

Tauranga

APA Referencing Style Quick Guide

6th edition, including 2012 supplement APA Style Guide to Electronic References.

There are many different referencing styles. Toi Ohomai Institute of Technology follows the American Psychological Association (APA) referencing style. Referencing is important to

- acknowledge the works of others/ avoid plagiarism;
- enable the reader to locate the resources used; and
- show that relevant sources have been investigated.

There are two parts to APA referencing: **in-text citation** and the **reference list**. Correct punctuation (, .) is an integral part of referencing. Note carefully the punctuation used in these examples.

In-text citation

This is a brief “signpost” to the entries in the reference list. Always include a citation within the text of an assignment when you quote, summarise or paraphrase another person’s work. The elements of the citation format are author, then date. If it is a direct quotation, include page numbers. Make sure each in-text citation has a corresponding entry in your reference list.

Different Types of In-text Citation

Indirect quotation/paraphrasing/summarising – no quotation marks

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

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

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

Citing organisations, corporations and government agencies

If the name of the organisation is long, write the first in-text citation in full, followed by the [abbreviation]. For subsequent in-text citations, use the [abbreviation].

- First in-text citation – (National Institute of Mental Health [NIMH], 1996)
- Subsequent in-text citations – (NIMH, 1996).

*Citing sources with **no author***

If no author is stated, the title takes the author position

- Use quotation marks around the title of an article or chapter – (“Study Findings”, 2007)
- Use italics for the title of a book, brochure or report – (*Tauranga Boys’ College Yearbook, 1998*).

*Citing a **secondary source***

This is a source that someone else has referred to in their work

- According to Jenner (as cited in Fraser & Cooper, 2007) “teachers must be the primary change mediators in educational reform” (p. 17). Fraser and Cooper appear in the reference list; Jenner does not.

*Citing **personal communications***

When you refer to letters, memos, phone conversations and some electronic communications – i.e. email and discussion groups, it is not necessary to include these in the reference list. **Cite in-text only**, with the initials and surname of the communicator and the date of the communication.

- J. Shipley (personal communication, December 25, 2014).

REFERENCE LIST GUIDE

REFERENCE LIST EXAMPLE [Arrange alphabetically in a single list]	IN-TEXT CITATION	Book
Bernstein, T. M. (2006). <i>The careful writer: A modern guide to English usage</i> . New York, NY: Atheneum.	(Bernstein, 2006)	1 author
Brown, B., & Smith, J. (2002). <i>Cycling the Tauranga trails: All year cycling for all ages</i> . Tauranga, New Zealand: Eatmore Press.	(Brown & Smith, 2002)	2 authors
Copper, K., Bochner, S., & Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). Melbourne, Australia: Thomson.	(Copper, Bochner, & Duchesne, 2006) If cited again: (Cooper et al., 2006)	3-5 authors
Coyle, A., Shepherd, R., Barnett, J., Cooper, H., Moran-Ellis, J., Senior, V., & Walton, C. (2013). <i>Real time</i> . Auckland, New Zealand: Penguin.	(Coyle et al., 2013)	6 or 7 authors
Davis, R., Smith, D., Harrison, H. S., Taylor, E., Ip, M., Cho, P., ... Rowe, J. (2009). <i>Conquer the world creatively</i> . Washington, DC: Green Media.	(Davis et al., 2009)	8 or more authors
Emerson, L., & McPherson, J. (Eds.). (2007). <i>Writing guidelines for education students</i> . Palmerston North, New Zealand: Dunmore Press.	(Emerson & McPherson, 2007)	Edited book
Franks, P., et al. (Eds.). (2000). <i>Collins pocket English dictionary</i> . London, England: Collins.	(Franks et al., 2000)	Book with a large editorial board
Neilson, W. (2005). Physical activity, participation and disability. In D. Fraser, R. Moltzen & K. Ryba (Eds.), <i>Learners with special needs in Aotearoa New Zealand</i> (pp. 411-422). Palmerston North, New Zealand: Dunmore Press.	(Neilson, 2005)	Chapter in an edited book
Sharpe, W., & White, E. B. (2007). <i>The elements of style</i> (4th ed.). New York, NY: Macmillan.	(Strunk & White, 2007)	Book with edition statement
		Website
Gomerz, D. G. (2002). <i>Gender-neutral language</i> . Retrieved from http://www.uwec.edu/jerzdg/English110/grammar/gender.htm	(Gomerz, 2002)	Website with an author
Greenpeace New Zealand. (n.d.). <i>Whales</i> . Retrieved from http://www.greenpeace.org.nz/campaigns/oceans/whaling.asp	(Greenpeace New Zealand, n.d.)	Website with a corporate author If no date can be determined enter (n.d.)
		Journal/Magazine
Barnett, J. (2001). Working in libraries. <i>Business Communication</i> , 10(3), 13-15.	(Barnett, 2001)	Journal article - print
Jones, K. (2006, April 2). Should they stay or should they go? <i>Time</i> , 167(15), 3-40.	(Jones, 2006)	Magazine article - print
Smith, R. (2008). Seeds developed for bio crops. <i>Design News</i> , 63(9), 20-21. Retrieved from EBSCO Academic Search Complete database.	(Smith, 2008)	Online Journal/Database article without DOI
Spiegel, W. (2007). Towards an understanding of British public attitudes concerning human cloning. <i>Social Science & Medicine</i> , 65(2), 377-392. http://dx.doi.org/10.1016/j.socscimed.2007.03.018	(Spiegel, 2007)	Online Journal/Database article with DOI
		Newspaper
Barrell, T. (2000, February 13). Eyes wide open. <i>Sunday Star Times</i> . Retrieved from http://www.nzherald.co.nz	(Barrell, 2000)	Newspaper article online
Study finds free care used more. (2012, April 15). <i>The Bay of Plenty Times</i> , p. 14.	("Study Finds Free Care Used More," 2012)	Newspaper article – no author
		Other
Bank of New Zealand. (2000). <i>Guidelines for banking</i> [Brochure]. Wellington, New Zealand: Author.	(Bank of New Zealand, 2000)	Brochure
Howe, D. (Producer), & Newman, G. (Director). (1988). <i>Sensitive communication</i> [DVD]. Auckland, New Zealand: Society for the Intellectually Handicapped.	(Howe & Newman, 1988)	DVD
Immigration Act, No. 51. (2009). Retrieved from http://www.legislation.govt.nz/act/public/1991/0069/latest/whole.html	(Immigration Act 2009)	Online act of parliament
Standards New Zealand. (2014). <i>Health and disability services (general) standards</i> (NZS 8134.0:2008). Wellington, New Zealand: Author.	(Standards New Zealand, 2014).	Industry Standard
Unitec Institute of Technology. (2003). <i>Teens in tertiary education</i> (Report No. 4). Auckland, New Zealand: Author.	(Unitec, 2003)	Report For online reports replace publisher information with 'Retrieved from' and url.
Ward, C. (2013, December 31). Flyer-friendly travel tools [Web log message]. Retrieved from https://hub.united.com	(Ward, 2013)	Social Media [Blog]
Wood, K. (Producer). (2012). Gene in a bottle [Television series episode]. In <i>60 minutes</i> . Auckland, New Zealand: TV3 Network Services.	(Wood, 2012)	Television programme
Yeong, K. (2006, June 29). <i>How to reference</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=VOEmM5gmTJN	(Yeong, 2006)	You Tube NB If Author is the Publisher use the word 'Author' as the name of the publisher