

Information Centre Referencing Guide



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Reference List or Bibliography?

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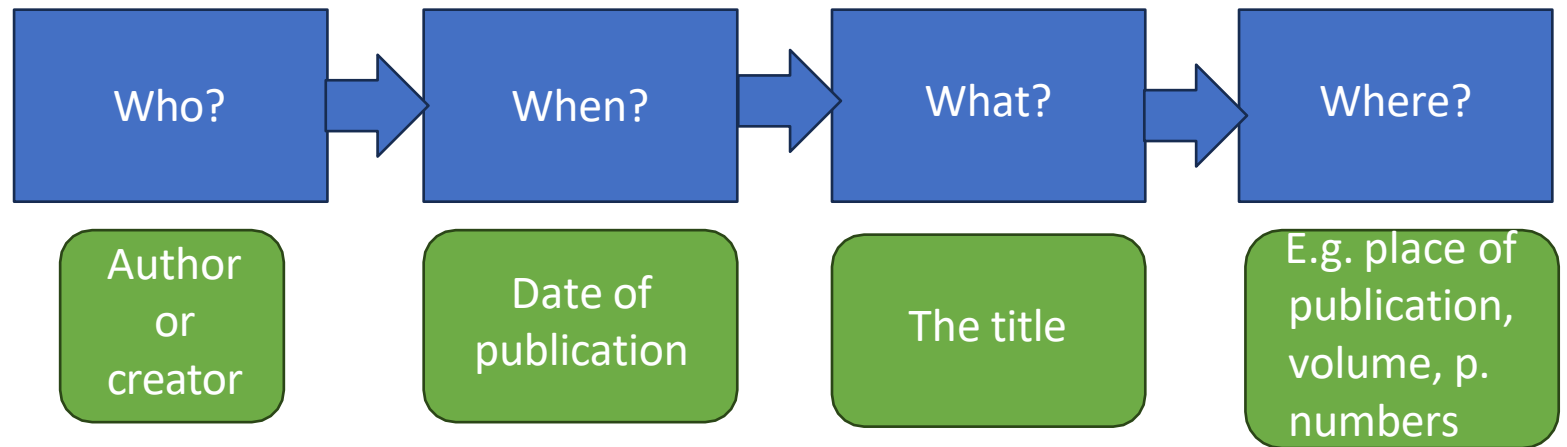
Referencing style

NewBridge Graduate Institute uses the APA 7th ed. referencing style.

APA is the style of documentation of sources used by the American Psychological Association. This form of writing research papers is used mainly in the social sciences, like psychology, anthropology, sociology, as well as education and other fields. (Indiana University of Pennsylvania, 2024)

A reference is a precise “pin” on a map that points you to the source that has been used. Accuracy and detail are the most important elements

Anatomy of a reference



What is meant by a reference list?

A reference list is a list of everything that you have cited (referenced) in your work.

Everything that you consulted should be cited/referenced.

The list will be drawn from everything that you have either paraphrased or quoted in your assignment as well as any ideas you have used without paraphrasing sections of text.

(Imperial College London, 2023)

Reference list tips

TIP

Hanging Indents:

All references should be double-spaced with a 0.5 in or 1.27 cm hanging indent.

Hyperlinks:

It is acceptable for hyperlinks to be blue and underlined (live) or black without underlining.

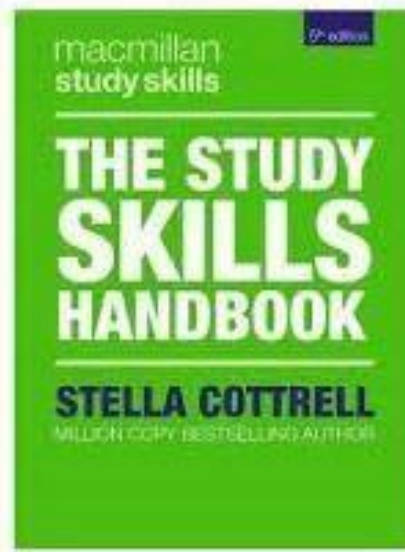
All hyperlinks must include https://

Acceptable abbreviations in the reference list

Abbreviation	Book or publication part
ed.	Edition
Rev. ed.	Revised edition
2 nd ed.	Second edition
Ed. (Eds.)	Editor or Editors
n.d.	No date
Vol.	Volume
No.	Number

Abbreviations in
the reference list

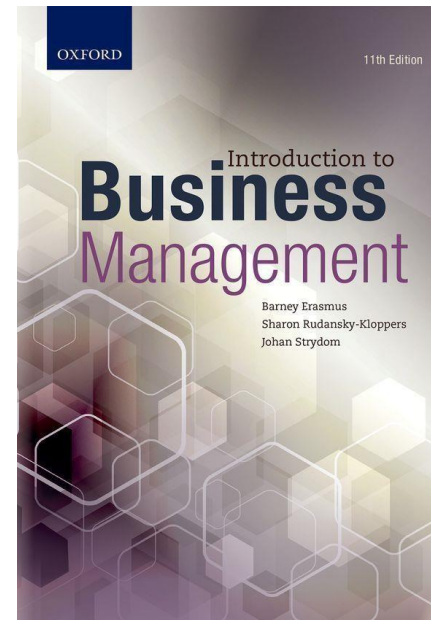
How to
reference a
book with a
single author



Example of a reference in APA style of a book with one author.

Cottrell, S. (2013). *The study skills handbook* (5th ed.). Palgrave Macmillan.
<https://www.scribd.com/document/490483153/The-study-skills-handbook-by-Cottrell-Stella-pdf>

How to reference a book with more than one author



Example of a reference in APA style of a book with more than one author.

Badenhorst-Weiss, H., Botha, M., Cant, M., Jansen van Rensburg, L. & Kruger, L. (2019). *Introduction to Business Management*. (11th ed.) Oxford.

How to reference a book with more than twenty authors

Book with more than twenty authors

Format

First 19 authors., . . . Last author.

Example

Arsenault, K. R., Shukla, S., Hazra, A.,
Getirana, A., McNally, A., Kumar, S. V.,
Koster, R. D., Peters-Lidard, C. D., Zaitchik,
B. F., Badr, H., Jung, H. C., Narapusetty, B.,
Navari, M., Wang, S., Mocko, D. M., Funk,
C., Harrison, L., Husak, G. J., Adoum, A., . . .
Verdin, J. P. (2020). The NASA hydrological
forecast system for food and water security
applications. *Bulletin of the American
Meteorological Society*, 101(7), E1007–
E1025. <https://doi.org/10.1175/BAMS-D-18-0264.1>

How to reference a book with no author

Book with no author

When referencing a book with neither an individual nor corporate author, use the title of the book in place of the missing author's name in both the reference list entry and your in-text citations. If the title is especially long, use a shortened version of it in text.

Webster's basic English dictionary.
(2000). Merriam-Webster

How to reference a book with an editor

A book with an editor

If there is an editor instead of an author, insert the editor's name in the place of the author's, followed by (Ed.) or (Eds.) for more than one editor.

Smith, J. A. (Ed.). (2008). *Qualitative psychology: A practical guide to research methods*. Sage.

Example of a journal article

Race Ethnicity and Education, 2014
Vol. 17, No. 3, 304–325, <http://dx.doi.org/10.1080/13613324.2013.832920>



Initial teacher training: understanding ‘race,’ diversity and inclusion

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There is little research which has explored how students on Initial Teacher Training (ITT) courses understand and conceptualise discourses of ‘race’, diversity and inclusion. This article will focus on student understandings of racialised identities; it will explore the discourses by which students understand what it means to be White and what it means to be Black, within the context of ITT. The article will examine the different facets and themes of identity within the context of belonging and exclusion which exist within higher education in the cultural and social contexts of English universities. The findings indicate that students’ understandings of ‘race’, diversity and inclusion on ITT courses are complex and multifaceted. The article argues that greater training is needed in relation to the practical assistance that student teachers require in terms of increasing their understanding of diversity and dealing with racism in the classroom.

Keywords: ‘race’; diversity; inclusion; initial teacher training; trainee teachers

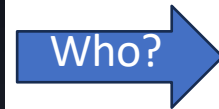
Introduction

There have been some significant changes in policymaking in relation to educational equality and inclusion in England in the last few years. The most significant policy change has been the introduction of the *Equality Act* in (2010). The *Equality Act* replaced all previous equality legislation such as the *Race Relations Act* (1976), *Race Relations (Amendment) Act* (2000), *Disability Discrimination Act* (2005) and *Sex Discrimination Act* (1975). The significance of the Act is that it provides one single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and

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How to reference a journal article



Bhopal, K., & Rhamie, J. (2014). Initial teacher training: understanding 'race', diversity and inclusion. *Race, Ethnicity and Education*. 17(3), 304–325.



<https://doi.org/10.1080/13613324.2013.832920>



Recently we have started to include the doi (digital object identifier) which is a unique alphanumeric string that identifies where content is on the internet. It should be presented as a hyperlink where possible so that it can be used accordingly.

Difference between a website and a web page

WEBPAGE VERSUS WEBSITE

WEBPAGE	WEBSITE
A single document on the internet	A collection of many related web pages linked together under one domain
Has content about a single entity	Has content about several entities
Address of the URL of a webpage depends on the website	URL of the website does not depend on a webpage
Development requires a minimum amount of time	Development takes a long time

Visit www.PEDIAA.com

(Lithmee. June 20, 2018)

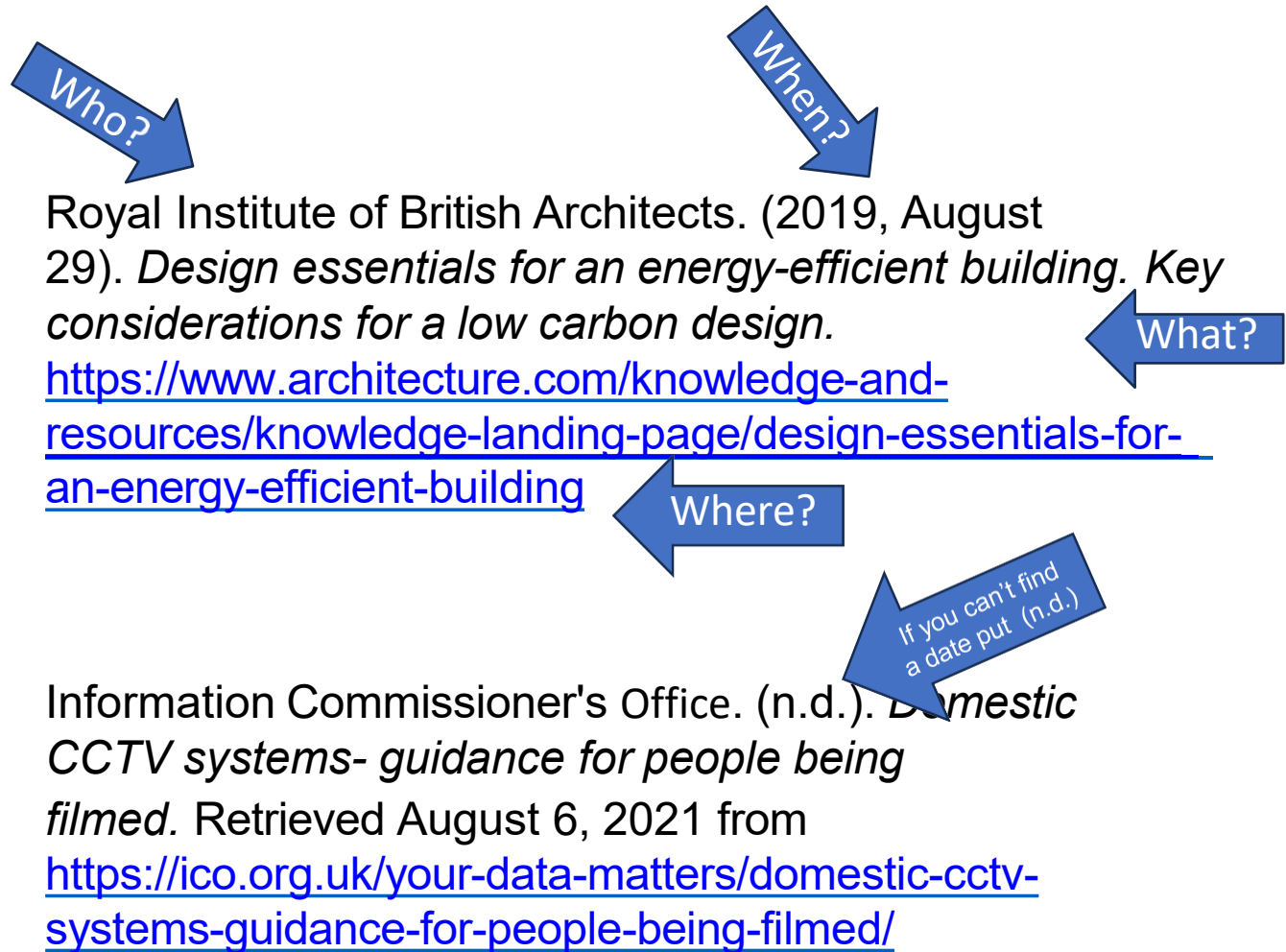
How to reference a web page

↓ Author(s) ↓ Year, Date ↓ Title (*in italics*) ↓ Website name

Johnson, A. (2018, May 24). *“It doesn’t need to be this way”*: The promise of specialised early intervention in psychosis services. IEPA.
<https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-promise-of-specialised-early-intervention-in-psychosis-services/>

↑ Indent 5-7 spaces ↑ URL

How to reference a website



Personal Communications

Personal communications include:

- telephone conversations
- interviews or notes that are not recoverable
- emails
- private letters
- non-archived discussion groups
- lectures

Personal communications examples

Use in-text citations to cite Personal communications.

No entry in the reference list is needed as personal communications are unable to be retrieved

APA example for a lecture given by N. M. Blampied: It is reported that (N. M. Blampied, personal communication, June 10, 2013)

P. Jones (personal communication, March 19, 2004) commented that...

How to reference an image

An image without a title may be an indication it is copyrighted, in which case, it is not good academic integrity to use it.

However, some copyright-safe images do not come with a title. For images or photographs without a title, provide a description of it in the title position and place square brackets around it.

Bogulov, V. (2021). [*Mona Lisa madewith
Lego tiles*] [Photograph]. Unsplash.

<https://unsplash.com/photos/cZveUvrezvY>

How to reference ChatGPT

APA format: Author. (Date). *Title* (Month Day version)
[Additional Descriptions]. Source

Author: The author of the model.

Date: The year of the version.

Title: The name of the model. The version number is included after the title in parentheses.

Bracketed text: References for additional descriptions

Source: When the publisher and author names are identical, omit the publisher name in the source element of the reference and proceed directly to the URL.

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

How to reference YouTube Videos

Author/Channel Name. (Year, Month Day). *Title of video* [Video].
YouTube. URL

Smart Student. (2020, November 4). *Where to place in-text citations when paraphrasing | APA 7th edition* [Video]. YouTube.
<https://www.youtube.com/live/RWZCXPoBo-k>

If all the information for your reference is not there, don't panic, use the information you can find.



Missing
information

Citations

The citation alerts your readers to the source you have used and provides enough information for them to find the reference with the full details in your reference list at the end of your work. The author(s) name and date of publication are very important. If directly quoting, you also need page numbers. There are two types of citations namely Narrative and Parenthetical.

Parenthetical Citations

In a parenthetical citation, the author and date are in brackets at the end of the sentence.

- The alternative food movement has spurred demand for healthier and local food (Naccarato & LeBesco, 2018).
- Early June is considered by some entomologists to be 'peak beetle' season in the UK (The Wildlife Trust, 2021).
- There is growing interest in understanding how children respond to illustrations in picture books (Evans, 2009; Pantaleo, 2018; Wong et al. 2021).

Parenthetical Citations tips

TIP

- Combine two authors in brackets with "&" (ampersand)
- Organisations can also be authors
- You can cite more than one source to support your argument.
- If the article has three or more authors then you only need to include the first author followed by et al.

Narrative Citations

In a narrative citation, the author's name forms part of the sentence.

- Fairs (2021, p. 87) argues that the global push to reduce atmospheric carbon is being compromised by "confusing terminology and misleading claims".
- Krane and Waldron (2020) demonstrate the importance of integrating cultural sport psychology into certification requirements.
- Hoffmann et al. (2017) assert that involving patients in decision making is an essential part of evidence-based practice. decision-making

Narrative Citations tips

TIP

- Include page numbers for direct quotes
- Use "and" to combine two authors in your sentences (rather than "&")
- If the article has three or more authors then you only need to include the first author followed by et al.

Citing Secondary Sources

These are sources that you have not seen, but which are referred to in another work.

In-text, name the original work and give a citation for the secondary source.

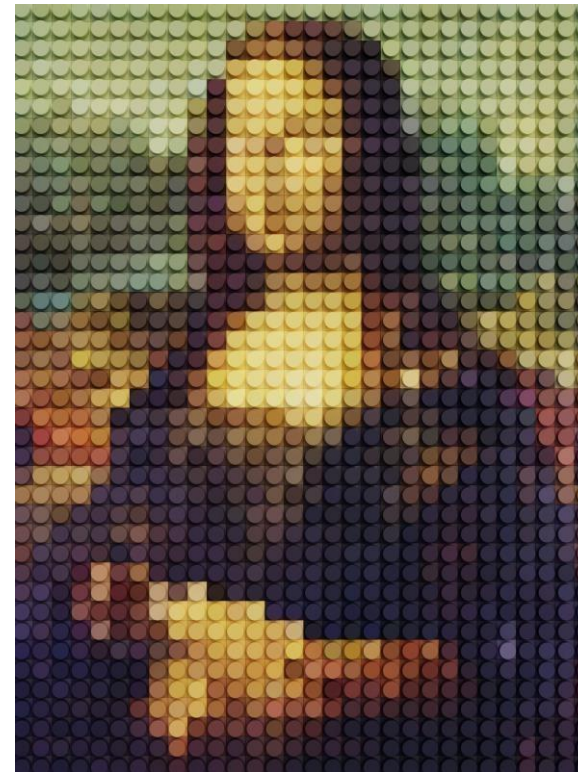
Example: Bennett (2015, as cited in Rudman, 2018) defined social work as....

Bennett defined social work as ...(2015, as cited in Rudman, 2018)

In the References section list the secondary source you have read.

Citing an Image in a written assignment

Figure 1
[*Mona Lisa Made With Lego Tiles*]



(Bogulov, 2021)

TIP

Because the image caption contains the information an in-text citation would normally have, you can simply refer to the relevant figure in the body of your assignment (as below).

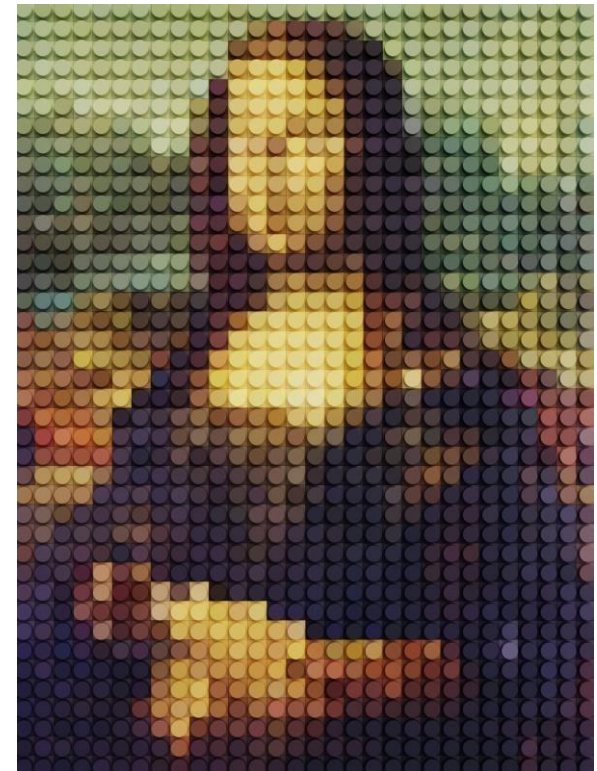
Narrative: Figure 1 shows the Mona Lisa made from Lego blocks.....

Parenthetical: Bogulov built a Mona Lisa from Lego blocks. (see Figure 1)

Citing an Image in a written assignment tip

Citing an Image in a PowerPoint presentation

When using images in visual presentations, you **do not need** to use a figure number or title above the image. However, you must have an **in-text citation** underneath the image and a **full reference entry** on your final slide. (Wintec, 2024)



(Bogulov, 2021)

Citing ChatGPT



- AI tools should be used to assist with understanding the topic and not for doing the whole assignment on the student's behalf.

EXAMPLE of a prompt: “Is the left brain and right brain divide real or a metaphor?”

The ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialised, “the notation that people can be characterised as ‘left-brained’ or ‘right-brained’ is considered to be an oversimplification and a popular myth”. (OpenAI,2023)

- Use the name of the account that uploaded the video as the author.

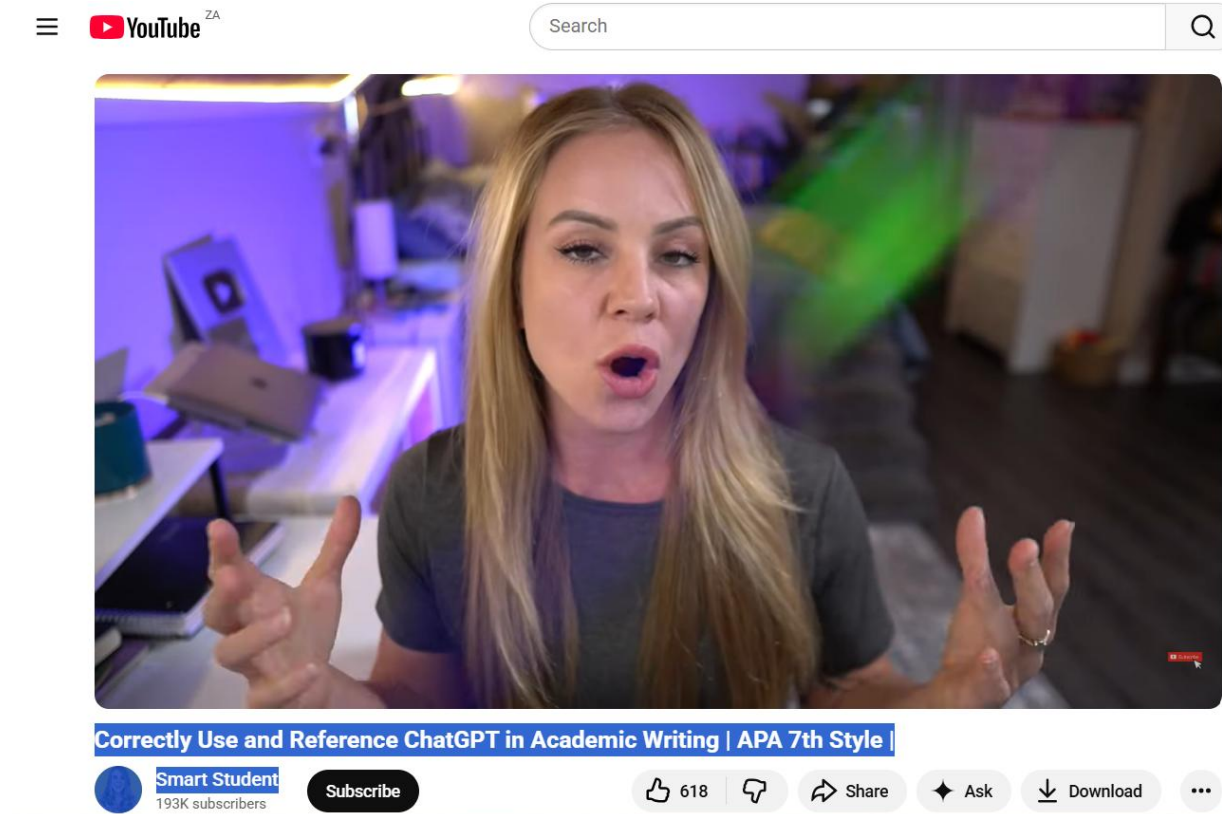
Narrative:

Smart Student (2020) explains that...

Parenthetical:

(Smart Student, 2020)

YouTube videos



Reference List or Bibliography?

APA publications and other publishers and institutions using APA Style generally require reference lists, not bibliographies

Reference List

The list of sources at the end of the paper (bibliography) is called the reference list. The reference list must include all references cited in the text of your paper. Start a References list on a new page.

Reference List, not Bibliography



Reference List

- Imperial College. (n.d.) *How do I write a reference list or bibliography?* Library Services. <https://www.imperial.ac.uk/admin-services/library/learning-support/information-and-research-skills/using-and-managing-information/how-do-i-write-a-reference-list-or-bibliography/>
- Indiana University of Pennsylvania. (2024). *What is APA?* Kathleen Jones White Writing Center. <https://www.iup.edu/writingcenter/writing-resources/research-and-documentation/apa-style/what-is-apa.html>
- Lithmee (June 20, 2018). [*Difference between a webpage and a website.*] [web image] PEDIAA. <https://pediaa.com/difference-between-webpage-and-website/>

Reference List

- Purdue University. (n.d.) *Artificial Intelligence(AI)*. Libraries and School of Information Studies. <https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074>
- Wintec. (2024). APA 7th Edition Referencing Guide1. Wintec Library. https://libguides.wintec.ac.nz/APA7/using_images_in_powerpoints.