Referencing guide

Referencing Style for assignments for TCD

The citation style adopted by the School of Education is that of the American Psychological Association (APA), 7th Edition. RIAM and TU Dublin Conservatoire follow their own reference styles. **Students may choose to use the house style of RIAM/TU Dublin Conservatoire for TCD assignments, on condition that permission has been requested by the student and granted by the relevant lecturer in advance of the assignment submission.**

Introduction to APA 7th Style

Using citations in your writing allows you to credit the ideas of others, whilst simultaneously increasing the credibility of your work. Citations also enable the reader to find the sources you have used. The citation style adopted by the School of Education is that of the American Psychological Association (APA), 7th Edition. The full APA 7th Edition guide can be found through the Trinity Library:

https://stella.catalogue.tcd.ie/iii/encore/record/C__Rb20328570__Smanual%20of%20the%20american%20psychological%20association__Orightresult__U__X6?lang=eng&suite=cobalt

If using citation software, you should format all entries as APA (7th Edition). It is the responsibility of the student to ensure that in-text and reference list citations are formatted according to the APA 7th Edition conventions, whether using citation software or not.

There are two primary components of a citation, **IN-TEXT** citations, and **REFERENCE LIST** citations. The following indicates how cited work should be included both in the text of your written coursework and in the list of references at the end of the assignment.

**In-text citations:**

When you reference another source, use an **IN-TEXT** citation in the main body of your submission. The APA citation style uses two types of in-text citations, **parenthetical**, and **narrative**.

**Parenthetical**: includes the author(s) and the date of publication within parentheses.

**Narrative**: links the author as part of the sentence with the date of publication (in parentheses).

<table>
<thead>
<tr>
<th>Type of Author</th>
<th>Parenthetical:</th>
<th>Narrative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Author</td>
<td>(Bruen, 2013)</td>
<td>According to Bruen (2013) ...</td>
</tr>
</tbody>
</table>
Direct Quotations:

Paraphrasing or summarizing the key findings from a research article is the preferred method of citing sources in APA style, however if you are directly quoting or borrowing from another work, you should include the page number at the end of the citation. Short quotations of 40 words or less are quoted in the text, however long quotations over 40 words (block quotes) are laid out in a separate, indented paragraph of text without quotation marks.

1. **Direct Short Quotation with Narrative Reference:**

According to the Irish National Teachers’ Organisation (INTO, 2022): “Access to home language instruction (including teaching materials), encouragement to speak existing languages on a day-to-day basis and the creation of a welcoming environment for children that values their languages, culture and home backgrounds is crucial” (p. 4).

2. **Direct Short Quotation with Parenthetical Reference:**

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

**NOTE:** For quotes spanning multiple pages, use the abbreviation “pp.” and separate the page range with an en dash (e.g., pp. 47–48).

3. **Quoting References that Cite Other Works:**
It is preferrable to cite primary sources. However, when using secondary sources, cite the original author in parentheses followed by the author of the secondary source. Include page numbers if possible.

**In text Citation:** Include the author and year of both the original and secondary sources. Add "as cited in" between the sources in the in-text citation.

In Winne and Butler’s (1994) study (as cited in Hattie & Timperley, 2007), it is argued that the benefits of feedback are heavily dependent...

...on which the benefits of feedback are heavily dependent (Winne & Butler, 1994, as cited in Hattie & Timperley, 2007).

**Reference List:** provide the details of the work in which you found the quotation or idea (i.e. the secondary source).


**Reference List Citations:**

Complete citations for all the sources you have used in your assignment should be presented in a **REFERENCE LIST** at the end of your submission. References are organised by the author’s last name in alphabetical (A-Z) order.

**Basic Format:**

Author, A. A., & Author, B. B. (Date). Title of the work. Source where you can retrieve the work. URL or DOI if available.

**Reference list general rules:**

1. Begin your list of references on a new page, headed with the word “References” in bold at the top and centred;
2. References are to be in a hanging indent format, meaning that the first line of each reference is set flush to the left-hand margin, with subsequent lines indented 0.5 in.;
3. Order the list of references alphabetically by author’s last name. Authors' first and middle names should be written as initials;
4. Give the last name and first/middle initials for all authors of a particular work up to and including 20 authors;
5. If there is no author given, start with the first significant word in the title;
6. For several works by the same author, or authors listed in the same order, list the works in chronological order (earliest to most recent);
7. For titles of works, capitalise only the first word of the title and subtitle, and proper
names;
8. Periodical titles should be written in full with both capital and lower case letters, and
in italics;
9. Double space the entire list.

What is a DOI / URL?

The DOI (Digital Object Identifier) or URL (Uniform Resource Locator) is the last entry in a
reference. A DOI is a unique identifier that provides a link to the original location of the
source on the internet. The URL is a similar method of specifying the digital location of
information on the internet. The URL is what is found in the address bar of your internet
browser. According to APA 7th edition, DOI’s should be included for all sources that have
them. Failing the presence of a DOI, a URL should be used when referencing websites. The
DOI or URL should be presented as hyperlinks (usually blue font, underlined), as follows:

https://doi.org/xxxxx...........

Example:

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-
https://doi.org/10.1037/rev0000126

Single Vs. Multiple Authors

The following rules for sources by a single/multiple authors apply to ALL references in your
reference list, regardless of the type of work (book, article, electronic resource, etc.).

<table>
<thead>
<tr>
<th>Type of Author:</th>
<th>Guidance:</th>
<th>Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-20 Authors</td>
<td>List by last names and initials; commas</td>
<td>Devine, D., Kenny, M., &amp; Macneela, E. (2008). Naming the ‘other’: Children’s construction and experience of racisms in</td>
</tr>
<tr>
<td>Author Type</td>
<td>Instructions</td>
<td>Example</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Group/Corporate Author</td>
<td>Treat the organisation the same way you treat the author’s name and format the rest of the citation as normal. Be sure to give the full name of the group author in your reference list.</td>
<td>Organisation for Economic Co-operation and Development. (2019). Education at a glance 2019: OECD indicators. OECD Publishing. <a href="https://doi.org/10.1787/f8d7880d-en">https://doi.org/10.1787/f8d7880d-en</a></td>
</tr>
<tr>
<td>Unknown Author:</td>
<td>Move the title of the work to the beginning of the references; follow with the date of publication.</td>
<td>How to Reference Correctly. (2003). Merriam-Webster.</td>
</tr>
</tbody>
</table>

Examples of References from different sources:

1. Textual Works:
1.1 Periodicals:

Article without DOI:

Article with DOI/URL:
Magazine Article without DOI:

Magazine Article with DOI/URL:
http://www.theatlantic.com/magazine/archive/2012/06/the-perfected-self/8970/4/?single_page=true

Newspaper Article without DOI:

News Article with DOI/URL:

Special Issue of a Journal

1.2. Books and Reference Works:

Book without DOI:


Book with DOI/URL:

Edited Book without DOI:

**Edited Book with DOI/URL:**

**Chapter in a Book without DOI:**

**Chapter in a Book with DOI/URL:**

**Electronic/ Kindle/ Audio Books without a DOI or database URL:**

### 1.3. Reports

**ERIC Document**

**Government Report (Group Author)**


**Government Report (Individual Author)**
Reviews

Book Review without DOI:


Book Review with DOI/URL:


1. Reference Sources:

Entry In A Dictionary, Thesaurus, Or Encyclopaedia (Group Author)


Entry In A Dictionary, Thesaurus, Or Encyclopaedia (Individual Author)


1 Dissertations:

Unpublished Dissertation:


2 Other Electronic Sources

Webpage on a website:

Film or Movie:
Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

TV Series:

TV Series Episode:

Data-set:

PowerPoint Slides:

Online Forum Post:

Tweet:
National Geographic [@NatGeo]. (2020, January 12). *Scientists knew African grays are clever, but now they've been documented assisting other members of their species—even strangers* [Tweet]. Twitter. [https://twitter.com/NatGeo/status/1216346352063537154](https://twitter.com/NatGeo/status/1216346352063537154)

Blog Post:
**Podcast:**

**Podcast Episode:**