APA Referencing: A Guide for Ara Institute of Canterbury Ltd. 2021

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.
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, etc.), 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. 88 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 DOIs and URLs.

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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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 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 in Part 1 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 in Part 1 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.

Reference Elements

An APA Style reference has four elements:

- Author
- Date
- Title
- Source

These elements answer the following questions:

- Who?
- When?
- What?
- Where?


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.
- **Date**: When was this work published? (e.g., year, year & month, year & month & day)
- **Title**: What is the name of this work?
- **Source**: Where can readers retrieve this work? (e.g., Publisher, DOI, URL)
  (See below for information on including DOIs and URLs, and database information, into the source element)
Where to Find Reference Information


Including DOIs and URLs in Reference List Entries

Because so much information is available or retrieved online, most reference list entries end with either a DOI or a URL.

- A DOI, or digital object identifier, is a unique set of letters/numbers, assigned to a specific digital source of information to identify its content. A DOI provides a persistent link to its location on the internet. A DOI begins with the number 10 and looks like this: https://doi.org/10xxxxxxx. It is typically located on the first page of an article near the copyright notice.
- A URL, or uniform resource locator, 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. 10 in Part 1 of this Guide.

Check your information source carefully for a DOI.

- If the work has a DOI, add it to your reference list entry – even if you have used a print version of the work.
- Some sources use older DOI formats. Change all older DOI formats (e.g., http://dx.doi.org/10xxxxxx, doi:10xxxxxx, or DOI:10xxxxxx) to the current DOI format: https://doi.org/10xxxxxx
- If an online work has both a DOI and a URL, include only the DOI.
- If the online work has a URL, but no DOI, provide the URL in the reference (e.g., provide a URL for a work without a DOI retrieved from a website). However, there are some
exceptions to this if the work comes from an academic research database or other library-provided service. See "Including Database Sources in Reference List Entries" below.

- Present both DOIs and URLs as hyperlinks. Links should be live. Your word processing program (e.g., MS Word) will have a default setting for live links, so use that. (Usually this is an underlined blue font.)
- To ensure accuracy, copy and paste the DOI or URL 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 period (full stop) after the DOI or URL, as doing this may stop the link from functioning.

Providing Retrieval Dates With URLs

- Many URLs are permanent links that are intended to remain unchanged or ‘stable’ for many years. Therefore, most references 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. For example, information may change on Facebook pages, some online dictionary entries, frequently updated websites, UpToDate articles, and maps in Google Maps. So when your reader follows the URL you provide, they may not retrieve the same version of the work as yours.
- Therefore, when you have used information from a source that is ‘not stable’, you need to provide a retrieval date in the source element of your reference list entry. Put the retrieval date before the URL, as below.

Retrieved November 21, 2020, 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 list entry.

Including Database Sources in Reference List Entries

- If the work you are referencing does not have a DOI, and you have accessed it from an academic research database or other library-provided service, most of the time you do not need to name that database or provide a URL in the reference list entry. This is because works from those databases are usually available elsewhere. Examples of those databases are CINAHL, ScienceDirect, Ovid, Gale databases, Google Scholar, and most EBSCO databases (excluding ERIC).
- Therefore, if your online work does not have a DOI, and you have accessed it from an academic research database or other library-provided service, the reference list entry for the online version of the work (e.g., a journal article) would look the same as the reference list entry for a print version of the work/article.
- However, sometimes you do need to name a specific database or archive for a work without a DOI, as the work is only available from that one place. 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.
- Note: Some URLs of works retrieved from a database will not allow your reader to see the work. This is because the URL requires a database login or is specific to the time of your search. In this case, provide the URL of the database’s home page or login page instead.
- Rule of thumb: If the work you have used does not have a DOI, and you think it is only available from one specific database, name the database and provide the URL of the work. 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 APA Guide, or ask a librarian.
How to Present 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 p. 15.)

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 chose the setting to Remove Space after paragraphs.

8. List entries alphabetically by first author’s surname (but see note 9 below).

9. Invert all authors’ names (i.e. family name and then initials).

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 name.

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 organisations: 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. See “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.
Example of an APA Reference List

References


Bote, J. (2019, December 3). Whale found dead with 100kg of trash in its stomach. *Stuff.*


https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/5-key-habits-of-healthy-eaters/art-20270182

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:

1. The author name and publication date appear in parentheses. For example:
   
   Falsely balanced news coverage can distort the public’s perception of expert consensus on an issue (Koehler, 2016).

2. Alternatively, the author name appears in the text of the sentence, followed immediately by the date in parentheses. For example:

   Koehler (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. 18 in Part 1 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. 19-20 in Part 1 of this Guide for the principles and examples of quoting.
Include the Author and Date in Every In-Text Citation

If you need to repeat an in-text citation in your writing, repeat the author and date.

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 these as your own work. You need to credit all sources in your writing—even when sources cannot be retrieved (e.g. because they are personal communications; see “Citing Personal Communications (e.g. Email, Interviews, and Guest Speakers)” on p. 17 in Part 1 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 as long as the source remains clear and unchanged.

More Information About Citing Sources

Citing a Single Source in a Paragraph

When paraphrasing information from a single source over several sentences, you only need to cite the source in the first sentence of the paraphrase. This avoids repetition and minimises the word count. The first citation includes the author and date.

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.

Citing Works With the Same Author and Same Date

- For works published in the same year by the same author(s), add the suffixes a, b, c etc. to the date in both the in-text citation and the reference list entries (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 a, b, c order is by the alphabetical order of the titles in the reference list, not by the order they appear in your assignment.
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)

Citing a Work With no Author
If there appears to be no author, first consider whether the work has been authored by an organisation. Also, if the author is explicitly named as “Anonymous” (where the name of the author is withheld or unknown), treat “Anonymous” as the author’s real name.
If there is no individual author, organisational author, or anonymous author, then begin the reference entry with the work’s title and add it to the reference list. Alphabetise by the first significant word in the title, ignoring the words *The, A, and An*.


When citing a work with no author in the text, cite the title and year of publication.

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 parentheses at the end of the sentence.
  - If the organisation name first appears in a citation in parentheses, 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 parentheses, 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:


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

Cite any works that cannot be retrieved by readers as personal communications. Personal communications include letters, memos, telephone conversations, e-mail, text messages, instant messaging, private or friends-only Facebook or Twitter messages, visiting speakers in class, unrecorded classroom lectures, and personal interviews.

• Only use a personal communication citation if you cannot find the information in any other place. For example, 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 they did not provide a reference for the information, then cite the information as personal communication.

• 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 role of the person you are citing, and/or 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).

Citing Traditional Knowledge or Oral Traditions of Indigenous Peoples

Some traditional knowledge, oral traditions, traditional stories, or oral histories of indigenous peoples are recoverable by readers because they have been recorded (e.g., in a video, audio, interview transcript, book, or article). 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). However, 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)” above.)
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 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.

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

Use a professional tone when using your own words to describe a concept, idea, or research finding. Also, consider using 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. 16 in Part 1 of this Guide.

See the resources on MyAra StudySmart for specific strategies for paraphrasing.

Examples of In-Text Citation When Paraphrasing

<table>
<thead>
<tr>
<th>Children require clear boundaries combined with warm, caring parenting to develop in a healthy way (Brandon, 2017).</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
</tr>
<tr>
<td>Brandon (2017) believed children require clear boundaries combined with warm, caring parenting to develop in a healthy way.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing an academic essay requires following a process with clear logical steps (Hopkins &amp; Reid, 2018).</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
</tr>
<tr>
<td>Hopkins and Reid (2018) suggest writing an academic essay requires following a process with clear logical steps.</td>
</tr>
</tbody>
</table>

When paraphrasing, provide the author surname(s) and date of publication in your in-text citation.

“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).
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. 20 in part 1 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 parentheses 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).

<table>
<thead>
<tr>
<th>Options</th>
<th>Examples of In-Text Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a heading or section name.</td>
<td>(Gecht-Silver &amp; Duncombe, 2015, Osteoarthritic section).</td>
</tr>
<tr>
<td>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?”</td>
<td>(Centers for Disease Control and Prevention, 2017, “What Can You Do” section).</td>
</tr>
<tr>
<td>Provide a paragraph number (count the paragraphs manually if they are not numbered).</td>
<td>(Chamberlain, 2014, para. 1).</td>
</tr>
<tr>
<td>Provide a heading or section name and a paragraph number.</td>
<td>(DeAngelis, 2018, Musical Forays section, para. 4).</td>
</tr>
</tbody>
</table>
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 parentheses, 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.
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, etc). 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 in Part 1 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 in Part 1 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 DOIs and URLs in Reference List Entries” on pp. 8-9 in Part 1 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 DOIs and URLs.

Use the Index on p. 88 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**

<table>
<thead>
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<tbody>
<tr>
<td>Publisher.</td>
<td>DOI or URL</td>
<td></td>
</tr>
</tbody>
</table>

**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 the initials. Leave a space between the initials.
- 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 parentheses, 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, 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.

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 and "Including DOIs and URLs in Reference List Entries" on p. 9 in Part 1 of this Guide.
- 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 “General Principles of Paraphrasing” on p. 18 in Part 1 of this Guide.
- If quoting, place the page number at the end of the quote. See “General Principles of Quoting” on pp. 19-20 in Part 1 of this Guide.

Reference Examples: Books

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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</thead>
</table>
<pre><code>                      | https://doi.org/10.1037/0000168-000                                                              | (Bishop, 2019). | (Jackson, 2019). |
</code></pre>

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 in Part 1 of this Guide.
<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book with two authors</td>
<td>Christian, B., &amp; Griffiths, T. (2016). <em>Algorithms to live by: The computer science of human decisions</em>. Henry Holt and Co. <a href="http://a.co/7qGBZAk">http://a.co/7qGBZAk</a> Tate, J., &amp; Knapp, A. (2019). <em>Blockchain 2035: The digital DNA of internet 3.0</em>. BlueShed.</td>
<td>(Christian &amp; Griffiths, 2016). (Tate &amp; Knapp, 2019).</td>
<td><strong>Reference list:</strong> Use a comma to separate an author’s initials from additional author names, even when there are only two authors. Use an ampersand (&amp;) before the final author’s name: Author, A. A., &amp; Author, B. B. <strong>In-text citation:</strong> When a work has two authors, cite both names each time the reference occurs in text. When using the authors’ names in parentheses, use an ampersand (&amp;) instead of “and.”</td>
</tr>
<tr>
<td>Book with three or more authors, up to and including 20 authors</td>
<td>Martin, B., Bruenig, M., Wagstaff, M., &amp; Goldenberg, M. (2017). <em>Outdoor leadership: Theory and practice</em> (2nd ed.). Human Kinetics. Schermerhorn, J. R., Davidson, P., Poole, D., Woods, P., Simon, A., &amp; McBarron, E. (2014). <em>Management foundations and applications</em> (2nd Asia Pacific ed.). John Wiley and Sons.</td>
<td>(Martin et al., 2017) (Schermerhorn et al., 2014).</td>
<td><strong>Reference entry:</strong> Give surnames and initials for up to and including 20 authors (e.g., Author, A. A., Author, B. B., &amp; Author, C. C.), using an ampersand (&amp;) before the last name. <strong>In-text citation:</strong> 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 period after et al., as shown.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
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</tr>
<tr>
<td><strong>Book with organisation as author (e.g. a government agency or professional association)</strong></td>
<td>Organisation for Economic Cooperation and Development. (2019, June). <em>OECD economic surveys: New Zealand.</em> <a href="https://doi.org/10.1787/b0b94dbd-en">https://doi.org/10.1787/b0b94dbd-en</a></td>
<td>(Organisation for Economic Cooperation and Development, 2019). or (Organisation for Economic Cooperation and Development [OECD], 2019). And in further citations: (OECD, 2019).</td>
<td><strong>Reference entry:</strong> 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. <strong>In-text citation:</strong> 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. 16 in Part 1 of this Guide. If the book has a DOI, include the DOI link in the reference after the publisher. See “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
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</tbody>
</table>
(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. |
(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 DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.)  
**In-text citation:** Organisational authors can be abbreviated in the text. See instructions in “Abbreviating Organisational Authors” on p. 16 in Part 1 of this Guide. |
| Chapter in diagnostic manual | American Psychiatric Association. (2013). Anxiety disorders. In *Diagnostic and statistical manual of mental disorders* (5th ed.). [https://doi.org/fj57](https://doi.org/fj57) | (American Psychiatric Association, 2013). | **Chapter DOI:** If a chapter has its own DOI, specify it in the reference entry. (For more information see “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.) |
### Book Chapters

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

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In A. A. Editor &amp; B. B. Editor (Eds.),</td>
<td>Title of the book</td>
<td>(2nd ed., pp. ##-##)</td>
</tr>
</tbody>
</table>


**Author, A. A. & Author, B. B.**
- Write the 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.
- 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”.
- Put year in parentheses followed by a period.

**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 name.
- 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 parentheses, without italics. Do not put a period 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.

DOI or URL

- If the book has a DOI, include the DOI link in the reference after the publisher. See “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.
- 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.

In-Text Citations for Book Chapters

- If paraphrasing, provide only the author-date information. See “General Principles of Paraphrasing” on p. 18 in Part 1 of this Guide.
- If quoting, place the page number at the end of the quote. See “General Principles of Quoting” on pp. 19-20 in Part 1 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
</table>
**Reference entry:** 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 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 DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide. |
Reference Materials (Entries in Encyclopaedias, Dictionaries) and Reference Databases

Reference materials include dictionaries and encyclopaedias—sources you consult for specific information on words or topics, or an overview of a subject.

A. Most online reference materials are designed to be continually updated. 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 content you are citing rather than to the overall website, use that updated date in the reference. If no publication date can be found, write “n.d.”, meaning “no date”.

B. Some reference sources archive (keep) previous entries when they are updating reference entries. If you cannot find evidence of archiving, use “n.d.” as the year of publication, and 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 Merriam-Webster example below, and “Providing Retrieval Dates With URLs” on p. 10 in Part 1 of this Guide.

C. If editors are known, name them right before the name of the dictionary or encyclopaedia. If not, provide just the dictionary or encyclopaedia name.

D. Include the page number of the title or subject heading if it is available.

E. If the work you are referencing has a URL, see “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this guide.

Reference Examples: Reference Materials

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Entry in a dictionary, thesaurus, or encyclopaedia</td>
<td>Author, A. A., &amp; Author, B. B. (Date). Title or subject heading. In E. E. Editor &amp; F. F. Editor (Eds.), <em>Title of the reference material – italicised</em> (Edition number, Volume number, page or page range, if available). Publisher. URL (or Publisher. Retrieved month day, year, from URL)</td>
<td>(Author, date)</td>
<td>Reference entry: See notes above. Specifically, see note B to help you decide whether to provide a retrieval date. 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 in Part 1 of this Guide.</td>
</tr>
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<td>Item</td>
<td>Full reference (in reference list)</td>
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</tr>
<tr>
<td>Entry in a dictionary, thesaurus, or encyclopaedia, with organisation as author</td>
<td>Name of Organisation. (Date). Exact subject heading. In E. E. Editor &amp; F. F. Editor (Eds.), <em>Title of the reference material – italicised</em> (Edition number, Volume number, page or page range, if available). Publisher. URL (or Publisher. Retrieved month day, year, from URL)</td>
<td>(Name of Organisation, Date).</td>
<td><strong>Reference entry:</strong> see notes above. <strong>In-text citation:</strong> For details on how to format your in-text citations, see “In-Text Citations (Works Credited in the Text)” on p. 14 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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<td>Wikis (including Wikipedia)</td>
<td>Full title of page/article. (Posting or current revision date). In <em>Name of wiki</em> – italicised. URL</td>
<td>(“Title of page/article,” posting or current revision date).</td>
<td>Important: check with your tutor whether wikis and Wikipedia are acceptable sources for assignments. This is because wikis are collaborative web pages that anyone can write, review, and edit. Information is not peer reviewed. Additionally, <em>Wikipedia</em> 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. 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. 10 in Part 1 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. 20 in Part 1 of this Guide.</td>
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<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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<td>Joanna Briggs Institute EBP Database</td>
<td>Acupuncture: Managing hot flashes for people with cancer [Recommended practices]. (2020, July 1). Joanna Briggs Institute EBP Database. <a href="https://joannabriggs.org/">https://joannabriggs.org/</a></td>
<td>(“Acupuncture,” 2019).</td>
<td>If there appears to be no author, see “Citing a Work With no Author” on p. 16 in Part 1 of this Guide before writing your reference. Provide available details and the publication type in square brackets after the title. Information in Joanna Briggs Institute databases is available only in those databases. Therefore, name the database in the reference entry. See &quot;Including Database Sources in Reference List Entries&quot; on p. 10 in Part 1 of this Guide. URLs of works retrieved from Joanna Briggs Institute databases will not allow your reader to access the information you have used, as a login is needed or the URL is specific to the time of search. Therefore provide the URL of the database’s home page. Works retrieved from Joanna Briggs Institute databases requires a login or are session specific, meaning readers cannot access the information you have used. Therefore provide the URL of the database or login page instead of the URL of the work.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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<tr>
<td>Databases: Lippincott Procedures, UpToDate, and New Zealand Formulary</td>
<td>Hand hygiene NZ [Clinical procedures]. (2017, April). <em>Lippincott Procedures</em>. Retrieved September 24, 2020, from <a href="https://procedures.lww.com/lnp/view.do?pld=4298005&amp;hits=hygiene,hand,handsa=false&amp;ad=false">https://procedures.lww.com/lnp/view.do?pld=4298005&amp;hits=hygiene,hand,handsa=false&amp;ad=false</a></td>
<td>(&quot;Hand Hygiene NZ,&quot; 2017).</td>
<td>If there appears to be no author, see “Citing a Work With no Author” on p. 16 in Part 1 of this Guide before writing your reference. Information in 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. See “Including Database Sources in Reference List Entries” on p. 10 in Part 1 of this Guide. 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. 10 in Part 1 of this Guide. 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 UpToDate example).</td>
</tr>
</tbody>
</table>
Periodicals: Journals, Magazines, Newspapers, and Blogs

Periodicals are usually published continually (i.e., periodically). Periodicals include journals, magazines, newspapers and newsletters, as well as online platforms that publish articles, such as blogs. However, the reference list entry follows the same pattern, no matter which type of periodical 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 kinds of periodicals differs. 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 periodicals 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. Their articles are written by academic specialists and carefully reviewed. Avoid citing just the abstract of an article, as that is only a summary. You need to 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, 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.

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**

<table>
<thead>
<tr>
<th>Author, A. A., &amp; Author, B. B.</th>
<th>(Year).</th>
<th>Title of the article.</th>
</tr>
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<tbody>
<tr>
<td>Name of the Periodical,</td>
<td>volume(issue), #-.</td>
<td>DOI</td>
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</tbody>
</table>

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 parentheses with a period following the close parenthesis.

**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 Periodical,**

- Capitalise all major words in the periodical title, and end with a comma.
- Italicise all words, but not the final comma.
- *volume(issue), #*
  - Italicise the volume number, but not the issue number.
  - Do not put a space between volume and issue. Put the issue number in parentheses. 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 period.
  - 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**

- If the journal article has a DOI, include the DOI link in the reference after the volume and issue information. See “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 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. 10 in Part 1 of this Guide.
### Reference Examples: Journal Articles

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Journal article with two authors</td>
<td>Cavenagh, N. J., &amp; Wright, L. K. (2019). The maximum, supremum, and spectrum for critical set sizes in (0,1)-matrices. <em>Journal of Combinatorial Designs</em>, 27(8), 522-536. <a href="https://doi.org/10.1002/jcd.21660">https://doi.org/10.1002/jcd.21660</a> Yeung, P. H. Y., &amp; 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. <em>Nursing Praxis in New Zealand</em>, 33(1), 28-43. (Yeung &amp; Rodgers, 2017).</td>
<td>(Cavenagh &amp; Wright, 2019). (Yeung &amp; Rodgers, 2017).</td>
<td><strong>Reference list</strong>: Use a comma to separate an author’s initials from additional author names, even when there are only two authors. Use an ampersand (&amp;) before the final author’s name: Author, A. A., &amp; Author, B. B. <strong>In-text citation</strong>: When a work has two authors, <em>cite both names each time</em> 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.</td>
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<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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<tr>
<td><strong>Journal article with 3 to 20 authors</strong></td>
<td>Japuntich, S. J., Hammett, P. J., Rogers, E. S., Fu, S., &amp; Burgess, D. J. (2020). Effectiveness of proactive tobacco cessation treatment outreach among smokers with serious mental illness. <em>Nicotine &amp; Tobacco Research</em>, 22(9),1433–1438. <a href="https://doi.org/10.1093/ntr/ntaa013">https://doi.org/10.1093/ntr/ntaa013</a> Yli-Huumo, J., Ko, D., Choi, S., Park, S., &amp; Smolander, K. (2016). Where is current research on Blockchain technology?: A systematic review. <em>PLoS ONE</em>, 11(10), Article e0163477. <a href="https://doi.org/10.1371/journal.pone.0163477">https://doi.org/10.1371/journal.pone.0163477</a></td>
<td>(Japuntich et al., 2020). (Yli-Huumo et al., 2016).</td>
<td><strong>Reference entry</strong>: Give surnames and initials for up to and including 20 authors (e.g., Author, A. A., Author, B. B., &amp; Author, C. C.), using an ampersand (&amp;) before the final name. <strong>In-text citation</strong>: 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.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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**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. 10 in Part 1 of this Guide.  
If an article has an article number include it right after the issue number.  
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. 10 in Part 1 of this Guide.
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

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<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Magazine article</td>
<td>Author, A. A., &amp; Author B. B. (date). Title of the article:</td>
<td>(Author &amp; Author, Year).</td>
<td>Reference entry: Give the exact date shown on the publication – Year and month or season; or year and month and day for weeklies. If the work you are referencing has a DOI or URL, see “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide. 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. In-text citation: Only the year is required, not the full date.</td>
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<tr>
<td></td>
<td>Subtitle if there is one. Title of Magazine, volume number (issue number if available), page or page range of the article. DOI or URL</td>
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<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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</tr>
<tr>
<td>Magazine article with individual author</td>
<td>Hill, S. (2019, November 27). Business have been practicing social responsibility for decades, but is that really a good thing? <em>Newsweek</em>. <a href="https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html">https://www.newsweek.com/2019/11/29/corporate-social-responsibility-good-bad-1473934.html</a></td>
<td>(Hill, 2019).</td>
<td>See “Journal Articles” on p. 40 in Part 2 of this Guide for examples of citing multiple authors. 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).</td>
</tr>
<tr>
<td>Magazine article with no author</td>
<td>Macdonald Hotels sells Rusacks and Randolph properties. (2019, November 29). <em>The Caterer</em>, 5.</td>
<td>(&quot;Macdonald Hotels,&quot; 2019).</td>
<td>If there appears to be no author, see “Citing a Work With no Author” on p. 16 in Part 1 of this Guide before writing your reference. <strong>Reference entry:</strong> Begin the reference with the title of the article. <strong>In-text citation:</strong> 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.</td>
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</table>

# Newspaper Articles

## Reference Examples: Newspaper Articles

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<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Newspaper article</strong></td>
<td>Author, A. A., &amp; Author, B. B. (Year, month and day). Title of article: Subtitle of article. Title of Newspaper (italicised, and all key words capitalised), page or page range of article, if any. URL</td>
<td>(Author, A. A., &amp; Author, B. B., Year).</td>
<td>Reference entry: 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).</td>
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<td>Item</td>
<td>Full reference (in reference list)</td>
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<tr>
<td>Newspaper article with no author</td>
<td>Call to sign wombat privacy pledge and show some selfie respect. (2019, January 19). <em>Taranaki Daily News</em>, 9.</td>
<td>(&quot;Call to sign,&quot; 2019).</td>
<td>If there appears to be no author, see “Citing a Work With no Author” on p. 16 in Part 1 of this Guide before writing your reference. Reference entry: If there is no author, begin the reference with the title of the article. 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.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blog post with no author</td>
<td>How to manage the most common caffeine withdrawal symptoms. (n.d.). <em>Coffee Science.</em> <a href="https://www.coffeescience.org/how-to-manage-caffeine-withdrawal-symptoms/">https://www.coffeescience.org/how-to-manage-caffeine-withdrawal-symptoms/</a></td>
<td>(“How to Manage,” n.d.).</td>
<td>Reference entry: If there is no author, begin the reference with the article title. If the work has a DOI or URL, see “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 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.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
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<tr>
<td>Comment on a blog post</td>
<td>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. <a href="https://blogs.plos.org/plos/2019/12/building-the-foundation-for-future-research-through-open-data-code-and-protocols/">https://blogs.plos.org/plos/2019/12/building-the-foundation-for-future-research-through-open-data-code-and-protocols/</a></td>
<td>(Bishop, 2019).</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 part 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 you are 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 in Part 1 of this Guide.

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

Reference Examples: Reports and Other Grey Literature

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Reports and Other Grey Literature</strong></td>
<td>Author, A. A. &amp; Author, B. B. (Date of publication). <em>Title of report</em> - italicised (Report Number if available). Publisher name. DOI or URL</td>
<td>(Author, A. A., &amp; Author, B. B., Year). (Name of Organisation, Year).</td>
<td>Reference entry: 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. If the work you are referencing has a DOI or URL, see “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide. Name of Organisation. (Date of publication). <em>Title of report</em> - italicised (Report Number if available). Publisher name. DOI or URL</td>
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</table>

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. Separate multiple publishers with a semicolon.

In-text citation: If the author is an organisation, see “Abbreviating Organisational Authors” on p. 16 in Part 1 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 in Part 1 of this Guide.) |
<table>
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<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Booklets, leaflets, brochures, pamphlets, guidelines, fact sheets and data sheets, including PDFs downloaded from a website</td>
<td>Baxter Healthcare. (2017, April 6). <em>5% glucose (AVIVA) data sheet</em>. New Zealand Medicines and Medical Devices Safety Authority. <a href="https://www.medsafe.govt.nz/Profs/Datasheet/5percentglucoseavivainf.pdf">Website</a></td>
<td>(Baxter Healthcare, 2017).</td>
<td>Reference entry: 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. [Leaflet]. If the format of the document is obvious, do not add a description after the title.</td>
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<td></td>
<td>Learning Services. (n.d.). <em>How to learn</em> [Learning resource]. Ara Institute of Canterbury. <a href="https://tekete.ara.ac.nz/file/5b8da286-1aa7-4d1b-871b-fd20632fc1ab/2/How_to_Learn.pdf">Website</a></td>
<td>(Learning Services, n.d.).</td>
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<td>Item</td>
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<tr>
<td>Booklets, leaflets, brochures, pamphlets, guidelines, fact sheets</td>
<td>Ministry of Health. (2019, May 8). <em>National SUDI Prevention Programme: Needs assessment and care plan</em></td>
<td>(Ministry of Health, 2019).</td>
<td>If the author of the work is an organisation, use the full name of the organisation. If there appears to be no author, see “Citing a Work With no Author” on p. 16 of this Guide before writing your reference. 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, as in the Ministry of Health (n.d.) example. Separate multiple publishers with a semi-colon. Provide the URL for documents that are accessed electronically. If a PDF document is accessible only through a link on a specific webpage, provide the URL of that webpage; for example, MOH or Nursing Council of New Zealand on this page. See “Including DOIs and URLs in Reference List Entries” on p. 9 in Part 1 of this Guide.</td>
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</table>
# 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. 57 in Part 2 of this Guide.

## Reference Examples: Conference Sessions and Presentations

<table>
<thead>
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<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Paper presentation or poster presentation</td>
<td>Presenter, A. A., Presenter B. B., Presenter C. C., Presenter D. D., &amp; Presenter E. E. (Year, Month and date). <em>Title of contribution</em> – in italics [Type of contribution]. Conference name, Location. DOI or URL if available</td>
<td>(Presenter, A. A., Presenter B. B., &amp; Presenter C. C., Year).</td>
<td>See “<strong>Books</strong>” 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 “<strong>Including DOIs and URLs in Reference List Entries</strong>” and “<strong>Providing Retrieval Dates With URLs</strong>” on pp. 9-10 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
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</table>
**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 similar to find the abbreviation).

For example:

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

**Theses and Dissertations**

Reference Examples: Theses and Dissertations

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Theses and Dissertations</td>
<td>Author, A. A. (year.) <em>Title of dissertation/thesis</em>  [description, Name of Institution]. Database/Archive name. URL</td>
<td>(Author, year).</td>
<td>Published dissertations and theses can be retrieved from subscription databases, institutional repositories, and personal websites. 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 DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
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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

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>Acts</td>
<td>Harmful Digital Communications Act 2015, No. 63. (2015). <a href="http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html">http://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html</a></td>
<td>(Harmful Digital Communications Act, 2015).</td>
<td>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 DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide. If necessary, refer to an Act’s section number(s) in your assignment text, NOT in your citations.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court cases</td>
<td>Name v. name, Court name Volume number (Year).</td>
<td>(Garrison v. Fitzgibbon, 2019).</td>
<td>The case name or title is in standard type in the reference list. However, note that it is in italics in the citation.</td>
</tr>
<tr>
<td></td>
<td>URL</td>
<td>or</td>
<td></td>
</tr>
</tbody>
</table>
**New Zealand Standards**

Standards are agreed specifications and regulations for products, processes, services or performance, and used by a diverse range of organisations. [New Zealand Standards](https://shop.standards.govt.nz) can be accessed free through the Ara library databases.

**Reference Examples: New Zealand Standards**

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Zealand Standards</td>
<td>Title/subtitle of standard, number. (Date). URL if any</td>
<td>(Title, year).</td>
<td>If the work you are referencing has a URL, see “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In-text citation: Give the shortened title only.</td>
<td></td>
</tr>
</tbody>
</table>

*In-text citation:* Give the shortened title only.
## Te Tiriti o Waitangi / Treaty of Waitangi

### Reference Examples: Te Tiriti o Waitangi / Treaty of Waitangi

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text of the Treaty of Waitangi / Te Tiriti o Waitangi</strong></td>
<td>Ministry for Culture and Heritage. (2020, June 18). <em>Read the Treaty: Page 1: Introduction</em>. New Zealand History. Retrieved October 20, 2020, from <a href="https://nzhistory.govt.nz/politics/treaty/read-the-treaty/english-text">https://nzhistory.govt.nz/politics/treaty/read-the-treaty/english-text</a></td>
<td>According to the English text of the Treaty of Waitangi (Ministry for Culture and Heritage, 2020), ….</td>
<td>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 &quot;Preamble&quot;.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
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<td>-----------------------------------------</td>
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</tr>
</tbody>
</table>
Social Media

Take care when citing social media such as Facebook posts and tweets. 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 Twitter, cite that tweet. 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 Twitter, cite only the blog post – you do not need to mention that you found it through Twitter.

Reference Examples: Social Media

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media</td>
<td>Author, A. A. &amp; Author, B. B. or Name of Organisation that posted. (Year, Month Day of posting). Title of post, up to the first 20 words [Description of form]. Site name. URL</td>
<td>(Name, posting date).</td>
<td>If only a screen name is available, use the screen name. Do not alter any nonstandard spelling or capitalization. See “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>Facebook page</td>
<td>Environment and Conservation Organisations of NZ. (n.d.). Home [Facebook page]. Facebook. Retrieved September 25, 2020, from <a href="https://www.facebook.com/econz/">https://www.facebook.com/econz/</a></td>
<td>(Environment and Conservation Organisations of NZ, n.d.).</td>
<td>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.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
                      | Side Salt intake. Consume less sugar. Increase physical activity. Let's beat [Video attached]  
                      | (World Health Organization, 2020).                                                                                                       | Use or adapt this format when referencing other platform or profile pages from Instagram, Tumblr, LinkedIn, and so forth.  
                                                                                                                                  | 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, Twitter 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 in Part 1 of this Guide). No reference list entry is required. |
| Instagram photo or   | Christchurch City Council [@christchurchcc]. (2020, August 11). Want a sticker to pop on the lids  
                      | video                                                                                                                                         | (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         | 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. 10 in Part 1 of this Guide).  
<pre><code>                  | September 25, 2020, from                                                                                                                  |                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                 |
</code></pre>
<p>|                      | <a href="https://www.instagram.com/p/CDu5SP8pTIK/">https://www.instagram.com/p/CDu5SP8pTIK/</a>                                                           |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                          |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tweet</td>
<td>Author, A. A. [@username]. (Year, Month, Day of tweet). <em>Tweet content, up to the first 20 words</em> [Description of audiovisuals if they are present]. Site name. URL</td>
<td>(Gates, 2020).</td>
<td>State the full name of the organisational author.</td>
</tr>
<tr>
<td></td>
<td>Gates, B. [@BillGates]. (2020, September 4). <em>Clinical trials are critical to helping researchers better understand Alzheimer's. Improving how we identify and enroll participants in those trials</em> [Tweet]. Twitter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://twitter.com/BillGates/status/1301604266738507777">https://twitter.com/BillGates/status/1301604266738507777</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tweet</td>
<td>SPCA New Zealand [@RNZSPCA]. (2020, September 17). <em>SPCA has joined with SAFE in sending a letter to Jacinda Ardern asking her to show the world just how</em> [Tweet]. Twitter.</td>
<td>(SPCA New Zealand, 2020).</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://twitter.com/RNZSPCA/status/1306343494496088064">https://twitter.com/RNZSPCA/status/1306343494496088064</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
- 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. It can be confusing, as many types of work can be retrieved through a website or webpage, including periodical articles, blog posts, and booklets. They need to be referenced under their own category.
- For example, to cite a report from a government website, follow the examples under the “Reports and Other Grey Literature” category on p. 51 in Part 2 of this Guide. To cite a booklet downloaded from a government website, follow the examples under the “Booklets” category under Grey Literature on p. 51 in Part 2 of this Guide. To cite a webpage from a government website, follow the examples under the “Webpages and Websites” category on p. 67 in Part 2 of 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 parentheses. For example:

Kidspych is a wonderful interactive website for children ([http://www.kidspych.org](http://www.kidspych.org)).
## Reference Examples: Webpages and Websites

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webpages</td>
<td>Author if available – Author, A. A. &amp; Author, B. B., or Name of organisation. (Date posted of last updated). <em>Title of the document/webpage italicised</em>. Website name. URL</td>
<td>(Author, A. A. &amp; Author, B. B., or Organisation, Year).</td>
<td><strong>Reference entry</strong>: The author of a webpage may be on an &quot;about us&quot; or acknowledgements page. Provide the most specific publication date possible—for example, year, month, day; year, month; or year only. Avoid using the webpage copyright date as it may not be the publication date. 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 no publication date can be found, write &quot;n.d.&quot;, meaning “no date”. When referencing a webpage with frequently updated content (e.g., World Population Clock) include a retrieval date in the source element. By including this date, you indicate to readers that the webpage they retrieve may be different from the version you used. If you are not sure if the webpage you have used is frequently updated, add a retrieval date into your reference entry. See “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 of this Guide. <strong>In-text citation</strong>: Webpages rarely provide page numbers, so if quoting directly, see “Direct Quotation of Material Without Page Numbers” on p. 20 of this Guide.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------</td>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Webpage with individual author(s)</td>
<td>Murad, A. L. (2020, August 14). <em>5 key habits of healthy eaters</em>. Mayo Clinic. <a href="https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/5-key-habits-of-healthy-eaters/art-20270182">https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/in-depth/5-key-habits-of-healthy-eaters/art-20270182</a></td>
<td>(Murad, 2020).</td>
<td>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.</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
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<td>-------</td>
</tr>
</tbody>
</table>
| 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).  
(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. 15 of this Guide. |
Audio-Visual (AV) Media

AV media include audio-and-visual works (e.g. television broadcasts, films, streaming video), audio-only works (e.g. music, audio broadcasts), and visual-only works (e.g. photographs, artwork, maps). The references for audio-and-visual, audio-only, and visual-only works follow the same formats – however, they are separated into these categories below in order to help users of this APA Guide.

*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. 82 in Part 2 of this Guide).

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). For example, see the TV series and TV episode references below:

|---|

Use the instructions below to construct stand-alone and part-of-a-whole AV works:

**Author**: The author of an AV work is determined by the type of work, as in the table below. Add their contribution in parentheses immediately after their name, e.g. (Director). See also “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 more than one author.

<table>
<thead>
<tr>
<th>Type of work</th>
<th>Include as author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Film</td>
<td>Director</td>
</tr>
<tr>
<td>TV series</td>
<td>Executive producer(s)</td>
</tr>
<tr>
<td>TV series episode</td>
<td>Write and director of episode</td>
</tr>
<tr>
<td>YouTube or other online streaming video</td>
<td>Person or group who uploaded the video</td>
</tr>
<tr>
<td>Webinar</td>
<td>Instructor</td>
</tr>
<tr>
<td>Podcast</td>
<td>Host or executive producer</td>
</tr>
<tr>
<td>Type of work</td>
<td>Include as author</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Podcast episode</td>
<td>Host of episode</td>
</tr>
<tr>
<td>Classical music album or song</td>
<td>Composer</td>
</tr>
<tr>
<td>Modern music album or song</td>
<td>Recording artist</td>
</tr>
<tr>
<td>Artwork</td>
<td>Artist</td>
</tr>
<tr>
<td>Photograph</td>
<td>Photographer</td>
</tr>
</tbody>
</table>

**Date:** Provide the date of publication, e.g. (2020), (2019, July 21), (2013-2019). If a series is still airing, replace the second year with the word “present”, e.g. (2017-present).

**Title:** Name the title of the stand-alone or part-of-a-whole work. 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, and URL if appropriate (see “Including DOIs and URLs in Reference List Entries” and “Providing Retrieval Dates With URLs” on pp. 9-10 in Part 1 of this Guide). If the publisher is the same as the author, omit the publisher name.

**Source for a stand-alone work:** The publisher of a stand-alone work may be a production company, label, museum name and location, or university department and name.

**Source for a part-of-a-whole work:** 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. For example:

In P. P. Producer (Executive Producer), Title of TV Series. Production Company.

|---|

On Title of Album. Label.

### Audio Visual Works

See the introduction to the audio-visual media section for details on constructing reference entries for audio-visual works.

#### Reference Examples: Audio Visual Works

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Film or video</strong></td>
<td>Peele, J. (Director). (2017). <em>Get out</em> [Film]. Blumhouse. <a href="https://www.amazon.com/Get-Out-Daniel-Kaluuya/dp/B06Y1H48K7">https://www.amazon.com/Get-Out-Daniel-Kaluuya/dp/B06Y1H48K7</a></td>
<td>(Peele, 2017).</td>
<td>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).</td>
</tr>
<tr>
<td><strong>Streaming video</strong> (including Vimeo, &amp; YouTube)</td>
<td>Mayo Clinic. (2020, January 9). <em>Mayo Clinic minute: How 3D printing helps lung surgery</em> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=zH5NswR1xVw">https://www.youtube.com/watch?v=zH5NswR1xVw</a></td>
<td>(Mayo Clinic, 2020).</td>
<td>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).”</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Video available from only a specific database (including LinkedIn Learning & Khan Academy) | 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-ita-  
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 DOIs and URLs in Reference List Entries" and "Including Database Sources in Reference List Entries" on pp. 9-10 in Part 1 of this Guide. |
<p>| TV series                                                           | Iannucci, A., Godsick, C., &amp; Rich, F. (Executive Producers). (2012-2019). <em>Veep</em> [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 &quot;present&quot;, e.g. (2017-present). |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV episode or</td>
<td>Morton, L. (Writer) &amp; 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 &amp; E. White (Executive Producers), Design junkies. NZ On Air. eTV. <a href="https://ara.etv.org.nz/tv/vod/view/166354">URL</a></td>
<td>(Morton &amp; Mandel, 2019).</td>
<td>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. 10 in Part 1 of this Guide.</td>
</tr>
<tr>
<td>webisode</td>
<td>(Dolbel, 2019).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TED Talk</td>
<td>Hill, K., &amp; Mattu, S. (2018, April). <em>What your smart devices know (and share) about you</em> [Video]. TED Conferences. <a href="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">URL</a> TED. (2020, October 13). <em>How cities are detoxing transportation</em> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=x1EfW_f5LE">URL</a></td>
<td>(Hill &amp; Mattu, 2018).</td>
<td>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).”</td>
</tr>
<tr>
<td></td>
<td>(TED, 2020).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
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</tbody>
</table>

**Audio Works**

See the introduction to the audio-visual media section for details on constructing reference entries for audio works.

**Reference Examples: Audio Works**

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podcast</td>
<td>Espiner, E. (Host). (2020). Getting better: A year in the life of a Māori medical student [Audio podcast]. Bird of Paradise Productions.</td>
<td>(Espiner, 2020).</td>
<td>A podcast is a stand-alone work. List the host or executive producer as the author. Include their role in parentheses. Omit the URL of the podcast if it is unknown (e.g. accessed through an app).</td>
</tr>
<tr>
<td>Item</td>
<td>Full reference (in reference list)</td>
<td>In-text citation</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
The source element begins with “In”  
Provide the details of the complete podcast series.                                                                                                                                               |
| Single song or track from an album | Recording artist or group. (Copyright year). Title of song [Song] On Title of album. Label.  
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

See the introduction to the audio-visual media section for details on constructing reference entries for 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. 82 in Part 2 of this Guide.

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list)</th>
<th>In-text citation</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Infographic                         | Statistics New Zealand. (2019, September 23). *New Zealand population in 2018: Key data* [Infographic].  
<pre><code>                                       | 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. 82 in Part 2 of this Guide. |
                                       | 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. 82 in Part 2 of this Guide. |
                                       | https://collections.tepapa.govt.nz/object/574919                                                 | (Brake, 1960).                                                               | Use this format to cite (but not reproduce) artworks. If you are reproducing (reprinting or adapting) artworks, see “Tables and Figures” on p. 82 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. 57 in Part 2 of this Guide. |
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<td>(Nadlinger, n.d.)</td>
<td>Use this format to cite (but not reproduce) artworks. If you are reproducing (reprinting or adapting) artworks, see “Tables and Figures” on p. 82 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.</td>
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<td>(Jones, 2016).</td>
<td>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).</td>
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<td>(Booth, 2018).</td>
<td>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 you are 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. 17 in Part 1 of this Guide.)</td>
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</table>
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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- 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 Table 1 for examples.)
- 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).”
## Reference Examples: Tables and Figures

<table>
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<th>Item</th>
<th>Full reference (in reference list) and notes</th>
<th>Copyright attribution</th>
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<td>Tables and</td>
<td><strong>Reference list entry</strong>: Provide a reference list entry for the book, journal article, report, webpage etc.</td>
<td>From (if reprinted) or Adapted from (if adapted) “Title of Article of journal/magazine/blog etc,” or Title of Book(p. xx), or Title of Report(p. xx), or Title of Webpage, by A. A. Author and B. B. Author, year, source information for work [see notes column]. (DOI or URL). Copyright year by Name of Copyright Holder.</td>
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<tr>
<td>Figures</td>
<td>where you found the table/figure you have reprinted or adapted.</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td><strong>Copyright attribution</strong>: A copyright attribution is used instead of an in-text citation.</td>
<td>In the public domain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Creative Commons abbreviation. Permission statement (if sought).</td>
</tr>
</tbody>
</table>
Item | Full reference (in reference list) and notes | Copyright attribution
--- | --- | ---

Data on Total Manufacturing Sector in New Zealand

<table>
<thead>
<tr>
<th>Total Manufacturing</th>
<th>2017</th>
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<tbody>
<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>Manufacturing wages</td>
<td>$63,228 (2016)</td>
</tr>
<tr>
<td>Research &amp; development expenditure</td>
<td>$671 million (2016)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Full reference (in reference list) and notes</th>
<th>Copyright attribution</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Reference list entry: Reference the work where you found the table that you have reprinted or adapted. Format the reference list entry as appropriate to that source (e.g. book, website, report etc). In the Table example above, the source is a report. In the Figure example, the source is a PDF document (grey literature).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>How to refer to a table or figure 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).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As can be seen in Figure 1, in the five years to 2018, ____</td>
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<tr>
<td>Figure 1</td>
<td><em>New Zealand Population in 2018: Key Data</em></td>
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<td><img src="https://www.stats.govt.nz/infographics/new-zealand-as-a-village-of-100-people-2018-census-data" alt="Figure 1" /></td>
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|                      | Note. From New Zealand as a village of 100 people: Our population by Statistics New Zealand, 2019  
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Reference Elements

An APA Style reference has four elements:

- **Author**
- **Date**
- **Title**
- **Source**

These elements answer the following questions:

- **Who?**
- **When?**
- **What?**
- **Where?**

---


Where to Find Reference Information

Reference List entry:


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<td>• The publisher location (city, country/state) is no longer required in book references.</td>
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<td>• There are changes to the rules about including database names in reference entries.</td>
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