REFERENCING AND STYLE GUIDE

APA 7
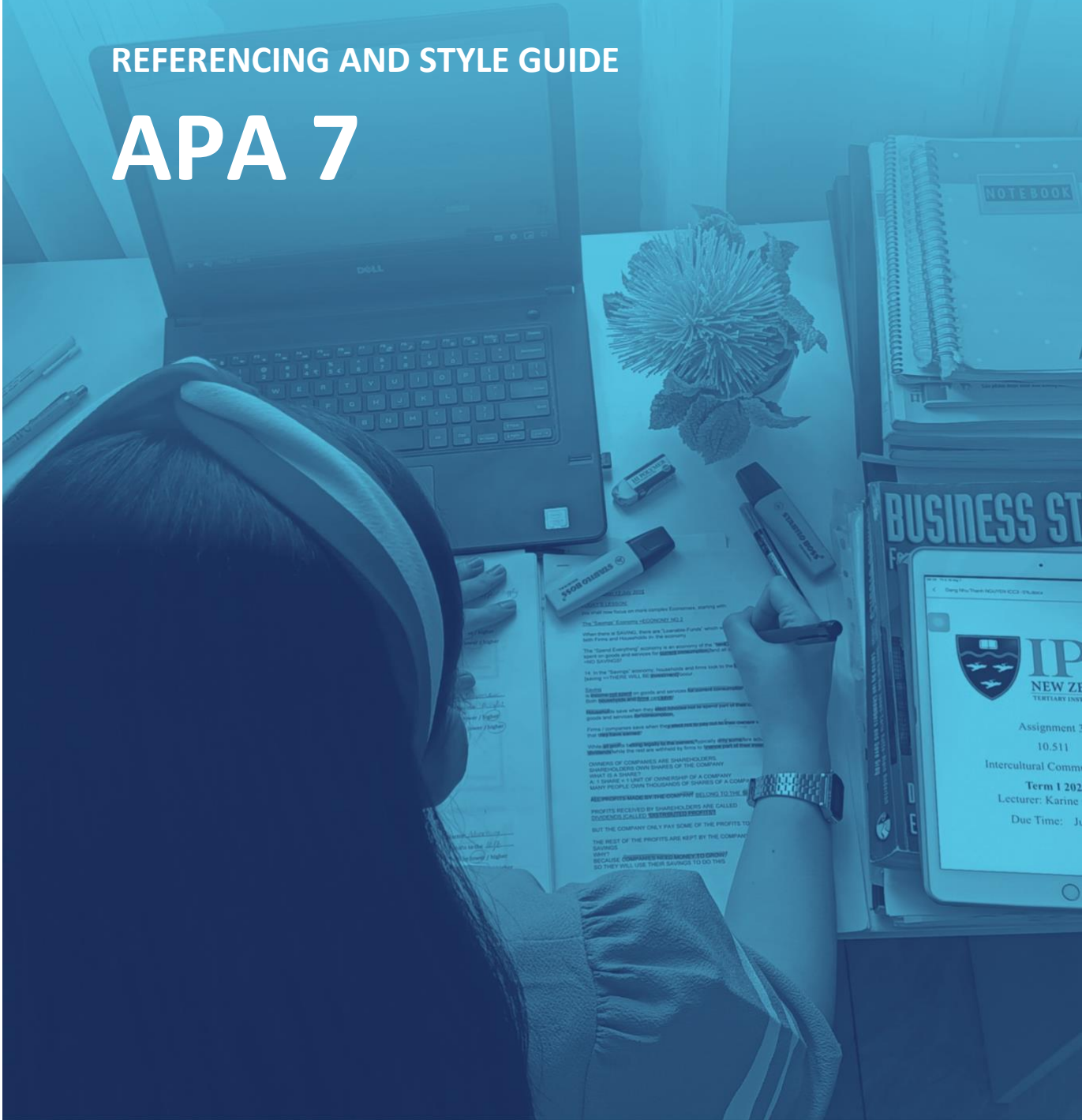
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INTRODUCTION TO APA

IPU NEW ZEALAND POLICY

Assignments at IPU New Zealand should be written according to the American Psychological Association (APA) 7th edition system, which is used by many other tertiary institutions in New Zealand.

This handbook contains a summary of the set of rules you will use to format your assignments and reference your sources according to this system. The IPU New Zealand Library also has a number of books covering APA style, including the publication manual of the American Psychological Association (7th ed.):

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

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 7 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!

APA 7 STYLE GUIDELINES

ASSIGNMENT PRESENTATION

Your academic assignment should be written and presented in a formal style, unless your lecturer has given you other instructions. 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

A formal academic style follows rules called "academic conventions" and these are outlined by APA 7. Using academic conventions means that the lecturer can focus on your ideas, and not be distracted by the format or style of your work. This section of the handbook covers these conventions.

APA STYLE

1.1 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.

1.2 Font

Use Times New Roman or Calibri, and font size 12 for the text of your assignment. The same font and font size is used throughout the paper, including headings and page numbers.

1.3 Line spacing

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

1.4 Margins and text alignment

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

Text is aligned at the left margin but ragged at the right margin. This is called flush-left style.

1.5 Page numbering

Number the pages of your assignment, excluding the cover page. These are generally right aligned in the header.

1.6 Headings and subheadings

Headings and subheadings are used to help guide the reader through an academic paper. All topics of equal importance have the same level of heading/subheading. For example, each major section (e.g. Background, Discussion, and Conclusion) should start with a heading in font size 14.

- Headings are in font size 14 or 16 **bold**.

- Subheadings are in font size 12 **bold** (most commonly used) or *italics*.

- Do not underline headings or subheadings.

- Avoid using a subheading if it will be the only one in a section.

Note: APA 7 has new guidelines for the 5 heading levels; however, for now, IPU will continue to use its current style of formatting. Always check with your lecturer as to what they require regarding headings and numbering for your assignments.

1.7 Paragraphs

There are two options to indicate the start of a new paragraph:

- Indent to indicate the start of a new paragraph (7 spaces /1.27 cm). Use the tab key. Do not insert a space between paragraphs (the image on the opposite page shows the indent style).

- Using block style, insert a space between each paragraph (i.e., do not indent).

1.8 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).

1.9 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).

1.10 Lists

Bulleted and numbered lists should be used carefully in formal academic writing. This is because lists only provide surface-level information and since the focus of academic writing is to demonstrate your critical thinking, it is expected that you communicate your ideas in complete sentences and paragraphs. Therefore, bulleted lists are not used in essays; however, they may be appropriate in reports (e.g., in the Recommendations section). Always check with your lecturer.

Following are some general points regarding lists; for more information, please refer to the APA Publication Manual.

LETTERED LISTS

Lettered lists can be used within a sentence to help readers understand a related set of key points and draw attention to them. Use lowercase letters in parentheses and commas or semi-colons between items. For example:

Participants provided information about their (a) level of education; (b) income, specified at the family level; (c) occupation, including both specific role and industry; and (d) family size.

NUMBERED LISTS

Use a numbered list to display complete sentences in a sentence or paragraph. For example:

The research was guided by the following research questions:

- What research methods are used to examine the effects of cultural competency training?
- How are psychologists trained to be culturally competent?

If **bulleted list items are complete sentences**, begin each sentence with a capital letter and finish it with a full stop. For example:

These are several ways in which psychologists could apply social-media-driven methods to improve their work:

- Social psychologists could use these methods to improve research on emotional experiences.
- Community psychologists could use these methods to improve research on emotional experiences.

If **bulleted list items are not complete sentences**, begin each bulleted item with a lower case letter and with end punctuation (when items are longer). For example:

Adolescents may crave the opportunities for peer connection that social media affords because it allows them to:

- communicate privately with individuals or publicly with a larger audience,
- see how their number of friends and followers compare with those of their peers, and
- seek affirmation by posting pictures and receiving likes or comments (Underwood & Ehrenreich, 2017)

Without end punctuation (when items are shorter and simpler). For example:

The major employment sectors in Palmerston North include:

- logistics and freight
- food innovation
- agribusiness

1.11 Presenting numbers

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

Use numerals 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)
- books (e.g., Chapter 3)
- 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 …)

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

1.12 Symbols for percentage and currency

Use the percentage symbol and currency symbols only when they are accompanied by a numeral, or in table and figure headings to conserve space. Use the word "percentage" or the name of the currency when a number is not given. Repeat the symbol for a range of percentages or quantities of currency. For example:

- 18%-20%; $30-$60
- in Australian dollars; in U.S. dollars
- the percentage of goods contributing to…
- $10, €10, £9.95, ¥100- ¥500

1.13 Italics

ITALICISING WORDS FROM LANGUAGES OTHER THAN ENGLISH

Italicise (only for the first occurrence) a word, phrase or abbreviation from another language when readers may be unfamiliar with it. Do not italicise it if it can be found in the English dictionary (e.g., *o-bento* is italicised but "rendezvous" is not). Also do not italicise if the term is a proper noun (e.g., Médecins Sans Frontières - Doctors Without Borders).

When a foreign word is used, its English translation should be provided by either using

- inverted commas "xxx". For example:
- The Japanese *o-bento,* or "boxed meal", can be taken anywhere (Shimizu, 2014).
- square brackets [ ]. For example:
- The Japanese *o-bento* [boxed meal] can be taken anywhere (Shimizu, 2014).

ITALICISING THE TITLE OF A WORK IN YOUR TEXT

Italicise the titles of the following types of work if you refer to them in the text of your assignment. In addition, use title case; that is, use capital letters for the first word of the title, proper nouns and all other major words (four letters or more); do not use capitals for minor words (e.g., prepositions, articles).

- whole books, reports, grey literature, theses; for example
  - In her book *The Best and the Brightest,* Mai Son (2013) explores the factors that …
  - *The World Development Report 2019: The Changing Nature of Work* (World Bank, 2019) focuses on the global impact of technology on work and jobs.
- periodicals (e.g., The TESOL journal *The Modern Language Journal….)*
- films (e.g., The New Zealand movie *Boy*...)
- webpages and websites (e.g., The website *Verywellmind* …)
- videos and TV shows (e.g., The current affairs programme, *60 Minutes*...)

Note: For journal articles or edited book chapters, use double quotations as these are parts of larger works. For example: In the article "The Importance of Media Portrayals and Person Perception," Parker (2018) argues that the media play a pivotal role in…

Also, use italics

- when introducing a key term or phrase (e.g., *Mindfulness* is defined as….; the student group in the research was labelled *Domestic*).

- for anchors of a scale, but not the number (e.g., ranged from 1 (*poor*) to 5 (*excellent*);

1.14 Quotation Marks

Use <u>double </u>quotation marks

- to refer to a letter, word, phrase, or sentence as a linguistic example, or as itself
  - the letter "m"
  - the singular form of "they"
  - answer "yes" or "no"
  - participants have to choose between the choices "agree", "disagree", and "other"
  - students must include "I have adhered to ethical considerations" at the top of the page
- to introduce a word or phrase used as an ironic comment, as slang, or as an expression
  - considered "normal behaviour." (first occurrence)
  - therefore, normal behaviour has come to mean … (subsequent occurrence)

Note: Place commas and full stops inside closing quotation marks. Place other punctuation marks (e.g., colons, semicolons) outside closed quotation marks.

1.15 Job titles and positions

Capitalise a job title or position when the title precedes a name. For example:

- Prime Minister Adern was elected in 2017.
- Executive Director of Marketing, Carolina Espinoza, led the meeting.

Do not capitalise a job title or position when the title follows the name or refers to a position in general. For example:

- Donald Trump was the president of the United States.
- John Bolt, the company's chief engineer, led the meeting.
- Dr William S. Speare, a professor of English, conducted extensive research on the Globe Theatre.

1.16 Abbreviations

You can use an abbreviation for a word or phrase if you are going to use it <u>at least three times</u> in your assignment; otherwise, spell out the word/phrase completely each time you use it. However, you can use, from its first occurrence, the standard abbreviation of a long, familiar term (e.g., UNESCO) or an abbreviation that is listed as a term in the dictionary (e.g., IQ, AIDS).

- When the full version of a term first occurs in a sentence, place the abbreviation in parentheses after it. For example:
  - attention-deficit/hyperactivity disorder (ADHD) is a mental health disorder…
  - the United Nations (UN) reported that …
- When the full version of a term first occurs in parentheses, place the abbreviation in square brackets after it. For example:
  - causing disruptive behavior (e.g., attention-deficit/hyperactivity disorder [ADHD])
- If a citation accompanies an abbreviation, include the citation after the abbreviation, separated with a semicolon. For example,
  - Sustainable Development Goals (SDGs; UN, 2010)
  - (Sustainable Development Goals [SDGs]; UN, 2010)

1.17 Appendices

Sometimes you need to add additional information, such as a questionnaire, into your assignment. This should go in an appendix. Include an appendix only if it helps readers understand, evaluate or replicate the study or theoretical argument being made.

- Each appendix should be mentioned at least once in the text by its label (e.g., see Appendix A).
- Place the appendix label and title in bold and centred on separate lines at the top of the page on which the appendix begins.
- Use title case for the appendix label and title.
- Where there is more than one appendix, label each with a capital letter (e.g. Appendix A, Appendix B, etc.), according to the order they appear in the body of the assignment.
- Begin each appendix on a new page.
- Attach appendices after the reference list.
- Continue page numbering into the appendices.
-

1.18 Figures and tables

Tables and figures are used to complement information in the text or to simplify the text.

- Place the table or figure below the paragraph in which you first refer to it. Use a phrase to refer to the table/figure in the sentence or refer to it in parentheses at the end of the sentence. For example
  - As shown in Figure 1, the numbers of overseas visitors to New Zealand significantly increased between 2015 and 2018.
  - The numbers of overseas visitors to New Zealand significantly increased between 2015 and 2018 (see Figure 1).
  - Table 2 summarises the contributions of broad industry groups and households to the increase in greenhouse gases.
  - Overall, the contributions of broad industry groups to the increase in greenhouse gases are much higher than those of households (Table 2).
- Align all tables and figures with the left margin
- Tables and figures are labelled in bold and numbered in the order in which they are presented 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 label, and is written in *italics* and title case (e.g., *Overseas Visitors to New Zealand, 2010-2019*).

- A **note** can appear, if necessary, below the table/figure to describe contents that cannot be understood from the information provided. Notes are double-spaced and left aligned.

- Referencing tables and figures:
  APA has strict rules about crediting images, figures or tables that have been reproduced or copied.
    - If you copy the table/figure directly, use (Author, Year, Page number/n.p.g.) for the in-text citation and include the source on the reference list.
    - If you have altered the table/figure, use (Adapted from Author, Year, Page number/n.p.g) for the in-text citation and include the source on the reference list .
    - No in-text citation or reference list entry is needed if you created a figure or table using your own data.

Note: See the APA Publication Manual for more detailed information about citing images, tables and figures.

TABLES

A table usually gives numerical values and/or textual information. They 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 16 (44.44%)	Stopped 20 (55.56%)
	Did not use e-cigarettes	392 (91.59%)	New 14 (3.57%)	Continued non-users 375 (95.66%)
	Total	428	30 (7.01%)	395 (92.29%)

(Chiang et al., 2019, p.964)

The reference list entry for this table is as follows:

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

A figure is any type of illustration or image other than a table; it may be a chart, a graph, a photograph, a drawing. Include any legend / key which explains the symbols used in the figure image. For example:

Figure 1

Consumers Price Index, Annual Change, September 2016-September 2020
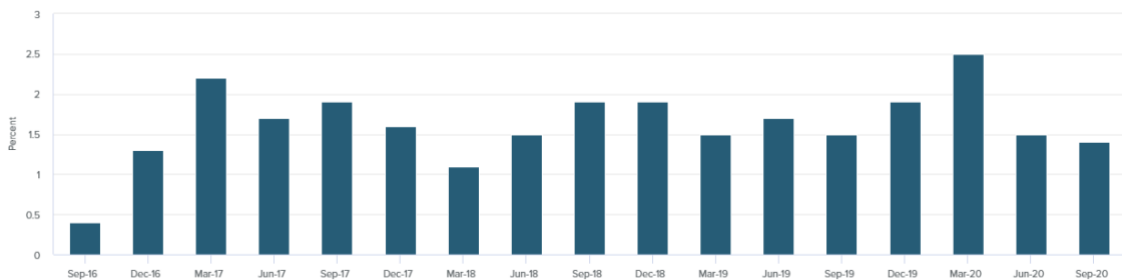
(StatsNZ, 2020, n.p.g.)

The reference list entry for this figure will be as follows:

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

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

1. AVOIDING BIAS IN LANGUAGE

One aim of academic language is that it is **clear, objective and inclusive**. You do not want to alienate your readers. Therefore, try to avoid making generalisations about gender, ethnicity, race, sexual orientation, social class, or physical or mental traits. Here are examples of language to use. 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 - use age ranges which are relevant	
Elderly Young People	e.g. People 65 years and older e.g. Young people between the ages of 18 and 25
Disability - put people first, not their disability	

a disabled person/handicapped	a person with a disability
the mentally ill	people with a mental illness
e.g. The **special education student** scored 10 points higher.	e.g. The student **in a special education programme** scored 10 points higher.

Ethnicity

indigenous people	Indigenous People (capitalise when a group is being referred to; e.g., Indigeneous People of Australia)
minorities	members of minority groups

Gender – avoid gender stereotypes

opposite sex	another sex
homosexual	gay male/man; lesbian; bisexual men and women
e.g. In **her** classroom, the teacher must have a management plan.	e.g. In **the** classroom, the teacher must have a management plan.
e.g. A student should hand in **his** essay.	e.g. Students should hand in **their** essays.

Groups

mother tongue	native tongue
the homeless	people who are homeless
poor families	families with income below $XXXX

Occupations - do not specify the sex of the person if it is not part of your discussion

a policeman	police officer
waiter/waitress	server; wait staff
e.g. The **male nurse** walked into the hospital ward.	e.g. The **nurse** walked into the hospital ward.

Role references

chairman	chairperson
businessman	business person
EXAMPLES OF BIASED TERMS	ALTERNATIVE TERMS TO USE

Research participants - use words that show participation

research subjects	research participants
questionnaire subjects	questionnaire respondents

Other stereotypes

man-made	synthetic; manufactured
manpower	personnel; staff

APA 7 REFERENCING GUIDELINES

WHAT IS REFERENCING?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment. In Western academic tradition, when a person has an idea, they own it as their intellectual property. To show this, they usually publish it somewhere. If you copy this person's work or paraphrase without providing the source, it is regarded as a particular kind of theft called *plagiarism.*

Overall, you use referencing

- to distinguish between your ideas and words, and those that belong to other people;

- to acknowledge the contribution of other writers/researchers in your assignment;

- to provide evidence to strengthen your arguments/claims;

- to enable readers to investigate ideas they find interesting or useful;

- to show your lecturer which sources you have read and your understanding of the topic; and

- to avoid plagiarism (see IPU's "Academic Honesty Policy" in the Student Study Guides). You will be required to submit your work electronically so that it can be put through Turnitin, a software for checking plagiarism. Plagiarised assignments are not acceptable and can result in you failing your assignment and, if a high percentage of plagiarism continues, your paper.

This section of the handbook provides information about how to reference sources according to their type.

3. REFERENCING SOURCES

Referencing has two parts: **in-text citations** in the body of your assignment and a **reference list** (a complete list of sources) at the end of your assignment. The information you give in these two parts must correspond.

There are four basic elements to a reference:

(1) Author's name. (2) Year of publication. (3) Title of the work. (4) Publication information.

In-text citations consist of the first two elements while a reference list entry consists of all four elements.

3.1   In-text Citations

In-text citations can be presented in two ways: in parentheses at the end of the sentence (parenthetical citations) or incorporated in the sentence (narrative citations).

PARENTHETICAL CITATIONS

The in-text citation is placed at the end of the sentence if the focus is on the information of the original source. For example,

It was found that reading helps students to improve their writing skills **(Smith, 2017).**

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

CITING MULTIPLE DIFFERENT SOURCES IN THE SAME PARENTHESES

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

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

NARRATIVE CITATIONS

The in-text citation is included as part of the sentence if the focus is on the author of the original work and the ideas that author puts forward. For example:

Based on his findings, **Smith (2017)** concluded that reading helped students to improve their writing skills.

If groups/organisations have an abbreviation that is well-known, or appears at least three times in your assignment, then use it in the second and subsequent citations. For example:

First citation:

- The United Nations Development Programme (UNDP, 2019) outlines factors …

- Commas are very under-rated (American Psychological Association [APA], n.d.).

Second and subsequent citations:

- In addition, the UNDP (2019) published findings in its report…

- While APA (n.d.) guidelines state that punctuation is…

Note: In the reference list, use the **full name** of the group/organisation. For more
information, see section
1.16 in this handbook.

INCLUDING PAGE NUMBERS

You also need to include **page/paragraph numbers** in your in-text citations for

- paraphrases and summaries, especially of key ideas (check with your lecturer). For example:

    Importantly, students from around the world significantly improved their writing skills **(Smith, 2017, pp. 21-23).**

- direct quotations. A direct quotation uses the exact words of the author of the work you are using. Direct quotations should be used only for important ideas that cannot be expressed differently or sayings that are famous, distinctive or beautifully worded (see following section).

QUOTATIONS

For **print works**, such as books, provide the page number/s. For example:

  As Myers (2015, p. 5) points out, "positive emotions are a means to a more caring society."

  As Myers (2015) points out, "positive emotions are a means to a more caring society" (p.5).

For **online works**, provide the page number or paragraph number (use "para.") or no page given (n.p.g.). For example:

  As Myers (2015, para. 2) points out, "positive emotions are a means to a more caring society."

  As Myers (2015) points out, "positive emotions are a means to a more caring society" (para. 2).

Quotations 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. For example:

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

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

Quotations of 40 words or more

If a quotation is 40 words or more, APA has specific rules you must follow:

- Start the quotation on a new line.
- Indent the whole block from the left hand margin (1.27cm, which is the default in MS Word).
- Double-space the whole quotation.
- <u>Do not</u> put the quote in quotation marks.

    And either:

    - Cite the author and year in the text before the quotation and place only the page/para. number in parentheses after the quotation's final punctuation, or
    - Cite the author and year in parentheses after the quotation's final punctuation.

For example:

> 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)

Note: The full stop is placed <u>before</u> the parentheses.

3.2   The Reference List

This is the list of **all of the works** cited in your assignment.

- It is placed on a new page after the text and before tables/figures or appendices (if any).
- Use **References** as the title.
- All references entries are listed alphabetically by author, or title if there is no author.
- Use the "hanging indent" style; that is, 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.
- Continue using the same spacing (1.5 or double) you have used in your assignment (check with your lecturer – they may prefer single spacing).
- Use of hyperlinks is preferred but you can use plain text that is not underlined for URLs.
- Check with your lecturer as to their requirements for referencing material in presentations.

Example of a reference list (single spacing is used to conserve space in this example)

REFERENCES

Dagne, T. (2012). The republic of South Sudan: Opportunities and challenges for Africa's newest country. *Current Politics and Economics of Africa, 5*(1), 53-85. https://search.proquest.com/central/docview/1707985992/45B9A46247804E80PQ/8?accountid=45519

Emmanuel, V. (2010). Rwanda – A chronology (1867–1994). In the *Online encyclopedia of mass violence*. Retrieved on June 31, 2019, from http://www.sciencespo.fr/mass-violence-war-massacre-resistance/en/document/rwanda-chronology-1867-1994

Fisher, M. (2013, December 30). 9 questions about South Sudan you were too embarrassed to ask. *The Washington Post*. https://www.washingtonpost.com/news/worldviews/wp/2013/12/30/9-questions-about-south-sudan-you-were-too-embarrassed-to-ask/?noredirect=on&utm_term=.3ad5a55d9d2a

Fussell, J. (2001). *Group classification on national ID cards as a factor in genocide and ethnic cleansing* [Paper presentation]. Seminar Series of the Yale University Genocide Studies Program. http://www.preventgenocide.org/prevent/removing-facilitating-factors/IDcards/

Genocide Watch. (2014). *Country profile: Rwanda - A country still recovering from genocide.* http://genocidewatch.net/2014/06/23/country-profile-rwanda-2/

History.com Editors. (2018). *Pol Pot.* https://www.history.com/topics/pol-pot

Holte, A. (2013). *Chinese intervention in the second Sudanese civil war* (Master's thesis, University of Oslo). https://www.duo.uio.no/bitstream/handle/10852/36940/MASTER_Holte.pdf?sequence=1

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PBS NewsHour. (Producer). (2017, May 1). *South Sudan's civil war spirals into genocide, leaving ghost towns in its wake* [Video]. Public Broadcasting Service. https://www.pbs.org/newshour/show/south-sudans-civil-war-spirals-genocide-leaving-ghost-towns-wake

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United Nations. (n.d.-a.). *Definitions: Genocide*. http://www.un.org/en/genocideprevention/genocide.html

United Nations. (n.d.-b.). *Responsibility to protect: About*. http://www.un.org/en/genocideprevention/about-responsibility-to-protect.html

University of Southern California Libraries. (n.d.). *Organizing your social sciences research paper: Limitations of the study.* http://libguides.usc.edu/writingguide/limitations

Van Brakel, R., & Van Kerckhoven, X. (2014). The emergence of the identity card in Belgium and its colonies. In K. Boersma., R. V. Brakel., C. Fonio., & P. Wagenaar, *Histories of state surveillance in Europe and beyond* (pp. 170-185). Routledge. https://www.researchgate.net/publication/258763996_The_emergence_of_he_identity_card_in_Belgium_and_its_colonies

3.3   Notes on Formatting the Reference List

PRESENTING AUTHORS' NAMES

In-text citations: Use the family name of the author (e.g. Bray).

The reference list entry: Use the family name of the author <u>followed by</u> the initial/s of the author's first name/s (Bray, M.).

Sometimes, it can be difficult to identify the family name of the author. For example, names in Western/European culture are usually presented as First name/s followed by Family name (e.g., Mark Bray. "Mark" is the first name. "Bray" is the family name). If the family name is presented first, a comma is used to separate it from the first name or initial (e.g. Bray, Mark). To help you, 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). Include name suffixes, such as Jnr (Junior) and Snr (Senior), in the reference list but **not** in the in-text citations. For example:

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

In-text citations: (Jones & Jones, 1941) / Jones and Jones (1941) explored the area of Alexandretta…

PRESENTING TITLES OF WORKS IN THE REFERENCE LIST

- Book/Article titles – use upper case letters only for the first word of the title, any proper nouns and after a colon or a dash, e.g.

    - *International studies: An interdisciplinary approach to global issues.*

    - *West Papua - A brief history.*

    - *Environmental science.*

- Journal titles - capitalise all words, except articles and prepositions e.g.

    - *Journal of the Society for Business Ethics*

Note: There are different rules for presenting book titles in your text. See section 1.13.

BRACKETED DESCRIPTIONS

If the format or medium of a work helps it to be identified or retrieved, include a description in square brackets immediately after the title and before the full stop. For example:

Harwell, M. (2018). *Don't expect too much: The limited usefulness of common SES measures and a prescription for change* [Policy brief]. National Education Policy Centre. https://npec…

Examples of descriptions are:

[Blog comment]	[Online forum post]	[Press release]
[Brochure]	[Paper presentation]	[TV series episode]
[Data set]	[Photograph]	[Tweet]
[Facebook page]	[Policy brief]	[Video]
[Interview]	[PowerPoint slides]	[Webinar]

SAME FIRST AUTHOR, DIFFERENT SECOND AUTHOR

Order alphabetically by second or subsequent authors. For example:

Marvel, M., & Hulk, I. (2013). *Melanoma rates increase in green-skinned people.* https://..........

Marvel, M., & Jones, J. (2014). *Women with superhuman strength ostracised.* https://.......

WORKS BY THE SAME AUTHOR

Publications in different years

Order by year of publication (copyright year if a book), from earliest to most recent. A source with no date (n.d.) comes first. For example:

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=edsglr.A268652315&site=eds-live&scope=site&custid=s9929458

PUBLICATIONS IN THE SAME YEAR

List publications that are in the same year in alphabetical order, according to the first significant words in the titles ("A" and "The" are <u>not</u> significant words. Add a lowercase letter ("a", "b", "c", etc.) after the year, so that each reference can be cited clearly in your text. For example:

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*. …

Note: Use "–a", "-b", "-c" with sources with no date (e.g., n.d.-a ; see example below).

Different webpages from a website

If you are using different webpages from the same online source, then you should make a separate entry for each of them. List the sources in alphabetical order according to the page titles. For example:

World Trade Organization. (n.d.-a). *Increases in population explosion*. …

World Trade Organization. (n.d.-b). *New statistics for world population.* …

World Trade Organization. (n.d.-c). *Reversal of population predictions*. …

LAYERS OF GROUP AUTHORSHIP

When a work has multiple layers of group authorship, list the most specific agency as the author and the parent agency as the publisher. In the following example, the annual report has been published by the Bureau of International Organization Affairs, which is a part of the U.S. Department of State.

Bureau of International Organization Affairs. (2018). U.S. contributions to international organizations, 2017 [Annual report]. U.S. Department of State. https://www.state.gov/u-s-contributions-to-international-organizations/

- Always copy and paste URLs.
- Use the permalink or DOI if provided. These provide stable, long-lasting links to online articles.
- Publications with Digital Object Identifier (DOI). A DOI contains a string of numbers and letters and will always start with the number 10. Format as follows if it is not already in this form: https://doi.org/xxx (e.g., https://doi.org/10.1371/journal.pone.0152979). Don't place a full stop at the end.
- Always check that the links work (lecturers do select links of sources to look at!).

3.4   Examples of References by Type

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

AUTHORS

ONE AUTHOR

In-text citation examples

Over the last two decades, the global movement of people… (Lake, 2018).
or
Lake (2018) suggests that the impingement of cultures has been borne out the global…

Reference list example

Lake, I. N. (2018). *When cultures collide: Leading across cultures*. Yale University Press.

TWO AUTHORS

In-text citation examples

It was found that the majority … (Fuchida & Okumiya, 1992).
or
Fuchida and Okumiya (1992) state that …

Reference list example

Fuchida, M., & Okumiya, M. (1992). *Midway: The Japanese story*. Cassell & Co.

Note: In text citations: List both authors and separate their names 1) in parenthetical citations with "&" (ampersand) and 2) in narrative citations with "and". **Do not** use a comma to separate the authors' names.
Reference list: Use "&" in the reference list entry. Use a comma before the ampersand to separate the authors.

THREE OR MORE AUTHORS, UP TO 20 AUTHORS

In-text citation examples

Digital media today exists in … (Chalkley et al., 2015).
or
Chalkley et al. (2015) state that digital media …

Reference list example

Chalkley, T., Hobbs, M., Brown, A., Cinque, T., Warren, B., & Finn, M. (2015). *Communication, digital media and everyday life* (2nd ed.). Oxford University Press.

Note: For in-text citations, use only the name of the first author and place "et al." after it ("et al." means "and others" in Latin). Place a full stop after "al.".
On the reference list, list all authors up to, and including, the 20th author.

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21 OR MORE AUTHORS

In-text citation examples

The research shows that in the northern regions of Australia … (Tobler et al., 2017).
or
Tobler et al. (2017) found that in the northern regions of Australia …

Reference list example

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 metagenomes reveal 50,000 years of regionalism in Australia. *Nature, 544*(7649), 180-184. https://doi.org/10.1038/nature21416

Note: For in-text citations, use only the name of the first author and place "et al." after it,
On the reference list, list the names of the first 19 authors, then place an ellipsis (…) and the name of the final author. You do not need the ampersand (&) in this case.

CORPORATE AUTHOR

In-text citation examples

The data indicate that females between the ages of … (Australian Bureau of Statistics, 2011).
or
Data from the Australian Bureau of Statistics (2011) report indicate that…

Reference list example

Australian Bureau of Statistics. (2011). *Estimated resident population by age and sex in statistical local areas, New South Wales, June 2008*. Australian Government.

Note: When the author and publisher are the same, omit the publisher in the reference (see example in following section).

PUBLISHER IS ALSO THE AUTHOR

In-text citation examples

The earthquake resulted in the destruction of … (Hawke's Bay Regional Council, 2010).
or
According to information from the Hawke's Bay Regional Council (2010) archives, the city was …

Reference list example

Hawke's Bay Regional Council. (2010). *Building an Art Deco city*.

Note: When the author and publisher are the same, omit the publisher in the reference.

NO AUTHOR

Note: If the work has no author, move the title of the work to the author's position (i.e., Title. (Year). Publisher.)

1. FOR A BOOK, BROCHURE OR REPORT

In text citation examples

Senior students graduating from high school … (*College Bound Seniors*, 2009).
or
The book, *College Bound Seniors* (2009), highlights the importance of senior students becoming…

Reference list example

College bound seniors. (2009). College Board Press.

In text citation examples

The article in The NZ Herald reported that 2,000 people had... ("Burst Water Main...", 2016).
or
As the article "Burst Water Main Leaves Suburb Dry" (2016) stressed, the problem surrounding...

Reference list example

Burst water main leaves suburb dry. (2016, July 21). *The New Zealand Herald*. p. A4

Note: Month/day details are only included in the reference list entry
Use double quotation marks around the title in the in-text citation.
If the title of the work is italicized in the reference, also italicize it in the in-text citation.
Use title case for the in-text citation even though sentence case is used in the reference list entry.
Write the first three or four words of a long title, followed by an ellipsis (...).

BOOKS (PRINT AND ONLINE)

Note: APA 7 does not differentiate between the format of books, print or electronic. Cite both the same way.
Use the **copyright** (©) year shown on inside the front cover of the book as the date of publication.

BOOK

In-text citation examples

Key strategies that writers use ... (Roberts, 2017).
or
Roberts (2017) lists a number of key strategies ...

Reference list example

Roberts, J. Q. (2017). *Essentials of essay writing: What markers look for*. Macmillan International; Red Globe Press.

Note: This is the basic template: Author. (Copyright year). Title of work. Publisher/s.
In the example above there are two publishers, separated by a semi-colon.

BOOK – 2ND+ EDITION

In-text citation examples

The challenges of conducting secondary research included... (Robson, 2014).
or
Robson (2014) discusses the challenges of...

Reference list example

Robson, C. (2014). *How to do a research project* (2nd ed.). John Wiley & Sons.

Note: A later edition (version) of an existing book usually corrects errors and/or introduces additional material
"ed." is the abbreviation for "edition". Put in parentheses. Use a lower case "e".
Find the number of the edition on the cover, copyright page, or title page of the book.

In-text citation examples

There are two arguments put forward regarding… (Suzuki & Dressel, 2004).
or
Suzuki and Dressel (2004) argue that the human species became...

Reference list example

Suzuki, D., & Dressel, H. (2004). *From naked ape to super species: Humanity and the global eco-crisis* (Rev. ed.). Greystone Books; David Suzuki Foundation.

Note: Write the publisher's name as it is written but omit designations, such as Inc. or Ltd.
In the example above "Rev. ed." is an abbreviation for "Revised edition"
If a book is published under the imprint of a parent publisher, then use the imprint name (e.g.,
Red Globe Press, not Macmillan; Prentice Hall, not Pearson).
Include all publishers listed in a book, separated with a semi-colon.

EDITED BOOK

CHAPTER IN AN EDITED BOOK

In-text citation examples

From the New Zealand educational perspective, gifted learners… (Sturgess, 2011).
or
Sturgess (2011) acknowledges the opportunities that young gifted and talented learners have within…

Reference list example

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.

Note: The editor's name is presented as their initial/s followed by their family name (e.g., R. Molten).
The pages of the chapter are preceded by pp. and placed in parentheses (e.g., pp.379-403).

In-text citation examples

Person concept refers to the … (Swartz, 2019, Chapter 3, pp. 55-93).
or
Swartz (2019, p.60) uses the idea of person concept to discuss how…

Reference list example

Swartz, W. (2019). *Descriptive psychology and the person concept: Essential attributes of persons and behavior*. Academic Press. https://doi.org/10.1016/C2017-0-00372-5

Note: If all the chapters in a book are written by the same person, reference the entire book. Even if you have used different chapters, create only one reference for the book.
Do not place the page numbers of the chapter you have used in the reference entry. Instead, you can indicate it in your in-text citation, or you can include a page number, to make it clear to the reader where you have taken the idea (as in the examples above).

NON-ENGLISH BOOK

In-text citation examples

The claims that are made regarding the cultural significance of … (Rong, 2014)
or
Rong (2014), a political science professor, proposed that…

Reference list example

Rong, J. (2014). *Lang tuteng* [Wolf totem]. Changjiang Literature and Arts.

Note: English translations are placed in square brackets.

TRANSLATED BOOK

In-text citation examples

The threat of deteriorating relations between the two nations… (Kimura, 2014/2019).
or
According to Kimura (2014/2019), the relations between the two nations…

Reference list example

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).

Note: Use both dates - the original work and the translated work.

In-text citation examples

The advantages of doing secondary research are … (Bryne, 2017).
or
Bryne (2017) outlines three major advantages of conducting secondary research.

Reference list example

Bryne, D. (2017). *Research ethics*. SAGE. https://dx.doi.org/10.4135/9781526408556

Note: Copy the publisher's name <u>as it is presented</u> (e.g., SAGE is capitalised in this case).
The database name, or date of retrieval are not required.
Do not place a full stop after the DOI.

E-BOOK - VIA THE IPU LIBRARY, NO DOI

In-text citation examples

To be a successful entrepreneur does not only mean that a person must… (St-Hilaire, 2019).
or
According to St-Hilaire (2019), many entrepreneurs are successful because they …

Reference list example

St-Hilaire, W.A. (2019). *Entrepreneurship: Strategies and policies*. Apple Academic Press.

Note: Cite an e-book as a print book, if it does not have a DOI and has been retrieved from a
research database (e.g., Proquest eBook Central, EBSCOhost).
Include the stable link/permalink if it is provided and takes the reader directly to the
full text

E-BOOK (WHEN A PRINT BOOK IS ALSO AVAILABLE)

In-text citation examples

Culture and religion have long been considered to be ... (Tilouine, 2017).
or
Tilouine (2017) describes how culture and religion…

Reference list example

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

In-text citation examples

Factors that contribute to corruption include... (Lessig, 2011).
or
In his widely-published book, Lessig (2011) persuades readers to examine the factors...

Reference list example

Lessig, L. (2011). *Republic, lost: How money corrupts- and a plan to stop it.* Twelve.
https://www.hbs.edu/faculty/Shared%20Documents/conferences/2014-strategy-research/Republic%2C%20Lost.pdf

Note: Omit the format, platform, or device (e.g., Kindle) but include the publisher:
If you have an open-access eBook (e.g., from JSTOR), provide the URL, provided it takes you directly to the full text <u>without logging in</u>.

DICTIONARY/ENCYCLOPEDIA ENTRY

Note: Capitalise the first word of the dictionary/encyclopedia's name, any proper nouns and the first word after a colon

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ENTRY WITH AN AUTHOR (PRINT)

In-text citation examples

Iceland is located in the ... (Wolf, 2010).
or
Wolf (2010) explains how the nation became a popular destination for tourists...

Reference list example

Wolf, K., (2010). Iceland. In *World book encyclopedia* (Vol. 8, pp. 22-24). World Book.

ENTRY WITH NO AUTHOR (PRINT)

In-text citation examples

The ten most spoken languages in the world are ... ("Languages of the World", 2017).
or
The language of the Indigeneous People of Torres Strait is used as an example in "Languages of the World" (2017) in *Encyclopedia Britannica*.

Reference list example

Languages of the world. (2017). In *The new encyclopedia Britannica* (Vol. 29, pp. 590-814). Encyclopedia Britannica.

Note: *Encyclopedia Britannica* is italicized in the text as it is the name of a book (see section 1.13).
"Indigeneous People" is capitalized in the example to reflect unbiased language (see section 2).

In-text citation example

The Manawatu River runs from the ... (McKinnon, 2015, p. 6).
or
McKinnon (2015) details the history of the area….

Reference list example

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

Note: Articles in reference sources like the *Te Ara Encyclopedia* usually have page numbers. If you only use part of an article, you can choose to help your reader locate it by providing the page number in the in-text citation (as in the first example above).

1.

If there is no author for the entry, treat the dictionary/encyclopedia as an edited book and move the editors to the author position.

In-text citation examples

Prejudicial treatment of people on the grounds of race is ... (Scott, 2014).
or
Discrimination (Scott, 2014) is defined as prejudicial treatment as ...

Reference list example

Scott, J. (Ed.). (2014). Discrimination. In *A dictionary of sociology* (4th ed.). Oxford University Press.
https://global.oup.com/booksites/content/9780199683581/9780199683581.pdf

Note: Use italics for the keyword you are defining it (e.g., *Discrimination*; see section 1.13).

2.

If there are no authors or editors, treat the company responsible for the dictionary/encyclopedia as a corporate author (e.g., Merriam-Webster; Oxford University Press).

In-text citation examples

A loanword is a word which is taken from another language and "at least partly naturalised" (Merriam-Webster, n.d.).
or
The Merriam-Webster dictionary (n.d.) defines loanword as a word which is taken from another language and "at least partly naturalised"…

Reference list example

Merriam-Webster. (n.d.). Loanword. In *Merriam-Webster dictionary*. Retrieved April 2, 2021, from
   https://www.merriam-webster.com/dictionary/loanword

Note: If you are using an online dictionary, include a retrieval date before the URL if the work is likely to change over time.

ARTICLES (IN A JOURNAL, MAGAZINE, NEWSPAPER)

Note: Rules for authors are the same as for books.

JOURNAL ARTICLE (PRINT)

In-text citation examples

It is evident that "policy cannot be developed in this context without …"(Castles et al., 2006, p. 136).
or
Castles et al. (2006) highlight the issues concerning policy ….

Reference list example

Castles, F. G., Curtin, J. C., & Vowles, J. (2006). Public policy in Australia and New Zealand: The new global context. *Australian Journal of Political Science*, 41(2), 131–143.

Note: The title of the journal and the volume number are in italics (e.g., *41* in the example above).
   The issue number is in parentheses and not in italics (e.g., (2) in the example above).
   Not all journals have volumes and issues.

JOURNAL ARTICLE FROM THE IPU DATABASE

In-text citation example

One of the ways in which extensive reading can … (O'Connor, 2016).
or
O'Connor (2016) suggests that one of the ways…

Reference list example

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

Note: Cite an article retrieved from a research database (e.g., Proquest or EBSCOhost) as a print copy of an article. Include the stable link/permalink (if provided) if it takes the reader directly to the full text.

ARTICLE WITH A DOI

In-text citation example

To address these issues, legislation reform … (Iwami, 2018).
or
Iwami (2018) states that legislation reform is currently…

Reference list example

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

Note: Do not place a full stop after the DOI.

ARTICLE WITHOUT A DOI

In-text citation examples

There are a number of ways in which … (Stanton, 2019).
or
Stanton (2017) identified ways that providers could support students with dyslexia…

Reference list example

Stanton, R. (2019). Dyslexia and oral skills: A student's journey. *ATLAANZ Journal, 4*(1), 55–70. https://journal.atlaanz.org/index.php/ATLAANZ/article/view/63/112

ARTICLE NUMBERS/E-LOCATOR

In-text citation examples

The way a person carries out physical movements is associated with … (Burin et al., 2019).
or
Burin et al. (2019) argue that the way movements are incorporated into…

Reference list example

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

Note: Some online-only journals, such as PLOS ONE, have article numbers. Often, these journals start every article at page 1, so page numbers are irrelevant. Therefore, put the article number in the place of the page numbers, after the word "Article" (e.g., Article e0209899)

APA Style doesn't provide a specific citation format for PDFs. Here are some tips for dealing with them but always check with your lecturer as to their preference:

- Determine what kind of source the PDF is (e.g., a book, a journal article) and cite it in the appropriate format.

- If you're not sure what type of source it is, look for clues in the PDF (e.g., the name of the larger publication the PDF comes from) and use these to search for more information (and to confirm the quality of the source).

- Reference a PDF as a website **only if there is no other reference category** that fits, and the work has no parent or larger publication (e.g. journals, reports, social media, conference papers) other than the website itself. For example:

  > Marsden, S. (n.d.). *Regional variation in NZ English*. Victoria University. https://www.wgtn.ac.nz/lals/research/projects/grinze/publications/Regional_variati on_in_NZ_English.pdf

- Try to find a **permalink or DOI** for a journal article PDF. To find the DOI, you may need to 1) **download the full PDF**, or 2) **copy and paste** the title of the work and author's name into Google (or on IPU's Discovery Advanced Search function) and try to find the article with a DOI from a journal website or database.

- Some PDFs can only be viewed after downloading. In these cases, include the URL for the webpage **from which the PDF was downloaded**, on your reference list. Include **[PDF]** in square brackets after the title to indicate to the reader that they should download the relevant document from the site. For example:

  > Nursing Council of New Zealand. (2012). *Code of conduct for nurses* [PDF]. https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nur sing-section/Code_of_Conduct.aspx

In-text citation examples

As a survivor of the conflict, he noticed that he… (Baker & Williston, 2019).
or
In the article, Baker and Williston (2019) mention …

Reference list example

Baker, A. & Williston, N. D. (2019, May). The survivor. *Time, 39*(3), 36-43.

Note: Give the year/month if the magazine is a monthly; give the year/month/day if the magazine is a Weekly. **Do not** include month/day details in the in-text citations.

In-text citation examples

A recent article in the New Zealand Herald revealed that Auckland's diversity … (Tan, 2019).
or
Tan's (2019) recent article illustrates how diverse …

Reference list example

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

Note: The month/day details are only included in the reference list entry.

NEWS ARTICLE WITH NO AUTHOR

In-text citation examples

New Zealand has gone into a snap lockdown after… ("Delta variant confirmed…", 2021).
or
The article, "Delta variant confirmed in New Zealand; virus case total increases to 7" (2021), published by Japan Today, details how the Delta variant of the coronavirus…

Reference list example

Delta variant confirmed in New Zealand; virus case total increases to 7. (2021, August 18). *Japan Today*. https://japantoday.com/category/world/Delta-variant-confirmed-in-New-Zealand-virus-case-total-increases-to-7

Note: The month/day details are only included in the reference list entry.
In the parenthetical citation, the title of the webpage is placed in quotation marks. If the title is too long, shorten it to three or four words, followed by an ellipsis (…).
In the narrative citation, the name of the webpage is in italics (see section 1.13).

WEBPAGES & WEBSITES

Note:

- Provide the **most specific date possible** for webpages: year, month day; year, month; or year

- Do not include the month/day details in the in-text citation

- Many websites or webpages do not include publication dates. If no date of publication is provided, use the letters "n.d".

- Some webpages will have a 'last updated' date, use this only if it is <u>clearly</u> related to the content you are citing, not if it applies to the whole website.

- Do not use the copyright date from a webpage or website footer because this date may not indicate when the content on the site was published.

- For more information, go to https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references

In-text citation examples

Communication is identified as being the most ... (Werneburg, 2017).
or
Werneberg (2017) questions whether communication is needed when ...

Reference list example

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

Note:　Include the name of the website (e.g., Mayo Clinic) when it is different from the
　　author.

WEBPAGE WITH A CORPORATE/GROUP AS AN AUTHOR

In-text citation examples

As the coronavirus spread among the population, the ... (World Health Organization[WHO]),
2021).
or
Statistics from the World Health Organisation (WHO) (2021)reveal that the coronavirus
has....

Reference list example

World Health Organization. (2021, January 19). *WHO Coronavirus disease (COVID-19)
　　dashboard*.　https://covid19.who.int/

Note:　When the author and website name are the same, omit the website name from the
　　reference list entry (e.g., World Health Organisation, as in this example).
　　For information about how to deal with abbreviations/acronyms (e.g., WHO), see
　　section 1.16.

WEBPAGE ON A WEBSITE WITH A GOVERNMENT AGENCY / GROUP AUTHOR

In-text citation examples

The Ministry of Health planned to implement these changes ... (New Zealand Medical Devices
Safety Authority, 2014).
or
The New Zealand Medical Devices Safety Authority (2014) were tasked with ...

Reference list example

New Zealand Medical Devices Safety Authority (2014, May 28). *Important changes to the
　　definition of medicines and medical devices effective July 2014*. Ministry of Health.
　　https://www.medsafe.govt.nz/Medicines/policy-statements/definition-of-mNew ed.asp

Note:　Include the name of parent agency as the source (e.g., Ministry of Health) in the
　　reference list entry.

WEBPAGE WITH NO AUTHOR

In-text citation examples

There are many resources now freely available to students online … ("Academic Phrasebank – The largest…", n.d.).
or
On the webpage, *Academic Phrasebank- The Largest Collection of Academic Phrases*. (n.d.), students can find a range of resources …

Reference list

Academic phrasebank- *The largest collection of academic phrases*. (n.d.). Ref-N-Write.
   https://www.ref-n-write.com/trial/academic-phrasebank/

Note: In the parenthetical citation, the title of the webpage is placed in quotation marks. If the title is too long, shorten it to three or four words, followed by an ellipsis (…).
In the narrative citation, the name of the webpage is in italics (see section 1.13).
Include month/day details on the reference list entry, if provided.

WEBPAGE WITH NO DATE

In-text citation examples

The Festival of Cultures is a popular annual event which… (Palmerston North City Council, n.d.).
or
The Palmerston North City Council (PNCC; n.d.) organizes several citywide events every year.

Reference list example

Palmerston North City Council. (n.d.). *News & events*. https://www.pncc.govt.nz/news-events

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WEBPAGE – WHEN TO INCLUDE A RETRIEVAL DATE

In-text citation examples

The population of … (United Nations, n.d.).
or
As the data from the United Nations (UN; n.d.) show, the population….

Reference list example

United Nations. (n.d.). *World population prospects 2019*. Retrieved January 20, 2021 from
   https://population.un.org/wpp/Maps/

Note: A retrieval date is used here since there is no publication date and the information is likely to be updated (don't assume the date given in the title is the published date). Separate the abbreviation and date with a semi colon instead of using two parentheses.

REFERRING TO WEBSITES IN GENERAL

If you refer to a website, in general, in the text of your assignment, do not include it in the in-text citation or on the reference list. Instead, include the website name in the text and add the web address in parentheses.

For example:

A survey was used as the data collection tool. It was developed using Survey Monkey (http://www.surveymonkey.com) and consisted of three sections, each with three questions.

In-text citation examples

Tidal flats in eastern Japan … (Takeda, 2017).
or
Takeda (2017) used geographical data to examine how …

Reference list example

Takeda, J. (2017). *Hito to higata* [People and tidal flats]. The Museum of Nature and Human
      Activities, Hyogo. http://www.nat_museum.sanda.hyogo.jp/news/docs/hm15-1.html

Note: Include the English translation of the title (and any other part if necessary) in square
      brackets.

REPORTS & GREY LITERATURE

ANNUAL REPORT

In-text citation examples

Profits recorded over the past five years … (Air New Zealand, 2019).
or
In 2019, Air New Zealand (2019) reported a profit of …

Reference list example

Air New Zealand. (2019). *Air New Zealand annual financial results 2019*.
      https://p-airnz.com/cms/assets/PDFs/airnz-2019-financial-results.pdf

PRESS RELEASE

In-text citation examples

Corporate governance was highlighted as a strength of New Zealand's economy (BusinessNZ,
2019).
or
In a press release from BusinessNZ (2019), Chief Executive Kirk Hope stated that…

Reference list example

BusinessNZ. (2019, October 9). *New Zealand 19th most competitive* [Press release].
      https://www.businessnz.org.nz/news-and-media/media-releases/2019/new-zealand-19th-
      most-competitive

Note: User the template: Organisation name. (Year, Month, Day). Press release title [Press
      release]. URL

In-text citation examples

The report revealed that female adults between the ages of ... (Kutner et al., 2006).
or
Kutner et al. (2006) found that female adults between the ages of....

Reference list example

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

Note: For corporate authors, use the specific agency responsible for the report.

ACT OF PARLIAMENT

In-text citation examples

Employees are required to receive the appropriate ... (Health and Safety in Employment Act 2015, s.9).
or
The Health and Safety in Employment Act 2015 outlines how employees should ...

Reference list example

Health and Safety at Work Act, no. 70. 2015.
http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html

Note: If the date is part of the title of the Act it does not go in parentheses.
Use section numbers of the Act if you want to indicate to the reader where the information has come ("s" for a section or "ss" for sections). Section numbers are not included in the reference list.
If the regulation relates to another country, place the abbreviation for that country in parentheses at the end; for example, Counter-Terrorism and Border Security Act 2019 (UK).

CONFERENCE PAPER /POSTER PRESENTATION/POSTER

In-text citation examples

From 2010 to 2015, e-learning was incorporated into more curricula... (Wadsworth, 2016).
or
Wadsworth (2016) reviewed increase in e-learning ...

Reference list example

Wadsworth, M. (2016, November 2-3). *E-learning at a glance* [Paper presentation]. Distance Education Conference, Auckland, New Zealand. https//....

Note: Place an appropriate description in square brackets after the title (e.g., [Paper presentation]).
For conferences etc., include the full day/s in the reference list entry (e.g., November 2-3).

DISSERTATIONS, THESES & RESEARCH PROJECTS

UNPUBLISHED

In-text citation examples

Sea levels have risen dramatically, particularly … (Ho, 2020).
or
In his research, Ho (2020) found that the smaller islands of Kiribati and Tuvalu …

Reference list example

Ho, H. T. (2020). Sea levels rise: *A look at Kiribati and Tuvalu of the Pacific Island nations*
[Unpublished research project, IPU New Zealand Tertiary Institute].

Note: Include the type of dissertation and the location in square brackets after the title.

PUBLISHED

In-text citation examples

At the beginning of the 19th century, South Africa and New Zealand were both … (Robson, 2012).
or
Robson (2012) proposed four hypotheses to help guide her thesis.

Reference list example

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

Note: Include the type of dissertation and the location in square brackets after the title.

ONLINE MEDIA

Note:

- Cite only original content from social media sites.

- Only public content is included in the reference list. Information from private pages is not

- available to everyone and is treated as personal communication (see "Other Types of Sources" at the end of this guide).

- Do not alter the spelling or capitalisation in social media references.

- Retain hashtags, links and emojis (if possible).

- Include a bracketed description (e.g., [Facebook page] or [Video]) after the title

In-text citation examples

Establishing these types of enclosures has meant that animals… (Wellington Zoo, 2020).
or
Wellington Zoo (2020) has recently established a …

Reference list example

Wellington Zoo. (n.d.). *Home* [Facebook page]. Facebook. Retrieved March 3, 2020, from
https://www.facebook.com/WgtnZoo/

Note: Use the page title in the reference entry (e.g., *Home, Timeline, About, Photos*).
Provide a retrieval date because contents of the page may change over time.

TWITTER & INSTAGRAM

In-text citation examples

The Prime Minister revealed New Zealand's Bird of the Year in her tweet (Ardern, 2018).
or
Ardern (2018) tweeted that the kereru had been voted the country's Bird of the Year ….

Reference list example

Ardern, J.[@jacindaardern]. (2018, October 15). *I salute you,*
@Kereru4PM#BirdOfTheYear[Tweet]. Twitter. Retrieved November 20, 2018, from
https://twitter.com/jacindaardern/status/1051569

Note: Provide a retrieval date because contents of the page may change over time.
Include the author's username after their real name in the reference list entry (e.g.,
[@jacindaardern]).

YOU TUBE (OR OTHER STREAMING VIDEO)

In text citations

Students find it easier watching short videos for tips on avoiding plagiarism (Steelman
Library, 2017).
or
A short video on avoiding plagiarism has been made by Steelman Library (2017).

Reference list example:

Steelman Library. (2017, August 18). *How to avoid plagiarism: In 5 easy steps* [Video].
YouTube. https://youtu.be/UsFcU1PH_8E

Note: A video taken from a website, such as YouTube, is referenced as a webpage.
The person or group who uploaded the video is credited as the author, even if they did
not create the work (e.g., Steelman Library).
If both an author's real name and username are known, place the real name first,
followed by the username in square brackets (see example below in Online Forum
Post). If only the username is known, do not put it in square brackets.

In-text citations

Scientists cannot wait any longer… (Gates, 2020).
or
Gates (2020) implores these scientists to look toward the future and …

Reference list example

Gates, B. (2020, February 14). My message to America's top scientists [Blog]. *GatesNotes*.
    https://www.gatesnotes.com/Health/My-message-to-Americas-top-scientists

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ONLINE FORUM POST

In-text citation examples

Lois Lowry is an example of how individuals can … (Lowry, 2015).
or
Lowry's (2015) post showed how she…

Reference list example

Lowry, L. [Lois-Lowry]. (2015, June 18). *Hi Reddit! I am Lois Lowry, author of The Giver –
    AMA!* [Online forum post]. Reddit. https://bit.ly/2CoiOTq

Note: If the real name and the user name are both known, provide the real name first,
    followed by the username in square brackets (e.g., Lowry, L. [Lois-Lowry]). If only the
    username is known, do not put it in square brackets (e.g., Lois Lowry).

AUDIOVISUAL WORKS

Note: The following contributors to audiovisual works are used as the 'author'.

- Film - Director

- TV series - Executive producer(s)

- TV series episode - Writer & director of episode

- Podcast - Host or executive producer

- Podcast episode - Host of episode

- Webinar - Instructor

- Modern music album or song - Recording artist

- Artwork - Artist

- Online streaming video (e.g. YouTube) - Person or group who uploaded the video

- Photograph – Photographer

In-text citation examples

Hunt for the Wilderpeople is an example of Waititi's talents as a director since… (Waititi, 2016).
or
In this movie, Waititi (2016) includes themes …

Reference list example

Waititi, T. (2016). *Hunt for the Wilderpeople* [Film]. Piki Films.

In-text citation examples

One way of protecting the truth is to… (Aral, 2018).
or
Aral (2018) reiterates that misinformation in the 21st century is …

Reference list

Aral, S. (2018, November). *How we can protect truth in the age of misinformation* [Video]. Ted Conferences.
https://www.ted.com/talks/sinan_aral_how_we_can_protect_truth_in_the_age_of_misinformation

Note: Use the name of the speaker as the author.

In-text citation examples

One way of protecting the truth is to…(TED,2019).
or
In this TED (2019) video, the point is clearly made that misinformation in the 21st century is ….

Reference list example:

TED. (2019, December). *Mike Cannon-Brookes: How you can use impostor syndrome to your benefit* [Video]. YouTube. https://www.youtube.com/watch?v=ZkwqZfvbdFw

Note: Use the owner of the YouTube account as the author.
You can include the person presenting the TED talk in the title (e.g., Mike Cannon-Brookes).

In-text citation examples

Two Cents Worth presents a very funny view of... (Hickey, Mandow, & Beckford, 2018-present).
or
Hickey et al. (2018-present) take a humorous look at ....

Reference list example

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

Note: Provide the span of years in which the podcast aired (e.g., 2018 - present).

SEGMENTS OF ONLINE MATERIAL

In-text citation examples

Teachers can engage in strategies which ... (BBC Worldwide Learning, 1981)
or
In *The Pleasure of Finding Things Out*, produced by BBC Worldwide Learning (1981), the
focus on teaching the teacher results in a shift between...

Reference list example

BBC Worldwide Learning (Producer). (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

Note: Include bracketed descriptions, if relevant, after the title (e.g., [Segment]).

QUOTATIONS FROM AUDIOVISUAL WORKS

In-text citation example

Teachers can engage "in strategies to ..." (BBC Worldwide Learning, 1981, 13:33).
or
In *The Pleasure of Finding Things Out*, produced by BBC Worldwide Learning (1981, 14:08),
"teachers found ways in which they could ..."

Reference list example

BBC Worldwide Learning (Producer). (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

Note: Provide a time stamp (i.e., hour: minute: second) for the beginning of the quotation in
    place of a page number (e.g., 13:33; 14:08).

PHOTOGRAPHS, DRAWINGS ETC.

In-text citation examples

The way Maori constructed dwellings is depicted in an early photograph shown in Figure 1.

Figure 1
Dwelling at Lake Taupo

(Child, n.d.)
or
Child's (n.d.) photograph of an early Maori dwelling at Lake Taupo …

Reference list example

Child, E. G. (n.d.). *Dwelling at Lake Taupo* [Photograph]. Alexander Turnbull Library.
https://natlib.govt.nz/records/23231066

Note: Format images as figures if you are using them to add information to, or explain, your text.

STOCK IMAGES & CLIP ART/ USE IN PRESENTATIONS

Example of an image accompanying text on a PPT slide to create visual interest

In-text citation

Place a parenthetical citation under the image.

Notetaking Strategies

texttexttexttexttexttext
texttexttexttexttexttext
texttexttexttexttexttext
texttexttexttexttexttext
texttexttexttexttexttext

(Lucky Business, n.d.)

Reference list example

Lucky Business. (n.d.). *Close up view of student taking notes during lecture* [Stock image]. Shutterstock. https://www.shutterstock.com/image-photo/close-view-student-taking-notes-during-309289910

Note:

- Follow the terms of the licence associated with the image you want to use. For information on royalty-free images go to https://libguides.wintec.ac.nz/APA7/images/royalty-free

- No citation is necessary for clipart from programmes like Microsoft Word or PowerPoint.

- The final slide of a presentation should be a correctly APA 7 formatted list of all your sources. (on academic posters, usually this is the bottom right-hand corner).

- Always check with your lecturers about their requirements regarding referencing images in slide presentations.

DATA SETS

In-text examples

The number of transient students increased ... (Ministry of Education, 2015).
or
The Ministry of Education (MoE; 2015) details the number of transient students across the country…

Reference list entry example

Ministry of Education. (2015). *Transient students* [Data set].
https://catalogue.data.govt.nz/dataset/transient-students

Note: Use square brackets to place relevant information about the type of source (see page 16).

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

In-text citation example

The health of a work environment can ….(S. R. Robinson, personal communication, March 2, 2020).
or
Sandra Robinson (personal communication, March 2, 2020) reiterated that work environments….

SECONDARY CITATIONS

Only material you have actually read should appear in your reference list. For example, you read a book by Ardern in which Kirk is quoted and you want to use that information. If you cannot find the original source by Kirk, you need to acknowledge Kirk as the original source, followed by Ardern as the **secondary** source. Use the phrase 'as cited in' to show that one source has been cited in another.

In-text citation examples

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

Reference list

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

Note: In your reference list, only the source you have read (Ardern) is listed (**not** Kirk). Include the year of publication of the original work (if known) in the **in-text citation**. You can choose to include the page or paragraph number to indicate to the reader where the information can be found in the text.

SOURCES USED TO COMPILE THIS GUIDE

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

American Psychological Association. (n.d.). *Style and grammar guidelines*. https://apastyle.apa.org/style-grammar-guidelines/

American Psychological Association. (2019). *Concise guide to APA style* (7th ed.). American Psychological Association.

American Psychological Association. (2020). *APA style 7th edition reference quick guide*. https://apastyle.apa.org/instructional-aids/reference-guide.pdf

American Psychological Association. (2020). *Numbers and statistics quick guide*. https://apastyle.apa.org/instructional-aids/numbers-statistics-guide.pdf

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

AUT Library. (2021). *APA 7th referencing style guide: In-text citation*. https://aut.ac.nz.libguides.com/APA7th/in-text

Massey University. (2020). *APA style*. https://owll.massey.ac.nz/referencing/apa-style.php

Nelson Marlborough Institute of Technology. (2020). *NMIT APA 7th ed. referencing guide*. https://library.nmit.ac.nz/assets/Uploads/Library/Documents/2020-APA-7th-edition-Referencing-Guide-NMIT-Library.pdf

University of Auckland. (2019). *Key changes between APA 6th and APA 7th*. https://www.cite.auckland.ac.nz/2/files/apa_6th_vs_apa_7th_key_changes.pdf

University of Canterbury Library. (n.d.). *Notable changes in APA 7th edition*. https://www.canterbury.ac.nz/library/support/citations-and-referencing/apa-american-psychological-association-style/notable-changes-in-apa-7th-edition/

University of Queensland Library. (2020). *APA 7th referencing style*. https://guides.library.uq.edu.au/referencing/apa7/images