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 **A**merican **P**sychological **A**ssociation (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]	IN-TEXT CITATION	Book
Bernstein, T. M. (2006). *The careful writer: A modern guide to English usage.* New York, NY: Atheneum.	(Bernstein, 2006)	**1 author**
Brown, B., & Smith, J. (2002). *Cycling the Tauranga trails: All year cycling for all ages*. Tauranga, New Zealand: Eatmore Press.	(Brown & Smith, 2002)	**2 authors**
Copper, K., Bochner, S., & Duchesne, S. (2006*). Educational psychology for learning and teaching* (2nd ed.). Melbourne, Australia: Thomson.	(Copper, Bochner, & Duchesne, 2006)	**3-5 authors**
Coyle, A., Shepherd, R., Barnett, J., Cooper, H., Moran-Ellis, J., Senior, V., & Walton, C. (2013). *Real time.* 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). *Conquer the world creatively.* Washington, DC: Green Media.	(Davis et al., 2009)	**8 or more authors**
Emerson, L., & McPherson, J. (Eds.). (2007). *Writing guidelines for education students.* Palmerston North, New Zealand: Dunmore Press.	(Emerson & McPherson, 2007)	**Edited book**
Franks, P., et al. (Eds.). (2000). C*ollins pocket English dictionary.* 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.), *Learners with special needs in Aotearoa New Zealand* (pp. 411-422). Palmerston North, New Zealand: Dunmore Press.	(Neilson, 2005)	**Chapter in an edited book**
Sharpe, W., & White, E. B. (2007*). The elements of style* (4th ed.). New York, NY: Macmillan.	(Strunk & White, 2007)	**Book with edition statement**
		Website
Gomerz, D. G. (2002). *Gender-neutral language*. Retrieved from http://www.uwec.edu/jerzdg/English110/grammar/gender.htm	(Gomerz, 2002)	**Website with an author**
Greenpeace New Zealand. (n.d.). *Whales.* 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. *Business Communication, 10*(3)*,* 13-15.	(Barnett, 2001)	**Journal article - print**
Jones, K. (2006, April 2). Should they stay or should they go? *Time, 167*(15), 3-40.	(Jones, 2006)	**Magazine article - print**
Smith, R. (2008). Seeds developed for bio crops. *Design News, 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. *Social Science & Medicine, 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. *Sunday Star Times.* Retrieved from http://www.nzherald.co.nz	(Barrell, 2000)	**Newspaper article online**
Study finds free care used more. (2012, April 15). *The Bay of Plenty Times,* p. 14.	("Study Finds Free Care Used More," 2012)	**Newspaper article – no author**
		Other
Bank of New Zealand. (2000). *Guidelines for banking* [Brochure]. Wellington, New Zealand: Author.	(Bank of New Zealand, 2000)	**Brochure**
Howe, D. (Producer), & Newman, G. (Director). (1988). *Sensitive communication* [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). *Health and disability services (general) standards* (NZS 8134.0:2008). Wellington, New Zealand: Author.	(Standards New Zealand, 2014)**.**	**Industry Standard**
Unitec Institute of Technology. (2003). *Teens in tertiary education* (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 *60 minutes*. Auckland, New Zealand: TV3 Network Services.	(Wood, 2012)	**Television programme**
Yeong, K. (2006, June 29). *How to reference* [Video file]. Retrieved from http://www.youtube.com/watch?v=VOEmM5gmTJN	(Yeong, 2006)	**You Tube**
		NB If Author = Publisher use the word 'Author' as the name of the publisher