



A beginner's guide to the APA reference style



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Beginner's guide to APA referencing

What is Referencing?.....	3
Reasons for Referencing	3
Getting it Right	3
Using APA referencing.....	4
1 Citing references within the text of an assignment.....	4
1.1 More than one author	5
1.2 Three, four or five authors	5
1.3 Six authors or more	5
1.4 Groups as Authors	6
1.5 Similar information referred to by several authors	6
1.6 Two or more works by same author	6
1.7 Same author published in same year.	7
1.8 Citing a secondary source.....	7
2 Quotations	8
2.1 Short quotations (less than 40 words)	8
2.2 Longer quotations (more than 40 words).....	8
2.3 Citing electronic resources that do not provide page numbers.....	9
3 Writing a reference list.....	9
3.1 Books	10
3.2 Journals/Serials.....	12
4 Electronic media.....	13
4.1 Web Information	13
4.2 Online database articles. (e.g. EBSCOHost, ProQuest etc.)	15
5 Reference list entries for other sources of information.....	16
5.1 Act (Statute/Legislation)	16
5.2 Artwork sighted in a gallery or museum	16
5.3 Artwork reproduction	17
5.4 Blackboard/Intranet	19
5.5 Brochure.....	19
5.6 Conference proceedings	20
5.7 Dictionary	20
5.8 e-book (Safari).....	20
5.9 Encyclopaedia entry	20
5.10 Encyclopaedia Online.....	20
5.11 Magazines	21
5.12 Newspaper article.....	21
5.13 Newspaper article – no author	21
5.14 Newspaper Online.....	21
5.15 Newsletter	21
5.16 Personal communication	22
5.17 Podcasts	22
5.18 Study guide	22
5.19 Television programme.....	22
5.20 Thesis / Dissertation	23
5.21 Video	23
5.22 Video - no producer or director.....	23
Reference list.....	24

What is Referencing?

- Referencing is using a standardised format for acknowledging the sources of ideas and information used in your writing.
- UCOL programmes follow the format outlined in the *Publication manual of the American Psychological Association* [APA] 5th edition. (See reference list for complete details).
- There are a number of different referencing formats (approx. 140). What is important is that you follow the one format specified (APA) and do NOT mix formats. Consistency of format is important!

Reasons for Referencing

- It is important (morally and legally) to acknowledge someone else's ideas or words that you have used for an assignment/essay/report. Failing to acknowledge the use of someone else's ideas or work is plagiarism (academic theft) and legally may infringe copyright.
- It enables the marker or reader to find the source of the information for themselves to verify or read more fully the cited author's arguments/views/ideas.

Getting it Right

It is important to be consistent and accurate with referencing. Help is available from the following:

- Refer to the **Publication manual of the American Psychological Association** (5th ed.) frequently to become familiar with the format. Multiple copies are available in the library – some for borrowing and some are held on closed/desk reserve. You will find **Chapter 4, p. 215-281** particularly helpful.
- The Faye Garnham Centre and Library staff are able to assist with referencing.
- The American Psychological Association also has a website that is worth a look: <http://www.apastyle.org/>
- The Purdue University on line writing lab is another source of very useful information: http://owl.english.purdue.edu/handouts/research/r_apa.html
- Another useful guide is:
Perrin, R. (2004). *Pocket guide to APA style*. Boston: Houghton Mifflin.

Using APA referencing.

What follows is a brief introduction to the APA referencing format. It is not intended to provide a comprehensive guide to what are complex referencing requirements, so you must refer to the APA manual (5th ed.) for further information. Throughout this guide you will be directed to specific pages of the manual that will help you.

There are **two main parts** to referencing:

1. The **first** is indicating within the text of your work the sources from which you gathered your information. This shows support for your arguments, ideas and views. This is sometimes referred to as text citations or in text referencing.
2. The **second** part to referencing is the construction of a reference list. The reference list shows complete details of your sources of information.

1. Citing references within the text of an assignment.

There are a number of formatting rules governing citing references in the text. Below are some of these but for further information see the section on referencing citations in text (APA, 2001, p. 207-214).

When citing someone else's ideas or information within the text of an assignment use the last name (surname) only of the author(s) followed by the year of publication.

Example : Text citation

The business-operating environment has not changed dramatically with the advent of the Internet, as customers still demand quality of service and products (Janenko, 2002).

(Note the full stop comes after the brackets to finish the sentence.)

OR

Janenko (2002) suggests the business-operating environment has not changed dramatically with the advent of the Internet. Customers still demand quality service and products.

OR

With the advent of the Internet, Janenko (2002) has observed that the business-operating environment has not changed dramatically, as customers still demand quality of service and products.

1.1 More than one author

If a work has **two** authors, both names must be cited every time the reference appears in text.

Example: Text citation

According to Smith and Stewart (1999) there is a difference between the sports market and the business market which is shown by the differing impact of structural forces on each activity.

OR

There is a difference between the sports market and the business market which is shown by the differing impact of structural forces on each activity (Smith & Stewart, 1999).

1.2 Three, four or five authors

If a work has three, four, or five authors, cite all authors the first time the reference appears in the text; and in any following citations, include only the last name of the first author followed by the words et al. (Latin for – and others).

Example: Text citation

Polit, Beck and Hungler (2001) list a range of potential sources for research questions, identifying that most research questions arise directly or indirectly from clinical practice. Furthermore Polit et al. argue that...

Note: In the above example the year was not included the second time Polit et al. (2001) was referred to, as it was within the same paragraph.

1.3 Six authors or more

When a work has six or more authors, write only the last name of the first author followed by the words et al. in the text.

Example: Text citation

(Alston et al., 2002)

Example: Reference list entry

Alston, A., Currie, H., Godlovitch, G., Johnson, S., Powell, A., & Strang, P. (2002). *Medical practice management*. Wellington: Brookers.

1.4 Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies, and study groups) are usually spelled out each time they appear in a text citation. The names of some group authors (e.g., associations, government agencies) are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty (APA, 2001, p. 209-210).

Example: Text citation

First text citation : (Ministry of Health [MOH], 2002)
Subsequent text citations : (MOH, 2002)

Example: Reference list entry

Ministry of Health. (2002). *A Health impact assessment relating to venomous spiders entering New Zealand in association with imported table grapes*. Wellington: Author.

1.5 Similar information referred to by several authors

If you wish to refer to several sources which all cite similar information, list them in alphabetical order by the first author's last name. Separate the citations with semicolons:

Example: Text citation

Recent studies (Ministry of Health, 2002; Polit, Beck & Hungler, 2001) showed...

OR

An employee can be defined as some one employed to undertake any work. It does not include some one who volunteered and did not expect to be paid or rewarded for the work (Brown, 2005; Rudman, 2005).

1.6 Two or more works by same author

List two or more works by the same authors by year of publication. Give the authors' last names once; for each subsequent work, give only the date.

Example: Text citation

Several studies (Ministry of Health, 1999, 2002) indicate...

1.7 Same author published in same year.

Works by the same author(s) published in the same year, are identified by the suffixes a, b, c etc.

Example: Text citation

Several studies (Ministry of Health, 1999a, 1999b, 1999c) indicate...

1.8 Citing a secondary source.

Where possible you should use original material. However if the information you wish to use is referenced by another author then you need to acknowledge that you have not read the original text but are using a secondary source. Within your text use the words "as cited in" to indicate that this is a secondary reference. In your reference list you list the author of the publication you have actually read. (Refer to APA, 2001, p.247). If Symer and Chang's (1999) study is cited in Polit, Beck and Hungler and you did not read Symer and Chang's original work, list the Polit et al. reference in the reference list. In the text, use the following citation:

Example: Text citation

Symer and Chang's study (as cited in Polit, Beck & Hungler, 2001)

Example: Reference list entry

Polit, D. F., Beck, C. T., & Hungler, B. P. (2001). *Essentials of nursing research: Methods, appraisal, and utilization* (5th ed.). Philadelphia: Lippincott.

2. Quotations

Directly quoted material should be used sparingly. When it is used it must be copied exactly as written in the original including any punctuation or incorrect spelling. When directly quoting material you must include the author's last name, year of publication and page number(s) on which the quote appears. Refer to APA, 2001, pp. 117-122 for further information.

2.1 Short quotations (less than 40 words)

To indicate short quotations (fewer than 40 words), enclose the quotation within double quotation marks. Punctuation marks such as commas and semicolons should appear after the bracket.

Example: Text citation

“A research critique is not just a summary of a study but rather a careful appraisal of its merits and flaws” (Polit, Beck & Hungler, 2001, p. 414).

2.2 Longer quotations (more than 40 words)

For quotations that are longer than forty (40) typewritten words, indent five spaces from the left and present the material in a block form. No quotation marks are required.

Example: Text citation

If nursing practice is to be based on scientific knowledge, the worth of studies appearing in the nursing literature must be critically appraised. Sometimes, consumers mistakenly believe that if a research report was accepted for publication, the study must be sound. Unfortunately, this is not necessarily the case. Indeed, most research has limitations and weaknesses, and, for this reason, no single study can provide unchallengeable answers to research questions. (Polit, Beck & Hungler, 2001, p. 413)

2.3 Citing electronic resources that do not provide page numbers.

APA (2001, p. 213) states that for electronic sources where there are no obvious page numbers, indicate the paragraph number. This can be done by using the symbol ¶ or the abbreviation para.

Example: Text citation

(Fleishman, 2002, ¶ 11)

OR

(Fleishman, 2002, para. 11)

3. Writing a reference list

All references cited in any written work should be listed on a separate page at the end of your assignment, headed References or Reference List. Your reference list provides all the information necessary for a reader to locate and retrieve any source you cite in the essay (i.e. sources you have "referred" to in the text of your assignment). Each source you cite in the essay must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Basic rules

- Authors' last name first. Give last name and initials for all authors of a particular work
- The reference list should be alphabetised by authors' last names. "Anonymous" is treated as if it were a true name. (i.e. appears before author's whose names begin with B)
- If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 1991 article would appear before a 1996 article)
- If there is no author then the title moves to that position and is alphabetised by the first significant word excluding words such as "A" or "The". In text you may use a shortened version of the title for parenthetical citations
- Use "&" instead of "and" when listing multiple authors of a single work
- The first line of each entry in your reference list should be a hanging indent with subsequent lines indented
- Capitalise only the first word of the title and of the subtitle, if any, and any proper names - i.e. only those words that would normally be capitalised
- Italicise titles of books and the names of journals/serials
- Do not create separate lists for different styles of sources i.e. whether the source is a book, journal/serial, brochure, newspaper or electronic media, all entries are placed in one list

The following are the details required for the most common types of references you will use. This information is usually found on the title page and its reverse side in a book and on the first or second page of a periodical. (Periodicals are items published on a regular basis such as journals/serials, magazines, newspapers, newsletters). The library is very helpful if you are unable to identify clearly the source of material.

For further information on specific types of referencing, refer to pages 215-281 in APA (2001) 5th edition.

3.1 Books

1. Author/s by surname first, followed by initials
2. Year of publication in brackets
3. Full title of book. Capitalise only the first word of the title and the subtitle, if any, and proper names. Italicise the title. Colon (:) between title and subtitle
4. Include edition number if applicable, in brackets and using numerals. (3rd ed. or Rev.ed.). Note: No full-stop after the title if there is an edition
5. City of publication, followed by a colon. If there are two or more locations provided in the source, then use the first one listed. If the city could be confused with another of a similar name or it is not obvious where the city comes from, then include the country as noted on the title page. (e.g. Ringwood, Australia or Pullman, USA or Chipping Norton, UK). **Note: In this instance this guide has differed from the APA manual, in an attempt to simplify things**
6. Publisher's name. Give this as briefly as possible. Omit terms such as Publishers, Co. or Inc. but include the words Books and Press

Examples:

Single author

Brown, S. J. (1999). *Knowledge for health care practice: A guide to using research evidence*. Philadelphia: W. B. Saunders.

Two authors

If there are two authors list them in the order they are printed in the book

Roberts, K., & Taylor, B. (2001). *Nursing research process: An Australian perspective* (2nd ed.). Melbourne: Nelson.

More than two authors

If there are more than two authors list all their names in full in the order they appear on the title page of the book:

Polit, D. F., Beck, C. T., & Hungler, B. P. (2001). *Essentials of nursing research: Methods, appraisal and utilization* (5th ed.). Philadelphia: Lippincott.

Note: In the reference list provide the last names and initials of the first six authors and shorten any other authors to et al.

Six authors

Alston, A., Currie, H., Godlovitch, G., Johnson, S., Powell, A., & Strang, P. (2002). *Medical practice management*. Wellington: Brookers.

More than six

Ball, B., Blum, R., Chastain, T. D., Duff, H., Horvath, D. B., Kennedy, J., et al. (2002). *Red Hat Linux 7.2 unleashed*. Indianapolis: SAMS.

Book – no author

Dictionary of biology. (1996). Oxford: Oxford University Press.

Edited book

Packard, N., & Race, P. (Eds.). (2000). *2000 tips for teachers*. London: Kogan Page.

Maori/English title

Treat any titles with Maori /English words, as you would a subtitle.

Phillips, F. L. (1989). *Nga Tohu a Tainui: Landmarks of Tainui: A geographical record of Tainui traditional history*. Otorohanga: Tohu.

Chapters in an edited book

Some books are a collection of essays where each chapter has a different author and title but all are combined into a book usually with an overall title and editor. Within your assignment refer to the specific author whose work you have used and list the details in your reference section as follows. Note that the editor's name is written with the initials first followed by the last name and the word Ed. following in brackets.

McArthur, J. (2002). Evidence-based healthcare and nursing practice. In E. Papps (Ed.), *Nursing in New Zealand: Critical issues, different perspectives* (pp.108-120). Auckland: Pearson Education.

3.2 Journals/Serials

1. Author/s by surname first, followed by initials.
2. Year of publication in brackets.
3. Title of Article - capitalise only the first word of the title and the subtitle, if any, and proper names. Do not underline or italicise title or place quotation marks around it.
4. Name of periodical in full, and in italics
5. Volume number, in italics. Do not use "Vol" before the number
6. Issue number. This is bracketed immediately after the volume number but not italicised
7. Month, season or other designation of publication if there is no volume number
8. Inclusive page number(s) of article. Use "p." or "pp" ONLY for newspapers

Example:

Ingersoll, G. L. (2002). Evidence-based nursing: What it is and what it isn't. *Nursing Outlook*, 48(4), 151-152.

Lowe, L. (2002). Linking housing and health status. *Kai Tiaki: Nursing New Zealand*, 8(9), 26-27.

Journal/serial - No author

Tardy travellers are risking disease. (2002). *Nursing Standard*, 16(50), 8.

4. Electronic media

4.1 Web Information

Students search for information on the Web regularly and there is a wealth of information available via this source. However students are encouraged to use it critically and to not overuse references from this Web. A lot of material on the Internet has not been through any form of scrutiny or peer review, and consequently may contain bias or incorrect information.

There is an APA style guide to electronic resources (2007). It is available to be downloaded from the Library webpage.

It is essential that you read and use this guide to become familiar with referencing electronic media.

Referencing Web information can be both challenging and frustrating. Two guidelines APA recommends to follow are:

1. Direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home pages or menu pages.
2. Provide addresses that work. (APA, 2001, p.269)

Web information references

Where available provide:

1. Author of the document. (Individual or organisation/corporate)
2. Date of publication. If not available use – (n.d.)
3. Title of the document. (Italicise)
4. Date retrieved
5. Full & correct web address/URL

Web examples

Author, date

Example: Text citation

(Findlay, 2003)

Example: Reference list entry

Findlay, T. (2003). *Marketing & promoting a family business*. Retrieved February 1, 2008, from <http://www.countrylook.co.nz>

Organisation as author, no date

Example: Text citation

(Animal Health Trust, n.d.)

Example: Reference list entry

Animal Health Trust. (n.d.). *Important streptococcal infections of the horse*. Retrieved November 4, 2006, from <http://www.aht.org.uk/thes/sd13-2.html>

No author, no date

If there is no author identified in the document, the reference begins with the title of the document.

Example: Text citation

("Cycling performance tips," n.d.)
Indicates a shortened title has been used

Example: Reference list entry

Cycling performance tips: Aging and physical performance. (n.d.). Retrieved November 11, 2007, from <http://cptips.com/age.htm>

4.2 Online database articles. (e.g. EBSCOHost, ProQuest etc.)

Many online databases provide full-text access to journal/serial & magazine articles. When including them in your reference list you need to indicate that you accessed the online version of the journal and did not read them in the print format of the journal.

Online article examples

Examples:

Crow, T. (2003). Spreading the word. *Artforum*, 42(1), 198. Retrieved January 31, 2007, from ProQuest Arts database.

Fleishman, G. (2005). Extend your wireless reach. *Macworld*, 22(1), 82-83. Retrieved February 5, 2007, from Computer Source database.

Holt, P. (2006). Challenges and strategies: Weight management in type 2 diabetes. *British Journal of Community Nursing*, 11(9), 376-380. Retrieved January 31, 2007, from CINAHL Plus with Full Text database.

Hooker, S. D., Freeman, L. H., & Stewart, P. (2002). Pet therapy research: A historical review. *Holistic Nursing Practice*, 17(1), 17-23. Retrieved November 15, 2006, from Health Source: Nursing/Academic Edition database.

Article with DOI (Digital Object Identifier)

When a DOI is available, it is acceptable to use it in the reference instead of the URL or database name. It is best to copy & paste the DOI wherever possible.

Watson, T. J., Jones, C. E., & Litle, V. R. (2009). Benign diseases of the esophagus. *Current Problems in Surgery*, 46(3), 195-259. doi:10.1067/j.cpsurg.2008.10.006

Note: No retrieval date is included as the final version of the article is being referenced.

Article from an internet Journal/Serial

Article in an Internet-only journal/serial (**not** searched via online databases such as EBSCOHost). Note: Serial title & issue number *italicised*.

Examples:

Mhurchu, C. N., & Ogra, S. (2007). The price of healthy eating: Cost and nutrient value of selected regular and healthier supermarket foods in New Zealand. *The New Zealand Medical Journal*, 120(1248). Retrieved January 31, 2007, from <http://www.nzma.org.nz/journal/120-1248/2388/>

Gow, J. (2002). How to build your family tree. *New Zealand NetGuide*, 69. Retrieved November 13, 2006, from <http://www.netguide.co.nz/magazine/pulp/69/familytree.php>

5. Reference list entries for other sources of information

5.1 Act (Statute/Legislation)

Below is an example for a NZ act sourced from one of UCOL Library's online databases. Further information is available from Appendix D: References to legal materials (APA, 2001, p.397-410) – but remember this is for American legal materials.

Example: Reference list entry

Privacy Act 1993. Retrieved November 26, 2006, from Thomson Brookers database.

Example: Text citation

Provisions in the Privacy Act (1993) allow...

5.2 Artwork sighted in a gallery or museum

Referencing artworks can be quite challenging. However, if you follow the examples provided and make logical connections between referring to artworks in the body of your work and in the reference list, the reader of your work should be in no doubt which artwork you are referring to and will be able to identify the artist, type of artwork and where it was sourced.

Original artwork viewed in gallery or museum or public exhibition includes artists name, date of work, title of work, description in [], name of gallery or museum, place/city where the gallery or museum is located.

Example: Reference list entry

Dent, S. (1984). *Wild animals* [Sculpture]. Victorian Art Gallery, Melbourne.

Example: Text citation

The sculpture represented the merging of two lives. Bronze was utilised to show strength and longevity (Dent, 1984).

OR

My first impression of this particular sculpture (Dent, 1984) was...

5.3 Artwork reproduction

Reproduction of an artwork from a book. In this case you need to include information about the book where the artwork was sighted including the slide/figure number and identifying page/s as well as the information on the artwork itself.

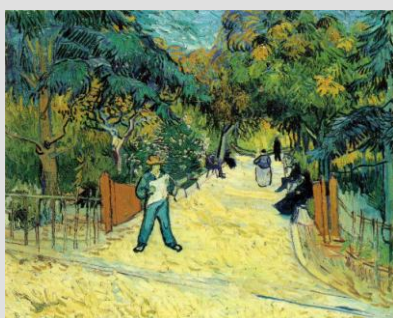
Example: Reference list entry

Van Gogh, V. (1888). Entrance to the public gardens in Arles [Painting]. Metropolitan Museum of Art, New York. In J. Pearce (1964), *European painting: 1880-1913* (slide 22, p.16). New York: McGraw.

Example: Text citation

(Van Gogh, 1888, p.16)

When a copy of the artwork is included your work.



Van Gogh, 1888, *Entrance to the public gardens in Arles*.

When referring to **more than one artwork within the body of your work** you must clearly identify each one using a consistent method. E.g. Figure 1, Figure 2 etc.

Example: Text citation

In Van Gogh's *Entrance to the public gardens in Arles* (see Figure 1) it is obvious... whilst in one of his later paintings *Wheat field and cypress trees* (see Figure 2) it shows...

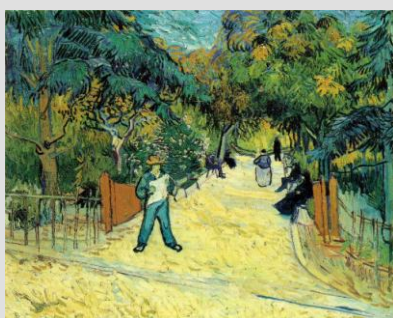


Figure 1. Van Gogh, 1888, *Entrance to the public gardens in Arles*.



Figure 2. Van Gogh, 1889, *Wheat field and cypress trees*.

Reproduction of an artwork in a serial/journal.

Example: Reference List entry

Kirkland, D. (n.d.) Peter O'Toole [Photograph]. Icons. (2002, Summer). *Better Photography*, 42, 58-63.

Note: In this example, the author of the article and the photographer were one and the same.

Example: Text citation

(Kirkland, n.d., p. 61)

When a copy of the artwork is included in your work.



Kirkland, n.d., *Peter O'Toole*.

Reproduction of an artwork from a website.

Example: Reference List entry

McCahon, C. (1954). *Manakau* [Watercolour]. Retrieved January 17, 2007, from <http://www.mccahonhouse.org.nz/fifties/5360manukau1954.asp?artwork=19>

Example: Text citation

(McCahon, 1954)

When a copy of the artwork is included in your work.



McCahon, 1954, *Manakau*.

Reproduction of an artwork from a database.

Example: Reference List

Dali, S. (1931). The persistence of memory [Painting]. In C. Stuckey (2005), *The persistence of Dali. Art in America*, 93(3), 114-125. Retrieved February 2, 2007, from ProQuest Arts database.

Example: Text citation

(Dali, 1931)

When a copy of the artwork is included in your work.



Dali, 1931, *The persistence of memory*.

5.4 Blackboard/Moodle/Intranet

Note: You are advised to check with your lecturer before referencing from Blackboard or Moodle. Some lecturers may not permit it. If you do reference material from Blackboard or Moodle include as much detail as possible to show clearly where you retrieved it from.
e.g. Lecturer's name, date/s, folder name, paper name, Blackboard. Palmerston North: UCOL.

Example:

Smith, S. (2003). Course Documentation, D320 Information Management, Blackboard. Palmerston North: UCOL.

5.5 Brochure

Note: Brochure is in square brackets []

Examples:

Alcohol Advisory Council of New Zealand. (n.d.). *Alcohol: Facts & effects* [Brochure]. Wellington: Author.

Ministry of Health. (1999). *Food fantastic: Nga kai tino pai rawa: Eating for healthy adolescents*. [Brochure]. Wellington: Author.

National Radiological Protection Board. (2001). *X-rays: How safe are they?* [Brochure]. Chilton, UK: Author.

5.6 Conference proceedings

Example:

Boyce, S. (2000). Second thoughts about information literacy. In D. Booker (Ed.), Proceedings of the fourth national information literacy conference conducted by the University of South Australia Library and the Australian Library and Information Association Information Literacy Special Interest group 3-5 December 1999. *Concept, challenge, conundrum: From library skills to information literacy* (p. 57-65). Adelaide: University of South Australia Library.

5.7 Dictionary

Note: Reference these by the editor if known, otherwise by the title.

Example: by editor

Isaacs, A. (Ed.). (1996). *A dictionary of physics* (3rd ed.). Oxford: Oxford University Press.

Example: by title

Dictionary of biology. (1996). Oxford: Oxford University Press.

5.8 e-book (Safari)

Example: Reference list entry

Littlejohn Shinder, D. (2001). *Computer networking essentials*. Cisco. Retrieved October 19, 2004, from Safari Tech Books Online.

Example: Text citation - direct quote

(Littlejohn Shinder, 2001, chapter 2, ¶7).

OR

(Littlejohn Shinder, 2001, chapter 2, para. 7).

5.9 Encyclopaedia entry

Example:

Gall, T. L. (Ed.). (1998). Tongans. In *Worldmark encyclopaedia of cultures and daily life* (Vol. 3, pp.772-775). Detroit: Gale Research.

5.10 Encyclopaedia Online

Example:

e-Commerce. (2009). In *Encyclopaedia Britannica Online*. Retrieved November 29, 2008, from <http://www.search.eb.com/>

Wikipedia – see Wikis p.23

5.11 Magazines

Note: Include month & date with the year.

Butcher, M. (2002, May). A bug's life. *North & South*, 194, 64-74.

Example:

O'Hare, N. (2002, August 3-9). TB or not TB. *New Zealand Listener*, 184(3247), 38.

5.12 Newspaper article

Example:

Fleming, G. (2002, November 1). Call for reform of mental health rules. *The Dominion Post*, p. A5.

Brislen, P. (2002, November 11). Vodafone trials video compression software. *Computerworld New Zealand*, 766, p.13.

Daly-Peoples, J. (2002, November 8). The state of the fine art auction house. *The National Business Review*, p. 28.

5.13 Newspaper article – no author

Example:

Strong retail sales figures surprise NZ economists. (2002, November 12). *Manawatu Evening Standard*, p. 7.

5.14 Newspaper Online

Example:

Carson, L. (2002, November 19). Good care keeps Ray on track. *Manawatu Evening Standard*. Retrieved November 19, 2002, from <http://www.stuff.co.nz/stuff/eveningstandard/0,2106,2115684a6502,00.html>

5.15 Newsletter

Example:

By Pacific for Pacific. (2002, August). *Newsletter: Health Promotion Forum of New Zealand*, 57, 1-2.

5.16 Personal communication

This can be any letters, including e-mail, interviews, telephone conversations, discussions on placement, and the like. These are cited in text but are not included in the reference list (APA, 2001, p. 214).

Example:

The technology has revolutionised the way arable farmers manage their operation.
(W. R. Ritchie, personal communication, October 12, 2008)

OR

W. R. Ritchie (personal communication, October 12, 2008) stated the technology had revolutionised the way arable farmers managed their operation.

5.17 Podcasts

A podcast is a digital audio file accessed online. It could be a radio broadcast or instructions on how to operate something or a story and there are many other uses. You can listen to them via your computer or download them to an iPod or MP3 player.

Example: Reference list

Include: Name of speaker/s (if known), Date (if known), Title of podcast, Type of communication in square brackets [] and Retrieval statement (when retrieved and webpage).

Hanna, C. (n.d.). *Orientation of the Wanganui library* [Podcast]. Retrieved February 5, 2007, from <http://library.ucol.ac.nz/main.asp?page=100>

5.18 Study guide

Note: Not all lecturers agree with students using material from study guides – check with your lecturer before referencing material from them.

Example:

Clear, G., & Bland, M. (2002). *FP112 Research I: Unit study guide*. Palmerston North: UCOL.

5.19 Television programme

Note: If you can identify the producer, then include them as in video example, but if no producer is obvious then start reference with title of programme.

Example:

Shortland Street [Television series]. (2002, October 24). Auckland: TVNZ.

Note: The use of television programmes, such as *Shortland Street*, should be used sparingly and in the right context e.g. discussing the image of the nurse in the media.

5.20 Thesis / Dissertation

Example:

Maddocks, W. A. (2000). *Soft tissue massage in nursing practice: An analysis*. Unpublished master's thesis, Victoria University of Wellington, Wellington, New Zealand.

Roberts, M. H. (2004). *An exploration of the experiences of Maori nurses in Aotearoa/New Zealand*. Unpublished dissertation, Otago Polytechnic, Dunedin, New Zealand.

5.21 Video

Note: Video is in square brackets [].

Example:

Williams, S. (Producer), & Bell, A. J. W. (Director). (1998). *Lost for words* [Video]. UK: Yorkshire Television.

Permezel, B. (Director). (1997). *The problem with men: An insight into men's health issues presented by John Clarke* [Video]. New Zealand: Television New Zealand & The Australian Broadcasting Corporation.

5.22 Video - no producer or director

Example:

The living cell: An introduction [Video]. (n.d.). Australia: Video Classroom.

5.23 Wikis (including Wikipedia)

Wikis can be written and edited by anyone. There is no certainty the information provided is correct or valid. Use wiki information wisely. Check with your lecturer - Are you allowed to use Wikipedia as a reference source?

Example:

Moodle. (2009). Retrieved February 9, 2009, from Wikipedia:

<http://en.wikipedia.org/wiki/Moodle>

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