APA Referencing (6th edition)

This is the Wintec guide to help you with referencing in the American Psychological Association (APA) style. For further information, please refer to the 6th edition of *The Publication Manual of the American Psychological Association* (2010), or see a staff member in the Library, Student Learning Services or Te Kete Kōnae.

**Referencing: what it is and why we do it**

When writing an assignment, you will read various books, articles and websites to find information. You must acknowledge the ideas you get from these sources, to

- avoid **Plagiarism**
- credit the author from whom you got an idea
- allow others to read the same resources
- back up your ideas with authoritative work by another author
- show you have looked at a variety of resources

Referencing consists of two parts:

- Full entry in the **Reference list**

  AND

- **In-text citation** within your assignment.

Further resources on referencing using APA are available on the Referencing page of the Academic Learning Resources on Moodle: https://learning.wintec.ac.nz/course/view.php?id=3037&section=6

**Examples of how to reference different types of resources**

<table>
<thead>
<tr>
<th>Audio-visual media</th>
<th>DVD/film, Music recording, Podcast, Television series, YouTube clip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>No author, One author, Two authors, 3-5 Authors, Six Authors/Editors, Chapter</td>
</tr>
<tr>
<td>Journals &amp; Serials</td>
<td>Articles, Articles with doi, Articles from library database, Articles from internet</td>
</tr>
<tr>
<td>Online books and resources</td>
<td>Webpages, Conference papers, Dictionary definitions, Encyclopedias</td>
</tr>
<tr>
<td>Other media</td>
<td>Blogs</td>
</tr>
<tr>
<td>Other written resources</td>
<td>Brochures, Newspapers, Course hand-outs, lecture notes</td>
</tr>
</tbody>
</table>
## Reference list

### BOOKS

**Book with no author (including dictionaries – see APA FAQs, pg. 3, “How do I reference a resource that lists no author?”)**


The complete Encyclopaedia of Garden Flowers (2003) shows that … (p. 96).

**Book with one author**


Jones (2007) notes that ... (p. 184). Or ... (Jones, 2007, p. 184).

**Book with two authors**


**Book with three to five authors**


First citation - Hubbard, Thomas and Varnham (2010) state that… (p. 4) Or ... (Hubbard, Thomas, & Varnham, 2010, p. 4). Then – Hubbard et al. (2010) report that … (p. 4). or … (Hubbard et al., 2010, p. 4).

**Book with six or more authors / editors** (see also Journal article with six or more authors)


First citation – Mezey et al. (2002) explain that … (p. 58). Or … (Mezey et al., 2002, p. 58).

**Book or report by a corporate author** (e.g. an organisation, association or Government Department)


The University of Otago (1986) claims that …. (p. 6). Or … (University of Otago, 1986, p. 6).

**Book chapter in an edited work**


### 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 a 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


**Book with no doi retrieved from an online database** (see APA FAQs for more information)


<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Year</th>
<th>Edition</th>
<th>Publisher</th>
<th>Date of Access</th>
<th>URL</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Also see APA FAQs – questions under Ebooks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vaughanbell.</td>
<td>It only exists if I see colours on the brain scan</td>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Retrieved from <a href="http://mindhacks.com/2010/11/01/it-only-exists-if-i-can-see-colours-on-a-brain-scan/">http://mindhacks.com/2010/11/01/it-only-exists-if-i-can-see-colours-on-a-brain-scan/</a></td>
</tr>
</tbody>
</table>

**NB** Also see APA FAQs – questions under Ebooks.

**Dictionary definitions - no author or editor**


**Dictionary definitions - author or editor**


**Online encyclopedias – author or editor**


**Blog post**

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

**Webpage**


**Webpage (no date)**


**Conference paper in published proceedings online**


Flintoff and Flanagan (2010) mention … (p. 9).

Or … (Flintoff & Flanagan, 2010, p. 9).
**JOURNALS**

**NB Retrieval Statements:** There are 2 types of retrieval statements used when there is no doi available. The date is only included if the source material is likely to change over time.

1. Retrieved from (name of the database)

### Journal or serial article (print version)


**First citation** – Millard, Nicholas and Cook (2008) explain …. (p. 640).  
**Or** … (Millard, Nicholas, & Cook, 2008, p. 640).  
**Then** – Millard et al. (2008) explain … (p. 640).  
**Or** … (Millard et al., 2008, p. 640).

### Journal or serial article with six or more authors  (See also Book with six authors/editors)


First citation – Gilbert et al. (2004) indicate that …. (p. 252).  
**Or** … (Gilbert et al., 2004, p. 252).

### Journal or serial article with a doi


Stulz (2006) discusses ... (p. 486).  
**Or** … (Stulz, 2006, p. 486).

### Journal or serial article from a library database


**NB Undergraduates:** Give the name of the database.  
**Researchers:** Give the URL of the journal homepage. e.g. Retrieved from http://www.tandfonline.com/toc/vjeb20/current

Bumpus and Burton (2008) believe that … (p. 303).  
**Or** … (Bumpus & Burton, 2008, p. 303).

### Journal or serial article from the Internet


**NB In-text citation notes the section title on an online document without page numbers.**

Pantaleo (2005, Classroom context) states …. (para. 3).  
**Or** … (Pantaleo, 2005, Classroom context, para. 3).

### OTHER WRITTEN RESOURCES

**Brochure or pamphlet**


YouthLaw: Tino Rangatiratanga Taitamariki (2003) identifies …  
**Or** … (YouthLaw: Tino Rangatiratanga Taitamariki, 2003).

**Newspaper article (no author, print version)**


## Newspaper article from the Internet

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NB</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

*Give the URL of the newspaper home page to avoid broken links.*

Tait (2014) indicates … (para. 4).

Or … (Tait, 2014, para. 4).

## Newspaper article from a database

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>Retrieved from</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Flowers (2014) notes … (para. 4).

Or … (Flowers, 2014, para. 4).

## Course hand out / Lecture notes

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

…as Smith (2014) found….

Or … (Smith, 2014).

## AUDIO VISUAL MEDIA

### Television series (single episode)

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

McGovern (1994) shows …

Or … (McGovern, 1994).

### DVD / Film

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campion, J.</td>
<td>1993</td>
<td><em>The piano</em> [DVD].</td>
<td>Australia: Australian Film Commission.</td>
</tr>
<tr>
<td>Chapman, J.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Campion and Chapman (1993) note …

Or… (Campion & Chapman, 1993).

### Music recording

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

“Money” (Waters, 1973, track 6).

Or … “Money” (Waters, 1973, track 6)…

### YouTube Video

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Apsolon (2011) shows….

Or … (Apsolon, 2011).

### Podcasts

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Title and Source</th>
<th>URL</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Bushnell (2014) comments….

Or … (Bushnell, 2014).

## OTHER MEDIA

### Personal communication

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, own class notes, interviews, telephone conversations, etc. Use the initials and surname of the person and as exact a date as possible.

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Communication</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. W. Wiremu</td>
<td>2010</td>
<td>personal</td>
<td>K. W. Wiremu (personal communication, January 18, 2010) commented that…</td>
</tr>
</tbody>
</table>

K. W. Wiremu (personal communication, January 18, 2010) commented that…
Reference Lists

At the end of your assignment, you are required to provide full reference information for each source you have used. Reference 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.) as in the examples in this guide. This includes underlining all URLs so they are active hyperlinks.
- In 'hanging indent' format
- Checked with your department for their preferred line spacing

Remember, be consistent!

In-Text Citation

In-text citations include the author’s name, publication date of the item and the page or paragraph showing where you found the information.

Direct Quotation – You can quote part or all of an author’s sentence; select the part that is most useful for your purpose.
You copy the words exactly from the source, using double quotation marks to show which words are copied. Show the surname of the author(s), the year of publication and page (or paragraph) number, in brackets, e.g.

1. MacFarlane (2004) notes that allowing “time to bond with students is the first step in classroom management” (p. 90).

NB A reference at the end of a sentence is part of that sentence so put a full stop after the final bracket.

Paraphrasing – Paraphrasing is more than changing a few words; you need to use your own sentence structure and phrases. You put the author’s meaning into your own words so there is no need for double quotation marks, e.g.

1. MacFarlane (2004) indicates that smoother organisation of a classroom is possible when teachers take the time to connect with their class (p. 90), although this is not always the case.
2. True classroom control can start when a teacher connects with the students (MacFarlane, 2004, p. 90).

NB The page number should be provided at the end of the paraphrase, whether or not it is at the end of the sentence. This will ensure that you have identified the author/owner of the idea you are using.

For more information on paraphrasing, see Paraphrasing video

Edited books - When using material by the author(s) of a chapter in an edited book use only the chapter author’s name in-text and the year of publication of the book. (See example: Book chapter in an edited work)
Citations from a secondary source - put the surname of the person you are quoting, followed by ‘as cited in’, then the surname, year and page of the book or article you read it in, e.g.

1. Sullivan and Decker (as cited in Jones, 2007) discuss the importance of participation (p. 43).
2. The importance of participation cannot be over-estimated (Sullivan & Decker, as cited in Jones, 2007, p. 43).

NB Only the work cited is listed in the references; in this case, the details of the book by Jones.

Connecting words - Select an appropriate word to connect from author to in-text citation, e.g., states, reported, notes, found, suggests, mentioned, indicates, recognised, identified, argued, etc. This may occur at the beginning of a sentence, in the middle or at the end.

Additional points about in-text citation

- **Omitting material:**
  Use 3 dots within a quote to indicate that you have omitted material from the original source, e.g.
  "This is the movement of the middle class … from schools serving low socio-economic status (SES) areas to schools serving middle SES areas" (Brett, 1994, p. 43).

- **Adding emphasis:**
  To emphasise a word or words in a quotation use italic type, immediately followed by [emphasis added], e.g.
  Paraphrasing is more than “changing the order of a few words and substituting synonyms for a few others. Paraphrased ideas … should blend [emphasis added] with your style” (Roundtree, 1991, p. 76) and show you understand the concept.

- **Inserting material:**
  Enclose your own additions to quotations, or explanations, in square brackets, e.g. Through play the child needs to learn to manipulate and master body, mind, emotions and relationships, as "such mastery is essential to [more extensive] cognitive development, strong ego development and good mental health" (Schuster & Ashburn, 1992, p. 328).

- **If a quote is longer than 40 words:** miss a line, do not change the line spacing, indent left and right, do not use quotation marks, put a full-stop **before** the in-text citation, and leave a line at the end. See example in [APA FAQs](https://www.wintec.ac.nz/apa/FAQs).

- **Incorporate quotations into your discussion:** They may be all or part of a sentence placed: at the beginning, embedded in, or at the end, of your sentence.

- **When quotations are complete sentences:** They need to be referred to in, or linked to, the previous and/or following sentence. This will show your understanding of the quote.

Plagiarism

Plagiarism means using someone else’s ideas or words in your assignment and presenting them as your own. This is not allowed, and is seen as academic theft. Work can be plagiarised from books, journal articles, websites, course notes, or the assignments of other students.

Although plagiarism can be **intentional** (when you deliberately copy work), it is often **unintentional**; this is usually because referencing is badly done or not done at all. When reading for an assignment, always write down author, title and publishing details of a work when you take notes from it so you can acknowledge the ideas in your assignment. This must be done both in text, and in the reference list.

Further resources:

- [Plagiarism and student responsibility](https://www.wintec.ac.nz/apa/FAQs)
- [Plagiarism video](https://www.wintec.ac.nz/apa/FAQs)