

## Quick APA Referencing Guide for Nursing

When quoting, paraphrasing or summarising other people's information, ideas or opinions, cite sources in the text of your assignment. In addition, provide a reference list with full information for each source that relates to your citations. Please refer to [Part A: An Introduction to Referencing](#) and [APA Referencing: A Guide for Ara Institute of Canterbury Students](#) for more information.

**Note:** the page or paragraph number of the information source does not have to be cited when you paraphrase or summarise. However, cite the page or paragraph number when you quote information.

Full reference (in reference list). <i>Who? When? What? Where?</i>	In-text citation. <i>Who? When?</i>
<p><b>Printed book by one author</b> Halter, M. J. (2019). <i>Varcarolis' manual of psychiatric nursing care planning: An interprofessional approach</i> (6th ed.). St Louis, MO: Elsevier.</p>	<p>Halter (2019) states that ____ <b>or</b> ____ (Halter, 2019).</p>
<p><b>Printed book by two authors</b> Jarvis, C., &amp; Forbes, H. (2016). <i>Jarvis's physical examination and health assessment</i>. Chatswood, New South Wales, Australia: Elsevier Australia.</p>	<p><b>Cite both authors every time:</b> ____ (Jarvis &amp; Forbes, 2016).</p>
<p><b>Printed book by three to five authors</b> Perry, A. G., Potter, P. A., &amp; Desmarais, P. L. (2019). <i>Mosby's pocket guide to nursing skills &amp; procedures</i> (9th ed.). St. Louis, MO: Elsevier.</p>	<p><b>First citation:</b> ____ (Perry, Potter, &amp; Desmarais, 2019). <b>All subsequent citations:</b> ____ (Perry et al., 2019).</p>
<p><b>Printed chapter or article in a multi-author book (each chapter is written by different authors)</b> 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> (4th ed., pp. 19-38). Chatswood, New South Wales, Australia: Elsevier Australia.</p>	<p><b>Cite the author(s) of the chapter:</b> ____ (White &amp; Hughes, 2017).</p>
<p><b>Printed book by an organisational author (e.g. a government agency or professional association)</b> World Health Organization (2017). <i>Nurse educator core competencies</i>. Geneva, Switzerland: Author.</p>	<p><b>First citation:</b> ____ (World Health Organization [WHO], 2017). <b>All subsequent citations:</b> ____ (WHO, 2017). <b>Note:</b> If the author is also the publisher, use the word Author as the name of the publisher.</p>
<p><b>DSM-5</b> American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). Washington, DC: Author.</p>	<p><b>First citation:</b> Cite the title of the manual in full e.g. The <i>Diagnostic and Statistical Manual of Mental Disorders</i> stated ____ (5th ed.; DSM-5; American Psychiatric Association, 2013). <b>Subsequent citations:</b> The DSM-5 (2013) ____</p>

Full reference (in reference list). <i>Who? When? What? Where?</i>	In-text citation. <i>Who? When?</i>
<p><b>Online document from an organisation’s website:</b></p> <p><b>Code of Conduct for nurses (electronic booklet)</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></p> <p><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></p> <p>Ministry of Health. (2017, March). <i>Palliative care action plan</i>. Retrieved from <a href="https://www.health.govt.nz/system/files/documents/publications/palliative-care-action-plan_0.pdf">https://www.health.govt.nz/system/files/documents/publications/palliative-care-action-plan_0.pdf</a></p>	<p><b>Note:</b> As these three sources are online documents and not webpages, they <i>do not</i> need retrieval dates.</p> <p><b>First citation:</b> ____ (Nursing Council of New Zealand [NCNZ], 2012).</p> <p><b>Subsequent citations:</b> ____ (NCNZ, 2012).</p> <p>New Zealand Nurses Organisation (2012) ____</p> <p>____ (Ministry of Health, 2017).</p>
<p><b>Printed booklet, brochure, pamphlet or fact sheet</b></p> <p>Ministry of Health &amp; Health Promotion Agency. (n.d.). <i>Alcohol and pregnancy - What you might not know</i> [Pamphlet]. N.p.: Authors.</p> <p>Regional Public Health. (2016). <i>Whooping cough (pertussis)</i> [Fact sheet]. Wellington, New Zealand: Author.</p>	<p><b>First citation:</b> ____ (Ministry of Health [MOH] &amp; Health Promotion Agency [HPA], n.d.).</p> <p><b>Subsequent citations:</b> ____ (MOH &amp; HPA). n.d. means “no date”. N.p. means “no place of publication”. Regional Public Health (2016) ____</p>
<p><b>Printed reference materials (e.g. encyclopaedias and dictionaries)</b></p> <p>Ferdman, R. M. (2018). Allergy. In P. A. Kobasa (Ed.-in-Chief), <i>The world book encyclopedia</i> (Vol. 1, pp. 373-374). Chicago, IL: World Book Inc.</p>	<p>Ferdman (2018) states that ____</p> <p>____ (Ferdman, 2018).</p>
<p><b>Reference materials in electronic format</b></p> <p>Shen, F. H., Keller, T. C., &amp; 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></p>	<p><b>First citation:</b> Shen, Keller and Samartzis (2019) ____</p> <p><b>Subsequent citations:</b> ____ (Shen et al., 2019).</p>
<p><b>Lippincott Procedures (no author)</b></p> <p>Aquapheresis. (2019, June 14). In <i>Lippincott Procedures</i>. Retrieved from Lippincott Procedures database.</p>	<p>“Aquapheresis” (2019) ____</p>
<p><b>A Cochrane Review with a digital object identifier (DOI)</b></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><b>First citation:</b> Mehrholz, Pohl, Platz, Kugler, and Elsner (2018) assert that ____</p> <p><b>Subsequent citations:</b> ____ (Mehrholz et al., 2018).</p> <p><b>Note:</b> The DOI, if present, takes the place of the URL or database name.</p>
<p><b>Journal article in an electronic format with a DOI</b></p> <p>Cooke, P. J., Melchert, T. P., &amp; Connor, K. (2016). Measuring well-being. <i>The Counseling Psychologist, 44</i>(5), 730-757. doi: 10.1177/0011000016633507</p>	<p>Cooke, Melchert, and Connor (2016) indicate that ____ <b>or</b> ____ (Cooke, Melchert, &amp; Connor 2016).</p>

Full reference (in reference list). <i>Who? When? What? Where?</i>	In-text citation. <i>Who? When?</i>
<p><b>Journal article with no DOI, retrieved from a library database</b></p> <p>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.</p>	<p>Agnew (2015) suggests __ <i>or</i> __ (Agnew, 2015).</p>
<p><b>Web pages with organisation as author</b></p> <p>World Health Organization. (2020). <i>The Ottawa charter for health promotion</i>. Retrieved January 17, 2020, from <a href="http://www.who.int/healthpromotion/conferences/previous/ottawa/en/">http://www.who.int/healthpromotion/conferences/previous/ottawa/en/</a></p>	<p><b>First citation:</b> __ (World Health Organization [WHO], 2020). <b>Subsequent citations:</b> __ (WHO, 2020).</p>
<p><b>Web pages with organisation as author (where the website name is different from the author's name)</b></p> <p>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></p>	<p><b>First citation:</b> __ (Health Consumer Advisory Service [HCAS], 2020). <b>Subsequent citations:</b> __ (HCAS, 2020). <b>Note:</b> Include the <i>full website name and a colon</i> : just before the URL, if the website name is different from the author's name.</p>
<p><b>Different web pages from the same website (same author and published in the same year)</b></p> <p>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></p> <p>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/strategies/en/">https://www.who.int/oral_health/strategies/en/</a></p>	<p><b>First citation:</b> __ (World Health Organization [WHO], 2019a). <b>Subsequent citations:</b> __ (WHO, 2019a). Add the suffixes <b>a, b, c</b> etc. to the date in <i>both</i> the reference list entries and in-text citations. The a, b, c order is <i>by the alphabetical order of the titles in the reference list</i> (NOT by the order they appear in the assignment).</p>
<p><b>Report in electronic format</b></p> <p>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></p>	<p><b>First citation:</b> __ Best Practice Advocacy Centre [BPAC], 2018). <b>Subsequent citations:</b> __ (BPAC, 2018).</p>
<p><b>Newspaper article (no author) from a library database</b></p> <p>Healthcare in the future. (2019, October 4). <i>The Dominion Post</i>. Retrieved from Australia/New Zealand Reference Centre database.</p>	<p>__ ("Healthcare in the Future," 2019). Provide the first few words of the title, in quotation marks, with key words capitalised, year, and page (only if quoting).</p>

Full reference (in reference list). <i>Who? When? What? Where?</i>	In-text citation. <i>Who? When?</i>
<p><b>Magazine article retrieved from a website</b>            Gartner, C., &amp; Hall, W. (2019, November 12). Vaping-related lung disease now has a name – and a likely cause. <i>New Zealand Listener</i>. Retrieved from <a href="https://www.listener.co.nz/health/health-health/vaping-related-lung-disease-now-has-a-name-and-a-likely-cause">https://www.listener.co.nz/health/health-health/vaping-related-lung-disease-now-has-a-name-and-a-likely-cause</a></p>	Gartner and Hall (2019) report that ____ <b>or</b> ____ (Gartner & Hall, 2019).
<p><b>Audio/video file from a library database</b>            Medcom. (Publisher). (2016). <i>Routine care and discontinuation: How and when to change gauze dressing on a central venous catheter</i> [Video file]. Retrieved from ProQuest Central database.</p>	Medcom (2016)____ <b>or</b> ____ (Medcom, 2016).
<p><b>Course materials retrieved from Moodle</b>            School of Nursing. (2017). <i>Nervous system: Focus on spinal cord and peripheral nervous system</i> [PowerPoint slides]. Retrieved January 17, 2020, from Ara Institute of Canterbury School of Nursing BNNS501 Moodle Web site: <a href="https://moodle.ara.ac.nz/mod/folder/view.php?id=389871">https://moodle.ara.ac.nz/mod/folder/view.php?id=389871</a></p>	School of Nursing (2017) suggests ____ <b>or</b> ____ (School of Nursing, 2017).
<p><b>Figures (e.g. infographic, graphs, diagrams, charts, maps and photographs)</b>            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></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><i>Place the figure here, above the caption and citation.</i></p> </div> Figure 1. New Zealand population in 2018: Key data (Statistics New Zealand, 2019). <b>How to refer to a figure in your text:</b> As can be seen in Figure 1, in the 5 years to 2018, ____
<p><b>Personal communication (e.g. lecture, email, interview)</b>            Do <b>not</b> include personal communication in your reference list because the information is not recoverable. Simply cite personal communication in your assignment text.</p>	Registered nurse B. Thompson (personal communication, May 11, 2019) reports that ____

**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) believes that children require clear boundaries combined with warm, caring parenting to develop in a healthy way.

**Examples of citation in text using direct quotations**

- Quotations must match the source *word for word* and must acknowledge the original author. Quotations 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 show 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 et al., 2018, p. 470).

or

Effective teams can be difficult to describe. Ervin et al. (2018) suggest that "high performance along one domain does not translate to high performance along another" (p. 470).

## Secondary citation

A secondary citation involves citing 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. However, the reference list would provide details for only the source you used e.g. Lyon, Scialfa, Cordazzo, and Bubric (2014), but **not** for Rabbitt. Citing in this way allows the reader to find the source you used.

### First citation:

Rabbitt (as cited in Lyon, Scialfa, Cordazzo, & Bubric, 2014) explains that \_\_\_\_\_

or

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

### Subsequent citations:

\_\_\_\_\_ (Rabbitt, as cited in Lyon et al., 2014).

### Reference:

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. doi: 10.1037/cep0000007

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

After the first citation, you do not need to include the year in that paragraph. However, if the whole citation is in round brackets, you still need to include the year (refer the final citation in the example paragraph below). If you 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 unnecessary citations and minimises the word count. The first and the final citations must include the author and date.

College can be both really daunting and really 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).