

DEPARTMENT OF PSYCHOLOGY REFERENCING GUIDE

The following set of rules provides psychology students at Essex with a quick and easy guide as to what level of referencing is expected when submitting written work, such as coursework essays and laboratory reports. It is based on a summarized version of the Publication Manual of the APA (American Psychological Association) style guidelines, which are followed in most academic writing in psychology.

A: Referencing in the main body of the text

It is highly appropriate (if not essential) to provide a reference in your text whenever you are (a) describing a study or theory, (b) making a claim that needs support, (c) or referring in some other way to previous work.

Rule 1: Each reference consists of author(s) and date

The reference should consist of the surname of the author(s) and the year of publication.

Example 1A: Smith and Jones (1991) found that reaction times and error rates increase when planning more difficult puzzles.

Example 1B: Reaction times and error rates have been shown to increase when planning more difficult puzzles (Smith & Jones, 1991).

Keen readers will spot that when the reference is not in brackets (as in Example 1A) then the year is in brackets, and the word “and” is used to link authors; but when the reference is in brackets (as in Example 1B) the year is separated from the names by a comma. And the ampersand symbol “&” is used to link the authors.

When a reference is to a paper that has been accepted into a journal but has not yet been published its year is described as “in press”, when a paper has been submitted to a journal but no decision has yet been made its year is described as “submitted”, and a draft of a paper that has not yet been fully written may be referenced as “in prep”.

Example 1C: Smith and Clark (in press) have recently reported additional findings, and their latest research (Smith & Clark, submitted) and work yet to be sent off for publication (Smith & Clark, in prep.) look certain to be influential.

Rule 2: Cite multiple sources in alphabetical then chronological order

When providing multiple citations, list the citations first alphabetically, then chronologically. The alphabetical ordering is strictly applied, even if a chronological sequence seems more logical:

Example 2A: In the last 30 years the department has carried out four major surveys (Abbott & Smith, 1988; Brown, 1996, 1999; Smith, 1981).

Note that the order is strictly alphabetical, but where two papers have the same author(s), then the references are chronologically ordered.

Keen readers may wonder what to do if two or more different papers are to be cited by the same author and the same year. In this case, use letter suffixes *a*, *b*, *c* to differentiate the sources, and the order of the letters is assigned alphabetically according to the words following the year in the reference list.

Example 2B: In text.

Special educational needs (MacKay, 2000b) and poverty (MacKay, 2000a) have been argued to be important issues that should be addressed in the future.

Example 2B: In Reference list

MacKay, T. (2000a). A millennium without illiteracy? Breaking the link between poverty and reading failure. *Proceedings of The British Psychological Society*, 8, 12-15.

MacKay, T. (2000b). Educational psychology and the future of special educational needs legislation. *Educational and Child Psychology*, 17, 27-35.

This ordering of 2000a and 2000b is used because in the text following (2000), “A” precedes “Educational” in the dictionary, and is used when there is a tie between authors and dates.

Rule 3: Use “et al.” if the reference has three or more authors

If a work has three, four or five authors, then cite all authors on the first occurrence and then the first author followed by et al. for the second and all subsequent occurrences. If a work has six or more authors, then cite only the first author followed by et al. for both first and subsequent occurrences.

If the abbreviation et al. leads to a confusion between two groups of authors, e.g., Hunt, Hartley, Bloggins and Davies (1983) and Hunt, Davies, Ford and Baker (1983), then cite as many of the authors as necessary to distinguish the two citations. Hunt, Hartley et al. (1983) and Hunt, Davies et al. (1983).

Rule 4: Use of cited sources

If a work is cited as discussed in a secondary source, give the name of the original author with a reference only to the secondary source.

Example 4A (in text): Rubin (1986, cited in Sabini, 1992) studied forgetting of everyday events...

Example 4A (in reference list):

Sabini, J. (1992). *Social psychology*. New York, NY: W.W. Norton.

It is expected that, wherever possible, you find and read the original source (e.g., the article by Rubin in the above example) – in order to avoid having to cite a secondary source as above.

Rule 5: Direct quotes

If you are taking a phrase or sentence word for word from a particular source then it should be written within quotation marks. Note that the use of direct quotes should be used sparingly, and reserved for when you want to demonstrate that someone really did make a specific point (perhaps that you wish to provide evidence for or against) or defined something in a specific way. It is not used for regular summaries of work – for these use your own words. When you do wish to use quotes the appropriate format is to provide source and page numbers in the text and the reference in the references. It is unlikely that you would need more than three or four quotes totaling more than ten lines – more than this and you can expect to be marked down.

Example 5A (in text): Baddeley admitted that he was sometimes uncertain of the theoretical framework within which to explain executive tasks, “at times I have described the central executive as the area of residual ignorance within the working memory system” (Baddeley, 1986, p. 225).

Example 5A (in reference list):

Baddeley, A. D. (1986). *Working memory*. Oxford: Clarendon Press.

B: The Reference List

The purpose of the reference list is to allow readers (or librarians) to find the original material. To allow them to do this it is essential to include the following items of information for each item in the list: author or originator; year of publication; title of work; publication data.

Rule 1: Format of Individual References

Take care to check that all references cited in the text are included, and that dates and spellings of authors' names are consistent in the text and the list. Note that the name of the book or the name of the journal and the journal volume number are *italicized*.

a. Journal articles

Surname, Initials. (year). Title of paper. *Journal title in italics, volume in italics*, page numbers.

Example:

Smith, A.B., & Clark, E. (1995). Unlimited thinking. *Cognitive Psychology*, 24, 9–15.

Smith, A.B., & Clark, E. (in press). Recent advances in thinking. *Cognitive Psychology*.

b. Books

Surname, Initials. (year). *Book title in italics*. Place of publication:
Name of Publisher.

Example:

Berkowitz, L. (1980). *A survey of social psychology* (3rd ed.). New York, NY: Holt.

c. Edited books

Surname, Initials. (Ed.) (year). *Book title in italics*. Place of publication:
Name of Publisher.

Example:

Wall, T.D. (Ed.) (1987). *The human side of manufacturing technology*. Chichester, UK: Wiley.

d. Chapters in edited books

Surname of chapter author, Initials. (year). Title of paper. In Initials and Surname of Editor of Book (Ed.), *Title of edited book in italics*. (pp. page numbers of chapter). Place of publication:
Name of Publisher.

Example:

Petrie, K. (1981). Life stress and illness: Formulation of the issue. In B.S Dohrenwend & B.P. Dohrenwend (Eds.), *Stressful life events and their context* (pp.345–401). New York, NY: Wiley.

e. Citing internet documents

Unfortunately much of the information on the internet is informal: neither reviewed nor authoritative. The best advice we give is NOT to cite information unless it appears in a scientific journal or in a book, because these sources have been checked for accuracy before publication. Sometimes, academic journals and book chapters are available on-line. **If the article is published in a journal or book, then cite the reference as for a normal book or journal article.** Very

occasionally, you may need to cite a more informal article from the internet that does not have full publication information (e.g., a news article, or a data base of images that you have used to construct stimuli).

If you do have to cite an internet source, use the format:

Surname, Initials. (date, including day if relevant). Title of article. *Source in italics*. Retrieved date from path address

Example:

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). Retrieved 6 November 2008 from <http://www.apa.org/monitor/>

Note that in the text, this would be referenced as Clay (2008) just as any other source.

f. Citing module handouts

You are also dissuaded from referencing module handouts in your work, unless the handout is in lieu of a module textbook. They are often an unimpressive source of information: we aim to provide the notes so that you can read the articles and the textbooks we cite and recommend for yourselves.

Although we wish students to discontinue from using the handout as the primary source (use published sources instead), it is a worse crime not to provide any reference at all (and so risk accusations of plagiarism, if your assessed work is in fact based on the handout). In this weak case, a reference to the module notes is needed and might be something like the lecturer (date). Module details. Location

Ward, G. (2007). *PS415 Cognitive Psychology II, notes for week 17 (short term memory)*. University of Essex.

Rule 2: Order of references in Reference List

This should be based primarily on the alphabetical order of the surname of first author. In the event of a tie, the following determines the order (in descending order of importance):

- (a) alphabetically on initials of first author;
- (b) sole authors take precedence to multiple authors;
- (c) alphabetically on subsequent authors;
- (d) chronologically if authors tied;
- (e) alphabetically by text if authors and date are tied (see Rule 2B).

References

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