Library **Referencing Guides**

CITING AND REFERENCING: APA 7th EDITION

What is citation?

Citation is the means by which you tell a reader the sources – books, journals, Web pages that you have referred to in your work.

Why it is important to reference the work of other people?

It is important to cite sources accurately for four main reasons; giving credit to other authors, showing that you have read widely, letting others trace the works you have read and avoiding plagiarism.

Examples in this guide

This guide will show you how to cite a wide range of resources, using APA:

Books including e-books	Newspaper articles
Chapters from books	Patents
Journal articles	Standards
Websites	Images

Citing references in your text – also known as "in text citations"

When using APA, cited items are referred to in the text of your work by giving the author's name and year of publication (this is known as an author-date style).

If you are quoting directly you should also include the page number(s) in your citations:

e.g. Khan (2012, p.4) argued "......"
e.g. "Consumption has become a collective process" (Kahn, 2012 p.4)

Although not required page numbers for a paraphrase may help the reader locate the relevant passage in a long or complex work.

If you are referring to an argument or ideas which are throughout a work, cite using just the author and date details in brackets:

e.g. In a recent study (Fisher, 2006), it was argued that…

The authors' last names will appear in alphabetical order at the end of your work where you will give the full publication details of references.

Dealing with multiple authors

There are different rules for the way authors appear in your in-text citation or reference list depending on the number of authors of a given work.

In-text citation: One or two authors
Include all names in every in-text citation.
e.g. A recent report (Goller & Bessant, 2017) discussed …

In-text citation: Three or more authors

Include the name of the first author plus 'et al.' for every in-text citation.
e.g. Research (Tompkins et al., 2018) suggests that …

Reference list
Provide surnames and initials for up to and including 20 authors. Use an ampersand (&) between the final two author's names. For 21 or more authors, include the first 19 authors followed by an ellipsis (…) then add the final author's name (do not include an ampersand).

Citing sources in your reference list

For each type of material you cite you will need specific details in your reference list. Remember to stay consistent when referencing each item. All lines after the first line of each reference list entry should be indented half an inch from the left margin. This is called hanging indentation.

Book
Surname, Initial. (Year). *Title of book capitalizing first word of title and subtitle (edition, if not the first edition).* Publisher. DOI or URL for e-books

Coolican, H. (2019). *Research methods and statistics in psychology* (7th ed.). Routledge. https://ebookcentral.proquest.com/lib/lboro/detail.action?docID=5584239#

Chapter in an edited book
Surname, Initial(s). (Year). Chapter title. In Initial. Surname (Ed(s).), *Book title*
(edition if not first edition, pages of chapter). Publisher.

Stokoe, E. (2011). Simulated interaction and communication skills training: The 'Conversation Analytic Role-play Method'. In C. Antaki (Ed.), *Applied conversation analysis: Changing institutional practices* (pp. 119-139). Palgrave Macmillan.

Journal article
Surname, Initial. (Year). Title of article with the first word capitalized: Also capitalize the first word after a colon. *Name of Journal, Volume*(Issue), pg-pg. doi (digital object identifier) or URL if a doi is not available, both presented as hyperlinks

Mihelj, S., Van Zoonen, L., & Vis, F. (2011). Cosmopolitan communication on-line: YouTube responses to the anti-Islam film Fitna. *British Journal of Sociology, 62*(4), 613-32. https://doi.org/10.1111/j.1468-4446.2011.01383.x

Website

Surname, Initial(s). or Corporate Author. (Most specific date possible). *Title.* Site name (if different from author). URL or Retrieved date, from URL if the website is likely to change over time (i.e. Google maps, social media profiles …)

Glazzard, J. (2019, May 22). *Mobile phone addiction harming children's health and education.* Leeds Beckett University. https://www.leedsbeckett.ac.uk/news/0519-mobile-phone-addiction-harming-childrens-health-and-education/

Note: the author of a website could be a corporate author, the name of a charity, organisation or company. However, if you're citing a specific document on a website there may be personal authors.

Newspaper article (online)

Surname, Initial(s). (Year, date). Title of article. *Title of Newspaper*. URL

O'Connor, R. (2018, January 16). Ed Sheeran hit with plagiarism lawsuit over song he co-wrote for Tim McGraw and Faith Hill. *The Independent.* https://www.independent.co.uk/arts-entertainment/music/news/ed-sheeran-plagiarism-tim-mcgraw-faith-hill-jasmine-rae-song-a8161566.html

Patent

Inventor Surname, Initial(s). (Year Patent Issued). *Title of patent* (Patent number). Issuing Patent Office. URL

Lovat, A. (2015). *Mouthguard* (EP3099388). UK Intellectual Property Office. https://www.ipo.gov.uk/p-ipsum/Case/PublicationNumber/EP3099388

Standard

Corporate author. (Year). *Number of standard: title of standard.* Publisher.

British Standards Institute. (2019). *BS EN ISO 11393-4:2019: Protective clothing for users of hand-held chainsaws.* BSI.

Image (including graph, table, diagram)

Surname, Initial(s). (Year). *Title of the work* [Description]. Publisher. URL

Pellegrini, V., & Mauri, M. (2016). *Missing migrants map* [Infographic]. Corriere della Sera. https://www.behance.net/gallery/34680727/THE-MISSING-MIGRANTS-MAP-Corriere-della-Sera

Example reference list

A reference list is included at the end of the work. It includes full references for each item you have cited and is presented in alphabetical order.

British Standards Institute. (2019). *BS EN ISO 11393-4:2019: Protective clothing for users of hand-held chainsaws.* BSI.

Coolican, H. (2019). *Research methods and statistics in psychology* (7th ed.). Routledge. https://ebookcentral.proquest.com/lib/lboro/detail.action?docID=5584239#

Glazzard, J. (2019, 22 May). *Mobile phone addiction harming children's health and education.* Leeds Beckett University. https://www.leedsbeckett.ac.uk/news/0519-mobile-phone-addiction-harming-childrens-health-and-education/

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Pellegrini, V., & Mauri, M. (2016). *Missing migrants map* [Infographic]. Corriere della Sera. https://www.behance.net/gallery/34680727/THE-MISSING-MIGRANTS-MAP-Corriere-della-Sera

Stokoe, E. (2011). Simulated interaction and communication skills training: The 'Conversation Analytic Role-play Method'. In C. Antaki (Ed.), *Applied conversation analysis: Changing institutional practices* (pp. 119-139). Palgrave Macmillan.

For more help with referencing and citation please see your [Academic Librarian](#)

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