




# APA 7 referencing guide

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## Contents

Introduction.....	3
General principles.....	4
Digital Object Identifiers – DOIs .....	4
Organising and formatting a reference list.....	4
Capitalisation .....	4
Authors in the reference list, sources with no authors, two or more sources by the same author .....	4
Basics of in-text citation .....	5
Authors in in-text citations .....	6
Publication date, and sources with no date .....	6
Secondary citation .....	6
Printed and online references .....	7
Examples .....	8
Books.....	8
Authored book no DOI .....	8
Authored book with DOI .....	8
Chapter in edited book without DOI.....	8
Chapter in edited book with a DOI .....	8
Chapter in edited book without DOI with edition statement.....	8
Journal articles.....	9
Journal article with DOI with one or two authors .....	9
Journal article with DOI with between 3 and 20 authors .....	9
Journal article with DOI with 21 or more authors .....	9
Websites and webpages .....	9



Newspaper articles .....	10
Printed newspaper article.....	10
Online newspaper article.....	10
Newspaper article from database (e.g. Nexis).....	11
Reports .....	11
YouTube video or other streaming service .....	12
Lecture notes and personal communications .....	12
UK and Scottish legislation .....	12
Acts of Parliament.....	12
Changes from APA 6 to APA 7 .....	14
Further help .....	14

## Introduction

It is important to acknowledge sources used in researching your subject – so that you can:

- show familiarity with the literature
- help the reader to follow up your sources
- demonstrate the range of your reading
- avoid any accusations of plagiarism (i.e. of directly lifting pieces of other people's work, which can be a disciplinary offence)

References should be:

- **Correct** : note the full reference whenever you use information from a book or an article and double check every detail
- **Complete** : never omit page numbers (especially when making a direct quotation), volume numbers, or date. Remember you are guiding your reader to the source you used
- **Consistent** : stick to the same style scrupulously throughout

There are two steps in referencing – referring to the sources you have used in the body of your assignment (the 'in-text citation'), and bringing those sources together in an alphabetical Reference List at the end.

Only include sources you have cited in the text in your Reference List. Some tutors welcome a separate bibliography of works consulted; you should check module handbooks or Myplace to see if this is required.

More information on referencing styles and EndNote bibliographic management software is available in our referencing LibGuide: [http://guides.lib.strath.ac.uk/referencing\\_guide](http://guides.lib.strath.ac.uk/referencing_guide)

The guidance below is taken from, or based upon the 7<sup>th</sup> edition of the Publication Manual of the American Psychological Association (APA). Copies of this book can be found in the [Library's collection](#). This guide is only intended to be a brief introduction to APA 7. The Publication Manual provides further examples of in-text citation and references. If the source you wish to reference is not included in this guide, please consult the Publication Manual rather than adapting one of these examples.

While the Publication Manual is very detailed, it does not include examples of every possible source. To assist students at the University of Strathclyde, Library staff have written guidance for referencing UK and Scottish legislation. This guidance has been approved by staff from the Faculty of HASS for use by Strathclyde students, but it is not official APA advice.

In some cases, clearly marked, the Library's guidance differs from the Publication Manual.

This document has been formatted using 1.5 line spacing. Students should follow instructions about line spacing provided in module handbooks.

## General principles

### Digital Object Identifiers – DOIs

Using APA 7 style a DOI must be included in the reference list where one is provided on the source. DOIs are typically located on journal articles, recently published book chapters and some books. A DOI is different to an ISBN. ISBNs are not included in an APA reference list. For more information please consult the Publication Manual pp. 289–300.

### Organising and formatting a reference list

In your reference list all references should be arranged alphabetically by author's name. Where sources do not have an author use the first significant word of the title to determine the alphabetical placement in the reference list. APA reference lists should be formatted using a hanging indentation. The examples below are formatted with a hanging indentation. Word processing packages can format documents in this way. Further information about the mechanics of formatting of references and dealing with sources with no author can be found in the Publication manual, pp. 303–307.

### Capitalisation

In the reference list, for titles of books, reports, webpages and articles, only capitalise the first word, or the first word after a colon or dash and also proper nouns.

Within the body of a paper, capitalise major words in the titles of books and articles. Do not capitalise conjunctions or articles, e.g. the, a, in, of, or.

### Authors in the reference list, sources with no authors, two or more sources by the same author

**One author** - Surname, followed by initials, e.g. Green, A. T.

**Two authors** – Surname, initials. Separate authors' names with a comma and link with ampersand, rather than 'and', e.g. Jones, J., & Smith, C. A.

**Three to twenty authors** – List all authors. Separate authors' names with a comma. Use an ampersand, rather than 'and' before the final author, e.g. Thoburn, J., Chand, A., & Procter, J.

**Twenty-one or more authors** – List first nineteen authors, separating authors' names with a comma. After the nineteenth, use three ellipses and then include the final author, e.g. Brown, A., Smith, B., Black, C., Jones, D., White, E., Bryce, F., Xi, Y., Duval, D., Elliott, D. R., Carter, M., Yates, A., McGuire, W., Rodgers, F., Lawson, C. H., Hilton, H., Ashworth, A., Worthing, E., Haywood, K, Olsen, F., ... Green, G.

**No author** - if the work you have consulted has no author provide the title, date and source of the work. Examples of sources include the name of the publisher or the name of the website.

Reference list entry: *Title*. (Date). Source.

*The little pasta cookbook*. (1996). Ultimate Editions.

In-text citation: (Title, year) or Title (year)

(The Little Pasta Cookbook, 1996) or The Little Pasta Cookbook (1996)

**Two or more sources by the same author and published in the same year.** If you have two or more sources written by the same author and published in the same year include a lowercase letter after the year in both the in-text citation and reference list entries. For example:

In text:

(Askews, 2020a) or Askews (2020a) and (Askews, 2020b) or Askews (2020b)

Reference list entries start:

Askews, H. (2020a)

Askews, H. (2020b)

## Basics of in-text citation

Within your text cite the author(s) and date. There are several ways to do this, for example:

### Example one – example of paraphrasing

Murray (2011) gives an overview of the problems of thesis writing.

This is a narrative style where the author's name appears as part of the sentence.

### Example two – example of paraphrasing

Among the many challenges of thesis writing, time management has been highlighted as particularly troublesome (Murray, 2011).

This is a citation in the parenthetical style where both the author's name and the publication date appear in brackets.

### Example three – example of a short direct quotation (fewer than 40 words)

A leading researcher suggests that "consideration of the audience is the most important factor when publishing academic work" (Murray, 2011, p. 56).

A direct quotation has been taken from page 56 of the work by Murray. Where a direct quotation is included a page number or other method for the reader to locate the quote, e.g. section name, paragraph number etc. must be included. (See Publication Manual pp. 270–274 for further examples).

## Longer quotations

Quotations which are 40 words or longer should not be enclosed with quotation marks. Instead they should be started on a new line and indented. The names of the author(s), the publication date and page number(s) must be included as part of the in-text citation.

## Authors in in-text citations

**One author** – provide the name and year of publication. In the parenthetical style the author's name and publication year are contained within brackets. In the narrative style the author's name forms part of the sentence and the publication year is in brackets.

(Wilkins, 2020)

Wilkins (2020) states that...

**Two authors** – Provide both names and the year of publication. Use & between names for a parenthetical citation. Use and between names for a narrative style.

(Hendry & Roman, 2020)

Hendry and Roman (2020) demonstrate that...

**Three or more authors** – shorten to first author name and et al.

(Edwards et al., 2020)

Edwards et al. (2020) show that...

## Publication date, and sources with no date

A publication date must be provided for each source. If the source has no date use the convention n.d. which stands for no date. For example, in a reference list entry:

Glasgow City Council. (n.d.).

In-text citation:

Glasgow City Council (n.d.) or (Glasgow City Council, n.d.)

Sources which are regularly updated, for example blog postings, newspaper articles require a specific publication date to be provided. Further information about adding a specific date can be found in the Publication Manual, pp. 289–290.

## Secondary citation

To cite something you have not seen directly, but have read about, you must cite the text you have actually seen, not the one that someone else has mentioned, e.g.

There is evidence that parenting styles have a profound effect on children's development (Baumrind, as cited by Cole & Cole, 2001).

In other words, you have read a work by Cole and Cole, who are quoting from another work by Baumrind, therefore you would cite Cole and Cole rather than Baumrind. The work by Cole and Cole would appear in the reference list, not the work by Baumrind. However, be sparing with this type of indirect citation – if carried to extremes, e.g. quoting a government report from a newspaper description, this can look merely as if you lacked motivation to get hold of the original. Where possible you should try and find the original publication. Library staff may be able to help you locate the original document.

## Printed and online references

There are few differences between references for printed and online works. The general rule is to include the following information:

Author, date, title and source.

Source contains information about where the work came from. It could be the name of the publisher, the title of a journal or the name of a website. See more information in the Publication Manual, p. 282.

It can be tempting to reference everything which you find online as a website or webpage. This category should only be used for works which do not fall under another category. A lot of materials found online are journal articles, reports, audio-visual materials and these should be referenced following the examples below. You should identify the source and then follow the guidance for referencing that type of source. For example, a report accessed online should be referenced following the conventions for referencing a report, not a website. The Publication Manual has many further examples of sources including social media items, translated works, data sets, religious works, theses and conference papers.

## Examples

Examples which explain the constituent parts of some references can be found on the APA website:

<https://apastyle.apa.org/style-grammar-guidelines/references/>

### Books

#### *Authored book no DOI*

Reference list: Murray, R. (2011). *How to write a thesis* (3rd ed.). Open University Press.

In-text citation (narrative): Murray (2011)

In-text citation (parenthetical): (Murray, 2011)

#### *Authored book with DOI*

Davis, J. R. (2018). *Classroom management in teacher education programs*. Palgrave MacMillan.

<https://doi.org/10.1007/978-3-319-63850-8>

In-text citation: Davis (2018) or (Davis, 2018)

The *Publication Manual* has further reference examples for books, e.g. those viewed on a Kindle, those written in other languages, those without a DOI but with a URL, republished works, books in series, dictionaries, religious works and anthologies. (pp. 322–325).

#### *Chapter in edited book without DOI*

Moorhouse, H. F. (1994). From zines like these? In G. Jarvie & G. Walker (Eds.), *Scottish sport in the making of the nation: Ninety minute patriots?* (pp. 173–194). Leicester University Press.

In-text citation: Moorhouse (1994) or (Moorhouse, 1994)

#### *Chapter in edited book with a DOI*

Martin, S. & Goodman, R. (2016). Living on the edge: New forms of poverty and disadvantage on the urban fringe. In C. Williams (Ed.), *Social work and the city* (pp. 235–257). Springer.

<https://doi.org/10.1057/978-1-137-51623-7>

In-text citation: Martin and Goodman (2016) or (Martin & Goodman, 2016)

#### *Chapter in edited book without DOI with edition statement*

Scott, J. M. (2018). Education and the law. In T. G. K. Bryce, W. M. Humes, D. Gillies, A. Kennedy, J. Davidson, T. Hamilton, & I. Smith (Eds.), *Scottish education* (5th ed., pp. 161–174). Edinburgh University Press.

In-text citation: Scott (2018) or (Scott, 2018)



If you wish to refer to multiple chapters from the same edited book each chapter must have a separate entry in the reference list.

## Journal articles

### *Journal article with DOI with one or two authors*

Sutton, L., & Stack, N. (2013). Hearing quiet voices: Biological children's experiences of fostering. *British Journal of Social Work*, 43(3), 596–612. <https://doi.org/10.1093/bjsw/bcr186>

In text citation: Sutton and Stack (2013) or (Sutton & Stack, 2013)

### *Journal article with DOI with between 3 and 20 authors*

Priestley, M., Minty, S., & Eager, M. (2014). School-based curriculum development in Scotland: Curriculum policy and enactment. *Pedagogy, Culture and Society*, 22(2), 189–211.

<https://doi.org/10.1080/14681366.2013.812137>

List all the authors. Insert & between penultimate and final author names.

In-text citation: Priestley et al. (2014) or (Priestley et al., 2014).

### *Journal article with DOI with 21 or more authors*

Freeman, D., Sheaves, B., Goodwin, G. M., Yu, L.-M., Nickless, A., Harrison, P. J., Emsley, R., Luik, A. I., Foster, R. G., Wadekar, V., Hinds, C., Gumley, A., Jones, R., Lightman, S., Jones, S., Bentall, R., Kinderman, P., Rowse, G., Brugha, T., . . . Espie, C. A. (2017). The effects of improving sleep on mental health (OASIS): A randomised controlled trial with mediation analysis. *The Lancet Psychiatry*, 4(10), 749–758. [https://doi.org/10.1016/S2215-0366\(17\)30328-0](https://doi.org/10.1016/S2215-0366(17)30328-0)

In-text citation: Freeman et al. (2017) or (Freeman et al., 2017)

## Websites and webpages

**Example one: general webpage where the author of the webpage and the site name are the same, in this example the site name is omitted.**

Education Scotland. (2020). *Senior phase*. <https://education.gov.scot/education-scotland/scottish-education-system/senior-phase-and-beyond/senior-phase/>

In-text citation: Education Scotland (2020) or (Education Scotland, 2020)

**Example two: the author's name and the site name are different so both are included.**

Bleasdale, B. (2019). *Researchers pay the cost of research*. Wellcome.

<https://wellcome.ac.uk/news/researchers-pay-cost-research>

In-text citation: Bleasdale (2019) or (Bleasdale, 2019)

**Example three: as this is a news article with comments the contents are not static and may change. In this type of example a retrieval date is required.**

Sellgren, K. (2020, June 16). *Coronavirus: A third of pupils 'not engaging with work'*. BBC News. Retrieved June 17, 2020, from <https://www.bbc.co.uk/news/education-53049127>

In-text citation: Sellgren (2020) or (Sellgren, 2020)

**Example four: where the source has no publication date.**

Glasgow City Council. (n.d.). *Glasgow's improvement challenge*.

<https://www.glasgow.gov.uk/article/23800/Glasgows-Improvement-Challenge>

In-text citation: Glasgow City Council (n.d.) or (Glasgow City Council, n.d.)

## Newspaper articles

### *Printed newspaper article*

Reference list entries for printed newspapers

Lewis, H. (2020, June 13). Tiny dense forests give boot for biodiversity. *The Guardian*, 28.

Gilbey, R. (2020, June 26). No more Mr Nasty Posh guy. *The Guardian* (G2), 26.

Newspaper page numbering conventions vary between countries. Library advice is to provide as much information in your reference list as necessary for the reader to locate the article(s) which you have consulted. Where a printed newspaper has clearly indicated sections provide details in the reference list to indicate the section, as in the second example above. There is no requirement from the Publication Manual to insert p. or pp. to indicate the page numbers in the reference list.

In-text citation: Lewis (2020) or (Lewis, 2020)

### *Online newspaper article*

Devereux Taylor, R. (2020, May 26). University of Strathclyde unveils plans to transform its Rottenrow site.

*The Herald*. <https://www.heraldscotland.com/news/18474588.university-strathclyde-unveils-plans-transform-rottenrow-site/>

In-text citation: Devereux Taylor (2020) or (Devereux Taylor, 2020)

### *Newspaper article from database (e.g. Nexis)*

Mcindoe, R. (2020, February 13). Is the Loch Ness Monster real? Sightings, pictures, and whether Scotland's famous creature really exists. *The Scotsman*.

In-text citation: Mcindoe (2020) or (Mcindoe, 2020)

If the newspaper article is from a database, give the title of the newspaper and any available volume, issue, or page numbers. You should not include the database information in the reference. If there is no volume, issue, or page numbers available, then the reference should end with the newspaper title (as in the example above).

## Reports

### **Example one: report accessed online where author and publisher are the same.**

Scottish Government. (2019). *Achieving excellence and equity 2020 national improvement framework and improvement plan*.

<https://www.gov.scot/binaries/content/documents/govscot/publications/publication/2019/12/2020-national-improvement-framework-improvement-plan/documents/achieving-excellence-equity-2020-national-improvement-framework-improvement-plan/achieving-excellence-equity-2020-national-improvement-framework-improvement-plan/govscot%3Adocument/achieving-excellence-equity-2020-national-improvement-framework-improvement-plan.pdf>

In-text citation: Scottish Government (2019) or (Scottish Government, 2019)

### **Example two: report accessed online where publisher and author are different**

Australian Council for Educational Research. (2020). *Scottish national standardised assessments: National report for academic year 2018 to 2019*. Scottish Government.

<https://www.gov.scot/binaries/content/documents/govscot/publications/publication/2020/01/scottish-national-standardised-assessments-national-report-academic-year-2018-2019/documents/scottish-national-standardised-assessments-national-report-academic-year-2018-2019/scottish-national-standardised-assessments-national-report-academic-year-2018-2019/govscot%3Adocument/scottish-national-standardised-assessments-national-report-academic-year-2018-2019.pdf#>

In-text citation: Australian Council for Educational Research (2020) or (Australian Council for Educational Research, 2020)

### **Example three: report accessed in print where author and publisher are the same.**

Social Work Inspection Agency. (2007). *Performance inspection of criminal justice social work services: Report on Orkney Islands criminal justice social work services*.

In-text citation: Social Work Inspection Agency (2007) or (Social Work Inspection Agency, 2007)

**Example four: report accessed in print or from academic database where a paper number is provided (and author and publisher are the same).**

Education Scotland. (2019). *Annual report and accounts 2018-19* (SG/2019/100).

In-text citation: Education Scotland (2019) or (Education Scotland, 2019)

Guidance on referencing reports published by individuals within government agencies, annual reports and reports published as part of a series can be found in the Publication Manual, p. 330.

## YouTube video or other streaming service

Bank of England. (2010, February 1). *Quantitative easing – how it works* [Video]. YouTube.

<https://www.youtube.com/watch?v=J9wRq6C2fgo>

In-text citation: Bank of England (2010) or (Bank of England, 2010)

The Publication Manual has further reference examples for audio-visual materials including: films, TV series, podcasts, webinars, artwork, TED Talks, music, maps and infographics. (pp. 341–347)

## Lecture notes and personal communications

Opinion varies on the advisability of citing lectures you have attended as part of your course; it is probably a good idea to avoid this wherever possible. As the data is not published in the accepted sense, it should not be included in the Reference List – in the text put e.g.

There is a widespread belief in the voluntary sector (G. Mackie, BACE2 lecture, University of Strathclyde, October 14, 2010) that...

Students often arrive at university with little experience of how to cook (S. Smith, personal communication, June 22, 2020) and this can result in challenges for those wishing to follow a healthy diet.

## UK and Scottish legislation

***This guidance is not contained within the Publication Manual.***

### *Acts of Parliament*

The APA Publication Manual does not give guidance on citing UK and Scottish Acts. What follows are suggestions of how you might include references and in-text citations in a way that is consistent with APA style.

### *Reference list*

If you include a UK Act or Act of the Scottish Parliament in your reference list you should include the title of the Act (including the year) and the chapter (c.) or Act of the Scottish Parliament (asp) number. You need not include the URL from which you retrieved the statute.

Education (Scotland) Act 1996, c.43.

Adoption and Children (Scotland) Act 2007, asp 4.

#### *In-text citation*

The in-text citation should include the title of the Act (including the year), if referring to a particular section you should indicate this by including s. (or ss.) and then the section number(s).

Section 3 of the Education (Scotland) Act 1996 provides that...

In these circumstances the child must live with the applicants during the 12 months immediately preceding the making of the adoption order (Adoption and Children (Scotland) Act 2007, s. 15(4))

N.B. When using other style guidance you will need to adapt it to make it consistent with APA 7.

There is further guidance on citing UK/Scottish legal materials in other style guides e.g.:

Nolan, D. & Meredith, S. (Eds.). (2012). *OSCOLA: The Oxford University standard for citation of legal authorities* (4th ed.).

You can access an online version at: <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>.

## Changes from APA 6 to APA 7

Here is a summary of some of the main changes between APA 6 and APA 7. To see all the changes please consult the Publication Manual.

- Number of authors. Changes have been made to the conventions around the number of authors cited in-text and in the reference list.
- Inclusion of DOI. Where a DOI exists it should be included in an APA 7 reference list.
- Removal of the phrase “retrieved from” in most documents. More details are provided in the Publication manual, pp. 289–290.
- Removal of place of publication. In references to books the place of publication is no longer required.

### Further help

This guide has been created by Library Staff at the University of Strathclyde. It is not intended to replace the Publication Manual. Students should check all references carefully and consult the Publication Manual for sources not listed above. If any discrepancies are identified between this guide and the Publication Manual, the guidance in the Publication Manual must be treated as the authoritative source.

Should you require further help or advice about referencing, please contact Library staff: [help@strath.ac.uk](mailto:help@strath.ac.uk)