

# CITING AND REFERENCING: USING APA

## What is citation?

Citation is how you tell a reader about the sources (books, journals, webpages etc.) that you have referred to in your work.

## Why it is important to reference other people's work?

It is important to cite sources accurately for four main reasons: giving credit to other authors; showing that you have read widely; letting the reader trace the works you have read; and avoiding plagiarism (using someone else's ideas as your own).

### WARNING!

There are many citation systems. This advice sheet demonstrates APA (American Psychological Association) style, which is the default style used by the **Institute of Sport Business** at Loughborough University London.

## Examples in this guide

This guide will show you how to cite a wide range of resources, using one version of Harvard:

Books	Lecture slides	TV series episodes
Chapters from books	Assignments /Essays	Films
Journal articles	Conference papers	Vlogs and vodcasts
Websites	Theses	Podcasts
Newspaper articles	Online forum posts	Emails
Images	Wikis	Tweets
Reports	TV shows	Instagram posts

## Citing references in your text – also known as “in text citations”

When using APA, cited items are referred to in the text of your work by giving the author's surname and year of publication. (This is known as an author-date style)

If you are quoting directly, paraphrasing or using ideas from a specific page or pages of a work, you should also include the page number(s) in your citations:

e.g. Jenkins (2006, p.4) argued “.....”

e.g. “Consumption has become a collective process” (Jenkins, 2006, p.4)

If you are referring to an argument or ideas which are throughout a work, cite using just the author and date details in brackets:

e.g. In a recent study (Jenkins, 2006), it was argued that...

The authors' last names will appear in alphabetical order at the end of your essay where you will give the full publication details of references.

## Citing sources in your reference list

For each type of material you cite you will need specific details in your reference list. Remember to stay consistent when referencing each item. In APA style, every line except the first line should be indented.

For online sources, if the URL is static and the information on the page is not expected to change then just use the URL. If the information is expected to change then you need to use Retrieved date from URL.

### Book

Author. (Year of publication). *Title* (Edition number if it is not the first edition).  
Publisher.

e.g. Schilling, M. (2017). *Strategic management of technological innovation* (5<sup>th</sup> ed.). McGraw-Hill Education.

### Chapter from an edited book

Author of the chapter/section. (Year of publication). Title of chapter/section In Name of editor of book (Ed.), *Title of book* (pp. Page numbers of chapter/section). Publisher.

e.g. Von Hippel, E. (2015). User Innovation In Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation* (pp. 117-133). MIT Press.

### Journal article

Author(s). (Year of publication). Title of article. *Title of journal*, Volume number(Issue), Page numbers. Doi: 10.1111%2Fj.1467-9248.2007.00666.x

e.g. Kuznar, L.A., and Lutz, J.M. (2007). Risk sensitivity and terrorism. *Political studies*, 55(2), pp. 341–361. Doi: 10.1111%2Fj.1467-9248.2007.00666.x

**Website with an individual author** (Some websites do not have all the citation elements so cite all the ones you can find)

Author. (Date the web page was published/last updated). *Title of webpage*. Website name. URL

e.g. Pierce, D. (2017). *Why Google Needs Gadgets*. Wired. Retrieved 14 August, 2020, from <https://www.wired.com/story/why-google-needs-gadgets/>

### Website with an organisational author

Author. (Date the site was published/last updated). *Title of web page*. Website name if applicable. URL

e.g. English Cricket Board. (2020). *Anti-doping – an introduction*. <https://www.ecb.co.uk/governance/anti-doping>

### Newspaper article

Surname, Initial. (Year, Month Day of publication). Title of article. *Title of Newspaper*, Page numbers.

e.g. Brown, P. (2002, 9 April). Virtual reality: Is this really how we will all watch TV in years to come?'. *The Observer*, 34-35.

### Image (including graph, table, diagram) from a book

Author. (year). *Title of source*. Publisher, page. Identifying information for table/graph etc. if available.

e.g. Bruce-Mitford, M. (1996). *The Illustrated Book of Signs and Symbols*. Dorling Kindersley, 24. Table 2.

### Report e.g. company report, market research report

Author Surname, Initial. (Year of publication). *Title of report*. URL or <https://doi.org/>

e.g. Design Council (2015). *The Design Economy 2015: The value of design to the UK*.

**Or if online:** Author. (Year of publication). *Title*. URL or <https://doi.org/>

e.g. Mintel. (2016). *Social and Media Networks*. <http://academic.mintel.com/display/748268/>

### Conference paper published online

Author of paper (surname, followed by initials). (Date span of conference). *Title of paper*. [Type of contribution]. Title of conference: Subtitle of conference, location. <https://doi.org/>

e.g. Gibson, E.J. (September 1977). *The performance concept in building* [Symposium]. Proceedings of the 7th CIB Triennial Congress, Edinburgh. <https://doi.org: 124356>.

### Lecture slides

Surname, Initial. (Year, date). [Medium]. Department or school, institution, URL

e.g. Fu, K. (2018). [lecture slides]. Institute of International Management, Loughborough University London, <https://learn.lboro.ac.uk/course/view.php?id=10958>

### Thesis or dissertation

Surname, Initial. (Year of submission). *Title of thesis/dissertation* [Degree statement]. Degree awarding body.

e.g. Ansorge, J.T. (2012). *The technics of politics : information technology in international relations* [unpublished doctoral thesis]. University of Cambridge.

### Electronic message from a public domain. e.g. discussion board or forum

Author. (Date). *Title of message*. Title of discussion group or bulletin board. Email address.

e.g. dtarrant (2017). *User experiences with Ubuntu tablet*. Ubuntu forums: Mobile Technology Discussions. [email@gmail.com](mailto:email@gmail.com).

### Wiki entry

Title of article. (Date of last update). In *Title of wiki*. Retrieved date from URL

e.g. Hadoop Wiki. (2008). In *How to commit*. Retrieved 25 June 2020 from <https://wiki.apache.org/hadoop/HowToCommit>

**TV show (one off)** (some TV shows don't have details or all contributors involved, just put down what information is available)

Writer Surname, Initials. (Writer/Producer), Director Surname, Initials. (Director). (Date). Title of series [TV series]. Production company.

e.g. Vallance, D. (Executive Producer). (2017, September 23). *The Apprentice* [TV series]. Boundless.

### Episode from a TV series

Writer Surname, Initials. (Writer), & Director Surname, Initials. (Director). (Year, Month day). Title of episode (Series, Episode) [TV series episode]. In Initial Producer surname (Producer), *Series title*. Production company.

e.g. Roberts, G., & Moffat, S. (Writers), & Murphy, P. (Director). (2014, September 27). The caretaker (Series 8, Episode 6) [TV series episode]. In N. Wilson (Producer), *Doctor Who*. BBC.

### If viewed online:

'Title of episode' (year) *Title of programme/series*, Season and Episode numbers (if known),

Name of channel, Broadcast date [online] available at: URL (Accessed: date)

e.g. 'Sister Surrogacy' (2017) *Keeping Up with the Kardashians*, Season 13 Episode 14, E!

11 June [online] available at: <http://www.ventlyfe.com/video/vip/3896/> (Accessed: 3 September 2018)

### Film

Director surname, initial. (Director), & Producer surname, initial. (Producer).  
(Date). *Title* [Film; descriptive information]. Production company.

e.g. Loach, K. (Director), & O'Brien, R. (Producer). (2019). *Sorry we missed you* [Film].  
Sixteen Films.

### Vidcast or Vodcast

Host surname, initials. (Host). (Year of publication, date month). *Title of  
vodcast* [Vodcast]. Production company. URL

e.g. Walker, A., & Carruthers, S. (Hosts). (2014). *Storage on your network* [Vodcast]. Lab  
Rats. <http://www.labrats.tv/episodes/ep126.html>

### Podcast

Host surname, initials. (Host). (Year of publication, Month day). *Title of podcast* [Audio  
podcast]. Production company. URL

e.g. Verity, A. (Host). (2016, September 4). *Retail sales figures* [Audio podcast]. BBC.  
<http://www.bbc.co.uk/podcasts/series/money>

**Email** (No personal communication such as emails are included in your reference list;  
instead, parenthetically cite the communicator's name, the phrase 'personal  
communication', and the date of the communication in your main text only.)

e.g. (H. Thomas, personal communication, May 14, 2019).

### Tweet

Surname, Initial. [screen name]. (Year, Month day). *Title of page* [Tweet]. Twitter. URL

e.g. Kuenssberg, L. [@bbclaurak]. (2018, September 25). *anyone might imagine that inside  
he's a tiny bit pleased ...* [Tweet]. Twitter.

<https://twitter.com/bbclaurak/status/1044553972277817344>

### Instagram post

Author. [@username]. (Date). *Content of the post up to the first 20  
words* [Photo/video/story]. Instagram. URL

e.g. Tusk, D. [@donalduusk]. (2018, September 20). *A piece of cake, perhaps? Sorry, no  
cherries.* [Photo]. Instagram. <https://www.instagram.com/p/Bn8Luwbjzf9/>

## Example Reference List / Bibliography

Arrange your references in alphabetical order of author, e.g.:

- Ansorge, J.T. (2012). *The technics of politics : information technology in international relations* [unpublished doctoral thesis]. University of Cambridge.
- Fu, K. (2018). [lecture slides]. Institute of International Management, Loughborough University London, <https://learn.lboro.ac.uk/course/view.php?id=10958>
- Kuenssberg, L. [@bbclaurak]. (2018, September 25). anyone might imagine that inside he's a tiny bit pleased ... [Tweet]. Twitter.  
<https://twitter.com/bbclaurak/status/1044553972277817344>
- Loach, K. (Director), & O'Brien, R. (Producer). (2019). *Sorry we missed you* [Film]. Sixteen Films.
- Tusk, D. [@donaltdusk]. (2018, September 20). A piece of cake, perhaps? Sorry, no cherries. [Photo]. Instagram. <https://www.instagram.com/p/Bn8Luwbjzf9/>
- Von Hippel, E. (2015). User Innovation In Sigismund Huff, A., Moslein, K.M., and Reichwald, R. (eds.) *Leading open innovation* (pp. 117-133). MIT Press.
- Walker, A., & Carruthers, S. (Hosts). (2014). *Storage on your network* [Vodcast]. Lab Rats.  
<http://www.labrats.tv/episodes/ep126.html>

**For more help with referencing and citation please contact your Academic Librarian:**  
[london-library@lboro.ac.uk](mailto:london-library@lboro.ac.uk)

**Or go to <https://www.citethemrightonline.com/> (make sure you're logged in to the VPN)**