



# Faculty of Arts & Culture

## SEUSL

### APA Referencing

#### THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (7<sup>TH</sup> EDITION)

- The American Psychological Association Reference style uses the author-Date format.
- Refer to the Publication Manual of the American Psychological Association (7<sup>th</sup> ed.) for more information.
- Check Library Catalogue for call number and location(s).
- When quoting directly or indirectly from a source, the **source must be acknowledged in the text** by author name in year of publication.

#### IN-TEXT

To cite information directly or indirectly, there are two ways acknowledged citations:

1. Make it a part of the 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. Fowsar and Rameez (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” (Fowsar & Rameez, 2014, p.151).

**N.B See the Library’s APA webpage for a quotation of 40 or more words.**

**Indirect quotation/paraphrasing/summarizing – no quotation marks**

1. Professional knowledge alone does not make someone a very capable professional (Fowsar & Rameez, 2014).
2. According to Fowsar and Rameez (2014), professional knowledge alone does not make someone a very capable professional.

**N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p.171).**

**Citations from a secondary source**

1. Ayoob’s (1981) research “raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional” (as cited in Fowsar & Rameez, 2014, pp.151-152).
2. Intelligence cannot be believed to consist of one single entity any more (Ayoob, 1981, as cited in Fowsar & Rameez, 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. Ayoob, 1981**
- The author(s) of the work which contains the original source **i.e. Fowsar & Rameez, 2014**

**In the reference list, only the book by Fowsar & Rameez 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
<p><b>1. Book or ebook with one author</b> Riswan, M. M. (2000). <i>Wrestling with the angel: A life of Janet Frame</i>. Viking.</p> <p><b>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</b></p> <p><b>New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</b></p>	<p>(Riswan, 2000) <b>or</b> Riswan (2000) compares Frame.....</p>
<p><b>2. Book or ebook with two authors</b> Sajeetha, T.F., &amp; Sakee, S. (2004). <i>Statistics without maths for psychology: Using SPSS for Windows</i> (3rd ed.). Pearson/Prentice Hall.</p> <p><b>N.B. Before “&amp;” between authors, do not forget to put a comma.</b></p> <p><b>New: Publisher locations (city/state/country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</b></p>	<p>(Sajeetha &amp; Sakee, 2004) <b>or</b> Sajeetha and Sakee (2004) said.... When paraphrasing in text, use <b>and</b>, not &amp;.</p>

<p><b>3. Book or ebook with three or more authors</b>  Ramsiya, K. L., Bochner, S., &amp; Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). Thomson.</p> <p><i>New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p>	<p>(Ramsiya et al., 2006) <i>or</i>  Krause et al. (2006) stated</p>
<p><b>4. Book or report by group author e.g. organization, association, government department</b>  International Labour Organization. (2007). <i>Equality at work: Tackling the challenges</i> (International Labour Conference report #ILOCO7-567).</p> <p><i>N.B. In text, some group authors may be abbreviated in subsequent citations if they are readily recognisable.</i>  <i>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).</i></p>	<p>(International Labour Organization, 2007) <i>or If abbreviating the author's name, in the first citation</i>  (International Labour Organization [ILO], 2007), <i>then</i>  (ILO, 2007)</p>
<p><b>5. Book chapter in edited book</b>  Kestly, T. (2010). Group sandplay in elementary schools. In A.A. Drewes &amp; C. E. Shaefer (Eds.), <i>School – based play therapy</i> (2<sup>nd</sup> ed., pp. 257-282). John Wiley &amp; Sons.  <a href="https://doi.org/10.1002/9781118269701">https://doi.org/10.1002/9781118269701</a></p> <p><i>N.B. Include the page numbers of the chapter after the book title.</i>  <i>New: Publisher locations (City/State/Country) are no longer required. For ebooks, include both the publisher and a DOI (if available).</i></p>	<p>(Kestly, 2010) <i>or</i>  Kestly (2010) compares educational settings of...</p>
<p><b>6. Course handout/ Lecture notes (electronic version)</b>  Archard, S., Merry, R., &amp; Nicholson, C. (2011). <i>Karakia and waiata</i> [PowerPoint slides]. Moodle. <a href="http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650">http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650</a></p> <p><i>N.B. Put format in square brackets - e.g. [Lecture notes] [Panopto video]. This referencing format should be used only for your assignments.</i>  <i>New: Include the site name (e.g. Moodle, Blackboard).</i></p>	<p>(Archard et al., 2011) <i>or</i>  Archard et al. (2011) discuss that ...</p>
<p><b>7. Video (e.g. YouTube)</b>  University of Waikato Library. (2017, September 18). APA referencing [Video]. YouTube. <a href="https://www.youtube.com/watch?v=8nhWZ_RumSE&amp;t=95s">https://www.youtube.com/watch?v=8nhWZ_RumSE&amp;t=95s</a></p> <p><i>N.B. Use the uploader's name as the author.</i>  <i>New: Include the site name (e.g. YouTube, Dailymotion).</i></p>	<p>(University of Waikato Library, 2017) <i>or</i>  University of Waikato Library (2017) demonstrates ...</p>
<p><b>8. Journal article (academic/scholarly)</b>  Lustig, R.H. (2012). Public health: The toxic truth about sugar. <i>Kalam</i>, 11(2), 27-29.  <a href="https://doi.org/10.1002/jcd.21529">https://doi.org/10.1002/jcd.21529</a></p> <p><i>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).</i>  <i>N.B. When information is missing, e.g. DOI, issue number etc., omit it.</i></p>	<p>(Lustig, 2012) <i>or</i>  Lustig (2012) discredits</p>
<p><b>9. Magazine – popular/trade/general interest</b>  Goodwin, D.K. (2002, February 4). How I caused that story. <i>Time</i>, 159(5), 69.</p> <p><i>N.B. Full date is used if published weekly; month and year if monthly.</i></p>	<p>(Goodwin, 2002) <i>or</i>  Goodwin (2002) defends...</p>
<p><b>10. Newspaper article</b>  Gluckman, P., &amp; Hanson, M. (2019, November 30). Are humans too ingenious for our own good? <i>New Zealand Herald</i>.  <a href="https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&amp;objectid=12288685">https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&amp;objectid=12288685</a></p> <p><i>N.B. Provide the URL if the article was from the newspaper's actual website.</i>  <i>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.</i></p>	<p>(Gluckman &amp; Hanson, 2019) <i>or</i>  Gluckman and Hanson (2019) report that ...</p>
<p><b>11. Personal Communication</b>  <i>N.B. Information such as letters, phone conversations, emails, &amp; private social networks is called "Personal Communication", and no reference list entry is required</i></p>	

	(J. Bar, personal communication, March 19, 2020)
<p><b>12. Reference book – dictionary or encyclopedia entry</b>  Merriam-Webster. (n.d.). Climate change. In <i>Merriam-Webster.com dictionary</i>.  <a href="https://www.merriam-webster.com/dictionary/climate%20change">https://www.merriam-webster.com/dictionary/climate%20change</a>  <i>N.B. (n.d.) = no date. If no author stated, the entry's title takes the author position.</i></p>	<p>(Merriam-Webster, 2016)  <i>or</i>  Merriam-Webster (2016)  state ...</p>
<p><b>13. Webpage</b>  Patel, V. (2019, November 11). <i>Where was 'The Mandalorian' filmed?</i> The Cinemaholic. <a href="https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/">https://www.thecinemaholic.com/where-was-the-mandalorian-filmed/</a>  Ministry of Business, Innovation and Employment. (n.d.). <i>Supporting Māori tourism</i>. <a href="https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourismprojects/supporting-maori-tourism/">https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourismprojects/supporting-maori-tourism/</a>  <i>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.</i>  <i>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.</i></p>	<p><i>If abbreviating the author's name, in the first citation</i>  Ministry of Business, Innovation and Employment (MBIE, n.d.)  <i>then</i>  It is "... " (MBIE, n.d., para.3)  <i>For direct quote, cite the paragraph number in text</i></p>