

How to reference your assignment using APA Books



What is referencing?

Referencing is a system used at colleges and universities to let anyone reading your assignments know exactly where you found your information.

To reference your assignment correctly you will need to do two things:

- Give a citation in your assignment
- Create a reference list at the end of the assignment

Citations in your assignment

You should include an in-text citation for every piece of information in your **assignment** that you take from a retrievable source. The purpose of the in-text citation is to show your reader which item in your **reference list** the specific information you've used has come from. They need to include:

- the **surname[s]** of the author[s]/editor[s]. For 3 or more authors/editors use only the first surname and “et. al.”, e.g. (Taylor et al., 2018)
- use the full name of the organisation if there are no individual authors/editors
- the **year** of publication of the **edition** you are using (ignore any reprint dates)
- the **page number(s)** of the quotation

When you quote from another writer there are two types of quotation.

A **direct quotation** uses the **writer's exact words**.

An **indirect quotation** is when you rewrite or paraphrase the **writer's words in your own words**. You need to give a citation and a reference **for both** types of quotation.

Example of a direct quotation:

Write the quotation in quotation marks.

“Writing is not the same as thinking out loud” (Peck & Coyle, 2005, p. 52).

OR

According to Peck and Coyle (2005, p. 52) “writing is not the same as thinking out loud”.

Example of an indirect quotation:

Peck and Coyle (2005, p. 52) emphasize that in written work you have the opportunity to improve your presentation by re-evaluating and rewriting your first thoughts.

OR

In written work you have the opportunity to improve your presentation by re-evaluating and rewriting your first thoughts (Peck & Coyle, 2005, p. 52).

Other ways of writing indirect quotations include

According to Peck and Coyle (2005, p. 52) ...

Research by Peck and Coyle (2005, p. 52) found that ...

Reference list at the end of the assignment

The reference you write in your reference list will give all the details of the source where you read the original quotation. It should be **one** alphabetical list and include references to all types of resources used. Begin each reference with the surname of the author/editor or the organisation name which you used to begin the citation.

The additional details you will need to write this list can usually be found on the front and back of the title page. These are:

- initials of authors/editors
- title of book (in full, including any subtitle)
- edition (if it is not the first edition)
- publisher (not the printer or typesetter)

The reference is written like this: - (note the punctuation and that the title is in italics or if you are writing by hand then the title is underlined).

Author Surname, Initials., Author2 Surname, Initials., & Author3 Surname, Initials. (year). *Title of book* (Edition if later than first, e.g. 3rd ed.). Publisher.
(List up to twenty authors in the reference).

Example of a reference:

Peck, J., & Coyle, M. (2005). *The student's guide to writing: Grammar, punctuation and spelling* (2nd ed.). Palgrave Macmillan.

Reference list or bibliography?

Some tutors also ask for a bibliography. This is formatted in the same way as the reference list and should also include any relevant sources which you have consulted but not quoted. The reference list should only include sources you have read yourself and quoted in your assignment.

Secondary referencing - What if I haven't read the original source?

Much of your research at college will be done using textbooks. The authors of these books will often quote or discuss ideas from the key writers on the topic they are presenting.

If you have not read the original source, you do not need to give details of the original in your reference list/bibliography. You should reference the source you have actually read.

You need to cite both sources, the original author and date and the source where you found it.

Example of secondary citation:

"a warm, intimate and continuous relationship with his mother"

This is a quote from John Bowlby found on page 59 of a psychology textbook by Cardwell, Clark and Meldrum published in 2004.

It is cited by the authors of the book as coming from an original source published in 1953.

Citation for both sources:

The citation for the source with three or more authors is shortened to the first author's name and "et al."

... "a warm, intimate and continuous relationship with his mother" (Bowlby, 1953, cited by Cardwell et al., 2004, p. 59) ...

Reference for the book you actually read:

Cardwell, M., Clark, L., & Meldrum, C. (2004). *Psychology* (3rd ed.). Collins.

Further help

Please ask in the College library for help with referencing. See additional handouts for how to reference webpages, journal articles, social media and a sample reference list.

The University of Portsmouth Library website <https://library.port.ac.uk/w165> has guidance on how to reference books and other materials in your research. Select APA 7th edition.