



2019

Guide to

APA

Referencing

Acknowledgements

This guide is based on the 6th edition of the *Publication Manual of the American Psychological Association*.

Please email: lss@wandw.ac.nz with any feedback.

An online version is available on the library homepage and updated during the year.

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Introduction

- One important part of an assignment is the way in which a logical argument is built up using a variety of other writers' ideas, both for and against your own.
- When you are using someone else's ideas, you must acknowledge their work by using a reference.
- A **reference** is a brief summary of the details of a source of your ideas or a quotation, e.g. book, journal or website, and it follows a set format.
- If you don't acknowledge someone else's work it is **plagiarism** which is considered cheating, and would be a reason to fail an assignment.

The main reasons for referencing are:

1. To let the reader know where you got your references from.
2. To let the marker identify the range and quality of your reading for the topic.
3. To distinguish between your ideas and someone else's.
4. To place your work in the ongoing cycle of knowledge.

Guidelines

At Whitireia and WelTec, assignments are referenced using the American Psychological Association (APA) guidelines, which are a set of rules for different types of sources. As APA only generally guides but does not prescribe how to treat legal sources, this guide has adopted the rules in the New Zealand law style guide which have become the standard for referencing legal sources in this country. The examples in this guide are based on:

American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: Author.

American Psychological Association. (2007). *APA style guide to electronic references*. Washington, DC: Author.

McLay, G., Murray, C., & Orpin, J. (2009). *New Zealand law style guide*. Wellington, New Zealand: Thomson Reuters. Retrieved from <https://www.lawfoundation.org.nz/style-guide/index.html>

Print copies of the APA manuals can be found in your campus libraries. Copies of this APA guide are also available at the campus libraries and it is available electronically via the library catalogue and website.

Further Online Help

Helpful websites:

APA Style Help: <http://www.apastyle.org/learn/index.aspx>

Frequently Asked Questions About APA Style: <http://www.apastyle.org/faqs.html>

APA Interactive: <http://owll.massey.ac.nz/referencing/apa-interactive.php>

APA Style Blog: <http://blog.apastyle.org/>

How To Use This Guide

There are two parts to referencing. This guide provides examples for:

Part 1: Reference Citations in the Text: This means stating within the text of your assignment, the sources from which you have obtained information. You can cite by paraphrasing and/or direct quotation.

Part 2: The Reference List: This is a detailed list of the sources used in your assignment.

Getting started

1. Firstly, identify the kind of item you wish to reference. For example, is it a book? Or webpage? Or article?
2. Then, go to the index page at the back of this guide. Look up the type of item you wish to reference, for example, encyclopedia. Then go to the page number listed.
3. Next, find out the author/s of the work you want to reference. A reference will vary depending on the number and type of author. Use the examples in this guide to write your reference.
4. Use the worksheets at the back of this guide to make your referencing accurate.
5. Remember that in APA, footnotes are discouraged.

Using Electronic Referencing Tools

Mendeley Reference Manager

Mendeley is a free online tool to assist with referencing at www.mendeley.com. Postgraduate students and researchers ask a librarian for further assistance.

Part 1: Reference Citations in the Text

- You can cite someone else’s work by paraphrasing and/or direct quotation.
- Paraphrasing is when you use your own words.
- APA uses the author – date method of citation. This means the last name of the author(s) is followed by the year of publication and must be included in the text of your assignment.
- APA does not recommend footnotes or end notes.
- The reference citation is considered part of the sentence, so the full stop, comes after the bracket. Note the exception to this rule is a quote of 40 or more words. See the examples below.

Paraphrasing	Direct Quote
<p>Putting into your own words the author’s main ideas, points and concepts.</p>	<p>A direct quote is using exactly, word for word, what is written in the book, journal, newspaper, etc.</p>
<ul style="list-style-type: none"> • You do not have to include the page number when paraphrasing. • No quotation marks are used • If you are using the author’s name in your text then put the year in brackets after the author’s name. <p>Examples White (1994) suggests that unemployment is a health issue for young people, as the stress and poverty associated with not having work has a detrimental effect on an individual’s health status.</p> <p>Or The Public Health Commission (1994) states that suicide is the second most common cause of death for young males in New Zealand, after motor vehicle accidents.</p>	<ul style="list-style-type: none"> • When using a direct quote the relevant page number must always be given. • If you are quoting fewer than 40 words then put the quote in quotation marks “ ”. • If quoting 40 or more words, indent the entire quote and use double line spacing. • If you are using the author’s name in your text then put the year in brackets after the author’s name with the page number going after the actual quote. <p>Examples Benner (1984) states, “nurses make life-and-death decisions and possess an increasingly specialized body of knowledge” (p. 196). Or A useful definition is put forward by Baumrind (1987): By adolescence I refer to an age span roughly between the ages of ten and twenty-five that is heralded by the accelerating physical changes accompanying puberty; results in sexual maturity and identity formation; and eventuates in emancipation from childhood dependency. (p. 97).</p>

<ul style="list-style-type: none"> If you are not using the author's name in your text then both the author's name and the year are enclosed in brackets at the end of the sentence. <p>Examples</p> <p>It has been suggested that unemployment is a health issue for young people, as the stress and poverty associated with not having work has a detrimental effect on an individual's health status (White, 1994).</p> <p>Or</p> <p>Suicide was the second most common cause of death by injury for young males in New Zealand, after motor vehicle accidents (Public Health Commission, 1994).</p>	<ul style="list-style-type: none"> If you are not using the author's name in your text then the author's name, year and page number goes in brackets at the end of the quote. <p>Examples</p> <p>The role of nurses is important as "nurses make life- and- death decisions and possess an increasingly specialized body of knowledge" (Benner, 1984, p. 196).</p> <p>Or</p> <p>A useful definition that could be used for adolescence is:</p> <p style="padding-left: 40px;">The developmental period of transition from childhood to early adulthood, entered at approximately 10 to 12 years of age and ending about 18 years of age. Adolescence begins with rapid physical changes - dramatic gains in height and weight, changes in body contour, and the development of sexual characteristics. (Santrock, 2008, p. 14).</p>
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Hint for Organisations and using Abbreviations

- When the author is an **organisation, government department or agency**, etc., you use the same format as above except you use the organisation's name as the name of the author. This also applies to web pages and documents where the author is not listed.

Examples

The Ministry of Health (1997) suggests that culturally appropriate strategies are needed to reduce and prevent the increase of diabetes among Māori.

Or

"Diabetes is one of many factors contributing to low Māori health status" (Ministry of Health, 1997, p. 9).

- If an organisation is referred to in abbreviated form, write the abbreviation in full the first time it is used followed by the abbreviation in brackets. The abbreviation can be used subsequently after the first citation.

For example:

First citation: Sport and Recreation New Zealand (SPARC, 2009)

Or

(Sport & Recreation New Zealand [SPARC], 2009)

Further citations: (SPARC, 2009)

<p style="text-align: center;">How to Reference when there are multiple Authors</p>	<p style="text-align: center;">Examples</p>
<p>General Rules:</p> <ul style="list-style-type: none"> • Use ‘&’ when you are using the authors’ names in brackets. • Use ‘and’ when you are using the authors’ names in the text of your assignment. • For a work which has more than one author, list the authors in the order displayed in the work. <p>Specific Rules:</p> <p>1. When there are two authors</p> <ul style="list-style-type: none"> • Always cite both authors’ names in the text of your assignment. <p>2. When there are three, four or five authors</p> <ul style="list-style-type: none"> • The first time you use that reference cite all the authors’ names. • Any further references after that, include the first author’s name followed by: et al. (et al. means “and others”, and the full stop is important). <p>3. When there are six or more authors</p> <ul style="list-style-type: none"> • Use the surname of the first author followed by: et al. every time you use that reference. 	<p>(Fleras & Spoonley, 1999)</p> <p>Fleras and Spoonley (1999) suggest, “New Zealand at the turn of the century is experiencing a crisis of national identity” (p. 150).</p> <p>(Hendry, Shuksmith, Love, & Gledinning, 1993)</p> <p>Roberts and Taylor (1998) state that “nursing research has not had a good record of using theoretical frameworks” (p. 63).</p> <p>Or</p> <p>Nursing research does not seem to make use of theoretical frameworks (Roberts & Taylor, 1998).</p> <p>In fact, there are several youth lifestyles depending on the contexts in which young people live (Hendry, Shuksmith, Love, & Gledinning, 1993).</p> <p>Or</p> <p>Morello, Mizer, Wilson, and Granato (1998) state that “bacterial diseases acquired through the respiratory tract include some of the most important and serious human infections” (p. 238).</p> <p>Hendry et al. (1993) contend that risk taking is part of being a young person.</p> <p>Or</p> <p>Morello et al. (1998) describe the most common symptoms of gastrointestinal infections as “diarrhoea, often accompanied by crampy abdominal pain, nausea, and vomiting” (p. 334).</p> <p>Smith et al. (1995)</p>

<p>4. When there is an editor or editors</p> <ul style="list-style-type: none"> • Use the same format as for author or authors. • Use the author of a specific chapter in the book, not the editor. <p>5. When there is no author available</p> <ul style="list-style-type: none"> • When a work has no person or organisation as author, use the first few words of the title. Put the words that you use in quotation marks. This rule applies to all works without a named author, for example: <ul style="list-style-type: none"> • Websites. N.B Do not cite the URL in your text. It belongs in the reference list only. • Articles from library databases. For example, Encyclopædia Britannica, Proquest, Gale, EBSCO. • Articles from newspapers. • When the author is clearly designated as “Anonymous”, use this in your citation. In your reference list, put Anonymous where the author would go. <p>6. Two or more works within the same brackets</p> <ul style="list-style-type: none"> • List in alphabetical order by author. Separate different works with semicolons. • Works by the same author are arranged by date and separated by commas. If the same publication date, use a, b, c, etc. Give author’s surname once only. <p>7. Titles of books, journals, chapters and articles used in the text</p> <ol style="list-style-type: none"> 1. Capitalise all the major words 2. Italicise book titles 3. Use double quotation marks for titles of journal article or a chapter in a book 	<p>To cite a study called "The Effects of Aspirin on Heart Attack Victims" you would use the following: ("The Effects," 2015)</p> <p>Or</p> <p>To cite a website called “Asthma & Allergy Foundation of America” you would use the following: (“Asthma & Allergy,” 2015).</p> <p>(Anonymous, 2015)</p> <p>Anonymous. (2015). <i>The title</i>. Place: Publisher.</p> <p>Several studies (Ammenwerth, Mansmam, Iller & Eichstadter, 2003; Arbaugh & Duray, 1999; Boonstra, 2008; Pollard, 1997) found that . . .</p> <p>Several studies by Durie on Māori health (Durie, 1998a, 1998b, 2001) state that . . .</p> <p>In the book <i>Hip Hop Dance: Meanings and Message</i> the author states that . . .</p> <p>Or</p> <p>The chapter “Why Pavlovas are Important” explains . . .</p>
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Citing an Author from a Secondary Source

If the book, article etc. that you are using refers to another source by another author(s) then you need to acknowledge this in your assignment. To do this you:

- Name the person whose ideas are presented.
- Then in brackets, write 'as cited in' followed by the name of the author and the year of publication of the source you read.
- In the reference list cite the secondary source that you used (source you read).
- Note: Every effort should be made to use primary rather than secondary sources.

Text citation

Miles (as cited in Doyal, 1995) found that women in developed countries go to the doctor more than men.

Reference list entry

Doyal, L. (1995). *What makes women sick: Gender and the political economy of health*. London, England: Macmillian.

Personal Communications

For example, letters, memos, telephone conversations, personal interviews, e-mail, non-archived messages from electronic discussion groups or bulletin boards, and notes written by a student during a lecture. They are unpublished and 'non-recoverable', and are **not included** in the **reference list**. Cite them in the text of your assignment only. Give the initials and the last name of the communicator and exact a date as possible including month, day and year.

Examples

- "Nursing during the war was fun" (S. Jones, personal communication, September 17, 2000).
- S. Jones (personal communication, September 17, 2000) spoke of nursing during the war.

Lecturer's Notes / Course Handouts

Avoid using these types of sources in your assignments. It is better to refer to published sources and do your own research. Ask the lecturer for recommended readings or a reference list. If the lecture material is available in electronic format (in Moodle) use the format for referencing electronic sources and include a retrieval statement. Lecturer's notes and Powerpoint slides are unpublished.

Text citation (Wilson, 2010)

Reference list entry

Wilson, D. (2010). *Research on the Internet: NURS5211* [Lecturer's notes]. Porirua, New Zealand: Whitireia Community Polytechnic, Faculty of Health.

Live Performances

Live performances, unless recorded are, non-recoverable sources are **not included** in the **reference list**. Cite them in the text only. Give as much information as required to identify the performer, date and concert.

Citation of Electronic Sources

- Follow the personal author or author as organisation - date format already described.
- For the date of publication, use the date the journal/book was published or the date the web page was created or last updated.
- If there is no obvious date available, use n.d. (this stands for no date).
- For direct quotes, give a page number if available. However many electronic sources do not have page numbers so use a paragraph number. Use the abbreviation para. or the ‘¶’ symbol.

<p>Paraphrasing from web pages Cited the same way as books, journals etc - the author and year</p>	<p>Quoting from web pages Cited the same way as books, journals, etc - the author, year and page (or paragraph) number</p>
<p>Example According to the Ministry of Women’s Affairs (2000), under MMP the number of women in parliament is influenced by the place they hold on the party list.</p> <p>Or Under MMP the number of women in parliament is influenced by the place they hold on the party list (Ministry of Women’s Affairs, 2000).</p>	<p>Example “Under MMP the ranking of women on party lists is crucial in determining the number of women in Parliament” (Ministry of Women’s Affairs, 2000, p. 2).</p> <p>Or As Myers (2000, para. 5) aptly phrased it, "positive emotions are both an end - better to live fulfilled, with joy - and a means to a more caring and healthy society".</p> <p>Example (Buetler, 2001, Conclusion section, para. 2)</p> <p>If page or paragraph numbers are not available or visible, cite the heading of the section from which you have taken the quote and the number of the paragraph.</p>

Entire Website

- To cite an entire website (not a specific document nor a specific web page), give the address of the site in the text e.g. Teaching and Learning Research Initiative brings educators and researchers together and information about the projects that it supports is available on this website (<http://tlri.org.nz>).
- A reference list entry is not required.

Citation of Figures, Photographs & Tables etc from an External Source

1. Citing a figure, photograph, painting, drawing, graph, chart, map or a table from an external source which has been inserted into the text

- In this guide the word figure refers to all images including: photographs, paintings, drawings, charts, diagrams, graphs, maps etc. The word table refers to a table.
- Refer to the figure or table by number in the order it is inserted in the text e.g. As you can see in Figure 1, Glucose.
- There must be a caption or reference which should include:
 - a. The word *Figure* or *Table* (with a capital letter and in italics)
 - b. A number (from 1, in numerical order)
 - c. A title for the figure/table or brief description of the work
 - d. An in-text citation for the reference of the source (if not your own work), which includes the Author(s), date and page number for the source, i.e. (Smith, 2010, p.13)
- The source should also have an entry in the reference list, according to its type (book, journal article, website etc.).

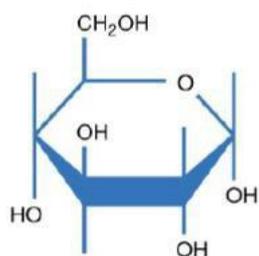


Figure 1. Glucose. (Neal, 2016, p. 199r)

Reference list entry:

Neal, J. M. (2016). *How the endocrine system works* (2nd ed.). Chichester, England: Wiley. Retrieved from <http://ebookcentral.proquest.com/lib/weltec/reader.action?docID=4356813&ppg=98>

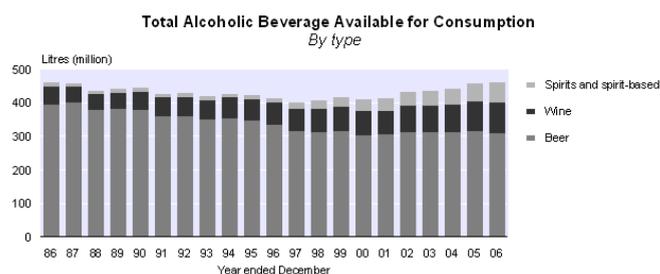


Figure 2. Alcohol and tobacco available for consumption – By type - Year ended December 2006. (Statistics New Zealand, 2007)

Reference list entry:

Alcohol and tobacco available for consumption: By type: Year ended December 2006. (2007). Retrieved from <http://www.stats.govt.nz/products-and-services/hot-off-the-press/alcohol-and-tobacco/alcohol-tobacco-available-consumption-yedec06-revised-hotp.htm>

- For art pieces describe the format of the piece in square brackets ie Painting, Sculpture, Installation, Photograph after the title of the item.



Figure 3: Colored vases [Painting]. (Weiwei, 2014).

Reference list entry:

Weiwei, A. (2014). *Colored vases* [Painting]. Retrieved from <https://www.artsy.net/artwork/ai-weiwei-colored-vases-4>

2. Citing a figure, table, photo or picture from an external source which is not inserted into the text

- Cite as usual but include the figure or table number and it's page number e.g. Management paradigm shifts in human history are discussed by Clawson (2002, Figure 2-2, p. 19).
- The source should also have a reference list entry, according to its type (book, journal article, website etc.).

N.B. If preparing a document for external publication check with the *Publication manual of the American Psychological Association* for information about a copyright statement.

Footnotes & Appendices

- Footnotes: APA discourages the use of content footnotes. If you wish to use them, see the *Concise Rules of APA Style* (2010).
- Appendices: Keep the Appendix relatively brief. Can include: tables, figures, letters, or supporting information. If you have more than one appendix, label them Appendix A, Appendix B, and so on.

Part 2: Reference List

A reference list is required for every assignment and is set out on a separate page at the end of the assignment. The reference list documents the specific material that you have referred to in the body of your assignment.

- References cited in the text must appear in the reference list and vice versa.
- A reference list is not a bibliography. A bibliography includes all the material that you have read as background but which is not quoted or cited in your essay.

Arrangement

- Reference list entries are arranged in alphabetical order by the first word of the specific entry.
- If there is no author, and the entry begins with an article (a, an or the), use the first letter of the second word.
- For works by two or more authors: arrange the authors in the sequence shown on the title page. The primary author is always listed first, followed by the others, in the order of their level of contribution to the work.
- Order of several works by the same author: arrange by year of publication, the earliest first.
- Order of several works by the same author and published in the same year: arrange by title, and place a, b, c after the date: Parker, A. (2008a).
- If there is no date, use (n.d.).
- Put entries with numerals in alphabetical order, as if the numerals were spelt out.
- APA requires that the reference list is double spaced, and a hanging indentation should be made for each entry - 2nd and following lines of a citation are set in from the margin.

Publishers

- Include town or city of publication, and country: Wellington, New Zealand.
For American cities, use the city name, then the 2-letter postal code: Thousand Oaks, CA. Find the full list of postal codes at of <http://www.stateabbreviations.us/>
- It is not necessary to include Inc., Co., Ltd., etc. when referring to the publisher. Keep it brief.
- If two or more publisher locations are given, give the location listed first in the book.
- If more than one publisher is listed, give the first one listed.

Abbreviations

- | | | | |
|-----------------------|-------------------------------|----------------|-------------------------|
| • chap. | chapter | • p. (pp.) | page (pages) |
| • ed. | edition | • Vol. (Vols.) | volume (volumes) |
| • Rev. ed. | revised edition | • No. | Number |
| • 2 nd ed. | 2nd edition | • Suppl. | Supplement |
| • Ed. (Eds). | editor (editors) | • Pt. | Part |
| • n.d. | no date | | |

Punctuation

- '&' is used for 'and' when referring to authors **in the reference list**.
- Each element should be followed by a full-stop.
- Put the author's name first, spelled out in full, with initials only for the first and second names.
- Only the first letter of the first word of the title and of the subtitle are capitalised.
- Give the date of the publication in brackets followed by a full-stop.
- Titles of books and journals should be *italicised*.

Reference List: Books

Key Elements

- A reference is divided into elements and these elements follow a set pattern:

Author Surname, Initial(s). (Date). Title. Place of publication: Publisher.

Panoho, R. (2015). *Māori art: History, architecture, landscape and theory*. Auckland, New Zealand: Bateman.

Edition

- For editions later than the first, the edition number is added, in brackets, after the title and before the place of publication. It may be abbreviated in the entry.

Orange, C. (2013). *The story of a treaty* (2nd ed.). Wellington, New Zealand: Bridget Williams Books.

One Author Only

Spilsbury, R. (2014). *I'm good at science: What job can I get?* London, England: Wayland.

Two to Seven Authors

- The first author/s are followed by a comma, then '&', and then the final author, surname first.

O'Sullivan, L., & Thomson, M. (2015). *The good doctor*. Auckland, New Zealand: Penguin Books.

Eight or More Authors

- List first six authors, then insert three ellipses . . . followed by the last author.

Colwell, J., Beaumont, H., Bradford, H., Canavan, J., Cook, E., Kingston, D., . . . Waller, T. (2015). *Reflective teaching in early education*. New York, NY: Bloomsbury.

Corporate Author and Author as Publisher

- If an organisation or corporate body is named on the title page (not just as the publisher), then it is listed as the author.
- If the author is also the publisher, use the word Author for the name of the publisher.

Ministry of Health. (2015). *Tatau kahukura: Māori health chart book 2015* (3rd ed.). Wellington, New Zealand: Author.

No Author

- Put the title where the author would go.
- In the reference list, put in alphabetical order according to the first significant word in the title, not small words like *the* or *a*.

Recipes for messy play: 40 fun sensory experiences for young learners. (2013). Auckland, New Zealand: Playcentre Publications.

Edited Book

- The editor's name is followed by (Ed.).

Shahab, A. K. (Ed.). (2015). *New Zealand café cookbook: Recipes you love from your favourite cafés*. Auckland, New Zealand: Penguin.

Article or Chapter in an Edited Book

- If the chapter has an author, the author's name begins the entry followed by the date of the book, then the title of the chapter. Quotation marks are not used around the chapter title.
- 'In' is followed by the editor/s, initials first, then the title of the book with relevant pages in brackets.

Raghunathan, K. (2013). Nursing: Legal and ethical aspects of nursing care. In G. Koutoukidis, K. Stainton, & J. Hughson. (Eds.), *Tabbner's nursing care: Theory and practice* (6th ed., pp. 22-40). Chatswood, Australia: Elsevier.

Conference Papers or Proceedings of Meetings and Symposia

- Similar to above (article or chapter in an edited book).
- Capitalise the name of the conference or symposia.
- Add a retrieval statement for conference proceedings found online for example:
Retrieved from <http://temata.massey.ac.nz/massey/fms//Te%20Mata%20O%20Te%20Tau/Publications%20-%20Mason/An%20Indigenous%20model%20of%20health%20promotion.pdf>
- Include the month and year: for unpublished symposium contributions, paper or poster presentations.

Christenson, S. L. (2009). The relevance of engagement for students at-risk of educational failure: Findings and lessons from Check & Connect research. In J. Morton (Ed.), *Engaging young people in learning: Why does it matter and what can we do?: Conference proceedings* (pp. 36-84). Wellington, New Zealand: NZCER Press.

Encyclopedia or Dictionary

- Treat as an edited book.

Spiller, P. (Ed.) (2015). *New Zealand law dictionary* (8th ed.). Wellington, New Zealand: LexisNexis.

Entry in an Encyclopedia

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, Ill: Encyclopedia Britannica.

Reference List: Journals or Periodicals

Key Elements

Article author/s. (Date). Article title. *Title of Journal*, volume and issue information, page numbers.

- Titles of articles should not be italicised, underlined or placed in inverted commas.
- Capitalise only the first letter of the title and of the subtitle, if any, and any proper names.
- Titles of journals should be quoted in full, capitalised and *italicised*.
- Volume numbers and page numbers follow the title of the journal.
- *Italicise* the volume number.
- If there is both a volume and issue number, enclose the issue number in brackets and do not italicise.
- If no volume number, do not use brackets and insert the issue number in italics.
- Enclose non-routine information in brackets immediately after the title article e.g. [Letter to the editor].

Journal Article, One Author Only

Allvin, R. E. (2015). High-quality early learning. *YC Young Children*, 70(1), 62-63,68-69.

Journal Article, Corporate Author, No Volume Number

MIMS New Zealand. (2008). Lormetazepam. *MIMS New Ethicals*, 9, 81.

Journal Article, Two to Seven Authors

Berah, E., Jones, H., & Valent, P. (1998). The experience of a mental health team involved in the early phase of a disaster. *Australia and New Zealand Journal of Psychiatry*, 18, 334-358.

Journal Article, Eight or More Authors

- List first six authors, then insert three ellipses . . . followed by the last author.
- Riddell, T., Wells, S., Jackson, R., Lee, A., Crengle, S., Bramley, D., . . . Kerr, A. (2010). Performance of Framingham cardiovascular risk scores by ethnic groups in New Zealand: PREDICT CVD-10. *NZMJ Digest*, 19, 11-16.

Journal Article with an Author but No Volume or Issue Number

- If there is no volume or issue number then include "pp." before the page numbers. Use "p." if one page
- Becht, R. (2003). A Bourne winner. *Player*, June, pp. 14-21.

Journal Article with No Author

- Put the title where the author would go
- In the reference list, put in alphabetical order according to the first significant word in the title, not small words like *the* or *a*.

Going public: A promising process in limiting domestic abuse. (2001). *Health Care for Women International*, 22(6), 517-520.

Magazine Article

- Give the date shown on the publication – month for monthlies or day for weeklies

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Same Author More than One Publication in a Year

- Order alphabetically by title.
- For the first article add a small 'a' after the year, then add a small 'b' for the next article. Include the letter with the date as part of the in-text citation. e.g. (Durie, 2003a).

Durie, M. H. (2003a). The health of indigenous peoples: Depends on genetics, politics, and socioeconomic factors. *British Medical Journal*, 326(7388), 510-511. doi:10.1136/bmj.326.7388.510

Durie, M. H. (2003b). Providing health services to indigenous peoples. *British Medical Journal*, 327(7412), 408-409. doi:10.1136/bmj.327.7412.408

Reference List: Other Materials

Annual Reports

Key Elements

- Annual reports are referenced as books with corporate authors.
- For electronic annual reports give the URL rather than publishing details.

Leaflets, Pamphlets and Brochures

- Format references in the same way as books.
- In brackets, identify the publication as a brochure.

Asthma Foundation of New Zealand. (n.d.). *Control of inhaled allergies* [Brochure]. Wellington, New Zealand: Author.

Legislation: Statutes, Acts, Regulations and Codes

- Use the short title of the Act (this includes the year the Act was enacted, not when it came into force).
- Use abbreviations for when referring to a particular section in the act, followed by the section number.
- Use the URL when retrieval is from a website or database.

Health and Safety in Employment Act 1992, s 17.

Health and Disability Commissioner. (1996). Code of Health and Disability Services Consumers' Rights. Retrieved from

<https://www.hdc.org.nz/your-rights/about-the-code/code-of-health-and-disability-services-consumers-rights/>

Motion Picture (Movie)

- Give the name and, in brackets, the role of the producer or director, or both.
- Identify the work as a motion picture.
- Give the country of origin.

Producer, A. (Producer), & Director, B. (Director). (Year). *Title of film* [Motion picture]. Country of Origin: Studio

Cunningham, C., Weiner, Z., Walsh, F., Jackson, P. (Producers), & Jackson, P. (Director). (2012). *The hobbit: An unexpected journey* [Motion picture]. United States: New Line Cinema & Metro-Goldwin- Mayer Pictures.

Items in Other Languages

- If the original version of a non-English source is used, cite the original version. Give the original title and, in brackets, the English translation.

Gaspar, M., Mazumdar, P., & Bauhuis, P. (2012). *Peter Bauhuis: Abecedarium: Schmuck, gefäss, gerät* [Peter Bauhuis: Abecedarium: Jewel, vessel, implement]. Stuttgart, Germany: Arnoldsche.

- If the English translation of a non-English source is used, cite the English translation. Give the English title without brackets, provide the initial and surname of the translator followed by Trans. within brackets.

Piaget, J. (1969). *The psychology of the child* (H. Weaver, Trans.). New York, NY: Basic Books.

Music Recording

Key Elements

Composer, A. (Copyright Year). Title of song/composition. [Recorded by B. artist if different from writer]. On *Title of album* [Means of recording: MP3, CD, record, tape, etc.]. Location: Label. (Recording date, if different from copyright year)

Original recording by composer

Mitchell, J. (1971). California. On *Blue* [CD]. Hollywood, CA: Reprise Records.

Recording by an artist other than the composer

Andersson, B., & Ulvaeus, B. (n.d.). The winner takes all [Recorded by the London Unity Orchestra]. On *The London Unity Orchestra plays ABBA* [CD]. London, England: Newsound.

Newspaper Article

- Precede page numbers for newspapers with 'p.' or 'pp.'

Coster, D. (2018, Jul 06). Housing crisis looms for needy pensioners. *Taranaki Daily News*, p. 2.

Humphreys, L. (1998, May 1). Families, doctors vow to fight for child health. *The Daily News*, pp. 24-25.

Newspaper Article, No Author

Is your home making you sick? (2018, May 09). *The New Zealand Herald*, p. E9.

Newspaper Article, Letter to the Editor

- Use square brackets with [Letter to the editor] after the title.

Silvester, C. (2018, Aug 18). Boarding house rejected, but smaller housing need remains [Letter to the editor]. *Central Western Daily*, p. 2.

Standard

Key Elements

Organization that made the standard. (year). Title of standard (Standard No. 1234). Place of publication, Publisher.

Standards New Zealand. (2013). Conditions of contract for building and civil engineering construction (Standard No. 3910). Wellington, New Zealand: Author.

Television Broadcast

Key Elements

- Give the name and, in brackets, the role of the producer or director, or both.
- Identify the work as either a television broadcast or television series and give the city of origin.
- The format can be listed in square brackets after the title: [Motion picture], [Television broadcast], [Television series], [Television series episode].
- If retrieved online add “Retrieved from” and the URL of the database at the end.

Smith, L. (Executive Producer). (2000, November 5). *Computer viruses* [Television broadcast]. Dunedin, New Zealand: Fine Films.

Single episode from a television series:

Writer, A. (Writer), & Director, B. (Director). (2009). Episode title [Television series episode]. In E. Producer (Executive producer), Series Title. Place: Broadcaster/Channel.

Chibnall, C. (Writer & Director). (2018). The woman who fell to Earth. [Television series episode]. In M. Strevens, & S. Hoyle (Executive Producers), Doctor Who. United Kingdom: BBC One.

Thesis

- Use this rule for a master’s or doctoral thesis.

Hay, A. (2018). *Youth work in Aotearoa New Zealand: Sustaining and educating youth workers for a newly professionalised sector* (Unpublished master’s thesis), Wellington Institute of Technology, Wellington, New Zealand.

Unpublished Work, including a Policy Document

Author, A. A. (2008). Title of paper or manuscript. Unpublished manuscript.

- Unpublished manuscript or document not submitted for publication.
- Can include policy documents which are not published externally but on a company Intranet.
- Amount of information about the manuscript or document may vary.

Capital & Coast District Health Board. (2009). *Discharge criteria – day surgery and day procedures: Organisation clinical policies and procedures; version no. 3. CPP PER-09*. Unpublished manuscript.

Video

- Name the director and/or producer, if possible.
- Add the type of format after the title [Videotape], [CD], [DVD], [Video file], followed by country of origin and name of studio.
- If retrieved online from a website or a database (such as eTV database) add “Retrieved from” and the URL from the website or the database at the end.

Treaty of Waitangi: An introduction [DVD]. (2013). Bendigo, Australia: VEA.

Reference List: Electronic Sources

Key Elements

Use mostly the same information as for a printed source but include retrieval information.

- Date of publication is the date on the web page. If it is an electronic journal, it is the date of the journal.
- For an electronic version based on a print source, include page numbers. For example: PDF documents.

Retrieval Date

1. A retrieval date (the date looked at) is required only if the content you are citing might change e.g. wiki or a blog post.
2. A retrieval date is not necessary if the content is permanent and unlikely to change e.g. an electronic journal article or an electronic book or PDF or web page.

Location of a source

1. For the location of a source, use a DOI if available (Digital Object Identifier, which is a permanent address using numbers and letters). For more information on DOIs, check out <http://dx.doi.org/>
2. If a DOI is not available, give the URL of the database or the URL of the journal home page. For external publication purposes use the latter and consult the *APA Style Guide to Electronic References*.
3. If possible, underlining should be removed from the URL by removing the hyperlink.
4. Make sure URLs are working and do not end with a full-stop.

Reference List: Online Journals

Journal Article with a DOI

Author's last name, Author's initials. (Date of publication). Title of article. Name of journal, volume and issue information, page numbers if available. doi:xxxxxxxxxx

- Use the doi if available whether the article is found on a website or in a journal database.

Kang, T. (2018). Who am I? Migrant workers' bicultural identity integration, social support, and social maladjustment. *Social Behavior and Personality: An International Journal*, 46(7), 1111-1122. doi:10.2224/sbp.6645

Journal Article without a DOI from a Journal Database

Author's last name, Author's initials. (Date of publication). Title of article. Name of journal, volume and issue information. page numbers if available. Retrieved from the database URL

- If a doi is not available, use the url from the journal database

Voegeli, D. (2012). Understanding the main principles of skin care in older adults. *Nursing Standard*, 27(11), 59-60, 62-4, 66-8. Retrieved from <http://search.proquest.com/docview/1178959349?accountid=15035>

Journal Article without a DOI from the Journal Website

- If a doi is not available, use the url from the journal website.

Lindeman, K. W., & Anderson, E. M. (2015). Using blocks to develop 21st century skills. *YC Young Children*, 36-70(1), 43. Retrieved from http://www.naeyc.org/yc/files/yc/file/201503/YC0315_Blocks_Develop_21st_Century_Skills_Lindeman.pdf

Journal Article, with No Author, Issue Number Only, from a Website

Title of article. (Date of publication). Name of journal, issue information, page numbers. Retrieved from URL

Untangling the web. (2008). *Career Edge*, 19, 13-15. Retrieved from http://www2.careers.govt.nz/fileadmin/pdf/career_edge/CAR170_CE19_proof4Final.pdf

Online Book from a Website

- Publisher and place of publication information is not required with online and electronic books.

Pybus, T. A. (1954). *Māori and missionary: Early Christian missions in the South Island of New Zealand*. Retrieved from <http://www.nzetc.org/tm/scholarly/tei-PybMiss.html>

E-Books from Library Databases (Proquest Ebook Central, Safari Books)

- For undergraduate students, we recommend that you give the database URL. However, for researchers, if you are submitting work to a publisher and there is no DOI, you are now required to give the URL of the ebook.

Micozzi, M. S. (2019). *Fundamentals of complementary and alternative medicine* (6th ed.). St. Louis, MO: Elsevier. Retrieved from <https://www.clinicalkey.com.au/nursing/#!/browse/book/3-s2.0-C2016002096X>

Online Document with Editors, on Website (Organisation as Publisher)

- If a report is available online, add the publisher as part of the retrieval statement where the publisher is not the author.

Yorke, J., Winter, L., Kinsella, S., & Price, C. (Eds.). (2010). *Academic integrity at Curtin: Student guidelines for avoiding plagiarism*. Retrieved from Curtin University of Technology - <http://academicintegrity.curtin.edu.au/local/docs/studentguide2010.pdf>

Online Document, On Website (Medsafe Data Sheets)

Medsafe. (2010). *Ketalar: ketamine hydrochloride* [Data sheet]. Retrieved from <http://www.medsafe.govt.nz/Profs/Datasheet/k/ketalarinj.pdf>

Reference List: General Website Information

Page on a Website, with an Author and Date

Author's last name, Author's initials. (Date of publication). *Title of page*. Retrieved from URL

Jacobs, L. (2019). *Big fish*. Retrieved from <https://www.cuisine.co.nz/big-fish/>

Page on a Website with an Organisation as Author

Author. (Date of publication). *Title of page*. Retrieved from URL

New Zealand Ministry for Culture and Heritage. (2016). *The Treaty in practice*. Retrieved from <https://nzhistory.govt.nz/politics/treaty/the-treaty-in-practice/early-crown-policy>

Page on a Website, with No Author, and No Date

***Title of page*. (n.d.). Retrieved from URL**

Map of relative iwi position. (n.d.). Retrieved from <http://aotearoa.wellington.net.nz/back/map.htm>

Reference List: Online Dictionaries or Encyclopedias

Key Elements

- If no author, use title of article.
- If the online version refers to a print edition, include the edition number after the title: (11th ed.).
- Give the URL of the home page for reference works from websites and databases.

Culvert, L. L. (2019). Iodine. In D. S. Hiam (Ed.), *Gale Encyclopedia of Diets* (3rd ed., v. 2, pp. 757-761). Farmington Hills, MI: Gale. Retrieved from <http://link.galegroup.com/apps/doc/CX2491000190/HWRC?u=whitireia&sid=HWRC&xid=70e1a611>

Data mining. (2019). Retrieved from <https://academic.eb.com/levels/collegiate/article/data-mining/437561>

Serendipity. (2019). In Oxford living dictionaries. Retrieved from <https://en.oxforddictionaries.com/definition/serendipity>

Reference List: Social Media sources

Key Elements

- Use the specific date of the post. A retrieval date is not necessary unless the specific date is unavailable.
- Describe the format of the post (e.g. blog post, tweet, Facebook status update, photograph, timeline, video file) after the title in square brackets.
- If it contains no words (e.g. photograph without a caption) also provide a description in square brackets.
- When citing a Twitter or Facebook account as a whole or to discuss it in general, give the site URL in text, inside brackets. There is no need for a reference list entry in this instance.
- If the source will be unrecoverable, such as in a private Facebook page, cite as a personal communication.

Blog Posting

- Do not italicise titles of unpublished works.

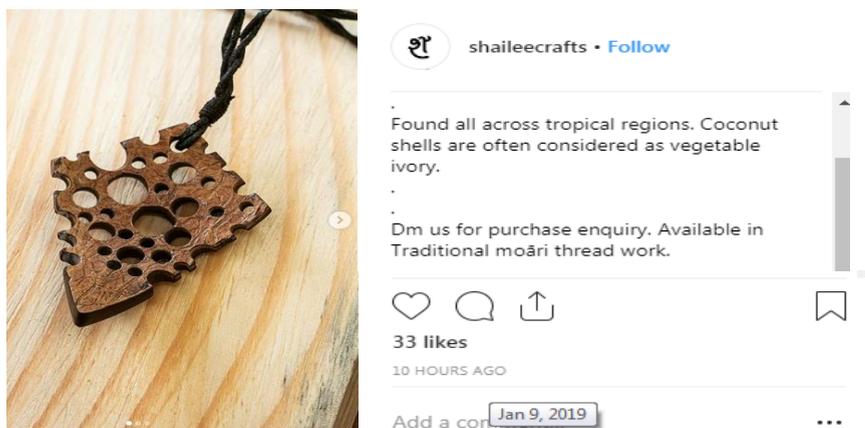
O'Connor, Rose. (2018, March 27). A student perspective on information literacy [Blog post]. Retrieved from <https://informationliteracyspaces.wordpress.com/2018/03/27/a-student-perspective-on-information-literacy/>

Facebook



Clark, Helen. (2018, November 29). I'm increasingly concerned about the lack of progress on the sustainable development goals (SDGs) and the Paris Agreement on climate change [Facebook status update]. Retrieved from <https://www.facebook.com/helen.clark>

Instagram



Shaileecrafts. (2019, January 9). Coconut shell pendant [Photograph]. Retrieved from https://www.instagram.com/p/BsYGc5Ag8DX/?utm_source=ig_web_copy_link

Tweet

- Insert the Twitter username, without the @ in square brackets after the Twitter account name.



Te Papa [Te_Papa]. (2018, November 22). Curator Athol McCredie remembers Peter Peryer [Tweet]. Retrieved from https://twitter.com/Te_Papa/status/1065738681095413760

Reference List: Other Materials

Audio Podcast

- If possible, include producer e.g. Brown, A. (Producer). Name of podcast. (Date). URL
Impress me: How to make your first job count [Audio Podcast]. (2018, November 9). Retrieved from https://www.radionz.co.nz/audio/player?audio_id=2018670560

Brochure on a Website

Ministry of Social Development. (2016). *Social housing* [Brochure]. Retrieved from <http://www.housing.msd.govt.nz/documents/forms/social-housing-brochure-sha200-web.pdf>

Newspaper Article from a Library Database

Walters, L. (2018, February 2). Success measure includes wellbeing. *Dominion Post*. Retrieved from <https://search.proquest.com/docview/1993036919?accountid=180369>

Newspaper Article (No Author), from a Daily Online Newspaper

False claim of “security crisis” at US border. (2019, January 10). *Otago Daily Times*. Retrieved from <https://www.pressreader.com/new-zealand/otago-daily-times/20190110>

Standard from a Library Database

Standards New Zealand. (2018). Plumbing and drainage part 1: Water services. (Standard No. 3500.1). Retrieved from <https://shop.standards.govt.nz/catalog/3500.1%3A2018%28AS%7CNZS%29/view>

Thesis from an Institutional Website

Ip, C. C. (2018). *Best practice techniques for numerical modelling of complex unreinforced masonry buildings* (Unpublished master’s thesis). University of Auckland, Auckland, New Zealand. Retrieved from <https://researchspace.auckland.ac.nz/handle/2292/37239>

Video from You Tube or Other Video Posting Website

Dolce, Anna. (2018, May 4). *Service isn't same as hospitality* [Video file]. Retrieved from <https://www.youtube.com/watch?v=qkU3uwWYAn8>

Sample Reference List

- Bedford, R. (2015). Tangata o le moana: New Zealand and the people of the Pacific. *New Zealand Sociology*, 30(1), 215-231. Retrieved from <http://search.proquest.com/docview/1703581540?accountid=15035>
- Bowden, F., Lambie, I., & Willis, G. (2018). Road runners: Why youth abscond from out-of-home care in New Zealand. *Children and Youth Services Review*, 94, 535-544.
- Data mining*. (2019). Retrieved from <https://academic.eb.com/levels/collegiate/article/data-mining/437561>
- Fry, M. (2016). Emergency nursing in Australia and New Zealand. In K. Curtis & C. Ramsden (Eds.), *Emergency and trauma care for nurses and paramedics* (2nd ed., pp. 3-11). Chatswood, Australia: Elsevier.
- Ip, C. C. (2018). *Best practice techniques for numerical modelling of complex unreinforced masonry buildings*. (Unpublished master's thesis.) Auckland, New Zealand. Retrieved from <https://researchspace.auckland.ac.nz/handle/2292/37239>
- Kelly, M. (2018). Useless beauty: Flowers and Australian art. *Australian and New Zealand Journal of Art*, 18(1), 150-153,159. doi:<http://dx.doi.org/10.1080/14434318.2018.1481337>
- Owen, K., Day, L., & Yang, D. (2017). Promoting well-being for Chinese international students in an undergraduate nursing programme: Reducing culture shock. *Whitireia Nursing & Health Journal*, (24), 13-20. Retrieved from <https://search.proquest.com/docview/2049985292?accountid=180369>
- Reale, M. (2015). *Becoming an embedded librarian: Making connections in the classroom*. Retrieved from <https://ebookcentral.proquest.com/lib/weltec/reader.action?docID=4006858>
- Riley, T. (2017). *The art, not the science: Reflections on paramedic practice*. Nelson, New Zealand: Trellis Editorial.
- Statistics New Zealand. (2010). *2013 census: Quick facts about Petone*. Retrieved from http://archive.stats.govt.nz/Census/2013-census/profile-and-summary-reports/quickstats-about-a-place.aspx?request_value=14433&tabname=&sc_device=pdf
- Trans people deserve our respect. (2016, Jan 11). *Dominion Post*, p. A6.

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