



IPU
NEW ZEALAND
TERTIARY INSTITUTE

REFERENCING AND STYLE GUIDE

APA 6th Edition

UPDATED August 2020

Please note that from 2021, APA 7th edition will replace APA 6th edition and, as a result, there will be some changes to IPU's referencing style.

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1. INTRODUCTION TO APA

IPU New Zealand Policy

Assignments at IPU New Zealand should be written according to the information in this handout. This is based on the American Psychological Association (APA) 6th Edition system, which is used by many other tertiary institutions.

Plagiarism

In Western academic tradition, when someone has an idea they own it as their intellectual property. To show this, they usually publish it somewhere. If you use these ideas as if they are your own, it is regarded as a particular kind of theft called “plagiarism”.

Plagiarised assignments are not acceptable. You must not copy or paraphrase another person’s work without giving the source, otherwise you may fail your assignment.

Students need to be aware of plagiarism and how to avoid it (see also the Institute’s “Academic Honesty Policy” in the Student Study Guides). You will also be required to submit your work electronically so that it can be put through Turnitin, a software for checking plagiarism.

Further information

This guide is a summary only. You will find the complete guide to using APA style in the reference section of the IPU New Zealand Library:

American Psychological Association. (2010). *Publication manual of the American Psychological Association (6th ed.)*. Washington, DC: APA.

The library also has a number of other books for loan that include information about APA. In addition, you may like to refer to the APA website: <http://www.apastyle.org> ; in particular, you can find answers to many of your questions about all aspects of APA style on the APA Style Blog: <https://blog.apastyle.org/>

You can also ask your lecturers, IPU’s librarians, or Academic Learning Support Centre staff for help.

Using the APA 6th referencing and style system is always overwhelming at first but, with practice, it becomes a familiar set of rules that help you develop academic writing skills and improve the quality of your work!

2. ASSIGNMENT PRESENTATION

An academic assignment should be written and presented in a formal style, unless your lecturer has given you other instructions. This formal academic style follows rules called “academic conventions”. This is so that the lecturer can focus on your ideas, and not be distracted by the format or style of your work. There are two general rules:

- 1 Your assignment should be clear with an organised flow of ideas
- 2 You should be consistent; that is, use the same system throughout the assignment.

Cover page

Each assignment should have a cover page. You can find an IPU New Zealand assignment cover page template in the APA section on the Academic Learning Support Moodle page.

Font

Use Times New Roman or Courier and font size 12 for the text of your assignment.

Headings and subheadings

- Headings should be **boldface** and in font size 14 or 16.
- Subheadings should be in font size 12 **boldface**, *italics*, or underlined (the most common form is boldface).

Line spacing

Use 1.5 or double spacing (check with your lecturer).

Margins

The left-hand margin should be set at 2.5cm and the right margin should be set at 3cm.

Paragraphs

There are two options to indicate the start of a new paragraph:

1. Indent to indicate the start of a new paragraph (5-7 spaces /1.27 cm).
2. Using block style, insert a space between each paragraph (i.e. do not indent).

Footnotes

In the APA system, footnotes are used to give extra information which the author feels would disturb the flow of the writing, but these are not used for citations (check with your lecturer).

Page numbering

You should number the pages of your assignment, excluding the cover page. These are generally part of the footer.

Word count

The word count of your assignment includes the main text, quotations, headings and subheadings,

in-text citations, and table and figure captions (check with your lecturer).

Words from languages other than English

Write words, phrases and abbreviations from other languages in *italics*. Foreign words that are common in English (i.e. found in the English dictionary) are not italicised (e.g. rendezvous). Also, if the foreign word is a proper noun it is not italicised. If a foreign word is going to be used frequently in the text, it only needs to be italicised the first time.

When a foreign word is used, its English translation should be provided. This can be done in two ways:

1. By using inverted commas “xxx”

The Japanese *o-bento*, or “boxed meal”, can be taken anywhere (Shimizu, 2014, p. 3).

2. By using square brackets []

The Japanese *o-bento* [boxed meal] can be taken anywhere (Shimizu, 2014, p. 3).

Expressing numbers in your writing

The APA style has two guidelines regarding how you should express numbers in your writing:

1. Use figures to express numbers 10 and above, and words to express numbers below 10.
2. Use words to express any number that begins a sentence, title, or text heading. Whenever possible, reword the sentence to avoid beginning with a number.

Ten participants answered the questionnaire

Forty-eight percent of the sample showed an increase; 2% showed no change.

An increase was shown by 48% of the sample; no change was shown by 2%.

Inserting figures and tables

- Use figures and tables to complement information in the text or to simplify text. A figure or table is placed after the paragraph that first refers to it. Introduce the figure or table in this paragraph using phrases, such as (Figure 1); (see Figure 1); Figure 1 shows....
- Figures or tables should be numbered and presented in order in your assignment (i.e. *Figure 1, Figure 2, Figure 3* / *Table 1, Table 2, Table 3*....).
- Provide an in-text citation and a reference list entry for the source of each table and figure. If you have created a figure or table from your own data, this is not necessary.
- If you have altered the table or figure, use: Adapted from (source, date, page number). An entry also needs to be placed for the source in the reference list.

1. Tables

Tables are characterised by a row-column structure. Example:

Table 3

Reasons why students changed schools in their high school years

Reasons for Changing School	
grade, bad	2
different types of school	1
physical health	1
move house	1
various reasons	1

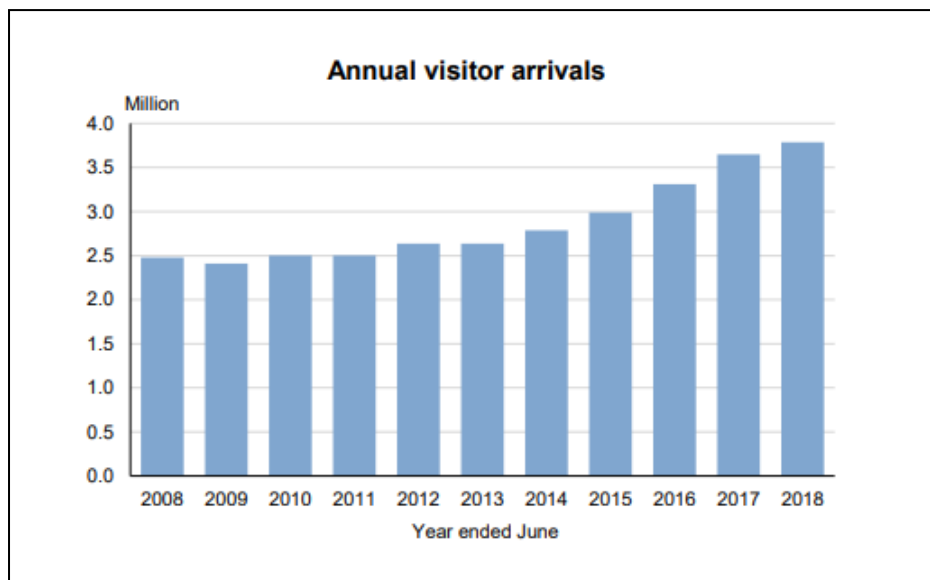
Source: Jellow, 2017, p. 56

The word “Table” and its number should be written in plain text above the table. A caption describing the table should be written directly under this in *italics*. Insert a bold line above and below the table. Include the in-text citation directly beneath the line below the table, as the example shows. Include a page number/n.p.g. if it is directly copied. Use font size 10.

2. Figures

A figure is any type of illustration other than a table (i.e. charts, graphs, photographs, drawings).

Example:



Source: Statistics New Zealand, 2019, p. 44.

Figure 1. Visitors from all countries to New Zealand annually, 2008-2018.

The word “*Figure*” and its number should be written in *italics*, ending with a full stop, below the figure. A caption describing the figure should be written next to this, not in *italics*. The figure should sit inside a frame (a text box is useful). Inside the frame there should be a short title (if the figure already has a title on the image, crop it if possible and create your own).

3. CITING SOURCES IN YOUR TEXT

In your written assignments, it is necessary to use people's ideas from other sources to help strengthen your arguments and show understanding of a topic. When you cite a source, you give credit to wherever these borrowed ideas come from. You must cite each source as an *in-text citation* and include it in the *reference list* (a complete list of sources) at the end of your assignment. Refer to the table of examples of references by type on page 11 in this guide.

In-text citations

For in-text citations in APA, provide the **author's name** (or the title if there is no author) and the **year of publication** or n.d. ("no date"). In addition, include **page/paragraph numbers** for direct quotations. These are also recommended for paraphrases and summaries (check with your lecturer).

- For **print sources** (e.g. hard copy books), provide the page number or numbers.

As Myers (2015, p. 5) points out, "positive emotions are a means to a more caring society."

- For **online sources**, provide the page number(s)/paragraph number - use para. or no page given (n.p.g.).

As Myers (2015, para. 5) points out, "positive emotions are a means to a more caring society."

If the focus is on the information of the original source, the in-text citation goes at the end of the sentence.

It was found that reading helps students to improve their writing skills (Smith, 2017, p. 22).

NB: the full stop for the end of the sentence comes after the citation

If the focus is on the author of the original source, the author's name and in-text citation are included at the beginning of the sentence.

According to Smith (2017, p. 22), "reading helped students to improve their writing skills."

Smith (2017, p. 22) states "reading helped students to improve their writing skills."

If the in-text citation refers to more than one page in the original source, include all page numbers:

Students from around the world were found to improve their writing skills (Smith, 2017, pp. 21-23).

Direct quotations

- A direct quotation is identical to and uses the exact words from another author.
- Direct quotations should be used only for important ideas that cannot be expressed differently or sayings that are famous, distinctive or beautifully worded.

Less than 40 words

If a direct quotation is less than 40 words, put it into the text, and use **double quotation marks** " " around the words.

The event was referred to as “the most devastating in the history of the city” (Miele, 2013, p.276).

More than 40 words

If a quotation is 40 words or more, it should be in its own paragraph, started on a new line and completely indented 1.25cm from the left margin. Quotation marks are not necessary. Lines should be 1.5 or double-spaced, depending on your assignment format. The quoted text is followed by an in-text citation and the page or paragraph number in parentheses after the final punctuation mark (note this differs from the general in-text citation format).

As the tide of chemicals born of the Industrial Age has arisen to engulf our environment, a drastic change has come about in the nature of the most serious public health problems. For the first time in the history of the world, every human being is now subjected to dangerous chemicals from the moment of conception until death. (Carson, 2016, p. 24)

Paraphrasing

- A paraphrase is when you put into your own words a passage from another source.
- A paraphrase may be shorter than and condensed from the original text.
- An in-text citation should go at the end of the paraphrased sentence, giving credit to the original source.

Original text:

Engaged learning is a collaborative learning process in which the teacher and student are partners in constructing knowledge and answering essential questions.

Paraphrase:

Through an involved and engaged environment of learning, educators and learners work together to build knowledge and find answers to important questions (Conrad & Donaldson, 2011, p. 6).

Summarising

- A summary is when you put into your own words the main ideas of a text from another source.
- A summary is condensed from a much longer original text. For example, a writer may summarise an entire article into one paragraph.
- An in-text citation should go at the end of the last sentence of a summary, giving credit to the original source.

Original text:

The longest-lived robot ever sent from Earth to the surface of another planet, Opportunity, snapped pictures of a strange landscape and revealed surprising glimpses into the distant past of Mars for over 14 years. But on February 13, 2019, NASA announced that the rover is dead.

The rover was designed to last only three months, but proved itself to be one of the solar system's most unexpected endurance athletes. It travelled more than the distance of a marathon when its designers only expected it to move about a kilometre. As it completed this course, Opportunity provided scientists a close-up view of Mars that they had never seen: finely layered rocks that preserved ripples of flowing water - a prerequisite for life - several billion years ago.

Summary:

NASA's robotic vehicle travelled over 40 kilometres on Mars' surface from 2005 to 2019, capturing important photographs for scientists. Pictures taken on the planet by the robot showed evidence that billions of years ago, there was running water, a necessity for lifeforms (Chang, 2019, n.p.g.).

Referring to a title of a source in your text

Sometimes you will want to refer to the title of a source as part of your discussion within your assignment.

- *Italicise* titles.
- Capitalise the first word of the title, proper nouns and all other major words. It is not necessary to capitalise minor words (prepositions, conjunctions, articles etc.).

Examples:

In her book *The Best and the Brightest*, Mai Son (2013) explores the factors that ...

Dr Ru Bish, a well-known New Zealand environmental scientist, summarised the debate about plastic bag use well in his recent article *Plastic Bag Ban: Annoying for Some, Awesome for Others* (Bish, 2010).

The World Development Report 2019: The Changing Nature of Work (World Bank, 2019) focuses on the global impact of technology on work and jobs.

NB: The rules for using upper case letters in titles are different for reference list entries (see page 9).

Useful vocabulary for citing the work of others

1. Use the present simple tense for reporting verbs, especially for recent articles and books.

Examples:

- Kouzes and Poser (2019) advocate that...
- Taylor (2013) provides a definition of...
- Bartol and Martin (2017) suggest that...
- Coupland (2016) states that...
- Kirkpatrick and Locke (2018) comment on...
- Dawson and Palmer (2011) make the important point that...
- Inkson (2014) reports a rise in...
- Both Inkson (2018) and Kolb and Shepherd (2016) argue that...
- Schein (2017) notes that... (Gibson, 2015, p. 480).
- As Handy (2019) states, "learn to cite correctly" (¶ 79).
- Studies on xxxx demonstrate... (Cleg, 2012; Daft, 2015; Deal & Kennedy, 2012).

(NB: Arrange citations alphabetically and separate with a semicolon)

- M.A. Smith (2010) and J. Smith (2007) concur that ...

(NB: use authors' initials if they have the same surname)

2. Use the past simple tense if presenting the results of past research – even in recent literature.

Examples:

- Bygrave (2017) conducted a study which hypothesized that...
- Inkson's (2018) study examined...
- Tannen (2011) devised a questionnaire to...
- The groups observed during the research showed a range of leadership styles (Kang 2006).

NB: Verbs, such as “say”, “tell”, “ass”, “think”, “feel” and “believe” are normally used in informal spoken language and are not considered appropriate for formal academic writing.

Groups/Organisations as authors

Spell out the names of groups and organisations the first time they appear in the text. If they have an abbreviation that is familiar or readily understandable, use it in the second and subsequent citations.

For example:

First citation:

The United Nations (UN, 2011) published a report stating that Internet access is a basic human right.

OR Internet access is considered a basic human right (United Nations [UN], 2011).

Second and subsequent citations:

The UN (2011) ...

OR (UN, 2011)

NB: In the reference list use the **full name** of the group/organisation e.g.

United Nations. (2018). Global trends: Forced displacement in 2018). United Nations.

<https://www.unhcr.org/5d08d7ee7.pdf>

Secondary sources

Secondary sources are often contrasted to primary sources. In a primary source, an author shares their own research, which may be survey results, theories etc. However, in a secondary source, an **author will refer to other peoples' research. Where possible you should try to read the original work.**

Examples of in-text citations are below:

Kirk (as cited in Ardern, 2018) found significant differences between women's voting trends in regional New Zealand in the 1960s.

However, results from another study suggested that significant differences... (Kirk, as cited in Ardern, 2018, p. 156).

NB: The date of the original work is not necessary.

If the year of publication of the primary source is known, then include it in the citation.

In your reference list, only the source you have read (Ardern) is listed (**not** Kirk) e.g.

Ardern, N. (2018). *Women and parochial politics*. London, United Kingdom: Oxford University Press.

4. THE REFERENCE LIST

This is the list of **all of the sources** cited in your assignment. One purpose of a reference list is so that a reader can find the materials cited if they want to read them. Another purpose is to find out if you have read widely enough for the assignment (ask your lecturer how many/what type of references are expected in the assignment).

The basic reference template contains four pieces of information in the following order:

Author. (Date). Title. Source.

Author/s or editor/s	(Date).	Title (+ non first edition number)	Source	
			Publisher	DOI or URL (if applicable)
Last/Family name + initials. Author, A.A.	Year in brackets (xxxx).	<i>Title</i> or <i>Title</i> (xx ed.)	List the place of publishing and the publisher, separated by a colon	If a book has a DOI, then include it. If an e-book has no DOI, then include the URL link.
Separate multiple authors with a comma, & use “&” before final author.	(Year, month, day) – if included in the source			
If no author, then the <i>Title</i> will go in this position.				

Formatting

The list should be called **References**, written in bold at the top of a separate page at the end of your essay or report assignment. Each entry should:

- be organised alphabetically by the first word
- be in “hanging indent” style, i.e. with the first line at the left margin and all following lines indented (7 spaces/1.27cm). In Microsoft Word use Ctrl+T to create a hanging indent
- be single-spaced with a space between each entry
- use the ampersand (&) before the final author for 2-6 authors

Upper case letters

- Book/Article titles - capitalise the first word of the title only, and any proper nouns. NB: The rules for using upper case letters are different when referring to a title in your text (see page 7).
- Capitalise after a colon or a dash in a title.
Resolutions adopted by the United Nations Security Council, 2017.
Women academics and research productivity: An international comparison.
West Papua - A brief history.
- Journal title - capitalise all words, except articles and prepositions.
Journal of Business Ethics
Journal of Tourism History

Square brackets

If the format, medium or description is important for a resource to be retrieved or identified, include it in square brackets immediately after the title. Examples of these are:

[Audio file]	[Video file]	[Film]
[Blog post]	[Blog comment]	[Online forum comment]
[Tweet]	[Facebook page]	[Photograph]
[Brochure]	[Demographic map]	[Data file]
[Press release]	[PowerPoint presentation]	[PDF file]

Dates

If the date is listed in the source, as happens with newspapers, blogs etc., then include that date in the reference list e.g. (2020, March 16).

Publication

- USA publishers: Give the city in full and the abbreviation for the state (e.g. New York, NY)
- Publishers outside the USA: Give the city in full and the country in full (e.g. Auckland, New Zealand).
- If two or more publishers are listed on the copyright page, include them in the order as shown in the work, separated with a semi-colon (e.g. Otago University Press; Zed Books). Write the publisher's names as listed in the work e.g. Palgrave Macmillan.
- For publisher's names, include "Press" but not "Co." or "Inc."

URLs

Copy and paste URLs – don't attempt to retype. It is acceptable to use the default display settings for hyperlinks in MS Word (usually blue font, underlined) or plain text that is not underlined.

Don't add a full stop at the end of a URL, or add in breaks, or change punctuation. Test URLs in your references before submission to ensure they take you reliably to the source.

Presenting authors' names

In APA, only the **family name** of the author is used in in-text citations. In the reference list, the initial of the author's given name/s is also placed after the family name. Sometimes, it can be difficult to identify the family name, especially if the author is from a culture with different naming practices than your own. For example, names in Western/European culture are usually presented with the given name/s first (e.g. *Mark Bray*); if the family name is presented first, it will be followed by a comma (e.g. *Bray, Mark*). To help you, you can look at how the author has been cited in other works and follow that format (refer to the **article's** reference list **first** as the **author's** previous works might be included).

Omit academic or professional credentials, such as PhD, doctor (Dr), government or military ranks (e.g. General). Name suffixes, such as Jnr (Junior) and Snr (Senior) are included in the reference list but **not** in the in-text citations.

Jones, H. W., Jr., & Jones, H.W., Sr. (1941). My adventures in Alexandretta. *The Journal of Fictional Archeology*, 1, 1-19. doi:46.35478/56638

Same first author, different second author

Order alphabetically by second or subsequent authors.

Marvel, M., & Hulk, I. (2013). *Melanoma rates increase in green-skinned people*. Retrieved on....

Marvel, M., & Jones, J. (2014). *Women with superhuman strength ostracised*. Retrieved on....

Two or more works by the same author

1. Order by year of publication, from oldest to most recent. NB: (n.d.) comes first.

Lott, O.A. (n.d.). *Student debt*. Retrieved on....

Lott, O.A. (2011). *Student debt is rapidly increasing*. Retrieved on....

Lott, O.A. (2014). *Government cancels all student debt*. Retrieved on

2. For publications in the same year, list them in alphabetical order according to the first significant words in the titles (“A” and “The” are not significant words). Add a lowercase letter (“a”, “b”, “c”, etc) after the year so that each reference can be cited clearly in your assignment.

Kaufman, J. R. (2015a). *Control over Middle East oil*. Retrieved on ...

Kaufman, J. R. (2015b). *Roles of Western players in Middle East politics*. Retrieved on ...

Kaufman, J. R. (2015c). *Western views on Middle East politics*. Retrieved on ...

3. If you are using different pages from the same online_source, then you should make a separate entry for each of them. Cite the **organisation**, the **title of the page**, and the **year**. List sources in alphabetical order according to the page titles.

World Trade Organization. (2011a). *Increases in population explosion*. Retrieved on...

World Trade Organization. (2011b). *New statistics for world population*. Retrieved on...

World Trade Organization. (2011c). *Reversal of population predictions*. Retrieved on...

5. EXAMPLES OF REFERENCES BY TYPE

Below are examples of how to format references for the most common kinds of sources. Refer to the APA Style manual or the APA Style Blog (<https://blog.apastyle.org/>) for further information.

PRINT SOURCES		
TYPE OF SOURCE	REFERENCE LIST EXAMPLE	IN-TEXT CITATIONS
Books		
Book with one author	Garcia, H. (2010). <i>A geek in Japan</i> . Hong Kong, China: Tuttle. NB: Include a space after the colon.	(Garcia, 2010)
Book with two authors	Albertall, B., & Silvera, A. (2018). <i>What if it's us</i> . New York, NY: HarperCollins. NB: If two or more locations are given for the publisher, use the location given first.	(Albertall & Silvera, 2018) <u>Example:</u> Albertall and Silvera (2018) identify
Book with three, four, five authors	Grieg, A., Taylor, J., & Mackay, J. (2013). <i>Doing research with children</i> . London, England: Sage. NB: Both London, England and London, United Kingdom are acceptable (but not London, UK)	First citation (Grieg, Taylor & Mackay, 2013) Subsequent citations (Grieg et al., 2013) NB: "et al." is Latin for "and others"
Book with six or more authors	a) six authors Phillips, H., Rogers, B., Bernhiem, K.L., Lui, H., Hunter, P. G., & Evans M. (2015). <i>Community medicine in action</i> . New York, NY: Eastern Press. b) seven or more authors - list the names of the first six authors followed by three ellipse points ... and then the last author's name Gloster, J., Jones, A., Redington, A., Burgin, L., Sorensen, J. H., Turner, R., . . . Paton, D. (2010). <i>A handbook of critical approaches to education</i> . New York, NY: Oxford. University Press.	First and subsequent citations (Phillips et al., 2015) First and subsequent citations (Gloster et al., 2010).
Book with an organisation or group as author <u>and</u> publisher	Australian Bureau of Statistics. (2011). <i>Estimated resident population by age and sex in statistical local areas, New South Wales, June 2008</i> . Canberra, Australia: Australian Government.	(Australian Bureau of Statistics, 2011) <u>Example:</u> Data from the Australian

	<p>Where the publisher is also the author:</p> <p>Hawke's Bay Regional Council. (2010). <i>Building an Art Deco city</i>. Napier, New Zealand: Author.</p>	<p>Bureau of Statistics (2011) shows that.....</p> <p>(Hawke's Bay Regional Council, 2010, n.p.g.)</p>
Non-English book	Rong, J. (2014). <i>Lang tuteng</i> [Wolf totem]. Wuhan, China: Changjiang Literature and Arts.	(Rong, 2014)
Edited book	McPherson, J. (Ed.). (2009). <i>Writing guidelines</i> . Palmerston North, New Zealand: Dunmore Press.	(McPherson, 2009)
Chapter in an edited book	<p>Haub, C. (2016). Future global population growth. In L.W. Rampal & S. W. Sinding (Eds.), <i>Population growth and environmental issues</i> (pp. 53-62). London, United Kingdom: Praeger.</p> <p>NB: Include the page range of the relevant chapter in brackets. Where there is an edition number, the page range is included in the same set of brackets e.g. (2nd ed., pp.74-97).</p>	<p>(Haub, 2016, p. 55)</p> <p><u>Example:</u> Haub (2016) presents her model for</p>
Book: non first edition	<p>Robson, C. (2014). <i>How to do a research project</i> (2nd ed.). West Sussex, United Kingdom: John Wiley & Sons.</p> <p>NB: Lower case "e" for edition.</p>	<p>(Robson, 2014)</p> <p><u>Example:</u> Robson (2014) discusses the challenges of.....</p>
Dictionary / encyclopaedia entry		
Entry in an encyclopedia / dictionary with an author or editor	<p>Wolf, K., (2010). Iceland. In <i>World book encyclopedia</i> (Vol. 8, pp. 22-24). Chicago, IL: World Book.</p> <p>Plagiarism. (2015). In A.S. Hornby (Ed.). <i>Oxford advanced learner's dictionary</i> (p. 5). Oxford, England: Oxford University Press.</p>	<p>(Wolf, 2010, p. 23)</p> <p>("Plagiarism", 2015) NB: Use quotation marks around the word/phrase in-text.</p>
Entry in an encyclopedia/dictionary without an author	Languages of the world. (2017). In <i>The new encyclopedia Britannica</i> (Vol. 29, pp.590-814). Chicago, IL: Encyclopedia Britannica.	("Languages of the world", 2017)
Entry in an online reference work (e.g. dictionary or encyclopedia)	Global warming. (n.d.). <i>Cambridge dictionary</i> . Retrieved on January 3, 2020, from https://dictionary.cambridge.org/dictionary/english/global-warming	("Global warming", n.d.) or Global warming is defined in the Cambridge dictionary (n.d.) as...

Articles (in a journal, magazine, newspaper)		
Journal article	<p>Read, J. (2014). Coming to grips with quality in language assessment. <i>TESOLANZ Journal</i>, 22, 1-12.</p> <p>Pokemon, D.D. (2018). Who stole Pikachu? <i>Journal of Anime</i>, 23 (2), 24-27.</p> <p>NB: The volume number is italicised with the title of the journal. The issue number is in parentheses and not italicised.</p>	<p>(Read, 2014, p. 10)</p> <p>(Pokemon, 2018, p. 24)</p>
Magazine article	<p>Baker, A. & Williston, N.D. (2019, May). The survivor. <i>Time</i>, 39(3), 36-43.</p> <p>NB: Give year/month if the magazine is a monthly; give year/month/day if the magazine is a weekly</p>	(Baker & Williston, 2019, p. 40)
Newspaper article with no author	<p>New students at IPU learn how to reference. (2015, July 15). <i>The Palmy Post</i>, p. A12</p>	<p>(“New students at IPU ...”, 2015, p. A12)</p> <p>NB: When the title of the entry is long, write the first three or four words followed by ...</p>
Non-English journal	<p>Zajonc, R. B. (2017). <i>Bischofs gefuhlvolle Verwirrungen uber die Gefuhle</i> [Bischof’s emotional fluster over the emotions]. In <i>Psychologische Rundschau</i>, 40, 218-221.</p> <p>NB: English translation is square brackets</p>	(Zajonc, 2017, p. 219)
Course material / Lecture notes		
Lecture notes -check with your lecturer first. If taken from your classroom website, then state the name of the learning tool and include a link to the homepage	<p>Gounder, F. (2019). <i>Avoiding plagiarism</i> [PowerPoint slides]. Moodle. http://moodle.ipu.ac.nz/moodle/course/index.php?categoryid=24</p>	<p>(Gounder, 2019)</p> <p>Or</p> <p>Gounder (2019) shows that...</p>
Audiovisual works		
Film / DVD	<p>Rivera, J. (Producer), & Docter, P. (Director). (2002). <i>Monsters Inc.</i> [Motion Picture]. California, CA: Buena Vista Home</p>	(Rivera & Docter, 2002)

	Entertainment. NB: Use the producer and/or the director of a film in the place of the authors. The [format] reflects the medium you viewed.	Example: Rivera and Docter (2002) include themes in the movie that
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ONLINE SOURCES

In references for online sources, either a DOI (Digital object identifier) or a URL (website address) must be provided. Always check that the links work (lecturers do check your sources!)

URLs: Add the full URL to the end of each source found on the internet. If using Library databases, use the permalink or the durable URL. NB: IPU New Zealand requires a retrieval date with the URL (many institutions do not require this). The retrieval date is written month day, year.

Retrieved on January 13, 2018 from <http://www.andtheworldgoeson.com>

Publications with DOI

If a DOI is assigned to a publication, you must provide it at the end of the reference. The webpage/site’s URL is **not needed with a DOI**. There are three forms of DOI in use:

1. DOI format (older): doi: 10.xxxx/xxxxxx
2. URL format (more recent): <http://dx.doi.org/10.xxxx/xxxx>
3. URL format (2017): <http://doi.org/10.xxxx/xxxx>

Determining website dates

Many websites or webpages do not include publication dates. If no date of publication is provided, use the letters “n.d”. The copyright date on the website itself should not be used as the publication date for particular content on that site.

TYPE OF SOURCE	REFERENCE LIST EXAMPLE	IN-TEXT CITATIONS
Publication with a DOI	Wilens, T. E. & Biederman, J. (2016). Alcohol, drugs, and attention-deficit / hyperactivity disorder. A model for the study of addictions in youth. <i>Journal of Psychopharmacology</i> , 20, 580-588. doi:10.1177/0269881105058776	(Wilens & Biederman, 2016) Example: Wilens and Biederman’s (2016) research into
Online version of a journal article	Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (2015). A history of facilitated communications. <i>American Psychologist</i> , 50, 750-765. Retrieved on (date) from (URL)	First citation (Jacobson, Mulick & Schwartz, 2015) Subsequent citations (Jacobson et al., 2015)

PDF file	<p>US Environmental Protection Agency. (2018). <i>How wastewater treatment works: The basics</i> [PDF file]. Washington D.C.: Author. Retrieved on April 2, 2019 from http://www.epa.gov/npdes/pubs/bastre.pdf</p> <p>NB: Include publishing details to show your lecturer the quality of the source. In this example, the author is also the publisher so “Author” is written.</p>	<p>(US Environmental Protection Agency, 2018)</p> <p>Example: The most recent data gathered by the US Environment Protection Agency (2018) shows ...</p>
eBooks (online books)	<p>Bryne, D. (2017). <i>Research ethics</i>. Sage. Retrieved on (date) from https://dx.doi.org/10.4135/9781526408556</p> <p>Tilouine, M. (2017). <i>Culture at the crossroads of Asia</i>. Routledge. Retrieved on (date) from https://www.routledge.com/Nature-Culture-and-Religion-at-the-Crossroads-of-Asia-1st-Edition/Lecomte-Tilouine/p/book/9781138102705</p> <p>Tsu, S. (2016). <i>The art of war</i>. General Press. Retrieved on May 20, 2019 from https://books.google.co.nz/books?id=yec-DAAAQBAJ&lpg=PP1&dq=art%20of%20war&pg=PP1#v=onepage&q=art%20of%20war&f=false</p>	<p>(Bryne, 2017) Or Bryne (2017) states that ...</p> <p>(Tilouine, 2017) Or Tilouine (2017) describes how ...</p> <p>(Tsu, 2016) Or Tsu (2016) suggests that commanders ...</p>
Web page with author and date	<p>Peck, F. (2016). <i>The comma</i>. Retrieved on April 12, 2017 from http://www.uottawa.ca/academic/arts/writcent/hypergrammar.html</p>	<p>(Peck, 2016)</p> <p>Example: Peck (2016) argues against using commas.</p>
Web page with an organisation as author	<p>Ministry of Economic Development. (2012). <i>Regional development</i>. Retrieved on May 22, 2016 from http://www.med.govt.nz/dev.html</p>	<p>(Ministry of Economic Development, 2012)</p>
Web page with no author	<p><i>Groundwater basics</i>. (2011). Retrieved on May 4, 2016 from http://www.groundwater.org/hydro.htm</p>	<p>(“Groundwater basics”, 2011)</p>
Web page with no date	<p>Lubbers, R. (n.d.). <i>Definition: Global ethics</i>. Retrieved on March 19, 2019 from http://globalize.kub.nl/</p>	<p>(Lubbers, n.d.)</p>
Non-English web page	<p>Takeda, J. (2017). <i>Hito to higata</i> [People and tidal flats]. Retrieved on July 7, 2019 from http://www.nat_museum.sanda.hyogo.jp/news/docs/hm15-1.html</p>	<p>(Takeda, 2017)</p> <p>Example: Takeda (2017) uses <i>hito</i> [people] to describe the ...</p>

<p>News article with an author and date (including articles on organisation’s website)</p>	<p>Tan, L. (2019, January 19). Auckland more diverse than London and New York. <i>The New Zealand Herald</i>. Retrieved on March 20, 2019 from https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11575305</p> <p>Corolla, A. (2017, May 4). Driving in the desert. <i>Toyota Corporation</i>. Retrieved on (date) from (URL)</p>	<p>(Tan, 2016)</p> <p>Example: Tan’s (2019) recent article in the New Zealand Herald illustrates how...</p> <p>(Corolla, 2017)</p> <p>Example: Corolla (2017) lists several...</p>
<p>News article with no author</p>	<p>Brexit: No majority for any options after MPs’ vote. (2019, March 28). <i>BBC News</i>. Retrieved on (date) from (URL)</p>	<p>A number of issues are outlined... (“Brexit: No majority ...”, 2019).</p>
<p>Report/Working paper</p>	<p>Kutner, M., Greenberg, E., Jin, Y., & Paulsen, C. (2006). The health literacy of America’s adults: Results from the 2003 National Assessment of Adult Literacy (Report No. NCES 2006-483). Retrieved on (date) from (URL)</p>	<p>First citation: (Kutner, Greenberg, Jin, & Paulsen, 2006)</p> <p>Subsequent citations: (Kutner et al., 2006)</p>
<p>Government legislation</p>	<p>Health and Safety in Employment Act, New Zealand Statutes. (1992). Retrieved on (date) from (URL)</p>	<p>(Health and Safety in Employment Act, 1992)</p>
<p>Conference paper</p>	<p>Wentworth, D. (2012, November). <i>E-learning at a glance</i>. Paper presented at the Distance Education Conference, Wellington, New Zealand. Retrieved on (date) from URL</p>	<p>(Wentworth, 2012)</p>
<p>Doctoral dissertation/ Master’s thesis</p>	<p>Baggins, B. (2013). <i>Factors associated with hairy feet</i> (Master’s thesis, Hobbiton University, Matamata, New Zealand). Retrieved on (date) from (URL)</p>	<p>(Baggins, 2013)</p> <p>Example: Baggins (2013) conducted a qualitative study to</p>
<p>Photographs, drawings, images etc.</p>	<p><i>Children playing on the beach</i> [Photograph]. (2014). Retrieved on (date) from (URL)</p>	<p>(“Children playing on ...”, 2014)</p>
<p>Business sources</p>	<p>a) citing statistics: Euromonitor. (2017). Consumer spending on women’s footwear by country, 2010-2015 [Table]. Retrieved on (date) from (URL)</p> <p>b) citing a report: Euromonitor. (2017, January 27). Retailing in Egypt [Industry overview]. Retrieved on (date) from (URL)</p>	<p>Examples: (a) (b) (Euromonitor, 2017)</p> <p>(a) Statistics compiled by Euromonitor show that between 2010 and 2015... (Euromonitor, 2017).</p>

		(b) A report released by Euromonitor (2017) reveals that...
Audio-visual material		
Audio podcast	Rissian, L. C. (Producer). (2012, May 4). <i>Twelve parsecs</i> [Audio podcast]. Retrieved (date) from http://itunes.apple.com	(Rissian, 2012)
Video podcast	Dunning, B. (producer). (2011, January 12). <i>Conspiracy theories</i> [Video podcast]. Retrieved (date) from http://itunes.apple.com	(Dunning, 2011)
Social media content (e.g. Blogs/online forum comments) NB: Only public content is included in the reference list. Information from private pages is not recoverable by everyone and, thus, treated as personal communication	Gates, B. [BillGates]. (2013, November 20). Needle-free immunisations? They'd be a huge breakthrough. A peek at the future of vaccinations [Tweet]. Retrieved on (date) from (URL) NB: Provide both the creator's real name (if known) followed by the screen name (if known) in square brackets Mary. (2016, April 19). Disputed estimates of human intelligence [Blog post]. Retrieved on (date) from (URL) NB: Italics are not used.	Gates (2013) Example: Gates (2013) tweeted his views about ... (Mary, 2016) Example: Mary (2016) argues this point in her blog post.
Online video posts (e.g. YouTube, TED, a news website) NB: A video taken from a website, such as YouTube, should be referenced as a webpage. Often there is more than one version of the source. Cite whichever source you used.	a) Producer as author Swot, J. (Producer). (2012). <i>Marketing techniques</i> [Video file]. Retrieved on (date) from (URL) NB: The name of the producer is put in the author's place . b) Real and screen names bellaMelania. (2019, April 8). <i>Trump caught on surveillance camera</i> [Video file]. Retrieved on (date) from (URL) Trapt, M. [bellaMelania]. (2009, April 8). <i>Trump caught on surveillance camera</i> [Video file]. Retrieved on (date) from (URL) NB: Include the creator's real name if it is given;	(Swot, 2012) Example: Swot (2012) includes examples of these strategies in his video entitled <i>Marketing Techniques</i> . (bellaMelania, 2009) (Trapt, 2009) Example: Trapt's (2009) video clip of the world leader raises questions

	<p>otherwise, use the name of the person who uploaded the video.</p> <p>The screen name should be spelled and capitalised exactly as it appears.</p> <p>c) TED Talks Sissay, L. (2012, June). <i>Lemn Sissay: A child of the state</i> [Video file]. Retrieved on (date) from (URL)</p> <p>NB: The presenter of the TED Talk is placed in the author position and is also part of the title.</p>	<p>about his ...</p> <p>(Sissay, 2012)</p> <p>Example: In his TED talk about growing up in foster care, Sissay (2012) reveals....</p>
<p>Videos streamed online (e.g. Netflix, Films on Demand)</p>	<p>Bach, A. (Producer). (2018). <i>Black earth rising</i> [Streaming video]. Retrieved on (date) from https://netflix.com/</p> <p>NB: Replace country and distributor/studio company with a retrieval statement that has the URL (web address) OR name of the database.</p>	<p>(Bach, 2018)</p> <p>Example: Issues related to the Rwandan genocide were explored in Bach's (2018) Netflix series, <i>Black Earth Rising</i>.</p>
<p>Segments of online material</p> <p>Quotations from online material</p>	<p>BBC. (2015). Hopes for a fairer world [Segment]. In <i>Millennium goals</i> [Video file]. Retrieved on April 22, 2019 from Films on Demand database</p>	<p>(BBC, 2015)</p> <p>(BBC, 2015, 1:56)</p> <p>NB: For quotations, use the time stamp.</p>

Example of a reference list

The example is part of a reference list for a final project (BCIS) submitted in 2018.

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5. USEFUL VOCABULARY FOR LINKING CONCEPTS AND IDEAS

Effects/Results	Cause/Reason	Addition	Alternative	Emphasis
as a result therefore consequently thus accordingly	because since due to the cause of for this reason	in addition furthermore also as well as together with	otherwise or if unless	generally in fact particularly namely notably
Example	Comparison	Conclusion/ Summary	Indicating time	Contrast
for example for instance such as including to illustrate a key point is specifically	likewise compared to whereas comparatively in the same way similarly rather than	on the whole in conclusion to summarise briefly to sum up overall as can be seen	finally eventually subsequently previously meanwhile simultaneously in the meantime	however although yet in contrast on the other hand nevertheless whereas

6. AVOIDING BIAS IN LANGUAGE

One aim of academic language is that it is clear, objective and inclusive. Avoid making generalisations when talking about gender, ethnicity, race, sexual orientation, social class, or physical or mental traits. Here are examples of language to use that will not alienate readers.

Examples of biased terms	Alternative terms to use
<p>Gender man/ mankind opposite sex homosexual</p> <ul style="list-style-type: none"> In <u>her</u> classroom, the teacher must have a management plan. A student should hand in <u>his</u> essay. 	<p>humanity/human beings/people other sex gay male/man; lesbian; bisexual men and women (see https://www.apa.org/pi/lgbt/resources/language)</p> <ul style="list-style-type: none"> In <u>the</u> classroom, the teacher must have a management plan. Students should hand in <u>their</u> essays.
<p>Ethnicity American Indian minorities</p>	<p>Native American members of minority groups</p>

<p>Occupations a policeman fireman salesman waiter/waitress <i>- do not specify the sex of the person if it is not part of your discussion.</i></p> <ul style="list-style-type: none"> • The <u>male nurse</u> walked into the hospital ward. 	<p>police officer fire fighter sales clerk server; wait staff</p> <ul style="list-style-type: none"> • The <u>nurse</u> walked into the hospital ward.
<p>Role references chairman spokesman businessman self-made man manpower</p>	<p>chairperson spokesperson business person self-made person, entrepreneur personnel; staff</p>
<p>Groups fatherland mother tongue brotherhood forefathers</p>	<p>native land native tongue kinship; community ancestors</p>
<p>Research participants <i>- use words that show participation</i> research subjects questionnaire subjects</p>	<p>research participants questionnaire respondents</p>
<p>Disability <i>- put people first, not their disability</i> a disabled person handicapped the mentally ill</p> <ul style="list-style-type: none"> • The <u>special education student</u> scored 10 points higher. 	<p>a person with a disability disabled people with a mental illness</p> <ul style="list-style-type: none"> • The student <u>in a special education programme</u> scored 10 points higher.
<p>Other stereotypes maiden name ladylike king-size workmanship man-made</p>	<p>first/given name courteous jumbo; gigantic quality construction synthetic; manufactured</p>

BIBLIOGRAPHY

Support and guidance for this referencing guide came from a variety of institutions and sources. Note that some of these sites have been updated to follow the APA 7th edition, which varies from APA 6th edition, which IPU is currently following.

American Psychological Association

<https://www.apastyle.org/>

Ashford University

<https://awc.ashford.edu/cd-in-text-citation-guide.html>

Auckland University of Technology.

<https://aut.ac.nz.libguides.com/APA6th/>

Eastern Institute of Technology

http://www2.eit.ac.nz/library/lis_guides_apareferencing.html

Massey University

<http://owl.massey.ac.nz/referencing/apa-interactive.php>

Purdue University

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Tilburg University

<https://itswww.uvt.nl/lis/es/apa/apa-guide.pdf>

University of Southern California

<http://libguides.usc.edu/SOWKlearningsupport/APA>

University of Waikato

<https://www.waikato.ac.nz/library/study/referencing/styles/apa>