Citing References

Advice for Students of the Florence Nightingale Faculty of Nursing, Midwifery and Palliative Care on the consistent acknowledgement of print and electronic resources

In any piece of research or written work you need to acknowledge or cite your sources of information. A list of references usually appears at the end of a piece of work. Each reference describes an item, usually published (for example a book, report or thesis) or part of an item (a chapter, journal article or electronic document). The reference will also provide essential details which enable the reader to locate the cited publications with ease. A bibliographic reference should, at a glance, answer several questions about the item cited: What is the title? Who wrote it? Who published it? Where was it published? When was it published?

The examples in this guide have been informed by *APA Style Simplified: Writing in Psychology, Education, Nursing, and Sociology* by Bernard Beins, available through the Proquest e-book platform.

The list of examples is not exhaustive as there are many more kinds of information available to students than those below. The APA have produced a great deal of guidance on using the APA 6th referencing style which we recommend you consult when needed.

The importance of references

The literature review and the process of compiling a comprehensive list of references about the items you have consulted are both important elements of the research process. An incomplete or inaccurate list of references reflects on the quality of your work and may devalue its impact. A detailed list of references is used to:

- give proper credit to other people’s work and ideas, and to avoid plagiarism
- show that you have consulted widely, have recognised and acknowledged the relevant debates, arguments and practice in a given field
- substantiate any statement that you make
- signpost others to related works and prior publications
- enable others to check the evidence and accuracy of your information, and to consult texts which you have found relevant and useful

Plagiarism

Referencing your work correctly enables you to avoid plagiarism. The term plagiarism describes the act of taking and using another person’s thoughts, words, judgements or ideas as your own, without any indication that they are those of another person. It is a serious academic offence and can result in severe disciplinary action. The College has a statement on plagiarism in the *Academic Honesty and Integrity Policy*, which can be found in King’s’ Governance Zone.
Referencing Software
Referencing software such as EndNote, Mendeley, Zotero, etc. will do most of the formatting of your citations and bibliographies on your behalf, significantly reducing the amount of time you spend on this aspect of your academic work. Libraries & Collections recommend students adopt a piece of Referencing Software as close to the start of their studies as possible. *The software is not fool proof, however, and you may still need to tidy up some of your references*, although this will be nowhere near as much work as typing them out manually.

You can find examples of Referencing Software on the [King’s Guide to Referencing](https://example.com), along with links to online tutorials and technical support for each software. APA 6th is usually part of the ‘standard’ styles available across all referencing software.

Citation Conventions
There are recognised conventions for citing the work of others when writing essays and journal articles etc. In-text citations are placed at the point within the text at which reference is made to another’s work, and these refer the reader to the reference list (sometimes called a bibliography) which is usually placed at the end of the work.

Reference list or bibliography
The terms reference list and bibliography are sometimes used interchangeably, but here we define bibliography as a list of consulted readings - for example a list of sources that you have studied but have not specifically cited in the text. A bibliography is not required for essays. By contrast, the reference list is defined as a list of cited sources. The sources listed in a reference list must match against the in-text citations and similarly, the in-text citations must have a matching entry in the reference list.

Quoting
Direct quotations are rarely used in Nursing, Midwifery and Palliative Care. If you do quote directly from a source, you will need to make this clear. Use double quotation marks for short quotations, indentations for longer extracts and always include the page number in the citation.

Paraphrasing
Paraphrasing the words of others does not make them your own. It must always be clear that the ideas being expressed are those of the original author. Read the passage until you thoroughly understand it, and then write your own version without looking back too often to the original. A citation must still be given to acknowledge the source of the ideas.

Secondary Referencing
The use of secondary referencing in scientific writing is strongly discouraged. You should never cite an article you have not seen in full. If it is impossible to read the original article, but you wish to include the findings of that research as reported in a review or textbook, then you must cite the article or book which refers to the original work, e.g.:

Brown’s results cited by Jones (1999, p. 563) indicated that...

Diagrams and Illustrations
Scanned or electronic images included in written work should always be acknowledged by citation. If the work is to be published, permission must be sought from the original creator before inclusion of any graphic material.
Formatting citations and references

There are three main approaches to citing references:

- in the author-date approach, the in-text citations are given using the author’s surname and the date (actually year) in brackets, while the reference list at the end of the document is arranged alphabetically
- the numeric approach uses numbers to indicate citations within the text, and the reference list at the end is ordered numerically
- the footnotes method uses superscripted numbers within the text to refer to footnotes at the bottom of each page, in which the references are given in full

If you are writing a paper for publication, the citation style is dependent on the editorial policy of the journal in which the item is to appear. Refer to the publisher’s instructions for authors.

For your academic work in the Faculty of Nursing, Midwifery and Palliative Care you will need to use APA 6th edition, an author-date style. This guide will explain the style in more detail using examples of commonly cited sources.

The APA 6th style in action

The references are cited in the main body of the text by inserting the author’s surname and the year of publication in brackets at the relevant point. The reference list contains the sources you have cited in alphabetical order by the author or primary author’s surname.

An example citation within the text of the work:
Probing was used to ensure the credibility of the data and reduced the risk of socially desirable answers (Gonzales and Ortiz, 2015).

The same citation as a full reference in the reference list:

Note the Author’s surname is the only line not indented. This is to make it easier to pick individual references from a long list on a page.

APA 6th’s Rules for citations in the text

- when two or more references to the same author have been cited together, they should be arranged in chronological order and separated by a semicolon, e.g. (Brown, 2003; Brown, 2006). Remember that the reference list should also order them in chronological order by date of publication.
- when two or more references to the same author have been cited from the same year, differentiate them by using the letters a, b, and c as annotations, e.g. (Smith, 2004a; Smith, 2004b). Keep each year distinguished in the same way in the reference list (e.g. (2010a). etc.) and keep them in the same order.
- if two authors have the same surname, add their punctuated initials in the citation, e.g. (Smith T.H., 2002, Smith W., 2002) and order them alphabetically
- if you refer explicitly to an author in the text you don’t need to repeat their name in the citation; stating the year in brackets is sufficient, e.g. ‘Cook’s key paper on Hepatocellular carcinoma (1985) is often cited in this area.’
• when quoting directly from a text, the page number on which the quote appears should be given after the year and a comma, e.g. (Jones, 2005, p. 255)

**Rules for citations depending on the number of authors**

Rules for the number of authors’ names to include in a citation and in the reference differ between referencing styles, but when using APA 6th edition you are expected to:

**Citing a source with two authors:**
- if the work you are referring to has two authors, use ‘and’ (not ‘&’) e.g. (Gonzales and Ortiz, 2015).

**Citing a source with three to five authors**
- The first time you cite this source, you need to use all the surnames e.g.: Silverman, Meyer, Sloan, Raffel, & Pratt (1997), using an ampersand before the final author.
- Subsequent citations of the same source will use only the first author’s surname followed by ‘et al.’, meaning ‘and others’ e.g.: (Silverman et al., 1997)

**Citing a source with six or more authors**
Your citations will look a little different e.g.: (Halpern et al., 1998; ...). The use of the ellipsis (‘…’) after the year is used to signify the large team of authors involved in the work. Unlike citations for teams of three to five authors, when there are six or more authors you use ‘et al.’ from the very first time you cite it in your assignment.

**How they should look in the reference list:**

**For sources with up to seven authors**
All authors names should be included. The final authors should be joined not by a comma but by an ampersand (an &), e.g.:


**For sources with eight or more authors**
The first six authors are written normally, followed by a comma, then an ellipsis, followed by the name of the final author. This does mean that some authors’ surnames will not appear in print e.g.:


**Reference list examples for different document types**

**Journal Articles**

Notice the page numbers are not prefaced with p. or pp. The doi is not always present in every reference, so if you can’t find one you should complete your reference without it.
Book references

Personal author/s

Edited book

Where the organisation is the author

Referencing a chapter in a book

Online documents and websites

Web Documents

Websites
A standard reference to an internet source should include the author, the date the information was published or updated (either year or full date) the title of the work, the URL (including ftp://, telnet://, http://), and the date you viewed, downloaded or printed the web source. This is to allow for the fact that online sources can be very easily edited or removed and demonstrating the exact time you viewed a source is important.


If your source has no date, use n.d. in place of the year.

Conference Papers

Further information
The authors of this guide gratefully acknowledge the use of the e-book *APA Style Simplified: Writing in Psychology, Education, Nursing, and Sociology* by Bernard Beins, linked on the King’s Guide to Referencing’s section on the APA style, or through the Proquest e-book platform via Library Search.