Bibliographic References
Harvard format
APA style

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This leaflet is a summary of the APA style guidelines as contained in *The Publication Manual of the American Psychological Association*, 5th ed., 2001 (Second Floor Subject Reference Collection: 808.02 AME).

The APA style is based on the Harvard referencing system whereby the date of publication follows the author name(s), and in-text references refer to items in the bibliography using the author surname and date of publication, in brackets.

Referencing is important in all academic work as it indicates to the reader the sources of your quotations and borrowed ideas. Failure to indicate your sources could easily be taken for plagiarism (literary theft). The purpose of the referencing system is to describe your sources in an accurate and consistent manner and to indicate within the text of your paper where particular sources were used.

Arrangement of reference list/ bibliography at end of essay

- Your reference list/bibliography should be arranged alphabetically by author surname. If you need to start an entry with a title because there is no author, still place the entry within your alphabetical list of authors.

- Put all entries in one long alphabetical list. Do not list books, journal articles, websites etc. in separate sections.

- The APA format requires book and journal titles etc. to be italicised, although you can underline instead in a handwritten list.

For information on how to refer to other people's work within the body of your essay see the section *Citing references in the text* at the back of this guide.

Don't get caught out!

- Keep a careful note of all sources used as you prepare your assignments

- Record all the details you need about a library book (including page numbers) **before** you return it – someone else may have the book if you try to go back and check later

- Make sure you write down the source details you need on any photocopies you make

- Remember to print or save details of any website you want to refer to (your tutor may ask to see this) and record the date when you accessed the information

- Make sure you are following the referencing system used in your department.

Where to find the details needed in a reference list

Books
The details needed for a book can be found on the front and back of the title page. Make sure you locate the name of the publisher rather than the printer or typesetter. You need the name of the publisher in your reference list. The Library Catalogue gives the publisher's name if you are in any doubt.

Ignore any reprint dates; you need the date when the first, second, third edition etc. of the book was published according to which edition of the book you are using.

Journal articles
The details needed for a journal article can usually be found on the contents list, front cover or article itself

Printed publications: examples of references

Book
The basic pattern for a reference to a book is:

Author, Initials. (year). *Title of book* (Edition if later than first e.g. 3rd ed.). Place of publication: Publisher.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author.

Encyclopedia of psychology. (1976). London: Routledge.

Gardner, H. (1973). *The arts and human development*. New York: Wiley.

Moore, M. H., Estrich, S., McGillis, D., & Spelman, W. (1984). *Dangerous offenders: the elusive target of justice*. Cambridge: Harvard University Press.

Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Note: List up to 6 authors. The 7th and subsequent authors are abbreviated to et al.

Edited book
Maher, B. A. (Ed.). (1964-1972). *Progress in experimental personality research* (6 vols.). New York: Academic Press.

Chapter in edited book
The basic pattern for a reference to a chapter in an edited book (where the contents page shows that the chapters have been written by several different people) is:

Author of chapter, Initials. (year). Title of chapter. In Initials. Name of Editor/s (Ed.), *Title of book* (pp. start and end page numbers of chapter). Place of publication: Publisher.

Vygotsky, L. S. (1991). Genesis of the higher mental functions. In P. Light, S. Sheldon, & M. Woodhead (Eds.), *Learning to think* (pp. 32-41). London: Routledge.

Encyclopedia entry
Lijphart, A. (1995). Electoral systems. In *The encyclopedia of democracy* (Vol. 2, pp. 412-422). London: Routledge.

If the entry has no author, begin the reference with the entry title followed by the date of publication.

Government publication
Great Britain. Command Papers. (1991). *Health of the nation* (Cm 1523). London: HMSO.

Great Britain. Home Office. (1994). *Prisons policy for England and Wales*. London: HMSO.

Legal references
Because the situation regarding legal references is complex and only US law is covered in the APA Manual, legal references are covered in a separate guide. Note, however, that **Acts of Parliament** do not need to be listed in your reference list/bibliography. See note h) on the last page of this guide for how to cite them in your text.

Report/working paper etc.
Birney, A. J., & Hall, M. M. (1981). *Early identification of children with written language difficulties* (Report No. 81-502). Washington D.C.: National Educational Association.

Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s (*Home Office Research Study 196). London: Home Office.

Conference paper in published proceedings
Borgman, C. L., Bower, J., & Krieger, D. (1989). From hands-on science to hands-on information retrieval. In J. Katzer, & G. B. Newby (Eds.), *Proceedings of the 52nd ASIS annual meeting*: *Vol. 26. Managing information and technology* (pp. 96-100). Medford, NJ: Learned Information.

Journal article
The basic pattern for a reference to a journal article is:

Author, Initials. (year). Title of article. *Title of journal, Volume number* – if there is one (Issue number), start and end page numbers of article.

Noguchi, T., Kitawaki, J., Tamura, T., Kim, T., Kanno, H., Yamamoto, T., et al. (1993). Relationship between aromatase activity and steroid receptor levels in ovarian tumors from postmenopausal women. *Journal of Steroid Biochemistry and Molecular Biology, 44*(4-6), 657-660.

Popper, S. E., & McCloskey, K. (1993). Individual differences and subgroups within populations: the shopping bag approach. *Aviation Space and Environmental Medicine, 64*(1), 74-77.

Weekly magazine article
Barrett, L. (2001, August 23). Daewoo's drive to survive in the UK. *Marketing Week,* 22-23.

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Newspaper article

Caffeine linked to mental illness. (1991, July 13). *New York Times,* pp. B13, B15.

Young, H. (1996, July 25). Battle of snakes and ladders. *The Guardian,* p. 15.

Unpublished internal/intranet document

The basic pattern for an unpublished internal/intranet document is:

Author, Initials. or Organisation if no named author. (year, plus month and day if given). *Document title* (policy/report/circular number if given). Unpublished internal/intranet document, Organisation (if not listed first).

Bonar, I. (2003, October). *Library policies and decision making*. Unpublished internal document, University of Portsmouth.

Dissertation

Hardman, J. P. (1999). *Rainer Werner Fassbinder's BRD trilogy: a manifesto for social and political reform*. Unpublished undergraduate dissertation, University of Portsmouth, Portsmouth.

No author

If a work is signed Anonymous, your reference must begin with the word Anonymous, followed by date etc. as normal.

If no author is shown, put the title in the normal author position.

Interviews and email messages

Because interviews and email messages are not considered recoverable data, you do not give details in your reference list/bibliography. You should, however, cite an interview or email message within the body of your text as a personal communication:

…and this point was conceded (J. Bloggs, personal communication, August 22, 2001)

Two or more works by the same author(s) with the same publication date

Where an author (or particular group of authors) has more than one work in a particular year, list them in title order and follow the date with a lower case letter a, b, c, ... for example:

Harding, S. (1986a). The instability of the analytical categories of feminist theory. *Signs, 11*(4), 645-64.

Harding, S. (1986b). *The science question in feminism*. Ithaca: Cornell University Press.

When referred to in the text these letters are also used (see *Citing references in the text* at the end of the guide section b).

Note on page numbers

Use pp. for page range only for encyclopedia entries, multi-page newspaper articles and chapters or articles in edited books. For articles in journals or magazines use the numbers alone.

Electronic sources: examples of references

The details shown below have been compiled according to the guidelines available on the APA website (http://www.apastyle.org) in August/September 2001 (re-checked July 2007). Check this website and the 5th edition of *The Publication Manual of the American Psychological Association* which is available in the University Library for further guidance.

The basic pattern for a reference to an electronic source is:

Author, Initials. (year). *Title*. Retrieved month day, year, from Internet address.

Banks, I. (n.d.). *The NHS Direct healthcare guide*. Retrieved August 29, 2001, from www.healthcareguide.nhsdirect.nhs.uk

- If no date is shown on the document, use n.d.
- If the author is not given, begin your reference with the title of the document.
- If a document is part of a large site such as that for a university or government department, give the name of the parent organisation and the relevant department before the web address:

Alexander, J., & Tate, M. A. (2001). *Evaluating web resources*. Retrieved August 21, 2001, from Widener University, Wolfgram Memorial Library website: www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm

Deciding your future. (2000). Retrieved September 5, 2001, from University of Portsmouth, Careers Service website: www.port.ac.uk/departments/careers/plancareer/deciding-your-future.htm

Never write the web address (URL) in the text of your essay. Use the author of the website if your reference has one; otherwise use the first few words of the website title.

Electronic journal articles which are duplicates of the printed version

Use the same reference format as for a printed journal article, but add "Electronic version" in square brackets after the article title:

Lussier, R. N., & Pfeifer, S. (2001). A crossnational prediction model for business success [Electronic version]. *Journal of Common Market Studies*, *39*(3), 228-239.

If you are referencing an online article where the format differs from the printed version or which includes additional data or commentaries, you should add the date you retrieved the document and the Web address (URL) as in the following example (N.B. May 18 appears in the bracket next to Wintour, P. because this is a newspaper article)

Wintour, P. (2005, May 18). Blair believes his agenda is a moral certainty [Electronic version]. *The Guardian*. Retrieved May 18, 2005, from Guardian Unlimited website: http://politics.guardian.co.uk/queensspeech2005/story/0,16013,1486296,00.html

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Articles in internet-only journals
Korda, L. (2001, July). The making of a translator. *Translation Journal*, *5*(3). Retrieved August 21, 2001, from http://accurapid.com/journal/17prof.htm

- use the complete publication date shown on the article
- note that page numbers are not given
- whenever possible, the URL you give should link directly to the article itself
- break a URL that goes onto another line after a slash or before a full-stop. Do not insert a hyphen at the break.

Articles retrieved from a database
Use the format appropriate to the type of work retrieved and add a retrieval date, plus the name of the database (you do not need to give the URL of the database):

Rozell, M. J., & Wilcox, C. (1999). The Clinton scandal in retrospect. *PS: Political Science and Politics*, *32*(3), 538-540. Retrieved November 18, 2003, from the JSTOR database.

Traynor, I. (2004, July 13). US in talks over biggest missile defense site in Europe. *The Guardian*, p. 2. Retrieved July 19, 2004, from the LexisNexis Executive database.

Electronic books
Use the same format as for a printed book but add "Electronic version" in square brackets after the title:

Brzezinski, M. (2004). *Fortress America: on the front lines of homeland security, an inside look at the coming surveillance state* [Electronic version]. New York: Bantam Books.

Report retrieved from the internet
Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s* (Home Office Research Study 196). Retrieved July 19, 2004, from the UK Home Office website: www.homeoffice.gov.uk/rds/pdfs/hors196.pdf

Intranet document
The basic pattern for an intranet document (e.g. education, health or police documents which cannot be accessed by anyone outside the institution) is:

Author, Initials. or Organisation if no named author. (year, plus month and day if given). Document title (policy/report/ circular number if given). Unpublished intranet document, Organisation (if not listed first).

Bonar, I. (2003, October). *Library policies and decision making*. Unpublished intranet document, University of Portsmouth.

Audiovisual sources: examples of references

Music
The basic pattern for a piece of music is:

Writer, Initials. (Date of copyright). Title of song etc. On *title of album* [medium of recording]. Location: Label. (Recording date if different from copyright date)

Puccini, G. (1990). Nessun dorma. *On Carreras Domingo Pavarotti in concert* [CD]. London: Decca.

Films
The basic pattern for a reference to a film is:

Name of primary contributor – the director or producer, or both, Initials. (Role of primary contributor). (year). *Title of film* [Motion picture]. Country of origin – where the film was primarily made and released: Name of studio.

Reed, C. (Director). (1949). *The Third Man* [Motion picture]. United Kingdom: British Lion/London Films.

Spielberg, S. (Director). (1993). *Jurassic Park* [Motion picture]. United States: Universal Pictures/ Amblin Entertainment.

If the film doesn't appear on the Library Catalogue, the Internet Movie Database http://uk.imdb. com/ is a good place to check all the details needed for a film reference (follow the Company credits link to find details about the film studio/s involved).

Alternatively, check Halliwell's Film and Video Guide at 791.4303HAL in the Second Floor Subject Reference Collection in University Library.

Review of a film
Kinder, M. (2002). Moulin Rouge [Review of the motion picture *Moulin Rouge*]. *Film Quarterly*, *55*(3), 52-59.

Malausa, V. (2001). Beauté du mensonge [Review of the motion picture *The Tailor of Panama*]. *Cahiers du Cinéma*, 558, 82-83.

If the review is untitled, put everything in square brackets e.g. [Review of the motion picture *Moulin Rouge*] in the normal title position and keep the square brackets.

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Television programmes

Collinson-Jones, C. (Producer), & Dobson, E. (Director). (2003, July 14). *Casualties of peace* [Television broadcast]. London: Channel 4.

Single episode from a television series

Fraser, R. (Writer), & Geoghegan, S. (Director). (2003). Eyes wide open [Television series episode]. In P. Goodman (Producer), *Holby City*. London: BBC1.

This example shows the most complete information possible for a television episode. If details of the writer are unavailable, begin your reference with the name of the director.

Radio programmes

Portenier, G. (Producer). (2003, July 17). *Crossing continents* [Radio broadcast]. London: BBC Radio 4.

Look out for other formats not mentioned here, on our website: http://referencing.port.ac.uk

Citing references in the text

Please note that whilst many departments (e.g. SSHLS, SLAS) require page numbers to be included in all in-text citations, others require only direct quotations to include a page number. Please check your course handbooks for the policy in your department.

a) References are made within the body of your essay to the full details of the work in the reference list/bibliography in the following manner:

Stevenson (2003, p. 116) argues that …

…concerns about individual viewer responses (Stevenson, 2003, p. 118) …

Whoever is reading your essay can now turn to the reference list/bibliography and look for an entry by Stevenson written in 2003.

b) When an author, or group of authors, has more than one publication in the same year a lower case letter is added to the date. For example:

In two recent studies (Harding, 1986a, p. 80; Harding, 1986b, p. 138) it was suggested that ...

In two recent works Harding (1986a, p. 80; 1986b, p. 138) has suggested that ...

c) Multiple author citations:

- with two authors both names should be listed in each citation e.g. (Duncan & Goddard, 2003, p. 99)

- with three to five authors name all authors the first time, then use et al. (and others). For example: the first time it would be (Moore, Estrich, McGillis, & Spelman 1984, p. 33) and subsequent references to the same publication would use (Moore et al.).

- for six or more authors, use et al. after the first author in all occurrences.

Note that when the in-text reference occurs naturally within the sentence "and" should be used before the final author. But when the entire reference is enclosed in brackets the ampersand (&) should be used.

d) Organisations as authors

Where you have a document produced by an organisation and the organisation is commonly referred to by an abbreviation/acronym you should do the following:

In the in-text reference write out the name of the organisation in full the first time and give the abbreviation in square brackets e.g.

...clearly stated policy (Food and Agriculture Organization of the United Nations [FAO], 2005, p. 24)

then subsequent in-text references can just use the abbreviation e.g.

... measures to improve food supplies (FAO, 2005, p. 36)

In the reference list/bibliography spell out the name of the organisation in full e.g.

Food and Agriculture Organization of the United Nations. (2005). title of doc etc.

e) **When a source has no author cite the first two or three words of the title followed by the year. For example:**

... in the recent book (*Encyclopedia of psychology*, 1991, p. 62)...

... in this article ("Individual differences," 1993, p. 12)... – **follow this example for web pages where no author is given**

The key point is that your in-text reference matches the start of the reference in your reference list/bibliography.

However, if the author is designated as "Anonymous", cite the word Anonymous in your text e.g. (Anonymous, 1993, p. 116).

Note: Underline or italicise the title of a journal or book and use double quotation marks around the title of an article or chapter.

f) When using quotations in your text observe the following examples:

He stated, "The relative importance of the systems may nevertheless remain in approximately the same proportion" (Gardner, 1973, p. 41)

Smith (1991) found that "...there is no evidence that chimpanzees can produce a drawing and discern the object represented in it..." (p. 84)
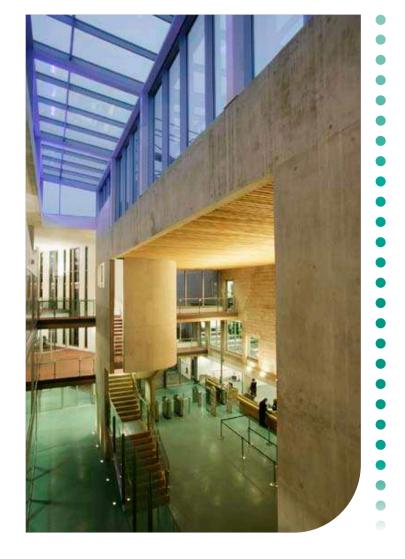
g) If you cite a work that you discovered in another work, observe the following examples:

Smith (1970, p. 27) cites Brown (1967) as finding ...

Brown (1967), cited by Smith (1970, p. 27), found ...

It was found (Brown, 1967, cited by Smith, 1970, p. 27) that ...

h) Acts of Parliament should be cited in your text with the full title, including year of enactment e.g. According to section 2 of the Criminal Justice Act 2003...

This guide is available in large print on request.