Quick APA Referencing Guide for Nursing

When quoting, paraphrasing or summarising other people’s information, ideas or opinions, cite sources in the text of your assignment. In addition, provide a reference list with full information for each source that relates to your citations. Please refer to Part A: An Introduction to Referencing and APA Referencing: A Guide for Ara Institute of Canterbury Students for more information.

**Note:** the page or paragraph number of the information source does not have to be cited when you paraphrase or summarise. However, cite the page or paragraph number when you *quote* information.

<table>
<thead>
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<tr>
<td><strong>Printed book by one author</strong></td>
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</table>

| **Printed book by two authors**                           |                               |

| **Printed book by three to five authors**                  |                               |
All subsequent citations: ___ (Perry et al., 2019). |

| **Printed chapter or article in a multi-author book (each chapter is written by different authors)** |                               |

| **Printed book by an organisational author (e.g. a government agency or professional association)** |                               |
All subsequent citations: ___ (WHO, 2017).  
**Note:** If the author is also the publisher, use the word Author as the name of the publisher. |

| **DSM-5**                                                   |                               |
**Subsequent citations:** The DSM-5 (2013) ____. |
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<tr>
<td><strong>Online document from an organisation’s website:</strong></td>
<td><strong>Note:</strong> As these three sources are online documents and not webpages, they do not need retrieval dates.</td>
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</table>
| **Code of Conduct for nurses (electronic booklet)**  
**Subsequent citations:** ____ (NCNZ, 2012). |
| **Standards of practice**  
____ (Ministry of Health, 2017). |
**Subsequent citations:** __ (MOH & HPA). n.d. means “no date”.  
N.p. means “no place of publication”.  
Regional Public Health (2016) ____ |
| **Printed booklet, brochure, pamphlet or fact sheet**  
Ministry of Health & Health Promotion Agency. (n.d.). *Alcohol and pregnancy - What you might not know [Pamphlet]*. N.p.: Authors. | **First citation:** ____ (Ministry of Health & Health Promotion Agency [MOH] & Health Promotion Agency [HPA], n.d.).  
**Subsequent citations:** ____ (MOH & HPA). n.d. means “no date”.  
N.p. means “no place of publication”.  
Regional Public Health (2016) ____ |
| **Printed reference materials (e.g. encyclopaedias and dictionaries)**  
____ (Ferdman, 2018). |
| **Lippincott Procedures (no author)**  
| **A Cochrane Review with a digital object identifier (DOI)**  
**Subsequent citations:** ____ (Mehrholz et al., 2018).  
**Note:** The DOI, if present, takes the place of the URL or database name. |
| **Journal article in an electronic format with a DOI**  
|---------------------------------------------------------------|----------------------------------|

| **Web pages with organisation as author** | First citation: ___ (World Health Organization [WHO], 2020).  
Subsequent citations: ___ (WHO, 2020). |
|-------------------------------------------|-----------------------------------------------|

| **Web pages with organisation as author (where the website name is different from the author’s name)** | First citation: ___ (Health Consumer Advisory Service [HCAS], 2020).  
Subsequent citations: ___ (HCAS, 2020).  
**Note:** Include the full website name and a colon : just before the URL, if the website name is different from the author’s name. |
|---------------------------------------------------------------|---------------------------------------------------------------|

| **Different web pages from the same website (same author and published in the same year)** | First citation: ___ (World Health Organization [WHO], 2019a).  
Subsequent citations: ___ (WHO, 2019a).  
Add the suffixes a, b, c etc. to the date in both the reference list entries and in-text citations. The a, b, c order is by the alphabetical order of the titles in the reference list (NOT by the order they appear in the assignment). |
|-----------------------------------------------------------------|-----------------------------------------------------------------|

| **Report in electronic format** | First citation: ___ Best Practice Advocacy Centre [BPAC], 2018.  
Subsequent citations: ___ (BPAC, 2018). |
|---------------------------------|---------------------------------------------------------------|

Provide the first few words of the title, in quotation marks, with key words capitalised, year, and page (only if quoting). |
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| **Magazine article retrieved from a website**  
Gartner and Hall (2019) report that ___ or ___ (Gartner & Hall, 2019). |
| **Audio/video file from a library database**  
Medcom (2016)___ or ___ (Medcom, 2016). |
| **Course materials retrieved from Moodle**  
School of Nursing (2017) suggests ___ or ___ (School of Nursing, 2017). |
| **Figures (e.g. infographic, graphs, diagrams, charts, maps and photographs)**  
Figure 1. New Zealand population in 2018: Key data (Statistics New Zealand, 2019).  
**How to refer to a figure in your text:**  
As can be seen in Figure 1, in the 5 years to 2018, ______  
Place the figure here, above the caption and citation. |
| **Personal communication (e.g. lecture, email, interview)**  
Do *not* include personal communication in your reference list because the information is not recoverable. Simply cite personal communication in your assignment text. |  
Registered nurse B. Thompson (personal communication, May 11, 2019) reports that ______ |

**Examples of citation in text when using a paraphrase:**

Children require clear boundaries combined with warm, caring parenting to develop in a healthy way (Brandon, 2017).  
*or*  
Brandon (2017) believes that children require clear boundaries combined with warm, caring parenting to develop in a healthy way.

**Examples of citation in text using direct quotations**

- Quotations must match the source *word for word* and must acknowledge the original author. Quotations should be concise and no more than 10 percent of the word limit of your assignment. The quote needs to be relevant and integrated smoothly into your sentence.
- Quotations are either short (fewer than 40 words) or long (40 words or more).
- Use three spaced ellipsis points ( . . .) within a sentence to show you have omitted material from the original source. Use four points to indicate any omission between two sentences. The meaning of the original text needs to be maintained.
Short quotations

• These appear within a normal paragraph, with the author’s words enclosed in double quotation marks:

<table>
<thead>
<tr>
<th>Effective teams can be difficult to describe; “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
</tr>
<tr>
<td>Effective teams can be difficult to describe. Ervin et al. (2018) suggest that “high performance along one domain does not translate to high performance along another” (p. 470).</td>
</tr>
</tbody>
</table>

Secondary citation

A secondary citation involves citing information or words that an author has taken from a work that you have not read. Cite the authors of both sources in the text of your assignment. However, the reference list would provide details for only the source you used e.g. Lyon, Scialfa, Cordazzo, and Bubric (2014), but not for Rabbitt. Citing in this way allows the reader to find the source you used.

First citation:
Rabbitt (as cited in Lyon, Scialfa, Cordazzo, & Bubric, 2014) explains that _____
or
_____ (Rabbitt, as cited in Lyon, Scialfa, Cordazzo, & Bubric, 2014).

Subsequent citations:
_____ (Rabbitt, as cited in Lyon et al., 2014).

Reference:

How to cite a source more than once in the same paragraph:

After the first citation, you do not need to include the year in that paragraph. However, if the whole citation is in round brackets, you still need to include the year (refer the final citation in the example paragraph below). If you use the same source in another paragraph, you must include the year again the first time you use it.

Critical thinking is described by Cottrell (2017) as the development of cognitive skills such as attention, categorisation, selection and judgement. Although personal and emotional factors can create barriers to thinking abilities, the skills to find solutions to a wide range of challenges can be learned (Wilson, 2017). Cottrell encourages students to develop the skills to look beneath the surface of their subject and to engage in critical dialogue about significant theories and arguments. Well-developed critical thinking skills can lead to good decisions about study pathways, employment and making life choices (Cottrell, 2017).

How to cite in a paragraph that uses information from only one source:

When paraphrasing information from a single source over several sentences, you need only cite the source twice. This avoids unnecessary citations and minimises the word count. The first and the final citations must include the author and date.

College can be both really daunting and really rewarding. According to a survey by Betts (2018), over half of college students in the United States admitted to feeling scared or feared they cannot possibly graduate. The survey found that students were concerned about the risks involved in attending college, the high cost, and if they would gain employment after graduation. In particular, some of the students were concerned with their financial planning ability, as student loans cannot be discharged in a bankruptcy. Nonetheless, students should take advantage of their college’s financial and career services departments because following a lifelong dream or creating better opportunities for the future are worth some risk and hard work (Betts, 2018).