



Referencing Examples

Guide to APA 7th Referencing

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How to Use This Guide

EIT uses the American Psychological Association (APA) referencing style. This guide contains examples of references formatted according to the *Publication Manual of the American Psychological Association* (7th ed.).

1. Use the index at the back of this guide to access the relevant example for the source you wish to reference.
2. Follow the example, paying attention to the punctuation, capitalisation, and typeface.

Each section of this guide has reference examples according to the four main reference elements:

Who – author or editor

When – publication date

What – title

Where – source information

In-text Citations

An in-text citation acknowledges the authorship of a quotation or a paraphrase in your assignment. For PowerPoint presentations it may be preferable to use footnotes rather than in-text citations.

In-text Citation Quoting Examples

Quoting is copying the author’s exact words. Quotations can be referenced as follows:

<p>Paginated print material “A preference for face-to-face supervision is related to a lower overall evaluation of online supervision” (O’Donoghue & Mo, 2024, p. 34).</p> <p style="text-align: center;">OR</p> <p>O’Donoghue and Mo (2024) state, “a preference for face-to-face supervision is related to a lower overall evaluation of online supervision” (p. 34).</p> <p>NB. The page number always appears after the quotation. Never split the authors’ names and the date in a citation.</p>	<p>Unpaginated print material “Counselling is a unique professional process based on forming a trusting, respectful and non-judgemental professional relationship” (New Zealand Association of Counsellors, n.d., What is Counselling, para. 3).</p> <p style="text-align: center;">OR</p> <p>The New Zealand Association of Counsellors (n.d.) state, “counselling is a unique professional process based on forming a trusting, respectful and non-judgemental professional relationship” (What is Counselling, para. 3).</p> <p>NB. A section heading may be included within the citation to further specify the location of the quote.</p>	<p>Audio material “A perfectionist is ... detail oriented and ensures that a perfect finished product is delivered. An accelerator ... sacrifices perfection for speed: We can satisfy sometimes, good is good enough, we need to move at speed” (Jordan, as cited in Harvard Business Review, 2024, 00:02:25).</p> <p style="text-align: center;">OR</p> <p>According to Jordan (as cited in Harvard Business Review, 2024), “A perfectionist is ... detail oriented and ensures that a perfect finished product is delivered. An accelerator ... sacrifices perfection for speed: We can satisfy sometimes, good is good enough, we need to move at speed” (00:02:25).</p> <p>NB. The time stamp may be in the format hh/mm/ss, or mm/ss. This example is a secondary citation as the person speaking in the video is different to the organisation that uploaded the video.</p>
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In-text Citation Paraphrasing Examples

Paraphrasing is putting in your own words what the author has written. There are two ways to reference a paraphrase: narrative or parenthetical.

<p>Narrative citation: Ritchie and Turk (2024) suggest that a programme delivered via telehealth improves social support for older clients.</p>
<p>OR</p>
<p>Parenthetical citation: Programmes delivered via telehealth may improve social support for older clients (Ritchie & Turk, 2024).</p>

Academic and Non-Academic Sources

It is important to evaluate the credibility of your sources. Check with your tutor which type of sources are suitable for your assignment.

Academic Sources	Factual Non-academic Sources	Other Non-academic Sources
<p>Academic sources contain researched and evidenced-based information and are published by credible authors and publishers. Common examples of scholarly works include</p> <ul style="list-style-type: none">• educational books,• reference works such as dictionaries and encyclopaedias, and• peer-reviewed journal articles.	<p>These sources contain factual information published by governments, government agencies, companies, and organisations. Common examples include</p> <ul style="list-style-type: none">• government websites,• agency brochures,• drug catalogues,• industry standards,• company annual reports,• DHB procedures,• fact sheets, and• legal materials.	<p>Non-academic sources may contain a blend of factual and opinion-based information, or they may be solely opinion and are published by organisations or individuals. Common examples include</p> <ul style="list-style-type: none">• artificial intelligence tools,• magazines,• newspapers,• TED Talks,• YouTube videos,• personal communications, and• social media.

Referencing Notes

Author

<i>Authors</i>	<i>Reference List Examples</i>	<i>In-Text Example</i>
One author	<p>Last name and initials</p> <p>Andreoli, J. (2023). <i>The recovery cycle: A practical guide to loving your sober life</i>. Routledge.</p>	<p>Andreoli (2023) claimed that ...</p> <p style="text-align: center;">OR</p> <p>... (Andreoli, 2023).</p>
Two authors	<p>Separate authors' names with a comma and an ampersand (&) before the last author.</p> <p>Mauriello, N. L., & Hazas, M. (2024). Pervasive sustainability. <i>IEEE Pervasive Computing</i>, 23(2), 4–6. https://doi.org/10.1109/MPRV.2024.3409135</p>	<p>For narrative style citations, separate the authors' last names with "and." For parenthetical style citations, separate authors' last names with an ampersand (&).</p> <p>Mauriello and Hazas (2024) commented that ...</p> <p style="text-align: center;">OR</p> <p>... (Mauriello & Hazas, 2024).</p>
Three to twenty authors	<p>List all authors' names, separated by commas, in the order given in the source material.</p> <p>Fotakis, C., Andreou, V., Christodouleas, D. C., & Zervou, M. (2024). The metabolic and antioxidant activity profiles of aged Greek grape marc spirits. <i>Foods</i>, 13(11), Article 1664. https://doi.org/10.3390/foods13111664</p>	<p>Cite only the surname of the first author, followed by "et al."</p> <p>Fotakis et al. (2024) ...</p> <p style="text-align: center;">OR</p> <p>... (Fotakis et al., 2024).</p>

Authors	Reference List Examples	In-Text Example
Twenty one or more authors	<p>Spell out the first nineteen authors' names, separated by commas, then an ellipsis (a set of three dots) and the final author's name.</p> <p>Taylor, N. J., Nandita, M., Qian, L., Avril, M.-F., Bishop, D. T., Bressac-de Paillerets, B., Bruno, W., Calista, D., Cuellar, F., Cust, A. E., Demenais, F., Elder, D. E., Gerdes, A.-M., Ghiorzo, P., Goldstein, A. M., Graziotin, T., C., Gruis, N. A., Hansson, J., Harland, M., ... Kanetsky, P. A. (2019). Estimating CDKN2A mutation carrier probability among global familial melanoma cases using GenoMELPREDICT. <i>Journal of the American Academy of Dermatology</i>, 81(2), 396–394. https://doi.org/10.1016/j.jaad.2019.01.079</p>	<p>Cite only the surname of the first author, followed by “et al.”.</p> <p>Taylor et al. (2019) suggest ...</p> <p style="text-align: center;">OR</p> <p>... (Taylor et al., 2019).</p>
Author – iwi affiliations: Indigenous identifying information	<p>Iwi affiliations and other indigenous identifying information are not provided in the reference entry but are included in the first in-text citation. If there are three or more authors, name them all the first time and include their iwi etc. in brackets, and for subsequent citations follow the “et al.” rule.</p> <p>Houkamau, C. A., Sibley, C., & Henare, M. (2019). Te rangahau o te tuakiri Māori me ngā waiaro ā-pūtea: The Māori identity and financial attitudes study. <i>Mai Journal</i>, 8(2), 142–158. https://doi.org/10.20507/MAIJournal.2019.8.2.4</p>	<p>First citation</p> <p>Houkamau (Ngāti Porou, Ngāti Kahungunu), Sibley, and Henare (Te Aupōuri, Te Rarawa) (2019) studied ...</p> <p style="text-align: center;">OR</p> <p>(Houkamau [Ngāti Porou, Ngāti Kahungunu], Sibley, & Henare [Te Aupōuri, Te Rarawa], 2019).</p> <p>NB. Use square brackets within round brackets for parenthetical citations</p> <p>Subsequent citations</p> <p>Houkamau et al. (2019) further explore ...</p> <p style="text-align: center;">OR</p> <p>... (Houkamau et al., 2019).</p>
Author – additional identifiers, e.g., Jr., Sr., III	<p>Include additional identifiers (e.g., Jr., Sr., III). Do not include qualifications (e.g., PhD, MD) and titles (e.g., Rev, Sir).</p> <p>Liuz, A. R., Jr., Marcelo, L. P., Jr., & Alexandre, F. F. (2023). Elastocaloric effect in graphene kirigami. <i>Nano Letters</i>, 23(18), 8801–8807. https://doi.org/10.1021/acs.nanolett.3c02260</p>	<p>Liuz et al. (2023) describe ...</p> <p style="text-align: center;">OR</p> <p>... (Liuz et al., 2023).</p>

Authors	Reference List Examples	In-Text Example
Corporate or group author	<p>New Zealand Institute of Economic Research. (2024). <i>Costs of alcohol harms in New Zealand: Updating the evidence with recent research</i>. Ministry of Health. https://www.health.govt.nz/publication/costs-alcohol-harms-new-zealand-updating-evidence-recent-research</p> <p>NB. Where author and publisher are the same, omit the publisher.</p> <p>Hawke’s Bay Regional Council–Te Kaunihera Ā-Rohe o te Matau-a-Māui. (n.d.). <i>Coastal ecology</i>. https://www.hbrc.govt.nz/environment/coast/coastal-ecology/</p> <p>NB. Where two languages are presented, replicate the order provided by the organisation and separate with an en dash (no spaces before or after an en dash). An en dash is longer than a hyphen. Check online to find how to do an en dash on your computer.</p>	<p>New Zealand Institute of Economic Research (2024) ...</p> <p style="text-align: center;">OR</p> <p>... (New Zealand Institute of Economic Research, 2024).</p> <p>Hawke’s Bay Regional Council (n.d.) outline the ...</p> <p style="text-align: center;">OR</p> <p>... (Hawke’s Bay Regional Council, n.d.).</p> <p>When two languages are presented, provide only the first name in the citation.</p>
Author – specialised roles	<p>The author element of a reference also refers to those who created the work in a role other than as an author, for example, editor, producer, writer, and director. Identify the role in brackets alongside the name.</p> <p>Gould, C., & Mesplede, S. (Eds.). (2012). <i>Marketing art in the British Isles, 1700 to the present: A cultural history</i>. Ashgate Publishing.</p> <p>Lee-Harris, A. (Producer & Writer), & Leonard, S. (Director). (2018–2023). <i>The casketeers</i> [TV series]. Great Southern Pictures.</p>	<p>Omit the role information from the in-text citation.</p> <p>Gould and Mesplede (2012) state ...</p> <p style="text-align: center;">OR</p> <p>... (Gould & Mesplede, 2012).</p> <p>In <i>The Casketeers</i>, Lee-Harris and Leonard (2018) depict ...</p> <p style="text-align: center;">OR</p> <p>... (Lee-Harris & Leonard, 2018).</p>
Username, Screen name, Anonymous as author	<p>When a work identifies “Anonymous” as the author, or only supplies a username or screen name, the author element of the reference should reflect that provided.</p> <p>Anonymous. (1971). <i>Go ask Alice: A real diary</i>. Random House.</p> <p>TiHoVideos. (2024, August 27). <i>CSL. Intubation of dogs and cats</i> [Video]. YouTube. https://www.youtube.com/watch?v=ufpgiwfRkCk</p>	<p>Anonymous (1971) told the story of ...</p> <p style="text-align: center;">OR</p> <p>... (Anonymous, 1971).</p> <p>TiHoVideos (2024) provides...</p> <p style="text-align: center;">OR</p> <p>... (TiHoVideos, 2024).</p>

Authors	Reference List Examples	In-Text Example
Author – with “known as” name information (AKA)	<p>Include the identifying information (“known as” name) in square brackets alongside the author name.</p> <p>Pere, R. T. A. R. [Nanny Rose]. (1997). <i>Te wheke: A celebration of infinite wisdom</i> (2nd ed.). Ao Ako Global Learning New Zealand.</p>	<p>In the first citation, write the surname and the year and include the “known as” name in square brackets.</p> <p>As Pere [Nanny Rose] (1997) illuminated ...</p> <p>OR</p> <p>... (Pere [Nanny Rose], 1997).</p> <p>In subsequent citations the “known as” name can be used.</p> <p>Nanny Rose (1997) stated ...</p> <p>OR</p> <p>... (Nanny Rose, 1997).</p>
Author – oral traditions of Indigenous peoples	<p>If you spoke with a tangata whenua person directly, include the person’s full name, their iwi or indigenous group to which they belong, as well as other relevant information. Ensure that the person agrees to have their name included in your assignment and confirms the accuracy and appropriateness of the information you present.</p> <p>Refer also to whakataukī and whakatauākī on page 44</p>	<p>The kōrero of Kawata Teepa (Tūhoe, Te Wainui, Tūhoe Ahurei, personal communication, May 25, 2005) ...</p> <p>OR</p> <p>... (Kawata Teepa [Tūhoe, Te Wainui, Tūhoe Ahurei], personal communication, May 25, 2005).</p>
Author – personal communication	<p>Personal communications refer to information that is not retrievable by others. They therefore do not appear in the reference list but are cited.</p> <p>Examples are emails, conversations, guest speakers, or unrecorded webinars, and traditional knowledge or oral traditions of indigenous peoples.</p>	<p>In the opinion of Clinical Nurse Specialist A. Campbell, ... (personal communication, November 26, 2024) ...</p> <p>OR</p> <p>... (A. Campbell, personal communication, November 26, 2024).</p>
Author – as publisher	<p>When author and publisher are the same, omit the publisher information.</p> <p>Kāhui Whakamana Tauwhiro–Social Workers Registration Board. (n.d.). <i>Ngā ture whanonga–Code of conduct</i>. https://swrb.govt.nz/practice/code-of-conduct/</p> <p>NB. Where two languages are presented, replicate the order provided and separate with an en dash (no spaces before or after an en dash). An en dash is longer than a hyphen. Check online to find how to do an en dash on your computer.</p>	<p>Kāhui Whakamana Tauwhiro (n.d.) outline the ...</p> <p>OR</p> <p>... (Kāhui Whakamana Tauwhiro, n.d.).</p>

Authors	Reference List Examples	In-Text Example
<p>Author – cited within another source: Secondary source (citing a source that has been cited in the material you are using)</p>	<p>Give the secondary source in the reference list.</p> <p>Bay, U., & Tudor, R. (2023). Community-engaged social work practice. In J. Maidment, R. Egan, R. Tudor, & S. Nipperess (Eds.), <i>Practice skills in social work and welfare</i> (4th ed., pp. 98–110). Routledge.</p> <p>Johnstone, S. (2024, September 16). <i>Sift in culture at Mount Albert Grammar School since cellphone ban introduced</i>. NZ Herald. https://shorturl.at/mbzFc</p>	<p>If the secondary source has full citation information in the source:</p> <p>Krumer-Nevo (2020, as cited in Bay & Tudor, 2023) indicate ...</p> <p style="text-align: center;">OR</p> <p>... (Krumer-Nevo, 2020, as cited in Bay & Tudor, 2023).</p> <p>If the secondary source does not have full citation information in the source:</p> <p>Drumm (as cited in Johnstone, 2024) outlined ...</p> <p style="text-align: center;">OR</p> <p>... (Drumm, as cited in Johnstone, 2024).</p>
<p>Author – with updates by another author</p>	<p>When another author has added to the original work, such as adding an introduction or a foreword, and they are identified as an author using the word “with,” add the word “with” and the additional author’s name in brackets.</p> <p>Orwell, G. (with Carter, R.). (1999). <i>Animal farm</i>. Penguin. (Original work published 1945)</p> <p>(Carter wrote an introduction for the 1999 edition of Orwell’s original work)</p> <p>NB. This example is also a re-published work; therefore, the original and the republication dates are shown in the reference and the citation.</p>	<p>When citing the main work, include the original author only.</p> <p>... (Orwell, 1945/1999).</p> <p style="text-align: center;">OR</p> <p>Orwell (1945/1999) describes ...</p> <p>When citing the added material, make this clear in the text and include the additional author in the citation.</p> <p>Carter introduced the key features ... (Orwell, 1945/1999, introduction by Carter).</p>

Authors	Reference List Examples	In-Text Example
Authors – with the same last name	<p>When referencing several works and the authors have the same last name, arrange alphabetically according to first initial.</p> <p>Campbell, B. (2022). <i>Mexican murals in times of crisis</i>. University of Arizona Press.</p> <p>Campbell, C. J. (2022). <i>Region out of place: The Brazilian Northeast and the world, 1924-1968</i>. University of Pittsburgh Press.</p>	<p>NB. Only use the authors’ initials within the in-text citation when they have the same last name and they are the primary author.</p> <p>B. Campbell (2022) identified ... OR ... (B. Campbell, 2022).</p> <p>According to C. J. Campbell (2022), ... OR ... (C. J. Campbell, 2022).</p>
Authors – with the same last name and same initial	<p>When authors of two or more works have the same last name and the same initial, write the authors’ first name in full.</p> <p>White, M. [Matthew]. (2024). The muddle-headed wombat abroad. <i>Quadrant</i>, 68(6), 81–84. https://web.p.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=2&sid=7d7ad9e6-ce42-4ad5-a5f7-d118d45fd452%40redis</p> <p>White, M. [Michael]. (2023). Sample size in quantitative instrument-based studies published in Scopus up to 2022: An artificial intelligence aided systematic review. <i>Acta Psychologica</i>, 241. Article 104095. https://doi.org/10.1016/j.actpsy.2023.104095</p>	<p>Matthew White (2024) explains how ... OR ... (Matthew White, 2024).</p> <p>According to Michael White (2023), ... OR ... (Michael White, 2023).</p>
Author – no author	<p>It is rare that there is no individual or group author. However, articles from proprietary databases, such as Lippincott, and some newspaper articles will not have an author. See Missing Information Section on page 16.</p>	

Date

Date	Reference List Examples	In-Text Example
Date – with year	<p>Include the year in brackets as the second element of the reference.</p> <p>White, K. (2023). To OSCE or not to OSCE? <i>British Medical Journal (Online)</i>, 381. https://doi.org/10.1136/bmj.p1081</p>	<p>White (2023) discusses ... OR ... (White, 2023).</p>
Date – with year and further date details	<p>For publications such as magazines, newspapers, blogs, YouTube, and social media, include the full date or other publication timing used by the publisher.</p> <p>Barton, C. (2024, May–June). The theory of everything. <i>Architecture NZ</i>, 12.</p> <p>Johnstone, S. (2023, November 10). Wairoa flooding shows need for long-term mental health support after Cyclone Gabrielle. <i>New Zealand Herald</i>. https://tinyurl.com/zb5mc6cf</p>	<p>Only the year is included in the citation.</p> <p>Barton (2024) describes ... OR ... (Barton, 2024).</p> <p>Johnstone (2023) reports ... OR ... (Johnstone, 2023).</p>
Date – re-published work	<p>Include the original and the current publication dates.</p> <p>White, E. B. (2019). <i>On democracy</i> (A. Morey, Narr.) [Audiobook]. Harpercollins Publishers. https://amzn.to/33ZgPQv (Original work published 1947)</p>	<p>According to White (1947/2019), the ... OR ... (White, 1947/2019).</p>
Date – unpublished work (in press)	<p>If the work has been accepted for publication, but not yet published, write “in press”.</p> <p>Levin, J., & Bradshaw, M. (in press). Prevalence and determinants of massage therapy use in the U.S.: Findings from the 2022 National Health Interview Survey. <i>Explore</i>. www.elsevier.com/locate/jsch</p>	<p>Levin and Bradshaw (in press) refer to ... OR ... (Levin & Bradshaw, in press).</p>
Date – advance online publication	<p>If the work is an advance online publication, use the date provided.</p> <p>Liao, X., & Zhao, P. (2024). Writing in a second language based on cross-linguistic sources: The language use among undergraduates in Hong Kong. <i>System</i>. Advance online publication. https://doi.org/10.1016/j.system.2024.103343</p>	<p>Liao and Zhao (2024) describe ... OR ... (Liao & Zhao, 2024).</p>
Date – no date	<p>See Missing Information Section on page 16</p> <p>NB. A review date and the copyright date on a website are not publication dates. However, if the material has an updated date that is clearly attributable to the material you are citing, use the year of the updated date in your reference.</p>	<p>New Zealand Winegrowers (n.d.) state that ... OR ... (New Zealand Winegrowers, n.d.).</p>

Title

Title	Reference List Examples	In-Text Example
<p>Title – of complete work</p>	<p>This applies to all complete works such as books, web pages, brochures, reports, and downloaded standalone documents. Include the title in italics and sentence case: first word of title, subtitle, and proper nouns have an initial capital.</p> <p>Financial Markets Authority. (n.d.). <i>Corporate governance in New Zealand: Principles and guidelines</i>. https://bit.ly/2EaGo73</p>	<p>The Financial Markets Authority (n.d.) outlines ...</p> <p style="text-align: center;">OR</p> <p>... (Financial Markets Authority, n.d.).</p>
<p>Title – of part of a complete work</p>	<p>This applies to journal, magazine, or newspaper articles, and chapters in edited books. Include the title of the article, or chapter in an edited book, and the title of the complete work. Common examples:</p> <p>Journal Article Dexter, F., Pinho, R. J. H., & Pang, D. S. J. (2024). Modeling daily veterinary anesthetist patient care hours and probabilities of exceeding critical threshold. <i>American Journal of Veterinary Research</i>, 85(5). https://doi.org/10.2460/ajvr.23.09.0196</p> <p>Newspaper article Johnstone, S. (2023, November 27). Kiwi medical students struggling to make ends meet as intern grant unchanged since 2006. <i>New Zealand Herald</i>. https://shorturl.at/2VXw9</p> <p>Magazine article Rickets, E. (2024, June 25–July 5). Digging for victory. <i>New Zealand Listener</i> 291(4355), 16–29.</p> <p>Chapter in edited book Crichton-Hill, Y. (2023). Working with families. In J. Maidment, R. Egan, R. Tudor, & S. Nipperess (Eds.), <i>Practice skills in social work and welfare</i> (4th ed., pp. 168–179). Routledge.</p>	<p>Dexter et al. (2023) describe ...</p> <p style="text-align: center;">OR</p> <p>... (Dexter et al., 2024).</p> <p>Johnstone (2023) reported that ...</p> <p style="text-align: center;">OR</p> <p>... (Johnstone, 2023).</p> <p>Rickets (2024) considers the ...</p> <p style="text-align: center;">OR</p> <p>... (Rickets, 2024).</p> <p>Crichton-Hill (2023) concurs with ...</p> <p style="text-align: center;">OR</p> <p>... (Crichton-Hill, 2023).</p>

Source—Publisher

<i>Publisher</i>	<i>Reference List Examples</i>	<i>In-Text Example</i>
Source – publisher different to author	<p>Include publisher name after the title, without italics. The type of organisation (e.g., Inc., Ltd., Pty) is not included. The name of the organisation that publishes a website (i.e., the author) may not be the same as the website name. Check the name of the copyright holder at the end of a web page.</p> <p>van der Sloot, B., & van Schendel, S. (2024). <i>The boundaries of data</i>. Amsterdam University Press.</p> <p>Doyle, A. (n.d.). <i>Job interviews: Avoid the traps</i>. New Zealand Institute of Business Studies. https://blog.nzibs.co.nz/proofreading-book-editing/job-interviews-avoid-the-traps/</p>	<p>van der Sloot & van Schendel (2024) show ... OR ... (van der Sloot & van Schendel, 2024).</p> <p>Doyle (n.d.) describes ... OR ... (Doyle, n.d.).</p>
Source – publisher same as author	<p>Omit publisher name if it is the same as the author.</p> <p>Ministry of Health–Manatū Hauora. (2023). <i>New Zealand health strategy</i>. https://www.health.govt.nz/publication/new-zealand-health-strategy</p> <p>NB. Where two languages are presented, replicate the order provided and separate with an en dash (no spaces before or after an en dash). An en dash is longer than a hyphen. Check online to find how to do an en dash on your computer.</p>	<p>Ministry of Health (2023) identifies ... OR ... (Ministry of Health, 2023).</p>
Source – multiple publishers or production companies	<p>List all publishers (or production companies for screen productions) and separate with a semi-colon.</p> <p>Miller, B. (Writer). (2019, July 10). Unfit (Season 3, Episode 8) [TV series episode]. In B. Miller, W. Littlefield, R. Morano, D. Wilson, F., Sears, I. Chaiken, E. Moss, M. Barker, E. Tuchman, S. I. Hockin, H. Weber, & F. Siracusa (Executive Producers), <i>The handmaid's tale</i>. Daniel Wilson Productions; The Littlefield Company; White Oak Pictures; MGM Television.</p>	<p>Miller (2019) presents ... OR ... (Miller, 2019).</p>

Source—Retrieval Information

Retrieval information relates to the hyperlink, which is in the form of a DOI or a URL. These are to be hyperlinked in the reference list. Lengthy URLs can be shortened by using an online URL shortener tool.

<i>Retrieval information</i>	<i>Reference List Examples</i>	<i>In-Text Example</i>
Source – online or print material with DOI	<p>If a DOI exists for the publication you must use it. The format is to be converted to https://doi.org/... If no DOI is assigned you may attempt to locate it by using the DOI search tool found at https://www.crossref.org/guestquery</p> <p>Carn, S. A., Krotkov, N. A., Fisher, B. L., Li, C., & Li, C. (2022). Out of the blue: Volcanic SO₂ emissions during the 2021-2022 eruptions of Hunga Tonga—Hunga Ha’apai (Tonga). <i>Frontiers in Earth Science</i>, 10. https://doi.org/10.3389/feart.2022.976962</p>	<p>Carn et al. (2022) concluded that ...</p> <p style="text-align: center;">OR</p> <p>... (Carn et al., 2022).</p>
Source – online without DOI, with URL	<p>If no DOI exists, insert the URL.</p> <p>Rankine, M., Li, H., Tian, T., Beddoe, L. (2024). Older Chinese migrants’ social connectedness in Aotearoa New Zealand during Covid-19. <i>Aotearoa New Zealand Social Work</i>, 36(3), 49–62. https://anzswjournal.nz/anzsw</p>	<p>Rankine et al. (2024) suggests ...</p> <p style="text-align: center;">OR</p> <p>... (Rankine et al., 2024).</p>
Source – print material without DOI	<p>Name of the publisher is included when the source is not a journal.</p> <p>Salesa, D. A. (2023). <i>An indigenous ocean: Pacific essays</i>. Bridget Williams Books.</p>	<p>Salesa (2023) stated ...</p> <p style="text-align: center;">OR</p> <p>... (Salesa, 2023).</p>

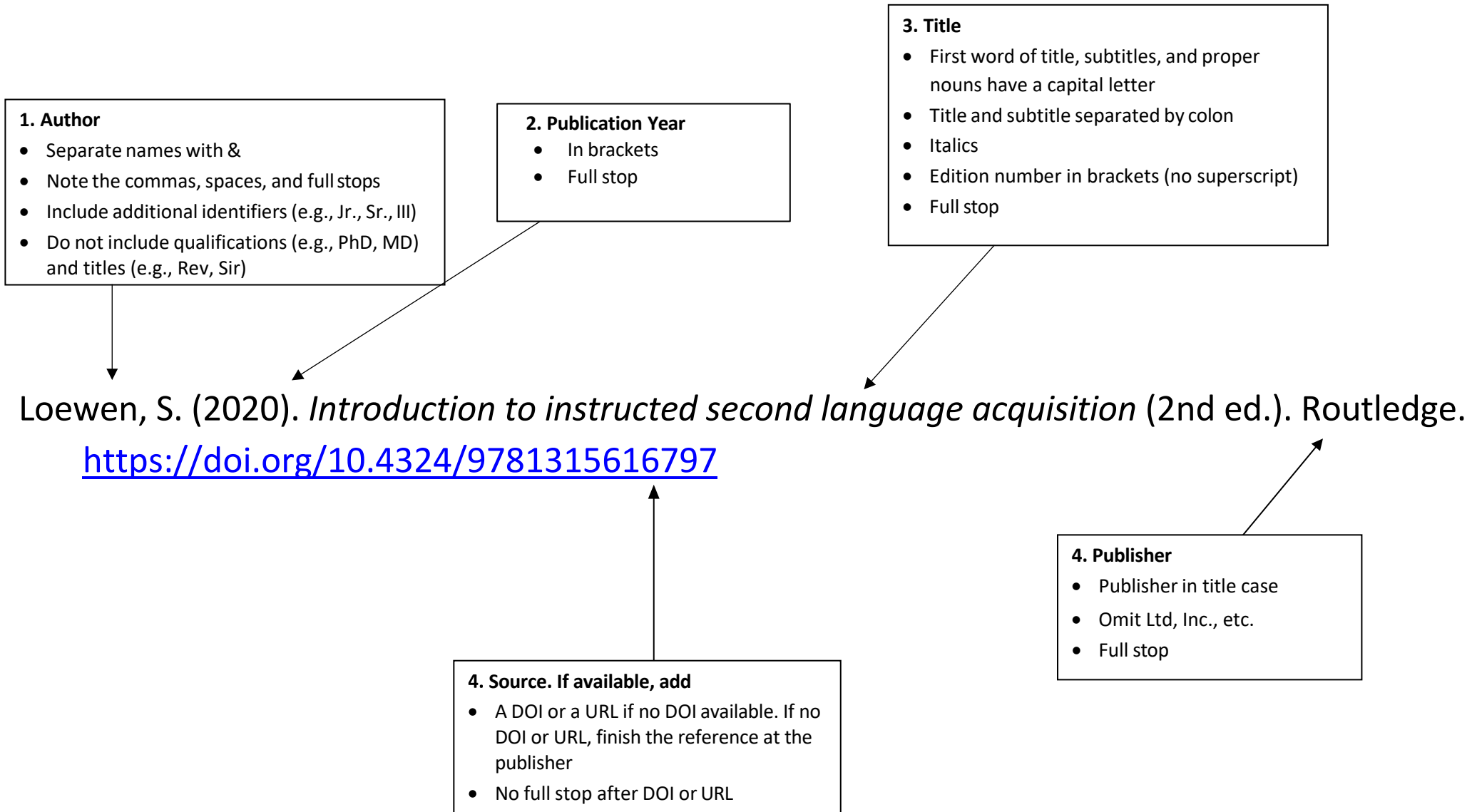
Multiple References for Same Information

Multiple Sources	Reference List Examples	In-Text Example
<p>Multiple references – same author, published in the same year</p>	<p>Use “a”, “b”, and so forth, to differentiate works published by the same author in the same year. The alphabetical ordering in the reference list determines the allocation of a, b, c, and so forth.</p> <p>Ministry of Health–Manatū Hauora. (2024a). <i>Obesity statistics</i>. https://bit.ly/36msuuB</p> <p>Ministry of Health–Manatū Hauora. (2024b). <i>Tips for a healthy heart</i>. https://www.health.govt.nz/news-media/news-items/tips-healthy-heart</p> <p>Where there is no date, the format of the date element is (n.d.-a), (n.d.-b), and so forth</p> <p>Institute of Directors New Zealand. (n.d.-a). <i>New to governance</i>. https://www.iod.org.nz/resources-and-insights/new-to-governance/#</p> <p>Institute of Directors New Zealand. (n.d.-b). <i>Services for boards</i>. https://www.iod.org.nz/services-for-boards/#</p>	<p>This example also shows appropriate abbreviation of author name.</p> <p>The Ministry of Health (MoH, 2024b) states ... and that ... (MoH, 2024a).</p> <p>NB. When two languages are used for the author name, use only the first name presented.</p> <p>The Institute of Directors New Zealand n.d.-b) describe its services as Governance is defined as ... (Institute of Directors New Zealand. n.d.-a).</p>
<p>Multiple references – different authors for the same idea</p>	<p>Goujard, L. (2023). What photographic portrait to produce to represent outsider artists? <i>Epidemiology and Psychiatric Sciences</i>, 32. https://doi.org/10.1017/S2045796023000793</p> <p>Prettinari, G. (2023). Creative trespasses: Intertwining the fashion world and outside art. <i>Epidemiology and Pschiatric Sciences</i>, 32. https://doi.org/10.1017/S2045796022000749</p> <p>Rhodes, C. (2022). <i>Outsider art: Art brut and its affinities</i>. Thames & Hudson.</p>	<p>Cite sources alphabetically.</p> <p>According to Goujard (2023), Prettinari (2023), and Rhodes (2022), ...</p> <p>OR</p> <p>... (Goujard, 2023; Prettinari, 2023; Rhodes, 2022).</p> <p>Write a major citation first then list remaining citations alphabetically, preceded with “see also.”</p> <p>... (Rhodes, 2022; see also Goujard, 2023 and Prettinari, 2023).</p>
<p>Multiple references – same author for the same idea</p>	<p>Kinloch, V. (2022). On becoming change agents in education through service-learning and empowerment. <i>Journal of Community Engagement and Scholarship</i>, 8(2). https://jces.ua.edu/articles/10.54656/QCKL3308</p> <p>Kinloch, V. (2023). 2022 Presidential address: Equity, justice, and antiracist teaching: Who will join us? <i>Research in the Teaching of English</i>, 57(3), 314–321. https://www.proquest.com/scholarly-journals/2022-ncte-presidential-address-equity-justice/docview/2797740279/se-2</p>	<p>It is unnecessary to repeat an author’s name when citing multiple works for the same idea by the same author in a citation.</p> <p>Kinloch (2022, 2023) indicated ...</p> <p>OR</p> <p>... (Kinloch, 2022, 2023).</p>

Missing Information

Missing Information	Reference List Examples	In-Text Example
<p>No author</p>	<p>Place the title in the author position. Alphabetise books with no author or editor by the first significant word in the title. For an article within a complete work, do not italicise the title. For a complete work, italicise the title.</p> <p>Article within a complete work (e.g., journal, newspaper, magazine articles; chapters in edited books)</p> <p>Editorial: Clouds over the recovery of tourism. (2024, July 12). <i>New Zealand Herald</i>. https://www.nzherald.co.nz/business/editorial-clouds-over-the-recovery-of-tourism/R4V7PX5OZRACFNM4X64YXRYWAA/</p> <p>Complete work (e.g., books, brochures, reports)</p> <p><i>The unseen hand</i>. (2014). Leonaur.</p>	<p>Cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks around the title. Begin each main word with a capital letter.</p> <p>In “Editorial: Clouds over the Recovery of Tourism” (2024), ... OR ... (“Editorial: Clouds over the Recovery of Tourism,” 2024).</p> <p>Italicise the title. Begin each main word with a capital letter.</p> <p>In <i>The Unseen Hand</i> (2014) ... OR ... (<i>The Unseen Hand</i>, 2014).</p>
<p>No date</p>	<p>Include n.d. in parenthesis where no publication date is given.</p> <p>Len Lye Foundation. (n.d.). <i>Len Lye Centre</i>. https://www.lenlyefoundation.com/page/len-lye-centre/5/</p> <p>NB. The review date or the copyright date at the end of a web page is not the publication date. If a publication date is not provided, use n.d. However, if the material has an updated date that is clearly attributable to the material you are citing, use the year of the updated date.</p> <p>When the publication date is unclear, verify the relevance and currency of the information. Refer also to the “Unpublished work” section on page 11.</p>	<p>The Len Lye Foundation (n.d.) state ... OR ... (Len Lye Foundation, n.d.).</p>
<p>No volume, issue, or page range for a journal article</p>	<p>Omit missing information. The example below shows missing issue and page numbers.</p> <p>Mallick, S., & Baths, V. (2024). Novel deep learning framework for detection of epileptic seizures using EEG signals. <i>Frontiers in Computational Neuroscience</i>, 18. https://doi.org/10.3389/fncom.2024.1340251</p>	<p>Mallick and Baths (2024) stated that ... OR ... (Mallick & Baths, 2024).</p>

Book—Reference Elements



Book—Examples

Book Examples	Reference List Example	In-Text Example
Book	<p>With DOI Loewen, S. (2020). <i>Introduction to instructed second language acquisition</i> (2nd ed.). Routledge. https://doi.org/10.4324/9781315616797</p> <p>Without DOI Hazari, A. (2024). <i>Research methodology for allied health professionals: A comprehensive guide to thesis and dissertation</i>. Springer.</p>	<p>Loewen (2020) outlines ... OR ... (Loewen, 2020).</p> <p>Hazari (2024) describes ... OR ... (Hazari, 2024).</p>
Book – edited	<p>Pihama, L., & Tuhiwai Smith, L. (Eds.). (2023). <i>Ora: Healing ourselves – Indigenous knowledge, healing and wellbeing</i>. Huia Publishers.</p>	<p>Pihama and Tuhiwai Smith (2023) described ... OR ... (Pihama & Tuhiwai Smith, 2023).</p>
<p>Book chapter – in an edited book</p> <p>StatPearls [Internet]</p>	<p>For editors’ names, write the initials then the last name. Schubring, A. (2024). Biographical mapping interviews. In K. A. Rich, R. Smith, & A. R. Giles (Eds.), <i>Participatory research in sport and physical activity</i>. Taylor & Francis.</p> <p>Include edition numbers in brackets before the page range, separated by a comma. Papps, E. (2021). Acting in accordance with New Zealand regulatory frameworks. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), <i>Potter and Perry’s fundamentals of nursing</i> (6th ed., pp. 259–273). Elsevier.</p> <p>StatPearls [Internet] is referenced similar to an edited book. Linzay, C. D., & Pandit, S. (2023). Acute diverticulitis. In <i>StatPearls [Internet]</i>. StatPearls Publishing. https://www.ncbi.nlm.nih.gov/books/NBK459316/</p>	<p>Schubring (2024) identifies ... OR ... (Schubring, 2024).</p> <p>Papps (2021) explains ... OR ... (Papps, 2021).</p> <p>Linzay and Pandit (2023) identify ... OR ... (Linzay & Pandit, 2023).</p>

Article—Reference Elements

1. Author

- Separate names with &
- Note the commas, spaces, and full stops
- Include additional identifiers (e.g., Jr., Sr., III)
- Do not include qualifications (e.g., PhD, MD) and titles (e.g., Rev, Sir)



2. Publication Year

- In brackets
- Full stop



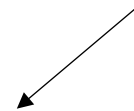
3. Title

Title of article

- First word of title, subtitles, and proper nouns have a capital letter
- No italics
- Full stop

Title of journal

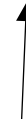
- All main words have a capital letter
- Italics
- Comma



O'Donoghue, K., & Mo, Y. H. K. (2024). Cyber-supervision during the Covid-19 pandemic: An exploratory international survey. *Aotearoa New Zealand Social Work*, 36(2), 24–38.
<https://anzswjournal.nz/anzsw/article/view/1171>

4. Source

- Volume number (italics), but omit if not available
- Issue number (brackets, no italics) and comma, but omit if not available
- Page range or article number and full stop; precede an article number with the word Article
- DOI. If no DOI, then URL. If no DOI and no URL, finish reference at the page or article number



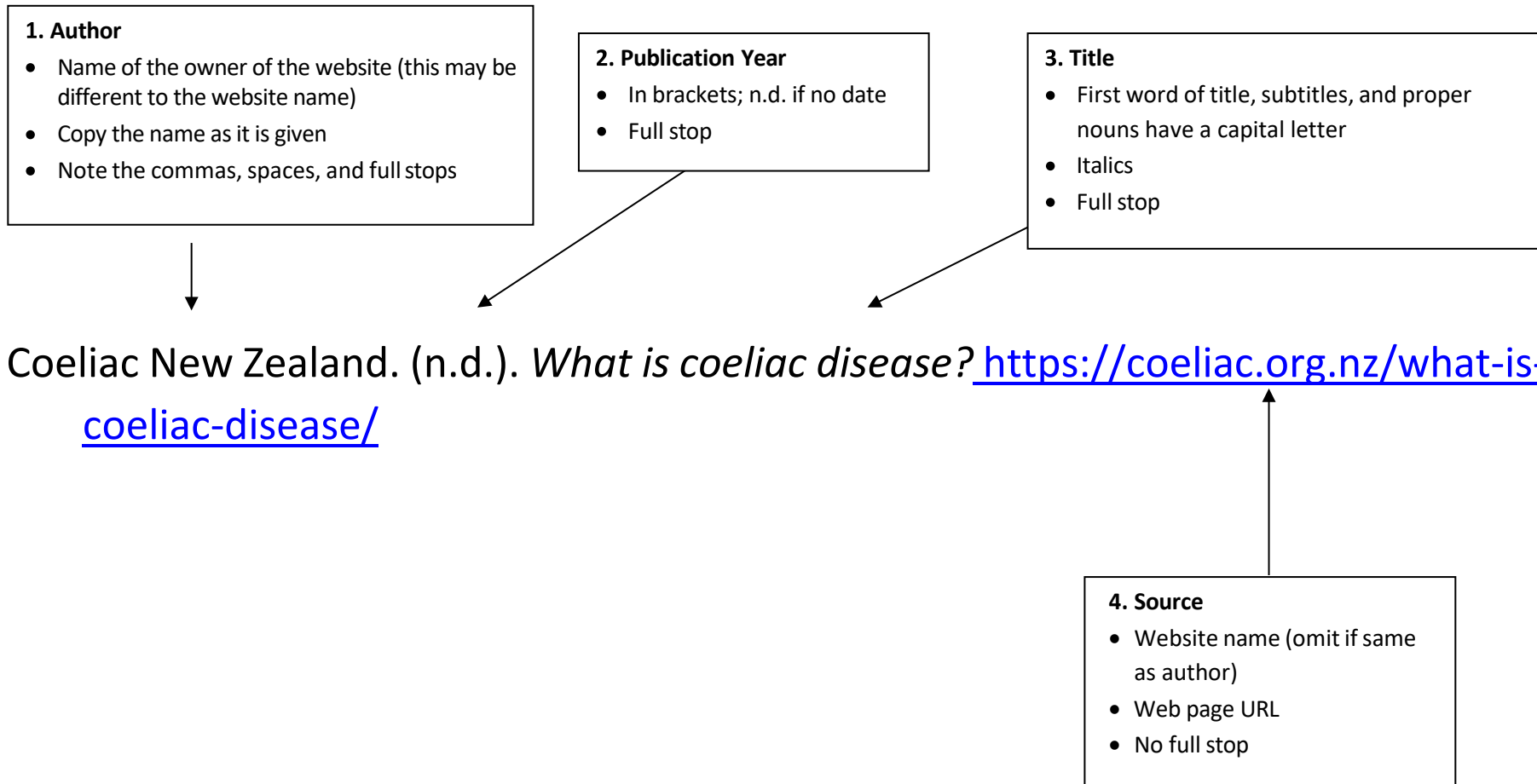
Article—Examples

Article Examples	Reference List Example	In-Text Example
<p>Journal article</p>	<p>With a DOI Williams, T., Ward, K., Goodwin, D., & Smith, M. (2024). Impactful co-design: Adult decision-makers’ perspectives on actualising children’s ideas for health-promoting neighbourhoods in Aotearoa New Zealand. <i>Health & Place</i>, 87, Article 103253. https://doi.org/10.1016/j.healthplace.2024.103253</p> <p>NB. If a DOI is presented in the older format of DOI: 10/10... or http://dx.doi/..., convert to the preferred format of https://doi.org/...</p> <p>Without a DOI, with a URL O’Donoghue, K., & Mo, Y. H. K. (2024). Cyber-supervision during the Covid-19 pandemic: An exploratory international survey. <i>Aotearoa New Zealand Social Work</i>, 36(2), 24–38. https://anzswjournal.nz/anzsw/article/view/1171</p> <p>Without a DOI, without a URL Simoncini, K. (2023). The power of block play. <i>Every Child</i>, 29(4), 16–17.</p>	<p>Williams et al. (2024) interpret the ... OR ... (Williams et al., 2024).</p> <p>O’Donoghue and Mo (2024) state ... OR ... (O’Donoghue & Mo, 2024).</p> <p>Simoncini (2023) explained ... OR ... (Simoncini, 2023).</p>
<p>Journal article from a proprietary database</p>	<p>From a proprietary database (e.g., Lippincot Procedures, Cochrane Library, Joanna Briggs Institute), include the database name in place of the journal title.</p> <p>Gordon, M., Grafton-Clarke, C., Rahindrajith, S., Beeninga, M. A., Sinopoulou, V., & Akobeng, A. K. (2024). Treatments for intractable constipation in childhood. <i>Cochrane Database of Systematic Reviews</i>. https://doi.org/10.1002/14651858.CD014580.pub2</p>	<p>Gordon et al. (2024) explored ... OR ... (Gordon et al., 2024).</p>

Article Examples	Reference List Example	In-Text Example
Journal article – with article number	<p>Add the word “Article” and article number in place of the page range.</p> <p>Craig, H., Paulik, R., Djanibekov, U., Walsh, P., Wild, A., & Popovich, G. (2021). Quantifying national-scale changes in agricultural land exposure to fluvial flooding. <i>Sustainability</i>, 13(22). Article 12495. https://doi.org/10.3390/su132212495</p>	<p>Craig et al. (2021) stated ...</p> <p style="text-align: center;">OR</p> <p>... (Craig et al., 2021).</p>
Magazine article	<p>Include the date information provided in the article. Add page numbers and URL if available.</p> <p>Colby, A. (2024, June 13). Coverable cosies: 20+ knitwear styles to add into your rotation this winter. <i>Fashion Quarterly</i>. https://fq.co.nz/knitwear-edit-2024/</p>	<p>Only the year is included in the in-text citation.</p> <p>Colby (2024) identifies ...</p> <p style="text-align: center;">OR</p> <p>... (Colby, 2024).</p>
Newspaper article	<p>Include the date information provided in the article. Add page numbers and URL if available.</p> <p>Johnstone, S. (2023, November 10). Wairoa flooding shows need for long-term mental health support after Cyclone Gabrielle. <i>New Zealand Herald</i>. https://shorturl.at/R9h42</p>	<p>Only the year is included in the in-text citation.</p> <p>Johnstone (2023) highlights ...</p> <p style="text-align: center;">OR</p> <p>... (Johnstone, 2023).</p>
News website article – without an associated daily or weekly newspaper	<p>Include the name of the website after the title of the article. Italicise the article title. This example shows RNZ as the publisher.</p> <p>Edmunds, S. (2024, July 9). <i>Which NZ products have the largest mark-ups?</i> RNZ. https://www.rnz.co.nz/news/business/521620/which-nz-products-have-the-largest-mark-ups</p>	<p>Only the year is included in the in-text citation.</p> <p>Edmund’s (2024) article ...</p> <p style="text-align: center;">OR</p> <p>... (Edmund, 2024).</p>
Press release	<p>After the title, write “Press release” in square brackets.</p> <p>New Zealand Parliament. (2024, April 17). <i>Face-to-face diplomacy key aim of Speaker’s first delegation to the Pacific</i> [Press release]. https://shorturl.at/2h75T</p>	<p>Only the year is included in the in-text citation.</p> <p>In the New Zealand Parliament’s (2024) press release, ...</p> <p style="text-align: center;">OR</p> <p>... (New Zealand Parliament, 2024).</p>

Article Examples	Reference List Example	In-Text Example
<p>Blog</p>	<p>Blog Post Bates, T. (2024, January 21). A personal history: 3. What I learned from Open University summer schools. <i>Online Learning and Distance Education Resources</i>. https://www.tonybates.ca/2024/01/21/a-personal-history-2-what-i-learned-from-open-university-summer-schools/</p> <p>NB. It is very important to verify the credibility of the authorship of blogs and blog comments and the accuracy, relevance, and currency of the information given.</p> <p>Blog Comment If a title is not given, include the first 20 words in the title position, followed by, in square brackets, the words “comment on the article” and the article title in quotation marks. Lane, A. (2024, January 23). Another great read but as with my comment on your first post there were actually 5 faculties and foundation courses [Comment on the article “A personal history: 3. What I learned from Open University summer schools”]. <i>Online Learning and Distance Education Resources</i>. https://www.tonybates.ca/2024/01/21/a-personal-history-2-what-i-learned-from-open-university-summer-schools/</p>	<p>Only the year is included in the in-text citation.</p> <p>Bates (2024) states ... OR ... (Bates, 2024).</p> <p>Lane’s comment (2024) suggests... OR ... (Lane, 2024).</p>
<p>Article – from a course readings</p>	<p>You may have been given readings for your course. This is a collection of journal, magazine, or newspaper articles; book chapters; and other material collated by the lecturer. Treat each reading as being sourced from its publication location and reference according to the source type. For example, if the reading you are citing is a copy of a journal article, reference the original journal, not EITONLINE.</p>	<p>In the in-text citation provide the author and date of the original source and add the page number, paragraph number, or the time stamp if quoting.</p>

Web page—Reference Elements (author same as publisher)



Web page—Reference Elements (author different to publisher)

1. Author

- Separate names with &
- Note the commas, spaces, and full stops
- Include additional identifiers (e.g., Jr., Sr., III)
- Do not include qualifications (e.g., PhD, MD) and titles (e.g., Rev, Sir)

2. Publication Year

- In brackets; n.d. if no date
- Full stop

3. Title

- First word of title, subtitles, and proper nouns have a capital letter
- Italics
- Full stop

Cherry, K. (2023). *How to lead: 6 leadership styles and frameworks*. Verywell Mind.
<https://www.verywellmind.com/leadership-styles-2795312>

4. Source

- Name of the owner of the website (this may be different to the website name)
- Web page URL
- No full stop

Web page—Examples

Web page Examples	Reference List Example	In-Text Example
Web page – publisher name different to author	Cherry, K. (2023). <i>How to lead: 6 leadership styles and frameworks</i> . Verywell Mind. https://www.verywellmind.com/leadership-styles-2795312	Cherry (2023) states that ... OR ... (Cherry, 2023).
Web page – publisher name same as author	When author and publisher name are the same, omit the publisher. Coeliac New Zealand. (n.d.). <i>What is coeliac disease?</i> https://coeliac.org.nz/what-is-coeliac-disease/ NB: All references should be credible. When the publication date is unclear, verify that the information is current.	Coeliac New Zealand (n.d.) define ... OR ... (Coeliac New Zealand, n.d.).
Web page – no date	Sport New Zealand. (n.d.). <i>What we're working towards: Our outcomes and priorities</i> . https://sportnz.org.nz/about-us/who-we-are/what-were-working-towards/ NB: All references should be credible. When the publication date is unclear, verify that the information is current.	Sport New Zealand (n.d.) ... OR ... (Sport New Zealand, n.d.).
Web pages – multiple references from the same website, with the same date	Web pages from the same website are listed alphabetically according to the title, and this determines the allocation of a, b, and so forth within the date element. Education New Zealand. (2024a). <i>Gifted education evaluation reports released</i> . https://www.education.govt.nz/news/gifted-education-evaluation-reports-released/ Education New Zealand. (2024b). <i>Minister outlines intentions for assessment and aromatawai</i> . https://www.education.govt.nz/news/minister-outlines-intentions-for-assessment-and-aromatawai/	Education New Zealand (2024b) identifies The Minister of Education stated ... (Education New Zealand, 2024a).
Web pages – multiple sources from the same website, no date	A retrieval date is included where information is likely to change. Web pages from the same website are listed alphabetically according to the title, and this determines the allocation of -a, -b, and so forth within the date element. Safe Travel. (n.d.-a). <i>Internet dating scams</i> . Retrieved November 19, 2024, from https://safetravel.govt.nz/internet-dating-scams Safe Travel. (n.d.-b). <i>Our services</i> . https://safetravel.govt.nz/our-services Safe Travel. (n.d.-c). <i>Travel advisory risk levels</i> . Retrieved November 19, 2024, from https://safetravel.govt.nz/travel-advisory-risk-levels	Safe Travel (n.d.-b) explains ..., warns against ... (Safe Travel, n.d.-a), and advises caution when travelling to ... (Safe Travel, n.d.-c).

Social Media—Reference Elements

1. Author

- Note the punctuation
- Screenname in square brackets []
- Write the name and screen name as given

2. Publication Year

- Full date (yyyy, month dd)
- In brackets
- Full stop

National Emergency Management Agency [@NZcivildefence]. (2024, May 26). *The nationwide test of the Emergency Mobile Alert system is tonight, between 6–7pm! It's also a timely reminder that we can't.* [Post]. X.

<https://x.com/NZcivildefence/status/1794473637270913321>

3. Title

- Title. If no title, first 20 words of post, counting emojis, hashtags, etc.
- Italics
- Additional information relating to links, thumbnails, images within the post etc. in square brackets
- Add information about the type of post in square brackets. For example, [Image attached] [Thumbnail] [Facebook page]
- Full stop

4. Source

- Name of website, e.g., X, Facebook, Instagram
- Web page URL
- No full stop

Social Media—Examples

Cite from social media if this was the original publication location, otherwise locate and reference the original source.

Social Media Examples	Reference List Example	In-Text Example
Facebook	<p>After the author (and username if different to author), include date, first 20 words of the post in italics (counting symbols, emojis, and hashtags, etc.), description of the post in square brackets where appropriate, name of the publisher (Facebook), and URL.</p> <p>Facebook post NZ Civil Defence. (2023, November 23). <i>It happens here ... In the last 200 years, there have been at least three tsunamis that were more than 10</i> [Image attached]. Facebook. https://www.facebook.com/share/p/ZnEVHiRt2QudogbL/</p> <p>Facebook page Include a retrieval date as Facebook home page information is often updated. SPCA. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved November 20, 2024, from https://www.facebook.com/RoyalNZSPCA?mibextid=ZbWKwL</p>	<p>Only the year is included in the in-text citation.</p> <p>According to the NZ Civil Defence (2023), ... OR ... (NZ Civil Defence, 2023).</p> <p>SPCA (n.d.) stated ... OR ... (SPCA, n.d.).</p>
Instagram	<p>Include the author name, username in square brackets, full date, first 20 words of the post in italics (counting symbols, emojis, and hashtags, etc.), description of the post in square brackets where appropriate, name of the publisher (Instagram), and URL.</p> <p>Creative Arts Napier [@creativeartsnapier]. (2018, April 18). <i>The stunning work of John Boyd-Dunlop! This one is 'Haala-Glory' priced at \$800. #painting #ink #whimsical #funny #artgallery #comeandsee! #talentedartist</i> [Thumbnail]. Instagram. https://www.instagram.com/p/BhsfLdhovJ/</p> <p>Refer to the APA manual, page 350, to reference an Instagram highlight.</p>	<p>Only the year is included in the in-text citation.</p> <p>Creative Arts Napier (2018) ... OR ... (Creative Arts Napier, 2018).</p>
X	<p>Include author name, screen name in square brackets, full date, first 20 words of the post in italics (counting symbols, emojis, and hashtags, etc.), description in square brackets where appropriate, the word "Post" in square brackets, name of publisher (X), and URL.</p> <p>National Emergency Management Agency [@NZcivildefence]. (2024, May 26). <i>The nationwide test of the Emergency Mobile Alert system is tonight, between 6–7pm! It's also a timely reminder that we can't.</i> [Post]. X. https://x.com/NZcivildefence/status/1794473637270913321</p>	<p>Only the year is included in the in-text citation.</p> <p>The National Emergency Management Agency (2024) commented ... OR ... (The National Emergency Management Agency, 2024).</p>

Audiovisual—Examples


Audio/Video	Reference List Examples	In-Text Example
Audio	<p>Audiobook White, E. B. (2019). <i>On democracy</i> (A. Morey, Narr.) [Audiobook]. Harpercollins Publishers. https://amzn.to/33ZgPQv (Original work published 1947)</p> <p>NB. As this is a re-published work, the original and the republication dates are included.</p> <p>Soundtrack Lord Kitchener. (2015). The man in the street [Song]. On <i>Kitchener goes soca</i>. Radiophone Archives.</p> <p>NB. Give the name of the artist as they are known.</p>	<p>White (1947/2019) comments on ...</p> <p style="text-align: center;">OR</p> <p>... (White, 1947/2019).</p> <p>Lord Kitchener’s (2015) lyrics ...</p> <p style="text-align: center;">OR</p> <p>... (Lord Kitchener, 2015).</p>
Film	<p>The director takes the place of the author and the film production company the place of the publisher. A description of the source type is given in square brackets after the title.</p> <p>Kerig, W. A. (Director). (2012). <i>Ready to fly: The true story of a dream worth fighting for</i> [Film]. Salt Mine Storyworks.</p>	<p>Kerig (2012) tells the story of ...</p> <p style="text-align: center;">OR</p> <p>... (Kerig, 2012).</p>
TV or streamed series or episode	<p>Include names of executive producers, writers, directors, and executive directors if available.</p> <p>TV or Streamed Series Lee-Harris, A. (Producer & Writer), & Leonard, S. (Director). (2018–2023). <i>The casketeers</i> [TV series]. Great Southern Pictures.</p> <p>TV or Streamed Episode Miller, B. (Writer). (2019, July 10). Unfit (Season 3, Episode 8) [TV series episode]. In B. Miller, W. Littlefield, R. Morano, D. Wilson, F. Sears, I. Chaiken, E. Moss, M. Barker, E. Tuchman, S. I. Hockin, H. Weber, & F. Siracusa (Executive Producers), <i>The handmaid’s tale</i>. Daniel Wilson Productions; The Littlefield Company; White Oak Pictures; MGM Television.</p>	<p>In <i>The Casketeers</i>, Lee-Harris and Leonard (2018–2023) depict ...</p> <p style="text-align: center;">OR</p> <p>... (Lee-Harris & Leonard, 2018–2023).</p> <p>Miller (2019) tells ...</p> <p style="text-align: center;">OR</p> <p>... (Miller, 2019).</p>
LinkedIn Learning	<p>Mundim, T. S. (2017, June 14). <i>ArchiCAD essential training</i> [Online course]. LinkedIn Learning. https://www.linkedin.com/learning/me?u=76194218</p>	<p>Only the year is included. According to Mundim (2017), ...</p> <p style="text-align: center;">OR</p> <p>... (Mundim, 2017).</p>

Audio/Video	Reference List Examples	In-Text Example
TED Talk	<p>The person or organisation uploading the TED talk is identified in the author position followed by the upload date. Organisation name follows the title, then the URL.</p> <p>From ted.com Hervey, A. (2023, April). <i>Why are we so bad at reporting good news?</i> [Video]. TED Conferences. https://tinyurl.com/2ewkhpzc</p> <p>From YouTube TED. (2024, March 29). <i>Ken Goldberg: Why don't we have better robots yet?</i> [Video]. YouTube. https://www.youtube.com/watch?v=cUdl-Cp-LWw</p> <p>NB. Include the presenter name as part of the title followed by a colon.</p>	<p>Only the year is included in the in-text citation.</p> <p>Hervey (2023) questions ... OR ... (Hervey, 2023).</p> <p>In TED (2024), Ken Goldberg indicates ... OR ... (TED, 2024).</p>
YouTube or recorded uploaded video	<p>Use the name of the person or organisation who uploaded the video in the author position.</p> <p>YouTube Careersnz. (2023, October 9). <i>Drainlayer</i> [Video]. YouTube. https://www.youtube.com/watch?v=VYMS9vqnSRs</p>	<p>Only the year is included in the in-text citation.</p> <p>Careersnz (2023) demonstrates ... OR ... (Careersnz, 2023).</p>
Webinar (recorded)	<p>Recorded webinars are often available on YouTube. Reference as you would a YouTube video and credit the presenter within the title of the reference, followed by a colon.</p> <p>Creative New Zealand. (2017, April 3). <i>Graeme Nahkies: Getting on board – Governance with impact</i> [Webinar]. YouTube. https://bit.ly/2qxPU0B</p> <p>If a webinar is from an organisation's website, reference as a web page and place the word "Webinar" in square brackets after the title.</p> <p>Bristol, T. (n.d.). <i>Save time studying: Nursing students note taking goes mobile</i> [Webinar]. Skyscape. https://bit.ly/354rhYz</p> <p>Unrecorded, non-retrievable webinars are to be referenced as personal communication.</p>	<p>Only the year is included.</p> <p>In Creative New Zealand (2017), Graeme Nahkies informs ... OR Graeme Nahkies explains ... (Creative New Zealand, 2017).</p> <p>Bristol (n.d.) indicates ... OR ... (Bristol, n.d.).</p>

Reference Work—Examples

Reference Work Examples	Reference List Example	In-Text Example
<p><i>Dictionary or Encyclopaedia</i></p> <p><i>Te Ara: The Encyclopedia of New Zealand</i></p>	<p>Single entry in a reference work.</p> <p>Where the work is frequently updated, include a retrieval date. Merriam–Webster. (n.d.). Heuristic. In <i>Merriam-Webster.com dictionary</i>. Retrieved November 20, 2024, from https://www.m-w.com/dictionary/heuristic</p> <p>Editors of Encyclopaedia Britannica. (n.d.). Mohaka River. In <i>Encyclopaedia Britannica</i>. Retrieved November 20, 2024, from https://www.britannica.com/place/Mohaka-River</p> <p>When the work provides an updated date, provide that year in the date element. Whaanga, M. (2017). Ngāti Kahungunu. In <i>Te Ara: The Encyclopedia of New Zealand</i>. http://www.TeAra.govt.nz/en/ngati-kahungunu</p> <p>Multiple entries in a reference work.</p> <p>When referencing a number of entries, refer to the source as a whole. Merriam-Webster. (n.d.). <i>Merriam-Webster.com dictionary</i>. Retrieved November 20, 2024, from https://www.merriam-webster.com/</p> <p>Stevenson, A., & Waite, M. (Eds.). (2011). <i>Concise Oxford English dictionary</i> (12th ed.). Oxford University Press.</p> <p>For major reference works with a large editorial board, list the name of the lead editor, followed by “et al.”. Hanks, P., et al. (Eds.). (1989). <i>Collins pocket English dictionary</i>. Collins.</p>	<p>Merriam-Webster (n.d.) defines ... OR ... (Merriam-Webster, n.d.).</p> <p>The Editors of Encyclopaedia Britannica (n.d.) describe ... OR ... (Editors of Encyclopaedia Britannica, n.d.).</p> <p>Whaanga (2017) outlines ... OR ... (Whaanga, 2017).</p> <p>Merriam- Webster (n.d.) defines ... OR ... (Merriam-Webster, n.d.).</p> <p>Stevenson and Waite (2011) define ... OR ... (Stevenson & Waite, 2011).</p> <p>Hanks et al. (1989) define ... OR ... (Hanks et al., 1989).</p>

Reference Work Examples	Reference List Example	In-Text Example
Dictionary or encyclopaedia – from an App	<p>The author is the name of the rightsholder of the app which may be an individual, group, or company. The year is the date of the version release, if available.</p> <p>Entry within an app GNS Science–Te Pū Ao. (2024). <i>About GeoNet</i>. (Version 4.4.0) [Mobile application software]. Google Play Store. https://play.google.com/store/search?q=geonet+nz&c=apps&hl=en</p> <p>The app as a whole or multiple entries from one app. AUT Ventures Limited. (2022). <i>New Zealand trees</i> (Version 4.0) [Mobile application software]. Google Play Store. https://play.google.com/store/apps/details?id=com.treesnz&hl=en</p>	<p>According to GNS Science (2024), ... OR ... (GNS Science, 2024).</p> <p>According to AUT Ventures Limited (2022), ... OR ... (AUT Ventures Limited, 2022).</p>
MIMS	<p>When author and publisher are the same, the publisher is omitted.</p> <p>When referencing a specific drug, include the drug name after the date. MIMS New Zealand. (2024). Clarithromycin. <i>MIMS New Ethicals</i>, (40), 330–331.</p> <p>When referencing a number of entries, refer to the book as a whole. MIMS New Zealand. (2024). <i>MIMS New Ethicals</i>, (40).</p>	<p>MIMS New Zealand (2024) states ... OR ... (MIMS New Zealand, 2024).</p>
Drug data sheet (Medsafe)	<p>The sponsor name is the author and Medsafe the publisher. GlaxoSmithKline. (2023). <i>Augmentin tablets</i>. Medsafe. https://www.medsafe.govt.nz/consumers/cmi/a/augmentintab.pdf</p> <p>If no sponsor name is available, Medsafe is the author and the publisher, so omit the publisher.</p>	<p>According to GlaxoSmithKline (2023), ... OR ... (GlaxoSmithKline, 2023).</p>
NZ Formulary	<p>Include the version number in brackets. New Zealand Formulary. (2024). Sulfonylureas. In <i>NZF</i> (Version 148). https://nzf.org.nz/nzf_3691?searchterm=Sulfonylureas</p>	<p>New Zealand Formulary (2024) state ... OR ... (New Zealand Formulary, 2024).</p>
Web-based database/idnz	<p>Include the title of the page in the author position, date (or n.d. if no date), publisher (organisation name), and the URL. <i>Greenmeadows</i>. (n.d.). .idcommunity. https://profile.idnz.co.nz/napier/about?WebID=130</p> <p>NB. The publisher name in this example is .idcommunity.</p>	<p>According to “Greenmeadows” (n.d.), ... OR ... (“Greenmeadows,” n.d.).</p>

Reference Work Examples	Reference List Example	In-Text Example
Lippincott database	<p><u>Text document</u> Include title, database name, and DOI or URL. Wound assessment, home care. (2024). <i>Lippincott Procedures (New Zealand Instance)</i>. https://procedures.lww.com/lnp/view.do?pld=7378573</p> <p><u>Video</u> Include title, date (or n.d. if there is no date), database name, and DOI or URL. Palpating the vein. (n.d.). <i>Lippincott Procedures (New Zealand Instance)</i> [Video]. https://procedures.lww.com/lnp/view.do?pld=729259&s=v&id=12122472</p> <p><u>Image</u> Treat as a figure and head with the word “Figure” and add a title in italics and title case. A Note beneath the figure will include the full in-text citation, which includes the same elements as a reference but in a different order with different punctuation. A reference is also required in the reference list. Refer to the Figures and Tables guide.</p> <p>Figure 3 <i>Cleaning the Puncture Site</i></p>  <p><i>Note.</i> Demonstration [Photograph]. From “Cleaning the Puncture Site,” 2018, <i>Lippincott Procedures (New Zealand Instance)</i> (https://procedures.lww.com/lnp/view.do?pld=728883&s=i&id=66176386). Copyright 2019 by Wolters Kluwer Health.</p>	<p>Use title case for the in-text citation</p> <p>“Wound Assessment, Home Care” (2024) states ... OR ... (“Wound Assessment, Home Care,” 2024).</p> <p>“Palpating the Vein” (n.d.) shows ... OR ... (“Palpating the Vein,” n.d.).</p>

Table—Elements (Refer to Figures and Tables Guide)

Layout on the page

- the word “Table” and a table number in bold. Consecutive number throughout assignment (For master students writing a thesis which is divided into chapters, prime the table number with the chapter number. For example, the 4th table in chapter 2 would be labelled Table 2.4).
- double line space
- title in italics and title case
- double line space then the table

Table 1

Correlations Between Existential Isolation and Culture Measurements

	EI	HI	VI	HC
1. HI	0.15	1		
2. VI	-0.10	0.10	1	
3. HC	-0.33***	-0.07	0.09	1
4. -.23	-0.23*	-0.09	0.19	0.31**

Note. HI = Horizontal individualism; VI = Vertical individualism; HC = Horizontal collectivism; VC = Vertical collectivism; EI = Existential isolation. * $p < .05$, ** $p < .01$, *** $p < .001$. From “Existential isolation and cultural orientation,” by Y. C. Park and E. C. Pinel, 2020, *Personality and Individual Difference*, 159, Article 109891 (<https://doi.org/10.1016/j.paid.2020.109891>). Copyright 2020 by Elsevier B.V.

Layout of the table

- table headings and text in sentence case
- horizontal lines only (no vertical lines). Include borders at top and bottom of the data section of the table and beneath column headings and spanners (i.e., headings that span more than one column). In large tables, further horizontal borders may be needed to divide sections of data.
- avoid shading
- use line spacing and white space to ensure readability and visual appeal

Note – Explanatory information

- the word *Note* in italics, full stop
- copy existing *Note* when reproducing a table
- optional addition of your own *Note*
- finish with a full stop

The note is followed by full in-text citation information

Note can be in smaller font size

Note – Full in-text information (which follows the explanatory information in the note)

Use reference elements according to source type (i.e., journal, web page, book, and so forth)

- the word “From” or “Adapted from” (as appropriate) then title of the source document and a comma
- the word “by” then the author and a comma
- the date and a comma
- the publisher/source with the DOI or URL (if available) in brackets and a comma
- the page number of the table or figure if the article is paginated and a full stop
- copyright or Creative Commons information

Omit elements when they are not available

Note can be in smaller font size

Table—Examples (Refer to Figures and Tables Guide)

Always refer to the table within your text. Present tables with horizontal lines and without shading.

Table references also appear in the final reference list, and a table list may be required for research reports (check with your tutor). For further information, refer to the *Figures and Tables: EIT Guide to APA 7th Presentation of Figures and Tables* guide.

Tables	In-Text Example																							
<p>Table copied (e.g., from an article)</p>	<p>In the <i>Note</i> beneath the table, copy existing <i>Note</i> information if available. Write the words “From” or “Adapted from” as appropriate, then use the reference elements to create a full in-text citation in the format title of article, the word “by” and the author/s, date, journal information, page number of the table, and the DOI or URL in brackets. Copyright information follows.</p> <p>Table 2 ←</p> <p><i>Effects of Cadmium Treatments on Shoot-Root Dry Weights</i></p> <table border="1" data-bbox="420 665 1281 933"> <thead> <tr> <th rowspan="3">Cultivars</th> <th colspan="4">Dry matter yields (mg plant⁻¹)</th> </tr> <tr> <th colspan="2">Shoot</th> <th colspan="2">Root</th> </tr> <tr> <th>-Cd</th> <th>+Cd</th> <th>-Cd</th> <th>+Cd</th> </tr> </thead> <tbody> <tr> <td>AT58</td> <td>1139aA</td> <td>723bA</td> <td>154aB</td> <td>122bB</td> </tr> <tr> <td>Demre</td> <td>1240aA</td> <td>643bA</td> <td>234aA</td> <td>167bB</td> </tr> </tbody> </table> <p><i>Note.</i> Means indicated with different small letters (between Cd treatment, in each cultivar) and by the same capital letters (between cultivars, in each Cd treatment) are significantly different at $p < 0.05$. Adapted from “Cadmium-induced changes in growth and micronutrient composition of two pepper cultivars,” by H. Barut, 2019, <i>Applied Ecology and Environmental Research</i>, 17(2), p. 2555. (https://doi.org/10.15666/1334/1702_22492256). Copyright 2019 by Alöko Kft.</p> <div data-bbox="1323 519 1942 657" style="border: 1px solid black; padding: 5px;"> <p>Table number in bold, then double space, followed by title in title case and italics, double line space then the table.</p> </div> <div data-bbox="1396 828 1942 1209" style="border: 1px solid black; padding: 5px;"> <p>Explanatory note copied from original source or your own note if required, plus the full in-text citation information:</p> <ul style="list-style-type: none"> - “From” or “Adapted from”, title, comma - “by”, author, comma - year, comma - journal information, page number - DOI or URL in brackets, full stop - Copyright information. <p><i>Note</i> can be in smaller font size.</p> </div>	Cultivars	Dry matter yields (mg plant ⁻¹)				Shoot		Root		-Cd	+Cd	-Cd	+Cd	AT58	1139aA	723bA	154aB	122bB	Demre	1240aA	643bA	234aA	167bB
Cultivars	Dry matter yields (mg plant ⁻¹)																							
	Shoot		Root																					
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AT58	1139aA	723bA	154aB	122bB																				
Demre	1240aA	643bA	234aA	167bB																				
















Tables	In-Text Example																																				
<p>Table adapted (e.g., from a web page)</p>	<p>In the <i>Note</i> beneath the table, copy existing <i>Note</i> information if available. Write the words “From” or “Adapted from” as appropriate, then the reference elements to create a full in-text citation in the format title of article, the word “by” and the author/s of the web page or organisation name if there is no individual author, date of the web page or n.d. if there is no date, organisation name if not previously entered as author, page number of the table if available, and the DOI or URL in brackets. Copyright information follows.</p> <p>Table 3</p> <p><i>Commonwealth Games 2022 Medal Table</i></p> <table border="1" data-bbox="415 483 1045 781"> <thead> <tr> <th>Place</th> <th>Country</th> <th>Gold</th> <th>Silver</th> <th>Bronze</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> AUS</td> <td>67</td> <td>57</td> <td>54</td> <td>178</td> </tr> <tr> <td>2</td> <td> ENG</td> <td>57</td> <td>66</td> <td>53</td> <td>176</td> </tr> <tr> <td>3</td> <td> CAN</td> <td>26</td> <td>32</td> <td>34</td> <td>92</td> </tr> <tr> <td>4</td> <td> IND</td> <td>22</td> <td>16</td> <td>23</td> <td>61</td> </tr> <tr> <td>5</td> <td> NZ</td> <td>20</td> <td>12</td> <td>17</td> <td>49</td> </tr> </tbody> </table> <p><i>Note.</i> Adapted from “Commonwealth games: Birmingham 2022 medals table,” by <i>BBC Sport</i>, 2022 (https://www.bbc.com/sport/commonwealth-games/62297956). Copyright 2024 by BBC.</p> <p>NB. This example’s publisher is the same as the author, so the comma after the year and the publisher name are omitted.</p>	Place	Country	Gold	Silver	Bronze	Total	1	 AUS	67	57	54	178	2	 ENG	57	66	53	176	3	 CAN	26	32	34	92	4	 IND	22	16	23	61	5	 NZ	20	12	17	49
Place	Country	Gold	Silver	Bronze	Total																																
1	 AUS	67	57	54	178																																
2	 ENG	57	66	53	176																																
3	 CAN	26	32	34	92																																
4	 IND	22	16	23	61																																
5	 NZ	20	12	17	49																																
<p>Table created by yourself</p>	<p>In the <i>Note</i> beneath the table, give explanatory information if required.</p> <p>Table 4</p> <p><i>Lifestyle According to Employment Status</i></p> <table border="1" data-bbox="436 1157 1234 1369"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="2">Sedentary lifestyle</th> <th rowspan="2">Unanswered</th> </tr> <tr> <th>lifestyle</th> <th>Active lifestyle</th> </tr> </thead> <tbody> <tr> <td>Employed</td> <td>51</td> <td>36</td> <td>7</td> </tr> <tr> <td>Self-employed</td> <td>5</td> <td>38</td> <td>34</td> </tr> <tr> <td>Unemployed</td> <td>22</td> <td>30</td> <td>0</td> </tr> <tr> <td>Student</td> <td>25</td> <td>61</td> <td>8</td> </tr> </tbody> </table> <p><i>Note.</i> Numbers are based on self-reported data.</p>	Category	Sedentary lifestyle		Unanswered	lifestyle	Active lifestyle	Employed	51	36	7	Self-employed	5	38	34	Unemployed	22	30	0	Student	25	61	8														
Category	Sedentary lifestyle		Unanswered																																		
	lifestyle	Active lifestyle																																			
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Student	25	61	8																																		

Table number in bold, then double space, followed by title in title case and italics, double line space then the table.

Explanatory note copied from original source or your own note if required, plus the full in-text citation information:
 - “From” or “Adapted from”, title, comma
 - “by”, author, comma
 - year, comma if source information is needed
 - publisher (omit if same as author)
 - DOI or URL in brackets, full stop
 - Copyright information.
Note can be in smaller font size.

Table number in bold, then double space, followed by title in title case and italics, double line space then the table.

Explanatory note if required.

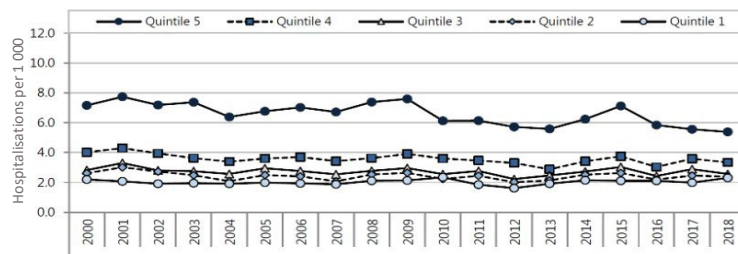
Figure—Elements (Refer to Figures and Tables Guide)

Layout on the page

- the word “Figure” and a figure number in bold. Consecutive number throughout assignment (For master students writing a thesis which is divided into chapters, prime the figure number with the chapter number. For example, the first figure in chapter 6 would be labelled Figure 6.1).
- double line space
- title in italics and title case
- double line space and table

Figure 1

Hospitalisation Rates for Pneumonia in 0–14 Year Olds, by Deprivation Score, New Zealand 2000–2018



Layout of the figure

- figure headings and axis labels in title case
- colour may be added to distinguish graphical elements
- avoid decorative elements and shading
- use line spacing and white space to ensure readability and visual appeal

Note. Numerator: National Minimum Dataset (acute and arranged admissions; excludes neonates), Denominator: NZCYES Estimated Resident Population, Quintile: NZDEP2013 Index of deprivation (1 = least deprived; 5 = most deprived). From *Child poverty monitor 2019*, by M. Duncanson, G. Richardson, G. Oben, A. Wicken, and J. Adams, 2019, NZ Child and Youth Epidemiology Service (<http://www.nzchildren.co.nz/>). Copyright 2009–2019 by NZ Child & Youth Epidemiology Service.

Note – Explanatory information

- the word *Note* in italics, full stop
- copy existing *Note* when reproducing a figure
- optional addition of your own *Note* when creating a figure
- finish with a full stop

The note is followed by reference information

Note can be in smaller font size

Note – Reference information (which follows the explanatory information in the note)

Use reference elements according to source type (i.e., journal, web page, book, and so forth)

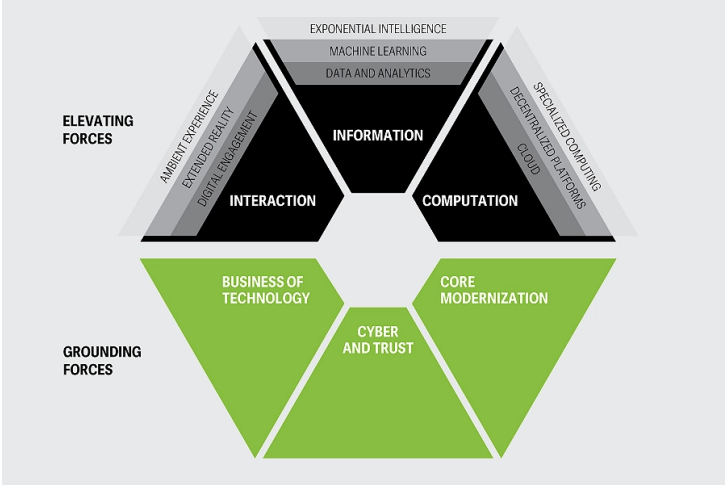
- the word “From” or “Adapted from” (as appropriate) and title of the source document then comma
- the word “by” then the author reference element and a comma
- the date reference element and a comma
- the publisher/source reference element with the DOI or URL (if available) in brackets and comma
- the page number of the table or figure if the article is paginated and a full stop
- copyright information or Creative Commons information


Omit elements of the reference when they are not available

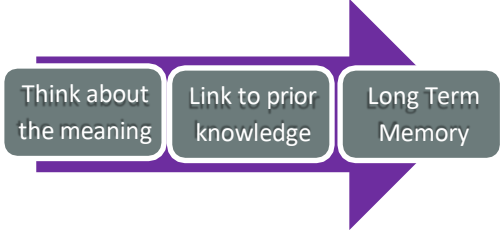

Note can be in smaller font size


Figure (chart, flowchart, diagram, drawing, graph, image, infographic, map, photograph, artwork)— Examples

Always refer to the figure within your text. If an image is found on a website that states the images are attribution free, you do not need to reference the image. However, most images will need to be cited and referenced accordingly. Figure references should appear in the final reference list. A figures list may be required by your tutor. For further information, refer to the *Figures and Tables: EIT Guide to APA 7th Presentation of Figures and Tables* guide.

Figures	In-Text Example
<p>Figure - copied (e.g., from an article)</p>	<p>In the <i>Note</i> beneath the figure, copy existing <i>Note</i> information if available. Write the words “From” or “Adapted from” as appropriate, then use the reference elements to create a full in-text citation in the format title of article, the word “by” and the author/s, date, journal information, page number of the figure if available, and the DOI or URL in brackets. Copyright information follows.</p> <p>Figure 1</p> <p><i>Six Macro Forces of Information Technology</i></p>  <p><i>Note.</i> Original source: Deloitte analysis. From “Generative AI: Force Multiplier for Human Ambitions,” by M. Bechtel and B. Briggs, 2024, Deloitte Insights (https://www2.deloitte.com/us/en/insights/focus/tech-trends.html#read-the-introduction). Copyright 2024 by Tech Trends.</p> <div data-bbox="1249 548 1864 678" style="border: 1px solid black; padding: 5px;"> <p>Figure number in bold, then double space, followed by title in title case and italics, double line space then the figure</p> </div> <div data-bbox="1291 716 1864 1141" style="border: 1px solid black; padding: 5px;"> <p>Explanatory note copied from original source or your own note if required, plus the full in-text citation information:</p> <ul style="list-style-type: none"> - “From” or “Adapted from”, title, comma - “by”, author/s, comma - year, comma - publisher/source information, page number (if relevant) - DOI or URL in brackets, full stop - Copyright information. <p><i>Note</i> can be in smaller font size.</p> </div>

Figures	In-Text Example
<p>Figure Generated by AI</p>	<p>Only include AI generated images if your tutor has given permission to do so.</p> <p>Figure 2</p> <p><i>AI Generated Image for a Wine Label</i></p>  <div data-bbox="1255 235 1871 362" style="border: 1px solid black; padding: 5px;"> <p>← Figure number in bold, then double space, followed by title in title case and italics, double line space then the figure.</p> </div> <div data-bbox="1150 597 1713 873" style="border: 1px solid black; padding: 5px;"> <p>Explanatory note if required, plus the full in-text citation information:</p> <ul style="list-style-type: none"> - "From" title (Version) - [Source Type], comma - "by" Publisher - DOI or URL in brackets, full stop <p><i>Note</i> can be in smaller font size.</p> <p>↙</p> </div> <p><small>Note. Image is a style mix of art nouveau and abstract expressionism. From <i>ChaptGPT</i> (August 8 version) [Large language model], by OpenAI (https://chat.openai.com/chat).</small></p> <p>This example was kindly supplied by Ngaun Siau, EIT student (Bachelor of Viticulture and Wine Science).</p>

Figures	In-Text Example
<p>Figure or photograph created by yourself</p>	<p>If you incorporate an image or figure of your own creation, label with the bolded word “Figure” and the next consecutive number. Include a title. If explanatory notes are required, add these beneath the figure.</p> <p>Figure 3</p> <p><i>Enhancing Memory</i></p>  <p><i>Note.</i> This figure does not include the function of sensory or short term memory.</p> <p>Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure</p> <p>Optional explanatory information is included within a <i>Note</i> if required</p>
<p>Original artwork</p>	<p>When reproducing artwork within your assignment, you will need to provide a figures list. For further information, refer to the <i>Figures and Tables: EIT Guide to APA 7th Presentation of Figures and Tables</i> guide.</p> <p>Only cite artwork from a credible location, such as an artist’s own website, an art book, an art gallery, or museum. Add a reference in the reference list. In the <i>Note</i> beneath the figure, give explanatory information in the format artist, year, date, title [Medium]. This is followed by the location of the artwork (e.g., name of gallery and URL).</p> <p>Figure 4</p> <p><i>The Mamakus</i></p>  <p>Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure</p> <p>Explanatory <i>Note</i> in the format artist, date, title, [Medium]. Location of artwork. URL</p> <p><i>Note.</i> Nin, B. (1975). <i>The Mamakus</i> [Acrylic and fluorescent paint on board]. Christchurch Art Gallery-Te Puna o Waiwhetū. https://christchurchartgallery.org.nz/collection/2002-214/buck-nin/the-mamakus</p>

Figures	Reproduction of the image in your assignment
<p>Artwork reproduced in another source</p>	<p>In the <i>Note</i> beneath the figure, give explanatory information in the format artist, year, date, title [Medium].</p> <p>This is followed by reference information to the source where you found the image. Write the word “From” followed by the title of the source; then the word “by” and the author of the source; publication date and page number (if relevant); name of the publisher; and the DOI or URL in brackets (if available). Copyright information follows.</p> <p>Figure 5</p> <p><i>Harmony in Red</i></p>  <p><i>Note.</i> Matisse, H. (1908). <i>Harmony in red</i> [Oil on canvas]. From <i>50 Modern Artists You Should Know</i>, by C. Weidemann and C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag.</p> <div data-bbox="1333 342 1929 475" style="border: 1px solid black; padding: 5px;"> <p>Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure</p> </div> <div data-bbox="1333 548 1929 638" style="border: 1px solid black; padding: 5px;"> <p>Explanatory <i>Note</i> in the format artist, date, title, [Medium].</p> </div> <div data-bbox="1333 683 1929 816" style="border: 1px solid black; padding: 5px;"> <p>Reference information is added within the <i>Note</i> (omit reference elements that are not available)</p> </div>
<p>Attribution free image</p>	<p>Most images will need to be cited and referenced accordingly. If an image is found on a website that states the images are attribution free, you do not need to reference the image.</p>

Other Examples

Other Source Exaples	Reference List Example	In-Text Example
AI (Artificial Intelligence) Tools	<p>If your tutor has given permission for use of AI tools for a specific purpose, reference the AI tool. State the developer of the AI tool as the author, then year of the version in brackets. The title of the LLM is in italics followed by the version number in brackets. The source type is in square brackets, followed by the URL of the AI tool (McAdoo, 2024).</p> <p>OpenAI. (2023). <i>ChatGPT</i> (Mar 14 version) [Large language model]. https://chat.openai.com/chat</p> <p>Microsoft. (2024). <i>Copilot</i> (Version 4.0) [Large language model]. Microsoft. https://copilot.cloud.microsoft</p>	<p>OpenAI (2023) stated ...</p> <p style="text-align: center;">OR</p> <p>... (OpenAI, 2023).</p> <p>Microsoft (2024) depicted ...</p> <p style="text-align: center;">OR</p> <p>... (Microsoft, 2024).</p>
Annual report	<p>Annual reports are referenced as a book. The publisher is usually the same as the author, in which case the publisher is omitted.</p> <p>New Zealand Winegrowers. (2023). <i>Annual report 2023</i>. https://www.nzwine.com/media/d02jaawt/nzw-annual-report-2023.pdf</p>	<p>New Zealand Winegrowers (2023) reported ...</p> <p style="text-align: center;">OR</p> <p>... (New Zealand Winegrowers, 2023).</p>
App (Mobile App)	<p>The author is the name of the rightsholder of the app which may be an individual, group, or company. The year is the date of the version release.</p> <p>Skyscape Medpresso. (2019). <i>Skyscape Medical Library</i> (Version 2.6.20) [Mobile app]. App Store. https://apps.apple.com/us/app/skyscape-medical-library/id818609413</p>	<p>In Skyscape Medpresso's (2019) app ...</p> <p style="text-align: center;">OR</p> <p>... (Skyscape Medpresso, 2019).</p>
Brochure	<p>If the brochure is a print rather than online version, there will not be a URL. Also, if publisher and author are the same, omit the publisher. Identify the source type in square brackets.</p> <p>Plunket. (n.d.). <i>Plunket community hub</i> [Brochure]. https://www.plunket.org.nz/assets/PDFs/Plunket-Napier-Community-Hub.pdf</p>	<p>Plunket (n.d.) explains ...</p> <p style="text-align: center;">OR</p> <p>... (Plunket, n.d.).</p>

Other Source Examples	Reference List Example	In-Text Example
Conference proceedings	<p>Conference proceedings may be published in different locations.</p> <p>Chapter in an edited book Rawson, M., & Rawson, M. G. (2023). Petri net parallel computing theory and applications. In A. Kohei (Ed.), <i>Intelligent computing: Proceedings of the 2023 computing conference</i> (Vol. 1, pp. 129–146). Springer. https://doi.org/10.1007/978-3-031-37717-4_9</p> <p>Journal article Patnaik, S. (2024). Entrepreneurship, tourism, local fashion, and curriculum development: A South African study. <i>Proceedings of the 7th International Conference on Tourism Research</i>, 7(1), 314–321. https://shorturl.at/d7DUK</p> <p>An organisation’s repository Hu, Y., Giacaman, N., & Donald, C. (2024, March 18–22). <i>Enhancing trust in generative AI: Investigating explainability of LLMs to analyse confusion in MOOC discussions</i> [Paper presentation]. 14th Learning Analytics & Knowledge Conference, Kyoto, Japan. https://hdl.handle.net/2292/68233</p>	<p>Rawson and Rawson (2023) proposed ... OR ... (Rawson & Rawson, 2023).</p> <p>Patnaik (2024) noted ... OR ... (Patnaik, 2024).</p> <p>Hu et al. (2022) presented ... OR ... (Hu et al., 2022).</p>
Course handout	<p>You may have been given readings for your course. This is a collection of journal, magazine, or newspaper articles; book chapters; and other material collated by the lecturer. Treat each reading as an original and reference according to their original type. For example, if the reading is a copy of a journal article, reference the original journal, not EITOnline.</p>	<p>Provide the author and date of the original source and add the page number, paragraph number, or the time stamp if quoting.</p>
Course website/ EITOnline lecture notes	<p>For PowerPoint slides or handouts from a class website, if your audience has access to your course website, write the website name and URL (i.e., login page URL). If your audience does not have access to your course website, remove the URL.</p> <p>Dang, D. (2024). <i>ITWD5.130: Website development</i> [PowerPoint slides]. Eastern Institute of Technology. https://learning.eit.ac.nz/</p>	<p>Dang (2024) explained ... OR ... (Dang, 2024).</p>

Other Source Examples	Reference List Example	In-Text Example
DHB procedures	Canterbury District Health Board. (2022). Graduated compression stockings (TED's) (Document No. 2400656). In <i>Nursing and Midwifery Policies & Procedures</i> . https://shorturl.at/yqJkp	The Canterbury District Health Board (2022) discussed ... OR ... (Canterbury District Health Board, 2022).
Exhibition catalogue	Begin the reference with the author or curator/editor, and identify their position. If there is no author or curator/editor, use the gallery or museum name. Burns, A., & Lundh, J. (Curators). (2020). <i>Candice Lin: Pigs and poison</i> [Exhibition catalogue]. Govett-Brewster Art Gallery, New Plymouth, New Zealand. https://govettbrewster.com/media/rkdqgb3u/2020_pigs-and-poison-candice-lin.pdf Heretaunga Women's Centre. (2021). <i>Sweet as banana pudding</i> [Exhibition catalogue]. Harcourts Hawke's Bay. https://heretaungawomenscentre.nz/wp-content/uploads/2021/04/Book-Proof-1-April.pdf	Burns and Lundh (2020) demonstrated ... OR ... (Burns & Lundh, 2020). Heretaunga Women's Centre (2021) explored ... OR ... (Heretaunga Women's Centre, 2021).
Industry standards	Begin the reference with author or the name of the issuing agency. If the title does not include the standard's reference number, include this after the title in brackets. Standards New Zealand. (2021). <i>Ngā paerewa health and disability services standard</i> (NZS 8134:2021). https://www.standards.govt.nz/shop/nzs-81342021	Standards New Zealand (2021) identify ... OR ... (Standards New Zealand, 2021).
Joanna Briggs Institute	With individual author: Magtoto, E. (2023). Evidence summary. Mumps, measles and rubella vaccination: Factors affecting parental decision to vaccinate. <i>Evidence Summaries—Joanna Briggs Institute</i> . https://tinyurl.com/ykufd4un With corporate author: Joanna Briggs Institute. (2024). Experiences and perceptions of participating in a peer-support intervention for adults with chronic non-cancer pain. <i>Best Practice: Evidence-Based Information Sheets for Health Professionals</i> , 26(6), 1–5. https://tinyurl.com/539kxmkkp	Magtoto (2023) reported that ... OR ... (Magtoto, 2023). According to the Joanna Briggs Institute (2024), ... OR ... (Joanna Briggs Institute, 2024).
Wiki	A wiki is not a scholarly source. Seek your tutor's advice before citing a wiki. Food waste in New Zealand. (2024, May 3). In <i>Wikipedia</i> . https://en.wikipedia.org/wiki/Food_waste_in_New_Zealand Reference the archived version on Wikipedia by selecting "view history" and the time and date of the version you used.	Only the year is included. As stated in "Food Waste in New Zealand" (2024), ... OR ... ("Food Waste in New Zealand," 2024).

Other Source Examples	Reference List Examples	In-Text Example
Thesis or dissertation	<p>From a database Saeedi-Hosseiny, M. (2024). <i>Transforming orthopedic surgery: Autonomous image-guided techniques for femur fracture robotic surgery</i> (Order No. 31329166) [Doctoral dissertation, Rowan University]. ProQuest Dissertations & Theses Global.</p> <p>From an institutional repository Gibson-Park, P. (2024). <i>A tikanga based approach to cardiac rehabilitation for participants in Aotearoa</i> [Unpublished master's thesis]. Massey University. https://mro.massey.ac.nz/items/b3ae703a-9e1c-41a1-a709-fbdba1225f4</p> <p>NB: If only available from the relevant institution, then the thesis or dissertation is considered to be unpublished.</p>	<p>Saeedi-Hosseiny (2024) noted ... OR ... (Saeedi-Hosseiny, 2024).</p> <p>Gibson-Park (2024) outlined ... OR ... (Gibson-Park, 2024).</p>
Whakataukī (originator unknown)	<p>Reference where you found the whakataukī.</p> <p>Native Council. (n.d.). <i>Proverbs – Ngā whakataukī, ngā whakatauākī</i>. https://www.maorilanguage.net/maori-words-phrases/proverbs-nga-whakatauki-nga-whakatauaki/</p>	<p>Native Council (n.d.) ... OR ... (Native Council, n.d.).</p>
Whakatauākī (originator known)	<p>Reference where you found the whakatauākī,</p> <p>Mead, H. M., & Grove, N. (2003). <i>Ngā Pēpeha a ngā Tīpuna—The sayings of the ancestors</i>. Te Herena Waka University Press.</p>	<p>Cite as a secondary citation. Include iwi affiliations after the whakatauākī author, followed by the author of the source.</p> <p>Mohi Tūrei (Ngāti Porou) (as cited in Mead & Grove, 2003), stated ... OR ... (Mohi Tūrei [Ngāti Porou], as cited in Mead & Grove, 2003).</p>

Legal Material— Reference Elements

3. Title

- Give complete title of the Act, which includes the year
- As year is part of the title, a publication date in brackets is not required
- Full stop

4. Retrieval Information

- Include the date you retrieved the information as there may have been changes to the Act resulting from Amendments.
- Date format is month, day, year
- State the retrieval information. This might be a website, a database, or a book that contains a compilation of legislation. This example shows a website

Companies Act 1993. Retrieved November 10, 2024, from

<https://www.legislation.govt.nz/act/public/1993/0105/latst/dlm319570.html>

NB: For legislation, the reference elements of author and publication year are irrelevant.

The guidelines given here are based on a combination of APA style, which draws from the Harvard Law Review's uniform system of citation for legal materials, and some general conventions for New Zealand as described in the following publication:

Coppard, A., McLay, G., Murray, C., & Orpin-Dowell, J. (2018). *New Zealand law style guide* (3rd ed.). <https://www.lawfoundation.org.nz/style-guide2019/>

Legal Material—Examples

<i>Legal Materials Examples</i>	<i>Reference List Example</i>	<i>In-Text Example</i>
<p>Act of Parliament</p>	<p>APA is an American citation style. Therefore, it does not have details on referencing New Zealand legislation. The format described here is sufficient in most courses. The retrieval date is included as there may be changes in the legislation resulting from Amendments.</p> <p>Fair Trading Act 1986. Retrieved November 18, 2024, from http://www.legislation.govt.nz</p> <p>If you are studying a law course, more detailed formats may require you to follow guidelines specific to legal references.</p>	<p>The Fair Trading Act 1986 prohibits ...</p> <p style="text-align: center;">OR</p> <p>... (Fair Trading Act 1986).</p> <p>If you are referring to a particular section of the Act, give the section number “s 32” or numbers “ss 17-26”.</p> <p>The Fair Trading Act 1986 s 32 sets out ...</p> <p style="text-align: center;">OR</p> <p>According to the Fair Trading Act 1986 ss 17-26, the ...</p> <p style="text-align: center;">OR</p> <p>... (Fair Trading Act 1986, s 11).</p>
<p>Book of legislation</p>	<p>If you have used an Act from a book that contains a compilation of legislation, give the name of the Act, the title of the book and the publication details.</p> <p>Fair Trading Act 1986. (2019). In <i>Introduction to New Zealand commercial legislation</i>. CCH New Zealand.</p>	<p>The Fair Trading Act 1986 states that ...</p> <p style="text-align: center;">OR</p> <p>... (Fair Trading Act 1986).</p>

Legal Materials Examples	Reference List Example	In-Text Example
Bill	<p>In your reference list, give the official name of the Bill, including the year it was introduced and the Bill number.</p> <p>The Health (Protection) Amendment Bill (234-2).</p> <p>If you have used an electronic version of a Bill, include the website you retrieved it from and the date you retrieved it.</p> <p>The Health (Protection) Amendment Bill 2014 (234-2). Retrieved November 29, 2024, from http://www.legislation.govt.nz</p>	<p>When referring to a Bill in the main body of your text, give the official name of the Bill, including the year it was introduced and the Bill number.</p> <p>The Health (Protection) Amendment Bill 2014 (234) seeks to ...</p> <p>If you are referring to a specific version of a Bill, include the version number.</p> <p>The Health (Protection) Amendment Bill 2014 (234-2) provides ...</p> <p>If you are referring to a specific clause, give the clause number (cl) or numbers (cls).</p> <p>The Health (Protection) Amendment Bill 2014 (234-2) cl 4 ...</p> <p style="text-align: center;">OR</p> <p>The Health (Protection) Amendment Bill 2014 (234-2) cls 5-6 allow for ...</p> <p style="text-align: center;">OR</p> <p>Clause 10 of the Health (Protection) Amendment Bill 2014 (234-2) ...</p> <p style="text-align: center;">OR</p> <p>... (Health Protection Amendment Bill 2014 (234-2), cl 10).</p>

Legal Materials Examples	Reference List Example	In-Text Example
Regulation	<p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.</p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved July 15, 2024, from <i>CCH New Zealand Employment Law Legislation</i>.</p> <p style="text-align: center;">OR</p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved November 15, 2024, from http://www.legislation.govt.nz</p>	<p>When citing regulations in your text, use the title given in the “Title and commencement” section of the regulations. This reads “These regulations may be cited as ...” or “These regulations are the ...”</p> <p>The Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ...</p> <p style="text-align: center;">OR</p> <p>... (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016).</p> <p>The specific sections of a regulation are known as regulations (regs). Give the regulation number (reg) or numbers (regs).</p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 reg 12 specifies ...</p> <p style="text-align: center;">OR</p> <p>General duties are clearly set out in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, regs 5-20.</p> <p style="text-align: center;">OR</p> <p>Regulation 15 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ...</p> <p style="text-align: center;">OR</p> <p>... (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, reg 15).</p>

Legal Records Examples	Reference List Example	In-Text Example
Waitangi Tribunal report	<p>Print Waitangi Tribunal. (1995). <i>Te Whanganui a Orotu report 1995</i> (Wai 55). Brooker’s.</p> <p>Online Waitangi Tribunal. (2010). <i>The East Coast settlement report</i> (Wai 2190). Legislation Direct. https://forms.justice.govt.nz/search/Documents/WT/wt_DOC_68581081/Wai2190.pdf</p>	<p>The Waitangi Tribunal (1995) reported ... OR ... (Waitangi Tribunal, 1995).</p> <p>The Waitangi Tribunal (2010) reported ... OR ... (Waitangi Tribunal, 2010).</p>
Māori Land Court Minute Book	Te Kooti Whenua Māori-Māori Land Court. (1866). <i>Hauraki minute book 1</i> . National Archives.	Te Kooti Whenua Māori (1866) reported ... OR ... (Te Kooti Whenua Māori, 1866).
Maori Land Court Case	Mercury NZ Ltd v. Cairns - Pouakani River Bed (2022) 277 Waiariki MB 174 (277 WAR 174). https://www.justice.govt.nz/assets/Mercury-NZ-Ltd-v-Cairns-Pouakani-River-Bed-2022-227-Waiariki-MB-174-227-WAR-174.pdf	Mercury NZ Ltd v. Carins – Pouakani River Bed (2022). OR (Mercury NZ Ltd v. Carins – Pouakani River Bed, 2022).
Te Tiriti o Waitangi— The Treaty of Waitangi	<p>Original versions Te Tiriti o Waitangi [Māori version], 1840, https://www.tepapa.govt.nz/discover-collections/read-watch-play/maori/treaty-waitangi/treaty-close/full-text-te-tiriti-o</p> <p>The Treaty of Waitangi [English version], 1840, https://www.tepapa.govt.nz/discover-collections/read-watch-play/maori/treaty-waitangi/treaty-close/full-text-te-tiriti-o</p> <p>Translated version: Refer to the translated version and the source where the translated version is published as you would a chapter in an edited book. The Treaty of Waitangi (I. H. Kawharu, Trans.). (2003). In C. Orange, <i>An illustrated history of the Treaty of Waitangi</i> (p. 282). Bridget Williams Books.</p>	<p>According to Te Tiriti o Waitangi, 1840, ... OR ... (Te Tiriti o Waitangi, 1840).</p> <p>According to The Treaty of Waitangi, 1840, ... OR ... (The Treaty of Waitangi, 1840).</p> <p>According to “The Treaty of Waitangi” (2003), ... OR ... (“The Treaty of Waitangi,” 2003).</p>

Legal Materials Examples	
Overseas legislation	<p>When citing legislation from other countries, give the jurisdiction in brackets after the title if it is not clear from the context.</p> <p>Adoption and Children Act 2002 (UK)</p> <p>For federal jurisdictions (such as Australia, Canada, USA), identify the source of the legislation (federal, state, or provincial).</p> <p>Children and Young Persons (Care and Protection) Act 1998 (NSW) Child Care Act 1972 (Cth)</p> <p>For particular conventions for specific countries the following book and guide are available:</p> <p>United States</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). https://doi.org/10.1037/0000165-000</p> <p>(See chapter 11: Legal References).</p> <p>Australia</p> <p>Melbourne University Law Review Association and Melbourne Journal of International Law. (2018). <i>Australian guide to legal citation</i> (4th ed.). https://law.unimelb.edu.au/data/assets/pdf_file/0005/3181325/AGLC4-with-Bookmarks-1.pdf</p>

Legal Materials Examples	
Court Case	<p><u>Reference list</u></p> <ul style="list-style-type: none"> • List cases alphabetically by title. • Use standard type. • Always use the neutral citation if available. <p>For unreported cases, use the neutral citation that appears on the case. If this is not available, use the court reference.</p> <p style="padding-left: 40px;">Commerce Commission v Viagogo AG [2019] NZCA 472</p> <p>For reported cases, include the neutral citation before the report citation. For the report citation, the year of reporting is given in square brackets for report series where the date is the primary means of locating the case (due to the volume numbers repeating each year), and in round brackets for series where the volume number is sufficient for locating the case (due to a consecutive sequence of volume numbers). The report series name should be abbreviated. For example, NZELC for New Zealand Employment Law Cases.</p> <p style="padding-left: 40px;">Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] NZEmpC 44, [2011] 9 NZELC 93,828.</p> <p>Reported case from a database</p> <p style="padding-left: 40px;">Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] NZEmpC 44, [2011] 9 NZELC 93,828. <i>CCH New Zealand Employment Law Cases.</i></p> <p>For abbreviations for New Zealand law report series, see Legal Citations for Aotearoa New Zealand at https://www.lcanz.auckland.ac.nz/</p> <p>For international law report series, see the Cardiff Index to Legal Abbreviations at http://legalabbrevs.cardiff.ac.uk/</p>

In-text citation and referring to cases within the narrative

Give the name of the case in italics

Party Name v Party Name

In the *Kerr v Accident Rehabilitation and Compensation Insurance Corporation* case ...

OR

(*Kerr v Accident Rehabilitation and Compensation Insurance Corporation*, 2001).

Give the full name of the case in your text for the first time. If you will be referring to it more than once and it has a long name, or is known by a popular name, you can add an abbreviated or popular title in square brackets after the formal title for use in subsequent citations.

First citation

In the *Matsuoka v LSG Sky Chefs New Zealand Ltd [Matsuoka case]* case, ...

OR

... (*Matsuoka v LSG Sky Chefs New Zealand Ltd [Matsuoka case]*, 2011).

Subsequent citations

In the *Matsuoka case* (2011), ...

OR

... (*Matsuoka case*, 2011).

Use the year of the neutral citation in text, even in instances where it is different to the year of the report series.

When referring to a specific paragraph or page, write “at” followed by the paragraph number in square brackets or the page number.

Paragraph numbers

(Matsuoka case 2011 at [7])

Page numbers

(Matsuoka case 2011 at 93,831)

When referring to multiple paragraph or page numbers, separate them by commas and write “and” before the final number.

Multiple paragraph numbers

(Matsuoka case 2011 at [7], [9] and [13])

Multiple page numbers

(Matsuoka case 2011 at 93,831 and 93,833)

References

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Coppard, A., McLay, G., Murray, C., & Orpin-Dowell, J. (2018). *New Zealand law style guide* (3rd ed.). <https://www.lawfoundation.org.nz/style-guide2019/>

McAdoo, T. (2024, February 23). *How to cite ChatGPT* [Blog Post]. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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