



# APA Referencing

## THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (7<sup>TH</sup> EDITION)

See Library APA Online Guide for more examples at <http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples>

- The American Psychological Association reference style uses the Author-Date citation system.
- Refer to the *Publication Manual of the American Psychological Association* (7th ed.) for more information.
- When quoting directly or indirectly from a source, **the source must be acknowledged in the text** by author name and year of publication.

### IN-TEXT

To cite information directly or indirectly, there are two ways to acknowledge citations:

- 1) Make it a part of a sentence **or** 2) put it in parentheses at the end of the sentence.

**Direct quotation** – use double quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- 2) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

*N.B. See the Library's APA webpage for a quotation of 40 or more words.*

**Indirect quotation/paraphrasing/summarising** – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- 2) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

*N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 269).*

**Citations from a secondary source**

- 1) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- 2) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

*N.B. To cite a source you found in another source, you must acknowledge all the authors.*

- The author(s) of the source referred to *i.e. Gould, 1981*
- The author(s) of the work which contains the original source *i.e. Cohen & Lotan, 2014*

*In the reference list, only the book by Cohen & Lotan should be acknowledged. Do not list Gould.*

- At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

### EXAMPLES OF REFERENCES BY TYPE

**N.B. If a DOI (Digital Object Identifier) is available, include it at the end of the reference.**

*A DOI is a unique code assigned to an online scholarly/academic publication.*

#### In a reference list

#### In-text citation

#### 1. Book or ebook with one author

King, M. (2000). *Wrestling with the angel: A life of Janet Frame*. Viking.

*N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.*

*New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).*

(King, 2000) **or**  
King (2000) compares Frame ...

#### 2. Book or ebook with two authors

Bromiley, P., & Rau, D. (2017). *Behavioral strategic management*. Routledge.  
<https://doi.org/10.4324/9781315232980>

*N.B. Before "&" between authors, do not forget to put a comma.*

*New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).*

(Bromiley & Rau, 2017) **or**  
Bromiley and Rau (2017) said ...  
*When paraphrasing in text, use and, not &.*

#### 3. Book or ebook with three or more authors

Krause, K.-L., Bochner, S., & Duchesne, S. (2006). *Educational psychology for learning and teaching* (2nd ed.). Thomson.

*New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).*

(Krause et al., 2006) **or**  
Krause et al. (2006) stated ...  
*New: For three or more authors, cite only the first author followed by et al.*

<p><b>4. Book or report by group author e.g. organisation, association, government department</b>  International Labour Organization. (2007). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report #ILC07-567).  <i>N.B. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable.</i>  <i>New: When the author and the publisher are the same, omit the publisher from the reference. Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p>	<p>(International Labour Organization, 2007) <i>or</i>  <i>If abbreviating the author's name, in the first citation</i>  (International Labour Organization [ILO], 2007), <i>then</i>  (ILO, 2007)</p>
<p><b>5. Book chapter in edited book</b>  Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes &amp; C. E. Shaefer (Eds.), <i>School-based play therapy</i> (2nd ed., pp. 257-282). John Wiley &amp; Sons. <a href="https://doi.org/10.1002/9781118269701">https://doi.org/10.1002/9781118269701</a>  <i>N.B. Include the page numbers of the chapter after the book title.</i>  <i>New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p>	<p>(Kestly, 2010) <i>or</i>  Kestly (2010) compares educational settings of ...</p>
<p><b>7. Course handout/Lecture notes (electronic version)</b>  Archard, S., Merry, R., &amp; Nicholson, C. (2011). <i>Karakia and waiata</i> [PowerPoint slides]. Moodle. <a href="http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650">http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650</a>  <i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.</i>  <i>New: Include the site name (e.g. Moodle, Blackboard).</i></p>	<p>(Archard et al., 2011) <i>or</i>  Archard et al. (2011) discuss that ...</p>
<p><b>8. Video (e.g. YouTube)</b>  University of Waikato Library. (2017, September 18). <i>APA referencing</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=8nhWZ_RumSE&amp;t=95s">https://www.youtube.com/watch?v=8nhWZ_RumSE&amp;t=95s</a>  <i>N.B. Use the uploader's name as the author.</i>  <i>New: Include the site name (e.g. YouTube, Dailymotion).</i></p>	<p>(University of Waikato Library, 2017) <i>or</i>  University of Waikato Library (2017) demonstrates ...</p>
<p><b>9. Journal article (academic/scholarly)</b>  Cavenagh, N., &amp; Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. <i>Journal of Combinatorial Designs</i>, 25(4), 147-158. <a href="https://doi.org/10.1002/jcd.21529">https://doi.org/10.1002/jcd.21529</a>  <i>N.B. Retain original punctuation of titles. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).</i>  <i>N.B. When information is missing, e.g. DOI, issue number etc., omit it.</i></p>	<p>(Cavenagh &amp; Ramadurai, 2017) <i>or</i>  Cavenagh and Ramadurai (2017) recommend ...</p>
<p><b>10. Magazine – popular/trade/general interest</b>  Goodwin, D. K. (2002, February 4). How I caused that story. <i>Time</i>, 159(5), 69.  <i>N.B. Full date is used if published weekly; month and year if monthly.</i></p>	<p>(Goodwin, 2002) <i>or</i>  Goodwin (2002) defends ...</p>
<p><b>11. Newspaper article</b>  Gluckman, P., &amp; Hanson, M. (2019, November 30). Are humans too ingenious for our own good? <i>New Zealand Herald</i>.  <a href="https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&amp;objectid=12288685">https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&amp;objectid=12288685</a>  <i>N.B. Provide the URL if the article was from the newspaper's actual website.</i>  <i>New: If the article is from a news website (e.g. Stuff), without an associated daily or weekly newspaper, use the format for a webpage instead.</i></p>	<p>(Gluckman &amp; Hanson, 2019) <i>or</i>  Gluckman and Hanson (2019) report that ...</p>
<p><b>12. Personal Communication</b>  <i>N.B. Information such as letters, phone conversations, emails, &amp; private social networks is called "Personal Communication", and no reference list entry is required</i></p>	<p>(W. Bush, personal communication, May 8, 2019)</p>
<p><b>13. Reference book – dictionary or encyclopedia entry</b>  Merriam-Webster. (n.d.). Climate change. In <i>Merriam-Webster.com dictionary</i>.  <a href="https://www.merriam-webster.com/dictionary/climate%20change">https://www.merriam-webster.com/dictionary/climate%20change</a>  <i>N.B. (n.d.) = no date. If no author stated, the entry's title takes the author position.</i></p>	<p>(Merriam-Webster, 2016) <i>or</i>  Merriam-Webster (2016) state ...</p>
<p><b>14. Webpage</b>  Patel, V. (2019, November 11). <i>Where was 'The Mandalorian' filmed?</i> TheCinemaholic. <a href="https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/">https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/</a>  Ministry of Business, Innovation and Employment. (n.d.). <i>Supporting Māori tourism</i>. <a href="https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-maori-tourism/">https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-maori-tourism/</a>  <i>N.B. The basic format is: (1) Author (could be a group e.g. government department). (2) Date. (3) Title. (4) Website name and URL.</i>  <i>New: Include the website name. If the author is the same as the website name, leave the website name out. Use the most specific date possible, year; year and month; or year, month and day. Use either date of publication or latest update.</i></p>	<p><i>If abbreviating the author's name, in the first citation</i>  Ministry of Business, Innovation and Employment (MBIE, n.d.)  <i>then</i>  It is "... " (MBIE, n.d., para.3)  <i>For direct quote, cite the paragraph number in text</i></p>