Disability Discrimination Act 1995</td>
<td>DDA 1995</td>
</tr>
</tbody>
</table>

- **Citing a specific section of an act: examples**

  S.1 of the Children Act 1989 states that....

  OR

  According to s.1 of the Children Act 1989....

  OR

  The welfare of the child must be the ‘paramount consideration’ of the court (Children Act 1989, s.1)
Bill (either House of Commons or House of Lords)

- Bills are not included in APA reference lists or bibliographies at all. However, on the first mention of the bill in the text of your assignment a full citation is given stating:

Title of Bill  House in which it originated  Bill (Parliamentary session) [Bill number]

<table>
<thead>
<tr>
<th>Children (Access to Parents) HC Bill (2012-13) [33]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Care at Home HL Bill (2009-10) [23]</td>
</tr>
</tbody>
</table>

- Use capitalisation for title as shown on the front cover of the Bill.
- Do not italicise the Bill’s title.
- Abbreviate House of Commons or Lords as HC or HL.
- Sessional years in round brackets.
- Bill number in square brackets.

Statutory Instrument (orders and measures)

- Statutory Instruments are not included in reference lists or bibliographies at all. However, on the first mention of a Statutory Instrument a full citation is given stating:

Title  SI  Year  No.  Number

| Children (Leaving Care) (England) Regulations SI 2001 No. 2874 |

- No comma should appear between the title and the date.
- Use capitalization for title as shown on the front cover of the SI.
- Do not italicise the SI’s title.

White Paper

Group author. (Year). Title [White paper]. Source. URL.


Parenthetical citation: (Department for Business Innovation & Skills, 2016)
Narrative citation: Department for Business Innovation & Skills (2016)
Law report (case law)

- Case law is not included in reference lists or bibliographies at all. However, on the first mention of a case in an assignment a full citation is given stating:

_Parties to the case_ [year] Volume number  Abbreviation for name of report  First page of report

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Law report series</th>
<th>Where found</th>
</tr>
</thead>
<tbody>
<tr>
<td>All ER</td>
<td>All England Law Reports</td>
<td>KF60.A5  Level 4 East wing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; online on Lexis</td>
</tr>
<tr>
<td>WLR</td>
<td>Weekly Law Reports</td>
<td>KF55.W2  Level 4 East wing</td>
</tr>
<tr>
<td>FLR</td>
<td>Family Law Reports</td>
<td>K1.F16  Level 4 East wing</td>
</tr>
<tr>
<td>FCR</td>
<td>Family Law Reporter</td>
<td>Not held in Library</td>
</tr>
<tr>
<td>CCLR</td>
<td>Community Care Law Reports</td>
<td>K1.C5567 Level 4 East wing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1999-2005 only</td>
</tr>
<tr>
<td>EHRR</td>
<td>European Human Rights Reports</td>
<td>K1.E73  Level 4 East wing</td>
</tr>
</tbody>
</table>

Devolved legislation from Wales:

(i)  **Measure of the National Assembly for Wales, 2007- 2011**

Rights of Children and Young Persons (Wales) Measure 2011 (nawm 2)

Social Care Charges (Wales) Measure 2010 (nawm 2)
Mental Health (Wales) Measure 2010 (nawm 7)

- nawm is the abbreviation for National Assembly Wales Measure. Each measure has a reference number.

(ii) Act of the National Assembly for Wales, 2011 to 2020 and Acts of the Welsh Parliament or Senedd 2020- (Acts are not included in reference lists or bibliographies at all)

<table>
<thead>
<tr>
<th>Title</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Byelaws (Wales) Act 2012</td>
<td></td>
</tr>
</tbody>
</table>

(iii) Statutory Instrument of the National Assembly for Wales (Statutory instruments are not included in reference lists or bibliographies at all)

<table>
<thead>
<tr>
<th>Title</th>
<th>Year/Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Adoption Agencies (Wales) (Amendment) Regulations 2012/1905</td>
<td></td>
</tr>
<tr>
<td>The Single Education Plan (Wales) Regulations 2006/877</td>
<td></td>
</tr>
</tbody>
</table>

**European Union legislation**

As with UK laws, EU laws or conventions should not be included in APA reference lists or bibliographies at all. However, on the first mention of the document a full citation is given in the text of your assignment.

(i) **Primary legislation example**

<table>
<thead>
<tr>
<th>Title</th>
<th>Year [Standard abbreviation]</th>
</tr>
</thead>
</table>

(ii) **Secondary legislation, for example a directive from the Council of Europe**

When citing EU legislation for the first time, include:

Legislation type Number Title Publication details from the Official Journal (OJ) of the European Union. The OJ citation is given in the order: [year] OJ series number/page.

- Titles are not italicised.
- No comma between title and date.
- Secondary EU legislation such as directives and regulations are always published in the *Official Journal of the European Union* so a reference must incorporate the OJ publications details. In the example above ([2001] OJ L167/10), 2001 is the publication year; L refers to the L (Legislation) series of the Official Journal; 167 is the series number; 10 is the page number.

**Business information**


- If you can identify an author for the report, use their name. If not use corporate author name.

**Commodity report:**


**Industry report:**


**Market research report from Mintel Oxygen:**

Conference Proceeding Published in a Journal

Last name, Initial(s)., & Last name, Initial(s). (Year). Paper title. Proceedings title, volume(issue or part number), page numbers. DOI


https://doi.org/10.1073/pnas.1910510116

Parenthetical citation: (Duckworth et al., 2019)
Narrative citation: Duckworth et al. (2019)

Conference Paper in Published Proceedings (chapter in book format)

Last name, Initial(s)., & Last name, Initial(s). (Year). Chapter title. In Initial(s). Last name & Initial(s) Last name (Eds.), Book title (pages of chapter). Publisher. DOI


https://doi.org/10.1007/978-3-030-05348-2_21

Parenthetical citation: (Bedenel et al., 2019)
Narrative citation: Bedenel et al. (2019)

The format for conference proceedings published as an edited book chapter is the same as for a chapter in an edited book.

Parenthetical citation: (Evans et al., 2019)
Narrative citation: Evans et al. (2019)

Describe the presentation in square brackets after the title. The description is flexible (e.g., "[Conference session]," "[Paper presentation]," "[Poster session]," "[Keynote address]"). If video of the conference presentation is available, include a link at the end of the reference.

**Standard**

Corporate author. (Year). *Title* (Standard Number). URL


Parenthetical citation: (International Organization for Standardization, 2018)

For most standards, the author will be the organisation setting the standard. For most standards, the date will be the year the standard was made effective. Provide the standard number in parentheses after the title without italics.
FURTHER INFORMATION ON APA STYLE

Look at your subject Library Guide to find more information

http://libguides.swansea.ac.uk

APA (7th) Referencing Library Guide:

https://libguides.swansea.ac.uk/APA7Referencing

APA Style

https://apastyle.apa.org/style-grammar-guidelines/references