

DISCIPLINE OF PSYCHOLOGY: BRIEF STYLE GUIDE

INTRODUCTION: REFERENCING YOUR ESSAYS

Providing accurate references to the works you have accessed in writing an essay (or any other academic work) is an essential part of academic writing. There are two main reasons for providing references:

- X To acknowledge the work of the person who wrote the original source.
- X To lead your reader to the interesting source you found.

Different Disciplines: Different Systems

There are several different systems of referencing. In academic psychology in South Africa, we follow the American Psychological Association (APA) format and you will be expected to use this format for your Psych 100 submissions.

APA Reference Format

The 6th edition of the *Publication manual of the APA* was published in 2010. It is in the reference section of the library at **R 808.02 AME 1**.

QUOTATIONS IN THE ESSAY TEXT

A quote is when you copy **word for word** from a source. Quotes should be used sparingly. When you quote from a source, you need to follow your quotation with a citation **in the essay text** (not as a footnote). Quotes should be enclosed in **double** quotation marks, followed by the **author's surname(s)** (**without initials**), **year of publication** and **page number/s** in parentheses (brackets).

For example:

This test is “a more sensitive index of impairment in both concrete and abstract spheres” (Naidoo, 1949, p.13). (or “pp.13-4”, if the reference runs over two pages)

REFERENCES (CITATIONS) IN THE ESSAY TEXT

When you **use another person's ideas** (e.g., in a paraphrase), this must also be cited (acknowledged) as the source of your ideas. These citations contain two parts: The **author/s** and the **year of publication**.

For example:

One author:

Condom use was believed to be unnecessary (Madondo, 2000).

Madondo (2000) found that South African teenagers believe condom use is unnecessary.

NOTE: If the author/s' name/s are the **subject** or **object** of your sentence, only the year and page number/s are in parentheses (cf. example above).

Two authors:

Both names must be used for *all occurrences*. **Do not use “et al.” or just the first author.**

First-year students find referencing difficult to learn (Pritchett & Visagie, 1999).
Pritchett and Visagie (1999) found that first-year students...

Three to five authors:

Cite **all** the authors the first time the reference occurs. In subsequent citations, use the first author’s surname followed by “et al.” (which means “and all”). Note the full stop after the abbreviation “al.”. This does not have to be in italics.

For example:

The question of generic skills development is highly debated (Bennett et al., 2000).

Six or more authors:

Use “et al.” for all citations, but **list all the names** in the Reference List.

Multiple authors: Join names with “and” in the text and with the ampersand (&) in parentheses and in the Reference List.

Electronic documents

Do NOT use the web address (URL) in the citation. For electronic documents, you may have no author and/ or no date. For **no author**, you must **use the title** of the article (in italics). For **no date**, use “n.d.” in the brackets, for example: Peterson (n.d.) suggests that...

For example (No author AND no date):

Students tend to put off work until they are under major pressure (*Reasons for procrastination*, n.d.).

SECONDARY SOURCES

A secondary source is when you use information from an author who has **written about** the work of **another author**. In the essay text, you should refer to both sources, but **only the secondary source** (the one **you** actually read) is included in the Reference List.

For example:

Carman and Adams (1985, in Coon, 2001) describe a listening and note-taking plan called LISAN. (So, Coon is what **you** read and Carman and Adams (1985) are what Coon read and reported in his book.)

Goldstein (1998, in Peter & Hammond, 2000) argues for three structures of memory.

THE REFERENCE LIST

All references which appear in the essay must be included in the reference list at the end of your essay. **Do not include sources which you have read but which you have not referred to in your essay.** A list of all sources is called a Bibliography but your essay must finish with a Reference List (and NOT a Bibliography).

- ALL references go together in the list (i.e., **do not use separate sections for books, journals and electronic sources**).
- List references in alphabetical order, by author's surname, or, for multiple authors, by the surname of the first author.
- If there is NO author, put the title first and alphabetize according to the first significant word of the title (NOT "The" or "A/n"!).
- Do not number the references; do not use bullets.
- Follow the surname with a comma, then the author's initials, each followed by a full stop.
- Remember that every punctuation mark is followed by a single space.
- Next comes the year of publication, in parentheses followed by a full stop.
- Next write the title of the source (in italics if it is a book or internet article) followed by a full stop. If italics is unavailable, underline the title.
- For journals, the title of the article is NOT in italics, but the title of the journal and volume number are (also applies for online journals).
- Next (for books only), write the place of publication (suburb and city or city only; NOT country) followed by a colon and then the publisher's name. (See inside the front few pages of the book for the publisher. It is usually also on the book's spine. Do NOT confuse publisher with the printer.)
- Edited books: The author's/editor's surname/s and initials are followed by (Ed.) for one author/editor or (Eds.) for more than one author/editor.
- For chapters of edited books, the chapter title follows the date and is not in italics (cf. Zungu example in Sample Reference List). Remember to include the chapter page numbers in parentheses.
- Indent the second and subsequent lines of EACH reference.
- '12th ed.' means twelfth edition (cf. Coon). Edition goes in parentheses immediately after the book title (before the full stop) and it is not in italics.
- Use p. (or pp. for multiple pages) ONLY for entries for articles in books (cf. Zungu example in Sample Reference List), newspapers and magazines, but not for journal articles (cf. Teri example in Sample Reference List).

Electronic sources

- X If there is a **digital objective identifier** (DOI), you **must** use it and not the URL (only use the URL if there is no DOI).
- X Only give date of retrieval if the source information may change over time (cf. Strahan example on Sample Reference List).

SAMPLE REFERENCE LIST

REFERENCES (NOT “Bibliography”)

- Coon, D., & Mitterer, J. O. (2010). *Introduction to psychology: Gateways to mind and behavior* (12th ed.). Belmont, California: Wadsworth/ Thomson Learning.
- Jones, A., & Walker, C. (Eds.). (1998). *Food*. New York: Fantasy Books.
- Oxford English dictionary: On compact disc* (2nd ed.), [CD-ROM]. (1992). Oxford University Press.
- Meet the press*. (n.d.). Retrieved from <http://www.msnbc.msn.com/id/3032608/>
- Paivio, A. (1975). Perceptual comparisons through the mind’s eye. *Memory & Cognition*, 3, 635-647. doi: 10.1037/0278-6133.24.2.225
- Pritzker, T. J. (n.d.). *An early fragment from central Nepal*. Retrieved from <http://www.ingress.com/~astanart/pritzker/pritzker.html>
- SAPA (1998, January 2). Professionals face tax rises. *The Natal Witness*, p.4.
- Smith, E. R. (1981). *Helping people*. New York: Harper Collins.
- Smith, E. R. (1985). *Basic counselling skills*. Oxford: Oxford University Press.
- Smith, E. R., & Howard, D. (1984). *Group counselling*. New York: Harper Collins.
- Strahan, H. (2010). *APA reference style guide*. Retrieved January 26, 2011, from http://library.nmu.edu/guides/userguides/style_apa.htm
- Swartz, L., de la Rey, C., Duncan, N., & Townsend, L. (with O’Neill, V.). (2011). *Psychology: An introduction* (3rd ed.). Cape Town: Oxford University Press.
- Teri, L. (1982). Depression and self-image. *Journal of Child Psychology*, 11(2), 101-106.
- Zungu, T. (2001). Children and bereavement. In J. Sithole & P. Smith (Eds.), *Bereavement* (pp. 253-298). Cape Town: UCT Press.

NOTE:

-) Book and article titles do not have initial capitals but journal titles do.
-) A word following a colon has a capital.
-) No full stop after a URL or DOI.
-) **NO NUMBERING OR BULLETS.**

REMEMBER: The purpose of the Reference List is to lead someone else to the interesting/ useful source you found.