

## REFERENCING EXAMPLES: APA 7<sup>th</sup> edition

The following are basic examples of how to reference and cite the most common types of sources. For further examples, and guidance on other types of sources, please visit [Referencing@Portsmouth](mailto:Referencing@Portsmouth).

### Print book

#### Reference

Author, Initials. (Year of publication). *Title* (Edition number if it is not the first edition). Publisher.

Moloney, E. (2007). *A secret history of the IRA* (2nd ed.). Penguin.

#### In-text Citation

It could be argued that... (Moloney, 2007).

Moloney (2007, p. 98) states that...

### Ebook

#### Reference

Author, Initials. (Year of publication). *Title of book* (Edition number if it is not the first edition). Publisher. <https://doi.org/> or URL

Cody, W. J. (1999). *Flora of the Yukon Territory* (2nd ed.). NRC Research Press.  
<https://ebookcentral.proquest.com/lib/portsmouth-ebooks/detail.action?docID=228107>

#### In-text Citation

A study (Cody, 1999) suggests that...

Cody (1999, p. 412) describes...

### Online journal article

#### Reference

Author, Initials. (Year of Publication). Title of article. *Title of Journal*, *Volume number*(Issue number), start and end page numbers. <https://doi.org/> or URL

Anker, T. B. (2021). At the boundary: Post-COVID agenda for business and management research in Europe and beyond. *European Management Journal*, *39*(2), 171-178.  
<https://doi.org/10.1016/j.emj.2021.01.003>

#### In-text Citation

Anker (2021) argues that...

It can be argued ... (Anker, 2021, p.173).

## Online report with a named author

### Reference

Author, Initials. (Year of publication). *Title of report* (Series number if available). Publisher.  
<https://doi.org/> or URL

Abrams, D. (2010). *Processes of prejudices: Theory, evidence and intervention* (Research report 56). Equalities and Human Rights Commission.  
<https://www.equalityhumanrights.com/sites/default/files/research-report-56-processes-of-prejudice-theory-evidence-and-intervention.pdf>

### In-text Citation

It was shown that... (Abrams, 2010).

Abrams (2010, p. 84) argued that...

If the report is **written by an organisation**, use their name as the author. If the organisation is also the publisher, omit the publisher element from the reference.

### Reference

Author. (Year of publication). *Title of report* (Series number if available). Publisher.  
<https://doi.org/> or URL

People's Dispensary for Sick Animals. (2020). *Animal wellbeing (PAW) report*.  
<https://www.pdsa.org.uk/media/10540/pdsa-paw-report-2020.pdf>

### In-text Citation

If the organisation is known by an acronym, you can use this in your second or subsequent citation by following this guidance.

Findings show that... (People's Dispensary for Sick Animals, 2020).

As the People's Dispensary for Sick Animals (2020, p. 10) found...

*If the organisation is commonly known by an acronym, please see the guidance on using this on page 4.*

## Online report by a Government department

These include House of Commons Briefing Papers, House of Lords Briefing Papers and any other departmental reports.

### Reference

Name of government department. (Year of publication). *Title* (Report series and number if available). URL

Department for Education. (2014). *School Admissions Code: Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels* (DFE-00728-2014).  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

Wilson, W., & Barton, C. (2021). *Social rented housing (England): Past trends and prospects* (House of Commons Library Briefing Paper 8963).

<https://commonslibrary.parliament.uk/research-briefings/cbp-8963/>

### **In-text Citation**

The process involves... (Department for Education, 2014).

Wilson and Barton (2021, p. 11) state that...

### **Webpage with a named author**

#### **Reference**

Author, Initials. (Year, Month Date). *Title of webpage*. Name of Website. URL

Vincent, A. (2020, August 20). *How can we save UK libraries? A look at the innovative steps being taken by countries around the world*. Penguin Books UK.

<https://www.penguin.co.uk/articles/2020/august/innovative-libraries-around-the-world-ideas.html>

#### **In-text Citation**

It was stated that ... (Vincent, 2020)

In a feature Vincent (2020) argues...

If you want to cite a specific part of a webpage, if you're using a direct quote for example, you can use paragraph numbers in your citation. You should use the abbreviation para.

It was stated that... (Vincent, 2020, para. 4)

### **Webpage from an organisation**

If the webpage has a named author in addition to the organisation name, include this.

#### **Reference**

Author, Initials. (Year, Month Date). *Title of webpage*. Name of Website. URL

Gränitz, A. (n.d.). *CEO Statement*. Polygon Group. <https://www.polygongroup.com/investors/ceo-statement/>

#### **In-text Citation**

It was stated that... (Gränitz, n.d.).

Gränitz (n.d., para. 2) said that...

When the author and website name are the same (because the organisation is attributed as the author), omit the website name from the reference.

#### **Reference**

Name of Organisation. (Year, Month Date). *Title of webpage*. URL

World Health Organisation. (2018, May 8). *Household air pollution and health*.

<https://www.who.int/news-room/fact-sheets/detail/household-air-pollution-and-health>

## In-text Citation

Findings show that... (World Health Organisation, 2018).

As the World Health Organisation (2018) found...

**If a document or webpage is produced by an organisation and the organisation is commonly referred to by an abbreviation/acronym you may do the following:**

In the reference, give the full name of the organisation.

In the first in-text citation for the source, write out the name of the organisation in full the first time you mention them, and give the abbreviation in square brackets, for example:

... clearly stated policy (World Health Organisation [WHO], 2018).

The World Health Organisation [WHO] (2018, para. 5) state that...

Then in all subsequent citations for this organisation you can just use the acronym, for example:

... measures to improve dental health (WHO, 2018).

The WHO (2018, para. 5) recommend that...

*Do not create an abbreviation or acronym if the organisation is not commonly known by one. If the organisation is not known by an acronym, you should use their full name in all citations.*

## Webpage from the GOV.UK website

If you are using a document which opens as a PDF or HTML file, you should reference it using the guidance for a report by a Government department. You should look for the department or body responsible for the particular page you are using to work out who the author is. Sometimes it will be a combination of a department and a named individual.

If you use a page or document without a department, body or named individual given as the author, you should move the title of the article to the author position at the beginning of the reference.

*Note that GOV.UK is never used as an author.*

If the webpage has no publication date use (n.d.) in place of this.

## Reference

Name of Department. (Year, Month Date of publication). *Title*. Name of Website. URL

Department for Digital, Culture, Media & Sport, & Whittingdale, J. (2021, June 14). *Government increases licence fees for gambling operators*. GOV.UK.

<https://www.gov.uk/government/news/government-increases-licence-fees-for-gambling-operators>

*Benefit cap calculator*. (n.d.). GOV.UK. <https://www.gov.uk/benefit-cap-calculator>

## In-text Citation

This was amended to... (Department for Digital, Culture, Media & Sport & Whittingdale, 2021, para. 4)

The Benefit cap calculator (n.d.) gives information...