

NMIT APA 7th ed. Referencing Guide

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

The scope of this guide

This guide focuses on the correct **referencing format** to be used under APA style, 7th edition. For general details on assignment writing, including formatting your paper, e.g. margins, titles, cover page, etc., please refer to your programme area guidelines or your tutor.

For further information on referencing

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

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

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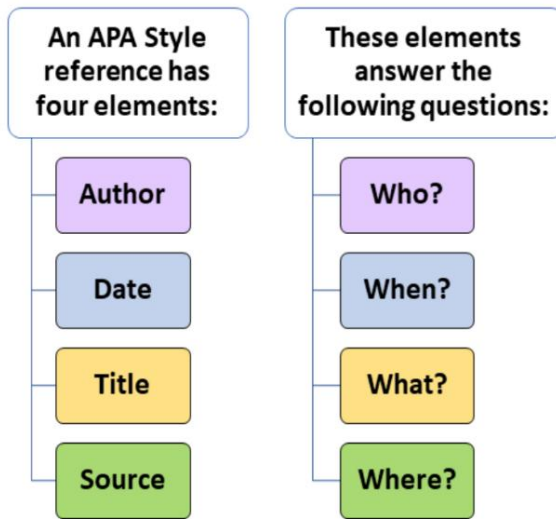
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ESSENTIALS OF REFERENCING

Reference Elements



(American Psychological Association [APA], 2022)

1. You must inform the reader whenever you have used information from somewhere else in your writing. Failing to do so constitutes **plagiarism** and may compromise your academic integrity. **Cite all sources of information** you have referred to in your assignments by referencing them in the **correct format**.

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

3. There are generally three main elements in an in-text citation: **author, date, part of source (e.g. page or paragraph number)**. Usually, you use the part of the source when directly quoting. While rendering the name of the author in the in-text citation, you only provide the surname of the author. So, a document authored by George Herbert Mead published in 2022 will be listed as (Mead, 2022) in an in-text citation. See page 8 for more detailed information about differences between narrative and parenthetical citation.

4. Based on the number of authors, the method of rendering in-text citation also changes
One author: List the surname of the author (Surname, Date)
Two authors: List the surnames of both authors (Surname & Surname, Date)
Three authors: Surname of the first author and et al. (Surname et al., Date). Et al. stands for

‘and others’

5. There are generally four main elements in a reference list entry: **author, date, title and source** (see the image on the left-hand side). In the reference list, author names are rendered as follows. Surname, First name initial. Middle name initial. Thus, the name ‘George Herbert Mead’ is rendered as ‘Mead, G. H.’

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

7. The titles of documents are always rendered in sentence case, except proper nouns and abbreviations. Only the first letters of the main heading and the subheading need to be capitalised. A colon is used to separate the main heading and the subheading of a title.

8. The titles of stand-alone documents (e.g., books) are rendered in italics and titles of parts of stand-alone documents (e.g., journal articles) are rendered in normal letters. This whole-part logic applies to other elements as well. Volume number of a journal is given in italics and the issue number in regular letters.

IN-TEXT CITATIONS – key points

Paraphrasing versus quoting

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

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

*Generally, **it is best to paraphrase whenever possible** to demonstrate your understanding of the ideas of the author.

Use direct quotations sparingly, e.g. for exact definitions, or when you want to show an author's exact position. Short quotations are generally best.

Quotations must **include page number/s, or other location details**, (e.g. paragraph, table etc.). These are not required when paraphrasing, though may be included.

Short quotations

Quotations of less than 40 words **must be enclosed within quotation marks, "..."** e.g.:

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

Long quotations

Quotations of 40 words or more (block quotations), must be indented (1.27cm) from the left margin) on a new line, and are *not* enclosed within quotation marks e.g.:

Researchers have studied how people talk to themselves:

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

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

Please check the following link for a detailed explanation about [changes to quotations](#).

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

Parenthetical versus narrative citations

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

Parenthetical citation	Narrative citation
the author name and the date both appear within parentheses after the information referred to, e.g. with a paraphrase: Future forecasts often prove to be unreliable, such as 40 years old predictions that oil sources would have been exhausted decades ago (Giddens & Sutton, 2017). with a direct quotation: “The internet was created during the Cold War period, developed from a system used in the Pentagon” (Giddens & Sutton, 2017, p. 755). <i>Note, in both cases, the full stop marking the end of the sentence comes after the citation. Note the use of the ampersand “&” (symbol for “and”) in parenthetical citations.</i>	the author name is included as part of your writing, and the date is included in parentheses after the author name, e.g. with a paraphrase: Giddens and Sutton (2017) note that future forecasts often prove to be unreliable, such as 40 years old predictions that oil sources would have been exhausted decades ago. with a direct quotation: Giddens and Sutton (2017) explain that the “internet was created during the Cold War period, developed from a system used in the Pentagon” (p. 755). <i>Note, with the direct quotation, the page number comes at the end of the sentence in parentheses, and the full stop comes after the page number. An exception to this rule is when the quotation precedes name of authors.</i> Ways to introduce narrative citations: <i>There are many ways to include authors within your text e.g.</i> According to Giddens and Sutton (2017) _____ Giddens and Sutton (2017) state that _____ Giddens and Sutton (2017) claim _____ _____ as referred to by Giddens and Sutton (2017).

Quotations with and without page numbers

Textual material

When quoting directly, always provide the author, year, and page number of the quotation (in both parenthetical and narrative citations).

Follow these guidelines when providing a page number:

- For a single page, use the abbreviation “p.” (e.g., p. 25, p. S41, p. e221).
- For multiple pages, use the abbreviation “pp.” and separate the page range with an en dash (e.g., pp. 34–36).
- If pages are discontinuous, use a comma between the page numbers (e.g., pp. 67, 72).

Without Page Numbers

To directly quote from written material that does not contain page numbers (e.g., webpages and websites, some ebooks), provide readers with another way of locating the quoted

passage. Any of the following approaches are acceptable; use the approach that will best help readers find the quotation.

- Provide a heading or section name. It is okay to abbreviate a long or unwieldy heading or section name.

(David, 2015, Osteoarthritis section)

- Provide the paragraph number by manually counting them, either with or without a section title.

(Chamberlin, 2014, para. 1). (Samson, 2018, Musical Forays section, para. 4)

eBook reader material

Do not include Kindle location numbers within in-text citations. Instead, provide the page number (which is available in many Kindle books, especially those based on print editions) or use the methods described on this page to create a page number alternative.

Audiovisual works

- To directly quote from an audiovisual work (e.g., audiobook, YouTube video, TED Talk, TV show), provide a time stamp for the beginning of the quotation in place of a page number.

(Daniel, 2012, 2:12)

Citing multiple works within the same citation

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

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

Arrange two or more works by the same authors by year of publication. Place citations with no date first, followed by works with dates in chronological order; in-press citations appear last. Give the authors' surnames once; for each subsequent work, give only the date.

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019)

Zhou (n.d., 2000, 2016, in press)

In the case of multiple works in which some author names have been abbreviated to "et al." (see Section 8.17), place the citations in chronological order (regardless of the order in which they appear in the reference list).

(Carraway et al., 2013, 2014, 2019)

Citing works with the same author and same date

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

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

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

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

To cite an author with no date, the format is "n.d.-a," "n.d.-b,"

According to the Ministry of Education (n.d.-a, n.d.-b), student loans could be.....

For in-press ones, the format is "in press-a," "in press-b,"

Citing multiple works with three or more authors and the same date

Sometimes multiple works with three or more authors and the same date are shortened to the same in-text citation form, which creates ambiguity. To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to "et al." in every citation.

For example, if the following two sources were cited in the same paper, three author surnames would be shown in each case before the rest of the surnames are abbreviated to "et al.":

(Thomson, Jacob, William, et al., 2020)

(Thomson, Jacob, Harry, et al., 2020)

"et al." being plural (meaning "and others"), it cannot stand for only one name. When only the final author is different, spell out all names in every citation.

(Thomson, Jacob, William, & Daniel, 2021)

(Thomson, Jacob, William, & Reynolds, 2021)

Hyphenation and suffixes in the author names

When given names are hyphenated, retain the hyphen and include a period after each initial but no space. (e.g., Xu, A.-J., for Ai-Jun Xu). If the surname includes a suffix (e.g., Jr., Sr., III), include the suffix after the initials in the reference list entry but do not include it in the in-text citation. Herbert M. Turner III is referred as Turner, H. M., III. (2013) in reference list and in the following way in in-text- (Turner, 2013)

When surnames are hyphenated, include them as written. For example, the name Julia Louis-Dreyfus is rendered as Louis-Dreyfus, J. in the reference list and Louis-Dreyfus in in-text citation.

Citing the same group authors using an abbreviation

For Group authors like the World Health Organisation, it would be appropriate to use the abbreviation (WHO) to avoid repetition. While the group name first appears in a narrative citation, include the abbreviation before the year in parentheses, separated with a comma. In parenthetical citation, include the abbreviation in square brackets, followed by a comma and the year. See page 33 for organisations with Māori and English names.

Narrative Citation

According to the World Health Organisation (WHO, 2020),

Parenthetical Citation

More than 200 additional vaccine candidates are in development, of which more than 60 are in clinical development (World Health Organisation [WHO], 2020).

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

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

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

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

REFERENCE LIST – key points

- The reference list appears at the end of the assignment, under the heading “References”.
- It gives more detailed information about each source that has been cited in your text.
- Every source mentioned in in-text citations should be listed in the reference list.
- Sources can be referred to multiple times in-text but should appear only once on the reference list.
- Every source on a reference list should have at least one corresponding in-text citation.*
- Different source types have differences in format. Use the “Examples by source” section below for how to format.
- Punctuation is important. Note all punctuation elements, e.g. full stops, commas, colons, parentheses, italics, spaces, when to use/not use capital letters etc.

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

Reference list format

- Begin the reference list at the end of your text on a new page

- Label the list “**References**”, centred and bold.
- Entries are in alphabetical order, left justified, i.e. against the left margin.
- **The order of references needs to follow the ‘nothing precedes something’ rule (Thom, V.H. precedes Thomson, G.F., even though “s” precedes “v” in the alphabet.**
- Each entry on the list is indented using “hanging indent”, i.e. the first line is flush against the margin, subsequent lines sit 1.27 cm (0.5 in) to the right (i.e. the automatic default for hanging indent within Microsoft Word).
- The reference list is double spaced.
- Hyperlinks can be live links, particularly if the work is to be read online. This means they may appear blue and/or underlined, or, as per the hyperlink format of your word-processing programme.
- While using DOI and URL, copy and paste directly from your web browser directly into your reference list is advised. Do not add line breaks manually to the URLs. But it is acceptable if your word processing programme automatically adds a break or moves the hyperlink to its own line.
- For DOIs and URLs which are too long or complex, APA allows shortening of them through the services provided by the International DOI Foundation (<http://shortdoi.org/>) and websites which offer shortened URLs, such as [TinyURL](#). Ensure that the shortened DOI or URL leads to the correct source.

Example Reference list

References

- Ageron, B., Bentahar, O., & Gunasekaran, A. (2020). Digital supply chain: Challenges and future directions. *Supply Chain Forum: An International Journal*, 21(3), 133-138. <https://doi.org/10.1080/16258312.2020.1816361>
- Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>
- Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.
- Durie, M. (2003). *Ngā kāhui pou: Launching Māori futures*. Huia Publishers.

Lillie, C. M. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1-5. <https://doi.org/10.1037/rev0000126>

Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). *Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents, children and adolescents*. Springer Publishing Company. <http://a.co/0IAiVgt>

EXAMPLES BY SOURCE

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

Key elements of a reference list entry for a journal article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

Name of the Periodical, volume(issue), #-#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

Does the article have a DOI? Include a DOI for all works that have one. Do not put a period after the DOI.

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

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text - See page 8 for more info)	
Journal articles: With a DOI (<i>print or e-version</i>)	McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. <i>Psychological Review</i> , 126(1), 1-51. https://doi.org/10.1037/rev0000126	_____ (McCauley & Christiansen, 2019, p. 12).	or	According to McCauley and Christiansen (2019) _____ (p.12).	Include DOI as hyperlink, i.e. starting with https:// or http://.
Without a DOI (print version or retrieved via a database)	Anderson, M. (2018). Getting consistent with consequences. <i>Educational Leadership</i> , 76(1), 26-33.	_____ (Anderson, 2018, p. 29).		Anderson (2018) states that _____ (p. 29).	The database name or URL is not included under APA 7 th ed.
	Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research:	_____ (Ahmann et al., 2018, p.		_____ as referred to by Ahmann et al.	Only include a URL if it links

Without a DOI (retrieved online via open access)	Implications for college students. <i>Journal of Postsecondary Education and Disability</i> , 31(1), 17-39. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31	30).		(2018, p. 30).	directly to the source. <i>Page numbers are optional in text when paraphrasing.</i>
The above three examples also show the format for: Two authors, single author and multiple authors up to 20.					
21 authors or more <i>(include DOIs or URLs as above)</i>	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437-471. http://doi.org/fg6rf9	_____ (Kalnay et al., 1996, p. 439).	or	Kalnay et al. (1996) claim that _____ (p. 439).	List first 19 authors, then skip (using an ellipsis "...") to last author. <i>Page numbers are optional in text when paraphrasing.</i>
The above example uses a shortened DOI. Long or short forms of DOIs and URLs are acceptable under APA 7 th ed. format.					
Journal article with an article number or e-locator <i>(include DOIs or URLs as above under "Journal articles")</i>	Cassen, C., Hamdi-Chérif, M., Cotella, G., Toniolo, J., Lombardi, P., & Hourcade, J-C. (2018). Low carbon scenarios for Europe: An evaluation of upscaling low carbon experiments. <i>Sustainability</i> , 10(3), Article e848. https://doi.org/10.3390/su10030848 <i>Note, in this example, the initials J-C stand for a hyphenated first name, Jean-Charles</i>	_____ (Hoeffel et al., 2019, p. 4).	or	Hoeffel et al. (2019) conclude that _____(p. 4).	Some online journals include an article number or e-locator. Include the word "Article" before the number. This replaces the page range. In direct quotes, you can use page numbers on the PDF.
Articles from Systematic Review databases like Cochrane	Siu, J. T., Nguyen, T., & Turgeon, R. D. (2020). N-acetylcysteine for non-paracetamol (acetaminophen)-related acute liver failure. <i>Cochrane Database of Systematic Reviews</i> , (12), Article CD01212. https://doi.org/10.1002/14651858.cd012123.pub2	_____ (Siu et al., 2020, p. 5).	or	Siu et al. (2020) propose that _____ (p. 5).	Articles from systematic review databases like Cochrane are treated like journal articles. As the articles from these databases are only available from them, you need to name them in reference entry.

Journal article published in another language <i>(include DOIs or URLs as above under "Journal articles")</i>	Chaves-Morillo, V., Gómez-Calero, C., Fernández-Muñoz, J. J., Toledano-Muñoz, A., Fernández-Huete, J., Martínez-Monge, N., Palacios-Ceña, D., & Peñacoba-Puente, C. (2017). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time, and age]. <i>Clínica y Salud</i> , 28(3), 155–161. https://doi.org/10.1016/j.clysa.2017.04.002	____ (Chaves-Morillo et al., 2018, p. 157).	or	Chaves-Morillo et al. (2018) note that ____ (p. 157).	Include a translation of the article title in square brackets. Page numbers are optional in text when paraphrasing. <i>Note, in this example, the surnames are hyphenated names. Include hyphenated names as they are written.</i>
Journal article not part of issues and volumes of the journal, but published online	Lux, T. S., Lee, D., Phillips, J. M., Facelli, J. C., Malone, D. C., Wahl, M., Reddy, D., Sakaguchi, F., Gouripeddi, R., Millar, A. S., O'Brien, M. J., Choi, J. S., Sutejitsiri, J., Kawamoto, K., & Kukhareva, P. V. (2026). Prescribing trajectories in type 2 diabetes in the United States, 2019–2024. <i>Diabetes, Obesity and Metabolism</i> , Advance online publication, https://doi.org/10.1111/dom.71013	____ (Lux et al., 2018, p. 3).		Lux et al. (2018) note that ____ (p. 3).	Although publications label advanced online publication in various ways, such as ‘online first publication’ and ‘ahead of print’, APA insists on using ‘Advance online publication’.
Editorial	Cuellar, N. G. (2016). Study abroad programs [Editorial]. <i>Journal of Transcultural Nursing</i> , 27(3), 209. https://doi.org/10.1177/1043659616638722	____ (Cuellar, 2016, p. 3).		Cuellar (2018) argues that ____ (p. 3).	Include ‘Editorial’ in square brackets after the title (except when the word "Editorial" is included in the title). If it is an unsigned editorial, consider it like an article with no author.
Reviews	Santos, F. (2019, January 11). Reframing refugee children's stories [Review of the book <i>We are displaced: My journey and stories from refugee girls around the world</i> , by M. Yousafzai]. <i>The New York Times</i> . https://nyti.ms/2Hlgjk3	____ (Santos, 2019, p. 2).		According to Santos (2019), ____ (p. 2).	
Magazine article <i>(Include DOIs or URLs as above under "Journal articles")</i>	Weir, K. (2017, January). Forgiveness can improve mental and physical health. <i>Monitor on Psychology</i> , 48(1), 30. Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. <i>The New Yorker</i> . https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-	____ (Weir, 2017, p. 30). ____ (Bustillos, 2013).	or	Weir (2017) implies that ____ (p. 30). Bustillos (2013) points out that ____	Include volume, issue and page range if these are available. Exclude if not, as in the Bustillos example. Page numbers are optional in

	bissell				<i>text when paraphrasing (and may be absent in an online magazine).</i>
Newspaper article	Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. <i>The Washington Post</i>. https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/ Hess, A. (2019, January 2). Cats who take direction. <i>The New York Times</i>, C1.	_____ (Guarino, 2017). _____ (Hess, 2019, C1).	or	According to Guarino (2017) _____ Hess (2019) reveals that _____ (C1.)	Include the section and page if available e.g. in a print version (Hess example). Exclude if not, e.g. in an online version (Guarino example). <i>Page numbers are optional in text when paraphrasing (and may be absent in an online newspaper). If you used a print version of the newspaper article, provide the page or pages of the article after the newspaper title. Do not include the abbreviations “p.” or “pp.” before the page(s).</i>
Newspaper article with no author	Teaming up on health innovation. (2014, September 10). <i>Manawatu Standard</i>. http://www.stuff.co.nz/manawatu-standard/news/10480728/Teaming-up-on-health-innovation <i>Note- Though the heading of the article is in sentence case in the reference entry, in the text they should be in title case, all major words above four letters need to be capitalised. For in-text entries, you can limit the title to first few words that are enough to recognise the item in the reference list. When titles of books are referred in the text, they are italicised.</i>	_____ (“Teaming up on Health Innovation,” 2014)	or	“Teaming up on Health Innovation” (2014) suggests that _____	If there is no individual author, move the article title to the author position. Use the title in text within quotation marks. The comma between the title and year should be within the quotation mark.
News website With no author	Bologna, C. (2018, June 27). <i>What happens to your mind and body when you feel homesick?</i> HuffPost. https://www.huffpost.com/entry/what-happens-mind-body-homesick_n_5b201ebde4b09d7a3d77eee1	_____ (Bologna, 2018). -----	or	Bologna (2018) says that _____	Note there are both online newspapers and online news websites. If the article is from a news website (e.g., BBC, CNN, HuffPost)—one that does not have an associated daily or weekly newspaper—use the

	<i>Investigations underway after fire guts business in Adelaide's west.</i> (2023, September 5). ABC News. https://www.abc.net.au/news/2023-09-05/fire-destroys-business-in-adelaide-west/102814482	<i>(Investigations Underway After, 2023)</i>		<i>Investigations Underway After (2023)</i> suggests that	format for a webpage on a news website instead. <i>Page numbers are usually absent on a news website.</i>
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Audiovisual Media

Types of media and author

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

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

Quoting Audio-visual works directly

Provide a starting point for the beginning of the quote, e.g. the minutes/seconds in a YouTube video:

“Vulnerability is our most accurate measure of courage” (Brown, 2012, 4:56).

Images (Figures and Tables)

- The figure (e.g., Figure 1) and table (e.g., Table 1) numbers appear above the figure title and image in bold font. The figure title appears one double spaced line below the figure number in italic title case. (See third column below). Though double spacing is preferred in APA, for presentations and similar documents this spacing is optional. Tables refer to numerical values or text arranged in columns and rows, and any kind of visual displays other than tables, like charts, drawings, graphs, flow charts, maps, photographs or any other illustration, are considered figures.
- If your work is intended for publication or includes reproduction of images/photographs/artworks, you may require permission and/or copyright attribution. To simplify in-text citation, copyright attribution is not advised for NMIT assignments. For those who intend for publication, examples with copyright attribution

and publication permission are given at the end of the images section.

- If figures and tables are taken from sources where visual displays take prominence and are not part of any significant textual material, images are directly referenced. But when figures are part of another document, such as books, journal/website articles, the source, the document to which the figure belongs, is referenced and not the figure. Figure information is included in the title and notes (if copyright attribution is used), and in-text entries and the corresponding reference list entries refer to the book, article, webpage, document and other types of sources from which the figures are taken.
- APA does not explicitly require dimensions of an artwork to be included in reference list entries. However, it is acceptable to provide additional descriptive details in square brackets after the title when such information is relevant to identifying or describing the work. Dimensions may also be provided in figure notes (only when a full figure note is provided) in the descriptive information after the title. Render the dimensions in centimetres in Arabic numerals and follow the height, width and depth order with multiplication sign (×) separating each dimension. E.g. [12 x 15 x 4 cm]. The centimetre is abbreviated as 'cm' without a period.

Artwork, image, photograph - not sourced from a museum/gallery collection	McCurry, S. (1985). <i>Afghan girl</i> [Photograph]. National Geographic. https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg Lloyd, H. (n.d.). <i>Kissing the moon</i> [Painting]. Lloyd Harwood Artist. http://www.lloydharwood.com/available-works.html Tugnoli, L. (2016). [Photograph series of the Yemen famine]. The Pulitzer Prizes. https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post	Figure 1 <i>Afghan Girl</i>  (McCurry, 1985). Figure 1 <i>Kissing the Moon by H. Lloyd</i>  (Lloyd, n.d.). Figure 1 <i>A photograph from Yemen Famine Series by L. Tugnoli</i>  (Tugnoli, 2016).	or	(when writing about the work): McCurry (1985) reveals ____ Or As seen in Figure 1 (Lloyd, n.d.) shows that ____ Or As seen in Figure 1 Tugnoli (2016) depicts ____ Or As depicted in Figure 1	Include the source, i.e., the name of the site where the image was retrieved. Two-line spacing between the figure number and Title is not used in examples. If there is no title for the work, include a description in square brackets in place of title.
Artwork owned by a museum/gallery	Delacroix, E. (1826-1827). <i>Faust attempts to seduce Marguerite</i> [Lithograph]. The Louvre, Paris, France.	Figure 1 <i>Faust Attempts to Seduce Marguerite by E. Delacroix</i>	or	(when writing about the work): ____, as seen in Delacroix (1826-1827) Or As shown in	If the artwork has taken more than one year to complete, give the year range. Include a description of the artwork in square brackets after the title.

	Hotere, R. (1980-1983). <i>Aramoana</i> [Painting]. Auckland Art Gallery Toi O Tāmaki, Auckland, New Zealand. https://www.aucklandartgallery.com/explore-art-and-ideas/artwork/12633/aramoana	 (Delacroix, 1826-1827). Figure 1 <i>Aramoana</i> by R. Hotere  (Hotere, 1980-1983).		Figure 1 As displayed in Hotere's (1980-1983) Painting Or As shown in Figure 1	Include the name and location of the museum, and URL, if sourced via the museum's website.
Stock images /Clip art	Soap0119. (n.d.). <i>Heron</i> [Stock photograph]. Pixabay. https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/ <i>Note: No citation, permission or copyright attribution is required for clip art from programmes like Microsoft Word or Powerpoint. Though some stock image sites like Pixabay, provide "free for use/no attribution required" images, most sites may require permission for reproduction if your work is to be published.</i>	Figure 1 <i>Heron</i>  (Soap 0119, n.d.).	or	(when writing about the work): The image by Soap0119 (n.d.) depicts _____ Or As shown in Figure 1	
Map	Cable, D. (2013). <i>The racial dot map</i> [Map]. University of Virginia, Weldon Cooper Centre for Public Service. https://demographics.coopercenter.org/Racial-Dot-Map Google. (n.d.). [Google Maps directions for driving from La Paz, Bolivia, to Lima, Peru]. Retrieved February 16, 2020, from https://goo.gl/YYE3GR	Figure 1 <i>The Racial Dot Map</i>  (Cable, 2013) Figure 1 <i>Google Map Directions for Driving From La Paz, Bolivia to Lima, Peru</i>  (Google, n.d.)		Cable (2013) reveals _____ The map by Google (n.d.) shows that Or As displayed in Figure 1 Information from the map by Google (n.d.) Or As seen on Figure 1	Because dynamically created maps (e.g., Google Maps) do not have a title, describe the map in square brackets and include a retrieval date.

Images from journal articles	Ma, L. (2020). Frida Kahlo's self-identity: An analysis of self-portrait on the borderline between Mexico and the United States. <i>International Journal of Social Science Studies</i>, 8(6), 10–14. https://doi.org/10.11114/ijsss.v8i6.5025 <i>Note- In cases where the figure is not original to the source (e.g., the book or the article) you found it in, you are welcome to try to find the primary source for the art. As this may not always be possible or practical, you can refer to the journal article, book and other types of sources which published the figure.</i>	Figure 1 <i>Self-Portrait on the Borderline Between Mexico and the United States by Frida Kahlo</i>  (Ma, 2020, p. 14)		As seen in Figure 1 Or As depicted by Kahlo (Ma, 2020)	When discussing the art from Ma's (2020) article, you should cite the article: Ma (2020) or (Ma, 2020). You will not be citing Kahlo because there is no reference for Kahlo in the reference list.
Images from a book	Kohsaka, A. (2013). <i>Aging and economic growth in the Pacific region</i>. Routledge.	Figure 1 <i>Life Expectancy Across Time in Pacific Nations</i>  (Kohsaka, 2013, p. 27)		As shown in Figure 1	
Images from Instagram (See social media section for detailed instructions) <i>Note: Above examples are just samples for referencing images taken from sources such as journal articles and books. For images taken from these types of sources, references are created for the source, and the template intended for that source is used.</i>	Zeitz MOCAA [@zeitzmocaa]. (2018, November 26). <i>Grade 6 learners from Parkfields Primary School in Hanover Park visited the museum for a tour and workshop hosted by [Photographs]</i>. Instagram. https://www.instagram.com/p/BqpHpiFBs3b/ <i>Note: Social media posts may contain text only, text with audio-visuals (e.g., photos, videos), or audio-visuals alone. Include the text of a social media post up to the first 20 words. Note the presence of audio-visuals (in square brackets) after the text of the post.</i> <i>It is preferred to cite only original content from social media sites such as Twitter, Facebook, Reddit, Instagram, Tumblr, LinkedIn, and so forth. That is, if you used social media to discover content (e.g., you found a link to a blog post on Pinterest or Twitter) and you want to cite the content, cite it directly</i>	Figure 1 <i>Photograph of Illustrations by Primary School Students Who Attended an Art Workshop</i>  (Zeitz MOCAA, 2018)		As depicted in Figure 1 Or In Illustrations posted by Zeitz MOCAA (2018)	

Image Dimensions	van Gogh, V. (1889). <i>The starry night</i> [Oil on canvas, 73.7 × 92.1 cm]. The Museum of Modern Art, New York, USA. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/	Figure 1 <i>The Starry Night</i>  (van Gogh, 1889)	As seen in Figure 1 Or As Depicted by van Gogh (1889)	See the general guidelines for images on p.20 for detailed instructions.
Figures and tables with copyright attribution/publication permission notes (As copyright attribution is not advised for NMIT assignments, consider these entries as just examples for those who intend to publish their work.)	Ma, L. (2020). Frida Kahlo’s self-identity: An analysis of self-portrait on the borderline between Mexico and the United States. <i>International Journal of Social Science Studies</i> , 8(6), 10–14. https://doi.org/10.11114/ijsss.v8i6.5025 Denali National Park and Preserve. (2013). <i>Lava</i> [Photograph]. Flickr. https://www.flickr.com/photos/denalinps/8639280606/ <i>Note: If you reprint or adapt a table or figure from another source in your paper APA advises you to include a copyright attribution in the table note or figure note indicating the origin of the reprinted or adapted material in addition to a reference list entry for the work. You may also need to obtain permission from the copyright holder to reprint or adapt the table or figure.</i> <i>Unlike a reference list entry, the reference elements of a figure/table note entry is ordered in the following way-Title, Author, year, source (URL). copyright status. Publication permission</i> <i>Copyright status is given in the following way</i> <i>Copyright year by Name of Copyright Holder Or In the public domain Or CC BY-NC (the last part, NC, may change as per the cc licences)</i> <i>Publication permission is usually given either as Reprinted with permission or Adapted with permission</i>	Figure 1 <i>Self-Portrait on the Borderline Between Mexico and the United States by Frida Kahlo</i>  <i>Note. Self-Portrait on the Borderline Between Mexico and the United States is an oil painting on metal by Frida Kahlo, painted in 1932. From “Frida Kahlo’s Self-Identity: An Analysis of Self-Portrait on the Borderline Between Mexico and the United States,” by L. Ma, 2020, International Journal of Social Science Studies, 8(6), p. 14 (https://doi.org/10.11114/ijsss.v8i6.5025). Copyright 1932 by the Frida Kahlo Foundation. Reprinted with permission.</i> Figure 1 <i>Lava the Sled Dog</i>  Note. From <i>Lava</i> [Photograph], by Denali National Park Reserve, 2013, Flickr (https://www.flickr.com/photos/denalinps/8639280606/) CC BY 2.0 For parenthetical citation (Denali National Park Reserve, 2013) Narrative citation The image by Denali National Park Reserve (2013) illustrates This entry is about an image from Flickr with Creative Commons licence, specifically CC BY 2.0. For a more detailed discussion of the topic see the following link creative commons		
Other Audio-Visual works				

					audio or video. Include the name of the program/podcast, preceded by “In” and the radio station if relevant.
PowerPoint	Housand, B. (2016). <i>Game on! Integrating games and simulations in the classroom</i> [PowerPoint slides]. https://www.slideshare.net/brianhousand/game-on-iagc-2016	_____ (Housand, 2016, Slide 8).	or	Housand (2016, Slide 8) hypothesises that _____	<i>Slide number is optional in text if you are paraphrasing.</i>
TED talk	Giertz, S. (2018, April). <i>Why you should make useless things</i> [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things?language=en TED. (2012, March 16). <i>Brené Brown: Listening to shame</i> [Video]. You Tube. https://www.youtube.com/watch?v=psN1DORYV0	_____ (Giertz, 2018). _____ (TED, 2012).	or	Giertz (2018) says _____ TED (2012) shows how _____	If directly from the TED website, use the speaker’s name as author. If from You Tube, list the You Tube account owner as author, in this case, TED.
TV series	Simon, D., Colesberry, R. F. & Kostroff Noble, N. (Executive Producers). (2002-2008). <i>The wire</i> [TV series]. Blown Deadline Productions; HBO. <i>(Note: Re “Kostroff Noble”, this is one surname which is composed of two unhyphenated names).</i>	_____ (Simon et al., 2002-2008).	or	Simon et al. (2002-2008) depicts _____	Include the date range of the series or, if it still airing, use the word “present”, e.g. (2019-present). Include all production company names.
TV series episode	Morgan, H. (Writer), Hancock, D. (Writer), & Donovan, S. (Director). (2019, November 17). Dangling man. (Season 3, Episode 8) [TV series episode]. In P. Morgan (Executive Producer), & A. Eaton (Producer), <i>The crown</i> . Left Bank Pictures; Sony Pictures Television.	_____ (Morgan et al., 2019).		Morgan et al. (2019) imply that _____	Include the writer/s and director of the episode. Include the season and episode in parentheses after the episode title. State the series details (including producer/s) after the word “In”.

					Include all production company names.
YouTube or other streaming video	Cutts, S. (2017, November 24). <i>Happiness</i> [Video]. Vimeo. https://vimeo.com/244405542 Fogarty, M. [Grammar Girl]. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i> [Video]. YouTube. https://www.youtube.com/watch?v=deiEY5Yq1qI	_____ (Cutts, 2017). _____ (Fogarty, 2016).	or	_____, as seen in Cutts (2017). Fogarty (2016) discusses _____	The person or group who uploaded the video is listed as author, even if they did not create the work. This is to make retrievability easier. Include [Video] in square brackets after the title. Include the video platform, e.g. Vimeo, YouTube. If an uploader's real name <i>and</i> username are known, use the real name followed by their username in square brackets.

Books

Key elements of a reference list entry for a book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. *Italicize the title.* End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

Does the book have a DOI? Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

Does the book have an edition or volume number? If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

(American Psychological Association [APA], 2022)

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

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

Book – volume of a multi-volume work <i>(include DOIs or URLs as above under “Book single author”)</i>	Fiske, S. T., Gilbert, D. T., & Linzey, G. (2010). <i>Handbook of social psychology</i> (5th ed., Vol. 1). John Wiley & Sons. Travis, C. B., & White. J. W. (Eds.). (2018). <i>APA handbook of the psychology of women: Vol. 1. History, theory and battlegrounds</i>. American Psychological Association.	_____ (Fiske et al., 2010, p. 18). _____ (Travis & White, 2018, p. 290).	or	Fiske et al. (2010) infer that _____ (p. 18). Travis and White (2018) point out _____ (p. 290).	If the volume does not have its own title, include the volume number in parentheses, along with the edition (if a non-first edition). If the volume has its own title, include the volume number and volume title after the main title in italics. Page numbers are optional in text when paraphrasing.
Chapter in an edited book (each chapter by different authors) <i>(include DOIs or URLs as above under “Book single author”)</i>	Eldridge, J. (2020). Reliability, validity and trustworthiness. In C. Boswell & S. Cannon (Eds.), <i>Introduction to nursing research: Incorporating evidence-based practice</i> (5th ed., pp. 271-299). Jones & Bartlett Learning.	_____ (Eldridge, 2020, p. 71).	or	Eldridge (2020) discusses _____ (p. 71).	The author, and title of the <i>chapter</i> are listed first. The title of the book is listed after “In” and editors. (Note the order of the editors’ initials and surnames, i.e.: initials are listed first). Page numbers are optional in text when paraphrasing.
Edition-Region and country specific information	Craft, J., Gordon, C., Tiziani, A. P., Huether, S. E., McCance, K. L., Brashers, V. L., & Rote, N. S. (Eds.). (2023). <i>Understanding pathophysiology</i> (4th Australia and New Zealand ed.). Elsevier Australia	_____ (Craft et al., 2023, p. 18).		Craft et al. (2020) infer that _____ (p. 70).	When country/region-specific editions are published, include that in the edition information.
Republished/reissued Book (including translator)	Freire, P. (1996). <i>Pedagogy of the oppressed</i> (M. B. Ramos, Trans.; Rev. ed.). Penguin. (Original work published 1968) Plato. (1921). <i>Plato in twelve volumes: Vol. 12. Cratylus, Theaetetus, Sophist, Statesman</i> (H. N. Fowler, Trans.). Harvard University Press. (Original work published ca. 369 B.C.E.)	_____ (Freire, 1968/1996, p. 81). (Plato, ca. 369 B.C.E./1921, Theaetetus 162)		Freire (1968/1996) elaborates _____ (p. 81). Plato (ca. 369 B.C.E./1921) states _____ (Theaetetus 162).	Add the original publication date in parentheses at the end of the reference list entry. For ancient works, place “B.C.E.” (short for “before the common era”) after the year. If the date is an approximation, place “ca.” (short for “circa”) before the year (or years if a date range is provided rather than a single year- ca. 2500–2750 B.C.E)

Religious and canonical texts	<i>King James Bible</i>. (2019). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769) <i>Note: Religious works like the Bible are cited just like books but with no author. So, move the title (version of the Bible, E.g., King James Bible) to the author's position. Because the original publication date of religious texts is unknown, provide the republication date for the specific version, as you would for other books: Title (year). The original date of publication of that specific version is given in parentheses at the end of the reference entry (original work published in 1798). If dates are not exactly known, you can use ca. for circa (Original work published in ca. 1620). For annotated texts and translated works, the name of the editor and translator is given in round brackets after the title.</i>	(<i>King James Bible</i> , 1769/2019, Revelation 8:6)		<i>King James Bible</i> (1769/ 2019), _____ (Revelation 8:6)	When quoting from canonical texts like religious texts and classical literature, follow the numbering pattern of those works instead of page numbers (<i>King James Bible</i> , 1769/2017, Genesis 7:6). If no specific verse is used, just provide the number of the section.
Conference sessions and presentations Conference proceedings are often published as book chapters or as journal articles. In those cases, use the reference templates of the specific source type. Use the following examples only when conference proceedings are not published as a book or the conference papers in a journal.					
Conference session	Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). <i>Everybody's got a little music in them: Using music therapy to connect, engage and motivate</i> [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html	_____ (Fistek et al., 2017).	or	Fistek et al. (2017) demonstrate _____	Include full date. Include type of session/presentation in square brackets after title. Location format = city, state abbreviation (if applicable) and country.
Paper presentation	Chang-Richards, Y., Wilkinson, S., Seville, E., & Brunsdon, D. (2015, July 15-17). <i>A systems approach to managing human resources in disaster recovery projects</i> [Paper presentation]. 5th Annual International Conference on Building Resilience, Newcastle, NSW, Australia.	_____ (Chang-Richards et al., 2015).	or	Chang-Richards et al., (2015) note that _____	As above
Dictionary or encyclopaedia entry					

Dictionary entry	Merriam-Webster. (n.d.). Culture. In <i>Merriam-Webster.com dictionary</i> . Retrieved September 9, 2019, from https://www.merriam-webster.com/dictionary/culture (this example = corporate author)	Quote a dictionary definition as follows: Culture refers to the “customary beliefs, social forms, and material traits of a racial, religious, or social group” (Merriam-Webster, n.d., Definition 1a).			Online reference works are often continuously updated. Use “n.d.” as the year of publication and include a retrieval date.
Encyclopaedia entry	Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.). <i>The Stanford encyclopedia of philosophy</i> (Summer 2019 ed.). Stanford University. https://plato.stanford.edu/archives/sum2019/entries/behaviorism/ (this example = individual author)	_____ (Graham, 2019).	or	_____, as defined by Graham (2019).	
Dissertations and theses					
Unpublished	Harris. L. (2014). <i>Instructional leadership perceptions and practices of elementary school leaders</i> [Unpublished doctoral dissertation]. University of Virginia.	_____ (Harris, 2014, p. 35).	or	Harris (2014) reveals _____ (p. 35).	These are generally obtained directly from the college or university in print form. The type of dissertation is included in square brackets after the title. <i>Page numbers are optional in text when paraphrasing.</i>
Published in a database	Libby, M. E. (2015). <i>Negotiating language and literacy in a bilingual/bicultural context: Learning, teaching, and leading with ell students in a multilingual/multicultural New Zealand school</i> (Order No. 3721049) [Doctoral dissertation, University of Pennsylvania]. ProQuest.	_____ (Libby, 2015, p. 80).	or	According to Libby (2015) _____ (p. 80). <i>Page numbers are optional in text when paraphrasing</i>	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the database order number or publication number and the database name , but not a direct link.

Published online (not in a database)	Adams, S. (2017). <i>Nurse Practitioners in rural primary health care in New Zealand: An institutional ethnography</i> [Doctoral thesis, Massey University]. Massey University Theses and Dissertations. https://mro.massey.ac.nz/handle/10179/12816	_____ (Adams, 2017 p. 32).	or	Adams (2017) acknowledges _____ (p. 32). <i>Page numbers are optional in text when paraphrasing</i>	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the name of the archive where it is accessed, e.g. "Massey University Theses and Dissertations". Include the link if open access.
Legal material					
Note, extensive examples are given for legal references in chapter 11 of the Publication Manual of the American Psychological Association (7 th ed.), however these are essentially for American law. In general, substantial legal references are rarely required in NMIT courses. The manual advises that APA uses standard legal citation styles in most legal references. The examples below follow the format given in the New Zealand Law Style Guide. If these examples are not sufficient, you may refer to the guide directly https://www.lawfoundation.org.nz/style-guide2019/index.html or refer to chapter 11 of the APA manual directly (copies are held in the library), or get in touch with us in the library if you cannot access a copy of the manual, or need a reference for a legal document in the New Zealand context.					
Acts of Parliament	Resource Management Act 1991. http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html	_____ (The Resource Management Act 1991).	or	According to The Resource Management Act 1991 _____	The title of the act is used in place of author.
Bills	Substance Addiction (Compulsory Assessment and Treatment) Bill 2015 (116-3). https://www.legislation.govt.nz/bill/government/2015/0116/latest/versions.aspx Note: The above example follows the template given below. Title of Bill Year of Introduction (Bill Number-Bar Number). http://xxxxxx (if available online)	_____ (Substance Addiction (Compulsory Assessment and Treatment) Bill 2015).		According to the Substance Addiction (Compulsory Assessment and Treatment) Bill 2015 _____	

	<i>Note: Usually, the year is not part of the bill title, and bills are referred to by their numbers in parliamentary parlance. But the NZ Law Commission guide insists on including the year of introduction to distinguish bills with similar titles. Here, the bill's introduction year is 2015.</i> <i>This bill has three versions; that is why the bar number is recorded as three (Bar number indicates the version of the bill). If you would like to refer to the third version of this bill. You can see all three versions here. When searching for bills on the NZ legislation website, you can use the Versions button below the search box to view detailed information about different versions.</i>				
Case Law	<i>R v Wang</i> [1990] 2 NZLR 529 (CA). <i>Note: The date in NZ case law is generally in square brackets. There are some exceptions. Follow the format of the case you are using. Also include volume number of the report series, the source of the information e.g. NZLR (New Zealand Law Reports), Issue number of the report series and Court e.g. (CA) Court of Appeal.</i>	<i>R v Wang</i> , 1990).	<i>or</i>	_____, as occurred in <i>R v Wang</i> (1990).	Note the title of the case is in <i>italics</i> on both the reference list and the in-text citation.
Regulations	Alcohol Advisory Council Regulations. (1978) SR 1978/1. http://www.legislation.govt.nz/regulation/public/1978/0001/latest/DLM59366.html?search=ts_act%40bill%40regulation%40deemedreg_regulation_resel_25_a&p=1	____ (Alcohol Advisory Council Regulations, 1978).	<i>or</i>	Alcohol Advisory Council Regulations (1978) say _____	

Hansard (Parliamentary Debates)

Although we use the New Zealand law style guide for law-related references, the reference entry for parliamentary debates is not helpful in finding the resource. As the New Zealand Law Foundation style guide's reference entry for Hansard starts with the date and year, it contrasts with the APA style. It does not include speaker info and subject details. Thus, we use the guideline used by prominent New Zealand universities, such as the University of Canterbury and Victoria University of Wellington, for these types of resources. The template is the following.

Speaker, S. (Year, Month Day). Subject details. Volume NZPD Start page. URL

You will get all the information from the metadata link at the top right-hand side of the [Hansard Search page](#). The metadata link gets displayed when the searched document appears on the website. NZPD stands for NZ Parliament debate.

If you click the URL, you can see that this entry references only one speaker's discussion (See the example given below). Because Hansard is arranged date-wise, you won't find a single document that includes all debates on a topic in one place. Ideally, you need to reference each of these speakers, as you can easily pinpoint your document and download it from the [Hansard Search page](#).

You may be able to access a combined version of all discussions held on a particular day. It is incorrect to use this as a reference for all the discussions held during the reading of this bill. Usually, discussions on a bill's reading take place over many days. Here you are referring to just one day's discussion. To include all the discussions during

just one reading of the bill itself, you need to refer to discussions held on many dates.

Hansard	Dunne, P. (2016, November 1). Substance Addiction (Compulsory Assessment and Treatment) Bill—Second reading. 718 NZPD14576. https://www.parliament.nz/en/pb/hansard-debates/rhr/document/HansS_20161101_061500000/dunne-peter	_____ (Dunne, 2016)		According to Dunne (2016), _____	
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Reports and Grey Literature

Key elements for a reference list entry for a report

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

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

		2017, p. 4).		(p. 4).	
Report by an organisation or government agency	Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). <i>Strengthening trans-Tasman economic relations</i> . https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf	_____ (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012, p. 11).	or	_____ as suggested by the Australian Government Productivity Commission & New Zealand Productivity Commission (2012, p. 11).	Exclude publisher if same as author.
Agencies in hierarchical order as group author	National Cancer Institute. (2018). <i>Facing forward: Life after cancer treatment</i> (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf	_____ (National Cancer Institute, 2018, p. 9).		The National Cancer Institute (2018) states that _____ (p. 9).	Include report number if there is one. When different agencies of an organisation are listed as authors, list the most specific agency as the author, and list all higher-level departments in the source element.
Report by individual author/s	Kotvojs, F., Sam, P. L., Lockley, A., & Trompf, M. (2018, October). <i>TCRRP and TCRP evaluation report</i> . New Zealand Ministry of Foreign Affairs and Trade, Australian Department of Foreign Affairs and Trade. https://www.mfat.govt.nz/assets/Aid-Prog-docs/Evaluations/2019/Evaluation-Report-Cyclone-recovery-Samoa/Evaluation-Report-Cyclone-recovery-Samoa.pdf	_____ (Kotvojs et al., 2018, p. 2).	or	Kotvojs et al. (2018) mention _____ (p. 2).	Page numbers are optional in text when paraphrasing.
Grey Literature	Reports are part of a type of literature often referred to as “grey literature”. Other literature that may fall into this category includes: Press releases, grants, policy briefs, issue briefs etc. It is not essential, but it can be helpful to include the type of grey literature in square brackets after the title, e.g.				

Nelson City Council. (2018, December 18). *Council offers support to Nelson Giants* [Press release]. <http://www.nelson.govt.nz/council/news/recent-media-releases-and-news/council-offers-support-to-nelson-giants/>

Social media

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

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

Facebook, or other social media

Post:
 News From Science. (2018, June 26). *These frogs walk instead of hop* [Video]. Facebook.
<https://www.facebook.com/ScienceNOW/videos/10155508587605108>

Note, the author in this case is a group name, "News From Science".

Page:

____ (News From Science, 2018).

or

News From Science (2018) says that

Include type of audiovisual media, e.g. [Video].

Include the page title, e.g.

	Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved July 22, 2019, from https://www.facebook.com/nationalzoo	____ (Smithsonian's National Zoo and Conservation Biology Institute, n.d.).		Smithsonian's National Zoo and Conservation Biology Institute (n.d.) discusses ____	"Home", "About" etc. in italics after date. Include "Facebook page", "Tumblr page" etc. in square brackets after title, as well as site name, e.g. "Facebook", "LinkedIn" etc.
Online forum post	National Aeronautics and Space Administration [nasa]. (2018, September 12). <i>I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!</i> [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/	____ (National Aeronautics and Space Administration, 2018).	or	National Aeronautics and Space Administration, (2018) says that ____	Include username in square brackets after real name, if known. (Note, social media usernames are often lowercase, e.g. "nasa", or may include "@" as in the example below).
Tweet	Badlands National Park [@BadlandsNPS]. (2018, February 26). Biologist have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379	____ (Badlands National Park, 2018).	or	Badlands National Park (2018) implies ____	(See note re usernames in previous example above). In place of title, include up to the first 20 words of content.
LinkedIn Post	American Psychological Association. (2019, December 9). <i>Last month, APA joined more than 40 national and international psychology organizations to explore ways to collaborate and use psychological</i> [Thumbnail with link attached] [Post]. LinkedIn. https://www.linkedin.com/posts/american-psychological-association-how-psychologists-are-combating-climate-change-activity-6609801161937612800-GvdC	____ (American Psychological Association, 2019).	or	According to American Psychological Association (2019) ____	
LinkedIn Profile	John Tyler Community College. (n.d.). <i>Home</i> [LinkedIn page]. LinkedIn. Retrieved January 9, 2020,	____ (John Taylor Community		John Tyler Community College (2020) states that	

	from https://www.linkedin.com/school/john-tyler-community-college/	College, 2020).		_____	
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Webpages/websites

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

Author	(Date).	Title	Source	
			Website name.	URL
Surname + initials or Group/corporate author (name of group, business, organisation)	(Year). (Year, month). (Year, month day). (n.d.). <i>(Provide the most specific date possible, if it clearly relates to the particular content.)</i>	<i>Title in italics and sentence case.</i>	Site Name. <i>(Exclude this if it is the same as the author).</i>	https://xxxxx or Retrieved January 17, 2020, from https://xxxx <i>(include a retrieval date only for works that are likely to change.)</i>

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text)	
Webpage with group author	Ministry of Business, Innovation & Employment. (2019, December 4). <i>Winning Kiwi school pupils dream up an inspiring future in space.</i> https://www.mbie.govt.nz/about/news/winning-kiwi-school-pupils-dream-up-an-inspiring-future-in-space/	_____ (Ministry of Business, Innovation & Employment, 2019).	or	Ministry of Business, Innovation & Employment (2019) observes how _____	Include the website name, only if this is different to the author (in this example, author and website name are the same. See “individual author” example below).

Webpage-abbreviated group author	World Health Organization. (2018, March). <i>Questions and answers on immunization and vaccine safety</i> . https://www.who.int/features/qa/84/en/	____ (World Health Organization [WHO], 2018).... (first citation) ____ (WHO, 2018) (subsequent citations)		The World Health Organization (WHO, 2018) explains ____ (first citation) WHO (2018) says that ____ (subsequent citations)	If you refer to a group author more than once, you can include an abbreviation in the first citation, along with the full name, and then use the abbreviation alone in subsequent citations. Refer to “Notes” above re. quoting directly.
Ministry and government departments with Māori names	Ministry of Business, Innovation and Employment–Hikina Whakatutuki. (2023, July 3). <i>Data and analysis</i> . Retrieved September 5, 2023, from https://www.mbie.govt.nz/data-and-analysis/ NOTE: Use an en dash between the two names, because en dashes connect two items of equal weight. Do not include spaces around the dash. So, for example, the Ministry for Children would be Oranga Tamariki–Ministry for Children. Follow the order of names as given in the source. The website of Oranga Tamariki–Ministry for Children puts the Māori name first, the website of Inland Revenue–Te Tari Taake puts the English name first.	---- (Ministry of Business, Innovation and Employment–Hikina Whakatutuki [MBIE-HW], 2023 (First citation) ____ (MBIE-HW, 2023) (Subsequent citations)	or	Ministry of Business, Innovation and Employment–Hikina Whakatutuki (MBIE-HW, 2023) suggests that ____ MBIE-HW (2023) suggests that ____ (Subsequent citations)	Please Check the following links for more information and examples–NZ GOVT WITT NZ Govt canterbury In many old documents, the name of the organisation is mentioned only in one language. You can use the name given in those documents.
Webpage with individual author	Lillie, C. M. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193	____ (Lillie, 2016).	or	Lillie (2016), argues that ____	Include the name of the website. Refer to “Notes” above re. quoting directly.
Webpage with no date	Ministry of Business, Innovation & Employment. (n.d.). <i>Support for business</i> . https://www.mbie.govt.nz/business-and-employment/business/support-for-business/	____ (Ministry of Business, Innovation & Employment, n.d.).	or	Ministry of Business, Innovation & Employment (n.d.) shows that ____	Use n.d. = “no date”. Only provide a date if the date clearly refers to the content on the webpage, e.g. “last updated 19 January, 2020”. Dates included in footers at the bottom of a webpage generally refer to the website overall, not the particular page information.

Webpage with a retrieval date included	Statistics New Zealand. (2019, November 14). <i>Estimated population of NZ</i> . Retrieved January 17, 2020, from https://www.stats.govt.nz/indicators/population-of-nz	_____ (Statistics New Zealand, 2019).	or	According to Statistics New Zealand (2019) _____	Include a retrieval date if the data is likely to change in the future. <i>Refer to "Notes" above re. quoting directly.</i>
Press/media releases	New Zealand Government. (2015, December 9). <i>Bill to replace Alcoholism and Drug Addiction Act introduced</i> [Press release]. The Beehive. https://www.beehive.govt.nz/release/bill-replace-alcoholism-and-drug-addiction-act-introduced	_____ (New Zealand Government, 2015).		According to New Zealand Government (2015) _____	Assign authorship to the organisation which published it, and not to the agency which distributes them or the person whose name is given in the release.

PDF Documents

As most PDF's have permanent URLs, they are referenced essentially as websites by including a direct link to the document in the reference list entry. But some PDFs are only viewable after downloading. Then the reference list entry should include the URL of the webpage from where the PDF was downloaded. After the title [PDF] in square brackets should be included to indicate that the document was downloaded from this website.

Source	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text)	
PDFs with URLs	Bates, M. (2012). <i>North America's nearly forgotten native vegetable</i> . University of Missouri. http://extension.missouri.edu/platte/documents/horticulture/fruit_veg/JerusalemArtichoke.pdf	_____ (Bates, 2012).	or	Bates (2012) suggests that _____	
PDFs directly downloaded	Nursing Council of New Zealand (2012). <i>Code of conduct for nurses</i> [PDF]. https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx?hkey=7fe9d496-9c08-4004-8397-d98bd774ef1b	_____ (Nursing Council of New Zealand, 2019).	or	According to the Nursing Council of New Zealand (2019), _____.	

Data Sets

When you use a dataset created by others, ensure that you acknowledge data creators in both in text citation and reference list. When referencing from a web page, include the URL of the web page and indicate [Data set] in square brackets after the title. Include the title of the webpage /publisher of the dataset if different from the main author. The date for published data is the year of publication and for unpublished data is the year(s) of collection. When a version number exists, include it in parentheses after the title. Include retrieval date only if the data is designed to change over time.					
Data sets	Ministry for the Environment. (2016). <i>Vulnerable catchments</i> (Version 17) [Data set]. https://data.mfe.govt.nz/layer/53523-vulnerable-catchments/ Ministry of Education. (2015). Transient students [Data set]. https://catalogue.data.govt.nz/dataset/transient-students	_____ (Ministry for the Environment 2016, p. 13). _____ (Ministry of Education, 2015, p.13).	or	_____ as suggested by The Ministry of Environment (2016, p. 13). _____ as indicated by The Ministry of Education (2016, p. 13).	
Unpublished Data	Klette, R. (2014). [Data for computer vision spatial value statistics] [Unpublished raw data]. Auckland University of Technology.	_____ (Klette, 2015, p. 14).		Klette (2018) reports _____ (p. 14).	
Class room material (lecture notes, PowerPoint slides) or Intranet sources (Moodle, Blackboard)					
This information about referencing material from learning management systems like Moodle is created with undergraduate assessment in mind. Referencing the original material from which the Moodle materials are based is the preferred method of citation. This is especially true for postgraduate research or work intended for publication. Usually, only resources accessible to all are listed in references; otherwise, they are cited as personal communication. But when the target audience can retrieve the works you used, cite them as follows. If students cite course notes or materials uploaded by tutors on learning management systems like Moodle, they need to be recoverable by the instructor and fellow students. If your tutor is the creator of the material: • Cite your tutor as the author • Give the year (or, for lecture notes, the full date on which the lecture was delivered). • Give the title of the material (if known) in <i>italic sentence case</i>. • Include a description of the material in square brackets—e.g., [PowerPoint slides] or [Lecture notes on...]. • Give the title of the site, i.e. Moodle@NMIT. • Provide a URL to the class Moodle page. Since the audience for your work (i.e., your tutors) is likely to have access to your class Moodle page, it is acceptable to link to it directly.					

Source	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text)	
Power Point slide-Moodle	Thomson, A. (2020). <i>Week 7: A model of nursing care</i> [PowerPoint slides]. Moodle@NMIT. URL	_____ (Thomson 2020, Slide 6).	or	Thomson (2020) reports _____ (Slide 6).	
Lecture notes on Moodle	Katrina, B. (2019, March 9). [Lecture notes on nursing philosophy]. Moodle@NMIT. URL	_____ (Katrina, 2012).	or	_____ as suggested by Katrina (2019).	If a specific title is not available for lecture notes, it is advisable to describe them in square brackets.
Unrecorded classroom Lecture	Unrecorded classroom lectures are considered personal communications (work that cannot be recovered). Personal communications are listed only in the text, not on the reference list.	_____ (T. Nguyen, personal communication, June 8, 2020) Note: Unlike other in-text citations, give the initials and surname of the communicator, and provide the exact date as possible		According to T. Nguyen (personal communication, June 8, 2020), _____	APA instructs to use a personal citation only when a recoverable source is not available. For example, if you learned about a topic via a classroom lecture, it would be preferable to cite the research on which the instructor based the lecture. However, if the lecture contained original content not published elsewhere, cite the lecture as a personal communication
Original materials in a classroom pack, no author	Diagram of the tibia–basitarsis joint in <i>Apis mellifera</i> . (2015). In B. Haave (Ed.), <i>NEU 451: Movement and perception</i> (pp. 44–45). NMIT. NOTE: References for material in a course pack follow the format for chapters in edited books	_____ (“Diagram of the Tibia–Basitarsis Joint in <i>Apis mellifera</i> ,” 2015)		As illustrated in “Diagram of the Tibia–Basitarsis Joint in <i>Apis mellifera</i> ” (2015), _____	When the author of material in the course pack is unknown, move the title of the material to the author position of the reference.

Wikis including Wikipedia					
Wikipedia articles	Indian Philosophy. (2021, April 4). In <i>Wikipedia</i> . https://en.wikipedia.org/w/index.php?title=Indian_philosophy&oldid=1016010838	_____ (“Indian Philosophy,” 2021)		As elaborated in “Indian Philosophy” (2021), _____	Wikipedia articles update frequently. APA manual recommends accessing the archived version by clicking "View History," then clicking the date/timestamp of the version you'd like to cite. If a wiki does not provide permanent links to archived versions of the page, include the URL and the retrieval date.
Wiki articles	How to improve your relationships. (2019, October 1). In <i>Wikihow</i> . Retrieved 27, April, 2021 from https://www.wikihow.com/Improve-Your-Relationships	_____ (“How to improve your relationships,” 2019)		As indicated in “How to improve your relationships” (2019), _____	
Code of Ethics					
Code of ethics	New Zealand Association of Counsellors. (2020). <i>Code of ethics: A framework for ethical practice</i> (2002, revised 2012, 2014, 2016, and 2020). https://nzac.in1touch.org/document/6629/NZAC-Code-of-Ethics-2002-Revised-2020.pdf	_____ (New Zealand Association of Counsellors, 2020).		According to the New Zealand Association of Counsellors (2020), _____	While referencing a code of ethics document, list the first year of publication and all years in which the document was revised. These years are given in brackets after the title. The year of last revision is listed in the date element.
Databases and Pre-Print Servers					
- Many Documents that look like journal articles are published on pre-print servers, such as arXiv and SSRN. Although many have DOIs, most are informally published works that are not peer reviewed. - Some open access journals may allow the publication of author manuscripts or authors’ final, peer-reviewed manuscripts for publication in pre-print servers. In those cases, you are expected to reference the published journal article rather than the one on the preprint server. - When popular online databases such as ERIC, PubMed Central and ResearchGate informally publish documents, which are not part of any journals, the template is the one given below. Please note that most documents on these platforms are published elsewhere, especially in academic journals, and must follow the source template on which they are published, such as journals.					
Documents on pre-print servers	Page, U., & Dykeman, C. (2022). <i>A corpus-based study of racial/ethnic multiculturalism in play therapy journal articles</i> . PsyArXiv. https://doi.org/10.31234/osf.io/2f6pk	_____ (Page & Dykeman, 2022).		According to Page and Dykeman (2022), _____	Italicise the document title and render the platform name in roman (non-

					italicised and regular).
New Zealand Formulary					
NZ Formulary is considered an online database, and entries are created as a non-author item. As the reference list entry provided by New Zealand Formulary is not aligned with APA style, we followed APA templates for continuously updated databases with proprietary content, such as UpToDate and Cochrane. Although New Zealand institutions use different templates for the NZ formulary, this template is made in consultation with APA. - Although the entry title in the reference list is in sentence case, all major words of the title in an in-text reference are capitalised. - As the entry title is not italicised in the reference list, use double quotation marks around the title in the in-text citation. Note that the comma between the title and the year in the in-text reference comes within quotation marks. - If the title is too long, you need to include only enough words from the first part of the title to recognise the item in the reference list. - The name of the database, <i>New Zealand Formulary</i>, is italicised. - As this drug database is revised each month, date information is more important than version information. You will always be referencing the latest version. Thus, include the date of revision (in the date element) and the retrieval date (after the title) in the reference list. Above the left-hand side of the entries in the Formulary, the version number and the date of revision are listed.					
New Zealand Formulary	Drugs affecting the immune response. (2023, October 1). <i>New Zealand Formulary</i>. Retrieved October 17, 2023, from https://nzf.org.nz/nzf_835 Aspirin. (2023, October 1). <i>New Zealand Formulary</i>. Retrieved October 17, 2023, from https://nzf.org.nz/nzf_1529	____ ("Drugs Affecting the Immune Response," 2023) ____ ("Aspirin," 2023)		In "Drugs Affecting the Immune Response" (2023), ____ As shown in "Aspirin" (2023), ____	
Artificial Intelligence Tools and Software					
As per the American Psychological Association's new guideline, you can reference AI tools in two ways. (1) AI chats (2) AI tools. In most cases, you can use the AI chat option. Use the AI tool option only when stable links to specific chats or conversations are unavailable in the AI tool. Now that you can retrieve and share specific chats, you can create an APA reference entry for a specific chat. The conventional author-date-title-source APA format also applies to AI chat. Usually, the 'share' option at the end of each chat provides the stable URL for the chat. For some AI tools, the share option appears at the top right-hand side of the window. Use the AI tool option only when stable links to specific chats or conversations are unavailable. Prefer the AI chat template in all other instances. For more detailed guidelines about referencing AI tools, visit NMIT library's ‘Referencing AI Tools’ page.					

Author		(Date).	Title	Source		
				Name of the AI Tool /Publisher	URL	
AI chat: AI Company Name.		(year, month day)	<i>Title of chat in italics</i> [Description, such as Generative AI chat].	Tool Name/Model.	URL of the chat	
AI summary/overview AI Company Name.		(year, month day)	<i>Title of the summary in italics</i> [AI summary]	As the name of the specific AI tool is not relevant, there is no need to repeat the AI company name in the author field.	URL of the summary	
AI Tool: Author of the AI model used		(Year of AI model's version)	<i>Name of AI model used</i> (version of AI model used) [Type or description of AI model used]		Web address of the AI model used	
Software: Author, A. A. (individual author) or Name of the Group responsible for the software		(Year of publication of the software version used)	<i>Title of work</i> (version 1.2) [Computer software/Mobile app] Or Name of Equipment (Model number) [Equipment]	Publisher/App store/Google Play store	URL of the software	
AI chat	Anthropic. (2025, May 20). <i>Essential grammar topics for high school graduates</i> [Generative AI chat]. Claude Sonnet 4. https://claude.ai/share/329173b2-ec93-4663-ac68-4f65ea4f166d <i>opens in new window</i>			____ (Anthropic, 2025)		According to Anthropic (2025), ____
AI summary	Google. (2026, May 15). <i>High school grammar concepts overview</i>			____ (Google,		As suggested by

	[AI summary]. https://share.google/aimode/wHksbn9uuGrI2XteG	2026)		Google (2026), _____	
AI summary (in the absence of a proper title)	Google. (2026, May 7). [Answer to a query about Māori health inequality in recent years] [AI summary]. https://share.google/aimode/gUGl9OrgUBD5jrl2d	_____ (Google, 2026)		According to Google (2026), _____	
AI-generated image	Canva. (2026, May 11). [A Vincent van Gogh-style image of a tree] [AI-generated image]. Leonardo. https://app.leonardo.ai/generation/image/create-vibrant-expressive-vincent-van-gogh-style-7df689c8-57e6-4024-a1e0-8fdb287eb9da?utm_source=share_asset&utm_medium=copypoint&utm_content=image	_____ (Canva, 2026)		According to Canva (2026), _____	The image generation platform Leonardo is owned by Canva. That is why Canva is listed as the author.
AI tool	OpenAI. (2025). <i>ChatGPT</i> [Large language model]. https://chatgpt.com	_____ (Open AI, 2026)		As elaborated by Open AI (2025), _____	
Software	Athenahealth. (2019). <i>Epocrates</i> (Version 19.10.1) [Mobile app]. http://www.epocrates.com/	_____ (Athenahealth, 2019)		As displayed by Athenahealth (2019), _____	Common software, such as Microsoft Office/Adobe products and survey software, do not require citations but are only mentioned in the text.

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

McAdoo, T., Denny, S., & Lee, C. (2025, September). Citing generative AI in APA Style: Part 1—reference formats. *APA Style Blog*. <https://apastyle.apa.org/blog/cite-generative-ai-references>