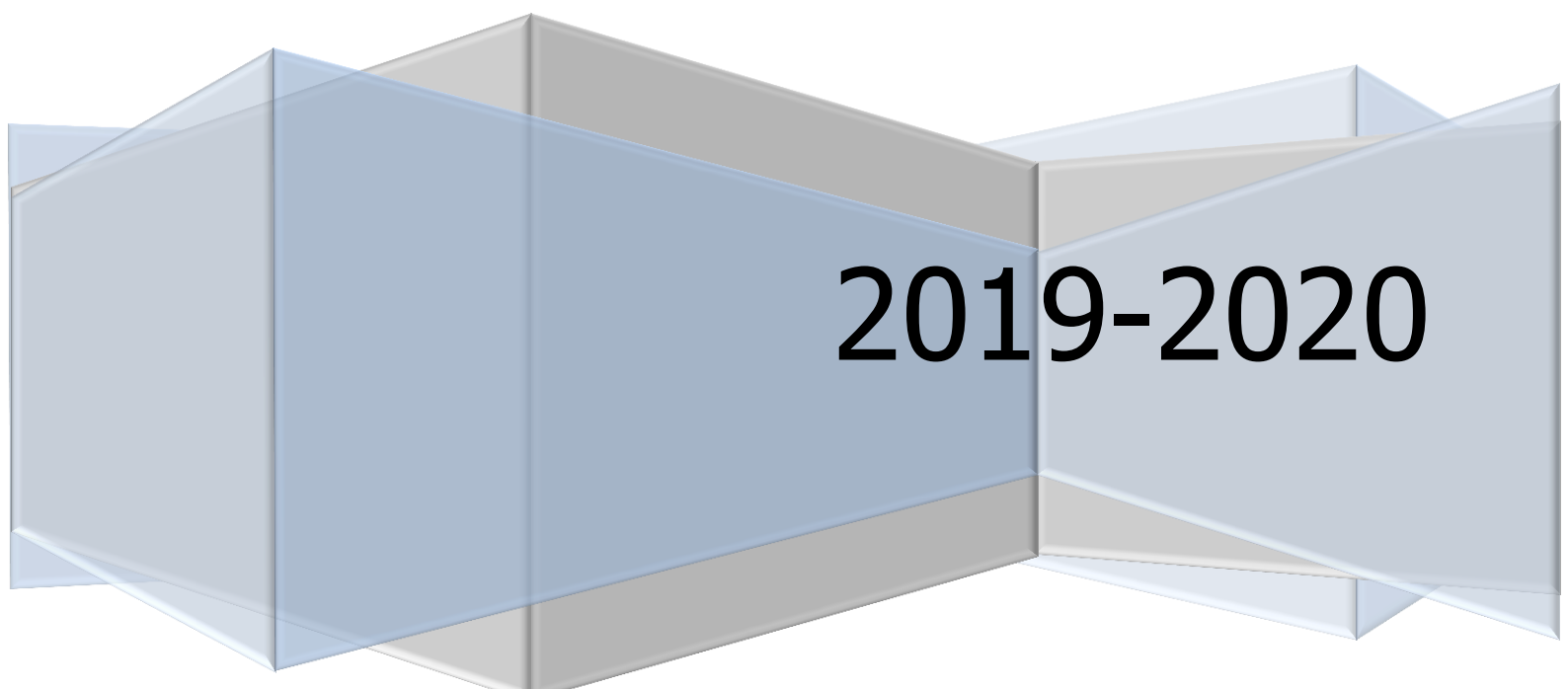# Referencing using APA

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2019-2020

APA Referencing Practice

1. Intext referencing

A reference or citation can be positioned at the beginning, middle or end of a sentence. When writing a reference, the year and page number(s) always go in parenthesis ( ). However, the author's name can be placed either in the text of the essay or in the citation. When citing multiple authors, use an '&' to separate them in the intext citation, and an 'and' in the body of the text.

a. Referencing at the beginning of a sentence, for example:

Author's name (Year, Page Number)
According to Howard (2017, p. 23) an approach to eating disorders that focuses only on physical symptoms is "unlikely to address the underlying causes or result in long term recovery".

b. Split reference, for example:

Author's name
Howard suggests that any approach to eating disorders that focuses only on physical symptoms is "unlikely to address the underlying causes or result in long term recovery" (2017, p. 23).
(Year, Page Number)

c. Reference at the end of a sentence, for example:

Approaches to eating disorders that focus only on physical symptoms are questionable because they are "unlikely to address the underlying causes or result in long term recovery" (Howard, 2017, p. 23).
(Author's name, Year, Page Number)

d. Activity

Below are three ways of referencing the same quote. Place the correct citation to the appropriate quotation:

A combination of eating disorders produces "faster recovery times and lower relapse rates" _____

Howard _____ suggests that a combination of treatments for eating disorders produces "faster recovery times and lower relapse rates".

According to Howard a combination of treatments for eating disorders produces "faster recovery times and lower relapse rates" _____

(2017, p. 23).   (2017, p. 23)   (Howard, 2017, p. 23).

2. Direct quotes

Direct quotes show where another person's original thoughts, words, ideas, images etc., have been used **word-for-word** in someone else's work. Quotations, therefore, are used to:
- Acknowledge the source of your information, e.g. ideas, words, thoughts, images etc.,
- Enable the reader independent access to your (re)sources.

Using direct quotes

Direct quotes should be used sparingly, and particularly long quotes (see below). If you use too many, you are using the sources to write your assignment for you which does not demonstrate understanding. However, if you use mainly paraphrases or rewrite the reference in your own words using only a few direct quotes, you demonstrate that you really understand the topic or issue.

a. Short direct quotes:

Follow these steps to use direct quotes in your assignments;
- Copy the exact words from the original source
- Use quotation marks " " at the beginning and end of the copied text
- Reference the author, year and page number information.

It is essential that nurses "make informed recommendations to their patients about how appropriate exercise can bring health-related benefits" (Rogers, 2017, p. 34).

(Author's name Year, Page Number)

---

b. Long direct quotes (blockquotes):

For citations of more than four lines or 40 words (approx.) blockquotes should be used. A blockquote is indented and written as a separate paragraph. **It does not have quotation marks** around it.

For example, increasingly we are less physically active. According to Rogers:

(Authors name)

> Inactivity is associated with an increased risk of cardiovascular disease and poor health. Common problems that can be attributed to an inactive lifestyle include: lack of time; insufficient social/financial support; bad weather; lack of exercise facilities; a simple dislike of exercise. Advances in technology are also systematically removing physical exertion from our daily lives with transport, TV, remote control, and escalators and lifts all serving as labour saving devices (2017, p. 37). (Year, Page Number)

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3. Paraphrasing

Paraphrasing is when you use someone else's ideas and put them in your own words. Even though you are not using the original author's exact words, you must cite the author as the source of your ideas.

Steps for paraphrasing

- Read the original text
- Write down your version of it, changing the keywords and structure of the sentence(s). It is best to close the book or journal so you do not copy word-for-word. It is important that the sentence structure and the vocabulary are different from the original.
- Complete citation process. **Page numbers are not given in paraphrases.**

Citing a paraphrase

Paraphrases are cited in a similar way to direct quotes. They can be placed at the beginning, be split or appear at the end of the citation.

Referencing at the beginning
Author's name, (Year)
According to Devlin (2016) stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection.

Split reference
Author's name
Devlin claims that stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection (2016). (Year)

Reference at the end
Stigma refers to prejudices against people with a mental illness and is often seen as a process whereby a specific label sets someone apart, linking them to undesirable characteristics resulting in discrimination and rejection (Devlin, 2016). (Author's name, Year)

Activity

Review the direct quote in the first paragraph and paraphrase it in the second. Then check your paraphrasing skills against the example.

Direct quote:
Exercise is essential in preventative strategies for a number of chronic conditions. However, "often the people who need exercise the most do not exercise at all and attribute their inactivity to medical problems" (Rogers, 2017, p. 36).

Have a go at paraphrasing:

Paraphrase example:
An important strategy in the prevention of chronic health problems is exercise. However, the inactive often consider their lack of exercise is due to health issues rather than vice versa (Rogers, 2016).

4. Integrating ideas

The ability to write a cohesive argument rests upon your ability to link your arguments together. Look at the following example to see how the different parts are integrated together. Notice how the writer uses 'linking' words, for example, *similarly* to link the ideas. Also notice how the writer has used 'reporting' words, i.e. linking verbs, to introduce ideas or different authors, for example, *suggests that* and *according to*

Example of integrating ideas:

Mehta and Farina (1997) suggest that the less we hold the mentally ill responsible for their actions the more harshly we treat them. Similarly, Hinshaw (2005) believes that attributing genetic causation to mental illness leads to a form of tribal stigma which serves to justify harsh treatment. According to these theories, the mentally ill are not considered on the same level as the rest of the population and hence basic human rights need to be extended to this group.

The following parts of the text have been highlighted:

a) The Mehta and Farina reference (paraphrase)
b) The Hinshaw reference (paraphrase)
c) Student analysis of the ideas of the cited authors
d) The linking words that connects the ideas of the cited authors
e) The linking verbs that integrate the arguments and citations together

5. Reporting words/phrases

The ability to write a cohesive argument rests on your ability to link your arguments. This is achieved through using reporting verbs to integrate your arguments and citations together.

The following phrases can be used to introduce references. It is poor writing to use the same verbs all the time, e.g. *says that, states that*. Verbs also allow the writer to indicate the degree to which they support the author of the research, e.g. claims that, versus, argues that. Please note that they can

be used in different tenses and they need to be used appropriately in a paragraph.

Suggest(s) (that)	Maintain(s) (that)
Argue(s) (that)	Found (that)
According (to)	Promote(s)
Outline(s)	Establish(ed) (by)
Focus(es) on	Assert(s) (that)
Define(s)	Show(s)
Conclude(s) that	Claim(s) (that)
State(s)	Report(s)
Mention(s)	Address(es)

6. Sentence & coherence connectors

Sentence connectors weave sentences together to create a cohesive paragraph; they order and sequence ideas, theory, data etc. The following tables list useful connectors.

a. Useful sentence connectors:

Logical order	Order of importance
Firstly, secondly, thirdly etc.	More importantly
Next, last, finally	Most significantly
In addition	Primarily
Furthermore	
Also	
At present/presently	
Currently	

Contrast	Comparison
However	Similarly
On the other hand	Likewise
On the contrary	Also
By (in) comparison	Too
In contrast	
Conversely	
Alternatively	

b. Useful connectors within paragraphs

Comparison	Contrast
like	although
and	though
both	while
alike	even though
similar (to)	whereas
the same (as)	yet
not only	but
compared to	more than
in comparison to	different/differ from
so…that	unlike

c. Activity

Complete the following activity.

In depth studies have already indicated that facial emotion can be processed in the absence of conscious perception (William and Taylor, 2013). Moreover, supplementary findings by Peters, Jones and Hart (2018), found that negative faces were easier to detect than positive faces. Underpinning this research is the crucial role of the amygdale in the expression and recognition of emotions. Importantly, damage to the amygdale impairs the ability to recognise facial expressions of emotion, especially that of fear (Howard, 2017).

Using different coloured pencils or highlighters, highlight the following parts of text:

    i.   William and Taylor's cited ideas
    ii.   Peters, Jones and Hart's ideas
    iii.   Howard's cited ideas
    iv.   The three linking words that integrate the cited ideas in the paragraph
    v.   The student analysis

Practice compiling your reference list at the back of your paper (using APA referencing)

7. **Last name: In APA format, use...**
   Last name, first initial (full stop), second initial (full stop)...so Lucy Charles would be: **Charles, L.**

   Complete this practice:

   a) Fynton Rogers   _____

   b) Mia Moore   _____

   More than one author: If there is more than one author, an "&" (also called the ampersand) goes between the next-to-last name and the last name, for example, **Moore, K. R., & Watterson, G. M.**

   Complete this practice:

   c) Ella Jane Holmes and Henry Michael Howard _____

   d) Natalie Kim and Craig Kevin Moore _____

8. **Year of publication** goes next in parentheses () followed by a full stop. A book published in 2017 will become (2017) followed by a full stop, for example, **Havenhand, K. D. (2017).**

   Complete this practice:

   a) A book published in the year 2016 by Kevin Donald Watterson

   b) Samantha Turner and Emma Beatrice Twelvetrees published a book in 2017

9. **Resource Title [book].** The book title follows the date in parentheses. Only the first word and proper nouns (individual people, places, titles, calendar times etc.,) in the title are capitalised. The title is types in italics. It is followed by a full stop. For example:

   Exploring Issues in Archaeology Today becomes *Exploring issues in Archaeology today.*...as in **French, D. J. (2011). *Exploring issues in Archaeology today*.**

   Complete this practice:

   a) A book , Ancient Mayans and Their World, published in 2012 by Lily Jayne Rogers

   b) Joseph Donald Peter's book, Science Today, was published in 2015

10. **Location and Publisher.** Following the book title is the location (city), a colon, the publisher and a full stop. For example,

    London: Sage Publications Ltd.

    Write the complete References entry for the example below:

    a) Gail Craswell had her book Writing for Academic Success: A Postgraduate Guide, published in 2005 by Sage Publications Inc, that is located in Thousand Oaks, California.

b) Open University Press which is based in Berkshire, published in 2001, John Biggs book, Teaching for Quality Learning at University.

11. **Website.** A website reference follows the basic format for a book.

Author (individual, group, or organisation) + full stop
Date in parentheses + full stop. If there is no date, use (n.d.)
Webpage **Title** + full stop
Retrieved Month, Day, Year, **from** <web address>
(If there is no author, start with the title of the webpage)

For example,

Williams, J. (2016). Creating new images. Retrieved January, 23, 2017, from http://www.pid.edu/curriculum/photographs.html>

Complete this practice:

a) You want to refer to the article Data Power by Huan L. Long that you found at http://www.datamunchers.org/datapower/data.html on the fifth of May, 2017.

b) You want to refer to Evan Swift's website, Thinking Writing that you found today on the website http://www.thinkingwriting.qmul.ac.uk/

12. **Compile the references activity**

Write the elements of the reference in the order in which they should appear to give a correct complete reference in APA style.

a. **Book**

| Cambridge, UK: Polity Press. | Denny, E. & Earle, S. (2015). |

| Sociology for Nurses. |

APA Referencing Practice

b. Book chapter

| In R. Hogston & B.A. Marjoram (Eds). | (3rd Ed.) (pp. 390-416).Hampshire: Palgrave MacMillan. |

Foundations of Nursing Practice: Leading the Way

Jasper, M. (2007). Developing Skills for Reflective Practice,

c. Journal Article

| *Nurse Education Today,* 31 (4): | 129-134. |

Applin, H., Williams, B., Day, R., & Buro, K. (2011).

A comparison of competencies between problem-based learning and non-problem-based graduate nurses.

d. Web document

Stress and Health: Major Findings and Policy Implications.

| From Sage Journals Online website: | Retrieved February 18th, 2016, |

| Thoits, P, A. (2010). | http://hsb.sagepub.com/content/51/1_suppl/S41.full |

e. Electronic journal article

From
http://taylorlab.psych.ucla.edu/2010_Effects%20of%20a%20supportive%20or%20unsupportive%20audience%20on%20biological%20and%20psychological%20responses%20to%20stress.pdf

Effects of a Supportive or an Unsupportive Audience on Biological and Psychological Responses to Stress

Taylor, S, E., Seeman, T, E., Eisenberger, N, I., Kozanian, T, A., Moore, A, N., & Moons, W,G. (2010).

47-56. Retrieved February 25, 2015,

Journal of Personality and Social Psychology, 98 (1),

Learning and Information Services

University of Chester

The APA Referencing Style Guide

Updated August 2017

Changes since the LIS guide of August 2016, as a result of APA issuing additional guidance, are listed below. Additional examples have also been added to this guide.

Contents

WHAT IS REFERENCING?

Referencing is a system used in assignments to indicate where evidence, ideas, theories, facts, or any other information was found. By referencing your work you are demonstrating that you have read around your subject and are aware of relevant current thinking.

WHAT IS A REFERENCE?

A reference is a note giving information about a source you have used in a piece of coursework.

WHY IS REFERENCING IMPORTANT?

Referencing

- gives you credibility and reliability as a writer
- allows readers to easily locate your sources
- provides consistency
- validates your arguments
- demonstrates that you have considered relevant literature
- follows academic writing practice
- protects you from academic malpractice

Academic malpractice is the act of attempting to gain an unfair advantage in any form of assessment, or aiding another student in their attempt to gain such an advantage. It also includes any act designed to prevent another student from completing their assessment properly. Acts of academic malpractice include, but are not limited to:

- Plagiarising the work of an academic or another student in your assessments
- Attempting to take unauthorised materials into an examination, such as notes or mobiles
- Buying your essays on the internet
- Communicating with, or copying from, another student during an examination
- Fabricating mitigating circumstances in order to receive an extension or altered grade

The main referencing style that is used at the University of Chester is the APA style. Some Faculties or Departments use variations on the APA referencing style, so please check with your Faculty or Department to see if their requirements vary from these guidelines.

The guide does not contain an example of every kind of reference format you might come across. Further information can be obtained from the ***Publication Manual of the American Psychological Association* (6th ed.)** which is available in all of the University's libraries or ***The APA Style Guide to Electronic Resources* (6th ed.)** which is available online in the **Referencing** section of the Learning & Information Services page on Portal.

To access the **Referencing** section:

1. Click the Library link under the Key Resources menu on Portal.
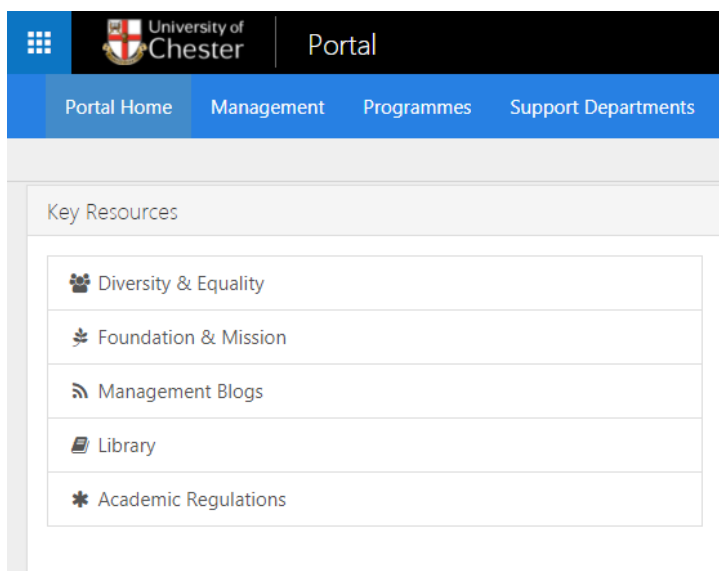
2. Click the Finding Information tile.

3
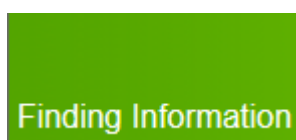
3. Click the Referencing tile.
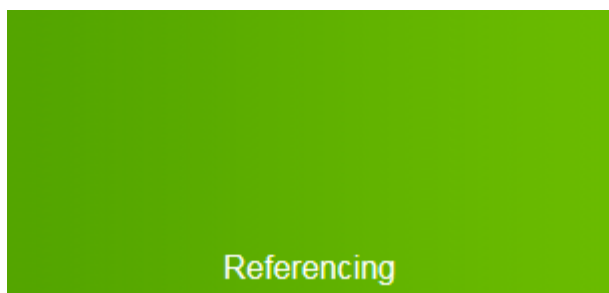
[The APA blog](#) – http://blog.apastyle.org – also has regular posts on different aspects of APA style and you can ask the experts any questions you have on APA referencing.

The Study Skills team offer seminars on APA referencing style as well as face to face advice sessions, which need to be booked in advance. The team also has a wealth of online resources to develop your referencing, as well as providing a Feedforward service that you can use to get developmental advice via email. They can be contacted at LTIskills@chester.ac.uk

Noting References

It is always a good idea to note all the details of every reference that you plan to use as soon as you have read it. This will save you time, as it is often difficult to remember exactly where you found a reference a month or two after you consulted it. It is easy to record the information electronically, as sophisticated software packages have been developed for this purpose. One of them, EndNote, is available on all of the University's open-access computers.

[EndNote](#) is a piece of bibliographic referencing software that allows you to collect, store and organise your references. It also allows you to insert references into your Word documents in the correct bibliographic referencing style by using "cite while you write". However, please note it is always advisable to check your references against the University's APA guide before you submit your work. If you would like any more details about using EndNote, please contact your [Subject Librarian](#).

HOW TO REFERENCE

Firstly, you need to make a brief reference to the work in the body of your own text and secondly you need to create a much fuller list of references at the end of the assignment. The key point to remember is that the reference in your text must link accurately to the one in the list of references.

Citing a Reference in Your Text (In-Text Citation)

You should make a note in the text of the work of the author and date of the publication you are referencing. This is called the author-date system. You can do this in three ways:

- In 2012, evidence by Rivers argued that …
- It has been argued (Rivers, 2012) that …
- Rivers (2012) argued that …

Examples:

This conclusion is supported by research reported by Mackenzie (2002) …

Mackenzie supported this conclusion in his 2002 research.

In 2001, Dickinson demonstrated conclusively that …

In a particularly moving description of the effects of child abuse (Anonymous, 1998) …

L. M. Smith (2000) found that …. This claim was questioned in an article by S. P. Smith (2003) …

However, this research (L. M. Smith, 2000) has recently been questioned (S. P. Smith, 2003) …

Work by G. Black, Young, and Knight (2000) contradicted that of K. Black, Phillips, and White (2000).

Use initials when there is more than one author with the same surname, even if the dates of publication are different as this helps to avoid confusion for the reader.

If you are placing the in-text citation within brackets, you must separate the author and date with a comma and place any full stops after the brackets, not inside the brackets.

Multiple citations

When more than one source supports your argument, you can cite them inside the same set of parentheses. Within the parentheses, place them in alphabetical order and separate them with semicolons. If you are citing works by the same author but published in different years, order them by year of publication.

Examples:
Various studies have supported this argument (Andrews, 2001; Smith & Jones, 2005; Zachary, 2010).

Works by Jones (2010, 2011) have supported this claim.

If you wish to give specific prominence to the work of one author, you should list that author first, followed by 'see also'.

Example:
This methodological approach has been adopted by several leading experts in the field (Walker, 1990; see also Donaldson, 2000; Flowers, 2012; Michelson, 2014).

Secondary citations

A secondary citation refers to a source that you found in another source, for example, a book by Matthews that refers to the work of Willis. Ideally, you should avoid using secondary citations – instead you should locate the original source and cite it directly. By doing this you can check that the citation actually supports the point that you are making.

Example:
It appears from research undertaken by Willis (as cited in Matthews, 2002) …

(In your reference list you would reference Matthews as the author as this is the book you have read).

Multiple authors

When you are listing your authors in the text, use 'and' before the final author. If you are listing the authors in parenthesis, use '&' before the final author.

Examples:
In 2013, research by York and Lancaster indicated that …

Recent research (York & Lancaster, 2013) …

Picard, Troi, and Riker (1998) have commented on…

…whereby many people were lost (Picard, Troi, & Riker, 1998).

The date

The date needed for the reference is the year of copyright. If the work has been re-copyrighted (e.g. © 1995, 2001), use the most recent copyright year for your reference. If you are using a website, use the date the page was written or copyrighted, or when it was last updated. Normally the date will be on the homepage. If no date is available and you still trust the source, use 'n.d.', which stands for 'no date':

Example:
The BBC (n.d.) has also indicated that…

Referencing your own work

The University of Chester's *Academic Malpractice Procedures* specifically forbids

> incorporating material which has been submitted, previously or simultaneously, in support of an application for academic credit from the university or any other awarding body, except for the purposes of drawing attention, for reference purposes only, to such work, or where resubmission of previously failed work has expressly been permitted.

Students are advised to check with their department if they wish to reference previously used work.

In the text, you should state the format and provide the submission date.

Examples:
My previous work (portfolio, September 12, 2011) indicated that …

In my previous assignment, I came to the conclusion that "lifestyle changes can have a significant impact on cancer mortality rates" (essay, May 1, 2011, p. 6).

Do not make an entry for this source in your list of references at the end of your work, as it does not provide what is known as "recoverable data". In other words, someone reading your work would not be able to look at your source themselves if they wished to do so.

QUOTATIONS

Material quoted directly from another writer's work should normally be reproduced word for word. The page number must be included in the reference. Short quotations (fewer than 40 words) should be enclosed in double quotation marks and included within your own text:

Examples:
Archaeological evidence has demonstrated that the Welsh were "the best castle builders in mediaeval times" (Tudor, 2012, p. 28).

Warwick and Neville (1950) described Hawarden Castle as "one of the finest examples of the Gothic style in Western Europe" (p. 72), a statement echoed by Richmond in 2012.

Section 7 of the Public Health Act 1900 stated that local authorities "must ensure that people have access to adequate health provision".

Note the correct use of punctuation before quotation marks in the following examples:

To identify the speaker of a quotation before the quotation appears, put a comma after the speaking-related verb (said, stated, etc.).

Example:
Davies (2014) stated, "Although traffic was very congested at peak times, during the night there were few problems with traffic" (p. 32).

To present a quotation after a complete sentence, put a colon after the introductory sentence and before the quotation marks.

Example:
Although most people think road traffic is always worse first thing in the morning, research has indicated as follows: "Road traffic patrols found traffic along the main motorways around Manchester to be as highly congested at evening rush hour as in the morning" (Clinton, 2014, p. 13).

If you wish to leave out any of the original text, you will have to include three dots … at the relevant point to make it clear that something has been omitted. On the other hand, if you want to add a few words of your own to the quotation, to make it clearer, you will have to put your added words in square brackets.

Example:
Welch (1999) has commented that Gaskell's work "had fundamentally changed how we look at working-class women's lives … [and] their relationship with the land" (p.5).

Longer quotations (40 words or more) should be presented in a block, without any quotation marks. This quotation should be indented and start on a new line.

Example:
> **Matters came to a head early in 1890. [Principal] Allen put views he had apparently stated openly into a letter in which he expressed himself out of harmony with the governing body and dissatisfied with the existing educational system. In his report for 1899, he had added to his current and repeated protests the complaint that the curriculum was all examinations. (Bradbury, 1975, p. 172)**

For a longer quotation which might span multiple sentences you will need to use four dots (instead of three) to indicate any omission between two sentences, the first dot being the full stop at the end of the first sentence quoted, followed by the three dots to indicate an omission.

*Example***:**
> **Call, Nyberg, and Thatcher (2015) theorized that star employees "may be motivated to remain with organizations that provide opportunities to influence others or be involved in strategic decision-making. . . . providing such influence opportunities may help organizations retain stars more than they help retain other employees" (p. 633).**

Quotes from poetry and dramatic works should be cited in blocks.

Example:
Such a father-daughter relationship is vividly portrayed in Shakespeare's *King Lear* (1608/1952):

    Lear.   Darkness and devils!

           Saddle my horses; call my train together.

           Degenerate bastard! I'll not trouble thee:

           Yet have I left a daughter

    Gon.   You strike my people, and your disorder'd rabble

           Make servants of their betters. (1. 4. 260-5).

NB. The English department does not use the APA referencing system.

Many electronic sources do not provide page numbers. If paragraph numbers are available, use them instead of page numbers. Do not use Kindle location numbers.

Example:
In the 2009 study, Green and Black argued that the government's 5-a-day campaign has made "no discernible impact" (para. 7) upon children's eating habits.

If paragraph numbers are not available, cite as much information as needed for the reader to locate the material. For example, chapter number, section heading, and paragraph number within the section:

Example:
De Smit commented that "the 2012 London Olympics were generally acknowledged as the best ever" (2012, chapter 5, London 2012, para. 1).

If you are quoting from an audiovisual source (television programme, film, YouTube video, radio programme), you should use a timestamp to indicate the point at which the quotation begins.

Example:
Student Fred Jones described the psychology programme at the University of Chester as "the best in England." (University of Chester, 2014, 2:33).

Although Fred Jones is quoted, the author of the audiovisual extract is the University of Chester.

LIST OF REFERENCES
The other key aspect of referencing is compiling your list of references. It is a list of all the works that you have read for this assignment and referred to in your text and is placed at the end of your assignment.

Do not include in your "List of References" anything that you may have read when preparing your work, but not referred to in your text (unless you have specifically been told to do so by your tutor). In this case, you should call your list a "Bibliography", not a "List of References".

ARRANGING YOUR LIST OF REFERENCES

Your list of references should be placed at the end of your assignment. APA uses double-line spacing with a hanging indent – please check with your Faculty or Department as to their preference. Second and subsequent lines of the reference should be indented. To create a hanging indent:

1. On the **Home** tab in Word click the **Paragraph settings** button circled below.

2. A new window will open as shown below. You can now choose **Hanging** located under **Indentation** and **Special**.

3. Click **OK**
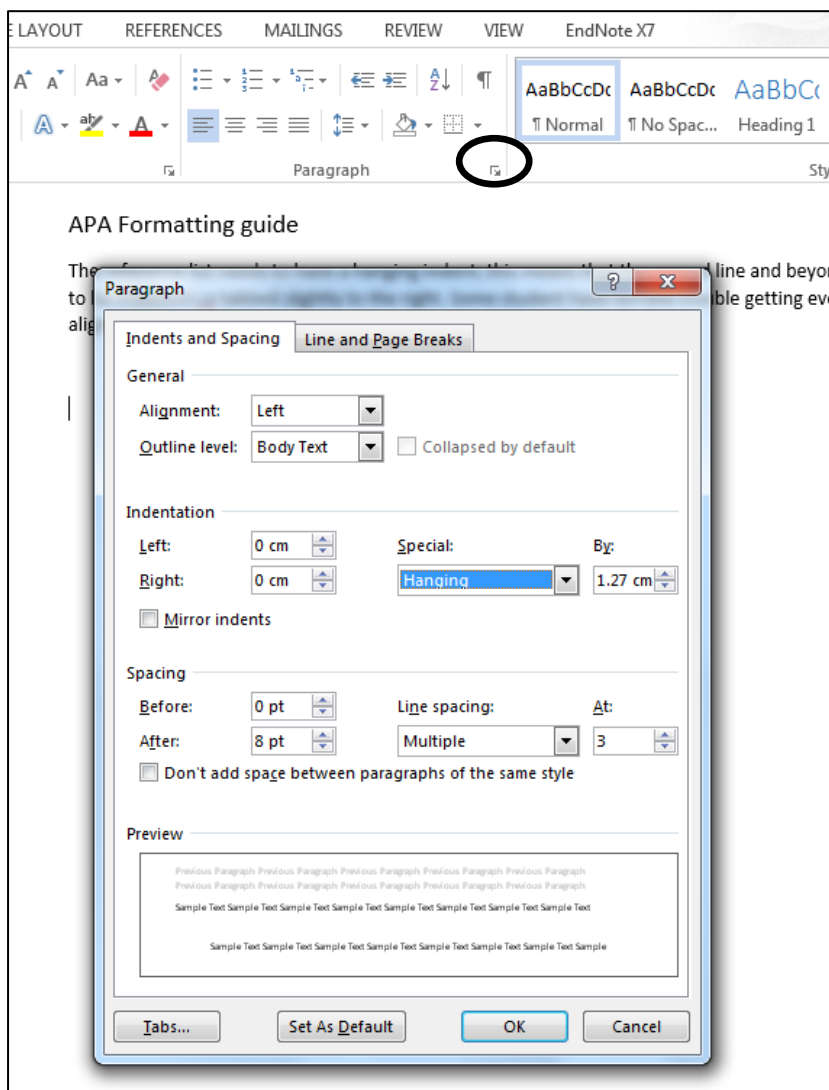
You should arrange them as a single alphabetical list and not sub-divide them into sections, unless you have been specifically told to do so by your tutor.

The references should be arranged alphabetically, by the surname and initials of the author, followed by the date.

An easy way to do this is to let Word sort the list for you using the button at the top of the document.

1.   Highlight the text.

2.   On the **Home** tab click **Sort**.

3.   Click **Ascending** (A to Z)

4.   Click **OK**.

If there is more than one author, they should be arranged by the surname and initials of the first-named author, then by the surname and initials of the other authors, and then by the date of the work. Use lowercase letters – a, b, c – to differentiate works by the same author published in the same year.

Example:
Ellis, T. H. (1974). *Recollections of a sheep farmer.* London, United Kingdom:

  Macmillan.

Ellis, T. H. (1979a). Does counting sheep help you sleep? *Sleep Research, 5,*

  17-58.

Ellis, T. H. (1979b). *Further recollections of a sheep farmer.* London, United

  Kingdom: Macmillan.

Ellis, T. H., Harris, T. C., & Brown, A. (1967). *The encyclopaedia of sheep.*

  London, United Kingdom: Routledge.

Ellis, T. H., & Smith, M. T. (1966). *Sheep of the South Downs.* Brighton, United

  Kingdom: Falmer Press.

Ellis, T. H., Smith, M. T., & Wilson, D. (1965). *The nature of wool.* London,

  United Kingdom: Chapman & Hall.

Ellis, V. (1999). Does every family have a black sheep? *Family Law Today, 14*(6), 58-79. https://doi.org/18.2000.1982-8241.55

Ellis, W. A. (1973). *Farming on the Scottish Borders: A brief history.* Edinburgh, United Kingdom: Midlothian Press.

Ellison, A. (1972). *Agriculture for everyman.* London, United Kingdom: Faber & Faber.

Johnson, J. (2010a, February 19). Stupid sheep! [Facebook note]. Retrieved from http://www.facebook.com.fdjhgj/id=1298534324&dsjfduhg_1568735

Johnson, J. (2010b, May 5). Those darn sheep! [Facebook note]. Retrieved from http://www.facebook.com.fd15gj/id=1298hdgfsdhg24&dsjfdhg_156235

Jones, I. (2006). Sheep breeding. In J. Williams (Ed.), *The online sheeplopedia*. Retrieved from http://www.theonlinesheeplopedia.com/sheepbreeding

Meaburn, S., Hultum, B. C., Johnston, C. H., Crookall, D. M., Hultum, S. M., & Preest, K. (2009). Are sheep really as stupid as they look? *Sheep Today, 7*(7), 14-22. Retrieved from http://www.chesterjournals.com/sheeptoday

Thomas, H. U. [chester42]. (2007, October 5). Sheep playing football in my garden [Video file]. Retrieved from http://www.youtube.com/watch?v=898d

A note about punctuation, capitalisation, and using italics
There should be a full stop and a space between an author's initials.
When listing multiple authors, there should be a comma between each author.
Each element of the reference ends with a full stop.
The first word of the title and sub-title should be capitalised. All other words should be lower case unless they are a proper noun (e.g. place or a person).
Journal titles should be in italics and capitalised, except for words such as 'a' or 'the' when they are not the first part of the title or subtitle.

Examples:
O'Hara, S. G., & Butler, R. (1866).

Loughan, B., Knight, K. P. G., & White, F. G. (1984).

Social Science Monthly

Journal of French History

All titles fall into three categories:

Type 1

Work published inside a larger work (e.g., chapter in book, article from journal).
(Do not italicize). Capitalize only the following: (a) first word, (b) first word after a colon, (c) proper nouns, (d) abbreviations.

Example:
Quigley, C. (2013). Chaffinch song calls. In D. J. Imman (Ed.), *Birdsong* **(pp. 56-71). London, United Kingdom: Bird Press.**

Type 2

Work published alone (e.g., book, stand-alone Internet document, brochure, report, dissertation).
(Italicize). Capitalize only the following: (a) first word, (b) first word after a colon, (c) proper nouns, (d) abbreviations.

Example:
Speed, R. (2003). *Race relations in the UK since the 1950s.* **Oxford, United Kingdom: Oxford University Press.**
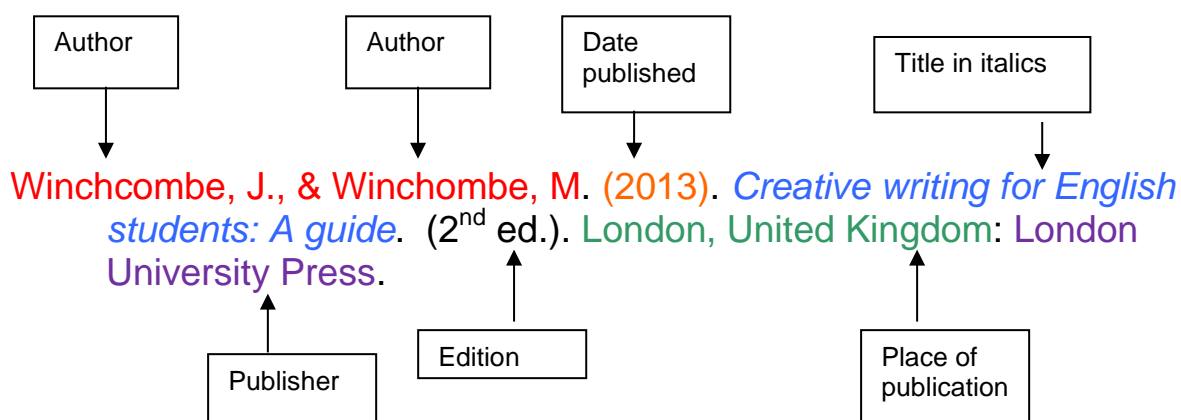
Type 3

Periodical (journal, newspaper, or other periodical)
Italicize the title of the periodical, except for words such as 'a' or 'the' when they are not the first part of the title or subtitle.

Example:
Easter, H. (2014). English as a global language: The future. *Journal of Modern Foreign Languages, 12*(3), 29-30.

Books
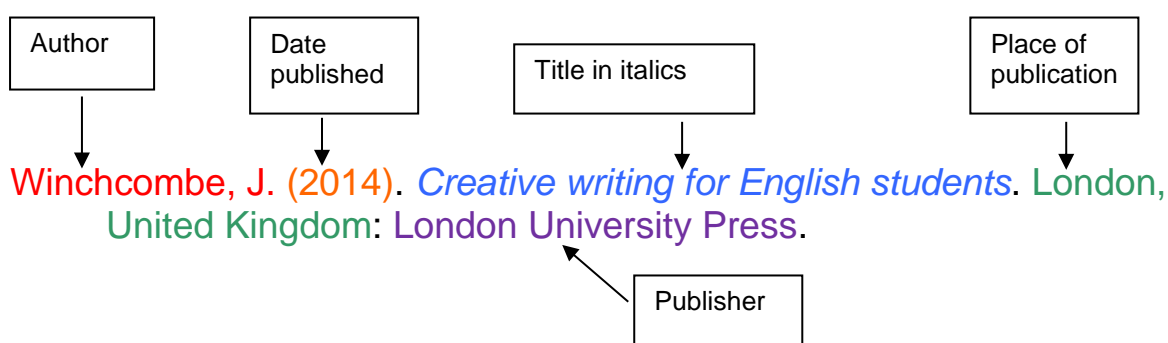
Author	Date published	Title in italics		Place of publication

Winchcombe, J. (2014). *Creative writing for English students*. London, United Kingdom: London University Press.

Publisher

Author	Author	Date published	Title in italics

Winchcombe, J., & Winchombe, M. (2013). *Creative writing for English students: A guide*. (2nd ed.). London, United Kingdom: London University Press.

Publisher	Edition	Place of publication

Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven and invert their surnames. Only give the initial/s of their forenames, even if the full forename is printed in the book. If a book has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. The **title** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. The **edition** must be in round brackets. Do not use 1st ed.
5. The **place of publication**. Give the country of publication or the abbreviation of US state for books published in the USA. If two or more publisher locations are given in the book, give the location listed first or, if specified, the location of the publisher's home office. Separate the city and country / state information with a comma.
6. The **publisher**. Exclude words such as *Publishers*, *Co.*, and *Inc.*, and use only the surname for publishing houses that are named after persons (e.g., *Erlbaum*, not *Lawrence Erlbaum*; *Wiley*, not *John Wiley*).

Chapter in edited book

Author | Date published | Title of chapter | Editor

Hultum, S. M. (2013). Dyslexia in higher education. In F. H. Smith (Ed.),
Dyslexia (pp. 12-19). London, United Kingdom: London University
Press.

Title of book in italics | Page numbers | Place of publication | Publisher

Author | Author | Author | Date published | Title of chapter

Hultum, S. M., McKay, I. S. H., & Peters, L. J. (2014). Supporting
dyslexic students: A beginner's guide. In G. K. Jones, & F. H.
Smith (Eds.), *Dyslexia: A modern curse?* (pp. 45-62). London,
United Kingdom: London University Press.

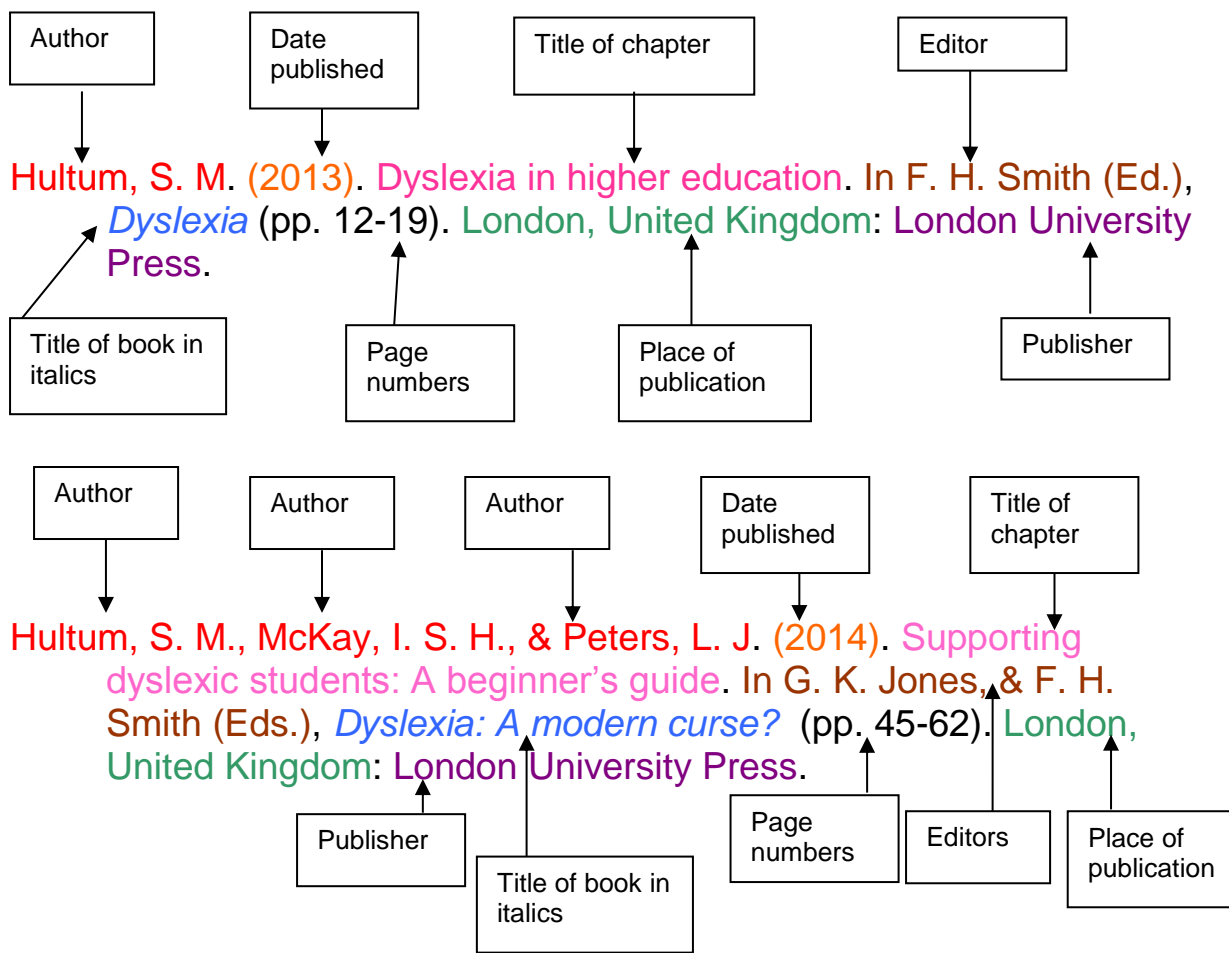Publisher | Title of book in italics | Page numbers | Editors | Place of publication

Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven and invert their surnames. Only give the initial/s of their forenames, even if the full forename is printed in the book. If a book **chapter** has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. **Title of chapter**. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. The **Editor/s**. After In, place the editor's initials before their surname.
5. The **title of the book** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
6. The **page numbers** must be in round brackets.
7. The **place of publication**. Give the country of publication or the abbreviation of US state for books published in the USA. If two or more publisher locations are given in the book, give the location listed first or, if specified, the location of the publisher's home office. Separate the city and country / state information with a comma.
8. The **publisher**. Exclude words such as *Publishers*, *Co.*, and *Inc.*, and use only the surname for publishing houses that are named after persons (e.g., *Erlbaum*, not *Lawrence Erlbaum*; *Wiley*, not *John Wiley*).
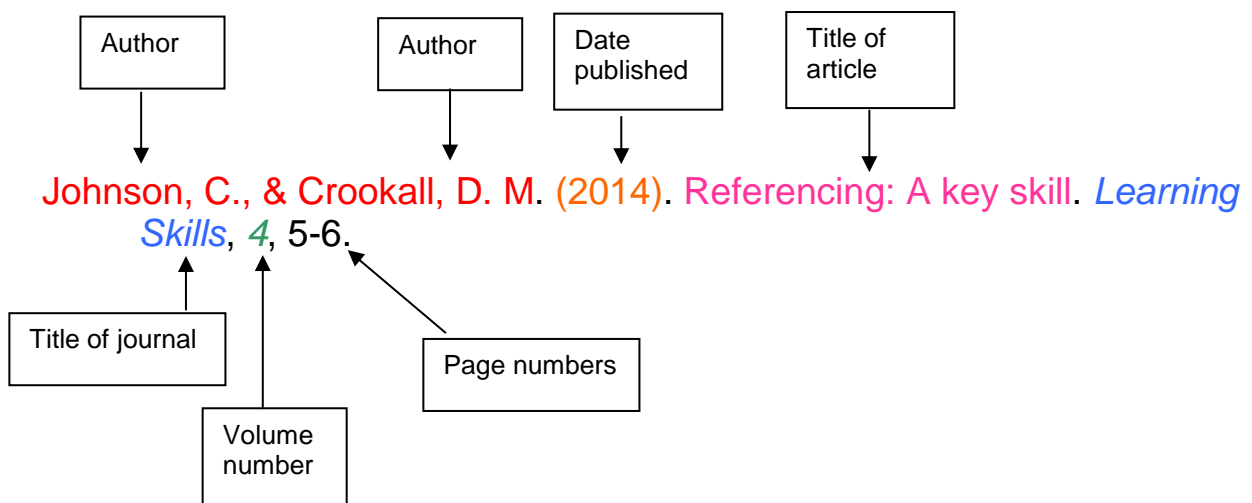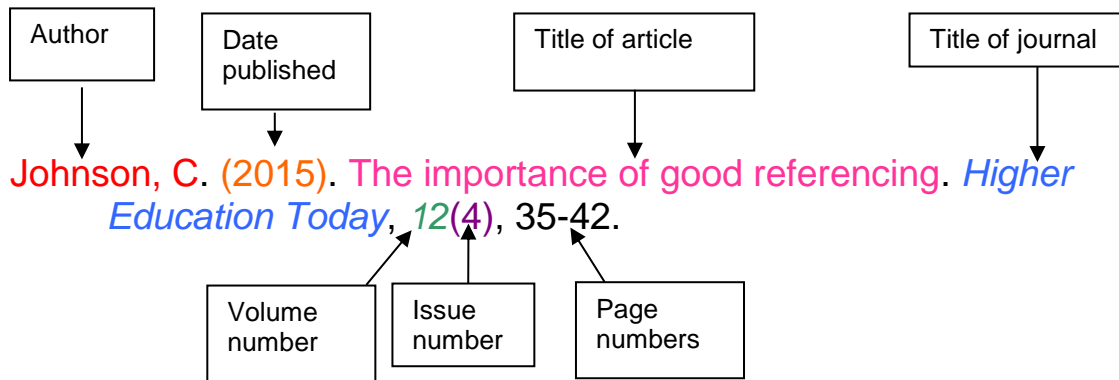
Print journal article

Author	Date published	Title of article	Title of journal

Johnson, C. (2015). The importance of good referencing. *Higher Education Today*, *12*(4), 35-42.

Volume number	Issue number	Page numbers

Author	Author	Date published	Title of article

Johnson, C., & Crookall, D. M. (2014). Referencing: A key skill. *Learning Skills*, *4*, 5-6.

Title of journal	Volume number	Page numbers

Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven and invert their surnames. Only give the initial/s of their forenames, even if the full forename is printed in the article. If an article has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. **Title of article**. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. **Journal titles** should be in italics and capitalised, except for words such as 'a' or 'the' when they are not the first word of the title or subtitle.
5. The **volume number** should be in italics.
6. The **issue number** (if available) should be in round brackets, should not be in italics and there should not be a space between the volume number and the issue number.
7. The **page numbers** should not have pp.

Document/Page on a Website

| Author |

Department for Education. (2014). *Student finance: A report.* Retrieved
          from http://www.education.gov.uk/finance

| Date published | | Title of document | | Website |

| Author | | Date published | | Title of web page | | Website |

Smith, H. J. (2016). *Student finance.* Retrieved from Department for
          Education website: http://www.education.gov.uk/finance
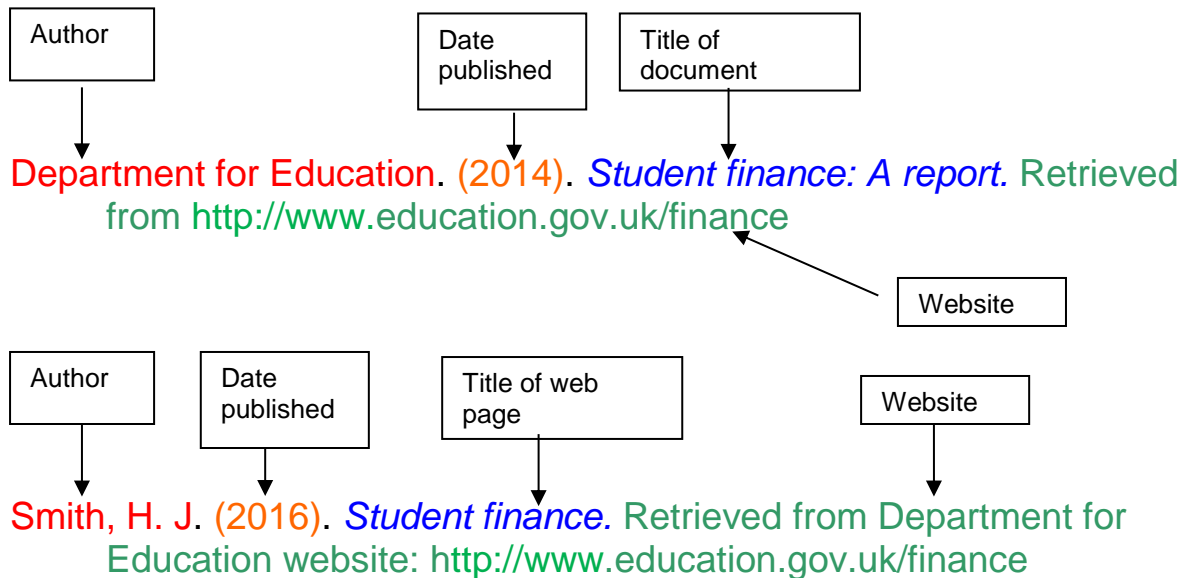
Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven and invert their surnames.Only give the initial/s of their forenames, even if the full forename is printed in the document. If a document has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. The **document/page title** should be in italics. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people). You should not cite the entire website – refer specifically to the document.
4. The **website**. You should not cite the entire website – refer specifically to the document. When the author is not the publisher, include publisher information in the retrieval statement. A retrieval date is only used when the information is likely to alter.

Electronic journal article

Author	Date published		Title of article		Title of journal

Martin, G. (2015). Designing a poster campaign. *Graphics Monthly*, *12*(4), 7-17. https://doi.org/15.2386.1848.4595

Volume number	Issue number	Page numbers		doi

Author	Date published	Title of article	Title of journal	Volume number

Welch, E. (2014). Designing student posters. *Graphics Today*, *4*, 5-6. Retrieved from http://www.graphicstoday.com

Website		Page numbers

Key Elements

1. **The Author/s**. Give the names of all authors up to a maximum of seven, inverting their surnames and initial/s of their forenames. Only give the initial/s of their forenames, even if the full forename is printed in the article. If an article has eight or more authors, give the full names and initials of the first six authors, followed by … and then the name of the last author.
2. The **date of publication** must be in round brackets.
3. **Title of article**. Apart from the first word of the title and the first word of the subtitle, no other words should be capitalised unless they are proper nouns (such as places and people).
4. **Journal titles** should be in italics and capitalised, except for words such as 'a' or 'the' when they are not the first word of the title or subtitle.
5. The **volume number** should be in italics.
6. The **issue number** (if available) should be in round brackets, should not be in italics and there should not be a space between the volume number and the issue number.
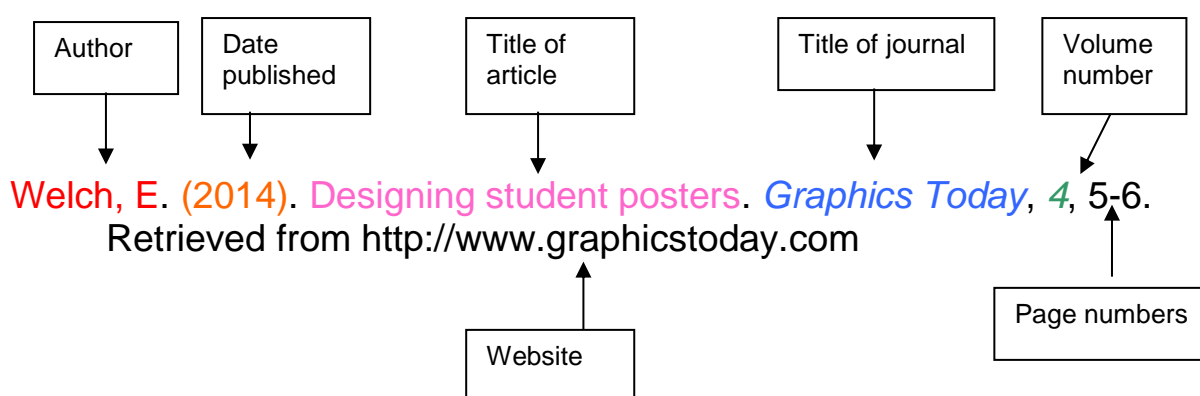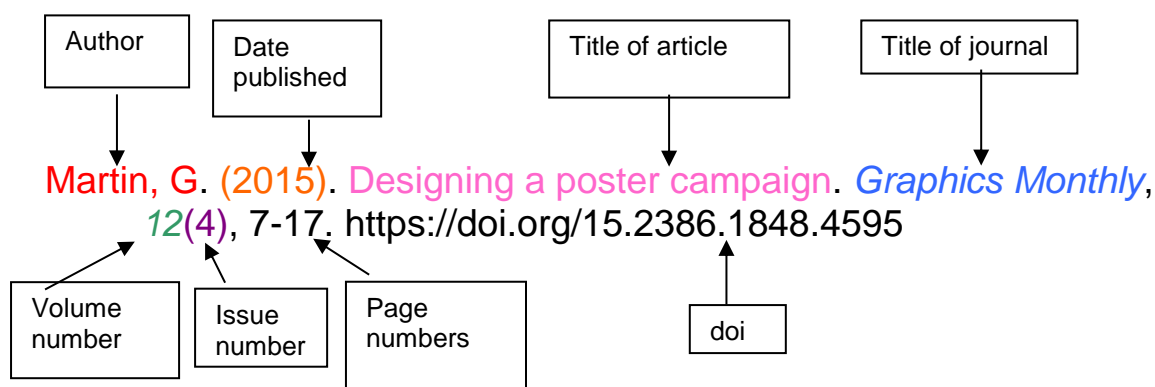7. The **page numbers** should not have pp.
8. **Location of the article**. Many journal articles now have a doi (digital object identifier) which should be used. If a doi is not available, use the URL of the journal homepage.

Referencing specific formats

Generic Reference (Frankenreference)

If the exact reference for your item is not available, use the generic reference (or Frankenreference). This involves mixing and matching elements from similar examples and using the basic building blocks of :

Who (Author). **When** (Date). *What* (Title). **Where** (Where can the reader find this item)

Printed Books	In-text citation	List of References Example
Single author		**You should state the country (except for the USA) after the town or city of publication. For places in the UK, use United Kingdom. Remember that the crown dependencies of Jersey, Guernsey, and the Isle of Man are not part of the UK**. **If two or more publisher locations are given in the book, give the location listed first or, if specified, the location of the publisher's home office, for example Oxford for Oxford University Press.**
	This conclusion is supported by research reported by Mackenzie (2002). **OR** Mackenzie supported this conclusion in his 2002 research. **OR** This assumption was proved in later research (Mackenzie, 2002).	Mackenzie, F. L. (2002). *Counselling students*. London, United Kingdom: Routledge. Klaavort, G. (2010). *Dutch Masters of the fifteenth century*. Leiden, Netherlands: Springer. **For the USA only, use the abbreviation of the US state** Millington, J. (2013). *Using UNIX*. Los Angeles, CA: SAGE. **The only exception is when the publisher is an American university whose name includes the name of the state.** Matthews, G. (2002). *Social science methodology*. (14th ed.). Tampa, FL: University of Florida Press. Matthews, G. (2011). *Social science methodology*. (15th ed.). Chicago, IL: University of Chicago Press.

		The APA has offered some guidance on other countries. For countries that no longer exist, use the current name of the country unless the publication information gives the name of the then-country. For example, for a book giving the publication location of Munich published in Germany in 1980, use Munich, Germany. For a book giving the publication location of Munich, Federal Republic of Germany published in 1980, use Munich, Federal Republic of Germany. Give the name of the Publisher as succinctly as possible. Do not include words such as Publishers, Co, Inc. Use only the surname for publishing house named after people (e.g. Wiley, instead of John Wiley).
Two authors	The research of Todd and Arbuthnot (1995) illustrates that … **OR** Research (Todd & Arbuthnot, 1995) has proved …	Todd, R., & Arbuthnot, F. K. (1995). *Parenting.* (5th ed.). New York, NY: Routledge.
Three, four or five authors	In 1998, Bentley, Royce, Higgins, and Hill found that … **Cite all authors in the first reference.** Bentley et al. (1998) … **Cite the surname of the first author followed by et al. in subsequent references.** If you have two or more references of more than	Bentley, G. K., Royce, R. R., Higgins, H., & Hill, D. (1998). *Studies of the car industry: An analysis.* London, United Kingdom: Economic & Social Research Council.

	two surnames with the same year and they shorten to the same form (e.g., both Smith, Jones, Young, Brown, & Stanley, 2001, and Smith, Jones, Ward, Lee, & Stanley, 2001, shorten to Smith et al., 2001), you must clarify which one you are citing each time. For second and subsequent citations, cite the surnames of the first two authors and of as many of the next authors as necessary to distinguish the two references, followed by a comma and et al.	
Six or seven authors	This point was discussed in detail in Balfour et al. (2011).	Balfour, A. J., Asquith, A. A., Campbell-Bannerman, H., Cecil, H., Baldwin, S., & Macdonald, A. J. (2011). *The 2010 British election*. Oxford, United Kingdom: Oxford University Press. **List all the authors for books with up to seven authors.**
Eight or more authors	A 2011 study by Merkel et al. indicated …	Merkel, A. D., Sarkozy, N., Junker, J-C., Parvanov, G., Abela, G., Silva, A. C., … Halonen, T. (2011). *The European Union today*. Berlin, Germany: Europa. **Cite the first six authors, followed by …, and the final author.**
No / unknown author	The book *Consular services abroad* (2005) comments that …	*Consular services abroad*. (2005). London, United Kingdom: Foreign & Commonwealth Office.

		If the title begins with a number alphabetise the number as though it was written. In the example below 50 would be alphabetised as fifty. 50 ways to improve your life with cats. (2017). Retrieved from http://www.catimprovement.com/50ways
Institutional author	In a report by the British Broadcasting Corporation (BBC, 2010) **Cite the full name of the institution in the first reference followed by the abbreviation and publication date in brackets.** In a recent report (British Broadcasting Corporation [BBC], 2010) ... **If the name of the institution first appears in brackets, put the abbreviation in square brackets after it, followed by the publication date.** However, the BBC (2012) also notes that … **Use the institution's abbreviation in second and subsequent references.**	British Broadcasting Corporation. (2010). *Broadcasting in the twenty-first century*. London, United Kingdom: Author. British Broadcasting Corporation. (2012). *Moving to Salford*. London: United Kingdom: Author. **When the Author is also the publisher, use Author as the publisher.**

Anonymous author	A work by Anonymous (1895) demonstrates …	Anonymous. (1895). *The evils of drink*. Birmingham, United Kingdom: Teetotal Alliance.
Citing a chapter written by someone other than the book's authors (but where it is not an edited book)	According to Jane Jones … (Williams & Hall, 2016, Chapter 7)	Williams, J., & Hall, P. (2016). *The theory of everything.* (4th ed.). New York, NY: Harper. **Cite the whole book in the reference list as you would if referring to a chapter in an authored book, but credit the chapter author in your narrative and identify the chapter number as part of the in-text citation.**
Author with only one name	(Cellini, 1965)	Cellini. (1965). *An autobiography* (S. Myers, Trans.). Indianapolis, IN: Bobbs-Merrill.
Book where the author is a religious official or nobility and the title becomes their name.	(The Prince of Wales, 1989)	**While most titles are ignored, there are exceptions for religious officials and nobility.** The Prince of Wales (1989). *A vision of Britain: a personal view of architecture*. New London, United Kingdom: Doubleday.
Book where the author of a foreword is given on the cover, e.g. 'With a Foreword by Charles Todd'	**Only include the name of the primary author in the in-text citation** According to Mills (2012) …	**Include the author of the Foreword in brackets in your reference list.** Mills, J. (with Todd, C.). (2012). *Extreme poverty in West Africa.* Birmingham, United Kingdom: Waterford.
Edited book	Research by Simmons in 1997 indicated that …	Simmons, J. L. (Ed.). (1997). *Recent studies in the geology of Wales.* Cardiff, United Kingdom: Cambrian Academic Press.
Illustrated book (e.g. children's picture book)		**Where illustrations are essential to understanding the book's content use the basic book reference format, but include the illustrator with the author if listed on the front cover. The different roles do not need to be specified in the reference. Also use this format where there is no author, only an illustrator.**

	Clarke & Roberts (2012) created stories …	Clarke, A., & Roberts, V. (2012). *Tales from the broom cupboard.* Chester, United Kingdom: Chester University Press.
Anthology or Collected Works	Smith (2014) commented that … Smith's work (2012-2014) showed that …	Smith, C. (Ed. & Trans.). (2014). *The standard edition of the complete works of chemical engineering* (Vol. 7). Ottawa, Canada: Engineering Publishing. Smith, C. (Ed.). (2012-2014). *Great mathematical discoveries* (Vols. 1–10). New York, NY: McGraw-Hill.
Translated book	Flaubert (1857/1999) demonstrates that …	Flaubert, G. (1999). *Madame Bovary* (G. Hopkins, Trans.). Oxford, United Kingdom: Oxford University Press (Original work published in 1857). **This is the English translation of a book so additional information is needed.**
Multiple works by same author	Recent research by Jones (2010, 2011) has shown that …	Jones, F. Y. (2010). *Plagiarism in UK universities.* Belfast, United Kingdom: Association of UK Universities. Jones, F. Y. (2011). *The extent of plagiarism amongst US college students: A study.* Los Angeles, CA: Association of North American Universities. **Order chronologically in the list of references.**
Multiple works by the same author published in the same year	Studies (Ellis, 1979a, 1979b) have indicated that …	Ellis, T. H. (1979a). *Further recollections of a sheep farmer.* London, United Kingdom: Macmillan. Ellis, T. H. (1979b). *More tales from the sheep farm.* Edinburgh, United Kingdom: Scottish Press. **Order alphabetically in the list of references**
Multiple works by the same author with inconsistent formats or name	**It is not usually necessary to note that two different names refer to the same person. Use the details on the work**	**For inconsistent presentation, for example omitting or including a middle initial, and where there are name changes between works by the same author (due to marriage etc.), the reference list entries should match the form of the name on the work being cited.**

changes	**being cited. However, where it might be useful, or could cause reader confusion it can be indicated like so:** Smith-Hartman (publishing as Smith, 2010)	
Works by authors with the same surname	Work by L. M. Smith (2011) built upon that by J. Smith (2005) … **Use initials when there is more than one author with the same surname, even if the dates of publication are different.**	Smith, J. (2005). *Esteem issues in the young child*. Belfast, United Kingdom: Belfast Press. Smith, L. M. (2011). *Esteem issues in the adolescent*. Chester, United Kingdom: Chester Press.
Editor	Recent studies (Simmons, 2013) have shown that …	Simmons, J. L. (Ed.). (2013). *Recent studies in the geology of Wales*. Cardiff, United Kingdom: Cambrian Academic Press.
Different editions	A 1998 study by Perkins and Jarvis suggested that … Recent work by Thomas (2013) has …	Perkins, A. P., & Jarvis, T. W. (1998). *Cattle breeding: A basic guide*. (2nd ed.). Bristol, United Kingdom: Agricultural Press. Thomas, K. O. (2013). *Developing your counselling skills*. (Rev. ed.). New York, NY: American Press. **Use only for revised editions and second and subsequent editions.**
Encyclopaedia or dictionary	Phillips (2010) defined …	Phillips, G. K. (2010). *The dictionary of religion*. (4th ed.). Cambridge, United Kingdom: Cambridge University Press.
Article in an encyclopaedia or dictionary	French's 2004 article on John Churchill argued that …	French, G. (2004). John Churchill. In *Oxford dictionary of national biography: From the earliest times to the year 2000* (Vol. 10, pp. 100-120). Oxford, United Kingdom: Oxford University Press.
Diagnostic and	In the *Diagnostic and*	American Psychiatric Association. (2013). *Diagnostic and statistical*

Statistical Manual of Mental Disorders	*Statistical Manual of Mental Disorders* (5th ed.; *DSM-5*; American Psychiatric Association, 2013) insanity is defined as … **Use this format for the first reference** *DSM–5* defines depression as ... (American Psychiatric Association, 2013) **Use this format for second and subsequent citations**	*manual of mental disorders* (5th ed.). Arlington, VA: American Psychiatric Publishing.
E- Books	**In-text citation**	**List of References Example**
E-book (freely available over the Internet)	Darwin's (1859) research demonstrated that …	Darwin, C. (1859). *On the origin of the species by means of natural selection, or The preservation of favoured races in the struggle for life*. Retrieved from http:www/talkorigins.org/faqs/origin.html
E-book (using University of Chester Library Search or library catalogue)	According to one author in the field (Denscombe, 2014) …	Denscombe, M. (2014). *The good research guide: for small-scale social research projects*. Retrieved from http://www.dawsonera.com **You will need to cite the homepage of the e-book collection. To find the homepage of the collection, look at the website address on the book. Most of the e–books accessed through Library Search come from the MyiLibrary collection (use http://www.myilibrary.com) or the Dawsonera collection (use http://www.dawsonera.com)**
E-book (for e-book readers)	Research by Chadwick (2009, 2010) …	Chadwick, S. J. (2009). *Damage occurred in Warrington during the English Civil War* [Adobe Digital Editions version]. http://dx/doi.org/10.1986.12388767x Chadwick, S. J. (2010). *Damage occurred in Chester during the English Civil War* [Kindle Fire version]. Retrieved from http://www.amazon.com

		If you are using an e-book reader, you need to include the type of e-book version you read. Instead of listing the publisher, give the book's DOI (digital object identifier) or, if there is no DOI, the homepage of the website from which you downloaded the e-book.
Chapters in an edited book	**In-text citation**	**List of References Example**
Book chapter in a print book	In 1997, Lewis, Matthews and Hughes demonstrated that … Recent research (Dalton & Craig, 2010) argued that …	Lewis, C., Matthews, I. P., & Hughes, G. W. (1997). The geology of Gwynedd. In J. L. Simmons (Ed.), *Recent studies in the geology of Wales* (pp. 32-52). Cardiff, United Kingdom: Cambrian Academic Press. Dalton, T., & Craig, D. (2010). The growth of governmental surveillance in the 1990s. In P. F. Brosnan (Ed.), *The Big Brother society?* (3rd ed., pp. 8-41). London, United Kingdom: SAGE.
Article or book chapter without an author in a print book	The article "Populations trends from the census" (2011) stated that …	Population trends from the census. (2011). In Y. Smith (Ed.), *Population today* (pp. 1-2). Edinburgh, United Kingdom: UK National Statistics Office.
Book chapter in an e-book	Research by Berardo in 2013 showed … Research by Trent (2010) showed … Research (Leeson, 2012) showed …	Bernardo, J. P. (2013). Government education policy, 2000-2010. In G. Downton & H. K. Place (Eds.), *UK educational policy,* 1945-2012 (pp. 125-150). https://doi.org/10.1017/524684Y87 Trent, G. (2010). Population trends in western Europe since 1990. In W. Williams (Ed.), *Western Europe since 1945* (chapter 2) [Kindle Paperwhite version]. Retrieved from http://www.amazon.com Leeson, Y. (2012). CRM in the higher education sector. In P. Gates (Ed.), *Customer-business relations in the modern era* (pp. 56-74). Retrieved from http://www.dawsonera.com
Unpublished masters and	**In-text citation**	**List of References Example**

doctoral theses		
Unpublished print PhD theses	Research (Flanagan, 2002) has proved that …	Flanagan, P. (2002). *An investigation of the effects of passive smoking on bar staff in three English cities*. (Unpublished doctoral dissertation). University of Liverpool, United Kingdom.
Unpublished print Masters dissertations	Hanks (2008) suggested that …	Hanks, T. (2008). *Online dating: A future phenomenon?* (Unpublished master's thesis). University of Chester, United Kingdom.
Unpublished PhD theses – available online	Hustanov showed in his 2005 work that …	Hustanov, W. Q. (2005). *Inside the criminal mind: Serial killers in Britain, 1945-1970* (Doctoral dissertation). Retrieved from http://uk/bl/ethos.4531
Unpublished Masters dissertations – available online	According to research (Gillingham, 2009) Cornish was …	Gillingham, R. J. (2009). *Language and heritage: A case study of Cornwall* (Master's thesis). Retrieved from http://hdl.handle.net/10034/104
Reports	**In-text example**	**List of References Example**
Corporate reports	Santander's annual report (2012) confirmed that …	Santander. (2012). *Annual report 2011*. London, United Kingdom: Author. **When the author is also the publisher, use Author as the publisher.**
Government reports	In a 2004 report, the Prison Service stated that …	Prison Service. (2004). *Report into HMP Chester* (PS publication No. 2004/4). London, United Kingdom: HMSO.
Government report with 2 corporate authors	According to a recent report … (Department of Health & Public Health England, 2013)	Department of Health & Public Health England. (2013). *Report on the incidence of flea bites in public parks in England.* London, United Kingdom: Department of Health.
Organisational reports	The Law Commission (2008) has reported that …	Law Commission. (2008). *A review into the defence of provocation* (LC/2008/5). London, United Kingdom: Author.
Corporate	The health of the	Confederation of British Industry. (2010). *On the road to recovery: Absence and*

reports – available online	workforce was discussed in a 2010 report from the Confederation of British Industry.	*workplace health survey 2010*. Retrieved from http://cbi.org.uk/pdf/20100607-cbi-pfizer-absence-report.pdf **Retrieval dates are not needed for online reports as they are unlikely to alter.**
Government reports – available online	The future of nursing in the National Health Service was analysed in a 2011 report.	National Health Service. (2011). *The future of nursing*. Retrieved from http://www.nhs.gov.uk/future **Retrieval dates are not needed for online reports as they are unlikely to alter. If no author can be found for a document on the GOV.UK website use HM Government**
Government reports with an actual author – available online	In a recent report about electronic cigarettes (Britton & Bogdanovica, 2014) …	Britton, J., & Bogdanovica, I. (2014). *Electronic cigarettes: A report commissioned by Public Health England.* Retrieved from Public Health England website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311887/Ecigarettes_report.pdf
Organisational reports – available online	Recent guidance (National Institute for Health and Care Excellence, 2016) shows … Stubbs and Jenkins (2003) have stated that …	National Institute for Health and Care Excellence. (2016). *Sepsis: Recognition, diagnosis and early management* (NG51). Retrieved from https://www.nice.org.uk/guidance/ng51 Stubbs, T., & Jenkins, S. (2003). *Developments in the teaching of Mandarin in EU countries: Comparative needs of business communities in member states*. Retrieved from European Union Minority Languages website: http://www.der.eui.edu/publications/papers/29anymede.pdf **When the author is not the publisher, include publisher information in the retrieval statement. Retrieval dates are not needed for online reports as they are unlikely to alter.**
Guidelines	**In-text example**	**List of References Example**
ISO Standards	First citation: (International	International Organization for Standardization. (2016). *Occupational health and safety*

	Organization for Standardization [ISO], 2016) *or* International Organization for Standardization (ISO, 2016). Subsequent citations: (ISO, 2016) *or* ISO (2016).	*management systems—Requirements with guidance for use* (ISO/DIS Standard No. 45001). Retrieved from http://www.iso.org/iso/catalogue_detail?csnumber=63787
OSHA Standards	First citation: (Occupational Safety and Health Administration [OSHA], 1970) *or* Occupational Safety and Health Administration (OSHA, 1970) Subsequent citations: (OSHA, 1970) *or* OSHA (1970).	Occupational Safety and Health Administration. (1970). *Occupational safety and health standards: Occupational health and environmental control* (Standard No. 1910.95). Retrieved from https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9735
NICE Guidelines	First citation: (National Institute for Health and Care Excellence [NICE], 2013) *or* National Institute for Health and Care Excellence (NICE, 2013). Subsequent citations: (NICE, 2013) or NICE (2013).	National Institute for Health and Care Excellence. (2013). *Attention deficit hyperactivity disorder* (NICE Quality Standard No. 39). Retrieved from https://www.nice.org.uk/guidance/qs39
Standard Published as a	(Designation of Uses for the Establishment of	Designation of Uses for the Establishment of Water Quality Standards, 40 C.F.R. § 131.10 (2015).

Federal Regulation	Water Quality Standards, 2015) *or* Designation of Uses for the Establishment of Water Quality Standards (2015).	
Print Journals and Newspapers	**In-text example**	**List of References Example**
Single author	This conclusion is supported by research reported by Scott (2010).	Scott, I. (2010). Developing key communication skills in primary school teachers. *Journal of Primary Education, 9*(3), 12-15. **The issue number should be included if the journal is paginated by issue, i.e. each issue begins with page 1. If the journal is consistently paginated, only cite the volume number.**
Two authors	The research of Jekyll and Hyde (2007) illustrates that …	Jekyll, D., & Hyde, M. (2007). Investigations in paranormal activities in Roswell: A study, 1960-1980. *Journal of the Paranormal, 11*(12), 458-484.
Three, four or five authors	In 1993, Frost, Henderson, Andrew, Cooper, and Wilkinson discovered that … **Cite all authors in the first reference.** Frost et al. (1993) … **Cite the surname of the first author followed by et al. in subsequent references.** If you have two or more	Frost, S. S., Henderson, P., Andrews, A. S., Cooper, D. P., & Wilkinson, J. N. M. (1993). A review of recent research on the physiology of the bat. *Animal Research Quarterly, 33*, 92-115.

	references of more than two surnames with the same year and they shorten to the same form (e.g., both Smith, Jones, Young, Brown, & Stanley, 2001, and Smith, Jones, Ward, Lee, & Stanley, 2001, shorten to Smith et al., 2001), you must clarify which one you are citing each time. For second and subsequent citations, cite the surnames of the first two authors and of as many of the next authors as necessary to distinguish the two references, followed by a comma and et al.	
Six or seven authors	This point was discussed by Black et al. (2011)	Black, G. J., Brown, H., Green, F. N., Mustard, H., Orange, H. L. O., & Redd, H. (2011). Colour blindness in primary school males. *Journal of Genetics, 1*, 4-21. **List all the authors for articles with up to seven authors.**
Eight or more authors	A 2011 study by Smith et al. indicated …	Smith, T., Jones, F., Williams, J., Evans, Q., Macdonald, B., Davies, R., … Smith, F. (2011). Reflective learning in the workplace: A study at the University of Chester. *Journal of Workplace Learning, 14*(1), 45-54. **Cite the first six authors, followed by …, and the final author.**
No author	This was indicated in a 2009 article ("Changes to	Changes to defamation law. (2009). *Law Today, 5*, p. 1-2

		defamation law").	
Newspaper article	In 2004, Gadd reported that …	Gadd, F. (2004, December 2). Changes to corporation tax under discussion in the Treasury. *The Independent*, p. 3.
Newspaper article – no author	Winter is an especially dangerous time for drivers ("Sharp increase in road deaths feared as winter approaches," 2003).	Sharp increase in road deaths feared as winter approaches. (2003, October 20). *The Observer*, pp. A7-8.
Electronic Journals, Databases, and Newspapers	**In-text example**	**List of References Example**
Single author; article with DOI		**Many electronic journal articles now have a DOI (digital object identifier) which should be used instead of the article URL. A retrieval date is not required. You can look up DOIs on the Cross Ref database at http://www.crossref.org.** **The issue number should be included if the journal is paginated by issue, i.e. each issue begins with page 1. If the journal is consistently paginated, only cite the volume number.**
	Milton (2006) invented a system which …	Milton, A. (2006). Developing a filing system for a university recordkeeping system. *Knowledge Management, 8*(4), 10-17. https://doi.org/17.1788/1000-2244.98.7
Single author; article without DOI		**If the DOI is not available, cite the URL of the journal homepage. This will usually involve searching for the journal on the Internet.**
	In 2007 research by Thompson demonstrated that …	Thompson, M. (2007). Are only children spoilt? *Journal of Childhood, 88*(8), 100-126. Retrieved from http://www.journalofchildhood.com
Two authors; article with DOI	In 2010, Smith and Jenkins showed …	Smith, T., & Jenkins, R. E. (2010). Performing Shakespeare in Africa. *Journal of Shakespeare Studies, 4*(2), 100-126. https://doi.org/10.152465/R2444
Two authors; article without	As later proved (Bennett & Hylton, 2013)	Bennett, G., & Hylton, K. P. (2013). Five per cent solution in hydrochloric acid. *Journal of Biochemistry, 52*(1), 12-13. Retrieved from http://

		onlinelibrary.routledge.com/journalofbiochemistry
DOI		
Three, four or five authors	In 2013, Tesco, Waitrose, Sainsbury, Morrison, and Harrod discovered that … **Cite all authors in the first reference.** Tesco et al. (2013) … **Cite the surname of the first author followed by et al. in subsequent references.**	Tesco, S. F., Waitrose, B., Sainsbury, D. S., Morrison, D. P., & Harrod, J. J. M. (2013). Are we heading for a double dip? *Business Leadership, 45*, 5-15. https://doi.org/10.12634/24558
Six or seven authors	This point was discussed in detail by King et al. in 2011	King, G. J., Francis, H., Harold, F. S., Marion, H., George, H. T. O., & Smithson, F. (2011). Counselling in the workplace: A growing trend? *Journal of Counselling, 16*, 55-66. Retrieved from http://www.journalofcounselling.com **List all the authors for articles with up to seven authors.**
Eight or more authors	A 2012 study by Paris et al. indicated …	Paris, F., Dresden, Q., Williams, P., Dundonald, W., Macdougall, B., James, R., … Taylor, N. (2012). Changing educational practices: A study from the University of Chester. *Journal of Educational Development Today, 1*(3), 6-9. Retrieved from http://www.chester.ac.uk/jedt **Cite the first six authors, followed by …, and the final author.**
No page numbers	Referencing was widely agreed to be a key skill (Cranney, 2006) …	Cranney, D. V. T. (2006). Analysing the key skills requirements of undergraduate English students: A case study. *Online Journal of Undergraduate Education, 1*(2). Retrieved from http://www.shropshire.ac.uk/ojue
Advance online publication		**Sometimes articles appear in electronic format in advance of their printed publication. You should update your references close to the publication date of your work and refer to the final version, if possible.**
	Bell's 2012 work …	Bell, A. J. (2012). Clinical negligence and a patient's right to die. *Medical Ethics*. Advance online publication. https://doi.org/10.3482/1263887354
Articles from		**For articles retrieved from databases such as CINAHL or JSTOR, firstly look for**

online databases		**a DOI and, if one is available, follow the instructions for e-journal articles.** **If a DOI is not available, you need to find the URL of the journal homepage. This will usually involve searching for the journal on the internet.**
	In 2009, Maung commented that …	Maung, J. (2009). Nursing as a profession. *Nursing Times, 1*(4), 1-12. https://doi.org/10.456/15678434
	In 2008, Norton stated that …	Norton, C. (2008). The importance of correct referencing in nursing assignments. *Nurse Education, 24*(6), 24-28. Retrieved from http://www.nurseeducationtoday.com
Articles from the Cochrane Database of Systematic Reviews	Oral morphine is widely used to help relieve severe cancer pain (Wiffen, Wee & Moore, 2016)	Wiffen, P. J., Wee, B., & Moore, R. A. (2016). Oral morphine for cancer pain. *Cochrane Database of Systematic Reviews*, *2016*(4), 1-104. https://doi.org/10.1002/14651858.CD003868.pub4 **The year needs to be included twice as it is also the volume number. Every article in the Cochrane database has a DOI.** **The bibliographical information can be found by clicking on** View/save citation **The page number information can be found by clicking on the Full PDF link**
Articles from IDS databases	A 2012 report from Income Data Services stated …	Income Data Services. (2012). Stress. *IDS HR Studies, 247*. Retrieved from http://www.idshrstudies.com
Articles from UpToDate	(Williams & Nieuwsma, 2016)	Williams, J., & Nieuwsma, J. (2016). Screening for depression in adults. In J. A. Melin (Ed.), *UpToDate.* Retrieved February 1, 2017, from https://www.uptodate.com/contents/screening-for-depression-in-adults
A correction notice	(Elliott & Leach, 2016)	Elliott, E., & Leach, A.-M. (2016). Correction to Elliott and Leach (2016). *Journal of Experimental Psychology: Applied, 23,* 99. https://doi.org/10.1037/xap00001214
No author	This was indicated in a 2012 article ("Educational developments").	Educational developments. (2012). *Education Today, 7*, 4-7. https://dx.doi.org/10.1002/245wert47
Newspaper	In 2013, Jameson reported	Jameson, J. (2013, July 7). How walking is the best way to lose weight this summer.

article	that …	*The Independent*. Retrieved from http://www.independent.co.uk
Newspaper article – no author	Winter is an especially dangerous time for drivers ("Why drivers should fear the cold," 2009).	Why drivers should fear the cold. (2009, November 5). *Chester Daily Post*. Retrieved from http://cdp.co.uk
Encyclopaedias and Dictionaries	**In-text example**	**List of References Example**
Article in a print encyclopaedia or dictionary	In a 2013 work, Peters argued that …	Peters, L. J. (2013). Frederick Edward Johnson (1800-1902). In A. King (Ed.), *The Chester encyclopaedia of the Victorian era* (pp. 25-27). Chester, United Kingdom: University of Chester Press.
Article in an online encyclopaedia or dictionary	Hultum (2013) is of the opinion that … Dickinson (2012) described … As defined by Yates (2013) …	Hultum, S. M. (2013). Edvard Munch. In J. Brown (Ed.), *The Chester companion to art* (2nd ed., pp. 54-55). https:// doi.org/1567664.21 Dickinson, T. Y. (2012). Open-air Shakespeare performances. In T. Smith (Ed.), *The Chester companion to performing Shakespeare* (pp. 101-103). Retrieved from http://www.chester.ac.uk/performingshakespeare Yates, J. (Ed.). (2013). Diseases of the brain. In *Dictionary of health care*. Retrieved from http://www.oxfordreference.com.voyager.chester.ac.uk/view/10.1093/acref/9780199211777.001.0001/acref-9780199211777-e-4856?rskey=jvDn9I&result=4975&q= **Not all online encyclopaedias and dictionaries will have page numbers.**
Websites	**In-text example**	**List of References Example**
Website	In 2005, the government launched the NHS Direct website (http://www.nhsdirect.nhs.	**In this instance you do not need to include the website in your reference list as you are referring to the website as a whole.** **If you are referencing a specific document or page on a website then you would**

	gov.uk) with the aim …	**follow the guidance below.**
Document/ Report or Page on a website (See Reports section on page 27 of guide for more examples of online reports)		**Cite each individual document, report or page you have referred to even if several are from the same website.**
	Report: A recent report (Public Health England, 2016) shows …	Public Health England. (2016). *Public Health England progress report on the Independent Cancer Taskforce recommendations.* Retrieved from https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5374 47/PHE_Taskforce_Recommendations_Progress_Report_June_2016.pdf
	Document: The Nursing and Midwifery Council (2015) sets out ...	Nursing and Midwifery Council. (2015). *How to revalidate with the NMC: Requirements for renewing your registration.* Retrieved from https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/how-to-revalidate-booklet.pdf
		When the author is not the publisher, include publisher information in the retrieval statement.
	Document: According to Smith (2014) …	Smith, C. A. (2014). *A work based learning project at the University of Chester.* Retrieved from University of Chester website: http://www.chester.ac.uk/wbl/smith2014
	Web pages: According to the Nursing and Midwifery Council (2016) …	Nursing and Midwifery Council. (2016). *Revalidation: Your step-by-step guide through the process.* Retrieved from http://revalidation.nmc.org.uk/
		When the author is not the publisher, include publisher information in the retrieval statement.
	McLeod (2015) states that	McLeod, S. (2015). *Jean Piaget.* Retrieved from Simply Psychology website:

		http://www.simplypsychology.org/piaget.html
		The retrieval date is only used when the information is likely to alter.
	In 2015, the University of Chester set fees …	University of Chester. (2015). *Fees and payment*. Retrieved November 11, 2015 from http://www.chester.ac.uk/international/feesandpayment.html
Document/page on a website – no author or publisher	Analysis of butterfly life cycle ("The life cycle of the butterfly", 2005) has shown	*The life cycle of the butterfly*. (2005). Retrieved from http://www.geocities.com~fred/butterfly
Document on a website – no date	The Department of Health (n.d.) confirmed that …	Department of Health. (n.d.). *Choosing health: Making healthy choices easier*. Retrieved from http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyandGuidance/DH_4094550
Wikipedia	Earthquakes are devastating events ("Earthquakes", n.d.)	Earthquakes. (n.d.). In *Wikipedia*. Retrieved July 10, 2013, from http://en.wikipedia.org/wiki/earthquakes **Use a retrieval date as the information is likely to change. Do not use the date when the page was last modified.**
Films and Television programmes	**In-text example**	**List of References Example**
Motion pictures	The 1993 film *The rules of the game* (Chesney & Gibson) …	Chesney, C. (Producer), & Gibson, M. (Director). (1993). *The rules of the game* [Motion picture]. Edinburgh, United Kingdom: Caledonian Films, Inc. **Use this format for films viewed in the cinema or on television.** Chesney, C. (Producer), & Gibson, M. (Director). (1993). *The rules of the game* [DVD]. Edinburgh, United Kingdom: Caledonian Films, Inc.

		Use this format for films viewed on DVD.
		Chesney, C. (Producer), & Gibson, M. (Director). (1993). *The rules of the game* [Video file]. Retrieved from http://www.lovefilm.com
		Use this format for films streamed through the internet.
Television broadcasts	The 2012 Olympic opening ceremony (Nicholas, Knightley & Highton, 1999) showed that …	Nicholas, T., & Knightley, F. (Executive producers), & Highton, V. (Director). (2012). *The open ceremony of the 2012 London Olympics* [Television special]. Manchester, United Kingdom: Granada Television.
Streamed live television broadcasts	In a live broadcast on 10 July 2013, the BBC announced …	**Do not use. Live broadcasts are not a retrievable source. However if the live broadcast is archived use Streamed television broadcasts (archived).**
Streamed television broadcasts (archived)	When the news arrived at 2am (Franklin, 2013) …	Franklin, M. F. (Writer), & White, N. W. (Director). (2013, July 10). Fred Smith outside Kensington Hospital [Video file]. In G. Harrison (Executive producer) *The news at six*. Retrieved from http://www.bbc.co.uk/video/2013/july/10/dfkl635
Television series	An in-depth analysis of the work of Turner (Griffiths & Roberts, 2004) showed that …	Griffiths, L. (Writer), & Roberts, H. L. (Director). (2004). *The British landscape through the ages* [Television series]. London, United Kingdom: Thames Television.
Streamed television series	This style was demonstrated by Hughes (2001-2010) …	Hughes, L. (Producer). (2001-2010). *The Liver boys* [Television series]. Retrieved from http://www.bbc.co.uk/liver-boys-online
Single episode from a television series	This was aptly demonstrated in one 2004 episode (Briggs, Phillips & Valentine) when …	Briggs, D. (Writer), & Phillips, K. M. (Writer), & Valentine, M. (Director). (2004). The body in the conservatory [Television series episode]. In B. Riddle (Producer), *Inspector Duff investigates*. London, United Kingdom: Virgin Television.
Single streamed webisode from a television series	The work of Evans & Jameson (2013) showed …	Evans, D. (Writer), & Jameson, Y. M. (Director). (2013). The arrival of Emma [Television series webisode]. In O. Owens (Producer), *CSI: Chester*. Retrieved from http://www.netchester.co.uk

Television podcast (BBC iPlayer; ITV player; 4oD; Demand 5)	The work of Jacqueline Wilson was discussed by Winchcombe in a 2013 television programme.	Winchcombe, J. S. (Writer & Director). (2013). *The life and work of Jacqueline Wilson* [TV webcast]. Retrieved November 5, 2013, from http://www.bbc.co./iplayer/jacqueline_wilson/episode/dfgjkrfgh2345h **As podcasts only remain on BBC iPlayer and Demand 5 for seven days, ITV player for twenty-eight days, 4oD for twenty-nine days you must add a retrieval date.**
YouTube	Martin's 2009 video shows …	Martin, G. C. [superGD]. (2009, September 17). *My haunted house video* [Video file]. Retrieved from http://www.youtube.com/watch?v=djfheuytert9898 **The person who posted the video is considered to be the author. The author's screen name should be included**. **Provide the entire URL for the item**
	A 2012 video by SuperLibrarian shows …	SuperLibrarian. (2012, January 1). *How to find books in the library* [Video file]. Retrieved from http://www.youtube.com/watch?v=1567545386bks **If the real name of the person who posted the video is not known, treat the screen name as the author.**
YouTube Channel	PsycINFO (n.d.) or (PsycINFO, n.d.)	PsycINFO. (n.d.). Home [YouTube Channel]. Retrieved from http://youtube.com/PsycINFO **Use n.d. because YouTube channels are undated. In addition while Home is often the default page, this can be changed to Videos, Playlists, Channels, Discussion or About.**
Video podcast (e.g. from iTunes)	… extremely dangerous (Jefferson, 2013)	Jefferson, P. (2013, January 12). *Volcanoes: An introduction* [Video podcast]. Retrieved from http://itunes.apple.com **Provide the homepage URL, not the item URL**.
TED Talk (viewed on TED website)	Palmer (2013) argues …	Palmer, A. (2013, February). *Amanda Palmer: The art of asking* [Video file]. Retrieved from https://www.ted.com/talks/amanda_palmer_the_art_of_asking **Note that TED videos include speaker names as part of the title.**

TED Talk (viewed on YouTube)	Amanda Palmer discusses ... (TED, 2013)	TED. (2013, March 1). *Amanda Palmer: The art of asking* [Video file]. Retrieved from https://www.youtube.com/watch?v=xMj_P_6H69g **In this case the author name is TED because this is the organisation that posted the video on YouTube. The date is when the video was posted on YouTube.**
Radio broadcasts	**In-text example**	**List of References Example**
Radio broadcasts	This was confirmed by Martin and Smith (2012).	Martin, G. (Producer), & Smith, Y. (Director). (2012). *The dark man* [Radio broadcast]. London, United Kingdom: British Broadcasting Corporation.
Radio series	Goldman and Williams (2012) stated that …	Goldman, E. (Writer), & Williams, H. L. (Director). (2012). *Gothic art* [Radio series]. London, United Kingdom: British Broadcasting Corporation.
Single episode from a radio series	It has been argued that (Ivano, Richardson, Rawlinson and Hope, 2012) …	Ivano, T. U. (Writer), Richardson, P. (Writer), Rawlinson, D. (Writer), & Hope, M. (Director). (2012). Saving money on your mortgage [Radio series episode]. In B. Riddle (Producer), *Money counts*. London, United Kingdom: British Broadcasting Corporation.
Audio podcast	Morris (2010) demonstrated that …	Morris, R. K. (Producer). (2010, June 1). *P. G. Woodhouse and the English class system* [Audio podcast]. Retrieved from http://www.pgwoodhouse.com
Radio podcast (BBC iPlayer; ITV player; 4oD; Demand 5)	The work of Leonardo da Vinci was discussed by Bell in a 2013 radio programme.	Bell, J. S. (Writer & Director). (2013). *The life and work of Leonardo da Vinci* [Radio webcast]. Retrieved August 5, 2013, from http://www.bbc.co./iplayer/radio4/41anyede/dfgjkrfgh2345h **As podcasts only remain on BBC iplayer and Demand 5 for seven days, ITV player for twenty-eight days, 4oD for twenty-nine days you must add a retrieval date.**
Images	**In-text example**	**List of References Example**
Individual image in a gallery or museum	Rossetti's *Beata Beatrix* (1864-1870) demonstrates …	Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. London, United Kingdom: Tate Britain.

	The kiss (Rodin, 1889) shows …	Rodin, A. (1889). *The kiss* [Sculpture]. Paris, France: Louvre.
	Gormley's 2010 work …	Gormley, A. (2010). *Critical mass* [Installation]. Bexhill-on-Sea, United Kingdom: De La Warr Pavilion. **Place the medium of the work e.g. Drawing, Photograph, Print, Textile in square brackets.**
Image from a website	Rossetti's *Beata Beatrix* (1864-1870) demonstrates …	Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. Retrieved from http//:www.tate.org.uk/servlet/ViewWork?workid=12769
	The kiss (Rodin, 1889) shows …	Rodin, A. (1889). *The kiss* [Sculpture]. Retrieved from http://www.louvre.fr.fg5h47
	Gathany's photograph (2010) shows a mosquito feeding …	Gathany, J. (2010). *Anopheles gambiae* [Photograph]. Retrieved from http://hardinmd.lib.uiowa.edu/cdc/malaria3.html
Image from a book	Rossetti's *Beata Beatrix* (1864-1870) demonstrates …	Rossetti, D. G. (1864-1870). *Beata Beatrix* [Painting]. In L. J. Peters, & S. G. Heron (2012), *The Romantic painters* (p. 35). Cambridge, United Kingdom: Cambridge University Press.
	The kiss (Rodin, 1889) shows …	Rodin, A. (1889). *The kiss* [Sculpture]. In L. J. Peters, & S. G. Heron (2012), *The Romantic painters* (p. 50). Cambridge, United Kingdom: Cambridge University Press.
	Gormley's 2010 work …	Gormley, A. *Critical mass* [Installation]. In L. J. Peters, & S. G. Heron (2012), *The Romantic painters* (p. 75). Cambridge, United Kingdom: Cambridge University Press.
Images from	A photo of Chester	Robert Gordon University. (1990). *Chester Cathedral* [Photograph]. SCRAN ID 000-

SCRAN database	Cathedral (Robert Gordon University, 1990) shows …	000-674-285-C. Retrieved from http://www.scran.ac.uk **If no author is indicated, use Resource Rights Holder as author. Include the SCRAN ID number.**
Clip Art		**If the clip art is from Microsoft Word you can use the image freely without acknowledgement. For other free clip art websites see the website's terms and conditions.**
Reproduced image from a website	The photo of Tower Bridge shown in Figure 4 (Kratochvil, 2016) demonstrates ...	Kratochvil, P. (2016). *Tower Bridge at night* [Photograph]. Retrieved from http://www.publicdomainpictures.net/view-image.php?image=8250&picture=tower-bridge-at-night
Reproduced image from a book	Figure 1 (Lake, 2016, p. 51) shows …	Lake, N. (2016). *Managing waste disposal processes in the North West.* Liverpool, United Kingdom: Collins.
Reproduced image from a journal article	Table 3 lists the various pathways … (O'Reilly, 2015)	O'Reilly, J. (2015). Receptors in the brain. *Journal of Brain Chemistry, 41*(3), 26-45. http://dx.doi.org/10.2346/b4598245 **Remember to check if you need permission from the copyright holder before copying an image. You will also need to add a copyright statement for the image where it appears in your assignment**.
Image on social media	See Social Media section	
Music	**In-text example**	**List of References Example**
Album	In 2005, Sinister debuted …	Sinister, F. (2005). *Live in Chester* [CD]. New York, NY: Freedom Music.
Downloaded album (eg from	Yo-Yo's second album, *Myself* (Hultum, Millington,	Hultum, B., Millington, D., Jones, F., & Robson, L. (2011). *Myself* [Recorded by Yo-Yo; mp3 file]. Retrieved from http://apple.com/itunes (2013)

iTunes)	Jones & Robson, 2011/2013) showed …	**Treat the writer as the author. If the writer and the performer are different, put the name of the artist in square brackets. Put the date of the recording at the end if it is different from the album's copyright date.**
Single track on an album	"Loneliness" (Galloway, 1970, track 2) indicated … Madonna's recording of MacLean's (1970/2001, track 3) "American pie" showed … Beethoven's "The moonlight sonata" (1800/2006) demonstrates … Johnson & Morgan (1900/2012) produced an early novelty song.	Galloway, F. J. W. (1970). Loneliness. On *Time to leave* [Cassette]. Bristol, United Kingdom: Independent Records. MacLean, D. (1970). American pie [Recorded by Madonna]. On *American life* [CD]. London, United Kingdom: Maverick. (2001) Beethoven, L. Van (1800). The moonlight sonata [Recorded by S. Richter]. On *Richter plays Beethoven* [CD]. London, United Kingdom: Heritage (2006) **Treat the writer as the author. If the writer and the performer are different, put the name of the artist in square brackets. Put the date of the recording at the end if it is different from the track's copyright date.** Johnson, J. (Lyricist), & Morgan, H. F. (Composer). (1900). It's Christmas time! [Recorded by The Chester Folk Duo]. On *Christmas tunes* [Record]. Chester, United Kingdom: ChesterMusic (2012). **You can use round brackets to differentiate the role of the writers.**
Downloaded single track on an album	In the well-known Bond theme (McCartney, 1971/1991, track 9) demonstrated …	McCartney, J. P. (1971). Live and let die [Recorded by Guns N' Roses]. On *Guns N' Roses: Greatest hits* [mp3 file]. Retrieved from www.apple.com/itunes (1991)
Sheet music	In 2012 Morgan produced … Morgan and Fitzgerald's (2011) latest work …	Morgan, H. F. (2012). *Swing, sing, swing*. Chester, United Kingdom: ChesterMusic. Morgan, H. F. (Composer) & Fitzgerald, G. (Librettist). (2011). *Swinging through the night*. Chester, United Kingdom: ChesterMusic.

	Cheery, upbeat tempo (Morgan & Roberts, 2012) …	**If there is more than one author, identify each author's role.** Morgan, H. F. (Composer), & Roberts, E. (Librettist). (2012). *Swing, sing, swing on a Saturday night* [Vocal score]. Chester, United Kingdom: ChesterMusic. Morgan, H. F. (Composer), & Roberts, E. (Librettist). (2012). *Swing, sing, swing on a Saturday night* [Orchestral score]. Chester, United Kingdom: ChesterMusic **If there is more than one version of the score, identify which version is being used.**
	In Unsworth's (1850/2012) work	Unsworth, F. J. (2012). *Symphony in yellow.* Los Angeles, CA: Dover. (Original work published 1850) If the score is a reprint, put the date of the original work in round brackets.
Social Media	**In-text example**	**List of References Example**
YouTube	Martin's 2009 video shows …	Martin, G. C. [superGD]. (2009, September 17). *My haunted house video* [Video file]. Retrieved from http://www.youtube.com/watch?v=djfheuytert9898 **The person who posted the video is considered to be the author. The author's screen name should be included**. **Provide the entire URL for the item**
	A 2012 video by SuperLibrarian shows …	SuperLibrarian. (2012, January 1). *How to find books in the library* [Video file]. Retrieved from http://www.youtube.com/watch?v=1567545386bks **If the real name of the person who posted the video is not known, treat the screen name as the author.**
YouTube	PsycINFO (n.d.) or	PsycINFO. (n.d.). Home [YouTube Channel]. Retrieved from

Channel	(PsycINFO, n.d.)	http://youtube.com/PsycINFO **n.d. because YouTube channels are undated. Home is often the default page, but can be changed to Videos, Playlists, Channels, Discussion or About.**
YouTube Comment	(49metal, 2016)	49metal. (2016). Re: *Are you dating a psychopath?* [Video file]. Retrieved from https://www.youtube.com/watch?v=cP5HIjA9hh4&lc=z13bu5ghznaawh0ez23ajz0g nquidx1z004
Video podcast (eg from itunes)	… extremely dangerous (Jefferson, 2013)	Jefferson, P. (2013, January 12). *Volcanoes: An introduction* [Video podcast]. Retrieved from http://itunes.apple.com **Provide the homepage URL, not the item URL.**
Facebook	Facebook (http://www.facebook.com) first appeared in 2009 …	Do not include
Facebook status update	The University of Chester Student Law Society commented (2013) … It was argued (Smith, 2013) that …	University of Chester Student Law Society (2013, March 9). Law Society summer ball tickets [Facebook status update]. Retrieved from http:www.facebook.com/dfjghruty/id-rjgnerjty54534fhklsdjfisd Smith, J. [John]. (2013, April 12). 2012 UK elections [Facebook status update]. Retrieved from http://www.facebook.com/sdjh42gdjk/id=rtgr23435 **Put the author's name in square brackets to aid retrievability. The URL of the post can be seen by clicking the date and time beneath the post.** **For multiple entries with the same author and date, alphabetise the entries by title and add a letter after the year.**
Facebook page or note	McKay (n.d.) stated that … Cultural studies is becoming increasing popular as a degree (University of Chester, [ca.	McKay, I. (n.d.). Good news [Facebook page]. Retrieved May 30, 2013, from http://www.facebook.com/davegrohlsuperstar University of Chester. [ca. 2013]. New degrees launched [Facebook page]. Retrieved July 1, 2013, from http://www.facebook.com/universityofchester **Use [ca. year] if the date can be reasonably approximated. Only use a retrieval**

	2013]) …	**date if the date is unknown or has been approximated.**
Twitter	Twitter (http://www.twitter.com) allows …	Do not include
Tweet	In 2013 Cameron announced … The British Library (2014) recorded that …	Cameron, D. [Dave@10]. (2013, July 7). Off to Wimbledon to watch the tennis [Tweet]. Retrieved from http://twitter.com/Dave@10/post/sdjkf54dfg British Library [BL]. (2014, July 17). British newspaper library moves to new location: http://www.bl.uk/news #newspapers #research [Tweet]. Retrieved from https://twitter.com/BL/status/2455754
Twitter Moment	(Reuters Top News, 2016)	Reuters Top News [Reuters]. (2016, November 1). Inside David Bowie's art collection [Twitter moment]. Retrieved from https://twitter.com/i/moments/793575609028915200
Google+ post	The University of Chester (2014) welcomed new students …	University of Chester. (2014, August 20). Congratulations to those new students who will be joining us at the end of September for freshers week. We look forward to welcoming you to Chester for three great years during which you will meet new friends, develop employability skills [Google+ post]. Retrieved from https://plus.google.com/24578678645315375778778 **Provide the name of the page or the content or caption of the post (up to the first 40 words) as the title**
Apps	In 2012 the British Library launched …	British Library. (2012). Royal manuscripts (Version 1.0) [Mobile application software]. Retrieved from http://itunes.apple.com
Blog	**If referring to the blog as a whole mention it in brackets in your text** The APA Books Blog (http://blog.apabooks.org) is a great source of information ...	**You do not need to include the blog in your reference list as you are referring to the blog as a whole.** **If you are referring to a specific blog post or blog comment you need to create a reference to that specific post – see below.**

Blog post	Suggestions included don't libel people (Thomas, 2012)	Thomas, H. G. (2012, January 1). Some dos and don'ts of blogging [Blog post]. Retrieved from http://bloggingonline.com.message/24543
Blog comment	Suggestions included don't libel people (Maung, 2012)	Maung, J. (2012, January 2). Re: Some dos and don'ts of blogging [Blog comment]. Retrieved from http://bloggingonline.com.message/#comment-103659 **Each comment usually has a unique URL but if it does not just use the URL of the blog post itself.**
Electronic mailing list message	Diamond (2013) commented that …	Diamond, N. (2013, June 28). Re: Closure of Chester library [Electronic mailing list message]. Retrieved from http://www.jiscmail.co.uk/message/54534
Social media photo or graphic with caption	A photo from English Archaeology (2014) showed that …	English Archaeology. (2014, July 25). University of Chester students digging in Grosvenor Park [Photograph]. Retrieved from https://www.facebook.com/photo.fnghrty24fgh/gh4ty2j5tyn
Social media photo or graphic without caption	There are various routes into teaching (Department of Education, 2014).	Department of Education. (2014, June 20). [Pathways to becoming a qualified teacher] [Infographic]. Retrieved from https://www.facebook.com/photo.rthrt247ty53j42.fhj45yf7i **Use [ ] if the graphic does not have a caption.**
Social media photo album	Photos taken by Wright (ca. 2013) show …	Wright, S. [ca. 2013]. Posts [Google+ page]. Retrieved July 17, 2014, from https://plus.google.com/+SWright/posts
Miscellaneous	**In-text example**	**List of References Example**
Archival Collections	In her letter of 30 April 2006, Lamont told Winchcombe that … Wright's collection (1990-2005) demonstrates …	Lamont, J. (2006, April 30). [Letter to M. Winchcombe]. The National Archives (NRA 21/1576), London, United Kingdom. [Photographs of W. H. Wright]. (ca. 1990-2005). W. H. Wright Papers (AA/1985/12). University of Chester, United Kingdom.
Book reviews	One review (Birchall, 2001) described the book	Birchall, S. (2001). A new look at the Church in eighteenth-century England. [Review of the book *The Anglican clergyman, 1714-1800*]. *Historia Ecclesiastica, 3*(1), 79-

	as …	98.
Print brochure	Publicity materials (Shell UK, 2013) …	Shell UK. (2013). *The Thornton site* [Brochure]. London, United Kingdom: Author.
Brochure – available online	Publicity materials (Shell UK, 2013) …	Shell UK. (2013). *The Thornton site* [Brochure]. Retrieved from http://www.shell.co.uk/brochures/thornton
Computer software	Donnelly (2013) argued that …	Donnelly, P. (2013). The CJK Converter (Version 5) [Computer software]. Retrieved from http://www.libraservices.com **Do not reference standard off-the-shelf software and programming language such as Microsoft Word.**
Data set	A 2014 survey at the University of Chester indicated …	University of Chester. (2014). *Biodiversity on Parkgate campus survey, 1-31 July 2014* [Data set]. http://dx.doi.org/10.3679/124hjyky24
Print factsheet	Information from the Poverty Alliance (2013) demonstrated that …	Poverty Alliance. (2013). *Anti-social behaviour* [Fact sheet]. London, United Kingdom: Author.
Factsheet- available online	Information from the Poverty Alliance (2013) demonstrated that …	Poverty Alliance. (2013). *Anti-social behaviour* [Fact sheet]. Retrieved from http://www.poveryalliance.org.uk/reports/2013/anti-social
Epigraphs (quote used at the start of a chapter)	"If music be the food of love, play on" —Shakespeare, *Twelfth Night, 1601-1602* "Education in the early years is vital. A child who does not reach attainment levels early in life,	**APA does not cover epigraphs but the APA style blog has offered some advice.** Do not include Routh, J. H. Y. (2014). *Education in the western world*. Los Angeles, CA: Penguin **If the epigraph is from scholarly book or journal or is a quotation used with**

	inevitably never will later in life" (Routh, 2014, p. 45)	**permission, include it in the List of References**.
Interview	Obama said … (personal communication, September 1, 2012)	Do not include. **If the interview is not recoverable, treat it as a personal communication.**
Recorded interview	Obama (2013) stated that …	Obama, B. (2013, August 5). *Interview with Barak Obama* (A. Jones, Interviewer) [mp3 file]. Retrieved from http://www.armericanhistoryarchive.org/1597526
Lecture notes		**You should consider whether or not lecture notes are a suitable academic source to reference.**
	Crookall (2007) showed …	Crookall, D. M. (2007). *Lecture 7: Different learning styles* [PowerPoint slides]. Retrieved from http://www.chester.ac.uk/education/50anymede/lecture7
	Newton summarised his 2009 work as …	Newton, T. K. (2009). *Lecture 12: Summary of counselling ethics* [Lecture notes]. Retrieved from http://ganymede.chester.ac.uk/jfdhgkjfhgkuryturnv **Publisher information is not required if this is clear from author name or URL.**
Lecture handouts in class	As Handsom stated in his lecture (February 1, 2013) …	Do not include. **Lecture handouts which were given out in class and not made available on the Internet cannot be retrieved as a reference source.**
Live performances	In the performance of Swan Lake by the Vienna Festival Ballet on October 17, 2008 it was observed that **…**	Do not include
Print maps		**APA does not give advice for cartographic materials. Please check with your Department for their exact requirements.**

	The 2000 Ordnance Survey map indicates	Ordnance Survey. (2000). *Map of Chester. 1:50,000*. London, United Kingdom: Author.
Maps retrieved online	The 2010 Ordnance Survey map indicates	Ordnance Survey (Cartographer). (2010). *Population density: Chester* [Demographic map]. Retrieved from http://www.ordanacesurvey.gov.uk/maps/population/chester/2010
Google Maps		**The APA style blog offers the following guidance**:
	According to Google Maps (n.d.)	Google. (n.d.). [Google Maps directions for driving from Chester, UK, to Manchester, UK]. Retrieved August 24, 2015, from https://www.google.co.uk/maps/dir/Chester,+Cheshire+West+and+Chester/Manchester
		As the page has no title create your own description in brackets, including the mode of transportation. Include the retrieval date as directions are likely to change. **The reference format would be similar for other online mapping sites.**
Personal communication (e-mail)	Information received from T. A. Forsyth (personal communication, September 12, 2004) indicated that …	Do not include
Part of a work	Smithson (2014, Figure 12) demonstrates …	Smithson, C. (2014). *Modern engineering*. (6th ed.). Oxford, United Kingdom: Oxford University Press.
	Statistics (Peters, Hultum, & McKay, 2013, Table 4, row 2)	Peters, L. J., Hultum, S. M., & McKay, I. H. (2013). *Digging 2014: Annual report of the Chester Amphitheatre excavations*. Chester, United Kingdom: Chester Press.
	In 2014, Skinner (footnote	Skinner, K. (2014). *Primary education in modern Wales: An in-depth analysis*. Retrieved from http://www.dawsonenter.com

	45) established that … Research by Johnson (2013, Chapter 5) displayed … Evidence (Lithgoe et al., 2012, Appendix) revealed that … Manderson (2014, General Discussion section, para. 4) commented … A 2012 study by Fisher et al. (pp. 2-5) determined …	Johnson, J. J. (2013). *Counselling bereaved parents* (Doctoral dissertation). Retrieved from http://uk/bl/ethos.11751 Lithgoe, I., Patterson, G., Montgomery, K., Black, W., Williams, D., & Jenkins, B. (2012). Reoffending figures amongst teenage criminals. *Journal of Crime, 54*(1), 56-99. Manderson, A. (2014). Cruciate injuries amongst golfers: Does paracetamol help? *Sports Injuries Monthly, 15*(3), 23-35. http://dx.doi.org/21454.12/15f4ghg24 Fisher, I. O., Jackson, R., Richardson, D., Catcher, B., Edwards, S., Harrison, J. K., … Kennedy, C. (2012). *Modern sports medicine.* (12th ed.). Boston, MA: SmithLine. **Use a capital letter for Table, Figure, Chapter, and Official section names or headings (eg General Discussion, Conclusion). Use lower case for row, footnote, and column. Use an abbreviation for page (p.), pages (pp.), and paragraph (para.).**
Poster presentations	A fascinating poster presentation (Hultum, 2010) showed … Recent research (Warren & Harding, 2011) has indicated …	Hultum, B. F. (2010, July). *Art for art's sake*. Poster session presented at the meeting of Young New Artists, Chester, United Kingdom. Warren, R., & Harding, B. (2011, August). *Chocolate consumption in teenage girls*. Poster session presented at the annual conference of the Society of Nutritionists, Chester, United Kingdom.
Published conference proceedings	 Kelly and Millington (2014)	**If the conference proceedings have been published in book form use the same format as for a book chapter.** Kelly, K., & Millington, C. (2014). Working in a hospital library. In J. Lake & J. Maung

	argued that …	(Eds.), *Library and information services in health and social care* (pp. 98-106). Liverpool, United Kingdom: Springer.
Unpublished conference proceedings	An interesting paper (Davidson & Fellows, 2013) showed …	Davidson, G. J., & Fellows, R. (2013, July). *Recent archaeological investigations at Chester's amphitheatre*. Paper presented at the meeting of the Royal Society of Roman Antiquities, York, United Kingdom.
	Wallis (2012) demonstrated that …	Wallis, J. J. (2012, June). *Rhinomania in Chester!* Paper presented at the 9th annual meeting of the UK Tourist Board, Belfast, United Kingdom.
Psychological tests		**APA does not cover psychological tests but the APA style blog has offered some advice.** Psychological tests are surveys, quizzes, or scales that a person takes. You should capitalise the name of the test as it is a proper noun. Do not confuse psychological tests (which involve ticking boxes to answer a question) with models such as Gibb's model of reflection or Kolb's experiential learning cycle which you merely consider.
	I used the Myers Briggs Type Indicator test (n.d.) …	Myers & Briggs Foundation. (n.d.). *Myers Briggs Type Indicator* [Measurement instrument]. Retrieved from http://www.myersbriggs.org
	I discovered that I share personality traits with Hermione Granger (BuddyTV, 2013) …	BuddyTV. (2013). *Which Harry Potter Character Are You?* [Measurement instrument]. Retrieved from http://www.buddytv.com/closedquiz/closed-quiz.aspx?quiz=62
	According to the Learning Styles Questionnaire (2006), I am …	Honey, P. & Mumford, A. (2006). *The Learning Styles Questionnaire, 80-item version* [Measurement instrument]. Retrieved from http://www.peterhoney.com

		Or
		Honey, P. & Mumford, A. (2006). *The Learning Styles Questionnaire, 80-item version* [Measurement instrument]. (Rev. ed.). Maidenhead, United Kingdom: Peter Honey.
	The test used (VAK Learning Styles Test, n.d.) demonstrated …	*VAK Learning Styles Test.* (n.d.). [Measurement instrument]. Retrieved from Business Balls website: http://www.businessballs.com/vaklearningstylestest.htm
	According to the Belbin Team Roles questionnaire (2014), I am a shaper	Belbin, M. (2014). *Belbin Team Roles* [Measurement instrument]. Retrieved from Belbin Associates website: http://www.belbin.com
Public communication (eg speeches)	In a recent speech (October 25, 2006) Tony Blair told the Labour party that …	Do not include
Sacred texts, for example the Bible and the Qur'an	**If quoting or paraphrasing specific parts of a sacred text provide relevant names/numbers of chapters/verses/lines in the in-text citation**	**Reference list entries are not required for classical religious works as they are so widely known and available**
	St Paul, in 1 Cor. 13:1 (Revised Standard Version), famously declares …	Do not include
	The Qur'an specifies some	Do not include

	dietary restrictions … (Qur'an 5:3).	
Secondary citations	It appears from research undertaken by Willis (as cited in Matthews, 2002)	Matthews, G. (2002). *Social science methodology*. (14th ed.).Cambridge, MA: Libra. **Cite the work you have read.**
Speech	In a speech on 1 March 2010 Osborne …	Do not include. **If the interview is not recoverable, treat it as a personal communication.**
Speech recording	In 2011 Osborne argued that …	Osborne, G. (2011, December 20). The future for the British economy [Audio file]. Retrieved from http://www.number11.gov.uk/speaches/12945
Study packs	Work by the Lake District Natural Trust (1995) …	Lake District Nature Trust. (1995). *The Lake District: A natural history* [Study pack]. Keswick, United Kingdom: Author.
Statutes / Legislation	Section 12 of the Education Act 1998 states …	Do not include.
Online surveys	Provide URL in text only The online survey created by the authors using Survey Monkey (http://www.surveymonkey.com)	Do not include
International agreements and treaties	 Paragraph 1, article 4 of the U.N. Charter states that … The Kyoto Protocol to the	**APA does not cover international agreements and treaties but the APA style blog has offered some advice.** U.N. Charter art. 4, para. 1 Kyoto Protocol to the United Nations Framework Convention on Climate

	United Nations Framework Convention on Climate Change (1997) ensures … **Or**, providing that it cannot be confused with another source, The Kyoto Protocol (1997) ensures …	Change, Dec. 11 1997, U.N.T.S., 2109)
	Under the 2012 Treaty of Friendship and Co-operation, Russia agreed ….	Treaty of Friendship and Co-operation, U.S.-Rus., Dec. 1, 2012, U.N.T.S., 2510)
Own translation	APA treats a translation as a paraphrase. The Bolshevik Revolution was the most important event in 1917 (Ivanov, 2014, p. 45) APA recommends (but does not require) including the page number in the citation.	**APA does not cover an individual's own translations but the APA style blog has offered some advice.** Ivanov. V. (2014). *Istoriia Rossii v XX veke* [History of Russia in the 20th century]. Moscow, Russian Federation: Progress. **Provide an English translation of the title of the work in square brackets after the foreign-language title.**

OTHER ELEMENTS OF STYLE

Numbers

The general rule is to use numerals to express numbers 10 and above, and words to express numbers below 10.

Examples:
Scientists found that the most likely age to take up smoking was 19 years old.

The module leader recommended that students use at least six journals for the essay.

There are exceptions however, so refer to *Publication manual of the American Psychological Association* (2009) of which there are copies in the library. One example would be that any number that begins a sentence, title or text heading should use words to express the number.

Example:
Twelve students improved, and 12 students did not improve.

Commas in numbers

Use commas between groups of three digits in figures of 1,000 or more.

Examples:
2,500

9,090,098

Plurals of numbers

To form the plurals of numbers, add *s* or *es* alone, without an apostrophe.

Examples:
Fours and sixes NOT ~~four's and six's~~

1950s NOT ~~1950's~~

10s and 20s NOT ~~10's and 20's~~

The possessive apostrophe

The apostrophe is used for two reasons: contraction and possession.

Contractions
This apostrophe is used to indicate that a letter or letters has/have been removed. If you follow this rule then it will avoid confusion about where the apostrophe should be.

Examples:
He is = he's

I am = I'm

<u>Possession</u>
If the possessor is a singular noun, an -'s is added to the end of the noun. This is true for both proper nouns (people and places beginning with a capital letter) and common nouns (other nouns). APA style states that the possessive of a singular name is formed by adding an apostrophe and an *s*, even when a name ends in *s*; the possessive of a plural name is formed by adding an apostrophe.

Examples:
Freud's ideas were crucial to the development of dreaming

The Freuds' new car was a lovely shade of purple

James's new book was a terrific read

The Jameses' new house looked ugly

Help?

Publication Manual of the American Psychological Association (6th ed.) which is available in all of the University's libraries
The APA Style Guide to Electronic Resources (6th ed.) which is available online in the Referencing section of the Learning & Information Services page on Portal
The APA blog.
Study Skills - LTIskills@chester.ac.uk