

How to reference your assignment using APA Webpages



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] or (if no named author) the name of the **organisation** responsible for the webpage. For 3 or more authors/organisations, use only the first surname and “et. al.”, e.g. (Taylor et al., 2018)
- the **year** (if available) for when the information was posted on the webpage

Note that the URL (webpage address) is not included in the citation.

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.

... “as a five-year old I did not have any accurate understanding of what it was all about” (Joseph, 2003).

Example of an indirect quotation:

Joseph (2003) wrote about her childhood recollections of war-time Portsmouth.

Direct quotation for webpage with no date:

If there is no date given on the webpage, use the abbreviation n.d. (no date).

“Time management is about making things happen, rather than having them happen to you. You need to get control!” (Greenhow, n.d.).

Indirect quotation for webpage with no named author:

It is common to find sources where organisations are listed as the author[s]. These can be companies, groups or institutions.

. . . . clearly stated policy (General Dental Council, 2019).

If the organisation is commonly known by an abbreviation/acronym you can use this in your second or subsequent citation. **Always spell out the full name of the organisation in your reference.**

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.

Additional details you will need to write this list are:

- initials of authors/editors
- full publication date (if available)
- title of the webpage
- the website organisation (unless it is the same as the author)
- webpage address (URL)

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's Surname, Initials. (Year, Month Date). *Title of webpage*. Name of website if different from author. URL of webpage

(List up to twenty authors in the reference).

Examples:

Joseph, A. (2003, July 24). *A Portsmouth child's life in WW2*. BBC.
<http://www.bbc.co.uk/ww2peopleswar/stories/77/91121077.shtml>

No year:

Greenhow, M. (n.d.). *Study skills online*. Brunel University London.
<http://people.brunel.ac.uk/~mastmmg/ssguide/sshome.htm>

Webpage with an organisation as the author

National Health Service. (2018, December 18). *Overview - Agoraphobia*.
<https://www.nhs.uk/mental-health/conditions/agoraphobia/overview/>

Some webpages contain rapidly changing information such as stock market, statistical or demographic data. In this case include a retrieval date in the reference (in the format Retrieved mm dd, yyyy, from) e.g.

London Stock Exchange. (n.d.). *FTSE 100: Overview*. Retrieved May 25, 2021, from
<https://www.londonstockexchange.com/indices/ftse-100>

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

Many webpages will include quotes from other writers or organisations. If you have not read the original source you do not need to give details of the original in your reference list. 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.

Citation for both sources

"the full use and exploitation of talents, capacities, potentialities, etc." (Maslow, 1954, cited by Cherry, 2020).

Reference for the webpage you actually read

Cherry, K. (2020, March 16). *Biography of Abraham Maslow (1908-1970)*. Verywell Mind.
<https://www.verywellmind.com/biography-of-abraham-maslow-1908-1970-2795524>

Further help

Please ask in the College library for help with referencing. See additional handouts for how to reference books 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.