REFERENCING AND STYLE GUIDE

APA 7

Updated January 2021

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1. INTRODUCTION TO APA

IPU New Zealand Policy

Assignments at IPU New Zealand should be written according to the information in this handout. This is based on the American Psychological Association (APA) 7th Edition system, which is used by many other tertiary institutions.

Plagiarism

In Western academic tradition, when someone has an idea, they own it as their intellectual property. To show this, they usually publish it somewhere. If you use these ideas as if they are your own, it is regarded as a particular kind of theft called "plagiarism".

Plagiarised assignments are not acceptable. You must not copy or paraphrase another person's work without giving the source, otherwise you may fail your assignment.

Students need to be aware of plagiarism and how to avoid it (see also the Institute's "Academic Honesty Policy" in the Student Study Guides). You will also be required to submit your work electronically so that it can be put through Turnitin, a software for checking plagiarism.

Further information

This guide is a summary only. It is based on the Publication manual of the American Psychological Association (7th ed.) which is held in the IPU New Zealand Library:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). APA.

The library also has a number of other books covering APA style. In addition, you may like to refer to the APA website: https://apastyle.apa.org and the APA Style blog: https://apastyle.apa.org/blog/.

You can also ask your lecturers, IPU's librarians, or Academic Learning Support Centre staff for help.

Using the APA 7th referencing and style system is always overwhelming at first but, with practice, it becomes a familiar set of rules that help you develop academic writing skills and improve the quality of your work!

2. ASSIGNMENT PRESENTATION

An academic assignment should be written and presented in a formal style, unless your lecturer has given you other instructions. This formal academic style follows rules called "academic conventions". This is so that the lecturer can focus on your ideas, and not be distracted by the format or style of your work. There are two general rules:

- Your assignment should be clear with an organised flow of ideas
- You should be consistent; that is, use the same system throughout the assignment

Cover page
Each assignment should have a cover page. You can find an IPU New Zealand assignment cover page template in the Student Information section on Moodle.

Font
Use Times New Roman or Calibri, and font size 12 for the text of your assignment.

Headings and subheadings
- Headings should be boldface and in font size 14 or 16
- Subheadings should be in font size 12 bold or italics, (the most common form is boldface)
- Subheadings are not underlined in APA 7

Line spacing
Use 1.5 or double spacing (check with your lecturer).

Margins
Your left and right hand margins should be set at 2.5 cm.

Paragraphs
There are two options to indicate the start of a new paragraph:
1. Indent to indicate the start of a new paragraph (7 spaces /1.27 cm). Using the tab key is best.
2. Using block style, insert a space between each paragraph (i.e. do not indent).

Footnotes
In the APA system, footnotes are used to give extra information which the author feels would disturb the flow of the writing, but these are not used for citations (check with your lecturer).

Page numbering
You should number the pages of your assignment, excluding the cover page. These are generally part of the footer.

Word count

The word count of your assignment includes the main text, quotations, headings and subheadings, in-text citations, and table and figure captions (check with your lecturer).

Words from languages other than English

Write words, phrases and abbreviations from other languages in *italics*. Foreign words that are common in English (i.e. found in the English dictionary) are not italicised (e.g. rendezvous). Also, if the foreign word is a proper noun it is **not** italicised.

NB: If a foreign word is going to be used frequently in the text, it only needs to be italicised **the first time**.

When a foreign word is used, its English translation should be provided. This can be done in one of two ways:

- By using inverted commas "xxx" e.g.

    The Japanese *o-bento,* or "boxed meal", can be taken anywhere (Shimizu, 2014, p. 3).

- By using square parentheses [ ] e.g.

    The Japanese *o-bento* [boxed meal] can be taken anywhere (Shimizu, 2014, p. 3).

Numbers in your writing

The APA style has guidelines regarding how you should present numbers in your writing:

Use numerals (1, 2, 3 etc.) for the following:

- Numbers 10 and above (unless it starts a sentence)
- Statistical numbers e.g. 2.1
- Times e.g. 1 hr 58 min; ages e.g. 3 years old; dates e.g. May 7
- Exact sums of money e.g. $15
- Numbers used as numerals e.g. when used in a chart
- Parts of books e.g. Chapter 3
- Table and figure numbers e.g. Figure 3, Table 6
- Percentages e.g. 13% (unless it starts a sentence)
- Numbers that come before a unit of measurement e.g. 28 cm

Use words (one, two, three etc.) for the following:

- Numbers zero through nine e.g. eight people
- Numbers starting a sentence, title or heading e.g. Nineteen people attended …

Writing long numbers

- Use commas when writing long numbers which are 1,000 or more e.g. 6,000

Figures and tables

- Tables are used to complement information in the text or to simplify text
- Tables and figures should be **numbered,** written in **bold** and positioned above the table/figure title and presented in the order in which are mentioned in your assignment (i.e. **Table 1**, **Table 2**/**Figure 1**, **Figure 2** etc.)
- The **title** appears one double-spaced line below the table or figure number, and is written in *italics* and Title Case e.g. *Consumers Price Index, Annual Change, September 2016-September 2020*
- A **note** can appear below the table/figure to describe contents that cannot be understood from the information provided. Notes are double-spaced and left aligned. However notes are not always necessary
- Reference the source in which the table or figure appears. If you created a figure or table using your own data, this is not necessary
- If you have altered the table or figure, use: Adapted from (source, date, page number)
- Align all tables and figures with the left margin

Tables

- A table usually gives numerical values and/or textual information.
- The word "Table" and its number should be written in **bold** above the table. Include a page number/n.p.g. if it is directly copied
- Tables are characterised by a row-column structure and should include column headings. Column headings are centred. For example:

Table 1

Trajectories of E-Cigarette use from Baseline to 1-month Follow-up

			1-month follow-up[a]	
			Used e-cigarettes	Did not use e-cigarettes
Baseline	Used e-cigarettes	36 (8.41%)	Continued	Stopped
			16 (44.44%)	20 (55.56%)
	Did not use e-cigarettes	392 (91.59%)	New	Continued non-users
			14 (3.57%)	375 (95.66%)
	Total	428	30 (7.01%)	395 (92.29%)

(Chiang et al., 2019, p. 6)

Reference list entry:

Chiang, S. C., Abroms, L. C., Cleary, S. D., Pant, I., Doherty, L., & Krishnan, N. (2019). E-cigarettes and smoking cessation: a prospective study of a national sample of pregnant smokers. *BMC Public Health*, *19*(1), 964. https://doi.org/10.1186/s12889-019-7299-7
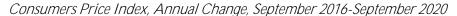
Figures

A figure may be a chart, a graph, a photograph, a drawing, or any other illustration or non-textual depiction. Any type of illustration or image other than a table is referred to as a figure.

A figure may include these components:

- Image: The image portion of the figure is the chart, graph, photograph, drawing, or other illustration itself
- Legend: A figure legend, or key, if present, should be positioned within the borders of the figure and explains any symbols used in the figure image

For example:

Figure 2

Consumers Price Index, Annual Change, September 2016-September 2020

(StatsNZ, 2020, n.p.g.)

Table from a book referred to and not reproduced in text

If you refer to a table that is referenced in a book, format the in-text citation and the reference list entry as for books.

Table referred to but not reproduced or included in the text (from an article)

If you simply refer to a table that is referenced in an article, format the in-text citation and the reference list entry as for articles.

Reference list entry:

StatsNZ (2020, October 23). *Consumers price index (CPI)*.
https://www.stats.govt.nz/indicators/consumers-price-index-cpi

Further information

For more information on tables and figures see https://apastyle.apa.org/style-grammar-guidelines/tables-figures.

3. USEFUL VOCABULARY FOR LINKING CONCEPTS AND IDEAS

Effects/Results	Cause/Reason	Addition	Alternative	Emphasis
as a result therefore consequently thus accordingly	because since due to the cause of for this reason	in addition furthermore also as well as together with	otherwise or if unless	generally in fact particularly namely notably
Example	Comparison	Conclusion/ Summary	Indicating time	Contrast
for example for instance such as including to illustrate a key point is specifically	likewise compared to whereas comparatively in the same way similarly rather than	on the whole in conclusion to summarise briefly to sum up overall as can be seen	finally eventually subsequently previously meanwhile simultaneously in the meantime	however although yet in contrast on the other hand nevertheless whereas

4. AVOIDING BIAS IN LANGUAGE

One aim of academic language is that it is clear, objective and inclusive. Avoid making generalisations when talking about gender, ethnicity, race, sexual orientation, social class, or physical or mental traits. Here are examples of language to use that will not alienate readers. You can find further information at https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/

Examples of biased terms	Alternative terms to use
Age Instead of using broad categories, use exact age ranges which are more relevant and specific Elderly	 People 65 years and older Older people
Disability - *put people first, not their disability* a disabled person/handicapped wheelchair-bound person mentally challenged the mentally ill • The **special education student** scored 10 points higher.	 a person with a disability wheelchair user, person in a wheelchair people with intellectual disabilities people with a mental illness • The student **in a special education programme** scored 10 points higher.
Ethnicity American Indian black indigenous people minorities white	 Native American Black Indigenous People members of minority groups White
Gender man/ mankind opposite sex homosexual transvestite • In **her** classroom, the teacher must have a management plan. • A student should hand in **his** essay.	 humanity/human beings/people another sex gay male/man; lesbian; bisexual men and women transgender • In **the** classroom, the teacher must have a management plan. • Students should hand in **their** essays.
Groups fatherland mother tongue forefathers the homeless	 native land native tongue ancestors people who are homeless

Occupations	
a policeman	police officer
fireman	fire fighter
salesman	sales clerk
waiter/waitress	server; wait staff
- do not specify the sex of the person if it is not part of your discussion.	
e.g. The **male nurse** walked into the hospital ward.	e.g. The **nurse** walked into the hospital ward.
Role references	
chairman	chairperson
spokesman	spokesperson
businessman	business person
self-made man	self-made person, entrepreneur
manpower	personnel; staff
Research participants	
- use words that show participation	
research subjects	research participants
questionnaire subjects	questionnaire respondents
Other stereotypes	
homeless	people who are homeless
king-size	jumbo; gigantic
ladylike	courteous
man-made	synthetic; manufactured
workmanship	quality construction

5. CITING SOURCES IN YOUR TEXT

In your written assignments, it is necessary to use people's ideas from other sources to help strengthen your arguments and show understanding of a topic. When you cite a source, you give credit to wherever these borrowed ideas come from. You must cite each source as an *in-text citation* and include it in the *reference list* (a complete list of sources) at the end of your assignment. Examples are given in this guide.

Correspondence between a reference list entry and an in-text citation

Reference list entry:	Rudzitis, G., & Bird, K. (2011). The myth and reality of sustainable New Zealand: Mining in a pristine land. *Environment, 53*(6), 16–28. https://doi.org/10.1080/00139157.2011.623062
Parenthetical citation:	(Rudzitis & Bird, 2011)
Narrative citation:	Rudzitis and Bird (2011)

In-text citations

For in-text citations in APA, provide the **author's name** (or the title if there is no author) and the **year of publication** or **n.d.** ("no date"). Note that if a book, you use the **copyright** date. In addition, include **page/paragraph numbers** for direct quotations. These are also recommended for paraphrases and summaries (check with your lecturer).

- For **print sources** (e.g. books), provide the page number or numbers e.g.
  As Myers (2015, p. 5) points out, "positive emotions are a means to a more caring society."

- For **online sources**, provide the page number(s)/paragraph number (use "para.") or no page given (n.p.g.). e.g. As Myers (2015, para. 5) points out, "positive emotions are a means to a more caring society."

This could also be written as: As Myers points out, "positive emotions are a means to a more caring society" (2015, para. 5).

If the focus is on the information of the original source, the in-text citation goes at the end of the sentence e.g.
- It was found that reading helps students to improve their writing skills (Smith, 2017, p. 22).

NB: the full stop for the end of the sentence comes **after** the citation.

If the focus is on the **author of the original source**, the author's name and in-text citation are included at the beginning of the sentence e.g.
- According to Smith (2017, p. 22), "reading helped students to improve their writing skills."
- Smith (2017, p. 22) states "reading helped students to improve their writing skills."

If the in-text citation refers to more than one page in the original source, include all page numbers e.g.
- Students from around the world were found to improve their writing skills (Smith, 2017, pp. 21-23).
- Students from around the world were found to improve their writing skills (Smith, 2017, pp. 21, 25).

Citing multiple different sources in the same parentheses

If a sentence contains information paraphrased from several sources, you can include each source in a single set of parentheses at the end of the sentence. The sources are arranged alphabetically by author, and a separated by a semi-colon. For example:

(Conger & Scheiber, 2019; Hawkins, 2019; Romo, 2019).

Direct quotations

- A direct quotation is identical to and uses the exact words from another author.
- Direct quotations should be used only for important ideas that cannot be expressed differently or sayings that are famous, distinctive or beautifully worded.

Less than 40 words

If a direct quotation is less than 40 words, put it into the text, and use double quotation marks " " around the words e.g.

The event was referred to as "the most devastating in the history of the city" (Miele, 2013, p. 276).

40 words or more

If a quotation is 40 words or more, treat it as a block quotation. There are specific rules you must use:

- Start the quotation on a new line
- Indent the whole block from the left hand margin (the Publication Manual recommends 0.5" or 1.27cm, which is the default in MS Word)
- Double-line space the whole quotation
- Do not enclose the quotation in quotation marks
- Either:
  - Cite the author and year in the narrative before the quotation and place only the page/para. number in parentheses after the quotation's final punctuation or
  - Cite the source in parentheses after the quotation's final punctuation
  - Note that a full stop is NOT added after the parentheses

> As the tide of chemicals born of the Industrial Age has arisen to engulf our environment, a drastic change has come about in the nature of the most serious public health problems. For the first time in the history of the world, every human being is now subjected to dangerous chemicals from the moment of conception until death. (Carson, 2016, p. 24)

Paraphrasing

- A paraphrase is when you put into your own words a passage from another source.
- A paraphrase may be shorter than and condensed from the original text.
- An in-text citation should go at the end of the paraphrased sentence, giving credit to the original source e.g.

original text:

Engaged learning is a collaborative learning process in which the teacher and student are partners in constructing knowledge and answering essentials questions.

Paraphrase:

Through an involved and engaged environment of learning, educators and learners work together to build knowledge and find answers to important questions (Conrad & Donaldson, 2011, p. 6).

Summarising

- A summary is when you put into your own words the main ideas of a text from another source.
- A summary is condensed from a much longer original text. For example, a writer may summarise an entire article into one paragraph.
- An in-text citation should go at the end of the last sentence of a summary, giving credit to the original source.

Original text:

The longest-lived robot ever sent from Earth to the surface of another planet, Opportunity, snapped pictures of a strange landscape and revealed surprising glimpses into the distant past of Mars for over 14 years. But on February 13, 2019, NASA announced that the rover is dead.

The rover was designed to last only three months, but proved itself to be one of the solar system's most unexpected endurance athletes. It travelled more than the distance of a marathon when its designers only expected it to move about a kilometre. As it completed this course, Opportunity provided scientists a close-up view of Mars that they had never seen: finely layered rocks that preserved ripples of flowing water - a prerequisite for life - several billion years ago.

Summary:

NASA's robotic vehicle travelled over 40 kilometres on Mars' surface from 2005 to 2019, capturing important photographs for scientists. Pictures taken on the planet by the robot showed evidence that billions of years ago, there was running water, a necessity for lifeforms (Chang, 2019, n.p.g.).

Referring to a title of a source in your text

Sometimes you will want to refer to the title of a source as part of your discussion **within** your assignment.

- *Italicise* titles.
- Capitalise the first word of the title, proper nouns and all other major words. It is not necessary to capitalise minor words (prepositions, conjunctions, articles etc.) e.g.

  - In her book *The Best and the Brightest,* Mai Son (2013) explores the factors that …
  - Dr Ru Bish, a well-known New Zealand environmental scientist, summarised the debate about plastic bag use well in his recent article *Plastic Bag Ban: Annoying for Some, Awesome for Others* (Bish, 2010).
  - *The World Development Report 2019: The Changing Nature of Work* (World Bank, 2019) focuses on the global impact of technology on work and jobs.

NB: The rules for using upper case letters in titles are different for reference list entries.

Useful vocabulary for citing the work of others

1. Use the present simple tense for reporting verbs, especially for recent articles and books e.g.
   - Kouzes and Poser (2019) advocate that …
   - Taylor (2013) provides a definition of …
   - Bartol and Martin (2017) suggest that …
   - Coupland (2016) states that …
   - Kirkpatrick and Locke (2018) comment on …
   - Dawson and Palmer (2011) make the important point that …
   - Inkson (2014) reports a rise in …
   - Both Inkson (2018) and Kolb and Shepherd (2016) argue that …
   - Schein (2017) notes that… (Gibson, 2015, p. 480).
   - As Handy (2019) states, "learn to cite correctly" (para. 79).
   - Studies on xxxx demonstrate … (Cleg, 2012; Daft, 2015; Deal & Kennedy, 2012).
     (NB: Arrange citations alphabetically and separate with a semicolon)
   - M. A. Smith (2010) and J. Smith (2007) concur that …
     (NB: use authors' initials if they have the same surname)
2. Use the past simple tense if presenting the results of past research - even in recent literature.
   Examples:
   - Bygrave (2017) conducted a study which hypothesized that …
   - Inkson's (2018) study examined …
   - Tannen (2011) devised a questionnaire to …
   - The groups observed during the research showed a range of leadership styles (Kang 2006).
   NB: Verbs, such as "say", "tell", "as", "think", "feel" and "believe" are normally used in informal spoken language and are not considered appropriate for formal academic writing.

Personal communications

Personal communications are works that cannot be recovered by readers and are cited in the text as personal communications. Information from personal communication should normally only be used if published material is unavailable. Personal communications include:

- discussions with experts, personal interviews
- letters, memos, emails and online bulletin boards, online chats
- telephone conversations
- live speeches
- external lectures and external lecture notes (not your class notes)
- PPT slides and handouts from your lectures (if allowed - check with your lecturer)

These should be cited in the text as follows:

K. W. Schaie (personal communication, March 18, 2019) stated that staff morale had increased.

Author's   Author's family name   Date the communication took place
initials

It is also a good idea to explain who the person is, to show why they have been cited.

K. W. Schaie, the regional manager of the company, stated that staff morale had increased (personal communication, March 18, 2019).

NB: Personal communications are **not** included in the reference list, because they cannot be found later by a reader.

Groups/organisations as authors

Spell out the names of groups and organisations the first time they appear in the text, unless they are commonly known by that abbreviation e.g. UNESCO. If they have an abbreviation that is familiar or readily understandable, use it in the second and subsequent citations e.g.

First citation:

The United Nations (UN, 2011) published a report stating that two or more is a basic human right.
or
Internet access is considered a basic human right (United Nations [UN], 2011).

Second and subsequent citations:

The UN (2011)...
or
(UN, 2011)

NB: In the reference list use the **full name** of the group/organisation

Secondary citations

Only material you have actually read should appear in your reference list. Therefore, you should avoid citing, for example, a book or another study which is discussed in a journal article you are reading. You should always try to find the original source. If you are unable to do this (e.g. it may be out of print or unavailable), then you may provide a secondary citation. For example, suppose Kirk's study is cited by Ardern in her article and you did not read Kirk's original work that is referred to. In your text, name the original source (Kirk) **and** provide a citation for the source you have read (Ardern).

> Kirk (1980, as cited in Ardern, 2018) found significant differences between women's voting trends in regional New Zealand in the 1960s.
>
> However, results from another study suggested that significant differences … (Kirk, 1980, as cited in Ardern, 2018, p. 156).

If the year of publication of the primary source is known, then include it in the citation.

In your reference list, only the source you have read (Ardern) is listed (**not** Kirk).

> Ardern, N. (2018). *Women and parochial politics.* Oxford University Press.

6. THE REFERENCE LIST

This is the list of **all of the sources** cited in your assignment. One purpose of a reference list is so that a reader can identify and locate the materials cited in your work. Another purpose is to find out if you have read widely enough for the assignment (ask your lecturer how many/what type of references are expected in the assignment).

Basic Template

The basic reference template contains the following key elements:

Author/s or editor/s	(Date).	*Title* (+ edition)	Source			
Last/Family name + initials. Separate multiple authors with a comma, & use "&" before final author. If an editor/s, use "Ed." or "Eds." In parentheses	Year in parentheses (xxxx).	*Title* (xx ed.)	Publisher/s. List all publishers, separating each by a semi-colon ; List them in the order that they appear If published by an imprint, use the imprint as the publisher		DOI or URL (if applicable) If a DOI is present, then include it. If no DOI, then include the URL. If a URL check if a permalink is available. Always copy and paste the link	
Journal article						
Author, A. A., & Author, B. B.	(Year).	Title of the article.	*Name of the Periodical,*	*Volume* (issue)	#-#. Article page range	DOI or URL e.g. https://doi.org/xxxx If a DOI is present, then include it. If no DOI, then include the URL
Book						
Author, A. A., & Author, B. B.	(Copyright Year).	*Title of the book* (xx ed.).	Publisher/s List all publishers, separate each by a semi-colon ;		DOI or URL If present. Note that a DOI is always favoured over a URL	
Chapter in an Edited Book						
Author, A. A., & Author, B. B.	(Copyright Year).	Title of the book chapter	In A. A. Editor & B. B. Editor (Eds.),	*Book title* (xx ed., pp. #-#).	Publisher.	DOI or URL Use if present

If there is no author, the title of the work goes before the date. For printed material, source data refers to publishers. For online material, identifying sources can be more challenging; so including retrieval information, such as URLs, is necessary.

Formatting

The list should be called **References**, written in bold at the top of a separate page at the end of your essay or report assignment. Each entry should:

- be organised alphabetically by the first word
- use the "hanging indent" style, i.e. with the first line at the left margin and all following lines indented (7 spaces/1.27cm). In Microsoft Word use Ctrl+T to create a hanging indent
- be single-spaced with a space between each entry

Upper case letters

- Book/Article titles - capitalise the first word of the title only, and any proper nouns. NB: The rules for using upper case letters are different when referring to a title in your text.
- Capitalise after a colon or a dash in a title e.g.
    - *International studies: An interdisciplinary approach to global issues.*
    - *West Papua - A brief history.*
- Journal title - capitalise all words, except articles and prepositions e.g.
    - *Journal of the Society for Business Ethics*
    - *International Journal of Tourism Research*

Square parentheses

If the format, medium or description is important for a resource to be retrieved or identified, include it in square parentheses immediately after the title. Examples of these are:

[Audio podcast]	[Manuscript in preparation]	[Poster presentation]
[Audiobook]	[Manuscript submitted for	[PowerPoint presentation]
[Blog comment]	publication]	[PowerPoint slides]
[Brochure]	[Map]	[Press release]
[Clip art]	[Mobile app]	[Song]
[Conference session]	[Online forum comment]	[Speech audio recording]
[Data set]	[Online forum post]	[Status update]
[Demographic map]	[Painting]	[TV series episode]
[Facebook page]	[Paper presentation]	[Tweet]
[Film]	[Photograph]	[Unpublished manuscript]
[Film: educational DVD]	[Podcast]	[Video]
[Infographic]	[Policy brief]	[Webinar]
[Interview]		

Publisher

Include all publishers listed in a book, separated with a semi-colon. Write the publisher's names as listed in the work. However, you can omit designations of business structure (e.g. Inc, Ltd, LLC) in the publisher's name. If published by an imprint of a publisher, then use that e.g. Red Globe Press instead of Macmillan.

URLs

Always copy and paste all URLs, check for a permalink or DOI to use. Don't add a full stop at the end.

Presenting authors' names

In APA, only the family name of the author is used in in-text citations. In the reference list, the initial of the author's first name/s is also placed **after** the family name. Sometimes, it can be difficult to identify the family name, especially if the author is from a culture with different naming practices than your own. For example, names in Western/European culture are usually presented with the first name/s first (e.g. *Mark* Bray); if the family name is presented first, it will be followed by a comma (e.g. Bray, *Mark*). To help you, you can look at how the author has been cited in other works and follow that format (refer to the article's reference list first, as the author's previous works might be included).

Omit academic or professional credentials, such as PhD, doctor (Dr), government or military ranks (e.g. General). Name suffixes, such as Jnr (Junior) and Snr (Senior) are included in the reference list but **not** in the in-text citations.

Jones, H. W., Jr., & Jones, H.W., Sr. (1941). My adventures in Alexandretta. *The Journal of Fictional Archaeology, 1*, 1-19.

Same first author, different second author

order alphabetically by second or subsequent authors:

Marvel, M., & Hulk, I. (2013). *Melanoma rates increase in green-skinned people.* URL
Marvel, M., & Jones, J. (2014). *Women with superhuman strength ostracised.* URL

Two or more works by the same author

- Order by year of publication (copyright year if a book), from oldest to most recent. NB: (n.d.) comes first.

Belich, J. (1988). *The New Zealand wars and the Victorian interpretation of racial conflict.* Penguin.

Belich, J. (2001). *Paradise reforged: A history of the New Zealanders from the 1880s to the year 2000.* Allen Lane.

Belich, J. (2010). A cultural history of economics? *Victorian Studies, 53*(1), 116. https://search.ebscohost.com/login.aspx?direct=true&db=edsglr&AN=edsgcl.268652315&site=eds-live&scope=site

- For publications in the same year, list them in alphabetical order according to the first significant words in the titles ("A" and "The" are not significant words). Add a **lowercase letter** ("a", "b", "c", etc.) after the year, so that each reference can be cited clearly:

Kaufman, J. R. (2015a). *Control over Middle East oil.* …
Kaufman, J. R. (2015b). *Roles of Western players in Middle East politics.* …
Kaufman, J. R. (2015c). *Western views on Middle East politics.* …

● If you are using different webpages from the same online source, then you should make a separate
   entry for each of them. Cite the **organisation**, the **title of the page**, and the **year**. List sources in
   alphabetical order according to the page titles:

World Trade Organization. (2011a). *Increases in population explosion*. …
World Trade Organization. (2011b). *New statistics for world population.* …
World Trade Organization. (2011c). *Reversal of population predictions*. …

Examples of references by type

Below are examples of how to format references for the most common kinds of sources. Refer to the APA Style manual, or the APA Style Blog (https://blog.apastyle.org/) for further information.

Authors

Author	Reference list	In-text citation
One author	Roberts, J. Q. (2017). *Essentials of essay writing: What markers look for*. Macmillan International; Red Globe Press; Palgrave.	(Roberts, 2019) or Roberts (2019)
Two authors List both authors with an ampersand (&) between the names	Fuchida, M. & Okumiya, M. (1992). *Midway: The Japanese story*. Cassell & Co.	(Fuchida & Okumiya, 1992) or Fuchida and Okumiya (1992) List both authors
3 or more authors, up to 20 authors List all authors up to and including 20. The final author's family name is preceded by an ampersand (&)	Chalkley, T., Hobbs, M., Brown, A., Cinque, T., Warren, B., & Finn, M. (2015). *Communication, digital media and everyday life* (2nd ed.). Oxford University Press.	(Chalkley et al., 2015) or Chalkley et al. (2015) Et al. is Latin for "and others"
21 or more authors List the names of the first 19 authors, followed by ellipsis (…) and the name of the final author	Tobler, R., Rohrlach, A., Soubrier, J., Bover, P., Llamas, B., Tuke, J., Bean, N., Abdullah-Highfold, A., Agius, S., O'Donoghue, A., O'Loughlin, I., Sutton, P., Zilio, F., Walshe, K., Williams, A. N., Turney, C. S. M., Williams, M., Richards, S. M., Mitchell, N., … Cooper, A. (2017). Aboriginal mitogenomes reveal 50,000 years of regionalism in Australia. *Nature, 544*(7649), 180-184. https://doi.org/10.1038/nature21416	(Tobler et al., 2017) or Tobler et al. (2017)
No author - book	The title is moved to the author position in the reference list entry and is italicised if it is a book e.g. *Interpersonal skills*. (2019). Penguin.	(*Interpersonal skills*, 2019).
No author – Journal, magazine or news article	Use double quotation marks around the title in the in-text citation; use title case (sentence case is used in the reference list entry). Shorten a long title in the in-text citation. writing the first three or four words followed by …	

	Asian stocks rise as central banks pledge support. (2020, March 2). *BBC News*. https://www.bbc.com/news/business-51700935	("Asian stocks rise …", 2019).
TYPE OF SOURCE	**REFERENCE LIST EXAMPLE**	**IN-TEXT CITATIONS**
Articles (in a journal, magazine, newspaper)		
Journal article Note that the author rules are the same as for books	Read, J. (2014). Coming to grips with quality in language assessment. *TESOLANZ Journal, 22,* 1-12. NB: The volume number is italicised with the title of the journal. The issue number is in parentheses and not italicised	(Read, 2014, p. 3). or Read (2014) …
Magazine article	Baker, A. & Williston, N. D. (2019, May). The survivor. *Time, 39*(3), 36-43. NB: Give year/month if the magazine is a monthly; give year/month/day if the magazine is a weekly	(Baker & Williston, 2019) or Baker and Williston (2019) mention …
Online journal article	Murugan, A., Sai, G. T. B., & Lin, A. L. W. (2017). Technological readiness of UiTM students in using mobile phones in the English language classroom. *Malaysian Online Journal of Educational Technology, 5*(2), 51–67. https://search.ebscohost.com/login.aspx?direct=true&db=eric&AN=EJ1142394&site=eds-live&scope=sit	(Murugan et al., 2017) or Murugan et al. (2017) states …
Journal article from a library database	O'Connor, S. (2016). Integrating extensive reading into an academic curriculum. *Humanising Language Teaching, 18*(4), 31. https://search.ebscohost.com/login.aspx?direct=true&db=eue&AN=130440366&site=eds-live&scope=site&custid=s9929458 NB: Use the Permalink to create the URL	(O'Connor, 2016) or O'Connor (2016) suggests that …
Article with a DOI	Iwami, T. (2018). Shinzo Abe's security legislation reform and peacebuilding in Mindanao. *Pacific Review, 31*(5), 617–634. https://doi.org/10.1080/09512748.2017.1391868	(Iwami, 2018) or Iwami (2018) indicates that …
Article numbers/e-locator Where article numbers for e-locators exist, write the word Article and then the number	Burin, D., Kilteni, K., Rabuffetti, M., Slater, M. & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE, 14*(1), Article e0209899. https://doi.org/10.1371/journal.pone.0209899	(Burin et al., 2019). or Burin et al. (2019) argue …

News article with an author and date (including articles on organisation's website)	Tan, L. (2019, January 19). Auckland more diverse than London and New York. *The New Zealand Herald*. https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11575305	(Tan, 2019) or Tan's (2019) recent article illustrates …

Books (print & online)		
Book See previous examples of how to reference authors, when more than one	Lewis, R. D. (2018). *When cultures collide: Leading across cultures.* (4th ed.). Nicholas Brealey Publishing. NB: Include a space after the colon before the subtitle begins and capitalise the first word of the subtitle.	(Lewis, 2018)
Book with corporate (group) author	Australian Bureau of Statistics. (2011). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 2008.* Australian Government. Where the publisher is also the author: Hawke's Bay Regional Council. (2010). *Building an Art Deco city.* Author.	(Australian Bureau of Statistics, 2011) Data from the Australian Bureau of Statistics (2011) shows that…. (Hawke's Bay Regional Council, 2010)
Book with multiple publishers	Suzuki, D., & Dressel, H. (2004). *From naked ape to superspecies: Humanity and the global eco-crisis* (Rev. ed.). Greystone Books; David Suzuki Foundation.	**(Suzuki & Dressel, 2004)** or **Suzuki and Dressel (2004).**
Non-English book	Rong, J. (2014). *Lang tuteng* [Wolf totem]. Changjiang Literature and Arts.	(Rong, 2014)
Edited book	Zdziech, D. (Ed.). (2018). *Oceania: An important part of the Pacific.* Jagiellonian University Press.	(Zdziech, 2018)
Chapter in an edited book	Sturgess, A. (2011). Celebrating the square peg: Twice-exceptional learners. In R. Moltzen (Ed.), *Gifted and talented: New Zealand perspectives* (3rd ed., pp. 379-403). Pearson.	(Sturgess, 2011) or Sturgess (2011) presents …
Book – excluding first edition	Robson, C. (2014). *How to do a research project* (2nd ed.). John Wiley & Sons. NB: Lower case "e" for edition.	(Robson, 2014) or Robson (2014) discusses the challenges of…
Translated book	Kimura, K. (2019). *The burden of the past: Problems of historical perception in Japan-Korea relations* (M. Speed, Trans.). University of Michigan Press. (Original work published 2014).	(Kimura, 2014/2019)

Ebook (online book)	Bryne, D. (2017). *Research ethics*. SAGE. https://dx.doi.org/10.4135/9781526408556 Tilouine, M. (2017). *Culture at the crossroads of Asia.* Routledge. https://www.routledge.com/Nature-Culture-and-Religion-at-the-Crossroads-of-Asia-1st-Edition/Lecomte-Tilouine/p/book/9781138102705	(Bryne, 2017) or Bryne (2017) states … (Tilouine, 2017) or Tilouine (2017) describes …
Course material / Lecture notes		
Lecture notes -check with your lecturer before using.	Gounder, F. (2019). *Avoiding plagiarism* [PowerPoint slides]. Moodle. http://moodle.ipu.ac.nz/ If taken from your class website, then include the name of the learning tool and include a link to the homepage	(Gounder, 2019) or Gounder (2019) shows that…
Dictionary / encyclopaedia entry		
	For online reference works which are continuously updated, use n.d. for the year of publication and include the retrieval date (month day, year). For further information see https://apastyle.apa.org/style-grammar-guidelines/references/examples/dictionary-entry-references	
Entry in an encyclopaedia / dictionary with an author or editor	Wolf, K., (2010). Iceland. In *World book encyclopedia* (Vol. 8, pp. 22-24). World Book. McKinnon, M. (2015.) Manawatu and Horowhenua places: Manawatu River and Gorge. In *Te Ara: The encyclopedia of New Zealand.* https://teara.govt.nz/en/manawatu-and-horowhenua-places/page-6	(Wolf, 2010) (McKinnon, 2015)
Entry in an encyclopaedia / dictionary without an author	Languages of the world. (2017). In *The new Encyclopedia Britannica* (Vol. 29, pp. 590-814). Encyclopedia Britannica.	("Languages of the world", 2017)
Entry in an online reference work (e.g. dictionary or encyclopedia)	Merriam-Webster. (n.d.). Global warming. In *Merriam-Webster dictionary.* Retrieved January 18, 2021 from https://www.merriam-webster.com/dictionary/global%20warming	(Merriam-Webster, n.d.) or According to the Merriam Webster (n.d.) dictionary entry for "global warming" …

Audiovisual works		
Film / DVD	Waititi, T. (2016). *Hunt for the wilderpeople* [Film]. Piki Films. **NB:** The director should be credited as the author of the film. The format may be included in square parentheses e.g. [Film; special features]. The wording can be adjusted to include commentary, limited-release, educational video etc.	(Waititi, 2016) or Waititi (2016) includes themes …
Podcast	Host, H. H. (Host). (Dates of podcast). *Title of podcast* [Type of podcast]. Source. URL Hickey, B., Mandow, N., & Beckford, G. (Hosts). (2018-present). *Two cents worth* [Podcast]. Radio New Zealand. https://www.rnz.co.nz/programmes/two-cents-worth Ballance, A. (Host and senior producer). (2018, May 27). Gadolinium- plays a key role in MRI scans [Audio podcast episode]. In *Elemental*. Radio New Zealand. https://www.rnz.co.nz/programmes/elemental/story/2018695368/gadolinium-plays-a-key-role-in-mri-scans	 (Hickey et al., 2018) (Ballance, 2019)
Online video posts (e.g. YouTube, TED, a news website)	Username. (Year, Month Day). *Title of video* [Video]. YouTube. https://xxxxx Notes: ● The name of the producer is put in the author's place ● A video taken from a website, such as YouTube, is referenced as a webpage ● Often there is more than one version of the source. Cite the source you used	
TV series	Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Executive Producers). (2002-2008). *The wire* [TV series]. Blown Deadline Productions; HBO.	(Simon et al., 2002-2008) or Simon et al. (2002-2008)

TV episode or webisode	Morgan, H. (Writer), Hancock, D. (writer), & Donovan, S. (Director). (2019, November 17). *Dangling man*. (Season 3, Episode 8) [TV series episode]. In P. Morgan (Executive Producer), & A. Eaton [Producer], *The crown*. Left Bank Pictures; Sony Pictures Television. NB: ● Include the writer/s and director of the episode with the contributor roles in parentheses after each name ● Provide the season and episode in parentheses after the episode title	(Morgan et al., 2019)
TED Talk	If viewed on the **TED website** then use the name of the speaker as the author as follows: Aral, S. (2018, November). *How we can protect truth in the age of misinformation* [Video]. https://www.ted.com/talks/sinan_aral_how_we_can_protect_truth_in_the_age_of_misinformation If viewed on **YouTube**, then the author of the video is the owner of the YouTube account as follows: TED. (2019, December). *How you can use impostor syndrome to your benefit* [Video]. YouTube. https://www.youtube.com/watch?v=ZkwqZfvbdFw	(Aral, 2018) or Aral (2018) reiterates (TED, 2019) or TED (2019) reiterates
YouTube video or other streaming video	Steelman Library. (2017, August 18). *How to avoid plagiarism: In 5 easy steps* [Video]. YouTube. https://youtu.be/UsFcU1PH_8E	(Steelman Library, 2017)
Segments of online material Quotations from audiovisual works	BBC. (1981). Attempting to teach the teacher [Segment]. In *The pleasure of finding things out* [Video]. https://fod.infobase.com/PortalPlaylists.aspx?wID=256953&xtid=48775	(BBC, 1981) NB: For quotations, provide a time stamp for the beginning of the quotation in place of a page number e.g. (BBC, 1981, 13:33)
Figures and tables	See pages 4-5	The results in Table 1 (Bryant, 2010, p. 113), show …

Other		
Personal communication	Works that cannot be obtained by readers are cited as a personal communication. These include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, unrecorded classroom lecturers etc. These are **not** recorded in your reference list, only in the in-text citation	(S. R. Robinson, personal communication, March 2, 2020) or S. R. Robinson (personal communication, March 2, 2020)
Secondary sources	If you read a book by Andrews, in which Freud is quoted, you should try to find the original reference. However, if it is not possible to read Freud's work, you need to acknowledge Andrews as the original source, followed by Freud as the **secondary** source. The in-text citation will use the phrase 'as cited in' to show that one source has been cited in another. Include the date of the original work (if known) in the in-text citation e.g. Jackson, B, & Parry, K. (2011). *A very short, fairly interesting and reasonably cheap book about studying leadership* (2nd ed.). Sage.	(Barker, 1993, as cited in Jackson & Perry, 2011). or Barker (1993, as cited in Jackson & Perry, 2011), put forward the concept ….

ONLINE SOURCES

When referencing online sources, either a DOI (Digital Object Identifier) or a URL (website address) must be provided. Always check that the links work (lecturers <u>do</u> select links of sources to look at!), so don't manually type them in - copy and paste the URL.

URLs: Add the full URL to the end of each source found on the internet. If using Library databases, use the permalink, or durable URL.

Publications with Digital Object Identifier (DOI)
If a DOI is assigned to a publication, it must be listed at the end of the reference. A URL is **not** needed when a DOI is present. A DOI is formatted as follows: https://doi.org/xxx

Determining website dates
Many websites or webpages do not include publication dates. If no date of publication is provided, use the letters "n.d". The copyright date of the website should **not be used** as the publication date.

TYPE OF SOURCE	REFERENCE LIST EXAMPLE	IN-TEXT CITATIONS
Webpage with author and date Include: Author. (Date). Title. Website name; URL	Werneburg, B. L. (2017, May 02). *Improve your relationships with better communication*. Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/improve-your-relationships-with-better-communication/art-20314073	(Werneburg, 2017) or Werneberg (2017) argues …
Webpage with a corporate/group as an author	World Health Organization. (2021, January 19). *WHO Coronavirus disease (OCVID-19) dashboard*. https://covid19.who.int/	(World Health Organization, 2021)
Webpage with no author	Politics vs international relations: Which should you study? (2016). https://www.topuniversities.com/courses/politics/politics-vs-international-relations-which-should-you-study	("Politics vs international relations?...", 2016)
Webpage with no date	Palmerston North City Council. (n.d.). *News & events*. https://www.pncc.govt.nz/news-events	(Palmerston North City Council, n.d.)
Webpage with a retrieval date included (Include a retrieval date if the data is likely to change over time)	United Nations. (n.d.). World population prospects 2019. Retrieved January 20, 2021 from https://population.un.org/wpp/Maps/	(United Nations, n.d.)
Non-English webpage [Include the English translation of the title]	Takeda, J. (2017). *Hito to higata* [People and tidal flats]. http://www.nat_museum.sanda.hyogo.jp/news/docs/hm15-1.html	(Takeda, 2017) or Takeda (2017) uses *hito* [people] to describe …

Updated or reviewed online works	Some online works e.g. webpages, note when a work was **last updated**. If this date is clearly attributable to the content that you are citing, and not to the overall website, then use the updated date in the reference list. Do not include last reviewed information, as this is not the same as last updated.	
Reports & gray/grey literature		
Annual report	Air New Zealand. (2019). *Air New Zealand annual financial results 2019.* https://p-airnz.com/cms/assets/PDFs/airnz-2019-financial-results.pdf	(Air New Zealand, 2019) or Air New Zealand (2019) reported …
Press release	BusinessNZ. (2020, June 25). *Primary sector jobs for kiwis gets a boost* [Press release]. https://www.beehive.govt.nz/release/primary-sector-jobs-kiwis-gets-boost	
Report/Working paper	Kutner, M., Greenberg. E., Jin, Y., & Paulsen, C. (2006). *The health literacy of America's adults: Results from the 2003 National Assessment of Adult Literacy* (Report No. NCES 2006-483). https://nces.ed.gov/pubs2006/2006483.pdf	(Kutner et al., 2006)
Act of Parliament		
Acts of Parliament – New Zealand	Health and Safety at Work Act, no. 70. (2015). http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html	(Health and Safety in Employment Act, 2015)
Conference		
Conference paper presentation / Poster presentations	Wentworth, D. (2012, November 2-3). *E-learning at a glance* [Paper presentation]. 5th Annual Distance Education Conference, Wellington, New Zealand. URL [Paper presentation] is required after the title. The full day/s of the conference is also required.	(Wentworth, 2012)

Dissertations & theses		
Unpublished	Dguyen, N. T. M. (2014). *Dollarisation in the Vietnamese economy* [Unpublished Master's thesis]. International Pacific College Tertiary Institute. The type of dissertation is included in square parentheses after the title. Further information is at https://apastyle.apa.org/style-grammar-guidelines/references/examples/unpublished-dissertation-references	(Dguyen, 2014, p. 26)
Research project - unpublished	Ho, H. T. (2014). *Sea levels rise: A look at Kiribati and Tuvalu of the Pacific Island nations* [Unpublished research project, IPU New Zealand Tertiary Institute].	(Tin, 2020) or Tin (2020) found …
Master's thesis / Doctoral dissertation - online	Robson, N. (2012). *Counting the cost: The impact of the South African war 1899-1902 on New Zealand society* [Master's thesis, Massey University]. https://mro.massey.ac.nz/handle/10179/4418	(Robson, 2012) or Robson (2012) conducted …
Social media		
Blog post	General format: Author, A. B. and/or [@username]. (Year, Month day). Title or content of the post up to 20 words. *Title of Blog.* URL Gates, B. (2020, February 14). My message to America's top scientists. *GatesNotes.* https://www.gatesnotes.com/Health/My-message-to-Americas-top-scientists NB: Only public content is included in the reference list. Information from private pages is not available to everyone and is treated as personal communication	(Gates, 2020) or Gates (2020) argues …
Facebook page – this format can be used or adapted for other platform or profile pages, including YouTube, Instagram, Tumblr	Wellington Zoo. (n.d.). *Home* [Facebook page]. Facebook. Retrieved March 3, 2020, from https://www.facebook.com/WgtnZoo/ To reference a Facebook page, use the page title in the reference, and include the notation e.g. [Facebook page] in square parentheses	(Wellington Zoo, 2020) or Wellington Zoo (2020) has …

Social media posts - including Facebook, Tumblr, LinkedIn, etc.	World Health Organisation. (2020, February 29). *COVID-19 is an infectious disease caused by a new coronavirus introduced to humans for the first time* [Video]. Facebook. https://www.facebook.com/WHO/videos/507223210199209/	(World Health Organisation [WHO], 2020) or World Health Organisation (WHO, 2020) shows… Subsequent citations can use the abbreviation WHO
Online forum post	National Aeronautics and Space Administration [NASA]. (2020, March 3). *NASA launching rockets to study auroras* [Online forum post]. Reddit. https://www.reddit.com/r/nasa/comments/fcm5jw/nasa_launching_rockets_to_study_auroras/?utm_source=share&utm_medium=web2x Square brackets are used after the organisation's name, as it is their username	(National Aeronautics and Space Administration. 2020) or National Aeronautics and Space Administration (2020) …
Twitter & Instagram	Gates, B. [@BillGates]. (2020, January 2). *If your New Year's resolution is to be healthier in 2020, this book is a good place to start* [Tweet]. Twitter. https://twitter.com/BillGates/status/1212794686630436864 If using a Twitter profile, include the retrieved from date and put [Twitter profile] as the medium	(Gates, 2020) Gates (2020) tweeted his views about …..
Images, photographs, drawings etc.		
Images, photographs, drawings etc.	Artist/Photograher. (Year of work). *Title of work* [Medium]. Museum/Institution/collection/source. URL Child, E. G. (n.d.). *Lake Taupo* [Photograph]. Alexander Turnbull Library. https://natlib.govt.nz/records/23231066 Broadway [Photograph]. (n.d.). *Old Photos NZ.* https://oldphotos.co.nz/nz-north-island/palmerston-north/#jp-carousel-556	(Child, n.d.). or Child (n.d.) illustrated that … (Broadway, n.d.)
Stock images / Clip art	GDJ. (2018). *Neural network deep learning prismatic* [Clip art]. Openclipart. https://openclipart.org/detail/309343/neural-network-deep-learning-prismatic	(GDJ, 2018)

Use this space to make referencing notes about any other sources you find and use.

Reference list example

The example is part of a reference list for a final project (BCIS) submitted in 2018.

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    http://www.refworld.org/docid/4d1da8752.html

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    Current Politics and Economics of Africa, 5(1), 53-85.
    https://search.proquest.com/central/docview/1707985992/45B9A46247804E80PQ/8?accountid=4
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    towns in its wake* [Video]. https://www.pbs.org/newshour/show/south-sudans-civil-war-spirals-
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    https://study.com/academy/lesson/primary-secondary-research-definition-differences-
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