

## NMIT Mini APA Referencing Guide

The information and examples below follow the rules set out in the  
*Publication Manual of the American Psychological Association, 7<sup>th</sup> edition.*

### The scope of this guide

This guide provides some general information about how to reference as well as examples for the following types of sources: articles, books, webpages, images and videos.

**For further information, including extensive source examples, refer to the full NMIT APA Referencing 7<sup>th</sup> ed. Guide available on the Library website [Referencing](#) page.**

The examples below provide a template for the correct **referencing format** to be used under APA style, 7<sup>th</sup> edition. For general details on assignment writing, including formatting your paper, e.g. margins, titles, cover page etc., please refer to your programme area guidelines, or your tutor. If you are new to referencing, **we also recommend you complete our online Referencing Course**, which you should see listed as one of your [Moodle](#) courses.

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## When to reference

**You must let your reader know whenever you have used information from somewhere else in your writing.**

This is the case whether you **paraphrase** that information (i.e. re-phrase it into your own words, but retain the ideas of the original), or **directly quote**, i.e. use the exact words of the original source (in this case, the information must be enclosed in quotation marks, "..."). Generally, tutors prefer you to paraphrase, wherever possible, to show you have understood the information taken from another source.

**Cite all sources of information** you have referred to in your assignments, by referencing these in the correct format. This is essential to avoid **plagiarism**, i.e. taking and using someone else's work or ideas and presenting them as if they are your own.

## Two parts to referencing

There are two essential parts to citing a source:

an **IN-TEXT CITATION**, and a **FULL REFERENCE** entry within a reference list.

You must include both when referencing.

See below for the key elements of each.

## In-text citation – key elements

An in-text citation is included within your writing, alongside the information you have taken. It gives brief details about the source of information you have referred to. It is usually composed of:

Author/s. (surname/s only)	year	Page number/s or part of source*
		<i>* this is only necessary if you are using a direct quote, i.e. if you are copying the exact words from the original source (these must be enclosed in quotation marks, "..."). If you are paraphrasing (re-phrasing the information into your own words), page numbers or sections are not essential, but you must still provide the author and year.</i>

**You can cite information in-text in two ways, whether you are paraphrasing or directly quoting.**

Both ways are correct. Writers often use both at different points in their writing to provide variety e.g.

### Method 1 - example with a paraphrase

According to Giddens and Sutton (2017) the origins of the internet can be traced back to the Pentagon.

### Method 1 - example with a direct quote

According to Giddens and Sutton (2017) "the internet was created during the Cold War period, developed from a system used in the Pentagon" (p. 755).

*Here, the authors have been mentioned as part of the sentence, so only the date needs to be added within brackets after the authors' names (and a page number, if quoting directly, at the end of the quote).*

There are many ways you can create this type of citation e.g.

According to Giddens and Sutton (2018) ...

Giddens and Sutton (2018) state that ...

Giddens and Sutton (2018) say ...

Giddens and Sutton (2018) believe that...

... as referred to by Giddens and Sutton (2018). *etc.*

### Method 2 – example with a paraphrase

The origins of the internet can be traced back to the Pentagon (Giddens & Sutton, 2017).

### Method 2 - example with a direct quote

"The internet was created during the Cold War period, developed from a system used in the Pentagon" (Giddens & Sutton, 2017, p. 755).

*Here, the information is simply stated on its own. Authors must then be included, after the paraphrase (or quotation), within brackets along with the date (and page number, if quoting). Note the use of the symbol for "and", & inside the brackets.*

## Reference list – key points

- The reference list appears at the end of the assignment, under the heading “References”.
- It gives more detailed information about each source that has been cited in your text.
- Every source mentioned in an in-text citation should be listed in the reference list.
- Different source types have differences in format. Use the examples below for how to format.
- Sources can be referred to multiple times in-text, but should appear only once on the reference list.

## Reference list format

- Begin the reference list at the end of your text on a new page.
- Label the list “**References**”, centered and bold.
- Entries are in alphabetical order.

**References**

Anderson, M. (2018). Getting consistent with consequences. *Education Leadership*, 76(1), 26-33.

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive.* CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

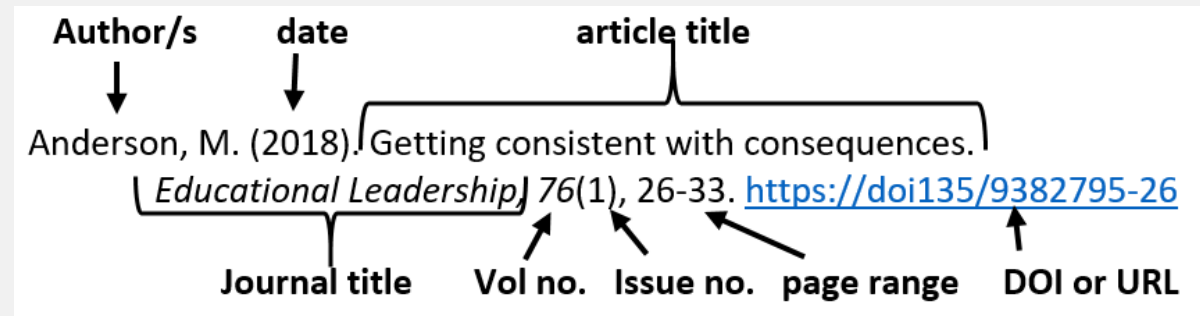
Durie, M. (2003). *Ngā kāhui pou: Launching Māori futures.* Huia Publishers.

## ARTICLES: journal, magazine, newspaper

### Key elements for a reference list entry for an article

Author/s.	Date	Article title	Name of Journal or Magazine or Newspaper	Volume number (if there is one)	Issue number (if there is one)	Page-range or section (if there is one)	DOI or URL link
Surname first, then initials	In brackets	Written like a sentence (capital letter at the start).	In <i>italics</i>	In <i>italics</i>	In brackets ( )	e.g. 26-33	Some articles include a DOI number/link (this is usually listed at the top of the article). If absent, provide a URL link to where you retrieved it online, if freely accessible e.g. via Google.

Example



**In-text example:** \_\_\_\_\_ (Anderson, 2018, p.27).    *or*    Anderson (2018) states that \_\_\_\_\_ (p. 27). *Page numbers are optional when paraphrasing.*

### Article examples

Source type	Reference list format	In-text citation format	Notes
		see "Key elements for an in-text citation" p. 4, for more detail	

<p><b>Journal article</b> <b>With DOI</b></p>	<p>Henderson, C. J. (2014). Food and culture: In search of a Singapore cuisine. <i>British Food Journal</i>, 116(6), 904-917. <a href="https://doi.org/10.1108/BFJ-12-2012-0291">https://doi.org/10.1108/BFJ-12-2012-0291</a></p>	<p>_____ (Henderson, 2014, p. 906). <b>or</b> Henderson (2014) states that _____ (p. 906).</p>	<p>If retrieved online and there is a DOI link provided, include the DOI, as in the first example.</p> <p>If there is no DOI, provide a link (URL) to where you retrieved it online, if freely accessible e.g. via Google, as in the second example. (Exclude URL if retrieved via a database.)</p> <p><i>Note, if your article has more than one author use the same author formats as given below under "Books" for single, two and three or more.</i></p>
<p><b>Without DOI</b></p>	<p>Riley, B. (2020). Drawing on reading science without starting a war. <i>Educational Leadership</i>, 77(5), 16-22. <a href="http://www.ascd.org/publications/educational-leadership/feb20/vol77/num05/Drawing-on-Reading-Science-Without-Starting-a-War.aspx">http://www.ascd.org/publications/educational-leadership/feb20/vol77/num05/Drawing-on-Reading-Science-Without-Starting-a-War.aspx</a></p>	<p>_____ (Riley, 2020, p. 17). <b>or</b> Riley (2020) explains how _____ (p. 17).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>_____ (Weir, 2017, p. 30). <b>or</b> Weir (2017) discusses _____ (p. 30).</p> <p>_____ (Bustillos, 2013). <b>or</b> Bustillos (2013) says _____</p> <p><i>Page numbers are optional when paraphrasing.</i></p>
<p><b>Magazine article</b></p>	<p>Weir, K. (2017, January). Forgiveness can improve mental and physical health. <i>Monitor on Psychology</i>, 48(1), 30.</p> <p>Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. <i>The New Yorker</i>. <a href="https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell">https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell</a></p>	<p>_____ (Guarino, 2017). <b>or</b> According to Guarino (2017) _____</p> <p>_____ (Hess, 2019, C1). <b>or</b> Hess (2019) shows how _____ (C1).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>There may or may not be a volume and issue number. Some magazines use date only. Include a full date if available.</p> <p><i>With an online magazine, page numbers are often absent.</i></p> <p><i>Note, if your article has more than one author use the same author formats as given below under "Books" for single, two and three or more.</i></p>
<p><b>Newspaper article</b></p>	<p>Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. <i>The Washington Post</i>. <a href="https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/">https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/</a></p> <p>Hess, A. (2019, January 2). Cats who take direction. <i>The New York Times</i>, C1.</p>	<p>Include a link if it provides direct access to the article on the news website.</p> <p><i>With an online newspaper, page numbers are often absent.</i></p> <p>Include a section if you used a print copy which has separate sections, e.g. C1.</p> <p><i>Note, if your article has more than one author use the same author formats as given below under "Books" for single, two and three or more.</i></p>	

## BOOKS

### Key elements for a reference list entry for a book

Author/s.	year	Book title	Publisher/s	If an ebook, DOI or URL link
surname, then initials	In brackets	Written like a sentence (capital letter at the start), and in <i>italics</i> . Include the subtitle, if there is one.	Include all publishers listed in the book.	Some ebooks have a DOI number/link (this is usually listed at the start of the book). If absent, provide a URL link to where you retrieved it online, if freely accessible e.g. via Google.

Example



**In-text example:** \_\_\_\_\_ (Smith, 2019, p. 36).    *or*    Smith (2019) says that \_\_\_\_\_ (p. 36).    *Page numbers are optional when paraphrasing.*



## Book examples



Source type	Reference list format	In-text citation format <i>see "Key elements for an in-text citation", p. 4 for more detail</i>	Notes
<b>Book – single author</b>	<p>Kelsey, J. (2015). <i>The New Zealand experiment: A world model for structural adjustment?</i> Auckland University Press; Bridget Williams Books.</p> <p><i>or</i></p> <p>Kelsey, J. (2015). <i>The New Zealand experiment: A world model for structural adjustment?</i> Auckland University Press; Bridget Williams Books. <a href="http://dx.doi.org/10.7810/9781869401306">http://dx.doi.org/10.7810/9781869401306</a></p>	<p>_____ (Kelsey, 2015, p. 165).</p> <p><i>or</i></p> <p>Kelsey (2015) explains that _____ (p. 165).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>In this example there are two publishers: Auckland University Press, and Bridget Williams Books</p> <p>If an ebook, include a DOI link if available or a URL link if available via open access.</p>
<b>Book – two authors</b>	<p>Christian, B., &amp; Griffiths, T. (2016). <i>Algorithms to live by: The computer science of human decisions.</i> Henry Holt and Co.</p>	<p>_____ (Christian &amp; Griffiths, 2016, p. 32).</p> <p><i>or</i></p> <p>According to Christian and Griffiths (2016) _____ (p. 32).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>Note the use of "&amp;" inside the in-text citation brackets, and "and" within a sentence.</p>
<b>Book – three or more authors</b>	<p>Smith, J. D., Khan, V., &amp; Zhang, H. (2009). <i>Research ethics in New Zealand: A student guide.</i> Rata Press.</p>	<p>_____ (Smith et al., 2009, p. 28).</p> <p><i>or</i></p> <p>Smith et al. (2009) state that _____ (p. 28).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>Within your text, you only need to list the first author. "et al" is used in place of the other authors' names. All authors are listed on your references list.</p>
<b>Book – non first edition</b>	<p>Smith, J. D., Khan, V., &amp; Zhang, H. (2019). <i>Research ethics in New Zealand: A student guide</i> (3rd ed.). Rata Press.</p>	<p>_____ (Smith et al., 2019, p. 45).</p> <p><i>or</i></p> <p>Smith et al. (2019) state that _____ (p.45).</p> <p><i>Page numbers are optional when paraphrasing.</i></p>	<p>If a second, or more, edition include the edition number in brackets after the title, e.g. <b>2nd, 3rd, 4th</b> etc., followed by "ed."</p>



## Webpage examples

Source type	Reference list format	In-text citation format <i>see "Key elements for an in-text citation", p. 4 for more detail</i>	Notes
<b>Webpage with group author</b>	Ministry of Business, Innovation & Employment. (2019, December 4). <i>Winning Kiwi school pupils dream up an inspiring future in space</i> . <a href="https://www.mbie.govt.nz/about/news/winning-kiwi-school-pupils-dream-up-an-inspiring-future-in-space/">https://www.mbie.govt.nz/about/news/winning-kiwi-school-pupils-dream-up-an-inspiring-future-in-space/</a>	_____ (Ministry of Business, Innovation & Employment, 2019). <b>or</b> The Ministry of Business, Innovation & Employment (2019) observes how _____	Include the website name, only if this is different to the group author. In this example, author and website name are the same. (See the next example where the author and website name are different).
<b>Webpage with individual author</b>	Lillie, C. M. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193">https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193</a>	_____ (Lillie, 2016). <b>or</b> Lillie (2016) claims that _____	Include the name of the website – in this case, "Mayo Clinic".
<b>Webpage with no date</b>	Ministry of Business, Innovation & Employment. (n.d.). <i>Support for business</i> . <a href="https://www.mbie.govt.nz/business-and-employment/business/support-for-business/">https://www.mbie.govt.nz/business-and-employment/business/support-for-business/</a>	_____ (Ministry of Business, Innovation & Employment, n.d.). <b>or</b> Ministry of Business, Innovation & Employment (n.d.) shows that _____	It is common for webpages to have no date. Use n.d. = "no date".  <i>Only provide a date if the date clearly refers to the content on the webpage, e.g. "last updated 19 January, 2020".</i>

## AUDIOVISUAL MATERIAL

Source type	Reference list format	In-text citation format	Notes
<b>Image</b>	<p>McCurry, S. (1985). <i>Afghan girl</i> [Photograph]. National Geographic.  <a href="https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg">https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg</a></p> <p>Soap0119. (n.d.). <i>Heron</i> [Stock photograph]. Pixabay.  <a href="https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/">https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/</a></p>	<p>                      (McCurry, 1985).</p> <p><i>If writing about the work:</i>                      The image by McCurry (1985) depicts ____</p> <p>                      (Soap0119, n.d.).</p> <p><i>If writing about the work:</i>                      The image by Soap0119 (n.d.) shows ____</p> <p><i>(Note, "Soap0119" is the online username of the photographer. Use this for author if no other name provided                      n.d. = no date).</i></p>	<p>Include the author's name and year under the image.</p> <p>In the full reference, include the type of image in square brackets after the title e.g. "photograph", "painting".</p> <p>Include the source, i.e. name of the site where the image was retrieved.</p> <p><b><i>(More examples for using images and artworks are included in the NMIT APA full referencing guide).</i></b></p>
<b>YouTube or other streaming video</b>	<p>Fogarty, M. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i>. [Video]. Youtube.  <a href="https://www.youtube.com/watch?v=deiEY5Yq1qI">https://www.youtube.com/watch?v=deiEY5Yq1qI</a></p> <p>Cutts, S. (2017, November 24). <i>Happiness</i> [Video]. Vimeo.  <a href="https://vimeo.com/244405542">https://vimeo.com/244405542</a></p>	<p>____ (Fogarty, 2016).  <b>or</b>                      Fogarty (2016) says that ____</p> <p>____ (Cutts, 2017).  <b>or</b>                      Cutts (2017) describes how ____</p>	<p>The person or group who uploaded the video is listed as author, even if they did not create the work. This is to make retrievability easier.</p> <p>Include the video platform, e.g. Vimeo, YouTube.</p>