

Quick APA 7th Edition Referencing Guide

When you quote, paraphrase or summarise other people's information, ideas or opinions, cite your sources in the text of your assignment. In addition, provide a reference list containing full information for each source that is cited. Please refer to [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 (refer to the Tate and Knapp example below).

Full reference (in reference list) Who? When? What? Where?	In-text citation Who? When?
<p>Book by one author Bishop, C. (2019). <i>Women mean business: Colonial businesswomen in New Zealand</i>. Otago University Press.</p>	<p>Bishop (2019) explained that ____ or ____ (Bishop, 2019).</p>
<p>Book by two authors Tate, J., & Knapp, A. (2019). <i>Blockchain 2035: The digital DNA of internet 3.0</i>. BlueShed.</p>	<p>Tate and Knapp (2019, p. 67) stated that “ ____ to achieve consistency”. or “ ____ to achieve consistency” (Tate & Knapp, 2019, p. 67).</p>
<p>Book by three or more authors, up to and including 20 authors Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M. (2017). <i>Outdoor leadership: Theory and practice</i> (2nd ed.). Human Kinetics.</p>	<p>____ (Martin et al., 2017). Reference entry: Give surnames and initials for up to and including 20 authors, using an ampersand (&) before the last name.</p>
<p>Chapter or article in a multi-author book (each chapter is written by different authors) Gordon, C. J. (2017). Fostering sleep. In J. Crisp, C. Douglas, G. Rebeiro, & 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 chapter: ____ (Gordon, 2017).</p>
<p>Book by an organisational author (e.g., a government agency or professional association) American Psychological Association. (2020). <i>Publication manual of the American Psychological Association: The official guide to APA Style</i> (7th ed.).</p>	<p>First citation: ____ (American Psychological Association [APA], 2020). Subsequent citations: ____ (APA, 2020). Note: If the author is also the publisher, as in this example, do not name the publisher.</p>
<p>Book from subscription e-book provider (no DOI) Ask, T. (2016). <i>Engineering for industrial designers and inventors: Fundamentals for designers of wonderful things</i>. O'Reilly Media.</p>	<p>____ (Ask, 2016). Do <u>not</u> include any information on the e-book provider in the reference. Name the e-book provider if the book is available only from that specific provider.</p>
<p>Leaflet, booklet, brochure, pamphlet, and fact sheet Ministry of Health. (2020, February). <i>Becoming smokefree</i> [Booklet]. Health Education. https://www.healthed.govt.nz/system/files/resource-files/HE2595_Becoming%20smokefree.pdf</p>	<p>____ (Ministry of Health [MOH], 2020). When the author name and name of the website differ, include the website name in the reference entry.</p>

Full reference (in reference list) Who? When? What? Where?	In-text citation Who? When?
<p>Reference material with organisation as author Mosby. (2017). Muscles of ventilation. In M. T. O’Toole (Ed.), <i>Mosby’s dictionary of medicine, nursing & health professions</i> (10th ed., p. 1175). Elsevier.</p>	<p>___ (Mosby, 2017).</p>
<p>Journal article with a DOI Cooke, P. J., Melchert, T. P., & Connor, K. (2016). Measuring well-being: A review of instruments. <i>The Counseling Psychologist</i>, 44(5), 730-757. https://doi.org/10.1177/0011000016633507</p>	<p>___ (Cooke et al., 2016). Use this DOI format only: https://doi.org/...</p>
<p>Journal article with no DOI, retrieved from an open access website Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. <i>Journal of Postsecondary Education and Disability</i>, 31(1), 17-39. https://files.eric.ed.gov/fulltext/EJ1182373.pdf</p>	<p>Ahmann et al. (2018) noted that ___ or ___ (Ahmann et al., 2018).</p>
<p>Web pages with organisation as author World Health Organization. (n.d.). <i>The 1st International Conference on Health Promotion, Ottawa, 1986</i>. https://www.who.int/teams/health-promotion/enhanced-wellbeing/first-global-conference</p>	<p>First citation: ___ (World Health Organization [WHO], n.d.). Subsequent citations: ___ (WHO, n.d.).</p>
<p>Newspaper article from a library database (no author) Healthcare in the future. (2019, October 4). <i>The Dominion Post</i>.</p>	<p>___ (“Healthcare,” 2019). Provide the first word or first few words of the title, in quotation marks, with key words capitalised, year, and page (only if quoting).</p>
<p>Magazine article retrieved from a website Hill, S. (2019, November 27). Business have been practicing social responsibility for decades, but is that really a good thing? <i>Newsweek</i>. https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html</p>	<p>___ (Hill, 2019).</p>
<p>Video available from only a specific database Bock, L. (2019, November 10). <i>IT security foundations: Core concepts</i> [Video]. LinkedIn Learning. https://www.linkedin.com/learning/it-security-foundations-core-concepts-2/prepare-for-mta-exam-98-367?u=75768826</p>	<p>___ (Bock, 2019). The name of the database, LinkedIn Learning in this case, is stated because the video is available in only this specific database.</p>
<p>PowerPoint slides from a learning management system e.g., Moodle Borrie, L. (2018). <i>Designing the research question</i> [PowerPoint slides]. Ara Moodle. https://moodle.ara.ac.nz/course/view.php?id=10319#section-12</p>	<p>___ (Borrie, 2018). Only materials written by a tutor must name the tutor as author. If quoting from a PowerPoint slide, add the slide number to the citation, e.g. (Borrie, 2018, Slide 6).</p>
<p>Personal communication (e.g., lecture, email, interview) Do not include personal communication in your reference list because the information is not recoverable. Simply cite personal communication in your assignment text.</p>	<p>Registered Nurse B. Thompson (personal communication, May 11, 2019) reported that ____ Capitalise the first letter(s) of the occupation only if it precedes a name.</p>