

## A guide to Referencing in Psychology

Whenever you write an essay, assignment, report or dissertation, you will need to illustrate what you have read. Every idea which is not your own should be referenced, otherwise you are committing plagiarism and risk severe penalties. Warning over, this is how it is done!

There are many types of referencing style and each discipline will follow a particular one:

- **APA:** psychology, education, and other social sciences.
- **MLA:** literature, arts, and humanities.
- **AMA:** medicine, health, and biological sciences.
- **Chicago:** used with all subjects in the "real world" by books, magazines, newspapers, and other non-scholarly publications.

With Psychology we use the **American Psychological Association (APA)** guidelines for referencing which is the common practice within the discipline. All references contain similar information regarding the author, year of publication, title and source. However, the order that this is presented will vary depending upon the source of the material. There are a few issues to referencing you need to consider and this will guide you through the types of issues you will come across. It is not meant to be an exhaustive list. There are two aspects to referencing, in-text citing and the reference section.

### In Text Citing – General Guidelines

References in the text should be cited with the author(s)' surname(s) and year of publication. Do *not* use first names or initials. Give the **surname of the author(s)**, in the order they appear on the front page of the publication, **followed by the year of publication**. When there is more than one author, each author is separated by a comma except for the last two which are separated by an **'and'** if outside parentheses or an **'&'** if inside parentheses. The exception to this general rule is if you cite a given source more than once **within the same paragraph**. In this instance you need only include the year of publication the first time the reference is cited within the paragraph. For subsequent citations within the paragraph, the name of the author(s) is sufficient.

#### Secondary Sources

Sometimes you may need to use a secondary source. This is where you read in a book by Smith (2005) that Jones (1980) conducted an experiment and you want to speak about the findings but you have not read the Jones paper for yourself. You really **SHOULD** try to get hold of the Jones (1980) paper and read it for yourself – Smith may have misunderstood something! However, occasionally this is impossible (perhaps because the Jones paper was presented at a conference)

so you may need to cite the reference, making it clear that you have only Smith's word for it that Jones found so-and-so.

Type of citation	Example and comments
<b>One author</b>	Stallone (1990) joked that playing polo was similar playing golf in an earthquake. Playing polo could be equated to playing golf in an earthquake (Stallone, 1990).
<b>Two authors</b>	Smith and Jones (2005)... ...(Smith & Jones, 2005)
<b>Three to five authors</b>	The first time cited: Crilly, McGuire and Hackett (1999)... ...(Crilly, McGuire & Hackett, 1999)
	Thereafter: Crilly et al. (1999)... ...(Crilly et al., 1999)
<b>Six or more authors</b>	Cite only the surname of the first author followed by et al. and the year: Buffay et al. (2003)... ...(Buffay et al., 2003)
	<i>Provide all six author names (followed by et al. if more authors) in the reference list.</i>
<b>Different Authors (with the same surname)</b>	Include the initials to differentiate between them S. Freud (1923) to distinguish from A. Freud (1984)... (Green & M. Gellar, 2003) to distinguish from (R. Gellar & Bing, 1997)
<b>Three or more authors (confusion with usage of et al.)</b>	If a multiple (3+) author citation abbreviated with et al. looks the same as another in text citation similarly shortened, add enough surnames to make a distinction: (Gellar, Bing, et al., 1999) to distinguish from (Gellar, Green, et al., 1999)
<b>Same author with multiple papers</b>	Use the following when presenting the references together: Connelly (1993, 1994, 1996)... ...(Connelly, 1993, 1994, 1996).
<b>Same author with multiple papers in the same year</b>	Use a suffix (lower case letter) notation to distinguish between them : Stallone (1990b)...later in text... (Stallone, 1990a). ...(Stallone, 1990a; Stallone, 1990b)
	<i>Allocation of the suffixes is determined by the order of the references in the reference list.</i>

	<i>Suffixes are also included in the reference list, and these references are listed alphabetically by title.</i>
<b>If author name is given as 'anonymous'</b>	Use Anonymous as the author's name: Anonymous (1997)... ... (Anonymous, 1997).
<b>Organisation Authorship</b>	If organization is recognized by abbreviation, cite the first time as follows: ...(Scottish Canoe Association [SCA], 2005)
	Thereafter: ...(SCA, 2005)
<b>Multiple references</b>	When citing more than one source in the same parentheses, order them alphabetically, not chronologically and separate with a semicolon: ...(Brown, 1990; Jones, 1975; Stallone, 1990).
<b>Unknown author</b>	Give the first few words of the title. If the title is from an article (e.g. a website article) or a chapter use double quotation marks. If the title is from a periodical, book brochure or report then use italics. ...the single most important change to the game ("Changing times ahead", 2004).
<b>Personal communication (for email and other 'unrecoverable' data)</b>	Personal communications are not included in the reference list: ... (R. Smith, personal communication, January 28, 2002). R. Smith (personal communication, January 28, 2002)...
<b>Citation of a secondary source (i.e. a source referred to in another publication)</b>	The original source would be Jones (1980) which you saw cited in a paper by Smith (2005). Do so in the text by saying: Jones (1980, as cited in Smith, 2005) claimed that... ...(Jones, 1980, cited in Smith, 2005).
	<i>In the reference list you ONLY include the details of the source you actually read - not the original source</i>
<b>Quotes</b>	For a direct quote the page number must be given: As one writer put it "the darkest days were still ahead" (Weston, 1988, p. 45). Weston (1988) argued that "the darkest days were still ahead" (p. 45).
<b>Quote from an electronic source</b>	Where page numbers are not provided use paragraph numbers: ...(Smith, 2003, ¶ 10) ...(Jones, 2003, Conclusion section, para. 2)

## The Reference Section – General Guidelines

A full reference list, providing complete bibliographic information for every cited source, must appear at the end of your work. It should be placed before any appendices. This enables the reader to refer to a paper you have used “first-hand” to see if your statements are correct and to read further. Therefore, it is only retrievable information that should appear here – this would exclude work found in a secondary source, personal communication by letter, email or verbal interview. The reference section follows strict conventions and you will need to pay attention to this: pay particular attention to spelling and punctuation. For example, spelling used for references should be the same as they appear in the original article or book (e.g. behavior versus behaviour).

### Order & Presentation of References

The section is called “References”. References are listed in alphabetical order. Order same-surname authors by first initial (Smith, E. J. before Smith, N. P.). Note that initials are required in the reference list but are used only in in-text citations, if necessary, to distinguish between authors with the same surname. Order multiple authors according to the second author’s surname (e.g., Smith, **E. J.** & Jones, A. B. before Smith, **N. P.** & Brown, R. J. and Smith, N. P. & Brown, R. J. before Smith, N. P. & **Jones**, A. B.). Where there are two articles with the same authors and date, the references are ordered alphabetically by article title and a suffix (ie, a,b,c) is added to the date. All references should be double spaced with a hanging indent. A hanging indent is where the first line of each reference is fully left justified while subsequent lines are indented once to the right. The width of the hanging indent should be 5-7 spaces or 1/2 inch.

### Example of Order

Duda, J. L. (1992).

Duda, J. L. (1996).

Duda, J. L., Chi, L., Newton, M. L., Walling, M. D., & Catley, D. (1995).

Duda, J. L., & Hom, H. L. (1993).

Duda, J. L., & White, S. A. (1992).

...

Scanlan, T. K., Carpenter, P. J., Lobel, M., & Simons, J. P. (1993).

Scanlan, T. K., Carpenter, P. J., Schmidt, G. W., Simons, J. P., & Keeler, B. (1993).

Scanlan, T. K., & Lewthwaite, R. (1986).

Scanlan, T. K., & Simons, J. P. (1992).

Scanlan, T. K., Simons, J. P., Carpenter, P. J., Schmidt, G. W., & Keeler, B. (1993).

Scanlan, T. K., Stein, G. L., & Ravizza, K. (1989).

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Vallerand, R. J. (1997a). Intrinsic and extrinsic motivation in sport: Implications from the hierarchical model.

Vallerand, R. J. (1997b). Toward a hierarchical model of intrinsic and extrinsic motivation.

## Journal articles

Order: Author(s)'s surname, author(s)'s initials; publication year; title of article; journal name (italic font); journal volume (italic font); page numbers. Use "&" instead of "and" when listing multiple authors of a single work. All lines **after** the first line of each entry in your reference list should be indented one-half inch from the left margin; this is called hanging indentation. Do not capitalize the first letter of the second word in a hyphenated compound word. Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

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

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

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

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

Wegener, D. T., & Petty, R. E. (1995). Flexible correction processes in social judgment: The role of naive theories in corrections for perceived bias. *Journal of Personality & Social Psychology*, *68*, 36-51.

...Most journals are published in parts during the year (3 or 4) the numbering starts at 1 at the beginning of each year and runs continuously till the end of the year. When a journal does not follow this convention then you need to cite the part number in brackets after the volume number.

Katzell, R. A., & Thompson, D. E. (1990). Work motivation: Theory and practice. *American Psychologist*, *45* (2), 114 – 153.

Becker, M. H., Haefner, D. P., Kasl, S. V., Kirscht, J. P., Maiman, L. A., & Rosenstock, I. M. (1977). Selected psychosocial model and correlates of individual health-related behaviors. *Medical Care*, *15* (Supplement), 27 – 46.

...Other journals (such as *Nature*) are published on a weekly or monthly basis in these circumstances you need to provide the month or month and day of publication after the date of publication.

Green, C. S., & Bavelier, D. (2003, May 29). Action video game modifies visual selective attention. *Nature*, *423*, 534 - 537.

### Books

Order: Author(s)'s surname, author(s)'s initials; publication year; title of book (italic font); edition (if second or later); geographical location of the publisher; publisher's name.

Bandura, A. (1997). *Self-efficacy: The exercise of control*. New York: W. H. Freeman.

Berry, L. M. (1998). *Psychology at work: An introduction to industrial and organizational psychology* (2<sup>nd</sup> Ed.). Boston: McGraw-Hill.

### Chapters in a book

Order: Author(s)'s surname, author(s)'s initials; publication year; title of the chapter; Order: editor's initials, editor's surname; title of book (italic font); page number of chapter in brackets; geographical location of the publisher; publisher's name.

Berndt, T. J. (1996). Exploring the effects of friendship quality on social development. In W. M. Bukowski, A. F. Newcomb, & W. W. Hartup, (Eds.), *The company they keep: Friendship in childhood and adolescence*. (pp. 346-365). Cambridge, UK: Cambridge University Press.

Carron, A. V., & Dennis, P. W. (1998). The sport team as an effective group. In J. M. Williams (Ed.), *Applied sport psychology: Personal growth to peak performance* (3<sup>rd</sup> ed.) (pp. 127 – 141). Mountain View, CA: Mayfield.

### No author

On occasion you will use material that has an agency or association as the author.

Order: Association name; publication year; document title (italic font); geographical location & publisher (when the publisher and author are identical use the word **Author** as the name of the publisher).

Health Promotion Agency (2000). *A guide to organising a get a life, get active event*. Belfast, Northern Ireland: Author.

### Unpublished thesis held in the library or school

Order: Author(s)'s surname, author(s)'s initials; publication year; title of thesis (italic font); degree obtained; University.

Barnes, P. (1999). *The motivation of staff in the outdoor education industry*. Unpublished PhD. thesis, University of Strathclyde.

Busby, G. J. (1999). *Participation motivation, physical exercise and psychological well-being among a long-term prison population*. Unpublished PhD thesis, Queen's University Belfast.

### Conference proceedings

Order: Presenter(s)'s surname, Presenter(s)'s initials; conference year; title of paper; editor(s)'s initials, editor(s)'s surname; title of conference (*italic font*); page number of paper in brackets; organising association.

Brunel, P. C. (1997). Toward an integrative approach of sport motivation. In R. Lidor & M. Bar-Eli (Ed.), *Innovations in sport psychology: Linking theory and practice* (pp. 160 – 163). International Society of Sport Psychology Conference Proceedings.

### Internet references<sup>1</sup>

You are encouraged to read, predominantly, journal articles and text books. However, during your studies, there may be occasions when you need to cite material from the internet that has not been published elsewhere. These also need to be referenced, the principal is the same but due to the evolving nature of this material (updates) more information is required. An added complication is that some internet sources are more detailed than others. You will have to hunt for the information but where possible provide as much of the following as you can.

At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and an address (in Internet terms, a uniform resource locator, or URL). Whenever possible, identify the authors of a document as well. The URL is the most critical element: If it doesn't work, readers won't be able to find the cited material, and the credibility of your paper or argument will suffer. The most common reason URLs fail is that they are transcribed or typed incorrectly; the second most common reason is that the document they point to has been moved or deleted. If you are using a word-processing program, the easiest way to transcribe a URL correctly is to copy it directly from the address window in your browser and paste it into your paper. (APA, 2003)

Online Journal Order: Author(s)'s surname, author(s)'s initials; publication year; title of article; title of journal (*italic font*); journal volume (*italic font*); page numbers, date when you retrieved the material (month day, year); URL for article (web address for the precise page, not homepages).

Available from the internet only...

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being.

*Prevention & Treatment*, 3, Article 0001a. Retrieved month, day, year, from <http://Web address>.

Available in printed form but retrieved on the internet...

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<sup>1</sup> For further explanation and examples of internet references please refer to the APA guidelines: American Psychological Society (2003). Electronic references. Retrieved July 26, 2003, from <http://www.apastyle.org/elecref.html>

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Online Document Order: Author(s)'s surname, author(s)'s initials; date posted (usually found at the bottom of the page; title of article; date when you retrieved the material (month day, year); URL for article (web address for the precise page, not homepages).

Ehrensaft, M. (2003). Exposure to violence between parents and harsh punishment during childhood significantly increases the risk for adult partner violence, study finds. Retrieved July 26, 2003, from <http://www.apa.org/releases/partnerviolence.html>

Volterra, V. (2001, July 6). Children use gesture before they can speak. Retrieved July 26, 2003, from <http://www.bps.org.uk/press/press.cfm?action=details&id=321>

If there isn't a date available for the document use (n.d.) for no date.