Reference Examples

EIT 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. Refer to the PowerPoint presentation study guide.

In-text Citation Quoting Examples

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

Paginated print material	**Unpaginated print material**	**Audio material**
"We all know that educational activity is central to society" (van der Ham, 2016, p. 1). **OR** Van der Ham (2016) states that "we all know that educational activity is central to society" (p. 1). **NB. The page number always appears after the quotation.**	A counsellor "supports clients to focus on feelings, experiences or behaviour that will facilitate positive change" (New Zealand Association of Counsellors, 2018, What is Counselling, para. 2). **OR** The New Zealand Association of Counsellors (2018) state that a counsellor "supports clients to focus on feelings, experiences or behaviour that will facilitate positive change" (What is Counselling, para. 2). **NB. A section heading may be included within the citation to further specify the location of the quote.**	"A disruptive innovation generally has to cause you to go after new markets" (Christensen, 2012, as cited in Harvard Business Review, 2012, 00:02:25). **OR** According to Christensen (2012, as cited in Harvard Business Review, 2012), "a disruptive innovation generally has to cause you to go after new markets" (00:02:25). **NB. The time stamp may be in the format hh/mm/ss, or mm/ss**

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:

In her book, van der Ham (2016) stresses the fundamental importance of education to society. **OR** Central to modern society is a belief in the importance ofeducation (van der Ham, 2016).

Academic and Non-academic Sources

It is important to evaluate the credibility of your sources. For further information on evaluating a source's credibility, refer to study guides on the Learning Services website. Check with your tutor which type of sources are suitable for your assignment.

Academic Sources	Factual Non-academic Sources	Other Non-academic Sources
Academic sources contain researched and evidenced based information, and are published by credible authors and publishers. Common examples of scholarly works include • educational books, • reference works such as dictionaries and encyclopaedias, and • peer reviewed journal articles.	These sources contain factual information published by governments, government agencies, companies, and organisations. Common examples include • government websites, • agency brochures, • drug catalogues, • industry standards, • company annual reports, • DHB procedures, • fact sheets, and • legal materials.	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 • magazines, • newspapers, • TED Talks, • YouTube videos, • personal communications, and • social media.

Referencing Notes

Author

Authors	*Reference List Examples*	*In-Text Example*
One author	**Last name and initials. Include additional identifiers (e.g., Jr., Sr., III). Do not include qualifications (e.g., PhD, MD) and titles (e.g., Rev, Sir).** DiClemente, C. C. (2018). *Addiction and change: How addictions develop and addicted people recover* (2nd ed.). Guilford Press. Cleveland, P. H., Jr. (2012). *Animal diversity*. McGraw Hill.	**Additional identifiers are omitted from in-text citations.** DiClemente (2018) claimed that ... **OR** … (DiClemente, 2018). Cleveland (2012) described … **OR** … Cleveland (2012).
Two authors	**Separate authors' names with a comma and an ampersand (&)** Barkway, D., & O'Kane, D. (2020). *Psychology: An introduction for health professionals.* Elsevier.	**For narrative style citations, separate the authors' last names with "and." For parenthetical style citations, separate authors' last names with an ampersand (&).** Barkway and O'Kane (2020) commented that ... **OR** … (Barkway & O'Kane, 2020).
Three to twenty authors	**List all authors' names, separated by commas, in the order given in the source material.** Lamastra, L., Balderacchi, M., Di Guardo, A., Monchiero, M., & Trevisan, M. (2016). A novel fuzzy expert system to assess the sustainability of the viticulture at the wine-estate scale. *Science of the Total Environment*, *572*, 724-733. https://doi.org/10.1016/j.scitotenv.2016.07.043	**Cite only the surname of the first author, followed by "et al."** Lamastra et al. (2016) ... **OR** … (Lamastra et al., 2016).

Authors	*Reference List Examples*	*In-Text Example*
Twenty one or more authors	**Spell out the first nineteen authors' names, separated by commas, then an ellipsis (a set of three dots) and the final author's name.** 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., Grazziotin, 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. *Journal of the American Academy of Dermatology*, *81*(2), 396–394. https://doi.org/10.1016/j.jaad.2019.01.079	**Cite only the surname of the first author, followed by "et al.".** Taylor et al. (2019) suggest ... **OR** … (Taylor et al., 2019).
Corporate or group author	National Health Committee. (2015). *The introduction of fit for purpose omics-based technologies: Think piece*. Ministry of Health–Manatū Hauora. https://www.health.govt.nz/publication/introduction-fit-purpose-omics-based-technologies-think-piece **NB. Where author and publisher are the same, omit the publisher.** Hawke's Bay Regional Council–Te Kaunihera ā-rohe o te matau-a-Māui. (n.d.). *Coastal ecology.* https://www.hbrc.govt.nz/environment/coast/coastal-ecology/	The National Health Committee (2015) explored the ... **OR** … (National Health Committee, 2015). Hawke's Bay Regional Council–Te Kaunihera ā-rohe o te matau-a-Māui. (n.d.) outline the ... **OR** … (Hawke's Bay Regional Council–Te Kaunihera ā-rohe o te matau-a-Māui, n.d.).
Username, Screen name, Anonymous as author	**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.** Anonymous. (1971). *Go ask Alice: A real diary.* Random House. Fraaancois. (2010, February 21). *Mururoa (v3.)* [Video]. YouTube. https://www.youtube.com/watch?v=yIg4cufJqdI	Anonymous (1971) told the story of ... **OR** … (Anonymous, 1971). Fraaancois (2010) shows ... **OR** … (Fraaancois, 2010).

Authors	*Reference List Examples*	*In-Text Example*
Author – with known as name information	**Include the identifying information (known as name) in square brackets alongside the author name.** Pere, R. T. A. R. [Nanny Rose]. (1997). *Te wheke: A celebration of infinite wisdom* (2nd ed.)**.** Ao Ako Global Learning New Zealand.	**In the first citation, write the surname and the year and include the known as name in square brackets.** As Pere [Nanny Rose] (1997) illuminated … **OR** … (Pere [Nanny Rose], 1997). **In subsequent citations the known as name can be used.** Nanny Rose (1997) stated … **OR** … (Nanny Rose, 1997).
Author – specialised roles	**The author element of a reference also refers to those who created the work in a role other than as author, for example, editor, producer, writer, and director. Identify the role in brackets alongside the name.** Gould, C., & Mesplede, S. (Eds.). (2012). *Marketing art in the British Isles, 1700 to the present: A cultural history*. Ashgate Publishing. Lee-Harris, A. (Producer & Writer), & Leonard, S. (Director). (2018–2019). *The casketeers* [TV series]. Great Southern Pictures.	**Omit the role information from the in-text citation.** According to Gould and Mesplede (2012), ... **OR** … (Gould & Mesplede, 2012). In *The Casketeers*, Lee-Harris and Leonard (2018) depict … **OR** … (Lee-Harris & Leonard, 2018).

Author – cited within another source: Secondary source *(citing a source that has been cited in the reference material you are using)*	**Give the secondary source in the reference list.** **A secondary source citation format is not used when a source quotes or paraphrases someone else without providing a citation and reference, e.g., a quote from a person interviewed for a newspaper article. In these situations, the citation should be the source that you have accessed, e.g., the newspaper.** Noble, S. U. (2018). *Algorithms of oppression: How search engines reinforce racism*. New York University Press. Womble, D. M., & Kincheloe, C. A. (2020). *Mental health nursing.* Wolters Kluwer.	**In the text, name the author of the original work and give a citation for the source document.** Peet (2016, as cited in Noble, 2018) stated that … **OR** … (Peet, 2016, as cited in Noble, 2018). **If there is no date for the original work, enter the author name only.** Kohlberg's theory of moral development (Kohlberg, as cited in Womble & Kincheloe, 2020) indicates … **OR** … (Kohlberg, as cited in Womble & Kincheloe, 2020).
Author – personal communication	**Personal communications refer to information that is not retrievable by others. They therefore do not appear in the reference list but are cited in text only.** **Examples are emails, conversations, guest speakers, or unrecorded webinars.**	In the opinion of local Kaumatua A. Brown (personal communication, June 13, 2020), … **OR** ... (A. Brown, personal communication, June 13, 2020).
Author – with updates by another author	**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.** Orwell, G. (with Carter, R.). (1999). *Animal farm.* Penguin. (Original work published 1945) **(Carter added an introduction to Orwell's original work)**	**When citing the main work include the original author only.** … (Orwell, 1945/1999). **OR** Orwell (1945/1999) describes … **When citing the added material, make this clear in the text and include the additional author in the citation.** Carter introduced the key features … (Orwell, 1945/1999, introduction by Carter).

Authors	*Reference List Examples*	*In-Text Example*
Authors – with the same last name	**When referencing several works and the authors have the same last name, arrange alphabetically according to first initial.** Kaur, J. (2011). Raising explicitness through self-repair in English as a lingua franca. *Journal of Pragmatics*, *43*(11), 2704–2715. https://doi.org/10.1016/j.pragma.2011.04.012 Kaur, R. (2016). I am India shining: The investor-citizen and the indelible icon of good times. *The Journal of Asian Studies*, *75*(3), 621–648. https://doi.org/10.1017/S0021911816000619 Sankarasubajyan, S., Janardan, J. D., & Kaur, P. (2013). Outcomes and characteristics of intermittent hemodialysis for acute kidney injury in an intensive care unit. *Indian Journal of Nephrology*, *23*(1), 30–33. https://doi.org/10.4103/0971-4065.107193	J. Kaur (2011) identified … **OR** … (J. Kaur, 2011). According to R. Kaur (2016), ... **OR** … (R. Kaur, 2016). Sankarasubajyan et al. (2013) found that ... **OR** … (Sankarasubajyan et al., 2013). **NB: Only use the authors' initials within the in-text citation when they have the same last name and they are the primary author.**
Authors – with the same last name and same initial	**When authors of two or more works have the same last name and the same initial, write the authors' first name in full.** White, L. [Lois], Duncan, G., & Baumle, W. (2011). *Foundations of adult health nursing.* Delmar Cengage Learning. White, L. [Leigh]. (2007). *How are registered nurses applying their scope of practice in the Hawke's Bay residential aged care sector?* [Unpublished master's thesis]. Eastern Institute of Technology.	Lois White et al. (2011) explain how ... **OR** … (Lois White et al., 2011). According to Leigh White (2007), ... **OR** … (Leigh White, 2007).
Author – as publisher	**When author and publisher are the same, omit the publisher information.** Ministry of Education–Te Tāhuhu o te Mātauranga. (2018). *Statement of Intent 2018-2023.* https://bit.ly/38nSxn0	Ministry of Education–Te Tāhuhu o te Mātauranga (2018) outline ... **OR** … (Ministry of Education–Te Tāhuhu o te Mātauranga, 2018).
Author – no author	**See Missing Information – No author, page 18**	

Date

Date	*Reference List Examples*	*In-Text Example*
Date – with year	**Include the year in brackets as the second element of the reference.** Zemke, K., & Mackley-Crump, J. (2019). 'Sissy that walk': Reframing queer Pacific bodies through the FaFswaG ball. *Queer Studies in Media & Pop Culture*, *4*(1), 85–98. https://doi.org/10.1386/qsmpc_00007_1	Zemke and Mackley-Crump (2019) discuss ... **OR** … (Zemke & Mackley-Crump, 2019).
Date – with year and further date details	**For publications with full date details where the date details are used as a reference category, such as for magazines, newspapers, blogs, YouTube, and social media, include the full date, or other publication timing used by the publisher.** Hunt, E. (2019, Spring). Dig your heels in. *Fashion Quarterly*, 45. Johnstone, S. (2020, May 26). Covid-19 sign that could lower winter attendance at Hawke's Bay schools. *Hawke's Bay Today.* shorturl.at/otNU2	**Only the year is included in the in-text citation.** Hunt (2019) describes ... **OR** … (Hunt, 2019). Johnstone (2020) reports … **OR** … (Johnstone, 2020).
Date – re-published work	**Include the original and the current publication dates.** White, E. B. (2019). *On democracy* (A. Morey, Narr.) [Audiobook]. Harpercollins Publishers. https://amzn.to/33ZgPQv (Original work published 1947)	According to White (1947/2019), the ... **OR** … (White, 1947/2019).
Date – unpublished work	**If the work is not published, use the year the work was produced. When a work has been accepted for publication, but not yet published, write "in press".** Bahho, M. (in press). Designing a sustainable building: A reflective teaching case. *Scope: Contemporary Research Topics.*	Bahho (in press) refers to ... **OR** ... (Bahho, in press).
Date – advance online publication	**If the work is an advance online publication, use the date provided.** Gabbett, T., & Benton, D. (2008). Reactive agility of rugby league players. *Journal of Science and Medicine in Sport.* Advance online publication. https://doi.org:10.1016/j.jsams.2007.08.011	Gabbet and Benton (2008) describe … **OR** … (Gabbett & Benton, 2008).
Date – no date	**See Missing Information – No date, page 18** **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.**	Christchurch City Libraries (n.d.) state that … **OR** … (Christchurch City Libraries, n.d.).

Title

Title	*Reference List Examples*	*In-Text Example*
Title – of complete work	**This applies to all complete works such as books, webpages, brochures, reports, and downloaded standalone documents. Include the title in italics.** Financial Markets Authority. (n.d.). *Corporate governance in New Zealand: Principles and guidelines.* https://bit.ly/2EaGo73	Financial Markets Authority (n.d.) outlines ... **OR** … (Financial Markets Authority, n.d.).
Title – of part of a complete work	**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:** **Chapter in edited book** Chand, N. (2019). Standardized turmeric and curcumin. In R. C. Gupta, A. Srivastava, & R. Lall (Eds.), *Nutraceuticals in veterinary medicine* (pp. 3–24). Springer. https://doi.org/10.1007/978-3-030-04624-8 **Journal Article** Wallace, E. (2019). Ngā Aroro and social work. *Aotearoa New Zealand Social Work*, *31*(3), 20-31. https://doi.org/10.11157/anzswj-vol31iss3id645 **Newspaper article** Barry, C. (2019, November 16). Historic Venice flooding highlights the city's vulnerability. *New Zealand Herald.* https://bit.ly/2sZyF9p **Magazine article** Clifton, J. (2019, November 30). Obscurity going forward. *New Zealand Listener—Te Kaiwhakarongo Aotearoa*, *271*(4146), 12–13.	Chand (2019) concurs with ... **OR** … (Chand, 2019). Wallace (2019) describe ... **OR** … (Wallace, 2019). Barry (2019) reported that ... **OR** … (Barry, 2019). Clifton (2019) considers the ... **OR** … (Clifton, 2019).

Source—Publisher

Publisher	*Reference List Examples*	*In-Text Example*
Source – publisher different to author	**The name of a website serves the same purpose as publisher and should be included. Include publisher name after the title, without italics.** Noble, S. U. (2018). *Algorithms of oppression: How search engines reinforce racism*. New York University Press. Norton, A. (2019, November 19). *New type of drug might ease migraines*. WebMD. https://wb.md/2YrTVAn	Noble (2018) outlines ... **OR** … (Noble, 2018). Norton (2019) describes ... **OR** … (Norton, 2019).
Source – publisher same as author	**Omit publisher name if it is the same as the author** Ministry of Health–Manatū Hauora. (2000). *The New Zealand health strategy.* https://bit.ly/2PpDDox	Ministry of Health–Manatū Hauora (2000) identifies … **OR** … (Ministry of Health–Manatū Hauora, 2000).
Source – multiple publishers or production companies	**List all publishers (or production companies for screen productions) and separate with a semi-colon.** 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. l. Hockin, H. Weber, & F. Siracusa (Executive Producers), *The handmaid's tale.* Daniel Wilson Productions; The Littlefield Company; White Oak Pictures; MGM Television**.**	Miller (2019) presents … **OR** … (Miller, 2019).

Source—Retrieval Information

Retrieval information relates to the hyperlink, which is in the form of a DOI or a URL. These may remain live in your assignment. Lengthy URLs can be shortened by using an online URL shortener tool.

Retrieval information	*Reference List Examples*	*In-Text Example*
Source – online or print material with doi	**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/** Field, T. (2019). Social touch, CT touch and massage therapy: A narrative review. *Developmental Review*, *51*, 123–145. https://doi.org/10.1016/j.dr.2019.01.002 **NB. The hyperlink does not need to be removed.**	Field (2019) concluded that ... **OR** … (Field, 2019).
Source – online without doi, with URL	**If no doi exists, insert the URL.** Ministry of Business, Innovation & Employment–Hīkina Whakatutuki.(n.d.). *2019-2025 international tourism forecasts.* https://bit.ly/2RvHm5p **NB. If a URL is long, use an online URL shortener tool. The hyperlink does not need to be removed.**	Ministry of Business, Innovation & Employment–Hīkina Whakatutuki (n.d.) forecast … **OR** … (Ministry of Business, Innovation & Employment–Hīkina Whakatutuki, n.d.).
Source – print material without doi	**Name of the publisher is included.** Barkway, D., & O'Kane, D. (2020). *Psychology: An introduction for health professionals.* Elsevier.	Barkway and O'Kane (2020) stated ... **OR** … (Barkway & O'Kane, 2020).

Multiple References With Same Information

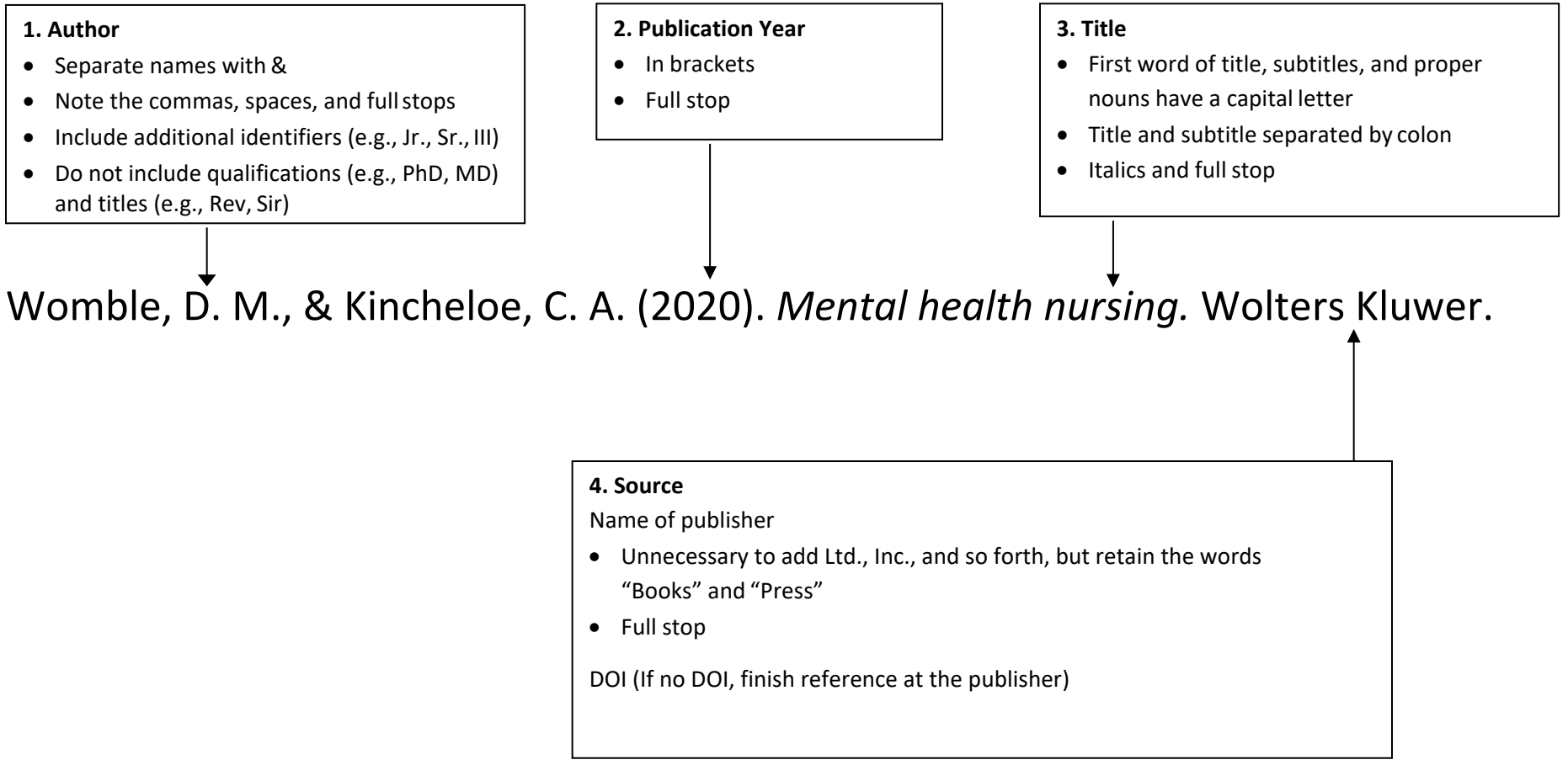
Multiple Sources	*Reference List Examples*	*In-Text Example*
Multiple references – same author, published in the same year	**Use "a", "b", and so forth, to differentiate between works published by the same author in the same year. The alphabetical ordering of references in the reference list will determine the allocation of a, b, c, and so forth.** Ministry of Health–Manatū Hauora. (2019a). *Obesity statistics.* https://bit.ly/36msuuB Ministry of Health–Manatū Hauora. (2019b). *Stroke*. https://bit.ly/2qwWdBy **Where there is no date, the format of the date is (n.d.-a), (n.d.-b), and so forth** Institute of Directors New Zealand. (n.d.-a). *New to governance.* https://www.iod.org.nz/resources-and-insights/new-to-governance/# Institute of Directors New Zealand. (n.d.-b). *Services for boards.* https://www.iod.org.nz/services-for-boards/#	**This example also shows appropriate abbreviation of author name.** The Ministry of Health–Manatū Hauora (MoH, 2019b) states that a fast response for stroke ... and that 11.3% of children ... (MoH, 2019a). The Institute of Directors New Zealand n.d.-b) describe its services as ... and define governance as ... (Institute of Directors New Zealand. n.d.-a).

Multiple Sources	*Reference List Examples*	*In-Text Example*
Multiple references – different authors for the same idea	Boyce, N. (2012). The art of medicine: Outsider art. *The Lancet*, *379*(9825), 1480-1481. Cardinal, R. (2009). Outsider art and the autistic creator. *Philosophical transactions of the Royal Society*, *2009*(364), 1459–1466. https://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf Cox, G. (2016). Outsider art: The films of Roger Ross Williams tackle life beyond the norm. *Variety, 333*(12), 52. https://bit.ly/2LA6Evn	**When there is more than one source for the same idea, all relevant sources should be cited, in alphabetical order.** According to Boyce (2012), Cardinal (2009), and Cox (2016), ... **OR** … (Boyce 2012; Cardinal, 2009; Cox, 2016). **When one or more of the citations are major, place these first within the brackets, and list remaining citations alphabetically, preceded with the words "see also."** … (Cardinal, 2009; see also Boyce 2012; Cox, 2016).
Multiple references – same author for the same idea	Cardinal, R. (2004). The beauty of outsider art. *Southerly*, *64*(1). https://bit.ly/342lL7p Cardinal, R. (2009). Outsider art and the autistic creator. *Philosophical transactions of the Royal Society*, *2009*(364), 1459–1466. https://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf	**It is unnecessary to repeat an author's name when citing multiple works by the same author in a citation.** As indicated by Cardinal (2004, 2009), ... **OR** … (Cardinal, 2004, 2009).

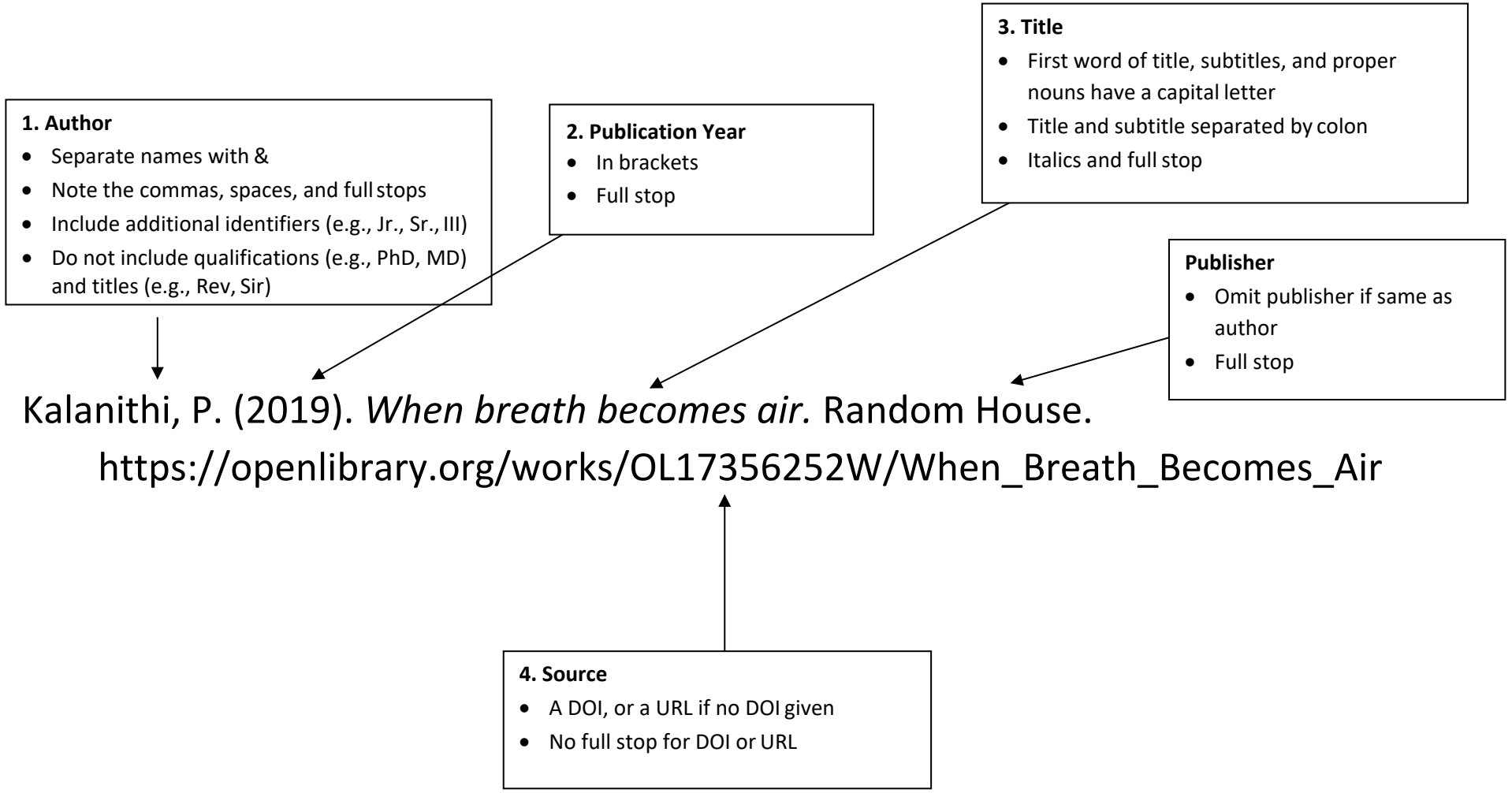
Missing Information

Missing Information	*Reference List Examples*	*In-Text Example*
No author	**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.** **Article within a complete work** New Zealand's 'most instagrammed' spot overrun by illegally parked cars. (2019, November 21). *New Zealand Herald.* https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&objectid=12287034 **Complete work** *The unseen hand. (*2014). Leonaur.	**Cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks around the title of an article, chapter, or webpage. Begin each main word with a capital letter.** ("New Zealand's 'Most Instagrammed' Spot," 2019). **Italicise the title of a complete work, such as a book, brochure, or report. Begin each main word with a capital letter.** (*The Unseen Hand*, 2014).
No date	**Include n.d. in parenthesis where no publication date is given.** Christchurch City Libraries. (n.d.). *Treaty of Waitangi: The meaning of the Treaty.* https://christchurchcitylibraries.com/society/politics/new-zealand/treaty-of-waitangi/meaning/ **NB. The review date or the copyright date at the end of a webpage 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 in your reference.** **When the publication date is unclear, verify the relevance and currency of the information. Refer also to the "Unpublished work" section on page 11.**	Christchurch City Libriaries (n.d.) state that … **OR** … (Christchurch City Libraries, n.d.).
No volume, issue, or page range for a journal article	**Omit the missing information. The example below shows missing volume number.** Doughty, C. (2013). Developing culturally distinctive journal clubs for undergraduate students. *Whitireia Nursing & Health Journal*, (20), 25–30.	Doughty (2013) stated that … **OR** … (Doughty, 2013).

Book—Reference Elements (Print or from a database)



Book—Reference Elements (Online)

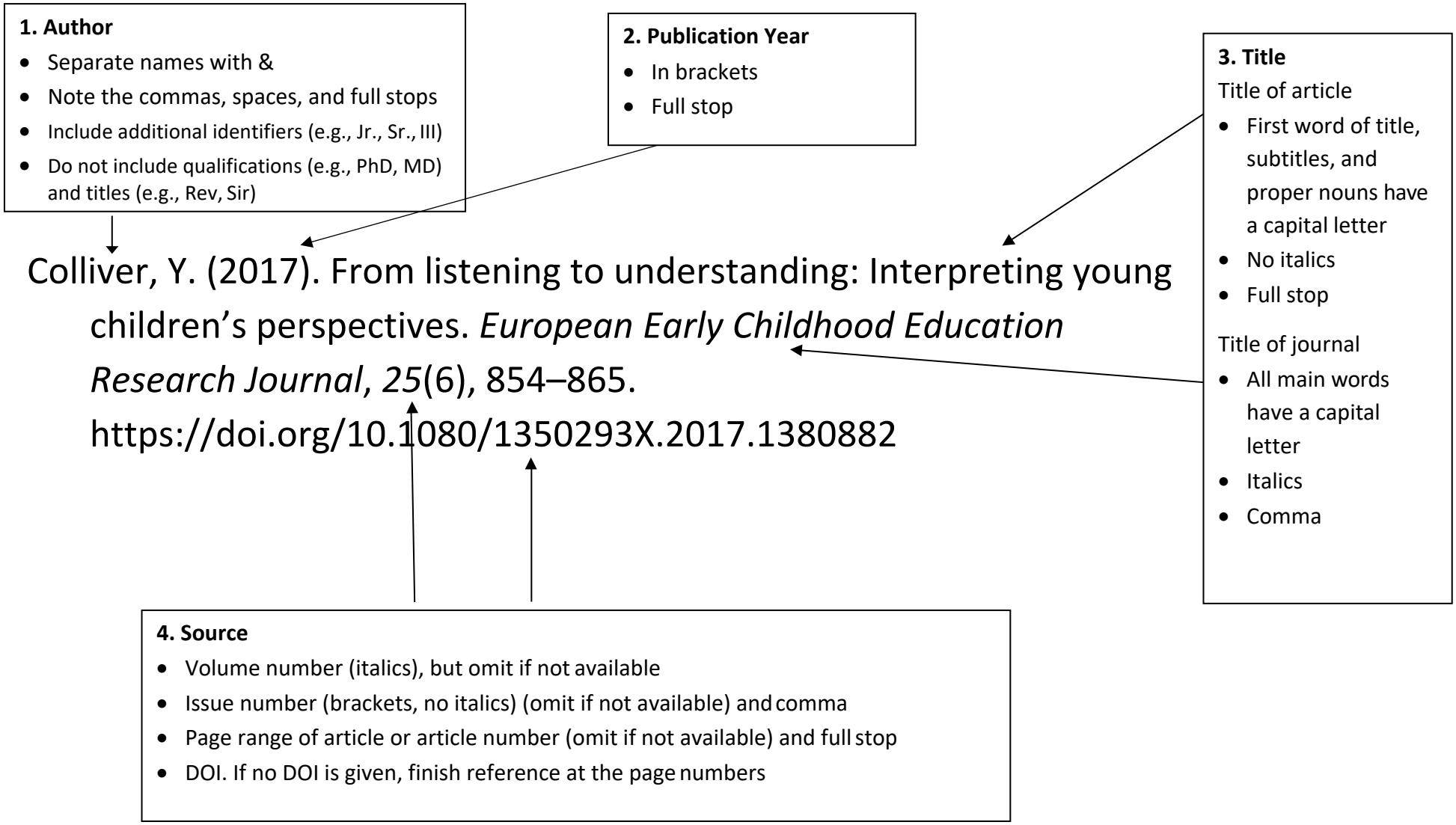


Book—Examples

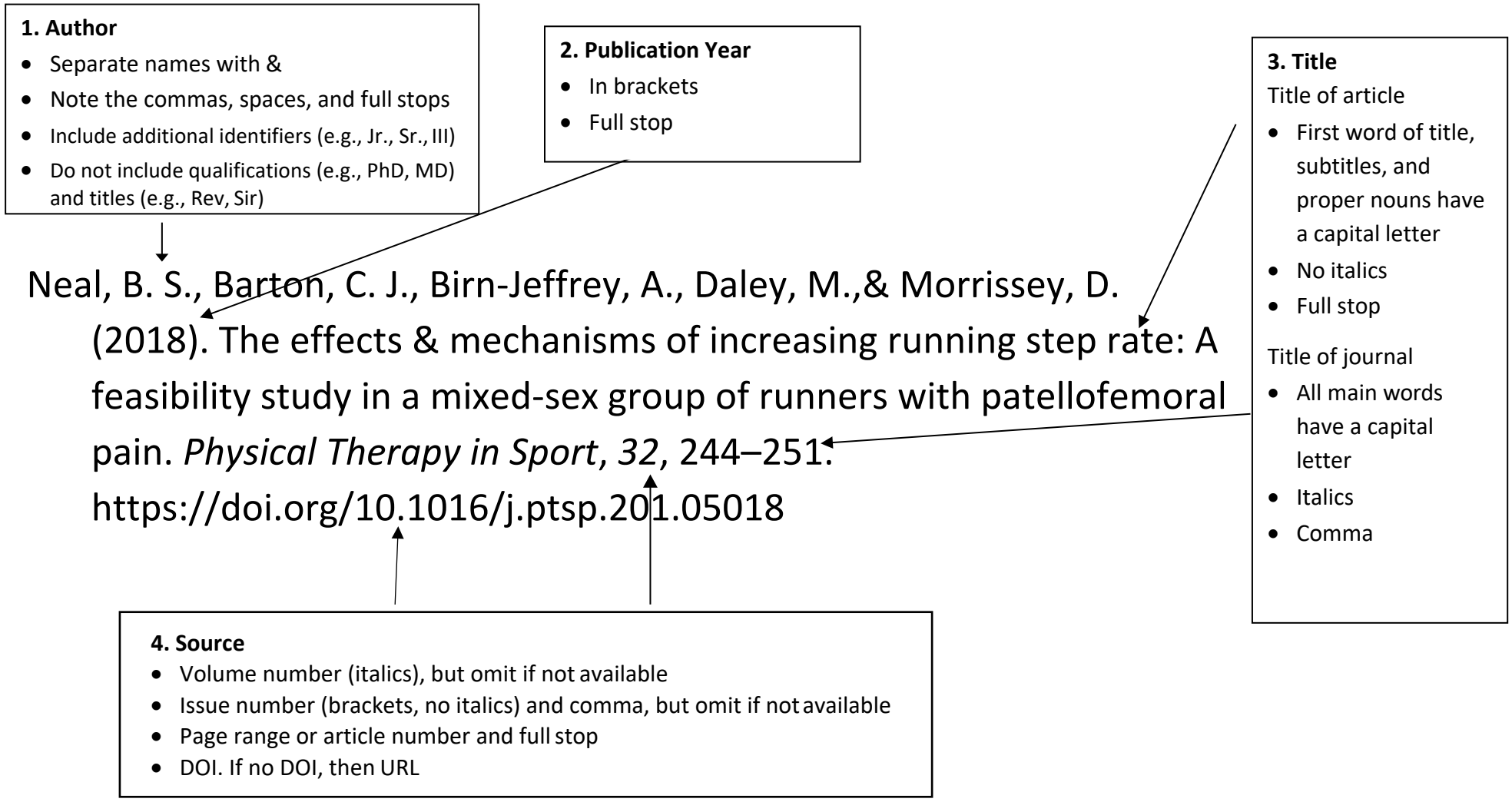
Book Examples	*Reference List Example*	*In-Text Example*
Book – print or from a database	**With doi** Tanović, S. (2019). *Designing memory: The architecture of commemoration in Europe, 1914 to the present*. Cambridge University Press. https://doi.org/10.1017/9781108760577 **Without doi** Noble, S. U. (2018). *Algorithms of oppression: How search engines reinforce racism*. New York University Press.	Tanović (2019) outlines ... **OR** … (Tanović, 2019). Noble (2018) claimed that ... **OR** … (Noble, 2018).
Book – online	**With doi** Loewen, S. (2014). *Introduction to instructed second language acquisition.* Routledge. https://doi.org/10.4324/9780203117811 **Without doi** Kalanithi, P. (2019). *When breath becomes air.* Random House. https://openlibrary.org/works/OL17356252W/When_Breath_Becomes_Air	Loewen (2014) outlines ... **OR** … (Loewen, 2014). Kalanithi (2019) described … **OR** … (Kalanithi, 2019).
Book – author as publisher	**Omit the publisher** Ministry of Health–Manatū Hauora. (2000). *The New Zealand health strategy.* https://www.health.govt.nz/system/files/documents/publications/newzealandhealthstrategy.pdf	The Ministry of Health–Manatū Hauora (2000) states that … **OR** *The New Zealand Health Strategy* outlines ... (Ministry of Health–Manatū Hauora, 2000).

Book Examples	*Reference List Example*	*In-Text Example*
Book – edited	Gould, C., & Mesplede, S. (Eds.). (2012). *Marketing art in the British Isles, 1700 to the present: A cultural history*. Ashgate Publishing.	According to Gould and Mesplede (2012), ... **OR** … (Gould & Mesplede, 2012).
Book chapter – in an edited book	**Invert the chapter authors' names and initials, but do not invert the book editors' names. Include the page range of the relevant chapter in brackets. Where there is an edition number, the page range is included in the same set of brackets, separated by a comma.** Chand, N. (2019). Standardized turmeric and curcumin. In R. C. Gupta, A. Srivastava, & R. Lall (Eds.), *Nutraceuticals in veterinary medicine* (pp. 3–24). Springer. https://doi.org/10.1007/978-3-030-04624-8 Papps, E. (2017). Acting in accordance with New Zealand regulatory frameworks. In J. Crisp, C. Douglas, G. Rebeiro, & D. Waters (Eds.), *Potter and Perry's fundamentals of nursing* (5th ed., pp. 194–208). Elsevier.	Chand (2019) identifies ... **OR** ... (Chand, 2019). Papps (2017) explains … **OR** … (Papps, 2017).

Article—Reference Elements (Print)



Article—Reference Elements (Online)



Article—Examples

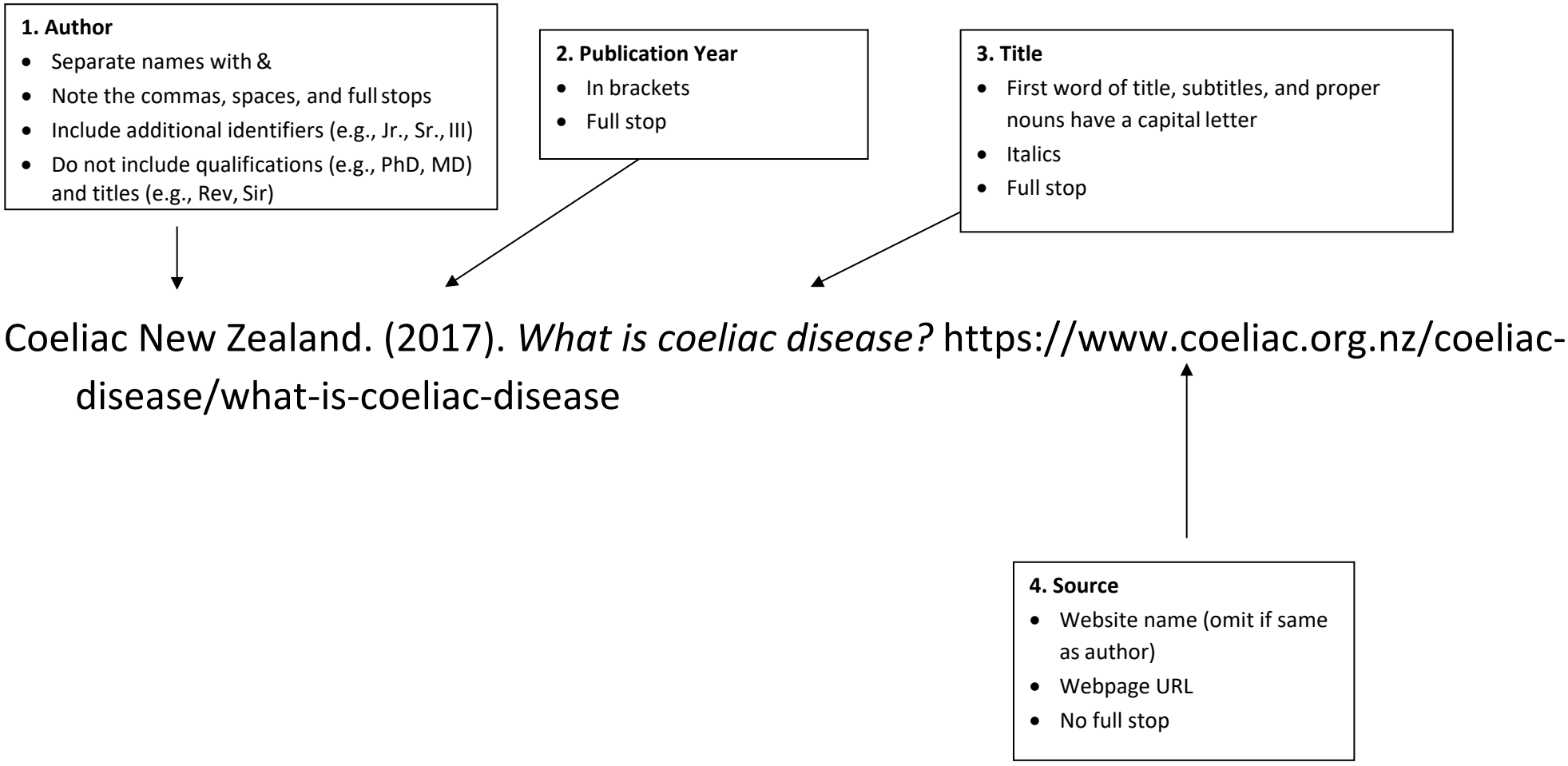
Article Print Examples	*Reference List Example*	*In-Text Example*
Journal article – print	**With a doi** Colliver, Y. (2017). From listening to understanding: Interpreting young children's perspectives. *European Early Childhood Education Research Journal*, (*25*96), 854–865. https://doi.org/10.1080/1350293X.2017.1380882 **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/…** **Without a doi** Tompkins, G. (2015). Social capital and its application to Māori social policy. *Aotearoa New Zealand Social Work*, *27*(4), 16–24.	Colliver (2017) interprets the ... **OR** ... (Colliver, 2017). Tompkins (2015) considers ... **OR** ... (Tompkins, 2015).
Journal article – online	**With a doi** Orly, S. (2014). Simulations in nursing practice: Toward authentic leadership. *Journal of Nursing Management*, *22*(1), 60–69. https://doi.org/10.1111/j.1365-2834.2012.01426.x **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/…** **Without a doi** **Include the URL** Stanton, R. (2019). Dyslexia and oral skills: A student's journey. *ATLAANZ Journal*, *4*(1), 55–70. https://journal.atlaanz.org/index.php/ATLAANZ/article/view/63/112	Orly (2014) noted ... **OR** ... (Orly, 2014). Stanton (2019) commented that … **OR** ... (Stanton, 2019).

Article Print Examples	*Reference List Example*	*In-Text Example*
Journal article – from an EIT database or Google Scholar	**With a doi** Neal, B. S., Barton, C. J., Birn-Jeffrey, A., Daley, M., & Morrissey, D. (2018). The effects & mechanisms of increasing running step rate: A feasibility study in a mixed-sex group of runners with patellofemoral pain. *Physical Therapy in Sport*, *32*, 244–251. https://doi.org/10.1016/j.ptsp.2018.05.018 **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/…** **Without a doi** Maseyk, F. J. F., & Gerbeaux, P. (2015). Advances in the identification and assessment of ecologically significant habitats in two areas of contrasting biodiversity loss in New Zealand. *New Zealand Journal of Ecology*, *39*(1), 116–127.	Neal et al. (2018) describe ... **OR** ... (Neal et al., 2018). Maseyk and Gerbeaux (2015), on the other hand, … **OR** … (Maseyk & Gerbeaux, 2015).
Journal article – from a proprietary database	**If the article is only available in a specific database such as the Lippincot Procedures (New Zealand Instance) or the Cochrane Library, include the database name.** Singh, J., Kaur, K., & Jayaram Mahesh, B. (2012). Acetylcholinesterase inhibitors for schizophrenia. *Cochrane Database of Systematic Reviews.* https://doi.org/10.1002/14651858.CD007967.pub2/full	Singh et al. (2012) explored ... **OR** ... (Singh et al., 2012).
Journal article – with article number	**Include the word "Article" and article number in place of the page range.** do Amaral e Melo, G. R., de Carvalho Silva Vargas, F., dos Santos Chagas, C. M., & Toral, N. (2017). Nutritional interventions for adolescents using information and communication technologies (ICTs): A systematic review. *PLoS ONE*, *12*(9), Article e0184509. https://doi.org/10.1371/journal.pone.0184509	do Amaral e Melo et al. (2017) stated ... … (do Amaral e Melo et al., 2017).

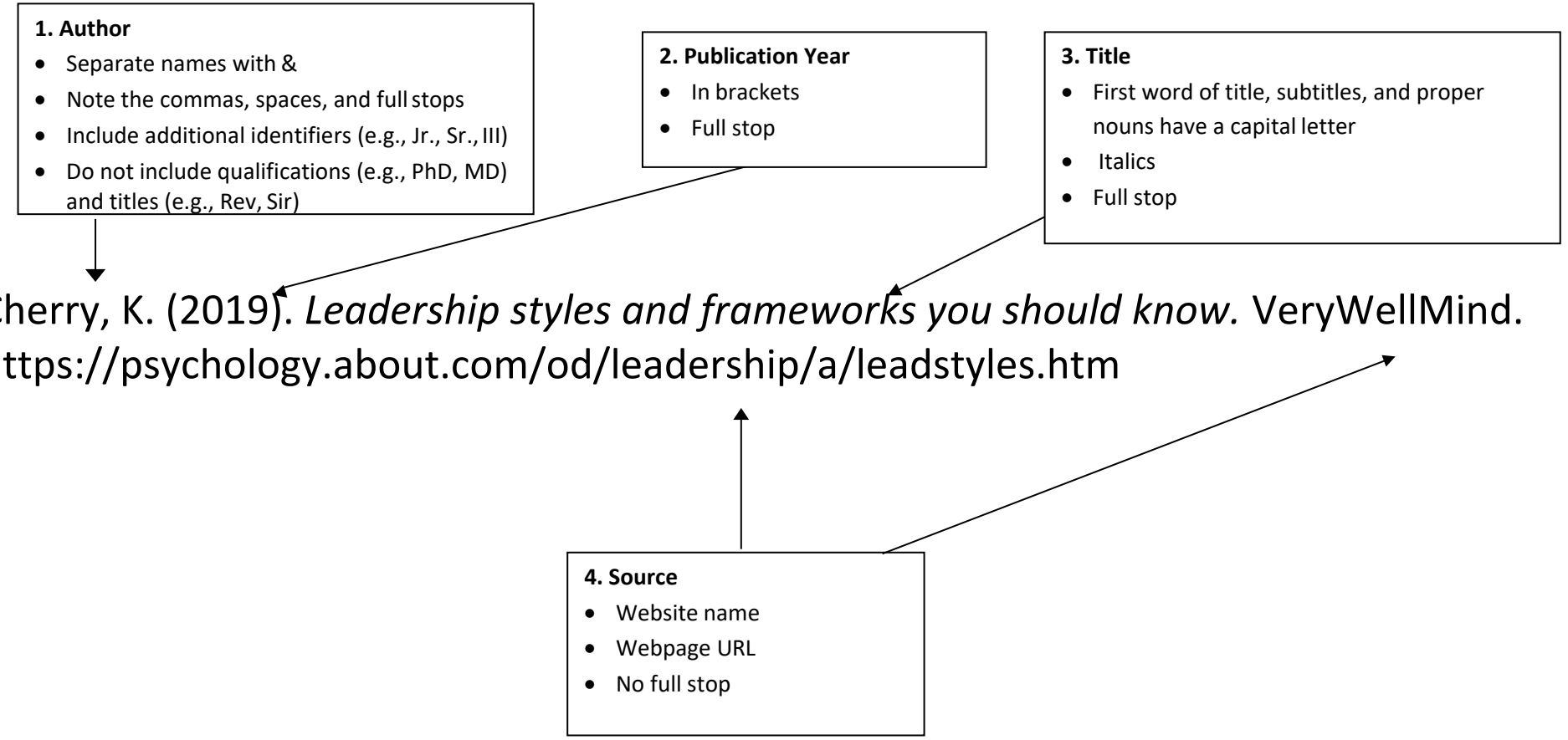
Article Print Examples	*Reference List Example*	*In-Text Example*
Magazine article – print	**Include the date information provided in the article.** Clifton, J. (2019, November 30). Obscurity going forward. *New Zealand Listener–Te Kaiwhakarongo Aotearoa*, *271*(4146), 12–13.	**Only the year is included in the in-text citation.** Clifton (2019) identifies … **OR** … (Clifton, 2019).
Magazine article – online	**Provide the date information provided in the article.** McKay, B. (2017, September). A guide to the architecture of the Pacific: Kingdom of Tonga. *ArchitectureNow.* https://bit.ly/2qwWxjK	**Only the year is included in the in-text citation.** McKay (2017) refers to ... **OR** … (McKay, 2017).
Newspaper article – print	**Provide the date information provided in the article.** Johnstone, S. (2019, November 27). Bringing Hollywood to Hawke's Bay. *Hawke's Bay Today,* 6.	**Only the year is included in the in-text citation.** The article by Johnstone (2019) ... **OR** … (Johnstone, 2019).
Newspaper article – online	**Include the full date. After the article name, enter the name of the publication in italics and the URL.** Barry, C. (2019, November 16). Historic Venice flooding highlights the city's vulnerability. *New Zealand Herald.* https://www.nzherald.co.nz/world/news/article.cfm?c_id=2&objectid=12285737	**Only the year is included in the in-text citation.** Barry (2019) referred to ... **OR** … (Barry, 2019).
News website article – without an associated daily or weekly newspaper	**Include the name of the website after the title of the article. Italicise the article title. This example shows RNZ as the website name.** Martin, R. (2019, November 22). *Forgotten highway remains closed as tourism season approaches*. RNZ. https://bit.ly/38g1xdP	**Only the year is included in the in-text citation.** Martin's (2019) article ... **OR** … (Martin, 2019).

Article Print Examples	*Reference List Example*	*In-Text Example*
Press release	**In square brackets after the title, write "Press release" in square brackets.** Air New Zealand. (2020, April 7). *Air New Zealand offers staff specialist support* [Press release]. https://www.airnewzealand.co.nz/press-release-2020-airnz-offers-staff-specialist- support	**Only the year is included in the in-text citation.** In an Air New Zealand (2020) press release, … **OR** … (Air New Zealand, 2020).
Blog	**Blog Post** Bates, T. (2019, November 5). Learning analytics – or learner surveillance? *Online Learning and Distance Education Resources.* https://www.tonybates.ca/2019/11/26/learning-analytics-or-learner-surveillance/ **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.** **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.** Buckingham Shum, S. (2019, November 10). Thanks for the commentary. The field of Learning Analytics is navigating the usual Gartner hype cycle curve, in which the [Comment on the article "Learning analytics in online learning: Trying hard but need to do better"]. *Online Learning and Distance Education Resources.* https://bit.ly/2LXyT7C	**Only the year is included in the in-text citation.** Bates (2019) states … **OR** … (Bates, 2019). Buckingham Shum's comment (2019) states … **OR** … (Buckingham Shum, 2019).
Article – from a course book of readings	**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. These may be provided online or as class handouts. Treat each reading as an original and reference according to their original type. For example, if the reading you are citing is a copy of a journal article, reference the original journal, not EITONLINE.**	**In the in-text citation give the author and date of the original source and, if including a page number, give the page number from the original source.**

Webpage—Reference Elements (author same as website name)



Webpage—Reference Elements (author different to website name)



Webpage—Examples

Webpage Examples	*Reference List Example*	*In-Text Example*
Webpage – website name different to author	Cherry, K. (2019). *Leadership styles and frameworks you should know.* VeryWellMind. https://psychology.about.com/od/leadership/a/leadstyles.htm	Cherry (2019) states that ... **OR** … (Cherry, 2019).
Webpage – website name same as author	**When author and website name are the same, omit the website name.** Coeliac New Zealand. (2017). *What is coeliac disease?* https://www.coeliac.org.nz/coeliac-disease/what-is-coeliac-disease	Coeliac New Zealand (2017) define ... **OR** … (Coeliac New Zealand, 2017).
Webpage – with author, no date	Sport New Zealand. (n.d.). *What we're working towards: Our outcomes and priorities.* 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.).
Webpage – no author, with date	**When there is no author, place the title in the author position.** *Band & musician news – Kennedy releases powerful new single 'Help'*. (2019). Music.net.nz. https://www.muzic.net.nz/artists/news/9516/kennedy-releases-powerful-new-single-help **NB: All references should be credible. If authorship is unclear, verify that the information is accurate.**	*Band & Musician News* (2019) state that ... **OR** … (*Band & Musician News*, 2019).
Webpage – no author, no date	**When there is no author, place webpage title in the author position, in italics. This is followed by the date, website name, and the URL.** *About Meredith Marsone: Bio.* (n.d.). Meredith Marsone: Artist https://www.meredithmarsone.com/bio **NB: All references should be credible. If the publication date and/or authorship is unclear, verify that the information is accurate and current.**	According to *About Meredith Marsone* (n.d.), ... **OR** … (*About Meredith Marsone*, n.d.).

Webpage Examples	*Reference List Example*	*In-Text Example*
Webpages – multiple sources from the same website, with the same date	Education New Zealand. (2017a). *China.* https://enz.govt.nz/assets/events/Market-Intelligence-Pages-2017/China-Student-Visa-March.pdf Education New Zealand. (2017b). *ENZ event activities for 2018.* https://enz.govt.nz/news-and-research/ed-news/enz-event-activities-for-2018/ **NB: Webpages from the same website are listed alphabetically according to the title, and this determines the allocation of a, b, and so forth.**	Education New Zealand (2017b) identifies ... with multiple areas of interest (Education New Zealand, 2017a).
Webpages – multiple sources from the same website, no date	Safe Travel. (n.d.-a). *Internet dating scams*. Retrieved January 20, 2020 from https://safetravel.govt.nz/internet-dating-scams Safe Travel. (n.d.-b). *Our services.* https://safetravel.govt.nz/our-services Safe Travel. (n.d.-c). *Travel advisory risk levels*. Retrieved January 31, 2020, from https://safetravel.govt.nz/travel-advisory-risk-levels **NB: A retrieval date is included where information is likely to change. Webpages from the same website are listed alphabetically according to the title, and this determines the allocation of a, b, and so forth.**	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
- Separate names with &
- Note the commas, spaces, and full stops
- Screenname in [ ]
- 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
- Full date (yyyy, month, dd)
- In brackets
- Full stop

National Emergency Management Agency–Te Rākau Whakamarumaru [@NZcivildefence]. (2019, November 30). *From today, 1 December 2019, the new National Emergency Management Agency is responsible for issuing National Warnings and Advisories. Warnings* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/NZcivildefence

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, [Tweet], [Facebook page]
- Full stop

4. Source
- Name of website, e.g., Twitter, Facebook, Instagram
- Webpage URL
- No full stop

Social Media—Examples

Cite from social media if this was the original publication location, otherwise locate the original location for referencing.

Social Media Examples	*Reference List Example*	*In-Text Example*
Facebook	**After the author (and username if different to author name), include the date, and the first twenty words of the post in italics (counting symbols, emojis, and hashtags, etc.). A description of the post in square brackets follow where appropriate, then the name of the website (Facebook) and the URL.** **Facebook post** Napier City Council. (2019, November 29). *Important: Water restrictions start today. With temperature on the rise and a dry summer predicted, level two water restrictions are.* Facebook. https://bit.ly/3410dll **Facebook page** **Include a retrieval date as Facebook home page information is often updated.** Unleashed Software. (n.d.). *Home* [Facebook page]. Facebook. Retrieved December 5, 2019, from https://bit.ly/2P3IZWz	**Only the year is included in the in- text citation.** According to the Napier City Council (2019) … **OR** … (Napier City Council, 2019). Unleashed Software (n.d.) stated … **OR** ... (Unleashed Software, n.d.).
Instagram	**Include the author name, the username in square brackets, the full date, the first twenty words of the post in italics (counting symbols, emojis, and hashtags, etc.), a description of the post in square brackets follow where appropriate, the name of the website (Instagram), and the URL.** Creative Arts Napier [@creativeartsnapier]. (2018, April 18). *The stunning work of John Boyd-Dunlop! This one is 'Haala-Glory' priced at $800. #painting #ink #whimsical #funny #artgallery #comeandsee! #talentedartist* [Thumbnail]. Instagram. https://www.instagram.com/p/BhsfL-dhovJ/ **Refer to the APA manual, page 350, to reference an Instagram highlight.**	**Only the year is included in the in- text citation.** Creative Arts Napier (2018) ... **OR** … (Creative Arts Napier, 2018).

Social Media Examples	*Reference List Example*	*In-Text Example*
Twitter	**Include the screen name in square brackets after the author name. The full date, the first 20 words of the tweet in italics (counting symbols, emojis, and hashtags, etc.), a description of any audiovisual information within the tweet in square brackets where appropriate. Finally, the word Tweet in square brackets and the URL.** National Emergency Management Agency–Te Rākau Whakamarumaru [@NZcivildefence]. (2019, November 30). *From today, 1 December 2019, the new National Emergency Management Agency is responsible for issuing National Warnings and Advisories*. *Warnings* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/NZcivildefence **Refer to the APA manual, page 349, to reference a Twitter profile.**	**Only the year is included in the in-text citation.** The National Emergency Management Agency–Te Rākau Whakamarumaru (2019) commented that ... **OR** ... (The National Emergency Management Agency–Te Rākau Whakamarumaru, 2019).

Audio Visual—Examples

Audio/Video	*Reference List Examples*	*In-Text Example*
Audio	**Audiobook** White, E. B. (2019). *On democracy* (A. Morey, Narr.) [Audiobook]. Harpercollins Publishers. https://amzn.to/33ZgPQv (Original work published 1947) **NB. As this is a re-published work, the original and the republication dates are included.** **Soundtrack** Lord Kitchener. (2015). The man in the street [Song]. On *Kitchener goes soca.* Radiophone Archives. **NB. Give the name of the artist as they are known.**	White (1947/2019) comments on … **OR** … (White, 1947/2019). Lord Kitchener's (2015) lyrics … **OR** … (Lord Kitchener, 2015).
Film	**The director takes the place of author and the film production company the place of publisher. A description of the source type is given in square brackets after the title**. Kerig, W. A. (Director). (2012). *Ready to fly: The true story of a dream worth fighting for* [Film]. Salt Mine Storyworks.	Kerig (2012) tells the story of … **OR** … (Kerig, 2012).
TV	**Include the names of executive producers, writers, directors, and executive directors when they are available.** **TV Series** Lee-Harris, A. (Producer & Writer), & Leonard, S. (Director). (2018–2019). *The casketeers* [TV series]. Great Southern Pictures. **TV 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. l. Hockin, H. Weber, & F. Siracusa (Executive Producers), *The handmaid's tale*. Daniel Wilson Productions; The Littlefield Company; White Oak Pictures; MGM Television**.**	In *The Casketeers*, Lee-Harris and Leonard (2018) depict … **OR** … (Lee-Harris & Leonard, 2018). Miller (2019) tells … **OR** … (Miller, 2019).

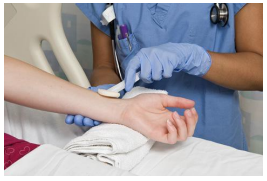
Audio/Video	*Reference List Examples*	*In-Text Example*
LinkedIn Learning	Mundim, T. S. (2017, June 14). *ArchiCAD essential training* [Online course]. LinkedIn Learning. https://www.linkedin.com/learning/me?u=76194218	**Only the year is included in the in-text citation.** According to Mundim (2017), … **OR** … (Mundim, 2017).
TED Talk	**The person or organisation uploading the TED talk is identified in the author position followed by the upload date. Website name follows, then the URL.** **Include the presenter name as part of the title followed by acolon.** **From ted.com** Sissay, L. (2012, June). *Lemn Sissay: A child of the state* [Video]. TED Conferences. https://www.ted.com/talks/lemn_sissay_a_child_of_the_state **From YouTube** TED. (2019, November 29). *Ma Yansong: Urban architecture inspired by mountains, clouds and volcanoes* [Video]. YouTube. https://www.youtube.com/watch?v=fFJeTy1_8Ng	**Only the year is included in the in-text citation.** Sissay (2012) explains … **OR** … (Sissay, 2012). In TED (2019), Ma Yansong indicates … **OR** … (TED, 2019).
YouTube or recorded streaming video	**Use the name of the person or organisation who uploaded the video in the author position.** **YouTube** Hawke's Bay Regional Council. (2017, June 6). *Anna Madarasz-Smith on the Hawke's Bay coast environment* [Video]. YouTube. https://bit.ly/2YtQYPH MGTracey. (2018, May 8). *Best calypso Trinidad and Tobago music 2018–Steel drums* [Video]. YouTube. https://www.youtube.com/watch?v=wRO3Jf1wF1k	**Only the year is included in the in-text citation.** Hawke's Bay Regional Council (2017) demonstrate … **OR** … (Hawke's Bay Regional Council, 2017). MGTracey (2018) presents … **OR** … (MGTracey, 2018).

Audio/Video	*Reference List Examples*	*In-Text Example*
Webinar (recorded)	**Recorded webinars are often available on YouTube. Reference as you would a YouTube video and credit the presenter within the title of the reference.** Creative New Zealand (2017, April 3). *Graeme Nahkies: Getting on Board – Governance with impact* [Webinar]. YouTube. https://bit.ly/2qxPU0B **If a webinar is from an organisation's website, reference as a webpage and place the word "Webinar" in square brackets after the title.** Bristol, T. (n.d.). *Save time studying: Nursing students note taking goes mobile* [Webinar]. Skyscape. https://bit.ly/354rhYz **Unrecorded, non-retrievable webinars are to be referenced as personal communication.**	**Only the year is included in the in-text citation.** In Creative New Zealand (2017), Graeme Nahkies informs … **OR** Graeme Nahkies explains … (Creative New Zealand, 2017). Bristol (n.d.) in their webinar on … **OR** … (Bristol, n.d.).

Reference Work—Examples

Reference Work Examples	*Reference List Example*	*In-Text Example*
Dictionary or Encyclopaedia	**Entry in a reference work. Where the work is continuously updated, include a retrieval date.** Merriam–Webster. (n.d.). Heuristic. In *Merriam-Webster.com dictionary*. Retrieved December 15, 2019, from https://www.m- w.com/dictionary/heuristic Editors of Encylopaedia Britannica. (n.d.). Mohaka River. In *Encyclopaedia Britannica.* Retrieved December 03, 2019, from https://www.britannica.com/place/Mohaka-River **When referencing a number of entries, refer to the source as a whole.** Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary.* Retrieved January 21, 2020, from https://www.merriam-webster.com/ Stevenson, A., & Waite, M. (Eds.). (2011). *Concise Oxford English dictionary* (12th ed.). Oxford University Press. **NB. Where the work has been republished, enter the original and the current publication years.** **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). *Collins pocket English dictionary.* Collins.	Merriam-Webster (n.d.) defines … as … **OR** … (Merriam-Webster, n.d.). The Editors of Encylopaeida Britannica (n.d.) describe … **OR** … (Editors of Encylopaedia Britannica, n.d.). According to Merriam-Webster (n.d.), … **OR** … (Merriam-Webster, n.d.). Stevenson and Waite (2011) define … **OR** … (Stevenson & Waite, 2011). Hanks et al. (1989) define … **OR** … (Hanks et al., 1989).

Reference Work Examples	*Reference List Example*	*In-Text Example*
Dictionary or encyclopaedia – from an App	**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.** **Entry within an app** AUT University. (2017). Manaakitanga. In *Te Reo Māori* (Version 3.0) [Mobileapp]. Google Play Store. https://play.google.com/store/apps/details?id=com.auttereomaori&hl=en **The app as a whole** **When referencing several entries within an app, reference the app as a whole.** Skyscape Medpresso. (2013). In *Skyscape Medical Resources* (Version 1.17.42) [Mobile application software]. Itunes. https://itunes.apple.com	According to AUT University (2017), … **OR** … (AUT Universtiy, 2017). According to Skyscape Medpresso (2013), ... **OR** … (Skyscape Medpresso, 2013).
Credo	**Credo is a database of sources. As reference is not made to databases, reference each source found in Credo to the original work.** **With authors** Byers, T., Slack, T., & Parent, M. (2012). Governance. *Sage key concepts series: Key concepts in sport management.* Sage. **With editors** Jary, D., & Jary, J. (Eds.). (2006). Reification. *Collins dictionary of sociology* (4th ed.). Collins.	Byers et al. (2012) state that … **OR** ... (Byers et al., 2012). According to Jary and Jary (2006), reification is … **OR** … (Jary & Jary, 2006).

Reference Work Examples	*Reference List Example*	*In-Text Example*
Lippincott database	**<u>Text document</u>.** **Include title, database name, and DOI or URL.** Wound classification, OR. (2018). *Lippincott Procedures (New Zealand Instance).* https://procedures.lww.com/lnp/view.do?pId=729811&hits=wounds,wound,classification,classifications&a=false&ad=false **<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.). *Lippincott Procedures (New Zealand Instance).* https://procedures.lww.com/lnp/view.do?pId=729259&s=v&id=7280595&hits=palpating,vein&a=false&ad=false **<u>Image</u>** **Treat as a figure and head with the word "Figure" and a number in bold. Use double line spacing and enter a title, italicised and in title case. In the *Note* beneath the figure, you may give explanatory information. Write the words "From" or "Adapted from" followed by the reference information in the format: title of the image; the word "by" and the creator of the image (if available); date; database name; and DOI or URL in brackets. Copyright information follows. Omit elements of the reference when they are not available. Reference information in a note is not repeated in the reference list, although a figures list may be required by your tutor.** **Figure 3** *Cleaning the Puncture Site*  *Note.* Demonstration [Photograph]. From "Cleaning the puncture site," 2018, *Lippincott Procedures (New Zealand Instance*) (https://bit.ly/2P3oPvM). Copyright 2019 by Wolters Kluwer Health.	"Wound classification, OR" (2018) states ... **OR** … ("Wound Classification, OR," 2016). "Palpating the vein" (n.d.) shows … **OR** … ("Palpating the Vein," n.d.).

Reference Work Examples	*Reference List Example*	*In-Text Example*
Web-based database/idnz	**Cite the entry. Include the entry, date (or n.d. if no date), website name, and the URL.** *Greenmeadows*. (n.d.). .idcommunity. https://profile.idnz.co.nz/napier/about?WebID=130 **NB. The webpage name in this example is .idcommunity.**	According to "Greenmeadows" (n.d.), … **OR** … ("Greenmeadows," n.d.).
MIMS	**If the author is the same as the publisher it is not necessary to include the publisher name.** **When referencing a specific drug from MIMS, include the drug name after the date.** MIMS New Zealand. (2015). Clarithromycin. In *MIMS new ethicals* (Issue 23). **When referencing a number of entries, refer to the book as a whole.** MIMS New Zealand. (2015). *MIMS new ethicals* (Issue 23).	In MIMS New Zealand (2015), it is stated … **OR** … (MIMS New Zealand, 2015).
Drug data sheet	**The format is the same as a downloaded document from a website.** GlaxoSmithKline. (2013). *Augmentin*. https://www.medsafe.govt.nz/profs/Datasheet/a/Augmentintabsusp.pdf	According to GlaxoSmithKline (2013), … **OR** … (GlaxoSmithKline, 2013).

Table—Elements

Layout on the page

- the word "Table" and a table number in bold (consecutive numbering throughout assignment)
- double line space
- title in italics and title case
- double line space and 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*, 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
- 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* when creating a table
- finish with a full stop

The note is followed by reference information

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

Use reference elements according to source type, i.e., journal, webpage, 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 reference element and a comma
- the date reference element and a comma
- the source reference element with the DOI or URL (if available) in brackets and a stop
- copyright information or Creative Commons information

Omit elements of the reference when they are not available

Table—Examples

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

Tables are headed with the word "Table" and a number in bold. Use double line spacing, and enter a title, italicised and in title case. Beneath the table, add a *Note* with explanatory information if required, and the reference information. Table references do not appear in the final reference list, although a table 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.

Tables	***In-Text Example***
Table copied from an article	**In the *Note* beneath the table, copy existing *Note* information if available. Write the words "From" or "Adapted from" as appropriate, then the referencing information in the format: title of article; the word "by" and the author/s; date; journal name, volume number, issue number, and page number; and the DOI or URL in brackets. Copyright information follows.**

Table 2

Effects of Cadmium Treatments on Shoot-Root Dry Weights

Dry matter yields (mg plant $^{-1)}$

	Shoot		Root	
Cultivars	-Cd	+Cd	-Cd	+Cd
AT58	1139aA	723bA	154aB	122bB
Demre	1240aA	643bA	234aA	167bA

Note. 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, *Applied Ecology and Environmental Research, 17*(2), 2249-2256 (https://doi.org/10.15666/aeer/1702_22492256). Copyright 2019 by Alöki Kft.

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

Explanatory information is included within the *Note* if available

Reference information is added within the *Note* **(omit reference elements that are not available)**

Tables	*In-Text Example*
Table adapted from a webpage	**In the *Note* beneath the table, copy existing *Note* information if available. Write the words "From" or "Adapted from" as appropriate, then the referencing information in the format: title of article; the word "by" and the author/s of the webpage or website name if there is no author; date of the webpage or n.d. if there is no date; website name if not previously entered as author; and the DOI or URL in brackets. Copyright information follows.**

Table 2

Medal Table from the Commonwealth Games 2018

Place		Country	Gold	Silver	Bronze	Total
1		AUS	80	59	59	198
2		ENG	45	45	46	136
3		IND	26	20	20	66

Note. Adapted from "Medal Table," by *BBC Sport*, n.d., BBC (https://www.bbc.com/sport/commonwealth-games/medals/countries/england#england). Copyright 2019 by BBC.

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

Explanatory information is included within the *Note* if available (this example did not have an existing *Note*)

Reference information is added within a *Note.* **(Omit reference elements that are not available)**

Table created by yourself	**In the *Note* beneath the table, you may give explanatory information if required.**

Table 3

Lifestyle According to Employment Status

Category	Sedentary lifestyle	Active lifestyle	Unanswered
Employed	51	36	7
Self-employed	22	38	34
Unemployed	5	30	0
Student	25	61	8

Note. Numbers for each category are based on self-reported data.

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

Optional explanatory information within a *Note*

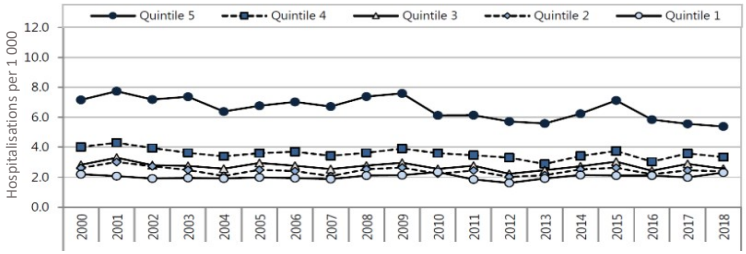
Figure—Elements

Layout on the page

- the word "Figure" and a table number in bold (consecutive numbering throughout assignment)
- 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



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.

Layout of the figure

- figure headings and axis labels in title case
- colour may be added to distinguish between graphic elements
- avoid decorative elements and 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 figure
- optional addition of your own *Note* when creating a figure
- finish with a full stop

The note is followed by reference information

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

Use reference elements according to source type, i.e., journal, webpage, 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 reference element and a comma
- the date reference element and a comma
- the source reference element with the DOI or URL (if available) in brackets and a stop
- copyright information or Creative Commons information

Omit elements of the reference when they are not available

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

Always refer to the figure within your text

Figures are headed with the word "Figure" and a number in bold. Use double line spacing, and enter a title, italicised and in title case. Beneath the figure, add a *Note* with explanatory information if required, and the reference information. Figure references do not appear in the final reference list, although a figures list may be required by your tutor. Omit elements of the reference when they are not available. For further information, refer to the *Figures and Tables: EIT Guide to APA 7th Presentation of Figures and Tables* guide**.**

Figures	***In-Text Example***
Figure copied from an article	**In the *Note* beneath the figure, copy existing *Note* information if available. Write the words "From" or "Adapted from" as appropriate, then the referencing information in the format: title of article; the word "by" and the author/s; date; journal name, volume number, issue number, and page number; and the DOI or URL in brackets. Copyright information follows.**

Figure 2

Columbicola Columbae Between Adjacent Feather Barbs

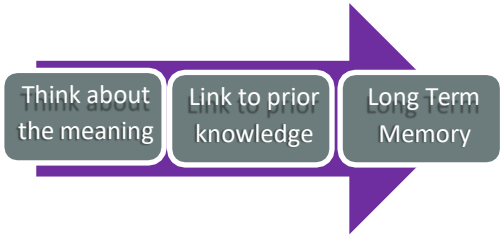
Note. Live *C. columbae* walking on the surface of a feral pigeon wing feather (upper) and inserted between adjacent feather barbs (lower) to escape host preening. From "Rapid experimental evolution of reproductive isolation from a single natural population," by S. M. Villa, J. C. Altuna, J. S. Ruff, A. B. Beach, L. I. Mulvey, E.J. Poole, H. E. Campbell, K. P. Johnson, M. D. Shapiro, S. E. Bush, and D. H. Clayton, 2019, *Proceedings of the National Academy of Sciences, 116*(27), 13440–13445 (https://doi.org/10.1073/pnas.1901247116). Copyright 2020 by National Academy of Sciences.

Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure

Explanatory information is included within the *Note* if available

Reference information is added within the *Note* **(omit reference elements that are not available)**

Figures	*In-Text Example*
Image from a proprietary database	**In the *Note* beneath the figure, copy existing *Note* information if available Write the words "From" or "Adapted from" followed by the reference information in the format: title of the image; the word "by" and the creator of the image (if available); date; database name; and DOI or URL in brackets. Copyright information follows.** **Figure 3** *Cleaning the Puncture Site* *Note.* From "Cleaning the puncture site," 2018, by Wolters Kluwer, *Lippincott Procedures (New Zealand Instance*) (https://bit.ly/2P3oPvM). Copyright 2019 by Wolters Kluwer Health. Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure Explanatory information is included within the *Note* if available (this example did not have an existing *Note*) Reference information is added within the *Note* **(omit reference elements that are not available)**
Attribution free image from online	**Images found on the internet, although attribution free, need to be referenced, and copyright information included where available. In the *Note* beneath the figure, copy existing *Note* information if available. Write the words "From" or "Adapted from" as appropriate, followed by the reference information in the format: title of the webpage if given; the word "by" and the creator of the image (if available); date; publisher of the webpage; and the DOI or URL in brackets. Copyright information follows.** **Figure 4** *Fir Tree Cones* *Note.* By DukeAsh, 2016, Pixabay (https://pixabay.com/photos/fir-tree-fir-cones- cones-tree-1330187/). Copyright 2019 Pixabay. Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure (this example did not have a title) Explanatory information is included within the *Note* if available (this example did not have an existing *Note*) Reference information is added within the *Note* **(omit reference elements that are not available – this example does not have a title)**

Figures	*In-Text Example*
Figure from Pinterest	**Only reference Pinterest as the publisher when the post is the author's original work, otherwise the image should be tracked to the original author and cited accordingly. In the *Note* beneath the figure, copy existing *Note* information if available. Write the words "From" or "Adapted from" as appropriate followed by the reference information in the format: title; the word "by" and the creator of the image (if available); date of the Pinterest post; webpage name (Pinterest); and the URL in brackets. Copyright information follows if available.** **Figure 5** *Handcrafted Poi Piu* *Note.* From "Flax weaving: Poi piu," by L. Olsen, n.d., Pinterest (https://www.pinterest.nz/pin/319051954844822233/). Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure (this example did not have a title) Explanatory information is included within the *Note* if available (this example did not have an existing *Note*) Reference information is added within the *Note* **(omit reference elements that are not available)**
Figure or photograph created by yourself	**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.** **Figure 6** *Enhancing Memory*  *Note.* This figure does not include the function of sensory or short term memory. Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure (this example did not have a title) Optional explanatory information is included within a *Note* if required

Figure—Artworks

When reproducing artworks within your assignment, you will need to provide a figures list. **Do not include a reference in your reference list as reference information is included in a *Note* beneath the figure.** For further information, refer to the *Figures and Tables: EIT Guide to APA 7th Presentation of Figures and Tables* guide.

Only cite artwork from a credible location, such as an artist's own website, an art book, an art gallery, or museum.

<table>
<tr><th>Figures</th><th colspan="2">Reproduction of the image in your assignment</th></tr>
<tr><td>Artwork – in a gallery or museum located online</td><td colspan="2">In the Note beneath the figure, you must give explanatory information in the format artist, year, date, title [Medium].

This is followed by reference information. Write the word "From" followed by the title of the webpage in italics; then the word "by" and the author of the webpage (this is usually the name of the art gallery or museum); date of the webpage or n.d. if no date is given; and DOI or URL in brackets. Copyright information follows if available.

Figure 15

The Mamakus

Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure

Explanatory Note in the format artist, date, title, [Medium]

Reference information is added within the Note (omit reference elements that are not available)

Note. Nin, B. (1975), The Mamakus [Acrylic and fluorescent paint on board]. From Buck Nin, by Christchurch Art Gallery-Te Puna o Waiwhetū, n.d. (https://christchurchartgallery.org.nz/collection/2002-214/buck-nin/the-mamakus l)</td></tr>
<tr><td></td><td>Reference list example</td><td>In-Text Example</td></tr>
<tr><td></td><td>When referring to an artwork in your assignment without reproducing the image, include both a citation and a reference in your final reference list.
Christchurch Art Gallery-Te Puna o Waiwhetū (n.d.). Buck Nin. https://christchurchartgallery.org.nz/collection/2002-214/buck-nin/the-mamakus l</td><td>Christchurch Art Gallery-Te Puna o Waiwhetū (n.d.). present Nin's work …
OR
… (Christchurch Art Gallery-Te Puna o Waiwhetū, n.d.).</td></tr>
</table>

Figures	*Reproduction of the image in your assignment*
Artwork – in a book	**In the *Note* beneath the figure, you must give explanatory information in the format artist, year, date, title [Medium].** **This is followed by reference information for the book where you found the image. Write the word "From" followed by the title of the book in italics; then the word "by" and the author's name; publication date of the book and the page number; name of the publisher; and the DOI or URL in brackets (if available). Copyright information follows.** **Figure 11** *Harmony in Red* *Note.* Matisse, H. (1908), Harmony in red [Oil on canvas]. From *50 Modern Artists You Should Know*, by C. Weidermann, and C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag. Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure Explanatory *Note* in the format artist, date, title, [Medium] Reference information is added within the *Note* **(omit reference elements that are not available)**

Reference list example	*In-Text Example*
When referring to an artwork in your assignment without reproducing the image, include both a citation and a reference in your final reference list. Weidermann, C., & Nippe, C. (2010). *50 Modern Artists You Should Know.* Prestel Verlag.	Matisse (1908, as cited in Weidermann & Nippe, 2010, p. 56) experimented with …. **OR** *Harmony in Red* is an example (Matisse, 1908, as cited in Weidermann & Nippe, 2010, p. 56).

Figures	*Reproduction of the image in your assignment*
Artwork – from artist's own webpage	**In the *Note* beneath the figure, you must give explanatory information in the format artist, year, date, title [Medium].** **This is followed by reference information to the online media. Use the reference elements for that media (webpage, Instagram, Facebook, etc.) as outlined in this guide, but the order is changed to title, author, date, and retrieval information, and copyright information is added.** **The following shows an artwork on an artist's own website. Write the word "From" followed by the title of the webpage in italics; then the word "by" and the author of the webpage or the webpage name if no author is given; date of webpage or n.d. if no date is given on the webpage; name of the webpage if not already entered as the author; and the URL in brackets. Copyright information follows if available.** **Figure 14** *Tui Pure* *Note.* Hansen, S. (n.d.), Tui Pure [Acrylic & enamel paint, metallic ink, glass paint, stain, foil, lacquer, and vinyl on Hoop pine plywood]. From *Tui pure*, by Shane Hansen Artist (https://www.shanehansen.co.nz/shop/tui-pure). Figure number in bold, then double space, followed by the title in title case and italics, and then double space and add the figure Explanatory *Note* in the format artist, date, title, [Medium] Reference information is added within the *Note* **(omit reference elements that are not available)**

Reference list example	*In-Text Example*
When referring to an artwork in your assignment without reproducing the image, include both a citation and a reference in your final reference list. Hansen, S. (n.d.). *Tui pure.* Shane Hansen Artist. https://www.shanehansen.co.nz/shop/tui-pure	Hansen (n.d.) portrays ... **OR** ... (Hansen, n.d.).

Other Examples

Other Source Examples	*Reference List Example*	*In-Text Example*
Annual report	**Annual reports may be cited as a book.** New Zealand Winegrowers. (2019). *Annual report 2019*. https://www.nzwine.com/media/13628/nz-winegrowers-annual-report-2019-web.pdf	New Zealand Winegrowers (2013) reported … **OR** … (New Zealand Winegrowers, 2019).
App (Mobile App)	**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.** Skyscape Medpresso. (2019). *Skyscape Medical Library* (Version 2.6.20) [Mobile app]. App Store. https://apps.apple.com/us/app/skyscape-medical-library/id818609413	In Skyscape Medpresso's (2019), app ... **OR** ... (Skyscape Medpresso, 2019).
Brochure	**Print** The Hepatitis Foundation of New Zealand. (2015). *Hepatitis B: Hepatitis B and pregnancy* [Brochure]. **NB. In this example the author and the publisher are the same so the publisher name is omitted from the end of the reference.** **Online** Plunket. (n.d.). *Plunket community hub* [Brochure]. https://www.plunket.org.nz/assets/PDFs/Plunket-Napier-Community-Hub.pdf	The Hepatitis Foundation of New Zealand (2015) outlines … **OR** … (The Hepatitis Foundation of New Zealand, 2015). Plunket (n.d.) explains … **OR** … (Plunket, n.d.).

Other Source Examples	*Reference List Example*	*In-Text Example*
Conference proceedings – print or electronic	**Published conference proceedings may be cited either like chapters in edited books (first example) or like journal articles (second example). If referencing a presentation of a paper at a conference which has not been published in a book of proceedings or journal, follow the third example given.** Kyo, K**.** (2019). A Bayesian approach for analyzing the dynamic relationship between quarterly and monthly economic indicators. In K. Arai, S. Kapoor, & R. Bhatia (Eds.), *Intelligent computing: Proceedings of the 2018 Computing Conference* (Vol. 1, pp. 16-28). Springer. https://doi.org/10.1007/978-3-030-01174-1_2 Qian, H., & Liu, S. (2018). Cultural entrepreneurship in U.S. cities. *Journal of Urban Affairs*, *40*(8), 1043 – 1065. https://doi.org/10.1080/07352166.2018.1468223 Zabel, P., & Tajmar, M. (2019, July 7-11). *A system dynamics model of a hybrid life support system* [Paper presentation]. 49th International Conference on Environmental Systems, Boston, MA, United States. https://hdl.handle.net/2346/84804	Kyo (2019) proposed … **OR** … (Kyo, 2019). Qian and Liu (2018) noted … **OR** … (Qian & Liu, 2018). Zabel and Tajimer (2019) presented … **OR** … (Zabel & Tajimer, 2019).
Course handout	**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. These may be provided online or as class handouts. 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.**	**In the in-text citation give the author and date of the original source and, if using a page number, give the page number from the original source.**
Course website / EITOnline lecture notes	**If PowerPoint slides, lecture notes, or handouts come from a classroom website (e.g., EITOnline), and you are writing for a marker or audience with access to that resource, provide the name of the site and its URL (use the login page URL for sites requiring a login).** Smith, G. (2007). *Lecture 2: Network management* [PowerPoint slides]. Eastern Institute of Technology. https://eitonline.eit.ac.nz/	Smith (2007) reflected … **OR** … (Smith, 2007).

Other Source Examples	*Reference List Example*	*In-Text Example*
DHB procedures	Hawke's Bay District Health Board—Whakawāteatia. (2012). Certification for IV therapy (Document No. HBDHB/IVTG/109). In *IV & Therapeutic Guidelines Manual.*	The Hawke's Bay District Health Board—Whakawāteatia (2012) discussed … **OR** … (Hawke's Bay District Health Board—Whakawāteatia, 2012).
Document downloaded from a website	**If the publisher and author are different, include the publisher name after the title, without italics (first example), otherwise, omit publisher (second example).** Johnson, N. (2019). *Tracking online education in Canadian Universities and Colleges: National Survey of online and digital learning 2019 national report.* Canadian Digital Learning Research Association. https://onlinelearningsurveycanada.ca/publications-2019/ Aotearoa New Zealand Association of Social Workers—Te Rōpū Tauwhiro i Aotearoa. (2019). *Code of ethics 2019.* https://anzasw.nz/wp-content/uploads/Code-of-Ethics-Adopted-30-Aug-2019.pdf	Johnson (2019) reported … **OR** … (Johnson, 2019). The Aotearoa New Zealand Association of Social Workers—Te Rōpū Tauwhiro i Aotearoa (2019) states that … **OR** In the *Code of Ethics 2019 …* (Aotearoa New Zealand Association of Social Workers—Te Rōpū Tauwhiro i Aotearoa, 2019).
Exhibition catalogue	**Begin the reference with the author or editor. If there is no author or editor, use the gallery or museum name.** Cann, T. (2003). *Len Lye trilogy: A flip @ 2 twisters* [Exhibition catalogue]. Govett-Brewster Art Gallery, New Plymouth, New Zealand. Hawke's Bay Exhibition Centre. (2005). *Parallel practices: Biculturalism in contemporary art* [Exhibition catalogue]. Hastings, New Zealand.	Cann (2003) demonstrated … **OR** … (Cann, 2013). Hawke's Bay Exhibition Centre (2005) explored … **OR** … (Hawke's Bay Exhibition Centre, 2005).

Other Source Examples	*Reference List Examples*	*In-Text Example*
Fact sheet	**Reference as a downloaded document from a website.** Commerce Commission New Zealand. (n.d.). *Complaints snapshot 2018/19: A look through your complaints to us.* https://bit.ly/2sYFpEy	The Commerce Commission New Zealand (n.d.) states … **OR** … (Commerce Commission New Zealand, n.d.).
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. (2014). Information technology—Service management: Part 10: Concepts and terminology (SA/SNZ TR ISO/IEC 20000.10:2014). In *Standards New Zealand Online*. https://bit.ly/2sILyV2	Standards New Zealand (2014) identify … **OR** … (Standards New Zealand, 2014).
Joanna Briggs Institute	**With individual author:** Porritt, K. (2019, March 18). Evidence summary. Mumps, measles and rubella (MMR) vaccination: Factors affecting parental decision to the vaccinate. *Evidence Summaries—Joanna Briggs Institute.* https://tinyurl.com/vsu73fs **With corporate author:** Joanna Briggs Institute. (2019). Effectiveness of psychosocial interventions on the psychological health and emotional well-being of family carers of people with dementia following residential care placement. *Best Practice: Evidence-Based Information Sheets for Health Professionals*, *21*(3), 1–4. https://tinyurl.com/rth2k4b	Porritt (2019) reported that … **OR** … (Porritt, 2019). According to the Joanna Briggs Institute (2019), … **OR** … (Joanna Briggs Institute, 2019).
Wiki	**A wiki is not considered to be a scholarly source. Seek advice from your tutor before citing a wiki in your assignment.** Food waste in New Zealand. (2019, October 26). In *Wikipedia.* https://en.wikipedia.org/wiki/Food_waste_in_New_Zealand **Cite the archived version of the page on Wikipedia by selecting "view history" and the time and date of the version you used.**	**Only the year is included in the in-text citation.** As stated in "Food Waste in New Zealand" (2019), … **OR** … ("Food Waste in New Zealand," 2019).

Other Source Examples	*Reference List Examples*	*In-Text Example*
Thesis or dissertation	**From a database** Farewell, C. V. (2019). *Critical periods of maternal stress exposure and early childhood obesity: Exploring risk and protective factors in New Zealand* (Publication No. 13814687). [Doctoral dissertation, University of Colorado at Denver]. ProQuest Dissertations & Theses Global. **From an institutional repository** Carter, B. (2018). *Can a participatory development approach contribute to the achievement of Sustainable Development Goal 3, target 3.8 (universal health coverage)? Lessons from the Whānau Wellness Resource Programme in Hawke's Bay* [Unpublished master's thesis]. Massey University. https://hdl.handle.net/10179/14417 **NB: If you find an online thesis that is unpublished (i.e., not from an institutional repository or a commercial database or personal website), include the name of the institution where the thesis was undertaken.** **A print thesis** Stewart, J. (2013). *Stories of yesterday: Reflections on collegiality: Capturing the essence of nurses working with nurses* [Unpublished master's thesis]. Eastern Institute of Technology. **NB: If the thesis is only available from the relevant institution, then it is considered to be unpublished.**	Farewell (2019) noted that … **OR** … (Farewell, 2019). Carter (2018) outlined … **OR** … (Carter, 2018). According to Stewart (2013), … **OR** … (Stewart, 2013).

Legal Material— Reference Elements

3. Title

- Give complete title of the Act, which includes theyear
- 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 awebsite

Companies Act 1993. Retrieved May 10, 2020, 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

Legal Materials Examples	*Reference List Example*	*In-Text Example*
Act of Parliament	**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.** Fair Trading Act 1986. Retrieved January 15, 2020, from http://www.legislation.govt.nz **If you are studying a law course, more detailed formats may require you to follow guidelines specific to legal references.**	The Fair Trading Act 1986 prohibits ... **OR** ... (Fair Trading Act 1986). **If you are referring to a particular section of the Act, give the section number "s 32" or numbers "ss 17-26".** The Fair Trading Act 1986 s 32 sets out … **OR** According to the Fair Trading Act 1986 ss 17-26, the ... **OR** … (Fair Trading Act 1986, s 11).
Book of legislation	**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.** Fair Trading Act 1986. (2019). In *Introduction to New Zealand commercial legislation*. CCH New Zealand.	The Fair Trading Act 1986 states that ... **OR** … (Fair Trading Act 1986).

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

Legal Materials Examples	*Reference List Example*	*In-Text Example*
Regulation	Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved January 15, 2020, from *CCH New Zealand Employment Law Legislation*. **OR** Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved January 15, 2020, from http://www.legislation.govt.nz	**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 ..."** The Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ... **OR** … (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016). **The specific sections of a regulation are known as regulations (regs). Give the regulation number (reg) or numbers (regs).** Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 reg 12 specifies ... **OR** General duties are clearly set out in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, regs 5-20. **OR** Regulation 15 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ... **OR** … (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, reg 15).

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

Legal Materials Examples	
Court Case	**<u>Reference list</u>** **List cases alphabetically by title. Use standard type.** **Always use the neutral citation if available.** **For unreported cases, use the neutral citation that appears on the case. If this is not available, use the court reference.** Commerce Commission v Viagogo AG [2019] NZCA 472 **<u>For reported cases</u>, include the neutral citation before the report citation. For the report citation, the year of reporting is given in square brackets for the 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.** Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] NZEmpC 44, [2011] 9 NZELC 93,828. **Reported case from a database** Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] NZEmpC 44, [2011] 9 NZELC 93,828. *CCH New Zealand Employment Law Cases.* **For abbreviations for New Zealand law report series, see Legal Citations for Aotearoa New Zealand at www.lcanz.auckland.ac.nz** **For international law report series, see the Cardiff Index to Legal Abbreviations at http://legalabbrevs.cardiff.ac.uk/**

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/

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