NMIT APA 7th ed. Referencing Guide

The information and examples below follow the rules set out in the *Publication Manual of the American Psychological Association, 7th Ed.*

The scope of this guide

This guide focuses on correct **referencing format** to be used under APA style, 7th 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, or see the *Concise Guide to APA Style: The Official APA Style Guide for Students, 7th Ed.*

For further information on referencing

Refer to the Publication Manual or Concise Guide for students (as above), view the APA Style website http://www.apastyle.org/, or visit the NMIT Library website/referencing.

We also recommend you complete our online Referencing Course, available to NMIT students as a Moodle course (sign-in first).

Contents

1

Last updated February 2020

Last updated February 2020

Last updated February 2020

ESSENTIALS OF REFERENCING

1. You must let your reader know whenever you have used information from somewhere else in your writing. Failure to do this results in **plagiarism** and may affect your academic integrity.
   Cite all sources of information you have referred to in your assignments, by referencing these in the correct format.

2. There are **two essential parts** to citing a source in your writing: an **in-text citation**, and a **reference** within a reference list.

3. There are generally two (or three) main elements of an in-text citation: **author, date, (part of source, e.g. page number).**

4. There are generally four main elements of a reference: **author, date, title and source**.

5. Each element needs to be formatted in the correct way in line with APA style for the particular source *type* i.e. journal, book, webpage etc. This includes specific punctuation details, i.e. full stops, commas, colons, parentheses, italics, spaces, when to use/not use capital letters etc.

IN-TEXT CITATIONS – key points

Paraphrasing versus quoting

There are two ways* to take information from somewhere else to use within your writing:

direct quotation	**paraphrase**
= use the exact words from the original source	= re-phrase the information into your own words, while retaining the essential ideas of the original source

*Generally, **it is best to paraphrase whenever possible** to demonstrate your understanding of the ideas of the author.
Use direct quotations sparingly, e.g. for exact definitions, or when you want to show an author's exact position. Short quotations are generally best.

Quotations must **include page number/s, or other location details**, (e.g. paragraph, table etc.). These are not required when paraphrasing, though may be included.
Short quotations
Quotations of less than 40 words **must be enclosed within quotation marks, "…"** e.g.:

Alderson-Day and Fernyhough state that inner speech "presents considerable challenges to any effort to study it scientifically" (2015, p. 957).

Long quotations

Quotations of 40 words or more (block quotations), must be indented on a new line, and are *not* enclosed within quotation marks e.g.:

Researchers have studied how people talk to themselves:

> Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Note, the citation comes at the end of the block quotation, after the full-stop.

See below under "Parenthetical versus Narrative citations" for more examples of paraphrases and direct quotations.

Parenthetical versus Narrative citations

There are two ways to format an in-text citation. It is common practice in academic writing to vary the format of your citations, i.e. you may sometimes use parenthetical citations, and other times use narrative citations within the same piece of writing.

Parenthetical citation	Narrative citation
the author name and the date both appear within parentheses after the information referred to, e.g.	the author name is included as part of your writing, and the date is included in parentheses after the author name, e.g.
with a paraphrase: Future forecasts often prove to be unreliable, such as forty year old predictions that oil sources would have been exhausted decades ago (Giddens & Sutton, 2017).	*with a paraphrase*: Giddens and Sutton (2017) note that future forecasts often prove to be unreliable, such as forty year old predictions that oil sources would have been exhausted decades ago.
with a direct quotation: "The internet was created during the Cold War period, developed from a system used in the Pentagon" (Giddens & Sutton, 2017, p. 755). Note, in both cases, the **full stop** marking the end of the sentence comes after the citation. Note the use of the ampersand "**&**" (symbol for "and") in parenthetical citations.	*with a direct quotation*: Giddens and Sutton (2017) explain that the "internet was created during the Cold War period, developed from a system used in the Pentagon" (p. 755). Note, with the **direct quotation**, the page number comes at the end of the sentence in parentheses, and the **full stop** comes after the page number. ***Ways to introduce narrative citations***: *There are many ways to include authors within your text e.g.*

	According to Giddens and Sutton (2017) _____
	Giddens and Sutton (2017) state that _____
	Giddens and Sutton (2017) claim _____
	Giddens and Sutton (2017) argue _____
	_____ as referred to by Giddens and Sutton (2017).
	(more examples are included in the "Examples by Source" section below from p. 10)

Citing multiple works within the same citation

Sometimes you may want to show that more than one source provides the same information. Use a parenthetical citation and separate the works with semicolons. Order them alphabetically, as they will appear on your reference page, e.g.

(Adams, 2019; Jackson & Mulner, 2017; Smith et al., 2020).

Citing works with the same author and same date

If you are using separate sources that have the same author and year, use a letter after the year to distinguish between these. (Also use the letters within your corresponding reference list entries). This is often the case when you refer to different webpages within a website, or may occur when author/s publish more than one work within a year, e.g.

According to the Ministry of Education (2018a), the free fees policy…

The Ministry of Education (2018b) describes Centres of Research Excellence as…

The first source above is the Ministry of Education's webpage on Funding. The second source is the Ministry of Education's webpage on Centres of Research Excellence, both updated in 2018.

Citing a source found within another source, i.e. a Secondary Source

Sometimes, the source you are using refers to another source and you also want to cite that information. **It is always best to refer to the original (or primary) source directly, if possible.** If the original source is unavailable, cite the secondary source using "as cited in" e.g.:

… was the case (Jones, 2002, as cited in Rawiti et al., 2018, p. 32).

Note: unless you used the primary (original) source directly, only the secondary source is listed in the references list, not the original source. E.g. in the case above, the reference for Rawiti et al. would appear on the references list, but the reference for Jones would not. Jones, **the primary source, is cited in-text only**.

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.

- Sources can be referred to multiple times in-text, but should appear only once on the reference list.

- Every source on a reference list should have at least one corresponding in-text citation.*

- Different source types have differences in format. Use the "Examples by source" section below for how to format.

- Punctuation is important. Note all punctuation elements, e.g. full stops, commas, colons, parentheses, italics, spaces, when to use/not use capital letters etc.

* Exception: if your tutor asks you to list all consulted sources, whether you referred to them directly in your writing or not, i.e. both cited sources *and* "wider reading", include these under the heading: Bibliography

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, left justified, i.e. against the left margin.

- Each entry on the list is indented using "hanging indent", i.e. first line is flush against the margin, subsequent lines sit 1.27 cm (0.5 in) to the right (i.e. the automatic default for hanging indent within Microsoft Word).

- The reference list is double spaced.

- Hyperlinks can be live links, particularly if the work is to be read online. This means they may appear blue and/or underlined, or, as per the hyperlink format of your word-processing programme.

Example Reference list

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

Burgess, R. (2019). *Rethinking global health: Frameworks of power.* Routledge*.*

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

Lillie, C. M. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency.* Mayo Clinic. https://www.mayoclinic.org/healthy-

lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review, 126*(1),

1-5. https://doi.org/10.1037/rev0000126

Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). *Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents,*

children and adolescents. Springer Publishing Company. http://a.co/0IAiVgt

EXAMPLES BY SOURCE

Articles (in a periodical i.e. journal, magazine, newspaper)

Key elements for a reference list entry for a periodical article

Author/s	(Date).	Article Title	Source	
			Periodical information	**DOI or URL (if applicable)**
Surname + initials. Note, for multiple authors, separate with commas, and use "&" before final author. *Or* Corporate (Group) author – use organisation's name.	(Year). (Year, month). (Year, month, day). *(Use more specific dates for works published frequently, e.g. newspaper articles).*	Article title in sentence case (i.e. Capital letter at the start, rest in lower case).	*Title of Periodical,* i.e. journal, magazine or newspaper title, *volume number* (issue number), page-range or Article eLocator.	**With a DOI –** include the DOI. **Without a DOI - retrieved via open access –** list the URL if this links directly. **Without a DOI** – **print version or retrieved via database** – do not include a URL.

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	*or*	**Narrative** (author outside of parentheses, included as part of your written text - See page 6 for more info)	
Journal articles: **With a DOI** *(print or e-version)*	McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review, 126*(1), 1-51. https://doi.org/10.1037/rev0000126	_____ (McCauley & Christiansen, 2019, p. 12).	*or*	According to McCauley and Christiansen (2019) _____ (p.12).	Include DOI as hyperlink, i.e. starting with https:// or http://.
Without a DOI *(print version or retrieved via a database)*	Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership, 76*(1), 26-33.	_____ (Anderson, 2018, p. 29).		Anderson (2018) states that _____ (p. 29).	The database name or URL is not included under APA 7th ed.
Without a DOI *(retrieved online via open access)*	Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability, 31*(1), 17-39. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31	_____ (Ahmann et al., 2018, p. 30).		_____ as referred to by Ahmann et al. (2018, p. 30).	Only include a URL if it links directly to the source. *Page numbers are optional in text when paraphrasing.*

The above three examples also show format for:
Two authors, single author and multiple authors up to 20.

21 authors or more (*include DOIs or URLs as above*)	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., … Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meterological Society, 77*(3), 437-471. http://doi.org/fg6rf9	_____ (Kalnay et al., 1996, p. 439).	*or*	Kalnay et al. (1996) claim that _____ (p. 439).	List first 19 authors, then skip (using an ellipsis "…") to last author. ***Page numbers are optional in text when paraphrasing.***
* The above example uses a shortened DOI. **Long or short forms of DOIs and URLs** are acceptable under APA 7th ed. format.					
Journal article with an article number or e-locator (*include DOIs or URLs as above under "Journal articles"*)	Cassen, C., Hamdi-Chérif, M., Cotella, G., Toniolo, J., Lombardi, P., & Hourcade, J-C. (2018). Low carbon scenarios for Europe: An evaluation of upscaling low carbon experiments. *Sustainability, 10*(3), Article e848. https://doi.org/10.3390/su10030848 *Note, in this example, the initials J-C stand for a hyphenated first name, Jean-Charles*	_____ (Hoeffel et al., 2019).	*or*	Hoeffel et al. (2019) conclude that _____	Some online journals include an article number or e-locator. Include the word "Article" before the number, preceded by "e". This takes the place of page range.
Journal article published in another language (*include DOIs or URLs as above under "Journal articles"*)	Chaves-Morillo, V., Gómez-Calero, C., Fernández-Muñoz, J. J., Toledano-Muñoz, A., Fernández-Huete, J., Martínez-Monge, N., Palacios-Ceña, D., & Peñacoba-Puente, C. (2017). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time, and age]. *Clínica y Salud, 28*(3), 155–161. https://doi.org/10.1016/j.clysa.2017.04.002 *Note, in this example, the surnames are hyphenated names. Include hyphenated names as they are written.*	_____ (Chaves-Morillo et al., 2018, p. 157).	*or*	Chaves-Morillo et al. (2018) note that _____ (p. 157).	Include a translation of the article title in square brackets. ***Page numbers are optional in text when paraphrasing.***

Magazine article (*include DOIs or URLs as above under "Journal articles"*)	Weir, K. (2017, January). Forgiveness can improve mental and physical health. *Monitor on Psychology, 48*(1), 30. 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	_____ (Weir, 2017, p. 30). _____ (Bustillos, 2013).	*or*	Weir (2017) implies that _____ (p. 30). Bustillos (2013) points out that _____	Include volume, issue and page range if these are available. Exclude if not, as in the Bustillos example. *Page numbers are optional in text when paraphrasing (and may be absent in an online magazine).*
Newspaper article	Guarino, B. (2017, December 4). How will humanity react to alien life? Pschologists have some predictions. *The Washington Post*. https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/ Hess, A. (2019, January 2). Cats who take direction. *The New York Times*, C1.	_____ (Guarino, 2017). _____ (Hess, 2019, C1).	*or*	According to Guarino (2017) _____ Hess (2019) reveals that _____ (C1.)	Include the **section and page** if available e.g. in a print version (Hess example). Exclude if not, e.g. in an online version (Guarino example). *Page numbers are optional in text when paraphrasing (and may be absent in an online newspaper).*
News website	Bologna, C. (2018, June 27). What happens to your mind and body when you feel homesick? *HuffPost*. https://www.huffpost.com/entry/what-happens-mind-body-homesick_n_5b201ebde4b09d7a3d77eee1	_____ (Bologna, 2018).	*or*	Bologna (2018) says that _____	Note there are both online newspapers and online news websites. *Page numbers are usually absent in a news website.*
Newspaper article or news website, no author	Passenger demand sees Originair add Nelson-Wellington route. (2020, January 16). *Stuff*. https://www.stuff.co.nz/business/118830851/passenger-demand-sees-originair-add-nelsonwellington-route	_____ ("Passenger Demand Sees Originair Add Nelson-Wellington Route", 2020).	*or*	"Passenger Demand Sees Originair Add Nelson-Wellington Route" (2020) suggests that _____	If there is no individual author, **move the article title to the author position**. Use the title in text within quotation marks.

Audiovisual Media

Types of media and author
The type of author is included in parentheses after the name, e.g. Jackson, P. (Director), and the type of media is included in square brackets after the title, e.g. *Evaluating adverse drug effects* [Webinar]. See examples below for more detail.

Media Type	Include as author
Film	Director
TV Series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video
Photograph	Photographer

Quoting Audiovisual works directly
Provide a starting point for the beginning of the quote, e.g. the minutes/seconds in a YouTube video:
"Vulnerability is our most accurate measure of courage" (Brown, 2012, 4:56).

Images

Note, if your work is to be published, reproduction of images/photographs/artworks may require permission and/or copyright attribution.

Artwork, image, photograph - not sourced from a museum/gallery collection (see below)	McCurry, S. (1985). *Afghan girl* [Photograph]. National Geographic. https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg Lloyd, H. (n.d.). *Kissing the moon* [Painting]. Lloyd Harwood Artist. Retrieved January 22, 2020, from http://www.lloydharwood.com/available-works.html Tugnoli, L. (2016). [Photograph series of the Yemen famine]. The Pulitzer Prizes. https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post	 (McCurry, 1985). (Lloyd, n.d.). (Tugnoli, 2016).	*or*	*(when writing about the work):* McCurry (1985) reveals _____ (Lloyd, n.d.) shows that _____ Tugnoli (2016) depicts _____	Include the source, i.e. name of the site where the image was retrieved. Include a retrieval date if the content on the website regularly changes, as in the Lloyd example. If there is no title for the work, include a description in square brackets in place of title.
Artwork owned by a museum/gallery	Delacroix, E. (1826-1827). *Faust attempts to seduce Marguerite* [Lithograph]. The Louvre, Paris, France. Hotere, R. (1980-1983). *Aramoana* [Painting]. Auckland Art Gallery Toi O Tāmaki, Auckland, New Zealand. https://www.aucklandartgallery.com/explore-art-and-ideas/artwork/12633/aramoana	 (Delacroix, 1826-1827).	*or*	*(when writing about the work):* _____, as seen in Delacroix (1826-1827)	Include a description of the artwork in square brackets. Include the name and location of the museum, and URL, if sourced via the museum's website.
Stock images	Soap0119. (n.d.). *Heron* [Stock photograph]. Pixabay. https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/	 (Soap0119, n.d.).	*or*	*(when writing about the work):* The image by Soap0119 (n.d.) depicts _____	Note, some stock image sites provide "free for use/no attribution required" images, e.g. Pixabay. Others may require permission for reproduction if your work is to be published e.g. Shutterstock.

Other Audiovisual works					
Film	Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film]. WingNut Films; The Saul Zaentz Company. *Or, you may include more detail about the version used, only if this is relevant, i.e. if you referred to material only available under that version e.g.* Jackson, P. (Director). (2001). *The lord of the rings: The fellowship of the ring* [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.	_____ (Jackson, 2001).	*or*	_____, as seen in the film version by Peter Jackson (2001). Jackson (2001) shows _____	Include the word "Director" in parentheses (see table above). Include the type of media in square brackets after the title. Include all production company names.
Podcast	Vedantam, S. (Host). (2015-present). *Hidden brain* [Audio podcast]. NPR. https://www.npr.org/series/423302056/hidden-brain	____ (Vedantam, 2015-present).	*or*	Vedantam (2015-present) says that _____	List the host (or executive producers) as author. Include the type of podcast, audio or video, in square brackets after the title. Include the production company, e.g. radio station. Only include URL if open access.

Podcast episode	Cole, S. (Host). (2018, August 10). *The feather heist*. (No. 654) [Audio podcast episode]. In *This American life*. WBEZ Chicago. https://www.thisamericanlife.org/654/the-feather-heist	_____ (Cole, 2018).	*or*	(Cole, 2018) talks about _____	In addition to the above: Provide the episode number, if stated, in parentheses after the title. Include the word "episode" after the type of podcast, audio or video. Include the name of the program/podcast, preceded by "In" and the radio station if relevant.
PowerPoint	Housand, B. (2016). *Game on! Integrating games and simulations in the classroom* [PowerPoint slides]. https://www.slideshare.net/brianhousand/game-on-iagc-2016	_____ (Housand, 2016, Slide 8).	*or*	Housand (2016, Slide 8) hypothesises that _____	***Slide number is optional in text if you are paraphrasing.***
TED Talk	Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things?language=en TED. (2012, March 16). *Brené Brown: Listening to shame* [Video]. You Tube. https://www.youtube.com/watch?v=psN1DORYYV0	_____ (Giertz, 2018). _____ (TED, 2012).	*or*	Giertz (2018) says _____ TED (2012) shows how _____	If directly from the TED website, use the speaker's name as author. If from You Tube, list the You Tube account owner as author, in this case, TED.
TV series	Simon, D., Colesberry, R. F. & Kostroff Noble, N. (Executive Producers). (2002-2008). *The wire* [TV series]. Blown Deadline Productions; HBO. *(note: Re "Kostroff Noble", this is one surname which is composed of two un-hyphenated names).*	_____ (Simon et al., 2002-2008).	*or*	Simon et al. (2002-2008) depicts _____	Include the date range of the series or, if it still airing, use the word "present", e.g. (2019-present). Include all production company names.

TV series episode	Morgan, H. (Writer), Hancock, D. (Writer), & Donovan, S. (Director). (2019, November 17). Dangling man. (Season 3, Episode 8) [TV series episode]. In P. Morgan (Executive Producer), & A. Eaton (Producer), *The crown*. Left Bank Pictures; Sony Pictures Television.	_____ (Morgan et al., 2019).		Morgan et al. (2019) imply that _____	Include the writer/s and director of the episode. Include the season and episode in parentheses after the episode title. State the series details (including producer/s) after the word "In". Include all production company names.
YouTube or other streaming video	Cutts, S. (2017, November 24). *Happiness* [Video]. Vimeo. https://vimeo.com/244405542 Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. Youtube. https://www.youtube.com/watch?v=deiEY5Yq1qI	_____ (Cutts, 2017). _____ (Fogarty, 2016).	*or*	_____, as seen in Cutts (2017). Fogarty (2016) discusses _____	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. Include [Video] in square brackets after the title. Include the video platform, e.g. Vimeo, YouTube. If an uploader's real name *and* username are known, use the real name followed by their username in square brackets.

Books

Key elements for a reference list entry for a book

Author/s or editor/s.	(Date).	*Title* (+ edition if not a first edition)	Source	
			Publisher.	**DOI or URL (if applicable)**
Surname + initials. Separate multiple authors with a comma, and use "&" before final author. If an editor, use "Ed." Or "Eds." in parentheses.	Year in parentheses ().	Title in *italics* and sentence case. Edition in parentheses ().	List all publishers, separated by a semi colon ; **(location details, i.e. city and country/state, are no longer required under 7th edition)**	**Print or ebook with a DOI** – include the DOI. **Print book without a DOI** – exclude DOI. **Ebook without a DOI, retrieved via open access** – list the URL if this links directly. **Ebook without a DOI, retrieved via a database** – do not include a URL.

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	*or*	**Narrative** (author outside of parentheses, included as part of your written text)	*Page numbers are optional in text when paraphrasing*

Book single author *with a DOI (print or e-version)*	Kelsey, J. (2015). *The New Zealand experiment: A world model for structural adjustment?* Auckland University Press; Bridget Williams Books. http://dx.doi.org/10.7810/9781869401306	_____ (Kelsey, 2015, p. 76).	*or*	Kelsey (2015) states that _____ (p. 76)	Include DOI as hyperlink.
without a DOI (print version or retrieved via a database)	Burgess, R. (2019). *Rethinking global health: Frameworks of power.* Routledge.	_____ (Burgess, 2019, p. 19).		According to Burgess (2019) _____ (p. 19).	Exclude URL.
without a DOI (retrieved online via open access)	Mongiello, M. (2009). *International financial reporting.* BookBoon. https://bookboon.com/en/basics-of-international-financial-reporting-ebook	_____ (Mongiello, 2009, p. 33).		Mongiello (2009) says _____ (p. 33).	Only include a URL if it links directly to the source. *Page numbers are optional in text when paraphrasing.*
Book two authors (*include DOIs or URLs as above under "Book single author"*)	Christian, B., & Griffiths, T. (2016). *Algorithms to live by: The computer science of human decisions.* Henry Holt and Co.	_____ (Christian & Griffiths, 2016, p. 89).	*or*	Christian and Griffiths (2016) claim _____ (p. 89).	Note the use of "&" inside parentheses, and "and" within a sentence. *Page numbers are optional in text when paraphrasing.*
Book three or more authors up to 20 (*include DOIs or URLs as above under "Book single author"*)	Smith, J. D., Khan, V., & Zhang, H. (2009). *Research ethics in New Zealand*: *A student guide*. Rata Press.	_____ (Smith et al., 2009, p. 189).	*or*	Smith et al. (2009) believe _____ (p. 189).	In text, use first author followed by "et al" for every citation. *Page numbers are optional in text when paraphrasing.*
Book 21 authors or more (rare) (*include DOIs or URLs as above under "Book single author"*)	*Follow same author format for 21 authors example above under "Articles".*				

Book with group/corporate author (*include DOIs or URLs as above under "Book single author"*)	American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.).	_____ (American Psychiatric Association, 2013, p. 329).	*or*	American Psychiatric Association (2013) indicates that _____ (p. 329).	If the author is the same as the publisher, exclude publisher. ***Page numbers are optional in text when paraphrasing.***
Book non first edition (*include DOIs or URLs as above under "Book single author"*)	Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association.	_____ (Brown, 2018, p. 64).	*or*	Brown (2018) explains _____ (p. 64).	Edition written as an ordinal numeral, e.g. 3rd, 4th, 5th etc. ***Page numbers are optional in text when paraphrasing.***
Book – Edited (no author) (Also see "Chapter in an edited book" below) single editor multiple editors (*include DOIs or URLs as above under "Book single author"*)	Schmid, H.-J. (Ed.). (2017). *Entrenchment and the psychology of language learning: How we reorganize and adapt linguistic knowledge.* American Psychological Association; De Gruyter Mouton. *(note: the initials in this example, H.-J. stand for a hyphenated first name: Hans-Jörg).* Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). *Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents, children and adolescents.* Springer Publishing Company.	_____ (Schmid, 2017, p. 23). _____ (Pridham et al., 2018, p. 11).	*or*	Schmid (2017) suggests _____ (p. 23). Pridham et al. (2018) note that _____ (p. 11).	***Page numbers are optional in text when paraphrasing.***

Book – volume of a multi-volume work (*include DOIs or URLs as above under "Book single author"*)	Fiske, S. T., Gilbert, D. T., & Linzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons.	_____ (Fiske et al., 2010, p. 18).	*or*	Fiske et al. (2010) infer that _____ (p. 18).	If the voume does not have its own title, include the volume number in parentheses, along with the edition (if a non-first edition).
	Travis, C. B., & White. J. W. (Eds.). (2018). *APA handbook of the psychology of women: Vol. 1. History, theory and battlegrounds.* American Pscyhological Association.	_____ (Travis & White, 2018, p. 290).		Travis and White (2018) point out _____ (p. 290).	If the volume has its own title, include the volume number and volume title after the main title in italics. ***Page numbers are optional in text when paraphrasing.***
Chapter in an edited book (each chapter by different authors) (*include DOIs or URLs as above under "Book single author"*)	Eldridge, J. (2020). Reliability, validity and trustworthiness. In C. Boswell & S. Cannon (Eds.), *Introduction to nursing research: Incorporating evidence-based practice* (5th ed., pp. 271-299). Jones & Bartlett Learning.	_____ (Eldridge, 2020, p. 71).	*or*	Eldridge (2020) discusses _____ (p. 71).	The author, and title of the *chapter* are listed first. The title of the book is listed after "In" and editors. (Note the order of the editors' initials and surnames, i.e.: initials are listed first). ***Page numbers are optional in text when paraphrasing.***

Course material / Lecture notes

Your tutor may directly provide sources for you to use (via class handouts or your online learning tool e.g. Moodle) such as journal articles or book chapters. Where possible, reference these materials as per their original source. You do not need to state that they were provided by your tutor. If the reading's original source is not identified, contact your tutor for clarification.

Note – **it is not ususally recommended to use general course content in your assessments**, unless your tutor has specifically instructed you to, e.g. a powerpoint they have created, or particular lecture notes. If so, use the format below:

Course content	Smith, J. (2020). *Mountain bike culture*. [PowerPoint slides]. Moodle. https://ecampus.nmit.ac.nz/moodle/ Papillon, R. A. (2019). [AAD415 2019: Lecture notes on butterfly simulation]. Moodle. https://ecampus.nmit.ac.nz/moodle/	_____ (Smith, 2020). _____ (Papillon, 2019).	*or*	Smith (2020) shows _____ Papillon (2019) provides _____	**See note above!** If from your classroom website or learning tool, state the name of the website or tool and include a link to the homepage.

Conference sessions and presentations

Conference session	Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). *Everybody's got a little music in them: Using music therapy to connect, engage and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html	_____ (Fistek et al., 2017).	*or*	Fistek et al. (2017) demonstrate _____	Include full date. Include type of session/presentation in square brackets after title. Location format = city, state abbreviation (if applicable) and country.
Paper presentation	Chang-Richards, Y., Wilkinson, S., Seville, E., & Brunsdon, D. (2015, July 15-17). *A systems approach to managing human resources in disaster recovery projects* [Paper presentation]. 5th Annual International Conference on Building Resilience, Newcastle, NSW, Australia.	_____ (Chang-Richards et al., 2015).	*or*	Chang-Richards et al., (2015) note that _____	As above

Dictionary or encyclopedia entry

Dictionary entry	Merriam-Webster. (n.d.). Culture. In *Merriam-Webster.com dictionary*. Retrieved September 9, 2019, from https://www.merriam-webster.com/dictionary/culture *(this example = corporate author)*	*Quote a dictionary definition as follows*: Culture refers to the "customary beliefs, social forms, and material traits of a racial, religious, or social group" (Merriam-Webster, n.d., Definition 1a).		Often an online reference work is continuously updated. Use "n.d." as the year of publication and include a retrieval date.
Encyclopedia entry	Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.). *The Stanford encyclopedia of philosophy* (Summer 2019 ed.). Stanford University. https://plato.stanford.edu/archives/sum2019/entries/behaviorism/ *(this example = individual author)*	_____ (Graham, 2019).	*or* _____, as defined by Graham (2019).	

Dissertations and theses					
Unpublished	Harris. L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virgina.	_____ (Harris, 2014, p. 35).	*or*	Harris (2014) reveals _____ (p. 35).	These are generally obtained directly from the college or university in print form. Type of dissertation is included in square brackets after the title. *Page numbers are optional in text when paraphrasing.*
Published in a database	Libby, M. E. (2015). *Negotiating language and literacy in a bilingual/bicultural context: Learning, teaching, and leading with ell students in a multilingual/multicultural New Zealand school* (Order No. 3721049) [Doctoral dissertation, University of Pennsylvania]. ProQuest.	_____ (Libby, 2015, p. 80).	*or*	According to Libby (2015) _____ (p. 80). *Page numbers are optional in text when paraphrasing*	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the **database order number** or **publication number** and the **database name,** but not a direct link.
Published online (not in a database)	Adams, S. (2017*). Nurse Practitioners in rural primary health care in New Zealand: An institutional ethnography* [Doctoral thesis, Massey University]. Massey University Theses and Dissertations. https://mro.massey.ac.nz/handle/10179/12816	_____ (Adams, 2017 p. 32).	*or*	Adams (2017) acknowledges _____ (p. 32). *Page numbers are optional in text when paraphrasing*	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the name of the archive where it is accessed, e.g. "Massey University Theses and Dissertations". Include the link if open access.

Legal material

Note, extensive examples are given for legal references in chapter 11 of the Publication Manual of the American Psychological Association (7th ed.), however these are essentially for American law. In general, substantial legal references are rarely required in NMIT courses. The manual advises that APA uses standard legal citation styles in most legal references. The examples below follow the format given in the New Zealand Law Style Guide. If these examples are not sufficient you may refer to the guide directly https://www.lawfoundation.org.nz/style-guide2019/index.html or refer to chapter 11 of the APA manual directly (copies are held in the library), or get in touch with us in the library if you cannot access a copy of the manual, or need support for a New Zealand context.

Acts of Parliament	Resource Management Act, No. 69. (1991). http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html	_____ (The Resource Management Act 1991).	*or*	According to The Resource Management Act 1991 _____	The title of the act is used in place of author.
Case Law	*R v Wang* [1990] 2 NZLR 529 (CA). *The date in NZ case law is generally in square brackets. There are some exceptions. Follow the format of the case you are using. Also include volume number of the report series, the source of the information e.g. NZLR (New Zealand Law Reports), Issue number of the report series and Court e.g. (CA) Court of Appeal.*	_____ (*R v Wang*, 1990).	*or*	_____, as occurred in *R v Wang* (1990).	Note the title of the case is in *italics* on both the reference list and the in-text citation.
Regulations	Alcohol Advisory Council Regulations. (1978) SR 1978/1. http://www.legislation.govt.nz/regulation/public/1978/0001/latest/DLM59366.html?search=ts_act%40bill%40regulation%40deemedreg_regulation_resel_25_a&p=1	_____ (Alcohol Advisory Council Regulations, 1978).	*or*	Alcohol Advisory Council Regulations (1978) say _____	

Reports and Grey Literature

Key elements for a reference list entry for a report

Author/s	(Date).	*Title of report.*	Source	
			Publisher.	**DOI or URL (if applicable)**
Surname + initials *or* Group/corporate author (name of group, business, organisation)	(Year). (Year, month). (Year, month day). *(provide a full date if stated, otherwise, just year)*	*In italics.* *(*This may include a report number in parentheses after title, e.g. (Report No. 123).	Publisher Name. Do not include if same as author.	https://doi.org/xxxx https://xxxxx

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	*or*	**Narrative** (author outside of parentheses, included as part of your written text)	
Annual report	The Warehouse Group. (2018). *Annual report 2018*. https://www.thewarehousegroup.co.nz/investor-centre/2018-annual-report U.S. Securities and Exchange Commission. (2017). *Agency financial report: Fiscal year 2017.* https://www.sec.gov.files.sec-2017-agency-financial-report.pdf	_____ (The Warehouse Group, 2018, p. 3). _____ (U.S. Securities and Exchange Commission, 2017, p. 4).	*or*	The Warehouse Group (2018) reports _____ (p. 3). U.S. Securities and Exchange Commission (2017) reveals that _____ (p. 4).	*Page numbers are optional in text when paraphrasing.*

Report by an organisation or government agency	Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). *Strengthening trans-Tasman economic relations.* https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf	_____ (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012, p. 11).	*or*	_____ as suggested by the Australian Government Productivity Commission & New Zealand Productivity Commission (2012, p. 11).	Exclude publisher if same as author.
	National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf	_____ (National Cancer Institute, 2018, p. 9).		The National Cancer Institute (2018) states that _____ (p. 9).	Include report number if there is one. Include all publishers (if different to author). *Page numbers are optional in text when paraphrasing.*
Report by individual author/s	Kotvojs, F., Sam, P. L., Lockley, A., & Trompf, M. (2018, October). *TCRRP and TCRP evaluation report*. New Zealand Ministry of Foreign Affairs and Trade, Australian Department of Foreign Affairs and Trade. https://www.mfat.govt.nz/assets/Aid-Prog-docs/Evaluations/2019/Evaluation-Report-Cyclone-recovery-Samoa/Evaluation-Report-Cyclone-recovery-Samoa.pdf	_____ (Kotvojs et al., 2018, p. 2).	*or*	Kotvojs et al. (2018) mention _____ (p. 2).	*Page numbers are optional in text when paraphrasing.*
Grey Literature	Reports are part of a type of literature often referred to as "grey literature". Other literature that may fall into this category includes: **Press releases, codes of ethics, grants, policy briefs, issue briefs etc.** It is not essential, but it can be helpful to include the type of grey literature in square brackets after the title, e.g. Nelson City Council. (2018, December 18). *Council offers support to Nelson Giants* [Press release]. http://www.nelson.govt.nz/council/news/recent-media-releases-and-news/council-offers-support-to-nelson-giants/				

Social media

Key elements for a reference list entry for types of social media

Author	(Date).	Title	Source	
			Social media site name.	**URL**
Twitter and Instagram: Author, A. A. [@username]. *or* Name of group [@username]. **Facebook and others**: Author, A. A. *or* Name of group. *or* Name of group [Username]. *or* Username.	(n.d.) *Or* (2019, August 8)	*Content of the post up to the first 20 words* [Description of audiovisuals].	Site Name.	https://xxxxx *or* Retrieved January 17, 2020, from https://xxxx *(include "Retrieved + date from" for works that are likely to change)*

Facebook, or other social media e.g. Tumblr, LinkedIn etc.	*Post:* News From Science. (2018, June 26). *These frogs walk instead of hop* [Video]. Facebook. https://www.facebook.com/ScienceNOW/videos/10155508587605108 *Note, the author in this case is a group name, "News From Science".* *Page:* Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). *Home* [Facebook page]. Facebook. Retrieved July 22, 2019, from https://www.facebook.com/nationalzoo	_____ (News From Science, 2018). _____ (Smithsonian's National Zoo and Conservation Biology Institute, n.d.).	*or*	News From Science (2018) says that _____ Smithsonian's National Zoo and Conservation Biology Institute (n.d.) discusses _____	Include type of audiovisual media, e.g. [Video]. Include the page title, e.g. "Home", "About" etc. in italics after date. Include "Facebook page", "Tumblr page" etc. in square brackets after title, as well as site name, e.g. "Facebook", "LinkedIn" etc.
Online forum post	National Aeronautics and Space Administration [nasa]. (2018, September 12). *I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!* [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/	_____ (National Aeronautics and Space Administration, 2018).	*or*	National Aeronautics and Space Administration, (2018) says that _____	Include username in square brackets after real name, if known. (Note, social media usernames are often lowercase, e.g. "nasa", or may include "@" as in the example below).
Tweet	Badlands National Park [@BadlandsNPS]. (2018, February 26). Biologist have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Twitter. *https://twitter.com/BadlandsNPS/status/968196500412133379*	_____ (Badlands National Park, 2018).	**or**	Badlands National Park (2018) implies _____	(See note re usernames in previous example above). In place of title, include up to the first 20 words of content.

Webpages/websites

Key elements for a reference list entry for a webpage or website

Author	(Date).	Title	Source	
			Website name.	**URL**
Surname + initials *or* Group/corporate author (name of group, business, organisation)	(Year). (Year, month). (Year, month day). (n.d.). *(Provide the most specific date possible, if it clearly relates to the particular content.)* *(Use "n.d." if there is no date or date of content unclear.)*	*Title in italics and sentence case.*	Site Name. *(Exclude this if it is the same as the author).*	https://xxxxx *or* Retrieved January 17, 2020, from https://xxxx *(include a retrieval date only for works that are likely to change.)*

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	*or*	**Narrative** (author outside of parentheses, included as part of your written text)	*When quoting directly from a webpage, provide a way to locate the info in text, e.g. a paragraph number, if easily identified, or a section, e.g. (para. 5). or (Our History section)*

Webpage with group author	Ministry of Business, Innovation & Employment. (2019, December 4). *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/	_____ (Ministry of Business, Innovation & Employment, 2019).	*or*	Ministry of Business, Innovation & Employment (2019) observes how _____

(Note: the table continues with the last column text for the first row:) Include the website name, only if this is different to the author (in this example, author and website name are the same. *See "individual author" example below*).

Webpage- abbreviated group author	World Health Organization. (2018, March). *Questions and answers on immunization and vaccine safety.* https://wwwwho.int/features/qa/84/en/	_____ (World Health Organization [WHO], 2018)…. (*first citation*)

_____ (WHO, 2018) (*subsequent citations*) | | The World Health Organization (WHO, 2018) explains _____ (*first citation*)

WHO (2018) says that _____ (*subsequent citations*) | If you refer to a group author more than once, you can include an abbreviation in the first citation, along with the full name, and then use the abbreviation alone in subsequent citations.

Refer to "Notes" above re. quoting directly. |
| **Webpage with individual author** | Lillie, C. M. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency.* Mayo Clinic. https://www.mayocinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193 | _____ (Lillie, 2016). | *or* | Lillie (2016), argues that _____ | Include the name of the website.

Refer to "Notes" above re. quoting directly. |
| **Webpage with no date** | Ministry of Business, Innovation & Employment. (n.d.). *Support for business.* https://www.mbie.govt.nz/business-and-employment/business/support-for-business/ | _____ (Ministry of Business, Innovation & Employment, n.d.). | *or* | Ministry of Business, Innovation & Employment (n.d.) shows that _____ | Use n.d. = "no date".

Only provide a date if the date clearly refers to the content on the webpage, e.g. "last updated 19 January, 2020". Dates included in footers at the bottom of a webpage generally refer to the website overall, not the particular page information. |

| Webpage with a retrieval date included | Statistics New Zealand. (2019, November 14). *Estimated population of NZ*. Retrieved January 17, 2020, from https://www.stats.govt.nz/indicators/population-of-nz | _____ (Statistics New Zealand, 2019). | *or* | According to Statistics New Zealand (2019) _____ | Include a retrieval date if the data is likely to change. *Refer to "Notes" above re. quoting directly.* |