

A Guide to Citing, Referencing and Avoiding Plagiarism

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1 INTRODUCTION

1.1 WHAT IS CITING AND REFERENCING?

Academic writing requires you to acknowledge the sources of all of your information, ideas and arguments. This may be a skill that you are acquiring for the first time. British students may not yet be familiar with the conventions of referencing, and international students may need to adjust their approach to meet different expectations in the U.K.

Citing and referencing are ways of directing your reader to the material you've used in writing your assignment or report. In the referencing style explained in this guide, a **citation** appears in the text of your work as a short-hand way of referring to the full **reference**, which appears at the end of your work in an alphabetical **Reference List**.

Good citing and referencing skills are important because they:

- Make it possible for your tutor to locate the source of your information, ideas and arguments, and to check evidence quickly and easily.
- Allow you to demonstrate the breadth and depth of your research on a topic, giving credibility and authority to your work.
- Make it easy for readers to differentiate your own ideas from those of others.
- Help you to avoid accusations of plagiarism (the unacknowledged use of other people's work).
- Help you to gain higher marks for your work.

Above all, good referencing skills allow you to show respect for the work of others and give your own work integrity.

This Guide introduces you to the basics of citing and referencing the types of sources you are likely to encounter during your undergraduate studies in the Business School. There is a list of further reading at the end to help you to extend your knowledge, and to locate the conventions of citing more obscure sources.

If you have any queries about referencing, please consult your tutor or subject librarian.

1.2 PLAGIARISM EXPLAINED

Plagiarism is defined by the University of Exeter as ‘the act of representing work or ideas as one’s own without appropriate acknowledgement or referencing’.

The University’s regulations define four main types:

- i. Direct copying of text from a book, article, fellow students’ essay, hand-out, thesis, web page or other source without proper acknowledgement.
- ii. Claiming individual ideas derived from a book, article, etc., as one’s own, and incorporating them into one’s work without acknowledging the source of these ideas. This includes paraphrasing a source, or altering the material taken from the source so it appears to be one’s own work.
- iii. Overly depending on the work of one or more others without proper acknowledgement of the source, by constructing an essay, project, etc. by extracting large sections of text from another source, and merely linking these together with a few of one’s own sentences.
- iv. The re-submission or re-use of the student’s own work in another assignment whether this was submitted at the University of Exeter or any other academic institution worldwide.

Plagiarism can be intentional or unintentional; both are categorised as Academic Misconduct and carry severe penalties. At the lowest level, ‘inadequate referencing or paraphrasing’ or ‘a very minor amount of unattributed copying based on misunderstanding’ is regarded as ‘Poor Academic Practice’ and can lead to receiving a formal warning and/or being awarded a mark of zero for the assignment. More serious cases of plagiarism can lead to permanent exclusion from the University.

Together with good intentions and honesty, mastering the skills of citing and referencing allows you to avoid accusations of plagiarism, and to have confidence in the integrity of your work.

1.3 REFERENCING STYLES

Many different styles of referencing exist. There are two main types: one uses short, in-text citations (usually of author and date) with full references at the end of your work, and the other uses numbers in the text that refer to footnotes or endnotes and has a bibliography at the end.

Each system has its merits and each discipline chooses or develops its own referencing system according to its specific needs. Humanities subjects often use the footnote or endnote systems, for example.

Most of the sources you will encounter in the course of your studies in the Business School use what is often called the Author-Date system, or the Harvard Method of referencing. There are many versions of this style; this guide is based on the **APA (6th edition)** reference and citation system. Although originally developed for use in the

discipline of psychology, it is fast becoming the favoured referencing style in business schools worldwide. Unless you are advised otherwise, you should always follow APA referencing conventions in your work within the Business School.

For further guidance on the APA style of referencing you can consult the printed *Publication Manual* ((American Psychological Association, 2010b), which is available in the Forum Library, or explore the APA style website (www.apastyle.org). This includes free tutorials and learning resources, as well as a Style Blog. Many universities produce online guides to the APA style; some of the most useful of these appear in the Further Reading section of this Guide.

1.4 BIBLIOGRAPHIC/REFERENCING SOFTWARE

One advantage of using the APA style of referencing is that it is well supported by software that is available to you at the University of Exeter. Microsoft Word allows you to select 'APA Sixth Edition' as a style when inserting a reference, for example. You also have access to Endnote, a software package installed on all University of Exeter open-access computers that helps you locate and format citations and references. This also supports the APA (6th edition) style.

Students can also purchase Endnote for their personal computers at a discounted rate, and there is a web version and Microsoft Word plugin that you can use from any computer. You do not need to use Endnote or any other referencing software to fulfil the requirement to reference your work successfully. Simply following the rules in this guide will suffice, but you may find Endnote useful to build your own 'library' of references; time spent early on in your degree mastering its use may save you time later.

When using referencing software you should still take the time to check carefully all of your citations and references, and to edit them manually if necessary.

1.5 TURNITIN

Turnitin is used at the University of Exeter as one of the methods to check for instances of plagiarism in students' work. It works by comparing an assignment with text available online (i.e. accessible and archived webpages, digitised resources including books and journals, etc.) and in databases that consist of all previously submitted work. It produces an originality report that reveals which parts of your assignment closely match any other texts.

As well as being useful for tutors to see check whether you have properly referenced your work, and to spot any potential instances of plagiarism, Turnitin can also be a useful tool for you to check the originality of your draft work. It can help you to avoid unintentional plagiarism, therefore, but should not be relied upon as your only guide in this endeavour.

2 CITATIONS

2.1 DEFINITION OF A CITATION

A citation is a brief reference to a source that directs the reader to a full reference at the end of your work. It is sometimes called an 'in-text' citation or reference, as it appears within the text of your essay, in parentheses (sometimes called brackets).

In-text citations must include these details about your source:

- Author's surname (or for sources with no named author, name of organisation, or in certain cases the first few words of the title)
- Year of Publication
- Page number(s) (not required if referring to a whole work)

Formats for in-text citations of different types of sources follow in Section 6 of this Guide, but it is also important to understand something about the principles of when and how to cite.

2.2 WHEN AND HOW TO INCLUDE A CITATION

Citations must be used in your work whenever you need to acknowledge your debt to another person's work. Instances can be categorised into four main areas:

- Directly quoting
- Paraphrasing or summarising (including use of ideas, concepts, theories or data of another person)
- Reproducing graphical information

All of these require a citation as specified in Section 2.1 except for graphical information, which, as you'll see in Section 2.2.3, is a special case within the APA style of referencing and requires a full in-text reference.

2.2.1 Directly quoting

Sometimes you will want to use a **direct quotation** (i.e. the exact words) from one of your sources. You should only do this when the text you quote is:

- succinct,
- directly relevant to the content of your paragraph, and
- uniquely expressive of the viewpoint of its author.

In general, unless there is good reason not to, it is better to **paraphrase** or **summarise** a point made by an author, as it can demonstrate that you have understood the source (and therefore may gain you higher marks).

Direct quotations of **less than two lines** should be enclosed in double quotation marks within your text, with the citation in parentheses afterwards (but before the full-stop). You should refer to guidance in Section 6 of this Guide for how to deal with different types of sources, but the general format is: **(Author's surname, date, page(s))**. This is sometimes called 'information prominent' referencing.

Examples:

Single author: (Bloggs, 2013, p. 21)

Two authors: (Bloggs & Jones, 2013, p. 21)

Three to five authors: 1st citation (Bloggs, Smith & Jones, 2013, p. 21), subsequent citations (Bloggs et al., 2013, p. 21)

Six or more authors: (Bloggs et al., 2013, p. 21)

Range of pages: (Bloggs, 2013, pp. 21-22)

You may also name the author within your sentence, and in which case you need only put the date of the source in parentheses straight after their name, with a page reference at the end of the quote: **Author's surname (date)... (page(s))**. This is sometimes called 'author prominent' referencing. Note that when referring to multiple authors outside of parentheses (i.e. as part of your sentence) you should use 'and' rather than an ampersand (&).

Examples:

Bloggs (2013) comments that "... " (p. 21).

Bloggs and Jones (2013) comment that "... " (p. 21).

Bloggs et al. (2013) comment that "... " (p. 21).

If a quotation is **longer than two lines** it should be separated from the rest of the paragraph by one empty line above and below, and it should be indented at the left and right margin. It does not require quotation marks, but should include a citation, as with shorter quotes.

You may also **edit** a quote in the following ways:

- Use ellipsis (...) to omit parts of the quotation
- Insert your own words in square brackets []
- Use [sic] to draw attention to an error or spelling mistake in a quote
- Use italics to emphasise something particularly relevant in a quotation

2.2.2 Paraphrasing and summarising

Being able to paraphrase and summarise well is a skill that takes some practice. It is much more than changing a couple of words, or rearranging the word order, of someone else's text. Done well, it allows your tutor to see that you have read and understood a source and may gain you marks. Done poorly, and with inadequate citation, it can leave you open to accusations of plagiarism.

Every time you use or draw upon information, ideas, data or arguments in another person's work, you need to include acknowledgement of that source in a citation. You do this in the same way as for direct quotations, but you need to be even more careful to identify which parts require citations as you will not have quotation marks or indentation to help you.

The best way to ensure proper acknowledgement of your sources is to take very careful notes from the earliest stages of the research for your assignments. Always write down the key elements for a citation when you make notes, linking each piece of information or idea to its source. Never try to pass off someone else's ideas, arguments or opinions as your own, or fail to include citations that identify the source of information in your assignment. It is better to over-reference than under-reference.

It is also very important to direct your reader to the **specific location** within a source that you are drawing upon, so **page numbers** are very important. The only time page numbers are not required is when you are referring to (or summarising) the content of the whole of a book, article or other source. Not including page references means that your tutor cannot easily check the integrity of your work, and hence can lead to penalties.

You can find more guidance on how to paraphrase and summarise in the Business School's guides to essay and report writing (Truelove, 2014b and 2014c), as well as in the Undergraduate Skills Resources on ELE.

2.2.3 Graphical information

For the purposes of citation, each chart, table, graph, statistic, image or other object in your text should be treated in the same way as a direct quotation. In other words, it requires a citation that allows your reader to locate the source of your information. This applies even if you have created a new table, graph, etc. from data in another person's work.

Unlike other in-text citations, under each graphic you need to provide a full reference for your source. A corresponding reference should appear at the end of your assignment. Note that the format for the references that appear below graphics is different from those in the Reference List. Citations should appear immediately after the table, figure, etc. in the forms shown below:

From an article:

Figure X. [Descriptive note about contents]. Adapted [or Reprinted] from “Title of Article,” by Author initial(s), surname, year, *Journal Title, Volume(issue), page number(s).*

Example:

Figure 1: Long run effects of an increase in the money amount. Reprinted from “Agent-based macroeconomics: A baseline model,” by M. Lengnick, *Journal of Economic Behaviour & Organisation*, 86(February 2013), 102-120. doi: 10.1016/j.jebo.2012.12.021

From a book:

Figure X. [Descriptive note about contents]. Adapted [or Reprinted] from *Title of book* (page number(s)), by Author initial(s), surname, year, Place of Publication: Publisher.

Example:

Figure 2: Major manifestations and consequences of global environmental degradation. Reprinted from *Globalisation: A very short introduction* (p. 87), by M. B. Steger, 2003, Oxford: Oxford University Press.

From a website:

Figure X: [Descriptive note about contents]. Adapted [or Reprinted] from [URL].

Example:

Figure 3: Report on the BP oil spill. Reprinted from <http://visual.ly/bp-oil-spill>

For more detailed information about tables and figures you can consult the APA’s *Publication Manual* (American Psychological Association, 2010b, pp. 125-167).

2.3 GENERAL CITATION RULES

Exact forms of citations for different types of sources appear in Section 6 of this Guide. You should also note these general rules for in-text citations:

- When your citation appears at the end of a sentence, place it before the full-stop.
- Multiple authors should be separated with 'and' in your text but '&' in the citation. Use 'et al.' in all second and subsequent citations of a source with more than two authors.
- Multiple sources should be separated by semi-colons and ordered alphabetically in parentheses.
- When mentioning sources in the text of your assignment, capitalise all main words in titles of books and reports; titles of articles and other documents are put in quotation marks. Note that this differs from the style of corresponding entries in a Reference List.
- For sources without page numbers, refer to chapters, sections and paragraphs (if numbered). These will usually be online sources, or e-books.
- Don't group your citations at the end of each paragraph; aim to cite precisely and immediately next to the text that requires a citation.
- When an author cites a different author or text, refer to the cited author in your text but cite the secondary source (i.e. the one you have read) prefaced by the phrase 'as cited in'. For example: *In his article on imports, Bloggs argued that '...' (as cited in Jones, 2012, p. 32).* You should try to avoid the use of indirect citations; it is always better to locate, read and cite the original whenever possible.

3 REFERENCE LISTS

3.1 DEFINITION OF A REFERENCE

A reference provides the full information necessary to locate a source cited in the main body of your assignment.

3.2 GENERAL REFERENCE LIST RULES

- Every source cited needs its own entry in the Reference List, which appears at the end of your assignment (but before any appendices). Don't include sources read but not cited in your work (these would be included in a **bibliography**; your tutor will let you know if a bibliography is required instead of - or as well as - a reference list).
- A reference list must be **alphabetised** by the last name of the first author of each source. If there is no author, you should use the name of the publishing organisation (or 'corporate author') in the author position. In the absence of an author or publishing organisation use the first few words of the title.
- Multiple sources by the same author should be listed in chronological order (earliest to most recent).
- In titles (and subtitles) of books, chapters, articles or web pages capitalise only the first letter of the first word, the first word after a colon or a dash in the title, and proper nouns. Capitalise all major words in journal titles.
- Italicise titles of books and journals. Do not italicise, underline or put quotation marks around the titles of journal articles, or essays in edited collections.
- The first line of each source should be left-aligned, with subsequent lines of the entry indented. To do this in Microsoft Word, before starting to type the Reference List (or afterwards by selecting the whole List), open the Paragraph dialogue box, and select 'hanging' under 'special' in the indentation section.

3.3 COMMON ABBREVIATIONS IN A REFERENCE LIST

- **ed.** / **Rev. ed.** edition / revised edition
- **Ed.** / **Eds.** editor / editors
- **n.d.** no date
- **No.** number
- **p.** / **pp.** page / pages
- **Pt.** part
- **Suppl.** supplement
- **Vol.** or **Vols.** volume or volumes

4 TYPES OF AUTHORS

Certain rules apply to how your references record different types and numbers of authors. These rules apply regardless of the type of reference. In Section 6 of this Guide the format descriptions show how to reference single-author sources of each type. You will need to refer to the following rules, and the examples that follow the format descriptions, to correctly reference alternative numbers or types of authors.

4.1 Single author

Author surname, initial(s).

4.2 Two authors

Author1 surname, initial(s), & Author2 surname, initial(s).

[Note: use an ampersand (&) rather than 'and' in all citations and references, but when referring to more than one author in the text of your assignment, use 'and'.]

4.3 Three to seven authors

Author1 surname, initial(s), Author2 surname, initial(s), [etc], & Final Author surname, initial(s).

4.4 More than seven authors

As above but replace seventh (and other intermediate) authors with three ellipsis points (...) before providing the final author's name.

4.5 Authors with the same surname

If your reference list includes sources by two or more primary authors with the same surname, include the authors' initials in all in-text citations.

4.6 Corporate authors

Organisation name replaces author name at start of reference.

4.7 Unknown authors

Use a shortened version of the title in the place of a name.

4.8 Two or more works by the same author

List all sources separately (including author name each time) and order them by year of publication (earliest first). If two or more works by the same author were published in the same year, assign letter suffixes to the year (i.e. 2013a, 2013b, etc). Use these letter suffixes in your citations to differentiate the sources from each other.

E.g. (Bloggs, 2013a; Bloggs, 2013b)

5 REFERENCING ONLINE SOURCES

The most reliable way to locate an online source is to use its **Digital Object Identifier (DOI)**, if it has one. A DOI is a unique alphanumeric string that provides a permanent link to a document's location on the internet. You can often find the DOI on the title page of a journal article.

For those documents that have one, a DOI is preferable to a web address (also known as a **Uniform Resource Locator – URL**) as once assigned it – and the document it refers to – never changes. For this reason you do not need to include a retrieval date in any reference that includes a DOI.

However, one advantage of online publishing is that continual updating and editing can take place, and for such instances you will need to use a URL to identify the source. In these cases it is important to include a retrieval date in your reference. APA style does not require a retrieval date for every reference to an online source, but you are advised to include one for any source that is not in a fixed, non-editable format.

CrossRef.org is a useful website that allows you to check whether a source has its own DOI, and also has a tool for locating a source online when you have a DOI. You can also turn a DOI into a URL by appending the DOI to <http://dx.doi.org/>

If you're not sure whether to use a DOI or URL you can consult a flowchart on the APA Style Blog at <http://blog.apastyle.org/files/doi-and-url-flowchart-8.pdf>

You should take great care when typing DOI strings into your references – one wrong alphanumeric character will prevent your reader from easily locating your reference!

6 TYPES OF SOURCES (WITH EXAMPLES)

6.1 AUDIOVISUAL MEDIA

6.1.1 Film and DVD

FORMAT

Director surname, initial(s) (Director). (year). *Title* [Film/DVD]. Country of Origin: Studio.

REFERENCE LIST ENTRY:

Guggenheim, D. (Director). (2006). *An inconvenient truth: A global warning* [DVD]. Hollywood: Paramount.

IN-TEXT CITATION: (Guggenheim, 2006)

6.1.2 Music (commercial audio recordings)

FORMAT

Performer surname, initial(s)/Group name. (year of release). Name of recording. On *Name of album* [if any]. Place of production: Record Company.

REFERENCE LIST ENTRY:

Stereophonics. (2011). Indian summer. On *Graffiti on the train*. London: EMI.

IN-TEXT CITATION: (Stereophonics, 2011, track 3)

6.1.3 Podcast / Webcast / Archived Radio or Television programme

FORMAT

Producer/Director/Writer surname, initial(s). (Producer/Director/Writer). (year, month and day of broadcast). *Title of item* [Podcast / Webcast]. Retrieved from [URL]

REFERENCE LIST ENTRY:

Grissell, L. (Producer) (2013, July 23). *The long view with Jonathan Freedland: Tax avoidance* [Podcast]. Retrieved from <http://www.bbc.co.uk/podcasts/series/longview>

IN-TEXT CITATION: (Grissell, 2013)

6.1.4 Static images (online or printed)

NOTE: The following format applies to static images not published as part of another work (i.e. original works of art). For all other graphical information (e.g. charts, tables, graphs, statistics, images or other objects) the reference should be to the source in which they appear.

FORMAT

Creator surname, initial(s). (date created). Title of object. Retrieved from [URL or full reference for printed source]

REFERENCE LIST ENTRY:

Evans, W. (1963). Two construction workers. Retrieved from <http://www.getty.edu/art/gettyguide/artObjectDetails?artobj=108285>

IN-TEXT CITATION: (Evans, 1963)

6.1.5 Television programme (not in a series)

NOTE: Where appropriate, you may replace Producer with Director, Writer or Production Company.

FORMAT

Producer surname, initial(s). (Producer). (year). *Title of programme* [Television programme]. Place of Production: Production Company.

REFERENCE LIST ENTRY:

McAulay, G. (Producer). (2010). *The box that changed Britain* [Television programme]. London: BBC.

IN-TEXT CITATION: (McAulay, 2010)

6.1.6 Television programme (single episode in a series)

NOTE: Where appropriate, you may replace Producer with Director, Writer or Production Company.

FORMAT

Producer surname, initial(s) (Producer). (year). Title of episode [Television series episode]. In Producer initial(s), Surname (Producer), *Title of series*. Place of Production: Production Company.

REFERENCE LIST ENTRY:

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive Producer). *House*. New York, NY: Fox Broadcasting.

IN-TEXT CITATION: (Egan & Alexander, 2005)

6.1.7 YouTube video

FORMAT

Author surname, initial(s) or Author screen name. (year, month and day of video post).
Title of video [Video file]. Retrieved from [URL]

REFERENCE LIST ENTRY:

Preece, D. (2011, September 12). The Case Method – Harvard Business School [Video file]. Retrieved from <http://www.youtube.com/watch?v=wudRjl1TQoI>

IN-TEXT CITATION: (Preece, 2013)

6.2 ARTICLES

6.2.1 Journal or periodical articles (online with DOI)

FORMAT

Author surname, initial(s). (year of publication). Title of article. *Title of Journal*, *Volume*(issue number), page number(s). doi:

REFERENCE LIST ENTRY:

Delahaye, A., Booth, C., Clark, P., Procter, S., & Rowlinson, M. (2009). The genre of corporate history. *Journal of Organizational Change Management*, 22(1), 27-48. doi: 10.1108/09534810910933898

IN-TEXT CITATION: (Delahaye, Booth, Clark, Procter & Rowlinson, 2009, p. 28)

6.2.2 Journal or periodical articles (online without DOI)

FORMAT

Author surname, initial(s). (year of publication). Title of article. *Title of Journal*, *Volume*(issue number), page number(s)[if any]. Retrieved from [URL]

REFERENCE LIST ENTRY:

Madsen, C. (2012). Technology adoption and adaptation in Canada's west coast shipyards, 1918-1950. *Business and Economic History On-Line*, 10, 1-56. Retrieved from <http://www.thebhc.org/publications/BEHonline/2012/madsen.pdf>

IN-TEXT CITATION: (Madsen, 2012, p. 43)

6.2.3 Journal or periodical articles (print)

FORMAT

Author surname, initial(s). (year of publication). Title of article. *Title of Journal*, *Volume*(issue number or if none month of publication), page number(s).

REFERENCE LIST ENTRY:

Newton, L., & Carnevali, F. (2010). Researching consumer durables in the nineteenth century: The case of the piano. *Business Archives: Sources and History*, 101(November), 17-29.

IN-TEXT CITATION: (Newton & Carnevali, 2010, p. 19)

6.2.4 Newspaper or magazine articles (online)

FORMAT

Author surname, initial(s). (year, month and day of publication). Title of article. *Title of Newspaper/Magazine*. Retrieved from [URL].

If no author:

Title of article. (year, month and day of publication). *Title of Newspaper/Magazine*. Retrieved from [URL].

REFERENCE LIST ENTRY:

Inman, P. (2013, July 24). Manufacturers see first rise in new orders for a year. *The Guardian*. Retrieved from <http://www.theguardian.com>

IN-TEXT CITATION: (Inman, 2013, para. 3)

6.2.5 Newspaper or magazine articles (print)

FORMAT

Author surname, initial(s). (year, month and day of publication). Title of article. Section [if relevant]. *Title of Newspaper/Magazine*, page number(s).

If no author:

Title of article. (year, month and day of publication). *Title of Newspaper/Magazine*, page number(s).

REFERENCE LIST ENTRY:

Govan, F. (2013, July 20). Spanish acquisitions. *The Daily Telegraph: Property Suppl.*, pp. 1-2.

IN-TEXT CITATION: (Govan, 2013, p. 1)

6.3 BOOKS

6.3.1 Books (single or multiple author)

FORMAT

Author surname, initial(s). (year of publication). *Title of book* (ed. [if any]). Place of Publication: Publisher.

REFERENCE LIST ENTRY:

Krugman, P. R., Obstfeld, M., & Melitz, M. J. (2012). *International economics: Theory & policy* (9th ed.). Harlow: Pearson Education.

IN-TEXT CITATION: (Krugman, Obstfeld, & Melitz, 2012, p. 23)

6.3.2 Books (edited)

FORMAT

Author surname, initial(s). (Ed.(s)). (year of publication). *Title of book* (ed. [if any]). Place of Publication: Publisher.

REFERENCE LIST ENTRY:

Hausman, D. M. (Ed.). (2007). *The philosophy of economics: An anthology* (3rd ed.). Cambridge: Cambridge University Press.

IN-TEXT CITATION: (Hausman, 2007, p. 30)

6.3.3 Chapters and contributions in books

FORMAT

Author surname, initial(s). (year of publication). Title of chapter/contribution. In Editor initial(s), Editor surname (Ed.(s.)), *Title of Book* (ed. [if any]) (page number(s)). Place of Publication: Publisher, page number(s).

REFERENCE LIST ENTRY:

Spaargaren, G. (2004). Sustainable consumption: a theoretical and environmental policy perspective. In D. Southerton, H. Chappells and B. Vliet (Eds.), *Sustainable consumption: the implications of changing infrastructures of provision* (pp. 15-31). Cheltenham: Edward Elgar.

IN-TEXT CITATION: (Spaargaren, 2004, p. 24)

6.3.4 Books in a series

FORMAT

Author surname, initial(s). (year of publication). *Title of book*. Series Title, volume [if any]. (ed. [if any]). Place of Publication: Publisher.

REFERENCE LIST ENTRY:

Sampson, H. (2013). *International seafarers and transnationalism in the twenty-first century*. New Ethnographies. Manchester: Manchester University Press.

IN-TEXT CITATION: (Sampson, 2013, p. 21)

6.3.5 E-books and PDFs

NOTE: if the e-book or PDF has a DOI use this rather than the URL. If the work is part of a database, reference the URL for the database rather than the individual e-book/PDF. If the book is designed for a particular e-reader, identify this immediately after the title in square brackets, i.e. [Kindle version]. If the e-book is simply republishing in electronic format an older printed book, include '(original work published [date])' at the end of the reference, and cite as in this example: (Smith, 1912/2014).

FORMAT

Author surname, initial(s). (year of publication). *Title of book* (ed. [if any]) [E-reader version]. doi: or Retrieved from [URL]

REFERENCE LIST ENTRY:

McCulloch, R., & Reid, A. (2014). *Your business degree* [Kindle version]. Frenchs Forest: Pearson Australia. Retrieved from <http://www.amazon.co.uk>

IN-TEXT CITATION: (McCulloch & Reid, 2014, chapter 1, para. 3)

6.4 COURSE MATERIAL

NOTE: Only cite course material in its own right if it contains original analysis. If it reprints or quotes from other sources, read and cite those sources directly. If you wish to cite information gained during a lecture or other class that has not been published anywhere, this is regarded as 'non-recoverable material' and technically within the APA referencing style is seen as 'personal communication'. It should therefore be acknowledged with a descriptive in-text citation that includes the lecturer's name, date of the lecture, and a title or description of the lecture. In these cases an entry in the reference list is not required. The in-text citation can be embedded in the text of the essay - 'In her lecture on accounting on January 23, 2014, Joanne Abraham described ...' - or within parentheses after the text (J. Abraham, Lecture: January 23, 2014).

6.4.1 Case Studies

NOTE: The following format should be used only if a case study has been published separately (as is the case for all Harvard Business School Case Studies, for instance). If published as part of another book, journal, online archive, etc., you should reference the case study as if it were a book chapter, journal article, web page, etc.

FORMAT

Author surname, initial(s). (year of publication). *Title of case*. (Case Study No.). Place of publication: Publisher.

REFERENCE LIST ENTRY:

Young, A. (1998). *Gerber Products Company: Investing in the new Poland*. (Case 793-069). Boston: Harvard Business Publishing.

IN-TEXT CITATION: (Young, 1998, p. 3)

6.4.2 Course material (online)

FORMAT

Author surname, initial(s). (year of production). Title of material. [Course Material / Lecture Notes / PowerPoint slides]. Retrieved [month, day and year] from [URL]

REFERENCE LIST ENTRY:

Balch, K. (2013). BEA1010 Business finance for accountants: Lecture 1a [PowerPoint slides]. Retrieved July 17, 2013 from <http://vle.exeter.ac.uk/mod/resource/view.php?id=217775>

IN-TEXT CITATION: (Balch, 2013, slide 4)

6.5 ONLINE-ONLY SOURCES

Follow the general advice in Section 5 of this Guide. Remember you only need to include a retrieval date if the source material is likely to change over time (e.g. Wikis).

6.5.1 Blogs

FORMAT

Author surname, initial(s). (year, month and day of publication). Title of entry. [Weblog]. Retrieved from [URL]

REFERENCE LIST ENTRY:

Davies, G. (2013, July 28). Summer(s) time at the Fed. [Weblog]. Retrieved from <http://blogs.ft.com/gavyndavies/>

IN-TEXT CITATION: (Davies, 2013, para. 1)

6.5.2 Database resources and Datasets

NOTE: Many different types of data are available via online databases (articles, opinion pieces, graphics, statistics, and financial data, for example). You should identify the type of source in square brackets after its title. For numerical data derived from a database search, replace 'Retrieved from' with 'Derived from'.

FORMAT

Author/Company name. (year of publication). Title of data. [Datagraphic / Dataset]. Retrieved from [Database Name].

REFERENCE LIST ENTRY:

Euromonitor. (2012). The iPad maintains slim lead over Android in 2013 [Datagraphic]. Retrieved from Passport GMID.

IN-TEXT CITATION: (Euromonitor, 2012)

6.5.3 Twitter and Facebook posts

NOTE: If the post is longer than a few words use a shortened version.

FORMAT

Author name [as it appears online]. (year, month and day of publication). Content of Twitter/Facebook post. Retrieved from [URL]

REFERENCE LIST ENTRY:

Greenpeace. (2013, July 23). #AutoCrat Germany went 'rogue' to freeze green cars law, say diplomats: <http://goo.gl/CxKW0p> #EuvsCo2 [Twitter post]. Retrieved from <https://twitter.com/Greenpeace>

IN-TEXT CITATION: (Greenpeace, 2013)

6.5.4 Web pages

FORMAT

Author surname, initial(s)/Organisation. (year of last update or copyright date). Title of Webpage. Retrieved (month, day and year [if required]) from [URL]

REFERENCE LIST ENTRY:

KPMG. (2013). Business implications of cloud. Retrieved July 17, 2013 from <http://www.kpmg.com/Global/en/topics/cloud-computing/Pages/default.aspx>

IN-TEXT CITATION: (KPMG, 2013, para. 2)

6.5.5 Wiki Entries

FORMAT

Entry title. (n.d.). In *Name of Wiki*. Retrieved (month, day and year) from [URL]

REFERENCE LIST ENTRY:

Tulip mania. (n.d.). In *Wikipedia*. Retrieved July 17, 2013 from <http://en.wikipedia.org/wiki/Citation>

IN-TEXT CITATION: ("Tulip mania," n.d., para. 2)

6.6 PARLIAMENTARY PUBLICATIONS

NOTE: Parliamentary publications take many forms and are referenced differently according to when and where they were published. The examples that follow are intended as a guide to the most commonly used parliamentary sources. If the formats given cannot easily be adapted to suit your needs, consult your tutor.

6.6.1 Acts of Parliament

FORMAT

Act Name [date], chapter number. Retrieved from [URL]

REFERENCE LIST ENTRY:

Companies Act 2006, ch. 36. Retrieved from
http://www.legislation.gov.uk/ukpga/2006/46/pdfs/ukpga_20060046_en.pdf

IN-TEXT CITATION: (Companies Act 2006, ch. 36)

6.6.2 Parliamentary debates (Hansard)

FORMAT

Hansard Abbreviation for the House (i.e. HL or HC) Deb vol (for volume) col/s (for column/s) (day, month and year).

REFERENCE LIST ENTRY:

Hansard HC Deb vol 424 cols 8-10 (19 July 2004)

IN-TEXT CITATION: (*Hansard* 19 July 2004 cols 8-10)

6.6.3 Parliamentary reports

FORMAT

Committee name, *Title of report* (HL or HC (session) series number and part). Retrieved from [URL] or Place of Publication: Publisher.

REFERENCE LIST ENTRY:

Energy and Climate Change Committee, *Energy and climate change - fifth report: Energy prices, profits and poverty* (HC (2012-13) 108-I). London: TSO.

IN-TEXT CITATION: (Energy and Climate Change Committee, 2012-13, paras. 43-46)

6.6.4 Sessional (Command) papers

FORMAT

Name of Government Department. (year of publication). *Title of paper* (Command Paper [No.]). Retrieved from [URL] or Place of publication: Publisher.

REFERENCE LIST ENTRY:

Department of Business, Innovation and Skills. (2011). *Higher education: Students at the heart of the system* (Command Paper 8122). Retrieved from <http://www.official-documents.gov.uk/document/cm81/8122/8122.asp>

IN-TEXT CITATION: (Department of Business, Innovation and Skills, 2011, p. 43)

6.7 REPORTS AND OFFICIAL PUBLICATIONS

6.7.1 Annual Reports

FORMAT

Company name. (date). *Annual report*. Retrieved from [URL]

REFERENCE LIST ENTRY:

Microsoft Corp. (2012). *Annual report*. Retrieved from <http://www.microsoft.com/annualreports>

IN-TEXT CITATION: (Microsoft Corp., 2012, p. 10)

6.7.2 British Standards and International Standards

FORMAT

Publishing organisation. (year of publication). *Title of publication*. Place of Publication: Publisher.

REFERENCE LIST ENTRY:

British Standards Institution. (2010). *BS ISO 690:2010: Information and documentation. Guidelines for bibliographic references and citations to information resources*. London, BSI.

IN-TEXT CITATION: (British Standards Institute [BSI], 2010, p. 2) then subsequent citations (BSI, 2010, p. 24)

6.7.3 Nongovernmental organisation reports

FORMAT

Publishing organisation. (year of publication). *Title of publication*. (Document Number [if any]). Retrieved from [URL] or Place of Publication: Publisher.

REFERENCE LIST ENTRY:

World Health Organisation (WHO). (2013). *World health statistics 2013*. Retrieved from http://www.who.int/gho/publications/world_health_statistics/2013

IN-TEXT CITATION: (World Health Organisation [WHO], 2013, part 1, p. 12) then subsequent citations (WHO, 2013, part 2, p. 1)

6.7.4 Working papers

FORMAT

Author surname, initial(s). (year and month of publication). Title of working paper ([Name of Organisation] Working Paper No.). Retrieved from [URL]

REFERENCE LIST ENTRY:

Masset, P., & Weisskopf, J.-P. (2010, March). Raise your glass: wine investment and the financial crisis (American Association of Wine Economists Working Paper No. 90484). Retrieved from <http://EconPapers.repec.org/RePEc:ags:aawewp:90484>

IN-TEXT CITATION: (Masset & Weisskopf, 2010, p. 2)

6.8 THESES AND DISSERTATIONS

6.8.1 Thesis or dissertation (available online)

FORMAT

Author surname, initial(s). (year). *Title of thesis or dissertation* (Doctoral dissertation / master's thesis, name of awarding institution). Retrieved from Name of database. (Accession No., Order No. or ID)

REFERENCE LIST ENTRY:

Stoja, E. (2006). *Testing for corporate capital structure targeting in the UK at the market, industry and firm level* (Doctoral dissertation, University of Exeter). Retrieved from EThOS (Persistent ID: uk.bl.ethos.430572)

IN-TEXT CITATION: (Stoja, 2006, p. 54)

6.8.2 Thesis or dissertation (unpublished)

FORMAT

Author surname, initial(s). (year). *Title of thesis or dissertation* (Unpublished doctoral dissertation / master's thesis). Name of Institution, Location.

REFERENCE LIST ENTRY:

Schwartz, S.P. (2003). *Cornish migration to Latin America: A global and transnational perspective* (Unpublished doctoral dissertation). University of Exeter, Exeter.

IN-TEXT CITATION: (Schwartz, 2003, p. 33)

7 FURTHER READING

American Psychological Association. (2010a). *Concise rules of APA style* (6th ed.). Washington, D.C.: American Psychological Association.

American Psychological Association. (2010b). *Publication manual of the American Psychological Association* (6th ed.). Washington D.C.: American Psychological Association.

American Psychological Association. (2012). *APA style guide to electronic resources* (6th ed.) [Kindle version]. Retrieved from <http://www.amazon.co.uk>

American Psychological Association. (2014a). APA style blog. Retrieved from <http://blog.apastyle.org/>

American Psychological Association. (2014b). Facebook page. Retrieved from <http://www.facebook.com/APAStyle>

American Psychological Association. (2014c). Twitter account. Retrieved from http://twitter.com/APA_Style

British Standards Institute. (2010). BS ISO 690:2010. *Information and documentation - Guidelines for bibliographic references and citations to information resources*. Geneva: ISO.

Harvard University. (2014). APA Exposed: Online tutorial. Retrieved from http://isites.harvard.edu/icb/icb.do?keyword=apa_exposed

Massey University. (2014). APA Style. Retrieved from <http://owl.massey.ac.nz/referencing/apa-style.php>

McGill University Library. (2014). Citing business sources. Retrieved from <http://www.mcgill.ca/library/services/citation/guides/business>

McMillan, K. & Weyers, J. (2013) *How to cite, reference & avoid plagiarism at university*. Harlow: Pearson.

Neville, C. (2010). *The complete guide to referencing and avoiding plagiarism* (2nd ed.). Maidenhead: Open University Press.

Pears, R., & Shields, G.J. (2010) *Cite them right: The essential referencing guide* (8th ed.). Basingstoke: Palgrave Macmillan.

Purdue University. (2014). APA style. Retrieved from <http://www.youtube.com/user/OWLPurdue>

- Purdue University Online Writing Lab. (2014). APA style. Retrieved from <http://owl.english.purdue.edu/owl/section/2/10/>
- Texas A&M University. (2014). Citation guide for business students: APA style. Retrieved from <http://wcl.library.tamu.edu/pdfs/WCL%20Citation%20Guide.pdf>
- Truelove, A. (2014a). *A to Z list of example references and citations in the APA (6th ed.) style*. Exeter: University of Exeter Business School.
- Truelove, A. (2014b). *A guide to essay writing for Business School students*. Exeter: University of Exeter Business School.
- Truelove, A. (2014c). *A guide to report writing for Business School students*. Exeter: University of Exeter Business School.
- University of Auckland. (2014). APA referencing: A guide for business students. Retrieved from http://www.library.auckland.ac.nz/subject-guides/bus/topicguides/apa_for_business.htm
- University of Portsmouth Library. (2014). Interactive Referencing Guide. Retrieved from <http://www.referencing.port.ac.uk/>
- University of York. (2014). British Government Publications. Retrieved from <http://www.york.ac.uk/library/publications/guides/britishgovernmentpublications>