

# **Introduction to Academic Writing and Referencing**

## **Referencing Guide**

**(Based on the APA system)**

**Developed by the University of Hertfordshire**

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## **1.0 Introduction to referencing**

### **1.1 How to use this guide**

This referencing guide is based upon the APA referencing system. There are many referencing systems, but they all follow the same generic pattern of information. This guide is by no means equivalent to the comprehensive referencing guides you will receive from your university when you join but serves as a valuable resource to help introduce you to the skill of citing references and develop your referencing knowledge and understanding.

### **1.2 What is referencing?**

We use referencing to show the reader where or who we have sourced our information from. This allows the reader to go to the same sources to look at themselves if they wish, in addition to demonstrating that the author (you) has researched the topic and supported their points with evidence.

### **1.3 When do I need to reference?**

You will need to cite or reference your source in both the main body or text of your writing, as well as include the full reference within the bibliography or reference list at the end of your work.

You will need to reference if you are applying or discussing someone else's work, words, diagrams, images etc. This includes but is not limited to:

- Books (physical or eBooks)
- Journal articles (physical or ejournals)
- Web pages
- Any other medium

### **1.4 Advice for creating your reference list/ bibliography**

Remember that your reference list will need to be in alphabetical order, which can be easily achieved via the 'sort' button in Microsoft word.

We recommend finding online sources through Google Scholar, as this website has a unique 'cite' button underneath each source that automatically creates a reference for you. Make sure you double check it however, as it can miss some information out.

## 2.0 Referencing Books – Physical

### In-text citation:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication)

Note: in text citations always use 'and' and not '&' if there are 2 or 3 authors.

Examples:

According to Sanderson (2011), it can be considered unprofessional.....

It can be considered unprofessional to communicate via social media (Sanderson, 2011) as this could.....

However, Harvey, Atkinson and Hyndman (2020) argue that.....

On the other hand, Bullock et al. (2021) confirms that....

Note: Please refer to chapter 9.1 to learn when to use 'et al.'

### Full reference:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication).

Title of work. Publisher name, publisher location.

Examples:

Wenner, L. A. (1989). Media, sports, and society. Sage, London.

Beer, D. F., and McMurrey, D. A. (2019). A Guide to Writing as an Engineer. John Wiley & Sons, London.

### 3.0 Referencing Books – Virtual/ ebooks

#### In-text citation:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication)

Note: in text citations always use 'and' and not '&' if there are 2 or 3 authors.

Examples:

According to Sanderson (2011), it can be considered unprofessional.....

It can be considered unprofessional to communicate via social media (Sanderson, 2011) as this could.....

However, Harvey, Atkinson and Hyndman (2020) argue that.....

On the other hand, Bullock et al. (2021) confirms that....

Note: Please refer to chapter 9.1 to learn when to use 'et al.'

#### Full reference:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication).  
Title of work. Publisher name, publisher location. Available at [enter URL you used]  
(Accessed: date you last read the reference).

Examples:

Wenner, L. A. (1989). Media, sports, and society. Sage, London. Available at:  
[https://www.google.co.uk/books/edition/Media\\_Sports\\_and\\_Society/d6HhgJDGXtQC?hl=en&gbpv=1&dq=Wenner,+L.+A.+\(1989\).+Media,+sports,+and+society.+Sage,+London.&pg=PA7&printsec=frontcover](https://www.google.co.uk/books/edition/Media_Sports_and_Society/d6HhgJDGXtQC?hl=en&gbpv=1&dq=Wenner,+L.+A.+(1989).+Media,+sports,+and+society.+Sage,+London.&pg=PA7&printsec=frontcover) (Accessed 1 March 2021).

## 4.0 Referencing Journal Articles – Physical

### In text citation:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication)

Note: in text citations always use 'and' and not '&' if there are 2 or 3 authors.

Examples:

According to Sanderson (2011), it can be considered unprofessional.....

It can be considered unprofessional to communicate via social media (Sanderson, 2011) as this could.....

However, Harvey, Atkinson and Hyndman (2020) argue that.....

On the other hand, Bullock et al. (2021) confirms that....

Note: Please refer to chapter 9.1 to learn when to use 'et al.'

### Full reference:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication).  
Title of article. Title of Journal. journal volume (journal issue/ number), pp. page numbers of article.

Example:

Sanderson, J. (2011). To tweet or not to tweet: Exploring Division I athletic departments' social-media policies. *International Journal of Sport Communication*, 4(4), pp.492-513.

## 5.0 Referencing Journal Articles – Virtual/ e-journals

### In-text citation:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication)

Note: in text citations always use 'and' and not '&' if there are 2 or 3 authors.

Examples:

According to Sanderson (2011), it can be considered unprofessional.....

It can be considered unprofessional to communicate via social media (Sanderson, 2011) as this could.....

However, Harvey, Atkinson and Hyndman (2020) argue that.....

On the other hand, Bullock et al. (2021) confirms that....

Note: Please refer to chapter 9.1 to learn when to use 'et al.'

### Full reference:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication).

Title of article. Title of Journal. journal volume (journal issue/ number), pp. page

numbers of article. Available at [enter URL you used] (Accessed: date you last read the reference).

Examples:

Musante, M., Milne, G. R., and McDonald, M. A. (1999). Sport sponsorship: Evaluating the sport and brand image match. *International Journal of Sports Marketing & Sponsorship*. 1(1), pp.32-48. Available at: <https://go.gale.com/ps/anonymous?id=GALE%7CA89814311&sid=googleScholar&v=2.1&it=r&linkaccess=abs&issn=14646668&p=AONE&sw=w> (Accessed: 12 February 2021).

## 6.0 Referencing Figures, Images or tables – Physical

### In-text citation:

Type of item followed by an identifying number: description of what item shows (Author's surname and other author's surname, date of publication).

Examples:

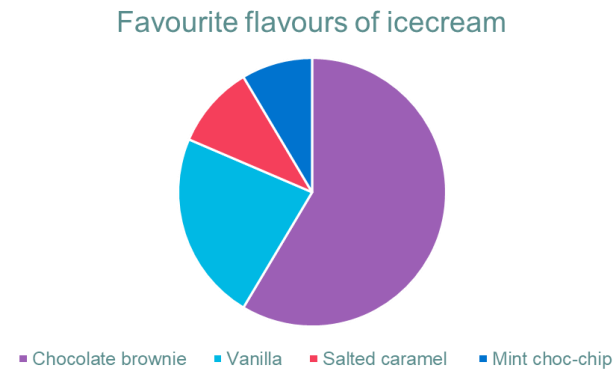


Figure 1: Preferred ice cream flavours amongst children (Bullock, 2021)



Image 1: Two Law students in the university's mock Queen Crown Court (Bullock, 2021)

### Full reference:

Author's surname, A. A. and Other-Author's surname, B. B. (year of publication).  
Title of Book. Publisher, Place of publication. page of item, type of item.

Note: If item is from a journal, websites or blog please refer to the appropriate section and add the page the item is on and the 'type' the item is as above.

Examples:

Bullock, B. (2021). Why do we have favourite flavours?. University of Hertfordshire, England. P.561. Figure.



## 7.0 Referencing websites, web pages or online blogs

### In-text citation

Author, A. A. and Other-Author, B. B. (Date of publication).

Note: If the author is an organisation or you are trying to reference an organisation's website/ web page, please put the organisation as the author.

Examples:

By looking at the University of Hertfordshire's (2021) website .....

After reading a blog written by Keens (2021), my opinion on.....

### Full reference:

Author, A. A. and Other-Author, B. B. (Date of publication). Title of work. Publisher name/ website's name. Available at [enter URL you used] (Accessed: date you last read the reference).

Examples:

University of Hertfordshire. (2021). University of Hertfordshire website. Available at: <https://www.herts.ac.uk/> (Accessed: 16 March 2021).

Keens, E. (2021). How my dog has helped me through the pandemic. The University of Hertfordshire Community Blog. Available at: <http://blogs.herts.ac.uk/> (Accessed: 28 January 2020).

## 8.0 What if I need to reference to the same author and year for two different pieces of work?

This happens more than you might think, and it is important to ensure that your reader is aware that you are referring to two different pieces of work. We get around this by doing the following:

### In text citation:

Author's surname, A. A. and Other-Author's surname, B. B. (Date of publication a)

Examples:

On the other hand, Bullock (2021a) confirms that....

On the other hand, Bullock (2021b) states that....

### Full reference:

Exactly the same for referencing a book, eBook, journal or ejournal with the addition of adding 'a', 'b' etc. to the end of the publication date.

Examples:

Bullock, A. E. (2021a). How to write academically and reference correctly. University of Hertfordshire, Hatfield.

Bullock, A. E. (2021b). Handy hints and tips for referencing. University of Hertfordshire, Hatfield.

## 9.0 Frequently asked questions

### 9.1 When to use et al.

“et al.” simply means “and others” and we tend to use this when a reference has over 3 authors (to save on word count). However, you will need to list ALL the authors in the bibliography/ reference list.

### 9.2 Examples of different words to use to replace ‘states’

It can be difficult to think of different ways of introducing your reference. Here we have listed some different words that you can use to replace ‘states’:

|          |            |             |              |          |
|----------|------------|-------------|--------------|----------|
| States   | Declares   | Establishes | Specifies    | Insists  |
| Confirms | Expresses  | Points out  | Tells us     | Verifies |
| Argues   | Stipulates | Indicates   | Explains     | Endorses |
| Claims   | Affirms    | Justifies   | Certifies    | Reasons  |
| Says     | Describes  | Proclaims   | Demonstrates | Defines  |
| Exclaims | Notes that | Sets out    | Rationalises | Insists  |