



# **University of Wolverhampton**

## **APA Style Referencing**

### **Full Guide**

**Based on the Publication Manual of the American Psychological Association (6th ed.).**

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**Skills for Learning**

**[www.wlv.ac.uk/skills](http://www.wlv.ac.uk/skills)**

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## Introduction

Referencing is the method used to ensure that your research influences are recognised within your assignment. The Psychology Department supports the APA (6<sup>th</sup>) referencing system. It is important to be clear, consistent and correct when citing and listing the original sources you have drawn upon, making sure you include all the relevant details.

APA Referencing includes two main parts:

- a citation within the text of your assignment
- a list of references at the end of your assignment

## Why do I need to reference?

You must have an exact balance between the authors cited in the text (the body of your essay or practical report, for example) and the sources presented in the reference section. The idea is that you acknowledge the source and intellectual property of the authors, whilst providing the reader of your assignment with pointers towards the original sources of information should they wish to investigate further.

Correct referencing helps ensure that you avoid being accused of plagiarism. Most assignments during your time at the University of Wolverhampton will be assessed on the quality of your referencing which will count towards your grade. Referencing also ensures that you can demonstrate how your ideas build upon the research of others. If someone is reading your assignment, they should be able to use your referencing to find the sources you have used to help with your assignment. This is also useful in published articles - if you read an interesting article you may find the items on the reference list interesting too.

## When do I need to reference?

You should acknowledge your source with a reference whenever you include:

- mention of a theory, fact, argument or viewpoint attributable to a specific author (named person/s or organisation)
- statistics, examples or case studies.
- illustrations or musical examples that are not your own.
- direct quotations from another source.
- paraphrases of any of the above.

## Reference List or Bibliography?

A reference list is a list of all the information sources that you have cited in your text. A bibliography is a list of items that you have read, and which have informed your thinking, but not specifically cited in your assignment. You should *never* provide a bibliography for any Psychology assignment – a full reference list is always required for any report or essay.

Check your work line-by-line before you submit it, making sure that for *every* different cited author (or authors) you come across, the original source is listed in your references section.

Remember – referencing is important. In Psychology there must be an exact match between the sources cited and the references listed.

## Referencing within your text - Citations

When you summarise, refer to or quote from an author's work in your document, you need to acknowledge your source in the text. APA (6<sup>th</sup>) uses an 'author-date' system of citation.

A complete citation should include the authors' surname(s) - or the name of a group/organisation - and the year of publication.

If naming the author(s) directly as part of your sentence, the year (in brackets) follows immediately after authors' surname(s), for example:

Ayra (2003) critically re-evaluated the structure of their research and opted to include a greater level of detail about citations and referencing of sources.

Alternatively, if not naming the author(s) directly, their surname(s) should be placed inside the brackets with the publication year at the end of the sentence to which the citation refers, for example:

It was further argued that a number of structural elements were missing from the design of the original study (Ayra, 2003).

Or you can provide both the date and the author(s) surnames directly in the main text without any need to use brackets. For example:

In 2003, Ayra's study surrounding the design of structural elements demonstrated that...

In the reference list, you then put the full details of the reference to enable your reader to trace the source of information that you used:

Example:

Ayra, C. (2003). *Design of structural elements*. London: Spon Press.

### Direct quotation

Some information, like definitions, is best presented without paraphrasing the content and should be quoted word for word. Please note that direct quotations (short or long) should be *avoided* wherever possible in any essay or report; you should instead construct your own arguments.

Whenever you do quote a source directly, remember to give the page number (or a paragraph number if there is no pagination) after the year as part of your citation.

If the quotation comprises fewer than 40 words, incorporate it into the text and enclose it with quotation marks.

Example:

"Learning is a relatively permanent change in knowledge or skill produced by experience" (Weiss, 1990, p. 172).

If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start a block quotation on a new line and indent it by hitting the Tab key once.

Example:

The rejection of my own manuscripts has a sordid aftermath: (a) one day of depression; (b) one day of utter contempt for the editor and his accomplices; (c) one day of decrying the conspiracy against letting Truth be published; (d) one day of fretful ideas about changing my profession; (e) one day of re-evaluating the manuscript in view of the editors comments followed by the conclusion that I was lucky it wasn't accepted! (Underwood, 1957, p. 87)

### **Secondary referencing (authors quoting or citing other authors)**

Sometimes you may want to reference an author who is quoting another information source that you haven't seen. APA guidance is that secondary sources should only be used sparingly, for instance when the original work is out of print, not available in English or otherwise inaccessible. You should always try to find the original work but if that is not possible, you need to make it clear that you have not seen the original source yourself.

Within your text, you name the original work in your sentence and then cite the secondary source in brackets.

Example:

In an early study, Müller and Pilzecker (as cited in Dewar, Cowan, & Della Salla, 2007) found newly formed memories may be lost through interference.

In your reference list, you only reference the secondary source (the source you actually read).

Example:

Dewar, M. T., Cowan, N., & Della Salla, S. (2007). Forgetting due to retroactive interference: A fusion of Müller and Pilzecker's (1900) early insights into everyday forgetting and recent research on anterograde amnesia. *Cortex*, 43(5), 616-634.

## Author rules

Under APA Referencing, the author details given in the in-text citation can vary depending on the number of authors a source may have, and whether you are citing a source for the first time or mentioning it again subsequently.

The following table provides guidance for dealing with common referencing queries about multiple authors:

Type of citations	First citation in text	Subsequent citations in text	Parenthetical citations in text	Parenthetical format, subsequent citations in text
One work by one author	Bandura (1986)	Bandura (1986)	(Bandura, 1986)	(Bandura, 1986)
One work by two authors	Baddeley and Hitch (1974)	Baddeley and Hitch (1974)	(Baddeley & Hitch, 1974)	(Baddeley & Hitch, 1974)
One work by three – five authors	Fullwood, Quinn, Chen-Wilson, Chadwick, and Reynolds (2015)	Fullwood et al. (2015)	(Fullwood, Quinn, Chen-Wilson, Chadwick, & Reynolds, 2015)	(Fullwood et al., 2015)
One work by six or more authors	Galbraith et al. (2014)	Galbraith et al. (2014)	(Galbraith et al., 2014)	(Galbraith et al., 2014)
Groups (known by an abbreviation) as authors	British Psychological Society (BPS, 2010)	BPS (2010)	(British Psychological Society [BPS], 2010)	(BPS, 2010)
Groups (no abbreviations) as authors	University of Wolverhampton (2016)	University of Wolverhampton (2016)	(University of Wolverhampton, 2016)	(University of Wolverhampton, 2016)

### Single and multiple authors – referencing in the text

If there are one to five authors, all surnames should be given before the date the first time the source is cited.

Example: [Silvertown and Charlesworth \(2001\)](#) suggest....

If you place the authors in brackets note that ‘and’ is replaced with the ampersand sign (‘&’)

Example: [The same point is made by others \(Smith & Singh, 2009\).](#)

If you are citing a source with three, four or five authors, the 'et al.' convention can be used for any subsequent citations of the same source.

Example: Orchard, Fullwood, Galbraith, and Morris (2014) argue that individuals who are high in neuroticism might use social networking sites for escapism. Furthermore, higher psychoticism scorers are more motivated to use social networking sites as a potential arena for freer speech (Orchard et al., 2014).

If there are six or more authors, give the first surname followed by et al.

Example: Perceived job insecurity has been linked to deciding to stay at home or going to work when feeling too ill to work (Heponiemi et al., 2010).

### **Multiple authors – the reference list**

In the reference list, for sources with up to and including 7 authors, all authors should be listed. For example:

Orchard, L. J., Fullwood, C., Galbraith, N., & Morris, N. (2014). Individual differences as predictors of social networking. *Journal of Computer-Mediated Communication*, 19(3), 388-402.

For sources with 8 or more authors, include the first 6 authors followed by . . . and then the last named author. For example:

Heponiemi, T., Elovainio, M., Pentti, J., Virtanen, M., Westerlund, H., Virtanen, P., . . . Vahtera, J. (2010). Association of contractual and subjective job insecurity with sickness presenteeism among public sector employees. *Journal of Occupational and Environmental Medicine*, 52(8), 830-835.

### **Author as organisation**

If an organisation's name is given instead of a personal name, list this as the author.

Example: Guidance from the University of Wolverhampton (2017) states that...

### **Author has published 2 or more items in the same year**

If two or more documents are by the same author(s) in the same year, add lower-case letters after the year (a, b, c, etc.) to distinguish between them in your text and in your reference list.

Example: Morris (1999a) argues that... additionally Morris (1999b) states....

### **Multiple sources for same idea**

If you have several sources for the same point, list them alphabetically by author inside one set of brackets – separate each source using a semicolon.

Example: A number of reports (Brown, 2011; Jones, 2009; Smith, 2008; Thomas & Lewis, 2014; Williams et al., 2013) revealed that....

### **Authors name not given**

For documents with no identified author, the citation should give the first few words of the reference list entry (usually the title) and the year. Only use Anonymous if the source is specifically designated as such.

## Reference List Examples

Below are examples of how to complete your reference list entries for the types of sources most used in Psychology assignments. For more detailed guidance consult the APA Publication Manual directly.

**Note:** if a reference list entry extends over two or more lines, a hanging indentation (using the Tab button) should be applied to any information below the top line of the reference.

### Journal Articles

Although books will provide a solid foundation for psychology research, students are recommended to focus primarily on using journal articles in order to utilise the most up-to-date research available.

#### Journal article with one author

Include the following information:

Surname and initials of author (Published Year). Title of Article. *Title of Journal*, *Volume number* (issue number), first page number-last page number.

Example:

Mercer, T. (2015). Wakeful rest alleviates interference-based forgetting. *Memory*, 23(2), 127-137.

#### Journal article with two to seven authors

Include the following information:

Surnames and initials of all authors (Published Year). Title of Article. *Title of Journal*, *Volume number* (issue number), first page number-last page number.

Example:

Orchard, L. J., Fullwood, C., Galbraith, N., & Morris, N. (2014). Individual differences as predictors of social networking. *Journal of Computer-Mediated Communication*, 19(3), 388-402.

#### Journal article with eight or more authors

Include the following information:

Surnames and initials of first six authors, . . . surname and initials of last named author (Published Year). Title of Article. *Title of Journal*, *Volume number* (issue number), first page number-last page number.

Example:

Heponiemi, T., Elovainio, M., Pentti, J., Virtanen, M., Westerlund, H., Virtanen, P., . . . Vahtera, J. (2010). Association of contractual and subjective job insecurity with sickness presenteeism among public sector employees. *Journal of Occupational and Environmental Medicine*, 52(8), 830-835.



**Journal article accessed online**

If you access a journal article online, add the doi: or Retrieved from web address at the end of the reference list entry. The other elements are the same as for the print copy of the article.

Print copy:

Platt, T. (2008). Emotional responses to ridicule and teasing: Should gelotophobes react differently? *Humor: International Journal of Humour Research*, 21(2), 105-128.

Online article with doi:

Platt, T. (2008). Emotional responses to ridicule and teasing: Should gelotophobes react differently? *Humor: International Journal of Humour Research*, 21(2), 105-128.  
doi:10.1515/HUMOR.2008.005

Online article with web address:

Platt, T. (2008). Emotional responses to ridicule and teasing: Should gelotophobes react differently? *Humor: International Journal of Humour Research*, 21(2), 105-128.  
Retrieved from <https://www.degruyter.com/view/j/humr.2008.21.issue-2/humor.2008.005/humor.2008.005.xml>

**Note:** if a digital object identifier (doi) link is available for an article, include this in your reference rather than using the web address.

If the article has been made available online prior to full print publication, it may or may not have been assigned volume, issue and page information. Include those details if available and insert Advance online publication into your reference before the doi or web address. For example:

Muldoon, K., Towse, J., Simms, V., Perra, O., & Menzies, V. (2012). A longitudinal analysis of estimation, counting skills, and mathematical ability across the first school year. *Developmental Psychology*. Advance online publication. doi:10.1037/a0028240

**Journal Abstracts**

In APA referencing, although it is always preferable to read and cite the full text of an article, abstracts can be used as sources and included in the reference list.

In the reference list, [Abstract] is inserted into the reference between the article and journal titles, for example:

Taiwo, A. O. (2011). Predictors of psychopathology among Nigerian adolescents: The role of psychosocial, demographics, personality and medical condition reports domains [Abstract]. *African Health Sciences*, 11(2), 228-239.

## Books

### Book with one author

Include the following information:

Surname and initials of author (Published Year). *Title of book.* (Edition if later than 1st.).  
Place of Publication: Publisher.

Example:

Field, A. (2013). *Discovering statistics using IBM SPSS statistics* (4th ed.). London: Sage.

**Note:** Only include the edition if it is a second edition or later.

### Book with two to seven authors

Include the following information:

Surnames and initials of all authors (Published Year). *Title of book.* (Edition if later than 1st.). Place of Publication: Publisher.

Example:

Woods, S. A., & West, M. A. (2010). *The psychology of work and organizations.* Andover: South-Western Cengage Learning EMEA.

### Book with eight or more authors

Include the following information:

Surnames and initials of first six authors, ... surname and initials of last named author (Published Year). *Title of book.* (Edition if later than 1st.). Place of Publication: Publisher.

Example:

Ball, B., Blum, R., Chastain, T. D., Duff, H., Horvath, D. B., Kennedy, J., . . . Simpson, C. (2002). *Psychology and the mind.* Indianapolis, IN: Sage.

### Online Book (E-book)

If you reference an online book, give the doi: (when available) or Retrieved from web address at the end of the reference list entry. The Place of Publication: Publisher elements are not required.

Example:

Burr, V. (1998). *Gender and social psychology.* Retrieved from <http://www.ebrary.com/>

### Mobile e-book formats

If you access an online book using an e-reader device such as a Kindle, give [format] details in square brackets after the book title.

Example:

Goldacre, B. (2014). *I think you'll find it's a bit more complicated than that* [Kindle Fire version]. Retrieved from <http://www.amazon.co.uk>

**Edited Books**

Include the following information:

Surnames and initials of editor(s) (Ed.) or (Eds.). (Published Year). *Title of book*. (Edition if later than 1st). Place of publication: Publisher.

Example:

Attrill, A., & Fullwood, C. (Eds.) (2016). *Applied cyberpsychology: Practical applications of cyberpsychological research and theory*. London: Palgrave Macmillan.

If the edited book has been accessed as an e-book, the place and publisher details are not required. Give instead the doi: (when available) or Retrieved from web address at the end of your reference.

Example:

Attrill, A., & Fullwood, C. (Eds.) (2016). *Applied cyberpsychology: Practical applications of cyberpsychological research and theory*. Retrieved from <http://www.palgrave.com/us/book/9781137517029>

**Note:** use (Ed.) to signify a single editor and (Eds.) to signify multiple editors as necessary.

**Chapter in an edited book**

Include the following information:

Surnames and initials of chapter author(s) (Published Year). Chapter title. In Initials and surnames of editor(s) (Ed.) or (Eds.), *Title of book* (page numbers of whole chapter). Place of Publication: Publisher.

Example:

Hinton, D. P., & Stevens-Gill, D. (2016). Psychometrics in organisational settings. In A. Attrill & C. Fullwood (Eds.), *Applied cyberpsychology: Practical applications of cyberpsychological research and theory* (pp. 236-255). London: Palgrave Macmillan.

If the book chapter has been accessed in an e-book, the place and publisher details are not required. Give instead the doi: (when available) or Retrieved from web address at the end of your reference.

Example:

Hinton, D. P., & Stevens-Gill, D. (2016). Psychometrics in organisational settings. In A. Attrill & C. Fullwood (Eds.), *Applied cyberpsychology: Practical applications of cyberpsychological research and theory* (pp. 236-255). doi:10.1057/9781137517036

## Newspaper Articles

### Printed newspaper articles

Include the following information:

Surnames and initials of author(s) (Published Year, month date). Title of article. *Newspaper name*, page number(s).

Example:

Smith, D. (2008, June 26). House price markets. *The Times*, p. 25.

**Note:** unlike with journal articles, hard copy newspaper article page numbers should be referenced with a p. (for a single page) or pp. (for multiple pages).

### Online newspaper articles

Include the following information:

Surnames and initials of author(s) (Published Year, month date). Title of article. *Newspaper name*. Retrieved from web address

Example:

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

## Theses

### Thesis (Hard Copy)

Include the following information:

Surname and initials of author(s) (Year). *Title of thesis* (Type of thesis). Awarding Institution, Location.

Example:

Saxton, J. M. (1994). *Exercise-induced damage to human skeletal muscle* (Doctoral thesis). University of Wolverhampton, Wolverhampton.

### Thesis (Online)

Include the following information:

Surname and initials of author(s) (Year). *Title of thesis* (Type of thesis). Retrieved from web address

Example:

Saxton, J. M. (1994). *Exercise-induced damage to human skeletal muscle* (Doctoral thesis). Retrieved from <http://wlv.openrepository.com/wlv/>

## Conference Papers

### Full Published Conference Proceedings

Include the following information:

Surname and initials of author(s) or editor(s) (Ed.) or (Eds.) if required (Published Year). *Title of Conference, Location, date*. Place of Publication: Publisher.

Example:

Hewlett, P., & Carson, L. (Eds.). (2015). *Preparing nurses for the next decade: Proceedings of the National Conference on Education in Nursing, University of Cumbria, 2014*. Lancaster: Greendale Press.

**Note:** if the published proceedings have been accessed online rather than as a hard copy, replace the Place and Publisher details with the doi: or Retrieved from web address.

### Conference paper published as part of full print proceedings

Include the following information:

Surname and initials of author(s) (Published Year). Title of paper. In initials and surnames of editor(s) (Ed.) or (Eds.), *Title of Conference Proceedings* (pp. First page-last page). Place of Publication: Publisher.

Example:

Taylor, J. L., & Lindsay, W. R. (2006). Developments in the treatment and management of offenders with intellectual disabilities. In L. Falshaw & L. Rayment (Eds.), *Division of Forensic Psychology Conference 2006: Invited Symposiums* (pp. 23-31). Leicester: British Psychological Society.

**Note:** if the full published proceedings have been accessed online as per an ebook, replace the Place and Publisher details with the doi: or Retrieved from web address.

### Individual conference paper retrieved online

Include the following information:

Surnames and initials of authors (Year, month). *Title of paper*. Paper presented at Title of Conference, Location. doi: or Retrieved from web address

Example:

Goldbart, J., Chadwick, D. D., & Buell, S. (2010, July). *Towards AAC: Communication interventions used with children and adults with PMLD*. Paper presented at 14th Biennial International Society of Augmentative and Alternative Communication, Barcelona, Spain. Retrieved from <http://www.isaac-online.org/english/online-store/conference-proceedings>

### Paper presentation or poster session

Include the following information:

Surnames and initials of author(s) or presenter(s) (Year, month). *Title of paper or poster*. Paper or poster presented at Title of Conference, Location

Example:

Tranter, C., Dando, C. J., Fullwood, C., & Chadwick, D. (2016, May). *Investigating persuasion across gender, cognitive and contextual divides*. Paper presented at the Association for Psychological Science 28<sup>th</sup> Annual Convention, Chicago, IL.

## Reports

Students may occasionally need to reference official technical or research reports from Government departments or other credible organisations. The templates below can be applied when referencing working papers, company reports, briefings and other corporate documents.

### Command Paper

Include the following information:

Government Department. (Published Year). *Title of paper*. (Cm. number). Place of Publication: Publisher.

Example:

Department for Education and Skills. (2005). *Higher standards, better schools for all, more choice for parents and pupil*. (Cm. 6677). London: The Stationery Office.

### Printed report

Include the following information:

Organisation name or surname and initials of author(s). (Published Year). *Title of report*. (Reference number if there is one). Place of Publication: Publisher.

Example:

National Health Service. (2003). *Can walking make you slimmer and healthier?* London: National Health Service.

### Online Report

Include the following information:

Organisation name or surname and initials of author(s) (Published Year). *Title of report* (Reference number if there is one). Retrieved from web address.

Example:

Department for Education. (2017). *Early education and childcare: Statutory guidance for local authorities* (Ref No. DFE-00083-2017). Retrieved from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596460/early\\_education\\_and\\_childcare\\_statutory\\_guidance\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf)

## Canvas

### Lecture Notes/Slides

Include the following information:

Surnames and initials of author(s)/lecturer(s). (Year of lecture). *Title of lecture* [Format of document]. Retrieved from web address.

Example:

Bernardes, J. (2016). *Theorising family life: Lecture 4 - Problem of studying family living* [PowerPoint slides]. Retrieved from <http://canvas.wlv.ac.uk/>

## Web pages

Use webpages with caution as they may not always be considered reliable sources for use in an academic assignment, especially where the author and/or date details are not available.

### Web pages with organisations as authors

Include the following information:

Organisation name. (Year page was published or last updated). *Title of webpage*. Retrieved from web address

Example:

British Psychological Society (BPS). (2017). *Ethics & Standards*. Retrieved from <http://www.bps.org.uk/what-we-do/bps/ethics-standards/ethics-standards>

### Web pages with individual authors

Include the following information:

Surname and initials of author(s) (Year page was published or last updated). *Title of webpage*. Retrieved from web address

Example:

Nesse, R. (2017). *Emotions*. Retrieved from <http://www.randolphnesse.com/articles/emotions>

## Web blogs

### Blog Entry

Include the following information:

Surname and initials of author(s) or username. (Year, month date of post). *Title of blog entry* [blog post]. Retrieved from web address

Example:

Field, J. (2009, June 29). *Psychology in the UK* [blog post]. Retrieved from <http://sasblog.wordpress.com/>

## Personal Communications

**Note:** APA guidance is that sources where the data is not recoverable should not be included in the reference list. This means that items of personal communication, including private letters, emails, telephone conversations, and memos that cannot be traced by your tutor should only be cited within the text of your assignment. In these cases, give the communicator's name (initials and surname) followed by the phrase personal communication and then the full date of the communication.

Example:

The email stated that the company accepted an error had been made (H. Thomas, personal communication, May 14, 2014).

## Film

### Film

Include the following information:

Surnames and initials of director(s) and producer(s). (Year of distribution). *Title of film* [Medium]. Place of distribution: Distributor

Example:

Jackson, P. (Director), & Cunningham, C., Weiner, Z., Walsh, F., & Jackson, P. (Producers). (2014). *The Hobbit: The desolation of Smaug* [DVD]. London: Warner Bros. Entertainment UK Ltd.

## YouTube videos

### YouTube Videos

Include the following information:

Surname and initials of author(s) or screen name. (Uploaded Year, month date). *Title of video* [Video file]. Retrieved from web address

Example:

Eiriko. (2008, June 4). *One life in 40 seconds* [Video file]. Retrieved from <http://uk.youtube.com>

## Podcast

### Podcast

Include the following information:

Surname and initials of author(s) (Author's role) (Year uploaded, month date). *Title of podcast* [Audio podcast]. Retrieved from web address

Example:

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

## Television

### Episode of a TV Programme

Include the following information:

Surname and initials of script writer and director. (Year of transmission). Title of episode [Television series episode]. In initials and surname of producer, *Series title*. Location: Broadcasting organisation.

Example:

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), *House*. New York, NY: Fox Broadcasting



## Presentation and Formatting Guidance

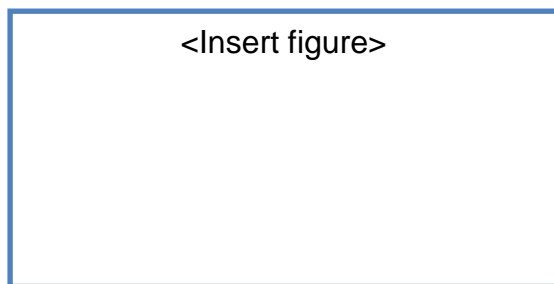
### Writing in APA Style

The American Psychological Association has guidelines not only for accrediting sources, but also for writing style. The full details for this can be found in the Publication Manual, but the following formatting options should be applied to any assignment you submit.

Font type	:	Times New Roman
Font size	:	12
Line spacing	:	Double
Text alignment	:	Left aligned
Page No.	:	Top right corner

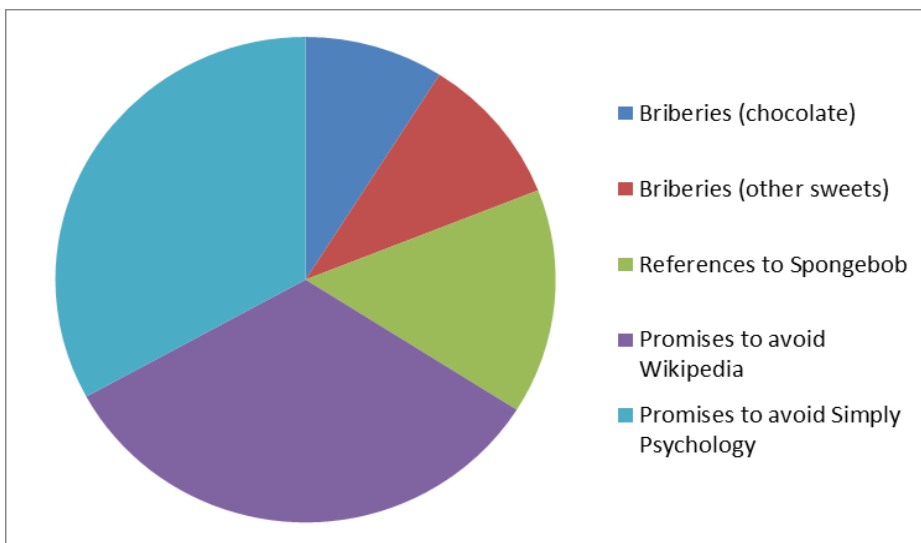
### Presenting Figures in APA Style

Any picture, graph, or chart that you want to present in your text should follow the APA format for presenting figures. Each figure should be named by giving a figure number followed by a caption – these details should appear directly beneath the relevant figure. Note that the figure number should be in italics but the caption should not. Remember to refer directly to the figure in the text (“As Figure 1 shows,...”).



*Figure x.* Caption that describes the information presented in the figure.

Example:



*Figure 1.* Pie chart representation of things the GTAs like.

## Presenting Tables in APA Style

If you are writing a report and need to present a series of values, this is often best expressed in a table rather than in the text. In APA style, the table should be labelled with a number and a title – these details are placed on separate lines above the table with the title given in italic font.

Remember to refer directly to the table in your text (“As can be seen in Table 1, ...”). The tables should have no vertical lines, and only horizontal lines placed as in the examples below.

Table No.

*Title that Explains the Contents of the Table*

Measure info	Variable 1	Variable 2	Variable 3
Info 1	x	x	x
Info 2	x	x	x
Info 3	x	x	x

Example 1:

Table 1

*Numbers of Full-Time and Part-Time Students at the University of Wolverhampton for 2013/14, According to Level of Study*

	Full-time	Part-time
Undergraduate	12,632	3516
Postgraduate Taught	1,217	1,374
Postgraduate Research	170	187

Example 2:

Table 2

*Pictures Correctly Identified as Edited or Not Edited by Different Students*

Degree	Edited		Not edited	
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>
Psychology	6.68	2.75	6.78	3.67
Fine Arts	8.45	2.34	7.16	2.98
Biomedicine	5.37	3.76	4.68	3.64
Geography	5.64	2.64	5.42	2.26
Criminology	7.52	3.23	6.83	2.84

## Example of an a-z reference list

This is what an a-z reference list (a-z by author) would look like, placed at the end of your assignment.

- Ball, B., Blum, R., Chastain, T. D., Duff, H., Horvath, D. B., Kennedy, J., . . . Simpson, C. (2002). *Psychology and the mind*. Indianapolis, IN: Sage.
- British Psychological Society (BPS). (2017). *Ethics & Standards*. Retrieved from <http://www.bps.org.uk/what-we-do/bps/ethics-standards/ethics-standards>
- Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>
- Field, A. (2013). *Discovering statistics using IBM SPSS statistics* (4th ed.). London: Sage.
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- Mercer, T. (2015). Wakeful rest alleviates interference-based forgetting. *Memory*, 23(2), 127-137.
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- Taylor, J. L., & Lindsay, W. R. (2006). Developments in the treatment and management of offenders with intellectual disabilities. In L. Falshaw & L. Rayment (Eds.), *Division of Forensic Psychology Conference 2006: Invited Symposiums* (pp. 23-31). Leicester: British Psychological Society.
- Tranter, C., Dando, C. J., Fullwood, C., & Chadwick, D. (2016, May). *Investigating persuasion across gender, cognitive and contextual divides*. Paper presented at the Association for Psychological Science 28<sup>th</sup> Annual Convention, Chicago, IL.

## Need help?

If you need help with the APA referencing system, please do not hesitate to ask the Librarians within your campus library for assistance.

You can also chat live online to a librarian using our 24/7 Assist service:

<http://www.wlv.ac.uk/lib/assist>

The University subscribes to Cite Them Right Online, a referencing support website that includes APA style – see <https://www.citethemrightonline.com> for more information