Welcome to the 1st revised edition of the University of Wales Trinity Saint David’s Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input in developing these handbooks, and hope these provide a useful resource.

We are happy to receive feedback on these guides, which will be reviewed. Please contact library@uwtsd.ac.uk with any suggestions.

The UWTSD Academic Liaison team, Library and Learning Resources
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Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association)
- Harvard
- IEEE (Institute of Electrical and Electronics Engineers)
- MHRA (Modern Humanities Research Association)

You can find out which referencing standard you should be using by looking in your Programme Handbook. All of the referencing handbooks are available online: https://uwtsd.ac.uk/library/student-essentials/referencing-handbooks/

A shorter, handy, quick reference version is also available either online or in your nearest UWTSD library.

How do I use this guide?

The purpose of this handbook is to provide you with the basic principles of referencing, and to get you started in understanding the how and why of referencing. This handbook provides examples of how to produce in-text citations and references from a selection of some of the most widely used sources you may encounter over the course of your studies.

An example of how the reference should appear in your text will be shown in this box. An example of how the reference should appear in your reference list will be shown in this box.

However, this guide is not intended to be exhaustive and additional examples, and guidance can be found in:


Copies can be found in UWTSD libraries. Additional examples and a free online tutorial can also be found on the APA Style website at www.apastyle.org

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people’s work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.
How do I avoid plagiarism?

Accurate referencing also means you avoid plagiarism, which is passing off someone else’s work as your own. The University’s full definition of plagiarism can be found within the University regulations: [http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/](http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/)

Plagiarism can be deliberate or accidental; without accurate referencing, it is possible to accidentally plagiarise someone else’s work. Therefore, understanding when and how to reference will help you to easily avoid this.

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme Handbook.
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: “if I wanted to find the source of this information, could I?”
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

You will be given an in-class session on referencing during the first year of your course, and regular workshops and drop-in opportunities are also made available throughout the academic year via our InfoSkills programme: [http://uwtsd.ac.uk/library infoskills/](http://uwtsd.ac.uk/library infoskills/). Follow @UWTSDLib on Facebook, Twitter or Instagram for updates on when and where these will be held.

There is a dedicated Academic Liaison Librarian for each academic area, and their role is to support you with a variety of information skills throughout your course. Find out who your Academic Liaison Librarian is and book an appointment here: [https://uwtsd.ac.uk/library/student-essentials/meet-your-academic-liaison-librarian/](https://uwtsd.ac.uk/library/student-essentials/meet-your-academic-liaison-librarian/) or by popping into your nearest UWTSD library.

Support for referencing is also available from Student Services, and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.
APA Referencing: The Basics

The APA referencing style consists of:

**In-text citations**

These are used when referring to a source of information within the text of your assignment to show where it came from. Provide the author’s surname followed by the year of publication; a page reference is also required when citing a quotation. Citations can be made in two formats – parenthetical and in-text. Parenthetical citations are completely enclosed in round brackets, in-text citations incorporate part of the citation into the sentence structure.

**Parenthetical citation:**

Water is a necessary part of every person’s diet and of all the nutrients a body needs to function, it requires more water each day than any other nutrient (Whitney & Rolfes, 2011).

**In-text citation:**

Whitney and Rolfes (2011) state the body requires many nutrients to function but highlight that water is of greater importance than any other nutrient.

There are two types of material which are only cited in-text and are not provided on the reference list. These are classical works (such as the Bible or Qur’an) whose sections are standardised, and personal communications.

**A reference list**

The purpose of the in-text citation is to refer you to the full details of a publication within a reference list at the end of your work. A reference list should contain the full bibliographical record of all references cited in your text. Its purpose is to enable a reader to locate your original source.

**Full reference:**


1. The reference list is arranged in alphabetical order by the author or editor’s surname.
2. If there is more than one work by the same author, order them by publication date – oldest to newest (a 2004 publication would appear before a 2008 publication).
3. If there is no author, use the title, and alphabetise by the first significant word, excluding words such as “A” or “The”.
4. Use “&” instead of “and” when listing multiple authors of a source.
5. The reference list must be double-spaced with a hanging indent.
6. Capitalise only the first word of the title, and of the subtitle, if there is one; also capitalise any proper names – i.e. only those words that would normally be capitalised.
7. Italicise the title of the book, the title of the journal/serial and the title of the web document.
8. Do not create separate lists for each type of information source. Books, articles, web documents, etc. are all arranged alphabetically in one list.
How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you reproduce, word for word, material used by another author and insert it into your work. Direct quotations should be used sparingly, and only when they are relevant to the argument you are making in your work. Always include the specific page number in the in-text citation and a complete reference in the reference list.

**Long quotation – more than 40 words**

**Format:**
- Enter as a separate paragraph
- Indent the paragraph
- Quotation marks are not required
- Follow with the in-text citation

**Example:**

Principle-based teaching and principle-based learning are important in nursing, particularly as they relate to clinical skills. Clinical skills are usually taught according to principles, and this means that the student learns key principles associated with the skill, and then applies those principles to the actual performance of the skill (Hally, 2009, p. 6).

**Short quotation – up to 40 words**

**Format:**
- Include in the body of text
- Enclose in double quotation marks “”
- Author’s surname, year of publication and page number

**Example:**

Self-directed learning is a term “with which you will become familiar as you study in Australia or New Zealand. Students are expected to take responsibility for their own learning and organise their own study” (Hally, 2009, p. 7).

Paraphrasing and summarising

Paraphrasing is when you take someone else’s idea and put it into your own words. Summarising is when you provide a brief overview of someone else’s idea. APA encourages the provision of a page number if it would help to locate a relevant passage in long text. Use your judgment as to whether this is necessary.

**Example:**

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course.
# How do I reference specific types of resources?

## 1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. It is only necessary to cite an electronic version of a title if it differs from the print version. Include the same elements as for the printed version and add the electronic retrieval information necessary to locate your source. Specific examples are provided.

- **In-text citation:**
  - Author’s surname
  - Year of publication
  - Page number if required

- **Reference list:**
  - **Print**
    - Author’s surname, Initials.
    - Year of publication.
    - Title.
    - Place of publication:
    - Publisher.
  - **If only available online, replace place of publication and publisher with**
    - Retrieved from http://www.xxxxxx
    - Or
    - doi: xxxxxx

### 1.1 Book with one author

(Collier, 2008)


### 1.2 Book with two authors

(Whitney & Rolfes, 2011)

Whitney and Rolfes (2011)


### 1.3 Book with three to five authors

Use all authors’ names in the first citation, but et al. in subsequent citations.

- **Parenthetical format, first citation**
  (Watson, McKenna, Cowman, & Keady, 2008)

- **Parenthetical format, subsequent citations**
  (Watson et al., 2008)

- **In-text format, first citation**
  Watson, McKenna, Cowman and Keady (2008)

- **In-text format, subsequent citation**
  Watson et. al. (2008)

1.4 Book with six or seven authors
Use et al. in all citations

**Parenthetical format: first and subsequent citations**
(Bexby et al., 2005)

**In-text format, first and subsequent citations**
Bexby et al. (2005)

---

1.5 Book with eight or more authors
Use et al. in all citations. In the reference list the first six authors should be included, followed by three ellipsis points and the last author’s name.

**Parenthetical format: first and subsequent citations**
(Berman et al., 2012)

**In-text format, first and subsequent citations**
Berman et al. (2012)

---

1.6 Book without an author
Use the title.

**Parenthetical format**
*(How to make an impact, 2009)*

**In-text format**
... as explained in *How to make an impact* (2009).

---

1.7 Book with organisation as author
Use the full name of the Organisation. If it has a well known acronym, this can be included in the first citation and then used in subsequent citations.

**Parenthetical format, first citation**
(American Psychological Association [APA], 2013)

**Parenthetical format, subsequent citations**
(APA, 2013)

**In-text format, first citation**
American Psychological Association (APA, 2013)

**In-text format, subsequent citations**
APA (2013)

---
How do I reference specific types of resources?

1.8 Chapter within an edited book

(Palmer, 2007)


1.9 Multiple works with the same author

Label them a and b. Parenthetical format is illustrated below, in-text format can also be used.

**Different years:**

(McNamara, 2012)

(McNamara, 2017)

**Same year:**

(Phelps, 2016a)

(Phelps, 2016b)

**Different years:**


**Same year:**


1.10 Editions

According to O’Brien (2016) siblings can have a big impact on learning.


1.11 Secondary citation

This is a piece of work which you have not read yourself, but which has been cited in material which you have read. Where possible, read the original work. If this is not possible, do not include the original work on your reference list.

In-text format is illustrated below; parenthetical format can also be used.

**In-text format, with quote**

Barnett (2013, as cited in Morton, 2016, p. 17) describes “the importance of meeting special needs in the early years”.

**In-text format, without quote**

Barnett’s demonstration of the importance of meeting special needs in the early years (2013, as cited in Morton, 2016) is interesting.

How do I reference specific types of resources?

2. Journal articles

Most references to journal articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided. If the DOI is not available and the reference was accessed online, provide the URL of the journal home page. Retrieval dates are only required for sites where information can change over time.

Please note that the conventions relating to the number of authors is the same for journal articles as it is for books – see section 1.

In-text citation:
• Author’s surname
• Year of publication
• Page number if required

Reference list:
Print:
• Author’s surname,
• Initials.
• (Year of publication).
• Article title. Capitalise only the first word of the title and the subtitle, if any, and proper names. Use a colon (:) between the title and subtitle.
• Journal title in italics,
• Volume in italics
• (Issue/part),
• Page number range of whole article.

Electronic (only required if ONLINE ONLY):
The above plus
• doi:xxxxxx
OR
• Retrieved from http://www.xxxxxx

2.1 Electronic journal article, doi

Parenthetical format, first citation
(Judge, Bono, Ilies, & Gerhardt, 2002)

In-text format, subsequent citation
... as is shown by Judge et.al. (2002)

How do I reference specific types of resources?

3. Internet

Where possible, include similar information, in the same order, as you would for other types of information and other sources (who, when, what), and then add the electronic retrieval information required for people to locate the material you cited (where). Retrieval dates are only required for sites where information can change over time.

In-text citation:
- Author’s surname
- Year of publication

Reference list:
- Author’s surname and initials, or organisation
- Year of publication in round brackets
- Title of document or webpage in italics
- Retrieved from http://www.xxxxxx

3.1 Website with an author

McCormack (2016) was a useful source of information.


3.2 Website with an organisation as author

Parenthetical format, first citation
Pets can have a beneficial effect on health (National Health Service [NHS], 2015).

In-text format, subsequent citation
A study by the NHS (2015) has shown that ...

How do I reference specific types of resources?

4. Meetings and symposia

If proceedings are published in a book, use the same format as for a book - see section 1. If proceedings are published regularly, use the same format as for a periodical - see section 2.

4.1 Symposium contribution in book form

Ferguson (2016) demonstrated how small business enterprises can sometimes benefit from adverse publicity.


4.2 Individual symposium paper published regularly online


4.3 Unpublished symposium paper

Dogs in particular have been found to ease stress conditions (Spedding, 2015).

How do I reference specific types of resources?

5. Unpublished information and personal interviews

This includes material which has not been formally published but is available on a personal or institutional website, or preprint archive. Most references not in the public domain should adhere to the following general formats. Elements may vary slightly. Specific examples are provided.

5.1 Unpublished report

In-text citation:
- Author’s surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:
- Author surname, or organisation.
- Author initials.
- (Year of publication).
- Title
- (Report No. xxx).
- Name of institution,
- Location.

(Carlisle Hospital Trust, 2018)


5.2 Personal interview

Personal interviews should not be included in the reference list, but can be used in an in-text citation. Ensure that you have permission from the interviewee before using this information.

Women who worked in the munitions industry during the Second World War have emphasised the freedom they felt at this time (S. Hughes, personal communication, 2011).
# How do I reference specific types of resources?

## 6. Doctoral dissertations and master’s theses

If a dissertation or thesis is retrieved from a published source, this information should be included in the reference.

<table>
<thead>
<tr>
<th>In-text citation:</th>
<th>Reference list:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Author’s surname / organisation</td>
<td><strong>Print:</strong></td>
</tr>
<tr>
<td>• Year of publication</td>
<td>• Author’s surname,</td>
</tr>
<tr>
<td>• Enclose citation (in round brackets)</td>
<td>• Initials.</td>
</tr>
<tr>
<td></td>
<td>• (Year of submission).</td>
</tr>
<tr>
<td></td>
<td>• <em>Title</em>.</td>
</tr>
<tr>
<td></td>
<td>• (Doctoral dissertation). or (Master’s thesis).</td>
</tr>
<tr>
<td></td>
<td>• Name of institution,</td>
</tr>
<tr>
<td></td>
<td>• Location.</td>
</tr>
</tbody>
</table>

**Electronic**
Replace institutional and location information with:
• Retrieved from database name followed by .
• Accession or order number

### 6.1 Unpublished dissertation or thesis

(Trevor, 2017)  

### 6.2 Dissertation or thesis available from a database service

Recent research has shown a correlation between a popular social media presence and increased sales (Sloane, 2016).  
How do I reference specific types of resources?

7. Reports and guidelines

Research reports can be published in a journal. If so, use the same format as for a journal article – see section 2. Most references to reports and guidelines should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:
- Author’s surname / organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:

Print:
- Author surname,
- Initials or organisational author.
- (Year of publication).
- Title
- (Report No. xxx).
- Location:
- Publisher.

Electronic:
If not already identified as the author, identify the publisher as part of the retrieval statement.

7.1 Research report published in book form

Rates vary considerably between boroughs (Phelps, 2016).


7.2 Online guides

The guidelines outline the procedures to be followed in this situation (Hove Hospital, 2015).

How do I reference specific types of resources?

8. Legal publications
The APA only provide examples of legal references relating to the U.S.A. British Acts of Parliament and legal cases should not be included in reference lists. They should be included as an in-text citation only – cite the official or most popular name of the act and the year.

8.1 Act of Parliament

In-text citation:
(Title of the Act, year of publication) (Air Quality Control Act, 2012)

8.2 National Assembly for Wales legislation
Each Measure has a reference number, which should be included in the citation, if known.

In-text citation:
Assembly Measures
(Title of the Act, year of publication, reference number) (Mental Health (Wales) Measure, 2010, nawm 8)

Statutory Instruments
• Title of the Act
• (Year of publication, reference number) as illustrated in the statutory instrument Enhanced Wind Farm Density (Wales) (2015/23)

8.3 Law report (case)

In-text citation:
• Name of case parties
• [Year of report]
• Abbreviate report name
• Number of the first page

R v. Jones [2004] EWCA 1
How do I reference specific types of resources?

9. Government publications

In-text citation:
- Author surname or organisation
- Year of publication
- Enclose citation (in round brackets)

Reference list:
- Name of government department.
- (Year of publication).
- Title.
- (Reference number if known).
- Place of publication:
- Publisher.

If only available online, replace place of publication and publisher with:
- Retrieved from http://www.xxxxxx

Predicted changes in climate conditions have led to a reconsideration of the role of flood barriers (Department of the Environment, 2014).


Referencing software

Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. The Library provides access to RefWorks, which is an online programme that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: https://uwtsd.ac.uk/library/student-essentials/refworks/

There are also a variety of open source alternatives such as Zotero and Mendeley which provide similar functionality, however please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment.

Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself. An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation.

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available on the RefWorks site, or contact your Academic Liaison Librarian who will be happy to support you.