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Secondary source
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Set: Research Information for Teachers
Social media
Speeches
Telephone conversation
TKI
TV programme
TV - Website
Twitter
Unpublished work

Video recording
Webpage - A report from a government department site
Webpage - General information
Youtube clip
Zotero

Visit APA Referencing style online guide of the University of Waikato Library: http://www.waikato.ac.nz/library/study/referencing/styles/apa
Acts, Statues

The Education Act would be referenced like the following.

**In text citation.**

With New Zealand primary and secondary education, Education Act 1989, s.3 states...

or

Education Act 1989, s.3 (N.Z.) states...

• Add the country abbreviation if you cannot tell the jurisdiction from the context.

• The Education Act may mention clauses, but you wouldn't use the term clause as this only refers to bills. Therefore you would say section.

**Reference List entry**

Education Act 1989, N.Z.

APA Referencing was not created with advertisements in mind, so we have to make an educated guess when dealing with them.

Always remember the basic rules of APA referencing.

- Author
- Date
- Title
- Publication Information

You reference an advertisement in a magazine or newspaper as you would an article in a magazine or newspaper. Please see examples no. 10 & 11 of the [APA Quick Guide](#).

If you have a copy of the advertisement in your assignment, place a figure number and caption beneath it. You would have an in-text citation and an entry in your reference list. (See the Figures tab in the APA Style: [Common Examples of the APA Online Guide](#)).

**For example**

If the advertisement is for a particular product and is located on the inside cover of the NZ Adventure Magazine (issue 154, June/July 2009).

The advertiser **Lowepro** is the author and the possible title is Introducing the flipside series (Outer protection... is an explanation about the product).

And or & (ampersand)

If you have to reference a journal with & in the title, would you use & (ampersand) or would you use and?

e.g.

Knowledge Management Research & Practice.

APA does not explicitly state which variation of and you use when including a journal title in a reference list.

Our advice would be to "cite what you sight" i.e. use the variation that appears in the official title. Therefore, in the above example you would use &.

But you would not be wrong if you replaced it with the word “and”. This is the same for books.

Helpful hints

Look up and use the item's record in Library Search. It has all the information you require for referencing i.e. Author, Date, Title, Publication details.

If Library Search does not bring up titles that have the ampersand, try again using the word and.
Mobile applications, or apps, are software found on mobile devices.

- You would reference an app only if you have quoted or paraphrased information from it.
- You do not reference an app if you have used it as a tool i.e. a reading app used in a classroom activity.
- The author may be an individual. But with apps, it is often a group or company.
- The date is the year the version you are using was released.
- APA states that a regular font is used for titles of software programs. Therefore, the title of information from apps is not italicized.
- The version is placed in parentheses after the title.
- A description of its format is placed in square brackets.
- It has a retrieval statement.

**In text citation**
(author, date)
e.g.

**In reference list**
Author. (Year). *Title of software or program* (Version number) [Mobile application software]. Retrieved from http://xxxxx
e.g.

- If the app is a reference work (dictionary or encyclopedia), you would cite it like a print or online reference work. You would include what version it is and have a description of its format in square brackets.

  e.g.
Images or artwork should be included in written assignments only when they are integral or add value to that assignment - not as decoration.

If you wish to discuss a piece of unpublished artwork in an assignment, you may not need to reference it formally. It depends on the context in which you refer to it.

**Postgraduates**

Contact your [Subject Librarian](mailto:subjectlibrarian@youruniversity.edu) to discuss your referencing requirements.

**Undergraduates**

You can do the following:

If it is an unpublished artwork (e.g. a child's drawing)

a) include a copy of the artwork as an appendix, and then refer to it in text, but add in brackets (see Appendix 1)


b) put the picture in the text and put the source in brackets underneath.

Figure 1 - Graveyard of doom by Joe Bloggs, aged 10 (Source: ENGL306 - PowerPoint)

See also the entry [Images](#) in this FAQ
Audio visual material

For examples of how to reference audio visual items such as a

- **podcast**
- **film**
- **music recording**
- **tv programme**
- **video blog post (e.g. Youtube)**

Visit the [Audiovisual tab in the APA Style: Common Examples of the Online Guide.](#)
There are two ways to deal with an unidentified author.

1. **Anonymous author**

If the work explicitly states that the author is Anonymous, use the word Anonymous as if it was a real name.

<table>
<thead>
<tr>
<th>In text citation</th>
<th>(Anonymous, 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference list</td>
<td>The word Anonymous is spelt out in full and the entry is placed in alphabetical order by the word Anonymous.</td>
</tr>
<tr>
<td></td>
<td>Anonymous. (2012). <em>This is not as hard as it seems</em>. Hamilton, New Zealand: Author.</td>
</tr>
</tbody>
</table>

2. **No author**

If there is no author, cite the first few words of the reference list entry which is usually the title. Double quotations marks are placed around the title and it is followed by the date.

| In text citation | ("My Family," 2000)  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>The book My Family (2000) states that...</td>
</tr>
<tr>
<td>Reference list</td>
<td>The title is moved to the author position and is alphabetized by the first significant word of the title.</td>
</tr>
</tbody>
</table>

**Note**
- Italicise the book title in text (Publication Manual, p. 104 & 176)
- The key words of the book title are capitalised when used in text, but not in the reference list.

See also the [APA Online Guide: Book - by no author](#).
When the author and the publisher are the same, use Author in the publisher field.

**Example:**

## Author - Multiple

<table>
<thead>
<tr>
<th>The number of authors</th>
<th>In reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>Brown, W. P.</td>
</tr>
<tr>
<td>Two authors</td>
<td>Samovar, L. A., &amp; Porter, R. E.</td>
</tr>
<tr>
<td>Three to five authors</td>
<td>Krause, K.-L., Bochner, S., &amp; Duchesne, S.</td>
</tr>
<tr>
<td>Six or seven authors</td>
<td>Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V., &amp; Walton, C.</td>
</tr>
<tr>
<td>Eight or more authors</td>
<td>Chiappini, E., Principi, N., Longhi, R., Tovo, P. A., Becherucci, P., Bonsignori, F., ... de Martino, M.</td>
</tr>
<tr>
<td>Corporate / group author</td>
<td>Ministry of Education.</td>
</tr>
<tr>
<td>No author</td>
<td>Use Anonymous only if this is used in the publication.</td>
</tr>
</tbody>
</table>

- Eight or more authors: List first six authors, then insert three ellipses (...), followed by the last author.

- **Corporate/group author**: i.e. an organisation, association or government department.

- If the author's first name is hyphenated, include the hyphen with a full stop after each initial.

More examples at [APA Style: Common Examples, the Books tab](#).
To reference multiple works by the same author which have been published in different years, the entries in your reference list are arranged by the year of publication, the earliest first.


To reference multiple works by the same author published in the same year, add lower case letters a, b, c etc. immediately after the year of publication. The order is arranged alphabetically by title, but exclude A or The when it is the first word (Publication Manual, p. 182).

The rules are the same irrespective of the item format e.g.

- books
- chapters in an edited book
- journal articles etc

**In reference list**


**In text:**

Fraser (2008b) says "there has been much written about the pivotal influence of teachers on students' learning" (p.48). She emphasizes the importance of students owning their own learning and being responsible for it (Fraser, 2008a, p. 9).
There is a difference between a bibliography and a reference list.

A **reference list** is:

- the full bibliographic information for each source you cited in text.
- You have to reference a source when you have quoted it directly or indirectly (**paraphrasing**).

A **bibliography** is:

- a list of all the books, journal articles, conference papers etc that you have used when doing your research.

It might include items that you did not specifically cite in the text of your assignment, but they were important background reading that supported your ideas and conclusions.

A reference list is required for APA which is one of the referencing styles used at Waikato University.

Click here for a FAQ showing a sample of a reference list.
Blog posts are not considered 'official' publications. Therefore, the way APA differentiates between informal, casual, social networking types of information and more formal resources such as journal articles, is to not italicise the title.

**In text citation**  
(Hobbit Team, 2011)

**In reference list**  

- Do not italicise the blog post title, as it is unpublished material.
- Use the URL of the blog homepage rather than individual post's URL.
The University of Waikato supports many referencing styles ([http://www.waikato.ac.nz/library/study/referencing/styles](http://www.waikato.ac.nz/library/study/referencing/styles)).

- All the guides have examples on how to reference a book.

- Visit the Library’s Referencing webpage ([http://www.waikato.ac.nz/library/study/referencing](http://www.waikato.ac.nz/library/study/referencing)) for information about why you reference and the different referencing styles used at Waikato.

- Scroll down the page for links to quick guides and comprehensive online guides.

- See also: [http://www.waikato.ac.nz/library/study/guides/avoiding-plagiarism](http://www.waikato.ac.nz/library/study/guides/avoiding-plagiarism).

Referencing is an important feature of academic writing, and we know it’s one that can be confusing at times. That’s why the Library has put together a collection of resources to help you acknowledge your sources properly.

See your [Subject Portal](http://www.waikato.ac.nz/library/study/guides/avoiding-plagiarism) to find the referencing style relevant to your subject, or check with your department.
Book - Adapted

When a book has been adapted from the original, reference it as follows:

**In text citation**

(Lawrence, 2007, p.10).

**In reference List**

When you quote or paraphrase from a chapter that appears in an edited book, you have to acknowledge the author of the chapter as well as the editor(s) of the book.

The chapter author(s), date and title come first, followed by the editor(s) and book title. Note the editor's initials come before the surname. The page numbers of the chapter are also required. If an edition is specified, that and the page numbers are placed within the same parentheses.

If quoting directly, a location reference such as a page number (or a paragraph number for nonpaginated material) is required.

"A code of ethics or conduct may help beginning teachers to distinguish right from wrong where the choice is relatively clear. Many moral or ethical dilemmas, however, occur precisely because the right thing to do is far from clear" (O'Neill, 2016, p. 276).

Sometimes, there are edited books that do not specify the author(s) of the individual chapters. This is an example of how you would reference them.

**In reference list:**


**In text citation**

(O'Neill, 2016) or O'Neill (2016) recommend...

(Surname of chapter author, date) or Surname of chapter author (date) recommend...

**Reference list entry.**


See also the entry [Quote Section](#).
See also Author - Two or more works by the same author in the same year.
As a general rule, if an item is part of a series and it has a unique title, you do not need to list the series title.

For example, the MacMillan Science Level 3 Series includes these titles:

- Making things
- Our world in space
- On the move
- At home with living things

If you do wish to indicate the series, this is the format.

You reference jubilee or centenary books (booklets) in the same way you would other books. i.e.

- Author
- Publication date
- Title
- Publication information

If there is no author mentioned (either individual or corporate author), see Author - Anonymous or no author.

Basically, the title takes the place of the author.

Usually jubilee or centenary books are published by the school or organisation they are written for.

If there is no date of publication, use (n.d.)

You should always check in Library Search to see if the Library has the item. If we do, you should use this record to help you reference, as it will state bibliographic information like author, date, title and publication details.

If the University of Waikato Library does not hold the particular jubilee/centenary book you want, you could try searching the National Library Union Catalogue for the bibliographic information.
Google Books offer online access to some pages or chapters of many books. This is known as limited preview.

If you wish to reference a limited preview version of a book found online, the APA manual states you have to use 'Retrieved from' in the publisher field.

For example:


• It is not necessary to state it is a preview version. However, if you really think it is better to mention that fact, reference as follows:

The format for a Book Review:


- If the review is untitled, use the material in brackets as the title; retain the brackets to indicate that the material is a description of form and content, not a title.

- Identify the type of medium being reviewed in brackets (book, motion picture, television program, etc.).

- If the reviewed item is a book, include the author names after the title of the book, separated by a comma.

- If the reviewed item is a film, DVD, or other media, include the year of release after the title of the work, separated by a comma.

Examples.

If you wish to reference a book review that was published in a general or trade journal with a doi.


If the book review is untitled, and found in an online academic journal with no doi.

To reference a book that has had some revisions or has been published as a 2nd (or subsequent) edition, use the publication date of that revised or new edition.

If a book has been revised by a different person, you need to acknowledge both the original author and the revising author.


Here we are acknowledging both A.W. Reed as the initial author, and Calman who did the revising.
When referencing brochures, pamphlets or posters the format is the same as books. Just add [Brochure] or [Pamphlet] or [Poster] after the title.

You need to identify:

1. Author

2. Publication Date - if you cannot find it, use (n.d.), which means no date.

3. Title [Brochure] or [Pamphlet] or [Poster]

4. Publication Information - i.e. Location (see Publication Information FAQ) and publisher (may be the same as author)


- You may not find all the details, but if the brochure, pamphlet or poster is published by an authoritative source then these details should be present.
When referencing an interactive CD, use the same basic APA referencing rules you would for a book, i.e.

- Author
- Date
- Title
- Publication details

There are a few minor differences.

In square brackets put [Interactive CD] after the title.

- List the producer/director as the author or just state the name if producer/director does not accurately describe their role.

- If you borrowed the CD from a library, the bibliographic information you need will be available through Library Search. However, the CD (or any accompanying booklet) should also list the relevant information.

- This rule applies to films, DVDs and video recordings.

For an example see Example 8 from the APA Quick Guide.
Citation generators

There are citation generators available to help you with referencing.

They simplify the task of creating a citation or reference in the referencing style of your choice.

Though they are an excellent way of relieving stress around referencing correctly, remember they are machine generated or created by organisations who have interpreted the APA rules differently from the University of Waikato.

Therefore, always check the results generated by the following sites against University of Waikato's referencing guides.

See also the referencing software Endnote and Zotero section.

A list of useful citation websites

- Massey APA Interactive (http://owll.massey.ac.nz/referencing/apa-interactive.php)
- Knight Cite (http://www.calvin.edu/library/knightcite/)
- RefME : Free Web and Mobile app (https://www.refme.com/#/)
- MS Word Referencing Tool Tutorial (https://youtu.be/1JIbooz-yVw)
Classical or older works

Often classical or older works are republished with editors.

Therefore, when you are referencing a classical or older work with an editor and you have quoted from the main text, you cite the original author as the main author and use the year of the original work as well as the year of the updated edition. You include the editor's name in the reference list entry.

**In-text citation**

(Shakespeare, 1604/1999).

**In reference list**


- Original author's surname and initial
- Year of updated edition
- Title
- Editor (Initial. Surname, Ed.)
- Publication details
- (Original work's year of publication)

This is because the editor may have worked on the text or made some editorial decisions / additional explanations about the content of the work. Therefore the editor needs to be acknowledged.

If the quote is not from the main text but from a preface, foreword or introduction please see the Referencing FAQ prefaces, forewords or introductions.
How to reference the Code of ethics for registered teachers.

APA has a standardised format for referencing.

The format is:

• Author(s)
• (Date)
• Title
• Publication Information

The Code of ethics for registered teachers can come in different forms. This is reflected in the way it is referenced.

If it is a print version, you would put the place of publication and the publisher in the publication information field.

If it is an online version, you would use a Retrieval Statement.

If it is a poster (or brochure or pamphlet), you would add [Brochure] or [Pamphlet] or [Poster] after the title.

(See the FAQ Brochures for information).

A reference list entry for the print version could be:


You would get this information from the item itself. This information is usually located on the title page and the back of the title page (verso). (When the author and the publisher are the same, use Author in the publisher field).

If you are looking at the Online version it could be something like:

When you directly quote something you need to use quotation marks and include page numbers or paragraph numbers.

An example of a direct quote from the online version:

The code states that "This complex professional task is undertaken in collaboration with colleagues, learners, parents/guardians and family/whānau, as well as with members of the wider community" (Education Council of New Zealand. n.d., para. 2).
Conference paper

In text citation
(Shobhadevi & Bidarakoppa, 1994) or Shobhadevi and Bidarakoppa (1994) published their ...

In reference list

• To cite published proceedings from a book, use the same format as for a book or book chapter (Publication Manual, p. 206).
• To cite proceedings published regularly use the same format as a periodical.

Contribution to conference or symposium

In text citation
(Bochner, 1996) or Bochner (1996) addressed this ...

In reference list

• A capital letter is used for all key words in the conference name.
• Give the month of the conference if the paper has not been formally published (Publication Manual, pp. 206-207).

See also Example 6 on the APA Quick Guide.
A corporate author is usually an organisation, association or government department.

Example 4 of the APA Quick Guide and the APA Online Guide (APA Style: Common Examples, then select the Books tab) show how to reference a corporate author.

**Note**

The names of corporate authors are usually written out in full each time they appear in an in-text citation. Some group authors are abbreviated the second and subsequent times they are used.

For example

**First citation:**

(Ministry of Education [MoE], 2007)

i.e. Write the name in full, followed by the abbreviation in square brackets.

**Second and subsequent citation:**

(MoE, 2007) or MoE (2007) state that...

The general rule is that you need to give enough information in the in-text
citation for the reader to easily locate the entry in the reference list.

If the name is long or cumbersome and if the abbreviation is familiar or readily understandable, you can abbreviate.

If it is short and not well known or understandable, write the name out in full. (Publication Manual, 2010, p. 176).
Course handout or lecture notes

For information about referencing an electronic version of course handouts or lecture notes, see Example 7 of the APA Quick Guide.

This referencing format should be used for assignments only.

Course handouts and lecture notes belong to the group "unpublished papers, lectures from an archive or personal collections" (Publication Manual, p. 213).

An example of how to reference a print version is given on the right. The lecture is named, instead of the number of the lecture (if you don't have numbered lectures).

Reference list:

In-text citation:
In text, make it clear that you are referring to the handout from the lecture, e.g.

In our recent lecture about learning theories, Vygotsky’s Zone of Proximal Development was identified as .... (Lecturer, 2015)

Note: where the word Lecturer is used, you need to insert your lecturer's name).
Course readings

Often, a journal article or a chapter from a book is included in a Course Readings booklet (also known as Book of Readings - BOR).

You would reference these articles or chapters as if you had seen them in the original journal or book.

You should have all the information you need for referencing, as all Course Readings are legally required to provide their content's bibliographic information. i.e.

- Author
- Date
- Title
- Publication details.

Usually, this information can be found in the table of contents or on the article or chapter itself.

If it is a chapter from a book, reference it like Examples 1, 2, 3, 4 or 5 in the APA Quick Guide.

If it is a journal article, follow Examples 9 or 9a in the APA Quick Guide.

Do not include ISBNs or ISSNs in your reference list. See ISBN or ISSN Numbers section.
As long as it is clear to whom you are referring, you do not need to use the date each time you refer to the author's work in the same paragraph.

Below is an example of how to refer to the same author three times in a paragraph.

You need to use the date the first and last time you mention the author in a paragraph, but you do not need to use the date in between, as long as the name of the author is used as part of the narrative and as long as it cannot be confused with other studies being cited. For more information refer to Publication Manual, p. 174.

Smith (1986) argues that cats are furry, and this is an idea that is strongly supported by many vets. According to Smith, vets deal with a lot of cats and most of these cats would fit into the furry category. Cats can have varying types of fur. This fur can be short, medium or long.

The short fur is easier to care for, which "is less likely to shed all over the carpet" (Smith, 1986, p. 56).

See also the paraphrasing authors multiple times section.
If an author has published more than one item in the same year, **add lower case letters a, b, c etc. immediately after the year.** The order is arranged alphabetically by title, but exclude the definite or indefinite articles A or The when it is the first word of the title ([Publication Manual](https://example.com), p. 182).

**In text:**
Fraser (2008b), says "there has been much written about the pivotal influence of teachers on students' learning" (p. 48). She emphasizes the importance of student owning their own learning and being responsible for it (Fraser, 2008a, p. 9).

**In reference list:**

Dictionaries

At University it is important to use reference material that is appropriate. Often, general dictionaries and encyclopedias do not supply enough detail or in depth information for tertiary study. Dictionaries and encyclopedias that are more subject specific are required.

To access these, visit the Subject Portals located on the right hand side of our library homepage.
Choose your particular subject. Under the heading Key Resources you will find lists of relevant dictionaries and encyclopedias.

See the Library's Reference Collections databases for dictionaries and encyclopedias such as Credo Reference and Oxford Reference online.
DOI - Digital Object Identifier

A DOI (digital object identifier) is like a URL (web address) for documents. It provides a persistent link to the electronic form of the document.

When a journal article has a DOI, you can reference as below:

Journal article - electronic version with a DOI

In text citation
(Sainaghi, 2008) or Sainaghi (2008) suggests...

In reference list

• In 2012, APA published a supplement to the official APA Style Manual, where they announced a change to the way the doi was to be presented, from doi: 10.XXXXXX (as is recommended by CrossRef in the sixth edition of the Publication Manual) to [http://dx.doi.org/10.XXXXXX](http://dx.doi.org/10.XXXXXX). This is to ensure that DOIs are resolved into working links.

For journal articles with no DOI, see Journal Articles section.

For more information go to [http://www.doi.org/](http://www.doi.org/)
Please see Film to reference a movie.

To reference a DVD, Blu-ray disk or VHS, use the original release information. i.e. the country of origin where it was primarily made and the movie studio that released it. Do not use the date/company of the most recent distributor.

If this information is not clear on the DVD, search Library Search as it will have all the information you require.

If it is not a library owned DVD, search online for the information.
Some ebook readers (e.g. Kindle and Kobo) either do not display page numbers or the page numbers change due to zooming.

If you experience this problem, you can either locate a print version or limited preview of the book (accessed through the Library) and obtain the page numbers that way, or you can reference it by citing paragraph numbers.

Please refer to the FAQ Quote for help on how to do this.
An editorial is considered opinion based material.

You would reference it in a similar way to a magazine or newspaper article. The only difference is a description of its form will go in square brackets [ ] after the title. The title of the editorial is not italicised.

Magazine editorial
In reference list

In text citation
(Foner, 2010)

Newspaper article editorial
In reference list

In text citation
(Herbert, 2007).
Electronic course reserves

An item on electronic course reserve may be a chapter from a book, a conference paper, a journal article, or something else.

The information required to reference an item on electronic course reserve should be in its electronic library record or in the actual document.

You need to have 4 basic elements for referencing.

- Author
- Date
- Title
- Publication details.
Email, phone call, face to face interview (personal communication)

If you wish to use information you have received from an email, phone call, or a face to face interview / conversation in an assignment, you must treat it as personal communication.

Personal communication is not included in your reference list, as it cannot be retrieved, but must be mentioned in text.

**In text example**
(L. Guest, personal communication, January 14, 2010).

- You do not need to state that it was a phone call or an email but if you do wish to make it clear how you gained the information, you can say it in the following way:

  In a conversation with the celebrity chef Louise Guest, I learned that .... (L. Guest, personal communication, January 14, 2010).

See also Example 12 of the APA Quick Guide.
See examples of Reference books in APA style at Dictionaries section.

Sometimes you have to adapt the examples given in the APA Guides. A good example of this is Te Ara: The encyclopedia of New Zealand (http://www.teara.govt.nz/en)

This is an online encyclopedia. It does have a "How to cite this page" example, but this is not in APA. What it does supply, however, is the information you need to reference it in APA.

Therefore, you would use the entry Reference book - Dictionary or encyclopedia with an author from our APA Online Guide.


Notes

• Te Ara does not mention editors, so adapt accordingly.

• The Te Ara website uses a hyphen for Te Ara - The encyclopedia of New Zealand. APA tends to use hyphens only to join compound words. (Publication Manual, pp. 97-100). Therefore it is better to treat Te Ara as the title and The encyclopedia of New Zealand as the subtitle.
EndNote is a referencing software available at the University of Waikato.

If you have any questions on how to use Endnote, either to read our Library guide (http://www.waikato.ac.nz/library/study/guides/endnote) or contact your Subject Librarian.

The Library also holds tutorials on how to use Endnote (http://www.waikato.ac.nz/php/tsp/).

- Go to the Library homepage.
- On the right of the screen is a heading Key Tasks.
- Click the last link Book a Tutorial.
- On the next page, select the Referencing software tab.
- A list of tutorials will appear. Select a session.
- Click the enrol button.

If none of these times suit, select the Request a Tutorial button.
If you quote or paraphrase information from a private or friend-only Facebook page, it should be treated as personal communication. There is an in-text citation only with no reference list entry. This is because the data is not publicly available and is not retrievable by everyone.

(username, personal communication, March 26, 2013)

If you quote or paraphrase information from a Facebook page that is publicly available (e.g. fan page, group page) it may be referenced with an entry in the Reference list. i.e.

- Place the Username in the author field
- Date includes (Year, Month, Day).
- To differentiate among posts from the same person in the same year (or even the same day), you can include 'a' or 'b' after the year, in chronological order.
- The title is the Facebook post (sometimes this may include a URL). If the post is long, truncate it.
- Title is in normal font - you do not italicise titles of unpublished works like social media.
- A description of the format is placed in square brackets. [Facebook update].
- Retrieval statement - the URL should lead directly to the post (click on the date and time beneath the post in question).

In reference list

In-text citation
President Obama announced the launch of the American Graduation Initiative (Barack Obama, 2009a). He also stated that he was "humbled" to have received the Nobel Peace Prize (Barack Obama, 2009b).
Retrievability.

Online social media is more about live updates than archiving, so there is a possibility that the status update pages won't be around in a year's time - let alone twenty.

Therefore, if you are citing any posts for research (postgraduates), it might pay to self-archive any social media updates (APA Style Blog, 2013).
Film - video recording

The University of Waikato subscribes to Kanopy, a database that contains a broad collection of streaming videos from producers such as BBC Active, Media Education Foundation, Ronin Films, and more.

To reference streaming videos in APA copy the following example:

### In text citation
(Foundation & Sauvage, 2014).

### Reference List

Use the original release information, rather than referencing a DVD. For online videos other than subscribed to by the University such as Kanopy, see [YouTube clip](https://www.youtube.com).
Formatting assignments - Hanging indentation, sorting alphabetically, spacing, font and margin size

Hanging indent for a reference list entry - Microsoft Word

1. From the Home tab (on the ribbon at the top of the page)
2. Click the small arrow in bottom right of the Paragraph Group
3. Follow the instructions shown in the images below

Word count or word limit
Generally speaking, your word count for assignments must be within 10% of the word limit (that means 10% over or 10% under).

The word count includes all the words in the introduction, body paragraphs and conclusion of your essay and that does include references to other people's work.

The reference list or bibliography is not usually included in the word count. Please check your assignment guidelines, course outline or ask your lecturer if you are unsure.

Hanging indentation

Single spacing for reference entry
1.5 line spacing between individual entries
Indent to enable easy location of surnames
In Word, for a hanging indent use Home tab > Paragraph > Special
then as per screen shot (right)
**Sorting alphabetically**

1. Highlight the text of your reference list

2. Follow the instructions shown in the images below

![Sorting alphabetically](image)

**Font size, spacing and margin width**

If you are not sure what font size, margin size or spacing width to use in your assignments:

1. Refer to your Faculty's course outline or Faculty regulations. They may provide guidelines you can follow.

2. Check with the lecturer of your paper(s) as they may have a preference.

In the absence of any guidelines, these general principles are a good guide.

1. Font size 11 or 12 for font types Arial, Tahoma and Calibri. Font size 12 for font type Times New Roman

2. Include word count where this is part of the success criteria

**If submitting electronically**

- A wide margin is not necessary as marking will be done using "track changes"

**If submitting in hard copy**

1. The written document should be presented in a legible form

2. One side of the paper only with space provided for feedback and comments

3. Assignments should be collated effectively so they do not fall apart

4. Must include the standard cover sheet. (Ask at your Faculty's reception)
**Hanging indentation - Moodle**

To create hanging indentation in a Moodle post, click on the left icon (Show more buttons) then click on the <> button. This takes you to a page with HTML code.

Copy and paste the below code before the citation you wish to indent. Click the <> button again, then save the changes or post to forum.

```html
<p style="margin-left:.5in;text-indent:-.5in">
```

See also check out [Library Tutorial: Word for Thesis Writing](#).
Ibid is not used in the APA Referencing style.

The term 'ibid' is an abbreviation of the Latin word ibidem which means "in the same place".

In referencing styles that do use ibid, it refers to the last work cited. This saves you from having to re-type the author and title.

You will usually find this in footnotes.
Illustrators of picture books are treated as co-authors. Therefore, you must reference both the author and the illustrator.

i.e.

**Name, Initial. (Illustrator).**

This is because illustrations in picture books are integral to the story line. The text alone could not tell the story.

(This is different to general books that happen to include illustrations. They aren’t an essential element of the book. Therefore, referencing the illustrator is not necessary).

---

**Reference list**


**In-text**

(Grant & Curtis, 2005)
Images – Photographs, online images (& graphs, Tables)

Undergraduates

Refer to For Undergraduates in the Figures (including Images) & Tables tab in the APA Style: Common Examples section of the APA Online Guide.

Postgraduates

Please refer to For PhD Candidates under the entry Figures (including Images) & Tables in the APA style: Common Examples section of the APA Online Guide.

All Students: Some notes about images

- Images should only be included in assignments when they are integral or add value - not as decoration.

- If the image is not referred to in text, it should not be included.

- APA was designed for academic publications, not for student assignments, especially those which involve creating classroom resources (students of the Faculty of Education). However, you can apply the APA rules in a 'common sense' way. With referencing any item, you must do your best to acknowledge:

  Author. (Date). Title. Publication details.

• Consult your Subject Librarian for assistance.
The following image from Flickr clearly identifies the elements required for referencing.

Reference list entry:


Flickr makes it easy to identify photo authors. Other websites don't, so if you can't find the author, you may need to use the website author.

To find more details about an online image, right click on it and click 'search Google for this image' (Google Chrome only). This may lead to the website the image came from and the elements required for referencing.

Copyright free images are available from some websites:

- www.flickr.com
- http://pics4learning.com/
- http://pixabay.com

Google Image Copyright Free Search Engine
- https://cse.google.com/cse/home?cx=015775560953662364258:jbn052ab538

If in doubt, please discuss your query with your lecturer or tutor, as he or she will be marking your work.
Interview - Online and visual

To reference a quote from an interview you have watched online;

**In reference list**

**In text citation**
According to Rose Pere "one trait that...is prized among their people is their historical ability to use sight and intuition to navigate through life" (Meredith, 2007)

- Remember, in an interview, the interviewer is the author, not the person being interviewed.

Please see Audiovisual in the [APA Style: Common Examples](#) section of the APA Online Guide for more information.

Note: It is always best to reference the original source - in this case, from [www.consciousmedianetwork.com/members/rpere.htm](http://www.consciousmedianetwork.com/members/rpere.htm) rather than a secondary source like YouTube.

Online items are always a bit harder to reference as there are so many variables.
When you are citing from a written online magazine interview, adapt the following example. See also Newspaper article section.

Do not confuse the author with the interviewee.

In reference list

In text citation
(Goodwin, 2002).

- In text you could say
  According to Uma Thurman ... (Goodwin, 2002)... or
  In her Time interview Uma Thurman ... (Goodwin, 2002).
In text citation - Two or more works within the same parentheses

The Publication Manual (2010) states that you "order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list" (p. 177).

It also states if the two or more works are by different authors they are to be listed in alphabetical order by the first author's surname and separated with a **semicolon** (p. 178).

**e.g.**

Several studies show that managing a household and trips to supermarkets are among the least favourite activities of New Zealanders (Reilly, 2014; Winters, 2013).

If it is two or more works by the same author, separate with a **comma** (Publication Manual, p. 177-178).

**e.g.**

ISBN or ISSN Numbers

When referencing books or journal articles, do not mention the ISBN or ISSN number.


Similarly, every journal published internationally is assigned a unique number, called an ISSN number. ISSN stands for International Standard Serial Number.

These numbers are included in reading lists such as Waikato Reading Lists, print Course Readings booklets (Also known as Book of Readings - BOR) for copyright reasons.

When referencing material, you only need to follow the Author - Date format as set out in the APA Quick Guide.
Below is the basic format used to reference a journal article **with no DOI**. For journal article with DOI, see DOI section.


- 33 is the volume
- 8 is the issue.
- 1365-1378 are the page numbers.

If the article was accessed via the internet, you need a retrieval statement after the page numbers e.g.


If the article came from a Library database, **it is no longer necessary to name the database in a retrieval statement.**

Reference it like a print journal / journal with no DOI.

If the article is from a Moodle paper, and is only accessible to students enrolled specifically in that paper, **then do not add the retrieval statement.** Reference it like a print journal / journal with no DOI.

If the article was scanned and emailed to you by the library, reference it like a print journal / journal with no DOI.
Legal material

Please refer to individual entries in the FAQ i.e.

- Regulations
- Acts and Statutes.
MHRA referencing

MHRA stands for Modern Humanities Research Association (http://www.mhra.org.uk)

Please refer to the Waikato University MHRA Referencing Style Guide for information about MHRA Referencing (http://www.waikato.ac.nz/library/study/referencing/styles/mhra).
Ministry of Education is a corporate author. The names of corporate authors are written in full in the first in-text citation and are abbreviated for the second and subsequent in text citations.

The general rule is that you need to give enough information in the in-text citation for the reader to easily locate the entry in the reference list.

Therefore, with the first in text citation, write the name in full followed by the abbreviation or acronym in square brackets.

In the second and subsequent in text citations, use the abbreviation or acronym.
New Zealand Curriculum documents are referenced as books by a corporate author. Curriculum has a capital C as New Zealand Curriculum should be treated as a proper noun.

First in text citation
(Ministry of Education [MoE] & New Zealand Teachers Council [NZTC], 2011)

Second and subsequent in text citations
(MoE & NZTC, 2011)

Reference list entry for the print version

Reference list entry for the online version

Policies - Tātaiko

First in text citation
(Ministry of Education [MoE], 2008)

Second and subsequent in text citations
(MoE, 2008)

Reference list entry for the print version

Reference list entry for the online version

Projects
Numeracy professional development resources are referenced as books by a corporate author. You can also include series information in the reference list entry.
Music recording

Add medium of recording with [ ]. If it is downloaded online, use the file format as medium – e.g. [MP3 file], [MIDI file].

Music recording - recorded by composer

In text citation
(The Beatles, 2003, track 10)
• Include side and band or track numbers.

In reference list

Music recording - unknown composer

In text citation
According to the traditional Maori song, "Tarakihi" (1999), ... or ("Tarakihi," 1999).
• Use double quotation marks around the title of a song
(Publication manual, p. 176).

In reference list
• When you cannot find a composer’s name (e.g. traditional songs), move the title to the author’s position.
• Add medium of recording with [ ]. If it is downloaded online, use the file format as medium – e.g. [MP3 file], [MIDI file].
**Music recording - recorded by someone other than composer**

**In text citation**
"Amazing Grace" (Newton, 1779/2009, track 8) or Newton's celebrated song (1779/2009, track 8) says...

- Acknowledge both composed year and performed year.

**In reference list**

- When a song is recorded by someone other than the composer, acknowledge the performer with [Recorded by… ] after the title, and date of the recording at the end of the reference.
- When the composer and lyricist are not the same, acknowledge both of them – e.g. Goethe, J. W. (Lyricist), & Mozart, W. A. (Composer).
- Do not put a period after the date of recording ([Publication manual](#), p. 209).
A newsletter with an author is referenced like a **magazine article** i.e.

1. Author
2. Date (year and month)
3. Title
4. Publication details

**Magazine/Newspaper article – popular/trade/general interest**

**In reference list**
- Full date is used if published weekly; month and year if monthly.

**In text**
(Goodwin, 2002) or
Goodwin (2002) defends ...

A newsletter with no Author is referenced as follows:

**In text**
e.g. ("Six Sites Meet," 2006).
- Use a short title or the full title if it is short, in double quotations marks, with capital letters and the year.

**In reference list**
- Use the first significant word in the title. All items in the reference list are arranged in alphabetical order.
- If it is an online newsletter you use the exact URL. This is because specific newsletter articles are difficult to locate from the...homepage. (*Publication Manual*, 2010, p. 200).
Newspaper article

With newspaper articles you need to know the:

1. Author of the article
2. Publication date (year, month day)
3. Article title and newspaper title
4. Page number (unlike journal articles, you need to put p. or pp. before the page number. e.g. p. A3. or pp. 3-6.)

See also example 10 and 11 of the **APA Quick Guide**.

---

**In text citation**
(Cumming, 2003) or Cumming (2003) reports ...

**In reference list**

**Print version**

- Include p. or pp. before the page number. This is used for newspapers only, not magazines or journals. p = 1 page, pp. more than one page.
- If page numbers are discontinuous, separate page numbers with a comma. e.g. pp. A1, A4-5.

**Electronic version**

- Use the URL of the homepage of the newspaper, as a direct link to an online article in a newspaper website is not a persistent link.
Newspaper article - with no author

In text citation
("Drivers Reject Fuel Prices," 2003)

- In the in text citation, abbreviate the title, use double quotation marks and capital letters (Publication Manual, p. 176).

In reference list

- If there is no author, the article title comes first.

See also Author - Anonymous or no author section
Online discussion (e.g. Moodle)

To reference a message posted to a newsgroup, online forum, or discussion group (such as Moodle).

You need to use:

1. author's full name (if known) or screen name
2. exact date of the posting
3. subject line of the posting. Provide any identifier in square brackets.
4. URL for the discussion group/forum
5. as we don't archive Moodle forums, leave the archive information out...

In reference List

• Do not italicise titles of unpublished works.

In text citation
As Takashi Aota said "If you are quoting from your 'published' work, it is very important to reference it in a normal way" (Aota, 2009).
Paraphrasing author(s) multiple times in a paragraph

In the Publication Manual (2010), there is information about how to paraphrase authors multiple times within a paragraph (p. 174).

We have found a comprehensive answer written by a Rasmussen College Librarian which also explains the concept. It is adapted below:

When you summarize or paraphrase someone else's work in several sentences or more, the paragraph may feel disjointed if you use an in text citation after each sentence.

However, APA states that you must make it clear to your reader exactly when you have paraphrased someone else's work or used someone else's ideas.

The requirements laid out by APA are not met if you only include a citation at the end of the paragraph.

Solution:

Use a lead-in at the beginning of your paragraph.

i.e.

Introduce the source you are summarizing or paraphrasing at the beginning of the paragraph and then refer back to the source when needed, to ensure your reader understands you are still referring to the same source.

Here are examples of "bad," "ugly" and "good" in text citation use.

Bad

In this paragraph, the citation occurs only at the end. The reader does not know exactly when the information was used or where it came from within the source. This may cause confusion. Do not do this:

Frogs are excellent indicator species to measure wetland health. They are very
sensitive to changes in pH caused by acid rain, and they are also very sensitive to different types of pollution. When frog populations in a wetland plummet, one can be sure that something is going wrong in the wetland. In addition, when oddities in frog morphology appear, like frogs with five legs or two heads, one can also assume something is going wrong in the wetland environment (Willemssen, 2010).

Correct but Ugly

This paragraph is showing a technically correct use of APA, but is difficult to read because the in-text citations are intrusive and awkward:

Frogs are excellent indicator species to measure wetland health. They are very sensitive to changes in pH caused by acid rain, and they are also very sensitive to different types of pollution (Willemssen, 2010). When frog populations in a wetland plummet, one can be sure that something is going wrong in the wetland. In addition, when oddities in frog morphology appear, like frogs with five legs or two heads, one can also assume something is going wrong in the wetland environment (Willemssen, 2010).

Good

These paragraphs are correct APA and easy to read. Note the reader knows exactly when/where information from the source is used:

Sample 1

Frogs are excellent indicator species to measure wetland health. According to a recent study by Willemssen (2010), frogs are very sensitive to changes in pH caused by acid rain, and they are also very sensitive to different types of pollution. The study notes that when frog populations in a wetland plummet, one can be sure that something is going wrong in the wetland. In addition, when oddities in frog morphology appear, like frogs with five legs or two heads, one can also assume something is going wrong in the wetland environment (Willemssen, 2010).

Sample 2
Frogs are excellent indicator species to measure wetland health. Willemssen (2010) relates research conducted recently in Wisconsin that shows that frogs are very sensitive to changes in pH caused by acid rain, and they are also very sensitive to different types of pollution. Her research indicates that when frog populations in a wetland plummet, one can be sure that something is going wrong in the wetland. In addition, she finishes by noting that when oddities in frog morphology appear, like frogs with five legs or two heads, one can also assume something is going wrong in the wetland environment.

Reference

See also the FAQ Plagiarism.
There are a number of reasons why you reference. To:

- Acknowledge the source
- Show you have consulted relevant sources
- Enable your reader to verify quotations
- Enable your reader to trace the original source
- Provide evidence for an argument
- Show you are not plagiarising

The University takes a serious view of plagiarism. "The term plagiarism means using information and ideas produced by other people without acknowledging the original author" (Guthrie, 2014, para. 1).

For information and help on this subject, visit “How to avoid Plagiarism” webpage (http://www.waikato.ac.nz/library/study/guides/avoiding-plagiarism).

Also, read Hill’s (2015) article below for a guide on plagiarism.

References

Podcast

In text citation
(Noonan, 2008)

In reference list

- Include as much information as possible, e.g. date, title and identifier.
PowerPoints

The below example is for a PowerPoint presented at an on campus lecture.

The APA manual does not give specific instructions on how to deal with slide numbers versus page numbers. Therefore we suggest you use the number of the slide in place of the page number, i.e. if it is slide 3, refer to it as page 3.

### In text citation

e.g.

"Exercise is beneficial" (Smith, 2015, p. 3)

---


- Put format in square brackets - e.g. [Lecture notes][Panopto video].
- This referencing format should be used only for your assignments.

---


- Smith is the lecturer, 2015 the date it was given, Lecture 3 is the lecture, SPLS205-15A refers to the paper number.
- The format is put in square brackets - e.g. [PowerPoint slides] followed by the publication details.

---

The APA manual does not give specific instructions on how to deal with slide numbers versus page numbers. Therefore we suggest you use the
If you want to quote information from a preface, foreword or introduction and it has been written by someone other than the author of the main text, you cite the author of the preface, foreword or introduction in your in-text citation and reference list.

This is because you always acknowledge the person who wrote the information you are quoting or paraphrasing (cite what you sight).

**In-text citation**
(Hunter, 1996) or Hunter (1996) states that...

**In Reference list**

Therefore
- Author of preface, foreword, introduction
- Year
- Title of section that you are quoting from i.e. preface, foreword, introduction
- In author of main text, title (page numbers)
- Publication details.
If you use a proverb in your assignment, it can be treated in the same way as a Bible entry i.e. you do not need to acknowledge it in your reference list. (Publication Manual, p. 179).

As long as you make it clear in the text you are quoting a proverb (which often implies that the author and date is unknown) that will be sufficient.

Maori proverbs (whakatauki) can be attributed to the iwi/hapu/whānau in text. If a book/text has been used, then reference that item.
APA recommends that you cite what you sight.

Therefore, you would use the pseudonym rather than the author's real name because in the case of Dr. Seuss, it is the pseudonym (Dr. Seuss) that appears on the title page of the book, not the author's real name, Theo LeSieg.

We often advise students to use the book's catalogue record to source the different elements of referencing. The Library Cataloguers who create these records get their information from the title page and verso of a book.

Names like Dr. Seuss should be treated as one. If you separated the Dr. and the Seuss it would not look right or would possibly cause confusion.

Therefore you would reference it like:

**Reference list:**

**In text citation:**
(Dr. Seuss, 1997)
A place of publication is used for books only, not journal, magazine or newspaper articles.

- Give the location (city) of the publisher - give the first city listed only.

- For the United States, use the city name, then the 2-letter postal code instead of the United States. (Publication Manual, p. 187).

<table>
<thead>
<tr>
<th>American cities</th>
<th>Thousand Oaks, CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-American cities (New Zealand)</td>
<td>Hamilton, New Zealand</td>
</tr>
<tr>
<td>Non-American cities</td>
<td>London, England</td>
</tr>
<tr>
<td>Non-American cities with a state</td>
<td>Sydney, Australia</td>
</tr>
</tbody>
</table>

- Use the first publisher listed if multiple publishers are given.

- When the author is the publisher of the work, use the word 'Author' in the publisher field.

**N.B.** Using a [Digital Object Identifier](https://doi.org) (DOI) is the preferred method of identifying online material such as journal articles, books and reports. For researchers, when a DOI is available, no matter whether electronic or print, include it ([Publication Manual](https://www.apastyle.org), p. 189).

A Publisher is used for books only, not journal, magazine or newspaper articles.

- Do not include words like Publishers, Co., or Inc. However, keep words like Books or Press.

A borrowable print copy is available at the University of Waikato Library (BF11 .A69 2010, Central Library).

An online version of the Manual may be purchased privately from the Kindle Store. Visit APA style official website for more information.

APA Style Guide to Electronic References is available online from the Library website for download (http://www.waikato.ac.nz/library/study/referencing/styles/apa).
APA has a standardised format.

Please follow examples given in the APA Quick Guide and Online APA Referencing Style Guide for the correct use of punctuation, capital letters and italics etc.
Please see the top of the APA Quick Guide for information on direct and indirect quotations.

Also view our videos on APA referencing (http://www.waikato.ac.nz/library/study/video-guides).

Direct quotes require location references.

For a source with page numbers, state the author, year, and page number.

For example:

(Lipman, 2000, p. 15).

If the source does not have page numbers, cite the paragraph number. (i.e. html versions of documents).

For example:

"Bush's education proposals can be interpreted as an effort to further integrate education into a global and national economic agenda and an intensification of the war on youth of color" (Lipman, 2000, para. 40).

Alternatively, cite an abbreviation of the paragraph heading (if there is one). In this case use initial capital letters for all key words and double quotation marks.


When using paragraph headings in referencing, you only need to use the first few words of the heading, just enough to make it obvious to the reader which paragraph you are referring to.

para. means Paragraph.

For more information see the Publication Manual, p.172.
**eBook page numbering**

If you are quoting from an eBook that has no page numbers or it displays different page numbers due to the type of eBook reader, you are using (e.g. a Kindle or Kobo), you could try locating a print version or limited preview of the book (accessed through the Library) and obtain the page numbers from that copy.

Please also see [eBook](#).
This book appears dated and repetitive. This is shown by the way Price (1948) argues that:

One of the most important phases of our special guests was to get information that would throw light on degeneration of the facial pattern that occurs so often in our modern civilization. This has its expression in the narrowing and lengthening of the face and the development of crooked teeth. (p. 174)

Therefore, the study and research of more current books and journal articles on nutrition and food science is necessary. This assignment will...
**British and American spelling.**

APA states you cite what you sight. Therefore:

- For references, you keep the spelling in titles exactly as it appears in the original.
- If you quote from the text, keep the original spelling.

**Changes, Spelling errors etc**

If you wish to indicate a change of a word, capital letter or a spelling mistake when referencing, use the following guidelines.

*e.g.*

As Sally Jones (2006) remarked in her book Bike, "we would of (sic) won if we didn't get a puncture, but [the roads] were just too bad [emphasis added] to ride on" (p. 56).

- Rule 6.07 of the Publication Manual states the first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter. This requires no explanation ([Publication Manual](https://doi.org/10.1037/172), 2010, p. 172).
- They has been replaced with [the roads] to better illustrate the point.
- To add emphasis in a quote that wasn’t originally there, you need to insert the words emphasis added within brackets.
- Using (sic) indicates that you know the spelling or use of the word is incorrect, but it shows that you are quoting the author verbatim (word for word).

**ORIGIN of sic = Latin adverb which means so, thus.**
If you omit material within a sentence when quoting, you need to use 3 spaced ellipsis points (3 dots).

Rich (2009) agrees that the "reason we all enjoy icecream is the ... taste" (p. 157).

When omitting material between two sentences, use 4 points.

The first point indicates the full stop at the end of the sentence. The 3 spaced ellipsis points follow.

Rich (2009) agrees that the "reason we all enjoy icecream is the fabulous creamy rich taste. ... A world without icecream is a sadder place" (p. 157).
If you find a quote that you would like to verify, search Google books, especially if the person who said the quote is a recent figure. If they have written an autobiography or are the subject of a biography, their words may well appear online.

Also, there are some excellent online reference databases which source quotations. For example Credo Reference, Oxford Reference Online and The Oxford English Dictionary (http://www.waikato.ac.nz/library/resources/search-find/databases/categories/reference_collections).

These can be accessed through the Library databases. Once there, click on Reference Collections which is located on the right hand side of the screen. Then scroll down to the relevant database.

Another option is to look in Library Search for books of quotations.
Readers

A Reader is referenced like a book. Do not get thrown by the fact that it is a school reader used primarily with junior schools.

Therefore, the Author-Date format is used.

- Author
- Date
- Title
- Publication details

If you cannot identify the author, please see the entry Author - Anonymous or no author.
Things to remember about a Reference list:

- Appears at the end of your assignment or work
- Is on a separate page
- Sources cited are arranged alphabetically, regardless of their format i.e. a book, journal article or website
- Provides full details for each source
- Has hanging indentation

References


The basic format of regulations is quite different from other publications: To enclose anything already in parentheses, use [ ].

**A reference list entry is:**

Name of regulation, Volume Source. (Year)

**Note**

Education (Early Childhood Service) Regulations 2008's volume source is 'SR 2008/204', so it can be referenced as:


**An in text citation is:**

Name of regulation (Year)

For example

The opening paragraph as it relates to early childhood teachers states that ...

Up to July 2011, School Journals were grouped by interest level not reading age and had a four-part structure.

Therefore, School Journals with parts and numbers, would be referenced in the same way as an article from an academic or scholarly journal.

Please see example 9a of the APA Quick Guide.

- author of article, poem, play or story,
- date of journal
- title of article, poem, play or story,
- title of journal
- publication details (volume, issue number and page number(s))

From August 2011 School Journals became related more closely to the New Zealand Curriculum where three different school journals are aligned to curriculum levels 2, 3 and 4.

This change of format has introduced months and levels and so changes the way it will be referenced in APA.

It would be referenced like a magazine, following entries no. 10 and 11 of the APA Quick Guide.

Though the curriculum levels are not the same as volumes, issues, parts & numbers, for ease of referencing and locating the material, it would look like:

Reference list entry:

In text citation:
(Dr. Seuss, 1988).

School records (Memorabilia)

How would you reference:

- a school’s meeting minutes?
- an attendance register?
- a teacher’s diary/record book?
- a photo? (no year, no photographer)
- a newspaper article? (no year or name of newspaper)

1. Material from a personal collection

Describe the items in text as personal communication (as there are no identifying elements to any of the material). Items that fit under the category of personal communication do not need to be listed in the reference list, as they are not retrievable by anyone else.

This is Example 12 in the APA Quick Guide. For example, in text:

Mrs Atkins who attended Hauraki Plains School taught at the school during the years .... to .... has a collection of memorabilia including School Committee minutes, an attendance register and her teachers diary/record book which shows that ..... (C. Atkins, personal communication, March 20, 2009).

2. Material from a public archive

i.e. someone's personal collection that has been archived so that members of the public can access it.

You need to acknowledge it in the reference list. This is so others can access it if they wish.

The general format is:

Author, A. (Year, Month Day). Title of material. [Description of material]. Name of collection (Call number, box number, file name or number, etc.). Name and location of repository.
In text:
The school pool cost $1000 to build (Hauraki Plains School Committee, 1968) and it was noted that the first student to use the pool broke her ankle due to slipping while getting out (Hunuhunu, 1969).

Reference List:


Postgraduate students need to contact their Education Subject Librarian:

- Alistair Lamb: alamb@waikato.ac.nz
  Phone 0800WAIKATO ext 5104

or

- Mel Chivers: mchivers@waikato.ac.nz
  Phone 0800WAIKATO ext 9129

Please refer to the Corporate Author section for information on when and how to abbreviate corporate authors for in text citations.

Note.
This advice is appropriate for undergraduate assignments. Requirements may be more stringent for Postgraduate research. Therefore,
Secondary source

Sometimes, academic authors quote or refer to the research and ideas of other authors in their work. You might decide to also use this quote or paraphrase from the other author in your assignment.

This is known as quoting from a secondary source.

You must acknowledge the author of the quote, as well as the author(s) of the work you have in front of you.

The APA Publication Manual (p. 178) says you should use secondary sources sparingly. If possible, you should try and track down the original work and reference that.

The top section of the APA Quick Guide explains how to reference a quote or paraphrase from a secondary source.

Here is some additional information.

The rule is: you cite (reference) what you sight.

The authors Cohen and Lotan quoted on pages 151-152 of their book published in 2014, something written by Gould in 1981. It's the work by Cohen and Lotan that you have in your hand (or on your screen), not the original work by Gould.

Therefore your in text citation must mention all authors involved i.e. the name of the original author of the quote (Gould) as well as the authors of the work you are reading (Cohen and Lotan). You also need to use the phrase 'as cited in' to signify the secondary source.

Your reference list must list the work by Cohen and Lotan, not the work by Gould, as you have not actually sighted Gould's work.

Example of your reference list entry

Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as undimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
See also the quoting a secondary source in an edited book.

Secondary source in an edited book

Academic authors often quote or refer to the research and ideas of others in their work.

Edited books have been put together by editors and usually have chapters written by different authors.

Sometimes, the authors of these chapters, quote or paraphrase other authors. You might decide to also use this quote or paraphrase from the other author(s) in your assignment.

This is known as Quoting from a secondary source in an edited book.

(If you want information on secondary sources which is not found in an edited book see the secondary source).

What do you have to remember when quoting from a secondary source in an edited book?

You must acknowledge everyone - i.e. the author(s) of the quote, the author(s) of the chapter in the edited book, as well as the editor(s) of the edited book.

Here is an example.

Below is a copy of a quote by Wearmouth & Connors. This appeared on p. 3 of their book which was published in 2004.
You have not seen this book written by Wearmouth & Connors, so you cannot put it in your reference list.

But T. Glynn & M. Berryman have seen this book. They are the authors of a chapter called *Understanding and responding to students' behaviour difficulties* and they quoted from p. 3 of Wearmouth & Connors’ book. They mention this quote on page 298 of their chapter.

**In text citation:**
As Wearmouth and Connors (2004) state, "schooling plays a critical part in shaping a student's sense of 'self', that is, in his or her belief in his or her ability, responsibility and skill in initiating and completing actions and tasks" (as cited in Glynn & Berryman, 2005, p. 298).

**Reference list entry:**

Their chapter is in the edited book *Learners with special needs in Aotearoa New Zealand* which was edited by D. Fraser, R. Moltzen, & K. Ryba and was published in 2005.

You have seen the chapter by T. Glynn & M. Berryman, so you have to use the phrase as cited in Glynn & Berryman in your in text citation and you have to mention the bibliographic details of Glynn & Berryman’s chapter in your reference list.

**Who can use citations from a secondary source?**

The *APA Publication Manual* (2010) says you should:

"use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English" (p.178).

Also, some lecturers are not keen on citations from a secondary source.

Therefore where possible, try and track down the original work and quote and reference from that.
If you are referencing an article that was scanned and emailed to you by the Library, reference it as if it was the original print version.


**Note:**
- When the journal *Set: Research Information for Teachers* first started, the articles were numbered separately, rather than as part of a whole, hence some of the articles have item numbers.

Therefore if you have something from *Set 1989 Number 2*, and it is item 10 in that issue, reference it as follows:

Social media

Please see individual entries on how to reference blogs, Facebook and Twitter.
Speeches

University students

To reference a speech:

- Include the speaker's name
- the date of the speech
- the title of the speech (italicised) or a descriptive title in brackets
- a series title or a description of the speech-making context
- location (city and state or country)

In text citation
(King, 1963).

Reference List entry:
King, M. L., Jr. (1963, August, 28). [I have a dream speech]. Speech delivered during the Civil Rights March, Lincoln Memorial, Washington, DC.

If you are referencing an online transcript of a speech, after the location information, add the following wording.

[Transcript]. Retrieved from URL


Postgraduates and Researchers who are publishing work.

What you have to do is find an authoritative source that mentions the speech, then reference that source. The referencing format would depend on the type of resource you found the speech in i.e whether the speech was in a book, video documentary, or on a website etc.

For example, if you wish to quote or paraphrase Martin Luther King Jr 's famous speech *I have a dream* from August 28, 1963 and you found it in a book of great speeches:
**In-text citation**

This would include the surname of the author or editor of the source document and the year of publication. For example, your sentence might look like this:

Dr. King declared in his famous speech on August 28, 1963, "I have a dream that one day this nation will rise up and live out the true meaning of its creed”. (Smith, 2009)

You need to word it carefully so it is obvious who made the quote. ([APA Style Blog](https://example.com), 2013).

**Reference list entry:**
The Ministry of Education website called Te Kete Ipurangi (TKI) contains two types of information:

1. Information written by the Ministry of Education (the URL will contain http://www.tki.org.nz/)


2. Links to information from other websites and therefore NOT written by the Ministry of Education (the URL will not contain http://www.tki.org.nz)

You will have to reference these other websites separately.

For advice on how to reference websites, please see the FAQ Websites - General information.
**In text citation**
(Slater, 2002)

**In reference list**

- Put television series episode or motion picture in square brackets [ ] after the title.
To reference an article found on a website, such as 3News, follow Example 14 of the APA Quick Guide or Webpage - General Information.

You need to state:

- Author
- Date
- Title of article
- Retrieval statement (which in this case is the 3News website http://www.3news.co.nz)


Since it is on a website, do not worry about it being reported on TV.

If you do not have the name of the author, treat it as a corporate author, (i.e. 3News).

If it is a website that changes daily, use the newspaper format for your date.
Twitter posts are referenced in the same way as blog posts. You just add [Twitter post] after the title.

**In text citation**
It is reported that ... (Yoko Ono, 2013).

**In reference list**
Yoko Ono. (2013, June 18). Sue Webster, PJ Harvey, Hanna Hanra & Linda Yablonsky hold the #meltdownfest programme on the opening night [Twitter post]. Retrieved from https://twitter.com/yokoono/status/346643053563486209

- Use the whole post as title. No italics.
- Use the author name as written (not Ono, Y, but Yoko Ono).
- Use the URL to lead to the post rather than the feed.
- Contents from private or friend-only Twitter page should be treated as Personal Communications. See 'Personal Communications' in 'Others' Section.

Retrievability.

Online social media is more about live updates than archiving, so there is a possibility that the status update pages won't be around in a year's time - let alone twenty.

Therefore, if you are citing any posts for research (postgraduates), it might pay to self archive any social media updates (APA Style Blog, 2013).

The author is the twitter handle.

Twitter posts are not considered 'official' publications. Therefore, the way APA differentiates between informal, casual, social networking types of information and more formal resources such as journal articles, is to not italicise the title.
Unpublished work

Unpublished work includes

• Work in progress

• Work submitted for publication:
  
  e.g. Articles in press - use **(in press)** as publication date.

• Work that is completed but not submitted for publication

• Work not formally published but available on a personal/institutional website

**Manuscripts in progress or submitted for publication**

• Author, A. (Year). Title of manuscript. Unpublished manuscript.

  or

• Author, A. (Year). Title of manuscript. Manuscript submitted for publication.

  or

• Author, A. (Year). Title of manuscript. Manuscript in preparation.


**Notes**

• Do not give the name of the journal or publisher to which the manuscript has been submitted.

• Use the same format for a draft or work in progress, but substitute the words Manuscript in preparation for the final sentence.

• Use the year of the draft you read. (i.e use the year that the manuscript was written, not the year it was submitted)

• As soon as the article is accepted for publication, the status changes to in press and you can include the name of the journal in the reference (**Publication Manual**, 2010, pp. 211-212).

See also the APA Style Blog (**http://blog.apastyle.org/apastyle/2012/08/ almost-published.html**).

For information on how to reference theses, see the **Conference papers.**
Website - A report from a government department site


- The first word of the main title, subtitle and all proper nouns have capital letters.

For more information about how to reference a technical or research report from a government website, please refer to the APA Guide: common examples: Conference papers, Reports & Theses.
Webpage - General information (Unpublished and informally published work)

Webpages are hard to reference, as the types of information they contain is so varied. Also, anyone can publish on the Internet so you need to check the reliability of the information you have gathered.

Before using information from a website and then referencing it, check the following:

- Make sure the site passes the CRAAP test.
- Visit our Library Guides page for information on evaluating websites.

Include the same elements as a book, but replace the publication information with a retrieval statement.

(1) Author (2) Date (3) Title (4) Retrieval statement

Tips: Look carefully at the webpage and see what you can find out.

Author: If the author is not stated specifically, then attribute it to the organisation that owns the webpage or website. This should be listed at the top of the page. If it's not clear, click on 'about us' to find out more.

Date: If there is no identifiable date, use (n.d.). which means no date.

Title: Look at the title of the webpage.

Publication details: for a webpage, use “Retrieved from” and then the URL of that page.


N.B. Include a retrieval date if the source material is likely to be updated e.g. Wikis (Publication Manual, p. 192).

See also the Library APA videos.
CRAAP Test - Evaluating information from the internet

The CRAAP Test is a list of questions to help you think critically about the quality of information. Some criteria will be more important depending on the context.

C Currency - timeliness
• When was the information published or updated?
• Is the date of publication appropriate for your topic?

R Relevance - usefulness
• Does it relate to your topic?
• Would you be comfortable using this source for a research paper?

A Authority - source
• Who is the author or source of the information?
• Are his or her credentials, qualifications, organisational affiliations stated?
• Google the persons’ name and see what you can find out

A Accuracy - truthfulness
• Where does the information come from (does it have references, is it peer reviewed?)
• Is the information supported by evidence?

P Purpose - why the information exists
• Is the information trying to inform, sell, teach, entertain, persuade?
• Objective or biased - are the author's intentions clear?

Adapted from Meriam Library, California State University, Chico, 2004
For more in depth information please see the Library Guide Evaluating Websites.
When referencing a video file available at a webpage or YouTube clips, you need to include the same elements you would for a book. But instead of publication details, you add a retrieval statement:

- Author
- Date
- Title
- Retrieval statement

With APA, the person who posted the video file is considered the author. In this case, the 'author' is the person who is responsible for the publication (or posting).

It is best to use the date when the video was created or filmed. But if this is not readily available you can use the date it was posted on YouTube - as long as you are consistent.

**In text citation**
(Leelefever, 2007)

**In reference list**

- Use the uploader's name as author. When the video's creator is known, reference the video like *Film - motion pictures*.
If you have any questions about Zotero please contact your Subject Librarian. Find their contact details via the Subject Portals (http://www.waikato.ac.nz/library/portals) or the Support for Postgraduate Students page (http://www.waikato.ac.nz/library/services/postgrad).

There is a Library Guide that offers help and information on Zotero (http://www.waikato.ac.nz/library/study/guides/zotero).

Also, see the official websites (http://www.zotero.org/support/).

The Zotero website also has videos you can watch (Zotero in YouTube: https://www.youtube.com/watch?v=pq94aBrcopY).

Zotero is a free bibliographic software program which manages references (citations) you collect from databases, library catalogues, websites or create manually.

The program automatically formats the saved citations in any standard reference format. Zotero is capable of storing fulltext articles, creating a snapshot image and/or a web link of any webpage. Zotero also offers the ability to store and synchronise your collected references on an internet based server.
The Latest version can be downloaded from the Library’s APA webpage. The guide is regularly updated at the end of an academic year.

**APA Quick Guide - updated June 2016**

- The American Psychological Association reference style uses the Author-Date format.
- Refer to the *Publication Manual of the American Psychological Association* (6th ed.) for more information. Check Library Search 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 and year of publication.

### In-text

**To cite information directly or indirectly, there are two ways to acknowledge citations:**

1. Make it a part of a sentence or 2) put it in parentheses at the end of the sentence.

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

1. Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).

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

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

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

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

**Citations from a secondary source**

1. Gould’s (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
2. Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

*Note.* 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. Gould, 1981
- The author(s) of the work which contains the original source i.e. Cohen & Lotan, 2014

In the reference list, only the book by Cohen & Lotan 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

<table>
<thead>
<tr>
<th>In a reference list</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Book with one author</strong></td>
<td></td>
</tr>
<tr>
<td>N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.</td>
<td></td>
</tr>
<tr>
<td>(King, 2000) or King (2000) compares Frame ...</td>
<td></td>
</tr>
<tr>
<td><strong>2. Book with two authors</strong></td>
<td></td>
</tr>
<tr>
<td>(Brown &amp; Boie, 2004)</td>
<td></td>
</tr>
</tbody>
</table>