

## APA referencing style (7th edition)

### Punctuation

- Each author's name is separated from the others by a comma and there is a full stop after each initial.
- There should be an ampersand (&) before the final author.
- There should be a full stop after the bracket containing the year.
- There should be a semi-colon between multiple publishers in the order given in source. Note: publisher location is not required.
- There should be a colon between a title and a subtitle (there should be a space after the colon, but no space before the colon).

### For example:

Cunningham, B. M., Nicolai, L. A., & Bazley, J. D. (2010). *Accounting: Information for business decisions* (3<sup>rd</sup> ed). Thomson; South-Western.

### Basic formatting

- The title of a book or journal should be *italicised*.
- The title of a journal article or chapter in an edited book should not be italicised.
- The location of the publisher is no longer required.
- The publisher's name does not include business or legal terms, like Inc. or Ltd. You should, however, keep "Press" and "Books."
- Indent the second and subsequent lines of each reference (hanging indent).
- For book, chapter and journal articles, use a capital letter for the first word of the title, the first word of any subtitle, and any proper nouns (the names of places, people, organisations).
- The name of the journal (e.g., *Australian Journal of Communication*) has an upper-case letter for all words except trivial ones ("of" or "in," for example).
- Include DOIs for all sources where a DOI is available even if you didn't access the source online.

### Books

Smith, J. D., Khan, V., Zhang, H., & Williams, T. (2009). *Research ethics in New Zealand: A student guide* (2nd ed.). Rata Press.

### Chapters in edited books

- Include the chapter title and book title.
- Only the book title is in italics.
- Page numbers for the chapter are placed after the book title.
- The editors' names are included and their initials come before their surnames.

### For example:

Rauscher, L., & McClintock, M. (1997). Ableism curriculum design. In M. Adams, L. A. Bell & P. Griffin (Eds.), *Teaching for diversity and social justice* (pp. 198–227). Routledge.

## Journal articles

### Online with a digital object identifier (DOI)

- Capitalise all main words in the journal title.
- Italicise the journal title and its volume number. Do not italicise the issue number.
- Put issue or part number in brackets, immediately after the volume number (i.e., don't add a space).
- The Digital Object Identifier is a unique number allocated to an online publication. It is often used to identify online journal articles and other online documents. If an online source has a DOI, include it in the reference list entry.
- Do not include "Retrieved from" with DOI/URL details.
- Include DOIs for all journal articles where a DOI is available even if you didn't access the article online.

### For example:

Hay, M. (2008). Business schools: A new sense of purpose. *Journal of Management Development*, 27(4), 371–378. <https://doi.org/10.1108/02621710810866723>

### Print with no DOI example

Piper, J. K. (1976). Managing social change. *Sociological Review*, 32(1), 89–101.

### Online with no DOI example

Hsing, Y., Baraya, A., & Budden, M. (2005). Macroeconomic policies and economic growth: The case of Costa Rica. *Journal of Applied Business Research*, 21(2), 105–112. <http://www.cluteinstitute.com/journals/JABR.html>

## Newspaper article

### No author (print) example

New drug appears to sharply cut risk of death from heart failure. (2010, July 15). *The Washington Post*, p. 12.

### With authors (print) example

Millmow, J., & McDonald, G. (2008, August 21). It's our best Olympics ever. *The Dominion Post*, p. 12.

### Online example

Smith, J. D. (2009, January 12). Research awards draw industry attention. *Albany Times*. <http://www.example.com/>

## Magazine article

- Italicise the title of the magazine or newspaper. Do not italicise the title of the article.
- Use the title of the article in place of the author if the story does not name an author.
- For daily or weekly publications give the year, month then day.
- For monthly publications give the year and month.
- For quarterly publications give the year and season.

### For example:

Smith, J. D. (2009, Winter). Tertiary funding models in New Zealand. *Tertiary Education Magazine*, 21(1), 21–24.

## Conference proceedings example

Bowker, N., & Tuffin, K. (2002). Users with disabilities' social and economic development through online access. In M. Boumedine (Ed.), *Proceedings of the IASTED International Conference on Information and Knowledge Sharing* (pp. 122–127). ACTA Press.

## Web pages

- If there is no individual author name, use the organisation which published the information online or the name attached to the copyright date. If there is no copyright date or last updated year available, then use (n.d.) for “no date”.

### For example:

Georgia Tech Research Corporation. (2007). *GVU's 8th WWW user survey*. [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

## Study guides

- If an individual author is listed, use their name. Otherwise, use the name of the school or institute in the author position.
- If the author is the same as the publisher, then omit publisher details.
- Lecturers often prefer that you go to outside academic sources rather than just relying on their own wording and ideas. Doing so demonstrates that you can explore the topic outside the boundaries of the course material.
- Many courses at Massey University use a book of readings, which is a collection of photocopied journal articles, book chapters, and other relevant material. Because the sections are direct photocopies, the original source is referenced rather than the book of readings.

### For example:

School of Social Work and Social Policy, Massey University. (2008). *179.704 Social policy studies: Course material*.

## Referencing elements

## Reference within a source (secondary citation)

Many academic books and journal articles quote earlier books or articles on the same topic. If you cannot access the original source (it is out of print, or unavailable through the library), you can cite the secondary source instead. The original (quoted) source goes first, followed by the secondary source preceded by as cited in.

### For example:

(Chi et al., 2000, as cited in Lazar, 2006)

As you have not viewed the original source (Chi et al., 2000), it only appears in the in-text citation, not in the reference list. The secondary source (Lazar, 2006) is the one listed in the reference list.

## No author

If no author is named, the source may be written by a group or organisation (**group author**). This is often true for collaborative or official works from government departments, corporations, or other organisations.

### For example:

Ministry of Education. (1996). *Te Whāriki: Early childhood curriculum*. Learning Media.

## Same author and publisher

When citing a group author, the publisher and author name is often identical. In these cases, omit the publisher details.

### For example:

Radio New Zealand. (2005). *Annual report 2004/2005*. [https://www.rnz.co.nz/assets/cms\\_uploads/000/000/040/RNZ\\_2004\\_2005\\_AR\\_.pdf](https://www.rnz.co.nz/assets/cms_uploads/000/000/040/RNZ_2004_2005_AR_.pdf)

## In-text citations

An in-text citation is within the body of the assignment. For every in-text citation there should be a matching entry in the reference list, and vice versa.

In-text citations can appear:

1. **Outside the brackets**, incorporated into the sentence. For example:  
According to Smith and Khan (2009), the best source of ...  
For three or more authors, give only the first author name and replace the authors following with “et al.” (meaning “and others” in Latin):  
According to Smith et al. (2009), the best source of ...
2. **Inside the brackets**. For example:  
... was the case (Smith & Khan, 2009).  
For three or more authors:  
...was the case (Smith et al., 2009).

## Quotes

- A quotation is an exact copy of the wording used in an outside source.
- You must provide a page number if one is available.

“Referencing is an important part of all academic work” (Emerson, 2000, p. 82).

As Emerson (2000) recognises, “referencing is an important part of all academic work” (p. 82).

- Web pages often have no page numbers, so you should either use the paragraph number (use ‘para.’ instead of ‘p.’) or nothing at all.

## 2+ authors

If the authors' names are part of a sentence, “**and**” is used:

According to Samson and Daft (2005), the ...

If the authors' names are in brackets or the reference list, “**&**” is used:

... from the influence of pressure groups (Samson & Daft, 2005).

If there are **three or more authors**, some of their names are replaced by “**et al.**”

Author	First and later citation	Reference list
1-2	All authors	All authors
3-20	First author and “et al.”	All authors
20+	First author and “et al.”	First 19 authors, an ellipsis (...), and the final author. There should be no more than 20 names.

## Academic writing and study skills support

### 1. Academic Q+A

If you have a quick question about study skills or academic writing, then they can ask it on the [Academic Q+A forum](#), which can be accessed via the [Academic Support Stream site](#).

### 2. Consultations

One-to-one consultations with learning advisors and writing consultants are [available online and on campus](#). Consultants can answer your questions about academic writing and study skills or give you feedback on your assignment’s structure, focus, paragraph structure, flow, presentation, use of sources, and referencing.

### 3. Online Writing and Learning Link (OWLL)

Develop your academic writing and study skills with the [Online Writing and Learning Link \(OWLL\)](#) website from Massey University. OWLL includes information on assignment writing, assignment types, referencing, study skills, and exam skills.

#### **4. Pre-reading Service**

The [Pre-reading Service](#) is a free service, which gives students an opportunity to send their draft assignment to [CLS consultants](#) for review and advice. Students receive individual written feedback on their assignment's structure, focus, paragraph structure, flow, style, presentation, referencing, and use of sources. The service can be accessed via the [Academic Support Stream site](#).

#### **5. Workshops**

Free study seminars and workshops are run on campus and online. See [Workshops page on OWLL](#) for [programmes and registration details](#).