WORK BASED LEARNING E JOURNAL REFERENCING STYLE

QUICK GUIDE

1. Journal article

NB: Xx and yy connote page numbers for the start and end of an article. *(Please see examples below for confirmation of style - please do NOT use pp.103-109 as the style for numbering pages).*

2. Book
Author, A.A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

3. Chapter

4. Report

5. **Newspaper article**


6. **Thesis**


7. **Conference paper, poster session**

Author, A. (Year, Month). *Title of paper*. Paper presented at the meeting of the Society, City, State.


8. **Examples**


WORK-BASED LEARNING e-JOURNAL

REFERENCING STYLE: EXTENDED GUIDELINES

APA (American Psychological Association) references are used in the social sciences, education, engineering and business. For detailed information, please see the Publication Manual of the American Psychological Association, 6th edn (sections containing changes from the previous edition are highlighted in yellow). See also http://www.doi.org for information about DOIs

The referencing style for the Work-Based e-Journal has been organised into 23 sections as follows:

1. How to cite references in your text.
2. How to organize references.
3. Abstract.
4. Archival documents.
5. Audiovisual material.
7. Conference proceedings, paper, poster session.
8. Database.
10. Electronic sources.
11. Email, mailing list, blog.
1. How to cite references in your text.

References are cited in the text in alphabetical order (the same way they appear in the reference list), separated by a semi-colon (Boud, 2009; Lee, 2007). References to classical works such as the Bible and the Qur’an and personal communications are cited only in the text.

If you have two authors with the same last name, use first initials with the last names. (E. Johnson, 2001; L. Johnson, 1998)

**A work by two authors**

Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word ‘and’ between the authors’ names within the text and use ‘&’ in the parentheses.

Research by Hall and Hyman (2004) showed...

(Hall & Hymann, 2004)

**A work by three to five authors**

Only use the first author’s last name followed by et al. in the signal phrase or in parentheses.

(Taylor et al., 1997)

If two or more references of more than three surnames with the same year shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are needed to distinguish the references, followed by a comma and et al.

Taylor, Risvi, Lingard, et al. (1997)

**Six or more authors**

Use the first author’s last name followed by et al. in the signal phrase or in parentheses.

Howard et al. (2001) argued...

(Howard et al., 2001)

If two references with six or more authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as are needed to
distinguish the references, followed by a comma and et al.

**Groups as authors**

The names of groups that serve as authors (e.g. govt agencies or corporations) can be spelled out each time they appear in a text citation unless it is long or cumbersome, in which case spell it out only the first time and abbreviate it thereafter. The guiding rule is that the reader should be able to find it in the reference list easily.

First citation in text:
Department for Education and Skills (DES, 2003)

First citation in text (parenthetical):
(Deptartment for Education and Skills [DES], 2003)

Subsequent citations:
DES (2003)

Subsequent citation in text (parenthetical):
(DES, 2003)

In the reference list:

**Several works by same author**

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Garrick (2009a, 2009b) illustrated that...

**Citing indirect sources**

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith, 2003: 102).

**Work discussed in a secondary source**


Give the secondary source in the references list. In the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland’s work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

2. How to organize references.

References are listed in alphabetical order.
## 3. Abstract.

### As original source

### From secondary source

### Dissertation abstract

## 4. Archival documents.

Author, A.A. (Year, Month, Day). Title of material. [Description of material]. Name of collection (Call number, Box number, File number, etc). Name and location of repository.

**Letter from a repository**
Black, A. (1935, May 3). [Letter to Jane Jones]. Name of Archive (Call number, Box number, File number, etc), Location.

**Letter from a private collection**

**Collection of letters from an archive**
Black, A. (1935–1946). Correspondence. Jim Evans Papers (Call number, etc), Archive name, Location.

In the text, cite specific letters as
(Black, A., 1935–1946, Black to F. Harvard, March 11, 1939)

**Unpublished papers, lectures from an archive or personal collection**

**Archival/historical source where author or date is not stated**

**Archival source with corporate author**
Subcommittee Name. (1949, November 3). *Meeting of Subcommittee on Xxxxx*. Jim Evans Papers (Call no.). Archive Name, Location.

**Recorded interview**

**Transcribed interview**
5. Audiovisual material.

**Audio recording**

**Map retrieved online**

**Music recording**

**Podcast**


**Author, A.A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.**


Author, A.A. (Year of publication). *Title of work: Subtitle*. doi:xxxxxxxxxxx

**Electronic version of printed book**


**Electronic-only book**

**No author**

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

To include parenthetical citations of sources with no author named, use a shortened version of the source’s title instead of an author’s name. Use quotation marks and italics as appropriate.

A similar study was done of students learning to format research papers (‘Using APA’, 2001).
In the rare case that ‘Anonymous’ is used for the author, treat it as the author’s name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

**One author**

**Organization as author**
If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source. According to the American Psychological Association (2000),...
If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.
First citation:
(Mothers Against Drunk Driving [MADD], 2000)
Second citation:
(MADD, 2000)
When the author and publisher are identical, use the word Author as the name of the publisher.

**Chapter in edited book**
Give initials and surnames for all editors. With two names use ‘&’ between names and no comma to separate. With three or more, separate names by commas. For a book with no editor, simply include the word ‘In’ before the book title.

**Book chapter, English translation, reprinted from another source**
In text, use (Author, 1979/1987)

**Edited book**
Multiple editions

Revised edition

Multivolume work

Multivolume work published over more than one year
In text, use (Koch, 1959–1963).

Non-English book
If the original version is used as the source, cite the original version. Give the original title, and, in brackets, the translation.

Non-English reference work, title translated

Translated book
If the English translation is used as the source, cite the English translation. In the text, cite the original publication date and the date of translation (Laplace, 1814/1951).

Republished work
When you cite a republished work in your text, it should appear with both dates:
Laplace (1814/1951).

Republished book (electronic version)
(Original work published 1900)

Place of publication
For location, you should always list the city, but you should also include the two-letter state abbreviation for US publishers. There is no need to include the country name.
If the publisher is a university and the name of the state is included in the name of the university, do not repeat the state in the publisher location (e.g. Lincoln: University of Nebraska Press).

Washington, DC: Author
Newbury Park, CA: Sage
Pretoria: Unisa
Chicago, IL: University of Chicago Press
Cambridge: Cambridge University Press
Cambridge, MA: Harvard University Press
Abingdon: Routledge

**Publisher name**
Give the name in as brief a form as possible. Omit terms such as ‘Publishers’, ‘Co.’, ‘Inc.’, but retain the words ‘Books’ and ‘Press’. If two or more publishers are given, give the location listed first or the location of the publisher’s home office. When the author and publisher are identical, use the word Author as the name of the publisher.

7. **Conference proceedings, paper, poster session.**
Treat regularly published proceedings (including those published online) as periodicals.

**Paper presented at meeting**

**Poster session**

**Symposium**
Contributor, C. (Year, Month). Title of contribution. In C. Chairperson (Chair), *Title of symposium.* Symposium conducted at the meeting of Organization Name, Location.

**Conference paper abstract retrieved online**

8. **Database.**
When you are referencing material obtained from an online database, provide the appropriate print citation information (formatted as a normal print citation would be).
Then give the date of retrieval and the proper name of the database, so that people can retrieve the print version if they do not have access to the database. (For more about citing articles retrieved from electronic databases, see page 278 of the Publication Manual.)


**Available from a database service**


**Doctoral dissertation from an institutional database**


**Doctoral dissertation from the Web**


**Doctoral dissertation abstracted in Dissertation Abstracts International**


**Unpublished**


10. Electronic sources.

Provide the DOI if one has been assigned. Copy and paste this where possible, and do not change it. The DOI can usually be found on the first page of an article at the top or bottom of the page.

If no DOI has been assigned, give the home page URL of the journal, book, or report publisher. Do not insert a hyphen into a URL, and do not add a full stop after it. Authors should test URLs in their references at each stage of publication, updating the URL if necessary. If the content is no longer available, substitute another source (i.e. the final version if you have cited a draft version) or remove it altogether.

Do not include retrieval dates unless the source material may change, e.g. wikis.

11. Email, mailing list, blog.

No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.

A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

**Online forum or discussion board posting**

Include the title of the message and the URL of the newsgroup or discussion board.


If the author provides a real name, use their real name, but if only the screen name is available, then use that. Provide the exact date of the posting. Follow the date with the subject line, the thread of the message (not in italics). Provide any identifiers in brackets after the title. Include the retrieval information and the name of the list to which the message was posted if this is not part of the URL. Provide the address for the archived version of the message.

**Blog post**


**Video blog post**


12. **Film.**

Producer, P.P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.


If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address).

Harris, M. (Producer), & Turley, M.J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

13. **Interview.**

No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.


A.P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

14. **Journal article.**


Authors are named by last name followed by initials (closed up); publication year goes between parentheses, followed by a full stop (period). Only the first word and proper nouns in the title and subtitle are capitalized. The periodical title has main words capitalized, and is followed by the volume number which, with the title, is also italicized and then the DOI. Provide the issue number ONLY if each issue of the journal begins on page 1. In such cases it goes in parentheses: Journal, 8(1), pp–pp. If the DOI is not available and the reference was retrieved online, give the URL of the journal home page. No retrieval date is needed.


If you are citing a version which is not the Version of Record, insert ‘Advance online publication’ before the retrieval statement.


If you are citing supplementary material which is only available online, include a description of the contents in brackets following the title.

[Audio podcast]


Multiple authors


If there are more than seven authors, list the first six with an ellipsis before the last.


If there are seven authors, all of them can be listed.

Two or more works by the same author

Use the author’s name for all entries and list the entries by the year (earliest first).

Green, T.J. (1981).
Green, T.J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.


References that have the same first author and different second and/or third authors
are arranged alphabetically by the last name of the second author, or the last name of
the third if the first and second authors are the same.
Wegener, D.T., Petty, R.E., & Klein, D.J. (1994). Effects of mood on high elaboration attitude
change: The mediating role of likelihood judgments. European Journal of Social Psychology,
24, 25–43.

Two or more works by the same author in the same year
If you are using more than one reference by the same author (or the same group of
authors listed in the same order) published in the same year, organize them in the
reference list alphabetically by the title of the article or chapter. Then assign letter
suffixes to the year. Refer to these sources in your text as they appear in your
reference list, e.g.: ‘Green (1981a) makes similar claims...’
Green, T.J. (1981a). Age changes and changes over time in prosocial intentions and behavior
Development, 52, 636–643.

Editorial without signature

Special issue or section
Abnormal Psychology, 100(3).
Abnormal Psychology, 100, 300–453.
To cite an entire issue, give the editors of the issue and the title of the issue.

Monograph as part of a journal issue
Abnormal Psychology, 100, 25–89.

Supplement
24(Suppl. 2), 3–14.

Translated title
Personen Augmenter oder Reducer? [Intensity dependence in event-related EEG potentials:
Are impulsive individuals augmenters or reducers?]. Zeitschrift für Differentielle und
Diagnostische Psychologie, 21, 208–217.
If the original version is used as the source, cite the original version. Use diacritical
marks and capital letters for the original language if needed. If the English translation
is used as the source, cite the English translation.

Journal article with DOI, advance online publication

Advance online publication refers to a version which is not the Version of Record. It may be a proof or the author’s original version, so it has normally been peer reviewed but not necessarily copy-edited or formatted correctly.

**In-press article posted in a preprint archive**


### 15. Legal materials

**Case**

Name v. Name, Volume Source Page (Court Date).

**Statute**

Name of Act, Volume Source § section number (year).

**Testimony at federal hearing**

*Title*, xxx Cong. (date).

**Federal regulation**

Title/Number, Volume Source § xxx (year).

**Patent**


### 16. Newspaper, magazine, or newsletter article.


Give the month for monthly publications and the day for weeklies. Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference.

**Online newspaper article**


Give the URL of the home page when the online version is available by search.

**Online magazine or newsletter article**

No author
In text, use a short title:
('New drug', 1993)

Letter to the Editor

17. Personal communication.
No personal communication (email, interview, letter, etc.) should be included in the reference list. In the text, cite the communicator’s name, the fact that it was personal communication, and the date of the communication.

18. Reference work.

Technical report

Report from a private organization

Report from non-governmental organization

Government report
National Institute of Mental Health. (1990). Clinical training in serious mental illnesses (DHHS

**University report**

**Report from institutional archive**

**Issue brief or working paper**

20. Review.

**Peer commentary on an article**

Provide reference entries for specialized software or computer programs with limited distribution.
Rightsholder, A.A. (Year). Title of program (Version number) [Description of form]. Location: Name of producer.
Rightsholder, A.A. (Year). Title of program (Version number) [Description of form]. Retrieved from http://xxxxxxxxx
Name of software (Version Number) [Computer software]. Location: Publisher.

**Data set**

**Measurement instrument**
Apparatus
Name [Apparatus]. (2009). Location: Publisher.

22. TV or radio.

Broadcast

Episode

Series

23. Unpublished work.
This includes work that is available on a personal or institutional website, electronic archive or preprint archive.


If the work is available on an electronic archive, provide the information at the end.

Unpublished manuscript with university cited

Manuscript in progress or submitted

Do not give the name of the journal or the publisher.

Accepted manuscript
Treat as an in-press reference.

Draft manuscript

In the text, give the year of the draft.

Unpublished raw data from study, untitled work

Informally published or self-archived work
Informally published or self-archived work, from ERIC

Book in press

Unpublished raw data