“Referencing is the process of acknowledging other people’s work when you have used it in your assignment or research...It provides the link between what you write and the evidence on which it is based.” (Pears & Shields, 2016, p. 1)

Plymouth Marjon University institutional guidance on referencing is to encourage the use of the APA referencing style.

For guidance on using the APA referencing style students are encouraged to review this document and to go online and review institutional resources at [http://sites.marjon.ac.uk/handbook/referencing-scholarship/](http://sites.marjon.ac.uk/handbook/referencing-scholarship/). Course tutors and Study Skills Advisors can also be consulted and for additional guidance students are advised to seek out the definitive APA guidance in the publication cited below or look online for advice on using the APA referencing style.


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**Key features of this document** *(see p2 for clickable Table of Contents or click the titles below)*

- Table of Contents
- What is Referencing
- How to include citations in the main text
- Citing multiple authors in the reference section
- Referencing more efficiently (using technology to reduce the stress of referencing)
- Reporting Verbs (better integration of citations into your own text)
- A Quick Referencing Guide
Referencing at Marjon

What is Referencing?

When completing an assessment in Higher Education your own thoughts and ideas should be built upon those of other writers and researchers. It’s essential that you engage with and identify this previous work and that you acknowledge those sources of information by:

- **Acknowledging the source within the text** by citing the author’s last name and date of publication in parentheses (brackets), e.g. (Stevens, 2011)

- **Give full details of each item in an alphabetical reference list at the end of your assignment.**

According to the co-authors of ‘Cite Them Right’, Graham Shields and Richard Pears, referencing is:

“…the process of acknowledging the sources you have used in writing your essay, assignment or piece of work. It allows the reader to access your source documents as quickly and easily as possible in order to verify, if necessary, the validity of your arguments and the evidence on which they are based. You identify these sources by citing them in the text of your assignment (called citations or in-text citations) and referencing them at the end of your assignment (called the reference list or end-text citations). The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which uses the same referencing style, but also includes all material, for example background readings, used in the preparation of your work.” ([http://www.citethemrightonline.com/Basics/what-is-referencing](http://www.citethemrightonline.com/Basics/what-is-referencing))

This guide will indicate what information you need and how you should record each different type of source.

Why referencing is important?

The main reasons are:

- To demonstrate to a reader that you have engaged with a wide range of up-to-date sources and opinions.
- To allow a reader of your work to find and check the sources you have used.
- To enable the reader to check the accuracy of the information you’ve given.
- Good referencing will assist in avoiding accusations of plagiarism. You will lose marks if you don’t acknowledge sources.

What should I reference?

The level of referencing will depend on the nature of the piece of work you are writing: a coursework essay for a first-year module will probably require less than a third-year
dissertation, for example. There’s no maximum level of referencing, but in general, the work that is awarded the best grades often has a greater number of well chosen sources than work that is deemed to be at a lower level.

Repeated paragraphs without a reference will not suggest that a submission is adequately underpinned by supporting literature. One citation per paragraph is often recommended as a guide for undergraduate essays although the work that gets the highest grades, especially in years two and three, will often have more. If you have any worries about the number of references required, seek advice from your module tutor.

As a general minimum, you should include a reference when:

1. You quote or paraphrase from a primary source or secondary work;
2. You make use of a statistic;
3. You paraphrase or otherwise refer to the ideas or writings of a named or identifiable author.

For most modules you will not be required to give references for facts that are generally well known (common knowledge). Where facts are contested, and you are taking sides in an argument, you must then indicate the source of your own ideas, and if appropriate acknowledge the opposing camp(s) with references as well.

How will referencing impact my grades?

Those reading your essays or reports will want to know that you have read widely, and considered and analysed the work of others. Use of the right type and amount of sources along with good presentation will help you achieve a better grade. The difference can sometimes be that of a grade boundary or between five and ten percent of the total. The table below includes extracts from the Marjon generic grade descriptors that relate most to the use of supporting literature.

<table>
<thead>
<tr>
<th>Grade Boundary</th>
<th>Relevant Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>80–89% Exceptional work</td>
<td>Demonstrates thorough, critical understanding of current knowledge</td>
</tr>
<tr>
<td>70–79% Excellent work</td>
<td>Shows evidence of extensive, relevant reading which includes up-to-date research</td>
</tr>
<tr>
<td>60–69% Very good work</td>
<td>Shows effective and competent use of literature Demonstrates a wide reading base</td>
</tr>
<tr>
<td>50–59% Good work</td>
<td>Makes good use of relevant literature</td>
</tr>
<tr>
<td>40–49% Fair work</td>
<td>Shows evidence of relevant reading</td>
</tr>
<tr>
<td>35–39% Weak work</td>
<td>Demonstrates some evidence of reading Weaknesses in organisation and presentation</td>
</tr>
</tbody>
</table>
What is APA style?

The APA citation style (6th Edition) is a parenthetical author-date style, so you need to put the author’s last name and the publishing date into parentheses (in brackets) wherever another source is used in the narrative.

The APA format consists of in-text citations and a reference list, along with guidelines for formatting the paper itself. Both the in-text citations and the reference list can be created easily with the help of various software and online tools.

Find out more about APA here - http://www.apastyle.org/learn/faqs/what-is-apa-style.aspx

Why do we use the APA referencing style at Marjon?

Aside from the APA format there are many different citation styles out there (e.g. Harvard, AMA, MLA) and when academics submit papers to journals they often have to learn and use a range of styles. Most Universities however, have a chosen style that is required when submitting assessment work for your course. The APA style guide (6th ed.) covers both referencing and guidance on the formatting of documents. Although the guide has some great advice on formatting documents, here at Marjon we have only adopted the referencing guidance across the institution, you’ll need to speak to your tutors to discuss the formatting of documents.

Prior to 2018, Marjon had adopted a Harvard style for its institutional guidelines but in 2018, change was made to APA. This change was made in consultation with staff and students and was driven by the need for a style that is standard across all forms of software and platforms allowing students and staff to be as effective and efficient in producing references and citations as possible.

So what has changed?

We changed from a Marjon-specific version of Harvard referencing, which meant that you couldn’t use any generic support materials to help you. Essentially, it was making life difficult for you! So the move to APA makes things much simpler – you’ll be able to export references and citations from many of the resources you’ll use for your research, including Discovery and Google Scholar.

In terms of specific changes, the differences are actually very slight:

Journal references
The old way:

The new APA way:


**Book references**

The old way:


The new APA way:


So very similar but note there are some minor punctuation differences, and APA makes use of a hanging indent to allow for easier reviewing of the reference list.

**About this Guide**

This guide contains advice and guidance on the key elements of using APA referencing style. The first section is focussed on producing citations to use in-text and the section that follows explains how to create references for the final “Reference Section”. We’ve also included a one sided crib sheet that we advise students to have on their desks for quick reference and a series of other resources designed to make the process of referencing as easy as possible.

Find this document and more Marjon Referencing Resources at: [http://sites.marjon.ac.uk/handbook/referencing-scholarship/](http://sites.marjon.ac.uk/handbook/referencing-scholarship/)
In-text citations

You need to include an in-text citation when you refer to, summarise, paraphrase, or quote from another source. For every in-text citation in your paper, there must be a corresponding entry in your reference list. See the example below for how this might look in a published article.

Functionally, building on the work of Ramaprasad (1983) and Sadler (1989), the aim of feedback is to enable the gap between the actual level of performance and the desired learning goal to be bridged (Lizzio & Wilson, 2008). Significantly, for many, however, it is only feedback if it alters the gap and has an impact on learning (Draper, 2009; Wiliam, 2011). Feedback can have different functions depending on the learning environment, the needs of the learner, the purpose of the task, and the particular feedback paradigm adopted (Knight & Yorke, 2003; Poulos & Mahony, 2008). Many distinguish between a cognitivist and a socio-constructionist view of feedback, with much emphasis currently being placed on the latter framework. The cognitivist perspective is closely associated with a directive telling approach where feedback is seen as corrective, with an expert providing information to the passive recipient.


There are a number of ways of presenting in-text citations and they are broadly in two categories of paraphrasing (indirect) and direct quotes.

Paraphrasing (Indirect Quotes)

An indirect reference alludes to ideas or facts that have been written by an author which you have not quoted verbatim (word for word) but have been summarised in your own words. In many disciplines this method of referring will form the greater part of your referencing. If you have any doubts about how to do this please refer to materials available via Academic Skills on Learning Space.

There are essentially two ways of doing this:-

Example 1: Morris, Jones, Smith, Cassidy, Grey and Timms (2010) emphasise the importance of using a sketchbook in order to develop as an illustrator.

Example 2: A sketchbook is important in order to develop as an illustrator (Morris, Jones, Smith, Cassidy, Grey & Timms, 2010)

Note: for sources with more than 7 authors the abbreviation “et al.” can be used in the in-text citation, e.g. (Anderson et al., 2009, p.7).

Direct Quotes

A direct reference involves direct quotation from the work of an author. Quotations of one sentence, or less than forty words, can be incorporated in the body of the text in double quotation marks. Please note that you must always provide a page number for a direct quotation, where available.

Example 1: "Black waterproof Indian ink is the first choice of most illustrators" (Morris, Jones, Smith, Cassidy, Grey & Timms, 2010, p.69).

Example 2: Morris, Jones, Smith, Cassidy, Grey and Timms (2010, p.69) assert that "black waterproof Indian ink is the first choice of most illustrators".

As explained in the extract below, taken from the APA blog, there are other ways of achieving this within the APA guidelines as well.

1. According to Palladino and Wade (2010), “a flexible mind is a healthy mind” (p. 147).
2. In 2010, Palladino and Wade noted that “a flexible mind is a healthy mind” (p. 147).
4. “A flexible mind is a healthy mind,” according to Palladino and Wade’s (2010, p. 147) longitudinal study.
5. Palladino and Wade’s (2010) results indicate that “a flexible mind is a healthy mind” (p. 147).

Extract from: McAdoo (2010) “How to Cite Direct Quotations”
http://blog.apastyle.org/apastyle/2010/03/how-to-cite-direct-quotations.html

Some other conventions you need to adopt include:-

- **Direct quotes that are 40 words or longer should be presented differently.** They should be in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin. Type the entire quotation on the new margin, maintain double-spacing throughout and the parenthetical citation should come after the closing punctuation mark.

**Example:**
Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
Use three dots … to indicate where you have omitted words from the quotation:
Example: “It is important to … argue rationally in a civilised society” (Andrews, 2011, p.1).

Use [square brackets] to enclose words that you have added, or changed:
Example: “It is important to be able to argue [and behave] rationally in a civilised society” (Andrews, 2011, p.1).

Direct quotes that cross two pages can make use of pp.
e.g. Jones’s (1998) study found the following:
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help.
(pp. 199-200)

Using direct quotes from a source with no page numbers

Some electronic resources do not provide page numbers, for example, web-pages and some eBook formats, such as PDFs or Kindle books. In these instances, paraphrasing should be used to try and avoid the issue. However, this is not always avoidable. The Publication Manual of the American Psychological Association issues the following guidance:

Where page numbers are unavailable, paragraph numbers should be used:
e.g. Jones’s (1998) study found that “students often had difficulty using APA style, especially when it was their first time citing sources” (para. 4).

Where page and paragraph numbers are unavailable, use headings:
e.g. West (2000) argued that “students should not be penalised for poor referencing skills in their first year, as they have not had time to develop adequate referencing skills” (Discussion session, para. 5).

Where page and paragraph numbers are unavailable, and headings are too long, use a shortened heading in quotation marks:
e.g. One study demonstrated that “undergraduates who attended study skills sessions, had a better grasp of referencing and the importance of academic integrity” (Smith, Jones & Archer, 2006, “Study Skills and Referencing”, para. 6).
### Producing In-Text Citations in APA

Single and multiple authors rules apply to all APA-style citations that you use, regardless of the type of work (book, article, electronic resource, etc.).

<table>
<thead>
<tr>
<th>Authors</th>
<th>Every citation: (author’s last name, publication year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 author</td>
<td>e.g. (Jones, 2018)</td>
</tr>
<tr>
<td>2 authors</td>
<td>(Author 1 &amp; Author 2, year)</td>
</tr>
<tr>
<td></td>
<td>Use “&amp;” within parentheses. Write out the word “and” when authors’ names are used in the text. “…thus, leading to higher rates of HIV infection (Smith &amp; Cox, 2014). “According to Smith and Cox (2014), the higher rates of HIV …”</td>
</tr>
<tr>
<td>3-5 authors</td>
<td>First use: (List all authors [separate names with commas], publication year) (Freeman, Hardy, &amp; Willis, 2018)</td>
</tr>
<tr>
<td></td>
<td>Subsequent use: (List first author + et al., publication year) (Freeman et al., 2018) Note: et al. means “and others”. et (not an abbreviation, no full stop) is Latin and al. is an abbreviation for the Latin alia (“others”) and therefore always uses a period. In the citation, a comma separates et al. from the date.</td>
</tr>
<tr>
<td>6 or more authors</td>
<td>First use: (first author + et al., + date) (Williams et al., 2003) Note: comma separates et al. and date</td>
</tr>
</tbody>
</table>

**Corporate author** (e.g. Organisation or Government Dept.)

If individual authors are not listed, use the organisation as the author. To define an abbreviation within a citation for a corporate author that you will cite several times, enclose the abbreviation in square brackets. (Institute of Economic Affairs, 2009) (Department of Health and Human Services [DHHS], 2007)

**Internet site**

Use same author–date format. If no individual author for a Web page is given, list the organisation as the author. The date to use from a web page is sometimes difficult to determine. DO NOT put a web address in the text of the paper. (Planned Parenthood, n.d.) (Stearns, 2009) (National Health Statistics, 2003)

**More than one work by same author or group**


**More than one work – different authors**

Use semicolons to separate different works within the same parentheses. Citations are alphabetised by first author within the parentheses. Findings from several research studies have supported this hypothesis (Adey, 1999; Coe & Kin, 2006; Long, Vic, Trout, & Gamble, 2001; Wing et al., n.d.; Xavier, Malton-Ruiz, McBride, Healy, & Keefer, 1999)
### Summary of In-Text Citation Examples

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by two authors</td>
<td>Smith and Cox (2014)</td>
<td>Smith and Cox (2014)</td>
<td>(Smith &amp; Cox, 2014)</td>
<td>(Smith &amp; Cox, 2014)</td>
</tr>
<tr>
<td>One work by three to five authors (add 4 &amp; 5 within commas)</td>
<td>Freeman, Hardy, and Willis (2018)</td>
<td>Freeman et al. (2018)</td>
<td>(Freeman, Hardy, &amp; Willis, 2018)</td>
<td>(Freeman et al., 2018)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Williams et al. (2003)</td>
<td>Williams et al. (2003)</td>
<td>(Williams et al., 2003)</td>
<td>(Williams et al., 2003)</td>
</tr>
</tbody>
</table>

Click here for more info on “The proper use of et al. in APA style”

### Development Task (In-Text Citations)

- Download or print off an article from a peer-reviewed, published journal.
- Find the initial section that sets the scene and examines the research that underpins the article. This could be called the Introduction, overview, literature review or similar.
- Skim read through the section highlighting every time that an underpinning source has been used in the work.
- Look through these in-text citations and think about the way in which they have been integrated into the text.
  - How many are there?
  - Are they direct or indirect?
  - What reporting verbs have been used to synthesise them into the writing of the authors?
  - How do they help create a narrative?
  - Repeat this with another article or textbook section.
Creating A Reference Section

The Reference Section is always towards the end of an essay and is best started on a new page. Only sources cited in the paper should be included in a Reference List.

Creating a Reference Section: The Basic Rules

- Reference list entries should be in **alphabetical order** by the last name of the first author of each work. [MS Word has a function that can help sort lists alphabetically](#).

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called **hanging indentation**.

- **Authors’ names are inverted (last name first)**; give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses (...) after the sixth author’s name. After the ellipses, list the last author’s name of the work.

- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.

- Present the journal title in full.

- Maintain the punctuation and capitalisation that is used by the journal in its title.
  - For example: ReCALL not RECALL or Knowledge Management Research & Practice not Knowledge Management Research and Practice.

- Capitalise the first letter of all major words in journal titles (known as title case). [MS Word has a function and shortcuts (shift + F3) that can help you change the case of words](#).

- When referring to books, chapters, articles, or webpages, capitalise only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

- Italicise titles of longer works such as books and journals.

- Do not italicise, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

- **Please note**: This guide outlines some of the most common types of sources used. If your source is not in this guide then please refer to the [Publication Manual of the American Psychological Association](#) which provides many examples of how to cite common types of sources. The guide itself, however, does not provide rules on how to cite all types of sources as there are simply too many. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format.

The following pages outline a number of common sources and how to lay out the information in the Reference Section.
### Journal Articles

#### Journal article: 1 author

**Example**


**Notes**
There’s no space between the volume number and the issue number in parentheses (27 and 2, respectively, in this example)
Journal Title has main words in capitals

#### Journal article: 2 authors

**Example**


#### Journal article: 3-7 authors
List first 6 authors + & + 7th author.
Author, 1., Author, 2., Author, 3., Author, 4., Author, 5., Author, 6., & Author, 7. (Year). Title in sentence style caps: Cap first word after internal punctuation. *Journal Title in Headline Caps and Italics, 2*, 124-129.

**Example**


#### Journal article: >7 authors
List first 6 authors + ..., + last author. (Remainder of format is the same as above). N.B. Do not use the ampersand (&)

**Example**


#### Electronic Journal Article: Articles with DOI assigned
Format is the same as for print articles but add the DOI

**What's a DOI?** Digital Object Identifier, a unique alphanumeric identifier that acts as a persistent link to content on the Web. Usually
found on the abstract page, sometimes near the copyright date, or on the citation page in a database.

Example: doi: 10.1007/s10802-006-9049-4 or https://doi.org/10.1038/nature21707

Example


Notes

doi is lowercase and followed by a colon, no space after colon.
No retrieval date is needed.
No punctuation after DOI number

Electronic Journal Article: without an obvious DOI assigned

Use the URL from the original journal webpage


More Information on electronic sources

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_electronic_sources.html

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Marjon APA Referencing Guidance
**Books**

**Book: 1 author**  
Author, 1. (Year). *Title in italics and sentence style caps: Capital letter also for subtitle*. City, ST: Publisher.

*Example*  

**Notes**  
For location use city and state (US) or city and country (non-US)  
Identify the edition number if it’s not the first, e.g. (2nd ed.)  
Find out more on editions and book volumes here

**Book: 2-7 authors**  
List first 6 authors + & + 7th author.  
Author, 1., Author, 2., Author, 3., Author, 4., Author, 5., Author, 6., & Author, 7. (Year). *Title in italics and sentence style caps*. City, ST: Publisher.

*Example*  

**Book: > 7 authors**  
List first 6 authors + ..., + last author. (Remainder of format is the same as above). N.B. Do not use the ampersand (&)

**Editors instead of authors**  

**Chapter in an edited book**  

**Notes**  
Editors names are not inverted.

**New Editions**  
Any edition other than the first needs to be identified as follows:  

**Information on eBooks on eReaders i.e. Kindle**  
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_electronic_sources.html

**More information on listing books**  
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_books.html

Marjon APA Referencing Guidance
Other Sources

**Website (with author, date, title and source)**


**Examples**


**More information on Websites**


**Newspaper Article**


**Example**


**Movie/Film**


**Example**


**Electronic Sources**

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list электронных источников.html

Marjon APA Referencing Guidance
**Social Media**
How to cite various forms of “Social media” in APA style -
http://blog.apastyle.org/apastyle/social-media/
Summary of information needed for selected sources

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Year of Publication</th>
<th>Title of article, chapter, paper</th>
<th>Issue/Volume information (Volume)</th>
<th>Place of Publication</th>
<th>Publisher</th>
<th>Edition</th>
<th>Page number(s)</th>
<th>URL</th>
<th>Date accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter from a book</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Journal</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
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<tr>
<td>Webpage</td>
<td>X</td>
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<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Summary of Multiple Authorship in Reference List

**Single author:** Last name first, followed by author initials.


**2 authors:** Use the ampersand (&) rather than "and."


**3 to 7 authors:** Commas separate author names, while the last author name is preceded again by ampersand (&).


**>7 authors:** After the 6th author's name, use an ellipses (...) in place of the author names. Then provide the final author name. There should be no more than seven names. Avoid use of “and” or “&”.


Marjon APA Referencing Guidance
Development Task (Reference Lists)

- Identify five different sources of information that you could use in an essay. Include one source from each of the categories above.
- Review the source detail and build a short reference list that includes all five sources.
- When you think you’ve finished swap it with another student’s reference list and review each others for good practice and errors in presentation.
  - When reviewing check your understanding against the APA guidelines.
  - Pay attention to detail.
  - If there are errors, outline what the correction should be.
Further APA Style Resources

Library Resources


Marjon Referencing Support Online

For access to this hyperlinked, navigable document and many more resources [http://sites.marjon.ac.uk/handbook/referencing-scholarship/](http://sites.marjon.ac.uk/handbook/referencing-scholarship/)

Google Slide Set on APA Referencing Style

Click the image or here to view the slides
Online Resources

Referencing and Scholarship at Marjon
Find this document and much more support at this link

What is APA style
An overview from the APA style blog pages

APA Style Blog
The official companion to the Publication Manual of the American Psychological Association, Sixth Edition, run by a group of experts who work with APA Style every day.

Marjon Library Guide to APA style
An overview of APA style from EBSCO and accessed via Marjon Search Engine

APA citation style guide from bibguide
A resource that includes lots of advice on using APA style for referencing

The Purdue Owl Online Writing Lab
An excellent resource outlining lots of advice on using APA style for referencing

Frequently Asked Questions from the APA website
Quick answers to common questions about using APA style.

APA Style Tutorial
Basic rules of APA style from the APA website.

Referencing and avoiding plagiarism
An overview on the Palgrave Study Skills website

ReciteWorks
If you aren’t using Mendeley this could be useful in checking you’ve captured all citations in the ref list
Referencing Efficiently

If you ever find yourself typing out all of the elements of a citation or reference then you’re probably not being the most efficient with your time. The tools that follow outline a number of ways that you can be smart about producing your references. Make yourself familiar with these four and you’ll be able to choose the right tool at the right time depending on the type of project you’re working on.

NOTE: Each of the tools that follows is a quicker method of producing a reference than typing the whole thing out yourself. You still need to know what a well presented reference looks like in APA style and will still have to review and edit some entries prior to submission.

**Google Scholar**

Google Scholar can help create a reference really quickly. Run a search in Scholar and then beneath each returned item there are a few links offering actions like exporting, saving, and more. Click on the quotation marks and you’ll be presented with the citation detail in several formats. APA is one of those options.

[https://scholar.google.co.uk/](https://scholar.google.co.uk/)

**Discovery**

Discovery searches most of the Marjon Library’s paid-for databases. This is where you can use multiple filters to search for high quality information from validated sources. It also has a “Cite” feature once you’ve found your source.

[https://www.marjon.ac.uk/student-life/library/](https://www.marjon.ac.uk/student-life/library/)
Cite This For Me is a free online service for generating in-text citations and full references. Search for the source, edit the detail if needed, copy and paste into your document. Register and you can also save sources for another day.

www.citethisforme.com/

Mendeley is free reference management software that can do many tasks related to the use of published research. It can help store, annotate and manage articles plus it has a plug-in that allows you to create citations and references in MS Word.

https://www.mendeley.com/
or this video on generating citations

https://youtu.be/zkrVbBSrK_w

Further support on the use of Mendeley is available on the MELT pages here

http://sites.marjon.ac.uk/elearninghelp/category/help-for-students/mendeley/
Further Writing Support

Reporting Verbs/Signal Phrases/Attributive tags

While an understanding of the mechanics of referencing is important, a related skill is the use of reporting verbs to integrate (or synthesise) these references into your own work. The words that link your own work with that of published authors are invariably known as reporting verbs, signal phrases or attributive tags. Google these phrases and you’ll find a wealth of resources that can help develop your own vocabulary in this area.

There are many useful signal words and phrases and here are some examples:

<table>
<thead>
<tr>
<th>Acknowledges</th>
<th>Confirms</th>
<th>Describes</th>
<th>Explains</th>
<th>Informs</th>
<th>Points out</th>
<th>Reflects</th>
<th>Signals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adds</td>
<td>Connects</td>
<td>Develops</td>
<td>Expresses</td>
<td>Insists</td>
<td>Prepares</td>
<td>Refutes</td>
<td>Specifies</td>
</tr>
<tr>
<td>Admits</td>
<td>Considers</td>
<td>Discusses</td>
<td>Extrapolates</td>
<td>Introduces</td>
<td>Presents</td>
<td>Reiterates</td>
<td>Speculates</td>
</tr>
<tr>
<td>Advances</td>
<td>Contends</td>
<td>Discloses</td>
<td>Finds</td>
<td>Maintains</td>
<td>Promises</td>
<td>Rejects</td>
<td>States</td>
</tr>
<tr>
<td>Affirms</td>
<td>Contradicts</td>
<td>Discounts</td>
<td>Focuses on</td>
<td>Means</td>
<td>Proposes</td>
<td>Relates</td>
<td>Submits</td>
</tr>
<tr>
<td>Agrees</td>
<td>Contrasts</td>
<td>Discovers</td>
<td>Grants</td>
<td>Narrates</td>
<td>Proves</td>
<td>Remarks</td>
<td>Suggests</td>
</tr>
<tr>
<td>Alludes</td>
<td>Creates</td>
<td>Disputes</td>
<td>Highlights</td>
<td>Negates</td>
<td>Purposes</td>
<td>Replies</td>
<td>Supports</td>
</tr>
<tr>
<td>Analyses</td>
<td>Declares</td>
<td>Documents</td>
<td>Hypotheses</td>
<td>Notes</td>
<td>Questions</td>
<td>Reports</td>
<td>Supposes</td>
</tr>
<tr>
<td>Argues</td>
<td>Defines</td>
<td>Emphasises</td>
<td>Illuminates</td>
<td>Notices</td>
<td>Recognises</td>
<td>Responds</td>
<td>Theorises</td>
</tr>
<tr>
<td>Asserts</td>
<td>Delineates</td>
<td>Endeavours to</td>
<td>Illustrates</td>
<td>Observes</td>
<td>Recommends</td>
<td>Reveals</td>
<td>Thinks</td>
</tr>
<tr>
<td>Attests</td>
<td>Demonstrates</td>
<td>Establishes</td>
<td>Imply</td>
<td>Offers</td>
<td>Recounts</td>
<td>Sees</td>
<td>Wishes</td>
</tr>
<tr>
<td>Balances</td>
<td>Denies</td>
<td>Estimates</td>
<td>Indicates</td>
<td>Organises</td>
<td>Refers</td>
<td>Shows</td>
<td>Writes</td>
</tr>
</tbody>
</table>

Development Task: Reporting Verbs

Reporting verbs such as those above can be used in different ways. Look through the table above and decide which of the following uses it would be best suited to (they may be of use in more than one category!):

- **Neutral phrases** e.g.: comments, notes
- Verbs to suggest that an **idea may not be fully accepted**: contends, speculates
- Phrases for **adding information** to an idea you’re establishing: adds, confirms
- Words to **introduce counter-arguments** or alternate views: argues, contends
- Verbs related to **future actions/solutions**: proposes, predicts

Recommended Resources

Academic Phrasebank - Referring to sources
[http://www.phrasebank.manchester.ac.uk/referring-to-sources/](http://www.phrasebank.manchester.ac.uk/referring-to-sources/)

Reporting Verbs for Sport and Exercise Science
[www.benjanefitness.com/studyskills/reportingverbs](http://www.benjanefitness.com/studyskills/reportingverbs)
## Transition Words: Creating a better narrative

The goal of academic writing is to convey complex, technical information in a way that makes the information accessible to the reader. Transitions help you achieve this goal by linking your ideas together in a smooth, logical progression and enhancing the reader’s ability to process the information presented.

Transitions can be a single word, a brief phrase, a full sentence, or a complete paragraph. Effective writing uses transitions between sections of lengthy papers, between paragraphs, and within paragraphs. See [The Academic Phrasebank](#) for more help with word and phrase choice.

<table>
<thead>
<tr>
<th>Function</th>
<th>Examples of Transitions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illustration</td>
<td>thus, for example, for instance, namely, to illustrate, in other words, in particular, specifically, such as</td>
</tr>
<tr>
<td>Contrast</td>
<td>despite, on the contrary, but, however, nevertheless, in spite of, in contrast, yet, on one hand, on the other hand, rather, or, nor, conversely, at the same time, although this may be true, surely, notwithstanding, indeed...but</td>
</tr>
<tr>
<td>Addition</td>
<td>in addition to, furthermore, moreover, besides, too, also, both-and, another, equally important, again, further, last, finally, not only-but also, as well as, in the second place, next, likewise, similarly, in fact, as a result, consequently, in the same way, for example, for instance, however, thus, therefore, otherwise.</td>
</tr>
<tr>
<td>Time</td>
<td>since, afterward, before, then, once, next, last, at length, formerly, rarely, usually, finally, soon, meanwhile, later, ordinarily, generally, in order to, subsequently, previously, immediately, eventually, concurrently, simultaneously</td>
</tr>
<tr>
<td>Concession</td>
<td>although, at any rate, at least, still, thought, even though, granted that, although it may be true, in spite of, of course.</td>
</tr>
<tr>
<td>Comparison showing similarity</td>
<td>similarly, likewise, analogous to</td>
</tr>
<tr>
<td>Emphasis</td>
<td>above all, indeed, truly, of course, certainly, surely, in fact, really, in truth, again, besides, also, furthermore, in addition.</td>
</tr>
<tr>
<td>Details</td>
<td>specifically, especially, in particular, to explain, to list, to enumerate, in detail, namely, including.</td>
</tr>
<tr>
<td>Examples</td>
<td>for example, for instance, to illustrate, thus, in other words, as an illustration, in particular.</td>
</tr>
<tr>
<td>Consequence or Result</td>
<td>so that, with the result that, thus, consequently, hence, accordingly, for this reason, therefore, so, because, due to, as a result, in other words, then.</td>
</tr>
<tr>
<td>Summary</td>
<td>altogether, in other words, in particular, in short, in simpler terms, in summary, that is, to put it differently, to summarise therefore, finally, consequently, thus, in conclusion, in brief, as a result, accordingly.</td>
</tr>
<tr>
<td>Suggestion</td>
<td>for this purpose, to this end, with this in mind, with this purpose in mind, therefore.</td>
</tr>
<tr>
<td>Concluding</td>
<td>therefore, thus, so, and so, hence, consequently, finally, on the whole, all in all, in other words, in short</td>
</tr>
</tbody>
</table>
Quick Reference Guide

Referencing at Marjon: A quick guide to APA

Referencing in the text

| Example 1: Pears and Shields (2016) highlight that there are a number of practical steps in order to study more effectively. |
| Direct method, short, <400 words |

Summary of In-Text Citation Examples

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three to five authors</td>
<td>Freeman, Hardy, and Willis (2018)</td>
<td>Freeman et al. (2018)</td>
<td>(Freeman, Hardy, &amp; Willis, 2018)</td>
<td>(Freeman et al., 2018)</td>
</tr>
</tbody>
</table>

Completing the reference section (examples)


Summary of multiple authorship in reference List

| >7 authors: After the 6th author’s name, use an ellipses (...) in place of the author names. Then provide the final author name. There should be no more than seven names. No use of “and” or “&.” Miller, F. H., Choi, M. J., Angell, L. L., Harford, A. A., Stamos, J. A., Thomas, S. T., … Rubin, L. H. (2009). Web site usability for the blind and low vision user. Technical Communication, 57, 323-335. |

For a direct link to this whole guide, the quick guide above and more resources follow this link: http://sites.marjon.ac.uk/handbook/referencing-scholarship/