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## APA 7th style sheet

We recommend that you use this style sheet in conjunction with your School's style guide and the guidance available via [Cite them Right Online](#). For general help with referencing see the [Academic Skills Kit](#).

You'll find further information on using APA on the [APA website](#) and in the [Publication Manual of the American Psychological Association](#).

### APA 7th style rules

#### Citation

APA uses an author-date format, with the citation details entered in round brackets, for example:

Recent research (Jones & Henry, 2011; Smith et al., 2017) shows...

or

Evans (2015, p.33) explains that...

#### Reference list or bibliography

APA generally requires reference lists, not bibliographies. Your reference list should contain the full details of all the information cited within your text, arranged alphabetically by surname of the first author. References should be formatted with a hanging indent (all lines after the first are indented half an inch (1.27cm) from the left margin.)

**Note on DOIs:** DOIs should be included for all works that have a DOI, regardless of whether you used the online version or the print version. For online works without a DOI, provide the URL, unless the work is available from an academic database.

### APA reference examples:

A selection of examples to get you started, check out [Cite them Right Online](#) for more:

#### Book

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

For example:

Grix, J. & Watkins, G. (2010). *Information skills: finding and using the right resources*. Palgrave Macmillan.

#### E-book

Author/editor, Initial. (Year of publication). *Title*. Publisher. <https://doi.org/> or URL

For example:

Salecl, R. (2020). *A passion for ignorance: what we choose not to know and why*. Princeton University Press.  
[https://libsearch.ncl.ac.uk/permalink/f/1jraif3/NCL\\_ALMA51177598120002411](https://libsearch.ncl.ac.uk/permalink/f/1jraif3/NCL_ALMA51177598120002411)

## An edited book chapter

Author of the chapter/section. (Year of publication). Title of chapter/section In Name of editor of book (Ed.), *Title of book* (pp. Page numbers of chapter/section). Publisher. <https://doi.org/> or URL (if required)

For example:

Isenhour, C. (2015). Sustainable consumption and its discontents In H. Kopnina & E. Shoreman-Ouimet (Eds.), *Sustainability: key issues* (pp. 133-154). Routledge.

## Journal article

Author(s). (Year of publication). Title of article. *Title of journal*, Volume number(Issue), Page numbers. URL or <https://doi.org/xxxxx> (if required)

For example:

Borden, S. L. & Tew, C. (2007). The Role of Journalist and the Performance of Journalism: Ethical Lessons From "Fake" News (Seriously). *Journal of Mass Media Ethics*, 22(4), 300–314.  
<https://doi.org/10.1080/08900520701583586>

## Newspaper article

Surname, Initial. (Year, Month Day of publication). Title of article. *Title of Newspaper*, page numbers (if from print). <https://doi.org/> or URL (if required)

For example:

Geddes, L. (2021, July 16). Long Covid has more than 200 symptoms, study finds. *The Guardian*.  
<https://www.theguardian.com/society/2021/jul/15/long-covid-has-more-than-200-symptoms-study-finds>

## Online report

Author (Year of publication). *Title of report*. (Series and report number) Publisher (if different from the author; omit if they are the same) If available online, add: <https://doi.org/> or URL

For example:

Ofcom (2021). *Understanding online false information in the UK* (Economist discussion paper series, Issue number 2).  
[https://www.ofcom.org.uk/\\_\\_data/assets/pdf\\_file/0027/211986/understanding-online-false-information-uk.pdf](https://www.ofcom.org.uk/__data/assets/pdf_file/0027/211986/understanding-online-false-information-uk.pdf)

## A webpage with individual author

Author. (Date the web page was published/last updated). *Title of webpage*. Website name (if applicable and different to the author). <https://doi.org/> or URL (use Retrieved from URL and date if the content is meant to change over time.)

For example:

Magee, A. (2023, January 19). *How to keep your eyes healthy and protect your vision?* Bupa.  
Retrieved March 26, 2025, from <https://www.bupa.co.uk/newsroom/ourviews/healthy-eyes>

## A webpage with no author

*Title of web page*. (Year, month day or n.d. if no date). Website name. URL

For example:

*From the 'Mona Lisa' to 'The wedding feast at Cana': The Salle des États* (n.d.). The Louvre.  
<https://www.louvre.fr/en/explore/the-palace/from-the-mona-lisa-to-the-wedding-feast-at-cana>

## PhD thesis

Surname, Initial. (Year of submission). *Title of thesis/dissertation* [Degree statement]. Degree awarding body. If available online, add: Database or website name and URL

For example:

Robinson, F.J.G. (1972). *Trends in education in Northern England during the eighteenth century: a biographical study* [Doctoral thesis]. Newcastle University. Newcastle University eTheses  
<http://hdl.handle.net/10443/511>

## DVD Film

Director Surname, Initial. (Director), & Producers' Surnames, Initials. (Producers). (Year of distribution). *Title of film* [Film; descriptive information]. Production company.

For example:

Bigelow, K. (Director), & Bigelow, K., Boal, M. & Ellison, M. (Producers). (2012). *Zero Dark Thirty* [Film; on DVD]. Colombia Pictures, First Light Productions & Annapurna Pictures.

## Instagram

Author. [@username]. (Date). *Content of the post up to the first 20 words* [Photo/video/story]. Instagram. <https://doi.org/> or URL

For example:

Behun, K. [@kellybehunstudio]. (2020, October 9). *Green roof with a twist by MDA Architecture in Ho Chi Minh City / photo by Quang Tran* [Photo]. Instagram.  
<https://www.instagram.com/p/CGGu1QCBq8C/>

## Individual conference paper published in a journal

Author. (Year, date of conference). *Title of paper* [Type of contribution]. Conference title, location.  
*Title of journal, Volume number*(Issue number). <https://doi.org/> or URL

For example:

Guo, H., Han, W., Chen, F. & Sun, F. (2020, August 21-23). *Pitch Angle: A Newfound Influential Trait for Image-Based Facial Beauty Perception* [Paper presentation]. The 2020 second International Conference on Artificial Intelligence Technologies and Application (ICAITA), Dalian, China. *Journal of Physics: Conference Series*, 1651(1).  
<https://iopscience.iop.org/article/10.1088/1742-6596/1651/1/012144/pdf>

## Citing ChatGPT and other generative AI

[APA](#) and [Cite Them Right](#) have given official guidance on how to reference generative AI:

### In-text citation format:

(Communicator, Year)

### In-text example:

(OpenAI, 2023)

or

(OpenAI, 2023; see Appendix A for the full transcript).

### Reference list format:

Author of AI program. (Year of creation). *Name of AI* (Version) [Description of program]. Publisher.  
URL

### Reference list example:

OpenAI. (2023). *ChatGPT* (May 24 version) [Large language model].  
<https://chat.openai.com/chat>

## FAQs

### How do I cite and reference a source quoted in another author's work?

This is called secondary referencing. First, we recommend that you try to locate and read the original (primary) source – this will ensure you are not taking the information out of context and allow you to reference the source as normal.

If you cannot find the original source (it may be out of print, unavailable or in a language you cannot read), then you provide a reference to the **secondary source in your reference list** and refer to the **original source in your in-text citation** using 'as cited in'. For example:

...Smith (2018, as cited in Jones, 2020) states clearly that...

Only cite the source you read in your reference list.

## How many authors' names do I include in the citation and reference list?

Where there are one or two authors, include all authors in the in-text citation, for example:

Smith (1983) found that...

...as has been shown (James & Ryerson, 1983)...

If your source has **three or more authors**, you can then use *et al.* (meaning 'and others') in your in-text citation, for example:

Research by Harrison *et al.* (2003) shows that...

For APA 7th, you need to record all authors in your final reference list. You can only use *et al.* if there are more than 20 authors.

## How do I cite and reference sources that have the same author and date?

When referencing multiple sources that have the same author and date, first alphabetise your references in your final list. As they have the same author and year, alphabetise according to the source's title. You then write a lower-case a, b, c etc. after the year of publication, for example:

Smith, L. (2001a). Another life to live for Dorothy....

Smith, L. (2001b). Bye bye yellow brick road...

Smith, L. (2001c). Who said life would be easy for Toto...

The reader will then know which reference you are referring to in your in-text citation, for example:

Research (Smith, 2001b, p.20) shows that the yellow brick road was a myth...