APA Referencing

THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (7TH EDITION)

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

- The **A**merican **P**sychological **A**ssociation 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) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.
   2) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).

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, as cited in Cohen & Lotan, 2014) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (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** Walker, R. (1990). *Ka whawhai tonu mātou: Struggle without end*. Penguin. *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).*	(Walker, 1990) *or* Walker (1990) stated ...
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.*

4. Book or report by group author e.g. organisation, association, government department		
International Labour Organization. (2007). *Equality at work: Tackling the challenges* (International Labour Conference report #ILC07-567). *N.B. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable.* *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).*	(International Labour Organization, 2007) *or* *If abbreviating the author's name, in the first citation* (International Labour Organization [ILO], 2007), *then* (ILO, 2007)	

5. Book chapter in edited book		
Kestly, T. (2010). Group sandplay in elementary schools. In A. A. Drewes & C. E. Shaefer (Eds.), *School-based play therapy* (2nd ed., pp. 257-282). John Wiley & Sons. https://doi.org/10.1002/9781118269701 *N.B. Include the page numbers of the chapter after the book title.* *New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).*	(Kestly, 2010) *or* Kestly (2010) compares educational settings of ...	

6. Course handout/Lecture notes (electronic version)		
Archard, S., Merry, R., & Nicholson, C. (2011). *Karakia and waiata* [PowerPoint slides]. Moodle. http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650 *N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.* *New: Include the site name (e.g. Moodle, Blackboard).*	(Archard et al., 2011) *or* Archard et al. (2011) discuss that ...	

7. Video (e.g. YouTube)		
University of Waikato Library. (2017, September 18). *APA referencing* [Video]. YouTube. https://www.youtube.com/watch?v=8nhWZ_RumSE&t=95s *N.B. Use the uploader's name as the author.* *New: Include the site name (e.g. YouTube, Dailymotion).*	(University of Waikato Library, 2017) *or* University of Waikato Library (2017) demonstrates …	

8. Journal article (academic/scholarly)		
Cavenagh, N., & Ramadurai, R. (2017). On the distances between Latin squares and the smallest defining set size. *Journal of Combinatorial Designs, 25*(4), 147-158. https://doi.org/10.1002/jcd.21529 *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).* *N.B. When information is missing, e.g. DOI, issue number etc., omit it.*	(Cavenagh & Ramadurai, 2017) *or* Cavenagh and Ramadurai (2017) recommend …	

9. Magazine – popular/trade/general interest		
Goodwin, D. K. (2002, February 4). How I caused that story. *Time, 159*(5), 69. *N.B. Full date is used if published weekly; month and year if monthly.*	(Goodwin, 2002) *or* Goodwin (2002) defends ...	

10. Newspaper article		
Gluckman, P., & Hanson, M. (2019, November 30). Are humans too ingenious for our own good? *New Zealand Herald*. https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12288685 *N.B. Provide the URL if the article was from the newspaper's actual website.* *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.*	(Gluckman & Hanson, 2019) *or* Gluckman and Hanson (2019) report that ...	

11. Personal Communication		
N.B. Information such as letters, phone conversations, emails, & private social networks is called "Personal Communication", and no reference list entry is required	(W. Bush, personal communication, May 8, 2019)	

12. Reference book – dictionary or encyclopedia entry		
Merriam-Webster. (n.d.). Climate change. In *Merriam-Webster.com dictionary*. https://www.merriam-webster.com/dictionary/climate%20change *N.B. (n.d.) = no date. If no author stated, the entry's title takes the author position.*	(Merriam-Webster, 2016) *or* Merriam-Webster (2016) state ...	

13. Webpage		
Patel, V. (2019, November 11). *Where was 'The Mandalorian' filmed?* TheCinemaholic. https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/ Ministry of Business, Innovation and Employment. (n.d.). *Supporting Māori tourism*. https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/supporting-maori-tourism/ *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.* *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.*	*If abbreviating the author's name, in the first citation* Ministry of Business, Innovation and Employment (MBIE, n.d.) *then* It is "…" (MBIE, n.d., para. 3) *For direct quote, cite the paragraph number in text*	

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