This is a guide to the American Psychological Association (APA) referencing system for XJTLU students. However, please always refer to your module handbook or any specifications for further guidance, as your lecturers/tutors may prefer a different style of referencing.

Introduction:

This guide gives advice on referencing using the American Psychological Association (APA) System. This is the preferred referencing system for social science at Xi’an Jiaotong-Liverpool University. There are numerous different types of referencing systems available. And most style guides fall into two commonly used systems: 1) author-date system (Harvard, APA) and 2) numeric system (Vancouver, MLA). To be noted, APA is an author-date style for citing and referencing information in assignments and publications. Bibliographic style is a personal choice, it is about whether titles are italicised, in bold, underlined, authors’ full names or initials are included. Before writing list of references, check with your lecturer or tutor for the bibliographic style preferred. There may be differences in the style recommended by the Department. This guide is based on the American Psychological Association's Publication Manual, 6th edition.

Plagiarism:

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi’an Jiaotong-Liverpool University Student Regulations as “Reproducing material from other works or a paraphrase of such material without acknowledgement”. For more information on how to avoid plagiarism please refer to Department of Registry.

Collecting and organizing references:
It is often not easy (or possible) to retrieve sources after you have written your text. For this reason, it is best to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references cited. Bibliographic software, such as EndNote, RefWorks, or Zotero, will help you organize your references according to different citation systems and to add the citations to your text.

Two parts in APA System:

- **In-text citation** - Citing in the text of your work: this means acknowledging, within your text, the sources that you have used.
- **Your Bibliography** (containing bibliographic citations): these are the details of the sources you have used. You list them in alphabetical order at the end of your work. This is your reference list. You can see instructions for developing your bibliography later in this guideline.

In-text citations:

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader.

How to create a reference list/bibliography:

- A reference list contains only the books, articles, and web pages etc. that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.
- A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
- If you have more than one item with the same author (or with the same two or more authors in the same order) and the same publication date, use the suffixes a, b, c and so forth, after the year.
- If you have several works by different first authors with the same surname, arrange works by different authors with the same surname alphabetically by first initial.
- If you have works with group authors, such as associations or government agencies, list works by the first significant word of the name. Full official names should be used. A parent body precedes a subdivision.
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# BOOKS (PRINTED AND ELECTRONIC)

**Elements of citation:**

Author(s), editor(s) or corporate author\(^1\) of book – family name and initials (Year of publication). *Title and any subtitle of the book* – *italicised*. (Edition ed. – if it is not the first)

Place of publication: Publisher.

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Doob (1971, p. 25) claims that ...  (or)</td>
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<tr>
<td></td>
<td>• Doob (1971, pp. 25-40) argues that ...</td>
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<tr>
<td></td>
<td>• Macmillan and Creelman (2004) found ...</td>
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<tr>
<td></td>
<td>• Henriques et al. (1998) found ...</td>
<td></td>
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<tr>
<td>6 or more authors</td>
<td>• It was argued that ... (Black et al., 2001)  (or)</td>
<td>Black, C. P., Arlo, S. T., Rechit, R., Machlen, J. P., Sempson, K., Bee, A. L., ...  (or)</td>
</tr>
</tbody>
</table>

1. Corporate author refers to agency, body, or organization that authorizes or commissions a publication, and under whose official name it is entered in the publisher’s catalogue.
<table>
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<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</thead>
<tbody>
<tr>
<td>Authors with the same surname</td>
<td>• Among studies, we review J. T. Klein (1990) and J. Klein (1992). If two works with more than three authors shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.</td>
<td><em>Klein, J. T. (1990). Interdisciplinary: history, theory, and practice</em>. Michigan: Wayne State University Press.&lt;br&gt;*Klein, J. (1992). <em>Greek mathematical thought and the origin of algebra</em>. New York: Dover Publications.</td>
</tr>
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</table>

Please be noted that it is very rare for a publication which actually has no author. If possible, try to avoid citing works where the author is not obvious. However if you do need to cite a work which appears to have no author, use the abbreviation Anon for Anonymous. However, if it is a reference to newspapers where no author is given, or a web page that has no clear author, the citation should be treated differently. Please refer to the later section in this guide.
### Groups as authors
- ... in the case of an institution (Australian Government Publishing Service (AGPS), 1987) ... or
- ... as stated in AGPS (1987).

**Reference List Examples**

### Later editions
- ... the meaning of educational research (Pring, 2004), ...

**Reference List Examples**

### Edited book
- (Everson, 1991)
- (Robinson, Shaver, & Wrightsman, 1991)

**Reference List Examples**

### Book Series
- Jung (2012) argues that ...

**Reference List Examples**
Author (Year). Title of series. In *Title of Series*, Place of publication: Publisher.

### Electronic version of printed book
- Stephen (2010) argues that ...
- (Shotton, 1989)

**Reference List Examples**

### Translation of a book
- (Real Academia Española, 2001)

**Reference List Examples**
If a non-English reference work is used as the source, give the title in the original language and, in brackets, the English translation.
Elements of citation:
Author(s) or corporate author of chapter – family name and initials (Year of publication). Title of chapter. In Editor(s) of book (Ed(s.).), Title of book – italicised (Page numbers). Edition, Place of publication: Publisher.

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<th>Reference Type</th>
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<th>Reference List Examples</th>
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JOURNAL ARTICLES (PRINTED AND ELECTRONIC)

Elements of citation:
Author(s) of the article – family name and initials (Year of Publication). Title of the article. Title of journal – italicised, Volume(Issue number), Page number(s). doi: DOI³ number

³ The Digital Object Identifier (DOI) is a system for identifying content objects in the digital environment. DOIs are names assigned to any entity for use on digital networks. Information about a digital object may change over time, including where to find it, but its DOI will not change. You can usually find the DOI number when you view the article details – either on the summary page after you have done a search or contained in the full-text document of the article itself.

BE S.M.A.R.T. BE S.U.R.E.
### Reference Type | In-text Examples | Reference List Examples
--- | --- | ---


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4 URL is abbreviated for Uniform Resource Locator, which means the Internet address of online resource. You should be careful when copying and pasting URL from the browser as it could happen to be invalid when you re-open the URL. More details please refer to the APPENDIX.
## CONFERENCE PAPERS AND PROCEEDINGS

**Elements of citation:**
Author(s) of paper – family name and initials (Year of Publication). Title of paper or poster. *Title of published proceedings – in italics.* Place of Publication: Publisher, Page number(s).

<table>
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<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</thead>
<tbody>
<tr>
<td><strong>Unpublished conference paper</strong></td>
<td>• ... estimating partner change (Muellbauer, 2007), ...</td>
<td>Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <em>Housing and consumer behavior</em>. Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.</td>
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</table>
## NEWSPAPER AND MAGAZINE ARTICLES

### Elements of citation: Newspaper articles

Author(s) – family name and initials (Year and Date of Publication). Title of the article. *Title of newspaper or magazine* – italicised, pp. Page number(s). Retrieved from URL

<table>
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<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</table>

### Elements of citation: Magazine articles

Author(s) – family name and initials (Year and Date of Publication). Title of the article. *Title of magazine* – italicised, *Volume*(Issue number), Page number(s). Retrieved from URL

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<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</table>

**BE S.M.A.R.T.  BE S.U.R.E.**
### Reference Type | In-text Examples | Reference List Examples
--- | --- | ---
Online magazine article | • “A point of view”, 2014 | Author (Year, Date). Title. *Title of magazine – italicised*. Retrieved from URL.


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**DISSERTATIONS AND THESSES**

**Elements of citation:**

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<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</table>


Elements of citation:
Author(s) of report – individual or organization. (Year of Publication). Title of report – italicised (Report Number (if applicable)). Place of publication: Publisher or Institution. Retrieved from Agency name: URL – if it is electronic resource.

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<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</table>

WEB PAGES

Elements of citation:
Author(s) of page – individual or organization. (Year, Date of published). Title of page – italicised. Retrieved from URL
### Reference Type | In-text Examples | Reference List Examples
--- | --- | ---


### OTHER ELECTRONIC MEDIA

**Elements of citation:**
Author(s) of item – individual or organization. (Professional name). (Year of publication). *Title of item – in italics* [type of media]. Retrieved from URL – if it is electronic resource.

**Reference Type** | **In-text Examples** | **Reference List Examples**
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<table>
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<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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<tbody>
<tr>
<td><strong>Motion picture</strong></td>
<td>• ... (Gilbert &amp; Higgins, 1980) ...</td>
<td>Gilbert, B. (Producer), &amp; Higgins, C. (Screenwriter/ Director). (1980). <em>Nine to five</em> [Motion picture]. United States: Twentieth Century Fox.</td>
</tr>
</tbody>
</table>
| **Video podcasts**     | • ... (National Geographic Society, 2014).  
| **Video blog posts**   | • ... (ESL4free, 2013) ... | ESL4free. (2013, March 2). IELTS reading series two: 30 - texting [Video file]. Retrieved from http://www.youtube.com/watch?v=sYSB7oHXQFs&list=PLbJGK-RVV5vsRyxiP6kXt527x4IHpYqGX |
## Reference Type | In-text Examples | Reference List Examples
---|---|---
**Interviews**<br>• ... (Sparkman, 1973) ...<br>Sparkman. C. F. (1973). *An oral history with Dr. Colley F. Sparkman/Interviewer: Orley B. Caudill.* [Interview transcript] Mississippi Oral History Program (Vol. 289), University of Southern Mississippi, Hattiesburg.<br>Interviews that are not retrievable should be cited in text as a personal communication (including month, day, year) and not included in the reference list (see section on unpublished works).

## Audiovisual and Other Media

### Elements of citation:
Issuing body. (Year of Publication). *Title of item – in italics* [Type of media], Place of Publication: Publisher. Retrieved from URL.

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<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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<tbody>
<tr>
<td><strong>Map</strong></td>
<td>• ... reading this map (Department of Mines and Energy, Queensland, 1996) ...&lt;br&gt;Department of Mines and Energy, Queensland. (1996). <em>Dotswood</em> [Map], Australia 1:100 000 geological series, sheet 8158, Queensland, Brisbane: Department of Mines and Energy.</td>
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<tr>
<td><strong>Music recording</strong></td>
<td>• ... “You raise me up” (Westlife, 2005, track 1).&lt;br&gt;Westlife. (2005). <em>You raise me up.</em> On <em>face to face</em> [CD]. London: Universal Music Publishing Ltd.</td>
<td></td>
</tr>
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</table>
### Refrencing Guide

#### Television programs

#### Television series

#### Television series episode

### Unpublished Works

#### Elements of citation:

Author(s). (Year). *Title of work – italicised*. Unpublished manuscript [or “Manuscript submitted for publication”, or “Manuscript in preparation”].

#### Reference List Examples

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<tr>
<th>Reference Type</th>
<th>In-text Examples</th>
<th>Reference List Examples</th>
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</thead>
<tbody>
<tr>
<td>Personal communications</td>
<td>• Bi, X. (personal communication, October 18, 2013)</td>
<td>Personal communication may be unpublished lecture notes, letters, memos, personal interviews, telephone conversations, email or messages from non-archived discussion groups or bulletin boards, photographs, images, tables or data. Cite personal correspondence in text only. Do not include in the Reference List.</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>• ... (Wang, 2014)</td>
<td>Wang, J. (2014). <em>Optical properties of graphene/GaN hybrid structure</em>. <em>Unpublished manuscript</em>. Department of Physics, the University of Hong Kong, Pokfulam, Hong Kong.</td>
</tr>
</tbody>
</table>
### Manuscripts submitted for publication

- ... (Deng & Xu, 2014) ...


### PATENTS

**Elements of citation:**


### SECONDARY REFERENCE

When you want to quote a piece of work that has been referred to in something you have read – this is called ‘secondary referencing’ as you have not read or accessed the original author’s work. Strictly speaking, you should try and read the original work, but this may be not possible. If you still want to refer to the work, you must make it clear in your text that you have not read the original but are referring to it from a secondary resource.

For your bibliography, you would include only the source you have read.
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<th>Reference Type</th>
<th>In-text Examples</th>
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</table>

**DIRECT QUOTATIONS**

A direct quotation is quoted directly word by word from another author’s work, or from your own previously-published work. If the quotation is fewer than 40 words, incorporate it into your paragraph and enclose the quotation in double quotation marks.

If the quotation has 40 or more words, display it in an indented, freestanding block of text, without quotation marks. At the end of a block quotation, cite the quoted source and the page number in parentheses, after the final punctuation mark.

If you have directly quoted words from a source (in inverted commas, or in an indented paragraph), provide the author, year, and specific page number for that quotation. (For material without page numbers, give the paragraph number.) Include a complete reference in the reference list.

**SELF-REFERENCING**

You should typically avoid citing your own writing from assignments etc. derived from your programme of study. Citation should be derived from authoritative literature or sources.

If you are simply citing your own professional or academic writing drawn from publications outside your programme of study, such as a contribution to a journal, book chapter or online contribution (such as a blog post), then you should reference these sources using the normal method mentioned in the earlier sections of this guide.
FURTHER HELP AND CONTACTS

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (https://libguides.lib.xjtlu.edu.cn/c.php?g=655374). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

ACKNOWLEDGEMENT

This guide is inspired by the following pieces of work and excellent sites:


BE S.M.A.R.T. BE S.U.R.E.
Advice on creating links to e-resources in the bibliography

The following notes provide some general tips on obtaining a direct link to e-resources.

The most important thing is to make the bibliography functional. If the resource is part of an online collection subscribed by Xi’an Jiaotong-Liverpool University, it can be directly accessed on campus or accessed via VPN when off-campus. The link you create should be stable and accessible to the audience if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus.

You should take care when simply copying and pasting the URL from the address bar of your Web browser. If the website you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain ‘session’ information and may be invalid when used later. Many systems such as Discover provide tools to create a stable link to individual e-resources.

If you conduct a search in Discover and choose one of the references to view the Detailed Record, the page will be shown as the first screenshot here. The URL in Web browser is invalid for you to cite. Discover enable you to get the stable link via ‘permalink’ function in the Tools panel. After you click ‘permalink’, you will be directed to a new page with a stable link which is derived from the website of the e-journal collection (see the second screenshot).