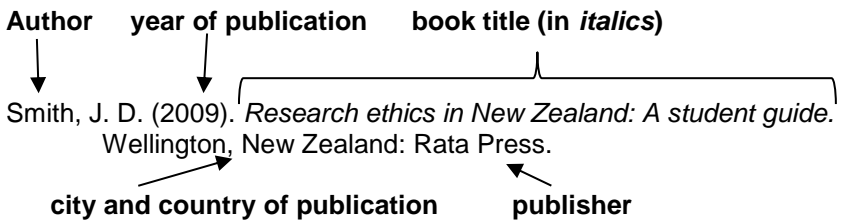


## APA Referencing Guide

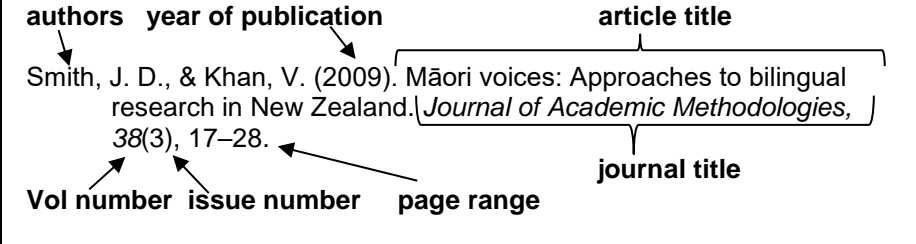
These examples follow the rules set out in the *Publication Manual of the American Psychological Association, 6<sup>th</sup> edition, [corr. rev. Ed.]*.

For further information refer to the manual or the [APA Style](http://www.apastyle.org/) website <http://www.apastyle.org/>

Or, use the Massey University [Interactive APA referencing tool](http://library.nmit.ac.nz/) available via the NMIT Library website: <http://library.nmit.ac.nz/>

Printed source	Reference list example	In-text citation
<b>Book</b> <b>Single author</b>	<p> <b>Author</b>    <b>year of publication</b>    <b>book title (in italics)</b>               Smith, J. D. (2009). <i>Research ethics in New Zealand: A student guide</i>.            Wellington, New Zealand: Rata Press.         </p>	<p>           When <b>paraphrasing</b>, you put the source information into your own words and phrases.            The author's name can appear outside the brackets, incorporated into the sentence:              According to Smith (2009, p. 22) the best source of ...              Or it can appear inside the brackets:              ... was the case (Smith, 2009, p. 22)              It is not compulsory to include page numbers when paraphrasing, but they can be included if you want to refer to a specific part of the source.              If you are including a <b>direct quote</b>, the quote must be included in quotation marks, and page numbers are essential. Paraphrasing is generally recommended over direct quotations.              "The best source of information is your local library." (Smith, 2009, p. 25)         </p>
<b>Book</b> <b>2 authors</b>	<p>           Smith, J. D., &amp; Khan, V. (2009). <i>Research ethics in New Zealand: A student guide</i>. Wellington, New Zealand: Rata Press.         </p>	<p>           According to Smith and Khan (2009, p. 22) the best source of ...            Or:            ... was the case (Smith &amp; Khan, 2009, p. 22).              Note the use of '&amp;' (not 'and') when including authors' names within brackets.         </p>

<b>Book 3,4,5 authors</b>	Smith, J. D., Khan, V., & Zhang, H. (2009). <i>Research ethics in New Zealand: A student guide</i> . Wellington, New Zealand: Rata Press.	<p><i>The first time the source is cited, all authors are used.</i></p> <p>According to Smith, Khan, and Zhang (2009, p.22) the best ...</p> <p><i>Or:</i></p> <p>... was the case (Smith, Khan, &amp; Zhang, 2009, p. 22).</p> <p><i>Thereafter, all authors beyond the first can be abbreviated using et al:</i></p> <p>According to Smith et al. (2009, p. 22) ...</p>
<b>Book 6 or 7 authors</b>	Smith, J. D., Khan, V., Zhang, H., Williams, T., Garcia, J., Sato, Y., & Archon, D. (2009). <i>Research ethics in New Zealand: A student guide</i> . Wellington, New Zealand: Rata Press.	<p><i>The first author's name plus et al. is used for every citation.</i></p> <p>According to Smith et al. (2009, p. 22) the best source of ...</p> <p><i>Or:</i></p> <p>... was the case (Smith et al., 2009, p. 22).</p>
<b>Book 8 or more authors</b>	Smith, J. D., Khan, V., Zhang, H., Williams, T., Garcia, J., Sato, Y., ... Roach, C. (2009). <i>Research ethics in New Zealand: A student guide</i> . Wellington, New Zealand: Rata Press.	<p><i>As above</i></p>
<b>Book Corporate/Group Author</b>	Ministry of Education. (2009). <i>Research ethics in New Zealand: A student guide</i> . Wellington, New Zealand: Rata Press.	<p>According to the Ministry of Education (2009, p. 22) the best ...</p> <p><i>Or:</i></p> <p>... was the case (Ministry of Education, 2009).</p>
<b>Book Editor only (no author)</b>	Emerson, L. (Ed.). (2005). <i>Writing guidelines for business students</i> (3rd ed.). Australia: Thomson Learning/Dunmore Press.	<p>According to Emerson (2005, p. 22) the best source of ...</p> <p><i>Or:</i></p> <p>... was the case (Emerson, 2005, p. 22)</p>
<b>Book Multiple works by same author and same year of publication</b>	<p>Johnson, I. (2002a). <i>Publishing in New Zealand</i>. Auckland, New Zealand: Prentice Hall.</p> <p>Johnson, I. (2002b). <i>Short Publishing Manual</i>. Auckland, New Zealand: Starbright Press.</p> <p><i>The entries should be ordered alphabetically, according to the first word of the title (aside from "a", "an", or "the"). In addition, a lower-case letter is added after the year to distinguish them.</i></p> <p><i>The same system applies for other types of sources, e.g. journal article, newspaper article etc.</i></p>	<p>According to Johnson (2002a, p. 22), the ...</p> <p>Johnson (2002b, p. 22) states that ....</p>

<b>Book No author</b>	<i>Research ethics in New Zealand: A student guide.</i> (2009). Wellington, New Zealand: Rata Press.  <i>The book title (in italics) is used in place of the author.</i>	According to <i>Research Ethics</i> (2009, p. 22) the best source of ... <i>Or:</i> ... was the case ( <i>Research Ethics</i> , 2009, p. 22).  <i>A shortened version of the source's title (italicised) is used in place of the author.</i>
<b>Book 2<sup>nd</sup> (or 3<sup>rd</sup>, 4<sup>th</sup> etc.) edition</b>	Smith, J. D. (2009). <i>Research ethics in New Zealand: A student guide</i> (2nd ed.). Wellington, New Zealand: Rata Press.	According to Smith (2009, p. 22) the best source of ... <i>Or:</i> ... was the case (Smith, 2009, p. 22)
<b>Chapter or article within an edited book</b>	Smith, J. D., & Khan, V. (2009). Trends in discourse analysis. In G. Schwartz & U. N. Owen (Eds.), <i>Readings in qualitative research design</i> (2 <sup>nd</sup> ed., pp. 15–59). Wellington, New Zealand: Rata Press.  <i>The author/s and title of the chapter lead the reference entry, with the book details following after In...</i>	According to Smith and Khan (2009, p.15) the best source of ... <i>Or:</i> ... was the case (Smith & Khan, 2009, p. 15).
<b>Conference proceedings</b>	Bowker, N., & Tuffin, K. (2002). Users with disabilities' social and economic development through online access. In M. Boumedine (Ed.), <i>Proceedings of the IASTED International Conference on Information and Knowledge Sharing</i> (pp. 122–127). Anaheim, CA: ACTA Press.	(Bowker & Tuffin, 2002)
<b>Course material, e.g. study guides, lecture notes and slides etc.</b>	<i>As a rule, lecturers prefer that you use outside academic sources rather than just referencing the course material. Doing so demonstrates that you can explore the topic yourself.</i>	<i>You should avoid using this material directly in your assignments.</i>
<b>Journal Article</b>	 <p>Smith, J. D., &amp; Khan, V. (2009). Māori voices: Approaches to bilingual research in New Zealand. <i>Journal of Academic Methodologies</i>, 38(3), 17–28.</p>	According to Smith and Khan (2009) the best source of... <i>Or:</i> ... was the case (Smith & Khan, 2009, p. 17).
<b>Journal Article No author</b>	Māori voices: Approaches to bilingual research. (2009). <i>Journal of Academic Methodologies</i> , 38(3), 17–28.  <i>The article title is used in place of the author.</i>	According to “Māori Voices” (2009) the best source of ... <i>Or:</i> ...was the case (“Māori Voices,” 2009, p. 22). <i>A shortened version of the article's title (in quotation marks) is used in place of the author.</i>

<b>Magazine article (refer to Journal Article above for more info)</b>	<p>Chan, Y. &amp; McKenzie, R. L. (2017, July 23). Countering tax moves. <i>In The Black</i>, 21(5), 12-16.</p> <p><i>Magazine articles include a date after the year, e.g. 2017, <b>July 23</b>. There may not be a volume and issue number, but include this if there is, e.g. <b>21(5)</b>.</i></p>	<p>According to Chan and McKenzie (2017) the best source of...  <i>Or:</i>  ...was the case (Chan &amp; McKenzie, 2017, p. 17).</p>
<b>Newspaper article</b>	<p>Smith, J. D., &amp; Khan, V. (2009, January 12). Research awards draw industry attention. <i>Albany Times</i>, p. 22.</p> <p><i>Newspaper articles include a date after the year, e.g. 2009, <b>January 12</b>.</i></p>	<p>According to Smith and Khan (2009) the best source of...  <i>Or:</i>  ... was the case (Smith &amp; Khan, 2009, p. 17).</p>
<b>Reports - Technical and Research</b>	<p>Ministry of Education. (2009). <i>National employment predictions and recommendations</i> (Report No. 122). Wellington, New Zealand: Rata Press.</p>	<p>According to the Ministry of Education (2009) the best source of ...  <i>Or:</i>  ... was the case (Ministry of Education, 2009).</p>
<b>Secondary source (original author is referred to within another source)</b>	<p>Polit, D. F., Beck, C. T., &amp; Hungler, B. P. (2001). <i>Essentials of nursing research: Methods, appraisal and utilization</i> (5<sup>th</sup> ed.). Philadelphia: Lippincott.</p> <p><i>The primary source (i.e. the original author) is not included in your reference list. List the secondary source only.</i></p>	<p>Symer and Chang's study (as cited in Polit, Beck &amp; Hungler, 2001, p. 23)...</p> <p><i>It is preferable to use the original source of information. If this is not possible, cite as above.</i></p>
<b>Electronic sources</b>	<b>Reference list example</b>	<b>In-text citation</b>
<b>No date</b>	<p>See *Webpage no date below. <i>The same format is used on any resource with no date.</i></p>	
<b>Document retrieved online with Corporate/Group author</b>	<p>Statistics New Zealand. (2010). <i>Estimated resident population of New Zealand</i>. Retrieved October 5, 2010, from <a href="http://www.stats.govt.nz/tools_and_services/tools/population_clock.aspx">http://www.stats.govt.nz/tools_and_services/tools/population_clock.aspx</a></p> <p><i>Only include a retrieval date if the source material may change over time.</i></p>	<p>According to Statistics New Zealand (2010) the best source of ...  <i>Or:</i>  ... was the case (Statistics New Zealand, 2010).</p>
<b>Ebook from Subscription database e.g. EBL</b>	<p><b>With a DOI:</b>  Smith, J. D. (2009). <i>Research ethics in New Zealand: A student guide</i>. doi: 10.1000/182</p>	<p>According to Smith (2009) the best source of ...  <i>Or:</i>  ... was the case (Smith, 2009, p. 17).</p>

	<p><b>Without a DOI:</b> Smith, J. D. (2009). <i>Research ethics in New Zealand: A student guide</i>. Retrieved from <a href="http://www.ebib.com/">http://www.ebib.com/</a></p> <p><i>Use the database homepage URL as above.</i></p>	
<b>Journal article with DOI (digital object identifier)</b>	Smith, J. D., & Khan, V. (2009). Māori voices: Approaches to bilingual research. <i>Journal of Academic Methodologies</i> , 38(3), 17–28. doi: 10.1000/182	According to Smith and Khan (2009) the best source of... <i>Or:</i> ... was the case (Smith & Khan, 2009, p. 17).
<b>Journal article without DOI, retrieved online or from a Library database</b>	Smith, J. D. (2009). Māori voices: Approaches to bilingual research. <i>Journal of Academic Methodologies</i> , 38(3), 17–28. Retrieved from <a href="http://www.example.com/">http://www.example.com/</a>  <i>Correct APA for electronic journal articles that do not have a DOI is to provide the homepage URL of the journal.</i>	According to Smith (2009) the best source of ... <i>Or:</i> ... was the case (Smith, 2009, p. 17).
<b>Magazine article - online</b>	Chan, Y. & McKenzie, R. L. (2017, July 23). Countering tax moves. <i>In The Black</i> , 21(5), 12-16. Retrieved from <a href="http://www.example.com/">http://www.example.com/</a>	According to Chan and McKenzie (2017) the best source of... <i>Or:</i> ...was the case (Chan & McKenzie, 2017, p. 17).
<b>Newspaper article - online</b>	Smith, J. D. (2009, January 12). Research awards draw industry attention. <i>Albany Times</i> . Retrieved from <a href="http://www.example.com/">http://www.example.com/</a>	According to Smith (2009) the best source of ... <i>Or:</i> ... was the case (Smith, 2009, p. 17).
<b>Webpage</b>	<p>Smith, J. D. (2009). <i>Kindergartens and childcare centres in New Zealand</i>. Retrieved from <a href="http://www.example.com/thepage.htm">http://www.example.com/thepage.htm</a></p> <p><i>If no individual author can be located, look for a corporate or group author. If not available – see ‘No author’ below.</i></p> <p><b>Corporate/Group author:</b> Ministry of Education. (2009). <i>Kindergartens and childcare centres in New Zealand</i>. Retrieved from <a href="http://www.example.com/thepage.htm">http://www.example.com/thepage.htm</a></p> <p><b>No author:</b> <i>Kindergartens and childcare centres in New Zealand</i>. (2009). Retrieved from <a href="http://www.example.com/thepage.htm">http://www.example.com/thepage.htm</a></p> <p><i>The title is in italics.</i></p>	<p>According to Smith (2009) the best source of ... <i>Or:</i> ... was the case (Smith, 2009).</p> <p><b>Corporate/Group author:</b> According to the Ministry of Education (2009) the best source of ... <i>Or:</i> ... was the case (Ministry of Education, 2009).</p> <p><b>No Author:</b> <i>A shortened version of the title (in italics) is used:</i>  According to <i>Kindergartens</i> (2009)... <i>Or:</i> ... was the case (<i>Kindergartens</i>, 2009).</p>

<p><b>* Webpage no date</b></p>	<p>Smith, J. D. (n.d.). <i>Kindergartens and childcare centres in New Zealand</i>. Retrieved from <a href="http://www.example.com/thepage.htm">http://www.example.com/thepage.htm</a></p> <p>If no date can be found on the page n.d. is used (= "no date").</p>	<p>According to Smith (n.d.) the best source of ... Or: ... was the case (Smith, n.d.).</p>
<p><b>Other sources</b></p>	<p><b>Reference list example</b></p>	<p><b>In-text citation</b></p>
<p><b>Acts of Parliament</b></p>	<p>Resource Management Act, No. 69. (1991). Retrieved from <a href="http://www.legislation.govt.nz/act/public/1991/0069/latest/whole.html">http://www.legislation.govt.nz/act/public/1991/0069/latest/whole.html</a></p>	<p>The Resource Management Act (1991) prohibits...</p>
<p><b>Bilingual corporate author</b></p>	<p>Toi Maori Aotearoa: Maori Arts New Zealand. (2013). <i>Tikanga specialists: He awahi tikanga (Protocol within the arts)</i>. Retrieved from <a href="http://www.maoriart.org.nz/tikanga-specialists-c-52_72.html">http://www.maoriart.org.nz/tikanga-specialists-c-52_72.html</a></p>	<p>(Toi Maori Aotearoa: Maori Arts New Zealand, 2013)</p>
<p><b>Brochure</b></p>	<p>The Warehouse. (2008). <i>Bargain bonanza week</i> [Brochure]. New Zealand: Author.</p> <p><i>Place a description of the contents in brackets following the title [Brochure]. When the author and publisher are the same use the word Author as the name of the publisher.</i></p>	<p>(The Warehouse, 2008)</p>
<p><b>Case law</b></p>	<p><i>Little v Angus, (1981) 1 NZLR 126 (CA)</i></p> <p><i>Include the name of the case and the date, volume number of the report series, the source of the information e.g. NZLR (New Zealand Law Reports). Issue number of the report series and Court e.g. (CA) Court of Appeal.</i></p>	<p><i>Little v Angus (1981)</i></p> <p><i>The name of the case, in italics (cases are generally known by the names of the parties involved) and the date.</i></p>
<p><b>Image from library database</b></p>	<p>Rousseau, H. (1896). <i>The ship in a storm</i> [Oil on canvas]. Paris, France: Musee de L'Orangerie. Retrieved from <a href="http://www.oxfordartonline.com/">http://www.oxfordartonline.com/</a></p>	<p>(Rousseau, 1896)</p>
<p><b>Image from a website</b></p>	<p>Jevbratt, L. (2005). <i>Migration (a map of the Internet)</i> [Digital visualization]. Retrieved from <a href="http://128.111.69.4/~jevbratt/1_to_1/3/migration/">http://128.111.69.4/~jevbratt/1_to_1/3/migration/</a></p>	<p>(Jevbratt, 2005)</p>

<b>Online encyclopaedia e.g. Wikipedia</b>	<p>Leiopelmatidae. (2012, July 26). In <i>Wikipedia, The Free Encyclopedia</i>. Retrieved July 26, 2012, from <a href="http://en.wikipedia.org/wiki/Leiopelmatidae">http://en.wikipedia.org/wiki/Leiopelmatidae</a></p> <p><i>Where source material may be modified include a retrieval date. If there is no author use the entry title.</i></p>	<p>("Leiopelmatidae", 2012)</p> <p><i>Note, where there is no author, the entry title is used in text, in quotation marks.</i></p>
<b>Personal communication</b>	<p>Personal communications describe any kind of source that is not 'archived'. This includes e-mails, conversations, interviews, lectures, and so forth. Readers cannot access these sources, so they should not be included in the reference list. Instead, they are listed as a special type of in-text citation only.</p>	<p>According to T. Williams (personal communication, November 9, 2008), the ...</p> <p><i>Or:</i></p> <p>...was the case (T. Williams, personal communication, November 9, 2008)</p>
<b>Video/Audio recordings (television, radio, cds etc.)</b>	<p>Slater, K. (Producer). (2005, March 21). <i>Campbell live</i> [Television broadcast]. Auckland, New Zealand: TV3.</p> <p><i>Films, television/radio broadcasts, and other video/audio recordings are identified by their producer and/or director. The specific type of material is added in square brackets after the title: [Motion picture], [Television series], [CD], [DVD], [Video file], [Radio broadcast].</i></p>	<p>(Slater, 2005)</p>