

REFERENCING GUIDELINES

Why do we reference? In academia, we reference for a number of reasons. Firstly, so that readers can follow up on your findings for themselves. It allows us to avoid plagiarism by highlighting which ideas are our own and which ideas are someone else's. In addition, providing references gives weight to your opinions, assertions, and ideas. There are four main referencing styles in academia. Cork Counselling Services Training Institute uses the most recent American Psychological Association (APA), Seventh Edition (2020) style of referencing only.

How do we reference? To reference correctly, use in-text citation within the text of the essay and corresponding references in a reference list at the end of the essay or assignment.

What do we reference? Every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who produced it. If you take any images, charts, graphs, statistic's or quotations from other sources, this must be made very clear in your work.

When do we reference? Every idea, statement, opinion, conclusion, research, thought or writing which you understand or read from someone else's work that is included in your essay must be referenced. It must be acknowledged, whether the work is mentioned, described, reproduced, summarised, paraphrased or directly quoted by you, regardless of whether the original source is in English or any other language.

What if we don't reference correctly? This can be seen as plagiarism whether intentional or not. See section [2.37 Plagiarism Policy](#) for further details of the Regulatory Framework and Quality Assurance Handbook available on the Student Resource Portal. See also APA website for extensive referencing examples: <https://apastyle.apa.org/style-grammar-guidelines/references>

1. WITHIN THE TEXT OF YOUR ESSAY

This is called in-text citation and you are required to cite the surname of the original author and the date of the publication within the text of your essay. In-text citations have two formats: parenthetical and narrative.

Parenthetical citation

The author name and publication date appear in parentheses, before the ending period/full stop

Some writers have claimed that without personal awareness students have difficulty entering the world of the client (Corey, 1996).

Narrative citation

The author name is incorporated into the text as part of the sentence and the year follows in parentheses

Corey (1996) highlighted that without personal awareness students have difficulty entering the world of the client.

For a work with one or two authors, include the author's name(s) in every citation. If there are two authors, you need to mention both. For a work with three or more authors, include the name of only the first author plus "et al." in every citation (even the first citation). "et al." is an abbreviation meaning "and others." It is used to

shorten lists of author names in text citations and to make repeated referencing shorter and simpler. When citing multiple authors after a quotation or in parenthetical citation, the ampersand symbol '&' is used instead of the word 'and'.

Author type	Parenthetical citation	Narrative citation
One author	(Corey, 1996)	Corey (1996) states...
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020) remarks...
Three or more authors	(Martin et al., 2020)	Martin et al. (2020) concluded that...

1.1. QUOTES

Occasionally, you might decide to use another person's words in your essay. The author might capture a concept in a clear, and concise way that you wish to convey to the reader. You need to explain why you are including the quotation of an author and the relevance to your text.

1.1.1. DIRECT QUOTES

In this case you must use quotation signs (" ") indicating that the statement is a direct quote. Use p. for a single page number e.g. (p. 7). and pp. for multiple page numbers e.g. (pp. 7-8). You also need to state from what page in the publication the quote is taken. Below is an example of something you could say in your text supported by a direct quote. If using the authors' names more directly, the year of publication is separated from the page number.

EXAMPLES

Single author:

Person Centred Counselling has three core conditions that Rogers (2004) refers to, "If I can provide a certain type of relationship, the other person will discover within himself the capacity to use that relationship for growth, and change and personal development will occur" (p.33).

References:

Rogers, C. R. (2004). *On Becoming a Person: A Therapist's View of Psychotherapy*. Constable & Robinson.

Multiple authors:

In narrative in-text citations use the word "and" between two authors' names. Use an ampersand (&) between two authors' names in parenthetical in-text citations and before the final author's name in reference list entries.

In-text narrative citations: According to Culley and Bond (2004), "Helping another person effectively is a surprisingly complex matter" (p.7).

In-text parenthetical citation: "Helping another person effectively is a surprisingly complex matter" (Culley & Bond, 2004, p.7).

References: Culley, S., & Bond, T. (2004). *Integrative Counselling Skills in Action* (2nd ed.). Sage.

1.1.2. BLOCK QUOTES

Block quotes are used for direct quotations that are longer than 40 words and should be used only very rarely. An alternative is to put it into your own word by paraphrasing and still citing the author and year. If using a blockquote, you need to offset from the main text by starting a new line and indenting the entire quote ½ inch or 5-7 spaces using single-spacing. There is no need for quotation marks in a block quotation. The citation must include author(s) last name and year of publication per above table plus the page number(s) after the ending period / Full stop.

EXAMPLE

In keeping with the philosophy of humanistic psychology, Rogers firmly maintained that people are trustworthy, resourceful, capable of self-understanding and self-direction, able to make constructive changes, and able to live effective and productive lives. When therapists are able to experience and communicate their realness, support, caring, and nonjudgmental understanding, significant changes in the client are most likely to occur. (Corey, 2018, p. 178)

1.1.3. INDIRECT or SECONDARY QUOTES

An indirect or secondary quote is when you quote a source that is cited and/or quoted in another source. APA calls these 'secondary sources.' As a general rule, you should try to avoid using secondary sources. If there is a quote in a source from another book or article that you want to use, find the original source of that quote and cite it. Only quote a secondary source when absolutely necessary. For instance, when the original work is out of print or unavailable, or not available in English or a language you speak. If you need to use a secondary source in your assignment, name the original source in your text and include the secondary source in your parenthetical citation, preceded by the words "as cited in". In the reference list, you provide an entry for the secondary source used. The primary source is not referenced (Brodley, 1999), instead the secondary source is given (Corey, 2013), where the reader can check the primary source themselves.

EXAMPLES

In-text citation: Corey refers to "Brodley (1999) writes about the actualizing tendency, a directional process of striving toward realization, fulfillment, autonomy, and self-determination." (Brodley, 1999, as cited in Corey, 2018, p.178)

References:

Corey, G. (2018). *Theory and practice of counselling and psychotherapy* (10th ed.). Cengage.

1.1.4. Paraphrasing

Paraphrasing is using another person's ideas but putting them into your own words and showing your interpretation of these ideas. Paraphrasing is then very useful, when you believe a certain text passage might be of specific interest for the reader. It also demonstrates your thorough research of the topic in question. Although it is not required to provide a page or paragraph number in the citation, you may include one (in addition to the author and year). This would help interested readers locate the relevant passage within a long or complex work (e.g., a book). It also shows that your own text is not subject to plagiarism.

Remember:

Clear referencing not only informs the reader of the sources you have used, it also gives others credit and recognition for their work and demonstrates good academic practice.

EXAMPLES

Bond (2000, p.8).

"Over the past few years I have become acutely aware that the public image of the usefulness, or the dangers, of counselling depends on how effectively counsellors maintain satisfactory standards of practice."

Paraphrase:

Bond (2000) continues that the public image of counselling depends on how counsellors effectively maintain satisfactory standards of practice (p. 8).

References:

Bond T. (2000). *Standards and Ethics for Counselling in Action* (2nd ed.). Sage.

1.2. MULTIPLE SOURCES BY THE SAME AUTHOR

If you are referencing multiple sources by the same author that were published in different years, you don't need to do anything different.

If you are referencing multiple sources by the same author that were published in the same year, add a letter after the year to differentiate them.

Example

.....(Schore, 2019a, p. 45)

According to Schore (2019b) ...

References

Schore, A. (2019a). *The Development of the Unconscious Mind*. W.W. Norton.

Schore, A. (2019b). *Right Brain Psychotherapy*. W.W. Norton.

1.3. FIGURES

A figure is an image, chart, photograph, drawing etc. Each figure is numbered separately with a title, in the order they are referred to in your assignment. For example, the first figure you refer to is Figure 1., Figure 2. etc. CCSTI requires you

to format images in the following format: Insert Figure, followed by Figure number and italicized title which is a descriptor of the image. You should refer to the relevance of the image in the main body of your text.

Everything that is not your own work can only be reproduced with the permission of the creator. Reproducing copyright images without permission is illegal. Copyright images can only be reproduced with permission and it should be clearly stated that permission has been given. The copyright attribution is used instead of an in-text citation and consists of the same elements as the reference list entry, but in a different order (title, author, date, site name, URL), followed by the name of the Creative Commons License. You must include the name of the site you found it on, and a URL. Link directly to the image where possible, as it may be hard to locate from the other information given.

EXAMPLE

In-text citation if not reproducing the image directly:

- Parenthetical citation: (Thompson, 2020).
- Narrative citation: Thompson (2020) depicts...

In-text citation if reproducing image:

Figure 1.

Canyon Wren



Note: From *Canyon Wren* [Photograph] by Thompson, 2020, <https://flic.kr/p/2icfzq4> (CC BY-NC 2.0.)

I associate this image with...

References:

Thompson, M. (2020). Canyon Wren [Photograph]. Flickr. <https://flic.kr/p/2icfzq4>
(You need to declare you have copywrite to use this photograph)

If you use your own creativity for example a drawing you need to specify this clearly

Example

Intext citation

Figure 2

Uncertainty



Note: From of author's own pencil drawing, 14cm x 26cm.

References

Figure 2: Student's name (2022). *Uncertainty* [Photograph of author's own drawing, pencil on light grey paper, 14cm x 26cm].

1.4. YOUTUBE VIDEOS

Using YouTube and other online media in your academic writing need to be appropriate, reputable and of a professional standard. To cite a YouTube video with APA style you will need the name of the individual or group who uploaded the video, preferably their real name and the date the video was uploaded. If you refer to a specific section in the video, you need to give the in and out point, e.g. HH:MM:SS-in, HH:MM:SS-out (00:13:23-in , 00:14:31). If any of the above information is not available on the same page as the YouTube video, you may need to do a little more research to find it. For example, to find the real name of the video's uploader, you can click on the screen name to view the creator's account, where you might find their real name in the bio. If any of the information is not available even after doing additional research, simply leave it out of the citation but include the rest of the information following the order of the basic format below.

EXAMPLE

In-text citation: (Peterson, 2017, 00:13:23-in, 00:14:31)

References:

Petersen, J. B. (2017, Feb 17th). *Personality 10: Humanism & Phenomenology*: [Video]. YouTube. <https://www.youtube.com/watch?v=68tFnjkIZ1Q>

1.5. E - BOOKS

Use the same formats for both print books and e-books.

For e-books, the format, platform, or device (e.g., Kindle) is not included in the reference. If the book includes a DOI¹, include the DOI in the reference after the publisher's name. If the e-book without a DOI has a stable URL include the URL of the book in the reference. Do not include the name of the database in the reference (e.g. ProQuest Central as in CUI online library). If the e-book is from an academic research database and has no DOI or stable URL, end the book reference after the publisher's name.

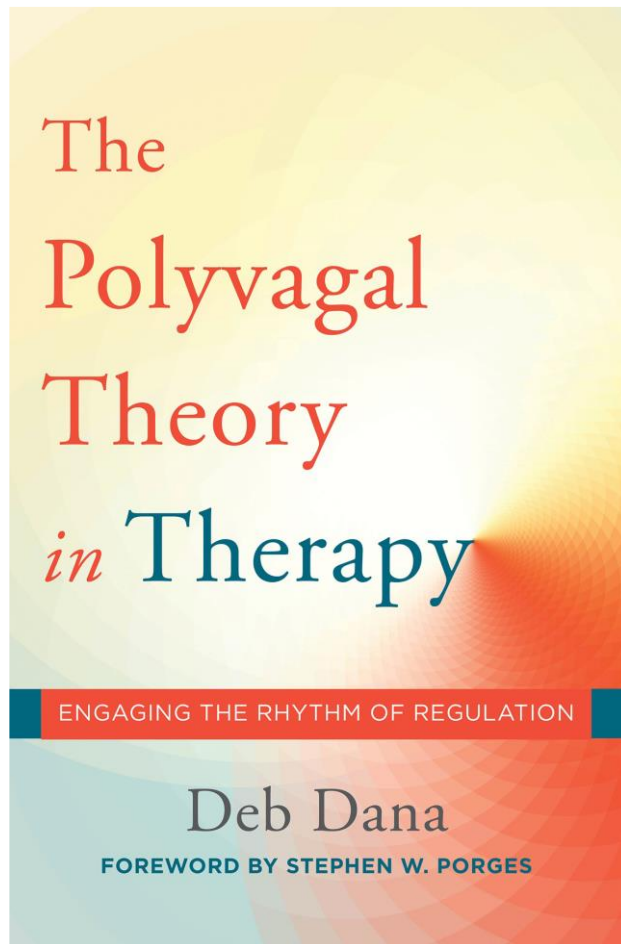
References:

Van der Kolk. B. (2014). *The body keeps the score*. Viking.
<https://app.box.com/s/0t352y734r8kso7rkasbvc8s5dxgv5dj>

¹ Digital Object Identifier - A unique, persistent number that is given to many online journal articles, books and other material.

1.6. INTRODUCTION, FOREWORD, PREFACE OR AFTERWORD

When authors of introduction, foreword, preface or afterword are credited on the front page you need to provide their name in the reference.



In this case Stephen Porges wrote the foreword. You need to provide his name in parentheses, after the word "with."

References:

Dana, D. (with Porges, S.) (2018). *The polyvagal theory in therapy: engaging the rhythm of regulation*. W.W. Norton.

Intext citation: Parenthetical: (Dana, 2018)
Narrative: Dana (2018)

1.6.1 Citing the foreword or introduction.

Include the name of the author of that part in the in-text citation:

Examples:

Parenthetical citation of foreword:

For Deb Dana "Polyvagal Theory provided a language of the body that paralleled her feelings and intuitive connectedness with her clients." (Dana, 2018, foreword

by Porges, p. VII).

Narrative citation of foreword:

Porges stated that Dana's (2018) work shows astute insight into trauma and also integrating Polyvagal Theory into clinical treatment (p. VII).

1.7. E – BOOKS WITHOUT PAGENUMBERS

How do I reference a direct quote from an e- book when there are no page numbers? Enclose the quoted statement in double quotation marks to reference in-text. Use paragraph number if numbering is shown in the original. Count the paragraphs from the heading to the paragraph containing your quoted statement to provide a paragraph number.

Examples:

"Trauma is a psychophysical experience, even when the traumatic event causes no direct bodily harm" (Rothschild, 2004, para. 7)

References:

Rothschild, B. (2004). *The Body Remembers*. W.W. Norton.

<https://www.pdfdrive.com/the-body-remembers-the-psychophysiology-of-trauma-and-trauma-treatment-e199791432.html>

If there are no paragraph numbers in the source, provide the heading of the section where your quoted words belong.

For example: (Dana, 2018, Intertwined states, para. 1)

References:

Dana, D. (with Porges, S.) (2018). *The polyvagal theory in therapy: engaging the rhythm of regulation*. W.W. Norton.

<https://groups.google.com/g/kemanakahh6/c/EQgYWg-hvbE?pli=1>

2. THE REFERENCE LIST SECTION

This is simply titled 'References' and should be positioned at the end of your essay. Every reference cited in the text must be included here. There is no need to separate Books and Articles into different lists but Tables and Figures can be separated. Your reference list needs to be arranged alphabetically and to be written using the same format each time. The second line of each reference should be indented by ½ inch (hanging indent). The following gives one format and examples.

2.1. BOOKS

- Author(s) (surname first then initials)
- Put "(Ed.)" or "(Eds.)" after names if editors
- Year of publication in brackets
- Full title in italics

- Edition, if other than first in brackets; (2nd ed.)
- Publisher's name: Wiley (do not include "Press" or "Ltd")

EXAMPLE

Corey, G. (2018). *Theory and practice of counselling and psychotherapy* (10th ed.). Cengage Learning.

Schultz, D. & Schultz, S.E. (2016). *Theories of personality* (11th ed.). Cengage Learning

2.2. CHAPTER IN EDITED BOOKS

- Author(s) of chapter
- Year of publication in brackets
- Title of chapter
- 'In' followed by book details as in (1) above, but omitting the year of publication
- First and last page numbers of chapter cited in brackets: (pp. 12-13)
- Publisher's name: Wiley (do not include "Press" or "Ltd")

EXAMPLE

Norcross, J.C. (1986). Eclectic psychotherapy: An introduction and overview. In J.B. Murphy (Ed.), *Handbook of eclectic counselling* (pp. 218-224). Brunner/Mazel.

2.3. ARTICLES IN JOURNALS

- Author(s) of article
- Year of publication, in brackets
- Title of article
- Title of journal in italics
- Volume number in italics
- Issue number (if available) in parentheses
- First and last page numbers of the article cited (do not include page abbreviations, such as "pp." or "pg.")
- DOI link if available

EXAMPLE

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Paul, G. L. (1967). Outcome research in psychotherapy. *Journal of Consulting*

2.4. WEBSITES

- Author(s) of work (if available/relevant)
- Year of publication (if available/relevant)
- Title of article in italics
- Website name
- URL (web Address)

EXAMPLE

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN.

<https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

2.5. AUDIOVISUAL MEDIA

- Name and notation i.e. Composer / Director/ Singer / Narrator
- Year of composition or upload date
- Title of media
- Type of media in square brackets
- Source Element: Production Company if available

EXAMPLES

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

Picker, T., & McClatchy, J. D. (1995). *Emmeline: An opera in two acts* [Study score]. Schott Music

2.6. YOUTUBE

- Name of the individual(s) or group who uploaded the video. If it's an individual, use their real name.
- Video uploader's screen name
- Upload date attached to the video (including year, month, date)
- Title of the video Italicized
- Descriptor [Video]
- Site Name
- URL of the video's webpage

EXAMPLE

Petersen, J. B. (2017, Feb 17th). *2017 Personality 10: Humanism & Phenomenology*. [Video]. YouTube.
<https://www.youtube.com/watch?v=68tFnjkIZ1Q+>

2.7. IMAGES

Images should be referenced in accordance with the appropriate referencing format. Follow the intext citation guidelines above and confirm having permission to use it. If you use other peoples photography you need to confirm having consent. If you use your own creative work, inform the reader about material and technique used, e.g. colour pencil drawing on cardboard.

- Last name, Initials.
- (Year).
- *Image title*
- [Format].
- Site Name.
- URL

EXAMPLES

Figure 1 – Thompson, M. (2020). *Canyon wren* [Photograph]. Flickr.
<https://flic.kr/p/2icfzq4>

Figure 2 – Student's name (2022). *Uncertainty* [Photograph of author's own drawing, pencil on light grey paper, 14cm x 26cm].

Figure 3 - Student's name (2022). *Evening song*. [Photograph of author's own drawing, colour pencil on cardboard, 14cm x 26cm].

3. REFERENCES Versus BIBLIOGRAPHY

The APA referencing style does not use a bibliography or footnotes to document sources. However, there can often be confusion between reference list and bibliography. The similarities are that they are both composed of entries arranged alphabetically by author's surname and they include the same basic information. The difference is in what they contain.

References	Bibliography
Contains all the works cited in a paper only.	Contains all the works cited in a paper, but it may also include other works that the author consulted, even if they are not mentioned in the text. This gives the reader a wider overview of literature available regarding the chosen topic.
each reference cited in text must	each reference cited in text must

appear in the reference list	appear in Bibliography
each entry in the reference list must be cited in text	Each entry in bibliography does not need to be cited in the text

Note:

Your reference list should appear at the end of your paper (new page). It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. If this is not the case the assignment needs to be re-submitted.

References also give credit to authors whose work and ideas you have considered. Out of respect the reference list must be clearly structured and easy to follow.

Please follow the 6 headings when compiling your references.

1. **Location:** On a new page after the text and before any tables/figures or appendices.
2. **Heading:** Use References as the title at the top of the page (beginning with a capital letter, in bold, cantered, and not in italics).
3. **Order:** All references (books, articles, websites etc.) are listed by alphabetically by author, or title if there is no author. If there are two or more entries with identical authors but different dates, order them chronologically, earliest first. For example:
 Freud, S. (1995)
 Freud, S. (2016)
 If there are two or more entries with identical authors and the same dates add a, b etc to the date. For example:
 Schore, A. (2019 a)
 Schore, A. (2019 b)
4. **Space:** Double-space the whole reference list.
5. **Hanging indent:** If the reference of a title covers more than one line, each subsequent line needs to be indented 0.5 inch (1.27cm) or 5 – 7 spaces from the left margin.
6. **URL:** use of hyperlinks is preferred. However, you may use plain text that is not underlined for URLs.

References

Books/Articles/Websites

Corey, G. (2018). *Theory and practice of counselling and psychotherapy* (10th ed.). Cengage Learning.

Corey, M.S., & Corey, G. (2016). *Becoming a Helper* (7th ed.). Cengage Learning.

Culley, S., & Bond, T. (2004). *Integrative Counselling Skills in Action* (2nd ed.).

Sage.

Douglas, B., Woolfe, R., Strawbridge, S., Kasket, E. & Galbraith, V. (Eds.) (2016).

The Handbook of Counselling Psychology (4th ed). Sage.

Feltham, C. & Hanley, T. & Winter, L.A. (Eds.) (2017). *The Sage Handbook of*

Counselling and Psychotherapy (4th ed.). Sage.

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International

Pictures; Metro-Goldwyn-Mayer.

Freud, S. (1995). *The Interpretation of Dreams* (J. Strachey Trans.). Basic Books.

Freud, S. (2016). *Leonardo da Vinci*. Taylor & Francis Group.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in

storybooks: A comparison of storybooks that represent ethnic and racial

groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–

217. <https://doi.org/10.1037/ppm0000185>

Lago, C. (2011). *The handbook of transcultural counselling and psychotherapy*.

Open University.

McLeod, J. (2019). *An introduction to counselling and psychotherapy* (6th ed.).

Open University.

Norcross, J.C. (1986). Eclectic psychotherapy: An introduction and overview. In

J.B. Murphy (Ed.), *Handbook of eclectic counselling* (pp. 218-224).

Brunner/Mazel.

Paul, G. L. (1967). Outcome research in psychotherapy. *Journal of Consulting*

Psychology, 31, 109-188.

Petersen, J. B. (2017, Feb 17th). *2017 Personality 10: Humanism &*

Phenomenology. [Video]. YouTube.

<https://www.youtube.com/watch?v=68tFnjkIZ1Q>

Picker, T., & McClatchy, J. D. (1995). *Emmeline: An opera in two acts* [Study score]. Schott Music.

Rogers, C. R. (2004). *On Becoming a Person: A Therapist's View of Psychotherapy*. Constable & Robinson.

Schore, A. (2019a). *The Development of the Unconscious Mind*. W.W. Norton.

Schore, A. (2019b). *Right Brain Psychotherapy*. W.W. Norton.

Schultz, D. & Schultz, S.E. (2016). *Theories of personality* (11th ed.). Cengage Learning.

Toner, K. (2020, September 24). *When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens*. CNN.

<https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens-cnnheroes-trnd/index.html>

Images

Figure 1 – Thompson, M. (2020). *Canyon wren* [Photograph]. Flickr.

<https://flic.kr/p/2icfzq4>

Figure 2 – Student's name (2022). *Uncertainty* [Photograph] of author's own drawing, pencil on light grey paper, 14cm x 26cm].

Figure 3 - Student's name (2022). *Evening song*. [Photograph of author's own drawing, colour pencil on cardboard, 14cm x 26cm]

Figure 4 – Van Gogh, V. (1889). *Starry Night*, Oil on Canvas - 73.70cm x 92.10cm. New York: Museum of Modern Art.

https://www.artble.com/artists/vincent_van_gogh/paintings/starry_night

Figure 5 - Student's name (2022). *Sadness meets Joy*. [Photograph of author's own poem]