

## WelTec Writing Series

# APA Referencing Guide

## What is referencing?

Referencing, or citing, is acknowledging the sources of information that you have used in your assignment. These sources could include; books, articles from journals and magazines, websites, and so on. Anything that you have read that you refer to in your academic writing must be acknowledged in the text of your assignment as an in-text citation, and included in your reference list.

WelTec and Whitireia use the American Psychological Association, APA (6<sup>th</sup> edition) referencing format. The full APA manual is available at every campus library, or online at <http://www.apastyle.org/>. Additionally, there is an in-depth guide, this quick guide and online support available.

### In-text Citations (Quotes and paraphrasing)

To cite works of others, APA style uses an author-date citation method. In-text citations are acknowledged with (Author, Date) or Author (Date).

#### Direct quote (i.e. someone else's words)

Use quotation marks and include page numbers.

"The first settlers set out from a place called Hawaiki, a homeland that recurs in stories throughout Polynesia" (Smith, 2005, p. 7).

**OR**

Smith (2005) states that the first settlers "set out from a place called Hawaiki, a homeland that recurs in stories throughout Polynesia" (p. 7).

#### Paraphrase (i.e. someone else's idea in your own words)

Page numbers are not required when paraphrasing.

McLennan, Ryan & Spoonley (2004) argue that most people engage in sociological theory.

**OR**

Most people engage in sociological theory (McLennan, Ryan & Spoonley, 2004).

#### Secondary references

In-text, name the original work as well as the work you have read. Only reference sources you have read. For example, if you read Brown's work, and Brown refers to Schultz, then you reference Brown (but not Schultz) and cite it as follows: Schultz (as cited in Brown, 2001) observes that...

### References Lists

At the end of your assignment, you are required to provide full reference information for each source you have used. References 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.) This includes ensuring that your URLs are not underlined so they are not active hyperlinks
- A hanging indentation should be made for each entry – that is, the 2nd and following lines of a citation are set in from the margin.

An example of a Reference List is on **p. 2**.

## Example of a Reference List

- Bushnell, P. (Producer). (2014, January 5). *You call this art?: Part 1* [Audio podcast]. Retrieved from <http://www.radionz.co.nz>
- Claiborne, L., & Drewery, W. (2010). *Human development: Family, place, culture*. North Ryde, Australia: McGraw-Hill Australia.
- Employment Relations Act 2000, 24. Retrieved February 20, 2017, from <http://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>
- Langdon, P. (2014). Lecture 3: Psychology for professional practice [PowerPoint slides]. Auckland, New Zealand: WelTec.
- McGovern, J. (Writer), & Fywell, T. (Director). (1994). To be a somebody [Television series episode]. In S. Hood (Executive producer), *Cracker*. Manchester, England: Granada.
- New Zealand Standard 3604:2011: Timber-framed buildings*. Wellington, New Zealand: Standards New Zealand.
- Pontaleo, S. (2005). 'Reading' young children's visual texts. *Early Childhood Research & Practice*, 7(1). Retrieved from <http://ecrp.uiuc.edu/index.html>
- Stulz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482
- The complete encyclopaedia of garden flowers*. (2003). Auckland, New Zealand: Bateman.
- YouthLaw: Tino Rangatiratanga Taitamariki. (2003). *Free legal service for children and young people* [Brochure]. Tamaki Makaurau, New Zealand: Author.

**For help or support, contact us:**

**WelTec campuses**

**Phone:** 0800 141121

**Email:** [learningcommons@weltec.ac.nz](mailto:learningcommons@weltec.ac.nz)

**Whitireia campuses**

**Phone:** (0800 944 847) Ext. 3105

**Email:** [library@whitireia.ac.nz](mailto:library@whitireia.ac.nz)

## Examples of how to reference different types of resources

Reference list entry	In-text citation
<b>BOOKS</b>	
<b>Book with no author</b>	
<i>The complete encyclopaedia of garden flowers.</i> (2003). Auckland, New Zealand: Bateman.	The Complete Encyclopaedia of Garden Flowers (2003) shows that ...
<b>Book with one author</b>	
Jones, R. (2007). <i>Nursing leadership and management: Theories, process and practice.</i> Philadelphia, PA: F.A. Davis.	Jones (2007) notes that ... <b>or</b> ... (Jones, 2007).
<b>Book with two authors</b>	
Claiborne, L., & Drewery, W. (2010). <i>Human development: Family, place, culture.</i> North Ryde, Australia: McGraw-Hill Australia.	Claiborne and Drewery (2010) state that... <b>or</b> ... (Claiborne & Drewery, 2010).
<b>Book with three to five authors</b>	
Hubbard, J., Thomas, C., & Varnham, S. (2010). <i>Principles of law for New Zealand business students</i> (4th ed.). Auckland, New Zealand: Pearson.	First citation – Hubbard, Thomas and Varnham (2010). Then – Hubbard et al. (2010) report ... <b>or</b> ... (Hubbard et al., 2010).
<b>Book with six authors/editors (see also Journal article with six or more authors)</b>	
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: The Johns Hopkins University Press.	First citation – Mezey et al. (2002) explain that ... <b>or</b> ... (Mezey et al., 2002).
<b>Book or report by a corporate author (e.g. an organisation, association or Government Department)</b>	
University of Otago. (1986). <i>Today's food, tomorrow's health.</i> Dunedin, New Zealand: Author.	The University of Otago (1986) claims that ... <b>or</b> ...(University of Otago, 1986).
<b>Book chapter in an edited work</b>	
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 <sup>nd</sup> Australian ed., Vol. 1, pp. 127-141). Frenchs Forest, Australia: Pearson.	Hales (2012) reports that... <b>or</b> ... (Hales, 2012).

## 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 an URL, a doi never changes.

### Book with a digital object identifier (doi)

Kay, G. N. (1999). *Fiber optics in architectural lighting: Methods, design, and applications*. doi:10.1036/0070349320

Kay (1999) notes ...  
**or**  
... (Kay, 1999).

### Book retrieved from an e-book library

Hargrove, R. (2008). *Masterful coaching*. San Francisco, CA: Wiley & Sons. Retrieved from <http://proquestcombo.safaribooksonline.com/9780470290354>

Fox (2006) states ...  
**or**  
... (Fox, 2006).

### Dictionary definitions - no author or editor

Practice. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/practice>

(Practice, n.d.)

### Dictionary definitions - author or editor

Simpson, J. (Ed.). (2012). Practice. In *Oxford English dictionary*. Retrieved from <http://www.oed.com/view/Entry/149226>

(Simpson, 2012)

### Website (with author and date)

Statistics New Zealand. (2015). *New Zealand in profile 2015*. Retrieved from [http://www.stats.govt.nz/browse\\_for\\_stats/snapshots-of-nz/nz-in-profile-2015/](http://www.stats.govt.nz/browse_for_stats/snapshots-of-nz/nz-in-profile-2015/)

**NB** Only include retrieval dates where information on the website may change over time e.g. statistics, Codes of Conduct etc.

Statistics New Zealand (2015) provides evidence for ...  
**or**  
... (Statistics New Zealand, 2015).

### Website (no date)

Department of Conservation. (n.d.). *New Zealand's marine environment*. Retrieved June 17, 2014, from <http://www.doc.govt.nz/conservation/marine-and-coastal/new-zealands-marine-environment/>

The Department of Conservation (n.d.) estimates that ...  
**or**  
... (Department of Conservation, n.d.).

### Web blog post

Vaughanbell. (2010, November 1). It only exists if I see colours on the brain scan [Web blog post]. Retrieved from <http://mindhacks.com/2010/11/01/it-only-exists-if-i-can-see-colours-on-a-brain-scan/>

**NB** If the author's name is in lowercase, it should remain so in the reference list. This title is not italicised.

vaughanbell (2010) argues that...  
**or**  
... (vaughanbell, 2010).

<b>Conference paper in published proceedings online</b>	
Saravani, S., & Clayton, J. (2009, December). Conceptual model for the educational deployment of QR codes. In R. J. Atkinson & C. McBeath, (Eds.), <i>Same places, different spaces. Proceedings ascilite Auckland 2009. 26th Annual ascilite International Conference, Auckland</i> (pp. 919-922). Retrieved from <a href="http://www.ascilite.org.au/conferences/auckland09/procs/saravani.pdf">http://www.ascilite.org.au/conferences/auckland09/procs/saravani.pdf</a>	Saravani and Clayton (2009) mention ... <b>or</b> ... (Saravani & Clayton, 2009).
<b>JOURNALS</b>	
<b>NB</b> Retrieval Statements: for articles from full-text databases (such as ProQuest or EBSCOHost), where possible, give the doi rather than the URL.	
<b>Journal or serial article (print version)</b>	
Millard, S. K., Nicholas, A., & Cook, F. M. (2008). Is parent-child interaction effective in reducing suffering? <i>Journal of Speech, Language &amp; Hearing Research</i> , 51(3), 636-650.	First citation – Millard, Nicholas and Cook (2008) explain ... Then – Millard et al. (2008) explain ... <b>or</b> ... (Millard et al., 2008).
<b>Journal or serial article with six or more authors (See also Book with six authors/editors)</b>	
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. <i>Nicotine and Tobacco Research</i> , 6, 249-267. doi:10.1080/1462220041001676305	First citation – Gilbert et al. (2004) indicate that ... <b>or</b> ... (Gilbert et al., 2004).
<b>Journal or serial article with a doi</b>	
Stulz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i> , 76(4), 482-488. doi:10.1037/0002-9432.76.4.482	Stulz (2006) discusses ... <b>or</b> ... (Stulz, 2006).
<b>Journal or serial article from a Library database</b>	
Bumpus, M. A., & Burton, G. (2008). Chapters in the life of an entrepreneur: A case study. <i>Journal of Education for Business</i> , 83(5), 302-308.	(Bumpus & Burton, 2008) believe that ... <b>or</b> ... Bumpus and Burton (2008).
<b>Journal or serial article from the Internet</b>	
Pontaleo, S. (2005). 'Reading' young children's visual texts. <i>Early Childhood Research &amp; Practice</i> , 7(1). Retrieved from <a href="http://ecrp.uiuc.edu/index.html">http://ecrp.uiuc.edu/index.html</a>	Pontaleo (2005, Classroom context) states ... <b>or</b> ... (Pontaleo, 2005, Classroom context).

<b>OTHER WRITTEN RESOURCES</b>	
<b>Brochure or pamphlet</b>	
<p>YouthLaw: Tino Rangitiratanga Taitamariki. (2003). <i>Free legal service for children and young people</i> [Brochure]. Tamaki Makaurau, New Zealand: Author.</p>	<p>YouthLaw: Tino Rangitiratanga Taitamariki (2003) identifies ...  <b>or</b>  ... (YouthLaw: Tino Rangitiratanga Taitamariki, 2003).</p>
<b>Magazine (print version)</b>	
<p>Poe, M. (2006, September). The hive. <i>Atlantic Monthly</i>, 298, 86-95. Retrieved from <a href="http://www.theatlantic.com">http://www.theatlantic.com</a></p>	<p>... (Poe, 2006).</p>
<b>Newspaper article (no author, print version)</b>	
<p>Kiwi speller at home among international bright sparks. (2008, May 20), <i>New Zealand Herald</i>, p. A11.</p>	<p>... ("Kiwi Speller," 2008).</p>
<b>Newspaper article from the Internet</b>	
<p>Tait, M. (2014, June 12). Rubbish trial is food for thought. <i>New Zealand Herald</i>. Retrieved from <a href="http://www.nzherald.co.nz">http://www.nzherald.co.nz</a>  <b>NB</b> Give the URL of the newspaper home page to avoid broken links.</p>	<p>Tait (2014) indicates ...  <b>or</b>  ... (Tait, 2014).</p>
<b>Course handout/ Lecture notes</b>	
<b>Course handout / Lecture notes / PowerPoint</b>	
<p>Langdon, P. (2014). Lecture 3: Psychology for professional practice [PowerPoint slides]. Auckland, New Zealand: WelTec.</p>	<p>Langdon (2014) declares that...  <b>or</b>  ...Langdon (2014).</p>
<p><b>Lecture notes / PowerPoint (in Moodle)</b>  Langdon, P. (2014). Lecture 3: Psychology for professional practice [PowerPoint slides]. Auckland, New Zealand: WelTec. Retrieved from <a href="http://moodle2.weltec.ac.nz/pluginfile.php/35451/mod_resource/content/1/MMM3.pdf">http://moodle2.weltec.ac.nz/pluginfile.php/35451/mod_resource/content/1/MMM3.pdf</a>  <b>NB</b> Put format in square brackets - e.g. [PowerPoint slides] or [Lecture notes]</p>	
<b>VISUAL MEDIA and AUDIO-VISUAL</b>	
<b>Figures (including images)</b>	
<p>A caption is placed beneath the image, including the figure number, a description of the figure, and a reference in parentheses e.g. Figure 1: University of Waikato Campus (Source: The University of Waikato, 2010)  <b>In reference list:</b>  The University of Waikato. (2010). <i>Student life</i> [Photograph]. Retrieved from <a href="http://www.waikato.ac.nz/data/assets/image/0006/189672/student-life.png">http://www.waikato.ac.nz/data/assets/image/0006/189672/student-life.png</a></p>	<p>Figure 1 shows that ... (University of Waikato, 2010).</p>

<b>Images</b>	
<p><b>Basic Image:</b> Baumel, A. (2010). Cholera treatment center in Haiti [Online image]. Retrieved October 2, 2010 from <a href="https://www.doctorswithoutborders.org">https://www.doctorswithoutborders.org</a></p> <p><b>No Author:</b> Flu epidemic [Online image]. (1919). Retrieved November 6, 2010 from <a href="http://www.history.net/photo/flu-epidemic-art/collections">http://www.history.net/photo/flu-epidemic-art/collections</a></p> <p><b>No Author, No Title, No Date:</b> [Untitled illustration of a sleeping dog]. Retrieved December 5, 2010 from <a href="http://www.sleepinganimals/pix.com">http://www.sleepinganimals/pix.com</a></p>	<p>... (Baumel, 2010).</p> <p>... (Flu epidemic [Online image], 1919).</p> <p>... [Untitled illustration of a sleeping dog, n.d.].</p>
<b>Television series (single episode)</b>	
<p>McGovern, J. (Writer), &amp; Fywell, T. (Director). (1994). To be a somebody [Television series episode]. In S. Hood (Executive producer), <i>Cracker</i>. Manchester, England: Granada.</p>	<p>McGovern (1994) shows ... <b>or</b> ... (McGovern, 1994).</p>
<b>DVD/ Film</b>	
<p>McGregor, M. (Producer/Director). (2004). <i>Hone Tuwhare: The return home</i> [DVD]. New Zealand: Blue Totara.</p>	<p>McGregor (2004) notes ... <b>or</b> ... (McGregor, 2004).</p>
<b>Music recording</b>	
<p>Waters, R. (1973). Money [Recorded by Pink Floyd]. On <i>The dark side of the moon</i> [CD]. Middlesex, England: Harvest.</p>	<p>"Money" (Waters, 1973, track 6).</p>
<b>YouTube Video</b>	
<p>Apsolon, M. [markapsolon]. (2011, September 9). <i>Real ghost girl caught on Video Tape 14</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=6nyGCbxD848">http://www.youtube.com/watch?v=6nyGCbxD848</a></p> <p><b>NB</b> Include both the full name and the username if possible, as above. Otherwise, put the author's screen name first, as above; no brackets.</p>	<p>Apsolon (2011) shows.... <b>or</b> ... (Apsolon, 2011).</p>
<b>Podcasts</b>	
<p>Bushnell, P. (Producer). (2014, January 5). <i>You call this art?: Part 1</i> [Audio podcast]. Retrieved from <a href="http://www.radionz.co.nz">http://www.radionz.co.nz</a></p>	<p>Bushnell (2014) comments.... <b>or</b> ... (Bushnell, 2014).</p>
<b>OTHER MEDIA</b>	
<b>Personal communication</b>	
<p>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, class notes, interviews, telephone conversations, etc. Use the initials and surname of the person and as exact a date as possible.</p>	<p>K.W. Wiremu (personal communication, January 18, 2013) commented that...</p>

## LEGAL MATERIALS AND CODES OF PRACTICE

### New Zealand legislation – Acts and Regulations

**Acts and Regulations** are included in the reference list, in the correct alphabetical sequence. Give the full name of the Act (i.e., name, date and number). Follow this by a retrieval statement.

**From a website:**

Employment Relations Act 2000, 24. Retrieved from <http://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>

Schedule 1: Building Code, Building Regulations 1992. Retrieved from <http://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html>

**From a library database:**

Food (Safety) Regulations 2002, 2012/281. Retrieved from [http://www.westlaw.co.nz/maf/wlnz/app/document?docguid=15f3ac155d4c811e287d8c392222e1c5d&&src=rl&snippets=true&startChunk=1&endChunk=1&isTocNav=true&tocDs=AUNZ\\_NZ\\_LEGCOMM\\_TOC#anchor\\_I01c80d7208ef11e2aceaa1779488cc18](http://www.westlaw.co.nz/maf/wlnz/app/document?docguid=15f3ac155d4c811e287d8c392222e1c5d&&src=rl&snippets=true&startChunk=1&endChunk=1&isTocNav=true&tocDs=AUNZ_NZ_LEGCOMM_TOC#anchor_I01c80d7208ef11e2aceaa1779488cc18)

In-text, use the name of the Act.  
For example:  
It is clear from the legislation that this should be carefully planned (Employment Relations Act 2000).

If you are using a specific section of an Act, this needs to be indicated.  
For example:  
Employers have a duty to provide a safe working environment for all employees (Employment Relations Act 2000, s. 6).

### New Zealand legislation – Cases

**Cases** are listed alphabetically in the reference list, and always include the names of the two parties, the year in square brackets, and the NZ Law report number. A retrieval statement is necessary for a URL. For example:

Milner v R [2014] NZCA 366. Retrieved August 1, 2014 from <https://www.courtsofnz.govt.nz/from/decisions/judgments>

The in-text citations just list the names of the parties in italics, and the year. For example:  
Earlier this year Helen Milner was convicted (*Milner v R* [2014]).

### New Zealand legislation – Professional codes

This is not legislation, but rather a professional standard or code of practice. It can be referenced as a website. For example:  
New Zealand Nurses Organisation. (2010). *Code of ethics*. Retrieved from <http://www.nzno.org.nz/Portals/0/publications/Code%20of%20Ethics%202010.pdf>

**OR** if this source is in hard copy, i.e. a booklet (referenced the same way as a book):  
New Zealand Nurses Organisation. (2010). *Code of ethics*. Wellington, New Zealand: Author.

(New Zealand Nurses Organisation, 2010).

### Standards

It is important that references to **standards** are clear and unambiguous. For example:

**Standard in print format**

*New Zealand Standard 3604:2011: Timber-framed buildings*. Wellington, New Zealand: Standards New Zealand.

**Standard from a Library database**

*New Zealand Standard 4404:2010: Land development and subdivision infrastructure*. Retrieved from <https://shop.standards.govt.nz/catalog/4404%3A2010%28NZS%29/view>

(New Zealand Standard 3604:2011).

(New Zealand Standard 4404:2010).