

Swansea University

REFERENCING
ACCORDING TO THE
APA 6th 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. It is essential that you acknowledge those sources of information by:

Acknowledge the source within the text by citing the author's last name and date of publication in parentheses, e.g. (Davies, 2011)

Give full details of each item in an **alphabetical reference list** at the end of your assignment.

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"?

There are four different styles in use for undergraduates at Swansea University. APA 6th is an example of an Author-Date style and is used by many but not all colleges at Swansea University. If you are doing additional modules in another College (e.g. Law) you will need to use the approved style of that College.

APA 6th 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 (Online, also known as Endnote Web). In Endnote choose the Bibliographic Style – APA 6th Swansea.

What is Plagiarism?

Plagiarism is using someone's words or ideas 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 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.

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text. If you refer to a table or diagram, you must include a page number as the reader may wish to check it.

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 paragraph number** for non-paginated material and place double quotation marks around the quotation.

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 into the text and enclose it with double quotation marks. If the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in brackets immediately after the quotation marks, and continue the sentence. For example:

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 brackets and end with a full stop after the closed bracket. For example:

The College Undergraduate Handbook for Undergraduate Students 2011/12 for the College of Human & Health Sciences states “The risk of cheating is immense, ... a student aspiring to become a ...nurse might find his/her career path being closed prematurely, if found guilty of cheating” (Swansea University College of Human & Health Sciences, 2012, p. 24).

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 on the left margin (in the same position as a new paragraph). Double-space the entire block quotation. The citation should be included using one of the methods described below (In-Text Citations) with the page number, paragraph number or the full citation as the final element in the block of text, after the final punctuation mark. 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)

Quotation marks

Use double quotation marks when the title of an article or chapter in a journal or book is mentioned in the text. For example:

Benton's (2011) chapter, "Diet, Behaviour and Cognition in Children"

Capitalise major words in title of books and articles within the text and all words of four letters or more. Capitalise the first word after a colon or a dash in the title. When capitalised word is hyphenated, capitalise both words. For example:

In their book, *Key Concepts in Social Gerontology*

In the article, "Are Emergency Admissions in Emergency Cancer Care Always Necessary? Results From a Descriptive Study"

Double or single quotation marks

Double quotation marks enclose in text quotations, except when quotations are 40 words or longer. 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).

Quotation of online material without page numbers

If paragraph numbers are visible, use them instead of page numbers. Use the abbreviation para. For example:

Basu and Jones (2007) went so far as to suggest the need for a new "intellectual framework in which we consider the nature and form of regulation in cyberspace" (para. 4).

If the source includes headings and neither paragraph or page numbers are visible, cite the heading and the number of the paragraph following it to guide the reader to the quoted text. For example:

The World Health Organization (2014) states that "Pneumonia is the leading infectious cause of death in children worldwide, accounting for 15% of all deaths of children under 5 years old (Key Facts section, para. 1).

In some cases when no page or paragraph number is visible, headings may be too long to cite in full. Instead, use a short title enclosed in quotation marks for the citation. For example:

"Surprisingly little evidence is available on the effectiveness of psychiatric interventions for people with dementia in general hospital settings" (Sheehan, Stinton, & Mitchell, 2009, "Do psychiatric interventions work," para. 1).

The heading was “Do psychiatric interventions work for people with dementia on general hospital wards?”)

Changes in a quotation

The first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. The punctuation marks at the end of a sentence may be changed to fit the syntax. Single quotation marks may be changed to double quotation marks and vice versa. Any other changes must be indicated.

Changes when quoting that require explanation

Use three spaced ellipsis points (...) within a sentence to indicate that material has been omitted from original source. Use four points to indicate any omission between two sentences.

If you want to emphasise a word or words in a quotation, italicise the word or words. Immediately after the italicised words, insert within brackets the words (emphasis added).

Italics

Use italics for titles of books, journals, videos, TV programmes, and microfilms

Critical Social Policy

Lifespan Development

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. Each appendix must have a title. Begin each appendix on a separate page. Centre the work Appendix and the identifying capital letters (A, B, etc., in the order given in the text) at the top of the page. Centre the appendix title and use uppercase and lowercase letters.

What is the difference between a reference list and a bibliography?

A reference list is composed of all the sources that you have referred to in the text of your assignment. A bibliography is composed of all those sources you read, but did not refer to in your assignment. Both reference list and bibliography are arranged in **alphabetical order of author's last name**. A bibliography is not always necessary and will never duplicate anything in the reference list.

IN-TEXT CITATIONS

How do I cite authors in my assignment?

One author

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

Marks (2011) states that ...
or
...(Marks, 2011)

Two authors

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

Bee and Boyd (2010) state that ...
or
...(Bee & Boyd, 2010)

Note. Link the two authors' names with **and** when cited outside parentheses. Link with an **ampersand** (&) inside parentheses.

Three, four or five authors

If there are three, four or five authors of a work all authors should be cited the first time. Subsequently use et al. after the first author.

(Rolfe, Jasper, & Freshwater, 2010) first cite
(Rolfe et al., 2010) subsequent cites

Note. There is a comma after the second-to-last author.

Six or more authors

If there are six authors or more, only the first author is cited followed by et al.

....Yamada et al. (2003)
or
... (Yamada et al., 2003)

Note. et al is Latin for "and others".

More than one work cited

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

...(Phillips, Ajrouch, & Hillcoat-Nalletamby, 2010; Rolfe, Jasper, & Freshwater, 2010).

Arrange two or more works by the same authors (in the same order) by year of publication. Place in-press citations last. Give the authors' last names once; for each subsequent work, give only the date.

... (Davies, 2008, 2010, 2012)

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 (s).

...Hewitt (2010a) states that... this was supported by Hewitt (2010b) ...

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

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.

Davies, H., Brophy, S., Dennis, M., Cooksey, R., Irvine, E., & Siebert, S. (2013).

Patient perspectives of managing fatigue in ankylosing spondylitis, and views on potential interventions: a qualitative study. *BMC Musculoskeletal Disorders*, 14 doi: 16310.1186/1471-2474-14-163

Davies, P. G., Revell, P. A., & Mayston, V. (1986). Demonstration of antiglobulin activity in the synovial-membrane of patients with rheumatoid-arthritis and ankylosing spondylitis after pepsin treatment - real or artifact. *Annals of the Rheumatic Diseases*, 45(10), 821-826. doi: 10.1136/ard.45.10.821

In-text citation

Among studies, H. Davies et al. (2013) and P. G. Davies, Revel and Mayston (1986)

Secondary referencing

Secondary referencing is where you need to refer to the work of an author which you have not read in the original, but have learnt about from another author. Whenever possible you should use the original work. If this is not feasible, you must make clear that you have not read the original by referring to the work in which you found the reference. In the reference list only include details of the work that you read.

Kleinman (1996) cited in Cunningham-Burley (1998) has argued...

or

It is the non-professional arena that illness is first defined (Kleinman, 1996, cited in Cunningham-Burley, 1998)

Websites

It can be difficult to identify the author of a webpage, so decide who is responsible for the page and that person or corporate body can be referenced as the author. Searching the 'About Us' or 'Contact Us' will help to identify the author. If no author can be found use the webpage title. If no title use URL.

...American Psychological Association (2012)

Abbreviations (readily identified through abbreviation) as authors

Only abbreviate that help you communicate with readers. 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.

First citation in text

British Broadcasting Corporation (BBC, 2013)

Subsequent citations in text

BBC (2013)

Paranthenetical format, first citation in text

(British Broadcasting Corporation (BBC), 2013)

Paranthenetical format, subsequent citations in text

(BBC, 2013)

Works with no identified author or with an anonymous author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page, and italicise the title of a journal, a book, a brochure, or a report:

the book *Dictionary of Food Science and Nutrition* (2006)

the website ("AWMGS (All Wales Genetics Medical Service)," 2013)

When a work's author is designated as "Anonymous" cite in text the word Anonymous followed by a comma and the date:

(Anonymous, 2012)

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 centred.

The **reference list must be in alphabetical order**. You alphabetise by the name of the first author, letter by letter. Disregard spaces, capitalisation, hyphens, apostrophes, full stops and accent marks. When alphabetising titles or corporate authors file by the first significant word (ignore a, an, the, etc.).

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).

If a reference has more than one author add an ampersand (&) before the last author's name and add a comma before the ampersand.

If a reference has 8 or more authors, the first 6 authors are listed followed by ... followed by the final author.

Year is year of publication, not printing.

Only the first letter of the first word of the title and the first letter of the first word after the colon or dash are capitalised. Any proper nouns are also capitalised, for example:

Publication manual of the American Psychological Association

Do not capitalise the second word of a hyphenated compound

Only enter edition if not the first edition.

The first place of publication is used in the reference.

Placing a source in your reference list implies that you have read it.

What if some publication details are not available?

If no date use (n.d.)

If no place of publication known use (n.p.)

If no publisher known use (n.p.)

If the information is not visible in the document, but can be found elsewhere, add the information in square brackets. Use question marks to indicate uncertainty regarding names and dates; use ca. to indicate estimated dates.

Book with one author

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

Neville, C. (2007). *The complete guide to referencing and avoiding plagiarism*.

Maidenhead: Open University Press.

Book with two authors or more

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

Phillips, J., Ajrouch, K., & Hillcoat-Nalletamby, S. (2010). *Key concepts in social gerontology*. London: Sage.

Care Services Improvement Partnership., Royal College of Psychiatrists., & Social Care Institute for Excellence. (2007). *A common purpose: Recovery in future mental health services*. London: Social Care Institute for Excellence.

Edited book

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

Cash, T. F., & Smolak, L. (Eds.). (2011). *Body image: A handbook of science, practice, and prevention* (2nd ed.). New York: Guilford Press.

- Use (Ed.) if one editor and (Eds.) if two or more editors.

Kozier, B., Erb, G., Berman, A., Snyder, S., Harvey, S., & Morgan-Samuel, H. (Eds.). (2012). *Fundamentals of nursing: Concepts, process and practice* (2nd ed.). Harlow: Pearson.

Woodhead, S. (Ed.). (2013). *A core care pathway children with life-limiting and life-threatening conditions* (3rd ed.). Bristol: Together for Short Lives.

Chapter in edited book

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

Benton, D. (2011). Diet, behaviour and cognition in children. In D. Kilcast & F. Angus (Eds.), *Developing children's food products* (pp. 62-81). Cambridge: Woodhead.

- Note that with the chapter author (Benton) the last name precedes the initial. With the book authors (Kilcast etc.) the initials precede the last names.

Bowden, J. (2006). Using health promotion models and approaches in midwifery. In J. Bowden & V. Manning, (Eds.), *Health promotion in midwifery* (2nd ed., pp.13-24). London: Hodder Arnold.

OR

Bowden, J. (2006). Using health promotion models and approaches in midwifery. In J. Bowden & V. Manning, (Eds.), *Health promotion in midwifery* (2nd ed., pp.13-24). Retrieved from <https://www.dawsonera.com/abstract/9781444113310>

OR

Bowden, J. (2006). Using health promotion models and approaches in midwifery.

In J. Bowden & V. Manning, (Eds.), *Health promotion in midwifery* (2nd ed., pp.13-24). Retrieved from <https://www.dawsonera.com>

MacArthur, C., & Gibson, H. (2012). Hypoglycaemia in type 1 and type 2 diabetes and recognising hypoglycaemic unawareness. In A. Phillips (Ed.), *Principles of diabetic care: Evidence-based management for health professionals* (pp. 139-160). London: Quay Books.

E-book

Last name, Initial(s). (Year). *Title* (ed.). Retrieved from URL

Ogden, J. (2007). *Health psychology: A textbook* (4th ed.). Retrieved from <http://www.dawsonera.com>

- Reference an e-book as you would a printed book; replace place and publisher with URL of the e-book collection or the e-book.

Care Services Improvement Partnership., Royal College of Psychiatrists., & Social Care Institute for Excellence. (2007). *A common purpose: Recovery in future mental health services*. Retrieved from <http://www.scie.org.uk/publications/positionpapers/pp08.pdf?res=true>

Mid Staffordshire NHS Foundation Trust Public Inquiry. (2013). *Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry: Executive summary*. Retrieved from <http://www.midstaffpublicinquiry.com/sites/default/files/report/Executive%20summary.pdf>

Royal College of Obstetricians & Gynaecologists. (2012). *The prevention of early-onset neonatal group B streptococcal disease* (2nd ed.). Retrieved from https://www.rcog.org.uk/globalassets/documents/guidelines/gtg_36.pdf

Woodhead, S. (Ed.). (2013). *A core care pathway for children with life-limiting and life-threatening conditions* (3rd ed.). Retrieved from http://www.togetherforshortlives.org.uk/assets/0000/4121/TfSL_A_Core_Care_Pathway__ONLINE_.pdf

Thesis

For a thesis found on a database (ProQuest, EThOS)-

Author, A. A. (year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of database.

(Accession or Order No.)

Macleod, A. K. A. (2013). *The role of marine renewable energy structures and biofouling communities in promoting self-sustaining populations of non-native species* (Doctoral dissertation). Retrieved from EThOS database (uk.bl.ethos.577609)

Richards, R. A. (1987). *A geographical analysis of patterns of mortality and ill-health in Wales* (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses A&I. (DX97003)

For a Swansea University thesis-

Author, A. A. (year). Title of doctoral dissertation or master's thesis (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

Bowler, N. (2010). *Prisoners' mental state: A psychosocial perspective* (Unpublished doctoral dissertation). Swansea University, Swansea.

Pope, S. (2013). *Parental participation in the child protection process* (Unpublished master's thesis). Swansea University, Swansea.

Official publication

Corporate author. (Year). *Title* (Series or reference number). Place: Publisher.

Department of Health. (1998). *Our healthier nation: A contract for health: Presented to Parliament by the Secretary for State for Health by command of Her Majesty* (Cm. 3852). London: The Stationery Office.

- An official publication is a publication published by Parliament, a government department (UK or foreign), devolved government or an international organisation such as the European Union or World Health Organisation.

Sometimes there is no personal author so the organisation is deemed to be the corporate author.

Online official publication

Corporate author. (Year). *Title* (Series or reference number). Retrieved from URL

Department of Health. (2011). *Delivering a healthy start for pregnant women, new mums, babies and young children*. Retrieved from http://www.healthystart.nhs.uk/wp-content/uploads/2011/07/HS52A_Interactive%20PDF%20for%20Health%20Professionals.pdf

Health & Care Professions Council. (2014). *Standards of proficiency: Paramedics*. Retrieved from http://www.hpc-uk.org/assets/documents/1000051CStandards_of_Proficiency_paramedics.pdf

Scientific Committee on Tobacco and Health. (1998). *Report of the Scientific Committee on Tobacco and Health: Part one: The scale of the smoking problem*. Retrieved from <http://www.archive.officialdocuments.co.uk/document/doh/tobacco/part-1.htm>

Journal article

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

Blann, A. (2014). Why do we test for urea and electrolytes? *Nursing Times*, 110(5), 19-21.

Tapper, K., Shaw, C., Ilsley, J., Hill, A. J., Bond, F. W., & Moore, L. (2009).

Exploratory randomised controlled trial of a mindfulness-based weight loss intervention for women. *Appetite*, 52, 396-404.

- Issue or part number only required if each issue begins with page 1, if volume has continuous pagination issue or part number is not required. For example, both *Nursing Times* begin each issue with page 1, so the issue or part number must be included otherwise a reader may look at 51 issues before finding the article. *Journal of Advanced Nursing* has continuous pagination, so the October 2015 issue (10) begins on page 2221.

Online journal article

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. *Journal title*, volume, page numbers. DOI or journal homepage URL

Allen, S. J., Jordan, S., Storey, M., Thornton, C. A., Gravenor, M., Garaiova, I., ...Morgan, G. (2010). Dietary supplementation with lactobacilli and bifidobacteria is well tolerated and not associated with adverse events during late pregnancy and early infancy. *The Journal of Nutrition*, 140, 483-488.
doi:10.3945/jn.109.117093

- If online version is the same as printed version, reference it as a printed journal article. If not then include article Digital Object Identifier (DOI). A DOI is a long unique numeric code. If a DOI is unavailable use a URL instead.

NB: If a reference has 8 or more authors, the first 6 authors are listed followed by ... followed by the final author. Example as above.

Hjermstad, M. J., Kolflaath, J., Lokken, A., Hanssen, S. B., Normann, A. P., & Aass, N. (2013). Are emergency admissions in emergency cancer care always necessary? Results from a descriptive study. *BMJ Open*, 3, e002515. doi:10.1136/bmjopen-2012-002515

Sheehan, B., Stinton, C., & Mitchell, K. (2009). The care of people with dementia in general hospital. *The Journal of Quality Research in Dementia*, (8, scientific version). Retrieved from http://www.alzheimers.org.uk/site/scripts/documents_info.php?documentID=1094&pageNumber=5

Not every online journal article will provide page numbers, as in the two examples above.

Newspaper article

Author, A.A. (date). Title of article. *Title of Newspaper*, xx, p. or pp.

xx denotes column or section (Useful as many printed newspapers have a number of separately paginated sections)

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. *Daily Telegraph*, Business News, p. 1

Online

Graham, N. (2013, August 31). A business built on data innovation and clubcard points. *Financial Times*. Retrieved from http://www.proquest.com/en-US/products/feature01_package.shtml

Give the URL of the home page when the online version of the article is available by search to avoid unstable URLs.

Magazine

Author, A. A. (date). Title of article. *Title of Magazine*, pp.

Unknown author-

Time for plan Z: Blackberry. (2013, September 23). *The Economist*,
Retrieved from http://www.proquest.com/en-US/products/feature01_package.shtml

Book review in a journal

Last name of reviewer, Initial(s). (Year). Title of review [Review of the book *Title of book*, by name of book's author]. *Journal Title*, volume, page numbers.

Nagorski, A. (2013). The totalitarian temptation [Review of the book *The devil in history: communism, fascism and some lessons of the 20th century*, by V. Tismaneanu]. *Foreign Affairs*, 92, 172-176.

- If the review is untitled, place the material in brackets immediately after the year. Retain the brackets to indicate that this is a description of the form and content, not the review's title.

Website

Author. (Year). *Title*. Retrieved month day, year, from URL

American Psychological Association. (2015). *APA style blog*. Retrieved September 25, 2015, from <http://blog.apastyle.org/>

- Only include the date the information was retrieved if the website is likely to change frequently, as in the case of this example (a blog). If the information is “published” with a static date (year) no date of retrieval is required.
- Author of a website is usually a corporate author. However if you’re citing a specific document on a website there may be personal authors.
- 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 below it will be filed as though the entry was “One Thousand Lives Plus”.

1000 Lives Plus. (2012). *Students & person-centred care - Dignity*. Retrieved July 2, 2014, from <http://www.1000livesplus.wales.nhs.uk/students-person-centred-care-dignity>

All Wales midwife-led care guidelines. (2013). Retrieved from <http://www.wales.nhs.uk/sitesplus/861/opendoc/258356>

Tavistock and Portman NHS Foundation Trust. (n.d.). *Policies and procedures*. Retrieved September 3, 2015, from <http://tavistockandportman.uk/about-us/governance/policies-and-procedures>

Wales Accord on the Sharing of Personal Information. (2015). Retrieved August 10, 2015, from <http://www.waspi.org/>

World Health Organization. (2014). *Pneumonia*. Retrieved from <http://www.who.int/mediacentre/factsheets/fs331/en/>

Personal communication

Revised January 2016.

Personal communications such as email, personal interviews, telephone conversations do not provide recoverable data and are not included in the reference list. Cite personal communications in the text as follows:

G. P. Mooney (personal communication, June 6, 2013)

Use your judgement in citing other electronic forms of personal communication. What you cite should have scholarly relevance.

Code of Practice

Author. (Year). *Title*. Place: Publisher

Welsh Assembly Government. (2008). *Mental Health Act 1983: Code of practice for Wales*. Cardiff: Welsh Assembly Government.

Great Britain. Department for Constitutional Affairs. (2007). *Mental Capacity Act 2005: Code of Practice*. London: TSO.

- A code of practice is similar to referencing a book. Do not confuse it with referencing a statute.

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:

Short title Year

Children Act 1989

Domestic Violence, Crime and Victims Act 2004

- No comma should appear between the word Act and the year.
- Use capitalization 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:

Children Act 1989

CA 1989

Children (Leaving Care) Act 2000

C(LC)A 2000

Disability Discrimination Act 1995

DDA 1995

- **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]

Children (Access to Parents) HC Bill (2012-13) [33]
Personal Care at Home HL Bill (2009-10) [23]

- 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.

Parliamentary Paper (Command Papers, Green Papers, White Papers)

- Command Papers are Parliamentary Papers presented to the United Kingdom Parliament nominally by command of the Sovereign, but in practice by a Government Minister or a Royal Commission. Command Papers are unique to the UK Parliament. The series statement (i.e. Command Paper number) is often crucial in locating the correct document so must be included.

Corporate author. (Date). *Title* (Series statement). Place of Publication: Publisher.

Ministry of Justice. (2011). <i>Reform of legal aid in England and Wales: The Government response</i> (Cm 8072). London: TSO.

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

First series	1 – 4222	1833-69
Second series	C 1- C 9550	1870-99
Third series	Cd 1- Cd 9239	1900-18
Fourth series	Cmd 1- Cmd 9889	1919-56
Fifth series	Cmnd 1- Cmnd 9927	1956-86
Sixth series	Cm 1 -	1986-

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

S v. Gloucestershire County Council [2000] 3 CCLR 294

D v. Bury Metropolitan Borough Council [2006] EWCA Civ 1

Donoghue v. Stevenson [1932] AC 562 550

Subsequent mentions:

...as stated in *S v. Gloucestershire County Council*...

... the case of *Donoghue v. Stevenson* demonstrates that...

- Common abbreviations for Law Reports used for social work case law:

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

Official report from government department

(i) Online document with personal author

Personal author. (Year). *Title* (Series or reference number). Retrieved from URL

Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s* (Home Office Research Study 196). Retrieved from www.homeoffice.gov.uk/rds/pdfs/hors196.pdf

(i) Print document with corporate author

Corporate author(s). (Year). *Title* (Series or reference number). Place: Publisher.

H M Government and the Department for Work and Pensions. (2008). *Preparing for our ageing society: A discussion paper*. London: TSO.

Or

Great Britain, H M Government and the Department for Work and Pensions. (2008). *Preparing for our ageing society: A discussion paper*. London: TSO.

- If your assignment compares policies and legislation across a number of countries, prefix the name of the department with the name of the country. If the assignment is solely focused on the UK, then the name of the country is not necessary.

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 8)

- 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 the present

Title Year

Local Government Byelaws (Wales) Act 2012

(iii) Statutory Instrument of the National Assembly for Wales

Title Year / Number

The Adoption Agencies (Wales) (Amendment) Regulations 2012/1905

The Single Education Plan (Wales) Regulations 2006/877

(iv) Other Welsh Assembly publications (print or online)

Corporate author. (Year). *Title* (Series or reference number). Place: Publisher.

OR

Corporate author. (Year). *Title* (Series or reference number). Retrieved from URL

Welsh Assembly Government. (2005). *Designed for life: Creating world class health and social care in Wales in the 21st century*. Cardiff: Welsh Assembly Government.

In-text citation:

Service users and staff need to be put in the 'driving seat of redesign' (Welsh Assembly Government, 2005, p.16)

Andrews, J., & Butler, M. (2014). *Trusted to Care: An independent review of the Princess of Wales Hospital and Neath Port Talbot Hospital at Abertawe Bro Morgannwg University Health Board*. Retrieved from <http://gov.wales/docs/dhss/publications/140512trustedtocareen.pdf>

Preventing Childhood Obesity Steering Group. (2014). *Turning the curve on childhood obesity in Wales*: Preventing Childhood Obesity Steering Group: Final Report. Retrieved from <http://wales.gov.uk/docs/dpsp/publications/140828-turning-curve-childhood-obesity-report.pdf>

Welsh Government. (2012). *Together for health: Delivering end of life care: A*

delivery plan up to 2016 for NHS Wales and its partners. Retrieved from
<http://gov.wales/docs/dhss/consultation/120913publicen.pdf>

Welsh Government. (2013). *Together for health: Delivering end of life care. A delivery plan up to 2016 for NHS Wales and its partners*. Retrieved from
<http://gov.wales/docs/dhss/publications/130416careen.pdf>

Welsh Government. (2014). *Together for health: Delivering end of life care: Consultation: Summery of responses*. Retrieved from
<http://gov.wales/docs/dhss/consultation/140701responsesen.pdf>

Welsh Government, Health Statistics and Analysis Unit. (2014). *Welsh health survey 2013: Lifestyles by gender and year*. Retrieved from
<https://statswales.wales.gov.uk/Catalogue/Health-and-Social-Care/Welsh-Health-Survey/Lifestyles-by-Gender-Year>

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

Title Year [Standard abbreviation]

European Convention on Human Rights 1950 [ECHR]

(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.

Council Directive 2001/29/EC on the harmonisation of certain aspects of copyright and related rights in the information society [2001] OJ L167/10

- Titles are not italicized.
- 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

Author, A. A. (year). *Title of report*. Retrieved from homepage url of provider/database

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

Commodity report:

Economist Intelligence Unit. (2013). *World commodity forecasts: Food, feedstuffs and beverages, February 2013*. Retrieved from http://www.proquest.com/en-US/products/feature01_package.shtml

Industry report:

MarketLine. (2012). *Mobile phones in Europe industry profile, September 2012*. Retrieved from <http://www.ebscohost.com/academic/business-source-complete>

Market research report from Mintel Oxygen:

Price, A. (2013). *Coffee – UK – August 2013*. Retrieved from
<http://academic.mintel.com>

Dataset & statistics

Corporate author . (Year of publication). *Title of dataset*. Retrieved
from name of database or supplier. URL

A single company financial report from FAME:

Financial Analysis Made Easy. (2012). *John Wiley & Sons Ltd: Company financial
data*. Retrieved from <http://fame2.bvdep.com/>

Data derived from the results of a search on FAME using several criteria:

Financial Analysis Made Easy. (2011). *Data derived from: Construction
companies in Wales with a turnover exceeding £10,000*. Retrieved April 21,
2011 from Financial Analysis Made Easy (FAME) database.
<http://fame2.bvdep.com/>

Date of retrieval is not normally needed for datasets, but if the information is likely to
change it is recommended to include this information.

Data from Mintel Global Market Navigator:

Mintel. (2011). *Coffee in China*. Retrieved June 3, 2012 from Mintel Global Markets
Navigator. <http://gmn.mintel.com/navigate/>

Data from ONS:

Office for National Statistics. (2011). *UK trade, May 2011*. Retrieved from ONS
website: [http://www.ons.gov.uk/ons/rel/uktrade/uk-trade/may-2011/uk-
trade.pdf](http://www.ons.gov.uk/ons/rel/uktrade/uk-trade/may-2011/uk-trade.pdf)

Data from Datastream:

Datastream. (2009). *FTSE 250*. Retrieved from Thomson Reuters Datastream database.

Conference

General advice: Some proceedings are published and some not formally published. If published, some are published as books and require the book or book chapter referencing format. Proceedings which are published on a regular basis will need the journal article referencing format. Unpublished papers or posters will need a different format (example below).

Conference paper in published proceedings (journal format)

Last name, Initial(s)., & Last name, Initial(s). (Year). Paper title. *Proceedings title, volume, page numbers*. doi: number

Herculano-Houzel, S., Collins, C.E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences, USA, 105*, 12593-12598. doi: 10.1073/pnas.0805417105

Conference paper in published proceedings (chapter in book format)

Last name, Initials. (Year). Title of paper. In Initials editor's last name (Ed.), *Title of conference proceedings* (pp. page range). Place of publication: Publisher.

Borgman, C. L., Bower, J., & Krieger, D. (1989). From hands-on science to hands-on information retrieval. In J. Katzer, & G. B. Newby (Eds.), *Proceedings of the 52nd ASIS annual meeting: Vol. 26. Managing information and technology* (pp. 96-100). Medford: Learned Information.

Conference (unpublished)

Last name, Initials. (Year, Month). *Title of paper or poster*. Paper or poster presented at the meeting of Organization name, Location.

Ryan, R. M., & Openshaw, L. (2003, January). *Flavour enhancement and public perceptions of health risks*. Paper presented at the meeting of the Institute of Food Science and Technology, London.

Standard

Corporate author. (year). *Number of standard: title of standard*. Place of publication: Publisher.

British Standards Institute. (2002). *BS EN ISO 11623: Transportable gas cylinders: periodic inspection and testing of composite gas cylinders*. London: BSI.

Cochrane review

Last name, Initial(s)., & Last name, Initial(s). (Year). Article title. *Cochrane Database of Systematic Reviews* (issue). doi: number

Bassi, A., Milani, W. R. O., El Dib, R. P., & Matos, D. (2008). Intravenous versus inhalation anaesthesia for one-lung ventilation. *Cochrane Database of Systematic Reviews* (2). doi:10.1002/14651858.CD006313.pub2

Moore, Z., & Cowman, S. (2014). Risk assessment tools for the prevention of pressure ulcers. *Cochrane Database of Systematic Reviews* (2). doi: 10.1002/14651858.CD006471.pub3

- A reference to a Cochrane review is essentially the same as an online journal format.

FURTHER INFORMATION ON APA STYLE

On Blackboard

Log in to your subject Library Support module to find more information.

On the web

American Psychological Association. (2012). *The basics of APA style tutorial*.

Retrieved from <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

[Slides 13-25 are particularly useful for citing and references]

University of Portsmouth, University Library. (2007). *Referencing @Portsmouth*

Havard APA. Retrieved from <http://referencing.port.ac.uk/apa/index.html>

[An excellent look-up tool for APA referencing of all publication types]

Books in the Library

American Psychological Association. (2010). *Publication manual of the American*

Psychological Association (6th ed.). Washington, DC: American Psychological Association.

Pears, R., & Shields, G. (2010). *Cite them right: The essential referencing guide* (8th ed.). Basingstoke: Palgrave Macmillan.

Schwartz, B. M., Landrum, R. E., & Gurung, R. A. R. (2012). *An easyguide to APA style*. Los Angeles: Sage.

[Chapter 7 is useful for in text citations. Chapter 10 is useful for giving full references in the reference list]

References

- American Psychological Association. (2012). *Publication manual of the American Psychological Association* (6th ed.). London: American Psychological Association
- Matthews, B., & Ross, L. (2010). *Research methods. A practical guide for the social sciences*. Harlow: Pearson Education.
- Swansea University College of Human & Health Sciences. (2012). *The college undergraduate handbook for undergraduate students 2011/12*. Swansea: Swansea University.
- Szinovacz, M. (1997). Adult children taking parents into their homes: Effects of childhood living arrangements. *Journal of Marriage and Family*, 59, 700-717.
doi: 10.2307/353955