

# APA Referencing

## A Guide for Ara Institute of Canterbury

## Students 2020

This guide is based on the 6<sup>th</sup> edition of the Publication Manual of the American Psychological Association (2010).

Note: Ara will officially adopt the 7<sup>th</sup> edition of APA Style in January 2021.

Use the [index](#) (p. 61) to quickly access the information required

Please email [learningservices@ara.ac.nz](mailto:learningservices@ara.ac.nz) with any feedback



## ***What is the best way to use this guide?***

Use the [Index](#) on page 61 to find the types of sources that you are referencing (e.g. book, webpage, or journal article).

Then go to the indicated pages to find explanations and examples on how to cite and reference your sources.

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## **How to use this guide:**

The front part of this guide contains general information about referencing, avoiding plagiarism and some general ‘rules’ about APA referencing style. The rest of the guide is presented in a table format, with four columns. These have information about the type of material (e.g. book, journal article or website), how the full reference for the item is formatted, and how the in-text citation is formatted. The notes column provides more detail about the reference. If you are not sure how to reference correctly, ask for help at the Library Service Desk, or online through “AskLive”. See also the online resources on MyAra.

## What is referencing?

Referencing, or citing, is acknowledging the sources of information that you have used in your assignment. These sources could include books, articles from journals and magazines, websites, and so on. Anything that you have read that you refer to in your academic writing must be:

- acknowledged in the text of your assignment (in-text citation)  
and
- included in your reference list.

APA referencing style has its own rules about order and formatting. For each type of source you have used, certain information needs to be provided in a certain order and the reference list needs to be formatted in a certain way.

## Why do you need to reference?

- It shows the information in your assignment comes from other sources (a good thing) and is not your own.
- You avoid **plagiarism**. Plagiarism is copying or using someone else's words or ideas and presenting them as if they were your own without clearly acknowledging the author(s).
- It shows that you have read widely for your assignment.
- It allows your tutor to find and check your sources.
- You almost always get marks for accurate referencing.

## When do you need to reference?

Reference all the sources of information that you have used in your assignment. There are two ways you can use this information:

- By **paraphrasing**: re-writing the ideas from the original source in your own words but without changing the meaning (see *Paraphrasing* hand-out). **Most of your assignment should be paraphrased as, if you do it well, it shows that you have understood the original source.**
- By **quoting**: copying exactly from the original source. When quoting you also need to put quotation marks (".....") at the start and end of the quote.

## How do you reference APA style?

There are two parts to APA referencing:

- In-text citation
- Reference list

### In-text citation

In-text citation tells the reader where you found the ideas or information you used in the body of your assignment. When you paraphrase or quote you must give brief details about the source of information.

When paraphrasing, you must provide the author(s) surname(s) and date of publication. When you **quote** it is essential that you give the author(s) surname(s), date of publication and the page number(s). Check with your tutor for all assessment requirements.

### Reference list

The reference list, titled References, should be on a separate page at the end of your assignment. The reference list contains the full details of all the sources you have used in your assignment. For example, if you used 10 different sources in your assignment, your reference list should also have 10 sources listed.

### Examples of citation in text when using a paraphrase

Children require clear boundaries combined with warm, caring parenting to develop in a healthy way (Brandon, 2017).

or

Brandon (2017) believed children require clear boundaries combined with warm, caring parenting to develop in a healthy way.

or

Writing an academic essay requires following a process with clear logical steps (Hopkins & Reid, 2018).

or

Hopkins and Reid (2018) suggest writing an academic essay requires following a process with clear logical steps.

**Note:** If page numbers are not provided, use paragraph numbers instead when quoting, and use the abbreviation ‘para’.

### Examples of citation in text using direct quotations

- Quotations must match the source word for word and must acknowledge the original author. Use quotations carefully in your assignments. They should be concise and no more than 10 percent of the word limit of your assignment. The quote needs to be relevant and integrated smoothly into your sentence.
- Quotations are either short (fewer than 40 words) or long (40 words or more).
- Use three spaced ellipsis points (... ) within a sentence to indicate if you have omitted material from the original source. Use four points to indicate any omission between two sentences. The meaning of the original text needs to be maintained.

### Short quotations

These appear within a normal paragraph, with the author’s words enclosed in double quotation marks:

Effective teams can be difficult to describe. “High performance along one domain does not translate to high performance along another” (Ervin, 2018, p. 470).

or

Effective teams can be difficult to describe. Ervin (2018) suggests “high performance along one domain does not translate to high performance along another” (p. 470).

## Long quotations

These are written as a freestanding block of text, without quotation marks. After introducing the quotation, start the quotation on a new line, indented about half an inch (1.25 cm) (about 5 spaces, or a tab space). If there are additional paragraphs within the quotation, indent them a further half inch. Double-space the entire quotation. At the end of the block quotation, cite the quoted source and the page or paragraph number in brackets after the final punctuation mark. After the quotation, continue the paragraph with the next sentence hard against the margin.

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)

Interesting research has been...

## What do I do if the material I am quoting has a mistake in it?

Direct quotations must be exactly as written. If there is any incorrect spelling, punctuation, or grammar in the source insert the word ***sic***, in italics and square brackets, immediately after the error in the quotation (see example below). This lets the reader know that the mistake is in the material you are quoting, and is not your mistake.

Nowak (2019) wrote that “people have an obligation to care for there [sic] pets” (p. 52).

## More information about citing sources

### How to cite a source more than once in the same paragraph:

The first citation needs the author and year. After the first citation, if the author's name is outside of the brackets the year does not need to be repeated. However, if you are putting the whole citation in round brackets you do still need to include the year (see the final citation in the following example). If you then use the same source in another paragraph, you must include the year again the first time you use it.

Critical thinking is described by Cottrell (2017) as the development of cognitive skills such as attention, categorisation, selection and judgement. Although personal and emotional factors can create barriers to thinking abilities, the skills to find solutions to a wide range of challenges can be learned (Wilson, 2017).

Cottrell encourages students to develop the skills to look beneath the surface of their subject and to engage in critical dialogue about significant theories and arguments. Well-developed critical thinking skills can lead to good decisions about study pathways, employment and making life choices (Cottrell, 2017).

### **How to cite in a paragraph that uses information from only one source:**

When paraphrasing information from a single source over several sentences, you need only cite the source twice. This avoids repetition and minimises the word count. The first citation includes the author and date. The final citation also requires the author and date. Between the first and final citations in the paragraph, any reference to the author does not require the date. If a direct quote is used, provide the author, date, and page or paragraph number.

College can be both very daunting and most rewarding. According to a survey by Betts (2018), over half of college students in the United States admitted to feeling scared or feared they cannot possibly graduate. The survey found that students were concerned about the risks involved in attending college, the high cost, and if they would gain employment after graduation. In particular, some of the students were concerned with their financial planning ability, as student loans cannot be discharged in a bankruptcy. Nonetheless, students should take advantage of their college's financial and career services departments because following a lifelong dream or creating better opportunities for the future are worth some risk and hard work (Betts, 2018).

### **How to cite works published in the same year, by the same author:**

For works published in the same year by the same author, add the suffixes **a**, **b**, **c** etc. to the date in both the in-text citation and reference list entries. The a, b, c order is by the alphabetical order of the titles in the reference list, NOT by the order they appear in your assignment. (Refer to [page 36](#) for more examples).

This is shown in a recent report about diabetes in New Zealand (Ministry of Health, 2019b).

The Ministry of Health (2019a) stated ...

Several studies (Johnson, 2019a; 2019b) suggested...

### **How to cite multiple authors who are stating the same fact or opinion:**

Cite all the works in the order they appear in the reference list (i.e., in alphabetical order by first author's name):

Several studies (Ling, 2019; Patel & Tracey, 2018; Smith & Rogers, 2018) have shown that New Zealand men prefer loud music while driving.

### **What is a secondary citation?**

A secondary citation cites information or words that an author has taken from a work that you have not read. Cite the authors of both sources in the text of your assignment. For example, if you are reading an article by Lyon, Scialfa, Cordazzo and Bubric (2014), and they refer to the research or ideas of Rabbitt (1982), then you

need to cite *both* Lyon et al. (2014), and Rabbitt in the text of your assignment. However, you do not need to include the publication year of Rabbitt. For instance:

Rabbitt (as cited in Lyon, Scialfa, Cordazzo, & Bubric, 2014) explained that . . .

or

. . . (Rabbitt, as cited in Lyon, Scialfa, Cordazzo, & Bubric, 2014).

The reference list would provide details for Lyon et al. (2014), but *not* for Rabbitt. This is intended for the reader to find the source that you used. For example:

Lyon, J., Scialfa, C., Cordazzo, S. T. D., & Bubric, K. (2014). Contextual cuing: The effects of stimulus variation, intentionality, and aging. *Canadian Journal of Experimental Psychology*, 68(2), 111-121. <https://doi.org/10.1037/cep0000007>

### **How to cite personal communications (e.g. email, interviews, and guest speakers):**

Personal communications include letters, memos, some electronic communications (e.g. e-mail, text messages, instant messaging, private or friends-only Facebook or Twitter messages), visiting speakers in class, telephone conversations, and personal interviews.

- Personal communications are not “recoverable data” (that is, they cannot be found by anyone following up the sources you used), so they are **not** included in the reference list.
- Cite personal communications in the text of your essay, as in the examples below.
- Give the initials and the surname of the communicator and provide as exact a date as possible.
- Although it is not an APA rule, it may be useful for your reader if you state the role of the person you are citing, and/or the context of your communication.

The General Manager of Advanced Technologies, J. Jackson (personal communication, March 8, 2019), believed that ...

This was verified in an e-mail from the registered nurse (B. Thompson, personal communication, May 11, 2019).

## **Appendices**

- Appendices give your reader additional detailed information that would be distracting to read in the main body of the assignment. Common kinds of appendices include large tables, lists of words, or a sample of a questionnaire.

- Appendices are commonly used in reports. Essays do not usually have an appendix.
- Put appendices after the reference list and continue the page numbering of the entire assignment.
- Each appendix begins on a new page.
- If you have more than one appendix, label them at the top of the page: **Appendix A, Appendix B, Appendix C**, etc. in the order mentioned in the assignment.
- Refer to appendices by writing in brackets; e.g. (see Appendix A).
- The heading for Appendix needs to be centred; the rest of the text is aligned left.
- It is recommended that one item only (e.g. Table) is included in each Appendix
- If you attach a full source (i.e. a brochure, pamphlet, fact sheet, etc.) as an appendix, you typically need not include this in the reference list nor provide an in-text citation unless your tutor advises you to do so (see above bullet point).

### **Notes about PDF and HTML (text-only) format:**

Many databases offer both PDF and HTML (text-only) versions of articles and other documents.

**The PDF format is a photographic reproduction of the original printed document**, and so the pages of the PDF file are exactly as they appeared in the printed publication. Try to access a PDF of the document, as it will be an exact copy of the original with the page numbers on it. However, if no PDF is available, use the HTML text-only version.

**The HTML format is when the document has been reproduced in a different format from the original** and the database provides the *text* of the original document. Additional information may be included (such as web links), and the document's format depends on which database you have used to retrieve it.

**Page range:** If the full page range of the document is provided, give that in your reference entry. However, often the HTML version gives only the starting page of the original document and the number of pages. Therefore, in your reference entry state just the number of that first page, and a dash, and add the number of pages in round brackets, e.g. 166- (7 pages).

The page numbers on your printout of an HTML document are *not* the actual page numbers of the original; therefore do not use these in your reference entry. Write down the referencing information needed as you do your original search, because a printout of the PDF version may not contain all the details.

If you do not know whether you have a PDF format or an HTML format article, ask a librarian.

## **How to write numbers, titles and abbreviations in your assignment**

### **Numbers**

#### **Use numerals to state:**

- numbers 10 and above e.g.: 25 years old, and the 12 respondents.
- numbers that are just before a unit of measurement e.g.: a 5-mg dose, is 15 cm wide, and 9 kg of gold.
- numbers representing mathematical or statistical functions e.g.: multiplied by 6, 3 times as many, and more than 5% of the sample.
- numbers representing time, dates, ages, exact sums of money and points on a scale e.g.: at 12:30 a.m., 1 hr 34 min, 2010, 1990s, 2-year-olds, \$8.05, and scored 4 on a 7-point scale.

*Exception:* use words for *approximate* numbers of days, months and years e.g. about fifteen months ago.

#### **Use words to express:**

- numbers below 10. (This is a general rule, but note the above exceptions)
- any number that begins a sentence or heading e.g. Twelve students improved but 11 did not improve.
- common fractions e.g. one fifth of the class, and two-thirds majority.
- universally accepted usage e.g. the Twelve Apostles, and the Five Pillars of Islam.

### **Titles**

#### **Books, periodicals, films and albums**

Italicise the title, and use a capital letter for all the key words:

In the book, <i>History of Pathology</i> . . .
--

## **Article or chapter in a book or periodical, pamphlets, conference papers, songs**

Use double quotation marks to mention the title of an article or chapter in a book or periodical. Use a capital letter for all the key words:

Manpreet and Jasjeet's (2017) article, "Data Encryption Using Different Techniques: A Review," points out that . . .

## **Abbreviations**

In general, use an abbreviation only if:

- It is common (e.g., kg) and if the reader is more familiar with the abbreviation than with its complete form OR
- It reduces your assignment word count substantially and it avoids cumbersome repetition.

If the abbreviation is likely to be unfamiliar to your reader, write out completely the term to be abbreviated on its first mention, and include the abbreviation in parentheses, for example, short-term memory (STM). Subsequently use only the abbreviation.

## How to present the Reference List

List **only** sources that you cited in the text. Do not include personal communication in a reference list; they should be cited in the text only (See [p. 8](#)).

**Create a new Word document and format the reference list page before listing your sources (follow instructions 1 to 4 below). When your reference list is finalised, copy and paste it onto a separate page at the end of your assignment.**

1. The title of the reference list is References. The title uses font type **Times New Roman size 12**, the same font type and font size as the text of the reference list. Centre the title on the page. Do not bold or underline the title.
2. Set the left margin to the normal or default margin (i.e. not 4 cm).
3. Do NOT align the right margin because single spacing between words must be maintained.
4. Use a hanging indent format; that is, the first line of each entry is at the normal left margin, and subsequent lines are indented. To create a hanging indent (Word 2010), on the Home tab, click the paragraph arrow to display the paragraph dialogue box. In the Special box, choose Hanging. Click OK. On the Home tab, click Line Spacing. Choose 2.0. Click Line Spacing again to choose Remove space after paragraph
5. The entire reference list is double spaced.
6. List entries alphabetically by first author's surname (but see note 7 below).
7. Invert all authors' names (i.e. family name and then initials).
8. If there is no personal author or editor, alphabetise using the first letter of the group or organisational author or the first significant word in the title.
9. When there are six or seven authors list all the authors' names, using '&' before the last name.
10. When there are eight or more authors, include the first six authors' names, then insert three spaced ellipsis points ( . . . ), and add the last author's name.
11. References by the same author should be listed chronologically, with the earliest date first (e.g. Smith, J. (2016). . . comes before Smith, J. (2019). . . ).
12. References by the same author, with the same publication date are arranged alphabetically by title (excluding A, An or The). See [p. 7](#) for details.
13. Use *italics* to show publication titles (e.g. the title of the book or the journal).
14. Capitalise the first letter only of the first word of titles or subtitles of books and articles e.g. *People in organisations: An introduction to organizational behaviour*.
15. Capitalise the first letter of each significant word in journal titles e.g. *Journal of Nursing Education*.
16. When information is missing, use these abbreviations: n.d. for "no date", N.p. for "no place of publication", and n.p. for "no publisher."
17. When writing a reference entry list for websites, blog-sites, and social media etc., include the following: author, date, title, and a description of the format in square brackets e.g. [Web log post] and then the source (URL).
18. When writing a URL (web address), ensure it is correct by copying it directly from the address window of your browser, and pasting it into your reference list.
19. Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before any punctuation. **Do not add a full stop after the URL.** Right click on your mouse to remove the hyperlink's underline.

## **EXAMPLE OF AN APA REFERENCE LIST (This list illustrates a wide range of sources.)**

### References

- Agnew, R. (2015). Reflections on the new Scottish innovative child protection system. *Aotearoa New Zealand Social Work*, 27(3), 4-13. Retrieved from Australia/New Zealand Reference Centre database.
- Bote, J. (2019, December 3). Whale found dead with 100kg of trash in its stomach. *USA Today*. Retrieved from [https://www.stuff.co.nz/](https://www.stuff.co.nz)
- Chakravartty, A. (2017, June 12). Scientific realism. In *The Stanford encyclopedia of philosophy*. Retrieved from <https://plato.stanford.edu/entries/scientific-realism/>
- Future Christchurch. (2016). *Margaret Mahy Family Playground – Now open!* Retrieved January 24, 2020, from <http://www.futurechristchurch.co.nz/centralcity/Margaret-mahy-family-playground>
- Harmful Digital Communications Act 2015, No. 63. Retrieved from [http://www.legislation.govt.nz/](http://www.legislation.govt.nz)
- Health Consumer Advisory Service. (2020, January 15). *Health Consumer Advisory Service*. Retrieved January 20, 2020, from Health Navigator New Zealand website: <https://www.healthnavigator.org.nz/healthy-living/h/health-consumer-advisory-service/>
- Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M. (2017). *Outdoor leadership: Theory and practice* (2nd ed.). Champaign, IL: Human Kinetics.
- Mayo Clinic. (2020, January 8). *Mayo Clinic minute: How 3D printing helps lung surgery* [Video file]. Retrieved from <https://www.youtube.com/watch?v=zH5NswR1xVw>
- Warren, K. (2002). Preparing the next generation: Social justice in outdoor leadership education and training. *Journal of Experiential Education*, 25(1), 231-238.
- White, J., & Hughes, F. (2017). The healthcare delivery system. In J. Crisp, C. Taylor, C. Douglas, G. Rebeiro, A. G. Perry, & P. A. Potter (Eds.). *Potter and Perry's fundamentals of nursing* (4<sup>th</sup> ed., pp. 19-38). Chatswood, New South Wales, Australia: Elsevier Australia.

## Rules for and examples of citations and reference list entries

### Books (including Booklets, Brochures, Pamphlets and Fact Sheets)

Item	Full reference (in reference list)	In-text citation	Notes
Printed Books	<p>Surname(s), initial(s) of author(s) of book. (Year of publication). <i>Title of book – italicised</i> (edition - not necessary for first edition). City and state, or city and country of publication (see place of publication rules on page <a href="#">18</a>). Name of publisher.</p> <p>Note: When information is missing, use these abbreviations: n.d. for “no date” N.p. for “no place of publication” n.p. for “no publisher”.</p>	<p>Author surname(s) (year of publication) __ <b>or</b> Author surname(s) (year of publication) __ (page number[s] if quoting). <b>or</b> __ (author surname[s], year, page number[s] if quoting).</p>	<p>Write the authors’ names in the order they are written on the book’s title page. In the citation: <b>If paraphrasing, provide only the author-date information</b> (see Bishop example below). If quoting, place the page number at the end of the quote (see Tate and Knapp example below). Use pp. for more than one page (e.g. pp. 56-58). If you are referring to an entire chapter, write “Chapter __” in your citation, e.g. Chapter 3.</p>
One author	Bishop, C. (2019). <i>Women mean business: Colonial businesswomen in New Zealand</i> . Dunedin, New Zealand: Otago University Press.	<p>Bishop (2019) first claimed that __ <b>or</b> __ (Bishop, 2019).</p>	<p><b>In-text citation:</b> cite the author’s surname and year of publication in the text of your assignment.</p>
Two authors	Tate, J., & Knapp, A. (2019). <i>Blockchain 2035: The digital DNA of internet 3.0</i> . N.p.: BlueShed.	<p>Tate and Knapp (2019, p. 67) stated that “__ to achieve consistency”. <b>or</b> “__ to achieve consistency” (Tate &amp; Knapp, 2019, p. 67).</p>	<p>When a work has two authors, <i>cite both names every time</i> the reference occurs in text.</p> <p>When you are using the authors’ names in brackets, use an ampersand (&amp;) instead of “and”.</p>

<b>Three to five authors</b>	Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M. (2017). <i>Outdoor leadership: Theory and practice</i> (2nd ed.). Champaign, IL: Human Kinetics.	First citation: ____ (Martin, Bruenig, Wagstaff, & Goldenberg, 2017). Subsequent citations: ____ (Martin et al., 2017).	Write out all three to five authors' names the first time you cite the reference. In any further references, write only the first author's name, followed by et al. (et al. means 'and others').
<b>Six or seven authors</b>	Schermerhorn, J. R., Davidson, P., Poole, D., Woods, P., Simon, A., & McBarron, E. (2014). <i>Management foundations and applications</i> (2nd Asia Pacific ed.). Milton, Queensland, Australia: John Wiley and Sons.	First and subsequent citations: Schermerhorn et al. (2014) propose that ____	<b>In-text citation:</b> Write only the first author's name, followed by et al. <b>Reference list:</b> When there are six or seven authors, list all the authors' names, using '&' before the last name.
<b>Eight or more authors</b>	Watson, S., Gunasekara, G., Gedye, M., Joseph, R., Sims, A., van Roy, Y., . . . Brown, L. (2009). <i>Law of business organisations</i> (5th ed.). Auckland, New Zealand: Palatine Press.	____ (Watson et al., 2009).	<b>In-text citation:</b> Write only the first author's name, followed by et al. <b>Reference list:</b> When there are eight or more authors, include the <u>first six</u> authors' names, then insert three spaced ellipsis points ( . . . ), and add the last author's name.
<b>An edited book (editor, no author)</b>	Emerson, L. (Ed.). (2005). <i>Writing guidelines for social science students</i> (2 <sup>nd</sup> ed.). Southbank, Victoria, Australia: Thomson Dunmore Press.	____ (Emerson, 2005).	Reference an entire edited collection like a traditional book, with the editor's name in the author position, followed by (Ed.), or (Eds.) if more than one editor.
<b>Chapter or article in a multi-author book (each chapter written by different authors)</b>	<p>Surname(s) of author(s) of chapter, initial(s). (Publication year). Title of chapter: Subtitle of chapter. In Editor(s) of book (Eds.), <i>Title of book: Subtitle - italicised</i> (Edition [if not 1st ed.], page range of chapter). Place of publication: Publisher.</p> <p>White, J., &amp; Hughes, F. (2017). The healthcare delivery system. In J. Crisp, C. Taylor, C. Douglas, G. Rebeiro, A. G. Perry, &amp; P. A. Potter (Eds.), <i>Potter and Perry's fundamentals of nursing</i> (4<sup>th</sup> ed., pp. 19-38). Chatswood, New South Wales, Australia: Elsevier.</p>	____ (White & Hughes, 2017).	<b>Reference list:</b> Give the initials of the editor(s) first, and then surname, followed by the abbreviation (Ed.), or (Eds.) if there is more than one editor.

<b>No author, no editor</b>	<p><i>Title of book.</i> (Year of publication). Place of Publication: Name of Publisher.</p> <p><i>Management of type 2 diabetes.</i> (2003). Wellington, New Zealand: New Zealand Guidelines Group.</p>	<p>(First few words of the title, with key words capitalised and in italics, year).</p> <p>____ (<i>Management of Type 2 Diabetes</i>, 2003).</p>	<p>When there is no author or editor, place the title in the author position.</p> <p><b>In-text citation:</b> Use double quotation marks around the title of a chapter and italicise the title of a book (see <a href="#">p.10</a> of this guide).</p>
<b>Organisation as author (e.g. a government agency or professional association)</b>	<p>Ministry of Health. (2003). <i>HIV/AIDS action plan: Sexual and reproduction health strategy</i>. Wellington, New Zealand: Author.</p>	<p>First citation: ____ (Ministry of Health [MOH], 2003).</p> <p>All subsequent citations: ____ (MOH, 2003).</p>	<p><b>In-text citation:</b> Write the organisation's name in full in the first citation followed by an abbreviation in square brackets. Use only the abbreviation in the second and subsequent citations.</p> <p><b>Reference list:</b> Use the <b>full name</b> of the organisation.</p> <p>When the book has been published by the organisation that wrote it, use the word Author as the name of the publisher.</p>
<b>Leaflets, booklets, brochures, pamphlets, and fact sheets</b>	<p>Ministry of Health. (2015, February). <i>Radiofrequency fields</i> [Leaflet]. Wellington, New Zealand: Author.</p>	<p>____ (Ministry of Health [MOH], 2015).</p>	<p>Printed leaflets, booklets, pamphlets, brochures and fact sheets are referenced in the same way as books. A description of the document is included in square brackets to help the reader identify and retrieve it.</p>
<b>Leaflets, booklets, brochures, pamphlets, and fact sheets, no author</b>	<p><i>Lyme disease and related disorders</i> [Brochure]. (n.d.). Groton, NY: Pfizer Company.</p>	<p>____ (<i>Lyme Disease</i>, n.d.).</p>	<p>If there is no author, place the title in italics in the author position.</p> <p><b>In-text citation:</b> Give the first few words of the title, with key words capitalised and in italics, year and page (if quoting).</p>

DSM-5	<p>Author. (Year of publication). <i>Title of book – italicised.</i> (edition - not necessary for first edition). Author.</p> <p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5<sup>th</sup> ed.). Washington, DC: Author.</p>	<p>(Edition, revision; <i>Title of manual</i>; Author, date).</p> <p>The <i>Diagnostic and Statistical Manual of Mental Disorders</i> stated____ (5<sup>th</sup> ed.; <i>DSM-5</i>; American Psychiatric Association, 2013).</p> <p>The <i>DSM-5</i> (2013) categorises mental health disorders____</p>	<p><b>In-text citation:</b> Cite the title of the manual in full the first time in the text. Thereafter, refer to the manual (in italics) as follows: The <i>DSM-5</i> (2013) ____</p> <p><b>Reference list:</b> If you used the online edition of the <i>DSM</i>, give the DOI in the reference in the publisher position. Individual chapters and other book parts are also assigned DOIs. (For more information on DOIs, see <a href="#">p.19</a> of this guide.)</p>
The Bible /Qur'an (Koran)		<p>The Bible specifies certain virtues: “And now these three remain: faith, hope and love. But the greatest of these is love” (1 Cor. 13:1 New International Version).</p> <p>The Qur'an 41:34 provides advice: “Repel evil with what is better: then he between whom and you there was enmity, will become as though he was a close friend.”</p>	<p>Reference list entries are not required for major classical works (e.g. The Bible); simply identify the version you used in the first citation in the text.</p> <p>State the part of the classical work you used (e.g. book, chapter, verse, line, canto), instead of page numbers, when referring to specific parts of your source.</p>

## Place of Publication Rules

**Place of publication:** Use the first city listed with the publisher if more than one is given, and the most recent publication date.

**For books published outside the USA,** give city (and state or province if applicable) and country of the publisher (state and country not abbreviated, e.g. Wellington, New Zealand: ... or Sydney, New South Wales, Australia: ...).

**For books published within the USA,** give city (e.g. Lincolnwood) and the state abbreviation (e.g. IL for Illinois) of the publisher. The reference entry for this would be: Lincolnwood, IL: ...

See the following for the accepted abbreviations for USA states and territories. (If you do not know the name of the state, Google the name of the city.)

### Abbreviations for USA States and Territories

State	Abbreviation	State	Abbreviation	State	Abbreviation	State	Abbreviation
Alabama	AL	Guam	GU	Mississippi	MS	Pennsylvania	PA
Alaska	AK	Hawaii	HI	Montana	MT	South Carolina	SC
American Samoa	AS	Idaho	ID	Nebraska	NE	South Dakota	SD
Arizona	AZ	Illinois	IL	Nevada	NV	Tennessee	TN
Arkansas	AR	Indiana	IN	New Hampshire	NH	Texas	TX
California	CA	Iowa	IA	New Jersey	NJ	Utah	UT
Canal Zone	CZ	Kansas	KS	New Mexico	NM	Vermont	VT
Colorado	CO	Kentucky	KY	New York	NY	Virginia	VA
Connecticut	CT	Louisiana	LA	North Carolina	NC	Virgin Islands	VI
Delaware	DE	Maine	ME	North Dakota	ND	Washington	WA
District of Columbia	DC	Maryland	MD	Ohio	OH	West Virginia	WV
Columbia		Massachusetts	MA	Oklahoma	OK	Wisconsin	WI
Florida	FL	Michigan	MI	Oregon	OR	Wyoming	WY
Georgia	GA	Minnesota	MN	Puerto Rico	PR		
		Missouri	MO	Rhode Island	RI		

## Digital Object Identifiers (DOIs)

The DOI is a unique set of numbers given to a particular digital source of information to identify its content and provide a consistent link to its location on the internet. The location of a digital object may change over time, but its DOI will not change. Most library databases provide DOIs. Check your information source carefully for a DOI. To ensure accuracy, copy and paste the DOI when possible.

The DOI takes the place of the database name. The following digital sources may have DOIs:

### **Electronic book**

Yule, G. (2010). *The study of language* (4th ed.). doi: 10.1017/CBO9780511757754

### **Electronic book chapter**

Jordan, K. (2004). Gender role. In S. Loue & M. Sajatovic (Eds.), *Encyclopedia of women's health* (pp. 276-278).  
doi: 10.1007/978-0-306-48113-0\_174

### **Journal Article in Electronic Format**

Korunsky, B. (2010). The errors were the result of errors: Promoting good writing by bad examples. *Physics Teacher*, 48(1), 10-11.  
doi: 10.1119/1.3274349

### **Electronic Books (e-books)**

<b>Electronic book from Ara Library subscription e-book provider (no DOI)</b>	Surname(s), initial(s) of author(s) of book. (Year of publication). <i>Title of book – italicised</i> . (Edition - not necessary for first edition). Retrieved from _____.	____ (Ask, 2016).	Name the library subscribed e-book provider (in this case Safari Books Online).
	Ask, T. (2016). <i>Engineering for industrial designers and inventors</i> . Retrieved from Safari Books Online.		

<b>Electronic book from open-access website</b>	<p>Christian, B., &amp; Griffiths, T. (2016). <i>Algorithms to live by: The computer science of human decisions</i>. Retrieved from <a href="http://a.co/7qGBZAk">http://a.co/7qGBZAk</a></p> <p>Zavattaro, S. M., &amp; Orr, S. K. (2017, February 3). <i>Reflections on academic lives: Identities, struggles, and triumphs in graduate school and beyond</i>. Retrieved from <a href="https://books.google.co.nz/books/about/Reflections_on_Academic_Lives.html?id=b8NCDgAAQBAJ&amp;redir_es_c=y">https://books.google.co.nz/books/about/Reflections_on_Academic_Lives.html?id=b8NCDgAAQBAJ&amp;redir_es_c=y</a></p>	<p>____ (Christian &amp; Griffiths, 2016).</p> <p>Zavattaro and Orr (2017) concurred that ____ ____ (Zavattaro &amp; Orr, 2017).</p>	
<b>Chapter or article in a multi-author electronic book without a DOI (each chapter written by different authors)</b>	<p>Surname(s), initial(s) of author(s) of chapter. (Year of publication). Title of chapter: Subtitle of chapter. In Editor(s) of book (Eds.), <i>Title of book: Subtitle of book - italicised</i> (Edition [if not 1st ed.], page range of chapter, if any). Retrieved from ____.</p> <p>Ganasegerana, K., &amp; Abdulrahman, S. A. (2019, May). Adopting m-health in clinical practice: A boon or a bane? In V. E. Balas &amp; H. D. Jude (Eds.), <i>Telemedicine technologies: Big data, deep learning, robotics, mobile and remote applications for global healthcare</i>. Retrieved from ScienceDirect database.</p>	<p>(Author[s] surname[s] of chapter, year of book publication).</p> <p>____ (Ganasegerana &amp; Abdulrahman, 2019).</p>	<p>Give the initial(s) of the editor(s) first, and then surname(s), followed by the abbreviation (Ed.) for a single editor, or (Eds.) if more than one editor.</p> <p><b>DOI:</b> When DOIs are assigned, use them in place of the database name (see <a href="#">p. 19</a> of this guide).</p>

<b>Booklets, leaflets, brochures, pamphlets, fact sheets and datasheets in electronic format</b>	<p>Ministry of Health. (2017, June). <i>Young Māori women who smoke: A journey of discovery through data</i> [Datasheet]. Retrieved from <a href="https://www.health.govt.nz/system/files/documents/pages/mws-analytics-single-page-summary-june2017.pdf">https://www.health.govt.nz/system/files/documents/pages/mws-analytics-single-page-summary-june2017.pdf</a></p> <p>Ministry of Health. (2015, February). <i>Radiofrequency fields</i> [Leaflet]. Retrieved from Health Promotion Agency website: <a href="https://www.healthed.govt.nz/system/files/resource-files/HE1103-Radiofrequency%20fields-WEB.pdf">https://www.healthed.govt.nz/system/files/resource-files/HE1103-Radiofrequency%20fields-WEB.pdf</a></p>	<p>____ (Ministry of Health, 2017).</p> <p>____ (Ministry of Health, 2015).</p>	<p>Provide the URL for booklets, brochures, pamphlets, fact sheets, and datasheets that are accessed electronically,</p> <p>Name the website in the retrieval statement, if it is different from the author.</p>
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## Reference materials (Encyclopaedias, Dictionaries, Handbooks and Manuals)

Reference materials include sources you consult, such as dictionaries and encyclopaedias, for specific information on words or topics, or an overview of a subject. Check before you write your reference whether the reference material you used was from a **printed source** (book version) or **electronic source** (through a library database or the internet). This will affect how you write the full reference in the reference list.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Reference materials in print format</b>	Surname(s), initial(s) of author(s) of entry. (Year of the reference material). Subject heading – the heading the material appears under, exactly as it appears in the source. [In] Editor(s), <i>Title of the reference material – italicised</i> (Edition number if applicable, Volume number if applicable, page(s) of article). Place of publication: Publisher.	(Author[s] surname[s], year of the reference material).	
	Litman, D. J. (2018). Artificial intelligence. In P. A. Kobasa (Ed.-in-Chief), <i>The world book encyclopedia</i> (Vol. 1, p. 760). Chicago, IL: World Book Inc.  Dugas, D. P., & Lara, D. M. (2018). New Mexico. In P. A. Kobasa (Ed.-in-Chief), <i>The world book encyclopedia</i> (Vol. 14, pp. 256-276). Chicago, IL: World Book Inc.	Litman (2018) noted that _____  ____ (Litman, 2018).  Dugas and Lara (2018) discussed _____  ____ (Dugas & Lara, 2018).	For the editors' names, write the initial first, and then surname, followed by the abbreviation (Ed.), or (Eds.) if more than one editor.

No author (in print format)	<p>Muscles of ventilation. (2010). In P. Harris, S. Nagy, &amp; N. Vardaxis (Eds.-in-Chief), <i>Mosby's dictionary of medicine, nursing &amp; health professions</i> (2<sup>nd</sup> Australian &amp; New Zealand ed., p. 1138). Chatswood, New South Wales, Australia: Elsevier Australia.</p>	<p>"Muscles of Ventilation" (2010) provided ____ or ____ ("Muscles of Ventilation," 2010).</p>	<p><b>In-text citation:</b> Use the first few words of the subject heading, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry. <b>Reference list:</b> If there is no author (such as a dictionary entry), begin with the subject heading followed by the publication year. The rest of the reference follows the normal pattern.</p>
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## Reference Materials in Electronic Format

- When writing reference entries for electronic reference materials, include the same elements, in the same order, as you would for a reference to printed reference materials, and add as much electronic retrieval information as needed for others to locate the sources you cited (such as the name of the database used, or the home or menu page URL of the reference work. If you include the database name in the reference, do not include the database URL).
- No retrieval date is necessary, as the content of most reference works is not likely to be changed or updated (if a revised edition of the reference material is published, it will have a different publication date).
- It is best to access the PDF version of an article, because it contains the page number(s) essential for your citation. Some databases (such as Gale Virtual Reference Library) provide both PDF and HTML full text versions of encyclopaedia and dictionary articles. Please see [p. 9](#), which explains the PDF vs HTML (text-only) format of articles retrieved from databases, especially in relation to the page numbers of articles.
- If the source does not provide page numbers, provide the paragraph number of the information you have **quoted**. For longer online documents with section headings, cite the heading and the number of the paragraph following it.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Reference materials in electronic format</b>	Author(s) of entry – surname, initials. (Year of the reference material). Title of entry – the subject heading the material appears under, exactly as it appears in the source. [In] Editor(s) if any, <i>Title of the reference material</i> – italicised. Retrieved from _____.	Author(s) surname(s) (Year of the reference material) _____ or _____(Author[s] surname[s], year).	Many dictionary and encyclopaedia websites do not have information on their editors. Therefore just provide the dictionary or encyclopaedia name.
<b>Single and multiple authors (in electronic format)</b>	Chakravarty, A. (2017, June 12). Scientific realism. In <i>The Stanford encyclopedia of philosophy</i> . Retrieved from <a href="https://plato.stanford.edu/entries/scientific-realism/">https://plato.stanford.edu/entries/scientific-realism/</a>	Chakravarty (2017) _____ or _____(Chakravarty, 2017).	
	Shen, F. H., Keller, T. C., & Samartzis, D. (2019, November 29). Arthritis. In <i>Encyclopedia Britannica online</i> . Retrieved from <a href="https://www.britannica.com/science/arthritis">https://www.britannica.com/science/arthritis</a>	Shen, Keller and Samartzis (2019) _____ Subsequent citations: _____(Shen et al., 2019).	Write out all three authors' names the first time you cite the reference. In any further references, write only the first author's name, followed by et al. (et al. means 'and others').

Organisational author (in electronic format)	<p>Joanna Briggs Institute. (2015). <i>Patient: Discharge from hospital</i> [Recommended practice information]. Retrieved from Joanna Briggs Institute database.</p>		<p>Joanna Briggs Institute (2015) stated ____ <b>Or</b> _____ Joanna Briggs Institute (2015).</p>
No author (in electronic format)	<p>Aquapheresis. (2019, June 14). In <i>Lippincott Procedures</i>. Retrieved from Lippincott Procedures database.</p>		<p>“Aquapheresis” (2019) _____</p>
Article from Cochrane Database of Systematic Review	<p>Tautology. (n.d.). In <i>Merriam-Webster’s online dictionary</i>. Retrieved from <a href="https://www.merriam-webster.com/dictionary/tautology?src=search-dict-box">https://www.merriam-webster.com/dictionary/tautology?src=search-dict-box</a></p> <p>Mehrholz, J., Pohl, M., Platz, T., Kugler, J., &amp; Elsner, B. (2018). Electromechanical and robot-assisted arm training for improving activities of daily living, arm function, and arm muscle strength after stroke. In <i>Cochrane Database of Systematic Reviews</i>. doi: 10.1002/14651858.CD006876.pub5</p>		<p>Mehrholz, Pohl, Platz, Kugler, and Elsner (2018) asserted that _____ Subsequent citations: _____ (Mehrholz et al., 2018).</p> <p>For the first citation, use all five authors' family names. In further citations, use only the first author's name, followed by et al. (which means “and others”). See <a href="#">p. 15</a> for more information.</p>
Wikipedia	<p>See “Wikis (including Wikipedia)” on <a href="#">p. 48</a> of this guide for how to reference an article from Wikipedia. <u>Check with your tutor</u> whether Wikipedia is an acceptable source for your assignment.</p>		

## Journals, Magazines, Newspapers and Newsletters (Periodicals)

### Journal Articles

**Journals** are scholarly or professional publications. Their articles are written by academic specialists and carefully reviewed. **Magazines**, by contrast, are commercial publications that present ideas and information for general readers who are non-specialists.

Check before you write your reference whether the article you used was from a **printed source** (which you probably photocopied) or **electronic source** (that you found through the internet or a library database). This will dictate how you write the full reference in the reference list.

Avoid citing just the abstract of an article, as that is only a summary of the article. You need to use the full article to inform your assignment.

### Journal Articles in Electronic Format

Include the same elements, in the same order, as for a reference to articles in printed journals and add one of the following three options of electronic retrieval information (in order of preference) so that others can locate the online journal you used:

1. The DOI (Digital Object Identifier)\*, or
2. The name of the academic research database used, or
3. The URL that will lead your reader to the online article. See the examples below. It is no longer necessary to provide a retrieval date, as the content of the journal article is not likely to be changed or updated. (If a revised edition of the article is published, it will have a different publication date.)

\* See [p. 19](#) of this guide for more information on DOIs.

Item	Full reference (in reference list)	In-text citation	Notes
Journal article with a DOI.	Surname(s), initial(s) of author(s) of article. (Year of journal). Title of article: Subtitle of article if there is one. <i>Title of Journal - in italics, with a capital letter for all key words of the</i>	Author(s) surname(s) (year of journal) ____	<b>Reference list:</b> Much of this information can be found on the first page of the journal article.

<b>Journal article with a DOI.</b>	<i>journal title, volume number in italics</i> (issue number – not in italics, and in round brackets, no space before opening bracket), page range of article. doi: xxxxxxxxxxx	Author(s) surname(s) (year of journal) ____  <b>Or</b> ____ (author[s] surname[s], year).	If not, try the database or internet page that links to the journal article.  If the article has a DOI, provide it at the end of your reference entry.
<b>Journal article with a DOI, with multiple authors</b>	Cooke, P. J., Melchert, T. P., & Connor, K. (2016). Measuring well-being. <i>The Counseling Psychologist</i> , 44(5), 730-757. doi: 10.1177/0011100016633507  De Vries, R., Nieuwenhuijze, M., Buitendijk, S. E., & Midwifery Science Work Group. (2013). What does it take to have a strong and independent profession of midwifery? Lessons from the Netherlands. <i>Midwifery</i> , 29(10), 1122-1128. doi:10.1016/j.midw.2013.07.007	Cooke, Melchert, and Connor (2016) indicated that____ or ____ (Cooke, Melchert, & Connor, 2016).  De Vries, Nieuwenhuijze, Buitendijk and Midwifery Science Work Group (2013) explained that  ____  Subsequent citations: ____ (De Vries et al., 2013).	For rules and examples for <b>multiple authors</b> , see “Journal article in print format” below on <a href="#">p. 29</a> (and add retrieval information as appropriate).
<b>Journal article with no DOI, retrieved from a library database</b>	Surname(s), initial(s) of author(s) of article. (Year of journal). Title of article: Subtitle of article if there is one. <i>Title of Journal - in italics, with a capital letter for all key words of the journal title, volume number in italics</i> (issue number – not in italics, and in round brackets, no space before opening bracket), page range of article (if provided, otherwise starting page and number of pages). Retrieved from ____.  Agnew, R. (2015). Reflections on the new Scottish innovative child protection system. <i>Aotearoa New Zealand Social Work</i> , 27(3), 4-13. Retrieved from Australia/New Zealand Reference Centre database.	Author(s) surname(s) (year of journal) ____  Author(s) surname(s) (year of journal) ____ (page of quoted words). <b>or</b> ____ (author[s] surname[s], year).  Agnew (2015) suggested ____	Most of this information can be found on the first page of the journal article. If not, try the database page that links to the journal article.  Name the academic research database.

<b>Editorial in an online journal with a DOI</b>	Cuellar, N. G. (2016). Study abroad programs [Editorial]. <i>Journal of Transcultural Nursing</i> , 27(3), 209. doi:10.1177/1043659616638722	Cuellar (2016) maintained that ____ (Cueller, 2016).	Leave out the notation [Editorial], if the word “Editorial” is already in the article title.
<b>Journal article with no DOI, retrieved from an open access website (e.g. via Google)</b>	Surname(s), initial(s) of author(s) of article. (Year of journal). Title of article: Subtitle of article if there is one. <i>Title of Journal - in italics, with a capital letter for all key words of the journal title, volume number in italics</i> (issue number – not in italics, and in round brackets, no space before opening bracket), page range of article. Include the URL.	Author(s) surname(s) (year of journal) ____ Author(s) surname(s) (year of journal) ____ (page of quoted words). <b>or</b> ____ (author[s], year).	Give the URL of the web page you retrieved the journal article from, to make it easier for you or your tutor to retrieve that article again.
	Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. <i>Journal of Postsecondary Education and Disability</i> , 31(1), 17-39. Retrieved from <a href="https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31">https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31</a>	Ahmann, Tuttle, Saviet, and Wright (2018) noted that ____ or ____ (Ahmann, Tuttle, Saviet, & Wright, 2018). ____ (“An Update on Statins,” 2010).	No retrieval date is needed because the journal article content will not change over time. For rules and examples for <b>multiple authors</b> , see “Journal article in print format” below (and add retrieval information as appropriate).

## Journal Articles in Print Format

Item	Full reference (in reference list)	In-text citation	Notes
Journal article in print format	<p>Surname(s), initial(s) of author(s) of article. (Year of journal). Title of article: Subtitle of article if there is one. <i>Title of Journal in italics - with a capital letter for all key words of the journal title, volume number in italics</i>(issue number – not in italics, and in round brackets, no space before opening bracket), page range of article.</p> <p><b>Note:</b> Most of this information can be found on the contents page of a journal; if not, try the article's preliminary information, and the journal cover.</p>	<p>Author(s) surname(s) (year of journal) ____</p> <p>Author(s) surname(s) (year of journal) ____ (page of quoted words).</p> <p>____ (author[s] surname[s], year, page number[s] of quoted words).</p>	<p><b>Note re page numbers in the citation:</b></p> <p>If paraphrasing, it is recommended that you place the page number with the author-date information, but check this with your department.</p> <p>If quoting, place the page number at the end of the quote. Use pp. for more than one page (e.g. pp. 56-58).</p> <p>If there are no page numbers, use “para.” (e.g. para. 2) if quoting.</p> <p>For multiple authors, see examples below.</p>
One author	<p>Warren, K. (2016). Preparing the next generation: Social justice in outdoor leadership education and training. <i>Journal of Experiential Education</i>, 25(1), 231-238.</p>	<p>Warren (2016) believes that “fairness is the most important value in outdoor leadership” (p. 232).</p> <p><b>or</b></p> <p>“____ outdoor leadership” (Warren, 2016, p. 232).</p>	
Two authors	<p>Gunther, M., &amp; Thomas, S. P. (2006). Nurses' narratives of unforgettable patient care events. <i>Journal of Nursing Scholarship</i>, 38(4), 370-376.</p>	<p>Gunther and Thomas (2006) suggest ____</p> <p>____ (Gunther &amp; Thomas, 2006).</p>	<p><b>In-text citation:</b> When a work has two authors, cite both names each time the reference occurs in text. When you are using the authors' names in brackets, use an ampersand (&amp;) instead of “and.”</p>
Three to five authors	<p>Buxton, V., James, T. J., &amp; Harding, W. (1998). Using research in community nursing. <i>Nursing Times</i>, 94(35), 57-60.</p>	<p>Buxton, James, and Harding (1998) suggested ____</p> <p>Subsequent citations: ____ (Buxton et al., 1998).</p>	<p><b>In-text citation:</b> include the surname of all the three to five authors in your first citation. In subsequent citations, give just the surname of the first author, followed by et al. (which means “and others”).</p>

<b>Six or seven authors</b>	Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., & Botros, N. (2004). Effects of quitting smoking on EEG activation. <i>Nicotine and Tobacco Research</i> , 6(2), 249-267.	____ (Gilbert et al., 2004, p. 251). Gilbert et al. (2004, p. 251) suggested ____	<p><b>Reference list:</b> Give surnames and initials for all the three to five authors.</p> <p><b>In-text citation:</b> When a work has six or more authors, cite only the surname of the first author followed by et al. (with a full stop after the al.), as shown.</p> <p><b>Reference list:</b> Give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., &amp; Author, C. C.).</p>
<b>Eight or more authors</b>	Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., . . . Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. <i>Journal of Improbable Mathematics</i> , 27(1), 1935–1968.	Wiskunde et al. (2019) proposed that ____ ____ (Wiskunde et al., 2019).	<p><b>In-text citation:</b> include just the surname of the first author, followed by et al. (which means “and others”).</p> <p><b>Reference list:</b> Include the <b>first six</b> authors’ names, then insert three spaced ellipsis points ( . . . ), and add the <b>last</b> author’s name.</p>
<b>Journal article with no author</b>	Should you get shingles vaccine? (2008, October). <i>Harvard Health Letter</i> , 33(12), 6-7.	____ (“Should You Get,” 2008).	<p>If there is no author, place the title in the author position.</p> <p><b>No author in-text citation:</b> First few words of the title, in quotation marks, with key words capitalised, year, page if appropriate.</p>
<b>Anonymous as author</b>	Anonymous. (2008). An ugly game. <i>The Chronicle of Higher Education</i> , 55(16), B20.	____ (Anonymous, 2008).	<p><b>Anonymous</b> as the designated author: cite in text the word Anonymous in the author position. In the reference list, an anonymous work is alphabetized by the word Anonymous.</p>

<b>Editorial in a journal</b>	Komaroff, A. (2009). Editor's note [Editorial]. <i>Harvard Health Letter</i> , 34(7), 1.	____ (Komaroff, 2009).	An editorial is an article in a publication giving the opinion of its editors or guest editor on a given topic.
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## Magazine Articles

**Check with your tutor whether a magazine is a suitable source of information to use in your assignment.**

Journals are scholarly or professional publications. Their articles are written by academic specialists and carefully reviewed. **Magazines**, by contrast, are commercial publications that present ideas and information for general readers who are non-specialists.

*Check before you write your reference whether the article you used was from a **printed source** (which you probably photocopied) or **electronic source** (that you found through the internet or a library database). This will dictate how you write the full reference in the reference list.*

Item	Full reference (in reference list)	In-text citation	Notes
<b>Magazine article in print format</b>	Surname(s), initial(s) of author(s) of article. (Year and exact date of publication - month, or month and day, or season). Title of article: Subtitle of article if there is one. <i>Title of Magazine - in italics, with a capital letter for all key words of the magazine title, volume number in italics</i> (issue number if available – not in italics, and in round brackets, no space before opening bracket), page range of article.  Weir, K. (2017, January). Forgiveness can improve mental and physical health. <i>Monitor on Psychology</i> , 48(1), 30.	Author surname(s) (year of article) ____  Author surname(s) (year of article) ____ (page of quoted words). <b>or</b> ____ (author[s], year).  Weir (2017) suggested  ____ (Weir, 2017).	<b>In-text citation:</b> only the year is required – e.g. (Gasparino & Joseph, 2005) – not the full date.  See the section “Journal article in print format” on pp. 28-29 for examples of citing multiple authors.  <b>Reference list:</b> Give the date shown on the publication – month for monthlies, or month and day for weeklies.
<b>Magazine article, no author</b>	Macdonald Hotels sells Rusacks and Randolph properties. (2019, November 29). <i>The Caterer</i> , 5.  <b>Note:</b> If the author is named as <b>Anonymous</b> , cite in text the word Anonymous in the author position. In the reference list, an	____ (“Macdonald Hotels,” 2019).	<b>In-text citation:</b> Use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.

	anonymous work is alphabetised by the word Anonymous. See p. 30 for examples.		<b>Reference list:</b> If there is no author, begin the reference with the title of the article.
<b>Magazine article in electronic format</b>	Surname(s), initial(s) of author(s) of article. (Year and exact date of publication - month, or month and day, or season). Title of article: Subtitle of article if there is one. <i>Title of Magazine - in italics, with a capital letter for all key words of the magazine title, volume number in italics(issue number if available – not in italics, and in round brackets, no space before opening bracket), page range of article if available. URL.</i>	____ (author[s] surname[s], year).	See the section “Journal article in print format” on <a href="#">p. 29</a> for examples of citing multiple authors. <b>In-text citation:</b> only the year is required – not the full date. <b>Reference list:</b> Give the date shown on the publication – month for monthlies or month and day for weeklies.
<b>Magazine retrieved from an Ara library database</b>	Neve, J. (2019, September 13). Bigger fish to fry. <i>The Caterer</i> , 207, p. 16. Retrieved from ProQuest Central database.	Neve (2019) suggested ____ ____ (Neve, 2019).	In the reference, name the database from which you obtained the magazine article.
<b>Magazine retrieved from an open access website</b>	Hill, S. (2019, November 27). Business have been practicing social responsibility for decades, but is that really a good thing? <i>Newsweek</i> . Retrieved from <a href="https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html">https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html</a>	____ (Hill, 2019).	Give the URL of the web page you retrieved the article from, to make it easier for you or your tutor to retrieve that article again.

## Newspaper & newsletter articles (including Editorials, and Letters to the Editor)

Check before you write your reference whether the article you used was from a **printed source** (which you probably photocopied) or **electronic source** (that you found through the internet or a library database). This will affect how you write the full reference in the reference list.

**Page numbers:** Precede page numbers for newspaper articles with p. or pp. Provide the page numbers as used by the newspaper, e.g. B1, or 3:1. Sometimes articles appear on pages that are not continuous; in that case, give all page numbers, separated with commas (e.g. pp. B1, B3, B5-B7).

Item	Full reference (in reference list)	In-text citation	Notes
<b>Newspaper article in print format</b>	Surname(s), initial(s) of author(s) of article. (Year, month and day). Title of article: Subtitle of article. <i>Title of Newspaper</i> (capitalise all key words) -italicized, page range of article.  Hess, A. (2019, January 3). Cats who take direction. <i>The New York Times</i> , C1.	(Author[s] surname[s] if available, year).  ____ (Hess, 2019).	
<b>Newspaper article, no author</b>	Rate rise scares new home buyers away. (2005, April 29). <i>Sunday Star Times</i> , p. C3.  <b>Note:</b> If the author is named as <b>Anonymous</b> , cite in text the word Anonymous in the author position. In the reference list, an anonymous work is alphabetized by the word Anonymous. See p. 25 for examples.	____ ("Rate Rise," 2005).	If there is no author, begin the reference with the title of the article. <b>In-text citation:</b> use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.
<b>Special issue or section</b>	Kassenaar, L. (2009, December 11). Carbon capitalists [New Zealand Herald supplement]. <i>The Business Herald</i> , pp. 12-14.	____ (Kassenaar, 2009).	
<b>Editorial</b>	Nice time off if you can get it [Editorial]. (2019, December 2). <i>The Press</i> , p. 16.	____ ("Nice Time Off," 2019).	In-text citation: Use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.

<b>Letter to the Editor</b>	Wauchop, S. (2019, December 2). Why the fear of dropping voting age? [Letter to the editor]. <i>The Press</i> , p. 17.	____ (Wauchop, 2019).	
<b>Newspaper article from a library database, no author.</b>	Collyns, D. (2019, November 29). How Peru's potato museum could stave off world food crisis. <i>The Guardian</i> . Retrieved from <a href="https://www.theguardian.com/environment/2019/nov/29/how-perus-potato-museum-could-stave-off-world-food-crisis">https://www.theguardian.com/environment/2019/nov/29/how-perus-potato-museum-could-stave-off-world-food-crisis</a>	____ (Collyns, 2019).	
<b>Webpage on a news website</b>	Healthcare in the future. (2019, October 4). <i>The Dominion Post</i> . Retrieved from Australia/New Zealand Reference Centre database.	____ ("Healthcare in the Future," 2019).	If there is no author, begin the reference with the title of the article. <b>In-text citation:</b> use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.
	Regan, H. (2019, November 28). Climate crisis pushing Earth to a 'global tipping point,' researchers say. <i>Cable News Network</i> . Retrieved from <a href="https://edition.cnn.com/2019/11/28/health/climate-crisis-global-tipping-point-intl-hnk/index.html">https://edition.cnn.com/2019/11/28/health/climate-crisis-global-tipping-point-intl-hnk/index.html</a>	____ (Regan, 2019).	
<b>Newspaper article from a newspaper's website</b>	Chang, K. (2019, December 4). NASA's Parker Solar Probe is unlocking the sun's mysteries. <i>The New York Times</i> . Retrieved from <a href="https://www.nytimes.com/2019/12/04/science/nasa-parker-solar-probe-pictures.html?action=click&amp;module=News&amp;pgtype=Homepage">https://www.nytimes.com/2019/12/04/science/nasa-parker-solar-probe-pictures.html?action=click&amp;module=News&amp;pgtype=Homepage</a>	As Chang (2019) reported ____	
<b>Newspaper article from stuff.co.nz</b>	Bote, J. (2019, December 3). Whale found dead with 100kg of trash in its stomach. <i>USA Today</i> . Retrieved from <a href="https://www.stuff.co.nz/">https://www.stuff.co.nz/</a>	____ (Bote, 2019).	Give the URL of the newspaper <b>home page</b> to avoid nonworking URLs. If the article does not mention the newspaper it is from, just leave that out.

<b>Newsletters</b>	<p>Ministry of Health. (2009, October). The spread of sexually transmitted infections through populations. <i>AIDS New Zealand</i>, (64), 1-4. Retrieved from <a href="http://www.moh.govt.nz/moh.nsf/pagesmh/2871/\$File/aidsnz-64-oct09.pdf">http://www.moh.govt.nz/moh.nsf/pagesmh/2871/\$File/aidsnz-64-oct09.pdf</a></p> <p>Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJP News @ a Glance</i>. Retrieved from <a href="http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html">http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html</a></p>	<p>____ (Ministry of Health [MOH], 2009).</p> <p>____ ("Six Sites Meet," 2006).</p>	<p>The exact URL is helpful here because specific newsletter articles are difficult to locate from the organisation's home page.</p> <p><b>No author:</b> When there is no author, begin the reference with the title of the article.</p> <p><b>In-text citation:</b> Use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.</p>
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## Web Pages and Online PDF Documents

### Important note:

First identify whether your information source is an actual web page, or another type of information source that you have retrieved electronically via a web page link. For example, if you have downloaded a PDF of a report, or an article from a magazine, you need to reference the actual report or article, and add retrieval information. However, *if you have used information from an actual web page*, write a reference for it as shown below.

### How to cite an entire website (but not specific information from that source)

When citing an entire website, give the home address of the site in just the text (not in the reference list).

Kidspsycho is a wonderful interactive website for children (<http://www.kidspsycho.org>).

Web documents can be challenging to cite in an assignment, as it is sometimes difficult to locate the information required for reference-list entries, such as dates or authors. You may need to explore your online source thoroughly in order to find the necessary information.

- **Multiple pages from same website:** When using information from multiple pages of the same website (i.e. with a different URL), you must provide a separate reference entry for each page. Add the suffixes a, b, c etc. to the date e.g. 2009a, 2009b. (See the World Health Organisation example below). Use the alphabetical order of the titles in the reference list to assign the suffixes. (Refer also to [page 7](#))
- **Correct and complete web address:** It is important to provide the complete and correct web address (URL) of the document you have used. To write a correct URL, copy it directly from the address window of your browser, and paste it into your reference list.

- Breaking URLs & removing hyperlinks:** Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before any punctuation. Do not add a full stop after the URL. Right click on your mouse to remove the hyperlink's underline.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Web pages</b>  <b>Single and multiple authors (from a website with a different name)</b>	Author if available –individual or organisation. (Date posted or updated). <i>Title of the document/web page</i> —italicized. Retrieved Month, Day, Year, from URL	____ (Author[s] surname[s], Year).	Where possible, provide a page or paragraph number whenever quoting directly. Many websites do not provide page numbers, so use paragraph numbers instead, and use the abbreviation <i>para</i> . If a paragraph number is not visible in the website, count paragraphs down from the beginning of the section heading or page title (if no section headings).
	Martin Lillie, C. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Retrieved June 19, 2019, from Mayo Clinic website: <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>	____ (Martin Lillie, 2016).	
<b>Organisation as author</b>	Health Consumer Advisory Service. (2020, January 15). <i>Health Consumer Advisory Service</i> . Retrieved January 20, 2020, from Health Navigator New Zealand website: <a href="https://www.healthnavigator.org.nz/healthy-living/h/health-consumer-advisory-service/">https://www.healthnavigator.org.nz/healthy-living/h/health-consumer-advisory-service/</a>	____ (Health Consumer Advisory Service, 2020).	<b>Note:</b> If the website name differs from the author, provide the name of the website and include a colon : just before its URL.
<b>Referencing another page from the same website</b>	World Health Organization. (2019a). <i>7 million people receive record levels of lifesaving TB treatment but 3 million still miss out</i> . Retrieved January 9, 2020, from <a href="https://www.who.int/tb/en/">https://www.who.int/tb/en/</a>  World Health Organization. (2019b). <i>Strategies for oral disease prevention and health promotion</i> . Retrieved January 11, 2020, from <a href="https://www.who.int/oral_health стратегии/en/">https://www.who.int/oral_health стратегии/en/</a>	____ (World Health Organization [WHO], 2019a).  <i>Subsequent citation:</i> ____ (WHO, 2019b).	Refer to <a href="#">p. 7</a> for details on how to cite works published in the same year, by the same author.

<b>Web page with no author</b>	<i>Coffee gives women cyclists the advantage!</i> (2006). Retrieved June 13, 2019, from Coffee Science Source website: <a href="http://coffeescience.org/fitness/cyclists">http://coffeescience.org/fitness/cyclists</a>	____ ("Coffee Gives Women Cyclists," 2006).	If there is no author, begin the reference with the title of the article.  <b>In-text citation:</b> use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.
<b>Web page with no date</b>	EmX, K. (n.d.). <i>The history of dreadlocks</i> . Retrieved December 14, 2019, from Knotty Boy website: <a href="http://www.knottyboy.com/learn/dreadhistory.php">http://www.knottyboy.com/learn/dreadhistory.php</a>	According to EmX (n.d.), the earliest records of dreadlocks date back to Egyptian times.  ____ (Ministry of Health [MOH], n.d.).	Use (n.d.) when a posting or revision date is not available. Search first at the top or bottom of the home page, or on the "About This Site" subpage.
<b>Web page PDF documents</b>	<p>Ministry of Health. (n.d.). <i>National SUDI Prevention Programme: Needs assessment and care planning guide</i>. Retrieved from <a href="https://www.health.govt.nz/system/files/documents/publications/national_sudi_prevention_needs_assessment_and_care_planning_guide_final.pdf">https://www.health.govt.nz/system/files/documents/publications/national_sudi_prevention_needs_assessment_and_care_planning_guide_final.pdf</a></p> <p>Fried, D., &amp; Polyakova, A. (2018). <i>Democratic defense against disinformation</i>. Retrieved from Atlantic Council website: <a href="https://www.atlanticcouncil.org/images/publications/Democratic_Defense_Against_Disinformation_FINAL.pdf">https://www.atlanticcouncil.org/images/publications/Democratic_Defense_Against_Disinformation_FINAL.pdf</a></p>	Fried and Polyakova (2018) outlined _____	<b>No retrieval date is required</b> as the information in the PDF document will not change.
<b>PDF documents accessible only via a link on a specific webpage.</b>	Nursing Council of New Zealand. (2016, September). <i>Competencies for registered nurses</i> . Retrieved from <a href="https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx?hkey=57ae602c-4d67-4234-a21e-2568d0350214">https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx?hkey=57ae602c-4d67-4234-a21e-2568d0350214</a>	____ (Nursing Council of New Zealand, 2016).	If a PDF document is accessible only through a link on a specific webpage, the URL of the webpage needs to be provided in the retrieval statement. <b>No retrieval date is required</b> as the information in the PDF document will not change.

## Reports

Reports are published by a range of organisations including government departments and private businesses. They often include technical information or research findings and the author of a report may be an individual or an organisation.

Types of reports include government and local government reports, annual reports by businesses, and white papers (a white paper is a type of report used in politics and business to present a policy, philosophy or position on a particular issue). Printed copies of reports are referenced in the same way as books. For those accessed electronically, provide a URL rather than the publication details.

**Note:** **Online PDF documents** are to be referenced in the same way as reports in electronic format. Refer to the Nursing Council of New Zealand example above.

Item	Full reference (in reference list)	In-text citation	Notes
Report in print format	Author(s) surname, initials. (Year of publication). <i>Title of report - italicised</i> (Report Number if available). Publisher.  Mental Health Commission. (2004). <i>Report on progress 2002-2003 towards implementing the blueprint for mental health services in New Zealand</i> . Author.	____ (Author[s] – individual[s] surname[s] or organisation[s], year of publication).  ____ (Mental Health Commission, 2004).	When the report has been published by the organisation that wrote it, use the word Author as the name of the publisher.
Report in electronic format	Author(s) surname, initials. (Year of publication). <i>Title of report - italicised</i> (Report Number if available).  <a href="http://www.xxxx">http://www.xxxx</a>  Best Practice Advocacy Centre. (2018, November). <i>Assessment and management of alcohol misuse by primary care</i> . Retrieved from <a href="https://bpac.org.nz/2018/docs/alcohol.pdf">https://bpac.org.nz/2018/docs/alcohol.pdf</a>	<i>First citation:</i> ____ Best Practice Advocacy Centre [BPAC], 2018).  <i>Subsequent citations:</i> ____ (BPAC, 2018).	<b>In-text citation:</b> Write the organisation's name in full in the first citation followed by an abbreviation in square brackets. Use only the abbreviation in the second and subsequent citations.  <b>Reference list:</b> Use the full name of the organisation.

## Conference or Symposium papers and posters

Papers presented at academic conferences and symposia are often published as “proceedings.” Proceedings are usually distributed as printed books, and contain the reviewed, revised and printed versions of papers delivered at the conference. Sometimes papers or posters that have been contributed to a conference or symposium are not formally published but are found online.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Paper presentation or poster presentation, not formally published</b>	Presenter, A. A., Presenter B. B., & Presenter C. C. (Year, Month). <i>Title of paper or poster</i> . Paper or poster session presented at the meeting of Organisation Name, Location.	____ (Presenter[s] surname[s], Year).	If you have retrieved the paper or poster online, add a retrieval statement (e.g. Retrieved from <a href="http://www.xxxx">http://www.xxxx</a> ).
<b>Paper presentation, not formally published</b>	Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30-April 2). <i>If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children</i> . Paper session presented at the Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA.	____ (Maddox, Hurling, Stewart, & Edwards, 2016).	Write out all three to five authors' names the first time you cite the reference. In any further references, write only the first author's name, followed by et al. (et al. means 'and others').
<b>Symposium contribution, not formally published</b>	Contributor, A. A., Contributor, B. B., & Contributor, C. C. (Year, Month). Title of contribution. In E. E. Chairperson (Chair), <i>Title of symposium</i> . Symposium conducted at the meeting of Organisation Name, Location.  Je Boer, D. I., & LaFavor, T. (2018, April 26-29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A. M. Schmidt & A. Kryvanos (Chairs), <i>Perspectives on resilience: Conceptualization, measurement, and enhancement</i> . Symposium conducted at the meeting of Western Psychological Association 98th Annual Convention, Portland, OR.	Boer and LaFavor (2018) explained that ____	

<b>A paper in published conference proceedings</b>	<p>Author(s) of paper – surname, initials. (Year of book). Title of paper: Subtitle of paper. [In] Editor(s) of proceedings (Ed. or Eds.), <i>Title of proceedings: Subtitle of proceedings – italicised and key words in capitals</i> (page range of paper). Place of publication of proceedings: Publisher of proceedings.</p> <p>Katz, I., Gabayan, K., &amp; Aghajan, H. (2017). A multi touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, &amp; P. Scheunders (Eds.), <i>Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems</i> (pp. 97-108). Berlin, Germany: Springer-Verlag.</p>		<p>If you are referring to the <i>entire</i> proceedings of a conference, cite them as you would an edited book; that is, with the editor's name in the author position, followed by (Ed.), or (Eds.) if more than one editor.</p> <p>____ (Katz, Gabayan &amp; Aghajan, 2017).</p> <p>Write out all three to five authors' names the first time you cite the reference.</p> <p>In any further references, write only the first author's name, followed by et al. (et al. means 'and others').</p>
<b>Paper presentation, not formally published, available online</b>	<p>Fistek, A., Jester, E., &amp; Sonnenberg, K. (2017, July 12-15). <i>Everybody's got a little music in them: Using music therapy to connect, engage, and motivate</i>. Paper session presented at the Autism Society National Conference. Retrieved from Autism Society of America website: <a href="https://asa.con-fex.com/asa/2017/webprogramarchives/Session9517.html">https://asa.con-fex.com/asa/2017/webprogramarchives/Session9517.html</a></p>		<p>____ (Fistek, Jester, &amp; Sonnenberg, 2017).</p> <p>Write out all three to five authors' names the first time you cite the reference.</p> <p>In any further references, write only the first author's name, followed by et al. (et al. means 'and others').</p>

## Theses and Dissertations

Item	Full reference (in reference list)	In-text citation	Notes
<b>Theses and Dissertations</b>  From an institutional repository	Pan, S. (2019). <i>Business clustering in New Zealand: The creation of competitiveness in a regional cluster and the influences of intermediaries on the cluster competitiveness</i> (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Retrieved from <a href="https://openrepository.aut.ac.nz/bitstream/handle/10292/13042/PanS2.pdf?sequence=5&amp;isAllowed=y">https://openrepository.aut.ac.nz/bitstream/handle/10292/13042/PanS2.pdf?sequence=5&amp;isAllowed=y</a>	____ (Pan, 2019).	Dissertations and theses can be retrieved from subscription databases, institutional repositories, and personal websites. Provide appropriate retrieval information, as in the examples in the full reference column.
	Danielowski, L. (2018). <i>A content analysis of public discourses on maternal health inequalities in the U.S.</i> (Master's thesis, The George Washington University). Retrieved from ProQuest Dissertations and Theses database. (Proquest no. 13884979).	____ (Danielowski, 2018).	Provide the Proquest number, which is a unique set of numbers that allows a specific thesis to be quickly located. ProQuest Dissertations and Theses database is within ProQuest Central database.

## New Zealand Legislation

New Zealand legislation includes Acts, Regulations and Bills. Acts are laws made by Parliament, while Bills are proposed acts. As the APA rules deal specifically with American statutes, there are no definitive APA rules about how to reference New Zealand legislation. Therefore, this APA guide has used ***the New Zealand Law Style Guide*** to reference Parliamentary material: <http://www.lawfoundation.org.nz/style-guide/>

Retrieve legislation through the government website <http://www.legislation.govt.nz/> and reference it as shown below.

## Acts and Regulations

Item	Full reference (in reference list)	In-text citation	Notes
<b>Acts in electronic format</b>	Title of Act or regulation. (Date). Retrieved from _____ Harmful Digital Communications Act 2015, No. 63. Retrieved from <a href="http://www.legislation.govt.nz/">http://www.legislation.govt.nz/</a>	____ (Harmful Digital Communications Act, 2015, s. 11).	Give the full name of the Act (i.e., name, date and number) and the date the Act commenced or was enacted (you will find that date on the Act itself). Follow this by the home page URL.
<b>Regulations</b>	Food Regulations 2015, LI 2015/310. Retrieved from <a href="http://www.legislation.govt.nz/">http://www.legislation.govt.nz/</a>	____ (Food Regulations, 2015, s. 21).	Give the short title as it appears in the statute book. The title is not in italics. Refer to a section (abbreviated as 's.') or part of an Act in the in-text citation in your assignment, not in the reference list.
<b>Code of Conduct</b>	Nursing Council of New Zealand. (2012, February). <i>Code of Conduct for nurses</i> [Booklet]. Retrieved from <a href="https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx">https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx</a>	____ (Nursing Council of New Zealand 2012).	

## Bills

New Zealand Parliamentary bills are proposals to either pass new laws (acts) or amend existing laws.

Item	Full reference (in reference list)	In-text citation	Notes
	Title of bill. (Date). Retrieved from _____ Education (School Donations) Amendment Bill 147-2 (2109, August 20). Retrieved from <a href="https://www.parliament.nz/resource/en-NZ/52PLLaw26001/d359904fca4dd6791ddb7ebd0d322cd56314add9">https://www.parliament.nz/resource/en-NZ/52PLLaw26001/d359904fca4dd6791ddb7ebd0d322cd56314add9</a>	____ (Education [School Donations] Amendment Bill, 2019).	

## Appendix to the Journals of the House of Representatives

Official government documents are often published in the Appendix to the Journals of the House of Representatives.

Item	Full reference (in reference list)	In-text citation	Notes
	Author. Title (Date) Volume Report series Reference number.  Palmer, G. A bill of rights for New Zealand: A white paper (1984-1985) 1 AJHR A6.	____ (Palmer, 1984-1985).	

## Cases

Give the parties names exactly as they appear on the first page of the case. Where the parties are people rather than organisations, give surname only.

Item	Full reference (in reference list)	In-text citation	Notes
	Name v name [Date] Volume number Report series Page number (Court name if any).  Garrison v Fitzgibbon [2019] NZFC 116	____ (Garrison v Fitzgibbon, 2019).	

## New Zealand Standards

[New Zealand Standards](#) are agreed specifications and regulations for products, processes, services or performance and are used by a diverse range of organisations.

Item	Full reference (in reference list)	In-text citation	Notes
Standard in print format	Full title/number/subtitle of standard - italicised. Place of publication: Publisher.  New Zealand standard 3604:1999: Timber framed buildings. Wellington, New Zealand: Standards New Zealand.	____ (New Zealand Standard 3604:1999).	<b>In-text citation:</b> Give the shortened title only.

<b>Standard from subscription database</b>	New Zealand standard 4404:2010: Land development and subdivision infrastructure. Retrieved from Standards New Zealand database.	____ (New Zealand Standard 4404:2010).	
<b>Standards of practice</b>	New Zealand Nurses Organisation. (2012, July). <i>Standards of professional nursing practice</i> . Retrieved from <a href="https://www.nzno.org.nz/LinkClick.aspx?fileticket=kC5YpeNKSrk%3D&amp;portalid=0">https://www.nzno.org.nz/LinkClick.aspx?fileticket=kC5YpeNKSrk%3D&amp;portalid=0</a>	New Zealand Nurses Organisation (2012) ____	

## Treaty of Waitangi

Item	Full reference (in reference list)	In-text citation	Notes
<b>Retrieved from a printed source</b>	<p>State Services Commission. (2005). <i>The story of the Treaty: Part 1</i>: Author.</p> <p>Wright, M. (2019). <i>Waitangi: A living treaty</i>. Auckland, New Zealand: Bateman Books.</p>	<p>____ (Treaty of Waitangi, English version, Preamble, as cited in State Services Commission, 2005).</p> <p>____ (Wright, 2019).</p>	<p>You are most likely to find the Treaty of Waitangi reproduced in a secondary source (e.g. in a book or website that reprints, or refers to, details of the Treaty). Identify the version (English, Māori or translation of Māori into English) of the Treaty you're referring to. Include the article number if applicable. If you are referring to the text that precedes the articles, write "Preamble." When citing the Māori version, identify the article number as it appears in the Maori text.</p>
<b>Text of the Treaty, retrieved from a website</b>	Ministry for Culture and Heritage. (2017, Feb 1). <i>Read the Treaty</i> . Retrieved December 8, 2019, from New Zealand History website: <a href="https://nzhistory.govt.nz/politics/treaty/read-the-treaty/english-text">https://nzhistory.govt.nz/politics/treaty/read-the-treaty/english-text</a>	____ (Treaty of Waitangi, English version, Article 2, as cited in Ministry for Culture and Heritage, 2016).	There is no need to cite the website paragraph number if you have specified the article you are referring to.

## Internet Message Boards, Electronic Mailing Lists and Other Online Communities

The Internet offers several options for people around the world to sponsor and join discussions devoted to particular subjects. These options include web logs ("blogs"), newsgroups, online forums and discussion groups, and electronic mailing lists (often referred to as "listservs").

Care should be taken when citing these electronic discussion sources. They are generally not peer reviewed, are not regarded as having scholarly content, and are not archived for a significant length of time. Any electronic message or communication you cite should be relevant. Cite only original content from social media sites.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Message posted to a newsgroup, online forum, or discussion group</b>	<p>Surname(s), initial(s)/ Screen name(s) of author(s) of post. (Year, Month Day of posting). Title of post, up to the first 20 words [Description of form]. URL</p> <p>Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. <a href="http://www.wipo.int/roller/comments/ipsisforum/Weblog/theme_eight_how_can_cultural_comments">http://www.wipo.int/roller/comments/ipsisforum/Weblog/theme_eight_how_can_cultural_comments</a></p>	<p>(Author[s] if available – surname[s] or screen name[s], posting date).</p> <p>____ (Rampersad, 2005).</p>	<p>If only a screen name is available, use the screen name. Follow the date with the subject line of the message (also referred to as the "thread"); do not italicize it.</p> <p>Provide a description of the form of the message in brackets after the title.</p> <p>Provide the URL address for the archived version of the message.</p>
<b>Message posted to an electronic mailing list</b>	<p>Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. <a href="http://tech.groups.yahoo.com/group/ForensicNetwork/message/670">http://tech.groups.yahoo.com/group/ForensicNetwork/message/670</a></p>	<p>____ (Smith, 2006).</p>	
<b>Blog post</b>	<p>Klymkowsky, M. (2018, September 15). Can we talk scientifically about free will? [Web log post]. Retrieved</p>	<p>____ (Klymkowsky, 2018).</p>	

<b>Blog comment</b>	<p>from <a href="https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/">https://blogs.plos.org/scied/2018/09/15/can-we-talk-scientifically-about-free-will/</a></p> <p>Bishop, M. (2019, December 12). Re: Building the foundation for future research through Open data, code and protocols [Web log comment]. Retrieved from <a href="https://blogs.plos.org/plos/2019/12/building-the-foundation-for-future-research-through-open-data-code-and-protocols/">https://blogs.plos.org/plos/2019/12/building-the-foundation-for-future-research-through-open-data-code-and-protocols/</a></p>	____ (Bishop, 2019).	If a screen name is used for the author's name, use the screen name as the author.
<b>Video blog post (including YouTube blogs)</b>	<p>AssociatedPress. (2009, April 29). But were they 'Star Trek' fans? [Video blog post]. Retrieved from <a href="http://www.youtube.com/watch?v=IoJBCRH-Qjk">http://www.youtube.com/watch?v=IoJBCRH-Qjk</a></p>	____ (AssociatedPress, 2009).	
<b>Facebook</b>	<p>Gaiman, N. [Neil]. (2018, March 22). 100,000+ Rohingya refugees could be at serious risk during Bangladesh's monsoon season. My fellow UNHCR Goodwill Ambassador Cate Blanchett is calling for the international community to show solidarity and support for these stateless refugees. Please join me and Cate in [Facebook status update]. Retrieved from <a href="https://www.facebook.com/neilgaiman/posts/100000-rohingya-refugees-could-be-at-serious-risk-during-bangladeshs-monsoon-sea/10155317238526016/">https://www.facebook.com/neilgaiman/posts/100000-rohingya-refugees-could-be-at-serious-risk-during-bangladeshs-monsoon-sea/10155317238526016/</a></p> <p>National Institute of Mental Health. (2018, October 12). Suicide affects all ages, genders, races, and ethnicities. Check out these 5 Action Steps for Helping Some-one in Emotional Pain and #BeThere for those who you care about: <a href="http://bit.ly/2HFIMTI">#MIAW #BeThe1To #SuicidePrevention</a> [Facebook post]. Retrieved from <a href="https://www.facebook.com/nimhgov">https://www.facebook.com/nimhgov</a></p>	<p>____ (Gaiman, 2018).</p> <p>National Institute of Mental Health (2018) explained _____</p>	<p>Provide an individual author's last name and initials in inverted format (Author, A. A.) Follow this with social media identity information; with an individual, give their given name in square brackets. Then provide the name of the page or the content or caption of the post (up to the first 40 words) as the title.</p> <p>State the full name of a group author.</p> <p><b>Note:</b> Information from private or friends-only Twitter or Facebook pages is NOT retrievable by everyone. Cite it as personal communication (see <a href="#">p. 8</a> of this</p>

	/photos/suicide-affects-all-ages-genders-races-and-ethnicities-check-out-these-5-action-/10157846824981978/		guide). No reference list entry is required.  Use or adapt this format when referencing other platform or profile pages from YouTube, Instagram, Tumblr, LinkedIn, and so forth.
Twitter	<p>Author, A. A. [@username]. (Year, Month, Day of tweet).      Tweet content, up to the first 40 words [Description of audiovisuals if they are present]. Retrieved from _____</p> <p>White, B. [@BettyMWhite]. (2018, June 21). I treasure every minute we spent together #koko [Image attached] [Tweet]. Retrieved from <a href="https://twitter.com/BettyMWhite/status/1009951892846227456">https://twitter.com/BettyMWhite/status/1009951892846227456</a></p> <p>Badlands National Park [@BadlandsNPS]. (2018, February 26). Biologists have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Retrieved from <a href="https://twitter.com/BadlandsNPS/status/968196500412133379">https://twitter.com/BadlandsNPS/status/968196500412133379</a></p>	<p>White (2018) described _____</p> <p>Badlands National Park referred to _____</p>	State the full name if it is a group author.
	When I was your age, Pluto was a planet. (n.d.). In <i>Facebook</i> [Group page]. Retrieved December 16, 2009, from <a href="http://www.facebook.com/group.php?gid=2207893888">http://www.facebook.com/group.php?gid=2207893888</a>	____ (When I was your age, Pluto was a planet, n.d.).	For information from a Facebook or Twitter group page or fan page, provide the group page name or fan page name. The retrieval date is important as group page content is likely to be added to. Hence the retrieval date offers a snapshot of the content at the time of your search.

## **Wikis (including Wikipedia). *Check with your tutor whether wikis are acceptable sources for assignments.***

- Wikis (including Wikipedia) are collaborative web pages that anyone can write, review, and edit. They are “refereed” in the sense that anyone who reads the information and wishes to change it can do so. There is no guarantee that professionals or subject experts have contributed to the information found in a wiki.
- You should not cite any particular author or authors for a wiki or a Wikipedia article, as wikis are collaboratively written. Start the reference entry with the title of the page/article.
- List both the title of the page/article and the name of the wiki.
- When writing the date of the article in your reference entry, provide the year, month, day and *time* when the page was last modified (available from the bottom of the article), as information in the articles can be edited, amended, or deleted at any time.
- **Retrieval date:** As the information in a wiki can be changed or updated, give the date you retrieved the information. This retrieval date offers a snapshot of the content at the time of your research.

Item	Full reference (in reference list)	In-text citation	Notes
<b>Wikis (including Wikipedia)</b>	<p>Full title of page/article. (Posting or revision date). In Name of wiki – italicised. Retrieved month day, year from URL</p> <p>Electrical engineering. (2020, January 5, 18:15). In <i>Wikipedia</i>. Retrieved January 13, 2020, from <a href="http://en.wikipedia.org/wiki/Electrical_engineering">http://en.wikipedia.org/wiki/Electrical_engineering</a></p> <p>Psychometrics. (2019, December 11, 11:22). In <i>The Psychology Wiki</i>. Retrieved January 13, 2020, from <a href="http://en.wikipedia.org/wiki/Psychometrics">http://en.wikipedia.org/wiki/Psychometrics</a></p>	<p>(“Shortened Title of page/article,” posting or revision date, para. number[s]).</p> <p>____ (“Electrical Engineering,” 2020).</p> <p>____ (“Psychometrics,” 2019, Key Concepts section, para. 4).</p>	<p><b>*Important note about Wikipedia:</b> <i>check with your tutor whether wikis are acceptable sources for assignments.</i></p> <p>When quoting, provide a page or paragraph number. Many electronic sources do not provide page numbers, so use paragraph numbers instead; use the abbreviation <i>para.</i> Count paragraphs down from the beginning of the section heading or page title (if no section headings).</p>

## Audio-visual materials

Audio-visual materials include films, audio or television broadcasts (including podcasts), and static objects such as maps, artwork or photos.

- **Primary contributor** - give the name(s) and, in brackets, the functions of the primary contributors in the author position.
- **Medium** - Specify the medium in square brackets immediately after the title (for example, motion picture, DVD, television series episode, CD, radio broadcast).
- **AV Material retrieved online** – If you have retrieved audiovisual media from a website, provide the full URL in your retrieval statement.

Item	Full reference (in reference list)	In-text citation	Notes
Motion Picture/DVD	Surname(s), initial(s) of primary contributor(s). (Identify contribution). (Year of publication). Title of film – italicized [Medium, e.g. DVD, Motion picture]. Country of origin: Studio.  National Geographic. (Producer), & Singh, D. (Director) (2019, April 30). <i>The lost tomb of Alexander the Great</i> [DVD]. United States of America: National Geographic.  Harrison, J. (Producer), & Schmiechen, R. (Director). (1992). <i>Changing our minds: The story of Evelyn Hooker</i> [Motion picture]. (Available from Changing our Minds, Inc., 170 West End Avenue, Suite 25R, New York, NY 10023).	(Surname[s] of primary contributor[s], year of publication).  ____ (National Geographic, 2019).  ____ (Harrison & Schmiechen, 1992).	When a film is of limited circulation, provide the distributor's name and complete address in brackets at the end of the reference (in the second example, a complete address is provided because Changing our Minds is a small establishment).
Television Broadcast, Series, Episode	Barris, K. (Writer & Director). (2017, January 11). Lemons (Season 3, Episode 12) [Television series episode]. In K. Barris, J. Groff, A. Anderson, E. B. Dobbins, L. Fishburne, & H. Sugland (Executive Producers), <i>Black-ish</i> . New York, NY: ABC Studios.	____ (Barris, 2017).	

<b>Radio Broadcast</b>	Murrow, E. R. (1940, September 13). [Radio broadcast]. New York, NY: WCBS.	____ (Murrow, 1940).	An entry for a radio broadcast follows the guidelines for a television broadcast, although in some instances a radio broadcast will not have an assigned title.
<b>Music Recording</b>	<p>Surname(s), initial(s) of primary contributor(s) or band name. (Copyright year). Title of song [recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.]. Location: Label. (date of recording if different from song copyright date)</p> <p>Dion, C. (2019). Imperfections. On <i>Courage</i> [CD]. New York, NY: Columbia Records.</p>	____ (Dion, 2019, track 6).	<b>In text citations:</b> Include track numbers or side and band numbers.
<b>Software</b>	Python 3.8.1 [Computer software]. (2019, December 18). N.p.: Python Software Foundation.	____ ("Python 3.8.1," 2019).	<p>If an individual has proprietary rights to the software, name him or her as the author; otherwise treat such references as unauthored works. Do not italicise the names of software, programmes, or languages. In brackets immediately after the title, identify the version number, if any, and the type of source.</p> <p>If the program can be downloaded or ordered from the web, give this information in the publisher position.</p>

### Audio-visual material retrieved online

Item	Full reference (in reference list)	In-text citation	Notes
<b>Television Broadcast, Series, Episode</b>	Surname(s), initial(s) of primary contributor(s). (Identify contribution). (Year of publication). Title of film – italicized [Medium]. Retrieved from URL	(Surname[s] of primary contributor[s], year of publication).	

<b>retrieved online</b>  <b>Television Broadcast, Series, Episode retrieved from library database</b>	<p>British Broadcasting Corporation Studios &amp; Public Broadcasting Service. (Co-producers). (2018). <i>The amazing human body</i> [Television broadcast]. Retrieved from <a href="https://itunes.apple.com/WebObjects/MZStore.woa/wa/search?term=the+amazing+human+body&amp;4&amp;ct=TheAmazingHumanBodyMM&amp;mt=4&amp;at=11l3Sf">https://itunes.apple.com/WebObjects/MZStore.woa/wa/search?term=the+amazing+human+body&amp;4&amp;ct=TheAmazingHumanBodyMM&amp;mt=4&amp;at=11l3Sf</a></p> <p>TVNZ1. (2018, May 24). <i>Design junkies: Episode 4</i> [Television broadcast]. Retrieved from eTV database.</p>	<p>___ (British Broadcasting Corporation Studios &amp; Public Broadcasting Service, 2018).</p>	
<b>Video clip from news website</b>	<p><i>Facebook bans 'deepfake' videos in run-up to 2020 election</i> [Video clip]. (2019). Retrieved from <a href="https://play.stuff.co.nz/details/_6120652917001">https://play.stuff.co.nz/details/_6120652917001</a></p>	<p>___ ("Facebook Bans 'Deepfake' Videos", 2019).</p>	
<b>Video from a streaming website e.g. YouTube, Vimeo and TED Talks</b>	<p>Mayo Clinic. (2020, January 8). <i>Mayo Clinic minute: How 3D printing helps lung surgery</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=zH5NswR1xVw">https://www.youtube.com/watch?v=zH5NswR1xVw</a></p> <p>Business SoftSkills. (2015, May 17). <i>Customer care pgm – Verbal communication</i> [Video file]. Retrieved from <a href="https://vimeo.com/ondemand/customerservice/66429725">https://vimeo.com/ondemand/customerservice/66429725</a></p> <p>Hill, K., &amp; Mattu, S. (2018, April). <i>What your smart devices know (and share) about you</i> [Video file]. Retrieved from <a href="https://www.ted.com/talks/kashmir_hill_and_surya_mattu_what_your_smart_devices_know_and_share_about_you?referrer=playlist-the_most_popular_ted_talks_of_2018#t-5436">https://www.ted.com/talks/kashmir_hill_and_surya_mattu_what_your_smart_devices_know_and_share_about_you?referrer=playlist-the_most_popular_ted_talks_of_2018#t-5436</a></p>	<p>___ (Mayo Clinic, 2020).</p> <p>Business SoftSkills (2015) emphasised ___</p> <p>___ (Hill &amp; Mattu, 2018).</p>	

<b>Audio/Video file from library database</b>	<p>Primary contributors – surnames, initials. (Identify contribution, e.g., Author, Producer, etc.). (Year of publication). Title of file – italicized [Medium]. Retrieved from _____</p> <p>Danseglio, M. (Author). (2013). <i>IT security fundamentals</i> [Video file]. Retrieved from LinkedIn Learning database.</p>	<p>(Surname[s] of primary contributor[s], year of publication).</p> <p>_____ (Danseglio, 2013).</p>	
<b>Audio/Video file from Khan Academy</b>	<p>Association of American Medical Colleges &amp; Khan Academy. (2015). <i>Thermoregulation in the lungs</i> [Video file]. Retrieved from <a href="https://www.khanacademy.org/science/health-and-medicine/respiratory-system/Respiratory-system-introduction/v/thermoregulation-in-the-lungs">https://www.khanacademy.org/science/health-and-medicine/respiratory-system/Respiratory-system-introduction/v/thermoregulation-inthe-lungs</a></p>	<p>Association of American Medical Colleges and Khan Academy (2015) explained _____</p> <p><b>Or</b></p> <p>_____ (Association of American Medical Colleges &amp; Khan Academy, 2015).</p>	
<b>Advertisement retrieved online</b>	<p>Maccas NZ. (Producer). (2018). <i>McDonald's - How to dad on Kiwiburger</i> [Television advertisement]. Retrieved from <a href="https://www.youtube.com/watch?time_continue=2&amp;v=XlvGCcqjO6I&amp;feature=emb_logo">https://www.youtube.com/watch?time_continue=2&amp;v=XlvGCcqjO6I&amp;feature=emb_logo</a></p> <p>New Zealand Health Promotion Agency. (Producer). (2018). <i>The lost night</i> [Television advertisement]. Retrieved from <a href="https://www.youtube.com/watch?time_continue=17&amp;v=2AO4XH8cHn4&amp;feature=emb_logo">https://www.youtube.com/watch?time_continue=17&amp;v=2AO4XH8cHn4&amp;feature=emb_logo</a></p>	<p>_____(Maccas NZ, 2018).</p> <p>_____(New Zealand Health Promotion Agency, 2018).</p>	<p>If you cannot find the producer of the advertisement, start with the title in italics.</p> <p>If you cannot find the title of the advertisement, treat the product as the title.</p>

<b>Audio Podcast</b>	<p>Anderson, D. (Presenter). (2019, November 13). Time to unplug? How screen time impacts the ADHD Brain [Audio podcast]. Retrieved from <a href="http://hwcdn.libsyn.com/p/a/f/c/afc49ef09c7b0a54/271-anderson-time-to-unplus-screen-time-adhd-brain.mp3?c_id=57507491&amp;cs_id=57507491&amp;destination_id=142545&amp;expiration=1578544101&amp;hwt=4f9909a1eae2c150b11e0f8b2b19357f">http://hwcdn.libsyn.com/p/a/f/c/afc49ef09c7b0a54/271-anderson-time-to-unplus-screen-time-adhd-brain.mp3?c_id=57507491&amp;cs_id=57507491&amp;destination_id=142545&amp;expiration=1578544101&amp;hwt=4f9909a1eae2c150b11e0f8b2b19357f</a></p> <p>Vedantam, S. (Host). (2015-present). Hidden brain. <i>National Public Radio</i>. [Audio podcast]. Retrieved from <a href="https://www.npr.org/series/ 423302056/hidden-brain">https://www.npr.org/series/ 423302056/hidden-brain</a></p>	<p>____ (Anderson, 2019).</p> <p>____ (Vedantam, 2015).</p>	
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## Tables and Figures (e.g. graphs, photographs and original artworks)

- Tables present information in columns and rows. They usually contain numeric data, but sometimes word tables are used.
- Figures are any illustrations that are not tables. They can be graphs, diagrams, charts, posters, maps, infographics, artworks, pictures and photographs.

If any table/figure has been reproduced or adapted from a published source, credit must be given to the author of that source and full details of that source must be provided in the reference list. Note: The rules here for using tables/figures have been slightly modified from APA (2010).

### Layout and referencing information for tables and figures:

- Place the table/figures as near as possible to the section of the assignment that they are referred to.
- Each table/figure should have the accompanying information (see [Table 1](#) & [Figure 1](#) for examples):
  1. Table/figure number. Each should be numbered separately *in the order in which they occur in the assignment* (Table 1, Table 2, Figure 1, Figure 2 etc.).
  2. A title or brief description of the contents (exactly copied, or shortened, from what is written in the source).
  3. A citation for the original source – author name & date of publication, and page or paragraph number if available.

**Note:** For tables, place this information *above* the table. For figures, place the information *below* the figure. (When you insert a caption in Microsoft Word, it will automatically place the caption above or below as appropriate.)

- Use table and figure numbers when referring to them in the assignment. For example, “as shown in Table 1” or “\_\_\_\_ (see Figure 1).”

- In the reference list entry give the complete title of the table or figure, and include [in square brackets after the title] the table or type of figure (e.g. chart, graph) that has been used, for example [Table] or [Graph].

Note: If tables/figures are being used to present your own data, refer to APA (2010) pp. 128 – 150 (for tables) and pp. 150 – 167 (for figures).

Also refer to “Table Tips” on APA’s blog <http://blog.apastyle.org/apastyle/2009/11/table-tips.html> (Do a search of the page for “table”).

If tables/figures are being used for publication refer to APA (2010) sections 2.12 (p. 38) and 5.06 (p. 128) for information on copyright permission.

If tables/figures are used for a student assignment, no copyright permission is needed, but provide a clear reference.

Item	Full reference (in reference list)	In-text citation	Notes																
Tables	<p>Full name of organisational author(s). (Year of publication). Title of table: Subtitle (if any) [Table]. In <i>Title of document or web page – italicised</i>. Retrieved from _____.</p> <p>Ministry of Business, Innovation and Employment. (2018). Data on total manufacturing sector in New Zealand [Table]. In <i>Manufacturing sector report – Key facts and findings</i>. Retrieved from <a href="https://www.mbie.govt.nz/assets/dc900a28f7/manufacturing-report-2018-a3.pdf">https://www.mbie.govt.nz/assets/dc900a28f7/manufacturing-report-2018-a3.pdf</a></p>	<p>Table 1. Data on total manufacturing sector in New Zealand (Ministry of Business, Innovation and Employment, 2018).</p> <table border="1"> <tbody> <tr> <td>Total Manufacturing</td> <td>2017</td> </tr> <tr> <td>GDP value</td> <td>\$23 billion (12% of total)</td> </tr> <tr> <td>Number of firms</td> <td>21,366 (4% of total)</td> </tr> <tr> <td>Number of employees</td> <td>241,100 (11% of total)</td> </tr> <tr> <td>Exports</td> <td>\$36 billion (52% of total)</td> </tr> <tr> <td>Revenue</td> <td>\$102 billion (2016)</td> </tr> <tr> <td>Manufacturing wages</td> <td>\$63,228 (2016)</td> </tr> <tr> <td>Research &amp; development expenditure</td> <td>\$671 million (2016)</td> </tr> </tbody> </table>	Total Manufacturing	2017	GDP value	\$23 billion (12% of total)	Number of firms	21,366 (4% of total)	Number of employees	241,100 (11% of total)	Exports	\$36 billion (52% of total)	Revenue	\$102 billion (2016)	Manufacturing wages	\$63,228 (2016)	Research & development expenditure	\$671 million (2016)	<p>If the name of the website is different from the name of the author, include it before the URL (e.g. Retrieved from Agency name website: <a href="http://www.xxxx">http://www.xxxx</a>).</p> <p>The retrieval date is not needed if the information is from an online PDF document.</p> <p><b>Note:</b> in this example citation there is no page or paragraph number, as this table is part of the content on the single web page cited, and the table is not part of a paragraph. However, provide a page or paragraph number for</p>
Total Manufacturing	2017																		
GDP value	\$23 billion (12% of total)																		
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Research & development expenditure	\$671 million (2016)																		

		<p><i>How to refer to a table in your text:</i></p> <p>In 2017, even though manufacturing firms were only 4% of New Zealand companies, they contributed to 12% of the country's GDP value (see Table 1).</p>	the table you are using, if possible.
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<b>Figures</b> e.g. graphs, diagrams, charts, maps, infographics, artworks, pictures and photographs.	Full name of organisational author(s) of figure. (Year of publication). Title of figure: Subtitle (if any) [Type of figure]. In <i>Title of document or web page – italicised</i> . Retrieved Month, Day, Year, from _____.	<p>Our population</p> <p>4,699,755 is our census usually resident population count in 2018. In our village of 100, each person represents around 47,000 people.</p> <p>Of the 100 people in our village...</p> <table border="1"> <tr> <td>51</td> <td>are female</td> </tr> <tr> <td>49</td> <td>are male</td> </tr> </table> <p>people in our village are of Māori ethnicity</p> <p>Between 2013 and 2018, our population grew by 10.8%</p> <p>The median age in our village is 37.4 years</p>	51	are female	49	are male	State the retrieval date if the information is from a web page.
51	are female						
49	are male						
Infographics	Statistics New Zealand. (2019, September 23). New Zealand population in 2018: Key data [Infographic]. In <i>New Zealand as a village of 100 people: Our population</i> . Retrieved January 7, 2020 from <a href="https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data">https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data</a>	Figure 1. New Zealand population in 2018: Key data (Statistics New Zealand, 2019).	If the name of the website is different from the name of the author, include it before the URL (e.g. Retrieved from Agency name website: <a href="http://www.xxxx">http://www.xxxx</a> ).				
Photographs	Brake, B. (Photographer). (1960). <i>Monsoon girl</i> [Photograph]. Retrieved from <a href="http://www.tepapa.govt.nz/WhatsOn/exhibitions/BrianBrake/Brakeslife/QA/Pages/Photographs.aspx">http://www.tepapa.govt.nz/WhatsOn/exhibitions/BrianBrake/Brakeslife/QA/Pages/Photographs.aspx</a>	<p><i>How to refer to a figure in your text:</i></p> <p>As can be seen in Figure 1, in the 5 years to 2018, _____</p> <p>____ (Brake, 1960).</p>	Here the photographer's surname and initial(s) are stated.				
<b>Works of art</b> Painting	Wyeth, A. (1948). <i>Christina's world</i> [Painting]. New York, NY: Museum of Modern Art.	____ (Wyeth, 1948).	<b>Reference list:</b> Include the artist's name, year(s) of fabrication, title of the				

Painting	Wyeth, A. (1948). <i>Christina's world</i> [Painting]. Retrieved from The Museum of Modern Art website: <a href="http://www.moma.org/explore/collection/index">http://www.moma.org/explore/collection/index</a>		work, medium, and the location of the work.
Sculpture	Rodin, A. (1902). <i>The thinker</i> [Bronze and marble sculpture]. Retrieved from Oxford Art Online database.	____ (Rodin, 1902).	

## COURSE MATERIALS (e.g. print hand-outs, or retrieved from either Moodle or an open access website)

Often lecturers will include course materials such as journal articles or book chapters in your course book or in your course Moodle site. Where possible, you need to reference these materials to their original source (so that your reader can use your reference entry's details to find the source for themselves) and you do not need to state that they were in the course book or on Moodle. If the reading's original source is not identified by the lecturer, contact them for clarification.

- Only materials written by a tutor must name the tutor as author – see the second and third examples below. Add any explanatory material in brackets after the title.

Item	Full reference (in reference list)	In-text citation	Notes
Print handouts, no author	<p>When there is no author, place the title in the author position.</p> <p><i>Course outline for animal behaviour and communication.</i> (2019). [ANBC404 Animal behaviour and communication course outline]. Christchurch, New Zealand: Department of Science and Primary Industries, Ara Institute of Canterbury.</p>	<p>Use the first few words of the title, with key words capitalised and in italics, followed by the year, when citing a print handout with no author.</p> <p>____ (<i>Course Outline</i>, 2019).</p>	<p>Do not create a reference list entry for personal communications, which can include tutors or speakers in class and some electronic communications (e.g. e-mail). The reason is that such information is not retrievable by the reader. See p. 8 for rules and examples.</p>

<b>Retrieved from Moodle</b>	<p>Borrie, L. (2018). <i>Designing the research question</i> [PowerPoint slides]. Retrieved August 1, 2018, from Ara Institute of Canterbury School of Art and Design BMUS740 Moodle Web site: <a href="https://moodle.ara.ac.nz/course/view.php?id=10319#section-7">https://moodle.ara.ac.nz/course/view.php?id=10319#section-7</a></p>	<p>Borrie (2018) suggested ____</p> <p><b>Or</b></p> <p>____ (Borrie, 2018).</p>	
<b>Retrieved from an open access course website e.g. MIT OpenCourse Ware</b>	<p>Reinhart, C. (2018, Fall). <i>4.401/4.464 Environmental technologies in buildings: Daylight simulations</i> [PowerPoint slides]. Retrieved from MIT OpenCourseWare website: <a href="https://ocw.mit.edu/courses/architecture/4-401-environmental-technologies-in-buildings-fall-2018/lecture-slides-1/MIT4_401F18_lec14.pdf">https://ocw.mit.edu/courses/architecture/4-401-environmental-technologies-in-buildings-fall-2018/lecture-slides-1/MIT4_401F18_lec14.pdf</a></p>	<p>Reinhart (2018) recommended ____</p> <p><b>Or</b></p> <p>____ (Reinhart, 2018).</p>	<p>If a season is stated after the year, include both information.</p>

## Glossary of Key Terms

acknowledge	To show recognition of someone else's ideas
ampersand (&)	The character or symbol for <i>and</i>
anonymous	Term used where the name of the author is withheld or unknown
APA	Abbreviation for <i>American Psychological Association</i>
appendix/ appendices	Separate additional material at the end of a book, assignment or other text
audio-visual (AV) material	Involving both hearing and sight e.g. video clip, TV advertisement
author position	The position, at the beginning of a reference, where the author's name is usually placed
blog/web log	A shared, online journal where people can post diary entries on different topics
chronologically	Arranged in the order of time
citation/cite	A reference to a specific piece of work which you may have paraphrased or quoted in an assignment, giving credit to the original author. Brief identifying details written into the text of your assignment
database	A collection of information organised for convenient access, usually in a computer
dissertation	A written work resulting from original research, usually required for a higher degree
DOI	Digital Object Identifier – a unique list of letters/numbers to identify a written work and provide a persistent link to its location on the internet
double-space	To type leaving a full space between lines
e-book	The electronic version of a book that you can download to your computer
edition	The whole number of copies of a book or other publication printed at one time. If more than minor changes and corrections are made then a new edition is published
editor (Ed. /Eds.)	A person who prepares a book for publication, usually a book with sections written by different authors
ellipsis points	Three spaced dots (...) used to show the omission of words from a quotation or full reference
et al.	An abbreviation for the Latin <i>et alia</i> ("and the others"). Used in references where there are many authors to save having to include them all
figure	Any illustrations that are not tables e.g. graphs, diagrams, maps, artworks and photographs etc.
font	In printing, a complete set of type in one style and size
format/formatting	The general physical appearance or presentation of a written work or assignment e.g. font, margins, headings etc.
hanging indent	In a reference list entry, all lines after the first line are indented in from the margin
html format	This is the basic format for language that is used extensively on the World Wide Web
italics/italicised	Relating to a style of printing types in which the letters usually slope to the right e.g. <i>Journal of Nursing Scholarship</i>
legislation	A law or body of laws e.g. Privacy Act 1993
n.d.	Abbreviation for "no date" in a reference where the publication or posting date is not given

N.p.	Abbreviation for “no place of publication” in a reference where the place of publication is not given
n.p.	Abbreviation for “no publisher” in a reference where the publisher’s name is not given
p. or pp.	Abbreviations for “page” or “pages” in an in-text citation
para.	Abbreviation for “paragraph” in an in-text citation where there is not page number stated
paraphrase	Rewriting the ideas from a piece of text into your own words without changing the meaning
parenthesis/ parentheses	Word used to describe round ( ) or square [ ] brackets
PDF format	Abbreviation for “portable document format” – a format in which documents can be viewed online
periodical	A publication issued at regular intervals, usually weekly or monthly e.g. magazine or journal
persistent link	Internet addresses or URLs that remain constant and do not change over time
personal communication	Information used in an assignment that includes personal interviews, guest speakers, emails, text messages etc.
plagiarism	Presenting someone else’s words, ideas, or images as your own i.e. without referencing them
posting date	The date of text entries on the internet. The date that web pages were posted or updated
quotation/quote	Using the actual words from a document or text in your own assignment
reference list	A reference describes the information needed to identify a source used in your assignment. All your sources are listed in your reference list at the end of your assignment
reference materials	These are sources you consult for specific information on things like definitions of a word or topic (such as a dictionary) or an overview of a subject (such as an encyclopaedia)
report	Works published by a range of organisations including government departments and private businesses that often include technical information or research findings
retrieval date	The date you retrieved the electronic information from a web page. This date is important in referencing as web page content is often changed and updated
secondary citation	When you cite, in your assignment, some information or words that an author has taken from a work that you have not read
secondary source	A source or text that an author has used but that you have not read
section heading	A subheading on a web page or online article in HTML format
sic	The Latin word for “thus” used to call attention to an apparent error in a quotation. e.g. “The capital of the United States is Washington [sic]”
source	Anything used to find information in order to produce a piece of work or assignment, including books, journals, web sites, images and other media
standards	Agreed specifications and regulations for products, processes, services or performance, and used by a diverse range of organisations
summary	Information stated or expressed in a more concise form
table	Information expressed in columns and rows
thesis	A written work resulting from original research, usually required for a higher degree

URL	Abbreviation for “uniform resource locator” – a web address that specifies a particular file or web page on the internet
web address	A location on the internet of a particular file or web page. Another name for <i>URL</i>
wiki	A web site that allows anyone to add, delete or revise content

## Useful online APA referencing tool

Referencing software may be used to create APA references. Library and Learning Services recommend **Noodle Tools Express**, as it is more accurate and user-friendly than the other software tested. It is available free at  
[http://www.noodletools.com/noodlebib/citeone\\_s.php?style=APA](http://www.noodletools.com/noodlebib/citeone_s.php?style=APA)

(Ara does not provide user or technical support for Noodle Tools Express).

### When using referencing software:

- Type correctly the information on your sources.
- Carefully check the accuracy of the references you create, because no software is completely accurate.

## Useful APA referencing web links

For reference information and examples for sources such as books and online journal articles, access:

- <http://www.apastyle.org/learn/faqs/index> - This APA Online site answers frequently asked questions.

## References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

If you are using the online or PDF version of this guide, you can either:

- Browse the index and click on the desired page number to be taken to the page OR
- Use the search box on the top right to search the index for the types of sources you need to reference. Then click on the desired page number, or enter the page number in the box below to access the required page.

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