APA Quick Guide

The APA quick guide provides basic guidance on how to reference some materials for assessments, for full guidance please visit the Learning Success Hub [Academic Integrity](#) pages.

APA is an Author-Date referencing system, and all statements, arguments, theories, opinions, conclusions etc. taken from another author's work (print, online or multimedia) should be cited, whether the work is directly quoted, paraphrased, or summarised.

APA referencing is a two-part process:

1. *In-text Citations*
2. *Reference List*

In-text Citations

In-text citations consist of the last name of the author(s), year of publication, and page number (if using a direct quotation).

You can include the author(s') names within the sentence, at the start of information:

Jones and Khan (2025) argue that....

You can also place the author(s') names and year in brackets after information:

It is important to include a citation each time you use the words, thoughts or ideas of others (Jones & Khan, 2025).

Reference List

The reference list is a list of all the sources cited in the text. Your reference list must be ordered alphabetically by surname.

In the reference list a book/ eBook should be formatted like this:

Cottrell, S. (2024). *The study skills handbook* (6th ed.). Bloomsbury Academic.

Commonly cited materials:

Books/ eBooks

Reference List Format	Reference List Example	In-Text Example/s
Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle* (Edition if greater than 1st). Publisher. DOI/URL (if available)	Cottrell, S. (2024). *The study skills handbook* (6th ed.). Bloomsbury Academic.	One of the actions Cottrell (2024) recommends is planning how to use your time well. "Plan how you will use your time as a student to gain your broader life and career aims" (Cottrell, 2024, p.17).

Journal articles

Reference List Format	Reference List Example	In-Text Example/s
Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title of article. *Title of Journal, Volume Number* (issue number), page numbers. DOI/URL (if available)	van Belle, G., Ramon, M., Lefèfre, P., & Rossion, B. (2010). Fixation patterns during recognition of personally familiar and unfamiliar faces. *Frontiers in Psychology: Cognitive Science, 1*(20), 1- 8. https://doi.org/10.3389/fpsyg.2010.00020	Van Belle et al. (2010) examine eye gaze during face perception. The article examines eye gaze during face perception (van Belle et al., 2010).

Webpages*

Reference List Format	Reference List Example	In-Text Example/s
Author, A. A. (Year, Month Date). *Title of webpage.* Website name. URL	American Psychological Association. (2013). *Science of Psychology.* Psychology: Science in Action. https://www.apa.org/education-career/guide/science	According to the American Psychological Association (2013) psychologists work in a broad range of industries in prominent companies. Psychologists work in a broad range of industries in prominent companies (American Psychological Association, 2013).

*If the website you are referencing does not have a named author, use the company name instead. If the website has no date, you can put n.d. in brackets instead of the date.