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School of Area Studies, History, Politics and Literature (SASHPL)

School of Languages and Applied Linguistics (SLAL)

School of Education and Sociology (EDSOC)

Introduction to Bibliographic Referencing

Using APA 7th Edition

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1. **How Poor or Inadequate Referencing Will Impact on the Mark 14**

**You Receive**

Original Version: Stephen Cope and Anne Worden, October 2002

Updated to APA 6th ed.: Anne Worden, July 2011

Revised Referencing Penalties produced by Jane Creaton, December 2015

**Updated to APA 7th ed.: Anne Worden, August 2020**

This guide follows the American Psychological Association (APA) 7th edition which is the University requirement for students starting courses from September 2020 onwards.

**All students in the School of Education and Sociology (EDSOC) and the School of Languages and Applied Linguistics (SLAL) must use the APA referencing system.**

**The School of Area Studies, History, Politics and Literature (SASHPL) use APA referencing apart from History who use the latest version of the Chicago referencing system.**

***This guide sets out the APA guidelines to bibliographic referencing only.***

**For guidelines on the Chicago referencing used by History within SASHPL, please see the History Assessment Handbook, Cite Them Right mentioned below, or the Chicago Manual of Style available in the Library at 808.02CHI and summarised here:**

<https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html>

**If you need help with the History referencing system, you must contact History staff or the Learning Development Tutors in SASHPL.**

**The Library offers a website called Cite Them Right which has many more examples than can be shown in this referencing guide, see:**

<https://citethemrightonline.com/>

You will need to log into Cite Them Right. Choose Portsmouth at the site login, then enter your UoP username and password.

Use this guide to learn the essentials of APA, then if you get stuck when you need to write bibliographic references, look at the Cite Them Right website.The website also has tutorials and other introductions to referencing which you can work through.

## Common Abbreviations

DOI - Digital Object Identifier, a unique identifier for an e-book, e-journal article etc.

ed. – edition

Ed. – editor

et al. – and the others

p. – page

pp. – pages

URL – uniform resource locator, the term used for a web address

# A. Presenting a Reference List in APA Style

A reference list – sometimes called a bibliography – is a list of sources which have been used in writing an essay or other piece of coursework. It includes all books, e-books, chapters in edited books, journal articles, magazine articles, newspaper articles, government publications, websites etc. which you have read in planning and writing your work. Your reference list should only include items which you have referred to or quoted in your work.

* Put the reference list/bibliography at the end of your work using single line-spacing (as shown on page 12 of this guide). Do not include it in the word-count.

* **List references in alphabetical order by surname (family name) of author or the first main word of an organisation name (ignore The)**.
  + If there are two or more references for the same author/organisation, put them in chronological order with the earliest reference listed first.
  + If there are two or more references for the same author/organisation in the same year, add a, b, c, etc*.* after the year of publication.

* Occasionally the name of the author or the year of publication may be missing.
  + **If no author is named, move the title of the article/website etc. into the author position in the reference** and put this title in the correct alphabetical position within the list of authors in your reference list/bibliography.
  + If the publication is not dated, write (n.d.) where the date would go.

The style of presenting a reference varies according to the source (e.g. book, article, film, website etc.). Here are details of how to present the most common types of material.

## 1 Books

Robson, S. (2020). *Developing thinking and understanding in young children: An introduction for students.* (3rd ed.). Routledge.

Spillman, L. (2020). *What is cultural sociology?* Polity.

Name of Author/s or Editor/s using family name, plus initial/s. (Write Ed. or Eds. - short for editor/s - here if referring to a whole edited book or the editor’s introduction). (Year of publication). *Title of book* (edition number goes here if later than first e.g. 2nd ed.). Publisher.

## 1.1 E-books

Arslan-Cansever, B., & Önder-Erol, P. (Eds.). (2020). *Sociological Perspectives on Educating Children in Contemporary Society*. IGI Global. [http://doi:10.4018/9781799818472](about:blank)

Talbot, M. (2020). *Language and gender (3rd ed.).* Polity. [https://ebookcentral.proquest.com/ lib/portsmouth-ebooks/detail.action?docID=6000170#](https://ebookcentral.proquest.com/%20lib/portsmouth-ebooks/detail.action?docID=6000170)

Author/s. (Year). *Title of book* (edition goes here if later than first e.g. 3rd ed.). Publisher. If the e-book has a DOI – a unique digital identifier as shown in the Rose & Galloway example – end the reference with that (typically these will be e-books on individual publisher sites, e.g. Taylor & Francis or Oxford/Cambridge University Press). If there is no DOI, use the URL instead.

## 1.2 Chapters in edited books

Evans, T. (1997). Democratization and human rights. In A. McGrew (Ed.), *The transformation of democracy?* (pp. 122-148). Polity.

Author of chapter. (Year of publication). Title of chapter. In Name of editor/s (Ed/s.), *Title of book* (pp. start and end page numbers of chapter). Publisher. DOI or URL if it’s an e-book.

## 2 Articles

## 2.1 Journal articles - printed

Foster, C. D. (2001). The civil service under stress: The fall in civil service power and authority. *Public Administration*, *79*(3), 725-749.

Name of author/s. (Year of publication). Title of article. *Title of Journal*, *Volume number* (issue number), Start and end page numbers of article.

## 2.2 E-journal articles which have a DOI

A DOI (Digital Object Identifier) is a sequence of numbers and sometimes letters, which provides a permanent link to an article. Many e-journals show the DOI on the first page of the article; alternatively, it may be on the online contents’ page, making it easy to copy and paste.

# Jayman, M., Ohl, M., Hughes, B., & Fox, P. (2018). Improving socio‐emotional health for pupils in early secondary education with Pyramid: A school‐based, early intervention model. *British Journal of Educational Psychology, 88(1),* 111 – 130. https://doi.org/10.1111/bjep.12225

**This format is identical to that of a printed journal article apart from adding the web address for the DOI number on the end.** Use this if you find an article via Discovery and a DOI is present.

## 2.3 E-journal articles without a DOI

Cacchiani, S. (2006). Dis/similarities between patient information leaflets in Britain and Italy:   
Implications for the translator. *New Voices in Translation Studies 2.* <https://www.iatis.org/images/stories/publications/new-voices/Issue2-2006/cacchiani-paper-2006.pdf>

Kumaravadivelu, B. (2016). The decolonial option in English teaching: Can the subaltern act? *TESOL Quarterly, 50*(1), 66-85. <https://www.jstor.org/stable/43893803>

Article reference format follows that of a normal journal, newspaper or magazine article. Add the URL at the end. Please note:

In JSTOR use the stable URL. In Discovery use the Permalink which you see as a link in the right hand column after clicking the article title – when you click Permalink, a new URL containing “true” pops up above the article title and it is this you need for your reference.

## 2.4 Newspaper articles

Giuffrida, A. (2020, April 14). Italian MPs demand rescue of migrants at sea after boats lost. *The Guardian,* 28.

Name of author/s. (Year of publication, Date of publication – month plus day). Title of article. *Title of Newspaper*, Page number/s of article if available. URL of article if found online

## 2.5 Magazine articles

Hobsbawm, E. (1998, November/December). The death of neo-liberalism. *Marxism Today,* 4-8.

Name of author/s. (Year of publication, Date of publication – month/s or month plus day if weekly). Title of article. *Title of Magazine*, Page number/s of article.

## 3 Reports

Sturge, G. (2018). *UK prison population statistics* (Briefing Paper Number CBP-04334). House of Commons Library. [https://researchbriefings.files.parliament.uk/documents/SN04334/ SN04334.pdf](https://researchbriefings.files.parliament.uk/documents/SN04334/%20SN04334.pdf)

Name of author/s. (Year of publication). *Title of report* (Report reference number). Publisher or website/database name. URL if found online.

## 4 Official Publications (e.g. Command Papers, Acts of Parliament)

See the Gov & EU section on Cite Them Right.

## 5 Websites

Civil Society Unit. (n.d.). *History of cooperation between DPI and the NGO community.* United Nations. <https://outreach.un.org/ngorelations/content/history-cooperation-between-dpi-and-ngo-community>

Name of author/s. (Year or n.d. if no date showing). *Title of web page*. Website name unless it’s the same as the author e.g. if World Health Organization is the author, don’t repeat it here. URL

## 6 Blogs

Vince, N. (2014, October 16). The selling power of women in uniform: From the *maquisardes* of the Algerian War to Kurdish Peshmerga fighters. *Francophone Africa: Critical perspectives.* <http://francophone.port.ac.uk/?p=255>

Name of author. (Year, month day). Title of post. *Title of blog*. URL

## 7 Podcasts

Cox, B., & Ince, R. (Hosts). (2019, October 14). Brits in space (No. 119) [Audio podcast episode]. In *The Infinite Monkey Cage*. BBC Radio 4. <https://www.bbc.co.uk/programmes/m0009b04>

Name of host/s. (Host or Hosts). (Year, month day). Episode title (episode number if shown) [Audio podcast episode]. In *Podcast series title*. Production company. URL

If the podcast is not part of a series, just put the podcast title in italics and add [Audio podcast].

## 8 YouTube

TED. (2016, March 21). *Megan Ming Francis: Let’s get to the root of racial injustice* [Video]. YouTube. <https://www.youtube.com/watch?v=-aCn72iXO9s>

Name of YouTube channel or person who uploaded the video in the form Family Name, Initials. (year, month day). *Title of video beginning with the speaker if your reference starts with the channel name* [Video]. Site name. URL

## 9 Social Media: Twitter, Facebook, Instagram – check with your lecturer before including these in your academic work

Olusoga, D. [@DavidOlusoga]. (2020, June 8). *Been asked to tweet this again - The toppling of Edward Colston's statue is not an attack on history. It is history* [Thumbnail with link attached] [Tweet]. Twitter. <https://twitter.com/DavidOlusoga/status/1270034773176725506>

Family Name, Initials or Organisation. [Twitter handle beginning with the @ sign]. (year, month day). Write up to the first 20 words of the tweet/post as the title. If the tweet includes an image, a video, a poll, or a thumbnail image with a link, indicate that in brackets after the title: [Image attached], [Video attached], [Thumbnail with link attached] [Tweet]. Twitter. URL

You can use the same pattern for **Facebook,** using [Status update]. [Video]. or [Facebook page]. followed by Facebook. then the URL

For **Instagram** use the same pattern, putting [Photo]. [Video]. [Story]. or [Instagram profile]. followed by Instagram. then the URL

## 10 Films

Boyle, D. (Director). (1996). *Trainspotting* [Film]. Channel 4 Films.

Name of primary contributor - the director or producer. (Role of primary contributor). (Year). *Title of film* [English title of film if released in another language] [Film]. Name of production company/studio.

## 11 Television/Radio programmes, including from iPlayer or BoB

Phillips, T. (Presenter). (2017, February 23). *Has political correctness gone mad?* [TV programme; BoB]. Channel 4. [https://learningonscreen.ac.uk/ondemand/index.php/prog/0E7039F8 ?bcast=123589700](https://learningonscreen.ac.uk/ondemand/index.php/prog/0E7039F8%20?bcast=123589700)

Jewhurst, A. (Producer). (2005, September 15). *Dispatches: Secrets of the shoplifters* [TV programme]. Channel 4.

Name of primary contributor – the producer or director. (Role of primary contributor). (Year, month & day of broadcast). *Title of programme* [Type of broadcast; Name of streaming service if applicable e.g. BBC iPlayer, BoB]. Production company.

## 11.1 Single episode from a television series

Di Mambro, A. M. (Writer), & Walker, P. N. (Director). (2005). Holding on [TV series episode]. In S. Howells (Producer), *Casualty*. BBC1.

Note that this example is similar to a chapter in an edited book with the producer being placed in the position used for editor. If details of the writer are unavailable, begin your reference with the name of the director. If available, words like (Season 3, Episode 5) go immediately before [TV series episode]. See above if from BoB, iPlayer etc.

# B. In-Text Citations: APA Style

It is very important that you provide citations within an essay (or other pieces of coursework) to indicate the sources of arguments, data, ideas, information, quotations etc*.* Failure to provide in-text citations may constitute plagiarism, which is a serious disciplinary offence - see the University’s [*Examination & Assessment Regulations: Assessment Offences*](http://regulations.docstore.port.ac.uk/ExamRegs12AssessmentOffences.pdf). Incorrect referencing can also lead to a deduction of marks.

You should avoid quoting from lectures etc*.*, as lecturers can be easily misinterpreted and student notes of a live lecture etc. do not constitute a verifiable record of what was stated by the lecturer concerned. Cite Them Right shows you what to do for recorded lectures – but check that your lecturer is happy for you to include these. Cite Them Right also shows how to cite from learning support materials found on VLEs like Moodle (see the Digital & Internet tab).

You must show the citation for the source material so that the reader can also find that work. In-text citations should be used to credit all sources, not just direct quotations. You do not need to reference information that is common knowledge – e.g. The Second World War lasted from 1939-45. If in doubt, it is better to include an in-text citation.

This guide shows the APA style where the **citations appear (in brackets) in the text of the essay etc.,** not as footnotes or endnotes to the essay. **In-text citations are included in your word count.**

If you have any queries regarding the APA style of referencing, you should check <https://citethemrightonline.com/> or consult the following publication available from the University Library:

* American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.
* Advice from APA is also available on their official website <http://apastyle.apa.org/>

**Here are some examples of APA style citations within the text of essays:**

## Example 1: Quoting and paraphrasing

Here is an example of a direct quotation from a book:

Fairclough stated that language “has always been important in politics and in government” (2000, p. 3).

**This quotation can be paraphrased as follows:**

Fairclough (2000) argued that language plays a significant role within government and politics.

Here is a direct quotation from a journal article:

Education “is permanently near the top of the political agenda in France” (Cole, 2001, p. 707).

***Paraphrased:***

Cole (2001) argued that education is a constant and prominent issue on the French political agenda.

An in-text citation appears whether you quote or paraphrase. Notice that you miss out the surname of the author/s in the in-text bracket if the surname/s appears in your sentence.

Paraphrasing demonstrates to the reader that you understand what you have read. It is important when paraphrasing that your words are sufficiently different from the original words you have read, while still conveying the same meaning as the author/s. When quoting, it is important that you **place the quoted words within “double quotation marks”** to distinguish the quoted words from your own words. ‘Single quotation marks’ should be used for colloquial, slang etc. terms that are your words, and not someone else’s.

## Example 2: Quoting long passages

Quotations of 40 words or more should be introduced, separated from your text and double-indented. Single-line spacing should be used in presenting quotations of 40 words or more, as opposed to the normal spacing used for the main text of your assignment.

In the wake of the terrorist attacks on 11 September 2001, Jackie Ashley wrote (2001, p. 10):

Goodbye, all those pundits who told us government and politics did not matter any more. Goodbye, the people who said history had ended. Goodbye, the notion that markets now ruled the world knitted together by the internet and cheap air travel. Goodbye, the gravediggers of the public service. Today, in the aftermath of the New York massacre, we are looking again to traditional sources of power - those fuddy-duddy sovereign governments - and we yearn for wise political leadership. Public service is back in fashion; the heroes of the hour are not just the armed forces preparing for whatever happens in the Gulf, but the self-sacrificing firefighters and police officers who walked into the jaws of death, never to return.

The quotation above **does not have to be presented in full** if parts of it are irrelevant to the point being made in the essay. **If you insert three full-stops, this signals to the reader that some of the original text has been left out of the quotation**. You can insert your own words into the quotation by adding square brackets, [...], as a way of shortening a long quotation. The quotation shown above can be re-written as follows:

In the wake of the terrorist attacks on 11 September 2001, Jackie Ashley wrote (2001, p. 10):

Goodbye, all those pundits who told us government and politics did not matter any more ... [and] ... the people who said history had ended. Goodbye, the notion that markets now ruled the world ... [and] ... the gravediggers of the public service. Today ... we are looking again to traditional sources of power - those fuddy-duddy sovereign governments - and we yearn for wise political leadership. Public service is back in fashion....

## Example 3: Citing a source mentioned in something you have read when you haven’t seen the original

It is important that you cite the source of the material you actually used in writing your essay etc. If the work you are reading quotes another author and you haven’t seen the work written by the second author, you should write your in-text citation as follows:

It was argued that there “is some reason to doubt that the non-Western cultures of the world will prove capable of creating and maintaining the high degree of organization without which a modern economy and a democratic political order are impossible” (Banfield, 1958, cited in Nodia, 2001, p. 30).

This presentation of the in-text citation tells the reader that the quoted words are Banfield’s and gives the year in which his words were written, but also gives the details for the work by Nodia which has actually been read.

## Example 4: Citing from the Internet

You must cite sources taken from the Internet in your essay as follows – note that **the website address does not appear in the in-text reference**:

The British Government believed that Bin Laden and his terrorist network, Al Qaida, are responsible for the terrorist attacks that took place in America on 11 September 2001 (Prime Minister’s Office, 2001).

The terrorist attack of 11 September 2001 against “symbols of U.S. military and financial might” represented “the worst act of terrorism in modern history” (Public Agenda, n.d.).

If there is no author for the document, the title comes first in the reference in your reference list. In this case you must put the title (or just the first 2 or 3 words if it is long), plus year in your in-text citation e.g. Eating 5 portions of fruit a day is highly recommended (*Keeping healthy*, 2013).

When citing from Internet-based sources (excluding e-books and e-journal articles available via the University Library website), you should download and save a copy of the material used to protect against any charges of plagiarism.

## Example 5: Citing multiple authors

If you cite from a book, article etc. which has **2 authors**, you must name them both each time. This would be the reference list entry:

Rose, H., & Galloway, N. (2019.). *Global Englishes for language teaching.* Cambridge University Press. <https://doi.org/10.1017/9781316678343>

The **in-text citation will be**: (Rose & Galloway, 2019, p. 29).

If the work has **3 or more authors**, you shorten to the first author plus et al. in each citation. This would be the entry in the reference list where you give details of all authors:

Feldman, A.E., Merke, F., & Stuenkel, O. (2019). Argentina, Brazil and Chile and democracy defence in Latin America. *International Affairs*, 95(2), 447-467. <https://doi.org/10.1093/ia/iiz025>

The **in-text citation – where you shorten to the first only - will be**: (Feldman et al., 2019, p. 450).

## Example 6: Citing page numbers in your text

For work submitted in EDSOC, you should include page numbers in your in-text citations for books when you include a direct quotation unless you are referring to a general argument contained in a book. Look at these 3 examples:

George Monbiot argued that American attempts to overthrow the Taliban regime and to install a pro-Western government, if successful, “will have crushed not only terrorism, but also the growing ambitions of both Russia and China” (2001, p. 19).

It has been calculated that the Labour Party spent £7.4 million in the general election campaign of 1997 (Russell, 2000). Example of paraphrasing.

Globalisation had significant domestic effects upon Britain under New Labour (Axford, 2000; Krieger, 1999).

The first example shows a quotation so needs page numbers in the in-text citations. The second example shows a point summarised from a specific page in a book (paraphrased) and so does not need a page number. The third example is a general point taken from a source, so does not need any page numbers as it is referring to the argument outlined in the whole book. **Note that the last example also cites two sources. When citing more than one source in the same bracket, separate each source by a semi-colon.**

When using APA, you only need page numbers in your in-text citations for journal articles when you use a direct quotation e.g. (Choudry, 2020, p. 15). If you are paraphrasing something you have read in a journal article but not quoting directly, you do not need the page number e.g.

Harris (1999) charted the Nazi roots of many extreme right political organisations in Europe.

From the above, you can see that **the abbreviation, p. (meaning ‘page’), indicates a single page (e.g. p. 89); whereas the abbreviation, pp. (meaning ‘pages’), indicates more than one page of a book, etc.** referred to in your work (e.g. pp. 23-25).

**Please note that other Schools may require page numbers when you are referring to paraphrased information. You will need to check this with the Module tutor before submitting an assignment.**

## Example 7: Latin terms in referencing

You should not use Latin terms such as etc. (meaning ‘and so on’), ibid. (‘the same as cited immediately beforehand’), op. cit. (‘as previously cited beforehand’), and passim (‘mentioned throughout the cited reference’) in your bibliographic references. However, **you can use the term et al.** (meaning ‘and others’), **in your in-text citations**. Et al. is used in-text when there are 3 or more authors for a source, - use the first author surname plus et al. each time e.g.:

It has been argued that the reform of public services in the United Kingdom over the last twenty years “involved the development of processes designed to scrutinize, evaluate and regulate the performance of agencies involved in service provision” (Clarke et al., 2000, p. 250).

When quoting, it is vital that you quote word-for-word from your sources. Sometimes this reproduction of someone else’s words may mean replicating grammatical errors, spelling mistakes and clumsy phrases (such as sexist terminology). You cannot correct the text by substituting what you thought the original author meant to write or ought to have written. However, you can insert the term, **sic (meaning ‘thus used or spelt’) after the problematic piece of quoted text**, as follows:

Parsons noted that “Bower’s [*sic*] study of environmental pollution compares and contrasts two models used in the analysis of environmental decision-making: the pluralist view and the political economy/Marxist view” (1995, p. 271).

The term, sic, indicates to the reader that you know the name of the author cited has been spelt wrongly in Parsons’ book - it should read ‘Blowers’. It is vital that you record what the author of the passage quoted actually wrote. The term, sic, allows you to disassociate yourself from any problematic text written by others.

## Example 8: Plagiarism and referencing

The key principle of referencing is that you must inform the reader of the exact source of the information which you used in writing an essay, whether it is an argument, numerical data, an idea or a quotation. Lack of referencing may lead to charges of plagiarism. **Plagiarism is academic theft, in that you are passing off someone else’s words as your own.** Plagiarism is not condoned within the University, and anti-plagiarism software and search engines can be and are used to detect plagiarism. Please consult the relevant sections on plagiarism in the University’s [*Examination & Assessment Regulations: Assessment Offences*](http://regulations.docstore.port.ac.uk/ExamRegs12AssessmentOffences.pdf). According to the University, plagiarism is “the incorporation by a student in work for assessment of material which is not their own, in the sense that all or a substantial part of the work has been copied without any attempt at attribution, or has been incorporated as if it were the student’s own when in fact it is wholly or substantially the work of another person or persons”. The following examples provide some guidance on what is and what is not plagiarism:

Hobsbawm argued that “history is the raw material for nationalist or ethnic or fundamentalist ideologies, as poppies are the raw material for heroin addiction” (1997, p. 5).

***This is correctly referenced and not plagiarised.***

Hobsbawm argued that “history is the raw material for nationalist or ethnic or fundamentalist ideologies, as poppies are the raw material for heroin addiction” (1997).

***This is incorrectly referenced because of the missing page number, though not plagiarised as the quotation marks signify that the words quoted are not those of the student writing the essay.***

History is key in shaping nationalist and other ideologies (Hobsbawm, 1997, p. 5).

***This is correctly referenced, and not plagiarised as the paraphrased words used convey the same meaning as intended by Hobsbawm but are sufficiently different from those used by Hobsbawm.***

History is the raw material for nationalist ideologies as poppies are for heroin addiction.

***This is plagiarised as a) many of the key words used are Hobsbawm’s words but are not presented within quotation marks, and b) there is no in-text reference indicating that the source is Hobsbawm.***

Plagiarism is a serious disciplinary offence. It is important that you do not cheat by plagiarising, whether it is intended or not. It is vital that, when making notes from material such as books and journal articles, you accurately record the precise reference for material you have read in case you do not have access to the source when writing your assignment. Also, it is essential that, in your notes, you distinguish any quoted text, by using quotation-marks, from your own words summarising what you have read.

## Example 9: In-text citations and reference lists/bibliographies

The APA style of in-text citations set out above allows the reader of an essay to search for the full details of each cited reference within the reference list/bibliography that is presented in alphabetical order at the end of an essay using single line-spacing. For example, the references cited in the examples above should appear in the reference list as follows:

**Reference List**

Arslan-Cansever, B., & Önder-Erol, P. (Eds.). (2020). *Sociological Perspectives on Educating Children in Contemporary Society*. IGI Global. [http://doi:10.4018/9781799818472](about:blank)

Ashley, J. (2001, October 8). History and social democracy start again. *New Statesman,* 10-12. <http://search.ebscohost.com/login.aspx?direct=true&db=lfh&AN=5329799&site=eds-live>

Axford, B. (2000). Globalisation: is it good or bad for Britain? In L. Robins, & B. Jones (Eds.), *Debates in British Politics Today* (pp. 192-205). Manchester University Press.

Clarke, J., Gewirtz, S., Hughes, G., & Humphrey, J. (2000). Guarding the public interest? Auditing public services. In J. Clarke, S. Gewirtz, & E. McLaughlin (Eds.), *New Managerialism, New Welfare?* (pp. 250-266). Sage.

Cole, A. (2001). The new governance of French education? *Public Administration,* *79*(3), 707-724. <https://doi.org/10.1111/1467-9299.00276>

Fairclough, N. (2000). *New Labour, New Language?* Routledge. <https://ebookcentral.proquest.com/lib/portsmouth-ebooks/detail.action?docID=165902>

Gamble, A. (1994). *The Free Economy and the Strong State: The Politics of Thatcherism.* Macmillan.

Harris, G. (1999). The extreme right in contemporary Europe. *Politics Review,* *8*(3), 8-10.

Hobsbawm, E. (1997). *On History.* Weidenfeld & Nicolson.

# Jayman, M., Ohl, M., Hughes, B., & Fox, P. (2018). Improving socio‐emotional health for pupils in early secondary education with Pyramid: A school‐based, early intervention model. *British Journal of Educational Psychology, 88(1),* 111 – 130. <https://doi.org/10.1111/bjep.12225>

Krieger, J. (1999). *British Politics in the Global Age.* Polity Press.

Monbiot, G. (2001, October 23). America’s pipe dream. *The Guardian,* p. 19.

Nodia, G. (2001). The impact of nationalism. *Journal of Democracy,* *12*(4), 27-34. <https://doi.org/10.1353/jod.2001.0076>

Parsons, W. (1995). *Public Policy: An Introduction to the Theory and Practice of Policy Analysis.* Edward Elgar.

Prime Minister’s Office. (2001). *Responsibility for the terrorist atrocities in the United States, 11 September 2001.* http://www.number10.gov.uk/news.asp?Newsld=2686 &Sectionld=30

Public Agenda. (n.d.). *Terrorism.* http://www.publicagenda.org/specials/terrorism/terror\_overview.htm

Rhodes, R. A. W. (1997). *Understanding Governance: Policy Networks, Governance, Reflexivity and Accountability.* Open University Press.

Robson, S. (2020). *Developing thinking and understanding in young children: an introduction for students.* (3rd ed.). Routledge.

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# C. How Poor or Inadequate Referencing Will Impact on the Mark You Receive for Your Assignment

Normally coursework assessments must be referenced using APA 7th ed. style (or Chicago 17th ed. for History modules in SASHPL) and must have a reference list/bibliography for your work which lists full bibliographical references for each of the sources cited in your text. **An assessment that does not have a reference list/bibliography at the end or fails to use the correct referencing system will normally receive a maximum mark of 40 in teaching block 2 of level 4 and 0 at levels 5, 6, Masters and PhD level.** Students may lose up to 10 marks for incorrect referencing and demonstrating poor bibliographical skills. The following will apply except in the case of exams/tests and also some other types of assessment where the Module Handbook will make it clear that these normal expectations do not apply.

# Penalties for Poor Scholarship and Referencing

2 Marks lost

The student clearly knows the APA 7th ed. system but has made a few small errors:

* Minor technical errors (e.g. italics missing in places)
* Minor faults in the presentation of a bibliography/reference list – alphabetical order not adhered to in a few isolated instances.
* Precise source of material not clearly provided in a few isolated instances
* One or two in-text references missing

5 Marks lost

* Some inconsistency/incorrect use of an aspect of APA 7th ed. throughout the work
* The student has misunderstood / incorrectly applied one aspect of the referencing system throughout
* A number of in-text references missing

10 Marks lost

* Clear misunderstandings of the APA 7th ed. referencing system throughout
* The precise sources of material is not clearly provided in a significant number of instances
* Insufficient in-text references

**Coursework submitted without a reference list/bibliography will normally receive a mark of 0 except in level 4 (see above).**