Citations and Referencing Guide (Psychology)

Note that you can use a reference manager to manage and format your citations and references for you. However you will need to check that you use them correctly and that the reference manager has fully rendered the references in the correct format.

Reference managers

Citations

American Psychological Association (APA) style: to refer to previous work, use the author's surname and the year, e.g.:

The assertion that individual letters are encoded in terms of abstract letter identities (Paap, 1981) has been criticised by Baron (1984).

If two authors are listed, always cite both names every time. If more than two authors (but less than six) have contributed towards a paper, name all the authors the first time that you introduce the paper but after this you can shorten any subsequent citation to the surname of the first author with “et al.” [If there are six or more authors, cite only the surname of the first author followed by et al.]

Lewis, Hitch, and Walker (1994) presented data on the epidemiology of Specific Arithmetic Difficulties in schoolchildren. However, Lewis et al. (1994) only focused upon children within the age range...

If the same authors have published more than once in the same year then the references should be disambiguated by adding letters after the year both in the citations and in the references as in the example below:

The pathological basis of tardive dyskinesia has been discussed by Baldesserini (1970a) and Baldesserini (1970b).

References

Your References should appear at the end of an assignment, and contain a full listing of all the sources you cited in your essay/report. References must include all the sources you have called upon as evidence in your essay - i.e. sources you have cited. It must not include any cited sources you have not cited. It should only include sources you have actually read yourself.

The second and all subsequent lines of a reference are indented 5 spaces. Sources should be listed in alphabetical order of author's surname.

- For journal references give: last names and initials, year of publication, title, journal title (in italics), volume (in italics) and page numbers. For example:


- For book references give: last name, initials, year, title, (in italics), place of publication, publisher. For example:


- If the citation is a chapter in an edited book the format to adopt is: last name of author of chapter, initials, year, title of chapter, "In" initials of book editor, last name of book editor, "(Ed.)", book title (in italics), place of publication, publisher. For example:


- If you have obtained a journal article from the web, the full reference is as for a normal journal article and appending the url (web address), as follows:


- If you have obtained information from the web that is not from a normal journal article (i.e. a website or another document that is not from an online periodical) you should reference as below:

• **Missing author/date.** If your source has no author, use the name of the institute or professional body. If that also is missing, use the title. If your source does not include a date of publication, use n.d. (no date) instead of a year. For example:


---

**Citing work mentioned in secondary sources (e.g. textbooks)**

Mention the original author’s name (and the date, if known), but **make it clear that** the information was obtained from a secondary source. **You must also cite the secondary source,** and it is that secondary source which appears in the references.

For example, suppose you read the following paragraph in Hilgard’s *Introduction to Psychology* by Atkinson, Atkinson, Smith, Bem & Nolen-Hoeksema, 2000 (p. 218):

“Alcohol causes the release of endorphins and naltrexone, by blocking opioid receptors, reduces the pleasurable effects of alcohol, and, hence the desire for it (Winger, Hoffman, and Woods, 1992).”

You might write:

In a study by Winger, Hoffman and Woods, naltrexone was found to reduce cravings for alcohol (as cited in Atkinson, Atkinson, Smith, Bem & Nolen-Hoeksema, 2000).

or


---

**Plagiarism**

From the University Regulations

3.2 Plagiarism is the unacknowledged insertion into a student’s work of material taken from the work, published or unpublished, of another person.

Acknowledgement means the work must be both cited (with a page number if quoted or paraphrased, see below) and referenced.

If you copy sentences word for word from something you have read, and omit to make this clear to the marker, you are guilty of plagiarism (to avoid it, use quotation). If you simply rearrange or replace a few words here and there, and present the work as your own, you are guilty of plagiarism (to avoid it, see section on ‘paraphrase’). If you use either of these techniques often, seek advice: your work is likely to be too ‘derivative’ for degree level work, and you will need to learn to formulate your own arguments, write in your own words, and synthesise information from many sources.

---

**Quotation**

If you wish to quote word for word, put the section in quotation marks, and cite the source, giving the page number. E.g.:

It is thought that good writing style is a skill mainly learnt by practice. “There is very little support for the notion that verbal skills are highly heritable” (Halpern, 1992, p. 108).

---

**Diagrams**

If using a diagram or image you have copied exactly from a source, you must acknowledge this when giving the title, by citing the source and the page number. Rather than referring to ‘the diagram as shown above/below/overleaf’, refer to *Figure 1*. 
Paraphrase

Paraphrase: adapting sentences or paragraphs from someone else’s work and incorporating them into your own work. Close paraphrase: where you stick closely to the phrases used, words are rearranged or replaced with synonyms, some clauses are omitted, but you preserve the order in which information is presented, sentence by sentence.

To avoid plagiarism and acknowledge your sources correctly: cite the original with page numbers.

   Original text by Felix (2000): “Cats are far superior to dogs in every way. They are gentler, softer and better able to take care of themselves.”

A paraphrased version, correctly cited, might read:

   Felix (2000, p. 63) believes that cats are superior to dogs. He claims that they are gentler, for example. He also suggests that cats are “better able to take care of themselves” than dogs.

Further examples can be found in: