APA Referencing:

A Guide for Ara

Institute of

Canterbury 2025

This Guide is based on the 7th edition of
the Publication Manual of the American Psychological
Association (2020).

Please email learningservices@ara.ac.nz
with any feedback.

Ara
Institute of Canterbury
Ara rau, taumata rau

How this APA Guide works

Part 1 of this guide introduces the general "rules" about referencing and the American Psychological Association (APA) referencing style. It explains the reference list and in-text citation, and the principles of paraphrasing and quoting.

Part 2 provides examples of reference list entries and corresponding in-text citations for the most common types of sources used at Ara (e.g. book, journal article, website), and an explanation on how to cite and reference each type of source.

The best way to use this Guide

Read the general rules in Part 1, then use the **Index** on p. 104 in Part 2 of this Guide to find the exact type of source that you are referencing (e.g., book, webpage, or journal article).

The Index provides the page number in Part 2 for your specific source, where you can see instructions on how to cite and reference it, and reference examples.

If you are using the online PDF version of this Guide, you can click on the relevant page number in the Index to be taken to that page.

Before writing your reference list

Before writing your reference list, read the information on pp. 12-13 of this Guide. This explains how to format your reference list and provides an example reference list.

Also, read pp. 8-10, which describe the elements you need to include in your reference (that is, author, date, title, and source), and what to do when referencing works with URLs and DOIs.

Need help with APA Referencing?

Ask at the Library Service Desk or online through AskLive or use the APA Referencing online resources on MyAra StudySmart.

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Access this Guide and other resources online!

APA Quick Guide

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Part 1: General Guidelines for Referencing and APA Style

Part 1 of this Guide introduces the general "rules" about referencing and the American Psychological Association (APA) referencing style. It explains the reference list, in-text citation, and the principles of paraphrasing and quoting.

What is Referencing?

Referencing is acknowledging the sources of any ideas, theories or research that you have used in your assignment. These sources could include books, articles from journals and magazines, websites and so on.

Why Do I Need to Reference?

- It shows the information in your assignment comes from other sources (a good thing).
- It shows that you have read widely for your assignment.
- It allows your tutor to find and check your information sources.
- It shows you have not plagiarised. Plagiarism is copying or using someone else's words, ideas, theories or research, and presenting them as if they were your own, without clearly acknowledging the author(s).
- You usually get marks for accurate referencing.

How Do I Reference APA Style?

The APA style of referencing has two parts: an in-text citation and a corresponding reference list entry. That is, each source of information that you have used in your academic writing is:

- included as an entry in your *reference list*, and
- acknowledged in the text of your assignment (*in-text citation*).

The *reference list* is an alphabetical reference list at the end of your assignment. Each reference list entry provides the author, date, title, and source of the cited work, and enables readers to identify and retrieve the work.

- See "The Reference List" on p. 8 in Part 1 of this Guide for the general guidelines for creating reference list entries.
- See Part 2 of this APA Guide for examples of specific reference types.

The *in-text citation* appears within the body of your assignment and briefly identifies the specific work you have used by its author and date of publication. This brief in-text citation gives credit to the original author, and also directs readers to the full reference list entry in the alphabetical reference list at the end of your assignment.

- See "In-Text Citations (Works Credited in the Text)" on p. 14 of this Guide for the general guidelines for in-text citation.
- See Part 2 of this APA Guide for examples of in-text citations for specific reference types.

Useful APA Referencing Web Links

For reference information and further examples for sources, access:

- https://apastyle.apa.org/style-grammar-guidelines/references/examples
- https://apastyle.apa.org/blog

The Reference List

The reference list contains the full details of all the sources of information you have used in your assignment. For example, if you used 10 different sources in your assignment, your reference list should have each of those 10 sources listed.

Put the reference list, titled References, on a separate page at the end of your assignment. See the "Example of an APA Reference List" on p. 13 of this Guide.

The Four Elements of a Reference List Entry

The four elements of a reference list entry are: author, date, title and source.

Base your reference list entry on these four elements. If you can answer these four questions, you will be able to write a reference list entry and in-text citation for any type of print or online work, even if this Guide does not provide a specific example that matches it.

Figure 1

The Four Elements of an APA Reference
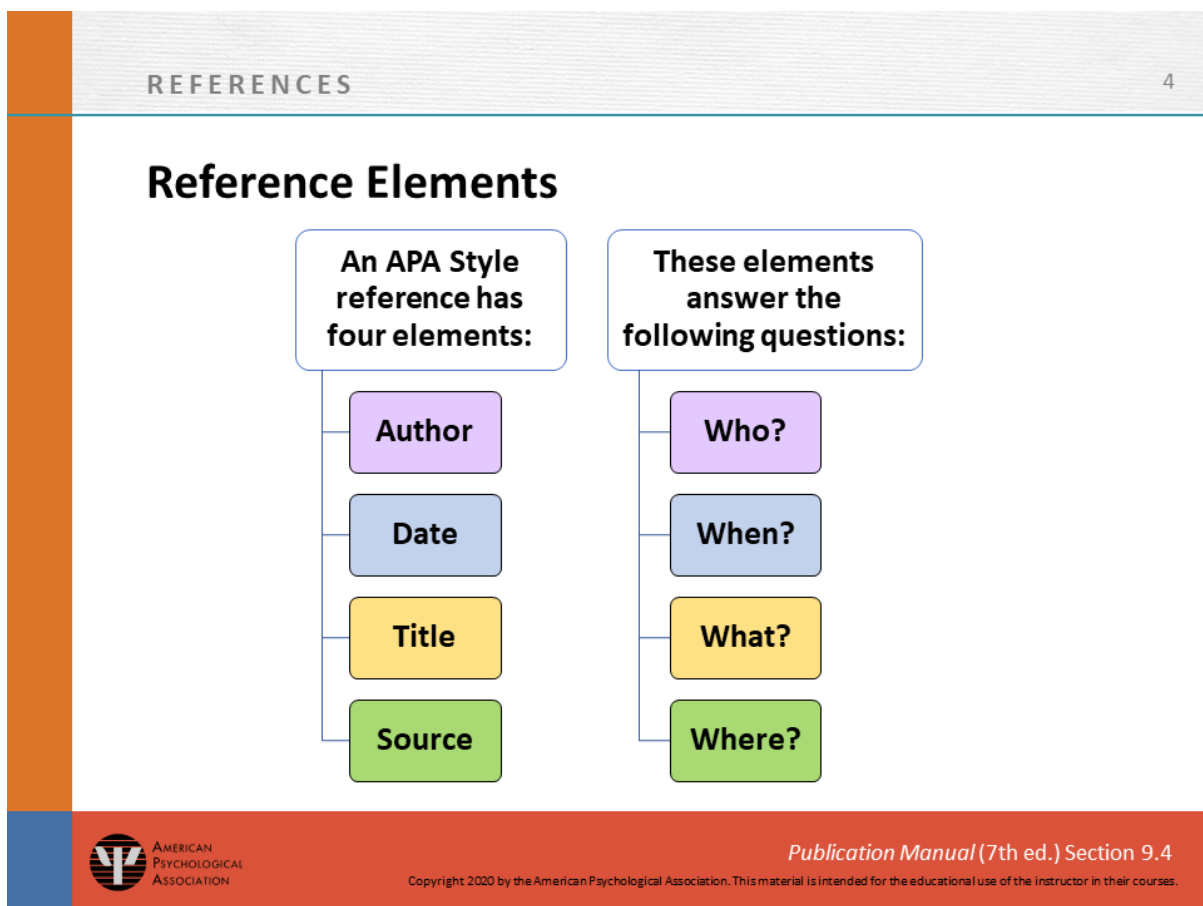
Note. From *Publication Manual of the American Psychological Association* (7th ed.) (p. 283) by The American Psychological Association, 2020. Copyright 2020 by The American Psychological Association.

Each element answers a question

Author: *Who are the individual(s) or groups responsible for this work?*

- An author may be one or more individuals, an organisation (e.g., institution, government agency, business organisation), or a combination of individuals and organisations.
- Sometimes you can identify the author from the context of your source. For example, an organisation's website or annual report is likely to be authored by the organisation, unless a

different author is named. The "about us" page or acknowledgement page of a website may also name the author of the website or webpage.

- Sometimes organisations may publish in combination with other organisations or with individuals (e.g., government department reports). Use the cover or title page to confirm the authors of a publication. If a suggested reference in a document specifies the author, credit that author in your reference.
- If you cannot find information on the author, reference the source as not having no author. See "Citing a Work With no Author" on p. 16 of Part 1 of this Guide for details.

Date: *When was this work published?* (e.g., year, year & month, year & month & day).

- For books, use the copyright date.
- For journal articles, use the year of the volume.
- For web pages, use only the date (or last updated date) that applies to the webpage you are using. Do not use a copyright date from the footer of the website, as this may not be the date of publication of your specific webpage. If there is no separate date of publication on the webpage, reference the source as having no date of publication.
- If a work has no obvious publication date, write "n.d." in brackets (n.d.). This also appears in the citation (Smith, n.d.) or Smith (n.d.).

Title: *What is the name of this work?*

Source: *Where can readers retrieve this work?* (e.g., Publisher, DOI, URL)

Figure 2

Where to Find Reference Information
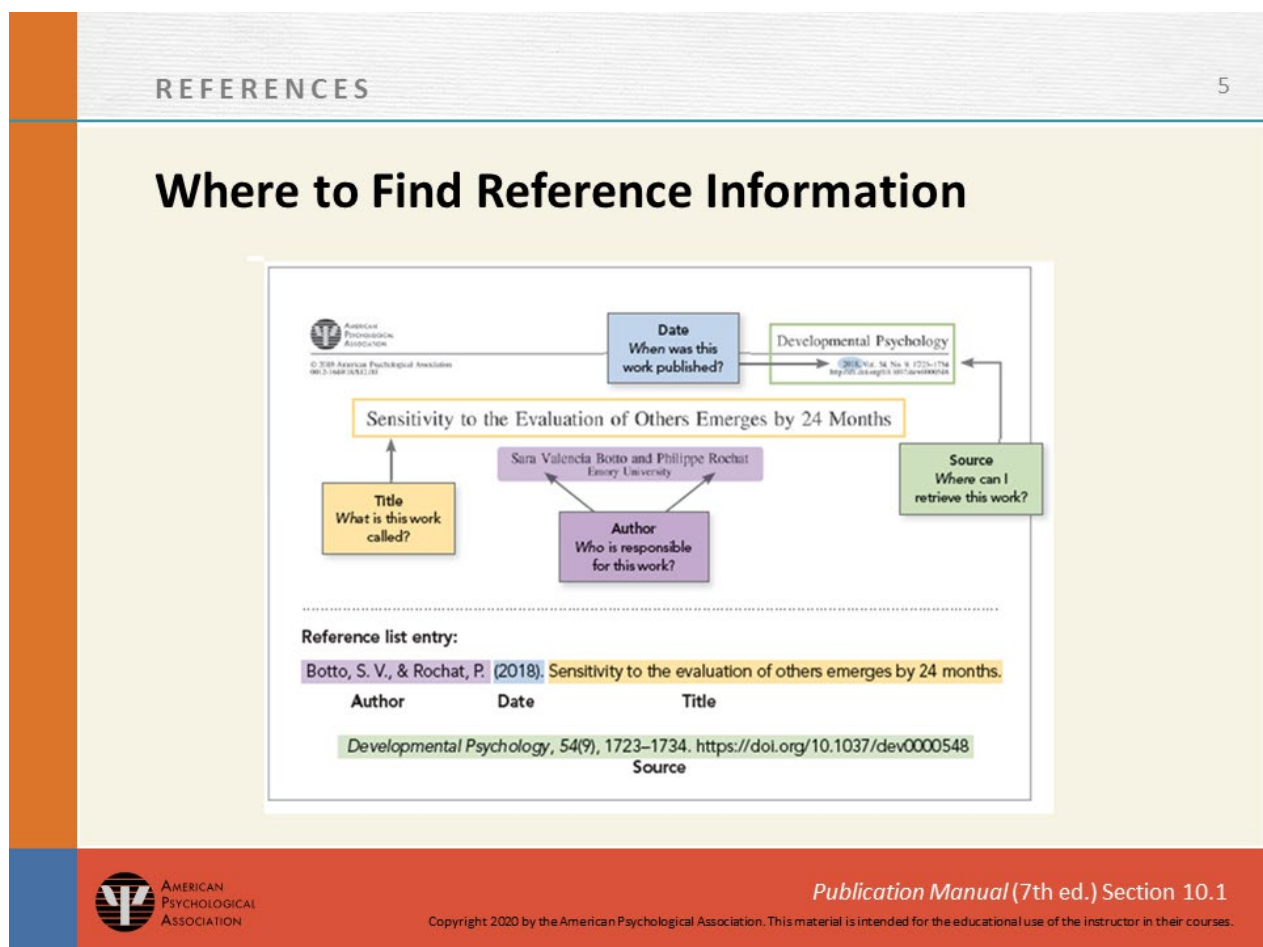
Note. From *Publication Manual of the American Psychological Association* (7th ed.) (p. 283) by The American Psychological Association, 2020. Copyright 2020 by The American Psychological Association.

Including URLs and DOIs in Reference List Entries

What are URLs and DOIs?

- A URL, or *uniform resource locator*, is the address of a webpage. It specifies the location of digital information on the internet and is found in the address bar of your browser. URLs may begin with http:// or https://. URLs in references should link directly to the cited work when possible. Sometimes retrieval dates are also required. See "Providing Retrieval Dates With URLs" on p. 11 in Part 1 of this Guide.
- A DOI, or *digital object identifier*, is a type of URL and is used to identify the content of a specific digital source of information (usually a journal article or book). A DOI is a unique set of letters and numbers that provides a 'persistent' (permanent) link to a source. A DOI begins with the number 10 and looks as follows:

  https://doi.org/10xxxxxxx

- In journal articles, it is typically located on the first page near the copyright notice.

Check Your Information Source Carefully for a DOI

- If the work you are referencing has a DOI, add the DOI to your reference list entry – even if you have used a print version of the work.
- If an online work you are referencing has both a DOI and a URL, include only the DOI.
- If the online work has no DOI but does have a URL, include the URL in your reference entry. However, there are some exceptions to this. For example, if you have sourced an work that has no DOI from an online academic research database or library-provided service, see "Including Database Sources in Reference List Entries" on p. 11 in Part 1 of this Guide.
- Some sources of information use older DOI formats. Change all older DOI formats (e.g., http://dx.doi.org/10xxxxxxx, doi:10xxxxxxx, or DOI:10xxxxxxx) to the current DOI format:

  https://doi.org/10xxxxxxx

Present URLs and DOIs as Hyperlinks

- Hyperlinks should be live. Use the default setting from your word processing program (e.g., MS Word) for live hyperlinks. Usually this is an underlined blue font.
- To ensure accuracy, copy and paste the URL or DOI directly into your reference list.
- Do not manually break the hyperlink. However, your word processing program may automatically break the hyperlink or move it to a separate line – this is acceptable.
- Do not add a full stop (period) after the URL or DOI. This may stop the hyperlink from functioning.
- When you copy and paste a hyperlink in Microsoft Word, it may automatically change the hyperlink into *words* (e.g., into a hyperlinked title of the document), instead of pasting the actual URL or DOI (that starts with http). To avoid this, use the "Paste Text Only" paste option in Word (represented by the icon with a capital A). See image below:

Figure 3

How to Paste With Text Only
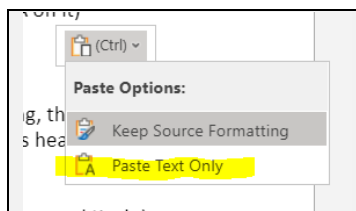
Note. Choose "Paste Text Only" to correctly paste URLs and DOIs.

Providing Retrieval Dates with URLs

- Many URLs are permanent links intended to remain unchanged or 'stable' for many years. Therefore, most reference entries do not need to include the date the online information was retrieved. For example, you do not need to provide a retrieval date for works that have archived versions, such as Wikipedia articles and Cochrane reviews. These archived versions are stored on the website and have permanent links, which means your reader can retrieve the same version of the work as you used.
- However, some online sources will intentionally change information over time. Information may change on Facebook pages, LinkedIn profiles, some online dictionary entries, frequently updated websites, UpToDate articles, and maps in Google Maps. Therefore, when your reader follows the URL you provide, they may not retrieve the same version of the work as yours.
- Thus, when you have used information from a source that is 'not stable', provide a retrieval date in your reference. State the retrieval date before the URL:

  Retrieved November 21, 2023, from https://xxxxxxx

- If you are not sure if the work you have used is stable or not stable, add a retrieval date into your reference.

Including Database Sources in Reference List Entries

- If you have used a work (such as a journal article or electronic book) that does not have a DOI *and you have accessed it from an academic research database or library-provided online service*, usually you do not need to name that database in the reference or provide a URL. This is because those works are available from a variety of databases. Examples of those databases are CINAHL, ScienceDirect, Ovid, Gale databases, Google Scholar, and most EBSCO databases (excluding ERIC).
- Therefore, the reference list entry for the online version of the work would look the same as the reference list entry for a print version of the work.
- However, sometimes you do need to name a specific database for a work without a DOI, as the work is only available from that one place, and your reader would need to use that exact same database if they wanted to find your source of information. For example, provide the name of the database or archive, and the URL of the work, for works *without DOIs* retrieved from Cochrane Database of Systematic Reviews, the JBI databases (formerly the Joanna Briggs Institute databases), Lippincott Procedures, ERIC, and UptoDate.
- Some databases require a database login or provide a URL that is specific to the time of your search, so will not allow your reader to see the work you used. Thus, provide the URL of the database's home page or login page instead.
- **Rule of thumb**: If the work used does not have a DOI, and you believe it is only available from one specific database, name the database and provide the URL. If you are not sure whether to include the name of a database in your reference entry, refer to the examples for those reference types in Part 2 of this Guide, or ask a librarian.

How to Format the Reference List

1. **List only sources that you cited in the text**. Do not include personal communications in a reference list; they should be cited in the text only. See In-Text Citations (Works Credited in the Text) on p. 14 of this Guide.

2. Begin the reference list on a new page, after the text of your assignment, but before the appendices (if any).

3. The title of the reference list is **References**, bold but not underlined. Centre the title on the page.

4. The title uses the same font type and font size as the text of the reference list; that is, Times New Roman size 12, Calibri 11, Arial 11, Lucida Sans Unicode 10, Georgia 11, or Computer Modern 10. This should also be the same font used for the rest of your text.

5. Ensure the margins are set to the default, 2.54 cm, and alignment is set to left.

6. Use a hanging indent format: The first line of each entry is at the left margin, and subsequent lines are indented. To create a hanging indent, open the paragraph or indentation settings and set a special Hanging Indent of 1.27 cm.

7. Set line spacing to double-spaced or 2.0 and choose the setting "Remove Space After paragraph".

8. List entries alphabetically by first author's surname and invert all authors' names (i.e., family name and then initials), for example, Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M.

9. For authors with hyphenated given names retain the hyphen, for instance, Chen, C.-S. (Chien-Shiung Chen) and Dupont, J.-P. (Jean-Paul Dupont).

10. If there is no personal author or editor, alphabetise using the first letter of the organisational author, or the first significant word in the title, ignoring words like *A*, *An*, or *The*.

11. Include all authors up to and including 20, using '&' before the last author.

12. When there are 21 or more authors, include the first 19 authors' names, then insert three spaced ellipsis points (. . .), and add the last author's name.

13. References by the same author should be listed chronologically. References with no date come first, followed by references with dates. For instance, Smith, J. (n.d.). comes before Smith, J. (2016), which in turn comes before Smith, J. (2019).

14. When date information is missing, use the abbreviation "n.d." for "no date".

15. References by the same author with the same publication date are arranged alphabetically by title (excluding *A*, *An*, or *The*).

16. Use italics to show publication titles (e.g., the title of the book or the journal).

17. Capitalise the first letter only of the first word of titles or subtitles of books and articles, e.g. *People in organizations: An introduction to organizational behaviour*.

18. Capitalise the first letter of each significant word in journal titles, e.g. *Journal of Nursing Education*.

19. Check your information source carefully for a DOI because it needs to be included if available. See "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.

Note: To format your reference list, open a new Word document and format its pages according to instructions three to seven on this page. After that, add your references to the page. Once your reference list is completed and checked for accuracy, copy and paste the list onto a new page in

your assignment document. When pasting, select the option to "keep source formatting".

For another way to format your list, click the following video link.

Watch this YouTube video entitled *Formatting an APA Style Reference List*
https://www.youtube.com/watch?v=wHS5oxp5K2U

Example of an APA Reference List:

<p align="center">**References**</p>

Agnew, R. (2015). Reflections on the new Scottish innovative child protection system. *Aotearoa New Zealand Social Work*, *27*(3), 4-13. https://doi.org/10.11157/anzswj-vol27iss3id7

Bote, J. (2019, December 3). Whale found dead with 100kg of trash in its stomach. *Stuff*. https://www.stuff.co.nz/environment/117885984/whale-found-dead-with-100kg-of-trash-in-its-stomach

COVID-19 Public Health Response Act 2020, No. 12. (2020). http://www.legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html

Gordon, C. J. (2017). Fostering sleep. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), *Potter and Perry's fundamentals of nursing* (5th ed., pp. 988-1015). Elsevier Australia.

Hand hygiene NZ [Clinical procedures]. (2017, April). *Lippincott Procedures*. Retrieved September 24, 2020, from https://procedures.lww.com/lnp/view.do?pId=4298005&hits=hygiene,hand,hands&a=false&ad=false

Martin, B., Bruenig, M., Wagstaff, M., & Goldenberg, M. (2024). *Outdoor leadership: Theory and practice* (3rd ed.). Human Kinetics.

Mayo Clinic. (2020, January 8). *Mayo Clinic minute: How 3D printing helps lung surgery* [Video]. YouTube. https://www.youtube.com/watch?v=zH5NswR1xVw

Ministry of Health. (2019, May 8). *National SUDI Prevention Programme: Needs assessment and care planning guide.* https://www.health.govt.nz/publication/national-sudi-prevention-programme-needs-assessment-and-care-planning-guide

Murad, A. L. (2020, August 14). *5 key habits of healthy eaters*. Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/5-key-habits-of-healthy-eaters/art-20270182

Royal, T. A. C. (2005, February 8). Māori creation traditions. In *Te Ara: The encyclopedia of New Zealand*. Ministry for Culture and Heritage. http://www.teara.govt.nz/en/maori-creation-traditions

In-Text Citations (Works Credited in the Text)

What is an In-Text Citation?

As explained in the introduction to this Guide, the APA style of referencing has two parts: an in-text citation, and a corresponding reference list entry at the end of your assignment. Each source of information that you have used in your academic writing is acknowledged in the text of your assignment as an in-text citation and included as an entry in your alphabetical reference list.

In-text citations tell the reader exactly where you found the ideas or words you have used in your assignment. An in-text citation tells the reader who wrote those ideas originally (the author), and when (the date). In the corresponding reference list entry, you provide the author, date, title, and source of the cited work, and this enables readers to identify and retrieve the work.

How to Write In-Text Citations in APA Style

APA style uses the author-date format. In this format, you identify your source of information by its author and date of publication.

- *Author*: Provide the surname(s) of the author(s), or the name(s) of the organisational author(s) (e.g., institution, government agency, or business organisation).
- *Date of publication*: The date in the in-text citation should match the date in the reference list entry. Use only the year in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, or day). For works with no date, use "n.d." in the in-text citation.

Format of In-Text Citations

APA has two possible formats of in-text citations:

Parenthetical format

1. The parenthetical format presents the author name and publication date in brackets. For example:

> Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler et al., 2016).

Narrative format

2. Alternatively, the narrative format presents the author name in the text of the sentence, followed immediately by the date in brackets. For example:

> Koehler et al. (2016) noted the dangers of falsely balanced news coverage.

When to Use In-Text Citation

Use in-text citations when paraphrasing and quoting from your sources:

- *Paraphrasing* is re-writing the ideas from the original source in your own words. When paraphrasing, provide the author surname(s) and date of publication in your in-text citation. See "Paraphrasing" on p. 22 of this Guide for the principles and examples of paraphrasing.
- *Quoting* is copying the exact words from the original source. When quoting, provide the author surname(s), date of publication, and the page number(s) in your in-text citation. See "Quoting" on pp. 23-24 of this Guide for the principles and examples of quoting.

Avoid Undercitation and Overcitation

If you undercite, you risk plagiarism. You are plagiarising when you do not acknowledge the author of the ideas, words, or images that you use in your assignment. That is, you are intentionally or unintentionally presenting the work as your own. You need to credit all sources in your writing—even when sources cannot be retrieved (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 18 of this Guide). See the online resources on MyAra StudySmart for more information about plagiarism.

Overcitation is not necessary. If you overcite, you may distract your reader from the main content of your writing. For example, do not repeat the same in-text citation in every sentence in a paragraph. Instead, cite your source in the first relevant sentence, and do not repeat the same citation in the following sentences if the source remains clear and unchanged.

More Information About Citing Sources

Citing a Single Source in a Paragraph

When referencing from only a single source in a paragraph, cite the source (provide author and date for the source) only when first referring to it. Clearly refer to the source in subsequent sentences, referring either to the source or naming the author again. If you then use the same source in *another* paragraph, include the year again the first time you use it. For example, the highlighted words below refer to information from the same source.

> Tertiary study can be both very daunting and most rewarding. According to a recent survey, over half of students in the United States admitted to feeling scared or feared they cannot possibly graduate (Betts, 2018). The survey found that students were "concerned about the risks involved in attending college, the high cost, and if they would gain employment after graduation" (p. 4). In particular, the study found some students were concerned with their financial planning ability, as student loans cannot be discharged in a bankruptcy. Therefore, Betts concluded that students should take advantage of their college's financial and career services departments.

Citing Multiple Sources in a Paragraph

The first citation needs the author and date. After the first citation, if the same author's name is outside of the brackets the year does not need to be repeated. However, if you are putting the whole citation in brackets, you do still need to include the date. If you then use the same sources in *another* paragraph, include the date again the first time you use it.

> Critical thinking is described by Cottrell (2017) as the development of cognitive skills such as attention, categorisation, selection and judgement. Although personal and emotional factors can create barriers to thinking abilities, the skills to find solutions to a wide range of challenges can be learned (Wilson, 2017). Cottrell encourages students to develop the skills to look beneath the surface of their subject. Cottrell argues well-developed critical thinking skills can lead to good decisions about study pathways and employment. Wilson found that learning skills are linked to emotional wellbeing.
> Critical thinking and learning skills are learned early in life (Cottrell, 2017).

Note: Citing a source more than once in the same paragraph is NOT required when you are citing only a single source in a paragraph. See the previous section for more information.

Citing Multiple Authors Who are Stating the Same Fact or Opinion

Place the citations in alphabetical order, separating them with semicolons. This helps readers locate the works in the alphabetical reference list.

> Several studies (Ling, 2019; Patel & Tracey, 2018; Smith & Rogers, 2018) have shown that New Zealand men prefer loud music while driving.

Citing Works With the Same Author and Same Date

For works published in the same year by the same author(s), add a lowercase letter (a, b, c etc.) to the date in both the in-text citation and the reference list entries (e.g., 2019a, 2019b, n.d.-a, n.d.-b). Double the letters when the series goes beyond z; e.g., 2019aa or n.d.-aa.

> The Ministry of Health (2019a) stated…
>
> This is shown in a recent report about diabetes in New Zealand (Ministry of Health, 2019b).
>
> Several studies (Johnson, 2019a, 2019b) suggested…
>
> (Sifuentes, n.d.-a, n.d.-b)

The a, b, c etc. are not assigned by the order they appear in your assignment. Instead, assigning the lowercase letters is a two-step process:

- First, compare the dates. References with only a year precede those with more specific dates, and specific dates are placed in chronological order.

> Johnson, H. (2019a). *Title etc…..*
>
> Johnson, H. (2019b, March 26). *Title etc…..*
>
> Johnson, H. (2019c, September 13). *Title etc…..*

- Second, if the references have identical dates, the a, b, c order is by the alphabetical order of the titles in the reference list (disregarding the words "A", "An", and "The" at the beginning of a title).

> Ministry of Health. (2021a). *Guidelines for parental care.* https://www.health.govt.nz/documents/publications/parental_care
>
> Ministry of Health. (2021b). *New Zealand maternity clinical indicators*. https://www.health.govt.nz/publictions/maternity_clinical_indicators_nz

In the in-text citation, use only the year with a letter, even if the reference list entry contains a small specific date, e.g. month, or month and day.

Citing a Work With no Author

If there appears to be no author, consider whether the work has been authored by an organisation, or by "Anonymous" (where the name of the author is deliberately withheld or unknown). If the author is explicitly named as "Anonymous", treat "Anonymous" as the author's real name.

If there is no individual author, organisational author, or anonymous author:

- Begin the reference list entry with the work's title. Add it to the reference list using the first significant word in the title (ignoring the words *The*, *A*, and *An* at the beginning of the title).
- Cite the title (or part of the title if it is lengthy) and the publication year. Capitalise major words (words of four letters or more, including such words as 'from', with'), even though lower case is used in the reference list entry.
- If the title of the work is not in italics in the reference list entry, then place the title (or shortened title) within double quotation marks, e.g. ("Call to Sign," 2019).
- If the title of the work is in *italics* in the reference list entry, then the title, or partial title, in the citation is also in italics; e.g. (*Interpersonal Skills,* 2019).

> Call to sign wombat privacy pledge and show some selfie respect. (2019, January 19). *Taranaki Daily News*, 9.
>
> ("Call to Sign," 2019).

Abbreviating Organisational Authors

If a reference's author is an organisation, the name of the organisation can sometimes be abbreviated in the in-text citation—for example, "Christchurch City Council" can be abbreviated to "CCC", and "Ministry of Health" can be abbreviated to "MOH". You do not have to abbreviate the name of an organisational author, but you can if it is a well-known abbreviation, or if you are repeating that citation at least three times throughout your paper.

- Provide the full name of the organisation the first time you mention it in the text, followed by the abbreviation. How you write it depends on if you are citing the work in the text of a sentence, or in brackets at the end of the sentence.
    - If the organisation name first appears in a citation in brackets, include the abbreviation in square brackets, followed by a comma and the year.

    > This was described in the annual report (Ministry of Health [MOH], 2019).

    - If the organisation name first appears in the text of a sentence, include the abbreviation before the year in brackets, separated by a comma.

    > The Ministry of Health (MOH, 2019) described…

- Do not abbreviate the name of the organisation in the reference list entry. Provide the full name of the organisation, as it first appeared in the source.
- If the same organisation is the author of several of your references, introduce the abbreviation only once in the text.

> The Ministry of Health (MOH, 2019) described…   Also, …..(MOH, 2017).

- When naming the organisation, use the first significant word in the title, ignoring words like *A*, *An*, or *The*.

Using Secondary Sources (Content First Cited in Another Source)

Sometimes you will read a work where the author has quoted or paraphrased from another work that you have not read. If the author of your work has paraphrased or quoted another work, and you want to cite that work, it is best to find, read, and cite the primary source, if possible.

If you cannot find the primary source, treat it as your *secondary source*. You will need to write a secondary source citation, as below:

- Cite the authors of *both* sources in the text of your assignment. For example, if you are reading an article by Lyon, Scialfa, Cordazzo and Bubric (2014), and they refer to the research or ideas of Rabbitt (1982), then you need to cite *both* Lyon et al. (2014), and Rabbitt (1982) in the text of your assignment. You need to include the publication year of Rabbitt, if available. For example:

> Rabbitt (1982, as cited in Lyon et al., 2014) explained that . . .
>
> **or**
>
> . . . (Rabbitt, 1982, as cited in Lyon et al., 2014).

- Provide a reference list entry **only for the source you have read**. For example, you would provide a reference list entry for Lyon et al. (2014), but *not* for Rabbitt. This is so your reader can find the source that you used. For example:

> Lyon, J., Scialfa, C., Cordazzo, S. T. D., & Bubric, K. (2014). Contextual cuing: The effects of stimulus variation, intentionality, and aging. *Canadian Journal of Experimental Psychology*, *68*(2), 111-121. https://doi.org/10.1037/cep0000007

Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)

Cite as personal communications any information that readers cannot retrieve. Personal communications include letters, memos, telephone conversations, e-mail, text messages, instant messaging, private or friends-only Facebook or X messages, visiting speakers in class, unrecorded classroom lectures, personal interviews and personal reflections from a practice journal.

- Only use a personal communication citation if you cannot find the information elsewhere. For instance, if your tutor or a guest speaker taught you about a topic during a class, you should, if possible, try to find the original research they used and cite that. However, if the lecture was based on their original research, or no reference exists, cite the information as personal communication.

- All personal communications are *NOT* included in the reference list, as they cannot be found by your reader.

- Cite personal communications in the text only. Provide the initials and surname of the person you are citing, and the exact date if possible, as in the examples below.

- Although it is not an APA rule, it may be useful for your reader if you state the job title of the person you are citing and the context of your communication.

> The General Manager of Advanced Technologies, J. Jackson (personal communication, March 8, 2020), believed that …
>
> This was verified in an e-mail from the registered nurse (B. Thompson, personal communication, May 11, 2020).

- 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 student's name is unknown to the marker, which helps to support impartial marking.

- Your personal reflections are to be cited in this manner:
    - The author's Practice Journal (November 14, 2023) stated **. . . .**
    - **. . .** (Author's Practice Journal, November 14, 2023).

Citations in a PowerPoint or Poster Presentation

If you are presenting your research as a PowerPoint or a poster, the same rules for citations and reference lists apply. You need to provide in-text citations where necessary and a reference list. However, due to the more visual nature of these formats, your tutor may have preferences as to how and where your citations and reference list are placed – check with them before completing your assignment.

Citing Traditional Knowledge or Oral Traditions of Indigenous Peoples

Some traditional knowledge, oral traditions, traditional stories, or oral histories of indigenous peoples have been recorded (e.g., in a video, audio, interview transcript, book, or article) and therefore are recoverable by readers. If readers can retrieve the knowledge, then cite it in the text and include a reference list entry in the correct format for that source (e.g., as a recording on YouTube, or as a recorded interview, or the book or website where you found the traditional knowledge).

Always examine published works carefully (especially older works) to ensure that the information about indigenous peoples is accurate and appropriate to share before citing those works.

Some traditional knowledge, oral traditions, traditional stories, or oral histories of indigenous peoples have *not* been recorded. In this case, do not write a reference list entry, as readers cannot retrieve that information. Instead, in your in-text citation provide as much detail as necessary to describe the content and to contextualise the origin of the information. See "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 18 of this Guide.

Whakataukī and Whakatauākī (Māori Proverbs)

- A *whakataukī* is an indigenous New Zealand proverb where the original source or author is *not known* (Elder, 2020).Therefore, cite the work you retrieved it from. For example, if you found a whakataukī in a book or website, write a reference list entry for that book or website, and cite the author of that book or website in the text. Write the whakataukī (and its translation, if using) in the text as a quote (see "Quoting" on pp. 23-24 of this Guide).

  "He oranga ngākau, he pikinga waiora. Positive feelings within you enhances wellbeing" (Pihama et al., 2019, p. 58).

- A *whakatauākī* is an indigenous New Zealand proverb attributed to a *known* original source or author, often Māori ancestors (Elder, 2020). Write the whakatauākī (and its translation, if using) in the text as a quote (as above) and cite the whakatauākī as a secondary citation. See also Using Secondary Sources (Content First Cited in Another Source) on p. 17 of this Guide.

  "E tū te huru mā, haramai e noho. E tū te huru pango, hanatu e haere. Let the white hair remain here, let the black hair get up and go. We must follow our dreams" (Nukutawhiti, as cited in Elder, 2020, p. 211).

AI Tools: How to Ensure Academic Integrity and Avoid Plagiarism

- Refer to the AI Tool Quick Guide (p. 21) and About Academic Integrity and AI

- Always talk to your tutor if you are not sure whether AI tools can be used in an assignment.
- Ask your tutor to explain how any allowed AI tool should and should not be used.
- Do not claim any AI tool output as your original work.
- Correctly reference and cite the permitted AI tool(s).

How to Reference and Cite AI Tools

Full reference (in the reference list)	In-text citation
Organisational author. (Date). *Name of AI tool* [Description]. URL	_____ (Organisational author, date). Organisational author (date) _____
Anthropic. (2023). *Claude AI* [Large language model]. https://claude.ai	_____ (Anthropic, 2023). Anthropic (2023) _____
ChatPDF. (n.d.). *ChatPDF* [Large language model]. https://www.chatpdf.com/	_____ (ChatPDF, n.d.). ChatPDF (n.d.) _____
Elicit. (n.d.). *Elicit: The AI research assistant*. https://elicit.com **Note**: A [description] is not needed if the name of the AI tool describes what it is.	_____ (Elicit, n.d.). Elicit (n.d.) _____
Github & OpenAI. (2024). *Github Copilot* (1.7.4421) [Code completion tool]. https://github.com/features/copilot	_____ (Github & OpenAI, 2024). Github and OpenAI (2024) _____
Grammarly. (2024). *Grammarly* (Version 1.2.78.1397) [Large language model]. https://www.grammarly.com/ **Note:** Permitted use of Grammarly does not need to be referenced unless required by your tutor.	_____ (Grammarly, 2024). Grammarly (2024) _____
OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat	_____ (OpenAI, 2023). OpenAI (2023) _____
OpenAI. (2024). *ChatGPT-4* [Multimodal large language model]. https://openai.com/index/gpt-4/	_____ (OpenAI, 2024). OpenAI (2024) _____

AI Tool Quick Guide

I want to use ChatGPT or a similar tool to:

Brainstorm ideas for an assignment

Explain an idea in simpler terms

Critique my work

Improve my spelling, grammar, tone, etc.

Write my assignment for me

Research my topic for me

YES... BUT

MAYBE

NO!

Check your assignment guidelines first. If it's not clear you can use AI tools in any part of the assignment process, talk to your tutor.

Talk to your tutor to check it's ok to use the tool for this purpose.

There are privacy issues around uploading your doc to these tools.

This is plagiarism. Do not use these tools to generate content.

These tools are not reliable. They can make information up.

Keep a record of how you used the tool and any information it gave you.

You may be required to cite the tool (reference it) and explain how you used it.

You may receive 100% AI count in any detection tools your kaiako uses.

Use Grammarly or Word for checking spelling and grammar. If you want AI to make improvements to your writing above and beyond spelling and grammar, like improving your English, talk to your tutor.

Image content adapted with permission from Wintec.

Useful AI Tool Use Web Links

About Academic Integrity and AI https://subjectguides.ara.ac.nz/academicintegrity

Using AI Tools For Assignments https://subjectguides.ara.ac.nz/academicintegrity/UsingAItools

Using AI for Research https://subjectguides.ara.ac.nz/academicintegrity/AIforResearch

Using Grammarly Safely https://tekete.ara.ac.nz/file/2b261c99-8546-435c-b85c-20fb1c5c589b/1/Using%20Grammarly%20Safely.pdf

Paraphrasing

General Principles of Paraphrasing

Paraphrasing is re-writing the ideas from a piece of text into your own words without changing the meaning. It is a useful strategy, as it helps you focus on key points from your source and summarise these for your reader. Paraphrasing also allows you to compare and contrast relevant details in various sources.

Paraphrasing allows you to demonstrate your knowledge of a topic and is good academic writing practice. Published authors paraphrase their sources most of the time, rather than directly quoting the sources; student authors should imitate this practice by paraphrasing more than directly quoting (for more information, see MyAra StudySmart Paraphrasing).

Also, it is better to paraphrase your source rather than quote it directly, because when you paraphrase you can fit what you have read into the context of your writing. It also allows you to convey the information in your own writing style.

Use a professional tone when using your own words to describe a concept, idea, or research finding. Use bias-free language when writing about topics such as age, disability, gender, race and ethnicity, sexual orientation, and socio-economic status. Information about bias-free language can be found here: https://apastyle.apa.org/style-grammar-guidelines/bias-free-language

If the author of your source has paraphrased a published work, and you want to use that information in your writing, **it is best to find, read, and cite the primary source directly** if possible. If not, use a secondary source citation. See "Using Secondary Sources (Content First Cited in Another Source)" on p. 17 of this Guide.

When paraphrasing, provide the *author's surname* and *date of publication* in your in-text citation. If a source has two authors, cite both authors' names every time. When citing a source that has three or more authors, provide the first author's family name and follow it with "et al." This is a Latin phrase which stands for "et alia", meaning "and others".

> Children require clear boundaries combined with warm, caring parenting to develop in a healthy way (Brandon, 2017).   **or**
>
> Brandon (2017) believed children require clear boundaries combined with warm, caring parenting to develop in a healthy way.
>
> Writing an academic essay requires following a process with clear logical steps (Hopkins & Reid, 2018).   **or**
>
> Hopkins and Reid (2018) suggested that writing an academic essay requires following a process with clear logical steps.
>
> Taylor et al. (2024) stated that proper referencing of information sources is required in academic writing.   **or**
>
> Proper referencing of information sources is required in academic writing (Taylor et al., 2024).

Page Numbers in Paraphrasing

"Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book)" (APA, 2020, p. 269).

Some courses or tutors may require you to include page numbers (or other location information, like paragraph or line numbers) when paraphrasing a source. Carefully read the assignment directions and marking schedule and follow any instructions in those documents, as specific requirements from your course or tutor override what is written in this Guide.

Quoting

General Principles of Quoting

A *direct quotation* reproduces the exact words from a published work. As noted above, it is better to paraphrase your source rather than quoting it directly.

However, there are times when using direct quotations is good practice. For example, APA (2020) suggests using direct quotation "when reproducing an exact definition . . ., when an author has said something memorably or succinctly, or when you want to respond to exact wording (e.g., something someone said)" (p. 270).

- Always acknowledge the original author of your direct quotation. Provide the author, year, and page number of the quotation in the in-text citation.
- Use the abbreviation "p." when your quotation comes from a single page, (e.g., p. 25). Use the abbreviation "pp." (e.g., pp. 34-36) when your quotation comes from multiple pages.
- If the work does not have page numbers, provide other ways your reader can locate the quotation. See "Direct Quotation of Material Without Page Numbers" on p. 21 of this Guide.
- Use quotations carefully in your assignments. They should be concise and a very small percentage of the word limit of your assignment. Your tutors may establish limits on the use of direct quotations. Consult with them if you are concerned that you have may have too much quoted material in your paper.
- The quote needs to be relevant and integrated smoothly into your sentence.

Accuracy of Quotations

Direct quotations must be exactly as written, and need to match the exact wording, spelling, and punctuation of the original source, even if that source was incorrect.

- If there is any incorrect spelling, punctuation, or grammar in the source insert [*sic*], in italics and square brackets, immediately after the error in the quotation (see example below). This lets the reader know that the mistake is in the material you are quoting and is not your mistake.

> Nowak (2019) wrote that "people have an obligation to care for there [*sic*] pets" (p. 52).

- If you have omitted words within a quotation, indicate this by using three spaced periods or full-stops (. . .). Alternatively, use an ellipsis (three unspaced periods) with a space before and after (...). Use four periods or a period and an ellipsis (. …) to indicate any omission between two sentences. When leaving out words or sentences, the meaning of the original text must be maintained.

Short Quotations (Fewer Than 40 Words)

Add short quotations into the text and enclose them within double quotation marks. The citation can be either at the end of the sentence (see the first example below) or the author and year can be included in the sentence and the page number placed after the quotation (see the second example below).

> Effective teams can be difficult to describe. "High performance along one domain does not translate to high performance along another" (Ervin, 2018, p. 470).
>
> **or**
>
> Effective teams can be difficult to describe. Ervin (2018) suggests "high performance along one domain does not translate to high performance along another" (p. 470).

Long Quotations (40 Words or More)

If a quotation contains more than 40 words, write it as a freestanding block of text, without quotation marks. After introducing the quotation, start the quotation on a new line. Indent the block 1.27 cm (about 5 spaces, or a tab space) from the left margin. If there are additional paragraphs within the quotation, indent the first line of each a further 1.27 cm. Double-space the entire quotation. At the end of the block quotation, cite the quoted source and the page or paragraph number in brackets after the final punctuation mark. After the quotation, continue the paragraph with the next sentence hard against the margin.

> 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)
>
> Further research has been…

Direct Quotation of Material Without Page Numbers

"To directly quote from written material that does not contain page numbers (e.g., webpages and websites, some ebooks, etc.), 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" (APA, 2020, p. 273).

Options	Examples of In-Text Citation
Provide a heading or section name.	(Gecht-Silver & Duncombe, 2015, Osteoarthritic section).
If the full heading or section name is too long to cite in full, provide an abbreviated heading or section name in quotation marks to indicate the abbreviation. In this example, the original heading was "What Can You Do to Prevent Kidney Failure?"	(Centers for Disease Control and Prevention, 2017, "What Can You Do" section).
Provide a paragraph number (count the paragraphs manually if they are not numbered).	(Chamberlain, 2014, para. 1).
Provide a heading or section name and a paragraph number.	(DeAngelis, 2018, Musical Forays section, para. 4).

Style Guidelines for Academic Writing

Required Elements of a Student Paper

Student papers (e.g., essays, literature reviews, reports, case studies) usually include, at minimum, a title page, page numbers, text, and a reference list. They may also have tables, figures, and appendices. APA provides specific guidelines for how to format a student paper (e.g., line spacing, font etc). For step-by-step guidance on formatting your assignment, see the Learning Services resource "Formatting Your Assignment Using Microsoft Word" available from MyAra. For guidelines on using capital letters, abbreviations, numbers, and appendices in your assignment, see below.

Capitalisation

APA uses a "down" style, which means that you should write words in lowercase unless specifically guided to use capitals. Always use capitals when writing words beginning a sentence and for proper nouns (a noun that designates an individual person, place, or organization).

Titles of Works and Headings Within Works

For titles of works and headings within works (including any headings in your own writing), APA uses two types of capitalisation: *sentence case* and *title case*.

In *sentence case*, most words are lowercase. In reference list entries, use sentence case for titles of articles, books, reports, webpages and other works, even if title case was used in the original work.

In *title case*, major words are capitalised. For example, capitalise the following words:
- the first word of a title or heading
- the first word of a subtitle, even if it is a minor word
- the first word after a colon
- major words, including the second part of a hyphenated word (e.g., Self-Report)
- words of four letters or more (e.g., With, Between, From)

and lowercase only minor words that are three letters or fewer (e.g., and, for, a, an, the, by).

Use title case:
- for titles of articles, books, periodicals, films, reports, and other works in your written text,

> In the book, *History of Pathology*…
>
> In Manpreet and Jasjeet's (2017) article, "Data Encryption Using Different Techniques: A Review," the authors point out that…

- for all headings (including the title) of your own paper,
- when referring to a section or subsection of your paper (e.g., the Data Analysis section).

Job Titles and Positions

Capitalise a job title or position when it precedes a personal name, but not when it follows the name or refers to the position in general:
- Nurse Practitioner Angela Smith
- Angela Smith, nurse practitioner
- This is important when nurses are….

Diseases, Disorders, Therapies, Theories, and Related Terms

Do not capitalise the names of diseases, disorders or other related items:
- diabetes, cancer
- immunotherapy, cataract surgery
- theory of mind, associative learning model

Do capitalise personal names that appear within diseases, disorders and related items:

- Alzheimer's disease

Abbreviations

In general, use an abbreviation only if:

- It is common (e.g., kg) and if the reader is more familiar with the abbreviation than with its complete form OR,
- It reduces your assignment word count substantially and it avoids cumbersome repetition.

If the abbreviation is likely to be unfamiliar to your reader, on its first mention write out the complete term to be abbreviated, and include the abbreviation in brackets, e.g., short-term memory (STM). Subsequently, use only the abbreviation.

Units of Measurement

Always use abbreviations for units of measurement, even the first time they are used, except if they are not accompanied by a numeric value. Do not make abbreviations for units of measurement plural.

- Always use abbreviations for measurements: 8 cm, 12 hr, 50 kg.
- Use full words for measurements without numeric values: duration of minutes, required kilograms, age in years.

Time

When referring to time:

> "To prevent misreading, do not abbreviate the words 'day,' 'week,' 'month,' and 'year,' even when they are accompanied by numeric values. Do abbreviate the words 'hour,' 'minute,' 'second,' 'millisecond,' 'nanosecond,' and any other division of the second when they are accompanied by numeric values." (APA, 2020, p. 176)

Numbers

Use Numerals to State

- Numbers 10 and above: a 25-year-old woman, and the 12 respondents.
- Numbers that are just before a unit of measurement: a 5 mg dose, is 15 cm wide, and 9 kg of gold.
- Numbers representing mathematical or statistical functions, including percentages: multiplied by 6, 3 times as many, and more than 5% of the sample.
- Numbers representing time, dates, ages, exact sums of money and points on a scale: at 12:30 a.m., 1 hr 34 min, 2010, 1990s, 2-year-olds, $8.05, and scored 4 on a 7-point scale.

Exception: use words for approximate numbers of days, months and years, e.g., about fifteen months ago.

Use Words to Express

- Zero to nine. (This is a general rule but note the above exceptions).
- Any number that begins a sentence or heading: Twelve students improved but 11 did not improve.
- Common fractions: one-fifth of the class, and two-thirds majority.
- Universally accepted usage: the Twelve Apostles, and the Five Pillars of Islam.

Appendices

Appendices give your reader additional detailed information that would be distracting to read in the main body of the assignment. Common kinds of appendices include large tables, lists of words, or a sample of a questionnaire. Appendices are commonly used in reports. Essays do not usually have an appendix.

- Put appendices *after* the reference list and continue the page numbering of the entire assignment.
- Begin each appendix on a new page.
- Each appendix has a label and a title. If you have just one appendix, label it "Appendix". If you have more than one appendix, label them "Appendix A", "Appendix B", etc. in the order mentioned in the assignment. The title describes the content of the appendix.
- Place the label and title in bold and centred, on *separate* lines, at the top of the page.
- In the text of your assignment, refer to an appendix by its label (e.g., "see Appendix A").

Part 2: Reference Examples

Part 2 of this Guide provides reference examples and the corresponding in-text citations for the most common types of sources used at Ara (e.g., book, journal article, website). If you are not sure how to reference correctly, ask for help at the Library Service Desk, or online through "AskLive". See also the APA Referencing online resources on MyAra StudySmart.

According to APA, entries in a reference list must be double spaced, as can be seen in the "Example of an APA Reference List" p. 13 of this Guide. However, the following examples are not double spaced, in order to minimise the length of this Guide.

Before writing your reference list

Read the information under "How to Present the Reference List" on pp. 12-13 of this Guide. This explains how to format your reference list and provides an example reference list.

Also, read "The Four Elements of a Reference List Entry" and "Including URLs and DOIs in Reference List Entries" on pp. 8-10 of this Guide, which describes the elements you need to include in your reference (author, date, title, and source), and what to do when referencing works with URLs and DOIs.

Use the Index on p. 104 in Part 2 of this Guide to find the exact type of source that you are referencing (e.g., book, webpage, or journal article). The Index provides the page number in Part 2 for your specific source, where you can see instructions on how to cite and reference it and reference examples. If you are using the online PDF version of this Guide, you can click on the relevant page number in the Index to be taken to that page.

Note: Online and print references are largely the same. For example, use the Books category to cite a print book or an electronic book, and follow the relevant example.

PART 2

Books

The Books category includes books that have one or more individual authors, books that have organisations as the author, edited books, ebooks, diagnostic manuals, and religious works.

The Elements of a Reference Entry for a Book
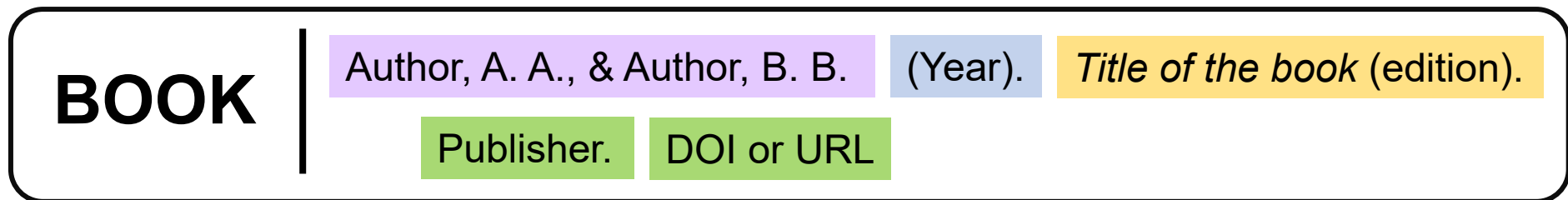
BOOK	Author, A. A., & Author, B. B. (Year). *Title of the book* (edition). Publisher. DOI or URL

Author, A. A. & Author, B. B.

- Write the author's names as they are listed on the book's title page.
- Write the last name first, followed by a comma and all the initials. Leave a space between the initials.
- If the book has an editor or editors, it is likely that each section or chapter is written by a different author, and you will need to reference each chapter you have used. See "Book Chapters" on p. 36 of this Guide.
- If the book appears to have no author or editor, see "Citing a Work With no Author" on p. 16 in Part 1 of this Guide before writing your reference.

(Year).

- Use the copyright date shown on the work's copyright page as the date of publication in the reference.
- When information is missing, use the abbreviation n.d. for "no date".

Title of the book (edition).

- Italicise the title. Capitalise the first word and capitalise the first word of any subtitle.
- If there is an edition or volume number, include it in brackets, without italics. (An 'edition' relates to the whole number of copies of a book or other publication printed at one time. If more than minor changes and corrections are made, then a new edition is published.)

Publisher.

- If the work is published by an imprint or division, name the imprint or division as publisher.

- If there are multiple publishers, include all of them, separating them with a semicolon.
- When the author and the publisher are the same, omit the publisher from the source element.
- Do not include publisher location information. However, note that there are publishers whose names include place names e.g., Elsevier Australia, McMillan United Kingdom, or Oxford University Press.

DOI or URL

- If the book has a DOI, include the DOI link in the reference after the publisher. See "Jackson, 2019" below for an example. See also "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide, particularly the information on copying and pasting hyperlinks.
- If an ebook does not have a DOI and is from a research database or other library-provided service, end the book reference after the publisher name. Do not include any database information in the reference. This includes ebook providers such as Clinical Key, O'Reilly Ebooks, or Ovid Ebooks. The reference in this case is the same as for a print book.
- If an ebook does not have a DOI and is not from a research database or other library-provided service, provide a URL in the reference. See Christian & Griffiths, 2016, below.

In-Text Citations for Books

- If paraphrasing, provide only the author-date information. See "Paraphrasing" on p. 22 of this Guide.
- If quoting, place the page number at the end of the quote. See "Quoting" on pp. 23-24 of this Guide.

Reference Examples: Books

Item	Full reference (in reference list)	In-text citation	Notes
Book with one author	Bishop, C. (2019). *Women mean business: Colonial businesswomen in New Zealand*. Otago University Press. Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000	(Bishop, 2019). (Jackson, 2019).	**In-text citation**: For details on how to format your in-text citations, see "In-Text Citations (Works Credited in the Text)" on p. 14 of this Guide.

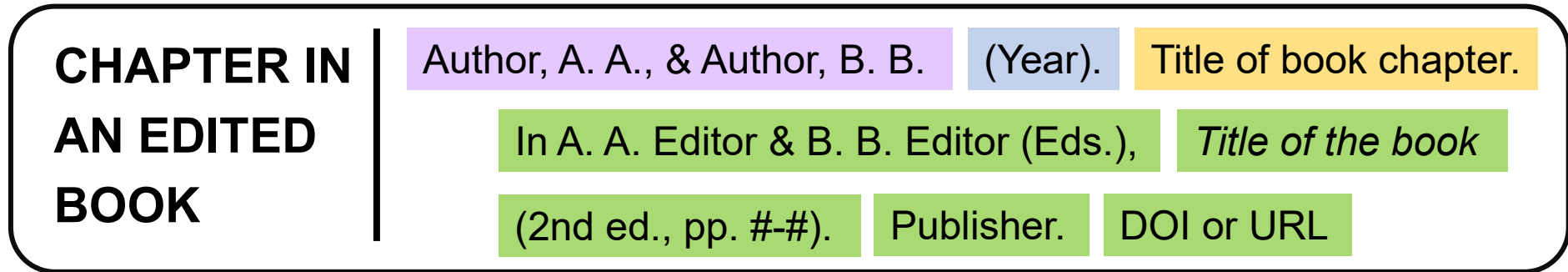| Item	Full reference (in reference list)	In-text citation	Notes
Book with two authors	Christian, B., & Griffiths, T. (2016). *Algorithms to live by: The computer science of human decisions.* Henry Holt and Co. http://a.co/7qGBZAk Tate, J., & Knapp, A. (2019). *Blockchain 2035: The digital DNA of internet 3.0.* BlueShed. Jarvis, C., & Forbes, H. (2016). *Jarvis's physical examination and health assessment.* Elsevier Australia.	(Christian & Griffiths, 2016). (Tate & Knapp, 2019). (Jarvis & Forbes, 2016).	**Reference list**: Use a comma to separate an author's initials from additional author names, even when there are only two authors. Use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B. **In-text citation**: When a work has two authors, cite both names each time the reference occurs in text. When using the 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). *Outdoor leadership: Theory and practice* (3rd ed.). Human Kinetics. Schermerhorn, J. R., Davidson, P., Poole, D., Woods, P., Simon, A., & McBarron, E. (2014). *Management foundations and applications* (2nd Asia Pacific ed.). John Wiley and Sons. Perry, A. G., Potter, P. A., & Desmarais, P. L. (2019). *Mosby's pocket guide to nursing skills & procedures* (9th ed.). Elsevier.	(Martin et al., 2024) (Schermerhorn et al., 2014). (Perry et al., 2019).	**Reference entry**: Give surnames and initials for up to and including 20 authors (e.g., Author, A. A., Author, B. B., & Author, C. C.), using an ampersand (&) before the last name. **In-text citation**: When a work has 3 to 20 authors, write only the first author's name, followed by et al. (which means "and others"). Put a full stop after et al., as shown.

Item	Full reference (in reference list)	In-text citation	Notes
Book with organisation as author (e.g., a government agency or professional association)	World Health Organization. (2020). *Coronavirus disease: Infection prevention and control of epidemic and pandemic.* United States Department of Health. Organisation for Economic Cooperation and Development. (2019, June). *OECD economic surveys: New Zealand*. https://doi.org/10.1787/b0b94dbd-en	(World Health Organization, 2020). (Organisation for Economic Cooperation and Development, 2019). **or** (Organisation for Economic Cooperation and Development [OECD], 2019). **And in further citations** (OECD, 2019).	**Reference entry**: Use the full name of the organisation. When the book has been published by the organisation that wrote it, omit the publisher name in the source. Refer to the OECD example. **In-text citation**: Write the organisation's name in full. The organisation's name can be abbreviated in further citations if it is a well-known abbreviation, or if you are repeating that citation at least three times throughout your paper. See instructions in "Abbreviating Organisational Authors" on p. 17 of this Guide. If the book has a DOI, include the DOI link in the reference after the publisher. See "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Religious works	*Holman Christian Standard Bible*. (2020). Bible Study Tools. https://www.biblestudytools.com/csb/ *Holy Bible: King James*. (2016). Christian Science Publishing Society. (Original work published 1611) *Quran in English* (T. Itani, Trans.). (2014). CreateSpace Independent Publishing Platform. *The Quran*. (2014). Al-Quran. https://al-quran.info/	(*Holman Christian Standard Bible*, 2020). (*Holy Bible*, 1611/2016). (*Quran in English*, 2014). (*The Quran*, 2014).	**Reference entry**: If there is a publication year for the original work, add it at the end of the reference entry (see *Holy Bible* example), and in the citation include it with the publication year of the work you are using. "Trans." is the abbreviation for translator. **In-text citation**: For conciseness, the subtitle of the work can be omitted in the citation. If quoting a religious work, specify the chapter, verse, line or canto, not the page numbers.
Diagnostic manuals (including DSM-5 & ICD)	American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). https://doi.org/brfw World Health Organization. (2019). *International statistical classification of diseases and related health problems* (11th ed.). https://icd.who.int/	(American Psychiatric Association, 2013). (World Health Organization, 2019).	**Reference entry**: With an online edition of a manual, provide the DOI or URL in the publisher position. (For more information see "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.) **In-text citation**: Organisational authors can be abbreviated in the text. See instructions in "Abbreviating Organisational Authors" on p. 17 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Chapter in diagnostic manual	American Psychiatric Association. (2013). Anxiety disorders. In *Diagnostic and statistical manual of mental disorders* (5th ed.). https://doi.org/10.1176/appi.books.9780890425596.dsm05	(American Psychiatric Association, 2013).	**Chapter DOI:** If a chapter has its own DOI, specify it in the reference entry. (For more information see "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.)

The Elements of a Reference Entry for a Chapter in an Edited Book

CHAPTER IN AN EDITED BOOK	Author, A. A., & Author, B. B. (Year). Title of book chapter.
	In A. A. Editor & B. B. Editor (Eds.), *Title of the book*
	(2nd ed., pp. #-#). Publisher. DOI or URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. & Author, B. B.

- Write the chapter authors' names as they are listed on the book's title page.
- Write the last name first, followed by a comma and the initials. Leave a space between the initials.

(Year).

- Use the copyright date shown on the work's copyright page as the date of publication in the reference.
- When information is missing, use the abbreviation n.d. for "no date".

Title of book chapter.

- Capitalise the first word of the chapter title and the first word of any subtitle.
- Do not italicise the title of the chapter.

In A. A. Editor & B. B. Editor (Eds.),

- An editor is a person who prepares a book for publication, usually a book with sections written by different authors.
- Write the word "In" and the initials and last name of each editor. Do not invert first and last names.
- Use "(Ed.)" for one editor or "(Eds.)" for multiple editors.

> ***Title of the book***

- Capitalise the first word of the book title and capitalise the first word of any subtitle. Italicise the book title.

> **(# ed., pp. #-#).**

- If there is an edition or volume number, include it in brackets, without italics. Do not put a full stop in between the title and the edition information.

> **Publisher.**

- If there are multiple publishers, separate them by a semicolon.
- When the author and the publisher are the same, omit the publisher from the source element.
- Do not include publisher location information. However, note that there are publishers whose names include place names e.g., Elsevier Australia, McMillan United Kingdom and Oxford University Press.

> **DOI or URL**

- If the book has a DOI, include the DOI link in the reference after the publisher. See also "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide, particularly the information on copying and pasting hyperlinks.
- If an ebook does not have a DOI and is from a research database or other library-provided service, end the book reference after the publisher name. Do not include any database information in the reference. This includes ebook providers such as Clinical Key, O'Reilly Ebooks, or Ovid Ebooks. The reference in this case is the same as for a print book.
- If an ebook does not have a DOI and is <u>not</u> from a research database or other library-provided service, provide a URL in the reference.

In-Text Citations for Book Chapters

- If paraphrasing, provide only the author-date information for the chapter you are referencing. See "Paraphrasing" on p. 22 of this Guide.
- If quoting, place the page number at the end of the quote. See "Quoting" on pp. 23-24 of this Guide.

Book Chapters From a Course Book or Course Site
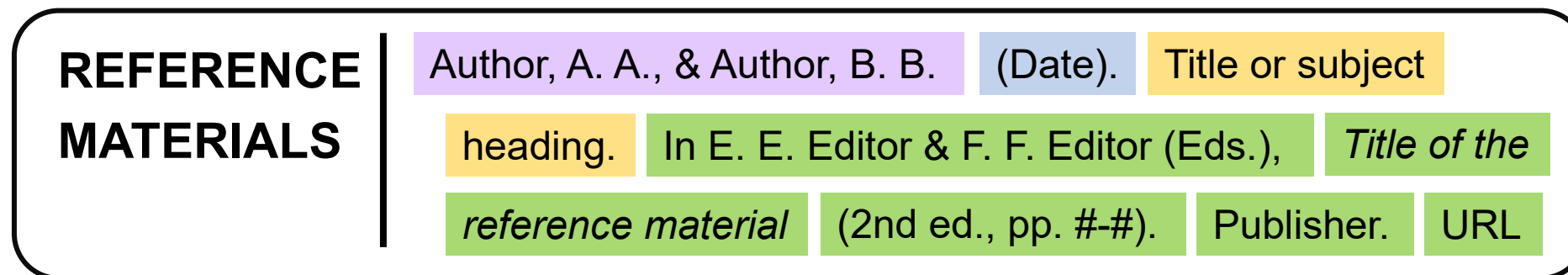
Book chapters may be included in your course book or course site. Where possible, reference these resources to their original source, for your reader to find the source—that is, as if you had found them yourself. You do not need to state that they are in the course book or on the course site. If the reading's original source is not identified, contact your tutor for information.

Reference Examples: Book Chapters

Item	Full reference (in reference list)	In-text citation	Notes
Chapter in an edited book (each chapter by different authors)	Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016 Gordon, C. J. (2017). Fostering sleep. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), *Potter and Perry's fundamentals of nursing* (5th ed., pp. 988-1015). Elsevier Australia.	(Aron et al., 2019). (Gordon, 2017).	Chapters in books retrieved from Clinical Key or other academic databases are referenced in the same way as a chapter in a print edited book. That is, exclude the name of the academic database (e.g., Clinical Key) in the reference, unless the reference source is found only in a specific database. **Reference entry:** Publisher names that include a place, like Elsevier Australia in the Gordon example, are printed in full, including the place name. See "Books" on p. 30 in Part 2 of this Guide for examples of how to format reference list entries and in-text citations for works with two authors, and 3-20 authors. If the edited book chapter has its own DOI, include that DOI in the reference after the publisher name. Otherwise, include the book's DOI in your reference entry. See "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.

Reference Materials (Entries in Encyclopaedias, Dictionaries) and Reference Databases

The Elements of a Reference Entry for Encyclopaedias, Dictionaries, and Reference Databases

REFERENCE MATERIALS	Author, A. A., & Author, B. B. (Date). Title or subject heading. In E. E. Editor & F. F. Editor (Eds.), *Title of the reference material* (2nd ed., pp. #-#). Publisher. URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. & Author, B. B. or Organisation.

- Write the authors' names as they are listed on the reference entry or article.
- If the author is an individual, write the last name first, followed by a comma and the initials. Leave a space between the initials.
- Do not name a "contributor" as the author. Online reference works will often hyperlink the name, so you can check. If the person is named as "contributor", then they are not an individual author. Instead, the name of the author is the organisation that has published the dictionary or encyclopaedia (see "Publisher" below).
- If the author is an organisation, write the full name of the organisation.

(Date).

- Provide the most specific publication date possible—for example, year, month, day; year, month; or year only.
- If an updated date is available and is clearly attributable to the specific article or entry you are citing rather than to the overall dictionary or encyclopaedia, use that updated date in the reference.
- When there is no date available, write (n.d.). for "no date".
- Some online dictionaries/encyclopaedias are designed to be continuously updated. If you are referencing an entry from a reference work that has been continuously updated but does not provide persistent or permanent links to previous versions of the entry, use "n.d." as the year of publication, and provide a retrieval date before the URL (see "URL" below).

Title or subject heading.

- Capitalise the first word of the title of the reference entry, and the first word of any subtitle.

- Do not italicise the title of the reference entry.

In A. A. Editor & B. B. Editor (Eds.),

- If the editors of the dictionary or encyclopaedia are known, name them right before the name of the dictionary or encyclopaedia. If not, provide just the dictionary or encyclopaedia name.
- Write the word "In" and the initials and last name of each editor. Do not invert first and last name.
- Use "(Ed.)" for one editor or "(Eds.)" for multiple editors.

Title of the reference material

- Capitalise the first word of the title of the dictionary or encyclopaedia and capitalise the first word of any subtitle.
- Italicise the title of the dictionary or encyclopaedia.
- Put a full stop after the title (omit the full stop if you are adding edition/volume/page numbers in brackets, as below).
- Provide the name of the reference work, not the name of the database (e.g., in the Gale example below, the reference work is "*Gale biography online collection*", not "*Gale in context: Biography*").

(# ed., Vol. #, pp. #-#).

- If there is an edition or volume number, include it in brackets, without italics and put a full stop after the closing bracket.
- Include the page number of the title or subject heading if it is available.

Publisher Name.

- The publisher information for online reference works is usually found at the bottom of the website, with the copyright date.
- When the author and publisher are the same, use the publisher name in the author element and do not repeat the publisher name in the publisher element of the reference entry.
- Do not include the publisher's location.
- Provide the name of the publisher, not the name of the database or website (e.g., in the Scogna example on the next page, the publisher is "Gale", not "Gale in Context: Science".)

URL

- Some online reference works archive (keep) previous entries when they are updating entries. If you cannot find evidence of previous entries, provide a retrieval date before the URL in the source element. By including this retrieval date, you indicate to readers that the version of the work they retrieve may be different from the version you used. See the Encyclopaedia Britannica and Merriam-Webster examples below, and "Providing Retrieval Dates With URLs" on p. 11 of this Guide.
- See also "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide, particularly the information on copying and pasting hyperlinks.

Reference Examples: Reference Materials

Item	Full reference (in reference list)	In-text citation	Notes
Entry in a dictionary, thesaurus, or encyclopaedia, with individual author	Henderson, D. E. (2018). Air pollution. In P. A. Kobasa (Ed.-in-chief), *The world book encyclopedia* (Vol. 1, pp. 197-200). World Book. Moorfield, J. C. (n.d.). O nāianei. In *Te Aka Maori dictionary.* https://www.maoridictionary.co.nz/search?idiom=&phrase=&proverb=&loan=&histLoanWords=&keywords=o+naianei Scogna, K. (2021). Homeostasis. In K. H. Nemeh, & J. L. Longe (Eds.), *Gale encyclopaedia of science* (6th ed., Vol. 4). Gale. https://link.gale.com/apps/doc/CX8124401251/SCIC?u=polytechnic&sid=bookmark-SCIC&xid=1cd7bee2 Te Ahukaramū, C. R. (2005, February 8). Māori creation traditions. In *Te Ara: The encyclopedia of New Zealand.* Ministry for Culture and Heritage. http://www.teara.govt.nz/en/maori-creation-traditions	(Henderson, 2018). (Moorfield, n.d.). (Scogna, 2021). (Te Ahukaramū, 2005).	The Henderson reference is an example of an entry in a print encyclopaedia. For details on how to format your in-text citations, see "In-Text Citations (Works Credited in the Text)" on p. 14 of this Guide. **Caution:** Do not use the "cite this" button provided by the dictionary or encyclopaedia. These tools will often provide what is called an "APA 7"-style reference entry, but gives incorrect details, such as naming contributors as authors, or providing an incorrect date.

Item	Full reference (in reference list)	In-text citation	Notes
Entry in a dictionary, thesaurus, or encyclopaedia, with organisation as author	Encyclopaedia Britannica. (n.d.). Apa Sherpa. In *Encyclopaedia Britannica*. Retrieved November 15, 2021, from https://academic-eb-com.libproxy.ara.ac.nz/levels/collegiate/article/Apa-Sherpa/488535#article-contributors Gale. (2013, November 19). Katherine Wilson Sheppard. In *Gale biography online collection*. https://link.gale.com/apps/doc/K1650005686/BIC?u=polytechnic&sid=bookmark-BIC&xid=7b25c629 Merriam-Webster. (n.d.). Tautology. In *Merriam-Webster.com dictionary*. Retrieved September 24, 2021, from https://www.merriam-webster.com/dictionary/tautology Mosby. (2022). Muscles of ventilation. In M. T. O'Toole (Ed.), *Mosby's dictionary of medicine, nursing & health professions* (11th ed., p. 1175). Elsevier.	(Encyclopaedia Britannica, n.d.). (Gale, 2013.). (Merriam-Webster, n.d.). (Mosby, 2022).	For details on how to format your in-text citations, see "In-Text Citations (Works Credited in the Text)" on p. 14 of this Guide. When there is no individual author named for an entry in a reference work, use the name of the organisation that has published that dictionary, thesaurus, or encyclopaedia. The provided examples are all examples of this. The Encyclopaedia Britannica reference is an example of an entry in an online encyclopaedia that is designed to be continuously updated but that does not provide persistent links to the previous entries. Therefore, the year of publication is "n.d." and a retrieval date is provided before the URL. The Gale reference is an example of an entry in an online encyclopaedia where an updated date is provided and is clearly attributable to the specific article, rather than to the overall dictionary or encyclopaedia. If you are unsure of the title of a reference work, see the information under "*Title of reference material*" on p. 39 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes

Entry in a Wiki (including Wikipedia)	Electrical engineering. (2020, August 23). In *Wikipedia*.
	
	    https://en.wikipedia.org/w/index.php?title=Electrical_engineering&oldid=974603470
	
	Psychometrics. (2014, September 9). In *Psychology wiki*.
	
	    https://psychology.wikia.org/wiki/Psychometrics?oldid=173620
	
	Important: *check with your tutor* whether wikis and Wikipedia are acceptable sources for assignments.
	
	Wikis are collaborative web pages that anyone can write, review, and edit. Additionally, *Wikipedia* reports information from other sources, making it a secondary source (a source or text that an author has used but that you have not read). Many tutors prefer that students cite primary sources.
		("Electrical Engineering," 2020).
		
		("Psychometrics," 2014).
			If citing a wiki or a Wikipedia article, do not cite any particular author(s), as wikis are collaboratively written. Start the reference entry with the title of the page/article. Include the name of the wiki.
			
			Cite the archived version of the page so that readers can retrieve the version you used (see "Providing Retrieval Dates With URLs" on p. 11 of this Guide). Access the archived version of Wikipedia by selecting "view history" and then the time and date of the version you used. If a wiki does not provide permanent links to archived versions of the page, include the retrieval date, and the URL for the entry.
			
			When quoting directly, provide a page or paragraph number. However, many electronic sources do not provide page numbers: if so, see "Direct Quotation of Material Without Page Numbers" on p. 24 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Entry in Joanna Briggs Institute EBP Database	Acupuncture: Managing hot flashes for people with cancer [Recommended practices]. (2020, July 1). *Joanna Briggs Institute EBP Database*. https://joannabriggs.org/	("Acupuncture," 2019).	If there appears to be no author, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.
	Marin, T. S. (2019). Effectiveness of interventions to prevent pre-frailty and frailty progression in older adults [Best practice information sheet]. *Joanna Briggs Institute EBP Database, 21*(2), 1-5. https://joannabriggs.org/	(Marin, 2019).	Provide available details and the publication type in square brackets after the title.
	Moola, S. (2020, August 13). Smoking cessation: Community-based interventions [Evidence summary]. *Joanna Briggs Institute EBP Database*. https://joannabriggs.org/	(Moola, 2020).	Information in Joanna Briggs Institute databases is available only in those databases. Therefore, name the database in the reference entry, using italics and capital letters (e.g., *Name of Database*). See "Including Database Sources in Reference List Entries" on p. 11 of this Guide.
			Information retrieved from Joanna Briggs Institute databases requires a login or is session specific, meaning readers cannot access the material via the URL you have used. Therefore, provide the URL of the Joanna Briggs Institute login page instead.

Entry in Reference Databases: DrugBank Online, Community HealthPathways, Lippincott Advisor, StatPearls and Lippincott Procedures	Acetaminophen. (2023, June 10). *DrugBank Online.* Retrieved June 12, 2023, from https://go.drugbank.com/drugs/DB00316	("Acetaminophen," 2023).	If there appears to be no author, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.
	Ansley, C. (Clinical Ed.). (2020, May). Joint aspiration. *Community HealthPathways*. Retrieved September 5, 2020, from https://canterbury.communityhealthpathways.org/330160.htm	(Ansley, 2020).	Information in DrugBank Online, Community HealthPathways, Lippincott Advisor, StatPearls, Lippincott Procedures, 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. Use italics and capital letters (e.g., *Name of Database*). See "Including Database Sources in Reference List Entries" on p. 11 of this Guide.
	Arterial blood gas analysis (Teaching about diagnostic tests). (2022, January 7). *Lippincott Advisor*. Retrieved March 8, 2022, from https://advisor.lww.com/	("Arterial Blood Gas Analysis," 2022).	
	Bailey, I. B., Shaydakov, M. E., & Shaw, P. M. (2022, September 7). Abdominal aorta aneurysm repair. *StatPearls*. Retrieved December 17, 2022, from https://www.ncbi.nlm.nih.gov/books/NBK430752/	(Bailey et al., 2022).	Also, include a retrieval date, as these databases change their content regularly, and do not archive previous versions of the articles. See "Providing Retrieval Dates With URLs" on p. 11 of this Guide.
	Hand hygiene NZ [Clinical procedures]. (2017, April). *Lippincott Procedures*. Retrieved September 24, 2020, from https://procedures.lww.com/lnp/view.do?pId=4298005&hits=hygiene,hand,hands&a=false&ad=false	("Hand Hygiene NZ," 2017).	If the URL requires a login or is session specific, meaning readers cannot access the information you have used, provide the URL of the database or login page instead of the URL of the work (as in the Morey example).

Item	Full reference (in reference list)	In-text citation	Notes
Entry in Reference Databases: UpToDate and New Zealand Formulary	Morey, M. C. (2020, July 24). Physical activity and exercise in older adults. *UpToDate*. Retrieved August 13, 2020, from https://www.uptodate.com Thyroid and antithyroid drugs [6.2]. (2020, July 1). *New Zealand Formulary*. Retrieved October 2, 2020, from https://nzf.org.nz/nzf_3779?searchterm=thyroid %20Thyroid%20and%20antithyroid%20drugs	(Morey, 2020). ("Thyroid and antithyroid drugs," 2020).	Name the database and include a retrieval date, as it changes its content regularly and does not archive previous versions of the articles.

Journals, Magazines, Newspapers, and Blogs

Journals, magazines, newspapers and newsletters, as well as online platforms that publish articles, such as blogs, are usually published continually and are sometimes called periodicals. The reference list entry follows the same pattern, no matter which type of source you found your information in:

Author. (Date). Title of article. *Periodical information*. DOI or URL

Dates: The required amount of detail in the date element of different varies. For example, provide the year only for journal articles, but give the year, month and day (if available) for other periodicals. See examples in following pages.

Missing Information: Often online publications such as magazines, newspapers, and blogs will publish articles without volume, issue, and/or page numbers or article numbers. If these elements appear to be missing from the work you are citing, omit them from the reference.
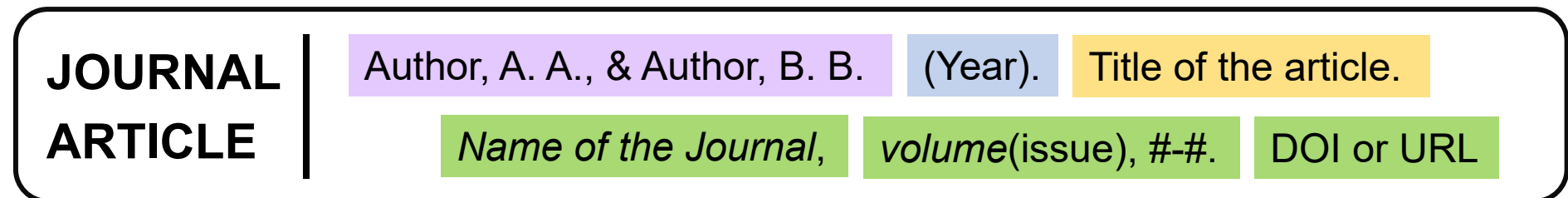
Journal Articles

Journals are scholarly or professional publications. Articles in journals are written by academic specialists and carefully reviewed. Do not cite just the abstract of an article, as that is only a summary. You need to read and understand the full article to inform your assignment.

Journal articles may be included in your course book or course site. Where possible, reference these resources to their original source, not your course book or course site. This is so your reader can find the source as if you had found them yourself. You do not need to state that they are in the course book or on the course site. If the reading's original source is not identified, contact your tutor for that information.

The Elements of a Reference Entry for a Journal Article

Much of the information needed can be found on the first page of the journal article. If not, refer to the database or internet page that links to the journal article.

JOURNAL ARTICLE | Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Journal*, *volume*(issue), #-#. DOI or URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. & Author, B. B.

- Write the last name first, followed by a comma and the initials. Leave a space between the initials.

(Year).

- Put in brackets with a full stop following the close bracket.

Title of the article.

- Capitalise the first word of the article title, and the first word of any subtitle. Do not italicise the title of the article.

Name of the Journal,

- Capitalise all major words in the periodical title, and end with a comma.
- Italicise all words, but not the final comma.

***volume*(issue), #-#.**

- An example of this element, where volume is 17, the issue is 2, and the pages are 89-95, is:

  17(2), 89-95.

- Italicise the volume number, but not the issue number.
- Do not put a space between volume and issue. Put the issue number in brackets. If there is no issue, omit and follow the volume with a comma.
- Include the page range of the article with no spaces between numbers followed by a full stop.
- If an article has an article number, include that number right after the issue number and do not include page numbers. Include page numbers only in in-text citations, and only if quoting.

DOI or URL

- If the journal article has a DOI, include the DOI link in the reference after the volume and issue information. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide for more information.
- If the online work you are citing does not have a DOI, and you have retrieved it from a research database or other library-provided service, see "Including Database Sources in Reference List Entries" on p. 11 of this Guide.
- If the journal article does not have a DOI, and you have not retrieved it from a research database or other library-provided service, add the non-database URL at the end of the reference entry. e.g. https://xxxxxxxx

Reference Examples: Journal Articles

Item	Full reference (in reference list)	In-text citation	Notes
Journal article with one author	Agnew, R. (2015). Reflections on the new Scottish innovative child protection system. *Aotearoa New Zealand Social Work*, *27*(3), 4-13. https://doi.org/10.11157/anzswj-vol27iss3id7	(Agnew, 2015).	**In-text citation**: For details on how to format your in-text citations, see "In-Text Citations (Works Credited in the Text)" on p. 14 of this Guide.
Journal article with two authors	Cavenagh, N. J., & Wright, L. K. (2019). The maximum, supremum, and spectrum for critical set sizes in (0,1)-matrices. *Journal of Combinatorial Designs*, *27*(8), 522-536. https://doi.org/10.1002/jcd.21660	(Cavenagh & Wright, 2019).	**Reference list**: Use a comma to separate an author's initials from additional author names, even when there are only two authors. Use an ampersand (&) before the final author's name: Author, A. A., & Author, B. B.
	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. *Nursing Praxis in New Zealand*, *33*(1), 28–43.	(Yeung & Rodgers, 2017).	**In-text citation**: When a work has two authors, cite both names each time the reference occurs in text. For a work with no DOI accessed from an academic research database or other library service, do not name that database or provide its URL in the reference list entry. This is because works from those databases are usually available elsewhere.

Item	Full reference (in reference list)	In-text citation	Notes
Journal article with 3 to 20 authors	Japuntich, S. J., Hammett, P. J., Rogers, E. S., Fu, S., & Burgess, D. J. (2020). Effectiveness of proactive tobacco cessation treatment outreach among smokers with serious mental illness. *Nicotine & Tobacco Research*, 22(9),1433–1438. https://doi.org/10.1093/ntr/ntaa013 Yli-Huumo, J., Ko, D., Choi, S., Park, S., & Smolander, K. (2016). Where is current research on Blockchain technology?: A systematic review. *PLOS ONE, 11*(10), Article e0163477. https://doi.org/10.1371/journal.pone.0163477	(Japuntich et al., 2020). (Yli-Huumo et al., 2016).	**Reference entry**: Give surnames and initials for up to and including 20 authors (e.g., Author, A. A., Author, B. B., & Author, C. C.), using an ampersand (&) before the final name. **In-text citation**: Write only the first author's name, followed by et al. (which means "and others"). Put a full stop after et al., as shown. If an article has an article number include it right after the issue number.
Journal article with 21 or more authors	Adlhoch, C., Mandakova, Z., Ethelberg, S., Epstein, J., Rimhanen-Finne, R., Figoni, J., Baylis, S. A., Faber, M., Mellou, K., Murphy, N., O'Gorman, J., Tosti, M. E., Ciccaglione, A. R., Hofhuis, A., Zaaijer, H., Lange, H., de Sousa, R., Avellon, A., Sundqvist, L., . . . Ijaz, S. (2019). Standardising surveillance of hepatitis E virus infection in the EU/EEA: A review of national practices and suggestions for the way forward. *Journal of Clinical Virology*, *120*, 63-67. https://doi.org/10.1016/j.jcv.2019.09.005	(Adlhoch et al., 2019).	**Reference entry**: Include the first 19 authors' names, then insert three spaced points (. . .), and add the last author's name. **In-text citation**: Include just the surname of the first author, followed by et al. (which means "and others").

Item	Full reference (in reference list)	In-text citation	Notes
Editorial in a journal	Linares, A. M. (2020). Year of the midwife [Editorial]. *Journal of Transcultural Nursing*, *31*(6), 537–538. https://doi.org/10.1177/1043659620959715	(Linares, 2020).	**Reference entry**: Leave out the notation [Editorial], if the word "Editorial" is already in the article title.
Articles from systematic review databases	Amissah, E. A., Brown, J., & Harding, J. E. (2020). Protein supplementation of human milk for promoting growth in preterm infants. *Cochrane Database of Systematic Reviews*, (9), Article CD000433. https://doi.org/fk9t Keeping-Burke, L., McCloskey, R., Donovan, C., Yetman, L., & Goudreau, A. (2020). Nursing students' experiences with clinical placement in residential aged care facilities: A systematic review of qualitative evidence. *JBI Evidence Synthesis*, *18*(5), 986-1018. https://doi.org/10.11124/JBISRIR-D-19-00122 Mehrholz, J., Pohl, M., Platz, T., Kugler, J., & Elsner, B. (2018). Electromechanical and robot-assisted arm training for improving activities of daily living, arm function, and arm muscle strength after stroke. *Cochrane Database of Systematic Reviews*. https://doi.org/gff2n9	(Amissah et al., 2020). (Keeping-Burke et al., 2020). (Mehrholz et al., 2018).	**Reference entry**: Format articles from systematic review databases like journal articles. **Note about Cochrane Database of Systematic Reviews and JBI databases**: Articles from these databases are available only in those databases. Therefore, unlike most other references, you need to name the database in the reference entry. See "Including Database Sources in Reference List Entries" on p. 11 of this Guide. If an article has an article number include it right after the issue number. See the Amissah example. If the online work you are citing does not have a DOI, and you have retrieved it from a library research database or other library-provided service, you do not need to name that database or provide its URL. See "Including Database Sources in Reference List Entries" on p. 11 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Articles from systematic review databases (continued)	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. *JBI Evidence Synthesis*, 18(9), 1820-1869. https://doi.org/10.11124/JBISRIR-D-19-00263	(Picton et al., 2020).	

Magazine Articles

Check with your tutor whether a magazine is a suitable source of information to use in your assignment.

Magazines are commercial publications that present ideas and information for general readers who are non-specialists.

(In contrast, **Journals** are scholarly or professional publications. Their articles are written by academic specialists and carefully reviewed).

Reference Examples: Magazine Articles

Item	Full reference (in reference list)	In-text citation	Notes
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? *Newsweek*. https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html Neve, J. (2019, September 13). Bigger fish to fry. *The Caterer*, *207*, 16.	(Hill, 2019). (Neve, 2019).	**Reference entry**: Give the exact date shown on the publication – Year and month or season; or year and month and day for weeklies. For a work with no DOI, accessed from an academic research database or other library service, do not name that database or provide its URL in the reference list entry. This is because works from those databases are usually available elsewhere (as per Neve example). **In-text citation**: Only the year is required, not the full date.

Item	Full reference (in reference list)	In-text citation	Notes
Magazine article with two authors	Gartner, C., & Hall, W. (2019, November 12). Vaping-related lung disease now has a name – and a likely cause. *New Zealand Listener*. https://www.listener.co.nz/health/health-health/vaping-related-lung-disease-now-has-a-name-and-a-likely-cause	(Gartner & Hall, 2019).	If the work you are referencing has a DOI or URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide.
Magazine article with no author	Macdonald Hotels sells Rusacks and Randolph properties. (2019, November 29). *The Caterer*, 5. Ottawa Charter for Health Promotion. (1987, May). *World Health*, 16-17. https://iris.who.int/bitstream/handle/10665/53166/WH-1987-May-p16-17-eng.pdf?sequence=1	("Macdonald Hotels," 2019). ("Ottawa Charter," 1987).	**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 key words in capitals, in quotation marks. The first word of the citation must match the first word of the reference entry. If there appears to be no author, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.

Newspaper Articles

Reference Examples: Newspaper Articles

Item	Full reference (in reference list)	In-text citation	Notes
Newspaper article	Collyns, D. (2019, November 29). How Peru's potato museum could stave off world food crisis. *The Guardian*. https://www.theguardian.com/environment/2019/nov/29/how-perus-potato-museum-could-stave-off-world-food-crisis Hart, L. (2020, September 28). Tax sugary drinks to pay for better dental care. *The Press*, 18.	(Collyns, 2019). (Hart, 2020).	**Reference entry**: Italicise the name of the newspaper. Provide the page numbers as used by the newspaper, e.g., B1, or 3:1. Sometimes articles appear on pages that are not continuous; in that case, give all page numbers, separated with commas (e.g., B1, B3, B5-B7). If the work you are referencing has a DOI or URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide.
Newspaper article from news website	Bote, J. (2019, December 3). Whale found dead with 100kg of trash in its stomach. *Stuff*. https://www.stuff.co.nz/environment/117885984/whale-found-dead-with-100kg-of-trash-in-its-stomach	(Bote, 2019).	Use this format for articles published in online news sources (e.g., Stuff, BBC News, CNN, Reuters).

Item	Full reference (in reference list)	In-text citation	Notes
Newspaper article with no author	Call to sign wombat privacy pledge and show some selfie respect. (2019, January 19). *Taranaki Daily News*, 9.	("Call to sign," 2019).	**Reference entry**: If there is no author, begin the reference with the title of the article. See "Citing a Work With no Author" on p. 16 of this Guide before writing your reference. **In-text citation**: 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.
Special newspaper issue or section	Kassenaar, L. (2009, December 11). Carbon capitalists [New Zealand Herald supplement]. *The Business Herald*, 12-14.	(Kassenaar, 2009).	
Newspaper editorial	Nice time off if you can get it [Editorial]. (2019, December 2). *The Press*, 16.	("Nice Time Off," 2019).	
Letter to the Editor	Wauchop, S. (2019, December 2). Why the fear of dropping voting age? [Letter to the editor]. *The Press*, 17.	(Wauchop, 2019).	

Blogs

Check with your tutor whether blog posts and comments are suitable sources of information to use in your assignment. They are generally not peer reviewed, not scholarly, and not archived for a significant time.

Reference Examples: Blogs

Item	Full reference (in reference list)	In-text citation	Notes
Blog posts	Author, A. A., & Author, B. B. (Year, month and day). Title of post: Subtitle of post. *Title of Blog*. URL Osborn, H. (2020, April 21). How does a disease transfer from an animal to a human and back? *Smithsonian Science Education Center*. https://ssec.si.edu/stemvisions-blog/how-does-disease-transfer-animal-human-and-back	(Osborn, 2020).	See "Books" on p. 30 in Part 2 of this Guide for examples of how to format reference list entries and in-text citations for works with two authors, and 3-20 authors.
Blog post with no author	How to manage the most common caffeine withdrawal symptoms. (n.d.). *Coffee Science*. https://www.coffeescience.org/how-to-manage-caffeine-withdrawal-symptoms/	("How to Manage," n.d.).	**Reference entry**: If there is no author, begin the reference with the article title. If the work has a DOI or URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide. **In-text citation**: 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.

Item	Full reference (in reference list)	In-text citation	Notes
Comment on a blog post	Bishop, M. (2019, December 12). If you're interested in the replicability of social science, you might want to join Replication Markets, a site where researchers. [Comment on the blog post "Building the foundation for future research through Open data, code and protocols"]. *The Official PLOS Blog*. https://blogs.plos.org/plos/2019/12/building-the-foundation-for-future-research-through-open-data-code-and-protocols/	(Bishop, 2019).	**Reference entry:** Immediately after the date, provide the comment title if available. If there is no comment title, give up to the first 20 words of the blog comment (as shown to the left). Follow this information with [Comment on the blog post ". . . "]. Give the full name of the article commented on.

Reports and Other Grey Literature

The category of *grey (gray) literature* covers works not published by commercial publishers. Grey literature includes reports, government publications, policies and procedures, codes of ethics, press releases, policy briefs (brief reports), and so forth. In some instances, booklets and pamphlets are also considered grey literature, as are conference-related works, and theses and dissertations. As grey literature includes such a range of works, it is helpful if you describe the type of grey literature in square brackets after the title; however, this is optional.

If you are unsure how to classify your document, reference it using the "Reports and other Grey Literature" format, below. An example is a document in PDF format, available as a download from a government or business web page.

Reports are examples of grey literature. They often include technical information or original research findings, may be written by an individual or an organisation, and are sometimes peer-reviewed. The many kinds of reports include government and local government reports, annual reports by businesses, technical reports, research reports, and white papers (a type of report used in politics and business to present a policy, philosophy, or position on a particular issue).

If the document comes from a company intranet, and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login). If the audience for which are you writing does not have access to the document, cite it as a personal communication (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 17 of this Guide.

The Elements of a Reference Entry for Grey Literature

GREY LITERATURE	Author, A. A. *or* Name of Organisation. (Date). *Title* [Description]. Publisher. DOI or URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. *or* Name of Organisation.

- Write the last name first, followed by a comma and the initials. Leave a space between the initials.
- If the author is an organisation, write the full name of the most specific department involved. For citation of an organisational author, see "Abbreviating Organisational Authors" on p. 16 of this Guide.
- If there appears to be no author, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.

(Date).

- Use numbers for the year and day, and words for the month.
- When the literature has been updated or revised and the date of the changes is clearly shown, use the date of the revision instead of the original publication date.
- When information is missing, use the abbreviation n.d. for "no date".

***Title* [description].**

- Capitalise the first word of the title and any subtitle. Italicise the title.
- If the type of grey literature, or its format, is not clear from the title, describe it in square brackets after the title to help your reader find the document you have used. e.g. [Booklet]. If the format of the document is obvious, do not add a description after the title.

Publisher Name.

- Name the organisation responsible for the report or other grey literature.
- If the work has been published by the author, omit the publisher name from the source element. However, do include that publisher's name in the source element if the author is one of multiple publishers.
- If there are multiple publishers, include all of them, separating them with a semicolon.

DOI or URL

- If the item has a DOI or URL, include the link in the reference after the publisher. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide for more information.
- If a PDF document is accessible only through a link on a specific webpage, provide the URL of that webpage.

Reports, Booklets, Codes of Ethics, and Other Grey Literature

Reference Examples: Reports and Other Grey Literature

Item	Full reference (in reference list)	In-text citation	Notes
Report – with individual or organisation as author	Wood, A., & Johnson, M. (2018, June). *Green prescription patient survey: 2018 report*. Research New Zealand. https://www.health.govt.nz/system/documents/publications/green-prescription-patient-survey-2018-report.pdf	(Wood & Johnson, 2018).	**Reference entry**: The author of a report is usually an organisation, unless a specific individual is named as the author. See "Books" on p. 30 in Part 2 of this Guide for examples of how to format reference list entries and in-text citations for reports with more than one author.
	Australian Government Productivity Commission & New Zealand Productivity Commission. (2019). *Growing the digital economy in Australia and New Zealand: Maximising opportunities for SMEs*. https://www.pc.gov.au/research/completed/growing-digital-economy/growing-digital-economy.pdf	(Australian Government Productivity Commission & New Zealand Productivity Commission, 2019).	**In-text citation**: If the author is an organisation, see "Abbreviating Organisational Authors" on p. 16 of this Guide.

If the report comes from a company intranet, and you are writing for an audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring login). If the audience for which are you writing does not have access to the report, cite it as a personal communication (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 17 of this Guide. |
| | Best Practice Advocacy Centre. (2018, November). *Assessment and management of alcohol misuse by primary care*. https://bpac.org.nz/2018/docs/alcohol.pdf | (Best Practice Advocacy Centre, 2018). | |

Item	Full reference (in reference list)	In-text citation	Notes
Code of Ethics or Code of Conduct	Aotearoa New Zealand Association of Social Workers. (2019). *Code of Ethics 2019*. https://www.anzasw.nz/public/150/files/Publications/Code-of-Ethics-Adopted-30-Aug-2019.pdf Nursing Council of New Zealand. (2012, June). *Code of Conduct for nurses* [Booklet full]. https://nursingcouncil.org.nz/Public/NCNZ/nursing-section/Code_of_Conduct.aspx	(Aotearoa New Zealand Association of Social Workers, 2019). (Nursing Council of New Zealand, 2012).	The *Code of Conduct for Nurses* can also be accessed via another link: https://online.flippingbook.com/view/359830702/ When you reference, provide the link that you used to access the booklet.
Leaflet, Pamphlet or Handout	Learning Services. (n.d.). *How to learn* [Learning resource]. Ara Institute of Canterbury. https://tekete.ara.ac.nz/file/5b8da286-1aa7-4d1b-871b-fd20632fc1ab/2/How_to_Learn.pdf Ministry of Health & Health Promotion Agency. (n.d.). *Alcohol and pregnancy: What you might not know* [Pamphlet]. https://healthed.govt.nz/products/alcohol-and-pregnancy-what-you-might-not-know	(Learning Services, n.d.). (Ministry of Health & Health Promotion Agency, n.d.).	

Item	Full reference (in reference list)	In-text citation	Notes
Guideline	Ministry of Health. (2019, May 8). *National SUDI prevention programme: National safe sleep device quality specification guidelines*. https://www.health.govt.nz/system/files/documents/publications/national-sudi-prevention-national-safe-sleep-device-quality-spec-guidelines.pdf	(Ministry of Health, 2019).	
Datasheet	Baxter Healthcare. (2017, April 6). *5% glucose (AVIVA) data sheet*. New Zealand Medicines and Medical Devices Safety Authority. https://www.medsafe.govt.nz/profs/Datasheet/Baxter5percentGlucoseAvivaInf.pdf	(Baxter-Healthcare, 2017).	
Fact sheet	Regional Public Health. (2016). *Whooping cough (pertussis)* [Fact sheet]. http://www.rph.org.nz/public-healthtopics/early-childhood-centres/fact-sheets/whooping-cough-pertussis.pdf	(Regional Public Health, 2016).	

Item	Full reference (in reference list)	In-text citation	Notes
Booklet or Course Book	Department of Applied Sciences and Social Practice. (2021, January 20). *Bachelor of Social Work BSWI701 placement workbook: First placement*. Ara Institute of Canterbury Ltd. https://tekete.ara.ac.nz/file/30f56e3f-6e99-4058-a175-65163c138909/1/BSW%20Year%203%20Placement%20Workbook%202021.pdf Nursing Council of New Zealand. (2016, September). *Competencies for registered nurses* [Booklet]. https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx	(Department of Applied Sciences and Social Practice, 2021). (Nursing Council of New Zealand, 2016).	

Conference Sessions and Presentations

Conference sessions and presentations include presentations of academic papers and posters, keynote addresses, and symposium contributions. If a work of this type has been published as a journal article, or as a chapter in an edited book, reference them in that format, not as a conference session or presentation.

- Type of contribution: If the type of contribution, or its format, is not clear from the title, describe it in square brackets after the title to help your reader find the document you have used. e.g. [Poster presentation]. If the format of the contribution is obvious, do not add a description after the title.
- Location: Conferences and symposiums are held in or associated with specific locations. Include the location in the source element of your reference list entry to help retrieval. See the "Rules for Works Associated With Specific Locations" on p. 64 in Part 2 of this Guide.

Reference Examples: Conference Sessions and Presentations

Item	Full reference (in reference list)	In-text citation	Notes
Paper presentation or poster presentation	Presenter, A. A., Presenter B. B., Presenter C. C., Presenter D. D., & Presenter E. E. (Year, Month and date). *Title of contribution* – in italics [Type of contribution]. Conference name, Location. DOI or URL if available	(Presenter, A. A., Presenter B. B., & Presenter C. C., Year).	See "Books" on p. 26 in Part 2 of this Guide for examples of how to format reference list entries and in-text citations for works with two authors, and 3-20 authors. If the work you are referencing has a DOI or URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide.
Paper presentation	Wong, W. C., Ng, H. T., Chan, R., Evain, & Ang, H. (2019, September 18-20). *Going real time in water conservation: Our experience* [Paper presentation]. Water New Zealand Conference & Expo 2019. Hamilton, New Zealand. https://www.waternz.org.nz/Attachment?Action=Download&Attachment_id=4082	(Wong et al., 2019).	See "Rules for Works Associated With Specific Locations" on p. 69 in Part 2 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Poster presentation	Busby, H. R., Chidlow, R., & Richardson, E. (2019, September 5-6). *Research support, or there and back again: Changes in the provision of support to Researchers resulting from a review of Te Tumu Herenga* [Poster presentation]. University Research Offices New Zealand Conference 2019. Auckland, New Zealand. https://auckland.figshare.com/articles/poster/URONZ_2019_Poster/9789311/1	(Busby et al., 2019).	See "Rules for Works Associated With Specific Locations" on p. 69 in Part 2 of this Guide.
Symposium contribution	Contributor, A. A. & Contributor, B. B. (Year, Month, and date). Title of contribution. *Title of symposium* – in italics, main words capitalised. Symposium name, Location. DOI or URL if available. Shallard, G. (2019, October 24). Shaken baby syndrome. *Well Child Symposium*. Dunedin, New Zealand. https://www.immune.org.nz/sites/default/files/Conferences/3%20Grace%20Shallard%20Dunedin%2024.10.2019_.pdf	(Shallard, 2019).	See "Rules for Works Associated With Specific Locations" on p. 69 in Part 2 of this Guide.

Rules for Works Associated with Specific Locations

Conference sessions and presentations, and artworks in museums, are associated with specific locations. Include the location in the source element of your reference list entry. This helps your reader retrieve the work.

In the source element of the reference list entry, name the city; state, province or territory if applicable; and country. Use the official state, province or territory abbreviation if available (use Google or another search engine to find the abbreviation).

For example:

Wellington, New Zealand   Sydney, NSW, Australia   London, United Kingdom   Lincolnwood, IL, United States

Theses and Dissertations

Published dissertations and theses can be retrieved from subscription databases, institutional repositories, and personal websites.

Reference Examples: Theses and Dissertations

Item	Full reference (in reference list)	In-text citation	Notes
Thesis or Dissertation from a subscription database	Danielowski, L. (2018). *A content analysis of public discourses on maternal health inequalities in the U.S (Publication No. 13884979)* [Master's thesis, The George Washington University]. ProQuest Dissertations and Theses.	(Danielowski, 2018).	**Reference entry**: Provide the publication number, if available, as it allows a thesis to be quickly located. If the work you are referencing has a DOI or URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Thesis or Dissertation from an institutional repository	King, J. (2019). *The experiences of Filipino-qualified registered nurses transitioning to acute nursing practice within New Zealand* [Master's thesis, Ara Institute of Canterbury]. Ara Institute of Canterbury Thesis Collection. https://ara.primo.exlibrisgroup.com/discovery/collectionDiscovery?vid=64ARA_INST:64ARA&inst=64ARA_INST&collectionId=8131120710004431	(King, 2019).	
	Pan, S. (2019). *Business clustering in New Zealand: The creation of competitiveness in a regional cluster and the influences of intermediaries on the cluster competitiveness* [Doctoral thesis, Auckland University of Technology]. Tuwhera Open Access Theses & Dissertations. https://openrepository.aut.ac.nz/bitstream/handle/10292/13042/PanS2.pdf?sequence=5&isAllowed=y	(Pan, 2019).	

New Zealand Legislation and Standards

Legislation is a law or body of laws. New Zealand legislation includes Acts, Regulations, and Bills. Acts are laws made by Parliament, while Bills are proposed Acts.

Acts, Regulations, and Bills

Reference Examples: Acts, Regulations, and Bills

Item	Full reference (in reference list)	In-text citation	Notes
Acts	Harmful Digital Communications Act 2015, No. 63. (2015). http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html Health Practitioners Competence Assurance Act 2003, No. 48. (2003). http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html	(Harmful Digital Communications Act, 2015). (Health Practitioners Competence Assurance Act, 2003).	Give the full name of the Act (i.e., name, date, and number) and the date the Act commenced or was enacted (you will find that date on the Act itself). Follow this with the URL. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide. If necessary, refer to an Act's section number(s) in your assignment text, NOT in your citations.
Parliamentary bills	Education (School Donations) Amendment Bill 147-3. (2019). http://legislation.govt.nz/bill/government/2019/0147/latest/whole.html	(Education [School Donations] Amendment Bill, 2019).	Parliamentary bills are proposals to either pass new laws (acts) or amend existing laws.
Regulations	Food Regulations 2015, LI 2015/310. (2015). http://legislation.govt.nz/regulation/public/2015/0310/24.0/DLM6684211.html	(Food Regulations, 2015).	

Court Cases

Specify the parties' exact names as they appear on the first page of the case. For individuals, provide the surname only.

Reference Examples: Court Cases

Item	Full reference (in reference list)	In-text citation	Notes
Court cases	Name v. name, Court name Volume number (Year). URL Garrison v. Fitzgibbon, NZFC 116 (2019). https://www.districtcourts.govt.nz/assets/secure/2019-12-03/a9b9cb3e63/2019-NZFC-116_Garrison-v-Fitzgibbon.pdf	(*Garrison v. Fitzgibbon*, 2019). **or** *Garrison v. Fitzgibbon* (2019) _____	The case name or title is in standard type in the reference list. However, note that it is in italics in the citation.

Standards

Standards are agreed specifications and regulations for products, processes, services or performance, and used by a diverse range of organisations. New Zealand Standards can be accessed free through the Ara library databases.

Reference Examples: Standards

Item	Full reference (in reference list)	In-text citation	Notes
New Zealand Standards	Title/subtitle of standard, number. (Date). URL if any Electrical installations: Known as the Australian/New Zealand Wiring Rules, AS/NZS 3000:2018. (2020, January). https://shop.standards.govt.nz/catalog/3000%3A2018%28AS%7CNZS%29/view Land development and subdivision infrastructure, NZS 4404:2010. (2010, July 5). https://shop.standards.govt.nz/catalog/4404%3A2010%28NZS%29/view	(Title, year). (Electrical Installations, 2020). (Land Development and Subdivision Infrastructure, 2010).	If the work you are referencing has a URL, see "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide. **In-text citation**: Give the shortened title only.
Standards	New Zealand Nurses Organisation. (2012, July). *Standards of professional nursing practice.* https://www.nzno.org.nz/LinkClick.aspx?fileticket=kC5YpeNKSRk%3D&portalid=0	(New Zealand Nurses Organisation [NZNO], 2012). Subsequent citation: (NZNO, 2012).	In-text citation: 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.

Te Tiriti o Waitangi / Treaty of Waitangi

Reference Examples: Te Tiriti o Waitangi / Treaty of Waitangi

Item	Full reference (in reference list)	In-text citation	Notes
Text of the Treaty of Waitangi / Te Tiriti o Waitangi	Ministry for Culture and Heritage. (2020, June 18). *Read the Treaty: Page 1: Introduction*. New Zealand History. Retrieved October 20, 2020, from https://nzhistory.govt.nz/politics/treaty/read-the-treaty/english-text State Services Commission. (2005). *All about the Treaty* [Booklet]. The Treaty of Waitangi Information Programme. https://nzhistory.govt.nz/files/documents/All_about_the_Treaty.pdf *Te Titiri o Waitangi: The Treaty of Waitangi* [Te Tiriti with English translation]. (n.d.). Ministry for Culture and Heritage. https://nzhistory.govt.nz/files/documents/treaty-kawharu-footnotes.pdf	According to the English text of the Treaty of Waitangi (Ministry for Culture and Heritage, 2020), …. According to the English translation of the Māori text (State Services Commission, 2005, Article the first), …. (*Te Titiri o Waitangi: The Treaty of Waitangi*, n.d., Preamble).	You are most likely to find the Treaty of Waitangi reproduced in a book or website that reprints, or refers to, details of the Treaty. Therefore, the format of your reference entry will depend on the source you are using. For example, the first example provided here is a website, the second is a booklet, and the third is a PDF downloaded from a website (referenced in the format for grey literature). In your writing, identify the text of the Treaty (English, Māori, or English translation of Māori version). In the in-text citation, include the article number if applicable. If referring to the text that precedes the articles, write "Preamble".

Item	Full reference (in reference list)	In-text citation	Notes
Waitangi Tribunal report	Waitangi Tribunal. (1992). *The Ngāi Tahu sea fisheries report 1992* (Wai 27). Brooker and Friend. https://forms.justice.govt.nz/search/Documents/WT/wt_DOC_68472628/NT%20Sea%20Fisheries%20W.pdf	(Waitangi Tribunal, 1992).	

Social Media

Take care when citing social media such as Facebook and X posts. They are generally not peer reviewed, not scholarly, and not archived for a significant time.

Cite only original content from social media sites. For example, if you found information on X, cite that post. If you found information on a Facebook page, cite that page or post. However, if you found information through social media, you do not need to mention the social media link – cite only the original source of the content. For example, if you found information in a blog post that you found through a link on X, cite only the blog post – you do not need to mention that you found it through X.

The Elements of a Reference Entry for Social Media

SOCIAL MEDIA	Author, A. A. *or* Name of Organisation. (Year, Month Day). *Title of post* [Description]. Site name. URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. *or* Name of Organisation.

- Write the last name first, followed by a comma and the initials. Leave a space between the initials. If the author is an organisation, write the full name of the most specific department involved.
- If only a screen name is available, use the screen name. Do not alter any nonstandard spelling or capitalisation.
- For platforms like Instagram and X, include the screen name in square brackets after the author or organisational name.

(Year, Month Day).

- Use numbers for the year and day, and words for the month. An example of this element is:

    2021 September 17.

- When information is missing, use the abbreviation n.d. for "no date".

***Title* [description].**

- Capitalise the first word of the title and include up to the first 20 words of the post (if there is no title). Italicise the title.

- If the type of grey literature, or its format, is not clear from the title, describe it in square brackets after the title to help your reader find the document you have used. e.g. [Booklet]. If the format of the document is obvious, do not add a description after the title.

Site Name.

- Name the site where the content was posted.

URL

- If the item has a DOI or URL, include the link in the reference after the site name. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide for more information.

Reference Examples: Social Media

Item	Full reference (in reference list)	In-text citation	Notes
Facebook page	Environment and Conservation Organisations of NZ. (n.d.). *Home* [Facebook page]. Facebook. Retrieved September 25, 2020, from https://www.facebook.com/econz/	(Environment and Conservation Organisations of NZ, n.d.).	State the full name of an organisational author. Use the Facebook page title, in this case Home, in the reference. Provide a retrieval date to show this is a snapshot of the content at a particular time. Group page content is likely to be added to, so by including this date, you indicate to readers that the version of the Facebook page they retrieve may be different from the version you used.

Item	Full reference (in reference list)	In-text citation	Notes
Facebook post	World Health Organization. (2020, September 25). *Stop tobacco use. Reduce the harmful use of alcohol. Cut salt intake. Consume less sugar. Increase physical activity. Let's beat [Video attached]* [Status update]. Facebook. https://www.facebook.com/watch/?v=361365511722793&extid=M5duiFVkjV6zSulj	(World Health Organization, 2020).	Use or adapt this format when referencing other platform pages or profile pages from social media such as Facebook, Instagram and Tumblr. In the title, provide the content of the post up to the first 20 words. Include a description of any audiovisuals in brackets. **Note**: Information from private or friends-only Facebook, X or Instagram pages is NOT publicly retrievable. Thus, cite it only as personal communication (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 17 of this Guide). No reference list entry is required.
Instagram photo or video	Christchurch City Council [@christchurchcc]. (2020, August 11). *Want a sticker to pop on the lids of your three bins so you can double check what goes in* [Photograph]. Instagram. https://www.instagram.com/p/CDu5SP8pTIK/	(Christchurch City Council, 2020).	State the full name of the organisation that posted the photo or video.
Instagram highlight	Auckland Museum [@aucklandmuseum]. (n.d.). *Sir Ed photos* [Highlight]. Instagram. Retrieved September 25, 2020, from https://www.instagram.com/aucklandmuseum/tagged/	(Auckland Museum, n.d.).	As a highlight can change at any time, the retrieval date is needed (see "Providing Retrieval Dates With URLs" on p. 11 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
LinkedIn profile	Whittaker's (n.d.). *About* [LinkedIn page]. LinkedIn. Retrieved September 12, 2024, from https://www.linkedin.com/company/whittaker-s/about/	(Whittaker's, n.d.).	Some examples of LinkedIn page titles are "Home," "About," and "Jobs"). Include your retrieval date as the information may change over time and is not archived.
X post **(formerly known as a tweet on Twitter)**	Prevention Institute [@preventioninst]. (2020, September 24). *If you want to talk #health, you have to talk #racialjustice* [Video attached] [Post]. X. https://x.com/preventioninst/status/130921100909687680	(Prevention Institute, 2020).	State the full name of the organisational author.
	Save Animals From Exploitation [@SAFENewZealand]. (2024, March 4). *Today, SAFE is launching a nationwide campaign to #ProtectTheBan on live animal export in New Zealand* [Image attached] [Post]. X. https://x.com/SAFEnewzealand/status/176442813640051331	(Save Animals From Exploitation [SAFE], 2024).	State the full name of the organisational author even if its abbreviation is officially used, because the complete name is more informative to the reader. Refer to the SAFE example.

Webpages and Websites

Using the "Webpages and Websites" Reference Category

- **Important**: Only use the "Webpages and Websites" category when the work you are referencing does not fit within another reference category. It can be confusing, as many types of works can be retrieved <u>through</u> a website or webpage, including journal articles, newspaper articles, blog posts, and booklets. However, these works are not webpages and need to be referenced under their own category.
- Before writing your reference, ask yourself, "what type of work is on this website?" Then choose the reference category that is most similar to the work you want to reference and follow the most relevant example in this Guide. Check the index or table of contents to find the correct section in this Guide.

Citing an Entire Website

If you are generally mentioning a website, that is, not citing specific information from that website, you do not need a reference list entry or in-text citation. Provide the name of the website in text and include the URL in brackets. For example:

> Kidspsych is a wonderful interactive website for children (http://www.kidspsych.org).

The Elements of a Reference Entry for Webpages and Websites
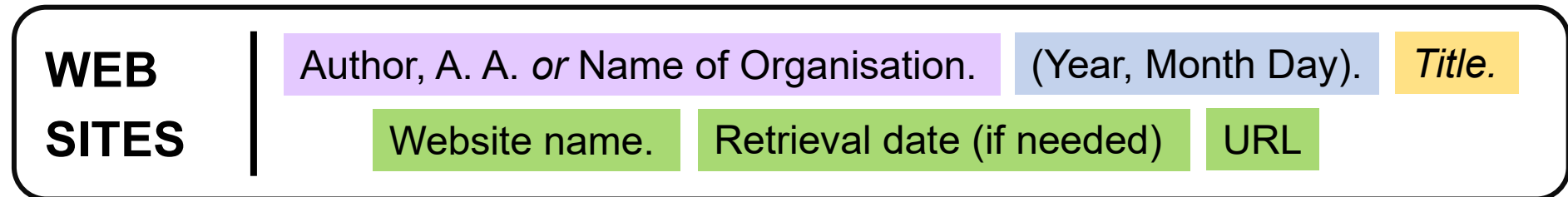
WEB SITES | Author, A. A. *or* Name of Organisation. (Year, Month Day). *Title.* Website name. Retrieval date (if needed) URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. *or* Name of Organisation.

- If the author is an individual, write the last name first, followed by a comma and the initials. Leave a space between the initials.
- If only a screen name is available, use the screen name. Do not alter any nonstandard spelling or capitalisation.
- If the author is an organisation, write the full name of the most specific department involved. For a webpage from a government agency or an organisation, the organisation or agency is classed as the author, unless otherwise specified.

- The author of a webpage may be found on an "about us" or acknowledgements page.
- If you cannot determine who the author is, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.

(Year, Month Day).

- Provide the most specific publication date possible—for example, year, month, day; year, month; or year only.
- Use numbers for the year and day, and words for the month. An example of this element is:

2021, September 17.

- Use only the date that applies to the content you are using. If an updated date is available and is clearly attributable to the specific content you are citing rather than to the overall website, use that updated date in the reference.
- If there is no separate date of publication on the webpage, reference the source as having no date of publication.
- Do not use a copyright date from the footer of the website, as this may not be the date of publication of your specific webpage.

Title.

- Capitalise the first word of the title and any subtitle. Italicise the title.

Website Name.

- Name the site where the content was posted.

Retrieval Date

- When referencing a webpage with *frequently* updated content, include a retrieval date in the source element. By including this retrieval date, you indicate to readers that the webpage they retrieve may be different from the version you used. (For example, see U. S Census Bureau (n.d.) example below. This reference entry requires a retrieval date as the World Population Clock is changing constantly.)
- An example of this element is:

Retrieved May 29, 2021, from

- If you are not sure if the webpage you have used is frequently updated, add a retrieval date into your reference entry. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide.

URL

- If the item has a DOI or URL, include the link in the reference after the site name. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide for more information.
- See also the information on copying and pasting hyperlinks in "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.

Reference Examples: Webpages and Websites

Item	Full reference (in reference list)	In-text citation	Notes
Webpage with individual author(s)	Murad, A. L. (2020, August 14). *5 key habits of healthy eaters*. Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/5-key-habits-of-healthy-eaters/art-20270182	(Murad, 2020).	If you cannot determine who the author is, see "Citing a Work With no Author" on p. 16 of this Guide before writing your reference.
Webpage with organisation or agency as author	Ministry of Health. (2018, December 5). *Māori health*. https://www.health.govt.nz/our-work/populations/maori-health University of Auckland Business School. (n.d.). *Reflective experience.* Learning Hub. https://www.learninghub.ac.nz/writing/reflective-writing/ U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department of Commerce. Retrieved January 9, 2020, from https://www.census.gov/popclock/ World Health Organization. (n.d.). *The 1st international conference on health promotion, Ottawa, 1986.* http://www.who.int/healthpromotion/conferences/previous/ottawa/en/	(Ministry of Health, 2018). (University of Auckland Business School, n.d.). (U.S. Census Bureau, n.d.). (World Health Organization [WHO], n.d.).	With organisational or government agency websites, the organisation or agency itself is the author, unless otherwise specified. If the author is an organisation or agency, see "Abbreviating Organisational Authors" on p. 16 of this Guide. When the author's name and the website name are the same, omit the website name from the source element. See the Ministry of Health and World Health Organization examples.

Item	Full reference (in reference list)	In-text citation	Notes
Multiple webpages from the same website, same year	World Health Organization. (2019a). *7 million people receive record levels of lifesaving TB treatment but 3 million still miss out*. https://www.who.int/tb/en/ World Health Organization. (2019b). *Strategies for oral disease prevention and health promotion*. https://www.who.int/oral_health/strategies/en/	(World Health Organization, 2019a). (World Health Organization, 2019b). (World Health Organization, n.d.-a). (World Health Organization, n.d.-b).	If you have used more than one webpage from a website, create a separate reference entry for each webpage. Add suffixes a, b, c etc. to the date e.g., 2019a, 2019b, n.d.-a, n.d.-b. Use the alphabetical order of the titles in the reference list to assign the suffixes. Double the letters when the series goes beyond z. e.g., 2019aa or n.d.-aa). See also "Citing Works With the Same Author and Same Date" on p. 16 of this Guide.

Audio-Visual (AV) Media

Two Formats for AV Media References: Stand-Alone Works and Part-of-a-Whole Works

There are two different formats for AV media references: one format for if the work stands alone (e.g., films, whole TV series, music albums, artwork, YouTube videos), and another format if the work is part of a greater whole (e.g., a TV series episode, a podcast episode, a song from an album). Follow the examples below for the type of item you are referencing.

The Elements of a Reference Entry for Audio Visual Media
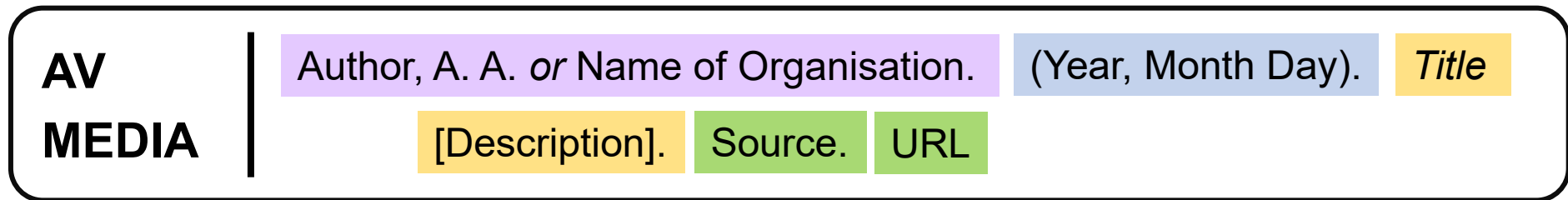
AV MEDIA | Author, A. A. *or* Name of Organisation. (Year, Month Day). *Title* [Description]. Source. URL

Note. Adapted from *Reference Guide for Journal Articles, Books, and Edited Book Chapters*, by The American Psychological Association, 2020 (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). Copyright 2020 by The American Psychological Association.

Author, A. A. *or* Name of Organisation.

- If the author is an individual, write the last name first, followed by a comma and the initials. Leave a space between the initials.
- If the author is an organisation, write the full name of the most specific department involved.
- The author of an AV work is determined by the type of work, as in the table below. Add their contribution in brackets immediately after their name, e.g. (Director).

Type of work	Include as author
Film	Director
TV series	Executive producer(s)
TV series episode	Write and director of episode
YouTube or other online streaming video	Person or group who uploaded the video
Webinar	Instructor

Type of work	Include as author
Podcast	Host or executive producer
Podcast episode	Host of episode
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Photograph	Photographer

(Year, Month Day).

- Provide the most specific publication date possible—for example, year, month, day; year, month; or year only.
- Use numbers for the year and day, and words for the month. An example of this element is:

2021, September 17.

- If a series is still airing, replace the second year with the word "present", e.g. (2017-present).

***Title* [Description].**

- Capitalise the first word of the title and any subtitle. Italicise the title.
- Describe the AV work in square brackets immediately after the title—e. g. [Film], [DVD], [TV series], [TV series episode], [Podcast].

Source.

- Name the publisher. If the publisher is the same as the author, omit the publisher name.
- The publisher of a stand-alone work may be a production company, label, museum name and location, or university department and name.
- The source details for a part-of-a-whole work begin with "In" or "On", and provides the details of the complete work that the part is found in.

URL

- If the item has a DOI or URL, include the link in the reference after the site name. See "Including URLs and DOIs in Reference List Entries" and "Providing Retrieval Dates With URLs" on pp. 10-11 of this Guide for more information.
- See also the information on copying and pasting hyperlinks in "Including URLs and DOIs in Reference List Entries" on p. 10 of this Guide.

Audio Visual Works

*Important note about audiovisual works: Use the guidelines below only if you are *referring* to an AV work. If you are *reproducing* (reprinting or adapting) an AV work in your paper or assignment (e.g., a photograph or art work), do not use the guidelines below. Instead, you must provide a copyright attribution (see "Tables and Figures" on p. 97 in Part 2 of this Guide).

Reference Examples: Audio Visual Works

Item	Full reference (in reference list)	In-text citation	Notes
Film or video	Peele, J. (Director). (2017). *Get out* [Film]. Blumhouse. https://www.amazon.com/Get-Out-Daniel-Kaluuya/dp/B06Y1H48K7	(Peele, 2017).	If the film's director is unknown, credit someone in a similar role and name their role in the author description. If a film is in another language, include a translation of the title in square brackets. You do not need to state how you watched a film (e.g., on DVD, streamed online).
Streaming video **YouTube** **Vimeo**	Mayo Clinic. (2020, January 9). *Mayo Clinic minute: How 3D printing helps lung surgery* [Video]. YouTube. https://www.youtube.com/watch?v=zH5NswR1xVw Plowden, A. (2015, December 4). *The filmmaking masterclass 2015* [Video]. Vimeo. https://vimeo.com/147839766	(Mayo Clinic, 2020). (Plowden, 2015).	The person who uploaded the video is credited as the author, even if they did not create the work. In your writing, note the contributions of those who appear in the video. Integrate the speaker's name into your writing, e.g. "Dr Blackmon explained how 3D models can help surgeons describe a procedure to the patient (Mayo Clinic, 2020)."

Item	Full reference (in reference list)	In-text citation	Notes
TikTok	Cook, P. [@chemteacherphil]. (2021, September 17). *Fighting fire with fire. #sciencetok #learnontiktok* [Video]. TikTok. https://www.tiktok.com/@chemteacherphil/video/7008953610872605957	(Cook, 2021).	Cite a livestream (e.g., TikTok Live) that is not archived by its hosting platform and cannot be retrieved online by other means as personal communication.
<u>**Video available from only a specific database**</u> **LinkedIn Learning**	Bock, L. (2019, November 10). *IT security foundations: Core concepts* [Video]. LinkedIn Learning. https://www.linkedin.com/learning/it-security-foundations-core-concepts-2/prepare-for-mta-exam-98-367?u=75768826	(Bock, 2019).	If the work is available only from a specific database or source, name the database in the source element, and provide the URL of the work. See "Including URLs and DOIs in Reference List Entries" and "Including Database Sources in Reference List Entries" on pp. 10-11 of this Guide.
Khan Academy	van Nieuwenhuizen, P. (n.d.). *Thermoregulation in the lungs* [Video]. Khan Academy. https://www.khanacademy.org/test-prep/mcat/organ-systems/the-respiratory-system/v/thermoregulation-in-the-lungs	(van Nieuwenhuizen, n.d.).	
TV series	Iannucci, A., Godsick, C., & Rich, F. (Executive Producers). (2012-2019). *Veep* [TV series]. HBO.	(Iannucci et al., 2012-2019).	Provide the beginning and end dates of the series if it spans multiple years. If the series is still airing, in the date element replace the second year with the word "present", e.g. (2017-present).

Item	Full reference (in reference list)	In-text citation	Notes
TV episode or webisode	Morton, L. (Writer) & Mandel, D. (Director). (2019, March 31). Iowa (Season 7, Episode 1) [TV series episode]. In A. Iannucci, C. Godsick, F. Rich (Executive Producers), *Veep*. HBO. Dolbel, A. (Series Producer). (2019, August 1). Design junkies (Season 2, Episode 5) [TV series episode]. In G. Heathcote & E. White (Executive Producers), *Design junkies*. NZ On Air. eTV. https://ara.etv.org.nz/tv/vod/view/166354	(Morton & Mandel, 2019). (Dolbel, 2019).	An episode is a part-of-a-whole work. Name the episode's writer and director; executive director or other role descriptions can also be used. In the source element the publisher details begin with "In". Provide the details of the complete series that the episode is found in. If the work is available only from a specific database (here, eTV), name the database in the source element, and provide the URL of the work. See "Including Database Sources in Reference List Entries" on p. 11 of this Guide.
Webinar	Thiel, M. (2020, October 6). *Messages from New Zealand: Culture* [Webinar]. Tourism New Zealand. https://traveltrade.newzealand.com/en/training/webinar-recordings/	(Thiel, 2020).	Only reference recorded, retrievable webinars. Cite unrecorded webinars as Personal Communication (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 17 of this Guide).

Item	Full reference (in reference list)	In-text citation	Notes
TED Talk	Hill, K., & Mattu, S. (2018, April). *What your smart devices know (and share) about you* [Video]. TED Conferences. https://www.ted.com/talks/kashmir_hill_and_surya_mattu_what_your_smart_devices_know_and_share_about_you?referrer=playlist-the_most_popular_ted_talks_of_2018#t-5436	(Hill & Mattu, 2018).	When the TED Talk comes from the TED website, the speaker is the author. When the TED Talk is on YouTube, the owner of the YouTube account is listed as the author (here, TED). Integrate the speaker's name into your writing, e.g. "Monica Araya discussed how cities are working towards clean air (TED, 2020)."
	TED. (2020, October 13). *How cities are detoxing transportation* [Video]. YouTube. https://www.youtube.com/watch?v=x1Efv_wF5LE	(TED, 2020).	

Audio Works

Reference Examples: Audio Works

Item	Full reference (in reference list)	In-text citation	Notes
Radio episode	Ballance, A. (Senior Producer). (2020, September 17). Genetic recipe book for natural products from fungi [Radio programme episode]. In *Our changing world*. RNZ. https://www.rnz.co.nz/national/programmes/ourchangingworld/audio/2018764404/genetic-recipe-book-for-natural-products-from-fungi	(Ballance, 2020).	A radio episode is a part-of-a-whole work. List the host or executive producer as the author. Include their role in brackets. The source element begins with "In". Provide the details of the complete radio series.

Item	Full reference (in reference list)	In-text citation	Notes
Radio interview	Rangihaeata, T. D (2021, April 3). *Tuteri Dal Rangihaeata on Poi E's IMNZ Classic Record award* [Radio interview]. Radio New Zealand. https://www.rnz.co.nz/national/programmes/music101/audio/2018790178/interview-tuteri-dal-rangihaeata-on-poi-e-s-imnz-classic-record-award	(Rangihaeata, 2021).	The interviewee is classed as the author for published audio or video interviews.
Podcast	Espiner, E. (Host). (2020). *Getting better: A year in the life of a Māori medical student* [Audio podcast]. Bird of Paradise Productions. https://www.rnz.co.nz/programmes/getting-better	(Espiner, 2020).	A podcast is a stand-alone work. List the host or executive producer as the author. Include their role in brackets. Omit the URL of the podcast if it is unknown (e.g., accessed through an app).
Podcast episode	Anderson, D. (Host). (2019, November 13). Time to unplug? How screen time impacts the ADHD brain (no. 271) [Audio podcast episode]. In *ADDitude's ADHD experts podcast*. Liberated Syndication. https://additudemag.libsyn.com/271-time-to-unplug-how-screen-time-impacts-the-adhd-brain	(Anderson, 2019).	A podcast episode is a part-of-a-whole work. Name the episode's host as the author. The source element begins with "In" Provide the details of the complete podcast series.

Item	Full reference (in reference list)	In-text citation	Notes
Single song or track from an album	Dion, C. (2019). Imperfections [Song]. On *Courage*. Columbia.	(Dion, 2019).	**In-text citation**: Include track numbers. A song from an album is a part-of-a-whole work. The source element begins with "On". Provide the details of the complete album that the song is found in. Include a URL only if that location is the one place the song can be retrieved.

Visual Works

*Important note: Use the guidelines below only if you are *referring* to a visual work (e.g., photograph, artwork, infographic), that is, just citing it. Do not use the formats below if you are *reproducing* (reprinting or adapting) a visual work. Instead, see "Tables and Figures" on p. 97 in Part 2 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Infographic	Statistics New Zealand. (2019, September 23). *New Zealand population in 2018: Key data* [Infographic]. https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data	(Statistics New Zealand, 2019).	Use this format to cite (but not reproduce) infographics. If you are reproducing (reprinting or adapting) these images. See "Tables and Figures" on p. 97 in Part 2 of this Guide.
Clip art or stock image	GDJ. (2018). *Cybernetic brain line art inverted* [Clip art]. Openclipart. https://openclipart.org/detail/307465/cybernetic-brain-line-art-inverted	(GDJ, 2018).	Use this format to cite (but not reproduce) clip art or stock images. If you are reproducing (reprinting or adapting) these images, see "Tables and Figures" on p. 97 in Part 2 of this Guide.

Item	Full reference (in reference list)	In-text citation	Notes
Artwork in museums or on a museum website "Artwork" includes paintings, sculptures, photographs, prints, drawings, and installations	Brake, B. (1960). *Monsoon girl* [Photograph]. Te Papa Tongarewa, Museum of New Zealand, Wellington, New Zealand. https://collections.tepapa.govt.nz/object/574919 Wyeth, A. (1948). *Christina's world* [Painting]. Museum of Modern Art, New York, NY, United States. https://www.moma.org/collection/works/78455	(Brake, 1960). (Wyeth, 1948).	Use this format to cite (but not reproduce) artworks. If you are reproducing (reprinting or adapting) artworks, see "Tables and Figures" on p. 97 in Part 2 of this Guide. For artworks in specific locations, include the location in the source element of your reference list entry to help retrieval. See "Rules for Works Associated With Specific Locations" on p. 69 in Part 2 of this Guide.
Artwork not connected to a museum "Artwork" includes paintings, sculptures, photographs, prints, drawings, and installations	Nadlinger, D. (n.d.) *Single atom in an ion trap* [Photograph]. National Geographic. https://www.nationalgeographic.com/news/2018/02/trapped-atom-photograph-long-exposure-competition-spd/	(Nadlinger, n.d.).	Use this format to cite (but not reproduce) artworks. If you are reproducing (reprinting or adapting) artworks, see "Tables and Figures" on p. 97 in Part 2 of this Guide. Name the artist or photographer as the author. The source is the name of the site where the artwork was retrieved from.

Item	Full reference (in reference list)	In-text citation	Notes
Map	Google. (n.d.). [Google Maps directions for driving from Rome, Italy, to Zurich, Switzerland]. Retrieved October 13, 2020, from https://www.google.com/maps/dir/Rome,+Metropolitan+City+of+Rome,+Italy/Z%C3%BCrich,+Switzerland/@44.6220013,8.2783098,7z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x132f6196f9928ebb:0xb90f770693656e38!2m2!1d12.4963655!2d41.9027835!1m5!1m1!1s0x47900b9749bea219:0xe66e8df1e71fdc03!2m2!1d8.541694!2d47.3768866!3e0	(Google, n.d.).	There are no titles for dynamically created maps (like Google Maps). Therefore, describe the map in square brackets, and include a retrieval date.
	Gore District Council. (n.d.). *Gore street map.* https://goredc.govt.nz/assets/documents/maps/street-map-gore.pdf	(Gore District Council, n.d.).	

Item	Full reference (in reference list)	In-text citation	Notes
PowerPoint slides or lecture notes retrieved from an open-access source	Jones, J. (2016, March 23). *Guided reading: Making the most of it* [PowerPoint slides]. SlideShare. https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it Reinhart, C. (2018, Fall). *4.401/4.464 Environmental technologies in buildings* [PowerPoint slides]. MIT OpenCourseWare. https://ocw.mit.edu/courses/architecture/4-401-environmental-technologies-in-buildings-fall-2018/lecture-slides-1/MIT4_401F18_lec14.pdf	(Jones, 2016). (Reinhart, 2018).	When the slides are open access (available online to anyone, e.g., through SlideShare or an open-access course website), provide the site name on which they are hosted in the source element of the reference, followed by the URL of the slides. If quoting from a PowerPoint slide, add the slide number to the citation, e.g. (Jones, 2016, Slide 2).

Item	Full reference (in reference list)	In-text citation	Notes
PowerPoint slides or lecture notes from a classroom website, learning management system, or company intranet	Booth, D. (2018). *The MEN system* [NZ2387 Electrical Pretrade 2020 PowerPoint slides]. Ara OneNote. https://www.onenote.com/hrd?wdorigin=ondcauth2&wdorigin=poc	(Booth, 2018).	If the slides or lecture notes come from a classroom website (e.g., OneNote), a learning management system (e.g., Moodle), or a company intranet, and you are writing for an audience with access to that resource, provide the name of the site and its URL. For sites requiring login use the homepage or login page URL. However, if the audience for which are you writing does not have access to the slides, cite them as a personal communication (see "Citing Personal Communications (e.g., Email, Interviews, and Guest Speakers)" on p. 18 of this Guide.)
	Borrie, L. (n.d.). *Lecture 5: Classical antiquity: The Greeks* [Contextual Studies 500 lecture notes]. Ara Moodle. https://moodle.ara.ac.nz/course/view.php?id=9151	(Borrie, n.d.).	
	Department of Health Practice. (2020). *Nervous system: Spinal cord and peripheral nervous system* [BNNS501 PowerPoint slides]. Ara Moodle. https://moodle.ara.ac.nz/mod/folder/view.php?id=389871	(Department of Health Practice, 2020).	If quoting from a PowerPoint slide, add the slide number to the citation, e.g. (Borrie, 2018, Slide 6).
	Skills Organisation Incorporated. (2018). *Learning resource: Demonstrate knowledge of earthing (level 3, credits 2)* [NZ2387 Electrical Pretrade 2020 US1204 lecture notes]. Ara OneNote. https://www.onenote.com/hrd?wdorigin=ondcauth2&wdorigin=poc	(Skills Organisation Incorporated, 2018).	Only materials written by a tutor must name the tutor as author. Reference printed course materials (e.g., a course booklet) as grey literature. See "Reports and Other Grey Literature" on p. 60 in Part 2 of the Guide.

Tables and Figures

Tables present information in columns and rows. They usually contain numeric data, but sometimes tables can present textual information, such as lists of words.

Figures are any type of illustrations that are not tables. They can be graphs, diagrams, charts, posters, maps, infographics, artworks, pictures, and photographs.

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- The guidelines and examples below relate to the *reproduction* (reprinting or adaptation) of tables/figures from a published source.

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- When *reprinting* tables/figures, use "From" in your copyright attribution.
- When *adapting* tables/figures, use "Adapted from" in your copyright attribution.

Formatting Reference List Entries and Copyright Attributions for Tables and Figures

Reference list entry: Provide a reference list entry for the book, journal article, report, webpage etc. where you found the table/figure you have reprinted or adapted. In the examples below, the Table is reprinted from a report (grey literature), and the Figure is from a website.

Copyright attribution: A copyright attribution is used instead of an in-text citation. The copyright attribution is placed below the table or figure and starts with *Note*. See Table 1 below for specific information on formatting your copyright attribution, depending on your source.

Layout Information for Reproducing Tables and Figures

- Insert the table/figure at the end of the paragraph (or as close as possible) to where it is first referenced in the text.
- Each table/figure should have the accompanying copyright attribution and full reference. (See 'Reference Examples: Tables and Figures' below.)

- Each table/figure number should be bold and numbered separately in the order in which they occur in the assignment (**Table 1**, **Table 2** etc.).
- A title or brief description of the contents (exactly copied, or shortened, from what is written in the source) is written in *italics* and placed one double-spaced line below the table/figure number.
- Use numbers to refer to tables and figures in your assignment. For example, "as shown in Table 1" or "___ (see Figure 1)."

Table 1
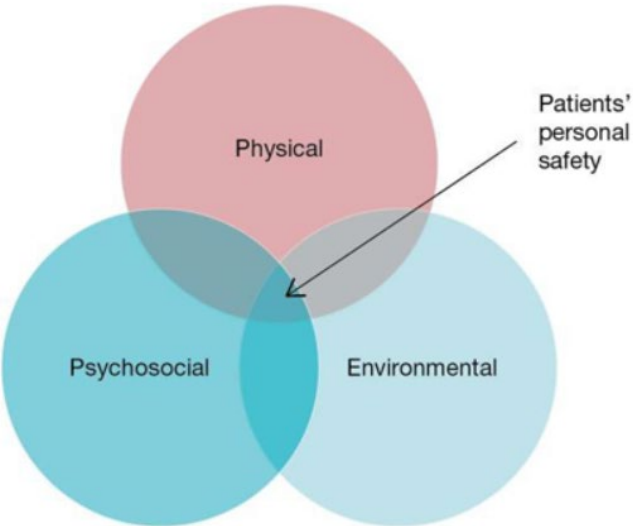
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Source	Reprinted or adapted status	Source information	Copyright status
Journal, magazine, or newspaper	*Note*. From **or** *Note*. Adapted from	"Title of Article," by A. A. Author and B. B. Author, year, *Title of Journal or Magazine*, *volume*(issue), p. xx (DOI or URL).	Copyright year by Name of Copyright Holder (e.g., Copyright 2020 by Ara Institute of Canterbury, Ltd.) **or** In the public domain. **or** Creative commons attribution (e.g., CC BY-NC 4.0).
Book or report		*Title of Book or Report* (p. xx), by A. A. Author and B. B. Author, year, Publisher (DOI or URL).	
Book chapter		"Title of Chapter," by A. A. Author and B. B. Author, in E. E. Editor and F. F. Editor (Eds.), *Title of book* (edition or volume number, p. xx), year, Publisher (DOI or URL).	
Webpage		*Title of Webpage*, by A. A. Author and B. B. Author, year, Site Name (DOI or URL). **or** *Title of Webpage*, by Group Author the Same as Site Name, year, (DOI or URL).	

Note. Adapted from *Publication Manual of the American Psychological Association, 7th Edition* (p. 390), by American Psychological Association, 2020, (https://doi.org/10.1037/0000165-000). Copyright 2020, American Psychological Association.

Reference Examples: Tables and Figures

Item	Full reference (in reference list) and notes	Copyright attribution
Tables Refer to the back cover of this guide for examples of copyright attribution of reproduced original material from a book.	Ministry of Business, Innovation and Employment. (2018). *Manufacturing sector report: Key facts and findings.* https://www.mbie.govt.nz/assets/dc900a28f7/manufacturing-report-2018-a3.pdf **How to refer to a table in your text**: "In 2017, even though manufacturing firms were only 4% of New Zealand companies, they contributed to 12% of the country's GDP value (see Table 1)." Or "Table 1 shows that in 2017, even though manufacturing firms were only 4% of New Zealand companies, they contributed to 12% of the country's GDP value." **How to cite a table comprised of data from multiple sources**: If you have combined data from multiple sources to create a table, construct your note as follows: *"Note.* Collated and adapted from source 1; source 2; etc." An original table you create, using your own information or data, does not require a reference or citation. Simply provide the table number and caption above your original table.	**Table 2** *Data on Total Manufacturing Sector in New Zealand* <table><tr><td>**Total Manufacturing**</td><td>**2017**</td></tr><tr><td>GDP value</td><td>$23 billion (12% of total)</td></tr><tr><td>Number of firms</td><td>21,366 (4% of total)</td></tr><tr><td>Number of employees</td><td>241,100 (11% of total)</td></tr><tr><td>Exports</td><td>$36 billion (52% of total)</td></tr><tr><td>Revenue</td><td>$102 billion (2016)</td></tr><tr><td>Research & development expenditure</td><td>$671 million (2016)</td></tr></table> *Note.* Adapted from *Manufacturing sector report: Key facts and findings,* by Ministry of Business, Innovation and Employment, 2018 (https://www.mbie.govt.nz/assets/dc900a28f7/manufacturing-report-2018-a3.pdf). CC BY 4.0.

Item	Full reference (in reference list) and notes	Copyright attribution
Figures that are <u>reproduced in exact form</u> from a chapter in an edited book (each chapter written by different author(s)	Feo, R., Conroy, T., Alderman, J., & Kitson, A. (2021). Engaging patients and keeping them safe. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), *Fundamentals of nursing* (6th ed., pp. 34-48). Elsevier Australia. **How to refer to a figure in your text**: "As can be seen in Figure 1, in the five years to 2023, _____." Or "In the five years to 2023, _____ (see Figure 1)." **Notes**: Figures are any type of illustrations that are NOT tables. Figures may include graphs, diagrams, charts, posters, maps, infographics, artworks, pictures, and photographs. An original figure you create, using your own information or data, does not require a reference or citation. Simply provide the figure number and caption above your original figure.	**Figure 4** *Patients' Personal Safety* *Note*. From "Engaging patients and keeping them safe," by R. Feo, T. Conroy, J. Alderman, & A. Kitson, in J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), *Fundamentals of nursing* (6th ed., p. 37), 2021, Elsevier Australia. Copyright 2021 by Elsevier Australia.

References

American Psychological Association. (n.d.-a). *APA Style blog*. https://apastyle.apa.org/blog

American Psychological Association. (n.d.-b). *Reference examples.*

> https://apastyle.apa.org/style-grammar-guidelines/references/examples

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

Creative Commons. (n.d.). *About CC licenses*. https://creativecommons.org/about/cclicenses/

Elder, H. (2020). *Aroha: Māori wisdom for a contented life lived in harmony with our planet*. Penguin Random House New Zealand.

McAdoo, T. (2024, February 23). How to cite ChatGPT. *APA Style Blog.*

> https://apastyle.apa.org/blog/how-to-cite-chatgpt

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The Four Elements of a Reference List Entry

The four elements of a reference list entry are: author, date, title and source.

Figure 5
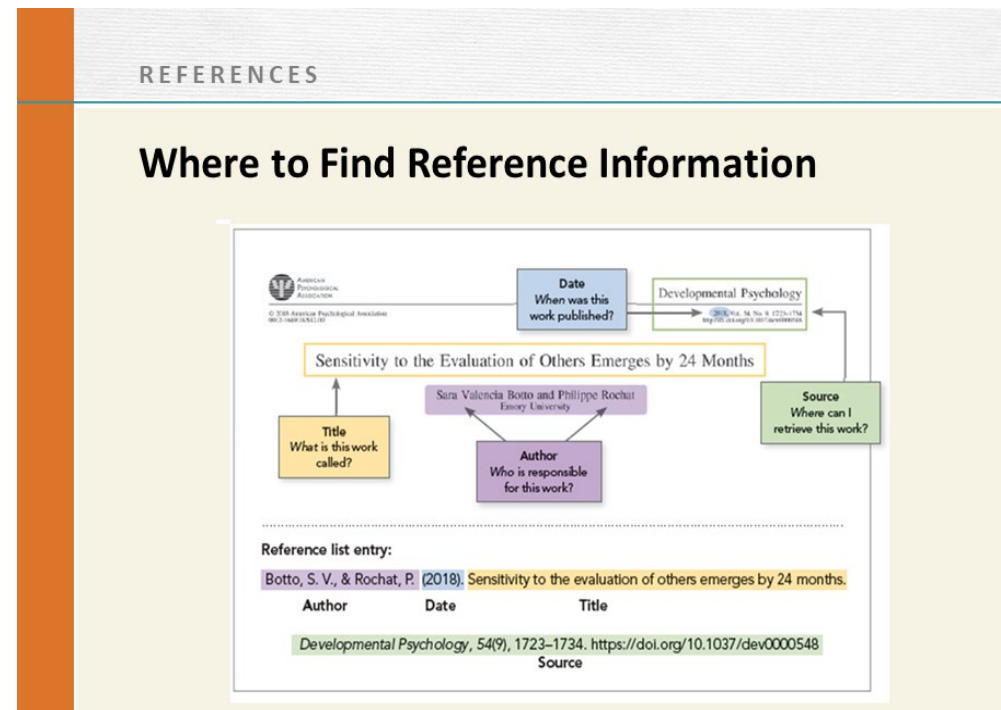
The Four Elements of an APA Reference
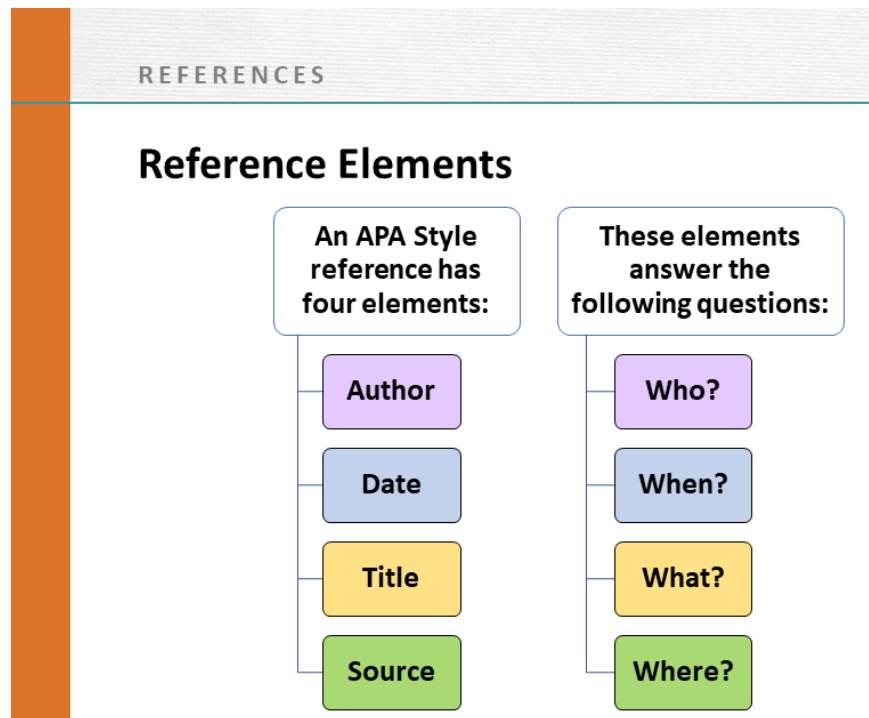
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Figure 6

Where to Find Reference Information

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