



Anglia Ruskin
University

Cambridge & Chelmsford

Faculty of Science and Technology: Department of Psychology

Citation and Referencing Guide

2011/2012 Edition

For all Years

www.anglia.ac.uk

Citations

“Cite the work of those individuals whose ideas, theories, or research have directly influenced your work... Citation of an article implied that you have personally read the cited work.” (APA Publication Manual, 2009, p. 169)

“Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text.” (APA Publication Manual, 2009, p. 174)

Every single claim made in the main body of the text in a report or an essay needs to be backed up with a citation. A citation is a point of reference of what someone else has said regarding the topic you are discussing.

Citations follow strict rules:

1. There are two formats for citing people:
 1. Author(s) (year in brackets) – e.g., Jones and Hills (2011)
 2. Author(s) and year in brackets – e.g., (Jones & Hills, 2011)
2. For citations with **three to five** authors:
 1. The **first** use of a citation should include all authors' names – e.g., Smith, Williams, and O'Reilly (1987)
 2. The **second** and all subsequent uses should use “et al.” instead of the names – e.g., Smith et al. (1987)
3. Citations with more than **six** authors should always use the first author's name and “et al.” instead the other authors' names.
4. Citations with **two** authors' names should always include both authors' names.
5. When a citation is in the **main text**, “and” should be used between the penultimate and last authors' names. When a citation is in **brackets**, “&” should be used between the penultimate and last authors' name. (see examples in Point 1)
6. Citations with authors with the same surname should include the first initial to differentiate them – e.g., M Lewis (2009) and H Lewis (2001)
7. Author's first/Christian/given name should never be used.
8. Lists of citations should be used rarely and when used should be in alphabetical order.
9. When citing secondary sources, “as cited in” and the secondary source citation should follow immediately after the year of the reference – e.g., Bright (2005, as cited in, Jenkins, 2009)
10. Never include book titles or journal titles in a citation.
11. When using quotations:
 1. The quotation must be in quotation marks – e.g., “quotation”
 2. Page numbers need to be provided in the appropriate format (p. for one page quotes and pp. for multiple page quotes).
 3. Use quotations sparingly.

Referencing

The reference section only contains references of the work that you actually read. It should only contain the primary sources you read and the secondary sources. The reference list is called the “References” not “Bibliography.”

1. The reference list should be in alphabetical order of the author’s surname.
2. When there are multiple publications from the same author, the order should be by year of publication.
3. When there are multiple publications from the same author and the same year, the different citations and references should be distinguished by a letter after the year. (e.g., Haig, 1986a and Haig, 1986b).
4. Use APA (6th Edition) format (brief examples are provided below). For full details, see Section 7 of the Publication Manual of the American Psychological Association (6th edition, 2009) – there are copies in the library.
5. Use a hanging indent (second and subsequent lines are indented)
6. *Italicise* journal/book/newspaper titles.

Here are examples for how to reference the key types of sources that you are likely to use.

1. Journal Articles

Format:

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. *Title of periodical, Volume Number*, page numbers. Digital object identifier (if available).

Examples:

Fiorentini, A., Maffei, L., & Sandini, G. (1983). The role of high spatial frequencies in face perception. *Perception*, 12, 195-201.

van Belle, G., Ramon, M., Lefèvre, P., & Rossion, B. (2010). Fixation patterns during recognition of personally familiar and unfamiliar faces. *Frontiers in Psychology: Cognitive Science*, 1, 20. doi: 10.3389/fpsyg.2010.00020.

1.1. Journal Articles for more than seven authors

In the reference section, you should list the first six names followed by '...' then the last author's name.

Format:

Author, A. A., Author, B. B., Author, C. C., Author D. D., Author E. E., Author, F. F., ... Author, Z. Z.
(Year of Publication, add month and day of publication for daily, weekly, or monthly publications). Title of article. *Title of periodical, Volume Number*, page numbers. Digital object identifier (if available)

Examples:

Kosslyn, S. M., Alpert, N. M., Thompson, W. L., Malikovic, V., Weise, S. B., Chabris, C. F., ... Buonanno, F. S. (1993). Visual mental imagery activates topographically organized visual cortex: PET investigations. *Journal of Cognitive Neuroscience*, 5, 263 – 287.

Zhang, Y., Kuhl, P. K., Imada, T., Iverson, P., Pruitt, J., Stevens, E. B., ... Nemoto, I. (2009). Neural signatures of phonetic learning in adulthood: a magnetoencephalography study. *Neuroimage*, 46, 226 – 240. doi: 10.1016/j.neuroimage.2009.01.028.

1.2. Journal Articles with no author

Newspaper articles with no author can be referenced without a name. For parenthetical citations of sources with no author named, use a shortened version of the title (using quotation marks) instead of an author's name. For example, parenthetical citations of the first source is: ("Trial in Iran," 1993).

Examples:

British Embassy staff trial in Iran. (2009, July 2). *The Sun*. pp. 4.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

1.3. Authors with the same year

When authors have published more than one article in the same year, the citation and the reference should have a letter following on from the year.

Examples:

Meissner, C. A. & Brigham, J. C. (2001a). A meta-analysis of the verbal overshadowing effect in face identification. *Applied Cognitive Psychology*, 15, 603 – 616. doi: 10.1002/acp.728.

Meissner, C. A. & Brigham, J. C. (2001b). Thirty years of investigating the own-race bias in memory for faces - A meta-analytic review. *Psychology, Public Policy, and Law*, 7, 3 – 35. doi: 10.1037/1076-8971.7.1.3.

2. Books

Format:

Author, A. A. (Year of Publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

Note: For "Location," you should always list the city, but you should also include the US state if the city is unfamiliar or if the city could be confused with one in another US state.

Examples:

Macmillan, N. A. & Creelman, C. D. (2005). *Detection Theory: A User's Guide.* Cambridge University Press: New York.

Piaget, J. (1952). *The Origins of Intelligence in Children.* New York: International Universities Press.

2.1. Books with no author

Books with no author can also be referenced, specifically dictionaries and encyclopedias. For parenthetical citations of sources with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and underlining as appropriate. For example, parenthetical citations of the first source would appear as follows: (*Britannica*, 2006).

Examples:

Britannica Concise Encyclopedia 2006 (2006). London: Encyclopaedia Britannica (UK) Ltd.

Oxford Dictionary and Thesaurus (2007). Oxford: Oxford University Press.

2.2. Book Chapter

Format:

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Example:

Ginsburg, A. P. (1986). Spatial filtering and visual form perception. In K. R. Boff, L. Kaufman, & J. P. Thomas (Eds.), *Handbook of Perception and Human Performance.* (pp. 34: 1 – 41). New York: Wiley.

Richardson, A. (2000). Individual differences in visual imagination imagery. In R. G. Kunzendorf & B. Wallace (Eds.), *Individual Difference in Conscious Experience* (pp. 125 – 146). Amsterdam: John Benjamins Publishing Company.

3. Conference Proceedings

Examples:

Anastasi, J. S., Hodges, T. M. W., & Rhodes, M. G. (2006). Memory for faces: the interaction of race and age. Poster presented at the Psychonomic Society Conference, Houston, TX, 16th – 19th November.

Lawson, R. (2006). Local and global processing biases fail to influence face, object and word recognition. Poster presented at the Experimental Psychology Society Meeting, 10-12th July 2006, Plymouth, UK (Abstract).

4. Unpublished Work

Sometimes you may wish to reference unpublished work (i.e., work that is in press, or PhD theses).

4.1. PhD Theses

Examples:

Lipkens, R. (1992). *A behaviour analysis of complex human functioning: Analogical reasoning*. Unpublished doctoral dissertation, University of Nevada-Reno, Nevada, USA.

Yin, R. K. (1970). *Face Recognition: A Special Process?* Unpublished PhD Thesis, Massachusetts Institute of Technology.

4.2. In Press

These are journal articles that are not yet published but will be shortly. The year is replaced with the words "in press".

Examples:

Hills, P. J., Werno, M. A. & Lewis, M. B. (in press). Sad people are more accurate at face recognition than happy people. *Consciousness and Cognition*.

Roche, B., & Barnes, D. (in press). A transformation of respondently conditioned sexual arousal functions in accordance with arbitrarily applicable relations. *Journal of the Experimental Analysis of Behavior*.

4.3. Translations

Examples:

Foucault, M. (1995). *Discipline and punish*. (A. Sheridan, Trans.). New York: Vintage Books. (Original work published 1978)

Vygotsky, L. S. (1987). *Thinking and Speech*. (N. Minick, Trans). New York: Plenum. (Original work published 1934).

5. Online Sources

Avoid using unsubstantiated online references for your work where possible. Wikipedia should never be referenced.

5.1. Website

Websites can be a useful source of basic information. Online newspapers and news websites often have authors and publication dates and so should be cited. **N.B.** If the website has no date, then you can put "n.d." in the brackets instead of a date.

Examples:

Becker, L. A. (1999). Effect size calculators. Retrieved August 9, 2004 from <http://web.uccs.edu/lbecker/Psy590/escalc3.htm>.

Kalloniatis, M. & Luu, C. (n.d.). Psychophysics of vision. Retrieved on July 6, 2009 from <http://webvision.med.utah.edu/Psych1.html>.

5.1. Website with no author

If there is a website you need reference that has not got an author, this can be done with the title of the website and reference to when you accessed it and where it can be retrieved from. **N.B.** If the website has no date, then you can put "n.d." in the brackets instead of a date.

Examples:

Students Bemoan Lack of Feedback. (2007) Retrieved April 17, 2009, from <http://news.bbc.co.uk/1/hi/education/6990022.stm>

Psychological Image Collection at Stirling (PICS). (2000). Retrieved July 20, 2002, from <http://www.pics.stir.ac.uk>

5.1. Newspaper

Examples:

Bering, J. (2009, July 1). Pedophiles, hebephiles, and ephebophiles, oh my: Erotic age orientation. *Scientific American*. Retrieved July 2, 2009, from <http://www.scientificamerican.com/>

Hilts, J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2000, from <http://www.nytimes.com>.