Learning and Information Services

University of Chester

# The APA Referencing Style

**Updated August 2012**

**Changes since the LIS guide of September 2011 as a result of APA issuing additional guidance:**


- Musical recordings 9, 22, 30
- Cochrane Database of Systematic Reviews 27
- IDS Databases 27
- YouTube videos 29
- Place of publication 18
- E-books 25
- Apps 30


## CONTENTS


The importance of referencing 3
Citing a reference in your text 4
Multiple authors 5
Secondary citations 5
Using the ampersand (&) 5
Multiple author publications in the same year 6
Biblical references 7
Quotations 10
Referencing different media
- Archival collections 31
- Art works 8, 23
- Articles from e-databases 26
- Apps 29
- Blogs 29
- Books 13, 18
- Chapter in a book 14, 19
- Cochrane Database of Systematic Reviews 27


To get this guide in an alternative format e.g. in large print, on audio tape, in Braille, or on different coloured paper, please ask any member of LIS staff.

Computer software 30
Conference proceedings 19, 2
E-books 25
E-journal articles 17, 25
E-mail 7
Ephemera 9
Facebook 28
IDS databases 27
Institutional authors 4
Interviews 7
Journal articles 15, 20
Lecture notes 28
Lectures, speeches, seminars 7
Live performances 8
Maps 23
Memos 7
Musical recordings and scores 9, 22, 30
Newspapers and magazines 21, 27
Online musical recordings 29
Podcasts 30
Poster presentations 20
Reports 20, 21, 24
Statutes 7
Television and radio broadcasts 21
Theses / Dissertations 20, 28
Twitter 29
Verbal conversations 7
Websites 10, 16, 24
YouTube videos 29
Wikipedia 28
Your own work 9
The generic reference 31
Arranging your list of references 11, 32
Example APA referencing table 34

## WHAT IS REFERENCING?

Referencing is a system used in assignments to indicate where evidence, ideas, theories, facts, or any other information was found. A reference is a note giving information about a source you have used in a piece of coursework. By referencing your work you are demonstrating that you have read around your subject and are aware of relevant current thinking.

## WHY IS REFERENCING IMPORTANT?

Referencing

- gives you credibility and reliability as a writer
- allows readers to cross-reference your sources easily
- provides consistency
- validates your arguments
- demonstrates that you have considered relevant literature
- follows academic writing practice
- protects you from plagiarism

The University of Chester defines plagiarism as "where a student incorporates another person's work (including that of another student as well as published sources) by unacknowledged quotation, paraphrase, imitation or other device, in a way that suggests that it is the student's original work". Penalties for plagiarism range from a written warning to exclusion from the university. Plagiarism can be avoided by correct use of referencing.

The main referencing style that is used at the University of Chester is the APA style. Some Faculties or Departments use variations on the APA referencing style, so please check with your Faculty or Department to see if their requirements vary from these guidelines.

Further information can be obtained from the *Publication Manual of the American Psychological Association* (6th ed.) which is available in all of the University's libraries or the APA blog at http://blog.apastyle.org. An online referencing module – LS0003 – is available through the Portal which provides more information on referencing. Alternatively, contact Student Skills Development for guidance.

## Noting References

It is always a good idea to note all the main details of every reference that you plan to use as soon as you have read it. This will save you time, as it is often difficult to remember exactly where you found a reference a month or two after you consulted it. It is easy to record the information electronically, as sophisticated software packages have been developed for this purpose. One of them, EndNote, is available on all of the University's open-access computers.

EndNote is a piece of bibliographic referencing software that allows you to collect, store and organise your references. It also allows you to insert references into your Word documents in the correct bibliographic referencing style by using "cite while you write." If you would like any more details about using EndNote, please contact your Subject Librarian.

There are two things that you have to do when referencing the material that you have used when preparing a piece of written work. The first is to make a brief reference to the work in the body of your own text and the second is to create a much fuller list of references at the end of the assignment. The key point to remember is that the reference in your text must link accurately and unambiguously to the one in the fuller list of references at the end.

## CITING A REFERENCE IN YOUR TEXT

If possible, you should always refer to a publication in your text by citing the name of the author, as the reference should always be to the person who wrote the words that you have read.

In other words, if you are citing a journal article, you should cite the author of the actual article, not the editor of the whole journal; or, if you are citing a chapter in a book in which the chapters are all written by different people, you should cite the writer of the particular chapter you are referring to, not the editor of the book.

The reference should also be as brief as possible; in most cases, the surname of the author and the date of publication will be sufficient:

***Examples:***
**This conclusion is supported by research reported by Mackenzie (2002) …**

**Mackenzie supported this conclusion in his 2002 research.**

**In 2001, Dickinson demonstrated conclusively that …**

**In a particularly moving description of the effects of child abuse (Anonymous, 1998) …**

**L. M. Smith (2000) found that …. This claim was questioned in an article by S. P. Smith (2003) …**

Use initials when there is more than one author with the same surname, even if the dates of publication are different. APA does not offer guidance on how to deal with this issue when using parentheses – the following advice is for guidance only:

**However, this research (L. M. Smith, 2000) has recently been questioned (S. P. Smith, 2003) …**

## Institutional authors

When the author is an institution you should write the name in full in the first reference, followed by the abbreviation. Use the abbreviation in subsequent references.

***Examples:***
**In a recent report by the British Broadcasting Corporation [BBC] (2004), it is stated that ….** (first citation)
**However, the BBC (2004) also notes that …** (second and subsequent citation/s)

**The Nursing and Midwifery Council [NMC] (2004) has stated that …** (first citation)
**However this was refuted by the NMC (2006) …** (second and subsequent citation/s)

NB. Square brackets are only used when two sets of brackets are placed against each other – [BBC] (2004). You should not use square brackets around all abbreviations, just in this instance.

## Multiple authors

If the book or article has two authors, you should write both authors in your reference.

***Example:***
**The research of Todd and Arbuthnot (1995) illustrates that …**

If the book or article has 3, 4, or 5 authors, you should cite all authors in the first reference and cite the surname of the first author followed by et al. in subsequent references. Note the 'et al.' is not italicised and is followed by a full stop (.).

***Examples:***
**In 1998, Bentley, Royce, Higgins, and Hill found that …** (first citation)

**Bentley et al. (1998) …** (second and subsequent citation/s)

For 6 or more authors, cite the surname of the first author followed by et al.

**Philips et al. (2005) claimed that …**

## Multiple citations

When more than one source supports your argument, you can cite them inside the same set of parentheses. Within the parentheses, place them in alphabetical order and separate them with semicolons.

***Examples:***
**Various studies have supported this argument (Andrews, 2001; Smith & Jones, 2005; Zachary, 2010).**

**Works by Jones (2010, 2011) have supported this claim.**

## Secondary citations

A secondary citation refers to a source that you found in another source, for example, a book by Jones that refers to the work of Smith. Ideally, you should avoid using secondary citations – instead you should locate the original source and cite it directly. By doing this you can check that the citation actually supports the point that you are making. However, if this is not possible, you should cite the work that you have read.

***Example:***
**It appears from research undertaken by Willis (as cited in Matthews, 2002) …**

In the list of references, you should cite the book or article that you read, in this case, Matthews.

## The ampersand (&)

The APA style uses an ampersand to separate surnames under certain circumstances. As has been previously shown, the source can either be referred to in the narrative:

***Examples:***
**It has been suggested by Jones (2000) that…**

…or it can be referred to after you have stated the information:

**… which is often disputed (Bellamy, 2001).**

If, however, there is more than one author, you may need to use an ampersand, depending on whether you reference your sentence using the former or latter method. If you refer to your source in the narrative, you must separate the surnames using the word 'and'.

**Picard, Troi, and Riker (1998) have commented on…**

If you put the reference after you have stated the information (so it is placed within parentheses), you should use an ampersand instead of the word 'and'.

**…whereby many people were lost (Picard, Troi, & Riker, 1998).**

## The date

The date needed for the reference is the year of copyright. If the work has been re-copyrighted (e.g. © 1995, 2001), use the most recent copyright year for your reference. If you are using a website, use the date the page was written or copyrighted, or when it was last updated as a last resort. Normally the date will be on the homepage. If, however, no date is available anywhere and you still trust the source, use 'n.d.', which stands for 'no date':

***Example:***
**The BBC (n.d.) has also indicated that…**

## Same author, same year of publication

You may wish to refer to two or more works by the same author published in the same year. Write your reference list in alphabetical order, and the publication that appears first in the alphabetical order is referred to as "a" and subsequent ones are referred to as "b", "c" and so on. These letters are used to distinguish them from one another in the text.

***Example:***
**In reference list:**
**Saunders, A. (2001a). *Person Centred therapy*. Cambridge: Cambridge University Press.**
**Saunders, A. (2001b). Utilising the Person Centred approach in healthcare: Problems and solutions. *Journal of Nursing Practice*, *22*(1), 6-12.**

**In text:**
**Substantial evidence for this conclusion was presented by Saunders (2001a).**

**However, in another paper by the same author (Saunders, 2001b) …**

## Unknown authors

If the author is unknown (and not described as Anonymous) you can refer to it by its title. Use double quotation marks around the title of an article, a book chapter, or a webpage and italicise the title of a book, journal, or report.

***Examples:***
**The unnamed author of the Elizabethan pamphlet *On punishing shrewish wives* (1583) declared that …**

**A recent article ("Time for change," 2011) comments that …**

## Statutes

***Examples:***
**section 12 of the Education Act of 1998 states …**

**the Human Rights Act 1998 emphasises …**

**the Health and Safety at Work etc Act 1974 (HASWA) includes** …

Do not make an entry for this source in your list of references at the end of your work. (Students in the Faculty of Health & Social Care should consult their module leader for more information).

## Biblical references

References to the Bible should always note the version that is being referred to.

***Examples:***
**In the famous words of St Paul (1 Cor. 13:1 [Revised Standard Version]) …**
**St Paul, in 1 Cor. 13:1 (Revised Standard Version), famously declares …**

## Personal communications

Personal communications like private letters, memos, records of interviews, telephone conversations, and emails can be cited in your text. Cite the initial/s as well as the surname of the author and provide an exact date.

***Example:***
**Information received from T. A. Forsyth (personal communication, September 12, 2004) indicated that …**

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

## Public communications

Public communications like speeches, public lectures, seminars, announcements can be cited in your text.

***Example:***
**In a recent speech (October 25, 2006) Tony Brown told the Labour Party that ...**

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

## Art works / Images

The APA manual does not state how to reference art works and images, but the APA blog has issued some general guidance. You should, however, check with your department for their exact requirements.

***Example:***
**First shown in 2010, K. Johnson's painting *Sunset* demonstrated …**

Well-known artworks do not require such citations as they require no additional information. The APA blog merely suggests that you should use your best judgement as to the level of citation.

***Examples:***
**Da Vinci's *Mona Lisa* demonstrates that …**

**She adopted a look reminiscent of *The Scream* by Munch …**

**Rodin's famous sculpture, *The Thinker*, has been imitated by …**

If you are using an image such as a graph or a photo from a book or an image from a website, cite the author of the book or website, the date, and the page number (if available).

***Examples:***
**Wright's photograph of Caernarvon Castle (2010, p. 75) indicates that …**

**According to the UK Statistics Office's official population graph (2001, p. 2) …**

**An image from the blood groups section of the NHS Direct website (2009) shows that red blood cells …**

If you are referencing an image in a poster for a poster presentation, cite the author, date and page number (if available) of the image as usual, and give full information in the list of references at the end.

## Live performances

The APA manual does not state how to reference live performances but the APA blog has issued some general guidance. You should, however, check with your department for their exact requirements. The APA blog suggests treating a live performance as a personal communication and that you should state the name of the artist and date of performance in the text.

***Examples:***
**... in the performance of *Swan Lake* by the Vienna Festival Ballet on October 17, 2008 it was observed that ...**

**J. F. MacDonald's performance on 31 December 2009 showed that …**

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

## Ephemera

The APA manual does not give guidance for ephemera such as calendars, tickets, postcards, or programmes. This advice is for guidance only, please check with your department for their exact requirements.

***Example:***
**... the leaflet advertising the performance of *Swan Lake* by the Vienna Festival Ballet at Glyndŵr University in Wrexham, October 17, 2008 stated that ...**

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

## Referencing your own work

The University of Chester's *Academic Malpractice Procedures* specifically forbids

> incorporating material which has been submitted, previously or simultaneously, in support of an application for academic credit from the university or any other awarding body, except for the purposes of drawing attention, for reference purposes only, to such work, or where resubmission of previously failed work has expressly been permitted.

Students are advised to check with their department if they wish to reference previously used work.

You should reference your work in the text. State the format and provide the submission date.

***Examples:***
**My previous work (portfolio, September 12, 2011) indicated that …**

**In my previous assignment, I came to the conclusion that "lifestyle changes can have a significant impact on cancer mortality rates" (essay, May 1, 2011, p. 6).**

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

## Musical Recordings and Scores

Cite the name of the artist, the year, and the track number (if available).

***Examples:***
**In the famous anti-war anthem (Gates, 2001, track 4) …**

**In his Symphony Number 5, Beethoven (1808/2009) demonstrated …**

If the date of the original publication and the date of the recording you are using are different, give both dates.

## Electronic References

You should cite material in your text that you have found on electronic sources, such as the Internet with the same amount of detail and accuracy as you would if they had been found in printed sources. These details will also need to be entered in your reference list at the end of your work.

***Example:***
**Johnson (2006) commented that …**

## Websites

Whenever possible, cite a specific document that you have found on a website, rather than the website itself. However, if you do wish to cite an entire website, you should cite the URL in the text but do not make an entry for this source in your list of references.

***Examples:***
**In his election campaign, President Obama made use of Twitter (http://www.twitter.com/barackobama2008) and Facebook (http://www.facebook.com/barackobama) to engage with first time voters.**

**In 2005, the government launched the NHS direct website (http://www.nhsdirect.nhs.uk) with the aim of dispensing advice for common and minor ailments.**

## QUOTATIONS

Material quoted directly from another writer's work should normally be reproduced word for word. The page number must be included in the reference. Short quotations (fewer than 40 words) should be enclosed in double quotation marks and included within your own text:

***Examples:***
**"Moseley's two visits in April and November 1844 supply the fullest … account of the early College" (Bradbury, 1975, p. 101).**

**This reflects the Old Testament commandment to "Honour thy father and thy mother" (Deut. 5:16 [Authorized King James Version]) …**

**James (2007) has argued that Turing's work was "the greatest step forward in the history of computing" (p. 84), a view supported by Black (2010).**

**Section 7 of the Public Health Act 1900 stated that local authorities "must ensure that people have access to adequate health provision".**

If you wish to leave out any of the original text, you will have to include three dots … at the relevant point to make it clear that something has been omitted. On the other hand, if you want to add a few words of your own to the quotation, to make it clearer, you will have to put your added words in square brackets.

***Example:***
**Welch (1999) has commented that Gaskell's work "had fundamentally changed how we look at working-class women's lives … [and] their relationship with the land" (p.5).**

Longer quotations (40 words or more) should be presented in a block, without any quotation marks. This block should be indented.

***Example:***

> **Matters came to a head early in 1890. [Principal] Allen put views he had apparently stated openly into a letter in which he expressed himself out of harmony with the governing body and dissatisfied with the existing educational system. In his report for 1899, he had added to his current and repeated protests the complaint that the curriculum was all examinations. (Bradbury, 1975, p. 172)**

Quotes from poetry and dramatic works should be cited in blocks.

***Example:***
**Such a father-daughter relationship is vividly portrayed in Shakespeare's *King Lear* (1608/1952):**

**Lear. Darkness and devils!**

**Saddle my horses; call my train together.**

**Degenerate bastard! I'll not trouble thee:**

**Yet have I left a daughter**

**Gon. You strike my people, and your disorder'd rabble**

**Make servants of their betters. (1. 4. 260-5).**

NB. The English department does not use the APA referencing system.

Many electronic sources do not provide page numbers. If paragraph numbers are available, use them instead of page numbers. Do not use Kindle location numbers.

***Example:***
**In the 2009 study, Green and Black argued that the government's 5-a-day campaign has made "no discernable impact" (para. 7) upon children's eating habits.**

If neither page numbers nor paragraph numbers are available, cite the overarching heading and number of the paragraph.

***Example:***
**Andrews and Van Dyke (2008) suggested that Travers' work was a "practically perfect example of children's literature" ("Travers today,"para. 3).**

## LIST OF REFERENCES

The other key aspect of referencing is compiling your list of references. The list is placed at the end of your assignment. It is a list of all the works that you have read for this assignment and referred to in your text.

Do not include in your "List of References" anything that you may have read when preparing your work, but not referred to in your text (unless you have specifically been told

to do so by your tutor). In this case, you should call your list a “Bibliography”, not a “List of References”.

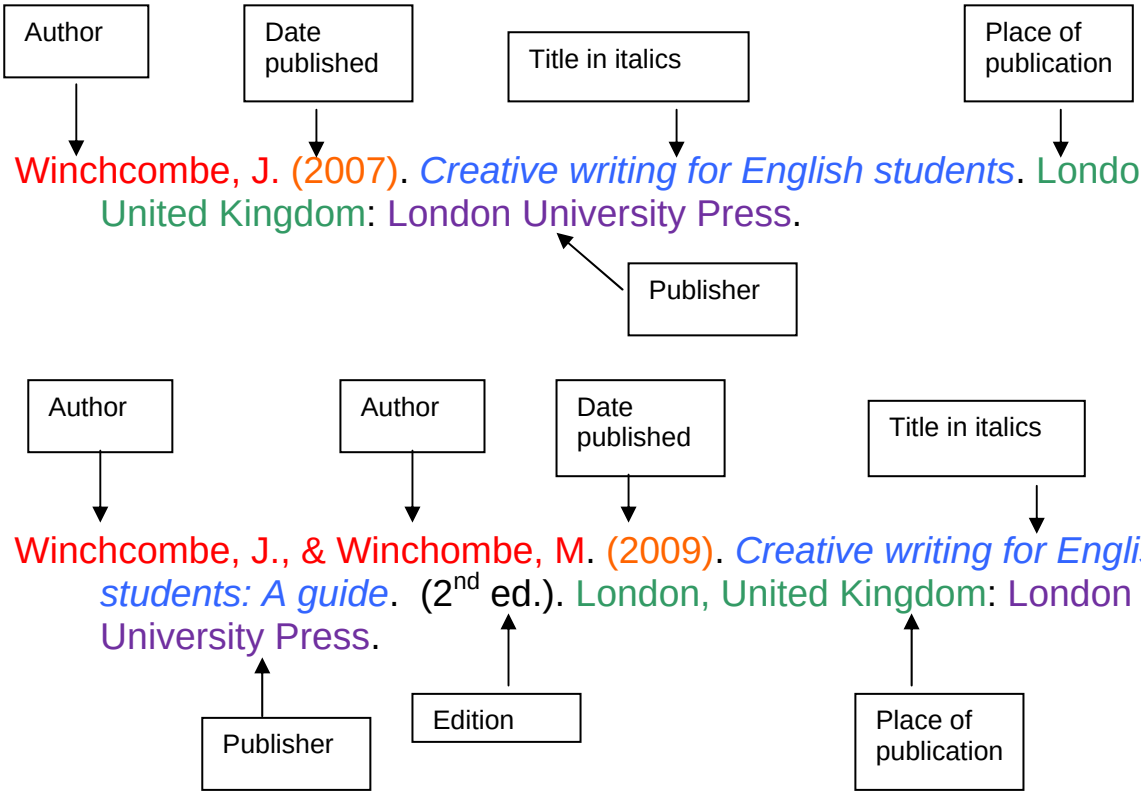
**A note about punctuation and indenting**
There should be a full stop and a space between an author’s initials and when listing multiple authors, there should be a comma between each author. Second and subsequent lines of the reference should be indented.

***Examples:***
**O’Hara, S. G., & Butler, R. (1866).**

**Reeves, K. C. (2009).**

**Loughan, B., Knight, K. P. G., & White, F. G. (1984).**

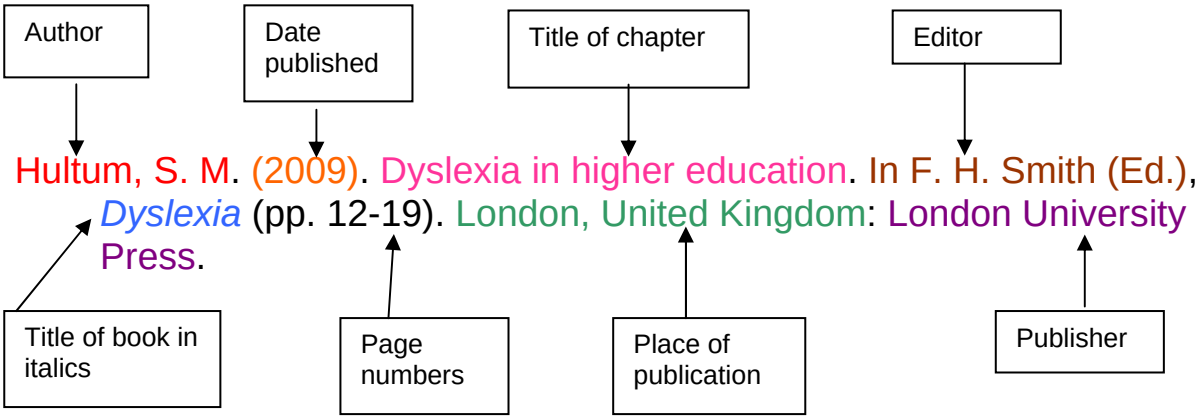
## Books

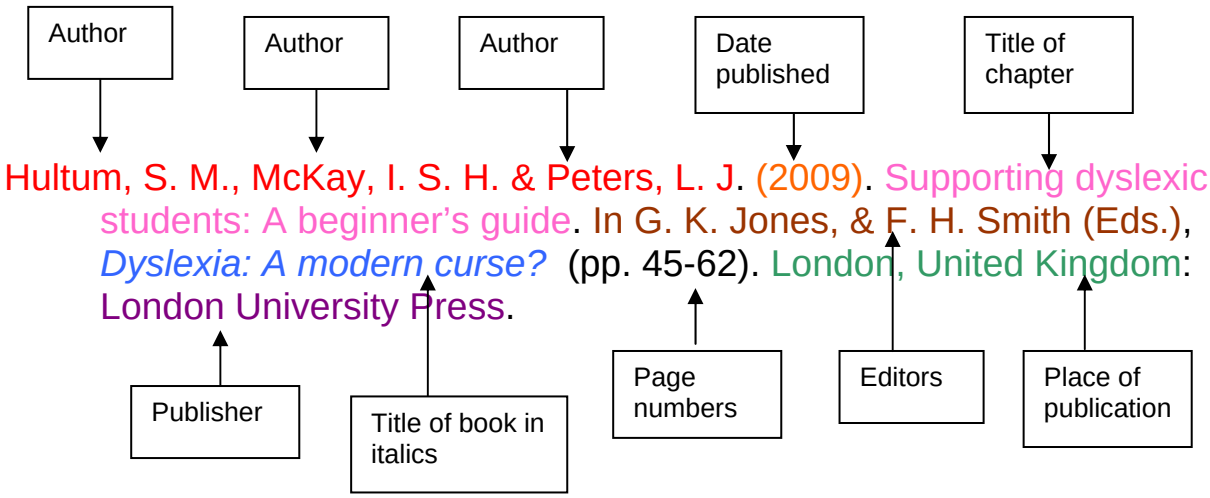



### Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven, inverting their surnames and initial/s of their forenames. Only give the initial/s of their forenames, even if the full forename is printed in the book. If a book has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. The **title** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. The **edition** must be in round brackets unless you have used the first edition of the book; in this case, the edition should not be included.
5. The **place of publication**, including the abbreviation for a US state or the country for countries other than the US.
6. The **publisher**. Exclude words such as *Publishers*, *Co.*, and *Inc.*, and use only the surname for publishing houses that are named after persons (e.g., *Erlbaum*, not *Lawrence Erlbaum*; *Wiley*, not *John Wiley*).

## Chapter in edited book

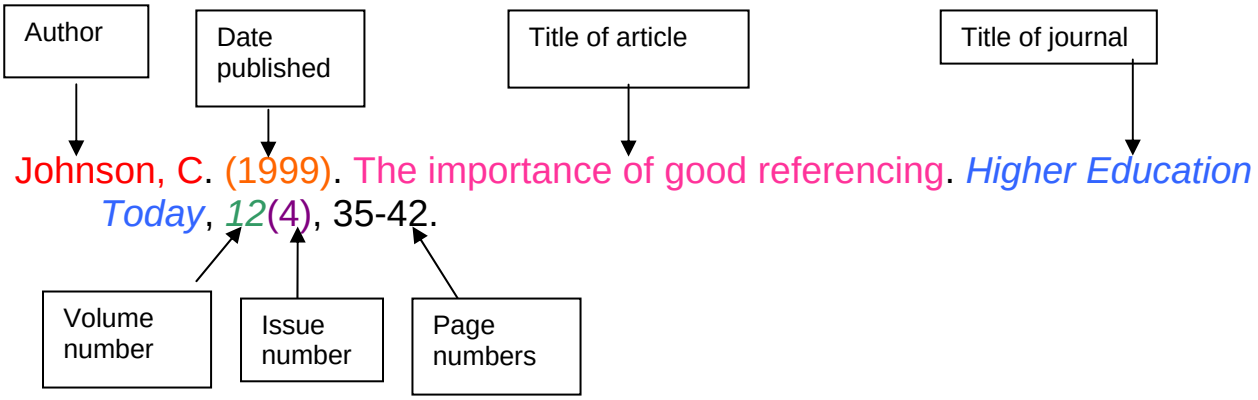


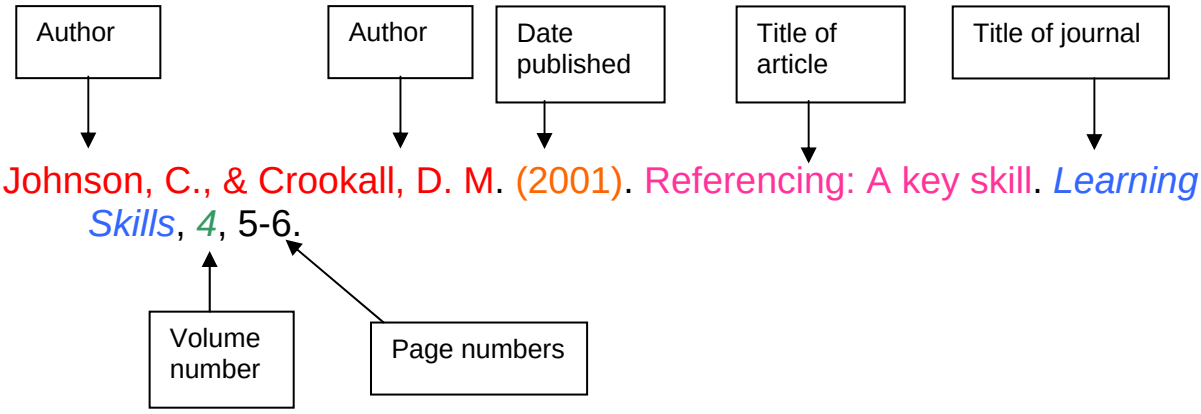




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4. The **Editor/s**. After In, place the editor's initials before their surname.
5. The **title of the book** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
6. The **page numbers** must be in round brackets.
7. The **place of publication**, including the abbreviation for a US state or the country for countries other than the US.
8. The **publisher**. Exclude words such as *Publishers*, *Co.*, and *Inc.*, and use only the surname for publishing houses that are named after persons (e.g., *Erlbaum*, not *Lawrence Erlbaum*; *Wiley*, not *John Wiley*).

## Print journal article

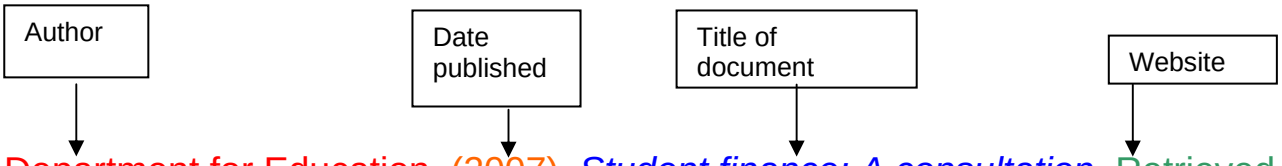


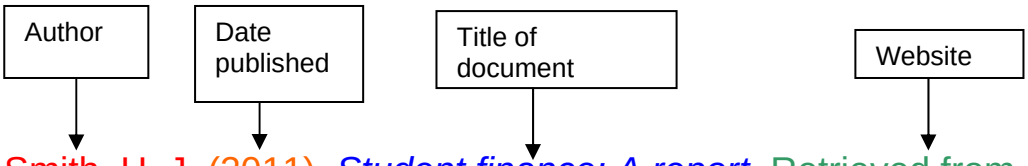

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2. The **date of publication** must be in round brackets.
3. **Title of article**. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. The **journal title** should be in italics. The first letter of each word should be capitalised.
5. The **volume number** should be in italics.
6. The **issue number** (if available) should not be in italics and there should not be a space between the volume number and the issue number.
7. The **page numbers** should not have pp.

## Document on a Website




Department for Education. (2007). *Student finance: A consultation*. Retrieved from http://www.education.gov.uk/finance

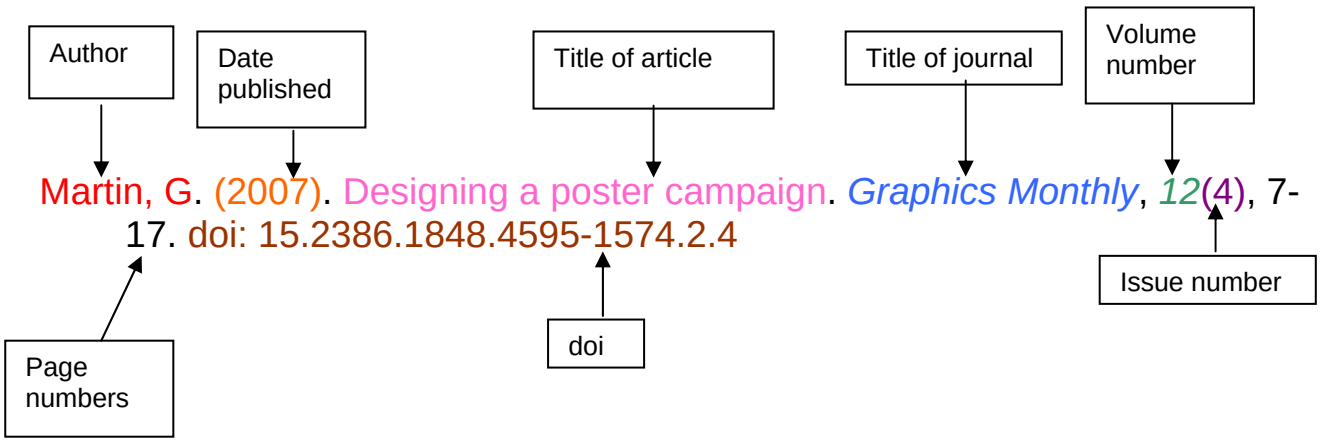


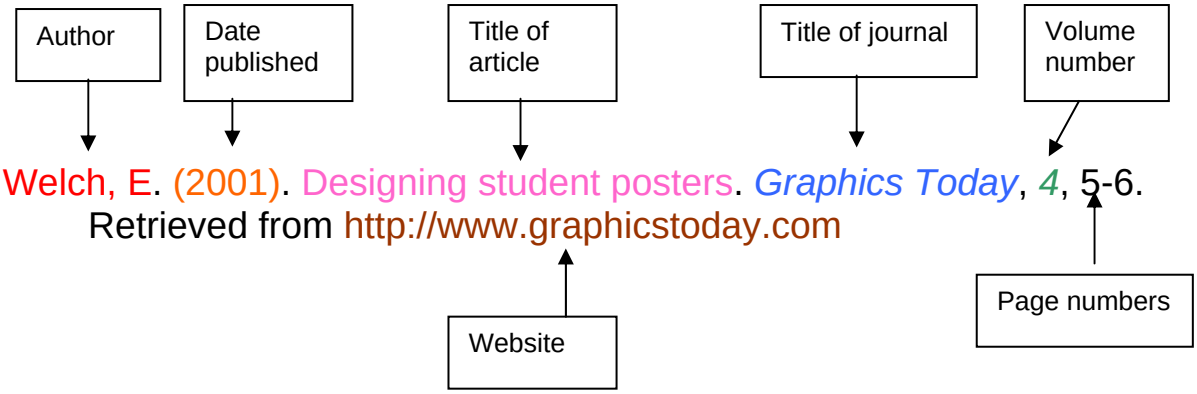

Smith, H. J. (2011). *Student finance: A report*. Retrieved from Department for Education website: http://www.education.gov.uk/finance

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2. The **date of publication** must be in round brackets.
3. The **document title** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people). You should not cite the entire website – refer specifically to the document.
4. The **website**. You should not cite the entire website – refer specifically to the document. When the author is not the publisher, include publisher information in the retrieval statement. A retrieval date is only used when the information is likely to alter.

## Electronic journal article




### Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven, inverting their surnames and initial/s of their forenames. Only give the initial/s of their forenames, even if the full forename is printed in the book. If an article has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
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5. The **volume number** should be in italics.
6. The **issue number** (if available) should not be in italics and there should not be a space between the volume number and the issue number.
7. The **page numbers** should not have pp.
8. **Location of the article**. Many journal articles now have a doi (digital object identifier) which should be used. If a doi is not available, use the URL of the journal homepage.

## Books

**Jenkins, T. (1999). *A guide to wild flowers in the West of England.* Plymouth, United Kingdom: Flora and Fauna Press.**

**Jones, F. L., Smith, J. W., & Williams, T. K. (2010*). Human geography: An introduction*. (5th ed.). Los Angeles, CA: SAGE.**

You should state the country or the abbreviation of the US state after the town or city of publication. For places in the UK, use United Kingdom. Remember that the crown dependencies of Jersey, Guernsey, and the Isle of Man are not part of the UK.

The APA has offered some guidance on other countries. States should only be used for the USA, not for other countries which have states or provinces such as Canada or Australia. For countries that no longer exist, use the current name of the country unless the publication information gives the name of the then-country. For example, for a book giving the publication location of Munich published in Germany in 1980, use Munich, Germany. For a book giving the publication location of Munich, Federal Republic of Germany published in 1980, use Munich, Federal Republic of Germany.

The only exception is when the publisher is an American university whose name includes the name of the state.

**Matthews, G. (2002). *Social science methodology*. (14th ed.). Tampa: University of Florida Press.**

**Matthews, G. (2011). *Social science methodology*. (15th ed.). Chicago, IL: University of Chicago Press.**

**Klaavort, G. (2010). *Dutch Masters of the fifteenth century*. Leiden, Netherlands: Springer.**

**Perkins, A. P., & Jarvis, T. W. (1998). *Cattle breeding: A basic guide.* (2nd ed.). Bristol, United Kingdom: Agricultural Press.**

**Wilkinson, S., Simmonds, T. K., & Thomas, J. W. (2001). *The physiology of mammals.* (3rd ed.). London, United Kingdom: British Association of Physiology.**

**Balfour, A. J., Asquith, A. A., Campbell-Bannerman, H., Cecil, H., Baldwin, S., Lloyd-George, D., & Macdonald, A. J. (2011). *The 2010 British election*. Oxford, United Kingdom: Oxford University Press.**

List all the authors for books with 2, 3, 4, 5, 6, or 7 authors.

**Merkel, A. D., Sarkozy, N., Junker, J-C., Parvanov, G., Abela, G., Silva, A. C., … Halonen, T. (2011). *The European Union today*. Berlin, Germany: Europa.**

For books with more than eight authors, list the first six authors, replace all the other authors with an ellipsis (…), then add the last author.

**National Association for One-Parent Families. (1999). *A guide to benefit law.* London, United Kingdom: Routledge.**

**Grillo, R. (2011). *Mastering online information*. Edinburgh, United Kingdom: Wiley.**

Give the name of the Publisher as succinctly as possible. Do not include words such as Publishers, Co, Inc. Use only the surname for publishing house named after people (e.g. Wiley, instead of John Wiley).

**British Broadcasting Corporation. (2003). *The way ahead: Innovation in broadcasting practice.* London, United Kingdom: Author.**

**National Health Service. (2008). *Nursing in the Isle of Man*. Douglas, Isle of Man: Author.**

When the author is also the publisher, you should use Author as the publisher.

**Anonymous. (1895). *The evils of alcohol.* Birmingham, United Kingdom: Teetotal Alliance.**

**Flaubert, G. (1999). *Madame Bovary* (G. Hopkins, Trans.). Oxford, United Kingdom: Oxford University Press (Original work published in 1857).**

This is an English translation of a book, and therefore has additional information provided at the end.

**French, G. (2004). John Churchill. In *Oxford dictionary of national biography: From the earliest times to the year 2000* (Vol. 10, pp. 100-120). Oxford, United Kingdom: Oxford University Press.**

## Edited Books

**Simmons, J. L. (Ed.). (1997). *Recent studies in the geology of Wales.* Cardiff, United Kingdom: Cambrian Academic Press.**

NB. When referencing an entire edited book, the editor's initials follow the surname, just as in the case of an author. However, if you reference part of an edited book or conference proceedings, the initials of the editor go before the surname.

## Chapter in a Book

**Lewis, C., Matthews, I. P., & Hughes, G. W. (1997). The geology of Gwynedd. In J. L. Simmons (Ed.), *Recent studies in the geology of Wales* (pp. 32-52). Cardiff, United Kingdom: Cambrian Academic Press.**

**Gibson, W. D. (2002). Songbird distribution in England: Comparative regional trends. In N. Turner (Ed.), *Avian Research Symposium, 3* (pp. 294-298). Norwich, United Kingdom: Anglia Scientific Press.**

**Dalton, T., & Craig, D. (2010). The growth of governmental surveillance in the 1990s. In P. F. Brosnan (Ed.), *The Big Brother society?* (3rd ed., pp. 8-41). London, United Kingdom: SAGE.**

## Published Conference Proceedings

If the conference proceedings have been published as a book, use the same format as for a book chapter.

## Unpublished Conference Proceedings

**Davidson, G. J., & Fellows, R. (2010, July). *Recent archaeological investigations at Chester's amphitheatre*. Paper presented at the meeting of the Royal Society of Roman Antiquities, York, United Kingdom.**

**Wallis, J. J. (2010, June). *Rhinomania in Chester!* Paper presented at the 9th annual meeting of the UK Tourist Board, Belfast, United Kingdom.**

## Poster Presentations

**Warren, R., & Harding, B. (2010, August). *Chocolate consumption in teenage girls*. Poster session presented at the meeting of the Society of Nutritionists, Aberystwyth, United Kingdom.**

**Hultum, B. F. (2010, July). *Art for art's sake*. Poster session presented at the meeting of Young New Artists, Chester, United Kingdom.**

**Gleeson, C. (2010, March). Using podcasting for delivering student feedback. Poster session presented at University of Chester Staff Conference, Chester, United Kingdom.**

## Study Packs

**Lake District Nature Trust. (1995). The natural history of Lake Windermere. In *The Lake District: A natural history.* [Study Pack]. Keswick, United Kingdom: Author.**

## Unpublished Theses / Dissertations

**Flanagan, P. (2002). *An investigation of the effects of passive smoking on bar staff in three English cities.* (Unpublished doctoral dissertation). University of Liverpool, United Kingdom.**

**Hanks, T. (2008). *Online dating: A future phenomenon?* (Unpublished master's thesis). University of Chester, United Kingdom.**

Note that APA, unlike the University of Chester regulations, refers to an MPhil/PhD dissertation and a master's thesis.

## Government and Organisational Reports

**Prison Service. (2004). *Report into HMP Chester* (PS Publication No. 2004/4). London, United Kingdom: HMSO.**

**Law Commission. (2008). *A review into the defence of provocation* (LC/2008/5). London, United Kingdom: Author.**

## Journal Articles

**Frost, S. S., Henderson, P., Andrews, A. S., Cooper, D. P., & Wilkinson, J. N. M. (1993). A review of recent research on the physiology of the bat. *Animal Research Quarterly, 33,* 92-115.**

**Scott, I. (2010). Developing key communication skills in primary school teachers. *Journal of Primary Education, 9*(3), 12-15.**

The issue number should be included if the journal is paginated by issue, i.e. each issue begins with page 1. If the journal is consistently paginated, only cite the volume number.

## Newspapers and Magazines

**Gadd, F. (2004, December 2). Changes to corporation tax under discussion in the Treasury. *The Independent,* p. 3.**

**Sharp increase in road deaths feared as winter approaches. (2003, October 20). *The Observer,* pp. A7-8.**

## Book Reviews

**Birchall, S. (2001). A new look at the Church in eighteenth-century England. [Review of the book *The Anglican clergyman, 1714-1800*]. *Historia Ecclesiastica, 3*(1), 79-98.**

## Unpublished Works

**Wirral Health Care Trust. (n.d.). *Staff recruitment policy* (Available from Human Resources, Wirral Health Care Trust, 1 London Road, Northwich, W4 7JP)**

Unpublished works include booklets and information packs.

## Corporate Reports/Documents

**Abbey National. (2000). *Annual report 1999*. London, United Kingdom: Author.**

## Motion Pictures

**Chesney, C. (Producer), & Gibson, M. (Director). (1993). *The rules of the game* [Motion picture]. United Kingdom: Caledonian Films.**

## Television Broadcasts

**Nicholas, T. (Executive Producer). (1999, July 23). *Death of a genius* [Television broadcast]. Manchester, United Kingdom: Granada Television.**

## Television Series

**Griffiths, L. (Producer). (2004). *The British landscape through the ages* [Television series]. London, United Kingdom: Thames Television.**

## Single Episode from a Television Series

**Briggs, D. (Writer), & Valentine, M. (Director). (2004, October 18). The body in the conservatory [Television series episode]. In B. Riddle (Producer), *Inspector Duff investigates.* London, United Kingdom: Virgin Television.**

## Radio Broadcasts

**Martin, G. (Executive Producer). (2005, April 14). *The dark man* [Radio broadcast]. London, United Kingdom: British Broadcasting Corporation.**

## Radio Series

**Shipman, E. (Producer). (2008). *Graphical typography through the ages* [Radio series]. London, United Kingdom: British Broadcasting Corporation.**

## Single Episode from a Radio Series

**Bell, A. (Writer), & Millington, J. (Director). (2000, October 1). On the road in New Mexico [Radio series episode]. In M. Houghton (Producer), *Following the US elections.* London, United Kingdom: British Broadcasting Corporation.**

## Musical Recordings

**Heron, S. B. (2008). Life in the city. On *Life* [Vinyl record]. Madrid, Spain: Spanrecords.**

Use this format when the songwriter and the performing artist are the same.

**Beethoven, L. van. (1800). The moonlight sonata. [Recorded by S. Richter]. On *Richter plays Beethoven* [CD]. London, United Kingdom: Heritage Recordings. (2006)**

**MacLean, D. (1970). American pie [Recorded by Madonna]. On *American life* [CD]. London, United Kingdom: Maverick. (2001)**

Use this format when the songwriter and the performing artist are different people.

If the copyright date and the recording date are different, you will need to use both dates in the in-text citation.

**MacLean (1970/2001, track 4)**

**Johnson, J. (Lyricist), Morgan, H. F. (Composer). (2012). It's Christmas time! [Recorded by The Book People]. On *The library Christmas album* [Vinyl record]. Chester, United Kingdom: Chester Music Press.**

The APA blog has issued guidance on referencing sheet music.

**Morgan, H. F. (2012). *Swing, sing, swing*. Chester, United Kingdom: Chester Music Press.**

**Morgan, H. F. (Composer), & Roberts, E. (Librettist). (2012). *Swing, sing, swing on a Saturday night* [Vocal score]. Chester, United Kingdom: Chester Music Press.**

You will need to identify the composer and the writer and, if there is more than one version of the score, which version you are using.

**Parry, H. (2011). *Jerusalem*. London, United Kingdom: London Music. (Original work published in 1916)**

This reference requires two dates in the in-text citation (Parry, 1916/2011)

**Iwan, D. (2012). Yma o hyd [Still here] [Orchestral score]. Caernarvon, United Kingdom: Cerdd Cymraeg (Original work published in 1981)**

This reference requires two dates in the in-text citation (Iwan, 1981/2012)

For musical recordings downloaded from the internet, see the Electronic Publications section.

## Audio Cassettes

**Hughes, S. (Speaker). (2005). *Interview techniques* [Cassette recording]. Gloucester, United Kingdom: Gloucester Academic Press.**

## Maps

The APA manual does not give guidance for cartographic materials. This advice is for guidance only, please check with your department for their exact requirements.

**Ordnance Survey. (2002). *Map of Chester*. 1:50,000. London, United Kingdom: Author.**

**Ordnance Survey. (2008). *Map of Ellesmere Port* (Towns and cities series sheet 77). 1:50,000. London, United Kingdom: Author.**

**West Cheshire and Chester District Council. (2008). *New council boundary: Proposal*. 1:25,000. Chester, United Kingdom: Author.**

## Art Works

The APA manual does not state how to reference art works but the APA blog has issued some general guidance. You should, however, check with your department for their exact requirements.

**Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. London, United Kingdom: Tate Britain.**

**Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. Retrieved from http://www.tate.org.uk/servlet/ViewWork?workid=12769**

**Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. In L. J. Peters & S. G. Heron (2008), *The Romantic painters* (p. 35). Cambridge, United Kingdom: Cambridge University Press.**

The first example should be used if you have seen the painting in the Tate Britain. The second example should be used if you have seen the painting on the Tate Britain website.

**Gormley, A. (2010). *Critical mass* [Installation]. Bexhill-on-Sea, United Kingdom: De La Warr Pavilion.**

**Gormley, A. (2010). *Critical mass* [Installation]. Retrieved from http://www.antonygormley.com/#/shows/current**

**Gormley, A. (2010). *Critical mass* [Installation]. In L. J. Peters & S. G. Heron (2010), *Modern installation art* (p. 2). Edinburgh, United Kingdom: Edinburgh University Press.**

**Rodin, A. (1889). *The kiss* [Marble sculpture]. Paris, France: Musée Rodin.**

**Rodin, A. (1889). *The kiss* [Marble sculpture]. Retrieved from http://www.statue.com/rodin-the-kiss.html**

**Rodin, A. (1889). *The kiss* [Marble sculpture]. In L. J. Peters & S. G. Heron (2005), *Classic sculpture* (p. 157). Cardiff, United Kingdom: University of Wales Press.**

## ELECTRONIC PUBLICATIONS

### Websites

When referencing electronic publications, include the same elements in the same order as for a print version and include sufficient retrieval information for someone to locate the referenced document. You should not reference an entire website – you should instead reference the relevant document. Use a retrieval date only if the information on the webpage is likely to alter or is undated. Do not underline the website address.

Be careful when using websites as the information may not be accurate or appropriate. For more information on using websites, consult the LIS guide *Using websites*.

**Thomas, J. L. (2009). *Castell Dinas Bran*. Retrieved from Castles of Wales website: http://www.castlewales.com/dinasbran**

**University of Chester. (2008). *Fees and payment*. Retrieved November 11, 2008 from http://www.chester.ac.uk/international/feesandpayment.html**

The retrieval date is used for this website as the information is likely to alter. As the publisher has been identified as the author, there is no need to include the publisher in the retrieval statement.

If you cannot find an author or institution, and you still trust the source, cite the website title, date of publication, and the URL.

***The life cycle of the butterfly*. (2005). Retrieved from http://www.geocities.com/~fred/butterfly**

### Government and Organisational Reports

Retrieval dates are not needed for reports as they are not likely to alter. When the publisher is also the author, there is no need to include the publisher in the retrieval statement.

**Stubbs, T., & Jenkins, S. (2003). *Developments in the teaching of Mandarin in EC countries: Comparative needs of business communities in member states.* Retrieved from European Union Minority Languages website: http://www.der.eui.edu/publications/papers/mandarin.html**

**Confederation of British Industry. (2010). *On the road to recovery: Absence and workplace health survey 2010*. Retrieved from http://www.cbi.org.uk/pdf/20100607-cbi-pfizer-absence-report.pdf**

**National Health Service. (2004). *The future of nursing*. Retrieved from http://www.nhs.gov.uk/future**

**Hutton, Lord. (2004). *Report of the inquiry into the circumstances surrounding the death of Dr David Kelly C.M.G. (the Hutton Report)* (HC 247). Retrieved from The Hutton Inquiry website: http://www.thehuttoninquiry.org.uk/content/report/huttonreport.pdf**

**Department of Health. (2004). *Choosing health: Making healthy choices easier* (Cm 6374). Retrieved from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4094550**

**British Airways plc. (2010). *Annual report and financial statement 2009*. Retrieved from http://www.ba.com/annualreport2009**

## E-Books

**Darwin, C. (1859). *On the origin of species by means of natural selection, or The preservation of favoured races in the struggle for life*. Retrieved from http://www.talkorigins.org/faqs/origin.html**

Use this format for e-books freely available over the internet.

**Powell, S. (2008). *Studying for a research degree*. Retrieved from http://www.myilibrary.com**

**Harrington, G. K. I. (2008). *Research skills*. Retrieved from http://www.dawsonera.com**

**Jameson, Y. (2012). *Chester*. doi:10.297236/45723.11**

**Jones, F. (2012.). Using questionnaires in educational research. In J. Smith (Ed.), Doing educational research (pp. 58-94). Retrieved from http://www.dawsonera.com**

Use this format for e-books accessed via the University of Chester library catalogue. You will need to find the homepage of the e-book collection.

**Chadwick, S. J. (2010). *Damage occurred in Chester during the English Civil War* [Kindle DX version]. Retrieved from http://www.amazon.com**

**Chadwick, S. J. (2011). *Damage occurred in Crewe during the English Civil War* [Kindle iPad version]. Retrieved from http://www.amazon.com**

**Chadwick, S. J. (2009). *Damage occurred in Warrington during the English Civil War* [Adobe Digital Editions version]. doi:10.1986.12388767X**

Use this format for e-books you have purchased for e-book readers.

## E-Journal Articles

Many journal articles now have a DOI (digital object identifier) which should be used instead of the article URL. If there is no DOI for an article, cite the URL of the journal home page. A retrieval date is not required.

**Milton, A. (2006). Developing a filing system for a university recordkeeping system. *Knowledge Management, 8*(4), 10-17. doi:17.1788/1000-2244.98.7.333**

**Thompson, M., & Worden, J. (2007). Are only children spoilt? *Journal of Childhood, 88*(8), 100-126. Retrieved from http://www.journalofchildhood.com**

The issue number should be included if the journal is paginated by issue, i.e. each issue begins with page 1. If the journal is consistently paginated, only cite the volume number.

**Cranney, D. V. T. (2006). Analysing the key skills requirements of undergraduate English students: A case study. *Online Journal of Undergraduate Education, 1*(2). Retrieved from http://www.shropshire.ac.uk/ojue**

This example refers to an online-only journal that does not have any page numbers.

**Bell, A. J. (2012). Clinical negligence and a patient's right to die. *Medical Ethics*. Advance online publication. doi:10.3482/1263887354**

Sometimes articles appear in electronic format in advance of their printed publication

## Articles from E-Databases

For articles retrieved from databases such as CINAHL or JSTOR, firstly look for a DOI and, if one is available, follow the instructions for e-journal articles.

If a DOI is not available, you need to find the URL of the journal homepage. This will usually involve searching for the journal on the internet.

**Norton, C. (2009). The importance of correct referencing in nursing assignments. *Nurse Education, 24*(6), 24-28. Retrieved from http://www.nurseeducationtoday.com**

**Maung, J. (2009). Nursing as a profession. *Nursing Times, 1*(4), 1-12. Retrieved from http://www.nursingtimes.net**

**Hultum, S. M., & McKay, I. S. H. (2010). The impact of Facebook on nightclub marketing. *Journal of Management, 55*(12), 456-488. Retrieved from http://jom.sagepub.com**

**Gleeson, C., Crookall, D. M., & Johnson, C. (2008). Workplace stress. *Cognitive Psychology, 17*, 56-88. Retrieved from http://www.elsevier.com/wps/find/journaldescription.cws_home/622807/description#description**

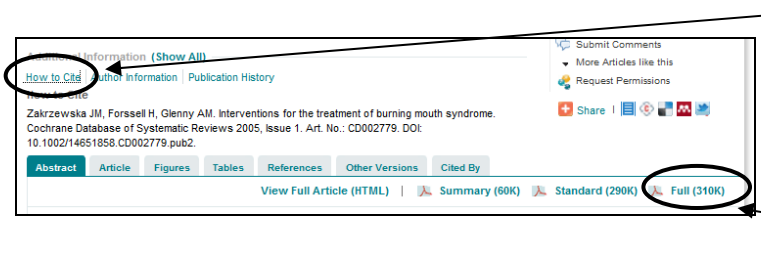
**Morris, R. F. (2010). The impact of government spending cuts on universities. *Higher Education Quarterly, 5*(6), 24-27. Retrieved from http://www.wiley.com/bw/journal.asp?ref=0951-5224**

For articles from the **Cochrane Database of Systematic Reviews**, use the following example:

**Zakrzewaka, J. M., Forrsell, H., Glenny, A. M. (2005). Interventions for the treatment of burning mouth syndrome. *Cochrane Database of Systematic Reviews*, *2005*(1), 1-52. doi: 10.1002/14651848.CD002779.pub2**

The year needs to be included twice as it is also the volume number. Every article in the Cochrane database has a DOI.

The bibliographical information can be found by clicking on **How to cite**




The page number information can be found by clicking on the PDF **Full** link

For articles from **IDS databases**, use the following example:

**Income Data Services. (2012). Stress. *IDS HR Studies, 247*. Retrieved from http://www.idshrstudies.com**

## E-Newspapers

**Hultum, S., Brown, J., & Davies, E. (2005, July 17). Chester's new university. *Chester Daily Post*. Retrieved from http://www.cdp.co.uk**

Give the URL of the newspaper homepage.

## E-Encyclopaedias and Dictionaries

**Skinner, K. M. (2006). Anne Brontë. In C. Farrell (Ed.), *The online who was who in English literature*. Retrieved from http://www.whowaswho.ac.uk/annebronte**

**Bell, D., & Smith, A. T. (2007). Rabbits and hares. In D. W. Macdonald (Ed.), *The encyclopedia of mammals*. (5th ed.). Retrieved from http://www.oxfordreference.com.voyager.chester.ac.uk/views/ENTRY.html?subview=Main&entry=t227.e118**

**Islam in modern Europe. (2010). In S. Brotherton (Ed.), *The Cambridge dictionary of religion*. (2nd ed.). Retrieved from http://go.galegroup.com/p45/i.do?&id=GALE%7CCX3421574781559&v=2.1&u=chesterc&it=r&p=GVRL&sw=w**

**Additive bilingualism. (2007). In P. H. Matthews (Ed.), *The concise Oxford dictionary of linguistics*. (2nd ed.). Retrieved from http://www.oxfordreference.com.voyager.chester.ac.uk/views/ENTRY.html?subview=Main&entry=t36.e61**

If the entry does not state an author, start the reference with the entry title.

## Unpublished Theses / Dissertations

Increasingly theses and dissertations are available through websites such as ChesterRep or EThOS.

**Gillingham, R. J. (2009). *Language and heritage: A case study of Cornwall* (Master's thesis). Retrieved from http://hdl.handle.net/10034/104**

**Hustonov, W. Q. (2005). *Inside the criminal mind*: *Serial killers in Britain, 1945-1970* (Doctoral dissertation). Retrieved from http://uk.bl.ethos.4531**

## Lecture Notes

The APA manual does not state how to reference lecture notes but the APA blog has issued some general guidance. You should, however, consider whether or not lecture notes are a suitable academic source to reference.

**Crookall, D. M. (2007). *Lecture 7: Different learning styles* [PowerPoint slides]. Retrieved from http://www.chester.ac.uk/education/crookall/lecture7**

**Newton, T. K. (2009). *Lecture 12: Summary of counselling ethics* [Lecture notes]. Retrieved from http://ganymede.chester.ac.uk/jfdhgkjfhgkuryturnv**

Publisher information is not required.

Lecture handouts which were given out in class and not made available on the Internet cannot be retrieved as a reference source. They should, therefore, be treated as a personal communication.

## Wikipedia/Wikis

The APA manual does not state how to reference wikipedia or other wikis but the APA blog has issued some general guidance. You should, however, consider whether or not wikis are a suitable academic source to reference.

**Theological reflection. (n.d.). Retrieved August 2, 2007, from http://theology.wikia.com/wiki/theological-reflection**

**George Washington. (n.d.). Retrieved October 18, 2009 from http://en.wikipedia.org/wiki/georgewashington**

Use a retrieval date as the information on wikis is very likely to change. Use (n.d.) if no publication date is visible. Do not use the date when the page was last modified.

## Facebook

The APA manual does not state how to reference Facebook but the APA blog has issued some general guidance. You should, however, consider whether or not Facebook is a suitable academic source to reference. These examples should be used when citing a specific post or a page, not Facebook in general.

**University of Chester Student Law Society. (2010, March 9). Law Society summer ball tickets [Facebook update]. Retrieved from http://www.facebook.com.fdjhgj/id=1298534324&share2686435_1268735**

Include the author's name as written e.g. John Smith. If you have more than one post from a writer in a year, include "a" or "b" after the year. Cite the URL of the post (you can find the URL by clicking on the date and time beneath the post).

**Dave Grohl – Superstar! (n.d.). In Facebook [Page type]. Retrieved May 18, 2010, from http/://www.facebook.com/davegrohlsuperstar**

**APA Style. [ca. 2010]. In Facebook [Page type]. Retrieved June 1, 2010, from http://www.facebook.com/APAStyle#!/APAStyle?v=wall**

The second example includes an approximate date [ca. 2010] in square brackets. This format is used when you can be reasonably certain of the date but it is not specifically stated.

## Twitter

The APA manual does not state how to reference Twitter but the APA blog has issued some general guidance. You should, however, consider whether or not Twitter is a suitable academic source to reference. These examples should be used when citing a specific post, not Twitter in general.

**FredBloggs10. (2010, June 5). Just voted for the dancing dog on Britain's got talent [Twitter post]. Retrieved from http://twitter.com/FredBloggs/status/1687657453**

## Apps

**British Library. (2012). Royal manuscripts (Version 1.0) [Mobile application software]. Retrieved from http://itunes.apple.com**

## YouTube Videos

**Martin, G. C. [superGD]. (2009, September 17). *My haunted house video* [Video file]. Retrieved from http://www.youtube.com/watch?v=djfheuytert9898**

The person who posted the video is considered to be the author. The author's screen name should be included as it is integral to finding the video on YouTube.

**SuperLibrarian. (2012, January 1). *How to find books in the library* [Video file]. Retrieved from http://www.youtube.com/watch?v=1567545386bks**

If the real name of the person who posted the video is not known, treat the screen name as the author.

## Blog

**Thomas, H. G. (2010, January 5). Some dos and don'ts of blogging [Web log post]. Retrieved from http://bloggingonline.com/message/ 58429**

**Maung, J. (2010, January 6). Re: Some dos and don'ts of blogging [Web log comment]. Retrieved from http://bloggingonline.com/message/ 58429**

## Audio Podcast

**Morris, R. K. (Producer). (2010, June 1). *P. G. Woodhouse and the English class system* [Audio podcast]. Retrieved from http://www.pgwoodhouse.com**

**Watson, P. J. (Producer). (2005, July 2). *Camping with cubs* [Audio podcast]. Retrieved from http://www.sa.org.uk**

Cite the URL of the podcast homepage, not the URL of the podcast.

## Television Podcast (iPlayer)

The APA manual does not give guidance for television podcasts. This advice is for guidance only – please check with your department for their exact requirements.

**Winchcombe, J. S. (Executive Producer). (2008, July 17). *The life and work of Jacqueline Wilson* [Television broadcast]. Retrieved from http://www.bbc.co.uk/iplayer**

## Musical Recordings

The APA manual does not give guidance for musical recordings that have been downloaded from the Internet, such as iTunes. This advice is for guidance only – please check with your department for their exact requirements.

**The Kinks. (1964). Waterloo sunset. On *A tribute to the Kinks* [MP3 file]. Retrieved from http://www.apple.com/itunes**

**McCartney, J. P. (1971). Live and let die [Recorded by Guns N' Roses]. On *Guns N'Roses: Greatest hits* [MP3 file]. Retrieved from http://www.spotify.com (1991)**

If the copyright date and the recording date are different, put the recording date at the end of the reference

**Williams, R. P., & Chambers, G. (2002). Angels [Recorded by Robbie Williams]. On *The ego has landed* [MP3 file]. Retrieved from http://www.apple.com/itunes**

Use this format when the songwriter and the performing artist are different people.

**Ten green bottles standing on a wall [Recorded by The Bottle People]. (2012). On The bottle album [MP3 file]. Retrieved from http://www.spotify.com**

Use this format of the writer of the song is unknown.

If the copyright date and the recording date are different, you will need to use both dates in the in-text citation.

**McCartney (1971/1991, track 7)**

## Computer Software

There is no need to give reference entries for standard off-the-shelf software and programming languages such as Microsoft Word in your assignments, although you should always refer to them by their proper name and include the version number. However, reference entries are needed for more specialised material.

**Donnelly, P. (2007). The CJK Converter (Version 3) [Computer software]. Washington, DC: LibCon Services.**

## Archival Collections

Archival sources include letters, unpublished manuscripts, and photographs from collections held in archival institutions, museums, and libraries.

**Lamont, J. (2006, April 30). [Letter to M. Winchcombe]. The National Archives (NRA 21/1576), London, United Kingdom.**

**[Photographs of W. H. Wright]. (ca. 1990-2005). W. H. Wright Papers (AA/1985/12). University of Chester, United Kingdom.**

See the *Publication manual of the American Psychological Association* (6th ed.) for more examples of archival collections.

## The Generic Reference (Frankenreference)

If the exact reference for your item is not available, the APA blog recommends using the generic reference or the Frankenreference. This involves mixing and matching elements from similar examples and using the basic building blocks of who (author), when (date), what (title), and where (where can the reader find this item).

**Who. (When). *What*. Where.**

## ARRANGING YOUR LIST OF REFERENCES

Your list of references should be placed at the end of your assignment. APA uses double-line spacing with a hanging indent for its list of references, please check with your Faculty or Department as to their preference. You should arrange them as a single alphabetical list and not sub-divide them into sections, unless you have been specifically told to do so by your tutor. The references should be arranged alphabetically, by the surname and initials of the author, followed by the date. If there is more than one author, they should be arranged by the surname and initials of the first-named author, then by the surname and initials of the other authors, and then by the date of the work. The following example shows how this rule works in practice.

***Example:***

**Ellis, T. H. (1974). *Recollections of a sheep farmer.* London, United Kingdom: Macmillan.**

**Ellis, T. H. (1979a). Does counting sheep help you sleep? *Sleep Research, 5*, 17-58.**

**Ellis, T. H. (1979b). *Further recollections of a sheep farmer.* London, United Kingdom: Macmillan.**

**Ellis, T. H., Harris, T. C., & Brown, A. (1967). *The encyclopaedia of sheep.* London, United Kingdom: Routledge.**

**Ellis, T. H., & Smith, M. T. (1966). *Sheep of the South Downs.* Brighton, United Kingdom: Falmer Press.**

**Ellis, T. H., Smith, M. T., & Wilson, D. (1965). *The nature of wool.* London, United Kingdom: Chapman & Hall.**

**Ellis, V. (1999). Does every family have a black sheep? *Family Law Today, 14*(6), 58-79. doi:18.2000.1982-8241.55**

**Ellis, W. A. (1973). *Farming on the Scottish Borders.* Edinburgh, United Kingdom: Midlothian Press.**

**Ellison, A. (1972). *Agriculture for everyman.* London, United Kingdom: Faber & Faber.**

**Johnson, J. (2010a, February 19). Stupid sheep! [Facebook update]. Retrieved from http://www.facebook.com.fdjhgj/id=1298534324&dsjfduhg_1568735**

**Johnson, J. (2010b, May 5). Those darn sheep! [Facebook update]. Retrieved from http://www.facebook.com.fd15gj/id=1298hdgfsdhg24&dsjfduhg_156235**

**Jones, I. (2006). Sheep breeding. In J. Williams (Ed.), *The online sheeplopedia*. Retrieved from http://www.sheeplopedia.com/sheepbreeding**

**Meaburn, S., Hultum, B. C., Johnston, C. H., Crookall, D. M., Hultum, S. M., & Preest, K. (2009). Are sheep really as stupid as they look? *Sheep Today, 7*(7), 14-22. Retrieved from http://www.chesterjournals.com/sheeptoday**

**Thomas, H. U. [chester42]. (2007, October 5). Sheep playing football in my garden [Video file]. Retrieved from http://www.youtube.com/watch?v=898djgfdjg65**

| Books | In-text example | List of References Example |
|---|---|---|
| Single author | This conclusion is supported by research reported by Mackenzie (2002).<br>**OR**<br>Mackenzie supported this conclusion in his 2002 research.<br>**OR**<br>This assumption was proved in later research (Mackenzie, 2002). | Mackenzie, F. L. (2002). *Counselling students*. London, United Kingdom: Routledge. |
| Two authors | The research of Todd and Arbuthnot (1995) illustrates that …<br>**OR**<br>Research (Todd & Arbuthnot, 1995) has proved … | Todd, R., & Arbuthnot, F. K. (1995). *Parenting*. New York, NY: Routledge. |
| Three, Four or Five Authors | In 1998, Bentley, Royce, Higgins and Hill found that …<br>**Cite all authors in the first reference.**<br>Bentley et al. (1998) …<br>**Cite the surname of the first author followed by et al. in subsequent references.** | Bentley, G. K., Royce, R. R., Higgins, H., & Hill, D. (1998). *Studies of the car industry: An analysis*. London, United Kingdom: Economic & Social Research Council. |
| Six or seven | This point was discussed in | Balfour, A. J., Asquith, A. A., Campbell-Bannerman, H., Cecil, H., Baldwin, S., & |



To get this guide in an alternative format e.g. in large print, on audio tape, in Braille, or on different coloured paper, please contact any member of LIS staff.

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| authors | detail in 2011 (Balfour et al.). | Macdonald, A. J. (2011). *The 2010 British election*. Oxford, United Kingdom: Oxford University Press.<br><br>**List all the authors for books with up to seven authors.** |
| Eight or more authors | A 2011 study by Merkel et al. indicated … | Merkel, A. D., Sarkozy, N., Junker, J-C., Parvanov, G., Abela, G., Silva, A. C., … Halonen, T. (2011). *The European Union today*. Berlin, Germany: Europa.<br><br>**Cite the first six authors, followed by …, and the final author**. |
| No author | The book *Consular services abroad* (2005) comments that … | *Consular services abroad*. (2005). London, United Kingdom: Foreign & Commonwealth Office. |
| Multiple works by same author | Recent research by Jones (2010, 2011) has shown that … | Jones, F. Y. (2010). *Plagiarism in UK universities*. Belfast, United Kingdom: Association of UK Universities.<br><br>Jones, F. Y. (2011). *The extent of plagiarism amongst US college students: A study*. Los Angeles, CA: Association of North American Universities.<br><br>**Order chronologically in the list of references**. |
| Multiple works by the same author published in the same year | Studies (Ellis, 1979a, 1979b) have indicated that … | Ellis, T. H. (1979a). *Further recollections of a sheep farmer*. London, United Kingdom: Macmillan.<br><br>Ellis, T. H. (1979b). *More tales from the sheep farm*. Edinburgh, United Kingdom: Scottish Press.<br><br>**Order alphabetically in the list of references** |
| Works by authors with the same surname published in the same year | Work by L. M. Smith (2011) built upon that by J. Smith (2005) … | Smith, J. (2005). *Esteem issues in the young child*. Belfast, United Kingdom: Belfast Press.<br><br>Smith, L. M. (2011). *Esteem issues in the adolescent*. Chester, United Kingdom: Chester Press.<br><br>**Use initials when there is more than one author with the same surname, even if the dates of publication are different.** |
| Editor | Recent studies (Simmons, | Simmons, J. L. (Ed.). (1997). *Recent studies in the geology of Wales*. Cardiff, United |

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| | 1997) have shown that … | Kingdom: Cambrian Academic Press. |
| Different editions | A 1998 study (Perkins & Jarvis) suggested that … | Perkins, A. P., & Jarvis, T. W. (1998). *Cattle breeding: A basic guide*. (2nd ed.). Bristol, United Kingdom: Agricultural Press.<br><br>**Use only for second and subsequent editions.** |
| Translated book | Flaubert (1999) demonstrates that … | Flaubert, G. (1999). *Madame Bovary* (G. Hopkins, Trans.). Oxford, United Kingdom: Oxford University Press (Original work published in 1857). |
| Encyclopaedia or Dictionary | *The dictionary of religion* (2010) defined … | Phillips, G. K. (2010). *The dictionary of religion* (4th ed., Vols. 1-25). Cambridge, United Kingdom: Cambridge University Press. |
| Article in an encyclopaedia or dictionary | French's 2004 article on John Churchill argued that … | French, G. (2004). John Churchill. In *Oxford dictionary of national biography: From the earliest times to the year 2000* (Vol. 10, pp. 100-120). Oxford, United Kingdom: Oxford University Press. |
| Book chapter | In 1997, Lewis, Matthews and Hughes demonstrated that …<br><br>Recent carried out in 2010 (Dalton & Craig) argued that … | Lewis, C., Matthews, I. P., & Hughes, G. W. (1997). The geology of Gwynedd. In J. L. Simmons (Ed.), *Recent studies in the geology of Wales* (pp. 32-52). Cardiff, United Kingdom: Cambrian Academic Press.<br><br>Dalton, T., & Craig, D. (2010). The growth of governmental surveillance in the 1990s. In P. F. Brosnan (Ed.), *The Big Brother society?* (3rd ed., pp. 8-41). London, United Kingdom: SAGE. |
| Article or book chapter without an author | The article "Populations trends from the census" (2011) stated that … | Population trends from the census. (2011). In Y. Smith (Ed.), *Population today* (pp. 1-2). Edinburgh, United Kingdom: UK National Statistics Office. |
| E-book (freely available over the Internet) | Darwin's (1859) research demonstrated that … | Darwin, C. (1859). *On the origin of the species by means of natural selection, or The preservation of favoured races in the struggle for life*. Retrieved from http:www/talkorigins.org/faqs/origin.html |
| E-book (from University of Chester | According the one author in the field (Powell, 2008) … | Powell, S. (2008). *Studying for a research degree*. Retrieved from http://www.myilibrary.com. |

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| library catalogue) | | |
| E-book (for e-book readers) | Research by Chadwick (2009, 2010) … | Chadwick, S. J. (2009). *Damage occurred in Warrington during the English Civil War* [Adobe Digital Editions version]. doi:10.1986.12388767x<br>Chadwick, S. J. (2010). *Damage occurred in Chester during the English Civil War* [Kindle DX version]. Retrieved from http://www.amazon.com |
| Unpublished MPhil / PhD theses | Research (Flanagan, 2002) have proved that … | Flanagan, P. (2002). *An investigation of the effects of passive smoking on bar staff in three English cities*. (Unpublished doctoral dissertation). University of Liverpool, United Kingdom. |
| Unpublished Masters dissertations | Hanks (2008) suggested that … | Hanks, T. (2008). *Online dating: A future phenomenon?* (Unpublished master's thesis). University of Chester, United Kingdom. |
| Unpublished MPhil / PhD theses – available online | Hustanov showed in his 2005 work that … | Hustanov, W. Q. (2005). *Inside the criminal mind: Serial killers in Britain, 1945-1970* (Doctoral thesis). Retrieved from http://uk/bl/ethos.4531 |
| Unpublished Masters dissertations – available online | According to research (Gillingham, 2009) Cornish was … | Gillingham, R. J. (2009). *Language and heritage: A case study of Cornwall* (Master's dissertation). Retrieved from http://hdl.handle.net/10034/104 |
| **Reports** | **In-text example** | **List of References Example** |
| Corporate reports | Abbey National's annual report (2000) confirmed that … | Abbey National. (2000). *Annual report 1999*. London: United Kingdom: Author.<br><br>**When the author is also the publisher, use Author as the publisher.** |
| Government reports | In a 2004 report, the Prison Service stated that … | Prison Service. (2004). *Report into HMP Chester* (PS publication No. 2004/4). London, United Kingdom: HMSO. |
| Organisational reports | The Law Commission (2008) has reported that … | Law Commission. (2008). A review into the defence of provocation (LC/2008/5). London, United Kingdom: Author. |
| Corporate reports – available | The health of the workforce was discussed in a 2010 report from the Confederation | Confederation of British Industry. (2010). *On the road to recovery: Absence and workplace health survey 2010*. Retrieved from http://cbi.org.uk/pdf/20100607-cbi-pfizer-absence-report.pdf |

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| online | of British Industry. | |
| Government reports – available online | The future of nursing in the National Health Service was analysed in a 2004 report. | National Health Service. (2004). *The future of nursing*. Retrieved from http://www.nhs.gov.uk/future |
| Organisational reports – available online | Stubbs and Jenkins (2003) have stated that … | Stubbs, T., & Jenkins, S. (2003). *Developments in the teaching of Mandarin in EU countries: Comparative needs of business communities in member states*. Retrieved from European Union Minority Languages website: http://www.der.eui.edu/publications/papers/madarisn.html<br><br>**When the author is not the publisher, include publisher information in the retrieval statement.** |
| **Print Journals and Newspapers** | **In-text example** | **List of References Example** |
| Single author | This conclusion is supported by research reported by Scott (2010). | Scott, I. (2010). Developing key communication skills in primary school teachers. *Journal of Primary Education, 9*(3), 12-15. |
| Two authors | The research of Jekyll and Hyde (2007) illustrates that … | Jekyll, D., & Hyde, M. (2007). Investigations in paranormal activities in Roswell: A study, 1960-1980. *Journal of the Paranormal, 11*(12), 458-584. |
| Three, Four or Five Authors | In 1993, Frost, Henderson, Andrew, Cooper, and Wilkinson discovered that …<br>**Cite all authors in the first reference.**<br><br>Frost et al. (1993) …<br>**Cite the surname of the first author followed by et al. in subsequent references.** | Frost, S. S., Henderson, P., Andrews, A. S., Cooper, D. P., & Wilkinson, J. N. M. (1993). A review of recent research on the physiology of the bat*. Animal Research Quarterly, 33*, 92-115. |

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| Six or seven authors | This point was discussed in detail in 2011 (Black et al.). | Black, G. J., Brown, H., Green, F. N., Mustard, H., Orange, H. L. O., & Redd, H. (2011). Colour blindness in primary school males. *Journal of Genetics, 1*, pp. 4-21. |
| Eight or more authors | A 2011 study by Smith et al indicated … | Smith, T., Jones, F., Williams, J., Evans, Q., Macdonald, B., Davies, R., … Smith, F. (2011). Reflective learning in the workplace: A study at the University of Chester. *Journal of Workplace Learning, 14*(1), 45-54. |
| No author | This was indicated in a 2009 article ("Changes to defamation law"). | Changes to defamation law. (2009). *Law Today, 5*, p. 4. |
| Newspaper article | In 2004, Gadd reported that … | Gadd, F. (2004, December 2). Changes to corporation tax under discussion in the Treasury. *The Independent*, p. 3. |
| Newspaper article – no author | Winter is an especially dangerous time for drivers ("Sharp increase in road deaths feared as winter approaches," 2003). | Sharp increase in road deaths feared as winter approaches. (2003, October 20). *The Observer*, pp. A7-8. |
| **Electronic Journals** | **In-text example** | **List of References Example** |
| Article with doi | Milton (2006) invented a system which … | Milton, A. (2006). Developing a filing system for a university recordkeeping system. *Knowledge Management, 8*(4), 10-17. doi:17.1788/1000-2244.98.7.33 |
| Article without doi | 2007 research by Thompson and Worden demonstrated that … | Thompson, M., & Worden, J. (2007). Are only children spoilt? *Journal of Childhood, 88*(8), 100-126. Retrieved from http://www.journalofchildhood.com<br><br>**If the doi is not available, cite the URL of the journal homepage. This will usually involve searching for the journal on the Internet.** |
| Newspaper article | The establishment of the University of Chester was welcomed through the city (Hultum, Brown & Davies, 2005). | Hultum, S., Brown, J., & Davies, E. (2005, July 17). Chester's new university. *Chester Daily Post*. Retrieved from http://www.cdp.co.uk |
| **Websites** | **In-text example** | **List of References Example** |
| Website | In 2005, the government launched the NHS Direct website (http://www.nhsdirect.nhs.gov | Do not include |

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| | .uk) with the aim … | |
| Document on a website | Recent work by Thomas (2009) …<br><br>In 2008, the University of Chester set fees … | Thomas, J. L. (2009). *Castell Dinas Bran*. Retrieved from Castles of Wales website: http://www.castlewales.com<br><br>**When the author is not the publisher, include publisher information in the retrieval statement.**<br><br>University of Chester. (2008). *Fees and payment*. Retrieved November 11, 2008 from http://www.chester.ac.uk/international/feesandpayment.html<br><br>**The retrieval date is only used when the information is likely to alter.** |
| Document on a website – no author or publisher | Analysis of butterfly life cycle ("The life cycle of the butterfly", 2005) has shown | *The life cycle of the butterfly*. (2005). Retrieved from http://ww.geocities.com~fred/butterfly |
| Document on a website – no date | | Department of Health (n.d.). *Choosing health: Making healthy choices easier* (Cm 6374). Retrieved from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DH_4094550 |
| **Films and Television programmes** | **In-text example** | **List of References Example** |
| Motion pictures | The 1993 film *The rules of the game* (Chesney & Gibson) … | Chesney, C. (Producer), & Gibson, M. (Director). (1993). *The rules of the game* [Motion picture]. Edinburgh, United Kingdom: Caledonian Films, Inc. |
| Television broadcasts | An in-depth analysis of the work of Munch (Nicholas, 1999) showed that … | Nicholas, T. (Executive Producer). (1999, July 23). *Death of a genius* [Television broadcast]. Manchester, United Kingdom: Granada Television. |
| Television series | An in-depth analysis of the work of Turner (Griffiths, 2004) showed that … | Griffiths, L. (Producer). (2004). *The British landscape through the ages* [Television series]. London, United Kingdom: Thames Television. |
| Single episode from | This was aptly demonstrated in one 2004 episode (Briggs | Briggs, D. (Writer), & Valentine, M. (Director). (2004, October 18). The body in the conservatory [Television series episode]. In B. Riddle (Producer), *Inspector Duff* |

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| a television series | & Valentine) when … | *investigates*. London, United Kingdom: Virgin Television. |
| Television podcast (iplayer) | The work of Jacqueline Wilson was discussed in a 2008 television programme (Winchcombe). | Winchcombe, J. S. (Executive Producer). (2008, July 17). The life and work of Jacqueline Wilson [Television broadcast]. Retrieved from http://www.bbc.co./iplayer |
| **Images** | **In-text example** | **List of References Example** |
| Individual image in a gallery or museum | Rossetti's *Beata Beatrix* (1864-1870) demonstrates … | Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. London, United Kingdom: Tate Britain. |
| Image from a website | Rossetti's *Beata Beatrix* (1864-1870) demonstrates … | Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. Retrieved from http//:www.tate.org.uk/servlet/ViewWork?workid=12769 |
| Image from a book | Rossetti's *Beata Beatrix* (1864-1870) demonstrates … | Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. In L. J. Peters, & S. G. Heron (2008), *The Romantic painters* (p. 35). Cambridge, United Kingdom: Cambridge University Press. |
| **Musical Recordings** | **In-text example** | **List of References Example** |
| CD recording | Madonna's recording of MacLean's (1970/2001, track 3) most famous work … | MacLean, D. (1970). American pie [Recorded by Madonna]. On *American life* [CD]. London, United Kingdom: Maverick. (2001) |
| Website download – composer known | In the well-known Bond theme (McCartney, 1971/1991, track 9) demonstrated … | McCartney, J. P. (1971). Live and let die [Recorded by Guns N' Roses]. On *Guns N' Roses: Greatest hits* [MP3 file]. Retrieved from www.apple.com/itunes (1991) |
| **Other Sources** | **In-text example** | **List of References Example** |
| Personal communication (e-mail) | Information received from T. A. Forsyth (personal communication, September 12, 2004) indicated that … | Do not include |
| Public communication | In a recent speech (October 25, 2006) Tony Brown told the Labour party that … | Do not include |

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| (speeches, unpublished lecture notes) | | |
| Live performances | In the performance of Swan Lake by the Vienna Festival Ballet on October 17, 2008 it was observed that **…** | Do not include |
| Statutes | Section 12 of the Education Act of 1998 states … | Do not include |
| Unpublished conference proceedings | Davidson and Fellows' 2010 research indicated that … | Davidson, G. J., & Fellows, R. (2010, July*). Recent archaeological investigations at Chester's amphitheatre*. Paper presented at the meeting of the Royal Society of Roman Antiquities, York, United Kingdom. |
| Poster presentations | A fascinating poster presentation (Hultum, 2010) showed … | Hultum, B. F. (2010, July). *Art for art's sake*. Poster session presented that the meeting of Young New Artists, Chester, United Kingdom. |
| Book reviews | One review (Birchall, 2001) described the book as … | Birchall, S. (2001). A new look at the Church in eighteenth-century England. [Review of the book *The Anglican clergyman, 1714-1800*]. *Historia Ecclesiastica*, 3(1), 79-98. |
| Secondary citations | It appears from research undertaken by Willis (as cited in Matthews, 2002) | Matthews, G. (2002). *Social science methodology*. (14th ed.). Tampa: University of Florida Press.<br><br>**If the publisher is an American university whose name includes the name of the state, do not include the abbreviation for the state in the publisher location.** |
| Podcast | Morris (2010) demonstrated that … | Morris, R. K. (Producer). (2010, June 1). *P. G. Woodhouse and the English class system* [Audio podcast]. Retrieved from http://www.pgwoodhouse.com |