



What is referencing?

Referencing is a standard method of acknowledging the sources of information you have consulted in compiling your assignment. Anything – words, figures, graphs, theories, ideas, facts, images – originating from another source and used in your assignment must be referenced (i.e. acknowledged).

In your assignment (e.g. essay, seminar paper, dissertation, project, etc.) you must provide the reader with precise information pertaining to every source referred to in your written work or consulted as part of your research.

What is APA Referencing?

APA referencing is a specific style of referencing which has been set out and standardised by the American Psychological Association (APA). This guide provides students with a brief introduction to using this referencing style, with examples for the most commonly used source-types provided on the following pages. For further details and examples, students should refer to the APA's official *Publication manual*.

Why reference?

Referencing is a vital part of academic research and writing. There are several reasons why it is so important, some of which are listed below:

- To avoid plagiarism
- To back up your argument(s)
- To establish credibility
- To verify your research and quotations
- To provide your reader with the details needed to source the original documents, etc. used in your research

What is plagiarism?

Plagiarism is defined by the FH as the act of presenting the work, written or otherwise, of any other person, including another student or institution, as your own. The only way to use another person's work without committing plagiarism is to fully and precisely reference the original author(s) in your own work.

You must cite and reference all materials, including both print and electronic, which you have used or presented in your own work. Whether you use another author's words directly or you summarise someone else's ideas and write about them in your own words, you must cite and reference the original work in your assignment. Not to do so would be an act of plagiarism. Please follow the examples detailed in this guide to ensure you cite and reference correctly in all your assignments.

What about common knowledge?

Widely known information or facts such as names, events and/or dates do not always have to be referenced. This is known as common knowledge. For example, it is commonly known that Neil Armstrong was the first man to walk on the Moon in 1969, thus there is no need to cite or reference such a statement in your work.

If you are in doubt over whether or not something is common knowledge, cite it!

How to reference: a three-step process:

There are 3 basic steps to citing and referencing throughout your research and writing:

1. **Record the details of all materials used in your research and reading as you go along** – this will ensure you have all the requisite information to create your citations and references when you begin writing your assignment.
2. Create an **in-text citation** every time you use or refer to someone else's work within your own assignment.
3. Build your **reference list** as you go along (in alphabetical order), listing **every source cited** within the text of your assignment

What is the difference between a reference list and a bibliography?

The *reference list* only includes sources cited in the text of your assignment.

The *bibliography* includes all materials used in the preparation of your work.

Types of use

Direct Quotation

1. Direct quotes should be used sparingly and only when relevant to your argument. Short and long quotes are treated differently.
2. **Short quotes** (less than 40 words) should be contained within the main body of your text with a citation which includes the page number and quotation marks, as in the following example:

Example

Martinez (2016) states that Facebook can be considered “a rowdy assemblage of humanity talking, gossiping, flirting, sharing and creating experiences” (p.288).

3. **Long quotes** (40 words or more) should be entered as a separate paragraph from the main body of your text. The quotation should be indented and contain a full citation. Quotation marks are not required.

Example

Thomson (2016) describes the effect technology is having on the way people consume digital media:

They have other screens – their computer, a laptop, or a smartphone – on which, one way or another, they get lot of what they want on HBOGo, Hulu Plus or Netflix. A lot of people young or old, watch on the computer, using “shared” passwords. It is piracy, but the pirated system wants their attention on the ads, ... (p. 378).

4. If you cite the author and year in your introductory sentence, only the page number is required at the end of the quote (as above).
5. If you omit a section of a quote, place three spaced dots in square brackets [...] in place of the removed text.
6. If you want to explain a section of the quote in more detail (with your own words), place your explanation inside square brackets within the text of the quote, as in the following example:

Example

“Young men were keen to enter the [telegraph] business as messengers, since it was often a stepping stone to better things” (Standage, 2007, p.64).

Paraphrasing

1. Paraphrasing is re-writing or re-stating another person’s idea or argument in your own words, rather than using a direct quote.
2. You must always cite (including page number) and reference the original material when you paraphrase another writer’s work.
3. Paraphrasing is often more appropriate than a direct quote as it does not disrupt the natural flow of your own writing style.

Example

Thompson (2016) states that Donald Trump’s election, the Brexit vote, the rise in support of far-right parties in continental Europe all indicate that ignorance and prejudice are on the rise (p. 334).

Summarising

1. Summarising is different to paraphrasing. When you summarise something, you create a brief synopsis or list the main points of another piece of work without providing minute detail of the arguments or ideas portrayed in that work.
2. As with quotations and paraphrasing, you must always cite (no page number needed) and reference the original author(s).

Example

Adbulla (2016) illustrates how the introduction of the Cable News Network (CNN), the launch of Al Jazeera and introduction of the Internet transformed the media landscape in the Middle East.

Secondary referencing

1. When a book or article references another source use the phrase “as cited in” to refer to both the original author and the source which you have found it in. Omit the year of the secondary source if it is unknown.

Example

D.H. Lawrence novel *Lady Chatterley’s Lover* (as cited in Henry, 2017) depicts scene of sexual nature and uses many expletives.

Or

This belief has been confirmed (Muller, 2016, as cited in Richards, 2017).

2. In your reference list, you should only add the source that you referred to directly.
3. Although secondary referencing is acceptable, ideally you should try to locate and read the original work in order to confirm and critically evaluate the point or issue being referred to in the secondary source.

Fair use or copyright infringement?

It is important to note that extensive use (either quotes or paraphrasing) of another person’s work can constitute unfair use and be deemed a case of copyright infringement. Therefore, although you may reference everything correctly you may still commit an act of plagiarism if your assignment is made up of a significant amount of another person’s work. **Your assignment should be your own thoughts and words** based on a critical analysis of the ideas, theories, discussions and arguments that you have researched and read.

BOOKS

Type	In-text citation	Reference list
Book – single author	Sunsten (2019) discusses the idea that ... (p. 40).	Sunsten, C. (2019). <i>How change happens</i> . MIT Press.
Book – two authors	... discuss the impact modern office settings can have on employees' well-being, making them feel like clones working on mindless tasks in a boring environment (Hogg & Vaughan, 2018, p. 289). OR Hogg and Vaughan (2018) highlight the impact modern office settings can have on ... (p. 289).	Hogg, M., & Vaughan, G. (2018). <i>Social Psychology</i> (8 th ed.). Routledge.
Book – three or more authors (use the first author's surname followed by "et al." for all mentions in-text)	All citation: Share et al. (2012) found that ... (p. 169).	Share, P., Tovey, H., & Corcoran, M. P. (2012). <i>A Sociology of Ireland</i> (4 th ed.). Gill & Macmillan.
Book – editor	... are examples of well-known studies in social psychology (Smith & Haslam, 2012, p. 13).	Smith, J. R., & Haslam, S. A. (Eds.). (2012). <i>Social psychology: Revisiting the classic studies</i> . Sage Publications.
Book – chapter in an edited book	Petermann (2015) discusses the idea that ... (p. 72).	Petermann, E. (2015). Monster Mash-Ups: Features of the Horror Musical. In L. Piatti-Farnell & D. L. Brien (Eds.), <i>New directions in 21st century gothic: The gothic compass</i> (4 th ed., pp. 71-83). Taylor and Francis.
Book – multiple works by same authors	Giddens and Sutton (2013, 2017) explain that ... <i>NOTE: If works were published in the same year, enter a symbol or letter beside the year in the in-text citation to link it to the relevant reference list entry, e.g. Giddens and Sutton (2009a, 2009b)</i>	Giddens, A. & Sutton, P. W. (2013). <i>Sociology</i> . Oxford University Press. Giddens, A. & Sutton, P. W. (2017). <i>Sociology</i> . Oxford University Press.
Book – organisation as an author	First citation: ... as a standardised approach (American Psychological Association [APA], 2010, p. 17). Second citation: to highlight the issue (APA, 2010, p. 182).	American Psychological Association [APA]. (2010). <i>Publication Manual of the American Psychological Association</i> (6 th ed.).
Book – no identifiable author	... which was set out in the 1937 constitution of Ireland (<i>Facts about Ireland</i> , 2001, p. 36).	<i>Facts about Ireland</i> . (2001). Department of Foreign Affairs, Information Section.
eBook	Psychology is hybrid subject comprising of theories and concepts rooted in religion and philosophy (Miller, 2015, p. 3).	Miller, R. B. (2015). <i>Not so abnormal psychology: A pragmatic view of mental illness</i> . American Psychological Association. https://doi.org/10.1037/14693-000

JOURNALS & NEWSPAPERS

Type	In-text citation	Reference list
Journal – article from a print journal	... that reminiscences are not memories that are remembered (Ball, 2018, p. 55).	Ball, T. (2017). Reconstructing reminiscences. <i>The Letter</i> , (67), 55-65.
eJournal – full text article from an electronic database	Rockwell (2019) evaluated a multi modal stress management course for college students...	Morgan, B. M. (2017). Stress management for college students: An experiential multi-modal approach. <i>Journal of Creativity in Mental Health</i> , 12(3), 276–288. https://doi.org/10.1080/15401383.2016.1245642
eJournal – full text article from a free open-access online journal	...similar to The Lady from the Sea in the sense that both plays are set in small town bourgeois household (Stojanowa, 2018).	Stojanowa, A. (2018). Ibsen's imagery: A cypriot premiere. <i>Consciousness, Literature and the Arts</i> , 19(2/3). http://dmd27.org/stojanowa.html .
Newspaper – article from a print newspaper	The issue was highlighted in a recent newspaper report (Campbell, 2010).	Campbell, D. (2010, May 25). Younger People Worry More About Loneliness. <i>The Guardian</i> , 13.
eNewspaper – article retrieved directly from a newspaper's website	Since October 2017 and September 2018, there has been a 22.5% increase in the number of immigrants detained (Fernandez, 2019).	Fernandez, E. (2018, May 14) A US city cut ties with its troubled migrant detention center. That could make things even worse. <i>The Guardian</i> . https://www.theguardian.com/us-news/2019/may/14/ice-adelanto-detention-center-geo-group

Volume & Issue Information: Provide the volume number if listed.

WORLD WIDE WEB (WWW)

Evaluating websites: You should always ask the question 'Is this website reliable?' when using the internet for research. You also need to be as specific as possible about the date.

Type	In-text citation	Reference list
Webpage on a news website	Bologna (2019) explains why there is a correlation between anxiety and...	Bologna, C. (2019, October 31). <i>Why some people with anxiety love watching horror movies</i> . HuffPost. www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d2777587e4b02aa5a5d57b59e
Webpage with an organisation as author	... in their care (HealthTimes, 2015).	HealthTimes. (2015, July). <i>The future of aged care nursing in Australia</i> . https://healthtimes.com.au/hub/agedcare/2/news/nc1/the-future-of-aged-care-nursing-in-australia/495/
Webpage with no author and no date	... infant mortality rate was significantly higher amongst working class families (The World of the Child, n.d.).	The World of The Child. (n.d.). <i>Ask about Ireland</i> . http://www.askaboutireland.ie/reading-room/history-heritage/pages-in-history/Ireland%20in%201904/the-world-of-the-child/

Type	In-text citation	Reference list
Lecture notes – slides are available online	... can be used for different purposes (Jones, 2016).	Jones, J. (2016, March 23). Guided reading: Making the most of it [PowerPoint slides]. SlideShare. https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it
Lecture notes – from classroom website with public access	... specific citation rules need to be followed (Mack & Spake, 2018).	Mack, R., & Spake, G. (2018). Citing open source images and formatting references for presentations [PowerPoint slides]. Canvas@FNU. https://fnu.onelogin.com/login
Lecture notes – from classroom website without public access	... explained that this problem occurs especially in the suburbs (T. Smith, personal communication, February 24, 2020).	Not publicly open lecture notes are considered personal communications and are not included in the reference list since readers cannot refer to it.
Interviews – quotations from research participants	“Rafael” (64 years old, retired pilot) mentioned several difficulties associated with ...	Quotations and statements from research participants in professional interviews are part of your original research. They are not included in the reference list and are not treated as personal communications.
Interviews – personal interviews	... emphasized that women entrepreneurs struggled more often with this phenomenon than male entrepreneurs (S. Williams, personal communication, June 24, 2019).	Personal interviews are considered not recoverable data, and therefore no reference is included in the reference list.

References:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <http://doi.org/10.1037/0000165-000>

American Psychological Association. (2019). *Missing reference information*. <https://apastyle.apa.org/style-grammar-guidelines/references/missing-information>

Dublin Business School Library. (2020). *APA Style*. <https://libguides.dbs.ie/skills/referencing/apa>

Remember:

1. Double spaced
2. Indented lines

References

Centered!

Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.

Book reference

Apple. (2021, April 28). *Apple reports second quarter results*.

Webpage with an organisation as author

<https://www.apple.com/newsroom/2021/04/apple-reports-second-quarter-results/>

American Psychological Association. (2017). *Stress in America: The state of our nation*.

Directly followed
by internet sites!

<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>

Report reference

Baider, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340-347.

Journal article reference

[https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)

Feng, X. T., Poston Jr, D. L., & Wang, X. T. (2014). China's one-child policy and the changing family. *Journal of comparative family studies*, 45(1), 17-29.

Journal article reference

Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video].

YouTube. https://www.youtube.com/watch?v=fDZI-4udE_o

YouTube video reference

Koffman, T. (2019, December 17). *How China will take over the world*. Forbes.

<https://www.forbes.com/sites/tatianakoffman/2019/12/17/how-china-will-take-over-the-world/?sh=65c165b14c1f>

Webpage on a news website

Yu, S. F. (2004). *Effects of progressive muscle relaxation training on psychological and health-related quality of life outcomes in elderly patients with heart failure* (Publication No. 3182156) [Doctoral dissertation, The Chinese University of Hong Kong]. ProQuest Dissertations and Theses Global.

Doctoral dissertation reference

Zerwas, C. S. (2019). *Work-Life balance and women's entrepreneurship: An exploration of influencing factors*. Springer Nature.

Book reference