Faculty of Health and Life Sciences
Division of Psychology

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Referencing Guidelines for Essays, Practical Reports and Projects
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The PDF version of this document can be found on the Community site for Psychology on Blackboard; also, the Blackboard sites for the Levels 4 (PSYC1090) and 5 (PSYC2013) modules in Research Methods and the Level 6 Projects Module (PSYC3000)
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1. PURPOSE

When writing essays, practical reports and research projects in psychology, you will always need to refer to the work of other authors. This means that when you discuss anything that is not original to you, such as a book or journal article you have read, it must have a reference. A reference is simply a way of telling your reader whose work you are describing, and in Psychology, references are presented using certain conventions. The aim of this guide is to help you to follow these conventions. It is important that you are able to use references effectively; using references poorly may lower your mark when your work is assessed, and yet it is very easy for you to avoid making basic mistakes if you follow the advice that follows. In Psychology and other professions, we refer to, or cite the work of others for a number of reasons:

To give credit where it is due: If you present someone else’s words, ideas or findings as if they are your own, you are doing something that may be construed as plagiarism. This includes information that you may download from Internet sites, and is a very serious academic offence, which can sometimes lead to expulsion from the University. To guard against plagiarism, you must be meticulous in attributing the material you describe to its rightful source. We give credit by citing our sources in our writing.

To add credence to a claim: If you are trying to build an argument in an essay, or a rationale for conducting a study, other people’s findings and theories (when properly referenced) can help you to do this. We add credence by citing our sources in our writing.

To show academic development: It is necessary and useful to identify the relationship between your own ideas, and those of other people. Again, we achieve this by citing our sources.

To facilitate the retrieval of information: Your reader may wish to follow up some of the issues that you have raised, and to look at some of the sources that you have used. Providing a properly formatted, alphabetical list of all of the sources you have cited at the end of your essay/practical report does this.
To achieve these four things, it is important that referencing is presented consistently, and according to a set of clear guidelines. There are a number of referencing styles used by publishers of psychology research, and these share many similarities. However, by far the most widely adopted is the style of the American Psychological Association (APA), 6th edition published in 2009; this is the style that is described in this guide (although with minor modifications), and which should be used for essays, practical reports, projects, and any other coursework you undertake during your time as a student of Psychology at De Montfort. There are two aspects to referring to the work of others. The first of these is the reference or citation, which is included in the main body of your essay, practical report or project every time you paraphrase or quote material that you have gathered from other authors.

The second is the references section that is presented at the end of the work (but before any appendices), in which you provide a full description of all of your sources. Each of these aspects is described separately below, but before reading on, it is worth noting that this guideline covers and provides examples of most of the common types of referencing that you will need for essays, practical reports, projects, and other assignments. However, if the information you need is not included here, you should consult the sources listed under ‘Useful Resources’ at the end of this document.
2. CITATIONS IN THE BODY OF YOUR WORK

AUTHORS AND DATES

Citations in the text for publications that you have read should follow the format below:

CITING A SINGLE AUTHOR

There are two ways in which the author and date of a reference can be referred to:

Either as part of the sentence:
Smith (1997) found that memory for cold-associated words was better under cold conditions...

Or indirectly:
Memory for cold-associated words has been found to be better under cold conditions (Smith, 1997).

Note that the reference is included before the full stop at the end of the sentence in the second example. You need to pay attention to this kind of detail – Remember that you are learning an important, professional skill.

CITING WORK WITH 2 AUTHORS

Where your source was written by two authors, always include both of them in your citation in either of the following ways:

Smith and Jones (1995) found that scores on a test of creative thinking were found to vary, depending on the type of creativity measured.

Scores on a test of creative thinking were found to vary, depending on the type of creativity measured (Smith & Jones, 1995).

Note that ‘and’ is replaced by the ampersand sign (‘&’) when the authors are given in brackets.
CITING WORK WITH 3, 4 OR 5 AUTHORS

In cases where a book or paper has 3, 4 or 5 authors, and when you cite their work for the first time, you should list all of their names. For subsequent citations, you should use the first author, and ‘et al.’ Et al. is short for the Latin ‘et alii,’ ‘et aliae’ or ‘et alia’ and means respectively, ‘and other men,’ ‘and other women,’ and ‘and other things.’

*If the first citation reads:*
Brown, Green and White (1990) found that children were more vigilant when their parent left the room on an errand, leaving the child alone with a stranger.

*A further citation might read:*
Brown et al. (1990) also found that once the parent returned, children remained more vigilant for a short time before recovering to their previous level.

*Note* that for talks or other presentations, you should not pronounce ‘et al.’ but should rather translate it as ‘and others’ or ‘and co-workers,’ etc. as appropriate. Also, that ‘et al.’ is not italicized, and a full stop is required after ‘al.’

CITING WORK WITH 6 OR MORE AUTHORS

Sometimes, published work is credited to a team of co-workers that consists of six or more people; this is not unusual in the cases of textbooks and medical research. Here, you should cite only the name of the first author and ‘et al.’ in the text, even on the first citation. For example:

Adam et al. (1978) analysed the entire body of data on the role of dopamine in schizophrenia.

*Note* that in cases in which the et al. format is used within the main text, the reference section should always include details of up to the
first 6 authors (see pages 14 & 15 of this guide). Also, that for repeated citations in the same paragraph of your work, the date should be omitted; for citations repeated in a new paragraph, you should include the date.

**CITING MORE THAN ONE WORK AT THE SAME TIME**

Sometimes you may wish to cite more than one source when summarising a topic or making a claim; for example, to show that there is some consensus of view, or that there is widespread evidence for that topic/claim. If more than one article by the same author/s in the same year is cited, the letters a, b, etc. should follow the year, with years separated by a comma. *Note* – Do not copy a or b from someone else’s list – Only use if you have two (or more) citations that would otherwise be the same. For example:

Smith (1994a, 1994b) has argued that this theory is undermined by its lack of conceptual clarity.

When citing more than one work by different authors at the same time, all of the citations should still be within one set of brackets, but with each author/team separated by semi-colons. Each group of citations should appear alphabetically rather than chronologically, and should follow the ordering rules given on pages 14-15 of this guide. For example:

Map reading is taught from early childhood, and is used as an indicator of geographic ability (Boardman, 1989, 1990), and environmental spatial knowledge acquisition (Blades & Spencer, 1990; Bluestein & Acredolo, 1979; Presson, 1992).

**QUOTING DIRECTLY FROM SOURCES**

Direct quotations tend to be greatly overused by undergraduates; possibly in an effort to avoid close paraphrasing that might be construed as plagiarism, but also because it is sometimes difficult to
reword something that is already well written into something that is equally well written! However, in your assessed work, markers will be looking at your understanding and writing, and you will find that in the majority of published work, verbatim quotations are very sparingly used. It is perfectly acceptable to paraphrase the work of another author, as long as you are explicit that your work is drawn from theirs; this can be achieved, and direct quotations avoided, by simply using the citation formats provided above. However, there are instances in which verbatim quotations are necessary. Examples are:

- When an author is offering definitions of key terms
- When an author makes an unusual or controversial claim
- When you want to debate some specific aspect of the wording an author has used and/or the interpretation offered
- Where an author has given a particularly insightful description of some phenomenon or case

In these situations, you can quote verbatim, but must ensure that your reader is able to check the accuracy of your quotation. Therefore, a page reference should be included with a direct quotation. Generally, there are two ways in which direct quotations can be formatted, depending on how you have phrased your text:

**Either:**
Resolution of these issues has been stalled by a series of fiercely personal disagreements, as illustrated by this published comment from Ekwe Ekwe: “...a pathetic effort by a feeble-minded, irremediably confused and deculturalised numbskull” (Ekwe Ekwe, 1994, p.16).

**Or:**
Resolution of these issues has been stalled by a series of fiercely personal disagreements. For example Ekwe Ekwe (1994) described “…a pathetic effort by a feeble-minded, irremediably confused and deculturalised numbskull” (p. 16).

Longer quotations (of 40 or more words) should not be given quotation marks as in the examples above, but should instead be indented about
½ inch (1.3 cm or 5 spaces) from the left margin. However, they should similarly end with the author/s, date and page/s given in brackets.

SECONDARY REFERENCING

Citing a reference in your work implies that you have consulted the actual source that you cite. Sometimes, however, you may not have read all of the original studies/work that you wish to cite, although you have read about them. For example, you may have read about Galton’s (1883) study of imagery, but done so in Baddeley’s text on human memory (Baddeley, 1997) – and not in Galton’s original work. When you have not read the original source, but rather a second-hand account or a summary written by someone else, then this is a secondary reference. In the text of your work, you should make it clear that your description is based on the account of another author as follows:

Grab and Snatch (1984, as cited in Smith & Jones, 1995) determined that the increase in adrenaline produced during armed robbery was due to...

*Note* that only the details of the source book that you have referred to (Smith & Jones, 1995 in the above example) should be provided in the reference list at the end of your work. The secondary source author/s will have referenced the details in full of the original work by Grab and Snatch, and your reader will therefore be able to trace it back should they wish to.

ELECTRONIC SOURCES

Whenever possible, you should cite an electronic document in the same way as any other document by using the author and date style outlined in this Guide. If no author or date is provided, then you should include the first word or two of the title in the parenthesis, followed by the abbreviation ‘n.d.’ indicating ‘no date.’
Note that your academic work should not include citations to search engines (e.g. www.google.co.uk) or Web sites such as (http://en.wikipedia.org). Also, that because Web-based only documents can sometimes provide inaccurate, unsubstantiated or out-dated information, these should generally be avoided.
3. THE REFERENCE LIST AT THE END OF YOUR WORK

GENERAL INFORMATION

The reference list should contain a full reference for all of the published work/studies that you have cited in your essay, practical report or project – and no others. Note that it is not a bibliography. A bibliography is a list of wider or recommended reading, and is often annotated with comments; it may also include material that the author read but did not cite, and/or details about further reading that might build on the current work. While often a requirement of some disciplines, this is not the case in psychology.

A reference list is an alphabetical list of everything you have cited. It should begin on a new page, should come at the end of the main text, and before any appendices that you may include. The list must be in alphabetical order of authors’ surnames, and references should not be bulleted or numbered, but should be formatted with a **HANGING INDENT**, and single line spacing may be used. To apply the hanging indent format, type out the reference (allowing each to ‘wrap around’ at the end of the line, and with a ‘return’ paragraph at the end of each reference), highlight (select) all text, select from the toolbar – **Format**, then **Paragraph**, then from the drop-down menu in the **Special** box, select **Hanging** and press **OK**.

Although there should be a single reference list for all publications, there are different formats for books, book chapters, journal articles and materials derived from electronic sources. The formatting follows particular conventions, so that key information is highlighted. The Publication Manual of the APA (2009) devotes 44 pages (pp. 180-224) to these conventions, but the key features are summarised in the following sections.
3.1 PRINT SOURCES

FORMAT FOR BOOK REFERENCES

Examples of how book references should be formatted are below. Note that:

- The title of the book is emphasised via the use of *italics*.
- The title is given in sentence case; that is, the first letter of the first word is in upper case, and the remainder of the title is in lower case. The only exception to this rule is when the title includes a proper name.
- Where a book has a title and a subtitle (see the second example below), these are separated with a colon (:), and the subtitle also begins with a capital letter.
- The place of publication (includes city and country for texts published in the UK; city and state for US publications), and the name of the publisher are included as part of the reference, and are separated with a colon.
- Authors’ initials, the date, the end of the title and the end of the reference are all followed by a full stop.

Examples:


FORMAT FOR NEW EDITIONS OF BOOKS

Sometimes, authors update their work, and publish new editions of their books. For example in 2010, Julie Pallant published a fourth edition of her original SPSS text listed in the above example. If you are using an edition of a book other than the first one, then you should include the edition number as follows:


FORMAT FOR EDITED BOOKS

If the book you refer to is an edited one, this is indicated by including '(Ed.)' for a single editor, or '(Eds.)' for multiple editors as in the example below.


Again, you should carefully note the punctuation used in the above example.

FORMAT FOR A SECTION OF EDITED WORK (USUALLY A BOOK CHAPTER)

If the reference is for a chapter in a book that is an edited collection of chapters written by different authors, the reference should be listed under the name of the author of the chapter, not the book. The reference should take the format of the example below; note that the book title is still italicised, and that the reference now includes the specific page numbers for the particular chapter of interest.

**FORMAT FOR (PAPER) JOURNAL ARTICLES**

For journal articles, the title of the journal is the most important detail needed to locate the article, and the title is therefore italicised in order to emphasise it. Examples are given below, and you should note that:

- Journal titles are given in title case (i.e. All major words begin with a capital letter).
- The title of the article is given in sentence case (the same as described above for book titles).
- The volume number of the journal appears after its title, and is also italicised to reflect its importance. For journals that publish more than one issue in any year, the issue number follows the volume number, and is (bracketed), but not italicised.

**ONE AUTHOR**


**TWO AUTHORS (INCLUDES JOURNAL ISSUE NUMBER)**


**THREE TO SEVEN AUTHORS**

MORE THAN SEVEN AUTHORS

If an article has more than seven authors, list the first six authors, and then use ellipses (...) after the name of the sixth author. Following the ellipses, list the last author’s name.


FORMAT FOR MAGAZINE ARTICLES

Magazine articles, in addition to the year of publication in APA style, also include the date as follows:


FORMAT FOR NEWSPAPER ARTICLES

When an author’s name is provided, the format for referencing daily newspaper articles is as in the example below:


For a newspaper article for which no author is provided, alphabetize the reference by the first significant word in the title, for example:


*Note* that in the body of your work, you should use a short title for the parenthetical citation: (“New Drug,” 1993). Also, that when a
newspaper article spans multiple pages, ‘pp.’ rather than the ‘p’ is used to denote this.

**OTHER PRINT SOURCES**

Formatting examples of two of the more common print sources that you may wish to cite are below. Please consult the additional resources provided at the end of this Guide for examples of many others!

**ENCYCLOPEDIA ENTRY**


**GOVERNMENT DOCUMENT**

3.2 ELECTRONIC SOURCES (WEB PUBLICATIONS)

The following section includes examples of only some of the electronic sources that you are likely to cite during your undergraduate and/or postgraduate studies. If an example of what you need is not listed, then you should consult one of the sources listed on P.25 of this Guide.

FORMAT FOR ELECTRONIC BOOKS

If the book you are using is only available in electronic form, then you should use the following format:


If the full work is not directly available online or needs to be purchased, then use ‘Available from’ instead of ‘Retrieved from’ and indicate where readers can find it as in the example below:


If the book is available in both print and electronic form, then use the publication date in parenthesis after the author/s name/s.

FORMAT FOR JOURNAL ARTICLES

Referencing conventions for online articles essentially follow the same format as described in this Guide for printed articles, but additionally include the digital object identifier (DOI) in the reference if one is assigned. The general format is:


For example:

Usually, you will find the DOI code on the first page of a document. Sometimes, however, the code may be ‘hidden’ under an icon labeled “Article” or “PubMed.” Clicking this button will usually lead you to the full article, which will include the DOI.

If no DOI is assigned, and you retrieved the article online, then you should instead include the home page URL for the journal in the reference as in the example below:


**FORMAT FOR ABSTRACTS**

*Note* that you should not normally be referencing abstracts obtained through databases (e.g. PsycINFO, Scopus). If the work is relevant, then you should obtain the full article, and reference appropriately. The only exception to this rule is when you are unable to obtain the full paper electronically, or through the library; in this case, you can use the abstract, and the reference should be formatted as in the example below.


The same applies when only a Dissertation Abstract is available. Once you have read a paper, you should not include a Web address, unless this is the only source for the article.
FORMAT FOR WEB-BASED ONLY DOCUMENTS

As noted earlier in this Guide, Web-based only documents can sometimes provide inaccurate, unsubstantiated, or out-dated information; therefore the sources listed above should be the main ones used for essays, practical reports and particularly, projects. However, if you decide to use a Web-based only document, then the APA recommends that you follow the formatting guide below.

If the author/s is/are identified, the reference should take the following format: Author/s, date (if provided), title of document, retrieval information. For example:


If no date is provided, then (n.d.) should be substituted for the date:


If no author/s is/are indicated, then the reference should begin with the title of the document:


In the case of large or complex Web sites, such as those associated with Government bodies or academic institutions, the APA recommends that the Web-location is preceded by the organization and the relevant department/section, ending with a colon before the Web-location as follows:

FORMAT FOR ONLINE DAILY NEWSPAPER ARTICLES

When an author’s name is provided, the format for referencing online daily newspaper articles is as below:

Author, A. (Year, Month, Day). Title of article. *Title of Newspaper.* Retrieved from http://Web address

For a newspaper article for which no author is provided, alphabetize the reference by the first significant word in the title, for example:


*Note* that in the body of your work you should use a short title for the parenthetical citation (e.g. “New Drug,” 2010).
4. OTHER NON-PRINT SOURCES

For some pieces of work, you may need to reference audiovisual media such as films (termed ‘Motion pictures’ in the USA), television programmes and music recordings. An example of how to format the reference for each of these media is provided below, but if the information that you need is not included here, then you should consult the sources listed under ‘Useful Resources’ at the end of this document.

For *films*, you should include:
- The name, and (in brackets), function of the originator or primary contributors; that is, the director, or the producer, or both.
- The date of release.
- Identification of the work as a motion picture [in square brackets] immediately after the title.
- The country of origin and the name of the studio.

Example:

The format is similar for a television broadcast, television series, or a single episode of a television series.

Examples:

**TELEVISION BROADCAST**

TELEVISION SERIES


SINGLE EPISODE FROM A TELEVISION SERIES


For a *music* recording, the general format is as follows:

Writer, A. (Date of copyright). Title of song [Recorded by artist if different from writer]. On *Title of album* [Medium of recording: CD, record, cassette, etc.]. Location: Label. (Recording date if different from copyright date).

Example:
5. ORDERING THE REFERENCE LIST

Reference lists can be very long, and therefore need to be presented systematically, so that the reader can check, and if necessary seek out your references quickly and easily. The following rules should be used (in order):

- List references alphabetically by author, so that
  Andrews (1912) is listed before
  Zajonc (1988), and
  Shaw, P., Trainer, Z., & Clavell, T. (1991) is listed before

- For names with the same root, note that “nothing precedes something,” so that
  Brown, J. R. is listed before
  Browning, A. R.

- In cases where a single author has several works, list all of that author’s papers first, in chronological order. For example:
  Zeigarnik, B. (1967)...
  Zeigarnik, B. (1968)...
  Zeigarnik, B. (1972)...

- With multi-author works, list alphabetically by the first, and then the second author, or where that is the same, by the third author, and so on. For example:

- When an author or group of authors have more than one reference for the same author in the same year, distinguish between them with the letters a, b etc., and make sure that you include these letters when citing the papers in the body of your work (see page 4 of this guide).
  Smith, D. (1994a)
  Smith, D. (1994b)
6. GENERAL POINTS

Below are some general points. Most of these have been highlighted in other parts of this guide, but are important enough to draw your attention to again.

- Use secondary citations in the body of your essay, practical report or project when you have not read the original source, but rather a second-hand account or a summary written by someone else. Only the details of the source book/article that you have referred to should be provided in the reference section.

- The reference list at the end of your work should include all of the sources that you have cited in your work. Do not include sources unless you have cited them, even if you have read them.

- Use databases that only provide abstracts, such as PsycINFO, to help you to trace journal and other articles that are relevant to your work. Remember that abstracts only provide a very limited amount of information, so you should not use these as your main source. Similarly, some Web-based sources may contain information that is not necessarily sound academically, and these should be used judiciously.

- You will sometimes come across standard abbreviations for journal articles in your reading material. Do not abbreviate journal titles in your essays, practical reports or project - write/type out the full title to avoid confusion.

- Remember to use, and check punctuation – Commas, full stops, semi-colons and colons are important!

- Finally, not all of the ‘articles’ or ‘books’ used as illustration in this Guide are real, so do not try to find them!
7. USEFUL RESOURCES


Additional sources of information, which summarise the APA 6th edition are available online. An excellent tutorial that covers the basics of APA Style inclusive of referencing is available at the following Web address:

http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

You may also wish to have a look at the online resource available via the Purdue OWL, available at:

http://owl.english.purdue.edu/owl/section/2/10/

Note that you should only follow these sources where the information is not supplied in this booklet.