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 2020

Based on the

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

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Instructions for assignments – Refer to your handbook for more details

Submitting Assignments
- Adhere to your assignment due date and submit before 11pm on that date. After 11pm assignments will be considered one day late.
- Submit your assignment to the assignment drop box on the module moodle site. By doing this your assignment will go through Turn-it-in and will be checked for plagiarism. This process will generate a score and you are given 3 attempts at checking your score before final submission. Assignments with scores over 30 will not be marked.
- Your tutor will indicate if a specific assignment is not to go through Turn-it-in.
- Include an assignment title page (see example on page 31). It should contain your name, student identification number, tutor’s name, course details, assignment name and your title for the assignment, due date, word count with your final submission and a statement of authenticity.

Marking assignments
- Tutors will endeavour to mark assignments within 4 weeks of submission. Marked assignments will be released back to students through the moodle site. You will be notified by email when this happens.

Obtaining an extension
- Refer to your programme handbook.

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

Reassessments and Resubmissions
A student who does not pass a summative assessment on the first attempt will be given a second attempt to redo the assessment, providing both the following criteria are met:
- The student has attended and actively participated in the timetabled sessions for that course to date.
- The student attempted the initial assessment by the due date and time (If an extension was granted this becomes the due date).
- The student has gained a minimum of 39% on the first attempt.

Where a second attempt is granted the involved tutor will notify the student which one of the following is required:
- Resubmission/re-presentation of the whole assessment, or
- Completion of another assessment which measures the same outcomes, or
- Resubmission/re-presentation of that portion of the assessment that did not meet pass criteria

This is the final opportunity to pass the assessment. No further attempts are permitted.
- The maximum mark available for any resubmission is the minimum pass mark for the assessment.
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.

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

- Leave uniform margins of at least 2.54 cm on the top, bottom, left and right.
- Use uniform font, recommended are: Times New Roman 12, Calibri 11, Arial 11, Lucida Sans Unicode 10, Georgia 11, Computer Modern 10
- Double spaced all elements of the paper, including the reference page.
- 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.
- Hanging indent 1.27cm for reference list.
- Use only one space after a full-stop at the end of a sentence.
- Footnotes are placed at the bottom of the page where they occur.
- 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 allows a 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.
- References follow the appendix and 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

Expected number of academic resources required per assignment
Academic resources include online or hardcopy authored books, edited books, journal articles from peer reviewed sources, conference papers and theses. Online or hardcopy dictionaries, encyclopedia, popular culture magazines, commercial websites and blogs are not suitable resources.

- First year assignments require the minimum inclusion of 5 academic resources beyond required course material
- Second year assignments require the minimum inclusion of 10 academic resources beyond required course material.
- Third and fourth year assignments require the minimum inclusion of 15 academic resources beyond required course material.
**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 or 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
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%), mathematically 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
Macrons must be used when appropriate.
There is no ‘s’ in the Māori language, therefore there are no such words as Māoris or huis. Note: 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).

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

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.

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

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

<table>
<thead>
<tr>
<th>2LD</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>.com</td>
<td>Commercial site with the primary function of making money</td>
</tr>
<tr>
<td>.edu</td>
<td>Affiliated with an educational institution</td>
</tr>
<tr>
<td>.gov</td>
<td>A USA government based site</td>
</tr>
<tr>
<td>.mil</td>
<td>A USA military site tending to be pro-military</td>
</tr>
<tr>
<td>.museum</td>
<td>Could be nonprofit or for-profit institution</td>
</tr>
<tr>
<td>.net</td>
<td>Originally for sites related to the internet but now widely used.</td>
</tr>
<tr>
<td>.org</td>
<td>Site for an organisation, can present or advance a specific agenda, used now by commercial and non-commercial organisations</td>
</tr>
</tbody>
</table>

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. Folklore, 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, 1983, 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, 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.


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

The following abbreviations are accepted for referencing and citations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>chap.</td>
</tr>
<tr>
<td>Edition</td>
<td>ed.</td>
</tr>
<tr>
<td>Editor (Editors)</td>
<td>Ed. (Eds.)</td>
</tr>
<tr>
<td>Revised edition</td>
<td>Rev.ed</td>
</tr>
<tr>
<td>Second edition</td>
<td>2nd ed.</td>
</tr>
<tr>
<td>Number</td>
<td>No.</td>
</tr>
<tr>
<td>Volume (s)</td>
<td>Vol. (Vols.)</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>No place of publication</td>
<td>N.p.</td>
</tr>
<tr>
<td>No publisher</td>
<td>n.p</td>
</tr>
<tr>
<td>Page (pages)</td>
<td>p. (pp.)</td>
</tr>
<tr>
<td>Part</td>
<td>Pt.</td>
</tr>
<tr>
<td>Supplement</td>
<td>Suppl.</td>
</tr>
</tbody>
</table>

**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.

   or

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.

   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 publication date 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 (1994, 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, 1994, 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 you 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 all works that have one, regardless of whether you used the online or print version.

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 journal article near the other reference information components or in the copyright section of a book

In your references present all DOIs as hyperlinks beginning with http:// or https:// Hyperlinks may be active (e.g. blue or underlined) or inactive (e.g. plain text). Preferably present them as active if the document is to be read online. The format is in lower case with no full stop at the end, for example http://dx.doi.org/10.7890/123456


If retrieved from a research database and there is no DOI do not include the 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). *Title of work*. Publisher.  
Or if electronic or online link available format as below:  
Author, A.A. (date). *Title of work*. Publisher. 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). |
**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… |
http://dx.doi.org/10.1036/0071393722  
Include doi or url (see page 16).  
No need to name format, platform or device |
| | (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 |
**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. |
<table>
<thead>
<tr>
<th>Number of Authors</th>
<th>Example Citation</th>
<th>Note:</th>
</tr>
</thead>
</table>
List all authors and an ampersand (&) joins the last two names. | (Calderonello et al., 1997, p. 38)  
(Calderonello et al., 1997)  
Calderonello et al. (1997) suggests that…  
Note: et al. is used in every citation |  
List first 19, then skip (using an ellipsis “…” ) to last author | (Kalnay et al., 1996, p. 438)  
(Kalnay et al., 1996)  
Kalnay et al. (1996) state…  
Note: et al. is used in every citation |  
List all publishers in the order they are shown, separated by a semi-colon. |  |  
| Publisher is the author  
Note: If the publisher is the author- omit publisher  
Note: The edition (4th ed.) is noted after the title and not in italics.  
Note: Proper names are capitalised in the title.  
Note: Abbreviation or acronym appear in square brackets [ ] after full name and can be used in subsequent citations as below.  
(APA, 1994)  
The American Psychological Association (2020) announced in their new publication that… |
<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Citation consists of title (no italics) and date, and page number, if required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The <em>United Stylebook</em> (1992) lists four ways…</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> When citation is part of the text the name is italicised and date placed in brackets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic reference page format for chapter or article in edited book or entry in reference book</td>
<td>Author, A.A. (date). Title of chapter or entry. In A. Editor (Ed.), <em>Title of book</em> (pp. xxx-xxx). Publisher. Or if electronic or online link available format as below: Author, A.A. (date). Title of chapter or entry. In A. Editor &amp; B. Editor (Eds.), <em>Title of book</em> (pp. xxx-xxx). Publisher. <a href="http://www.xxxxxx">http://www.xxxxxx</a> or Author, A.A. (date). Title of chapter or entry. In A. Editor (Ed.), <em>Title of book</em> (pp. xxx-xxx). Publisher. doi:xxxxxx or <a href="http://dx.doi.org/xxxxx">http://dx.doi.org/xxxxx</a></td>
<td>(Erikson, 1978)</td>
</tr>
<tr>
<td><strong>Note:</strong> Citation uses the author’s name, not the editor’s.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Reference is listed by the name of the author, not the editor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> If more than one editor use (Eds.).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Editors are listed with their first initial followed by the last name.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham (2005) defines behaviourism as…</td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>(World Health Organization, 2018, January 23, p.3)</td>
<td>(World Health Organization, 2018, January 23)</td>
<td></td>
</tr>
<tr>
<td>The World Health Organization (2018, January 23) suggests…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No date or date unclear</td>
<td>Use n.d. if there is no date on the webpage, or, if it is unclear whether a date refers to that particular page (a date may refer to the website overall but not necessarily the particular page):</td>
<td></td>
</tr>
<tr>
<td>(This page contains a copyright date 2010-2019, but this refers to the overall website, National Nurses United, not the page itself.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   http://www.merriamwebster.co/medical/major+depressive+disorder
   **Note:** If no author, use the subject entry as it appears in the original. |
| **Note:** Titles of articles without authors are contained within double quotation marks in the citation. Major words are capitalised. |
| **Note:** n.d. indicates no date was given                                                                           |                                                                                                                                                                                                  |
| (National Archives, 2004)                                                                                         |                                                                                                                                                                                                  |
| **Note:** Treat as a book (author or organisation) and, if available, include publication number in brackets after the title. |                                                                                                                                                                                                  |
**Note:** Enclose description in square brackets after the title.  
**Note:** Major words of pamphlet titles are capitalised when used in citations.  
(RAND Corporation, 2006) |
http://www.cliffsnotes.com/Literature/G/Great-Expectations-at-a-Glance.aspx | (Great Expectations Book Summary, (n.d.))  
**Note:** Check with your tutor if they allow the use of summaries. |

### Basic reference page format for presentations, not formally published

| Presenter, A.A. (Year, Month day). **Title of paper or poster presentation.** [Paper or poster presentation]. Organisation or conference’s name, Location.  
**If retrieved online**  
Presenter, A.A. (Year, Month dat). **Title of paper or poster presentation.** [Paper or poster presentation]. Organisation or conference’s name, Location.  
https:xxxxxxxxxxxxxxxxx | (Presenter, date)  
(Presenter, date, pp. x) |
| Presentation given at meeting or conference | Swift, D.E. (2011, October 9-12). Cliquess, crews and catfights – Educating the community. [Paper Presentation]. 14th National Conference on Adult & Juvenile Female Offenders, Salt Lake City, Utah, USA.  
(Swift, 2013) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If sourced from database service:</strong></td>
<td>Author, A.A. (date). <em>Title of dissertation or thesis</em> (Doctoral dissertation or Master’s thesis). Retrieved from Name of Database. (Accession or Order No.)</td>
</tr>
<tr>
<td></td>
<td>(Swift, 2000)</td>
</tr>
<tr>
<td></td>
<td>(Swift, 2000, p. 189)</td>
</tr>
<tr>
<td></td>
<td>Swift (2000) states…</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> xx refers to the volume number and should be in italics like the title.</td>
</tr>
<tr>
<td></td>
<td><strong>If there is an issue number, place it after the volume number in parentheses, but not in italics.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Only first letter of article title and subtitle is capitalised, unless the title contains a proper name</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Charney et al. (1995), pp. 299-300</td>
</tr>
<tr>
<td></td>
<td>(Charney et al., 1995)</td>
</tr>
<tr>
<td></td>
<td>Charney et al. (1995) states…</td>
</tr>
<tr>
<td>Type of Source</td>
<td>Author(s)</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Article in a journal or periodical with article numbers or e-locators:</td>
<td>Aggrey, S. E., Milfort, M. C., Fuller, A. L., Yuan, J., &amp; Rekaya, R. (2019).</td>
</tr>
<tr>
<td>Article in a newsletter</td>
<td>Franklin, J. (2004, December).</td>
</tr>
</tbody>
</table>

Note: If there is an issue number, include it in brackets, but not in italics, next to the volume number.

(Charney et al., 1995, pp. 299-300)  
(Charney et al., 1995)  
(Charney et al., 1995 states…)

(Charney, Newman, & Palmquist, 1995, p. 298)  
(Charney et al., 1995, p. 298)  
(Charney et al., 1995)

(Charney, Newman, & Palmquist, 1995, p. 298)  
(Charney et al., 1995, p. 298)  
(Charney et al., 1995)

(Franklin, 2004)

(“Six Sites Meet,” 2006)

(Roberts, 1981, p. 167)

(Roberts, 1981)

(Gasparino, 2005, p. 3)  
(Gasparino, 2005)
<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Citation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: B1 refers to the page within a named section (B) of the paper.</td>
<td></td>
</tr>
<tr>
<td>Note: If there is no author given use a shortened version of the title.</td>
<td></td>
</tr>
<tr>
<td>National Nurses United. (n.d.) <em>What employers should do to protect nurses from Zika</em>. <a href="https://www.nationalnursesunited.org/what-employers-should-do-to-protect-rns-from-zika">https://www.nationalnursesunited.org/what-employers-should-do-to-protect-rns-from-zika</a> (name of website not needed, as same as group author, “National Nurses United”)</td>
<td></td>
</tr>
<tr>
<td>Note: If there is no page numbers count the paragraphs or given section headings and paragraph number, for example, Introduction, para. 3)</td>
<td></td>
</tr>
</tbody>
</table>

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.). American Psychological Association. http://www.apa.org.1234 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 |
<p>| Internet communication/discussions | Author. A. A. (Year, Month, Day). Title of post [Description of form].://www.xxxx | <em>Please consider carefully if these Internet sources will be acceptable for the purpose of your academic assignment.</em> |</p>
<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Author(s)</th>
<th>Title and Details</th>
<th>URL</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message posted to a newsgroup, online forum or discussion group*</td>
<td>Rampersad, T.</td>
<td>Re: Traditional knowledge and traditional cultural expressions [Online forum comment].</td>
<td>Retrieved from <a href="http://www.wipo.int/roller/comments/2005/01/05/05cultural/#comments">http://www.wipo.int/roller/comments/2005/01/05/05cultural/#comments</a></td>
<td>(Rampersad, 2005, para. 2)</td>
</tr>
<tr>
<td>Note: Screen name is used if author has not given their real name.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Note: The person who posted the video is credited as the author.</td>
<td></td>
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</tr>
<tr>
<td>Note: Lecture notes, both in class and online, should be avoided as a referenced resource for your assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other APA entries that students find confusing

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the date of the original work, if known, as well as the date of the secondary work</td>
<td>Full reference entry made for each author Place in alphabetical order as they would appear on reference page. Separate authors by semicolons.</td>
<td>(Butterfield, 2000, as cited in Von Wormer, 2010, p.4) Include the words ‘as cited in’ to indicate use of a secondary source.</td>
</tr>
<tr>
<td>More than one work by same author in same year</td>
<td>Jones, J. (1995). The reasoning behind referencing. <em>Communication Education</em>, 40(2), 34-56. Jones, R. (1946). <em>Lost souls</em>. Prentice-Hall Note: Place authors with the same surname in alphabetical order using their first initial.</td>
<td>(J. Jones, 1995) or R. Jones (1946) also studied… Note: To help the reader avoid confusion between authors of the same name include their first initial in the citation.</td>
</tr>
<tr>
<td>Authors with the same surname</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note: Place entries by the same author in ascending order by date (earliest first). | (Swift, 2011, 2013) |
| Multiple author citations | **Full reference entry made for each author** | Place in alphabetical order as they would appear on reference page. Separate authors by semicolons.  
(Green, 2003; Jones, 2005; Smith, 1999) |
| Multiple works by same author in a citation. | **Full reference entry made for each work by author** | Place in ascending order by date. Separate author’s work by comma. Separate authors by semicolons  
(Green, 2003; Jones, 2003, 2005; Smith, 1999) |
| Personal communication | **Note: Personal communication is not listed on the reference page.**  
*If it is necessary to refer to a lecture, use the personal communication format.*  
Ideally personal communication should be introduced by indicating the relevance of the speaker to the content. | (A. Jolly, personal communication, July 10, 2005)  
A. Jolly (personal communication, July 10, 2005), an expert in child health, stated that…..  
**Note: Include citation in the text immediately after the information they have provided or as part of the text.** |
| 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

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
- Screenname of image + name of site located when no photocredit or author given
- Author of page when no photocredit given
- Organisation when no photocredit given

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.). http://www.xxx.co.nz/photoimage/A120
Example of assignment title page

THE TITLE YOU HAVE GIVEN YOUR PAPER

Assignment name and number (note if it is a resubmission):
Module/course name and number:
Tutor’s name:

Student’s name:
Student number:
Programme:
Year:

Date handed in:
Due date:
Word court:

By submitting this assignment I am confirming that this is my own work
and
I have cited and referenced any content taken from another source.
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.