

Manchester Met Library quick guide to APA

This is intended to be a quick guide to the APA 7th style of referencing.

Please consult the full APA referencing online guide for further instruction, including:

- List of reference types with examples
- Citations and direct quotes sections providing examples
- Referencing FAQs

Terminology

Citation

Citations are in-text indicators of the source of information. All citations should have a corresponding entry in your reference list.

Reference list

The full details of all the sources you have cited in your work, listed at the end of your assignment, in alphabetical order.

Presenting citations

APA 7th style uses an author-date format. If you do not use the author's name in your writing, the author and year are placed in brackets at the end of the statement, as follows:

Recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise (Cottrell, 2015).

If you are using the author's name in your writing, you would add the year in brackets following the surname, as shown below:

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

Formatting citations

All citations will include the author's surname and the year of publication. When directly quoting, page numbers must also be included e.g. (Cottrell, 2015, p.25).

Additionally:

Missing element	What to do	Citation example
Author	Use the source title.	(Source Title, 2020)
Date	Write "n.d." for "no date".	(Smith, n.d.)
Page number	Either use an alternative locator or omit the page number.	(Smith, 2020, Chapter 3) or (Smith, 2020)

Although page numbers are not required when paraphrasing or summarising, sometimes it can also be helpful to provide the page number(s) in these citations, as this can help the reader easily find the part of the source that you are referring to. Ask your tutor for further clarification.

Example citations

Author type	Parenthetical citation (full citation in brackets)	Narrative citation (author's name in your writing)
One author	(Cottrell, 2020)	Smith (2020)
Two authors	(Smith & Jones, 2019)	Smith and Jones (2019)
Three or more authors	(Moose et al., 1999)	Moose et al. (1999)
Organisation	(World Health Organization, 2023)	World Health Organization (2023)

Presenting references

Here are a few common source types:

Source type	Elements	Example
Print book	Author/s. (Copyright year). <i>Title</i> (italicised) (Edition if 2 nd or later.). Publisher.	Gross, R. (2020). <i>Psychology: The science of mind and behaviour</i> (8th ed.). Hodder Education.
Online book	Author/s. (Copyright year). <i>Title</i> (italicised) (Edition if 2 nd or later.). Publisher. DOI or URL (only required for freely available ebooks).	Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action</i> (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000
Journal article	Author/s. (Year of publication). Title of article. <i>Title of journal</i> (italicised), Volume(Issue), Page range. DOI or URL (if online article)	Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. <i>Psychology of Popular Media Culture</i> , 8(3), 207–217. https://doi.org/10.1037/ppm0000185
Book chapter	Author/s of the chapter. (Year of publication). Title of chapter In Name of editor of book (Ed.), <i>Title</i> (italicised) (pp. page numbers of chapter). Publisher. DOI or URL (if online)	Leites, N. (2013). Transference interpretations only? In A. H. Esman (Ed.), <i>Essential papers on transference</i> (pp. 434–454). New York University Press.
Webpage	Author/s. (Date the web page was published/last updated). <i>Title of web page</i> (italicised). Website name (if applicable and different to the author). DOI or URL	Kompany, J. B. (2019, January 19). <i>Learn to code</i> . Medium. https://medium.com/lifeofcode/learn-to-code-53cd2864

[Visit the APA guide for more source types.](#)

For more help with APA referencing

Email your enquiry to library@mmu.ac.uk. Please note, we are unable to check complete reference lists.

[EndNote](#) software can help organise your references.