

Assignments and APA Academic Writing & Referencing Guidelines

For NMIT Bachelor of Applied Social Science, Bachelor of Social Work, Paetahi Tumu Korero Bachelor of Counselling
And the Post-Graduate Diploma in Professional Supervision

Prepared by Dr Donna Swift

Updated February 2017

Based on the

Publication Manual of the American Psychological Association (6th ed.). (2013)

(Purchase as Kindle ebook @ Amazon \$16.61)

And

APA Style Guide to Electronic References (6th ed.). (2012)

(Purchase as Kindle ebook @ Amazon \$8.65)

Useful links

American Psychological Association - <http://www.apastyle.org/>

Massey University APA Interactive site - <http://owll.massey.ac.nz/referencing/apa-interactive.php>

The Massey Interactive Site is also available through the NMIT Library website link

Table of Contents

Topic	Page
Programme instructions for assignments	2
Formatting your paper	3
Basic rules for writing	4
Use of Māori words and phrases	6
Choosing quality sources of information	7
Plagiarism vs common knowledge	9
Using In-text citations	10
More about APA writing	12
Reference page vs bibliography and using DOI	16
Examples of references and citations	17
Referencing Images	29
Example of a reference page	30
Example of a title page	31
Finding academic articles	32

Instructions for assignments – Refer to your handbook for more details

Submitting Assignments

- Adhere to your assignment due date and submit before 4pm on that date. After 4pm assignments will be considered 1 day late.
- Submit your assignment to 'Turnitin' if required, then attach your 'similarity score report' to the back of your hardcopy assignment.
- Deposit your hardcopy assignment into the locked assignment box in S block.
- Assignments will only be accepted when the cover sheet is completed and the similarity score report is attached.
- When the assignment box is cleared at 4pm your coversheet will be stamped to record the submission date.
- All assignments will be given to the appropriate tutor for marking.

ALWAYS BACK UP YOUR WORK AND KEEP A COPY!!!!

Return of assignments

- Tutors will endeavour to return assignments within 4 weeks of submission. Check with your tutor as to how your assignments will be returned.

Obtaining an extension

- Refer to your programme handbook.

Late assignments

- Late assignments incur a loss of 3% per day for up to 7 days inc. Assignments submitted more than 7 days late will not be marked. However, students must submit all assignments to pass a module.

Reassessments and Re-submissions

- At the completion of a module if a student has scored in the range of 45-49%, the student may resubmit part of the assessment for the module after consultation with the team manager. If the student passes as a result of the resubmission the result will be amended to a Pass, Rsit and show P:r on the official transcript. Refer to your programme handbook

THE LIBRARY LEARNING CENTRE (LLC) IS HAPPY TO LOOK AT DRAFTS AND HELP WITH WRITING AND REFERENCING.

YOU NEED TO PLAN AHEAD FOR THIS TO HAPPEN SO THAT YOU CAN GET YOUR ASSIGNMENT IN ON TIME.

BAD TIME MANAGEMENT IS NOT AN ACCEPTABLE EXCUSE FOR AN EXTENSION.

Always ask the LLC staff to use the 2017 version of the Social Science APA Guide

Formatting your paper

This is the standard layout for assignments; however, individual tutors may have different requirements. Also refer to your handbook.

- Use white A4 paper and print on one side only.
- Leave uniform margins of at least 2.54 cm on the top, bottom, left and right.
- Use uniform typeface and font size. 12 point Times New Roman is the APA preferred typeface for publications, however tutors prefer Arial or Verdana.
- Double spaced all elements of the paper. You may use triple or quadruple space between major sections but never less than double.
- Centre and capitalise major headings. Left justify and capitalise major words of sub-headings. Italicise subsequent sub-headings.
- Left justify the text.
- Number pages on the bottom right corner, starting with page 2.
- Indent paragraphs five spaces as well as the second and subsequent lines of reference entries, and blocked or long quotations.
- Footnotes are placed at the bottom of the page where they occur.
- Assignments are stapled at the top left hand corner.
- Include an assignment title page with your name, student identification number, tutor's name, course details, assignment name and your title for the assignment, due date and word count. (Sample attached)
- Include a standard cover sheet for the programme, available by the S block submission box.
- Include a reference page. This must be on a separate page at the back of your assignment.
- Use APA referencing as outlined in this booklet.
- Word limit as per assignment requirements– allowable shortfall or excess of 10%. The excess will not be marked beyond the maximum allowable word limit. Citations, footnotes, reference page/bibliography and assignment title page are not included in word count.
- Do not place assignments or individual pages in plastic folders or sleeves.
- References follow the appendix
- Conclusion follows the recommendations

Formatting your poster

These are standard considerations for posters, however, individual tutors may have different requirements.

- Leave uniform margins of at least 2.54 cm on the top, bottom, left and right.
- Make text readable and concise by keeping word limit to 500 words.
- Use clear headings and indicate flow of content
- Make visually attractive with graphics, charts, colours and well used spacing
- Include APA references and citations, and a legend if necessary
- Make sure you include your name

Basic rules of writing

Academic writing needs to be clear, concise and correct. It should be written in an appropriate manner that is easy for the reader to follow and reflects the professionalism expected in your discipline.

Get in the habit of using a dictionary and a thesaurus when you write, and always check words if you are unsure of their meaning.

Avoid embellishment of your writing with inappropriate phrasing (Anyone could see that), cliches (It's a drop in a bucket), slang (cops and crooks) or rhetorical questions (When will it end?). These detract the reader from your ideas and can complicate or obscure your meaning. This includes metaphors, especially mixed ones (That wet blanket is a loose cannon when the milk is spilled).

Bias

Your writing should be free from bias or demeaning attitudes. Be careful of implied bias when discussing gender, sexual orientation, racial or ethnic identity, ability or age (My client's behaviour was typically female). When you refer to a person or persons use the appropriate level of specification and be careful of applying words that can be misinterpreted or carry additional meaning. For example, when discussing sexual orientation be aware that the term gay can be interpreted as referring to men and women, not just men. For clarity state gay men or gay women or lesbians. Avoid labelling people (the elderly, the schizophrenics, the disabled) and when possible put the person first followed by the description (people with disabilities, people who have schizophrenia) or, at least, humanise your descriptor (elderly people).

The preferred terms for referring to racial and ethnic groups change. Avoid terms that are dated or derogatory (primitive, coloured, Oriental, Negro). Racial and ethnic groups are designated by proper nouns and are capitalised (Maori, Pakeha). Multi word names are not hyphenated (Asian New Zealanders, First Nations People of Canada).

Wherever possible define age in your description. The terms boy and girl refer to high school age, as do adolescent or young man or young woman. For persons over 18 use the term men or women.

Punctuation

Punctuation is important to good academic writing. Basic rule: comma (,), semicolon (;), and colon (:) indicate a pause in the writer's message. If you do not know how to use a semicolon or colon, then opt for a full stop and create a short sentence. A full stop or period (.) ends the writer's message as does a question mark (?) and an exclamation mark (!). Dashes (-), parentheses or brackets () are always used in pairs and they indicated an insertion of additional material by the writer. If you removed them and their content, the sentence should still be grammatically correct. Avoid the use of contractions (can't, you're) in academic writing.

Using hyphens

Phrases where the preceding term is modified require a hyphen (-). For example: role-playing, water-deprived, trial-by-trial, all-or-none, high-anxiety, middle-class families, two-way communication, 5th-form students. Prefixes require hyphens when the base word is capitalised (pro-Freudian), a number (post-1970), an abbreviation (pre-NASA trial), more than one word (non-achievement-oriented students).

All self-compounded phrases (self-reported, self-esteem), words that could be misunderstood (re-pair: pair again, re-form: form again) and words in which the prefix and the base word repeat the same vowel (co-occur, anti-intellectual) should include hyphens. If the adjective follows the term it modifies, do not use a hyphen. For example, the counselling was client centred requires no hyphen but client-centred counselling does, and children of the same sex requires no hyphen but the phrase same-sex children does.

Using capitals

Capitalise the first word in a sentence, and the first word after a colon that begins a sentence. Also, if you give the title of a book or article in your paper you must capitalise the major words (History of Pathology). **Note: This is different for the reference page and check the rules for italics.** Capitalise proper nouns or names (Freudian slip), trade names (Purina Monkey Chow), specific names of schools, departments and programmes (Diploma of Social Work). Do not capitalise names of laws, theories or models (feminism) but retain uppercase of associated proper names (Taylor's theory of labelling).

Using italics

See next page regarding the use of italics for Māori words and phrases.

Use italics for titles of books and journals in your text and reference page, as outlined in the example chart. Also use italics for genera, species and varieties of organisms and when first introducing a specialised term, a word, letter or phrase given as an example. Do not use italics for foreign phrases and abbreviations common in English, for example *per se* or *a priori*. Italics are generally not applied to give emphasis.

Abbreviations

Use abbreviations sparingly. Introduce abbreviations by writing the phrase or term in full when first used and follow immediately with abbreviation in parentheses. For example, Work and Income New Zealand (WINZ) provides clients with financial assistance.

Remember

etc., means 'and other things'

Do not use etc., if you have used 'including' in your sentence. Including suggests that you are giving examples of a list and to use etc., would be redundant.

ie., means 'that is'

e.g., stands for 'for example'

Note the punctuation involves full stops and commas. Avoid the use of etc., ie., and e.g., in academic writing.

Use of numbers

Write numbers one to nine as words and above 10 in numeric form (one, two, three...nine, 10, 11, 12)

If comparing to larger number write as numerals, for example: 2 of 30 students.

Use numeric numbers for statistics (12%), mathematical information (ratio of 3:5), money (\$15.35), population size (6.4 million citizens) and number in a list of four or more numbers (families with 2, 4, 6, and 8 members) and to represent time (7:30pm) or dates (12 November 2009).

When referring to age, write as numeral with hyphens, for example a 5-year old boy or children who are 7-years old.

Write numbers as words if smaller than 10, used in titles, beginning a sentence or heading, in common fractions (two-thirds) or common names or phrases (the Ten Commandments).

Write the word zero to avoid confusion.

Place a comma in numbers of 1,000 or greater, and between groups of three digits moving from the right (1,000,000,000), except for page numbers, numbers to the right of decimal points or serial numbers.

Make numbers plural by adding s or es (fours and sixes). Do not use apostrophes, for example, in the 1960s or there were four suits of sevens in the card deck.

Use Arabic numerals instead of roman numerals in your reference entries.

Express numbers as words to start a sentence: Forty-five percent of the audience were over 65-years old.

Use numeric form to denote a place in a numbered series but express position as words, for example table 3 or third table, row 5 or fifth row, grade 4 or fourth grade.

Use of Quotation Marks

Double quotation marks are used to indicate a word or phrase that is ironic, slang or an unusual expression. For example, we were all very “pleased” by the weather, especially those with “gummies”. Quotation marks are only required for the first use of the word or phrase.

Double quotation marks are also used to mark the title of an article or chapter in a book or periodical when included in your writing. For example, Thompson’s (2001) chapter “Diversity and Oppression” provides a good account....

Double quotation marks are required in your writing when you quote information directly from a written or verbal source. This material must also have a citation. See page 10 for more information.

Use of Māori words

Māori words and phrases must be italicised. This ensures clarity and avoids confusion with words spelt the same in Māori and English, such as mate and *mate*. Follow Māori words with an explanation of the meaning in brackets, for example *mate* (death, dead).

Macrons must be used when appropriate and will need to be added by hand if your computer does not have the capability to produce macrons.

Note that there is no ‘s’ in the Māori language, therefore there is no such word as Māoris. Māori words are not checked by your computer spell check and the auto-correct feature may make incorrect changes. For example, *te* might be changed to tea. For more help refer to

http://www.tetaurawhiri.govt.nz/english/pub_e/conventions.shtml

Choosing quality sources of information

Ideally you should use a variety of different sources for your information. The NMIT LLC, other local public libraries and libraries held by community agencies offer access to books, edited books, reports and journals. You can also access information not held on site through the LLC Research Databases. You are encouraged to find recent academic resources using the databases. You can also ask the library staff to inter-loan material.

You may also want to search the internet for resources. Google Scholar can help you to find academic resources. Go to www.google.com - advanced search – select Google Scholar. The ‘Finding Academic Articles’ guide will also assist your search.

Be careful of resources taken from the internet as they may not be credible. One way to check the quality of your internet sources is by visiting their home page website address.

In New Zealand, a domain name consists of a minimum of three parts: name, community-of-interest and country code, e.g. **www.yoursite.co.nz** Refer to the chart below. (This is from website <http://www.motive.co.nz/glossary/domain.php>).

Content	Level of domain	Purpose
yoursite	Top/Name	names listed on behalf of users; must be consistent with InternetNZ policy
.co	Second/Community	specifies the “community of interest” as defined in InternetNZ policy
.nz	Country	fixed as .nz for all domains delegated to, and managed by, InternetNZ

Note: *Wikipedia* is not considered a reliable academic source and therefore should be avoided.

New Zealand has a number of second-level domain names (2LD) assigned for use by specific communities. These may reflect the bias or specific interests of that community.

2LD	Expanded	Community
.ac	academic	Tertiary educational institutions and related organisations
.co	company	Organisations pursuing commercial aims and purposes
.cri	Crown Research Inst	New Zealand state-owned, corporatised entities charged with conducting scientific research (moderated)
.geek	geek	‘Technology enthusiasts’
.gen	general	Individuals and other organisations not covered elsewhere
.govt	government	N Z national, regional & local government organisations operating with statutory powers (moderated)
.iwi	iwi	Maori tribe, typified by a trust board (moderated)
.maori	Maori	Open—introduced September 2002
.mil	Military	Military organisations of the New Zealand Government (moderated)
.net	network/internet	Organisations and service providers directly related to the New Zealand internet
.org	organisation	Nonprofit organisations
.school	school	Preschools, primary and secondary schools & related organisations (not uni or tertiary-education providers)

The following second-level domain names are also used and should be viewed with care.

.com	Commercial site with the primary function of making money
.edu	Affiliated with an educational institution
.gov	A USA government based site
.mil	A USA military site tending to be pro-military
.museum	Could be nonprofit or for-profit institution
.net	Originally for sites related to the internet but now widely used.
.org	Site for an organisation, can present or advance a specific agenda, used now by commercial and non-commercial organisations

Scrutinise the academic quality of internet material by checking the qualifications of the authors, the posting date, whether references are used and if the site is affiliated or sponsored by a person or organisation that might compromise its objectivity.

Plagiarism vs common knowledge

Plagiarism

Plagiarism is the use of someone else's thoughts, ideas, words or material without acknowledging their ownership. It can include submitting someone else's work as your own, copying ideas from someone without giving them credit, failing to use quotation marks, giving incorrect information about the source of information, and changing words to disguise that you have copied another's work. Whether you buy, borrow or steal another's work, it is considered a dishonest and unacceptable practice, and the penalties are severe. Whether it comes from a book, magazine, movie, song, email, interview, website, article, phone conversation, conference or letter you need to name the source. If you reprint, copy, include a diagram, illustration, chart, work of art or YouTube clip, you must document your sources.

You do not have to cite the source of information when describing your own experiences, observations or thoughts or charts, artwork or videos that you create.

Common Knowledge

Facts that are readily available from numerous sources and generally known to the public are considered common knowledge and not protected by copyright laws. These facts can be used without citing the author or source. Generally, if the same information is undocumented in at least five credible sources, it is considered common knowledge. Folk lore, myths and well known historical events and generally accepted facts are also considered common knowledge.

Some examples:

Observations and opinions held by many:

Cigarette smoking is a leading cause of lung cancer.

Prozac is frequently prescribed for treating depression.

Well known historical facts:

In 1883 New Zealand women were given the right to vote in general elections.

Oral contraceptives came in to popular use in the 1960s.

Unacknowledged information:

Fingerprints are unique to each of us.

There are roughly 6.5 billion people living on the Earth.

Visit the www.apastyle.org for more information about referencing and academic writing

Using in-text citations

In-text Parenthetical Citations – Citations in brackets

Parenthetical citations occur within the text of your paper and should be used when **(1) quoting, (2) summarising, and (3) paraphrasing** information taken from another source. The citation is placed near to the information, see the examples below.

(1) Quoting or direct quotes (Using the exact words or phrases from the source) – Use a citation when you are quoting any words that are not your own. Quoting means to repeat the words used by another person. The citation must provide the reader with the author’s last name, publication year and the page number(s) where the information is located in the source. Quotes of 40 words or less are included in your text within quote marks and placed following the closing quotation mark.

Examples of various formats for direct quoting:

“When you write in an academic setting, you include ideas and information which you have found in the published materials of specialists in the subject area” (De Luca & Annals, 2000, p.90).

Professional writers suggest that “When you write in an academic setting, you include ideas and information which you have found in the published materials of specialists in the subject area” (De Luca & Annals, 2000, p.90).

If your sentence format refers to the author’s name, the content of your parenthetical citation may be altered from the standard format.

De Luca and Annals (2000) state “When you write in an academic setting, you include ideas and information which you have found in the published materials of specialists in the subject area” (p.90).

Note: Punctuation follows the closing parenthesis.

Long quotations (sometimes referred to as block quotes)

Quotations of 40 words or more are started on a new line, double-spaced, not enclosed in quote marks and indented 5 spaces so they appear as a block that is set off from the text. The citation follows at the end of the quote. Indent each paragraph within quotation.

The advantages of the professional class extend into the ‘respectability’ of their everyday existence:

To treat people with respect is to be prepared to listen to what they have to say or to do what they request because they have some authority, expertise, or influence. The norms of respectability in our society are associated specifically with professional culture. Professional dress, speech, tastes, demeanor, all connote respectability. Generally professionals expect and receive respect from others. (Young, 2004, p. 53)

Note: The full stop precedes the citation of a blocked quote.

Quotes can also involve the following:

Ellipsis

Use an ellipsis mark (three full stops with a space before and after each: . . .) to indicate omitted words in a sentence. To indicate the omission of a full sentence or more within a quotation, use a full stop before the three dots (. . .). Do not use an ellipsis mark to start or end a quotation unless the quote would otherwise be misunderstood.

Meyer (2003) stated, “those six factors . . . diverged in their effect on the participants” (p.72).

Square brackets

Use square brackets [] to enclose words inserted into a quotation by a person other than the writer being quoted.

“The behaviours were *never exhibited again* [Italics added] even when reel [*sic*] drugs were administered” (Meyers, 2003, p.73).

Sic

Enclosed in square brackets and italicised [*sic*] identifies an error in the source text. This might be incorrect spelling, punctuation or grammar in the source that might confuse the reader. (See example above)

Single quote marks

Use single quotation marks (‘) to set off material that was in double quotation marks in the original source; however in a block or long quote use double quotation marks to indicate quotes in the original source.

Oppression is also referred to as “an enclosing structure of forces and barriers which tends to the immobilization and reduction of a group or category of people” (Frye, as cited in Young, 2004, p.42).

(2) Summarising (Condensing the ideas and thoughts from the original source into your own words)

Use a citation when you are summarising ideas taken from another source. Summarising means to take a range of information stated in another source and condense it into your own words. The citation must provide the reader with the author’s last name and publication year of the source.

(3) Paraphrasing (Putting the ideas and thoughts from the original source into your own words)

Use a citation when you are paraphrasing ideas taken from another source. Paraphrasing means to use ideas from another source but change them into your own words. The citation must provide the author’s last name and publication year of the source.

Summarising and paraphrasing are also referred to as indirect quotes.

Examples of various formats for indirect quoting:

Sutton (1989), an expert in career guidance, claims body language and appearance are the most important part of making a good first impression.

Making a good first impression rests mainly on your body language and your appearance (Sutton, 1989).

More about APA writing - be sure to read the notes on the APA chart for more helpful information

Footnotes

Footnotes provide the reader with additional information to help clarify meaning or to give direction to additional information. They appear in the text as a small number placed beside a particular word or at the end of a sentence. A corresponding numerical list is placed at the bottom of the page and provides the necessary information.

Listing authors' names in the text, citations and reference page

Use the word “and” to join authors in an in-text citation and in your writing. If three or more place a comma before the word “and”.

Smith and Brown (1990). . . .

Smith, Jones, Brown, and McKay (1985) proposed

Use an ampersand (&) to join authors in a parenthetical citation and on your reference page.

A recent study (Smith & Brown, 1990) suggests

If there are three or more authors use a comma before the ampersand (&) in a parenthetical citation and in your reference entry.

(James, Jones, & Brown, 2005)

Multiple authors within a citation

When citing more than one study or academic work within a parenthetical citation, separate the works with semicolons and place in **alphabetical order** as they will appear on your reference page.

Improved success with this method has been recently documented (Green, 2003; Jones, 2005; Smith, 1999).

Multiple works by the same author published in different years

When citing more than one work from the same author within a parenthetical citation place in **ascending order by date (earliest first)** and separated with a comma between dates and a semicolon between different authors. Include references for both articles.

This method was tested through the use of study-based programmes with students (Jones, 2003, 2005; Smith, 1999).

Multiple works by the same author and published in the same year

When citing multiple works by the same author that have been published in the same year, identify the different resources with the letters ‘a’, ‘b’ and so on after the date. Use a comma between publications by same author and a semicolon between different authors. Include the same letter after the date in the corresponding reference page.

Study-based programmes have been contributed to the increase in grades among high school students (Jones, 2003a, 2003b; Smith, 1999).

Using et al.

For multiple-author citation (three to five authors), name all authors the first time, then use et al. thereafter. Name in full on your reference page.

Becker, Roberts, Jones, Porter, and Smith (2004) noted that . . .

Then use Becker et al. (2004) stated . . .

Abbreviations

Group authors including agencies, corporations, organisations, universities and government offices are listed in full in the text for the first citation with abbreviation in square, then identified by abbreviation in subsequent citations. Name in full on your reference page.

(Work and Income New Zealand [WINZ] 2004)

then

A recent report by WINZ (2004) . . .

The following abbreviations are accepted for referencing and citations

Chapter	-	chap.
Edition	-	ed.
Editor (Editors)	-	Ed. (Eds.)
Revised edition	-	Rev.ed
Second edition	-	2 nd ed.
Number	-	No.
Volume (s)	-	Vol. (Vols.)
No date	-	n.d.
No place of publication	-	N.p.
No publisher	-	n.p
Page (pages)	-	p. (pp.)
Part	-	Pt.
Supplement	-	Suppl.

Missing information

If there is no date on the publication use (n.d.). Do the same on the reference page.

A booklet entitled *Tramping in the Haast Pass* (n.d.) provides useful maps of the area.

If there is no publisher listed use (n.p.) on the reference page.

When there is no author or you want to name the publication

To cite sources of information without a named author cite the title (only the first few words if long) or some identifying aspect of the material (chapter, figure, table) and the year. Your reference entry must match.

According to the *New Shorter Oxford Dictionary* (2004) . . .

or

The book *Eats, Shoots & Leaves* (2003) states . . .

Use quotation marks enclosing the titles of articles or chapters, and italicize titles of periodicals, books, brochures and reports. Reference entry should follow the same format.

In a recent *Washington Post* article (“Healing Arts,” 2004) . . .

or

“Women’s Health in the Workplace” (1997) describes . . .

If the author is referred to as Anonymous cite as such and alphabetise as such in your references

Another study (Anonymous, 2005) presented similar findings.

Citing cited information or citing a source that you found in another source

Try to work from original sources and use secondary sources infrequently. To cite information that has been cited in the source you are using, include the original author’s name and write “as cited in” and the source from which you have taken the information. Include the author of your source in the references, not the original author.

Smith (as cited in Brown, 1995, p. 5) stated that “children living in poverty age 15% more quickly than their peers”

or

Limited funds can cause young people to mature more readily (Smith, as cited in Brown, 1995).

Publication location details

The following cities do not require further country clarification when listed as the location of the publisher: Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, San Francisco, Amsterdam, Jerusalem, London, Milan, Moscow, Paris, Rome, Stockholm, Tokyo, Vienna. All others must include state names for USA cities and country name for others.

Postal abbreviations for American states can be used and common ones include: CA – California, DC – District of Columbia, PA – Pennsylvania, NH – New Hampshire, MI – Michigan, IL – Illinois.

Reference page vs bibliography **Important:** Check whether your assignment asks for a bibliography or a reference page.

Bibliography

A bibliography includes referenced sources as well as material not cited in the text but relevant to the topic. Check with your tutor as to whether they want a bibliography or a reference page.

Reference page

A reference page refers to a list of the sources of information that you have indirectly or directly quoted in your paper. For each different source that is cited or referred to in your paper there should be a reference entry. Entries are placed alphabetically, according to the author's last name, at the end of your work. Set out each entry so it has a hanging indent of four spaces. Use the chart below for APA style format.

Included the DOI for electronically sourced material

It is very important that electronic reference entries include retrieval information so that sources can be accurately located. Where available **include the DOI** number of any electronically sourced material. **If no DOI has been assigned, include the home page URL** for the journal, newsletter or magazine.

A DOI is a digital object identifier given to objects and is commonly used to identify electronic documents. The International DOI foundation (IDF) defines DOI as "a digital identifier of any object of intellectual property." The DOI is often found at the top of an article near the other reference information components or, it can be found under a digital button on the article such as 'CrossRef' or 'PubMed'. Examples below,

DOI is like this: DOI: 10.1037/0278-7393.34.3.439 or <http://dx.doi.org/10.xxxx/xxxxxxx>.

URL is similar to this: <http://www.xxx.xxx/xxx/xxx/xxxxxx.html> or <http://xxx.xxx./xxx.pdf> or a variation of these examples.

The format for DOI in your references is in lower case with no full stop at the end, for example doi:10.1037/0278-7393.34.3.439 or when supplied use <http://dx.doi.org/10.xxxx/xxxxxx>

Always use the most recent version of an electronic resource and include the article's DOI at the end of the reference. If there is no DOI, cite the home page URL. More examples will be provided in the chart below.

Because of the inclusion of the DOI or URL it is **no longer necessary to include the date you retrieve online material**.

It is not necessary to include database information, however if the document is very obscure and only available on specific databases, provide the home or entry page URL.

Chart of references and citations examples

Important: Read the **notes** included with the examples.

Basic reference page format for books	Author, A.A. (date). <i>Title of work</i> . Location: Publisher. Or if electronic Author, A.A. (date). <i>Title of work</i> . Retrieved from http://www.xxxxxx Author, A.A. (date). <i>Title of work</i> . doi:xxxxxx or http://dx.doi.org/xxxxxx	
Situation	Reference and bibliographic listing	Citation in text Direct quote includes the page number(s). Indirect quote does not include page number(s).
Book – single author	Moore, H. (1994). <i>A passion for difference</i> . Bloomington, IN: Indiana University Press. Note: Only first letter of book title and subtitle is capitalised, unless the title contains a proper name.	(Moore, 1994, p. 103) (Moore, 1994) Moore (1994) describes this as...
E books Whole book	Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sources book: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version] Retrieved from http://dx.doi.org/10.1036/0071393722 Note: Identify the source of the electronic book in square brackets [Kindle DX version]. Often electronic documents lack page numbers. Davys, A. & Beddoe, L. (2010). <i>Best practice in professional supervision</i> [Kindle version] Retrieved from www.Amazon.com	(Schiraldi, 2001, Chapter 1, para. 4) (Schiraldi, 2001) Schiraldi (2001) argues that... Note: When quoting provide page number if provided, locating details such as chapter, sub-heading and paragraph number (counting from beginning of section). Better to paraphrase this material
Book – two authors	Boddington, P., & Clanchy, J. (1999). <i>Reading for study & research</i> . Sydney, Australia: Addison Wesley Longman. Retrieved from http://www.xxx.xxx Note: Punctuation and ordering of authors' names are important. Never change the order of the authors. Note: Only use the initials of authors' first and second names.	(Boddington & Clanchy, 1999, p. 137) (Boddington & Clanchy, 1999) Boddington and Clanchy (1999) consider this as... Note: An ampersand (&) joins the two names on the reference page and in the citation but not when names are written as part of the text.

<p>Book – 3, 4 or 5 authors</p>	<p>Calderonello, A., Nelson-Beene, D., & Simmons, S. (1997). <i>Perspectives on academic writing</i>. Boston: Allyn & Bacon.</p> <p>Note: An ampersand (&) joins the last two names.</p>	<p>(Calderonello, Nelson-Beene, & Simmons, 1997, p. 75) Note: First citation in text appears this way. Subsequent citations as below.</p> <p>(Calderonello et al., 1997, p. 38)</p> <p>(Calderonello et al., 1997)</p> <p>Calderonello et al. (1997) suggests that...</p>
<p>Book – 6 or more authors</p>	<p>Smith, B., Jones, A., Brown, C., Gore, D., Clarke, M., Bar, P., et al. (1999). <i>Lost history of time</i>. Boston: Allyn & Bacon.</p> <p>Note: In the reference list, provide the initials and surnames of the first six authors and shorten any remaining authors to et al.</p>	<p>(Smith et al., 1999)</p> <p>(Smith et al., 1999, p. 4)</p> <p>Smith et al. (1999) suggests that...</p> <p>Note: Initial citation uses et al.</p>
<p>Book or report – with an organisation or corporate as author</p> <p>Includes corporations, associations, government agencies, etc.</p>	<p>American Psychological Association. (1994). <i>Publication manual of the American Psychological Association</i> (4th ed.). Washington, DC: Author.</p> <p>Note: Proper names are capitalised in the title.</p> <p>Note: If the organisation is also the publisher use the word ‘Author’ in the publisher position.</p> <p>Note: The edition (4th ed.) is noted after the title and not in italics.</p> <p>American Psychological Association, Task Force on the Sexualization of Girls. (2007). <i>Report of the APA Task Force on the Sexualization of Girls: Executive summary</i>. Retrieved from http://www.apa.org/pi/women/programs/girls/report.aspx</p>	<p>(American Psychological Association [APA], 1994, p. 200)</p> <p>Note: Abbreviation or acronym appear in square brackets [] after full name and can be used in subsequent citations as below.</p> <p>(APA, 1994)</p> <p>(American Psychological Association [APA], Task Force on the Sexualization of Girls, 2007)</p> <p>The APA Task Force on the Sexualization of Girls (2007) announced that....</p>
<p>Book or report – with bilingual corporate author</p>	<p><i>Te Taura Whiri i te Reo Māori</i>: Māori Language Commission. (2004). <i>Māori for the office: Te reo Māori mōt e tari</i> (2nd ed.). Auckland, NZ: Oxford</p>	<p>(<i>Te Taura Whiri i te Reo Māori</i>: Māori Language Commission, 2004, p.16))</p>

<p>Book with no named author</p>	<p><i>United Stylebook</i> (3rd ed.). (1992). Lincolnwood, IL: National</p> <p>Note: List by title, in italics and capitalise main words. Date follows title.</p>	<p>(United Stylebook, 1992, p. 4)</p> <p>Note: Citation consists of title (no italics) and date, and page number, if required.</p> <p>The <i>United Stylebook</i> (1992) lists four ways...</p> <p>Note: When citation is part of the text the name is italicised and date placed in brackets.</p>
<p>Edited book</p> <p>Before using this, compare with entry for ‘article in an edited book’, listed below.</p>	<p>Erikson, E.H. (Ed.). (1978). <i>Adulthood</i>. New York: Norton.</p> <p>Note: It is rare to refer to an entire edited book. If you are referring to a specific article in an edited book you must reference the author of the article as shown in the example below.</p>	<p>(Erikson, 1978, p. 198)</p> <p>(Erikson, 1978)</p>
<p>Basic reference page format for chapter or article in edited book or entry in reference book</p>	<p>Author, A.A. (date). Title of chapter or entry. In A. Editor (Ed.), <i>Title of book</i> (pp. xxx-xxx). Location: Publisher.</p> <p>Or if electronic</p> <p>Author, A.A. (date). Title of chapter or entry. In A. Editor & B. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Retrieved from http://www.xxxxxx or</p> <p>Author, A.A. (date). Title of chapter or entry. In A. Editor (Ed.), <i>Title of book</i> (pp. xxx-xxx). doi:xxxxxx or http://dx.doi.org/xxxxxx</p>	
<p>Article in an edited book or referenced book with author.</p>	<p>Rosen, M. (1993). An anarchist in the rhododendrons. In J. Brown & S. Monroe (Eds.), <i>Writers writing</i> (pp. 131–138). Edinburgh, UK: Mainstream Publishing.</p> <p>Note: Reference is listed by the name of the author, not the editor.</p> <p>Note: If more than one editor use (Eds.).</p> <p>Note: Editors are listed with their first initial followed by the last name.</p> <p>Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall 2007 ed.). Retrieved from http://plato.stanford.edu/archives/fall2007/entries/behaviorism/</p>	<p>(Rosen, 1993, p. 132)</p> <p>(Rosen, 1993)</p> <p>Note: Citation uses the author’s name, not the editor’s.</p> <p>Graham (2005) defines behaviourism as...</p>

<p>Article in an encyclopedia or reference work with no author.</p>	<p>Flouxetine Hydrochloride [Prozac]. (2004). In <i>2004 Lippincott's nursing drug guide</i> (pp. 530-532). Philadelphia: Lippincott-Williams and Wilkins.</p> <p>Major depressive disorder. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.merriam-webster.co/medical/major+depressive+disorder</p> <p>Note: If no author, use the subject entry as it appears in the original.</p>	<p>("Flouxetine Hydrochloride," 2004)</p> <p>("Major Depressive Disorder," n.d.).</p> <p>Note: Titles of articles without authors are contained within double quotation marks in the citation. Major words are capitalised.</p> <p>Note: n.d. indicates no date was given</p>
<p>A government document</p>	<p>National Archives and Records Administration. (2004). <i>Federal records pertaining to Brown v. Board of Education of Topeka, Kansas (1954)</i> (Reference Information Paper 112). Washington, DC: Author.</p> <p>Note: Treat as a book (author or organisation) and, if available, include publication number in brackets after the title.</p>	<p>(National Archives, 2004)</p>
<p>Pamphlet, Brochure or fact sheet</p>	<p><i>Get connected! Linking older adults with medication, alcohol, and mental health resources</i> [Pamphlet]. (2003). Rockville, MD: Hazelden.</p> <p>Note: Enclose description in square brackets after the title.</p> <p>RAND Corporation. (2006). <i>Three steps for improving the quality of mental health care in the United States</i> [Fact sheet]. Retrieved from http://www.rand.org/pubs/research_briefs/2006/RAND_RB9190.pdf</p>	<p>(<i>Get Connected!</i>, 2003)</p> <p>Note: Major words of pamphlet titles are capitalised when used in citations.</p> <p>(RAND Corporation, 2006)</p>
<p>CliffsNotes Online</p>	<p>Great Expectations Book Summary. (n.d.). In CliffsNotes.com. Retrieved from http://www.cliffsnotes.com/Literature/G/Great-Expectations/Great-Expecations-at-a-Glance.aspx</p> <p>Note: Check with your tutor if they allow the use of summaries.</p>	<p>(Great Expectations Book Summary, (n.d.))</p>

Basic reference page format for presentations, not formally published	<p>Presenter, A.A. (Year, Month). <i>Title of paper or poster presentation</i>. Paper or poster session presented at the meeting, conference or symposium of Organisation or conference's name, Location.</p> <p>If retrieved online</p> <p>Presenter, A.A. (Year, Month). <i>Title of paper or poster presentation</i>. Paper or poster session presented at the meeting or conference of Organisation or conference's name, Location. Retrieved from URL or doi</p>	<p>(Presenter, date)</p> <p>(Presenter, date, pp. x)</p>
Presentation given at meeting or conference	<p>Swift, D.E. (2011, October). <i>Cliques, crews and catfights – Educating the community</i>. Paper presented at the 14th National Conference on Adult & Juvenile Female Offenders, Salt Lake City, Utah, USA.</p> <p>Swift, D. (2013). <i>When bullying becomes bashing: The escalation of girls' anti-social behaviour</i>. Paper presented at the No 2 Bullying 2013 Australian and New Zealand Mental Health Association Conference, Surfer's Paradise, Australia. Retrieved from http://no2bullying.org.au/2013/proceedings.pdf</p>	<p>(Swift, 2011)</p> <p>(Swift, 2013)</p>
Poster presentation	<p>Swift, D.E., & R. Lienert. (2010, July). <i>The Girls' Project</i>. Poster session presented at the New Zealand Police Research Symposium 2010, The Royal New Zealand Police College, Porirua, Wellington, New Zealand.</p>	<p>(Swift & Lienert, 2010)</p>
Basic reference page format for unpublished Doctoral Dissertations and Master's theses	<p>Author, A.A. (date). <i>Title of dissertation or thesis</i> (Unpublished Doctoral dissertation or Master's thesis). Name of Institution, Location.</p> <p>If sourced from database service:</p> <p>Author, A.A. (date). <i>Title of dissertation or thesis</i> (Doctoral dissertation or Master's thesis). Retrieved from Name of Database. (Accession or Order No.)</p> <p>Author, A.A. (date). <i>Title of dissertation or thesis</i> (Doctoral dissertation or Master's thesis). Retrieved from http://xxxxx</p>	<p>(Author, date)</p>
Doctoral dissertation Master's thesis from a commercial database	<p>Swift, D.E. (2000). <i>From rags to rituals</i> (Unpublished Doctoral dissertation). University of Otago, Dunedin, New Zealand.</p> <p>McNiel, D.S. (2006). <i>Meaning through narrative</i> (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI NO.1434728)</p>	<p>(Swift, 2000)</p> <p>(Swift, 2000, p. 189)</p> <p>(McNiel, 2006)</p>

<p>Basic reference page format for journal or periodical articles</p>	<p>Author, A.A. (year). Title of article. <i>Title of Journal</i>, <i>xx</i>, pp-pp. Note: <i>xx</i> refers to the volume number and should be in italics like the title.</p> <p>Author, A.A. (year). Title of article. <i>Title of Journal</i>, <i>xx(x)</i>, pp-pp. If there is an issue number, place it after the volume number in parentheses, but not in italics.</p> <p>Electronic material Author, A.A. (year). Title of article. <i>Title of Journal</i>, <i>xx</i>, pp-pp. doi:xx.xxxxxxxx or http://dx.doi.org/10.xxxxxxx or Author, A.A. (year). Title of article. <i>Title of Journal</i>, <i>xx</i>, pp-pp. Retrieved from http:www.xxxxxx</p>	
<p>Article in a journal or periodical not retrieved online and without a doi</p>	<p>Charney, D., Newman, J., & Palmquist, M. (1995). I'm just no good at writing. <i>International Quarterly of Research, Theory, and Application</i>, <i>12</i>, 298-329.</p> <p>Note: Only first letter of article title and subtitle is capitalised, unless the title contains a proper name</p> <p>Note: Use italics for the journal title and capitalise the main words in that title, and use italics for the following comma, the volume number and the comma that follows it.</p> <p>Charney, D., Newman, J., & Palmquist, M. (1995). I'm just no good at writing. <i>International Quarterly of Research, Theory, and Application</i>, <i>12</i>(4), 298-329.</p> <p>Note: If there is an issue number, include it in brackets, but not in italics, next to the volume number.</p>	<p>(Charney, Newman, & Palmquist, 1995, pp. 299-300)</p> <p>Note: Three or more author names are written out in first citation but replaced by et al. in subsequent citations.</p> <p>(Charney et al.,1995, p. 298)</p> <p>(Charney et al.,1995)</p>
<p>Article in a journal with DOI</p>	<p>Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology</i>, <i>24</i>, 225-229. doi:10.1037/0278-6133.24.2.225</p>	<p>(Herbst-Damm & Kulik, 2005, p. 228)</p> <p>(Herbst-Damm & Kulik, 2005)</p>
<p>Journal article with DOI and eight or more authors.</p>	<p>Schwartz, S.J., Weisskirch, R.S., Hurley, E.A., Zamboanga, B.L., Park, I.J., Kim, S.,...Greene, A. D. (2010) Communalism, familism, and filial piety: Are they birds of a collectivist feather? <i>Cultural Diversity and Ethnic Minority Psychology</i>, <i>16</i>, 548-560. http://dx.doi.org/10.1037/a0021370</p>	<p>(Schwartz et al., 2010)</p> <p>Note: Six or more authors can be abbreviated to the first author plus et al. for all citations.</p>
<p>Journal article DOI not supplied</p>	<p>Gill, C. S., Barrio Minton, C.A., & Myers, J.E. (2010). Spirituality and religiosity: Factors affecting wellness among low-income rural women. <i>Journal of Counseling & Development</i>, <i>88</i>, 293-302. Retrieved from http://aca.metapress.com/</p>	<p>(Gill, Barrio Minton, & Myers, 2010, p. 302)</p> <p>(Gill, Barrio Minton, & Myers, 2010)</p>

An abstract of a journal article	Charney, D., Newman, J., & Palmquist, M. (1995). I'm just no good at writing [Abstract]. <i>International Quarterly of Research, Theory, and Application</i> , 12, 298-329.	(Charney, Newman, & Palmquist, 1995, p. 298) (Charney et al.,1995, p. 298) (Charney et al.,1995)
Article in a newsletter	Franklin, J. (2004, December). It takes a community: Keeping extracurricular activities available for at-risk students. <i>Education Update</i> , 46(8), 4-5.	(Franklin, 2004)
Article in an online newsletter – no author	Six sites meet for comprehensive anti-gang initiative. (2006, November/December). <i>OJJDP News @ a Glance</i> . Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html	("Six Sites Meet," 2006)
Article in monthly magazine	Roberts, S.K. (1981, September). Artificial intelligence. <i>The Byte</i> , 63, 164-178. Note: Italics and capitals are used for magazine title but you only capitalise the first word in the article title unless there is a proper name.	(Roberts, 1981, p. 167) (Roberts, 1981)
Article in a weekly magazine	Gasparino, C. (2005, July 25). Good news: You're fired. <i>Newsweek</i> , 146, 3-4.	(Gasparino, 2005. p. 3) (Gasparino, 2005)
Article in online magazine	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology</i> , 39(6). Retrieved from http://www.apa.org/monitor/	(Clay, 2008)
Article in a newspaper	Smith, K. (1996, April 25). Internet brings changes in business world. <i>New Zealand Herald</i> , p.B1. Note: B1 refers to the page within a named section (B) of the paper.	(Smith, 1996)
Article in a newspaper with no named author	Internet use is growing among Gore school children. (1997, May 5). <i>New Zealand Herald</i> , p. A2. Note: If there is no author given use a shortened version of the title.	("Internet Use is Growing," 1997) Note: Use short title for citations, place in double quotation marks and capitalise main words.
Article in an online newspaper	Brody, J.E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from http://www.nytimes.com	(Brody, 2007)

Webpage, no author	Cancer Society of New Zealand. (n.d.). <i>Reducing your cancer risk</i> . Retrieved from http://www.cancernz.org.nz/reducing-your-cancer-risk.html	(Cancer Society of New Zealand, n.d., para. 2) Note: If there is no page numbers count the paragraphs or given section headings and paragraph number, for example, Introduction, para. 3)
Web document - author or sponsor given	Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> . Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/publicationsAndresearch/rdp/rdp2009-04.html	(Simon, Smith, & West, 2009)
Web document – author or sponsor given but not dated	Commonwealth Scientific and Industrial Research Organisation. (n.d.). Reducing Australia’s greenhouse emissions factsheet. Retrieved from http://www.csiro.au/resources/ps282.html	(Commonwealth Scientific and Industrial Research Organisation, n.d.)

Note: When making reference to an entire website or webpage, and not an aspect of it, an in-text citation consisting of the website address is included as a citation. No reference page entry is necessary. For example: Kidspsych is a helpful website for children (<http://www.kidspsych.org>).

Web site material with no author, no year or no page numbers	Style list for references. (n.d.). Retrieved from http://www.apa.org Note: Because there is no date and no author, your text citation would include the first couple of words from the title and n.d. for no date.	(“Style List,” n.d., para. 5) Because the material does not include page numbers, you can include any of the following in the text to cite the quotation: - A paragraph number if provided or count paragraph from the beginning of the document. - An overarching heading plus paragraph number within the section. - Nothing, just put quotation marks around the words you are using, which the reader can use as a search string
--	---	---

Internet communication/discussions	Author. A. A. (Year, Month, Day). Title of post [Description of form]. Retrieved from http://www.xxxx	
*Please consider carefully if these Internet sources will be acceptable for the purpose of your academic assignment.		
Message posted to a newsgroup, online forum or discussion group*	Rampersad, T. (2005, January 5). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]; Retrieved from http://www.wipo.int/roller/comments/ipisform/Wdblog/theme_eight_how_can-cultural#comments	(Rampersad, 2005, para. 2)
Online Blog Post and Online Blog Comment*	Laden, G. (2011, May 8). A history of childbirth and misconceptions about life expectancy [Blog post]. Retrieved from http://tech.groups.yahoo.com/group/ForensicNetwork/message/670 MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Blog comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequites.php Note: Screen name is used if author has not given their real name.	(Laden, 2011) (MiddleKid, 2007)
Online Video*	Norton, R. (2006, November 4). <i>How to train a cat to operate a light switch</i> [Videofile]. Retrieved from http://www.youtube.com/watch?v+Vja83KLQXZs Note: The person who posted the video is credited as the author.	(Norton, 2006)
Audio podcast*	Van Nuys, D. (Producer). (2007, December 19). <i>Shrink rap radio</i> [Audio podcast]. Retrieved from http://www.shrinkrapradio.com/	(Van Nuys, 2007)
Facebook page or note*	Doe, J. [Jonny]. (n.d.). Timeline [Facebook page]. Retrieved May 6, 2013 from http://www.facebook.com/pages/Jonny-Doe/1234123412234	(Doe, n.d.)
Twitter update or tweet*	Obama, B. [Barack Obama]. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americas graduate college by 2020: http://bit.ly/gcTX7 [Tweet]. Retrieved from http://twitter.com/BarackObama/status/2651151366	(Obama, 2009)

Lecture notes online*	<p>Welch, S. (2009). <i>Unit 8147 Writing short narratives, lecture 1, week 1: What is fiction?</i> [PowerPoint Slides]. Retrieved from Canberra University Open Course website: http://learnonline.canberra.edu.au/</p> <p>Note: Lecture notes, both in class and online, should be avoided as a referenced resource for your assignments</p>	(Welch, 2009)
-----------------------	---	---------------

Other APA entries that students find confusing

Secondary sources	<p>Von Wormer, K. (2010). <i>Working with female offenders</i>. Hoboken, New Jersey: John Wiley & Sons.</p> <p>Reference is made to the source where the information was found.</p>	<p>Butterfield (as cited in Von Wormer, 2010) states “...” (p. 4).</p> <p>(Butterfield, as cited in Von Wormer, 2010, p.4)</p> <p>Include the words ‘as cited in’ to indicate use of a secondary source.</p>
Multiple author citations	<p>Full reference entry made for each author</p>	<p>Place in <u>alphabetical order</u> as they would appear on reference page. Separate authors by semicolons.</p> <p>(Green, 2003; Jones, 2005; Smith, 1999)</p>
More than one work by same author in same year	<p>Jones, J. (1995a). The reasoning behind referencing. <i>Communication Education</i>, 40 (2), 34-56.</p> <p>Jones, J. (1995b). <i>Referencing rules</i>. Hamilton: Bus.Com. Press.</p> <p>Jones, J. (1995c). Ruling the school: referencing as rhetorical power. <i>Journal of Academic Writing</i>, 30(3), 78-90.</p> <p>Note: The different publications are identified by the letter associated with the date.</p>	<p>(Jones, 1995a, p. 38)</p> <p>(Jones, 1995b, p. 25)</p> <p>(Jones, 1995c, p. 78)</p> <p>(Jones, 1995c)</p>
Authors with the same surname	<p>Jones, J. (1995). The reasoning behind referencing. <i>Communication Education</i>, 40(2), 34-56.</p> <p>Jones, R. (1946). <i>Lost souls</i>. New York: Prentice-Hall</p> <p>Note: Place authors with the same surname in alphabetical order using their first initial.</p>	<p>(J. Jones, 1995) or R. Jones (1946) also studied...</p> <p>Note: To help the reader avoid confusion between authors of the same name include their first initial in the citation.</p>

Same author with publications in different years	<p>Swift, D. (2011). <i>The Girls' Project. Girl fighting: An investigation of young women's violent an anti-social behaviour</i> [Research Report]. Nelson, New Zealand: Stopping Violence Services Nelson, New Zealand. Retrieved from http://www.thegirlsproject.org.nz/girls-project.pdf</p> <p>Swift, D. (2013). <i>Violent girls: The daughters of family violence. 'A New Zealand Perspective'</i>. Paper presented at the 'Children: A resource most precious' 2013 Conference, Perth, Australia. Retrieved from http://www.childrenwa.org.au/downloads/DonnaSwiftAbstract2013.pdf</p> <p>Note: Place entries by the same author in ascending order by date (earliest first).</p>	(Swift, 2011, 2013)
Multiple author citations	Full reference entry made for each author	<p>Place in <u>alphabetical order</u> as they would appear on reference page. Separate authors by semicolons.</p> <p>(Green, 2003; Jones, 2005; Smith, 1999)</p>
Multiple works by same author in a citation.	Full reference entry made for each work by author	<p>Place in <u>ascending order by date</u>. Separate author's work by comma. Separate authors by semicolons</p> <p>(Green, 2003; Jones, 2003, 2005; Smith, 1999)</p>
Personal communication	<p>Note: Personal communication is not listed on the reference page.</p> <p>If it is necessary to refer to a lecture, use the personal communication format.</p> <p>Ideally personal communication should be introduced by indicating the relevance of the speaker to the content.</p>	<p>(A. Jolly, personal communication, July 10, 2005)</p> <p>A. Jolly (personal communication, July 10, 2005), an expert in child health, stated that.....</p> <p>Note: Include citation in the text immediately after the information they have provided or as part of the text.</p>
E-mail	Note: E-mail communication is treated as personal communication.	

Referencing New Zealand Statutes/Acts/Bills

Note: APA is an American based referencing system, therefore these guidelines have been adapted for New Zealand. This is based on the usage required by Massey University

Reference page entries

Resource Management Act, No. 69. (1991) Retrieved from <http://www.legislation.govt.nz/act/public/1991/0069/latest/whole.html>

In-text references or citations

Acts of parliament are referred to by name and year:

Domestic Violence Act 1995

Domestic Violence Act (1995) states

Acts are divided into sections, subsections, paragraphs and subparagraphs. If making a direct quote place an ‘s’ before the section number. Use ‘ss; if you are referring to several sections. Place all other divisions in brackets:

Domestic Violence Act 1995 s4(1)(c)(ix)

After using the full title of an act in your discussion, you can use the words: the Act. Capitalise the word act as it is referring to a specific act.

Example: The Domestic Violence Act has helped save many lives in New Zealand. The Act has had a number of amendments since 1995.

Still having trouble?

Refer to the APA Publication Manuals

Go to www.apastyle.org

Ask at the NMIT LLC for help

Visit the NMIT Library website and click on APA

Referencing images using APA

Note: If using images found on Google images you must click the image to find the original website. This is what you reference not Google images. There are four parts to a reference: Author. (Date). *Title*. Publication information

Author:

- Real name of author given
 - Smith, B. (2013). Sunset over Nelson. Retrieved from <http://www.xxxx.co.nz/photo/> 102
- Screenname of image + name of site located when no photocredit or author given
 - Superdog on Flickr. (n.d.). Retrieved from <http://www.flickr.com/photo/superdog/17>
- Author of page when no photocredit given
 - Egg salad. (2014). In B. Smith's *Recipes for healthy eating*. Retrieved from <http://www.eatinggood.co.nz/eggssalad/1220>
- Organisation when no photocredit given
 - TVNZ News. (2013). [Untitled image of forest fire]. Retrieved from <http://www.tvnz.co.nz/2013-march-24.pdf>

Date:

- If year available Include in parentheses (2012).
- If no date put n.d. in parentheses (n.d.).

Title:

- Use title of image given
- If no title, use caption given
- If no title or caption, include brief description in square brackets [Untitled image of forest fire]

Publication information:

- Provide URL for direct link to site where image available
- Provide URL for direct link to file itself if the image is not included as part of a page

No author:

- [untitled image of crowd]. (n.d.). Retrieved from <http://www.xxx.co.nz/photoimage/A120>

References

- Brown, A. (1992). *Groupwork* (3rd ed.). Aldershot, England: Ashgate.
- Howie, C. (2010). Girls, 13, getting help for abuse. *Marlborough Express*. Retrieved from <http://www.stuff.co.nz/marlborough-express/news/4277048/Girls-13-getting-help-for-abuse>
- Magen, R. (1998). Practice with groups. In M. Mattaini, C. Lowery, & C. Meyer (Eds.). *Foundations of social work practice* (2nd ed.) (pp. 188-208). Washington DC: NASW Press.
- McCarry, M. (2010). Becoming a 'proper man': Young people's attitudes about interpersonal violence and perceptions of gender. *Gender and Education*, 22(1), 17-30. doi:10.1080/09540250902749083
- Ministry of Justice. (2005). *What works to reduce offending by young people*. Wellington, New Zealand: Author.
- Ministry of Youth Development. (2004). *Young males: Strengths-based and male-focused approaches*. Wellington, New Zealand: Author.
- O'Keefe, M. (2005). *Teen dating violence: A review of risk factors and prevention efforts*. National Electronic Network on Violence Against Women. Retrieved from http://new.vawnet.org/Assoc_files_VAWnet/AR_TeenDatingViolence.pdf
- Prospero, M. (2008). Effects of masculinity, sex, and control on different types of intimate partner violence perpetration. *Journal of Family Violence* 23, 639-645. doi:10.1007/s10896-008-9186-3
- Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online form comment]. Retrieved from http://www.wipo.int/roller/comments/ipsiforum/Weblog/theme_eight_how_can-cultural#comments
- Rees, S. (1991). *Achieving power: Practice and policy in social welfare*. Sydney, Australia: Allen & Unwin.
- School for Policy Studies, University of Bristol. (2009). *Teen girls abused by boyfriends warns NSPCC*. Retrieved from <http://www.bristol.ac.uk/sps/news/2009/34.html>
- Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *JJDP News @ a Glance*. Retrieved from http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html
- Swift, D. (2000). *From rags to rituals* (Unpublished Doctoral dissertation). University of Otago, Dunedin, New Zealand.

Example of assignment title page

THE TITLE YOU HAVE GIVEN YOUR PAPER

Assignment name and number (note if it is a resubmit)
Module/course name and number
Tutor's name

Student's name
Student number
Programme
Year

Date handed in
Due date
Word count

Finding Academic Articles

A Guide to Free Resources
Compiled by Dr Donna Swift
August 2012

Academic resources can be sourced through a wide range of ways, however not all articles are freely available. This guide will access resources at little or no cost. Your success in finding this material is dependent on your diligence and systematic approach to research.

Remember academic works include publications from journals, periodicals, edited books, websites, corporate reports, government publications, professional associations, academic institutions, clearinghouses and the author's own webpage. Unpublished theses, particularly those submitted for a higher degree, are also included. Fortunately many of these resources can be found online now and some you will be able to source as hardcopy in a library or through inter loaning. Ideally academic work has been through the process of peer review or it could be a commissioned piece or a work that has been evaluated by peers or submitted for a qualification.

Keywords: Spend time refining the key words that you intend to search. Some of your resources will come from overseas, so be sure to include other common terminology and spelling. Keep note of the key words you use in your searches and pay special attention to any that are listed on articles you retrieve. This might direct you to search out keywords that you have overlooked.

Libraries:

NMIT LLC catalogue

NMIT data base - some favourites to try

CINAHL

Cochrane

CWI contemporary Women's

Issues

Ebsco -host

ERIC

General Infotrac Onefile

Health & Wellness Resource

Centre

Newztext

OCLC first search

ProQuest

Te Puna

Remember other libraries (Tasman District Council, Nelson City Council, other polytechnics and universities) hold data bases.

Publishers' websites: These provide access to the range of journals they publish. Many articles can be purchased online but are quite expensive. Frequently these publishers will provide free access to selected journals and there are usually free samples of each journal available online. You can sign up for news releases from the publishers which will describe upcoming free deals and list the titles and abstracts of the articles in the next edition. These are useful to read and then search for them through the library database. Also, check out the articles in the free sample editions.

<http://sgo.sagepub.com> - all full text free articles

www.oxfordjournals.org - free articles but harder to find – try editor's choice

www.springer.com - abstracts mostly

<http://journalseek.net/> - good selection of free full text samples

<http://bjsw.oxfordjournals.org> - free editor's choice full text articles

<http://highwire.stanford.edu/lists/freeart.dtl> - articles older than 36 months are free

<http://www.doaj.org> - all articles are free

www.thefreelibrary.com - some excellent sources but be prepared to search

www.online.sagepub.com - good selection of free full text samples

www.onlinelibrary.wiley.com - abstracts mostly

www.tandfonline.com - good selection of free full text samples

www.jstor.org - set search for free access articles or you will get ones that cost.

www.philpapers.org - limited, have to sort publications from manuscripts submissions

www.mdpi.com – open access journal platform

Other websites:

Government departments – research or publication page

Professional associations – research or publication page

Academic institutions – search out staff profile or bio for links to their articles

Author's own webpage – may have links to their articles

Clearinghouse website – search keyword + clearinghouse for international & national

Conference/ symposium proceedings – search keyword + conference (+papers)

Turn to Google:

www.scholar.google.com - lots of abstracts but some full text, tends to be older articles

www.books.google.com - good to preview but limited and difficult to print

Contact the author: email directly and ask for copies of articles or links to their work.

Check with your classmates: They may hold relevant articles that you could borrow.

If you have extra time Google 'finding free academic articles' and get more options.