

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 fuller guide, [APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2022](#).

Full reference (in reference list) Who? When? What? Where?	In-text citation Who? When?	Notes
<p>Book with one author</p> <p>Bishop, C. (2019). <i>Women mean business: Colonial businesswomen in New Zealand</i>. Otago University Press.</p> <p>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</p>	<p>(Bishop, 2019).</p> <p>(Jackson, 2019).</p>	<p>If the book has a DOI, include the DOI link in the reference after the publisher name, using only this format: https://doi.org/10xxxxxx</p>
<p>Book with two authors</p> <p>Jarvis, C., & Forbes, H. (2021). <i>Jarvis's physical examination and health assessment</i> (3rd Australian & New Zealand ed.). Elsevier Australia.</p>	<p>(Jarvis & Forbes, 2021).</p>	
<p>Book with three or more authors, up to and including 20 authors</p> <p>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).</p>	<p>Reference entry: Give surnames and initials for up to and including 20 authors, using an ampersand (&) before the last name.</p>
<p>Chapter in an edited book (each chapter by different authors)</p> <p>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.</p>	<p>(Gordon, 2021).</p>	<p>Reference entry: Publisher names that include a place, such as Elsevier Australia in this example, are written in full, including the place name.</p> <p>In-text citation: Cite the author(s) of the <i>chapter</i>.</p>
<p>Book with organisation as author (e.g., a government agency or professional association)</p> <p>Organisation for Economic Cooperation and Development. (2019, June). <i>OECD economic surveys: New Zealand</i>. https://doi.org/10.1787/b0b94dbd-en</p>	<p>(Organisation for Economic Cooperation and Development [OECD], 2019)</p> <p><i>Subsequent citation:</i> (OECD, 2019).</p>	<p>If you are citing the organisational author more than twice in your paper, you can abbreviate it. Provide the full name of the organisation the first time you mention it in the text, followed by the abbreviation. If the organisation name first appears in a citation in brackets, include the abbreviation in square brackets, followed by a comma and the year.</p>
<p>Journal article</p> <p>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</p> <p>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.</p>	<p>(Kaloga, 2021).</p> <p>(Yeung & Rodgers, 2017).</p>	<p>If the article has a DOI, include the DOI link at the end of the reference, using only this format: https://doi.org/10xxxxxx</p>

<p style="text-align: center;">Full reference (in reference list) Who? When? What? Where?</p>	<p style="text-align: center;">In-text citation Who? When?</p>	<p style="text-align: center;">Notes</p>
<p>Magazine article with individual author</p> <p>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>Magazine or Newspaper article with no author</p> <p>Macdonald Hotels sells Rusacks and Randolph properties. (2019, November 29). <i>The Caterer</i>, 5.</p> <p>Call to sign wombat privacy pledge and show some selfie respect. (2019, January 19). <i>Taranaki Daily News</i>, 9.</p>	<p>("Macdonald Hotels," 2019).</p> <p>("Call to Sign," 2019).</p>	<p>Reference entry: Begin the reference with the title of the article.</p> <p>In-text citation: If the title is long, use the first few words of the title, with key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry.</p>
<p>Leaflet, booklet, brochure, pamphlet, and fact sheet</p> <p>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</p>	<p>(Regional Public Health, n.d.).</p>	<p>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].</p>
<p>Entry in a dictionary, thesaurus, or encyclopaedia, with organisation as author</p> <p>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>Web pages with organisation as author</p> <p>University of Auckland Business School. (n.d.). <i>Reflective experience</i>. Learning Hub. https://www.learninghub.ac.nz/writing/reflective-writing/</p>	<p>(University of Auckland Business School, n.d.)</p>	<p>In this sample reference, the website name has to be stated because it differs from the author name.</p>
<p>PowerPoint slides or lecture notes from a learning management system e.g., Moodle</p> <p>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, 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</p>	<p>(Borrie, 2018).</p> <p>(Borrie, n.d.).</p>	<p>Name the tutor as author only if that tutor has written the materials.</p> <p>Describe the type of information or its format in square brackets after the title e.g., [PowerPoint slides].</p> <p>If quoting from a PowerPoint slide, add the slide number to the citation, e.g. (Borrie, 2018, Slide 6).</p>
<p>Using secondary sources (content first cited in another source)</p> <p>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</p>	<p>Rabbitt (1982, as cited in Lyon et al., 2014) explained that ...</p>	<p>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. Provide a reference list entry only for the source <i>you</i> have read.</p>
<p>Personal communication (e.g., lecture, email, interview)</p> <p>Cite personal communication in your assignment text.</p> <p>Do <i>not</i> include personal communication in your reference list, as that information is not recoverable.</p>	<p>Registered Nurse B. Thompson (personal communication, May 11, 2021) reported that...</p>	<p>Capitalise a job title if it comes immediately before a name.</p>