

This is a short guide to help you with referencing in the **American Psychological Association (APA)** style. For further information, please refer to the 6th edition of *The Publication Manual of the American Psychological Association* (2010).

When quoting or paraphrasing a source, that **source must be acknowledged** to avoid plagiarism. This acknowledgement allows the reader to find and read the sources you have used. Each source you use must appear in your reference list, and each entry in your reference list must be cited in your assignment.

In-Text Citation

In-text citations include identifying information about the author, publication date of the item and a pointer to the page or paragraph where the information you used, can be found.

- **Paraphrasing** – puts the ideas into your own words, so there is no need for quotation marks. Classroom management begins by bonding with the students (MacFarlane, 2004, p. 90).
- **Direct Quotation** – copying word for word from the source, therefore you need quotation marks. MacFarlane (2004, p. 90) states that "Taking time to bond with students, ... is the first step in classroom management".
"Taking time to bond with students, ... is the first step in classroom management" (MacFarlane, 2004, p. 90).
- **Citations from a secondary source** include the original and secondary identifying information, e.g. Sullivan and Decker (as cited in Jones, 2007, p. 43), discuss the importance of participation.

Note only the secondary source, or the work cited, is listed in the references; in this case the details of the Jones book.

Reference Lists

At the end of your assignment, you are required to provide the full bibliographic information for each source you have used, in alphabetical order.

The following are examples of reference, by type.

In the reference list	In-text citation
Book with one author	
Jones, R. (2007). <i>Nursing leadership and management: Theories, process and practice</i> . Philadelphia, PA: F.A. Davis Company.	(Jones, 2007, p. 184) or, Jones (2007, p. 184) states ...
Book with two authors	
Claiborne, L., & Drewery, W. (2010). <i>Human development: Family, place, culture</i> . North Ryde, New South Wales, Australia: McGraw-Hill Australia.	(Claiborne & Drewery, 2010, p. 88) or, Claiborne and Drewery (2010, p. 88) states ...
Book with three to five authors (for six or more authors, see the Publication Manual)	
Hubbard, J., Thomas, C., & Varnham, S. (2010). <i>Principles of law for New Zealand business students</i> (4th ed.). Auckland, New Zealand: Pearson.	<i>First citation</i> – (Hubbard, Thomas & Varnham, 2010, p. 4) <i>Then</i> – (Hubbard et al., 2010, p. 4)
Book or report by a corporate author	
University of Otago. (1986). <i>Today's food, tomorrow's health</i> . Dunedin, New Zealand: Author.	(University of Otago, 1986, p. 6) or, University of Otago (1986, p. 6)
Book chapter in an edited work	
Bailey, H. (2007). Paediatric critical care practice. In V. Coleman, L. Smith, & M. Bradshaw (Eds.), <i>Children's & young people's nursing in practice: A problem-based learning approach</i> (pp. 210-243). Basingstoke, England: Palgrave Macmillan.	(Bailey, 2007, p. 221) or, Bailey (2007, p. 221) states ...
Book retrieved from an online database	
Fox, W. (2006). <i>Theory of general ethics: Human relationships, nature, and the built environment</i> . Retrieved from ebrary.	(Fox, 2006, p. 53) or, Fox (2006, p. 53) states ...
Book with a digital object identifier (doi)	
Kay, G. N. (1999). <i>Fiber optics in architectural lighting: Methods, design, and applications</i> . doi:10.1036/0070349320	(Kay, 1999, p. 65) or, Kay (1999, p. 65) states ...

Brochure or pamphlet	
YouthLaw: Tino rangatiratanga taitamariki. (2003). <i>Free legal service for children and young people</i> [Brochure]. Tamaki Makaurau, New Zealand: Author. <i>Format references in the same way as those to books. In brackets, identify the publication as a brochure.</i>	(YouthLaw: Tino rangatiratanga taitamariki, 2003) <i>or</i> , YouthLaw: Tino rangatiratanga taitamariki (2003) states ...
Conference paper in published proceedings online	
Saravani, S.-J., & Clayton, J. (2009, December). <i>Conceptual model for the educational deployment of QR codes</i> . Paper presented at ascilite 2009, Auckland, New Zealand. Retrieved from http://www.ascilite.org.au/conferences/auckland09/procs/saravani.pdf	(Saravani, & Clayton, 2009, p. 920) <i>or</i> , Saravani and Clayton (2009, p. 920) state ...
DVD	
McGregor, M. (Producer/Director). (2004). <i>Hone Tuwhare: The return home</i> [DVD]. New Zealand: Blue Totara Ltd.	(McGregor, 2004) <i>or</i> , McGregor (2004) shows ...
Journal or serial article	
Millard, S. K., Nicholas, A., & Cook, F. M. (2008). Is parent-child interaction effective in reducing suffering? <i>Journal of Speech, Language & Hearing Research</i> , 51(3), 636-650.	<i>First citation</i> – Millard, Nicholas and Cook (2008, p. 640) <i>Then</i> – Millard et al. (2008, p. 640)
Journal or serial article with a doi	
Stulz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i> , 76(4), 482-488. doi:10.1037/0002-9432.76.4.482	(Stulz, 2006, p. 486) <i>or</i> , Stulz (2006, p. 486) states ...
Journal or serial article from a Library database	
Bumpus, M. A., & Burton, G. (2008). Chapters in the life of an entrepreneur: A case study. <i>Journal of Education for Business</i> , 83(5), 302-308. Retrieved from ABI Inform database. <i>Undergraduates: Give the name of the database.</i> <i>Researchers: Give the URL of the journal homepage. e.g. Retrieved from http://www.informaworld.com/smpp/title~content=t914957652</i>	(Bumpus & Burton, 2008, p. 303) <i>or</i> , Bumpus and Burton (2008, p. 303) states ...
Journal or serial article from the Internet	
Pontaleo, S. (2005). 'Reading' young children's visual texts. <i>Early Childhood Research & Practice</i> , 7(1). Retrieved from http://ecrp.uiuc.edu/index.html	(Pontaleo, 2005, "Classroom context," para. 3) <i>or</i> , Pontaleo (2005, "Classroom context," para. 3) states ...
Music recording	
Waters, R. (1973). Money [Recorded by Pink Floyd]. On <i>The dark side of the moon</i> [CD]. Middlesex, England: Harvest.	"Money" (Waters, 1973, track 6).
Newspaper article (no author)	
Kiwi speller at home among international bright sparks. (2008, May 20), <i>New Zealand Herald</i> , p. A11.	("Kiwi speller at home," 2008, para. 1)
Newspaper article from the Internet	
Dearnaley, M. (2008, June 16). Petrol pricing inquiry pointless – National. <i>New Zealand Herald</i> . Retrieved from http://www.nzherald.co.nz <i>Give the URL of the newspaper home page when the article can be located by a search, as a way to avoid broken URLs.</i>	(Dearnaley, 2008, para. 4) <i>or</i> , Dearnaley (2008, para. 4) states ...
Personal communication (including lecture notes)	
Include private letters, interviews, telephone conversations, etc. As this material is not recoverable or archived, it is not included in a reference, but is acknowledged in your text.	K.W. Wiremu (personal communication, January 18, 2010) commented that...
Television series (single episode)	
McGovern, J. (Writer), & Fywell, T. (Director). (1994). To be a somebody [Television series episode]. In S. Hood (Executive producer), <i>Cracker</i> . Manchester, England: Granada.	(McGovern, 1994) <i>or</i> , McGovern (1994) shows ...
Web blog post	
vaughanbell. (2010, November 1). It only exists if I see colours on the brain scan [Web log post]. Retrieved from http://mindhacks.com/2010/11/01/it-only-exists-if-i-can-see-colours-on-a-brain-scan/	(vaughanbell, 2010, para. 3) <i>or</i> , vaughanbell (2010, para. 3) states ...
Webpage (no date)	
Cancer Society of New Zealand. (n.d.). <i>Reducing your cancer risk</i> . Retrieved March 5, 2011, from http://www.cancernz.org.nz/reducing-your-cancer-risk/ <i>Include retrieval dates for webpages when they may change over time.</i>	(Cancer Society of New Zealand, n.d., para. 2) <i>or</i> , Cancer Society of New Zealand (n.d., para. 2) states ...