

## APA REFERENCING- THE ESSENTIALS

This guide is intended as a quick introduction to APA style referencing at the Royal Agricultural University.

### WHY REFERENCE?

The RAU supports the APA (6th) referencing system. Referencing ensures that you can demonstrate which sources you have used and how your ideas build upon the research of others. It is important to be clear, consistent and correct when citing and listing the original sources you have drawn upon – this helps ensure that you avoid being accused of plagiarism. Most assignments during your time at the RAU will be partly assessed on the quality of your referencing which will count towards your grade.

APA Referencing includes two main parts:

- a citation within the text of your assignment (in-text citation)
- a list of references at the end of your assignment (a reference list)

### REFERENCING IN YOUR TEXT - CITATIONS

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is called an 'in-text citation'. When using APA, you do this by putting the author's surname and publication year in brackets. If the name of the author appears naturally in your sentence, only the year should be in brackets. If you use a direct word for word quotation then include the page number after the year of publication.

In-text citation			
One Author	(Dixon, 2018)	OR	...Dixon (2018) argues that...
Two Authors	(Slocum & Curtis, 2018)	OR	...according to Slocum and Curtis (2018)...
Three to five Authors	(Berman, Evans, & Chatterjee, 2014)	OR	Research by Berman, Evans, and Chatterjee (2014) shows that....
Six or more Authors	(Turner et al., 2015)	OR	Turner et al. (2015) proved that....
Organisation	(Central Association of Agricultural Valuers, 2017)	OR	Advice from the Central Association of Agricultural Valuers (2017) states...

**Note:** et al. (meaning 'and the rest') should always be used for in-text citations where there are six or more authors; where there are three to five authors all surnames are given in the first citation and et al. can then be used for any subsequent citations. For two authors both surnames are always given in the citation.

**Note:** ampersand (&). An ampersand (&) is always used inside the brackets, rather than 'and'.

### Examples:

- Excellent study skills are fundamental to academic success (Cottrell, 2010).
- Cottrell (2010) argues that excellent study skills are fundamental to academic success.
- "The importance of academic skills should not be underestimated" (Cottrell, 2010, p. 19).

### THE REFERENCE LIST – KEY EXAMPLES

All RAU students are required to submit a reference list for any report or assignment – this should be completed in alphabetical order by author's surname regardless of the type of source. Only sources that you have directly cited in your essay should be included; a bibliography is not required.

**Multiple authors rule:** in the reference list, for sources with up to and including 7 authors, all authors should be listed. For sources with 8 or more authors include the first 6 authors followed by . . . and then the last named author.

### Journal articles

Include the following information:

Surname and initials of author(s) (Published Year). Title of Article. *Title of Journal*, Volume number (issue number), first page number-last page number.

Example – Article with 1 to 7 authors:

Froidevaux, J., Froidevaux, J. P., Jones, G., Boughey, K. L., & Barlow, K. E. (2017). Factors driving population recovery of the greater horseshoe bat (*Rhinolophus ferrumequinum*) in the UK: Implications for conservation. *Biodiversity and Conservation*, 26(7), 1601-1621.

Example – Article with 8 or more authors:

Angelone, M., Conti, V., Biacca, C., Battaglia, B., Pecorari, L., Piana, F., & ... Grolli, S. (2017). The contribution of adipose tissue-derived mesenchymal stem cells and platelet-rich plasma to the treatment of chronic equine laminitis: A proof of concept. *International Journal of Molecular Sciences*, 18(10), 1-17.

### Online journal articles

Include the following information:

Surname and initials of author(s) (Published Year). Title of Article. *Title of Journal*, Volume number (issue number), first page number-last page number. doi: or Retrieved from

Example – using a doi (digital object identifier) if available:

Larson, R. B. (2018). Examining consumer attitudes toward genetically modified and organic foods. *British Food Journal*, 120(5), 999-1014. <https://doi.org/10.1108/BFJ-09-2017-0502>

Example – using a url (web address of the journal home page)

Hamlin, R. (2016). Functional or constructive attitudes: Which type drives consumers' evaluation of meat products?. *Meat Science*, 11797-107. Retrieved from <https://www.sciencedirect.com/journal/meat-science>

### Books

Include the following information:

Surname and initials of author/editor (Published Year). *Title of book*. (Edition if later than 1st.). Place of Publication: Publisher.

Example – Book with 1 to 7 authors:

Cottrell, S. (2017). *Critical thinking skills: Effective analysis, argument and reflection*. (3rd ed.). London: Palgrave.

Example – Book with 8 or more authors:

Meinzen-Dick, R., Quisumbing, A., Behrman, J., Biermayr-Jenzano, P., Wilde, V., Noordeloos, M., & ... Beintema, N. (2011). *Engendering agricultural research, development and extension*. Washington, D.C.: International Food Policy Research Institute.

### Online Book (E-book)

Include the following information:

Surname and initials of author(s) (Published Year). *Title of book*. (Edition if later than 1st.). doi: (if available) or Retrieved from

Example:

Blackledge, M. (2017). *Introducing property valuation*. (2nd ed.). Retrieved from <https://www.dawsonera.com/>

### Chapter in an edited book

Include the following information:

Surnames and initials of chapter author(s) (Published Year). Chapter title. In Initials and surnames of editor(s) (Ed.) or (Eds.), *Title of book* (page numbers of whole chapter). Place of Publication: Publisher.

Example:

Fulponi, L. (2007). The globalization of private standards and the agri-food system. In Swinnen, J.F.M. (Ed.), (2007) *Global supply chains, standards and the poor: How the globalization of food systems and standards affects rural development and poverty*. (pp. 5-18). Wallingford: CABI.

If the book chapter has been accessed in an e-book, the place and publisher details are not required. Give instead the doi: (if available) or Retrieved from and the web address at the end of your reference.

**Newspaper articles**

Include the following information:

Surnames and initials of author(s) (Published Year, month date). Title of article. *Newspaper name*, page number(s).  
or Retrieved from web address

Example – Print copy newspaper article:

Smith, D. (2008, June 26). House price markets. *The Times*, p. 25.

Example – Online newspaper article:

Tobin, L. (2018, May 29). How to tell which universities are taking student mental health seriously: A guide. *The Guardian*. Retrieved from <https://www.theguardian.com/>

**Web page with named author(s)**

Include the following information:

Surname and initials of author(s) (Published Year). *Title of Webpage*. Retrieved from web address.

Example:

Murray, J. (2018). *How to look after your mental health at university*. Retrieved from <https://www.savesthestudent.org/save-money/health/mental-health-at-university.html>

**Web page with organisation as author**

Include the following information:

Organisation name. (Published Year). *Title of Webpage*. Retrieved from web address.

Example:

Country Land and Business Association (CLA). (2018). *Rural economy depends on digital to survive in a modern world, says CLA*. Retrieved from <https://www.cla.org.uk/rural-economy-depends-digital-survive-modern-world-says-cla>

**FAQs (Frequently Asked Questions)**

Q1. What if there is no author?

A1. When a work has no obvious author or editor, the usual convention is to use the name of the organisation, agency or corporation etc. associated with the work instead. If these are also missing then use the title as the first element of the reference.

Example – in-text:

(*Collins Concise Dictionary*, 1999)

Example – reference list:

*Collins concise dictionary*. (1999). Glasgow: Harper Collins.

Q2. What do I do if the work doesn't have a publication date?

A2. Use (n.d.) which is an abbreviation for 'no date'. You are most likely to use this for web pages where there is often no publication date (however, you can use the 'last updated' date if there is one).

Example: Royal Agricultural University. (n.d.) *Campus facilities*. Retrieved from <https://www.rau.ac.uk/university-life/support-and-wellbeing/campus-facilities>

Q3. How do I cite a personal communication, e.g. telephone conversation, e-mail exchange or personal interview?

A3. Do not include a personal communication in your reference list as this type of information is not 'recoverable'. Instead, in brackets, cite it only in the main body of the text.

Example: (P. Brooks, personal communication, July 17th, 2018)

Q4. Can I cite a lecture?

A4. Opinion varies on the advisability of citing lectures you have attended as part of your course. As the data is not published in the accepted sense, it should not be included in the Reference List.

Example: (Robert Kingswood , Food Supply Chain lecture, Royal Agricultural University, October 14, 2017)

Q4. How would I cite a dissertation or thesis?

A4. These are almost always unpublished, and are cited thus:

Example – in text: (Grice, 2016) or According to Grice (2016)

Example – reference list: Grice, R. (2016). *Succession planning in UK family farms: Are we being sexist?*. (Unpublished Masters dissertation). Royal Agricultural University, Cirencester.

Example - an e-thesis (PhD):

Howie, C. (2011). *Co-operation and contestation: farmer-state relations in agricultural transformation, An Giang Province, Vietnam*. (Unpublished doctoral thesis). University of London, London.

Q5. What if I an author I have read writes about research that someone else has done?

A5. This is called 'secondary citation' and should be used sparingly. If you can, try to read the original research. If this is not possible, then you will include only the source you did consult in your reference list.

Example - in-text: Miller's simple definition of social justice (as cited in Lister, 2007) ...

Example - reference list: Lister, R. (2007). Social justice: Meanings and politics. *Benefits*, 15(2), 113-125.

Q6. If a work is part of a series, do I need to include the series title?

A6. Yes, you should include it in the reference list thus:

Example: Lundsgaarde, E. (Ed.) (2011). *Africa toward 2030: Challenges for development policy (Rethinking international development series)*. Basingstoke: Palgrave Macmillan.

Q7. What do I do if a work has different authors with the same surname?

A7. In this case, include the initials in your in-text citation as well.

Example: According to P. Brooks and A. Brooks (2018) ...

Q8. What do I do if I cite more than one publication with the same author and the same publication date?

A8. The style Johnson, 2010a , Johnson, 2010b is used.

Example – in-text: Johnson (2010a) discussed the subject of ... In addition the argument is also made by Johnson (2010b) that ...

Example – reference list: as normal, but add a, or b etc. after the publication date.

Q9. What if I want to cite more than one piece of research to support a point I am making?

A9. Order the citations within the same brackets alphabetically in the same order in which they will appear in the reference list.

Example: Several studies (Miller, 1999; Shafranske & Mahoney, 1998) show that...

Q10. Please remind me about page numbers? When should I include them in the in-text citation?

A10. You do not need to include page numbers in the in-text citation when summarising or paraphrasing - only the author and the date are required. However, if using direct quotations then page numbers are also required for the in-text citation.

Q11. How would I reference a map?

A11. This is not explicitly covered by the APA style manual. Check with your lecturer before using the suggestion below which is based on APA style.

Example: Ordnance Survey. (1996). *Cheltenham and Cirencester (Landranger series, sheet 163)*. [map]. 1:50,000. Southampton: Ordnance Survey.

Q13. In the examples you have given for internet sources the urls and dois are not hyperlinked or underlined? Why not?

A13. In APA web links should not be hyperlinked or underlined, so turn this feature off when formatting in Word.

Q14. How do I deal with tables, graphs, diagrams, photographs etc?

A14. In the APA style any image or illustration is treated as either a Table or a Figure. Tables are numerical values or text displayed in rows and columns. A Figure is any type of illustration (chart, graph, photograph, drawing etc.) other than a table. There is not room to go into detail here but you can get help and see a good range of examples at:

<http://aut.ac.nz.libguides.com/APA6th/tables>