

NMIT APA 7th ed. Referencing Guide

The information and examples below follow the rules set out in the *Publication Manual of the American Psychological Association, 7th Ed.*

The scope of this guide

This guide focuses on correct **referencing format** to be used under APA style, 7th edition. For general details on assignment writing, including formatting your paper, e.g. margins, titles, cover page etc., please refer to your programme area guidelines, or your tutor.

For further information on referencing

Refer to the Publication Manual or Concise Guide for students (as above), view the APA Style website <http://www.apastyle.org/>, or visit the NMIT [Library website/referencing](#).

We also recommend you complete our online Referencing Course, available to NMIT students as a [Moodle](#) course (sign-in first).

Contents

ESSENTIALS OF REFERENCING.....	5
IN-TEXT CITATIONS – key points.....	6
Paraphrasing versus quoting.....	6
Parenthetical versus narrative citations	7
<i>Ways to introduce narrative citations</i>	7
Quotations with and without page numbers	7
Citing multiple works within the same citation.....	8
Citing works with the same author and same date	9
Citing multiple works with three or more authors and the same date	9
Citing same group authors using abbreviation.....	9
Citing a source found within another source, i.e. a Secondary source.....	10
REFERENCE LIST – key points	10
Reference list format.....	10
Example Reference list	11
EXAMPLES BY SOURCE	12
Articles (in a periodical i.e. journal, magazine, newspaper).....	12

Key elements for a reference list entry for a periodical article	12
Journal articles:	13
With a DOI (<i>print or e-version</i>).....	13
Without a DOI (print version or retrieved via a database)	13
Without a DOI (retrieved online via open access)	13
Two authors, single author and multiple authors up to 20.	13
21 authors or more	13
Journal article with an article number or e-locator	14
Articles from Systematic Review databases like Cochrane.....	14
Journal article published in another language.....	14
Magazine article.....	14
Newspaper article	15
Newspaper article with no author	15
News website	15
Audiovisual Media	16
Types of media and author	16
Quoting Audio-visual works directly	16
Images (Figures and Tables).....	16
Artwork, image, photograph - not sourced from a museum/gallery collection.....	17
Artwork owned by a museum/gallery	17
Stock images /Clip art	18
Map	18
Images from journal articles	18
Images from a book	19
Images from Instagram	19
Figures and tables with copyright attribution/ publication permission notes	19

Other Audio- Visual works	20
Film.....	20
Podcast.....	21
Podcast episode	21
PowerPoint.....	21
TED Talk.....	21
TV series	22
TV series episode	22
YouTube or other streaming video	22
Books.....	23
Key elements for a reference list entry for a book	23
Book single author	23
Book two authors.....	24
Book three or more authors up to 20.....	24
Book 21 authors or more (rare).....	24
Book with group/corporate author	24
Book non-first edition	25
Book – Edited (no author).....	25
Book – volume of a multi-volume work.....	25
Chapter in an edited book (each chapter by different authors).....	25
Republished/ Reissued Book (including translator).....	26
Conference sessions and presentations.....	26
Conference session	26
Paper presentation	26
Dictionary or encyclopaedia entry	27
Dictionary entry	27

Encyclopaedia entry	27
Dissertations and theses.....	27
Unpublished	27
Published in a database	27
Published online (not in a database)	28
Legal material	28
Acts of Parliament.....	28
Case Law.....	28
Regulations.....	29
Reports and Grey Literature	29
Key elements for a reference list entry for a report.....	29
Source type	29
Annual report.....	29
Report by an organisation or government agency	30
Report by individual author/s	30
Grey Literature.....	30
Press releases, codes of ethics, grants, policy briefs, issue briefs etc.	30
Social media.....	31
Key elements for a reference list entry for types of social media	31
Facebook, or other social media e.g. Tumblr, LinkedIn etc.	31
Online forum post.....	32
Tweet	32
Webpages/websites.....	32
Key elements for a reference list entry for a webpage or website	32
Source type	33
Webpage with group author.....	33

Webpage- abbreviated group author	33
Ministry and Government Departments with Māori names	33
Webpage with individual author	34
Webpage with no date.....	34
Webpage with a retrieval date included.....	34
PDF Documents.....	34
Source	34
PDFs with URLs.....	34
PDFs directly downloaded	35
Data Sets	35
Data sets.....	35
Unpublished Data.....	35
Class room material (lecture notes, Powerpoint slides) or Intranet sources (Moodle, Blackboard)	36
Source	36
Power Point Slide-Moodle	36
Lecture notes on Moodle.....	36
Unrecorded classroom Lecture.....	36
Original materials in a class room pack, no author.....	37
Wikis including Wikipedia.....	37
Wikipedia articles.....	37
Wiki articles.....	37

ESSENTIALS OF REFERENCING

1. You must let your reader know whenever you have used information from somewhere else in your writing. Failure to do this results in **plagiarism** and may affect your academic integrity.

Cite all sources of information you have referred to in your assignments, by referencing these in the correct format.

2. There are **two essential parts** to citing a source in your writing: an **in-text citation**, and a **reference** within a reference list.
3. There are generally two (or three) main elements of an in-text citation: **author, date, (part of source, e.g. page number)**.
4. There are generally four main elements of a reference: **author, date, title and source**.
5. Each element needs to be formatted in the correct way in line with APA style for the particular source *type* i.e. journal, book, webpage etc. This includes **specific punctuation details**, i.e. full stops, commas, colons, parentheses, italics, spaces, when to use/not use capital letters etc.

IN-TEXT CITATIONS – key points

Paraphrasing versus quoting

There are two ways* to take information from somewhere else to use within your writing:

direct quotation = use the exact words from the original source	paraphrase = re-phrase the information into your own words, while retaining the essential ideas of the original source
---	--

*Generally, **it is best to paraphrase whenever possible** to demonstrate your understanding of the ideas of the author.

Use direct quotations sparingly, e.g. for exact definitions, or when you want to show an author's exact position. Short quotations are generally best.

Quotations must **include page number/s, or other location details**, (e.g. paragraph, table etc.). These are not required when paraphrasing, though may be included.

Short quotations

Quotations of less than 40 words **must be enclosed within quotation marks, "..."** e.g.:

Alderson-Day and Fernyhough (2015) state that inner speech "presents considerable challenges to any effort to study it scientifically" (p. 957).

Long quotations

Quotations of 40 words or more (block quotations), must be indented (1.27cm) from the left margin) on a new line, and are *not* enclosed within quotation marks e.g.:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Note, the citation comes at the end of the block quotation, after the full-stop.

Please check the following link for detailed explanation about [changes to quotations](#).

See below under “Parenthetical versus Narrative citations” for more examples of paraphrases and direct quotations.

Parenthetical versus narrative citations

There are two ways to format an in-text citation. It is common practice in academic writing to vary the format of your citations, i.e. you may sometimes use parenthetical citations, and other times use narrative citations within the same piece of writing.

Parenthetical citation	Narrative citation
<p>the author name and the date both appear within parentheses after the information referred to, e.g.</p> <p>with a paraphrase: Future forecasts often prove to be unreliable, such as 40 years old predictions that oil sources would have been exhausted decades ago (Giddens & Sutton, 2017).</p> <p>with a direct quotation: “The internet was created during the Cold War period, developed from a system used in the Pentagon” (Giddens & Sutton, 2017, p. 755).</p> <p><i>Note, in both cases, the full stop marking the end of the sentence comes after the citation. Note the use of the ampersand “&” (symbol for “and”) in parenthetical citations.</i></p>	<p>the author name is included as part of your writing, and the date is included in parentheses after the author name, e.g.</p> <p>with a paraphrase: Giddens and Sutton (2017) note that future forecasts often prove to be unreliable, such as 40 years old predictions that oil sources would have been exhausted decades ago.</p> <p>with a direct quotation: Giddens and Sutton (2017) explain that the “internet was created during the Cold War period, developed from a system used in the Pentagon” (p. 755).</p> <p><i>Note, with the direct quotation, the page number comes at the end of the sentence in parentheses, and the full stop comes after the page number. An exception to this rule is when the quotation precedes name of authors.</i></p> <p>Ways to introduce narrative citations:</p> <p><i>There are many ways to include authors within your text e.g.</i> According to Giddens and Sutton (2017) _____ Giddens and Sutton (2017) state that _____ Giddens and Sutton (2017) claim _____ _____ as referred to by Giddens and Sutton (2017).</p>

Quotations with and without page numbers

Textual material

When quoting directly, always provide the author, year, and page number of the quotation (in both parenthetical and narrative citations).

Follow these guidelines when providing a page number:

- For a single page, use the abbreviation “p.” (e.g., p. 25, p. S41, p. e221).
- For multiple pages, use the abbreviation “pp.” and separate the page range with an en dash (e.g., pp. 34–36).
- If pages are discontinuous, use a comma between the page numbers (e.g., pp. 67, 72).

Without Page Numbers

To directly quote from written material that does not contain page numbers (e.g., webpages and websites, some ebooks), provide readers with another way of locating the quoted passage. Any of the following approaches are acceptable; use the approach that will best help readers find the quotation.

- Provide a heading or section name. It is okay to abbreviate a long or unwieldy heading or section name.

(David, 2015, Osteoarthritis section)

- Provide the paragraph number, by manually counting them, either with or without section title.

(Chamberlin, 2014, para. 1). (Samson, 2018, Musical Forays section, para. 4)

Ebook reader material

Do not include Kindle location numbers with in-text citations. Instead, provide the page number (which is available in many Kindle books, especially those based on print editions) or use the methods described on this page to create a page number alternative.

Audiovisual works

- To directly quote from an audiovisual work (e.g., audiobook, YouTube video, TED Talk, TV show), provide a time stamp for the beginning of the quotation in place of a page number.

(Daniel, 2012, 2:12)

Citing multiple works within the same citation

Sometimes you may want to show that more than one source provides the same information. Use a parenthetical citation and separate the works with semicolons. Order them alphabetically, as they will appear on your reference page, e.g.

(Adams, 2019; Jackson & Mulner, 2017; Smith et al., 2020).

Arrange two or more works by the same authors by year of publication. Place citations with no date first, followed by works with dates in chronological order; in-press citations appear last. Give the authors' surnames once; for each subsequent work, give only the date.

(Department of Veterans Affairs, n.d., 2017a, 2017b, 2019)

Zhou (n.d., 2000, 2016, in press)

In the case of multiple works in which some author names have been abbreviated to "et al." (see Section 8.17), place the citations in chronological order (regardless of the order in which they appear in the reference list).

(Carraway et al., 2013, 2014, 2019)

Citing works with the same author and same date

If you are using separate sources that have the same author and year, use a letter after the year to distinguish between these. (Also use the letters within your corresponding reference list entries). This is often the case when you refer to different webpages within a website, or may occur when author/s publish more than one work within a year, e.g.

According to the Ministry of Education (2018a), the free fees policy...

The Ministry of Education (2018b) describes Centres of Research Excellence as...

The first source above is the Ministry of Education's webpage on Funding. The second source is the Ministry of Education's webpage on Centres of Research Excellence, both updated in 2018.

To cite author with no date the format is "n.d.-a," "n.d.-b,"

According to the Ministry of Education (n.d.-a, n.d.-b), student loans could be.....

For in press ones, the format is "in press-a," "in press-b,"

Citing multiple works with three or more authors and the same date

Sometimes multiple works with three or more authors and the same date shorten to the same in-text citation form, which creates ambiguity. To avoid ambiguity, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references, and abbreviate the rest of the names to "et al." in every citation.

For example, if these following two sources were cited in the same paper, three author surnames would be shown in each case before the rest of the surnames are abbreviated to "et al.":

(Thomson, Jacob, William, et al., 2020)

(Thomson, Jacob, Harry, et al., 2020)

"et al." being plural (meaning "and others"), it cannot stand for only one name. When only the final author is different, spell out all names in every citation.

(Thomson, Jacob, William, & Daniel, 2021)

(Thomson, Jacob, William, & Reynolds, 2021)

Citing same group authors using abbreviation

For Group authors like World Health Organisation, it would be appropriate to use abbreviation (WHO), to avoid repetition.

While the group name first appears in a narrative citation, include the abbreviation before the year in parenthesis, separated with a comma.

In a parenthetical citation, include the abbreviation in square brackets, followed by a comma and the year.

More than 200 additional vaccine candidates are in development, of which more than 60 are in clinical development (World Health Organisation [WHO], 2020).

Citing a source found within another source, i.e. a Secondary source

Sometimes, the source you are using refers to another source and you also want to cite that information. **It is always best to refer to the original (or primary) source directly, if possible.** If the original source is unavailable, cite the secondary source using “as cited in” e.g.:

... was the case (Jones, 2002, as cited in Rawiti et al., 2018, p. 32).

Note- unless you used the primary (original) source directly, only the secondary source is listed in the references list, not the original source. E.g. in the case above, the reference for Rawiti et al. would appear on the references list, but the reference for Jones would not. Jones, **the primary source, is cited in-text only.**

REFERENCE LIST – key points

- The reference list appears at the end of the assignment, under the heading “References”.
- It gives more detailed information about each source that has been cited in your text.
- Every source mentioned in an in-text citation should be listed in the reference list.
- Sources can be referred to multiple times in-text, but should appear only once on the reference list.
- Every source on a reference list should have at least one corresponding in-text citation.*
- Different source types have differences in format. Use the “Examples by source” section below for how to format.
- Punctuation is important. Note all punctuation elements, e.g. full stops, commas, colons, parentheses, italics, spaces, when to use/not use capital letters etc.

* Exception: if your tutor asks you to list all consulted sources, whether you referred to them directly in your writing or not, i.e. both cited sources *and* “wider reading”, include these under the heading: Bibliography

Reference list format

- Begin the reference list at the end of your text on a new page
- Label the list “**References**”, centered and bold.
- Entries are in alphabetical order, left justified, i.e. against the left margin.

- **The order of reference needs to follow ‘nothing precedes something’ rule (Thom, V.H. precedes Thomson, G.F., even though “s” precedes “v” in the alphabet.**
- Each entry on the list is indented using “hanging indent”, i.e. first line is flush against the margin, subsequent lines sit 1.27 cm (0.5 in) to the right (i.e. the automatic default for hanging indent within Microsoft Word).
- The reference list is double spaced.
- Hyperlinks can be live links, particularly if the work is to be read online. This means they may appear blue and/or underlined, or, as per the hyperlink format of your word-processing programme.
- While using DOI and URL, copy and paste directly from your web browser directly into your reference list is advised. Do not add line breaks manually to the URLs. But it is acceptable if your word processing programme automatically add a break or moves the hyperlink to its own line.
- For DOIs and URLs which are too long or complex, APA allows shortening of them through the services provided by the International DOI Foundation (<http://shortdoi.org/>) and websites which offer shortened URLs. It must be ensured that the shortened DOI or URL takes you to the correct source.

Example Reference list

References

Anderson, M. (2018). Getting consistent with consequences. *Education Leadership*, 76(1), 26-33.

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN. <https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

Durie, M. (2003). *Ngā kāhui pou: Launching Māori futures*. Huia Publishers.

Lillie, C. M. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1-5. <https://doi.org/10.1037/rev0000126>

Pridham, K. F., Limbo, R., & Schroeder, M. (Eds.). (2018). *Guided participation in pediatric nursing practice: Relationship-based teaching and learning with parents, children and adolescents*. Springer Publishing Company. <http://a.co/0IAiVgt>

EXAMPLES BY SOURCE

Articles (in a periodical i.e. journal, magazine, newspaper)

Key elements for a reference list entry for a periodical article

Author/s	(Date).	Article Title	Source	
			Periodical information	DOI or URL (if applicable)
Surname + initials. Note, for multiple authors, separate with commas, and use "&" before final author. <i>Or</i> Corporate (Group) author – use organisation’s name.	(Year). (Year, month). (Year, month, day). <i>(Use more specific dates for works published frequently, e.g. newspaper articles).</i>	Article title in sentence case (i.e. Capital letter at the start, rest in lower case).	<i>Title of Periodical</i> , i.e. journal, magazine or newspaper title, volume number (issue number), page-range or Article eLocator.	With a DOI – include the DOI. Without a DOI - retrieved via open access – list the URL if this links directly. Without a DOI – print version or retrieved via database – do not include a URL. <i>When given names are hyphenated, retain the hyphen and include a period after each initial but no space. (e.g., Xu, A.-J., for Ai-Jun Xu). If the surname includes a suffix (e.g., Jr., Sr., III), include the suffix after the initials in the reference list entry but do not include it in the in-text citation. Herbert M. Turner III is referred as Turner, H. M., III. (2013) in reference list and in the following way in in-text- (Turner, 2013)</i>

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text - See page 7 for more info)	
<p>Journal articles: With a DOI (print or e-version)</p> <p>Without a DOI (print version or retrieved via a database)</p> <p>Without a DOI (retrieved online via open access)</p>	<p>McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. <i>Psychological Review</i>, 126(1), 1-51. https://doi.org/10.1037/rev0000126</p> <p>Anderson, M. (2018). Getting consistent with consequences. <i>Educational Leadership</i>, 76(1), 26-33.</p> <p>Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. <i>Journal of Postsecondary Education and Disability</i>, 31(1), 17-39. https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-31</p>	<p>_____ (McCauley & Christiansen, 2019, p. 12).</p> <p>_____ (Anderson, 2018, p. 29).</p> <p>_____ (Ahmann et al., 2018, p. 30).</p>	or	<p>According to McCauley and Christiansen (2019) _____ (p.12).</p> <p>Anderson (2018) states that _____ (p. 29).</p> <p>_____ as referred to by Ahmann et al. (2018, p. 30).</p>	<p>Include DOI as hyperlink, i.e. starting with https:// or http://.</p> <p>The database name or URL is not included under APA 7th ed.</p> <p>Only include a URL if it links directly to the source.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>
<p>The above three examples also show format for: Two authors, single author and multiple authors up to 20.</p>					
<p>21 authors or more <i>(include DOIs or URLs as above)</i></p>	<p>Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i>, 77(3), 437-471. http://doi.org/fg6rf9</p>	<p>_____ (Kalnay et al., 1996, p. 439).</p>	or	<p>Kalnay et al. (1996) claim that _____ (p. 439).</p>	<p>List first 19 authors, then skip (using an ellipsis "...") to last author.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>

The above example uses a shortened DOI. Long or short forms of DOIs and URLs are acceptable under APA 7 th ed. format.					
<p>Journal article with an article number or e-locator (include DOIs or URLs as above under “Journal articles”)</p>	<p>Cassen, C., Hamdi-Chérif, M., Cotella, G., Toniolo, J., Lombardi, P., & Hourcade, J.-C. (2018). Low carbon scenarios for Europe: An evaluation of upscaling low carbon experiments. <i>Sustainability</i>, 10(3), Article e848. https://doi.org/10.3390/su10030848</p> <p><i>Note, in this example, the initials J-C stand for a hyphenated first name, Jean-Charles</i></p>	<p>_____ (Hoeffel et al., 2019).</p>	<p>or</p>	<p>Hoeffel et al. (2019) conclude that _____</p>	<p>Some online journals include an article number or e-locator. Include the word “Article” before the number. This takes the place of page range.</p>
<p>Articles from Systematic Review databases like Cochrane</p>	<p>Siu, J. T., Nguyen, T., & Turgeon, R. D. (2020). N-acetylcysteine for non-paracetamol (acetaminophen)-related acute liver failure. <i>Cochrane Database of Systematic Reviews</i>, (12), Article CD01212. https://doi.org/10.1002/14651858.cd012123.pub2</p>	<p>_____ (Siu et al., 2020, p. 5).</p>	<p>or</p>	<p>Siu et al. (2020) propose that _____ (p. 5).</p>	<p>Articles from systematic review databases like Cochrane are treated like journal articles. As the articles from these databases are only available from them, you need to name them in reference entry.</p>
<p>Journal article published in another language (include DOIs or URLs as above under “Journal articles”)</p>	<p>Chaves-Morillo, V., Gómez-Calero, C., Fernández-Muñoz, J. J., Toledano-Muñoz, A., Fernández-Huete, J., Martínez-Monge, N., Palacios-Ceña, D., & Peñacoba-Puente, C. (2017). La anosmia neurosensorial: Relación entre subtipo, tiempo de reconocimiento y edad [Sensorineural anosmia: Relationship between subtype, recognition time, and age]. <i>Clínica y Salud</i>, 28(3), 155–161. https://doi.org/10.1016/j.clysa.2017.04.002</p>	<p>_____ (Chaves-Morillo et al., 2018, p. 157).</p>	<p>or</p>	<p>Chaves-Morillo et al. (2018) note that _____ (p. 157).</p>	<p>Include a translation of the article title in square brackets. Page numbers are optional in text when paraphrasing.</p> <p><i>Note, in this example, the surnames are hyphenated names. Include hyphenated names as they are written.</i></p>
<p>Magazine article (include DOIs or URLs as above under “Journal articles”)</p>	<p>Weir, K. (2017, January). Forgiveness can improve mental and physical health. <i>Monitor on Psychology</i>, 48(1), 30.</p> <p>Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. <i>The New Yorker</i>. https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell</p>	<p>_____ (Weir, 2017, p. 30).</p> <p>_____ (Bustillos, 2013).</p>	<p>or</p>	<p>Weir (2017) implies that _____ (p. 30).</p> <p>Bustillos (2013) points out that _____</p>	<p>Include volume, issue and page range if these are available. Exclude if not, as in the Bustillos example.</p> <p>Page numbers are optional in text when paraphrasing (and may be absent in an online magazine).</p>

<p>Newspaper article</p>	<p>Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. <i>The Washington Post</i>. https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/</p> <p>Hess, A. (2019, January 2). Cats who take direction. <i>The New York Times</i>, C1.</p>	<p>_____ (Guarino, 2017).</p> <p>_____ (Hess, 2019, C1).</p>	<p>or</p>	<p>According to Guarino (2017) _____</p> <p>Hess (2019) reveals that _____ (C1.)</p>	<p>Include the section and page if available e.g. in a print version (Hess example). Exclude if not, e.g. in an online version (Guarino example). <i>Page numbers are optional in text when paraphrasing (and may be absent in an online newspaper). If you used a print version of the newspaper article, provide the page or pages of the article after the newspaper title. Do not include the abbreviations “p.” or “pp.” before the page(s).</i></p>
<p>Newspaper article with no author</p>	<p>Teaming up on health innovation. (2014, September 10). <i>Manawatu Standard</i>. http://www.stuff.co.nz/manawatu-standard/news/10480728/Teaming-up-on-health-innovation</p> <p><i>Note- Though the heading of the article is in sentence case in the reference entry, in the text they should be in title case, all major words above four letters need to be capitalised. For in-text entries, you can limit the title to first few words that are enough to recognise the item in the reference list. When titles of books are referred in the text, they are italicised.</i></p>	<p>_____ (“Teaming up on Health Innovation,” 2014)</p>	<p>or</p>	<p>“Teaming up on Health Innovation” (2014) suggests that _____</p>	<p>If there is no individual author, move the article title to the author position. Use the title in text within quotation marks. The comma between the title and year should be within the quotation mark.</p>
<p>News website</p>	<p>Bologna, C. (2018, June 27). <i>What happens to your mind and body when you feel homesick?</i> HuffPost. https://www.huffpost.com/entry/what-happens-mind-body-homesick_n_5b201ebde4b09d7a3d77eee1</p> <p><i>Note- If the article is from a news website (e.g., BBC, CNN, HuffPost)—one that does not have an associated daily or weekly newspaper—use the format for a webpage on a news website instead.</i></p>	<p>_____ (Bologna, 2018).</p>	<p>or</p>	<p>Bologna (2018) says that _____</p>	<p>Note there are both online newspapers and online news websites.</p> <p><i>Page numbers are usually absent in a news website.</i></p>

Audiovisual Media

Types of media and author

The type of author is included in parentheses after the name, e.g. Jackson, P. (Director), and the type of media is included in square brackets after the title, e.g. *Evaluating adverse drug effects* [Webinar]. See examples below for more detail.

Media Type	Include as author
Film	Director
TV Series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video
Photograph	Photographer






Quoting Audio-visual works directly





Provide a starting point for the beginning of the quote, e.g. the minutes/seconds in a YouTube video:

“Vulnerability is our most accurate measure of courage” (Brown, 2012, 4:56).

Images (Figures and Tables)

- The figure (e.g., Figure 1) and table (e.g., Table 1) numbers appear above the figure title and image in bold font. The figure title appears one double spaced line below the figure number in italic title case. (See third column below). Though double spacing is preferred in APA, for presentations and similar documents this spacing is optional. Tables refer to numerical values or text arranged in columns and rows and any kind of visual displays other than tables, like charts, drawings, graphs, flow charts, maps, photographs or any other illustration, are considered as figures.
- If your work is intended for publication or includes reproduction of images/photographs/artworks, you may require permission and/or copyright attribution. To simplify in text citation, copyright attribution is not advised for NMIT assignments. For those who intend for publication, examples with copyright attribution, and publication permission are given at the end of the images section.
- If figures and tables are taken from sources where visual displays take prominence and not of part of any significant textual material, images are directly referenced. But when figures are part of another document, such as books, journal/website articles, the source, the document to which the figure belongs, is referenced and not the figure. Figure information is included in the title and notes (if copyright attribution is used), and in-text entries and the corresponding reference list entries refer the book, article, webpage document and other types of sources from where the figures are taken.

<p>Artwork, image, photograph - not sourced from a museum/gallery collection</p>	<p>McCurry, S. (1985). <i>Afghan girl</i> [Photograph]. National Geographic. https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-of-covers/#/ngm-1985-jun-714.jpg</p> <p>Lloyd, H. (n.d.). <i>Kissing the moon</i> [Painting]. Lloyd Harwood Artist. http://www.lloydharwood.com/available-works.html</p> <p>Tugnoli, L. (2016). [Photograph series of the Yemen famine]. The Pulitzer Prizes. https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post</p>	<p>Figure 1 <i>Afghan Girl</i>  (McCurry, 1985).</p> <p>Figure 1 <i>Kissing the Moon by H. Lloyd</i>  (Lloyd, n.d.).</p> <p>Figure 1 <i>A photograph from Yemen Famine Series by L. Tugnoli</i>  (Tugnoli, 2016).</p>	<p>or</p>	<p>(when writing about the work): McCurry (1985) reveals ____ Or As seen in Figure 1</p> <p>(Lloyd, n.d.) shows that ____ Or As seen in Figure 1</p> <p>Tugnoli (2016) depicts ____ Or As depicted in Figure 1</p>	<p>Include the source, i.e. name of the site where the image was retrieved. Two line Spacing between Figure number and Title is not used in examples.</p> <p>If there is no title for the work, include a description in square brackets in place of title.</p>
<p>Artwork owned by a museum/gallery</p>	<p>Delacroix, E. (1826-1827). <i>Faust attempts to seduce Marguerite</i> [Lithograph]. The Louvre, Paris, France.</p> <p>Hotere, R. (1980-1983). <i>Aramoana</i> [Painting]. Auckland Art Gallery Toi O Tāmaki, Auckland, New Zealand. https://www.aucklandartgallery.com/explore-art-and-ideas/artwork/12633/aramoana</p>	<p>Figure 1 <i>Faust Attempts to Seduce Marguerite by E. Delacroix</i>  (Delacroix, 1826-1827).</p> <p>Figure 1 <i>Aramoana by R. Hotere</i>  (Hotere, 1980-1983).</p>	<p>or</p>	<p>(when writing about the work): ____, as seen in Delacroix (1826-1827) Or As shown in Figure 1</p> <p>As displayed in Hotere’s (1980-1983) Painting Or As shown in Figure 1</p>	<p>If the artwork has taken more than one year to complete, give the year range. Include a description of the artwork in square brackets after the title.</p> <p>Include the name and location of the museum, and URL, if sourced via the museum’s website.</p>

<p>Stock images /Clip art</p>	<p>Soap0119. (n.d.). <i>Heron</i> [Stock photograph]. Pixabay. https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/</p> <p><i>Note- No citation, permission or copyright attribution is required for clip art from programmes like Microsoft Word or Powerpoint. Though some stock image sites like Pixabay, provide “free for use/no attribution required” images, most sites may require permission for reproduction if your work is to be published.</i></p>	<p>Figure 1 <i>Heron</i>  (Soap 0119, n.d.).</p>	<p>or</p>	<p><i>(when writing about the work):</i></p> <p>The image by Soap0119 (n.d.) depicts _____ Or As shown in Figure 1</p>	
<p>Map</p>	<p>Cable, D. (2013). <i>The racial dot map</i> [Map]. University of Virginia, Weldon Cooper Centre for Public Service. https://demographics.coopercenter.org/Racial-Dot-Map</p> <p>Google. (n.d.). [Google Maps directions for driving from La Paz, Bolivia, to Lima, Peru]. Retrieved February 16, 2020, from https://goo.gl/YYE3GR</p>	<p>Figure 1 <i>The Racial Dot Map</i>  (Cable, 2013)</p> <p>Figure 1 <i>Google Map Directions for Driving From La Paz, Bolivia to Lima, Peru</i>  (Google, n.d.)</p>		<p>Cable (2013) reveals _____ The map by Google (n.d.) shows that Or As displayed in Figure 1</p> <p>Information from the map by Google (n.d.) Or As seen on Figure 1</p>	<p>Because dynamically created maps (e.g., Google Maps) do not have a title, describe the map in square brackets and include a retrieval date.</p>
<p>Images from journal articles</p>	<p>Ma, L. (2020). Frida Kahlo’s self-identity: An analysis of self-portrait on the borderline between Mexico and the United States. <i>International Journal of Social Science Studies</i>, 8(6), 10–14. https://doi.org/10.11114/ijsss.v8i6.5025</p> <p><i>Note- In cases where the figure is not original to the source (e.g., the book or the article) you found it in, you are welcome to try to find the primary source for the art. As this may not always be possible or practical, you can refer to the journal article, book and other types of sources which published the figure.</i></p>	<p>Figure 1 <i>Self-Portrait on the Borderline Between Mexico and the United States by Frida Kahlo</i>  (Ma, 2020, p. 14)</p>		<p>As seen in Figure 1 Or As depicted by Kahlo (Ma, 2020)</p>	<p>When discussing about the art from Ma's (2020) article, you should cite the article: Ma (2020) or (Ma, 2020). You will not be citing Kahlo, because there is not a reference for Kahlo in the reference list.</p>

<p>entries as just examples for those who intend for publication of their work.)</p>	<p>Denali National Park and Preserve. (2013). <i>Lava</i> [Photograph]. Flickr. https://www.flickr.com/photos/denalinps/8639280606/</p> <p><i>Note- If you reprint or adapt a table or figure from another source in your paper APA advises you to include a copyright attribution in the table note or figure note indicating the origin of the reprinted or adapted material in addition to a reference list entry for the work. You may also need to obtain permission from the copyright holder to reprint or adapt the table or figure.</i></p> <p><i>Unlike a reference list entry, the reference elements of a figure/table note entry is ordered in the following way-Title, Author, year, source (URL). copyright status. Publication permission</i> <i>Copyright status is given in the following way</i> <i>Copyright year by Name of Copyright Holder Or In the public domain Or CC BY-NC (the last part, NC, may change as per the cc licences)</i> <i>Publication permission is usually given either as Reprinted with permission or Adapted with permission</i></p>	<p>Figure 1 <i>Lava the Sled Dog</i></p> <div data-bbox="1227 172 1312 229" style="border: 1px solid black; width: 38px; height: 36px; display: flex; align-items: center; justify-content: center; margin-bottom: 5px;"> image </div> <p>Note. From <i>Lava</i> [Photograph], by Denali National Park Reserve, 2013, Flickr (https://www.flickr.com/photos/denalinps/8639280606/) CC BY 2.0</p> <p>For parenthetical citation (Denali National Park Reserve, 2013)</p> <p>Narrative citation The image by Denali National Park Reserve (2013) illustrates</p> <p>This entry is about an image from Flickr with Creative Commons licence, specifically CC BY 2.0. For a more detailed discussion of the topic see the following link creative commons</p>			
<p>Other Audio-Visual works</p>					
<p>Film</p>	<p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film]. WingNut Films; The Saul Zaentz Company.</p> <p><i>Or, you may include more detail about the version used, only if this is relevant, i.e. if you referred to material only available under that version e.g.</i></p> <p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.</p> <p>Note-Though director of the movie is preferably placed at the place of author element, if you are referring a movie on online video platforms like YouTube, the uploader is recorded as the author (see examples for YouTube and other streaming platforms below). If you are retrieving movies from streaming platforms like Netflix, you need not have to specify the streaming platform, but you can create a simple reference entry in the following way.</p>	<p>_____ (Jackson, 2001).</p>	<p>or</p>	<p>_____, as seen in the film version by Peter Jackson (2001).</p> <p>Jackson (2001) shows _____</p>	<p>Include the word ‘Director’ in parentheses (see second column).</p> <p>Include the type of media in square brackets after the title.</p> <p>Include all production company names.</p>

	Forman, M. (Director). (1975). <i>One flew over the cuckoo's nest</i> [Film]. United Artists.	_____ (Forman, 1975).		Forman (1975) displays _____	
Podcast	Vedantam, S. (Host). (2015-present). <i>Hidden brain</i> [Audio podcast]. NPR. https://www.npr.org/series/423302056/hidden-brain	_____ (Vedantam, 2015-present).	or	Vedantam (2015-present) says that _____	List the host (or executive producers) as author. Include the type of podcast, audio or video, in square brackets after the title. Include the production company, e.g. radio station. Only include URL if open access.
Podcast episode	Cole, S. (Host). (2018, August 10). <i>The feather heist</i> . (No. 654) [Audio podcast episode]. In <i>This American life</i> . WBEZ Chicago. https://www.thisamericanlife.org/654/the-feather-heist	_____ (Cole, 2018).	or	(Cole, 2018) talks about _____	In addition to the above: Provide the episode number, if stated, in parentheses after the title. Include the word “episode” after the type of podcast, audio or video. Include the name of the program/podcast, preceded by “In” and the radio station if relevant.
PowerPoint	Housand, B. (2016). <i>Game on! Integrating games and simulations in the classroom</i> [PowerPoint slides]. https://www.slideshare.net/brianhousand/game-on-iagc-2016	_____ (Housand, 2016, Slide 8).	or	Housand (2016, Slide 8) hypothesises that _____	<i>Slide number is optional in text if you are paraphrasing.</i>
TED Talk	Giertz, S. (2018, April). <i>Why you should make useless things</i> [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things?language=en	_____ (Giertz, 2018).	or	Giertz (2018) says _____	If directly from the TED website, use the speaker’s name as author. If from You Tube, list the

	TED. (2012, March 16). <i>Brené Brown: Listening to shame</i> [Video]. YouTube. https://www.youtube.com/watch?v=psN1DORYVVO	_____ (TED, 2012).		TED (2012) shows how _____	You Tube account owner as author, in this case, TED.
TV series	Simon, D., Colesberry, R. F. & Kostroff Noble, N. (Executive Producers). (2002-2008). <i>The wire</i> [TV series]. Blown Deadline Productions; HBO. <i>(Note: Re "Kostroff Noble", this is one surname which is composed of two unhyphenated names).</i>	_____ (Simon et al., 2002-2008).	or	Simon et al. (2002-2008) depicts _____	Include the date range of the series or, if it still airing, use the word "present", e.g. (2019-present). Include all production company names.
TV series episode	Morgan, H. (Writer), Hancock, D. (Writer), & Donovan, S. (Director). (2019, November 17). Dangling man. (Season 3, Episode 8) [TV series episode]. In P. Morgan (Executive Producer), & A. Eaton (Producer), <i>The crown</i> . Left Bank Pictures; Sony Pictures Television.	_____ (Morgan et al., 2019).		Morgan et al. (2019) imply that _____	Include the writer/s and director of the episode. Include the season and episode in parentheses after the episode title. State the series details (including producer/s) after the word "In". Include all production company names.
YouTube or other streaming video	Cutts, S. (2017, November 24). <i>Happiness</i> [Video]. Vimeo. https://vimeo.com/244405542 Fogarty, M. [Grammar Girl]. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i> [Video]. YouTube. https://www.youtube.com/watch?v=deiEY5Yq1qI	_____ (Cutts, 2017). _____ (Fogarty, 2016).	or	_____, as seen in Cutts (2017). Fogarty (2016) discusses _____	The person or group who uploaded the video is listed as author, even if they did not create the work. This is to make retrievability easier. Include [Video] in square brackets after the title. Include the video platform, e.g. Vimeo, YouTube.

						If an uploader's real name <i>and</i> username are known, use the real name followed by their username in square brackets.
--	--	--	--	--	--	--

Books

Key elements for a reference list entry for a book

Author/s or editor/s.	(Date).	Title (+ edition if not a first edition)	Source	
			Publisher.	DOI or URL (if applicable)
Surname + initials. Separate multiple authors with a comma, and use "&" before final author. If an editor, use "Ed." Or "Eds." in parentheses.	Year in parentheses ().	Title in <i>italics</i> and sentence case. Edition in parentheses ().	List all publishers, separated by a semi colon ; (location details, i.e. city and country/state, are no longer required under 7th edition)	Print or ebook with a DOI – include the DOI. Print book without a DOI – exclude DOI. Ebook without a DOI, retrieved via open access – list the URL if this links directly. Ebook without a DOI, retrieved via a database – do not include a URL.

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text)	
Book single author with a DOI (print or e-version) <i>without a DOI</i>	Kelsey, J. (2015). <i>The New Zealand experiment: A world model for structural adjustment?</i> Auckland University Press; Bridget Williams Books. http://dx.doi.org/10.7810/9781869401306 Burgess, R. (2019). <i>Rethinking global health: Frameworks of power.</i>	_____ (Kelsey, 2015, p. 76). _____ (Burgess,	or	Kelsey (2015) states that _____ (p. 76) According to	<i>Page numbers are optional in text when paraphrasing</i> Include DOI as hyperlink. Exclude URL.

<p>(print version or retrieved via a database)</p> <p>without a DOI (retrieved online via open access)</p>	<p>Routledge.</p> <p>Mongiello, M. (2009). <i>International financial reporting</i>. BookBoon. https://bookboon.com/en/basics-of-international-financial-reporting-ebook</p>	<p>2019, p. 19).</p> <p>_____ (Mongiello, 2009, p. 33).</p>		<p>Burgess (2019) _____ (p. 19).</p> <p>Mongiello (2009) says _____ (p. 33).</p>	<p>Only include a URL if it links directly to the source.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>
<p>Book two authors</p> <p>(include DOIs or URLs as above under "Book single author")</p>	<p>Christian, B., & Griffiths, T. (2016). <i>Algorithms to live by: The computer science of human decisions</i>. Henry Holt and Co.</p>	<p>_____ (Christian & Griffiths, 2016, p. 89).</p>	<p>or</p>	<p>Christian and Griffiths (2016) claim _____ (p. 89).</p>	<p>Note the use of "&" inside parentheses, and "and" within a sentence.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>
<p>Book three or more authors up to 20</p> <p>(include DOIs or URLs as above under "Book single author")</p>	<p>Smith, J. D., Khan, V., & Zhang, H. (2009). <i>Research ethics in New Zealand: A student guide</i>. Rata Press.</p>	<p>_____ (Smith et al., 2009, p. 189).</p>	<p>or</p>	<p>Smith et al. (2009) believe _____ (p. 189).</p>	<p>In text, use first author followed by "et al" for every citation.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>
<p>Book 21 authors or more (rare)</p> <p>(include DOIs or URLs as above under "Book single author")</p>	<p>Follow same author format for 21 authors example above under "Articles".</p>				
<p>Book with group/corporate author</p> <p>(include DOIs or URLs as above under "Book single author")</p>	<p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.).</p>	<p>_____ (American Psychiatric Association, 2013, p. 329).</p>	<p>or</p>	<p>American Psychiatric Association (2013) indicates that _____ (p. 329).</p>	<p>If the author is the same as the publisher, exclude publisher.</p> <p><i>Page numbers are optional in text when paraphrasing.</i></p>

(include DOIs or URLs as above under "Book single author")					<i>Page numbers are optional in text when paraphrasing.</i>
Republished/ Reissued Book (including translator)	<p>Freire, P. (1966). <i>Pedagogy of the oppressed</i> (M. B. Ramos, Trans.; Rev. ed.). Penguin. (Original work published 1968)</p> <p>Plato. (1921). <i>Plato in twelve volumes: Vol. 12. Cratylus, Theaetetus, Sophist, Statesman</i> (H. N. Fowler, Trans.). Harvard University Press. (Original work published ca. 369 B.C.E.)</p>	<p>_____ (Freire, 1968/1996, p. 81).</p> <p>(Plato, ca. 369 B.C.E./1921, Theaetetus 162)</p>		<p>Freire (1968/1996) elaborates _____ (p. 81).</p> <p>Plato (ca. 369 B.C.E./1921) states _____ (Theaetetus 162).</p>	<p>Add the original publication date in parentheses at the end of the reference list entry. For ancient works, place "B.C.E." (short for "before the common era") after the year. If the date is an approximation, place "ca." (short for "circa") before the year (or years if a date range is provided rather than a single year—ca. 2500–2750 B.C.E)</p>
Conference sessions and presentations					
Conference session	<p>Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). <i>Everybody's got a little music in them: Using music therapy to connect, engage and motivate</i> [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html</p>	<p>_____ (Fistek et al., 2017).</p>	or	<p>Fistek et al. (2017) demonstrate _____</p>	<p>Include full date.</p> <p>Include type of session/presentation in square brackets after title.</p> <p>Location format = city, state abbreviation (if applicable) and country.</p>
Paper presentation	<p>Chang-Richards, Y., Wilkinson, S., Seville, E., & Brunsdon, D. (2015, July 15-17). <i>A systems approach to managing human resources in disaster recovery projects</i> [Paper presentation]. 5th Annual International Conference on Building Resilience, Newcastle, NSW, Australia.</p>	<p>_____ (Chang-Richards et al., 2015).</p>	or	<p>Chang-Richards et al., (2015) note that _____</p>	<p>As above</p>

Dictionary or encyclopaedia entry					
Dictionary entry	Merriam-Webster. (n.d.). Culture. In <i>Merriam-Webster.com dictionary</i> . Retrieved September 9, 2019, from https://www.merriam-webster.com/dictionary/culture <i>(this example = corporate author)</i>	Quote a dictionary definition as follows: Culture refers to the “customary beliefs, social forms, and material traits of a racial, religious, or social group” (Merriam-Webster, n.d., Definition 1a).			Often an online reference work is continuously updated. Use “n.d.” as the year of publication and include a retrieval date.
Encyclopaedia entry	Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.). <i>The Stanford encyclopedia of philosophy</i> (Summer 2019 ed.). Stanford University. https://plato.stanford.edu/archives/sum2019/entries/behaviorism/ <i>(this example = individual author)</i>	_____ (Graham, 2019).	or	_____, as defined by Graham (2019).	
Dissertations and theses					
Unpublished	Harris. L. (2014). <i>Instructional leadership perceptions and practices of elementary school leaders</i> [Unpublished doctoral dissertation]. University of Virginia.	_____ (Harris, 2014, p. 35).	or	Harris (2014) reveals _____ (p. 35).	These are generally obtained directly from the college or university in print form. Type of dissertation is included in square brackets after the title. <i>Page numbers are optional in text when paraphrasing.</i>
Published in a database	Libby, M. E. (2015). <i>Negotiating language and literacy in a bilingual/bicultural context: Learning, teaching, and leading with ell students in a multilingual/multicultural New Zealand school</i> (Order No. 3721049) [Doctoral dissertation, University of Pennsylvania]. ProQuest.	_____ (Libby, 2015, p. 80).	or	According to Libby (2015) _____ (p. 80). <i>Page numbers are optional in text when paraphrasing</i>	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the database order number or publication number and the database name , but not a direct link.

Published online (not in a database)	Adams, S. (2017). <i>Nurse Practitioners in rural primary health care in New Zealand: An institutional ethnography</i> [Doctoral thesis, Massey University]. Massey University Theses and Dissertations. https://mro.massey.ac.nz/handle/10179/12816	_____ (Adams, 2017 p. 32).	or	Adams (2017) acknowledges _____ (p. 32). <i>Page numbers are optional in text when paraphrasing</i>	The type of dissertation is included in square brackets after the title, along with the institute awarding the degree. Include the name of the archive where it is accessed, e.g. "Massey University Theses and Dissertations". Include the link if open access.
Legal material					
Note, extensive examples are given for legal references in chapter 11 of the Publication Manual of the American Psychological Association (7 th ed.), however these are essentially for American law. In general, substantial legal references are rarely required in NMIT courses. The manual advises that APA uses standard legal citation styles in most legal references. The examples below follow the format given in the New Zealand Law Style Guide. If these examples are not sufficient you may refer to the guide directly https://www.lawfoundation.org.nz/style-guide2019/index.html or refer to chapter 11 of the APA manual directly (copies are held in the library), or get in touch with us in the library if you cannot access a copy of the manual, or need support for a New Zealand context.					
Acts of Parliament	Resource Management Act 1991. http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html	_____ (The Resource Management Act 1991).	or	According to The Resource Management Act 1991 _____	The title of the act is used in place of author.
Case Law	<i>R v Wang</i> [1990] 2 NZLR 529 (CA). <i>The date in NZ case law is generally in square brackets. There are some exceptions. Follow the format of the case you are using. Also include volume number of the report series, the source of the information e.g. NZLR (New Zealand Law Reports), Issue number of the report series and Court e.g. (CA) Court of Appeal.</i>	_____ (<i>R v Wang</i> , 1990).	or	_____, as occurred in <i>R v Wang</i> (1990).	Note the title of the case is in <i>italics</i> on both the reference list and the in-text citation.

Regulations	Alcohol Advisory Council Regulations. (1978) SR 1978/1. http://www.legislation.govt.nz/regulation/public/1978/0001/latest/DLM59366.html?search=ts_act%40bill%40regulation%40deemedreg_regulation_resele_25_a&p=1	_____ (Alcohol Advisory Council Regulations, 1978).	or	Alcohol Advisory Council Regulations (1978) say _____	
--------------------	--	---	-----------	---	--

Reports and Grey Literature

Key elements for a reference list entry for a report

Author/s	(Date).	Title of report.	Source	
			Publisher.	DOI or URL (if applicable)
Surname + initials or Group/corporate author (name of group, business, organisation)	(Year). (Year, month). (Year, month day). <i>(provide a full date if stated, otherwise, just year)</i>	<i>In italics.</i> (This may include a report number in parentheses after title, e.g. (Report No. 123).	Publisher Name. Do not include if same as author.	https://doi.org/xxxx https://xxxxx

Source type	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	or	Narrative (author outside of parentheses, included as part of your written text)	
Annual report	The Warehouse Group. (2018). <i>Annual report 2018</i> . https://www.thewarehousegroup.co.nz/investor-centre/2018-annual-report U.S. Securities and Exchange Commission. (2017). <i>Agency financial report: Fiscal year 2017</i> . https://www.sec.gov/files/sec-2017-agency-financial-report.pdf	_____ (The Warehouse Group, 2018, p. 3). _____ (U.S. Securities and Exchange Commission,	or	The Warehouse Group (2018) reports _____ (p. 3). U.S. Securities and Exchange Commission (2017) reveals that _____ (p. 4).	<i>Page numbers are optional in text when paraphrasing.</i>

		2017, p. 4).			
Report by an organisation or government agency	<p>Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). <i>Strengthening trans-Tasman economic relations</i>. https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf</p> <p>National Cancer Institute. (2018). <i>Facing forward: Life after cancer treatment</i> (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf</p>	<p>_____ (Australian Government Productivity Commission & New Zealand Productivity Commission, 2012, p. 11).</p> <p>_____ (National Cancer Institute, 2018, p. 9).</p>	or	<p>_____ as suggested by the Australian Government Productivity Commission & New Zealand Productivity Commission (2012, p. 11).</p> <p>The National Cancer Institute (2018) states that _____ (p. 9).</p>	<p>Exclude publisher if same as author.</p> <p>Include report number if there is one. Include all publishers (if different to author). <i>Page numbers are optional in text when paraphrasing.</i></p>
Report by individual author/s	<p>Kotvojs, F., Sam, P. L., Lockley, A., & Trompf, M. (2018, October). <i>TCRRP and TCRP evaluation report</i>. New Zealand Ministry of Foreign Affairs and Trade, Australian Department of Foreign Affairs and Trade. https://www.mfat.govt.nz/assets/Aid-Prog-docs/Evaluations/2019/Evaluation-Report-Cyclone-recovery-Samoa/Evaluation-Report-Cyclone-recovery-Samoa.pdf</p>	<p>_____ (Kotvojs et al., 2018, p. 2).</p>	or	<p>Kotvojs et al. (2018) mention _____ (p. 2).</p>	<p><i>Page numbers are optional in text when paraphrasing.</i></p>
Grey Literature	<p>Reports are part of a type of literature often referred to as “grey literature”. Other literature that may fall into this category includes: Press releases, codes of ethics, grants, policy briefs, issue briefs etc.</p> <p>It is not essential, but it can be helpful to include the type of grey literature in square brackets after the title, e.g.</p> <p>Nelson City Council. (2018, December 18). <i>Council offers support to Nelson Giants</i> [Press release]. http://www.nelson.govt.nz/council/news/recent-media-releases-and-news/council-offers-support-to-nelson-giants/</p>				

Social media

Key elements for a reference list entry for types of social media

Author	(Date).	Title	Source	
			Social media site name.	URL
<p>Twitter and Instagram: Author, A. A. [@username]. <i>or</i> Name of group [@username].</p> <p>Facebook and others: Author, A. A. <i>or</i> Name of group. <i>or</i> Name of group [Username]. <i>or</i> Username.</p>	<p>(n.d.) <i>or</i> (2019, August 8)</p>	<p><i>Content of the post up to the first 20 words</i> [Description of audiovisuals].</p>	<p>Site Name.</p>	<p>https://xxxxx <i>or</i> Retrieved January 17, 2020, from https://xxxx <i>(include "Retrieved + date from" for works that are likely to change)</i></p>

<p>Facebook, or other social media e.g. Tumblr, LinkedIn etc.</p>	<p><i>Post:</i> News From Science. (2018, June 26). <i>These frogs walk instead of hop</i> [Video]. Facebook. https://www.facebook.com/ScienceNOW/videos/10155508587605108</p> <p><i>Note, the author in this case is a group name, "News From Science".</i></p> <p><i>Page:</i> Smithsonian's National Zoo and Conservation Biology Institute. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved July 22, 2019, from https://www.facebook.com/nationalzoo</p>	<p>_____ (News From Science, 2018).</p> <p>_____ (Smithsonian's National Zoo and Conservation Biology Institute,</p>	<p><i>or</i></p>	<p>News From Science (2018) says that _____</p> <p>Smithsonian's National Zoo and Conservation Biology Institute (n.d.)</p>	<p>Include type of audiovisual media, e.g. [Video].</p> <p>Include the page title, e.g. "Home", "About" etc. in italics after date. Include "Facebook page", "Tumblr page" etc. in</p>
--	---	--	------------------	---	--

		n.d.).		discusses _____	square brackets after title, as well as site name, e.g. “Facebook”, “LinkedIn” etc.
Online forum post	National Aeronautics and Space Administration [nasa]. (2018, September 12). <i>I’m NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!</i> [Online forum post]. Reddit. https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/	_____ (National Aeronautics and Space Administration, 2018).	or	National Aeronautics and Space Administration, (2018) says that _____	Include username in square brackets after real name, if known. (Note, social media usernames are often lowercase, e.g. “nasa”, or may include “@” as in the example below).
Tweet	Badlands National Park [@BadlandsNPS]. (2018, February 26). Biologist have identified more than 400 different plant species growing in @BadlandsNPS #DYK #biodiversity [Tweet]. Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379	_____ (Badlands National Park, 2018).	or	Badlands National Park (2018) implies _____	(See note re usernames in previous example above). In place of title, include up to the first 20 words of content.

Webpages/websites

Key elements for a reference list entry for a webpage or website

Author	(Date).	Title	Source	
			Website name.	URL
Surname + initials or Group/corporate author (name of group, business, organisation)	(Year). (Year, month). (Year, month day). (n.d.). <i>(Provide the most specific date possible, if it clearly relates to the particular content.)</i>	<i>Title in italics and sentence case.</i>	Site Name. <i>(Exclude this if it is the same as the author).</i>	https://xxxxx or Retrieved January 17, 2020, from https://xxxxx <i>(include a retrieval date only for works that are likely to change.)</i>

Webpage with individual author	Lillie, C. M. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193	_____ (Lillie, 2016).	or	Lillie (2016), argues that _____	Include the name of the website. <i>Refer to "Notes" above re. quoting directly.</i>
Webpage with no date	Ministry of Business, Innovation & Employment. (n.d.). <i>Support for business</i> . https://www.mbie.govt.nz/business-and-employment/business/support-for-business/	_____ (Ministry of Business, Innovation & Employment, n.d.).	or	Ministry of Business, Innovation & Employment (n.d.) shows that _____	Use n.d. = "no date". <i>Only provide a date if the date clearly refers to the content on the webpage, e.g. "last updated 19 January, 2020". Dates included in footers at the bottom of a webpage generally refer to the website overall, not the particular page information.</i>
Webpage with a retrieval date included	Statistics New Zealand. (2019, November 14). <i>Estimated population of NZ</i> . Retrieved January 17, 2020, from https://www.stats.govt.nz/indicators/population-of-nz	_____ (Statistics New Zealand, 2019).	or	According to Statistics New Zealand (2019) _____	Include a retrieval date if the data is likely to change. <i>Refer to "Notes" above re. quoting directly.</i>

PDF Documents

As most PDF's have permanent URLs, they are referenced essentially as websites by including a direct link to the document in the reference list entry. But some PDFs are only viewable after downloading. Then the reference list entry should include the URL of the webpage from where the PDF was downloaded. After the title [PDF] in square brackets should be included to indicate that the document was downloaded from this website.

Source	Reference list format	In-text citation format		Notes
		Paranthetical (author and date in parentheses)	or Narrative (author outside of parentheses, included as part of your written text)	
PDFs with URLs	Bates, M. (2012). <i>North America's nearly forgotten native vegetable</i> . University of Missouri.	_____ (Bates, 2012, p. 2).	or	Bates (2012) suggests that _____ (p. 2).

	http://extension.missouri.edu/platte/documents/horticulture/fruit_veg/JerusalemArtichoke.pdf				
PDFs directly downloaded	Nursing Council of New Zealand (2012). <i>Code of conduct for nurses [PDF]</i> . https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx?hkey=7fe9d496-9c08-4004-8397-d98bd774ef1b	_____ (Nursing Council of New Zealand, 2019).	or	_____ as suggested by Nursing Council of New Zealand (2019, p. 11).	
Data Sets					
When you use a dataset created by others, ensure that you acknowledge data creators in both in text citation and reference list. When referencing from a web page, include the URL of the web page and indicate [Data set] in square brackets after the title. Include the title of the webpage /publisher of the dataset if different from the main author. The date for published data is the year of publication and for unpublished data is the year(s) of collection. When a version number exists include it in parenthesis after the title. Include retrieval date only if the data is designed to change over time.					
Data sets	Ministry for the Environment. (2016). <i>Vulnerable catchments (Version 17)</i> [Data set]. https://data.mfe.govt.nz/layer/53523-vulnerable-catchments/	_____ (Ministry for the Environment 2016, p. 13).	or	_____ as suggested by The Ministry of Environment (2016, p. 13).	
	Ministry of Education. (2015). <i>Transient students</i> [Data set]. https://catalogue.data.govt.nz/dataset/transient-students	_____ (Ministry of Education, 2015, p.13).		_____ as indicated by The Ministry of Education (2016, p. 13).	
Unpublished Data	Klette, R. (2014). [Data for computer vision spatial value statistics] [Unpublished raw data]. Auckland University of Technology.	_____ (Klette, 2015, p. 14).		Klette (2018) reports _____ (p. 14).	

Class room material (lecture notes, Powerpoint slides) or Intranet sources (Moodle, Blackboard)

This information about referencing material from learning management systems like Moodle is created with undergraduate assessment in mind. Referencing the original material upon which the Moodle material is based on is the preferred method of citation. This is especially true for post graduate research or work intended for publication. Usually, only resources accessible to all are listed in references, otherwise they are cited as personal communication. But when the audience you are writing can retrieve the works you used, cite them in the following way. If students cite course notes or materials uploaded by tutors on learning management systems like Moodle, they need to be recoverable by the instructor and fellow students.

if your tutor is the creator of the material:

- Cite your tutor as the author
- Give the year (or, for lecture notes, the full date on which the lecture was delivered).
- Give the title of the material (if known) in *italic sentence case*.
- Include a description of the material in square brackets—e.g., [PowerPoint slides] or [Lecture notes on...].
- Give the title of the site, i.e. Moodle@NMIT.
- Provide a URL to the class Moodle page. Since the audience for your work (i.e., your tutors) is likely to have access to your class Moodle page, it is acceptable to link to it directly.

Source	Reference list format	In-text citation format			Notes
		Parenthetical (author and date in parentheses)	<i>or</i>	Narrative (author outside of parentheses, included as part of your written text)	
Power Point Slide-Moodle	Thomson, A. (2020). <i>Week 7: A model of nursing care</i> [PowerPoint slides]. Moodle@NMIT. URL	_____ (Thomson 2020, Slide 6).	<i>or</i>	Thomson (2020) reports _____ (Slide 6).	
Lecture notes on Moodle	Katrina, B. (2019, March 9). [Lecture notes on nursing philosophy]. Moodle@NMIT. URL	_____ (Katrina, 2012, p. 13).	<i>or</i>	_____ as suggested by Katrina (2019, p. 13).	As a specific title could not be ascribed to lecture notes, it is advisable to describe them in square brackets
Unrecorded classroom Lecture	Unrecorded class room lectures are considered personal communications (works that cannot be recovered). Personal communications are listed only on text, not on reference list	(T.Nguyen, personal communication, June 8, 2020)		According to T.Nguyen (personal communication, June 8, 2020)	APA instructs to use a personal citation only when a recoverable source is not available. For example, if you learned about a topic via a classroom lecture, it

		Note-Unlike other intext citations, Give the initials and surname of the communicator, and provide the exact a date as possible			would be preferable to cite the research on which the instructor based the lecture. However, if the lecture contained original content not published elsewhere, cite the lecture as a personal communication
Original materials in a class room pack, no author	Diagram of the tibia–basitarsis joint in <i>Apis mellifera</i> . (2015). In B. Haave (Ed.), <i>NEU 451: Movement and perception</i> (pp. 44–45). NMIT. NOTE-References for material in a course pack follow the format for chapters in edited books	_____ (“Diagram of the Tibia– Basitarsis Joint in <i>Apis mellifera</i> ,” 2015, p. 58)		As illustrated in “Diagram of the Tibia–Basitarsis Joint in <i>Apis mellifera</i> ” (2015)	When the author of material in the course pack is unknown, move the title of the material to the author position of the reference.
Wikis including Wikipedia					
Wikipedia articles	Indian Philosophy. (2021, April 4). In <i>Wikipedia</i> . https://en.wikipedia.org/w/index.php?title=Indian_philosophy&oldid=1016010838	_____ (“Indian Philosophy,” 2021)		As elaborated in “Indian Philosophy” (2021)	Wikipedia articles often update frequently. Thus, APA manual recommends to access the archived version by clicking "View History," then clicking the date/timestamp of the version you'd like to cite. If a wiki does not provide permanent links to archived versions of the page, include the URL and the retrieval date.
Wiki articles	How to improve your relationships. (2019, October 1). In <i>Wikihow</i> . Retrieved 27, April, 2021 from https://www.wikihow.com/Improve-Your-Relationships	_____ (“How to improve your relationships,” 2019)		As indicated in “How to improve your relationships” (2019)	