



COMMUNITY POLYTECHNIC
Te Kura Matatini o Whitireia

Guide To APA Referencing

2010 Edition
Incorporating APA Electronic Changes

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INTRODUCTION

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

The main reasons for referencing are:

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

APA REFERENCING

At Whitireia Community Polytechnic, assignments are referenced using the American Psychological Association (APA) guidelines, which are a set of rules for different types of sources. The examples in this guide are based on:

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

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

The manuals can be found in your campus library and the guide is available electronically on campus to Whitireia staff and students for **personal use only** at

http://intranet/documents/APA_StyleGuide_June2008.pdf

THE TWO PARTS OF REFERENCING

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

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

BEFORE YOU BEGIN

1. Decide what kind of item you wish to reference
2. Go to the contents page of this guide, look up the type of item, and go to the page listed
3. A reference will vary depending on the number and type of author (see page 10 for example)
4. Use the worksheets at the back of this guide to make your referencing accurate
5. Remember that in APA, footnotes are discouraged and et al. is rarely used

REFERENCE CITATIONS IN THE TEXT

- You can quote someone else’s work (cite) by paraphrasing and/or direct quotation
- Paraphrasing is when you use your own words
- APA uses the author – date method of citation. It does not recommend footnotes
- This means the last name of the author(s) is followed by the year of publication and must be included in the text of your assignment

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

<ul style="list-style-type: none"> If you are not using the author's name in your text then both the author's name and the year are enclosed in brackets at the end of the sentence. <p>Examples</p> <p>It has been suggested that unemployment is a health issue for young people as the stress and poverty associated with not having work has a detrimental effect on an individual's health status (White, 1994).</p> <p>Or</p> <p>Suicide was the second most common cause of death by injury for young males in New Zealand after motor vehicle accidents (Public Health Commission, 1994).</p>	<ul style="list-style-type: none"> If you are not using the author's name in your text then the author's name, year and page number goes in brackets at the end of the quote. <p>Examples</p> <p>The role of nurses is important as "nurses make life-and- death decisions and possess an increasingly specialized body of knowledge" (Benner, 1984, p. 196).</p> <p>Or</p> <p>A useful definition that could be used for adolescence is:</p> <p style="padding-left: 40px;">An age span roughly between the ages of ten and twenty-five that is heralded by the accelerating physical changes accompanying puberty; results in sexual maturity and identity formation; and eventuates in emancipation from childhood dependency (Baumrind, 1987, p. 97).</p>
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HINT:

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

Examples

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

Or

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

- If an organisation is referred to in abbreviated form, then the abbreviation can be used after the first citation. For example:

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

or

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

Subsequent citations: (SPARC 2009)

<p style="text-align: center;">HOW TO REFERENCE WHEN THERE IS MORE THAN ONE AUTHOR, AN EDITOR, OR THERE IS NO AUTHOR</p>	<p style="text-align: center;">EXAMPLES</p>
<p>General Rule:</p> <ul style="list-style-type: none"> • Use '&' when you are using the authors' names in brackets. • Use 'and' when you are using the authors' names in the text of your assignment. <p>Specific Rules:</p> <p>1) When there are two authors</p> <ul style="list-style-type: none"> • Always cite both authors' names in the text of your assignment. <p>2) When there are three, four or five authors</p> <ul style="list-style-type: none"> • The first time you use that reference cite all the authors' names. • Any further references after that, include the first author's name followed by "et al." ("et al." means "and others") 	<p>(Fleras & Spoonley, 1999)</p> <p>Fleras and Spoonley (1999) suggest, "New Zealand at the turn of the century is experiencing a crisis of national identity" (p. 150).</p> <p>Roberts and Taylor (1998) state that "nursing research has not had a good record of using theoretical frameworks" (p. 63).</p> <p>Or</p> <p>Nursing research does not seem to make use of theoretical frameworks (Roberts & Taylor, 1998).</p> <p>In fact, there are several youth lifestyles depending on the contexts in which young people live (Hendry, Shuksmith, Love & Gledinning, 1993).</p> <p>Or</p> <p>Morello, Mizer, Wilson and Granato (1998) state that "bacterial diseases acquired through the respiratory tract include some of the most important and serious human infections" (p. 238).</p> <p>Hendry et al. (1993) contend that risk taking is part of being a young person.</p> <p>Or</p> <p>Morello et al. (1998) describe the most common symptoms of gastrointestinal infections as "diarrhea, often accompanied by crampy abdominal pain, nausea, and vomiting" (p. 334).</p>

<p>3) When there are six or more authors</p> <ul style="list-style-type: none"> Use the surname of the first author followed by 'et al.' when there are six or more authors. <p>4) When there is an editor or editors</p> <ul style="list-style-type: none"> Use the same format as for author or authors. Use the author of a specific chapter in the text, not the editor <p>5) When there is no author available</p> <ul style="list-style-type: none"> When a work has no author, use the first few words of the title. Put the words that you use in quotation marks. This also applies to Internet sites without a named author. When the author is clearly designated as "Anonymous", use this in your citation. In your reference list, put anonymous where the author would go. <p>6) Two or more works within the same parentheses</p> <ul style="list-style-type: none"> List two or more works by different authors in alphabetical order. Separate with semicolons. Works by the same author are arranged by date and separated by commas. If the same publication date, use a, b, c, etc. Give author's surname once. <p>7) Titles of books, journals, chapters and articles used in the text</p> <ul style="list-style-type: none"> Capitalise all the major words Italicise book titles Use double quotation marks for titles of journal article or a chapter in a book 	<p>Smith et al. (1995)</p> <p>To cite a study called "The Effects of Aspirin on Heart Attack Victims" you would use the following: ("The Effects," 1995)</p> <p>Or</p> <p>To cite an Internet site called "Asthma & Allergy Foundation of America" you would use the following: ("Asthma & Allergy," 2002).</p> <p>N.B Do not cite the URL here. It belongs in the reference list only.</p> <p>(Anonymous, 2001) Anonymous, (2001). <i>The title</i>. Place.Publisher.</p> <p>Several studies (Ammenwerth, Mansmam, Iller & Eichstadter, 2003; Arbaugh & Duray, 2003; Boonstra, 2003; Pollard, 2003) found that</p> <p>Several studies by Durie on Maori health (Durie, 1998a, 1998b, 2001) state that.....</p> <p>In the book <i>Hip Hop Dance: Meanings and Message</i> the author states that</p> <p>The chapter "Why Pavlovas are Important" explains...</p>
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CITING AN AUTHOR FROM A SECONDARY SOURCE

A primary source is the original work and ideas of an author.

A secondary source is a book, article etc. that quotes or paraphrases a primary source.

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

- Name the person whose ideas are presented
- Then in brackets, write 'as cited in' followed by the name of the author and the year of publication
- In the reference list cite the secondary source that you used.

Example

Text citation

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

Reference list entry

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

NB. Every effort should be made to use primary rather than secondary sources.

PERSONAL COMMUNICATIONS

Personal communications may be letters, memos, telephone conversations, personal interviews, e-mail, non-archived messages from electronic discussion groups or bulletin boards etc. They do not provide recoverable data so are **not included** in the **reference list**. Cite them in the text of your assignment only. Give the initials and the last name of the communicator and exact a date as possible including day, month and year.

Example

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

Or

S. Jones (personal communication, September 17, 2000) spoke of nursing during the war.

Notes from lectures, guest speakers or course materials should be cited in the same way.

Example

"Using the Internet to access reliable information is a skill that you will use in many different areas of your life" (J. Wilkinson, course materials 202, December 17, 2002).

LIVE PERFORMANCES

Live performances, unless recorded, do not provide recoverable data so are **not included** in the **reference list**. Cite them in the text of your assignment only. Give as much information as required to identify the performer, date and concert.

CITATION OF ELECTRONIC SOURCES

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

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

Entire web site

- To cite an entire Web site (not a specific document), give the address of the site in the text e.g. Grabaseat is a popular New Zealand web site (<http://flightbookings.airnewzealand.co.nz/vgrabview/>).
- A reference list entry is not required

FOOTNOTES & APPENDIX

- Footnotes: APA discourages the use of content footnotes. If you wish to use them, see pages 163 to 165 of the *Concise Rules of APA Style* (2010).
- Appendices: Keep the Appendix relatively brief. Can include: tables, figures, letters, or supporting information. If you have more than one appendix, label them Appendix A, Appendix B, and so on.

CITATION OF FIGURES, TABLES, PHOTOS OR PICTURES FROM AN EXTERNAL SOURCE

1. Citing a figure, table, photo or picture from an external source which has been inserted into the text

- Refer to a photo or picture as a figure
- Refer to the figure or table by number in the order it is inserted in the text e.g. As you can see in Figure 1, the structure of glucose...
- The source of a copied figure, table, photos or picture is **not** included in the reference list but there must be a caption which
 - a. Is both an explanation of the figure, table, photo or picture and its title
 - b. Goes underneath the figure, table, photo or picture
 - c. Is accompanied by a note giving credit to the original author and the source.

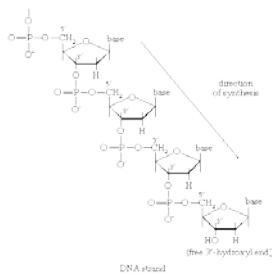


Figure 1. The structure of a-d-glucose.

Note. From *Glucose*. (2008). Encyclopaedia Britannica Online. Retrieved January 28, 2008, from <http://www.search.eb.com/eb/art-2346>

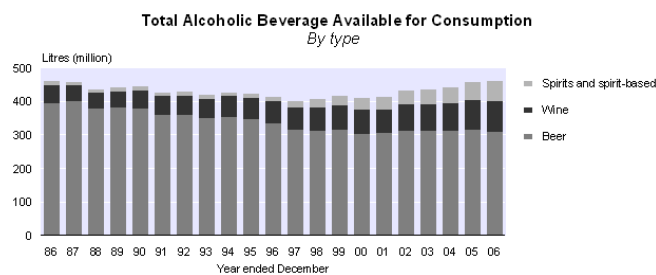


Table 1. Alcohol and tobacco available for consumption – By type - Year ended December 2006.

Note. From *Alcohol and tobacco*. (2007). Statistics New Zealand. Retrieved January 28, 2008, from <http://www.stats.govt.nz/products-and-services/hot-off-the-press/alcohol-and-tobacco/alcohol-tobacco-available-consumption-yedec06-revised-hotp.htm>

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

- Cite as usual but include the figure or table number e.g. Management paradigm shifts in human history are discussed by Clawson (2002, Figure 2-2, p. 19).
- Include in reference list.

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

PART 2: REFERENCE LIST

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

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

ARRANGEMENT

- Reference list entries are arranged in alphabetical order by the first word of the specific entry
- If there is no author, and the entry begins with an article (a, an or the), use the first letter of the second word
- Order of several works by the same author: arrange by year of publication, the earliest first.
- Order of several works by the same author and published in the same year: arrange by title, and place a, b, c.... after the date: Parker, A. (2008a)
- If there is no date, use (n.d.)
- Put entries with numerals in alphabetical order, as if the numerals were spelt out
- A hanging indentation should be made for each entry – 2nd and following lines of a citation are set in from the margin.
- All references are double-spaced

PUBLISHERS

- Include town or city of publication. Name the state or country if the town or city is not well known
- It is not necessary to include Inc., Co., Ltd., etc. when referring to the publisher. Keep it brief
- If two or more publisher locations are given, give the location listed first in the book
- If more than one publisher is listed, give the first one listed

ABBREVIATIONS

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

PUNCTUATION

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

REFERENCE LIST: BOOKS

KEY ELEMENTS

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

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

Harper, G. (1997). *Kippenberger: An inspired New Zealand commander*. Auckland: HarperCollins.

EDITION

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

Roberts, K., & Taylor, B. (2002). *Nursing research processes: An Australian perspective* (2nd ed.). Melbourne: Nelson Thompson Learning.

ONE AUTHOR ONLY

Orange, C. (1987). *The Treaty of Waitangi*. Wellington: Allen & Unwin.

TWO OR MORE AUTHORS

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

Benner, P., & Wrubel, J. (1984). *The primacy of caring: Stress and coping in health and illness*. Menlo Park: Addison-Wesley.

CORPORATE AUTHOR AND AUTHOR AS PUBLISHER

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

Ministry of Youth Affairs. (1994). *15-25: A youth statistical profile*. Wellington: Author.

NO AUTHOR

- Put the title where the author would go
- In the reference list, put in alphabetical order according to the first significant word in the title, not small words like *the* or *a*
- For citing in the text, see page 5

Wellington Manawatu & Wairarapa (12th ed.). (2002). Auckland: Wisers Maps.

EDITED BOOK

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

Kawharu, I. H. (Ed.). (1989). *Waitangi: Maori & pakeha perspectives of the Treaty of Waitangi*. Oxford: Oxford University Press.

ARTICLE OR CHAPTER IN AN EDITED BOOK

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

Blake, R. A. (1991). Critical incident stress debriefing for law enforcement personnel: A model. In J. Reese, J. Horn & C. Dunning (Eds.), *Critical incidents in policing* (pp. 239 -256). Washington, DC: Government Printing Office.

CONFERENCE PAPERS OR PROCEEDING OF MEETINGS AND SYMPOSIA

- Similar to above (article or chapter in an edited book)
- Capitalise the name of the conference or symposia
- Add a retrieval statement for conference proceedings found online

Parker, A. L. (2002). Librarians as researchers - a snapshot of practice. In N. Bridgeman (Ed.), *Proceedings of APNZ Research Forum Conference: Research that works: Interacting to innovate: 26 & 27 September 2002, Palmerston North, New Zealand*. Wellington: APNZ Research Forum.

- Include the month and year: for unpublished symposium contributions, paper or poster presentations.

ENCYCLOPEDIA OR DICTIONARY

- Treat as an edited book

Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1998). *Mosby's medical, nursing, & allied health dictionary* (5th ed.). St. Louis: Mosby.

ENTRY IN AN ENCYCLOPEDIA

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

REFERENCE LIST: PERIODICAL OR JOURNALS

KEY ELEMENTS

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

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

JOURNAL ARTICLE, ONE AUTHOR ONLY

Bell, N. (1991). Critical incident stress debriefing: Smoothing out the edges of rough calls. *Emergency*, 2(6), 30-38.

JOURNAL ARTICLE, CORPORATE AUTHOR, NO VOLUME NUMBER

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

JOURNAL ARTICLE, TWO OR MORE AUTHORS

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

JOURNAL ARTICLE WITH AN AUTHOR BUT NO VOLUME OR ISSUE NUMBER

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

JOURNAL ARTICLE WITH NO AUTHOR

- Put the title where the author would go
- In the reference list, put in alphabetical order according to the first significant word in the title, not small words like *the* or *a*. (For citing in the text, see page 7)

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

MAGAZINE ARTICLE

- Give the date shown on the publication – month for monthlies or day for weeklies
- Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

SAME AUTHOR MORE THAN ONE PUBLICATION IN A YEAR

- For the first article used in the text add a small 'a' after the year, then add a small 'b' for the next article

Brydolf, M. & Segesten, K. (1996a). Living with ulcerative colitis: Experiences of adolescents and young adults. *Journal of Advanced Nursing*, 23, 39-47.

Brydolf, M. & Segesten, K. (1996b). They feel your needs in the air: Experiences of supportive activities among adolescents with ulcerative colitis. *Journal of Pediatric Nursing*, 11(1), 71-78.

REFERENCE LIST: OTHER MATERIALS

ANNUAL REPORTS

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

CD-ROM / DVD

Title [CD-ROM]. (Date). (Edition). Place: Publisher.

Oxford English Dictionary [CD-ROM]. (1992). (2nd ed.). Oxford: Oxford University Press.

LEAFLETS, PAMPHLETS AND BROCHURES

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

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

LEGISLATION: STATUTES OR ACTS

Key Elements

- Name of Act, Volume or Number, Source (Year).
- Reference will differ depending on source used

Victims' Rights Act 2002, 39, New Zealand Statutes (2003).

Health and Safety in Employment Act 1992, 17, Brookers Bound Reprinted Statutes (1996).

MOTION PICTURE

Key Elements

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

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

Jackson, P. (Director). (2002). *The Lord of the Rings* [Motion picture]. United States: New Line Cinema.

MUSIC RECORDING

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

Original recording by composer

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

Recording by an artist other than the composer

Andersson, B. & Ulvaeus, B. (n.d.). The winner takes all [Recorded by the London Unity Orchestra]. On *The London Unity Orchestra plays ABBA* [CD]. London: Newsound. (2000)

NEWSPAPER ARTICLE

- Precede page numbers for newspapers with 'p.' or 'pp.'
- If an article is not on continuous pages, give all page numbers and separate the numbers with a comma.

Reuben, J. (1999, December 23). Council falling apart. *Evening Post*, p. 4.

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

NEWSPAPER ARTICLE, NO AUTHOR

Study finds free care used more. (1982, April 4). *The Dominion*, p. 14.

NEWSPAPER ARTICLE, NOT CONTINUOUS PAGES

Lublin, J. S. (1980, December 5). On idle: The unemployed shun muck mundane work, at least for a while. *The Wall Street Journal*, pp. 1, 25.

NEWSPAPER ARTICLE, LETTER TO THE EDITOR

O'Neill, G. W. (1982, January). In support of DSM-111 [Letter to the editor]. *APA Monitor*, p. 4.

TELEVISION BROADCAST

Key Elements

- Give the name and, in brackets, the role of the producer or director, or both.
- Identify the work as either a television broadcast or television series and give the city of origin.

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

Single episode from a television series:

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

UNPUBLISHED THESES OR DISSERTATIONS

- Use master's thesis or doctoral dissertation.

Wilson, C. (1998). *Reflections on care: Older people speak about experiences of nursing care in acute medical and surgical wards*. Unpublished master's thesis, Victoria University of Wellington, Wellington, New Zealand.

UNPUBLISHED WORK INCLUDING A POLICY DOCUMENT

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

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

Whitireia Community Polytechnic. (2004). *Planning a new library*. Unpublished manuscript.

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

VIDEOTAPE

- Name the director and/or producer, if possible.
- Add [Videotape] after the title, followed by country of origin and name of studio.

Preparing and conducting an interview [Videotape]. (1990). Australia:VEA.

REFERENCE LIST: ELECTRONIC SOURCES

KEY ELEMENTS

- Use the same information as for a printed source but include retrieval information
- Date of publication is the date on the web page. If it is an electronic journal, it is the date of the journal
- For an electronic version based on a print source, include page numbers. For example: PDF documents.

Retrieval Date

1. A retrieval date (date looked at on the Internet) is required if the content you are citing might change e.g. a polytechnic or business website
2. A retrieval date is not necessary if the content is permanent and unlikely to change e.g. an electronic journal article or an electronic book or PDF

Location of a source

1. For the location of a source, use a DOI if available (Digital Object Identifier which is a permanent address using numbers and letters) e.g. Science Direct database uses DOIs. For more information on DOIs, check out <http://dx.doi.org/>
2. For subscription (pay-to-use) content, if no DOI is available, give the name of the database (not its URL) or the URL of the journal home page. For external publication purposes use the latter and consult the *APA Style Guide to Electronic References*
3. If the content is free-to-use, give the exact URL of the web page
4. For online dictionaries or encyclopaedias, give the homepage URL
5. If possible, underlining should be removed from the URL
6. Make sure URLs are working and do not end with a full-stop

REFERENCE LIST: ONLINE JOURNALS AND BOOKS

JOURNAL ARTICLE FROM A SUBSCRIPTION DATABASE SUCH AS PROQUEST

Author's last name, Author's initials. (Date of publication). Title of article. *Name of journal, volume and issue information. Retrieved from the source database (name of database).*

Spencer, M. E. (2007). The state-of-the-art: NCSU libraries learning commons. *Reference Services Review, 35*(2), 310-321. Retrieved from Proquest database.

JOURNAL ARTICLE WITH A DOI (SUBSCRIPTION OR FREE)

Author's last name, Author's initials. (Date of publication). Title of article. *Name of journal, volume and issue information. doi:xxxxxxxx*

Lillie, S. E. (2008). Diffusion of innovation in the age of YouTube. *American Journal of Preventive Medicine, 34*(3), 267-267. doi:10.1016/j.amepre.2007.11.009

JOURNAL ARTICLE (SUBSCRIPTION) FROM THE JOURNAL WEBSITE

Kara-Soteriou, J. & Rose, H. (2008). Using children's literature to teach about positive character traits. *YC Young Children, 63*(4), 30-36. Retrieved from <http://journal.naeyc.org/>

JOURNAL ARTICLE (FREE), WITH NO AUTHOR, ISSUE NUMBER ONLY, FROM A WEBSITE

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

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

ONLINE BOOK

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

REFERENCE LIST: GENERAL WEBSITE INFORMATION REQUIRING A RETRIEVAL DATE

PAGE ON A WEB SITE, WITH AN AUTHOR AND DATE

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

Schamroth, N. (2008). *Real hot chocolate & madeleines*. Retrieved October 10, 2008, from <http://www.cuisine.co.nz/index.cfm?pageID=57940&r=8>

PAGE ON A WEB SITE WITH AN ORGANISATION AS AUTHOR BUT NO DATE

Author. (n.d.). Title of page. Retrieved month day, year, from URL

New Zealand Rugby Union. (n.d.). *Events*. Retrieved August 22, 2008, from <http://www.nzrugby.co.nz/Events/tabid/1101/Default.aspx>

PAGE ON A WEB SITE, WITH NO AUTHOR

Title of page. (Date of publication). Retrieved month day, year, from URL

Map of relative iwi position. (n.d.) Retrieved October 14 2000, from <http://aotearoa.wellington.net.nz/back/map.htm>

REFERENCE LIST: ONLINE DICTIONARIES OR ENCYCLOPEDIAS

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

ONLINE DICTIONARY

Wiki. (2007). In *Oxford English Dictionary*. Retrieved from <http://dictionary.oed.com/>

ONLINE ENCYCLOPEDIA ARTICLE

Facebook. (2008). In *Encyclopædia Britannica*. Retrieved from <http://www.search.eb.com/>

Uretsky, S. P. (2006). Antibiotics. In *Gale Encyclopedia of Medicine* (3rd ed.). Retrieved from Gale Virtual Reference Library. (Note: from Gale databases, we recommend that undergraduate students use this format. Ask a librarian)

REFERENCE LIST: OTHER MATERIAL

AUDIO PODCAST

The state funeral of Sir Edmund Hillary [Audio Podcast]. (2008). *Radio New Zealand*. Retrieved from <http://www.radionz.co.nz/podcasts/hillary.rss>

- If possible, include producer e.g. Brown, A. (Producer). Name of podcast. (Date). *Name of company*. Podcast retrieved from URL

BLOG POSTING

Obama, Barack. (2008, July 14). *My plan for Iraq* [Web log message]. Retrieved from <http://obamabarack.blogspot.com/>

BROCHURE ON A WEBSITE

Diabetes New Zealand. (2005). *Diabetes and pregnancy* [Brochure]. Retrieved from <http://www.diabetes.org.nz/resources/docs/pamphlets/DiabetesPregnancy.pdf>

LEGISLATION: STATUTES OR ACTS IN AN ELECTRONIC DATABASE OR WEBSITE

Unsolicited Electronic Messages Act 2007, 7. Retrieved from Brookers Online.

Unsolicited Electronic Messages Act 2007, 7. Retrieved from

<http://www.legislation.govt.nz/act/public/2007/0007/latest/DLM405134.html>

NEWSPAPER ARTICLE FROM A DATABASE

Patterson, C. (2003, August 13). Basketballers propose Porirua stadium. *The Dominion Post*. Retrieved from Knowledge Basket database.

NEWSPAPER ARTICLE (NO AUTHOR), FROM A DAILY ONLINE NEWSPAPER

Wellington actor wins Pacific prize. (2004, November 11). *New Zealand Herald*. Retrieved from <http://www.nzherald.co.nz/>

THESIS OR DISSERTATION FROM AN INSTITUTIONAL WEBSITE

Patrick, R. (2008). *New teachers, professional knowledge and educational reform in New Zealand* (Doctoral dissertation, Deakin University, 2008). Retrieved from http://www.coda.ac.nz/whitireia_ted_di/3/

WIKI

Bill Gates. (2008). Retrieved July 16, 2008, from Wikipedia: http://en.wikipedia.org/wiki/Bill_gates

- Please check with your tutor as to whether you can use Wikipedia
- Wikis are collaborative so there is no guarantee as to the quality of the content

YOU TUBE POSTING

Whitireia Performing Arts Grad Concert 07 [Video file]. (2007, December 1). Retrieved from <http://au.youtube.com/watch?v=mc1sZbi09iM&feature=related>

SAMPLE REFERENCE LIST

- Christensen, J. C. (1988). *The nursed passage: A theoretical framework for the nurse–patient partnership*. Unpublished doctoral dissertation, Massey University, Palmerston North, New Zealand.
- Disley, B. (1994). Suicide prevention initiatives: Youth suicide – the world and New Zealand wide picture. *Community Mental Health in New Zealand*, 8, 5-11.
- Jacobs, J. (2000). Preventing workplace violence. *Association of Operating Room Nurses*, 6(5), 42-50. Retrieved from Proquest database.
- Morrison, T. M. (1996, December 5). Teen angels bite back. *The Dominion*, p.11.
- New Zealand Rugby Union. (n.d.). *Events*. Retrieved August 22, 2008, from <http://www.nzrugby.co.nz/Events/tabid/1101/Default.aspx>
- Smith, A. (1998). PA and NP programs and growth – too much of a good thing? *Clinician News*, 2(2): 1. Retrieved from www.medscape.com/CPG/ClinNews/1998/v02.n02/cn0202.01.01.html
- Taylor, J., & Muller, D. (1995). *Nursing adolescents. Research and psychological perspectives*. Oxford: Blackwell Science.
- White, R. (1994). Young people, unemployment and health. In C. Waddell & A.R. Petersen (Eds.), *Just health: Inequality in illness, care and prevention* (pp.47-60). Melbourne: Churchill Livingstone.
- WHO Expert Committee. (1996). *Nursing practice*. (WHO Technical Report Series 860). Geneva: Author.

USING MICROSOFT WORD 2007 TO INSERT REFERENCES

1. Click on the References Tab > **Insert Citation** button on the toolbar when you're ready to enter a citation
2. You can either insert a "placeholder" and fill out the fields (author, title, year, etc.) later, or complete them right away
3. When you're ready to make your reference list, just click the **Bibliography** button and it does it automatically. You can select APA
4. Remember that you will still need to do a lot of work to tidy up your references such as adding page numbers and URLs
5. If you are using Word 2003 at home, the **Insert Citation** button is not available

FURTHER HELP

Helpful Internet sites

<http://www.cite.auckland.ac.nz/quick.php> (highly recommended)

<http://www.apastyle.org/elecref.html>

<http://www.apastyle.org/faqs.html>

WORKSHEET – REFERENCING TERMS

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