

APA Referencing

A Guide for Ara

Institute of Canterbury

Students

This guide is based on the 6th edition of the Publication Manual of the American Psychological Association (2010)

Use the new index to quickly access the information required

Please email: learningservices@ara.ac.nz with any feedback



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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. Within the table you will see 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 final column has notes that explain in more detail information about the reference. If you are not sure how to reference correctly, ask for help at Learning Services.

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, and it is recommended that you provide the page number where possible. 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 ten different sources in your assignment, your reference list should also have ten sources listed.

Examples of citation in text when using a paraphrase (Check with your Department).

Students need to evaluate their information sources and choose the most useful ones; this evaluation is on-going throughout the research process (Perrin, 2004, p. 9).

or

Perrin (2004, p. 9) believed students need to evaluate their information sources and choose the most useful ones. He suggested this evaluation is on-going throughout the research process.

or

Scanning material first to get an overview can help students understand and remember information (Emerson & Hampton, 2005, para. 7).

or

Emerson and Hampton (2005, para. 7) suggested that scanning material first to get an overview can help students understand and remember information.

Note: If page numbers are not provided, use paragraph numbers instead, 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 (more than 40 words).
- 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:

Awards shows are now being subsumed by the unsavoury business of movie finance. "Movie studios love a good fight and a bad one too. But the Oscar battles have become trench warfare and dirty tricks" (Corliss, 2002, p. 60).

or

Awards shows are now being subsumed by the unsavoury business of movie finance. Corliss (2002) observed "movie studios love a good fight and a bad one too. But the Oscar battles have become trench warfare and dirty tricks" (p. 60).

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.

Anthropologists and social scientists now realise that a broader range of information must be collected for us to understand the diversity of ethnic and social groups:

Family histories that reveal the dynamics of intergenerational relationships in all of their dimensions (education, economic, psychological) – the constant mentoring and tutoring, the patience of grandmothers with grandbabies – must be collected. We need as researchers to collect data that avoid the patronizing "we" (urban professionals) who know what is best for "you" or "them" (the poor people). (Halpern, 1994, p. 196)

Halperin warns researchers to...

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.

"Furthermore, the behaviors were never exhibited again . . . even when reel [*sic*] drugs were administered" (Smith, 2002, p. 276).

More information about citing sources

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

The first citation needs the author, year and page number. 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, so note that the year is required in 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.

Among epidemiological samples, Kessler (2003, p. 132) found that early onset social anxiety disorder results in a more potent and severe course. Children with social anxiety disorder also had a broader pattern of general psychopathology than their older counterparts (Rao et al., 2007, p. 1188). Kessler (pp. 136-7) also found. . . . The study also showed that there was a high rate of co morbidity with alcohol abuse or dependence and major depression (Kessler, 2003, p. 155).

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, date and page number or page range. The final citation also requires the author, date and page number or page range. Between the first and final citations in the paragraph, any reference to the author does not require the date and page or page range (unless a direct quote is used).

Whitney and Rolfes (2008, p. 704) explained four common methods of food recovery that have been practised in the United States. The first method is field gleaning, which involves gathering leftover crops from fields that have already been harvested, or gathering from fields that are unprofitable to harvest. The second is perishable food salvage from wholesalers and markets. The third is prepared food collection from commercial kitchens. The final method is non-perishable food collection from wholesalers and markets (Whitney & Rolfes, 2008, p. 704).

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, b, c order is by the alphabetical order of the titles in the reference list (not by the order they appear in your assignment).

This is shown in recent report about diabetes in New Zealand (Ministry of Health, 2009b, p. 22).

The Ministry of Health (2009a, p. 17) stated ...

Several studies (Johnson, 2002a, p. 99; 2002b, p. 104) 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 (Jones & Brown, 2001, p. 2; Kagan, 2005, p. 13; Smith & Brown, 2003, para. 7) have shown that New Zealand men prefer loud music while driving.

What is a secondary citation?

This is when you cite information or words that an author has taken from a work that you have not read. Acknowledge *both* in the text of your assignment. For example, if you are reading an article by Benatar and Doyal (2009), and they refer to the research or ideas of Miller, then you need to cite both Benatar and Doyal, *and* Miller, in the text of your assignment.

Miller (as cited in Benatar & Doyal, 2009, p. 149) found that women in developed countries go to the doctor more often than their male counterparts.

Or

Miller's study on family health care (as cited in Benatar & Doyal, 2009, p. 149) found that women in developed countries go to the doctor more often than their male counterparts.

The reference list would provide details for Benatar & Doyal (2009), but *not* for Miller. This is so the reader can find the source that you used. For example:

Benatar, S. R., & Doyal, L. (2009). Human rights abuses: Towards balancing two perspectives. *International Journal of Health Services*, 39(1), 139-159.

Retrieved from CINAHL with Full Text database.

How to cite personal communications (e.g. email, interviews, 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 CapitalCorp, T. K. Lutes (personal communication, April 18, 2001), believed that ...

This was verified in an e-mail from the charge nurse (V. G. Nguyen, personal communication, September 28, 2005).

Appendix/Appendices

- Appendices allow you to 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. 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 citation or reference entry. Use paragraph numbers instead, and use the abbreviation *para*. For longer online documents with section headings, cite the heading and the number of the paragraph following it (see example p. [35](#)). 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 reference librarian or learning advisor.

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, *History of Pathology*. . .

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:

Pennell's (2007, p. 5) article, "Safeguarding Everyone in the Family," points out. . .

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 4cm).
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. (1994). . . comes before Smith, J. (1997). . .).
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."

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. [Website] and then the source (URL). When writing a URL (web address), ensure it is correct by copying it directly from the address window of your browser, and paste it into your reference list. 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

(Note: This sample list represents 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.
- Future Christchurch. (2016). *Margaret Mahy Family Playground – Now open!* [Website]. Retrieved January 24, 2016, from <http://www.futurechristchurch.co.nz/centralcity/margaret-mahy-family-playground>
- Heuristic. (n.d.). In *Merriam-Webster's dictionary*. Retrieved from <http://www.m-w.com/dictionary/>
- Immigration Act 2009, No. 51. Retrieved from <http://www.legislation.govt.nz/>
- Martini, F., Ober, W., & Nath, J. (2014). *Visual anatomy and physiology*. London, Great Britain: Pearson.
- Ministry of Health. (n.d.). *Maori public health perspective* [Website]. Retrieved January 15, 2016, from Public Health Workforce Development website: <http://www.publichealthworkforce.org.nz/Maori-public-health-perspective.aspx>
- Rosenblatt, J., & Satariano, A. (2016, January 23). Google paid Apple US\$1 billion to keep search bar on iPhone. *The Washington Post*. Retrieved from www.stuff.co.nz/
- Top10Archive. (2015, Oct 28). *Top 10 newly discovered species of wildlife* [Video file]. Retrieved from <http://www.youtube.com/watch?v=K-RGVLwvdSg>
- 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. (2013). 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* (4th ed., pp. 19-38). Chatswood, New South Wales, Australia: Elsevier Australia.

Rules for and examples of citations and reference list entries

(*Noodle Tools Express*, a recommended online APA referencing tool, can be found at http://www.noodletools.com/noodlebib/citeone_s.php?style=APA)

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 & country of publication (see place of publication rules on page 16): 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, page number[s] if paraphrasing) ____</p> <p>or</p> <p>Author surname(s) (year of publication) ____ (page number[s] if quoting).</p> <p>or</p> <p>____ (author surname[s], year, page number[s]).</p>	<p>Write the authors’ names in the order they are written on the book’s title page.</p> <p>Page numbers in the citation: If paraphrasing it is recommended that you place the page number with the author-date information (see Siegel example below). If quoting, place the page number at the end of the quote (see Chenoweth 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	<p>Siegel, J. (2007). <i>The mindful brain: Reflection and attunement in the cultivation of well-being</i> (2nd ed.). New York, NY: W. W. Norton.</p>	<p>Siegel (2007, p. 10) first claimed that ____</p> <p>or</p> <p>The idea was first suggested in 1993 (Siegel, 2007, p. 10).</p>	<p>In-text citation: cite the author’s surname and year of publication in the text of your assignment. It is recommended that you include the page number(s) where possible.</p>
Two authors	<p>Chenoweth, L., & McAulitte, D. (2005). <i>The road to social work & human service practice: An introductory text</i>. Southbank, Victoria, Australia: Thomson.</p>	<p>Chenoweth and McAulitte (2005) stated that “ ____ to achieve consistency” (p. 20).</p> <p>or</p>	<p>When a work has two authors, cite both names every time the reference occurs in text.</p>

		“___ to achieve consistency” (Chenoweth & McAulitte, 2005, p. 20).	When you are using the authors’ names in brackets, use an ampersand (&) instead of “and”.
Three to five authors	Martini, F., Ober, W., & Nath, J. (2014). <i>Visual anatomy and physiology</i> . London, Great Britain: Pearson.	<i>First citation:</i> ___ (Martini, Ober, & Nath, 2014, p. 66). <i>Subsequent citations:</i> ___ (Martini et al., 2014, p. 78).	Write out all the 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’).
Six or seven authors	Gazda, G. M., Balzer, F. J., Childers, W. C., Nealy, A. U., Phelps, R. E., & Walters, R. P. (2005). <i>Human relations development: A manual for educators</i> (7th ed.). Boston, MA: Pearson Educational.	(Gazda et al., 2005, p. 87).	In-text citation: Write only the first author’s name, followed by et al. Reference list: List all the authors’ names, using ‘&’ before the last name.
Eight or more authors	Watson, S., Gunasekara, G., Gedye, M., van Roy, Y., Ross, M., Longdin, L., . . . Brown, L. (2003). <i>Law of business organisations</i> (4th ed.). Auckland, New Zealand: Palatine Press.	(Watson et al., 2003, p. 210).	Reference list: 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.
An edited book (editor, no author)	Emerson, L. (Ed.). (2005). <i>Writing guidelines for social science students</i> (2 nd ed.). Southbank, Victoria, Australia: Thomson Dunmore Press.	(Emerson, 2005, pp. 23-25).	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.
Chapter or article in a multi-author book (each chapter written by different authors)	Surname(s) of author(s) of chapter, initial(s). (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). Place of publication of book: Publisher of book. White, J., & Hughes, F. (2013). The healthcare delivery system. In J. Crisp, C. Taylor, C. Douglas, G. Rebeiro, A. G. Perry, & P. A. Potter (Eds.). <i>Potter and Perry’s fundamentals of nursing</i> (4 th ed., pp. 19-38). Chatswood, New South Wales, Australia: Elsevier Australia.	(White & Hughes, 2013, p. 19).	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.

<p>No author, no editor</p>	<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><i>(First few words of the title, with key words capitalised and in italics, year, page number[s]).</i></p> <p><i>(Management of Type 2 Diabetes,</i> 2003, pp. 34-35).</p>	<p>When there is no author or editor, place the title in the author position.</p> <p>In-text citation: Use double quotation marks around the title of a chapter and italicize the title of a book (see also p. 10 of this guide).</p>
<p>Organisation as author (e.g. a government agency or professional association)</p>	<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. 34).</p> <p>All subsequent citations: (MOH, 2003, p. 34).</p>	<p>In-text citation: 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>Reference list: Use the full name 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>
<p>Booklets, brochures, pamphlets, fact sheets</p>	<p>Ministry of Health. (2007). <i>Food for health</i> [Pamphlet]. N.p.: Author.</p>	<p>(Ministry of Health [MOH], 2007, Takeaway Foods section, para. 1).</p>	<p>Printed 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>
<p>Booklets, brochures, pamphlets, fact sheets, no author</p>	<p><i>Lyme disease and related disorders</i> [Brochure]. (n.d.). Groton, NY: Pfizer Company.</p>	<p><i>(Lyme Disease,</i> n.d., p. 2).</p>	<p>If there is no author, place the title in italics in the author position.</p> <p>In-text citation: (First few words of the title, with key words capitalised and in italics, year, page if appropriate).</p>

<p>DSM-IV TR</p>	<p>Author. (year of publication). <i>Title of book – italicised.</i> (edition - not necessary for first edition). City and state, or city & country, of publication (see place of publication rules on page 15): Author.</p> <p>American Psychiatric Association. (2000). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed., text rev.). Washington, DC: Author.</p>	<p>(Edition, revision; <i>Title of manual</i>; Author, date, page number[s]).</p> <p>The <i>Diagnostic and Statistical Manual of Mental Disorders</i> [DSM-IV-TR] stated___ (4th ed., text rev.; <i>DSM-IV-TR</i>; American Psychiatric Association, 2000, p. 45). <i>DSM-IV-TR</i> (2000) categorises mental health disorders___ (4th ed., text rev.; <i>DSM-IV-TR</i>; American Psychiatric Association, 2000, p. 45).</p>	<p>In-text citation: Cite the title of the manual in full the first time in the text. Thereafter, refer to the manual (in italics) as follows:</p> <p>The <i>DSM-IV-TR</i> (2000) ...</p> <p>Reference list: 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 p. 18 of this guide.)</p>
<p>The Bible/Qur'an</p>		<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
Florida	FL	Massachusetts	MA	Oklahoma	OK	Wisconsin	WI
Georgia	GA	Michigan	MI	Oregon	OR	Wyoming	WY
		Minnesota	MN	Puerto Rico	PR		
		Missouri	MO	Rhode Island	RI		

Digital Object Identifiers (DOIs)

The DOI is a unique string 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. Not many library databases currently

provide DOIs. However, they will be more commonly used in the future and eventually all documents will have their own 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 URL or database name. The following digital sources may have DOIs:

Electronic book

Yule, G. (2006). *The study of language* (3rd ed.). doi: 10.2277/0521543207

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)

<p>Electronic book from Ara Institute Library subscription e-book provider</p>	<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). Retrieved from _____.</p> <p>Glaesser, D. (2006). <i>Crisis management in the tourism industry</i> (2nd ed.). Retrieved from EBL.</p>	<p>(Glaesser, 2006, pp. 34-35).</p>	<p>Provide the name of the e-book provider (e.g. EBL, Safari Books Online) rather than the full URL. Books are easily available by search.</p> <p>For dates that cannot be determined, use n.d. (for no date)</p> <p>Adaptation of APA rule: APA suggests that for e-books that do not have a DOI, you need to provide the URL of the e-book. However, for e-books retrieved from an Ara Institute Library e-book provider, we recommend that instead you name the e-book provider (see reference list example), to make it easier for you or your tutor to retrieve that e-book again (do not include the e-book URL).</p>
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Electronic book from open-access website (e.g., accessed via Google Books)	<p>Yule, G. (2006). <i>The study of language</i> (3rd ed.). Retrieved from http://books.google.co.nz/books?id=Zw5Y0o0q1bYC&pg=PP1&dq=subject%3A%22Linguistics%22&as_brr=3&view=1&pg=PP1#v=onepage&q=&f=false</p>	<p>(Yule, 2006, p. 45).</p>	<p>Some URLs can be unstable, so provide a persistent link for your reference if possible. For example, Google Books provides a Link icon in the right-hand corner of the screen. Copy the link into your reference.</p>
Chapter or article in a multi-author electronic book (each chapter written by different authors)	<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). Retrieved from _____ (or http://www.xxxxx if an open-access website)</p> <p>Godfrey, K. (2006). The 'developmental origins' hypothesis: Epidemiology. In P. Gluckman & M. Hanson (Eds.), <i>Developmental origins of health and disease</i> (pp. 6-32). Retrieved from Safari Books Online.</p>	<p>(Author[s] surname[s] of chapter, year of book publication, page number[s]).</p> <p>(Godfrey, 2006, p. 210)</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>DOI: When DOIs are assigned, use them in place of the database name (see p. 19 of this guide).</p>
Booklets, brochures, pamphlets, fact sheets in electronic format	<p>Ministry of Health. (2006, April). <i>Māori smoking and tobacco use</i> [Fact sheet]. Retrieved from http://www.moh.govt.nz/moh.nsf/0/AC53BAEF69C223EFCC25714C00019ADA/\$File/smoking-factsheet.pdf</p>	<p>(Ministry of Health, 2006, p. 3).</p>	<p>For booklets, etc. accessed electronically, provide the URL rather than the publication details.</p>

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
Reference materials in print format	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, page number[s] from which information has been cited).	
Single and multiple authors	<p>Carson-DeWitt, R., & Odle, T. G. (2006). Cancer. In D. Olendorf, C. Jeryan, & K. Boyden (Eds.), <i>The Gale encyclopaedia of medicine</i> (3rd ed., Vol. 2. pp. 701-709). Detroit, MI: Gale.</p> <p>Fayyad, U. (2007). Data mining. In E. Geller (Managing Ed.), <i>McGraw-Hill encyclopedia of science & technology</i> (10th ed., Vol. 5, pp. 255-257). New York, NY: McGraw-Hill.</p> <p>Mockaitis, T. (2009). Terrorism. In P. A. Kobasa (Ed.-in-Chief), <i>The world book encyclopedia</i> (Vol. 19, pp. 174-180). Chicago, IL: World Book Inc.</p>	<p>Carson-DeWitt and Odle (2006, p. 703) stated that ____</p> <p>____ (Carson-DeWitt & Odle, 2006, p. 703).</p> <p>Fayyad (2007, p. 255) explained that____</p> <p>____ (Fayyad, 2007, p. 255).</p> <p>Mockaitis (2009, p. 177) noted that____</p> <p>____ (Mockaitis, 2009, p. 177).</p>	<p>For the editors' names, write the initial first, and then surname, followed by the abbreviation (Ed.), or (Eds.) if more than one editor.</p>

No author	Muscles of ventilation. (2010). In P. Harris, S. Nagy, & N. Vardaxis (Eds.-in-Chief), <i>Mosby's dictionary of medicine, nursing & health professions</i> (2 nd Australian & New Zealand ed., p. 1138). Chatswood, New South Wales, Australia: Elsevier Australia.	<p>“Muscles of Ventilation” (2010, p. 1138) provides____</p> <p>“Muscles” (2010, p. 1138) provides____</p> <p>____ (“Muscles of Ventilation,” 2010, p. 1138).</p>	<p>In-text citation: 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.</p> <p>Reference list: 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>

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).
- It is not necessary to include the publisher's geographical location and name when referencing electronically-retrieved information.
- 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 cited. For longer online documents with section headings, cite the heading and the number of the paragraph following it (see the Graham example on [p. 23](#)).

Item	Full reference (in reference list)	In-text citation	Notes
Reference materials in	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	Author(s) surname(s) (Year of the reference material, page or	

<p>electronic format</p>	<p>source. [In] Editor(s), <i>Title of the reference material – italicised</i> (Edition number if applicable, Volume number if applicable, page(s) of article). Retrieval statement specifying the name of the database used, or the URL of the web page.</p>	<p>paragraph number(s) from which information has been cited) ____ or ____ (Author[s] surname[s], year, page or paragraph number[s]).</p>	<p>Many dictionary and encyclopaedia websites do not have information on their editors. If so, just provide the dictionary or encyclopaedia name (e.g. Royal example below).</p>
<p>Single and multiple authors</p>	<p>Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Fall 2007 ed.). Retrieved from http://plato.stanford.edu/entries/behaviorism/</p> <p>Royal, T. A. C. (2009, March 4). Māori creation traditions. In <i>Te Ara: The encyclopaedia of New Zealand</i>. Retrieved from http://www.teara.govt.nz/en/maori-creation-traditions</p> <p>Scogna, K. (2008). Homeostasis. In K. L. Lerner, & B. W. Lerner (Eds.), <i>Gale encyclopaedia of science</i> (4th ed., Vol. 2, pp. 2146-2148). Retrieved from Gale Virtual Reference Library database.</p> <p>Joanna Briggs Institute. (2015). <i>Patient: Discharge from hospital</i> [Recommended practice information]. Retrieved from Joanna Briggs Institute database.</p>	<p>Graham (2005, What is Behaviourism section, para. 2) conducted ____ Or ____ (Graham, 2005, What is Behaviourism section, para. 2).</p> <p>Royal (2009, para. 4) studied ____ Or ____ (Royal, 2009, para. 4).</p> <p>Scogna (2008, p. 2147) stated ____ Or ____ (Scogna, 2008, p. 2147).</p> <p>Joanna Briggs Institute (2015) stated ____ Or ____ Joanna Briggs Institute (2015).</p>	<p>Please see p. 9 which explains the PDF vs HTML (text-only) format of information retrieved online, especially in relation to the page or paragraph numbers of articles.</p> <p>DOI: When DOIs are assigned use them in place of the database name (see p. 18 of this guide.)</p>

<p>No author, no editor</p>	<p>Subject heading. (date). [In] <i>Title of the reference material – italicised</i>. Retrieval statement with the name of the database used, or the URL of the web page.</p> <p>Caffeine. (2009). In <i>Dictionary.com</i>. Retrieved from http://dictionary.reference.com/browse/caffeine</p> <p>Diabetes mellitus. (2010). In <i>Encyclopedia Britannica online</i>. Retrieved from http://www.britannica.com/EBchecked/topic/160921/diabetes-mellitus</p> <p>Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.m-w.com/dictionary/heuristic</p>	<p>___ (“Caffeine,” 2009, para. 3).</p> <p>___ (“Diabetes Mellitus,” 2010, para. 1).</p> <p>___ (“Heuristic,” n.d., para. 1).</p>	<p>In-text citation: 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.</p> <p>Reference list: If there is no author (such as a dictionary entry), begin with the subject heading followed by the date. The rest of the reference follows the normal pattern.</p> <p>Use (n.d.) if no date of publication is specified.</p>
<p>A Cochrane Review</p>	<p>Hartley, L., May, M., Loveman, E., & Rees, K. (2016, January 7). Dietary fibre for the primary prevention of cardiovascular disease. In <i>Cochrane Database of Systematic Reviews</i>. Retrieved from http://www.cochrane.org/CD011472/VASC_dietary-fibre-prevent-cardiovascular-disease</p>	<p>___ (Hartley, May, Loveman, & Rees, 2016, p. 1).</p>	<p>Cochrane reviews should be referenced as published in the <i>Cochrane Database of Systematic Reviews</i>, with the issue of publication rather than the current issue of <i>The Cochrane Library</i>.</p>

Wikipedia:

See “Wikis (including Wikipedia)” on [p. 46](#) of this guide for how to reference an article from Wikipedia. Check with your tutor whether Wikipedia is an acceptable source for your assignment.

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.

Please note: The APA (2010) rules for periodicals do not cover all the ways you may find articles (e.g. by using library databases), and so in places in this guide we have recommended an adaptation of the APA rules to make them clearer for Ara Institute use.

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 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. 18](#) 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 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: xx.xxxxxxxx	Author(s) surname(s) (year of journal, page of paraphrased words) ____ Author(s) surname(s) (year of journal) ____ (page of quoted words). or ____ (author[s] surname[s], year, page number[s]).	Reference list: Much of this information can be found on the first page of the journal article. If not, try the database or internet page that links to the journal article. If the article has a DOI, provide that at the end of your reference entry. For rules and examples for multiple authors , see “Journal article in print format” below on pp. 28-30 (and add retrieval information as appropriate).

	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology, 24</i> (2), 225-229. doi: 10.1037/0278-6133.24.2.225	Herbst-Damm and Kulik (2005, p. 227) indicate that ____ ____ (Herbst-Damm & Kulik, 2005, p. 227).	
Journal article with no DOI, retrieved from a library database	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 _____ database. Agnew, R. (2015). Reflections on the new Scottish innovative child protection system. <i>Aotearoa New Zealand Social Work, 27</i> (3), 4-13. Retrieved from Australia/New Zealand Reference Centre database. Sugerman, D. (2002). Inclusive outdoor education: Facilitating groups that include people with disabilities. <i>Journal of Experiential Education, 24</i> (3), 166- (7 pages). Retrieved from Professional Development Collection database.	Author(s) surname(s) (year of journal, page of paraphrased words) ____ Author(s) surname(s) (year of journal) ____ (page of quoted words). or ____ (author[s] surname[s], year, page number[s]). Agnew (2015, pp. 11-12) suggests ____ Sugerman (2002, Addressing Personal Attitudes section, para. 2) believes ____ ____ (Sugerman, 2002, Addressing Personal Attitudes section, para. 2).	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. Please see p. 9 which explains the PDF vs HTML (text-only) format of articles retrieved from databases, especially in relation to the page or paragraph numbers of articles. Adaptation of APA rule: APA suggests that for journal articles that do not have a DOI, you need to provide the home page URL of the journal. However, for articles retrieved from a library database (such as those provided via the Ara Institute library) we recommend that instead you name the database you retrieved the journal article from (see reference list example), to make it easier for you or your tutor to retrieve that article again (do not include the database URL).
Journal article with no DOI, retrieved from an open access website (e.g. via Google)	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. Retrieved from [add URL, not in brackets]	Author(s) surname(s) (year of journal, page of paraphrased words) ____ Author(s) surname(s) (year of journal) ____ (page of quoted words). or	Adaptation of APA rule: APA suggests that for journal articles that do not have a DOI, you need to provide the home page URL of the journal. However, for articles retrieved from an open access website (e.g., via Google), we recommend that instead you give the URL of the web page you retrieved the journal article from (as in the Hall example), to make it easier for you or your tutor to retrieve that article again.

<p>No Author</p>	<p>Hall, S. S. (2006). Parental predictors of young adults' belief systems of marriage. <i>Current Research in Social Psychology</i>, 12(2), 22-37. Retrieved from http://www.uiowa.edu/%7Egrpproc/crisp/crisp12_2.pdf</p> <p>An update on statins. (2010, August). <i>Best Practice Journal</i>, (30), 16-27. Retrieved from http://www.bpac.org.nz/magazine/2010/august/docs/BPJ_30_august2010.pdf</p>	<p>____ (author[s], year, page number[s]).</p> <p>Hall (2006, p. 25) noted that ____</p> <p>____ (Hall, 2006, p. 25).</p> <p>____ (“An Update on Statins,” 2010, p. 18).</p>	<p>Note: APA (2012) recommends that no retrieval date is needed because the journal article content will not change over time.</p> <p>For rules and examples for multiple authors, see “Journal article in print format” below (and add retrieval information as appropriate).</p> <p>If there is no author, place the article title in the author position.</p> <p>No author in-text citation: First few words of the title, in quotation marks, with key words capitalised, year, page if appropriate.</p>
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Journal Articles in Print Format

Item	Full reference (in reference list)	In-text citation	Notes
<p>Journal article in print format</p>	<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>Note: 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, page of paraphrased words) ____</p> <p>Author(s) surname(s) (year of journal) ____ (page of quoted words).</p> <p>____ (author[s] surname[s], year, page number[s]).</p>	<p>Note re page numbers in the citation: If paraphrasing it is recommended that you place the page number with the author-date information, but check this with your department. If quoting, place the page number at the end of the quote (see Warren example below). If paraphrasing, place the page number with the author-date information (see Gunther & Thomas example below). Use pp. for more than one page (e.g. pp. 56-58). If there are no page numbers, use “para.” (e.g. para. 2). For multiple authors, see examples below.</p>

One author	Warren, K. (2002). Preparing the next generation: Social justice in outdoor leadership education and training. <i>Journal of Experiential Education</i> , 25(1), 231-238.	Warren (2002) believes that “fairness is the most important value in outdoor leadership” (p. 232). or “___ outdoor leadership” (Warren, 2002, p. 232).	
Two authors	Gunther, M., & Thomas, S. P. (2006). Nurses’ narratives of unforgettable patient care events. <i>Journal of Nursing Scholarship</i> , 38(4), 370-376.	Gunther and Thomas (2006, pp. 371-372) suggest___ ___ (Gunther & Thomas, 2006, pp. 371-372).	In-text citation: 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 (&) instead of “and.”
Three, four or five authors	Buxton, V., James, T. J., & Harding, W. (1998). Using research in community nursing. <i>Nursing Times</i> , 94(35), 57-60.	Buxton, James, and Harding (1998, p. 58) suggest ___ ___ (Buxton, James, & Harding, 1998, p. 58). Further references: ___ (Buxton et al., 1998, p. 60).	In-text citation: When you are using the authors’ names in brackets, use an ampersand (&) instead of “and.” When a work has three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et al. (with a full stop after the al.). Reference list: Give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., & Author, C. C.).
Six or seven authors	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___	In-text citation: 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. Reference list: Give surnames and initials for up to and including seven authors (e.g., Author, A. A., Author, B. B., & Author, C. C.).

Eight or more authors	<p>Fitchen, C. S., Ferraro, V., Asuncion, J. V., Chwojka, C., Barile, M., Nguyen, M. N., . . . Wolforth, J. (2009). Disabilities and e-learning problems and solutions: An exploratory study. <i>Educational Technology & Society</i>, 12(4), 241-256.</p>	<p>Fitchen et al. (2009, p. 242) noted that ____</p> <p>____ (Fitchen et al., 2009, p. 242).</p>	<p>In-text citation: 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.).</p> <p>Reference list: When there are eight or more authors, include the first six authors' names, then insert three spaced ellipses, and add the last author's name.</p>
Journal article with no author	<p>Should you get shingles vaccine? (2008, October). <i>Harvard Health Letter</i>, 33(12), 6-7.</p>	<p>____ ("Should You Get," 2008, p. 6).</p>	<p>If there is no author, place the title in the author position.</p> <p>No author in-text citation: First few words of the title, in quotation marks, with key words capitalised, year, page if appropriate.</p>
Anonymous as author	<p>Anonymous. (2008). An ugly game. <i>The Chronicle of Higher Education</i>, 55(16), B20.</p>	<p>____ (Anonymous, 2008, p. B20).</p>	<p>Anonymous 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>
Editorial in a journal (An editorial is an article in a publication giving the opinion of its editors or guest editor on a given topic.)	<p>Komaroff, A. (2009). Editor's note [Editorial]. <i>Harvard Health Letter</i>, 34(7), 1.</p> <p>Salcido, R. (2001). It takes a village: The caregiver's role in wound care [Editorial]. <i>Advances in Skin & Wound Care</i>, 14(5), 220-221.</p>	<p>____ (Komaroff, 2009, pp. 6-7).</p> <p>Salcido (2001, p. 221) argues that ____</p> <p>____ (Salcido, 2001, p. 221).</p>	

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
Magazine article in print format	<p>Surname(s), initial(s) of author(s) of article. (Year and exact date of publication - month, <i>or</i> month and day, <i>or</i> 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.</p> <p>Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. <i>Monitor on Psychology</i>, 39(5), 26-29.</p> <p>Gasparino, C., & Joseph, N. L. (2005, July 25). Good news: You're fired. <i>Newsweek</i> (Pacific ed.), 146(4/5), 6.</p>	<p>Author surname(s) (year of article, page of paraphrased words) ____</p> <p>Author surname(s) (year of article) ____ (page of quoted words).</p> <p>or</p> <p>____ (author[s], year, page number[s]).</p> <p>Chamberlin, Novotney, Packard, and Price (2008, p. 27) suggest____</p> <p>____ (Chamberlin, Novotney, Packard, & Price, 2008, p. 27).</p> <p>Gasparino and Joseph (2005, p. 6) argue ____</p>	<p>In-text citation: only the year is required – e.g. (Gasparino & Joseph, 2005, p. 6) – not the full date.</p> <p>See the section “Journal article in print format” on pp. 28-30 for examples of citing multiple authors.</p> <p>Reference list: Give the date shown on the publication – month for monthlies, or month and day for weeklies.</p>

<p>Magazine article, no author</p>	<p>Pavlov's brother. (2004, November 15). <i>New Yorker</i>, 80(35), 63.</p> <p>Note: If the author is named as Anonymous, 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. 30 for examples.</p>	<p>____ (“Pavlov’s Brother,” 2004, p. 63).</p>	<p>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.</p> <p>Reference list: If there is no author, begin the reference with the title of the article.</p>
<p>Magazine article in electronic format (retrieved from a database or a website)</p>	<p>Surname(s), initial(s) of author(s) of article. Year and exact date of publication - month, <i>or</i> month and day, <i>or</i> 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 if available. Retrieved from (name of database, or URL).</p> <p>Espiner, G. (2006, November 1). The muckraker and the strategist. <i>North & South</i>, 248, 108-109. Retrieved from Australia/New Zealand Reference Centre database.</p> <p>Gaspirino, C. (2005, October 3). Slow-motion makeover. <i>Newsweek</i>, 146, 44- (2 pages). Retrieved from General OneFile database.</p> <p>Springen, K., & Seibert, S. (2005, January 17). Artful ageing. <i>Newsweek</i>, 145. Retrieved from http://www.newsweek.com/id/48240</p>	<p>____ (author[s] surname[s], year, page/para number[s]).</p> <p>Espiner (2006, p. 109) suggested ____</p> <p>____ (Espiner, 2006, p. 109).</p> <p>____ (Gaspirino, 2005, para. 2).</p> <p>Springen and Seibert (2005, para. 4) noted that ____</p> <p>____ (Springen & Seibert, 2005, para. 4).</p>	<p>See the section “Journal article in print format” on pp. 28-30 for examples of citing multiple authors.</p> <p>In-text citation: only the year is required – e.g. (Gasparino, 2005) – not the full date.</p> <p>Reference list: Give the date shown on the publication – month for monthlies or month and day for weeklies.</p> <p>Please see p. 9 which explains the PDF vs. HTML (text-only) format of articles retrieved from databases, especially in relation to the page or paragraph numbers of articles.</p> <p>Adaptation of APA rule: APA suggests that for articles that do not have a DOI, you need to provide the home page URL of the magazine. However, for articles retrieved from a library database, or an open access website (e.g., via Google or Ara Institute Repository), we recommend that instead you give the URL of the web page you retrieved the article from (as above), to make it easier for you or your tutor to retrieve that article again.</p>

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
Newspaper article in print format	Surname(s), initial(s) of author(s) of article. (Year, month and day). Title of article: Subtitle of article. <i>Title of Newspaper (capitalise all key words) -italicized</i> , page range of article. Towers, K. (2000, January 18). Doctor not at fault, says coroner. <i>The Australian</i> , p. 3:1.	(Author[s] surname[s] if available, year, page or paragraph number[s]). ___ (Towers, 2000, p. 3:1).	
Newspaper article, no author	Rate rise scares new home buyers away. (2005, April 29). <i>Sunday Star Times</i> , p. C3. Note: If the author is named as Anonymous , 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, p. C3).	If there is no author, begin the reference with the title of the article. 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.
Special issue or section	Kassenaar, L. (2009, December 11). Carbon capitalists [New Zealand Herald supplement]. <i>The Business Herald</i> , pp. 12-14.	___ (Kassenaar, 2009, p. 12).	
Editorial	City plan laudable [Editorial]. (2009, December 14). <i>The Press</i> , p. A12.	___ ("City Plan," 2009, p. A12).	
Letter to the Editor	Jameson, J. (2009, December 12). Humane farming vital [Letter to the editor]. <i>The Press</i> , p. A12.	___ (Jameson, 2009, p. A12).	

Newspaper article from a library database	<p>Boseley, S. (2009, November 2). The last push to end polio. <i>The Guardian International Edition</i>, pp. 48-51. Retrieved from Press Display database.</p> <p>Government showing interest in Māori-style social services. (2009, November 14). <i>The New Zealand Herald</i>. Retrieved from Australia/New Zealand Reference Centre database.</p>	<p>___ (Boseley, 2009, p. 50).</p> <p>___ (“Government Showing Interest,” 2009, para. 5).</p>	<p>If there is no author, begin the reference with the title of the article.</p> <p>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.</p> <p>Please see p. 9 which explains the PDF vs HTML (text-only) format of articles retrieved from databases, especially in relation to the page or paragraph numbers of articles.</p>
Newspaper article from a newspaper’s website	<p>Carey, B. (2008, November 7). Extinguishing the fear at the roots of anxiety. <i>The New York Times</i>. Retrieved from http://www.nytimes.com/</p>	<p>As Carey (2008, para. 4) reports ___</p>	<p>Give the URL of the newspaper home page (to avoid nonworking URLs).</p>
Newspaper article from stuff.co.nz	<p>Rosenblatt, J., & Satariano, A. (2016, January 23). Google paid Apple US\$1 billion to keep search bar on iPhone. <i>The Washington Post</i>. Retrieved from www.stuff.co.nz/</p>	<p>___ (Rosenblatt & Satariano, para. 2).</p>	<p>Give the URL of the newspaper home page (to avoid nonworking URLs). If the article does not mention the newspaper it is from, just leave that out.</p>
Newsletters	<p>Ministry of Health. (2009, October). The spread of sexually transmitted infections through populations. <i>AIDS New Zealand</i>, (64), 1-4. Retrieved from http://www.moh.govt.nz/moh.nsf/pagesmh/2871/\$File/aidsnz-64-oct09.pdf</p> <p>Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP News @ a Glance</i>. Retrieved February 2007, from http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html</p>	<p>___ (Ministry of Health [MOH], 2009, p. 3).</p> <p>___ (“Six Sites Meet,” 2006, para. 3).</p>	<p>The exact URL is helpful here because specific newsletter articles are difficult to locate from the organisation’s home page.</p> <p>If there is no author, begin the reference with the title of the article.</p> <p>No author: When there is no author, for the 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.</p>

Web Pages

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).

Kidspsych is a wonderful interactive website for children (<http://www.kidspsych.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
Web pages Single and multiple authors (from a website with a different name)	Author if available –individual or organisation. (Date posted or updated). <i>Title of the document/web page–italicized</i> [Format]. Retrieved Month Day, Year, from URL Fleming, N. (2011). <i>Aural study strategies</i> [Website]. Retrieved December 6, 2011, from VARK website: http://www.vark-learn.com/English/page.asp?p=aural	___ (Author[s] surname[s], Year, para. number[s]). ___ (Fleming, 2011, para. 3).	Where possible, provide a page or paragraph number whenever paraphrasing or 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). If the name of the website is different from the name of the author, include it before the URL (e.g. Retrieved Month Day, Year, from Agency Name website: http://www.xxxx).

Organisation as author	Ministry of Health. (2010). <i>Maori public health perspective</i> [Website]. Retrieved January 15, 2016, from Public Health Workforce Development website: http://www.publichealthworkforce.org.nz/Maori-public-health-perspective.aspx	___ (Ministry of Health [MOH], 2010, para. 2).	Retrieval date: The date you retrieved the electronic information is important as web page content is likely to be changed or updated. The retrieval date offers a snapshot of the content at the time of your search.
Web page with author and section headings (Another page from same website)	World Health Organization. (2011a). <i>Oral health</i> [Website]. Retrieved January 23, 2011, from http://www.who.int/oral_health/action/groups/en/index.html World Health Organization. (2011b). <i>The Ottawa Charter for Health Promotion</i> [Website]. Retrieved December 8, 2011, from http://www.who.int/healthpromotion/conferences/previous/ottawa/en/index4.html	___ (World Health Organization [WHO], 2011a, Oral Health of Youth section, para. 1). <i>Subsequent citation:</i> ___ (WHO, 2011b, "Health Promotion Emblem," para. 2).	If the web page includes headings, cite the heading (+ the word section) and the number of the paragraph following it, to direct the reader to the location of the material you used. If the heading is too long to cite in full, use a shortened version enclosed in quotation marks. Do not include the word <i>section</i> .
Web page with no author	<i>Coffee gives women cyclists the advantage!</i> [Website]. (2006) Retrieved December 14, 2006, from Coffee Science Source website: http://coffeescience.org/fitness/cyclists	___ ("Coffee," 2006, para. 5).	If there is no author, begin the reference with the title of the article. 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.
Web page with no date	EmX, K. (n.d.). <i>The history of dreadlocks</i> [Website]. Retrieved December 14, 2006, from Knotty Boy website: http://www.knottyboy.com/learn/dreadhistory.php	According to EmX (n.d., para. 3), the earliest records of dreadlocks date back to Egyptian times.	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.

Please note: APA does not actually provide rules for referencing web pages. We recommend you follow the rules above, to ensure standard presentation for information sourced from web pages, and make it easier for you or your tutor to retrieve that information again.

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.

Item	Full reference (in reference list)	In-text citation	Notes
Report in print format	<p>Author(s) surname, initials. (Year of publication). <i>Title of report - italicised</i> (Report Number if available). Place of publication: Publisher.</p> <p>Mental Health Commission. (2004). <i>Report on progress 2002-2003 towards implementing the blueprint for mental health services in New Zealand</i>. Wellington, New Zealand: Author.</p>	<p>___ (Author[s] – individual[s] surname[s] or organisation[s], year of publication, page number[s]).</p> <p>___ (Mental Health Commission, 2004, p. 4).</p>	<p>When the report has been published by the organisation that wrote it, use the word Author as the name of the publisher.</p>
Report in electronic format	<p>Author(s) surname, initials. (Year of publication). <i>Title of report - italicised</i> (Report Number if available). Retrieved from Agency name website: http://www.xxxx</p> <p>Kessy, S. S. A., & Urio, F. M. (2006). <i>The contribution of microfinance institutions to poverty reduction in Tanzania</i> (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf</p> <p>Ministry of Health. (2009). <i>Annual review of drinking-water quality in New Zealand 2007/8</i>. Retrieved from http://www.moh.govt.nz/moh.nsf/pagesmh/9720/\$File/drinking-water-review-0708.pdf</p>	<p>Kessy and Urio (2006, p. 24) outline ___</p> <p>___ (Ministry of Health [MOH], 2009, p. 3).</p>	<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: http://www.xxxx).</p> <p>No author: When there is no author, for the in-text citation use the first few words of the title, with key words in capitals, in italics. The first word of the citation must match the first word of the reference entry. See p. 16 for examples.</p>

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
Paper presentation or poster presentation, not formally published	Presenter, A. A. (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, page number[s] if appropriate).	If you have retrieved the paper or poster online, add a retrieval statement (e.g. Retrieved from http://www.xxxx).
Symposium contribution, not formally published	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. Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behaviour</i> . Symposium conducted at the Meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.	___ (Muellbauer, 2007, p. 34).	
A paper in published conference proceedings	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. Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & 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.	___ (Katz, Gabayan & Aghajan, 2007, p. 99).	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. See the section “Journal article in print format” on pp. 28-30 for examples of citing multiple authors.

A paper in online published conference proceedings			APA does not provide rules for referencing the online version of a published conference paper; therefore we suggest you reference it as per the printed version above, and add a retrieval statement (e.g. Retrieved from http://www.xxxx) instead of the publishing details.
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Theses and Dissertations

Item	Full reference (in reference list)	In-text citation	Notes
Theses and Dissertations, published or unpublished	<p>Adams, R. J. (1973). <i>Building a foundation for evaluation of instruction in higher education and continuing education</i> (Doctoral dissertation). Retrieved from http://www.ohiolink.edu/etd/</p> <p>Carlstrom, P. (2000). <i>Carbody and passengers in rail vehicle dynamics</i> (Unpublished Doctoral thesis, Royal Institute of Technology, Stockholm, Sweden). Retrieved from http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-3029</p> <p>McNeil, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728).</p>	<p>____ (Adams, 1973, p. 32).</p> <p>____ (Carlstrom, 2000, p. 33).</p> <p>____ (McNeil, 2006, p. 34).</p>	Dissertations and theses can be retrieved from subscription databases, institutional archives, and personal websites. Provide appropriate retrieval information, as in the examples in the full reference column.

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
Electronic format	Immigration Act 2009, No. 51. Retrieved from http://www.legislation.govt.nz/	____ (Immigration Act, 2009, s. 3).	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 a retrieval statement. No retrieval date is necessary, as the content of the Acts of Parliament is not likely to be changed or updated. (A published revised edition of an Act will have a different publication date.) Give the short title as it appears in the statute book. The title is not in italics. Refer to a section (abbreviated as 's.')
	Privacy Act 1993, No. 28. Retrieved from http://www.legislation.govt.nz/	In s. 5 of the Privacy Act (1993) ____	
	Food (Safety) Regulations 2002, SR2002/396. Retrieved from http://www.legislation.govt.nz/	____ (Food [Safety] Regulations, 2002, s. 20).	
			part of an Act in the in-text citation in your assignment, not in the reference list.

Hansard

New Zealand Parliamentary Debates (Hansard) is the edited report of the proceedings of the House.

Item	Full reference (in reference list)	In-text citation	Notes
	Title of bill (Date) Volume Title of publication Electricity Industry Bill - First Reading (15 December 2009) 659 NZPD	____ (Electricity Industry Bill - First Reading, 2009, p. 16).	

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, p. 7).	

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). Taylor v New Zealand Poultry Board [1984] 1 NZLR 394 (CA).	____ (<i>Taylor v New Zealand Poultry Board</i> , 1984, p. 18).	

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.	____ (<i>New Zealand Standard 3604:1999</i> , p. 7).	In-text citation: Give the shortened title only, with key words in capitals, in italics.
Standard from subscription database	<i>New Zealand standard 4404:2010: Land development and subdivision infrastructure</i> . Retrieved from Standards New Zealand database.	____ (<i>New Zealand Standard 4404:2010</i> , p. 9).	Adaptation of APA rule: APA does not provide a rule for standards retrieved from a subscription database (such as those provided via the Ara Institute library). We recommend you name the database you retrieved the standard from to make it easier for you or your tutor to retrieve that standard again (do not include the database URL).

Treaty of Waitangi

Item	Full reference (in reference list)	In-text citation	Notes
<p>Retrieved from a printed source</p>	<p>State Services Commission. (2005). <i>The story of the Treaty: Part 1</i>. Wellington, New Zealand: Author.</p> <p>Te Tari Awhina Whanau. (1990). <i>Whakamaramai i Te Tiriti o Waitangi: Understanding the Treaty of Waitangi</i>. Auckland, New Zealand: Author.</p>	<p>___ (Treaty of Waitangi, English version, Preamble, as cited in State Services Commission, 2005, p. 15).</p> <p>___ (Treaty of Waitangi, translation of Māori version, Ko te tuarua, as cited in Te Tari Awhina Whanau, 1990, p. 21).</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."</p> <p>When citing the Māori version, identify the article number as it appears in the Maori text.</p>
<p>Retrieved from a website</p>	<p>Ministry for Culture and Heritage. (2010). <i>Read the Treaty</i>. Retrieved December 8, 2010, from NZ History Online website: http://www.nzhistory.net.nz/politics/treaty/read-the-treaty/english-text</p>	<p>___ (Treaty of Waitangi, English version, Article 2, as cited in Ministry for Culture and Heritage, 2010).</p>	<p>There is no need to cite the website paragraph number if you have specified the article you are referring to.</p>

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.

Item	Full reference (in reference list)	In-text citation	Notes
<p>Message posted to a newsgroup, online forum, or discussion group</p>	<p>Surname(s), initial(s)/ Screen name(s) of author(s) of post. (Year, Month Day of posting). Title of post [Description of form]. Retrieved from URL</p> <p>Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme_eight_how_can_cultural #comments</p>	<p>(Author[s] if available – surname[s] or screen name[s], posting date, page or paragraph number).</p> <p>____ (Rampersad, 2005, para. 3).</p>	<p>Reference list: If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name.</p> <p>Provide the exact date of the posting.</p> <p>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>Include the information “Retrieved from” followed by the URL where the message can be retrieved. Include the name of the list to which the message was posted, if this information is not part of the URL.</p> <p>Provide the URL address for the archived version of the message.</p>

Message posted to an electronic mailing list	Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from http://tech.groups.yahoo.com/group/ForensicNetwork/message/670	____ (Smith, 2006).	
Blog post Blog comment	<p>PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</p> <p>MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</p>	<p>____ (PZ Myers, 2007, para. 2).</p> <p>____ (MiddleKid, 2007, para. 1).</p>	In the two examples here, screen names are used for the author names. The authors have adopted a nickname, or screen name, to use when posting comments to the web log.
Video blog post (including YouTube blogs)	AssociatedPress. (2009, April 29). But were they 'Star Trek' fans? [Video blog post]. Retrieved from http://www.youtube.com/watch?v=loJBCRH-Qjk	____ (AssociatedPress, 2009).	

<p>Facebook</p>	<p>Barack Obama. (2009, October 9). Humbled. http://my.barackobama.com/page/community/post/obamaforamerica/gGM45m [Facebook update]. Retrieved from http://www.facebook.com/posted.php?id=6815841748&share_id=154954250775&comments=1#s154954250775</p>	<p>____ (Barack Obama, 2009).</p>	<p>The entire post is placed in the title position, including any URL in the post. If the post is too long, you can use a shortened version.</p> <p>Note: Information from private or friends-only Twitter or Facebook pages is NOT retrievable by everyone. Hence cite it as personal communication (see p. 8 of this guide). No reference list entry is required.</p>
<p>Twitter</p>	<p>BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366</p>	<p>____ (BarackObama, 2009).</p>	
	<p>When I was your age, Pluto was a planet. (n.d.). In <i>Facebook</i> [Group page]. Retrieved December 16, 2009, from http://www.facebook.com/group.php?gid=2207893888</p>	<p>____ (When I was your age, Pluto was a planet, n.d.).</p>	<p>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.</p>

Wikis (including Wikipedia)

- 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
Wikis (including Wikipedia)	Full title of page/article. (Posting or revision date). In Name of wiki – italicised. Retrieved month day, year from URL	(“Shortened Title of page/article,” posting or revision date, para. number[s]).	<p>*Important note about Wikipedia: if you are using information from Wikipedia, <i>check with your course leader</i> whether it is an acceptable source for your assignments.</p> <p>Where possible, provide a page or paragraph number whenever paraphrasing or quoting directly. Many electronic sources 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).</p>
	Electrical engineering. (2006, December 11, 19:07). In <i>Wikipedia</i> . Retrieved December 12, 2006, from http://en.wikipedia.org/wiki/Electrical_engineering	____ (“Electrical Engineering,” 2006).	
	Psychometric assessment. (n.d.). In <i>The Psychology Wiki</i> . Retrieved January 28, 2007, from http://en.wikipedia.org/wiki/Psychometrics	____ (“Psychometric Assessment,” n.d., Key Concepts section, para. 4).	

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	<p>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.</p> <p>Barry, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [DVD]. United States of America: Paramount Pictures.</p> <p>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).</p>	<p>(Surname[s] of primary contributor[s], year of publication).</p> <p>___ (Barry & Lonergan, 2000).</p> <p>___ (Harrison & Schmiechen, 1992).</p>	<p>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).</p>
Television Broadcast, Series, Episode	<p>Crichton, M. (Producer). (1995, February 23). Sleepless in Chicago [Television series episode]. In <i>ER</i>. New York, NY: National Broadcasting Company.</p> <p>Crystal, L. (Executive Producer). (1993, October 11). <i>The MacNeil/Lehrer news hour</i> [Television broadcast]. New York, NY: Public Broadcasting Service.</p>	<p>___ (Crichton, 1995).</p> <p>___ (Crystal, 1993).</p>	
Radio Broadcast	<p>Murrow, E. R. (1940, September 13). [Radio broadcast]. New York, NY: WCBS.</p>	<p>___ (Murrow, 1940).</p>	<p>An entry for a radio broadcast follows the guidelines for a television broadcast,</p>

			although in some instances a radio broadcast will not have an assigned title.
Music Recording	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) Green Day. (2009). Know your enemy. On 21st Century Breakdown [CD]. Burbank, CA: Reprise Records.	___ (Green Day, 2009, track 3).	In text citations: Include track numbers or side and band numbers.
Software	Comprehensive Meta-Analysis (Version 2) [Computer software]. (2006). Englewood, NJ: Biostat.	___ (“Comprehensive Meta-Analysis,” 2006).	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. If the program can be downloaded or ordered from the web, give this information in the publisher position.

Audio-visual material retrieved online

Item	Full reference (in reference list)	In-text citation	Notes
Television Broadcast, Series, Episode retrieved online	Surname(s), initial(s) of primary contributor(s). (Identify contribution). (Year of publication). Title of film – italicized [Medium]. Retrieved from URL Gaviria, M. (Producer). (2008, January 8). <i>The medicated child</i> [Television broadcast]. Retrieved from http://www.pbs.org/wgbh/pages/frontline/medicatedchild/view/?utm_campaign=viewpage&utm_medium=grid&utm_source=grid	(Surname[s] of primary contributor[s], year of publication). ___ (Gavira, 2008).	

Television Broadcast, Series, Episode retrieved from library database	Discovery Channel. (2015, December 15). <i>How it's made: Season 19 episode 5</i> [Television broadcast]. Retrieved from eTV database.		
Video clip from news website	Patrick, P. (News Editor). (2009, December 8). <i>German caught smuggling geckos in underpants</i> [Video clip]. Retrieved from http://tvnz.co.nz/national-news/german-caught-smuggling-geckos-in-underpants-3238790/video	____ (Patrick, 2009).	
Video from a streaming website e.g. YouTube & Vimeo	<i>Sterile wound irrigation and culture and wet to dry dressing change</i> [Video file]. (2008, December 19). Retrieved from http://www.youtube.com/watch?v=dnh2gTifyo4 Business SoftSkills. (2015, May 17). <i>Customer care pgm – Verbal communication</i> [Video file]. Retrieved from https://vimeo.com/ondemand/customerservice/66429725	____ (“Sterile Wound Irrigation,” 2008). Business SoftSkills (2015) emphasised ____	
Audio/Video file from library database	Primary contributors – surnames, initials. (Identify contribution, e.g., Author, Producer, etc.). (Year of publication). Title of file – italicized [Medium]. Retrieved from database. Danseglio, M. (Author). (2013). <i>IT security fundamentals</i> [Video file]. Retrieved from Lynda.com database.	(Surname[s] of primary contributor[s], year of publication). ____ (Danseglio, 2013).	

Audio/Video file from Khan Academy	<p>Association of American Medical Colleges & Khan Academy. (2015). <i>Thermoregulation in the lungs</i> [Video file]. Retrieved from https://www.khanacademy.org/science/health-and-medicine/respiratorysystem/Respiratory-system-introduction/v/thermoregulation-inthe-lungs</p>	<p>Association of American Medical Colleges and Khan Academy (2015) explained _____</p> <p>Or</p> <p>_____ (Association of American Medical Colleges & Khan Academy, 2015).</p>	
Advertisement retrieved online	<p><i>Nothing to hide: Air New Zealand</i> [Television advertisement]. (2009). Retrieved from http://www.nothingtohide.co.nz/</p> <p>Saatchi & Saatchi. (Producer). (2007). <i>Yellow pages advertisement</i> [Television advertisement]. Retrieved from http://www.youtube.com/watch?v=wdn-J0_lgvQ</p>	<p>____ (“Nothing to Hide,” 2009).</p> <p>____ (Saatchi & Saatchi, 2007).</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>
Audio Podcast	<p>Seega, B., & Swan, N. (Presenters). (2005, November 28). Adult ADHD. <i>The Health Report</i> [Audio podcast]. Retrieved from http://www.abc.net.au/rn/talks/8.30/helthrpt/</p> <p>Van Nuys, D. (Producer). (2006, October 13). Understanding autism [Show 54]. <i>Shrink Rap Radio</i> [Audio podcast]. Retrieved from http://www.shrinkrapradio.com/2006/10/14/54/understanding-autism</p>	<p>____ (Seega & Swan, 2005).</p> <p>____ (Van Nuys, 2006).</p>	

Tables and Figures (including 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, maps, artworks and photographs etc.

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, as shown below. Please note: The rules presented 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 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].

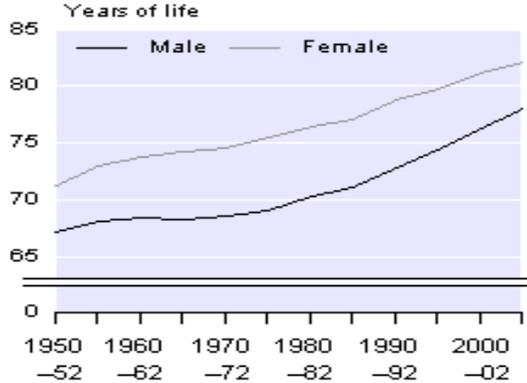
Note: If tables/figures are being used to present your own data, refer to APA (2010) pp. 128 – 150 (for tables) and pp. 150 – 167 (for figures).

Also refer to “Table Tips” on APA’s blog <http://blog.apastyle.org/apastyle/page/2/> (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 being used for a student assignment or essay, you do not need copyright permission but do provide a clear reference (see above).

Item	Full reference (in reference list)	In-text citation	Notes																																																
<p>Tables</p>	<p>Ministry of Tourism. (2009, September). International visitor expenditure by key markets (year) [Table]. In <i>IVS key date YE Sep 09</i>. Retrieved January 7, 2010, from http://www.tourismresearch.govt.nz /Data--Analysis/International-tourism /International-Visitors/IVS-Key-Data</p>	<p>Table 1. International visitor expenditure by key markets (Ministry of Tourism, 2009).</p> <table border="1" data-bbox="1144 280 1675 1098"> <thead> <tr> <th data-bbox="1144 280 1346 427">YEAR ENDED SEPTEMBER</th> <th colspan="3" data-bbox="1352 280 1675 316">NZ\$million⁽¹⁾</th> </tr> <tr> <th data-bbox="1352 357 1451 392"></th> <th data-bbox="1352 357 1451 392">2007</th> <th data-bbox="1458 357 1556 392">2008</th> <th data-bbox="1563 357 1662 392">2009</th> </tr> </thead> <tbody> <tr> <td data-bbox="1144 448 1256 483">TOTAL</td> <td data-bbox="1352 432 1451 496">6,021</td> <td data-bbox="1458 448 1556 483">6,028</td> <td data-bbox="1563 448 1662 483">6,102</td> </tr> <tr> <td data-bbox="1144 520 1279 555">Australia</td> <td data-bbox="1352 504 1451 568">1,539</td> <td data-bbox="1458 520 1556 555">1,655</td> <td data-bbox="1563 520 1662 555">1,716</td> </tr> <tr> <td data-bbox="1144 576 1189 611">UK</td> <td data-bbox="1352 576 1451 611">933</td> <td data-bbox="1458 576 1556 611">971</td> <td data-bbox="1563 576 1662 611">818</td> </tr> <tr> <td data-bbox="1144 616 1211 651">USA</td> <td data-bbox="1352 616 1451 651">701</td> <td data-bbox="1458 616 1556 651">590</td> <td data-bbox="1563 616 1662 651">629</td> </tr> <tr> <td data-bbox="1144 655 1234 691">China</td> <td data-bbox="1352 655 1451 691">268</td> <td data-bbox="1458 655 1556 691">241</td> <td data-bbox="1563 655 1662 691">319</td> </tr> <tr> <td data-bbox="1144 695 1234 730">Japan</td> <td data-bbox="1352 695 1451 730">403</td> <td data-bbox="1458 695 1556 730">407</td> <td data-bbox="1563 695 1662 730">392</td> </tr> <tr> <td data-bbox="1144 735 1234 770">South Korea</td> <td data-bbox="1352 735 1451 770">239</td> <td data-bbox="1458 735 1556 770">235</td> <td data-bbox="1563 735 1662 770">189</td> </tr> <tr> <td data-bbox="1144 775 1279 810">Germany</td> <td data-bbox="1352 775 1451 810">250</td> <td data-bbox="1458 775 1556 810">242</td> <td data-bbox="1563 775 1662 810">299</td> </tr> <tr> <td data-bbox="1144 815 1234 850">Other</td> <td data-bbox="1352 799 1451 863">1,687</td> <td data-bbox="1458 815 1556 850">1,688</td> <td data-bbox="1563 815 1662 850">1,741</td> </tr> <tr> <td data-bbox="1144 1015 1323 1094">Average Spend/Visit</td> <td data-bbox="1352 999 1451 1062">2,670</td> <td data-bbox="1458 1015 1556 1050">2,692</td> <td data-bbox="1563 1015 1662 1050">2,771</td> </tr> </tbody> </table> <p data-bbox="1144 1206 1637 1241"><i>How to refer to a table in your text:</i></p> <p data-bbox="1144 1278 1720 1385">In the period 2007/8 there was a marked drop in the expenditure by American and Chinese visitors (see Table 1).</p>	YEAR ENDED SEPTEMBER	NZ\$million ⁽¹⁾				2007	2008	2009	TOTAL	6,021	6,028	6,102	Australia	1,539	1,655	1,716	UK	933	971	818	USA	701	590	629	China	268	241	319	Japan	403	407	392	South Korea	239	235	189	Germany	250	242	299	Other	1,687	1,688	1,741	Average Spend/Visit	2,670	2,692	2,771	<p data-bbox="1783 209 2152 416">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: http://www.xxxx).</p> <p data-bbox="1783 480 2175 791">Note: in the example citation given in this caption (Ministry of Tourism, 2009), there is no page or paragraph number, as this table happens to be the only content of the web page cited. If you can provide a page or paragraph number for the table you are using, do so.</p>
YEAR ENDED SEPTEMBER	NZ\$million ⁽¹⁾																																																		
	2007	2008	2009																																																
TOTAL	6,021	6,028	6,102																																																
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China	268	241	319																																																
Japan	403	407	392																																																
South Korea	239	235	189																																																
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Average Spend/Visit	2,670	2,692	2,771																																																

<p>Figures</p>		 <p>The graph shows life expectancy at birth for males and females in New Zealand from 1950-52 to 2005-7. The Y-axis represents 'Years of life' from 65 to 85. The X-axis represents years from 1950-52 to 2005-7. The female life expectancy line starts at approximately 71 years in 1950-52 and rises to about 82 years by 2005-7. The male life expectancy line starts at approximately 67 years in 1950-52 and rises to about 78 years by 2005-7. Both lines show a steady increase over the period.</p>	
<p>Graphs</p>	<p>Statistics New Zealand. (2008, November 10). Life expectancy at birth: Total population by sex 1950-52 to 2005-7[Graph]. In <i>New Zealand period life tables: 2005-07</i>. Retrieved January 7, 2001 from http://search.stats.govt.nz/nav/ct2/health_lifeexpectancy/ct1/health/0</p>	<p>Figure 1. Life expectancy at birth: Total population by sex 1950-52 to 2005-7 (Statistics New Zealand, 2008, p. 1).</p> <p><i>How to refer to a figure in your text:</i> As can be seen in Figure 1, female life expectancy in New Zealand was.....</p> <p>___ (Brake, 1960).</p>	<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: http://www.xxxx).</p>
<p>Photographs</p>	<p>Brake, B. (Photographer). (1960). <i>Monsoon girl</i> [Photograph], Retrieved from http://www.tepapa.govt.nz/WhatsOn/exhibitions/BrianBrake/Brakeslife/QA/Pages/Photographs.aspx</p>	<p>___ (Wyeth, 1948).</p> <p>___ (Rodin, 1902).</p>	<p>Reference list: Include the artist's name, year(s) of fabrication, title of the work, medium, and the location of the work.</p>
<p>Works of art</p>	<p>Wyeth, A. (1948). <i>Christina's world</i> [Painting]. New York, NY: Museum of Modern Art.</p> <p>Wyeth, A. (1948). <i>Christina's world</i> [Painting]. Retrieved from The Museum of Modern Art website: http://www.moma.org/explore/collection/index</p> <p>Rodin, A. (1902). <i>The thinker</i> [Bronze and marble sculpture]. Retrieved from Oxford Art Online database.</p>		

COURSE MATERIALS (as print hand-outs, or retrieved from either Moodle or an open access website)

Often lecturers will put course materials such as journal articles or book chapters into your course book or onto your course’s 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 examples below, where the tutors have written the course material. Add any explanatory material in brackets after the title.

Item	Full reference (in reference list)	In-text citation	Notes
Print hand-outs	Andrew, C. (2013). <i>Views of science</i> [BNTH100 Introduction to nursing and nursing theory course booklet]. Christchurch, New Zealand: Department of Applied Sciences and Allied Health, Ara Institute of Canterbury.	Andrew (2013, p. 7) states ____ Or ____ (Andrew, 2013, p. 7).	Personal communications: These include speakers in class and some electronic communications (e.g. e-mail). See p. 8 for rules and examples.
Retrieved from Moodle	Daellenbach, R. (2007). <i>Evidence informed midwifery practice</i> [PowerPoint slides]. Retrieved April 1, 2016, from Ara Institute School of Midwifery BMMR201 Moodle Web site: http://moodle.ara.ac.nz/mod/resource/view.php?id=5484	Daellenbach (2007) suggests ____ Or ____ (Daellenbach, 2007).	

<p>Retrieved from an open access website e.g. MIT OpenCourse Ware</p>	<p>Ulm, F., & Buehler, M. (2007, Fall). <i>Strength models: 1D examples – Truss structures</i> [1.050 Engineering mechanics 1 course PowerPoint slides]. Retrieved from MIT OpenCourseWare website: http://ocw.mit.edu/courses/civil-and-environmental-engineering/1-050-engineering-mechanics-i-fall-2007/lecture-notes/</p>	<p>Ulm and Buehler (2007) recommended _____</p> <p>Or</p> <p>_____ (Ulm & Buehler, 2007).</p>	
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Glossary of Key Terms

acknowledge	To show recognition of someone else's ideas	4, 5,8
Ampersand (&)	The character or symbol for <i>and</i>	15,28
anonymous	Term used where the name of the author is withheld or unknown	29, 31, 32
APA	Abbreviation for <i>American Psychological Association</i>	
appendix/ appendices	Separate additional material at the end of a book, assignment or other text	9
audiovisual (AV) material	Involving both hearing and sight e.g. video clip, TV advertisement	47, 48
author position	The position, at the beginning of a reference, where the author's name is usually placed	15-17
blog/web log	A shared, online journal where people can post diary entries on different topics	12, 44, 51
chronologically	Arranged in the order of time	12
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	6, 7
database	A collection of information organised for convenient access, usually in a computer	8
dissertation	A written work resulting from original research, usually required for a higher degree	38
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	17
double-space	To type leaving a full space between lines	12
E-book	The electronic version of a book that you can download to your computer	19
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	14
Editor (Ed. /Eds.)	A person who prepares a book for publication, usually a book with sections written by different authors	12
ellipsis points	Three spaced dots (. . .) used to show the omission of words from a quotation or full reference	5, 12, 15
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	7, 15
figure	Any illustrations that are not tables e.g. graphs, diagrams, maps, artworks and photographs etc.	51
font	In printing, a complete set of type in one style and size	12
format/formattin g	The general physical appearance or presentation of a written work or assignment e.g. font, margins, headings etc.	9
hanging indent	In a reference list entry, all lines after the first line are indented in from the margin	12
html format	This is the basic format for language that is used extensively on the World Wide Web	9
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>	6, 12

legislation	A law or body of laws e.g. Privacy Act 1993	39
n.d.	Abbreviation for “ <i>no date</i> ” in a reference where the publication or posting date is not given	12, 14
N.p.	Abbreviation for “ <i>no place of publication</i> ” in a reference where the place of publication is not given	12, 14
n.p.	Abbreviation for “ <i>no publisher</i> ” in a reference where the publisher’s name is not given	12, 14
p. or pp.	Abbreviations for “ <i>page</i> ” or “ <i>pages</i> ” in an in-text citation	14, 27, 32
para.	Abbreviation for “ <i>paragraph</i> ” in an in-text citation where there is not page number stated	9, 27, 34, 46
paraphrase	Rewriting the ideas from a piece of text into your own words without changing the meaning	4, 5
parenthesis/ parentheses	Word used to describe round () or square [] brackets	11
PDF format	Abbreviation for “portable document format” – a format in which documents can be viewed online	9, 22, 34
periodical	A publication issued at regular intervals, usually weekly or monthly e.g. magazine or journal	10, 25
persistent link	Internet addresses or URLs that remain constant and do not change over time	20
personal communication	Information used in an assignment that includes personal interviews, guest speakers, emails, text messages etc.	8, 12, 45, 54
plagiarism	Presenting someone else’s words, ideas, or images as your own i.e. without referencing them	4
posting date	The date of text entries on the internet. The date that web pages were posted or updated	35, 43, 46
quotation/quote	Using the actual words from a document or text in your own assignment	4, 5, 6
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	4, 5, 7-9, 12, 13,
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)	21, 22
report	Works published by a range of organisations including government departments and private businesses that often include technical information or research findings	36
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	22, 27, 35, 39, 45, 46
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	8
secondary source	A source or text that an author has used but that you have not read	8
section heading	A subheading on a web page or online article in HTML format	9, 22, 34, 35, 46
sic	The Latin word for “ <i>thus</i> ” used to call attention to an apparent error in a quotation. e.g. “The capital of the United States is Washington [<i>sic</i> ”	6

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	4, 5, 7-9, 12
standards	Agreed specifications and regulations for products, processes, services or performance, and used by a diverse range of organisations	41
summary	Information stated or expressed in a more concise form	25
table	Information expressed in columns and rows	51
thesis	A written work resulting from original research, usually required for a higher degree	38
URL	Abbreviation for “uniform resource locator” – a web address that specifies a particular file or web page on the internet	12, 34
web address	A location on the internet of a particular file or web page. Another name for <i>URL</i>	12, 34
wiki	A web site that allows anyone to add, delete or revise content	24, 46

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

(Ara Institute 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.

Useful APA referencing web links

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

- **Referencite** at <http://www.cite.auckland.ac.nz/> Click on Quickcite.
- <http://www.apastyle.org/learn/faqs/index.aspx> - This APA Online site answers frequently asked questions.
- <http://aut.ac.nz.libguides.com/APA6th>

References

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

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- Click on  above to search the index for the types of sources you need to reference.

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