

## In-text Referencing: APA 7<sup>th</sup> Edition

When you use information from a text, you have to acknowledge it / state who said it. Why?

- It's not your idea, so you must give credit to the writer of the idea.
- It allows your audience to distinguish between your ideas and the ideas you've used from other writers.
- It helps you to avoid plagiarism.

**Name:** Christopher Smith

Use the surname only 'Smith'

Smith (2010) **states** that there were periods of rapid increase which were due to revolutions in technology.

*The reporting verb is usually in the present simple*

### **Reporting verbs**

*explains / describes / suggests / states / claims / asserts / contends / maintains / declares / implies / argues / emphasises / highlights / stresses / observes / notes / comments / points out / demonstrates / shows / proves / mentions / pinpoints / advances / puts forward / proposes / casts doubt on / questions*

### **Quotation**

The page number and **double** quotation marks "....."

Smith (2010, p.221) **states** that "Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas".

**According to** Smith (2010, p.221) "Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas".

"Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas" (Smith, 2010, p.221).

### **Paraphrased sentences**

Smith (2010) **states** that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith, 2010).

### **Two Authors**

Notice the ampersand (&). Use the ampersand in non-integral citations, but use 'and' in integral citations.

Smith and Jones (2010) **state** that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith & Jones, 2010).

### **Three Authors**

Smith, Jones, and Clark (2010) **state** that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith, Jones & Clark, 2010).

### **More than 3 authors = 'et al'**

*Look at punctuation - Smith **et al.** (2010) and (Smith **et al.**, 2010)*

Smith et al. (2010) state that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith et al., 2010).

### **Different authors / different books - same idea (synthesis)**

*Chronological order (i.e., earliest first) - Smith 2010 / Jones 2012*

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith 2010; Jones 2012).

### **An author quoting another author (as cited in)**

*You use the main author's name and date (from the book you are using: Smith 2010)*

Jones (**as cited in** Smith, 2010) states that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

### **No date (n.d)**

Smith (n.d) state that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

### **No Author**

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Anon., 2012).

### **Websites**

UK Governmental Policy Online (2010) states that Exeter council saves £4.7 million on heating from changing to sustainable energy.

Digital APA 7<sup>th</sup> Edition Guide - go here to Sheffield University:

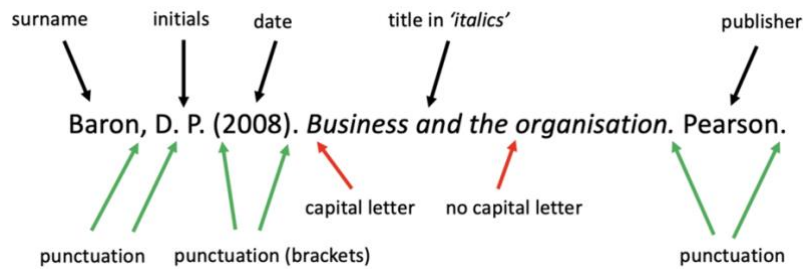
<https://www.librarydevelopment.group.shef.ac.uk/referencing/apa-7ed.html>

## Reference List: APA 7<sup>th</sup> Edition

([www.apastyle.apa.org](http://www.apastyle.apa.org))

All the sources that you use in the main body of your text must be listed at the end of your essay; this is called a reference list and should follow a specific word order.

**Important:** Different universities have slightly different versions of referencing so you need to check with your university which guide they use. Look at this example of an APA 7<sup>th</sup> edition book reference from the official APA website:



Author (last name and initials)/ date (with brackets) / *main title & subtitle* (italics) / publisher: Look carefully at punctuation and capitals

### Reference List or Bibliography?

A **reference list** is a list of sources (books, websites, journals) you have used in your essay.

A **bibliography** is a list of sources that you read but may not have used in essay.

**\*Important:** Some departments use reference list and bibliography interchangeably\*

### How to create a reference list in APA 7<sup>th</sup> Edition

Based on the official APA website: [www.apastyle.apa.org](http://www.apastyle.apa.org)

#### Books

##### **Book with one author**

Allen, P. (2008). *Effective time management*. Pan Books.

##### **Book with two authors**

Miller, P. & Huntington, C. (2010). *Speaking persuasively*. Allen and Unwin.

##### **Book with three or more authors**

Smith, R., Jones, W. & Watton, B. (2011). *Negotiating in business*. 2nd edition. Century Business.

##### **Book – second or later edition**

Bridges, R. (1995). *Successful study for degrees* (2nd ed). Routledge.

##### **Book by same author in the same year**

Nikon, A. (1993a). *Fatal storm*. Allen and Unwin.

Nikon, A. (1993b). *Survival at sea*. Allen and Unwin.

##### **Books with an anonymous or unknown author**

*The University Encyclopedia* (1985). Roydon.

## **Journals**

### **A Journal**

Author, Initials. (Year). Title of article. *Full Title of Journal (italics)*, Volume number (Issue/Part number), Page numbers.

Peters, C. (2001). The merger acquisition of IBM. *Business Management Journal*, 97(22), 63-64.

### **Electronic Journal from a Database with a doi number**

Author, Initials. (Year). Title of article. *Full Title of Journal (italics)*, Volume number (Issue/Part number), Page numbers. doi number

Revell, A. and Blackburn, R. (2007). The business case for sustainability? An examination of small firms in the UK's construction and restaurant sectors. *Business Strategy and the Environment*, 16(6), 404-420. <https://doi.org/10.1002/bse.499>

### **Electronic Journal from the Internet**

Authors, Initials. (Year). Title of article, *Full Title of Journal (italics)*, Volume number (Issue/Part number), Page numbers (if any). URL.

Besser, H. (2002). The next stage: Moving from isolated digital collections to interoperable digital libraries. *First Monday*, 7(6). <https://firstmonday.org/ojs/index.php/fm/article/view/958/879>

## **Websites**

### **A website**

Authorship or Source. (Year & date). *Title of web document or web page (italics)*. URL.

The British Psychological Society (2018, May 18). *Code of Ethics and Conduct*. <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>

## **Newspapers**

### **Online newspaper article**

Author or corporate author. (Year and date). *Title of document or page (italics)*. Name of newspaper. URL

Wolf, M. (2018, July 21). What really went wrong in the 2008 financial crisis? *The Financial Times*. <https://www.ft.com/content/e5ea9f2a-8528-11e8-a29d-73e3d454535d>

Digital APA 7<sup>th</sup> Edition Guide - go here to Sheffield University:

<https://www.librarydevelopment.group.shef.ac.uk/referencing/apa-7ed.html>

## **An example of a bibliography: (in alphabetical order)**

(APA 7<sup>th</sup> edition)

Bills, R. (1977). *Foundations for a theory of instruction and educational psychology*. Harper and Row: 282-385

Boughton, J.M. (2002). The Bretton Woods proposal: an in-depth look. *Political Science Quarterly*, 42(6).  
<http://libweb.anglia.ac.uk>

Buskist, W. and Saville, B. K. (2001). Rapport-building: creating positive emotional contexts for enhancing teaching and learning. *Association for Psychological Science*. 14(3)  
<https://www.psychologicalscience.org/observer/rapport-building-creating-positive-emotional-contexts-for-enhancing-teaching-and-learning>

Chittenden, M., Rogers, L. and Smith, D. (2003, 1 June). Focus: NHS. *Times*.  
<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>

Dornyei, Z. (2001). *Teaching and researching motivation*. Pearson Education Limited.

Ehrman, M. and Dornyei, Z. (1998.) *Interpersonal dynamics in second language learning*. Sage.

Fishman, R. (2005). *The rise and fall of suburbia*. Castle Press. <https://doi.org/10.1086/ahr/94.1.98>

Foundation for Economic Education (FEE). (2014, 26 May). *England's Whetstone named FEE's first "Blinking Lights" award recipient*. <https://fee.org/resources/englands-whetstone-named-fees-first-blinking-lights-award-recipient/>

Kipper, D. (2008). Japan's new dawn. *Popular Science and Technology*,  
<https://www.popsci.com/environment/article/2008-08/new-dawn-solar-energy>

Knight, P. (2001). The development of EFL methodology. In Candlin, N. and Mercer, N. (Eds) *English Language Teaching in its Social Context*. Routledge: 147-166.

McKay, S. L. (2006). *Researching Second Language Classrooms*. Lawrence Erlbaum Associates.

Moore, A. (2004). *The Good Teacher: Dominant Discourses in Teaching and Teacher Education*. Routledge.

Patterson, C. H. (1977). *Foundations for a Theory of Instruction and Educational Psychology*. Harper and Row: 282-385.

Richmond, J. (2005). *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Anglia Ruskin University.

Silas, P., Yates, J.R. & Haynes, P.D. (2008, 9 Oct). Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. *Physical Review B. Arxiv*. <https://arxiv.org/abs/0810.1692>

University of Cambridge. (2007). *CELTA Syllabus*. [www.cambridgeesol.org/assets/pdf/celta8](http://www.cambridgeesol.org/assets/pdf/celta8).

Digital APA 7<sup>th</sup> Edition Guide - go here to Sheffield University:  
<https://www.librarydevelopment.group.shef.ac.uk/referencing/apa-7ed.html>