

## Tauranga

### APA Referencing Style Quick Guide

6<sup>th</sup> 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
- 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]

- Bernstein, T. M. (2006). *The careful writer: A modern guide to English usage*. New York, NY: Atheneum.
- Brown, B., & Smith, J. (2002). *Cycling the Tauranga trails: All year cycling for all ages*. Tauranga, New Zealand: Eatmore Press.
- Copper, K., Bochner, S., & Duchesne, S. (2006). *Educational psychology for learning and teaching* (2nd ed.). Melbourne, Australia: Thomson.
- Coyle, A., Shepherd, R., Barnett, J., Cooper, H., Moran-Ellis, J., Senior, V., & Walton, C. (2013). *Real time*. Auckland, New Zealand: Penguin.
- Davis, R., Smith, D., Harrison, H. S., Taylor, E., Ip, M., Cho, P., ... Rowe, J. (2009). *Conquer the world creatively*. Washington, DC: Green Media.
- Emerson, L., & McPherson, J. (Eds.). (2007). *Writing guidelines for education students*. Palmerston North, New Zealand: Dunmore Press.
- Franks, P., et al. (Eds.). (2000). *Collins pocket English dictionary*. London, England: Collins.
- Neilson, W. (2005). Physical activity, participation and disability. In D. Fraser, R. Moltzen & K. Ryba (Eds.), *Learners with special needs in Aotearoa New Zealand* (pp. 411-422). Palmerston North, New Zealand: Dunmore Press.
- Sharpe, W., & White, E. B. (2007). *The elements of style* (4th ed.). New York, NY: Macmillan.
- Gomerz, D. G. (2002). *Gender-neutral language*. Retrieved from <http://www.uwec.edu/jerzdg/English110/grammar/gender.htm>
- Greenpeace New Zealand. (n.d.). *Whales*. Retrieved from <http://www.greenpeace.org.nz/campaigns/oceans/whaling.asp>
- Barnett, J. (2001). Working in libraries. *Business Communication*, 10(3), 13-15.
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- Smith, R. (2008). Seeds developed for bio crops. *Design News*, 63(9), 20-21. Retrieved from EBSCO Academic Search Complete database.
- Spiegel, W. (2007). Towards an understanding of British public attitudes concerning human cloning. *Social Science & Medicine*, 65(2), 377-392. <http://dx.doi.org/10.1016/j.socscimed.2007.03.018>
- Barrell, T. (2000, February 13). Eyes wide open. *Sunday Star Times*. Retrieved from <http://www.nzherald.co.nz>
- Study finds free care used more. (2012, April 15). *The Bay of Plenty Times*, p. 14.
- Bank of New Zealand. (2000). *Guidelines for banking* [Brochure]. Wellington, New Zealand: Author.
- Howe, D. (Producer), & Newman, G. (Director). (1988). *Sensitive communication* [DVD]. Auckland, New Zealand: Society for the Intellectually Handicapped.
- Immigration Act, No. 51. (2009). Retrieved from <http://www.legislation.govt.nz/act/public/1991/0069/latest/whole.html>
- Standards New Zealand. (2014). *Health and disability services (general) standards* (NZS 8134.0:2008). Wellington, New Zealand: Author.
- Unitec Institute of Technology. (2003). *Teens in tertiary education* (Report No. 4). Auckland, New Zealand: Author.
- Ward, C. (2013, December 31). Flyer-friendly travel tools [Web log message]. Retrieved from <https://hub.united.com>
- Wood, K. (Producer). (2012). Gene in a bottle [Television series episode]. In *60 minutes*. Auckland, New Zealand: TV3 Network Services.
- Yeong, K. (2006, June 29). *How to reference* [Video file]. Retrieved from <http://www.youtube.com/watch?v=VOEmM5gmTJN>

### IN-TEXT CITATION

- (Bernstein, 2006)
- (Brown & Smith, 2002)
- (Copper, Bochner, & Duchesne, 2006)
- (Coyle et al., 2013)
- (Davis et al., 2009)
- (Emerson & McPherson, 2007)
- (Franks et al., 2000)
- (Neilson, 2005)
- (Strunk & White, 2007)
- (Gomerz, 2002)
- (Greenpeace New Zealand, n.d.)
- (Barnett, 2001)
- (Jones, 2006)
- (Smith, 2008)
- (Spiegel, 2007)
- (Barrell, 2000)
- ("Study Finds Free Care Used More," 2012)
- (Bank of New Zealand, 2000)
- (Howe & Newman, 1988)
- (Immigration Act 2009)
- (Standards New Zealand, 2014).
- (Unitec, 2003)
- (Ward, 2013)
- (Wood, 2012)
- (Yeong, 2006)

### Book

- 1 author**
- 2 authors**
- 3-5 authors**
- 6 or 7 authors**
- 8 or more authors**
- Edited book**
- Book with a large editorial board**
- Chapter in an edited book**

### Book with edition statement

### Website

- Website with an author**
- Website with a corporate author**
- If no date can be determined enter (n.d.)**

### Journal/Magazine

- Journal article - print**
- Magazine article - print**
- Online Journal/Database article without DOI**
- Online Journal/Database article with DOI**

### Newspaper

- Newspaper article online**
- Newspaper article – no author**

### Other

- Brochure**
- DVD**
- Online act of parliament**
- Industry Standard**
- Report**
- For online reports replace publisher information with 'Retrieved from' and url.
- Social Media [Blog]**
- Television programme**
- You Tube**

NB If Author = Publisher use the word 'Author' as the name of the publisher