

## Quick APA 7th Edition Referencing Guide for Nursing

When quoting, paraphrasing or summarising other people's information, ideas or opinions, cite the sources in the text of your assignment. Provide a reference list with full information for each source that relates to your citations. Please refer to the handout *An Introduction to Referencing* and [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2021](#) for more information.

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

| Full reference (in reference list). <i>Who? When? What? Where?</i>  | In-text citation. <i>Who? When?</i>  |
|---|--|
| <p><b>Book by one author</b><br/>Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action</i> (2nd ed.). American Psychological Association. <a href="https://doi.org/10.1037/0000168-000">https://doi.org/10.1037/0000168-000</a></p> <p>Note: Use only the current DOI format: <a href="https://doi.org/10xxxxxx">https://doi.org/10xxxxxx</a> Change any old DOI formats to the current one.</p> | <p>Jackson (2019) states that ____<br/>or<br/>____ (Jackson, 2019).</p>    |
| <p><b>Book by two authors</b><br/>Jarvis, C., &amp; Forbes, H. (2016). <i>Jarvis's physical examination and health assessment</i>. Elsevier Australia.</p>  | <p>Cite both authors every time:<br/>____ (Jarvis &amp; Forbes, 2016).</p> |
| <p><b>Book by three or more authors, up to and including 20 authors</b><br/>Perry, A. G., Potter, P. A., &amp; Desmarais, P. L. (2019). <i>Mosby's pocket guide to nursing skills &amp; procedures</i> (9th ed.). Elsevier.</p> <p><u>Note:</u> Give surnames and initials for up to and including 20 authors, using an ampersand (&amp;) before the final surname.</p>   | <p>Every time:<br/>____ (Perry et al., 2019).</p>                          |

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| <p><b>Book by an organisational author (e.g., a government agency or professional association)</b></p> <p>World Health Organization. (2016). <i>Nurse educator core competencies</i>.<br/> <a href="https://www.who.int/hrh/nursing_midwifery/nurse_educator050416.pdf">https://www.who.int/hrh/nursing_midwifery/nurse_educator050416.pdf</a></p> <p><u>Note:</u> Do not name the publisher if it is also the author, as can be seen in the example above.</p>  | <p>___ (World Health Organization [WHO], 2016).</p> <p>Subsequent citations:<br/>         ___ (WHO, 2016).</p> <p>Note: Use square brackets [ ] within round brackets ( ), as shown in the example above.</p> |
| <p><b>Chapter in a multi-author book (each chapter is written by different authors)</b></p> <p>Gordon, C. J. (2017). Fostering sleep. In J. Crisp, C. Douglas, G. Rebeiro, &amp; D. Waters (Eds.), <i>Potter and Perry’s fundamentals of nursing</i> (5th ed., pp. 988-1015). Elsevier Australia.</p>  | <p>Cite the author(s) of the <i>chapter</i>:</p> <p>___ (Gordon, 2017).</p>   |
| <p><b>Reference materials (entries in encyclopaedias, dictionaries and reference databases)</b></p> <p>Ferdman, R. M. (2018). Allergy. In P. A. Kobasa (Ed.-in-Chief), <i>The world book encyclopedia</i> (Vol. 1, pp. 373-374). World Book.</p> <p>Samartzis, D., Shen, F. H., &amp; Keller, T. C. (2020, November 19). Arthritis. In <i>Encyclopaedia Britannica</i>. Britannica.<br/> <a href="https://www.britannica.com/science/arthritis">https://www.britannica.com/science/arthritis</a></p>   | <p>___ (Ferdman, 2018).</p> <p>___ (Samartzis et al., 2020).</p>  |
| <p><b>Journal article with a DOI</b></p> <p>Cooke, P. J., Melchert, T. P., &amp; Connor, K. (2016). Measuring well-being. <i>The Counseling Psychologist</i>, 44(5), 730-757. <a href="https://doi.org/10.1177/0011000016633507">https://doi.org/10.1177/0011000016633507</a></p> <p><u>Note:</u> For most journal articles with no DOI and accessed from an academic research database or other library service, do not name their database, because the articles are available in other databases. Name the database when the article or information is available <u>only</u> from that specific database.</p> | <p>___ (Cooke et al., 2016).</p>  |

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| <p><b>Magazine article retrieved from a website</b></p> <p>Gartner, C., &amp; Hall, W. (2019, November 12). Vaping-related lung disease now has a name – and a likely cause. <i>New Zealand Listener</i>.<br/> <a href="https://www.listener.co.nz/health/health-health/vaping-related-lung-disease-now-has-a-name-and-a-likely-cause">https://www.listener.co.nz/health/health-health/vaping-related-lung-disease-now-has-a-name-and-a-likely-cause</a></p>                                       | <p>___ (Gartner &amp; Hall, 2019).</p>  |
| <p><b>Newspaper article (no author) from a library database</b></p> <p>Healthcare in the future. (2019, October 4). <i>The Dominion Post</i>.</p>  | <p>___ (“Healthcare,” 2019).<br/> If the title is long, provide the initial part of the title, in quotation marks, with key words capitalised, followed by the year (and page number if quoting).</p> |
| <p><b>Report</b></p> <p>Best Practice Advocacy Centre. (2018, November). <i>Assessment and management of alcohol misuse by primary care</i>. <a href="https://bpac.org.nz/2018/docs/alcohol.pdf">https://bpac.org.nz/2018/docs/alcohol.pdf</a></p>   | <p><b>First citation:</b><br/> ___ (Best Practice Advocacy Centre [BPAC], 2018).<br/><br/> <b>Subsequent citations:</b> ___ (BPAC, 2018).</p>   |
| <p><b>Data sheet</b></p> <p>Baxter Healthcare. (2017, April 6). <i>5% glucose (AVIVA) data sheet</i>. New Zealand Medicines and Medical Devices Safety Authority.<br/> <a href="https://www.medsafe.govt.nz/Profs/Datasheet/5percentglucoseavivainf.pdf">https://www.medsafe.govt.nz/Profs/Datasheet/5percentglucoseavivainf.pdf</a></p> <p><u>Note:</u> The type of source, in the above case a data sheet, need not be identified in square brackets if it is already apparent in the title.</p> | <p>___ (Baxter Healthcare, 2017).</p>   |
| <p><b>Pamphlet</b></p> <p>Ministry of Health &amp; Health Promotion Agency. (n.d.). <i>Alcohol and pregnancy - What you might not know</i> [Pamphlet]. <a href="https://www.healthed.govt.nz/system/files/resource-files/HE2523_Alcohol%20and%20Pregnancy_0.pdf">https://www.healthed.govt.nz/system/files/resource-files/HE2523_Alcohol%20and%20Pregnancy_0.pdf</a></p> <p><u>Note:</u> “n.d.” means “no date”.</p>   | <p><b>First citation:</b> ___ (Ministry of Health [MOH] &amp; Health Promotion Agency [HPA], n.d.).<br/><br/> <b>Subsequent citations:</b> ___ (MOH &amp; HPA, n.d.).</p>                             |

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| <p><b>Booklet</b><br/>Nursing Council of New Zealand. (2016, September). <i>Competencies for registered nurses</i> [Booklet].<br/><a href="https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx?hkey=57ae602c-4d67-4234-a21e-2568d0350214">https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx?hkey=57ae602c-4d67-4234-a21e-2568d0350214</a></p> | <p><b>First citation:</b> ____ (Nursing Council of New Zealand [NCNZ], 2016).<br/><br/><b>Subsequent citations:</b><br/>NCNZ (2016) states _____</p>                     |
| <p><b>Fact sheet</b><br/>Regional Public Health. (2016). <i>Whooping cough (pertussis)</i> [Fact sheet]. <a href="http://www.rph.org.nz/public-health-topics/early-childhood-centres/fact-sheets/whooping-cough-pertussis.pdf">http://www.rph.org.nz/public-health-topics/early-childhood-centres/fact-sheets/whooping-cough-pertussis.pdf</a></p>  | <p>Regional Public Health (2016) _____</p>   |
| <p><b>Code of Conduct for nurses</b><br/>Nursing Council of New Zealand. (2012, February). <i>Code of Conduct for nurses</i> [Booklet full].<br/><a href="https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx">https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx</a></p>  | <p><b>First citation:</b> ____ (Nursing Council of New Zealand [NCNZ], 2012).<br/><br/><b>Subsequent citations:</b><br/>____ (NCNZ, 2012).</p>                           |
| <p><b>Legislation/Acts</b><br/>Health Practitioners Competence Assurance Act 2003, No. 48.<br/><a href="http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html">http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html</a></p>  | <p>____ (Health Practitioners Competence Assurance Act, 2003).<br/>If necessary, refer to an Act's section number(s) in your assignment text, NOT in your citations.</p> |
| <p><b>Standards of practice</b><br/>New Zealand Nurses Organisation. (2012, July). <i>Standards of professional nursing practice</i>.<br/><a href="https://www.nzno.org.nz/LinkClick.aspx?fileticket=kC5YpeNKSrk%3D&amp;portalid=0">https://www.nzno.org.nz/LinkClick.aspx?fileticket=kC5YpeNKSrk%3D&amp;portalid=0</a></p>   | <p><b>First citation:</b> ____ (New Zealand Nurses Organisation [NZNO], 2012).<br/><br/><b>Subsequent citations:</b><br/>____ (NZNO, 2012).</p>                          |
| <p>Ministry of Health. (2017, March). <i>Palliative care action plan</i>.<br/><a href="https://www.health.govt.nz/system/files/documents/publications/palliative-care-action-plan_0.pdf">https://www.health.govt.nz/system/files/documents/publications/palliative-care-action-plan_0.pdf</a></p>   | <p>____ (Ministry of Health, 2017).</p>  |
| <p><b>Chapter in diagnostic manual</b><br/>American Psychiatric Association. (2013a). <i>Anxiety disorders</i>. In <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). <a href="https://doi.org/10.1176/appi.books.9780890425596.dsm05">https://doi.org/10.1176/appi.books.9780890425596.dsm05</a></p>  | <p>____ (American Psychiatric Association, 2013a).</p>   |

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| <p><b>DSM-5</b></p> <p>American Psychiatric Association. (2013b). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). <a href="https://doi.org/10.1176/appi.books.9780890425596">https://doi.org/10.1176/appi.books.9780890425596</a></p> <p><b>Notes:</b> Identify the full title and edition of the manual in the text, and then abbreviate it as DSM-5. For works published in the same year by the same author(s), add the suffixes a, b, c etc. to the date in both the in-text citation and the reference list entries.</p>   | <p>____ (American Psychiatric Association, 2013b).</p>  |
| <p><b>Joanna Briggs Institute EBP Database</b></p> <p>Acupuncture: Managing hot flashes for people with cancer [Recommended practices]. (2020, July 1). <i>Joanna Briggs Institute EBP Database</i>. <a href="https://joannabriggs.org/">https://joannabriggs.org/</a></p> <p>Marin, T. S. (2019). Effectiveness of interventions to prevent pre-frailty and frailty progression in older adults [Best practice information sheet]. <i>Joanna Briggs Institute EBP Database</i>, 21(2), 1-5. <a href="https://joannabriggs.org/">https://joannabriggs.org/</a></p> <p>Moola, S. (2020, August 13). Smoking cessation: Community-based interventions [Evidence summary]. <i>Joanna Briggs Institute EBP Database</i>. <a href="https://joannabriggs.org/">https://joannabriggs.org/</a></p> <p><b>Note:</b> As information in Joanna Briggs Institute EBP databases is unavailable elsewhere, name the database in the reference entry.</p> <p><b>JBI Evidence Synthesis (articles from systematic review databases)</b></p> <p>Picton, C., Fernandez, R., Moxham, L., Patterson, C. F. (2020). Experiences of outdoor nature-based therapeutic recreation programs for persons with a mental illness: A qualitative systematic review. <i>JBI Evidence Synthesis</i>, 18(9), 1820-1869. <a href="https://doi.org/10.11124/JBISRIR-D-19-00263">https://doi.org/10.11124/JBISRIR-D-19-00263</a></p> | <p>____ (“Acupuncture,” 2020).</p> <p>____ (Marin, 2019).</p> <p>____ (Moola, 2020).</p> <p>____ (Picton et al., 2020).</p> |

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| <p><b>Lippincott Procedures (database)</b></p> <p>Hand hygiene NZ [Clinical procedures]. (2017, April). <i>Lippincott Procedures</i>. Retrieved September 24, 2020, from <a href="https://procedures.lww.com/">https://procedures.lww.com/</a></p> <p><u>Note:</u> Give the retrieval date for online sources that update content regularly, and do not archive previous content. Information in Lippincott Procedures, HealthPathways, UpToDate, and New Zealand Formulary databases is available only in those databases. Therefore, unlike most other references, you need to name the specific database in the reference entry.</p> | <p>___ (“Hand Hygiene NZ,” 2017).</p>               |
| <p><b>HealthPathways (database)</b></p> <p>Ansley, C. (Clinical Ed.). (2020, May). Joint aspiration. <i>HealthPathways</i>. Retrieved September 5, 2020, from <a href="https://canterbury.communityhealthpathways.org/330160.htm">https://canterbury.communityhealthpathways.org/330160.htm</a></p>   | <p>___ (Ansley, 2020).</p>                          |
| <p><b>UpToDate (database)</b></p> <p>Morey, M. C. (2020, July 24). Physical activity and exercise in older adults. <i>UpToDate</i>. Retrieved August 13, 2020, from <a href="https://www.uptodate.com">https://www.uptodate.com</a></p>   | <p>___ (Morey, 2020).</p>                           |
| <p><b>New Zealand Formulary (database)</b></p> <p>Thyroid and antithyroid drugs [6.2]. (2020, July 1). <i>New Zealand Formulary</i>. Retrieved October 2, 2020, from <a href="https://nzf.org.nz/">https://nzf.org.nz/</a></p>  | <p>___ (“Thyroid and Antithyroid Drugs,” 2020).</p> |
| <p><b>Cochrane review (articles from systematic review databases)</b></p> <p>Mehrholz, J., Pohl, M., Platz, T., Kugler, J., &amp; Elsner, B. (2018). Electromechanical and robot-assisted arm training for improving activities of daily living, arm function, and arm muscle strength after stroke. <i>Cochrane Database of Systematic Reviews</i>. <a href="https://doi.org/10.1002/14651858.CD006876.pub5">https://doi.org/10.1002/14651858.CD006876.pub5</a></p>  | <p>___ (Mehrholz et al., 2018).</p>                 |
| <p><b>JBI Review (articles from systematic review databases)</b></p> <p>Keeping-Burke, L., McCloskey, R., Donovan, C., Yetman, L., &amp; Goudreau, A. (2020). Nursing students' experiences with clinical placement in residential aged care facilities: A systematic review of qualitative evidence. <i>JBI</i></p>  | <p>___ (Keeping-Burke et al., 2020).</p>            |

| Full reference (in reference list). <i>Who? When? What? Where?</i>   | In-text citation. <i>Who? When?</i>   |
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| <p>Database of Systematic Reviews &amp; Implementation Reports. 18(5), 986-1018.<br/> <a href="https://doi.org/10.11124/JBISRIR-D-19-00122">https://doi.org/10.11124/JBISRIR-D-19-00122</a></p>  |   |
| <p><b>Web pages with organisation as author</b></p> <p>World Health Organization. (n.d.). <i>The 1st International Conference on Health Promotion, Ottawa, 1986</i>.<br/> <a href="http://www.who.int/healthpromotion/conferences/previous/ottawa/en/">http://www.who.int/healthpromotion/conferences/previous/ottawa/en/</a></p> <p><b>Note:</b> When the author and website name are the same, leave out the website name, as can be seen in the example.</p>  | <p><b>First citation:</b><br/> ____ (World Health Organization [WHO], n.d.).</p> <p><b>Subsequent citations:</b><br/> ____ (WHO, n.d.).</p>                   |
| <p><b>Web pages with organisation as author (where the website name is different from the author's name)</b></p> <p>Health Consumer Advisory Service. (2020, January 15). <i>Health Consumer Advisory Service</i>. Health Navigator New Zealand. <a href="https://www.healthnavigator.org.nz/healthy-living/h/health-consumer-advisory-service/">https://www.healthnavigator.org.nz/healthy-living/h/health-consumer-advisory-service/</a></p>   | <p><b>First citation:</b><br/> ____ (Health Consumer Advisory Service [HCAS], 2020).</p> <p><b>Subsequent citations:</b><br/> ____ (HCAS, 2020).</p>          |
| <p><b>Different web pages from the same website (same author and published in the same year)</b></p> <p>World Health Organization. (2019a). <i>7 million people receive record levels of lifesaving TB treatment but 3 million still miss out</i>. <a href="https://www.who.int/tb/en/">https://www.who.int/tb/en/</a></p> <p>World Health Organization. (2019b). <i>Strategies for oral disease prevention and health promotion</i>.<br/> <a href="https://www.who.int/oral_health/strategies/en/">https://www.who.int/oral_health/strategies/en/</a></p> <p><b>Note:</b> Add suffixes <b>a, b, c</b> etc. to the date in the reference list entries and citations. The a, b, c order is <i>by the alphabetical order of the titles in the reference list</i> (not by the order they appear in the assignment).</p> | <p><b>First citation:</b> ____ (World Health Organization [WHO], 2019a).</p> <p><b>Subsequent citations:</b> ____ (WHO, 2019a).</p> <p>____ (WHO, 2019b).</p> |
| <p><b>Video available only in a specific database</b></p> <p>van Nieuwenhuizen, P. (n.d.). <i>Thermoregulation in the lungs</i> [Video]. Khan Academy.<br/> <a href="https://www.khanacademy.org/test-prep/mcat/organ-systems/the-respiratory-system/v/thermoregulation-in-the-lungs">https://www.khanacademy.org/test-prep/mcat/organ-systems/the-respiratory-system/v/thermoregulation-in-the-lungs</a></p>  | <p>____ (van Nieuwenhuizen, n.d.).</p>  |

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| <p><b>PowerPoint slides retrieved from Moodle</b></p> <p>Department of Health Practice. (2020). <i>Nervous system: Spinal cord and peripheral nervous system</i> [BNNS501 PowerPoint slides]. Ara Moodle. <a href="https://moodle.ara.ac.nz/mod/folder/view.php?id=389871">https://moodle.ara.ac.nz/mod/folder/view.php?id=389871</a></p>   | <p>____ (Department of Health Practice, 2020).</p>   |
| <p><b>Citing of Visual Works (e.g. infographic, graphs, diagrams, charts, maps and photographs)</b></p> <p>Statistics New Zealand. (2019, September 23). <i>New Zealand population in 2018: Key data</i> [Infographic]. <a href="https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data">https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data</a></p> <p><u>Note:</u> If reprinting or adapting visual works, see “Tables and Figures” section in <a href="#">APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2021</a> for referencing and copyright attribution requirements.</p>  | <p>____ (Statistics New Zealand, 2019).</p>  |
| <p><b>Personal communication (e.g., unrecorded lecture, email, personal interviews, text messages, and private or friends-only Facebook or Twitter messages)</b></p> <p>Do <b>not</b> include personal communication in your reference list because the information is not recoverable by your reader. Simply cite personal communication in your assignment text.</p> <p>Although it is not an APA rule, it may be useful for your reader if you state the role of the person cited, and/or the context of the communication.</p> <p>Capitalise the first letter(s) of the occupation if it precedes a name.</p> <p>Use lower case letters for occupations that are not immediately followed by a name. For instance: “An important responsibility of a registered nurse is ____”.</p> | <p>Registered Nurse B. Thompson (personal communication, May 11, 2019) reports that ____</p> |