


Referencing Quick Guide


APA


(7th edition)





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Introduction to APA referencing

Within Coventry University, most courses and subject areas use APA (7th edition) style of referencing. This very quick guide is intended to help you get started. For more information, please see the referencing guidance available on LibGuides.

You must reference in your assignments. If you do not, it is considered plagiarism. You can lose marks, and may fail the assignment. You must reference when:

- you use a direct **quote** (you must also put the quote in 'quotation marks')
- you **paraphrase** something you have read, by putting it into your own words
- you **summarise** what someone else has said about a topic and
- you include data, images, diagrams etc. that you did not create yourself.

Accurate referencing can earn you marks, as citing the work of others shows that you are widening your understanding through reading, adds evidence to your assignment and strengthens your arguments. If you are still unsure about something after reading this guide, the Academic Liaison Librarians are happy to assist with your referencing.

How to reference

APA referencing has two elements to it: the in-text citation, and the list of references.

In-text citations are short references which go in the body of your assignment. They include the author's last name, or a company name, the year of publication, and the page number if relevant.

If you use the author's name in your sentence, put the other details directly after the name. For example: Ward (2016, p. 33) claims that a virtual learning environment can enhance your learning.

Otherwise, put the in-text citation at the end of the sentence.

For instance: it is argued that a virtual learning environment may also increase student collaboration (Zisu, 2017, p. 10).



Every in-text citation should have a matching entry in the list of references, and vice versa.



The list of references goes at the end of your assignment. It includes all of the additional information about a source, such as the title and publisher. Your references should be in alphabetical order by author and in a single list.

Authors

One or two authors

If a source has one or two authors, you should use all of their names in both the in-text citation and list of references. For example:

- **(McCall & Taylor, 2014, p. 98)**
- **McCall, J., & Taylor, J. (2014). *A guide to computers* (2nd ed.). Palgrave.**

Three or more authors

If a source has three or more authors, in the in-text citation, you should use the first author's name followed by 'et al.'. You must list all authors in the list of references. For example:

- **(Wilson et al., 2017, p. 103)**
- **Wilson, J., Mohammed, S., Quinn, J., & Amos, T. (2017). *Guide to management* (3rd ed.). Palgrave.**

No named authors

If you cannot find a named author, use the company or organisation's name. For example:

(Health and Care Professions Council, 2018)

Health and Care Professions Council. (2018). *Standards of proficiency*. <https://www.hcpc-uk.org/standards/standards-of-proficiency/>



You should consider the accuracy, quality and relevance of information you use. If you have found information from the internet, this is particularly important as anyone can produce information online.

Hints and tips

- There are good quality reference management software options available. The Library team can help you make an informed decision as to which is most suitable for you.
- However you create your references, it is your responsibility to ensure that they are correctly formatted to APA 7th edition style.
- Use 'n.d.' if you cannot find a date for a source. This stands for 'no date' and looks like this:

Hall, J. (n.d.). *Customer Service*. Routledge.

- The Academic Liaison Librarians are happy to assist with your referencing, please contact us for help: ask-a-librarian.lib@coventry.ac.uk.

An example of a piece of writing and a list of references

The example below is taken from a written assignment. In text citations are included throughout the paragraph, indicating when the author has used information from external sources, such as text books or websites. A list of references is provided at the end of the assignment. This lists all sources cited in the assignment in alphabetical order.

Writing at university is designed to be challenging and intellectually stimulating (Cottrell, 2019, p. 23). As a result, students may benefit from being able to book writing support. During the academic year 2019/2020, CU Coventry students engaged in over 150 appointments with academic writing staff (Quinn & Mohammed, 2020).

According to Wilson and Devi (2018) 'university students look to seek help from support services following either positive or negative feedback from academic staff' (p. 100).

Reference list

Cottrell, S. (2019). *The study skills handbook* (5th ed.). Red Globe Press.

Quinn, D., & Mohammed, N. (2020). *CU Coventry academic writing summary*. Coventry University.
<http://www.coventry.ac.uk/cuc/academic-writing>

Wilson, B., & Devi, F. (2018). Support services in higher education. *Journal of Higher Education Services*, 5(4), 90-110.
<https://doi.org/10.9.181.9/974975957>



In-text citation

(Kumar, 2015, p. 255)

Author Year Page

Reference list

Author (Year) *Title in italics.*

Kumar, S. (2015). *Social care: Developing excellent practice* (3rd ed.). Tiger Publications.

Edition. Publisher

Checklist:

- Author (surname, initials)
- Year of publication in round brackets, followed by a full stop
- Title in italics
- Edition, in round brackets, followed by ed. and a full stop (not required for first editions)
- Publisher, followed by a full stop
- Some books have a DOI. If you can see this, add it after the publisher. A DOI will look like this: <https://doi.org/10.1002/9781118827352>



You do not need to include page numbers in the reference list for books; the page numbers go in the in-text citation only.

Journal article



In-text citation

(Quinn & Mohammed, 2016, p. 101)



Reference list



Checklist:

- Author (surname, initials)
- Year of publication in round brackets, followed by a full stop
- Title of article, followed by a full stop
- Title of journal in italics, followed by a comma
- Volume number in italics
- Issue number in brackets, followed by a comma
- Pages of the article, followed by a full stop
- If the article has a DOI, add this after the page range



If you cannot find the article's DOI and you have found the article on Locate or a library database (e.g. ProQuest), leave this bit out. If you have found the article on another website, put the URL in place of the DOI.

Webpages and electronic reports



Example 1: where there is a corporate author.

In-text citation

(Coventry University, 2017)

Author Year

Reference list

Author (Year) Title in italics

Coventry University. (2017). *Life at CU London.*

<http://www.coventry.ac.uk/cuc/life-at-cul>

Web address



If the webpage is designed to be updated regularly, include a retrieval date. For more information, consult the long guide (Referencing in APA Style, 7th edition).

Webpages and electronic reports



Example 2: where there is a named author, rather than a corporate author.

In-text citation

(Harrison, 2017)

Author Year

Reference list

Author (Year) *Title in italics* Company name

Harrison, F. (2017). *CU Scarborough a snapshot*. Coventry University. <http://www.coventry.ac.uk/cuc/coventrysnapshot>

Web address

Checklist:

- Author (surname, initials, or company name)
- Date of publication in round brackets: be as specific as possible. This might be a year only; a year and month; or a year, month, and day, followed by a full stop
- Title in italics, followed by a full stop
- Company name if this is not the same as the author, followed by a full stop
- Web address

Figures



The example below refers to including an image from a website. To reference figures or tables from other sources, please refer to the long guide.

An image from a website

Labels

Give each figure a number in bold above it. Include a title: this should be spaced below the figure number and should be in italics. If you have not produced the figure yourself, you will need to add a note. This note acts as an in-text citation. In APA, this is known as a copyright attribution.

Figure 1

CU Coventry Library



Note. From *CU Coventry Library*, by Coventry University, 2020, (www.coventry.ac.uk/cuc/cuclibrary).

Reference list

Include an entry in your list of references.

Coventry University. (2020). *CU Coventry Library*.
www.coventry.ac.uk/cuc/cuclibrary