

## WORK BASED LEARNING E JOURNAL REFERENCING STYLE

### QUICK GUIDE

1. Journal article
2. Book
3. Chapter
4. Report
5. Newspaper article
6. Thesis
7. Conference paper, poster session
8. Some examples

#### 1. Journal article

Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. *Title of Periodical, volume number (part number): xx-yy.*

Author, A.A., & Author, B.B. (Year). Title of article. *Title of Periodical, volume number (part number): xx-yy.*

Author, A., Author, B., Author, C., Author, D., Author, E., Author, F., ... Author, Z. (Year). Title of article. *Title of Periodical, volume number (part number): xx-yy.*

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.

Author, A.A. (Year of publication). *Title of work: Subtitle.* Retrieved from <http://www.xxxxxx>

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

Editor, A.A., & Editor, B.B. (Eds.) (1997). *Title of work: Subtitle.* New York, NY: Russell Sage Foundation.

#### 3. Chapter

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Location: Publisher.

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Retrieved from <http://www.xxxxxx>

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Location: Publisher.

#### 4. Report

Author, A. (2009). *Title of report* (Research Report No. xx). Retrieved from NGO website: <http://www.ngo.xxxxxx.pdf>

National Institute of Mental Health. (1990). *Clinical training in serious mental illnesses* (DHHS Publication No. ADM 90-1679). Retrieved from <http://www.xxxxxxx.pdf>

Shuker, R., Openshaw, R., & Soler, J. (Eds.) (1990). *Youth, media, and moral panic* (Delta Research Monograph No. 11). Retrieved from Massey University, Department of Education website: <http://www.university/reports/xxxxxx.pdf>

### 5. Newspaper article

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, xx. 1A, 2A.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*. Retrieved from <http://xxx.xxx.com>

### 6. Thesis

Author, A.M. (2009). *Title of dissertation* (Doctoral dissertation). Retrieved from <http://www.university/etd/>

Author, A. (2009). *Title of dissertation* (Doctoral dissertation/Master's thesis). Retrieved from

Database Name. (Accession/Order No.)

Wilfley, D.E. (1989). *Interpersonal analyses of bulimia* (Unpublished doctoral dissertation). University of Missouri, Columbia.

### 7. Conference paper, poster session

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

Lanktree, C. (1991, February). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

### 8. Examples

Andresen, L., Boud, D. and Cohen, R. (1999). 'Experience-based Learning: Contemporary Issues', URL: <http://complexworld.pbworks.com/f/Experience-based%20learning.pdf>, accessed on 6<sup>th</sup> October, 2010 (also published as a chapter in Foley, G. (ed) *Understanding Adult Education and Training* (2<sup>nd</sup> Edition), Sydney: Allen & Unwin, 225-239

Butler, J. (2000). *Critically Queer*. In P. du Gay, J. Evans & P. Redman (Eds.) *Identity: A reader*. Los Angeles: Sage Publications.

Cumming, J. (2010). Contextualised performance: Reframing the skills debate in research education. *Studies in Higher Education*, 35(4): 405-419.

Heidegger, M. (1977). *The Turning*. In *The Question Concerning Technology and Other Essays*, trans. Lovitt, W. New York: Harper & Row Publishers, 36-49.

Kemmis, S. and McTaggart, R. (2005). Participatory Action Research: Communicative Action and the Public Sphere. In N.K. Denzin & Y.S. Lincoln (Eds.) *The Sage Handbook of Qualitative Research* (3<sup>rd</sup> Edition). Thousand Oakes, CA: Sage Publications, 559-603.

Nixon, I., Smith, K., Stafford, R. & Camm, S. (KSA Partnership) (2006). *Work-based learning: illuminating the higher education landscape*, York: The Higher Education Academy, July. URL: [http://www.asetonline.org/documents/wbl\\_illuminating.pdf](http://www.asetonline.org/documents/wbl_illuminating.pdf) accessed on 6th October, 2010

Nowotny, H., Scott, P. and Gibbons, M. (2002). *Re-Thinking Science: knowledge and the Public in an Age of Uncertainty*. Cambridge: Polity Press.

Scott, D. (2010). 'Professional Doctorate SUADE Conference: Current Issues in the Development and Management of Professional and Practice-based Doctorates', URL: <http://www.port.ac.uk/courses/professionalcourses/professionaldoctorateinhealthandsocialcare/SUADEprofessionaldoctateconference/filetodownload,114282,en.pdf>, accessed on 6<sup>th</sup> October, 2010

Torenbeek, M., Jansen, E. & Hofman, A. (2010). The effect of the fit between secondary and university education on first-year achievement. *Studies in Higher Education*, 35(6): 659-675.

## **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.
6. Book.
7. Conference proceedings, paper, poster session.
8. Database.
9. Dissertation or thesis.
10. Electronic sources.
11. Email, mailing list, blog.

12. Film
13. Interview.
14. Journal Article
15. Legal materials
16. Newspaper, magazine, or newsletter article.
17. Personal communication.
18. Reference work.
19. Report
20. Review.
21. Software, data set, measurement instrument, apparatus.
22. TV or radio.
23. Unpublished work

### **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):

(Department for Education and Skills [DES], 2003)

Subsequent citations:

DES (2003)

Subsequent citation in text (parenthetical):

(DES, 2003)

In the reference list:

Department for Education and Skills. (2003). *Every Child Matters: More Choice for Parents and Pupils*, London: HMSO

### **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**

List the source the work was discussed in: Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 90: 601–622.

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**

Woolf, N.J., Young, S.L., & Butcher, L.L. (1991). MAP-2 expression in cholinceptive pyramidal cells [Abstract]. *Society for Neuroscience Abstracts*, 17, 480.

Woolf, N.J., Young, S.L., & Butcher, L.L. (1991). MAP-2 expression in cholinceptive pyramidal cells [Abstract]. *Neuroscience Journal*, 17, 35–78. Abstract retrieved from <http://www.journalwebsite.com>

#### **From secondary source**

Nakazato, K. (1992). Cognitive functions of centenarians. *Japanese Journal of Developmental Psychology*, 3, 9–16. Abstract retrieved from Psychology Abstracts database. (Accession No. xxxxxx).

#### **Dissertation abstract**

Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, 62, 7741A.

### 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**

Black, A. (1935, May 3). [Letter to Jane Jones]. Copy in possession of Mary Green.

#### **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**

Matthews, P. (1957). Notes for a lecture on Prague. Peter Matthews Memoirs (Box 12). Archives of Xxxxxx, University of Xxxxxxx, Location.

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

[Author, A.?]. [ca. 1933]. *Title of source*. Unpublished manuscript, Jim Evans Papers. Archive name, Location.

#### **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**

Allan, A. (1988, March 2). Interview by F. Smith [Tape recording]. Oral History Project, Archive Name, Location.

#### **Transcribed interview**

Allan, A. (1988, March 2). *An interview with F. Smith/Interviewer: B. Briggs*. Oral History Project, Archive Name, Location.

### **Archived newspaper article**

Article title. (1952, March 6). [Clipping from an unidentified London newspaper.] Copy in possession of author.

### **Photographs**

[Photographs of M. King]. (ca. 1912–1949). M. King Papers (Box 90, Folder 21), Manuscripts and Archives, University Library, Location.

## **5. Audiovisual material.**

### **Audio recording**

Costa, P.T. (Speaker). (1988). *Personality, continuity, and changes of adult life* (Cassette Recording No. 207-433-88A-B). Washington, DC: American Psychological Association.

### **Map retrieved online**

Lewis County Geographic Information Services. (Cartographer). (2002). Population density, 2000 U.S. Census [Demographic map]. Retrieved from <http://www.xxxxxxxx.pdf>

### **Music recording**

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

### **Podcast**

Author, A. (Producer). (2009, December 2). *Title of podcast* [Audio podcast]. Retrieved from <http://www.xxxxx.com>

## **6. Book.**

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*. Retrieved from <http://www.xxxxxx>

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

### **Electronic version of printed book**

Author, A.A. (Year of publication). *Title of work: Subtitle* [Adobe Digital Editions version]. Retrieved from <http://www.xxxxxx>

Author, A.A. (Year of publication). *Title of work: Subtitle* [Adobe Digital Editions version]. doi:xxxxxxxxxxx

### **Electronic-only book**

Author, B.M. (n.d.). *Title of book*. Retrieved from <http://www.xxxxxx>

### **No author**

*Merriam Webster's collegiate dictionary* (10th ed.). 1993. Springfield, MA: Merriam-Webster.

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**

Mandelbaum, M. (2002). *The ideas that conquered the world: Peace, democracy, and free markets in the twenty-first century*. New York, NY: Public Affairs.

### **Organization as author**

American Psychological Association. (2003).

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**

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Location: Publisher.

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Retrieved from <http://www.xxxxx>

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) *Title of book* (pages of chapter). Location: Publisher. doi:xxxxxxxxxx

O'Neil, J.M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B.R. Wainrib (Ed.) *Gender issues across the life cycle* (pp. 107–123). New York, NY: Springer.

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**

Author, M.N. (1987). Title of chapter (T. Translator, Trans.). In E. Editor & E.E. Editor (Eds.) *Title of book* (pp. xx–xx). Location: Publisher. (Reprinted from *Title of book*, pp. xx–xx, by A.N. Editor, Ed., 1979, Location: Publisher)

In text, use (Author, 1979/1987)

### **Edited book**

Duncan, G.J., & Brooks-Gunn, J. (Eds.) (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

Plath, S. (2000). *The unabridged journals* (K.V. Kukil, Ed.) New York, NY: Anchor.



### **Multiple editions**

Helfer, M.E., Keme, R.S., & Drugman, R.D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

### **Revised edition**

Helfer, M.E., Keme, R.S., & Drugman, R.D. (1997). *The battered child* (Rev. ed.). Chicago, IL: University of Chicago Press.

### **Multivolume work**

Wiener, P. (Ed.) (1973). *Dictionary of the history of ideas* (Vols. 1–4). New York, NY: Scribner's.

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

### **Multivolume work published over more than one year**

Koch, S. (Ed.) (1959–1963). *Psychology: a study of science* (Vols. 1–6). New York, NY: McGraw-Hill.

In text, use (Koch, 1959–1963).

### **Non-English book**

Piaget, J., & Inhelder, B. (1951). *La genèse de l'idée de hasard chez l'enfant* [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.

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**

Real Academia Española. (2001). *Diccionario de la lengua española* [Dictionary of the Spanish language]. Madrid: Author.

### **Translated book**

Laplace, P.S. (1951). *A philosophical essay on probabilities*. (F.W. Truscott & F.L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

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)**

Author, G.H. (1942). *Title of book: Subtitle*. Retrieved from <http://books.google.com/books> (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).

New York, NY: McGraw-Hill

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.**

Deci, E.L., & Ryan, R.M. (1991). A motivational approach to self. In R. Dienstbier (Ed.) *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237–288). Lincoln: University of Nebraska Press.

Treat regularly published proceedings (including those published online) as periodicals.

### ***Paper presented at meeting***

Lanktree, C. (1991, February). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

### ***Poster session***

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.

### ***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***

Author, A. (2007, June). *Title of article*. Paper presented at the Conference Name, Location. Abstract retrieved from [http://www.conference.org/abstracts\\_2007.htm](http://www.conference.org/abstracts_2007.htm)

## **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.)

Smyth, A.M., Parker, A.L., & Pease, D.L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3). Retrieved February 20, 2003, from the PsycARTICLES database.

## 9. Dissertation or thesis.

### **Available from a database service**

Author, A. (2009). *Title of dissertation* (Doctoral dissertation/Master's thesis). Retrieved from

Database Name. (Accession/Order No.)

Author, A. (2009). *Title of dissertation* (Doctoral dissertation/Master's thesis). Available from Proquest database. (Accession/Order No.)

### **Doctoral dissertation from an institutional database**

Author, A.M. (2009). *Title of dissertation* (Doctoral dissertation). Retrieved from <http://www.university/etd/>

### **Doctoral dissertation from the Web**

Author, A.M. (2009). *Title of dissertation* (Doctoral dissertation, University Name, Country). Retrieved from <http://www.xxxxxxxx/thesis/>

### **Doctoral dissertation abstracted in Dissertation Abstracts International**

Bower, D.L. (1993). Employee assistant programs supervisory referrals. *Dissertation Abstracts International*, 54(01), 534B.

### **Unpublished**

Wilfley, D.E. (1989). *Interpersonal analyses of bulimia* (Unpublished doctoral dissertation). University of Missouri, Columbia.

Almeida, D.M. (1990). *Fathers' participation in family work: Consequences for fathers' stress* (Unpublished master's thesis). University of Victoria, Victoria, British Columbia, Canada.

## 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.

(E. Robbins, personal communication, January 4, 2001).

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.

Frook, B.D. (1999, July 23). New inventions in the cyberworld of toylandia [Online forum comment]. Retrieved from <http://groups.earthlink.com/forum/messages/00025.html>

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**

Screen name. (2007, January 23). Re: Title of message [Web log message]. Retrieved from <http://xxxxxxxxxxxxx.php>

#### **Video blog post**

Jennings, A. (2009, February 8). How to knit [Video file]. Retrieved from <http://www.youtube.com/xxxxxx>

## **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.

Smith, J.D. (Producer), & Smithee, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

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.

(E. Robbins, personal communication, January 4, 2001).

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

## **14. Journal article.**

Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. *Title of Periodical, volume number*, pp–pp. doi:xx.xxxxxxxx

Harlow, H.F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893–896. doi: xx.xxxxxxxx

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*, 5–13. doi: xx.xxxxxxxx

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.

Harlow, H.F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893–896. Retrieved from <http://xxxxxx>

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

Von Ledebur, S.C. (2007). Optimizing knowledge transfer. *Knowledge Management Research and Practice*. Advance online publication. doi: xx.xxxxxxxxxx

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

[Audio podcast]

### **One author**

Green, T.J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7–10.

### **Multiple authors**

Wegener, D.T., & Petty, R.E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034–1048. doi: xx.xxxxxxxxxx

Kernis, M.H., Cornell, D.P., Sun, C.R., Berry, A., & Harlow, T. (1993). There's more to self-esteem

than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190–1204. doi: xx.xxxxxxxxxx

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

Harris, M., Graham, B., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., ... Cruz, P. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44, 213–245. doi: xx.xxxxxxxxxx

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.

Green, T.J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15–28.

Green, T.J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312–1329.

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., Kerr, N.L., Fleming, M.A., & Petty, R.E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, *6*, 629–654.

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 between friends. *Developmental Psychology*, *17*, 408–416.

Green, T.J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, *52*, 636–643.

### **Editorial without signature**

Editorial: Title of editorial: Subtitle. [Editorial]. (2009). *Journal Title*, *13*, 1–2.

### **Special issue or section**

Barlow, D.H. (Ed.) (1991). Diagnoses, dimensions, and *DSM-IV* [Special issue]. *Journal of Abnormal Psychology*, *100*(3).

Barlow, D.H. (Ed.) (1991). Diagnoses, dimensions, and *DSM-IV* [Special section]. *Journal of 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**

Barlow, D.H. (Ed.) (1991). Diagnoses, dimensions, and *DSM-IV* [Monograph]. *Journal of Abnormal Psychology*, *100*, 25–89.

### **Supplement**

Regier, A.A. (1990). The epidemiology of anxiety disorders. *Journal of Psychiatric Research*, *24*(Suppl. 2), 3–14.

### **Translated title**

Ising, M. (2000). Intensitätsabhängigkeit evozierter Potenzial in EEG: Sind impulsive 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**

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*. 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***

Author, B.K. (in press). Title of article. *Title of Journal*. Retrieved from <http://cogprints.org/xxxx/xxx.pdf>

## 15. Legal materials

***Case***

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

Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972).

***Statute***

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

Mental Health Systems Act, 41 U.S.C. § 9403 (1988).

***Testimony at federal hearing***

*Title*, xxx Cong. (date).

***Federal regulation***

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

***Patent***

Smith, I.M. (2009). *U.S. Patent No. 12345*. Washington, DC: U.S. Patent and Trademark Office.

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

Henry, W.A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28–31.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

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***

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*. Retrieved from <http://xxx.xxx.com>

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

***Online magazine or newsletter article***

Author, K.M. (2009, August). Title of article: Subtitle. *Title of Magazine*, 22. Retrieved from <http://xxx.xxx.com>

### **No author**

Title of newsletter. (2009, January). *Title of Newsletter*. Retrieved from <http://xxx.xxx.org>  
New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. Retrieved from <http://xxx.xxx.com>

In text, use a short title:  
(‘New drug’, 1993)

### **Letter to the Editor**

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

### **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.

(E. Robbins, personal communication, January 4, 2001).

### **18. Reference work.**

Sadie, S. (Ed.) (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1–20). London: Macmillan.

Bergmann, P.G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501–508). Chicago, IL: Encyclopaedia Britannica.

Bergmann, P.G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501–508). Retrieved from <http://www.xxxxx>

Title of entry. (2009). In A. Editor (Ed.) *Title of reference work* (xx ed., Vol. xx, pp. xx–xx). Location: Publisher.

Word. (n.d.). In *Online dictionary* (11th ed.). Retrieved from <http://www.xxxxx/word>

### **19. Report.**

#### **Technical report**

Author, A. (1988). *Title of work* (Report No. xxx). Location: Publisher.

Mazzeo, J. (1991) *Comparability of computer and paper-and-pencil scores* (College Board Rep. No. 91). Princeton, NJ: Educational Testing Service.

#### **Report from a private organization**

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

#### **Report from non-governmental organization**

Author, A. (2009). *Title of report* (Research Report No. xx). Retrieved from NGO website: <http://www.ngo.xxxxxx.pdf>

#### **Government report**

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



Publication No. ADM 90-1679). Washington, DC: US Government Printing Office.  
National Institute of Mental Health. (1990). *Clinical training in serious mental illnesses*  
(DHHS  
Publication No. ADM 90-1679). Retrieved from <http://www.xxxxxxx.pdf>

### **University report**

Shuker, R., Openshaw, R., & Soler, J. (Eds.) (1990). *Youth, media, and moral panic* (Delta Research Monograph No. 11). Palmerston North, New Zealand: Massey University, Department of Education.

### **Report from institutional archive**

Shuker, R., Openshaw, R., & Soler, J. (Eds.) (1990). *Youth, media, and moral panic* (Delta Research Monograph No. 11). Retrieved from Massey University, Department of Education website: <http://www.university/reports/xxxxxx.pdf>

### **Issue brief or working paper**

Name of Institute. (2009, March). *Title of document* (Issue Brief No. xx). Location: Publisher.

## **20. Review.**

Baumeister, R.F. (1993). Exposing the self-knowledge myth [Review of the book *The selfknower*:

*A hero under control* by A.A. Author]. *Contemporary Psychology*, 38, 466–467.

Kraus, S.J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture *Discovering Psychology*]. *Contemporary Psychology*, 37, 1146–1147.

### **Peer commentary on an article**

Author, S.K. (2009). Title of commentary. [Peer commentary on the paper 'Title of original paper' by A. Author]. Retrieved from <http://www.xxxxxxxxxxxx>

## **21. Software, data set, measurement instrument, apparatus.**

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://xxxxxxx>

Miller, M.E. (1993). The Interactive Tester (Version 4.0) [Computer software]. Westminster, CA: Psytek Services.

Name of software (Version Number) [Computer software]. Location: Publisher.

### **Data set**

Author, A. (2009). *Title of data set* [Description]. Retrieved from <http://xxxxxxxxxxx>

### **Measurement instrument**

Author, A. (2009). Title [Description]. Unpublished instrument. Retrieved from <http://xxxxxxxxxxx>

## **Apparatus**

Name [Apparatus]. (2009). Location: Publisher.

## **22. TV or radio.**

### **Broadcast**

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour* [Television broadcast]. Washington, DC: Public Broadcasting Service.

### **Episode**

Smith, A. (Writer), & Miller, R. (Director). (1989). Title of episode [Television series episode]. In A. Green (Executive Producer), *Series*. New York, NY: WNET.

### **Series**

Miller, R. (Producer). (1989). *The mind* [Television series]. New York, NY: WNET.

## **23. Unpublished work.**

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

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism: Does facial prominence imply dominance?* Unpublished manuscript / Manuscript submitted for publication / Manuscript in preparation.

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

### **Unpublished manuscript with university cited**

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism: Does facial prominence imply dominance?* Unpublished manuscript, Department of Psychology, University of Oxford.

### **Manuscript in progress or submitted**

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism: Does facial prominence imply dominance?* Manuscript submitted for publication.

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

### **Accepted manuscript**

Treat as an in-press reference.

### **Draft manuscript**

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism: Does facial prominence imply dominance?* Manuscript in preparation.

In the text, give the year of the draft.

### **Unpublished raw data from study, untitled work**

Zuckerman, M., & Kieffer, S.C. (2009). [Race differences in face-ism: Does facial prominence imply dominance?] Unpublished raw data.

### **Informally published or self-archived work**

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism*. Retrieved from <http://xxxxxxxx/archive/000003456/>

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

Zuckerman, M., & Kieffer, S.C. (2009). *Race differences in face-ism*. Retrieved from ERIC database. (ED12345)

***Book in press***

Auerbach, J.S. (in press). The origins of narcissism. In J.M. Masling & R.F. Bornstein (Eds.) *Empirical studies of psychoanalytic theories: Vol. 4. Psychoanalytic perspectives on psychopathology*. Washington, DC: American Psychological Association.

In text, use (Auerbach, in press).

***Unpublished raw data***

Bordi, F. (1992). [Auditory response latencies in rat auditory cortex]. Unpublished raw data