

Referencing

A Quick Guide to APA Referencing Part 2: Reference Examples

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.

For more information, see [A Quick Guide to APA Referencing: Part 1: General Guidelines](#) or the full guide [APA Referencing: A Guide for Ara Institute of Canterbury 2024](#).

| Full reference (in the reference list) Who? When? What? Where? | In-text citation Who? When? | Notes |
|---|---|---|
| Book with one author Bishop, C. (2019). <i>Women mean business: Colonial businesswomen in New Zealand</i> . Otago University Press. Jackson, L. M. (2019). <i>The psychology of prejudice: From attitudes to social action</i> (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000 | Bishop (2019) _____. Or ____ (Bishop, 2019). Jackson (2019). Or ____ (Jackson, 2019). | If a book has a digital object identifier (DOI) link, include the link in the reference after the publisher's name, using only this format: https://doi.org/10xxxxxx |
| Book with two authors Jarvis, C., & Forbes, H. (2021). <i>Jarvis's physical examination and health assessment</i> (3rd Australian & New Zealand ed.). Elsevier Australia. | Jarvis and Forbes (2021) _____. Or _____ (Jarvis & Forbes, 2021). | When a work has two authors, include both family names each time you cite. When using the two authors' names in brackets, use an ampersand (&) instead of "and." |
| Book with three or more authors, up to and including 20 authors Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M. (2024). <i>Outdoor leadership: Theory and practice</i> (3rd ed.). Human Kinetics. | Martin et al. (2024) _____. Or _____ (Martin et al., 2024). | Reference entry: Give surnames and initials for up to and including 20 authors, using an ampersand (&) before the final author's name. "Et al." is Latin for "and others". |
| Chapter in an edited book (each chapter by different authors) Gordon, C. J. (2021). Fostering sleep. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), <i>Potter and Perry's fundamentals of nursing</i> (6th Australian & New Zealand ed., pp. 1132-1156). Elsevier Australia. | Gordon (2012) _____. Or _____ (Gordon, 2021). | Reference entry: Publisher names that include a place, such as Elsevier Australia in this example, are written in full, including the place name. In-text citation: Cite the author(s) of the <i>chapter</i> . |
| Book with an organisation as the author (e.g., a government agency or professional association) World Health Organization. (2019, May). <i>WHO global report on traditional and complementary medicine 2019</i> . | World Health Organization ([WHO], 2019) _____. Or ____ (World Health Organization [WHO], 2019). <i>Subsequent citation:</i> WHO (2019) _____. Or ____ (WHO, 2019). | When a book has been published by the organisation that wrote it, <u>do not</u> include the publisher's name (to avoid duplication of information). |

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|--|---|--|
| Journal article Kaloga, M. (2021). Social work and economic justice in Aotearoa New Zealand. <i>Aotearoa New Zealand Social Work</i> , 33(4), 4-13. https://doi.org/10.11157/anzswj-vol33iss4id909 Yeung, P. H. Y., & Rodgers, V. (2017). Quality of long-term care for older people in residential settings: Perceptions of quality of life and care satisfaction from residents and their family members. <i>Nursing Praxis in New Zealand</i> , 33(1), 28–43. | Kaloga (2021) ____. Or ____ (Kaloga, 2021). Yeung and Rodgers (2017) _____. Or ____ (Yeung & Rodgers, 2017). | If the article has a DOI, include the DOI link, using only this format: https://doi.org/10xxxxxx When a work has two authors, include both family names each time you cite. When referring to the two authors' names in brackets, use an ampersand (&) instead of "and." |
| Magazine article with individual author 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 | Hill (2019) _____. Or _____ (Hill, 2019). | Italicise the name of the magazine or newspaper. |
| Magazine or Newspaper article with no author Macdonald Hotels sells Rusacks and Randolph properties. (2019, November 29). <i>The Caterer</i> , 5. Call to sign wombat privacy pledge and show some selfie respect. (2019, January 19). <i>Taranaki Daily News</i> , 9. | "Macdonald Hotels"(2019) _. Or _("Macdonald Hotels," 2019). "Call to Sign" (2019) _____. Or _____ ("Call to Sign," 2019). | Reference entry: Begin the reference with the title of the article. In-text citation: If the title is long, use the first few words of the title, with keywords in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry. |
| Leaflet, booklet, brochure, pamphlet, and fact sheet Regional Public Health. (n.d.). <i>Winter respiratory illness: Information for ECCs, kindergartens and kohanga reo</i> [Fact sheet]. https://www.rph.org.nz/public-health-topics/early-childhood-centres/fact-sheets/winter-respiratory-illness-information-for-eccs-kindergartens-and-kohanga-reo.pdf | Regional Public Health (n.d.) _____. Or ____ (Regional Public Health, n.d.). | If the type of information or its format is not obvious from the title, describe it in square brackets after the title e.g., [Fact sheet]. Use "n.d." (abbreviation for "no date") if there is no publication date. |
| Entry in a dictionary, thesaurus, or encyclopaedia, with organisation as author Mosby. (2022). Muscles of ventilation. In M. T. O'Toole (Ed.), <i>Mosby's dictionary of medicine, nursing & health professions</i> (11th ed., p. 1175). Elsevier. | Mosby (2022) _. Or _ (Mosby, 2022). | If the entry information comprises more than one page, specify the first and last pages, for example, "pp. 211-213". |
| Web pages with organisation as author University of Auckland Business School. (n.d.). <i>Reflective experience</i> . Learning Hub. https://www.learninghub.ac.nz/writing/reflective-writing/ | University of Auckland Business School (n.d.) _____. Or ____ (University of Auckland Business School, n.d.). | Name the website if it differs from the author's name. Use "n.d." (abbreviation for "no date") if there is no publication date. |
| PowerPoint slides or lecture notes 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 | Borrie (2018) _____. Or ____ (Borrie, 2018). | Name the tutor as the author only if that tutor has written the materials. Describe the type of information or its format in square brackets after the title e.g., [PowerPoint slides] or [Lecture notes]. |

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| PowerPoint slides or lecture notes from a learning management system e.g., Moodle Borrie, L. (n.d.). <i>Lecture 5: Classical antiquity: The Greeks</i> [Contextual Studies 500 lecture notes]. Ara Moodle. https://moodle.ara.ac.nz/course/view.php?id=9151 | Borrie (n.d.) ____. Or ____ (Borrie, n.d.). | If quoting from a PowerPoint slide, add the slide number to the citation, e.g. (Borrie, 2018, Slide 6). Use “n.d.” (abbreviation for “no date”) if there is no publication date. |
| Using secondary sources (content first cited in another source) Lyon, J., Scialfa, C., Cordazzo, S. T. D., & Bubric, K. (2014). Contextual cuing: The effects of stimulus variation, intentionality, and aging. <i>Canadian Journal of Experimental Psychology</i> , 68(2), 111-121. https://doi.org/10.1037/cep0000007 | Rabbitt (1982, as cited in Lyon et al., 2014) explained that _____. Or _____ (Rabbitt, 1982, as cited in Lyon et al., 2014). | If the author of your work has paraphrased or quoted another work, and you want to cite that work, cite the authors of <i>both</i> sources in the text of your assignment. However, provide a reference list entry only for the source <i>you</i> have read. |
| Personal communication (e.g., lecture, email, interview) Cite personal communication only in your assignment text. <u>Do not</u> include personal communication in your reference list, as that information is not recoverable. Cite personal reflections only in your assignment text. When citing personal reflections from your practice journal or work placement journal, refer to yourself as “the author” because most assignments and assessments are graded through anonymous marking (also known as blind marking). This means the marker is not supposed to know the name of the assessed student, which helps to ensure impartial marking. <u>Do not</u> include your practice journal or work placement journal in your reference list, as that information is not recoverable. | Registered Nurse B. Thompson (personal communication, May 11, 2021) reported that _____. Or _____ (Registered Nurse B. Thompson, personal communication, May 11, 2021). The author’s Practice Journal (November 14, 2023) stated Or . . . (Author’s Practice Journal, November 14, 2023). | Capitalise a job title if it comes immediately before a name. |