

APA Referencing (6th edition)

This is the Wintec guide to help you with referencing in the American Psychological Association (APA) style. For further information, please refer to the 6th edition of *The Publication Manual of the American Psychological Association* (2010), or see a staff member in the Library, Student Learning Services or Te Kete Kōnae.

Referencing: what it is and why we do it

When writing an assignment, you will read various books, articles and websites to find information. You **must** acknowledge the ideas you get from these sources, to

- avoid [Plagiarism](#)
- credit the author from whom you got an idea
- allow others to read the same resources
- back up your ideas with authoritative work by another author
- show you have looked at a variety of resources

Referencing consists of two parts:

- Full entry in the [Reference list](#)

AND

- [In-text citation](#) within your assignment.

Further resources on referencing using APA are available on the Referencing page of the Academic Learning Resources on Moodle: <https://learning.wintec.ac.nz/course/view.php?id=3037§ion=6>

Examples of how to reference different types of resources

Audio-visual media	DVD/film , Music recording , Podcast , Television series , YouTube clip ,
Books	No author , One author , Two authors , 3-5 Authors , Six Authors/Editors , Chapter ,
Journals & Serials	Articles , Articles with doi , Articles from library database , Articles from internet
Online books and resources	Webpages , Conference papers , Dictionary definitions , Encyclopedias , Blogs ,
Other media	Personal communication
Other written resources	Brochures , Newspapers , Course hand-outs , lecture notes

Reference list	In-text citation
BOOKS	
Book with no author (including dictionaries – see APA FAQs, pg. 3, “How do I reference a resource that lists no author?”)	
<i>The complete encyclopaedia of garden flowers.</i> (2003). Auckland, New Zealand: Bateman.	<i>The Complete Encyclopaedia of Garden Flowers</i> (2003) shows that ... (p. 96).
Book with one author	
Jones, R. (2007). <i>Nursing leadership and management: Theories, process and practice.</i> Philadelphia, PA: F. A. Davis.	Jones (2007) notes that ... (p. 184). <i>Or</i> ... (Jones, 2007, p. 184).
Book with two authors	
Claiborne, L., & Drewery, W. (2010). <i>Human development: Family, place, culture.</i> North Ryde, Australia: McGraw-Hill.	Claiborne and Drewery (2010) state that.... (p. 88). <i>Or</i> ... (Claiborne & Drewery, 2010, p. 88).
Book with three to five authors	
Hubbard, J., Thomas, C., & Varnham, S. (2010). <i>Principles of law for New Zealand business students</i> (4 th ed.). Auckland, New Zealand: Pearson.	First citation - Hubbard, Thomas and Varnham (2010) state that... (p. 4) <i>Or</i> ... (Hubbard, Thomas, & Varnham, 2010, p. 4). Then – Hubbard et al. (2010) report that ... (p. 4). or ... (Hubbard et al., 2010, p. 4).
Book with six or more authors / editors (see also Journal article with six or more authors)	
Mezey, M. D., Cassel, C. K., Bottrell, M. M., Hyer, K., Howe, J. L., & Fulmer, T. T. (Eds.). (2002). <i>Ethical patient care: A casebook for geriatric health care teams.</i> Baltimore, MD: Johns Hopkins University Press.	First citation – Mezey et al. (2002) explain that ... (p. 58). <i>Or</i> ... (Mezey et al., 2002, p. 58).
Book or report by a corporate author (e.g. an organisation, association or Government Department)	
University of Otago. (1986). <i>Today's food, tomorrow's health.</i> Dunedin, New Zealand: Author.	The University of Otago (1986) claims that (p. 6). <i>Or</i> ... (University of Otago, 1986, p. 6).
Book chapter in an edited work	
Hales, M. (2012). Community health nursing. In A. Berman, S. Snyder, T. Levett-Jones, T. Dwyer, M. Hales, N. Harvey, ...D. Stanley (Eds.), <i>Kozier and Erb's fundamentals of nursing</i> (2 nd Australian ed., Vol. 1, pp. 127-141). Frenchs Forest, Australia: Pearson.	Hales (2012) reports that... (p. 129). <i>Or</i> ... (Hales, 2012, p. 129).
ONLINE BOOKS AND RESOURCES	
NB A Digital Object Identifier (doi) is a unique 'number' (or code) to identify content and provide a reliable link to its location on the Internet. Unlike a URL, a doi never changes.	
Book with a digital object identifier (doi)	
Kay, G. N. (1999). <i>Fiber optics in architectural lighting: Methods, design, and applications.</i> doi:10.1036/0070349320	Kay (1999) notes ... (p. 65). <i>Or</i> ... (Kay, 1999, p. 65).
Book with no doi retrieved from an online database (see APA FAQs for more information)	
Fox, W. (2006). <i>Theory of general ethics: Human relationships, nature, and the built environment.</i> Retrieved from ebrary database.	Fox (2006) states ... (p. 53). <i>Or</i> ... (Fox, 2006, p. 53).
OR:	

<p>Gulanick, M., & Myers, J. L. (2014). <i>Nursing care plans: Diagnoses, interventions, and outcomes</i> (8th ed.). Retrieved from EBL database.</p> <p>NB Also see APA FAQs – questions under Ebooks.</p>	<p>Gulanick and Myers (2014) note... (p. 91) Or ... (Gulanick and Myers, 2014, p. 91).</p>
<p>Dictionary definitions - no author or editor</p>	
<p>Practice. (n.d.). In <i>Merriam-Webster's online dictionary</i>. Retrieved from http://www.merriam-webster.com/dictionary/practice</p>	<p>(Practice, n.d.)</p>
<p>Dictionary definitions - author or editor</p>	
<p>Simpson, J. (Ed.). (2012). Practice. In <i>Oxford English dictionary</i>. Retrieved from http://www.oed.com/view/Entry/149226</p> <p>NB For print dictionary include the publication details instead of “retrieved from URL”</p>	<p>(Simpson, 2012)</p>
<p>Online encyclopedias – author or editor</p>	
<p>Easton, B. (2012). Economic history: Boom and bust, 1870-1895. In <i>Te Ara: The encyclopedia of New Zealand</i>. Retrieved April 15, 2015 from http://www.teara.govt.nz/en/economic-history/page-5</p> <p>NB Only include retrieval dates, if, at the bottom of the page, it says it has been updated on a particular date.</p>	<p>“Atkinson’s careful management of the national finances set the economy up for the long boom, which began in the mid-1890s” (Easton, 2012, “Bust”, para. 4).</p>
<p>Blog post</p>	
<p>vaughanbell. (2010, November 1). It only exists if I see colours on the brain scan [Blog post]. Retrieved from http://mindhacks.com/2010/11/01/it-only-exists-if-i-can-see-colours-on-a-brain-scan/</p> <p>NB If the author’s name is in lowercase, it should remain so in the reference list. This title is not italicised.</p>	<p>vaughanbell (2010) argues that... (para. 3). Or ... (vaughanbell, 2010, para. 3).</p>
<p>Webpage</p>	
<p>Statistics New Zealand. (2014). <i>New Zealand in profile 2014</i>. Retrieved from http://www.stats.govt.nz</p>	<p>Statistics New Zealand (2014) provides evidence for ... (para. 2). Or ... (Statistics New Zealand, 2014, para. 2).</p>
<p>Webpage (no date)</p>	
<p>Department of Conservation. (n.d.). <i>New Zealand’s marine environment</i>. Retrieved June 17, 2014 from http://www.doc.govt.nz/conservation/marine-and-coastal/new-zealands-marine-environment/</p> <p>NB Only include retrieval dates where information on the website may change over time.</p>	<p>The Department of Conservation (n.d.) estimates that ... (para. 4). Or ... (Department of Conservation, n.d., para. 4).</p>
<p>Conference paper in published proceedings online</p>	
<p>Flintoff, V., & Flanagan, P. (2010, April). The ‘ménage à trois’ complexity of external supervision. In L. Beddoe & A. Davies (Eds.), <i>Common threads, different patterns: Supervision Conference 2010, Auckland, New Zealand: Proceedings</i>, (pp. 8-17). Retrieved from https://cdn.auckland.ac.nz/assets/education/about/schools/chss/wk/docs/2010-Supervision-Conference-Proceedings.pdf</p>	<p>Flintoff and Flanagan (2010) mention ... (p. 9). Or ... (Flintoff & Flanagan, 2010, p. 9).</p>

JOURNALS

NB Retrieval Statements: There are 2 types of retrieval statements used when there is no **doi** available. The date is only included if the source material is likely to change over time.

1. Retrieved from (name of the database)
2. Retrieved from <http://www...>

Journal or serial article (print version)

Millard, S. K., Nicholas, A., & Cook, F. M. (2008). Is parent-child interaction effective in reducing suffering? *Journal of Speech, Language & Hearing Research*, 51(3), 636-650.

First citation – Millard, Nicholas and Cook (2008) explain (p. 640).
Or ... (Millard, Nicholas, & Cook, 2008, p. 640).
Then – Millard et al. (2008) explain ... (p. 640).
Or ... (Millard et al., 2008, p. 640).

Journal or serial article with six or more authors ([See also Book with six authors/editors](#))

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. doi:10.1080/1462220041001676305

First citation – Gilbert et al. (2004) indicate that (p. 252).
Or ... (Gilbert et al., 2004, p. 252).

Journal or serial article with a doi

Stulz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. <http://dx.doi.org/10.1037/0002-9432.76.4.482>

Stulz (2006) discusses ... (p. 486).
Or ... (Stulz, 2006, p. 486).

Journal or serial article from a library database

Bumpus, M. A., & Burton, G. (2008). Chapters in the life of an entrepreneur: A case study. *Journal of Education for Business*, 83(5), 302-308. Retrieved from ABI Inform database.

NB Undergraduates: Give the name of the database.

Researchers: Give the URL of the **journal** homepage. e.g. Retrieved from <http://www.tandfonline.com/toc/vjeb20/current>

Bumpus and Burton (2008) believe that ... (p. 303).
Or ... (Bumpus & Burton, 2008, p. 303).

Journal or serial article from the Internet

Pantaleo, S. (2005). 'Reading' young children's visual texts. *Early Childhood Research & Practice*, 7(1). Retrieved from <http://ecrp.uiuc.edu/v7n1/pantaleo.html>

NB In-text citation notes the section title on an online document without page numbers.

Pantaleo (2005, Classroom context) states (para. 3).
Or ... (Pantaleo, 2005, Classroom context, para. 3).

OTHER WRITTEN RESOURCES

Brochure or pamphlet

YouthLaw: Tino Rangatiratanga Taitamariki. (2003). *Free legal service for children and young people* [Brochure]. Tamaki Makaurau, New Zealand: Author.

YouthLaw: Tino Rangatiratanga Taitamariki (2003) identifies ...
Or ... (YouthLaw: Tino Rangatiratanga Taitamariki, 2003).

Newspaper article (no author, print version)

Kiwi speller at home among international bright sparks. (2008, May 20), *New Zealand Herald*, p. A11.

... ("Kiwi Speller," 2008, p. A11).

Newspaper article from the Internet	
Tait, M. (2014, June 12). Rubbish trial is food for thought. <i>New Zealand Herald</i> . Retrieved from http://www.nzherald.co.nz	Tait (2014) indicates ... (para. 4). <i>Or</i> ... (Tait, 2014, para. 4).
NB Give the URL of the newspaper home page to avoid broken links.	
Newspaper article from a database	
Flowers, M. (2014, May 13). Growth-driving polytechs hurt by dated public image. <i>New Zealand Herald</i> . Retrieved from Newztext Plus database.	Flowers (2014) notes ... (para. 4). <i>Or</i> ... (Flowers, 2014, para. 4).
Course hand out / Lecture notes	
Smith, A. (2014, May 12). <i>A model of nursing care</i> [PowerPoint slides]. Hamilton, New Zealand: Wintec.	...as Smith (2014) found.... <i>Or</i> ... (Smith, 2014).
AUDIO VISUAL MEDIA	
Television series (single episode)	
McGovern, J. (Writer), & Fywell, T. (Director). (1994). To be a somebody [Television series episode]. In S. Hood (Executive producer), <i>Cracker</i> . Manchester, England: Granada.	McGovern (1994) shows ... <i>Or</i> ... (McGovern, 1994).
DVD / Film	
Campion, J. (Director), & Chapman, J. (Producer). (1993). <i>The piano</i> [DVD]. Australia: Australian Film Commission.	Campion and Chapman (1993) note ... <i>Or</i> ... (Campion & Chapman, 1993).
Music recording	
Waters, R. (1973). Money [Recorded by Pink Floyd]. On <i>The dark side of the moon</i> [CD]. Middlesex, England: Harvest.	...“Money” (Waters, 1973, track 6). <i>Or</i> ... “Money” (Waters, 1973, track 6)...
YouTube Video	
Apsolon, M. [markapsolon]. (2011, September 9). <i>Real ghost girl caught on Video Tape 14</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=6nyGCbxD848	Apsolon (2011) shows.... <i>Or</i> ... (Apsolon, 2011).
NB Include both the full name and the username if possible, as formatted above. Otherwise, put the author’s screen name first, as formatted above; no brackets.	
Podcasts	
Bushnell, P. (Producer). (2014, January 5). <i>You call this art?: Part 1</i> [Audio podcast]. Retrieved from http://www.radionz.co.nz	Bushnell (2014) comments.... <i>Or</i> ... (Bushnell, 2014).
OTHER MEDIA	
Personal communication	
As this material is not recoverable or archived, it is not included in a reference list, but is acknowledged in-text . Include private letters, tutor comments, own class notes, interviews, telephone conversations, etc. Use the initials and surname of the person and as exact a date as possible.	K. W. Wiremu (personal communication, January 18, 2010) commented that...

FOR MORE INFORMATION OR ASSISTANCE, PLEASE CONTACT A STAFF MEMBER FROM:

The Library **OR** Student Learning Services **OR** Te Kete Kōnae

Reference Lists

At the end of your assignment, you are required to provide full reference information for **each source** you have used. Reference lists give full information about the printed and electronic sources referred to in your writing so that your reader is able to locate the sources you used.

The items in your reference list need to be:

- In alphabetical order, by the author/producer's surname, in the order they appear on the title page
- Combined in one list - do not separate different types of sources
- In correct format (brackets, punctuation, capital letters, italics, etc.) as in the examples in this guide. This includes underlining all URLs so they are active hyperlinks.
- In 'hanging indent' format
- Checked with your department for their preferred line spacing

Remember, be consistent!

In-Text Citation

In-text citations include the author's name, publication date of the item and the page or paragraph showing where you found the information.

Direct Quotation – You can quote part or all of an author's sentence; select the part that is most useful for your purpose.

You copy the words **exactly** from the source, using double quotation marks to show which words are copied. Show the surname of the author(s), the year of publication and page (or paragraph) number, in brackets, e.g.

1. MacFarlane (2004) notes that allowing "time to bond with students is the first step in classroom management" (p. 90).
2. "Taking time to bond with students is the first step in classroom management" (MacFarlane, 2004, p. 90).

NB A reference at the end of a sentence is part of that sentence so put a full stop after the final bracket.

Paraphrasing – Paraphrasing is more than changing a few words; you need to use your own sentence structure and phrases. You put the author's meaning into your own words so there is no need for double quotation marks, e.g.

1. MacFarlane (2004) indicates that smoother organisation of a classroom is possible when teachers take the time to connect with their class (p. 90), although this is not always the case.
2. True classroom control can start when a teacher connects with the students (MacFarlane, 2004, p. 90).

NB The page number should be provided at the end of the paraphrase, whether or not it is at the end of the sentence. This will ensure that you have identified the author/owner of the idea you are using.

For more information on paraphrasing, see [Paraphrasing video](#)

Edited books - When using material by the author(s) of a chapter in an edited book use only the chapter author's name in-text and the year of publication of the book. (See example: [Book chapter in an edited work](#))

Citations from a secondary source - put the surname of the person you are quoting, followed by 'as cited in', then the surname, year and page of the book or article you read it in, e.g.

1. Sullivan and Decker (as cited in Jones, 2007) discuss the importance of participation (p. 43).
2. The importance of participation cannot be over-estimated (Sullivan & Decker, as cited in Jones, 2007, p. 43).

NB Only the work cited is listed in the references; in this case, the details of the book by Jones.

Connecting words - Select an appropriate word to connect from author to in-text citation, e.g., states, reported, notes, found, suggests, mentioned, indicates, recognised, identified, argued, etc. This may occur at the beginning of a sentence, in the middle or at the end.

Additional points about in-text citation

- **Omitting material:**
Use 3 dots within a quote to indicate that you have omitted material from the original source, e.g.
"This is the movement of the middle class ... from schools serving low socio-economic status (SES) areas to schools serving middle SES areas" (Brett, 1994, p. 43).
- **Adding emphasis:**
To emphasise a word or words in a quotation use italic type, immediately followed by [emphasis added], e.g.
Paraphrasing is more than "changing the order of a few words and substituting synonyms for a few others.
Paraphrased ideas ... should *blend* [emphasis added] with your style" (Roundtree, 1991, p. 76) and show you understand the concept.
- **Inserting material:**
Enclose your own additions to quotations, or explanations, in square brackets, e.g. Through play the child needs to learn to manipulate and master body, mind, emotions and relationships, as "such mastery is essential to [more extensive] cognitive development, strong ego development and good mental health" (Schuster & Ashburn, 1992, p. 328).
- **If a quote is longer than 40 words:** miss a line, do not change the line spacing, indent left and right, do not use quotation marks, put a full-stop **before** the in-text citation, and leave a line at the end. See example in [APA FAQs](#).
- **Incorporate quotations into your discussion:** They may be all or part of a sentence placed: at the beginning, embedded in, or at the end, of your sentence.
- **When quotations are complete sentences:** They need to be referred to in, or linked to, the previous and/or following sentence. This will show your understanding of the quote.

Plagiarism

Plagiarism means using someone else's ideas or words in your assignment and presenting them as your own. This is not allowed, and is seen as academic theft. Work can be plagiarised from books, journal articles, websites, course notes, or the assignments of other students.

Although plagiarism can be **intentional** (when you deliberately copy work), it is often **unintentional**; this is usually because referencing is badly done or not done at all. When reading for an assignment, always write down author, title and publishing details of a work when you take notes from it so you can acknowledge the ideas in your assignment. This must be done both in text, and in the reference list.

Further resources:

- [Plagiarism and student responsibility](#)
- [Plagiarism video](#)