

Bangor University Library & Archives

Referencing Guides: APA



Contents

1. Introduction	p.1-2
2. Citing references within the text of your essay	p.2-5
3. Listing references in the bibliography or reference list	p.5-14
4. Further guidance	p.14
5. Referencing Support	p.15

1. Introduction

It is important to adopt, and adhere to a consistent style in your referencing, so that tutors, examiners and other readers can trace the development of your ideas, satisfy themselves that you have carried out an appropriate programme of background reading and ensure that you have avoided plagiarism (please refer to the School of Healthcare Sciences assessment handbook for the definition and serious implications of plagiarism). The style described below has been chosen for use in the School of Healthcare Sciences. It is known as APA, and is based on the style recommended by the American Psychological Association (2010).

The marks you earn for referencing are given not only for adhering consistently to this style, but also for the use of appropriate references as this demonstrates that you are basing your ideas and arguments on theory. The items you cite must reflect the ideas current in the literature of your topic. For this reason it is important to make sure that you have identified the right resources to use in your essay, by doing a properly formulated, up to date, literature search. Information found on populist sites

such as Wikipedia and Google Books should not be presented as evidence in your academic work.

References refer not only to direct quotes but also to ideas or information taken from another source and expressed in your own words. You will use a range of different sources to support your writing including journals, books, internet etc. and all need to be referenced. Incorrect or incomplete references can affect the overall grade for your assignment and it is therefore important that you adopt good referencing practices from the start of the programme / module.

2. Citing references within the text of your essay

The format for citing references in your assignment work should follow these guidelines accurately - you should follow the guidance and examples exactly as they are given here, including punctuation.

Maintaining confidentiality - Remember that maintaining confidentiality has priority over referencing. This includes withholding all reference to clinical areas, names of individuals and other information which would lead to identification e.g. personal details or information about the setting or inclusion of their logo.

When indicating page numbers please note that you should use p. for one page and pp. for multiple pages.

2.1 Citing a direct quote and paraphrasing

Give the surname of the author/s, or the name of the corporate author, and the date of publication of the book, article or electronic source. In the case of an edited book only use the author/s of the chapter not the editor/s of the book. For Acts of Parliament and Health Board policies, give title and year details.

(N.B. in the case of a book, give the date of the **edition** you consulted, ignoring reprint or impression dates.)

- e.g. Morecambe (2014) stresses the importance of understanding the feelings of others.
- or Understanding the feelings of others is vitally important in the caring professions (Morecambe, 2014).

If a direct quote is used the quote should be placed within quotation marks and included in the text if it is less than 40 words. If more than 40 words, it should be placed in a separate paragraph and indented - quotation marks are not required. The page number should be added directly after the quote, as given in the examples below:

- e.g. Morecambe (2014) stated that “empathy is inherent” (p.366).

or Morecambe (2014) stated that:

Empathy is inherent and a natural human quality that is vital for healthcare professionals. It helps the practitioner develop a therapeutic relationship with the client and is the basis for trust and respect within the problem solving process of assessment, planning, intervention and evaluation. (p.366)

2.2 Citing two authors and citing more than two authors

If there are two authors include both of their surnames. Link both authors' names with an '**and**' if outside brackets and with an '**&**' when inside brackets.

e.g. Armstrong and Miller (2013) described the experiences of

When there are **three, four, or five authors**, cite all the names the first time, then include only the first author followed by 'et al.' and the year, if you refer to them again. The abbreviation 'et al.' means 'and others' in Latin.

e.g. **First Citation**

Porter, Lewis, and Mason (2012) discussed the merits of

Subsequent Citations:

Porter et al. (2012)

If there are **more than five authors** you should use the first author's name followed by 'et al.'.

e.g. Davies et al. (2014) examined the issue of clinical supervision

2.3 Citing where there is no obvious author

If there is no obvious personal author of the publication then the name of the publishing body may be given as the author.

e.g. According to the World Health Organization (2013) obesity is
Children under 18 are covered by the Children Act (1989).

2.4 Organisations as Authors

The first time the organisation is cited in text, give the name in full:

e.g. The Nursing and Midwifery Council ([NMC],2013) states that

or

... these guidelines (Nursing and Midwifery Council [NMC], 2013).

Subsequent citations in text can be abbreviated, e.g. NMC (2013)

2.4 When more than one work is cited

If you cite two or more works within the same brackets they should be in alphabetical order of author and each citation to be separated by a semi-colon.

e.g. ... (Glasper, Aylott, & Battrick, 2014; Rolfe, Jasper, & Freshwater, 2012)

2.5 Citing work by the same author and same year

If you use several works published in the **same year, by the same author**, use an alphabetical sequence after the year so as to differentiate them:

e.g. Grenfell (2013a) discusses the necessity of clear guidelines but, in a subsequent article, she warns against too rigid an application (Grenfell 2013b).

2.6 Citing Secondary References

The above examples relate to citing items where you have actually seen the article or book yourself. Whenever possible you should restrict yourself to using only those items which you have been able to examine personally. However, you may find that, in a book or journal article you are reading, the author refers to a publication which s/he has previously read, and you may wish to make use of that **cited item** in your work - although you have not been able to see the article mentioned yourself.

e.g. Lee (2011, as cited in Herring, 2014) found that.....

Lee's article has not been seen, but was seen quoted in Herring's paper.

2.7 Some other types of Citations

Please refer to the APA textbook (referenced at the end of these guidelines) for details of how to cite the following in your text:

- **Direct quotes from online material** with no page numbers (Section 6.05). N.B. Can include the paragraph number (e.g. para.4) or the section heading and a paragraph number.
- **Citing personal communications** (Section 6.20), e.g. from personal interviews, emails etc., to be cited in the text only, not in the reference list.
e.g. T.K. Johnson (personal communication, April 18, 2012)
- **Citing a figure or table** (Section 6.19)

Figures and Tables

Figures refer to graphs, flow charts, maps, drawings, photos, etc. Tables refer to numerical values or text displayed in orderly columns and rows

- All Figures and Tables should be numbered (e.g. Table 1, Table 2 etc.) and referred to in your document as Table 1 or Figure 1
- Each graph and table should have an individual title. Each table title should be *italicized* and capitalized except words such as 'with, of, in, and,' etc.
- Acknowledge your source in a note below the table/ graph, e.g. Note: this table was taken from
- All Tables should be referenced in the text of the paper and in the reference list
- Reference the source that you found the table or graph in. e.g. a graph taken from a webpage would be referenced as a webpage in the reference list.

Further Useful Information:

<http://www.lib.sfu.ca/help/cite-write/citation-style-guides/apa/tables-figures>

<http://blog.apastyle.org/apastyle/tables-and-figures/>

3. Listing references in the bibliography or reference list

This is located on a separate page after the main text of the work and contains details of all the references cited/quoted within it. The list should be **in alphabetical order** of the authors' surnames. All sources (including journals, books, internet, etc.) should be integrated into a single reference list.

Titles of books, webpages, reports and journals are to be *italicized*.

As for citing in the text, you should follow the guidance and examples exactly as they are given here, including punctuation and text style such as *italics* for titles. Each reference should use a **hanging indentation** – the first line of the reference should be flush left, but additional lines of the reference need to be indented (**to do this: position your cursor at the beginning of the second line and press CTRL and the Tab key simultaneously**).

1. Books

Format: Author/s Surname, Initial/s. (Year). *Title*. (Edition) if relevant. Town/ City of Publication: Publisher.

Some publishers have offices in many cities throughout the world. The first place name can be taken as the place of publication for that particular book. You only need to put down the essential part of the publisher's name. For example, '& Co.' or '& Sons Ltd.' should be omitted.

e.g.

Fry, S., Laurie, H., & Davies, A. (2014). *Study skills for nursing students: A guide*. London: Macmillan.

It is important to understand the difference between non-edited texts and edited texts. An edited text is where one or more authors write the whole book, edited texts are those where a number of different authors have contributed different chapters in a book and one or more people edit the book.

For edited books, after the editor's name, include (Ed.) or, if more than one editor, (Eds.).

Wise, E. (Ed.). (2013). *Writing made simple*. New York: Routledge.

2. E-Books

Reference an e-book as you would a printed book, but replace Place and Publisher with 'Retrieved from' and the URL of the e-book or e-book collection.

Format: Author/s Surname, Initial/s. (Year). *Title*. (Edition) if relevant. Retrieved From URL web address

e.g.

Gross, R., Kinnison, N., & Woolf, E. (2014). *Psychology for nurses and allied health professionals: Applying theory to practice*. Retrieved from <http://ebookcentral.proquest.com/lib/bangor/detail.action?docID=1565513>

3. Chapters from an Edited Book

In an edited book if you have used material from a chapter that has been written by someone other than the editor(s), you should also include the chapter's author and title **first** and it is listed as:

Cooper, T. (2012). Just like that! In E. Wise (Ed.), *Writing made simple*. (pp. 21-38). New York: Routledge.

N.B. – For a chapter in an edited book, for the name/s of the editor/s give the initial first and then the surname.

4. Journal articles

Format: Author/s Surname, Initial/s. (Year). Title of article. *Full Title of Journal*, volume number (issue number, if appropriate), page numbers.

e.g.

Rao, A. (2012). The contemporary construction of nurse empowerment. *Journal of Nursing Scholarship*, 44(4), 396-402.

5. Online Journal Articles

If the online version is the same as the print version, then you can reference it in the same way as a printed journal article – see previous example.

If there is a Digital object Identifier (DOI) available, then include this in the reference:

Baillie, L., & Gallagher, A. (2011). Respecting dignity in care in diverse care settings: Strategies of UK nurses. *International Journal of Nursing Practice*, 17(4), 336-341 doi:10.1111/j.1440-172X.2011.01944.x

If there is no DOI available, use a URL instead:

Rooney, A. (2013). Improving recovery with critical care rehabilitation. *Nursing Times*, 109(26), 23-25. Retrieved from <http://search.proquest.com/docview/1418646600?accountid=14874>

6. Secondary References

If you have used secondary references then **only the source you actually accessed**, (i.e. the source that you read) should be listed.

If you were referencing Lee (2011, as cited in Herring, 2014) you should **ONLY** list Herring in your reference list:

Herring, J. (2014). *Medical law and ethics*. (5th ed.). Oxford: Oxford University Press.

7. Cochrane Reviews

Gulani, A., & Sachdev, H.S. (2014). Zinc supplements for preventing otitis media. *Cochrane Database of Systematic Reviews*, 2014(6), 1- 153.
doi:10.1002/14651858 CD006639.pub4.

Note that the year of publication also does double-duty as the volume number.

8. Reports and Consultation Papers

Format: Author's Surname & Initials.(Year). *Title of report or paper*. Town/City of Publication: Publisher. Report/Paper Number or Code (if relevant).

Format if sourced from a website:

Author's Surname & Initials.(Year). *Title of report or paper*. Report/Paper Number or Code (if relevant). Retrieved from URL web address

When listing reports you may find that there is **no individual author** whom you can identify. In this case use the name of the issuing body, called a **corporate author**, i.e. the organization, company or government department.

e.g.

British Council of Health Carers. (2011). *Foundations of anti- oppressive practice*. Leicester: BCHC (EG2 – 11/BC/22).

Welsh Government. (2016). *More than just words: Strategic framework for Welsh language services in health, social services and social care*. Retrieved from <http://gov.wales/topics/health/publications/health/reports/words/?lang=en>

9. Acts of Parliament

As only U.S. law is covered in the APA Manual, the situation regarding legal references in the U.K. is open to interpretation. For consistency, the School of Healthcare Sciences wishes Acts to be included within the reference list.

In the **text** of your essay, the Act's short title and year are used, instead of an author and year of publication, e.g. Mental Health Act. To cite a specific part of the Act, refer to the section,

e.g.

In section 4 of the Mental Health Act....

In s.4 of the Mental Health Act....

In the reference list: When listing Acts of Parliament different rules apply. Reference in the following way:

Format: Title of Act, Year (Chapter). City of Publication: Publisher.

e.g. Health Care Act, 2005. (c.12). London: The Stationery Office.

Law Reports/Cases

In Text: e.g. Bradbury v Paterson (2014)

In Reference List:

Format: Name v Name, Volume Source Abbreviation for Report – first page of report (Year).

e.g.

NL v Hampshire County Council EWHC 3992 (QB) MHLO 110 (2014).

10. Regulations & Guidelines

The examples in this section are of relevance to Radiography students.

When listing regulations such as **IR(ME)R 2000 or 2006:**

Format: Title of Regulations and Year. City of Publication: Publisher.

e.g.

The Ionising Radiation (Medical Exposure) Regulations 2000. London: HMSO.

N.B.

The year is the year of first required implementation/publication
UK regulations always end with London: HMSO (Her Majesty's Stationery Office)

When listing guidelines such as RCR guidelines:

Format: Author.(Date). *Title of guidelines*. (Edition) if relevant. City of Publication: Publisher.

Example, RCR guidelines:

Royal College of Radiologists Working Party.(2003). *Making the best use of a department of clinical radiology: Guidelines for doctors*. (5th ed.). London: Royal College of Radiologists.

Listing EU guidelines or regulations:

It is difficult to give concrete advice on EU based guidelines as the method appears to differ from publication to publication, and from directive to directive. You will notice that the same guidelines may be listed in different ways, by different authors. As long as your listing contains the following, they will be considered acceptable:

- Identification of the body issuing the information
- Title of the guidelines or regulations and regulation number, if relevant
- Year of issue
- Publishing source (this may also be the same as the commissioning body) and city location (not always given in publications)

Format: Author.(Year). *Title of guidelines*. City of Publication: Publisher.

One example, based on The 1996 EC guidelines on image quality:

European Commission.(1996). *European guidelines on quality criteria for diagnostic radiographic images*. Brussels: Office for Official Publications of the European Communities.

However, this publication can also be listed as:

European guidelines on quality criteria for diagnostic radiographic images. EUR 16260. (1996). Brussels: Office for Official Publications of the European Communities.

Occasionally EC guidelines may state Brussels and at other times, Luxembourg (even for the same set of guidelines). Either will be acceptable.

11. Codes of Practice

In Text: e.g. the **first time** the document is cited, give the organisation name in full:

..... in line with guidance from the Health and Care Professionals Council ([HCPC], 2016)

For **subsequent citations**,

.....(HCPC, 2016)

or,as stated by the HCPC (2016).

In Reference List:

Format: Author. (Year). *Title*. City of Publication: Publisher

Health & Care Professionals Council. (2016). *Standards of conduct, performance, and Ethics*. London: HCPC.

The School of Healthcare Sciences wishes **the NMC Code** to be cited and referenced in the following way:

In Text: The first time the Code is referred to, the title needs to be cited in full and in italics:

...according to the *Code: Professional Standards of Practice and Behaviour for Nurses and Midwives*, hereafter referred to as the Code (Nursing & Midwifery Council [NMC], 2015).

Subsequent citations can then be given as - the Code (NMC, 2015)

In Reference List:

Nursing & Midwifery Council. (2015). *The code: Professional standards of practice and behaviour for nurses and midwives*. London: NMC.

12. Health Board / Placement Location Policies

If you have referred to placement policies in your work then they should be **listed in this way only**:

Format: *Title of health board policy*. (Year). Full reference omitted for reasons of confidentiality. If required, full reference available from author of assignment.

e.g. *Communication policy*. (2012). Full reference omitted for reasons of confidentiality. If required, full reference available from author of assignment.

(N.B. In the **text** of your essay use the **title of the Health Board policy and the year** – if the policy name contains the name of the Health Board then put **X Health Board**).

13. Electronic Sources

If you have taken your information from an electronic source there are some differences in the format of your reference. When listing Internet resources the key element to include is the Internet address or Uniform Resource Locator (URL)

Format: Author. (Year). *Title of webpage or report*. Retrieved from URL web address.

e.g.
World Health Organization. (2013). *Mental health action plan 2013-2020*. Retrieved from http://www.who.int/mental_health/publications/action_plan/en/

Under APA guidelines, you do not need to state the date accessed, only the year. The exception is if the website is likely to change frequently, as in the case of a blog or a newspaper website, for example. Then, **only** in your reference list, not in the text, you would also include the month and day that it was retrieved, as well as the year, e.g. (2015, November 25).

The author is the person or organization responsible for the webpage information. If this is unclear, you might find the author from the 'About Us'/'Contact Us' links, or from the URL, or from who copyrighted the material. If this information is not available, then consider whether this is a reliable source to cite.

If the author's name begins with a number, in your reference list treat the number as though it was spelled out as words. In the following example, treat '1000' as if it is 'One thousand'.

e.g.

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

13. Mobile Apps.

Mobile applications, or apps, are a type of software that runs on devices such as smartphones and tablet computers (such as iPhones, iPads, and Androids) as well as web browsers (such as Chrome, Internet Explorer, and Firefox). Note that the author may be an individual but is often a group or company, as shown below, and that the date reflects the year the version you used was released, even though previous versions may have been released in different years.

Format

In-Text Citation (Paraphrase):

(Author Surname, Year)

In-Text Citation (Quotation):

(Author Surname, Year)

References:

Author Surname, First Initial. Second Initial. (Year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from <http://xxxx>

Examples

In-Text Citation (Paraphrase):

(WebMD Health Corporation, 2012)

In-Text Citation (Quotation):

(WebMD Health Corporation, 2012)

References:

WebMD Health Corporation (2012). Medscape (Version 4.0) [Mobile application Software]. Retrieved from <http://itunes.apple.com>

If the app is a reference work (like a dictionary, encyclopaedia, or medical reference), it's also possible to cite an entry in the app, just like an entry in a print or electronic reference work.

In-Text Citation (Paraphrase):

(Rosenthal, 2012)

In-Text Citation(Quotation):

(Rosenthal, 2012)

References: Rosenthal, L. (2012). Atrial flutter. In Medscape (Version 4.0) [Mobile application software]. Retrieved from <http://itunes.apple.com>

14. When some publication details are unavailable

If there is **no date** given, use (n.d.), instead of a year.

If there is **no place of publication**, use (s.l.), which is an abbreviation for 'sine loco', Latin for 'without place'.

15. Entry in an Online Reference Source/ Dictionary

In your work, it may be necessary to define words the reader may not know the definitions of without referring to a dictionary. APA style uses the entry title of the dictionary as the first item in the citation:

The in-text citation for this example would read: ("pathology," n.d.).

pathology. (n.d.). In Encyclopaedia Britannica Online. Retrieved from <http://www.britannica.com/topic/pathology>

Use (n.d.) if there is no date specified in the entry; otherwise, use the year of online publication, often found at the bottom of the page, in brackets.

4. Further Guidance

Please refer to section 6 and 7 of the APA textbook referenced below for guidance on other resources that you may require to reference such as blogs, audiovisual media, conference papers etc. Copies are available at Deiniol, Healthcare and Wrexham Maelor Libraries, (Book Call Number: BF76.7 P83 2010).

American Psychological Association. (2010). *Publication manual*. (6th ed.). Washington, DC: American Psychological Association.

You may also find it helpful to look at the APA website for further information such as frequently asked questions.

<http://www.apastyle.org/>
<http://blog.apastyle.org/>

Bibliography:

For the majority of assignments, a bibliography is NOT required. If a bibliography is required, you will be informed by your tutors and it should be located following the list of references. It too should be arranged in alphabetical order of author, and contain details of any publications which were used in compiling the work but which were not directly cited or quoted within it.

5. Referencing Support

Library support

If you require further assistance with using APA, or if you would like to use the APA referencing style within a reference management tool such as RefWorks, you are welcome to contact the following staff from the Academic Support Team at the Library and Archives Service:

Bangor:

Yasmin Noorani: Academic Support Librarian, College of Health & Behavioural Sciences:

y.noorani@bangor.ac.uk / 01248 388589

Marc Duggan: Library Service Supervisor m.duggan@bangor.ac.uk / 01248 388153

Wrexham:

Sam Dodd: Library Service Supervisor s.dodd@bangor.ac.uk / 01248 383914

Julie Moulton: Library Service Supervisor j.moulton@bangor.ac.uk / 01248 383914

Online support

There are many online referencing style guides. If you choose to use these, make sure their recommendations match the **requirements of your School or tutors.**