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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 APA referencing style.

1. Decide what type of source you are referencing. For example, is it a book, an article, a fact sheet, an image?
2. Use the index at the back of this guide to access the relevant example for the source you wish to reference.
3. Follow the example, paying attention to the punctuation, capitalisation, and typeface.  
Each section of this guide has a reference example that shows how a reference is constructed, according to the four main reference elements:
  - Who - author or editor
  - When - publication date
  - What - title
  - Where - retrieval information

## 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 the *Evaluating the Credibility of Websites*, *Evaluating Information: Applying the CRAAP Test*, and *Source Evaluation Matrix* study guides. Check with your tutor which type of sources are suitable for your assignment.

### 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 encyclopedias; and
- peer reviewed journal articles.

### **Factual non-academic sources**

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.

### **Other non-academic sources**

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

## Authors

<b>Authors</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>One author</b>	Lefait, S. (2013). <i>Surveillance on screen: Monitoring contemporary films and programs</i> . Lanham, MD: Scarecrow Press.	Lefait (2013) claimed that . . . <b>OR</b> The theory was first put forward in 2010 (Lefait, 2013).
<b>Two authors</b>	Cox, B., & Sneyd, M. (2005). Prospects for cancer control: Colorectal cancer. <i>New Zealand Medical Journal</i> , 118(1221). Retrieved from <a href="http://www.nzma.org.nz/journal/">http://www.nzma.org.nz/journal/</a>	Cox and Sneyd (2005) commented that . . . <b>OR</b> (Cox & Sneyd, 2005).
<b>Three to five authors</b>	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. <i>Science of the Total Environment</i> , 572, 724-733. <a href="https://doi.org/10.1016/j.scitotenv.2016.07.043">https://doi.org/10.1016/j.scitotenv.2016.07.043</a>	<b>Cite all authors the first time.</b> Lamastra, Balderacchi, Di Guardo, Monchiero, and Trevisan (2016) . . . <b>OR</b> (Lamastra, Balderacchi, Di Guardo, Monchiero, & Trevisan, 2016).  <b>In subsequent citations, include only the surname of the first author, followed by et al. (not italicised and with a full stop after “al”) and the year.</b> Lamastra et al. (2016) . . .

<b>Authors</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Six or more authors</b>	<p><b>When a reference has up to seven authors, spell out all the authors' names in the reference list.</b></p> <p>Smith, A. B., Taylor, N. J., Gollop, M., Gaffney, M., Gold, M., &amp; Henaghan, M. (1997). <i>Access and other post-separation issues: A qualitative study of children's, parents' and lawyers' views</i>. Dunedin, New Zealand: Children's Issues Centre.</p> <p><b>When a reference has more than seven authors spell out the first six and the final author's name, separating them with three ellipse points.</b></p> <p>Gloster, J., Jones, A., Redington, A., Burgin, L., Sorensen, J. H., Turner, R., . . . Paton, D. (2010). <i>A handbook of critical approaches to education</i>. New York, NY: Oxford University Press.</p>	<p><b>With six or more authors, cite only the surname of the first author, followed by "et al."</b></p> <p>Smith et al. (1997) found . . .  <b>OR</b>  (Smith et al., 1997).</p> <p>Gloster et al. (2010) suggest . . .  <b>OR</b>  (Gloster et al., 2010).</p>
<b>Author as publisher</b>	<p>American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p><b>The word "Author" in the place of publisher indicates the author also published the document.</b></p>	<p><b>If these are long, they may be spelled out in the first citation and abbreviated thereafter.</b></p> <p><b>First text citation:</b>  The American Psychological Association (APA, 2010) states that . . .  <b>OR</b>  (American Psychological Association [APA], 2010).</p> <p><b>Subsequent text citations:</b>  APA (2010) states that . . .  <b>OR</b>  (APA, 2010).</p>

<b>Authors</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Corporate author</b>	Hawke's Bay Regional Council. (2018). Coastal ecology. Retrieved from <a href="https://www.hbrc.govt.nz/hawkes-bay/coast/coastal-ecology/">https://www.hbrc.govt.nz/hawkes-bay/coast/coastal-ecology/</a>	Hawke's Bay Regional Council (2018) outline the . . . <b>OR</b> (Hawke's Bay Regional Council, 2018).
<b>Author cited within another source - Secondary source</b> <i>(citing a source that has been cited in the reference material you are using)</i>	<b>Give the secondary source in the reference list.</b>  Cottrell, S. (2013). <i>The study skills handbook</i> (4th ed.). London, England: Palgrave Macmillan.  Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review, 100</i> , 589-608.	<b>In the text, name the author of the original work and give a citation for the source document.</b> Buzan (1993, as cited in Cottrell, 2013) stated that . . . <b>OR</b> (Buzan, 1993, as cited in Cottrell, 2013).  <b>If there is no date for the original work, enter the author name only.</b>  Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) . . . <b>OR</b> (Seidenberg & McClelland, as cited in Coltheart, Curtis, Atkins, & Haller, 1993).
<b>Personal Communication</b>	<b>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.</b>  <b>Examples are emails, conversations, or guest speakers.</b>	In the opinion of local kaumatua A. Brown (personal communication, June 13, 2015), . . . <b>OR</b> . . . (A. Brown, personal communication, June 13, 2015).



Authors	Reference List Examples	In-Text Example
<p><b>Authors with the same last name</b></p>	<p><b>Authors with the same last name</b></p> <p>Kaur, J. (2011). Raising explicitness through self-repair in English as a lingua franca. <i>Journal of Pragmatics</i>, 43(11), 2704-2715.  <a href="https://doi.org/10.1016/j.pragma.2011.04.012">https://doi.org/10.1016/j.pragma.2011.04.012</a></p> <p>Kaur, R. (2016). I am India shining: The investor-citizen and the indelible icon of good times. <i>The Journal of Asian Studies</i>, 75(3), 621-648.  <a href="http://dx.doi.org/10.1017/S0021911816000619">doi:http://dx.doi.org/10.1017/S0021911816000619</a></p> <p>Sankarasubajyan, S., Janardan, J. D., &amp; Kaur, P. (2013). Outcomes and characteristics of intermittent hemodialysis for acute kidney injury in an intensive care unit. <i>Indian Journal of Nephrology</i>, 23(1), 30- 33.  <a href="https://doi.org/10.4103/0971-4065.107193">doi:10.4103/0971-4065.107193</a></p>	<p>J. Kaur (2011) identified . . .  <b>OR</b>  (J. Kaur, 2011).</p> <p>According to R. Kaur (2016), . . .  <b>OR</b>  (R. Kaur, 2016).</p> <p>Sankarasubajyan, Janardan, and Kaur, (2013) found that . . .  <b>OR</b>  (Sankarasubajyan, Janardan, &amp; Kaur, 2013).</p> <p><b>NB: Only use author’s initials within the in-text citation when they have the same last name and they are the primary author.</b></p>
<p><b>Authors with the same last name and same initial</b></p>	<p>White, L. [Lois], Duncan, G., &amp; Baumle, W. (2011). <i>Foundations of adult health nursing</i>. New York, NY: Delmar Cengage Learning.</p> <p>White, L. [Leigh]. (2007). <i>How are registered nurses applying their scope of practice in the Hawke’s Bay residential aged care sector?</i> (Unpublished master’s thesis). Eastern Institute of Technology, Napier, New Zealand.</p>	<p>Lois White, Duncan, and Baumle (2011) explain how . . .  <b>OR</b>  (Lois White, Duncan, &amp; Baumle, 2011).</p> <p>According to Leigh White (2007), . . .  <b>OR</b>  (Leigh White, 2007).</p>

## Multiple Sources

<i>Multiple Sources</i>	<i>Reference List Examples</i>	<i>In-Text Example</i>
<p><b><i>Multiple sources – same author, published in the same year</i></b></p>	<p><b>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.</b></p> <p>Ministry of Business, Innovation and Employment. (2017a). Construction contracts. Retrieved from <a href="http://www.mbie.govt.nz/info-services/building-construction/skills-innovation-productivity/construction-contracts">http://www.mbie.govt.nz/info-services/building-construction/skills-innovation-productivity/construction-contracts</a></p> <p>Ministry of Business, Innovation and Employment. (2017b). Development of regulations to support the new Health and Safety at Work Act. Retrieved from <a href="http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform/development-of-regulations-to-support-the-new-health-and-safety-at-work-act">http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform/development-of-regulations-to-support-the-new-health-and-safety-at-work-act</a></p> <p>Ministry of Business, Innovation and Employment. (2017c). Health and safety reform. Retrieved from <a href="http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform">http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform</a></p> <p><b>NB. Where there is no date, the format of the date is (n.d.-a), (n.d.-b), and so forth.</b></p>	<p>The Ministry of Business, Innovation and Employment (MBIE, 2017b) states that . . . and refer to construction contracts . . . (MBIE, 2017a) . . . However, health and safety reform . . . (MBIE, 2017c).</p>

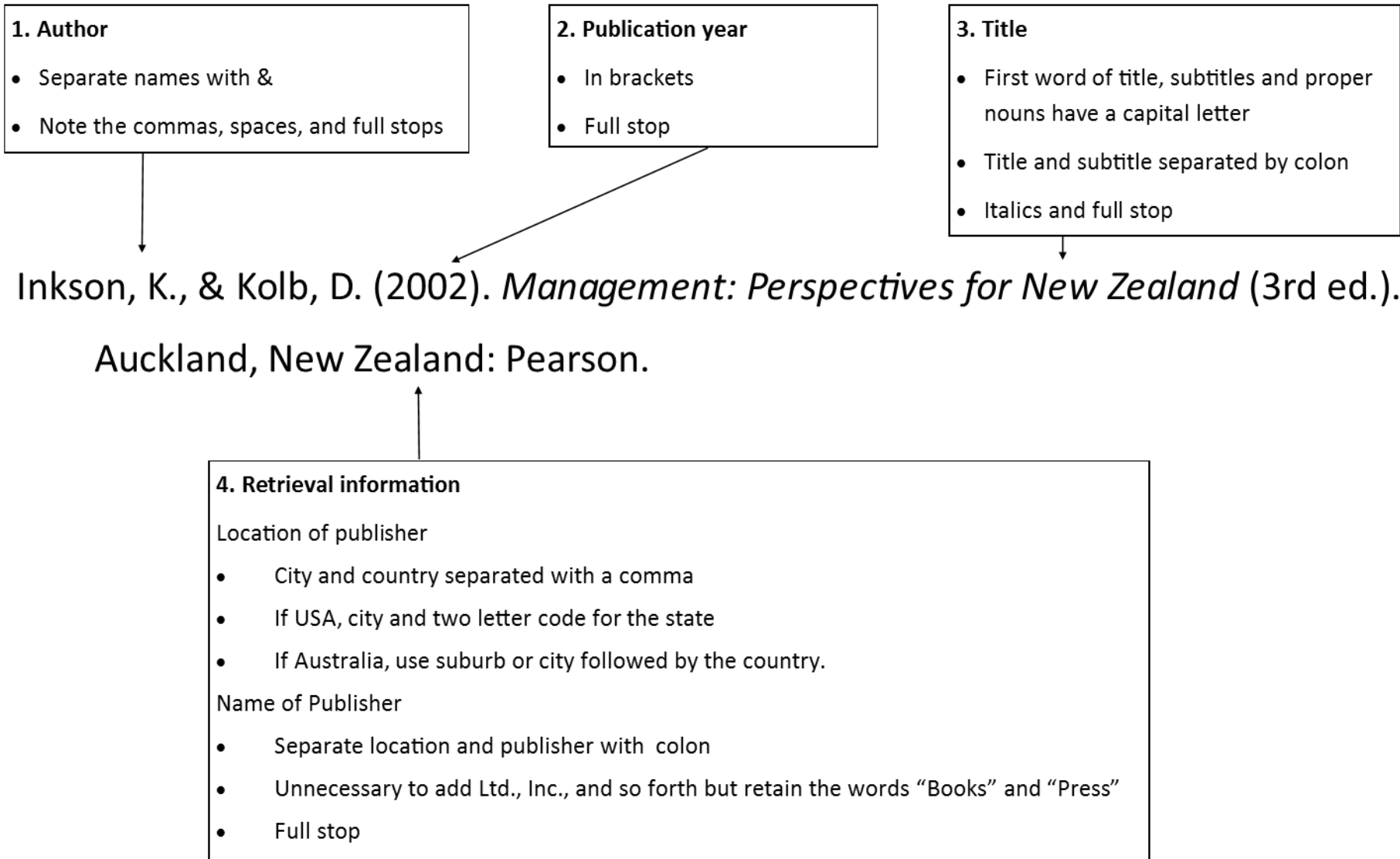
<b>Multiple Sources</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Multiple sources - different authors for the same idea</b>	<p>Boyce, N. (2012). The art of medicine: Outsider art. <i>The Lancet</i>, 379(9825), 1480-1481. Retrieved from ProQuest database.</p> <p>Cardinal, R. (2009). Outsider art and the autistic creator. <i>Philosophical Transactions of The Royal Society</i>, 2009(364), 1459-1466. Retrieved from <a href="http://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf">http://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf</a></p> <p>Cox, G. (2016). Outsider art: The films of Roger Ross Williams tackle life beyond the norm. <i>Variety</i>, 333(12), 52. Retrieved from <a href="http://go.galegroup.com/ps/i.do?&amp;id=GALE A467147083&amp;v=2.1&amp;u=per_eit&amp;it=r&amp;p=GRGM&amp;sw=w">http://go.galegroup.com/ps/i.do?&amp;id=GALE A467147083&amp;v=2.1&amp;u=per_eit&amp;it=r&amp;p=GRGM&amp;sw=w</a></p>	<p><b>When there is more than one source for the same idea, all relevant sources should be cited, in alphabetical order.</b></p> <p>According to Boyce (2012), Cardinal (2009), and Cox (2016), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Boyce 2012; Cardinal, 2009; Cox, 2016).</p> <p><b>When one of the citations is major, place this first within the brackets, and list remaining citations alphabetically, preceded with the words “see also.”</b></p> <p>(Cardinal, 2009; see also Boyce 2012; Cox, 2016).</p>
<b>Multiple sources - same author for the same idea</b>	<p>Cardinal, R. (2004). The beauty of outsider art. <i>Southerly</i>, 64(1). Retrieved from <a href="http://go.galegroup.com/ps/i.do?&amp;id=GALE A121136223&amp;v=2.1&amp;u=per_eit&amp;it=r&amp;p=LitRC&amp;sw=w&amp;authCount=1">http://go.galegroup.com/ps/i.do?&amp;id=GALE A121136223&amp;v=2.1&amp;u=per_eit&amp;it=r&amp;p=LitRC&amp;sw=w&amp;authCount=1</a></p> <p>Cardinal, R. (2009). Outsider art and the autistic creator. <i>Philosophical Transactions of The Royal Society</i>, 2009(364), 1459-1466. Retrieved from <a href="http://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf">http://rstb.royalsocietypublishing.org/content/royptb/364/1522/1459.full.pdf</a></p>	<p><b>It is unnecessary to repeat an author’s name when citing multiple works by the same author in a citation.</b></p> <p>As indicated by Cardinal (2004, 2009), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Cardinal, 2004, 2009).</p>

## Missing Information

<b>Missing Information</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>No author</b>	<p>New drug appears to sharply cut heart risk. (1997, July 21). <i>The Dominion</i>, p. 6.</p> <p><b>Italicise the title of a Journal, book, brochure or report.</b></p> <p><i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p> <p><b>Place the title in the author position. Alphabetise books with no author or editor by the first significant word in the title (<i>Merriam</i> in this case).</b></p>	<p><b>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 web page. Begin each word with a capital letter.</b></p> <p>("New Drug," 1997).</p> <p><b>Italicise the title of a complete work, such as a journal, book, brochure, YouTube video, or report.</b></p> <p><i>(Merriam-Webster's Collegiate Dictionary, 2005).</i></p>
<b>No city</b>	<p><b>When no city has been identified in print material, search online for the publisher's head office. Use the city and state for publications from the United States of America, or city and country for publications from outside the United States of America. For Australia, use suburb or city followed by the country.</b></p> <p>Smith, J. (2003). <i>Ethics in New Zealand</i>. Wellington, New Zealand: Huia Publishers.</p>	<p>Smith (2003) states that . . .</p> <p><b>OR</b></p> <p>(Smith, 2003.)</p>
<b>No date</b>	<p>Christchurch City Libraries. (n.d.). Treaty of Waitangi: The meaning of the Treaty.</p> <p>Retrieved from <a href="http://christchurchcitylibraries.com/society/politics/new-zealand/treaty-of-waitangi/meaning/">http://christchurchcitylibraries.com/society/politics/new-zealand/treaty-of-waitangi/meaning/</a></p>	<p>Christchurch City Libraries (n.d.) state that . . .</p> <p><b>OR</b></p> <p>(Christchurch City Libraries, n.d.).</p>
<b>No volume for a journal article</b>	<p><b>Insert the publication date in place of the volume number.</b></p> <p>Doughty, C. (2013). Developing culturally distinctive journal clubs for undergraduate students. <i>Whitireia Nursing &amp; Health Journal</i>, 2013(20), 25-30.</p>	<p>Doughty (2013) stated that . . .</p> <p><b>OR</b></p> <p>(Doughty, 2013).</p>

## Book – Print – Reference Elements

Elements that may be required to create a reference for a journal are as follows:

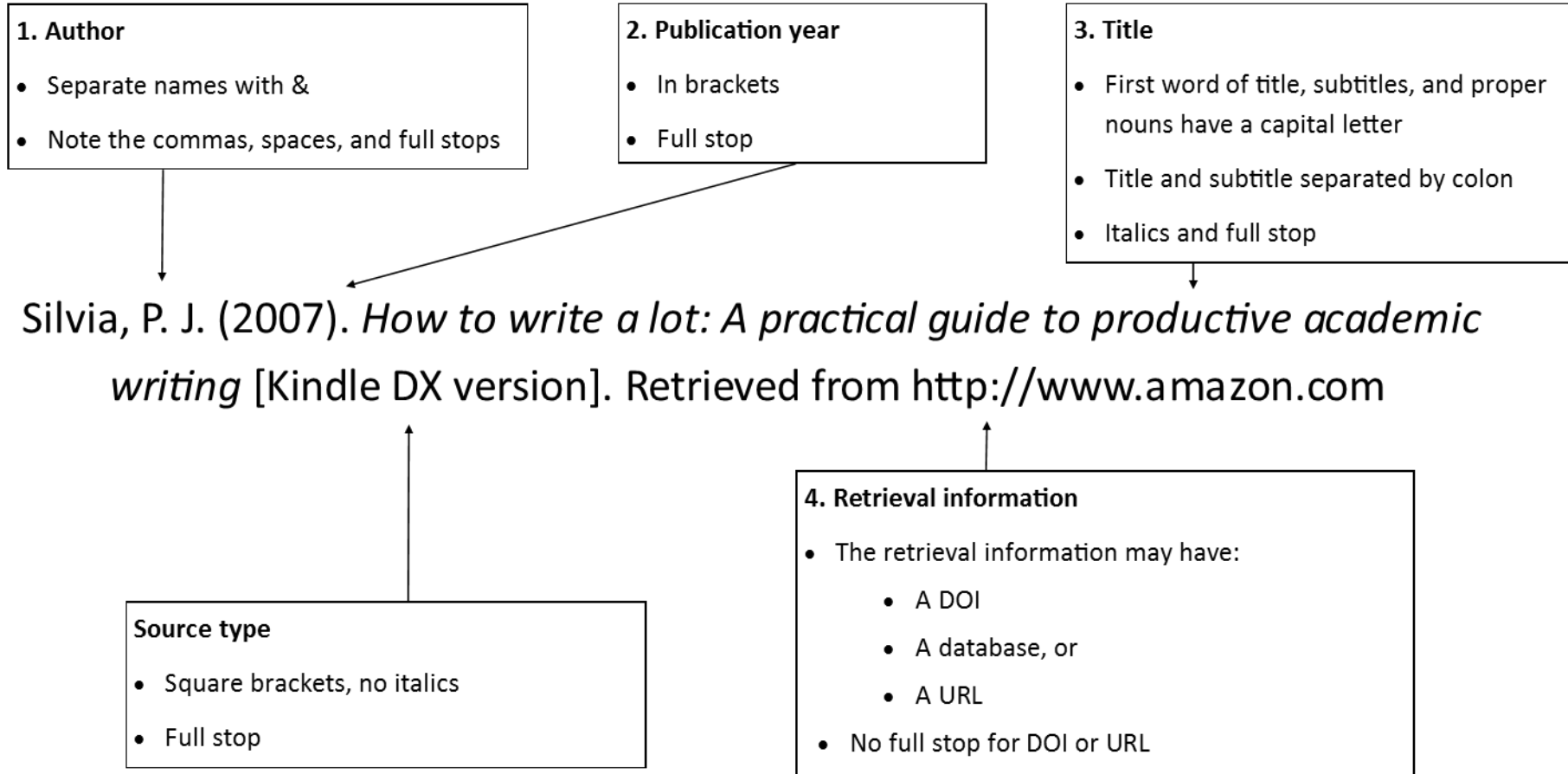


## Books – Print – Examples

<b>Book Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Book</b>	<p>Lefait, S. (2013). <i>Surveillance on screen: Monitoring contemporary films and programs</i>. Lanham, MD: Scarecrow Press.</p> <p><b>NB. For publishers from the USA, enter the city and the two letter code for the state. For publishers outside of the USA, enter the city and the country. For countries such as Australia, where the publisher’s address is identified as a suburb or city and the country, use the suburb or city and country details supplied.</b></p>	<p>Lefait (2013) claimed that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>The theory was first put forward in 2010 (Lefait, 2013).</p>
<b>Edited book</b>	<p>Emerson, L., &amp; McPherson, J. (Eds.). (1997). <i>Writing guidelines for education students</i>. Palmerston North, New Zealand: Dunmore Press.</p>	<p>Emerson and McPherson (1997) state . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Emerson &amp; McPherson, 1997).</p>
<b>Chapter in an edited book</b>	<p><b>Invert the chapter authors’ names and initials, but do not invert the book editors’ names.</b></p> <p>O’Neill, A. (1990). Gender and education: Structural inequality for women. In J. Codd, D. Harker, &amp; R. Nash (Eds.), <i>Political issues in New Zealand education</i> (2nd ed., pp. 74-97). Palmerston North, New Zealand: Dunmore Press.</p> <p><b>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.</b></p>	<p>O’Neill (1990) found that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(O’Neill, 1990).</p>

## Book – Electronic – Reference Elements

Elements that may be required to create a reference for a journal are as follows:



## Books – Electronic – Examples

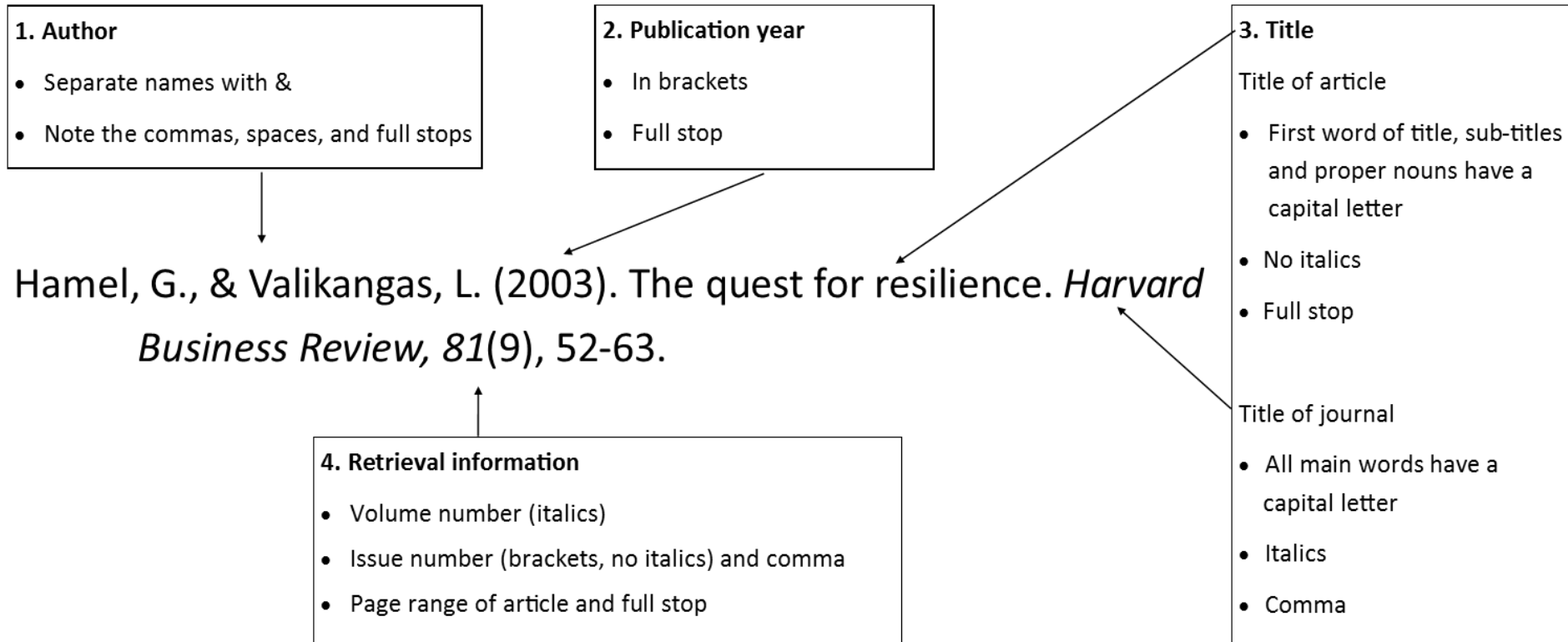
Book Examples	Reference List Example	In-Text Example
<p><b><i>e-book accessed from Ebook Central or Safari Books Online databases</i></b></p>	<p><b>Use the following format for a book from e-book subscription databases such as Ebook Central or Safari Books Online:</b></p> <p>Prochner, L. (2009). <i>History of early childhood education in Canada, Australia and New Zealand</i>. Retrieved from Ebook Central database.</p> <p>Snijkers, G., Haraldsen, G., Jones, J., &amp; Willimack, D. K. (2013). <i>Designing and conducting business surveys</i>. Retrieved from Safari Books Online database.</p> <p><b>As with print books, if the entire book is written by the same author, it is unnecessary to reference the specific chapter that you used. Instead, reference the whole book. However, if the chapter comes from an edited book where each chapter has a different author, provide separate references for the chapters that you used. For a chapter from a book in Ebook Central, use the format below:</b></p> <p>Stallabrass, J. (2012). Elite art in an age of populism. In A. Dumbadze &amp; S. Hudson (Eds.), <i>Contemporary art: 1989 to the present</i> (pp. 39-49). Retrieved from Ebook Central database.</p>	<p>According to Prochner (2009), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Prochner, 2009).</p> <p>On the other hand, Snijkers, Haraldsen, Jones, and Willimack (2013) concluded that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Snijkers, Haraldsen, Jones, &amp; Willimack, 2013).</p> <p>Likewise, Stallabrass (2012) found that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Stallabrass, 2012).</p>



<b>Book Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>e-book accessed from Google Books</b>	<p>Unlike Ebook Central and Safari, Google Books is not a subscription database where the full book can be accessed. It is an online resource available to everybody, with many books restricted in the amount of content available to view unless the book is out of copyright.</p> <p>Redman, B. K. (2013). <i>Advanced practice nursing ethics in chronic disease self-management</i>. Retrieved from <a href="http://books.google.co.nz">http://books.google.co.nz</a></p>	<p>Redman (2013) reported . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Redman, 2013).</p>
<b>e-book accessed from Kindle</b>	<p>For books read on an e-reader device such as a Kindle, include the e-book version in square brackets after the title. In place of publisher details, give the DOI if there is one or, if there is no DOI, give the URL the e-book was downloaded from.</p> <p>Silvia, P. J. (2007). <i>How to write a lot: A practical guide to productive academic writing</i> [Kindle DX version]. Retrieved from <a href="http://www.amazon.com">http://www.amazon.com</a></p> <p>Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. <a href="http://dx.doi.org/10.1036/0071393722">http://dx.doi.org/10.1036/0071393722</a></p>	<p>Silvia (2007) reasoned . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Silvia, 2007).</p> <p>Moreover, Schiraldi (2001) . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Schiraldi, 2001).</p>
<b>Book downloaded from a website</b>	<p>New Zealand Nurses Organisation. (2010). <i>Code of ethics: Toward improving health outcomes in New Zealand</i>. Retrieved from <a href="http://www.nzno.org.nz/Portals/0/publications/Code%20of%20Ethics,%20(2010,%20013).pdf">http://www.nzno.org.nz/Portals/0/publications/Code%20of%20Ethics,%20(2010,%20013).pdf</a></p> <p>Ministry of Health. (2000). <i>The New Zealand health strategy</i>. Retrieved from <a href="http://www.health.govt.nz/system/files/documents/publications/newzealandhealthstrategy.pdf">http://www.health.govt.nz/system/files/documents/publications/newzealandhealthstrategy.pdf</a></p>	<p>New Zealand Nurses Organisation (2010) states that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>In the <i>Code of Ethics</i> . . . (New Zealand Nurses Organisation, 2010).</p> <p>The Ministry of Health (2000) states that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p><i>The New Zealand Health Strategy</i> states that . . . (Ministry of Health, 2000).</p>

## Article – Print- Reference Elements

Elements that may be required to create a reference for a journal are as follows:

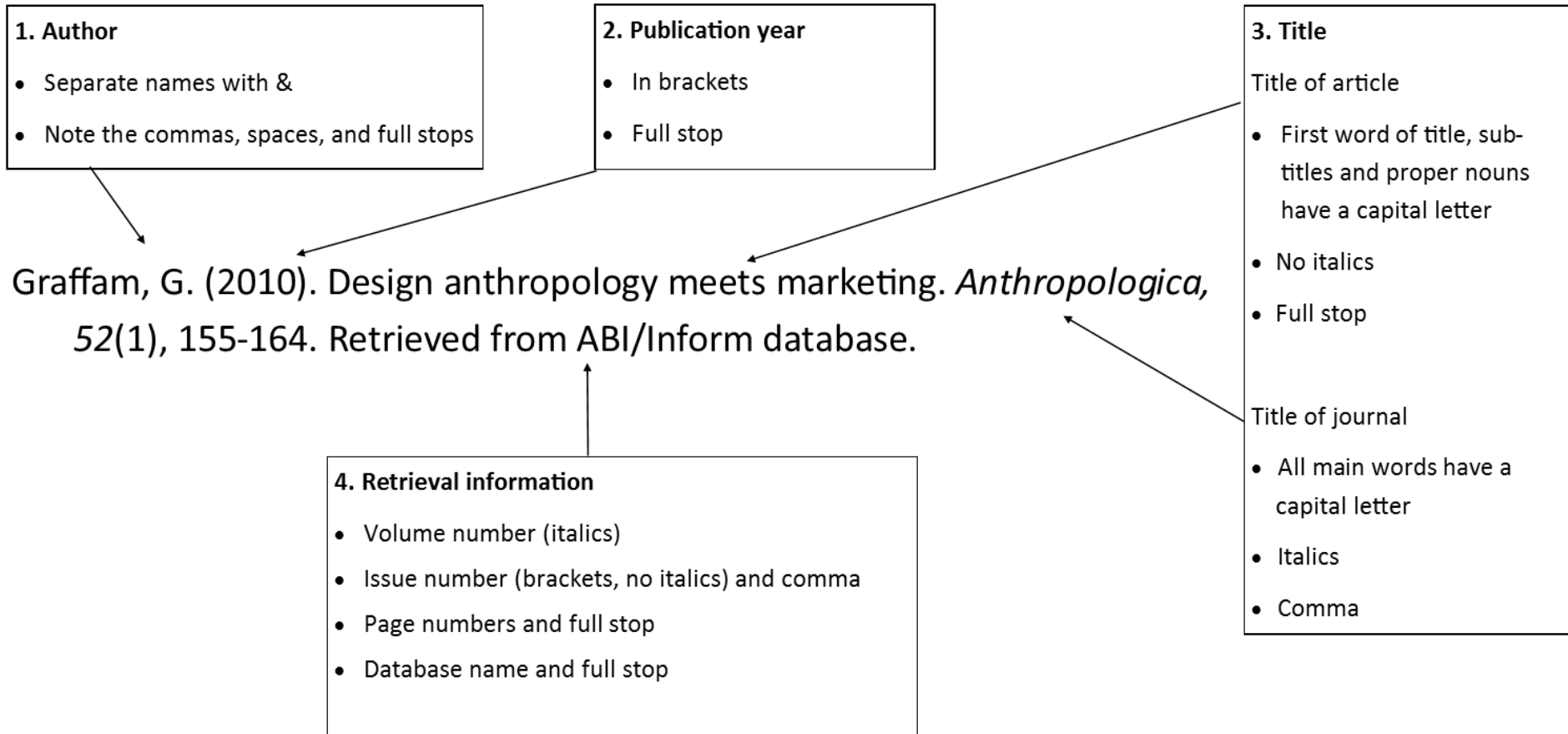


## Article – Print Examples

<b>Article Print Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Journal article</b>	<p><b>Include the issue number only if each issue of the journal begins on page 1.</b></p> <p>Hammill, D. D. (1990). On defining learning disabilities: An emerging consensus. <i>Journal of Learning Disabilities, 23</i>(2), 74-84.</p>	<p>Hammill (1990) found that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Hammill, 1990).</p>
<b>Journal article with an issue number and no volume number</b>	<p><b>Insert the publication date in place of the volume number.</b></p> <p>Doughty, C. (2013). Developing culturally distinctive journal clubs for undergraduate students. <i>Whitireia Nursing &amp; Health Journal, 2013</i>(20), 25-30.</p>	<p>Doughty (2013) stated that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Doughty, 2013).</p>
<b>Journal article from a course book of readings</b>	<p><b>You may have been given a book of readings for your course. This is a collection of photocopied journal, magazine or newspaper articles, book chapters, and other material collated by the lecturer. Treat each reading as an original and reference according to their original type. For example, if the reading you are citing is a copy of a journal article, reference the original journal, not the book of readings.</b></p>	<p><b>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.</b></p>
<b>Magazine article</b>	<p><b>For a monthly magazine, include the month in the date; for a weekly magazine, include the day also.</b></p> <p>Walker, R. (1990, April 16). Cultural continuities. <i>New Zealand Listener, 126</i>, 24-26.</p>	<p>Walker (1990) identifies . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Walker, 1990).</p>
<b>Newspaper article</b>	<p>Johnstone, B. F. (1992, May 28). Treaty claim upheld. <i>The Daily Telegraph</i>, p. 2.</p>	<p>The article by Johnstone (1992) . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Johnstone, 1992).</p>

## Article – Electronic – Reference Elements

Elements that may be required to create a reference for a journal retrieved electronically are as follows:



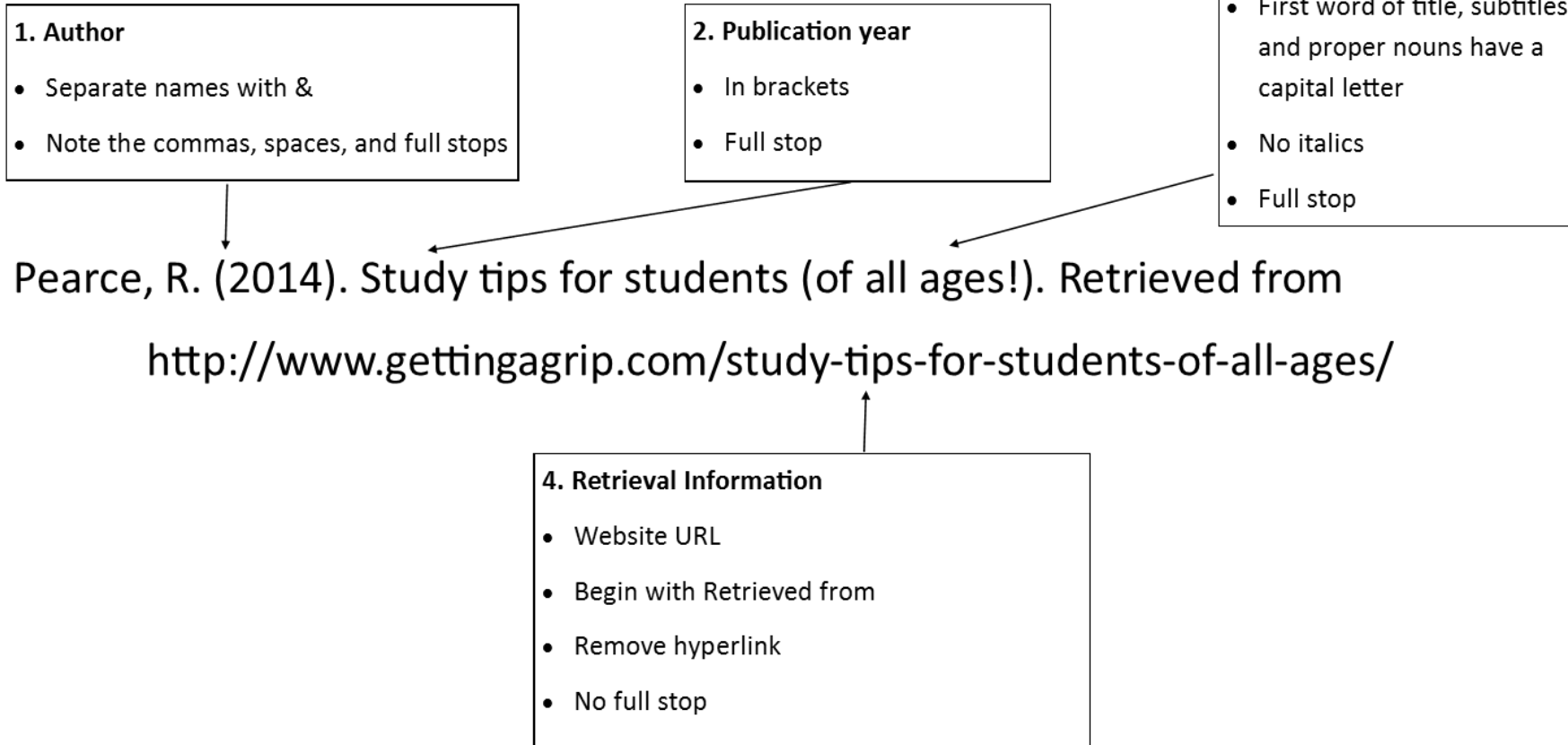
## Article – Electronic Examples

<b>Article Electronic Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Electronic journal article (from a database - with DOI)</b>	<p>Stultz, J. (2006). Integrating exposure therapy and analytic therapy in trauma treatment. <i>American Journal of Orthopsychiatry</i>, 76(4), 482-488. doi:10.1037/002-9432.76.4.482</p> <p>Orly, S. (2014). Simulations in nursing practice: Toward authentic leadership. <i>Journal of Nursing Management</i>, 22(1), 60-69. <a href="http://dx.doi.org/10.1111/j.1365-2834.2012.01426.x">http://dx.doi.org/10.1111/j.1365-2834.2012.01426.x</a></p> <p><b>NB: Choose one of the above DOI formats and use the same format throughout the reference list.</b></p>	<p>Stultz (2006) supports the view that . . .</p> <p><b>OR</b></p> <p>(Stultz, 2006).</p> <p>Orly (2014) noted . . .</p> <p><b>OR</b></p> <p>(Orly, 2014).</p>
<b>Electronic journal article (from a database - no DOI)</b>	<p><b>Give the name of the database as in the example below.</b></p> <p>Friesen, G. B. (2005). Organization design for the 21st century. <i>Consulting to Management</i>, 16(3), 32-51.</p> <p>Retrieved from ABI/Inform database.</p>	<p>Friesen (2005), on the other hand, . . .</p> <p><b>OR</b></p> <p>(Friesen, 2005).</p>
<b>Electronic journal article (from the internet - no DOI)</b>	<p><b>If no DOI has been assigned, provide the home page URL of the journal.</b></p> <p>Cox, B., &amp; Sneyd, M. (2005). Prospects for cancer control: Colorectal cancer. <i>New Zealand Medical Journal</i>, 118(1221). Retrieved from <a href="http://www.nzma.org.nz/journal/">http://www.nzma.org.nz/journal/</a></p> <p><b>If the article has page numbers, these should be included after the issue number, in the format consistent with journal referencing.</b></p>	<p>Cox and Sneyd (2005) commented that . . .</p> <p><b>OR</b></p> <p>(Cox &amp; Sneyd, 2005).</p>
<b>Preprint version of an article</b>	<p>Gabbett, T., &amp; Benton, D. (2008). Reactive agility of rugby league players. <i>Journal of Science and Medicine in Sport</i>. Advance online publication. <a href="http://dx.doi.org/10.1016/j.jsams.2007.08.011">http://dx.doi.org/10.1016/j.jsams.2007.08.011</a></p>	<p>Gabbett (2008) points out . . .</p> <p><b>OR</b></p> <p>(Gabbett, 2008).</p>

<b>Article Electronic Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Magazine article - electronic</b>	McKay, B. (2017, September). A guide to the architecture of the Pacific: Kingdom of Tonga. <i>Architecture NZ</i> , 2017(5). Retrieved from <a href="http://architecturenow.co.nz/articles/a-guide-to-the-architecture-of-the-pacific-kingdom-of-tonga/">http://architecturenow.co.nz/articles/a-guide-to-the-architecture-of-the-pacific-kingdom-of-tonga/</a>	McKay (2017) refers to . . . <b>OR</b> (McKay, 2017).
<b>Newspaper article - electronic</b>	Dougan, P. (2016, April 6). NCEA results show slight increases. <i>The New Zealand Herald</i> . Retrieved from <a href="http://www.nzherald.co.nz">http://www.nzherald.co.nz</a>	Dougan (2016) discusses the . . . <b>OR</b> (Dougan, 2016).
<b>Cochrane review</b>	<p><b>The Cochrane Database of Systematic Reviews consists of original material written by members of the Cochrane Collaboration. Its articles may be published in database form, but it functions like an online journal: Numbered issues are published 12 times a year, and each article has its own DOI. Therefore, we can modify the journal article format to fit a Cochrane Review, as follows:</b></p> <p>Singh, J., Kour, K., &amp; Jayaram Mahesh, B. (2012). Acetylcholinesterase inhibitors for schizophrenia. <i>Cochrane Database of Systematic Reviews</i>, 2012(1), 1–101. doi:10.1002/14651858.CD007967.pub2</p> <p><b>Note that the year of publication does double duty as the volume number. The issue number is needed because the journal is not continuously paginated, and because there is a DOI, neither the URL nor the Cochrane-assigned ID number is needed.</b></p>	Singh, Kour, and Jayaram Mahesh (2012) recommend . . . <b>OR</b> (Singh, Kour, & Jayaram Mahesh, 2012).

## Websites- Reference Elements

Elements that may be required to create a reference for information from the internet are as follows:



## Website – Examples

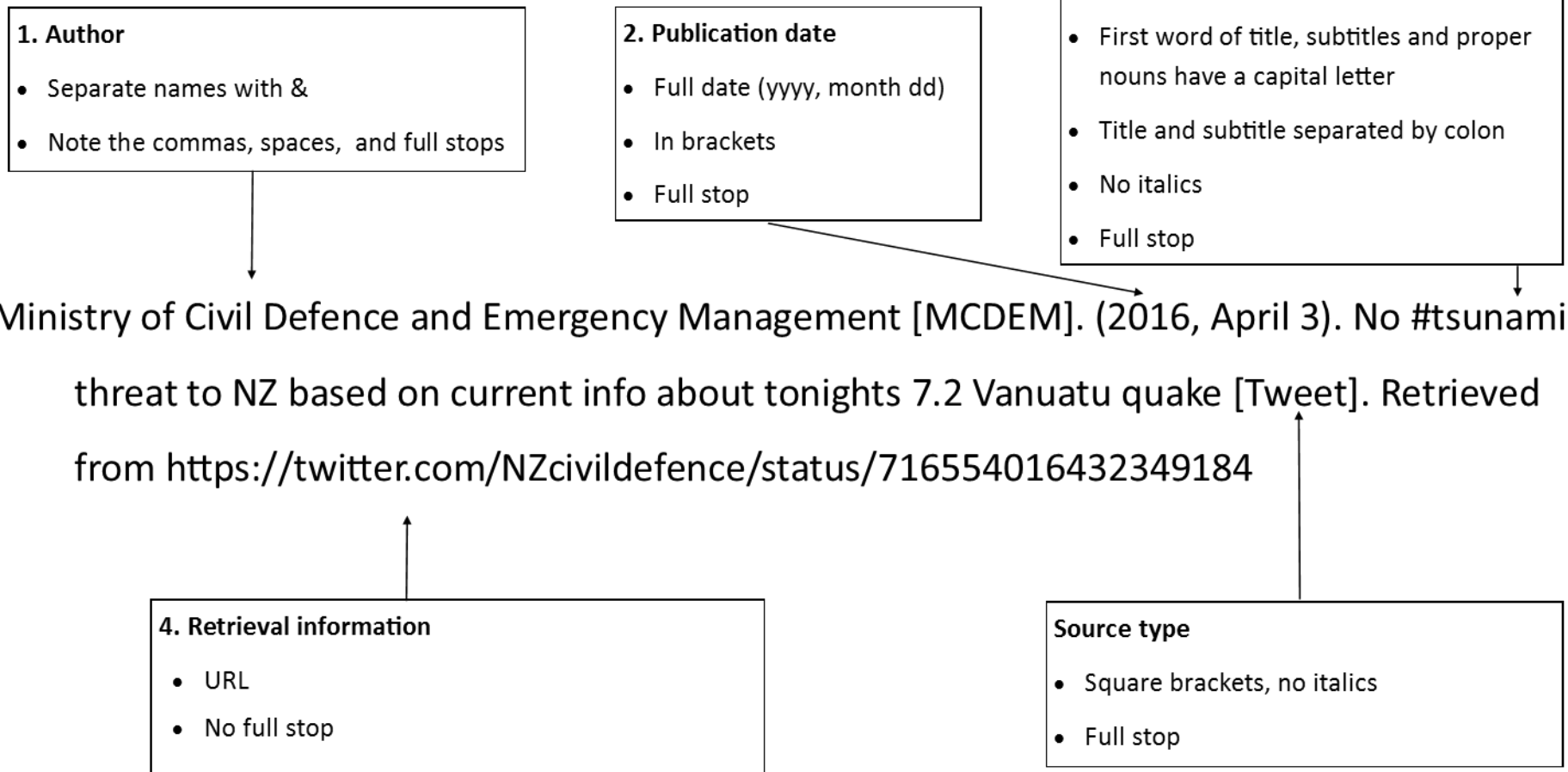
<i>Website Examples</i>	<i>Reference List Example</i>	<i>In-Text Example</i>
<b>Web page</b>	Coeliac New Zealand. (2017). What is coeliac disease? Retrieved from <a href="http://www.coeliac.org.nz/coeliac-disease/what-is-coeliac-disease">http://www.coeliac.org.nz/coeliac-disease/what-is-coeliac-disease</a>	Coeliac New Zealand (2017) define . . . <b>OR</b> (Coeliac New Zealand, 2017).
<b>Web page - with author, no date</b>	Cherry, K. (n.d.). Lewin’s leadership styles: Three major styles of leadership. Retrieved from <a href="http://psychology.about.com/od/leadership/a/leadstyles.htm">http://psychology.about.com/od/leadership/a/leadstyles.htm</a> <b>NB: All references cited should be credible. When the publication date is unclear, you should verify the relevance and currency of the information.</b>	Cherry (n.d.) states that . . . <b>OR</b> (Cherry, n.d.).
<b>Web page - no author, no date</b>	Gianni Versace biography. (n.d.). Retrieved from <a href="http://www.thebiographychannel.co.uk/biographies/gianni-versace.html">http://www.thebiographychannel.co.uk/biographies/gianni-versace.html</a> <b>A retrieval date (e.g., Retrieved March 5, 2011, from http . . .) is no longer required for most online resources. It is only required for websites such as wikis where content changes frequently.</b> <b>NB: All references cited should be credible. If the publication date and authorship is unclear, you should verify that the information is accurate, relevant and current.</b>	According to “Gianni Versace Biography” (n.d.), . . . <b>OR</b> (“Gianni Versace Biography,” n.d.).
<b>Web page- no author, with date</b>	What is archaeoastronomy? (2009). Retrieved from <a href="http://quezi.com/1995">http://quezi.com/1995</a> <b>NB: All references cited should be credible. When authorship is unclear you should carefully assess the quality of the source.</b>	In “What is Archaeoastronomy?” (2009), it is stated that . . . <b>OR</b> (“What is Archaeoastronomy?,” 2009).



<i>Website Examples</i>	<i>Reference List Example</i>	<i>In-Text Example</i>
<b>Multiple webpages from one website, with date</b>	<p>Education New Zealand. (2014a). About events. Retrieved from <a href="http://enz.govt.nz/events/about-events">http://enz.govt.nz/events/about-events</a></p> <p>Education New Zealand. (2014b). China. Retrieved from <a href="http://enz.govt.nz/markets-research/china-0">http://enz.govt.nz/markets-research/china-0</a></p> <p>Education New Zealand. (2014c). Marketing resources. Retrieved from <a href="http://enz.govt.nz/our-services/marketing-resources">http://enz.govt.nz/our-services/marketing-resources</a></p> <p><b>NB: Webpages from the same website are listed alphabetically according to the title, and this determines the allocation of a, b, and so forth.</b></p>	<p>Education New Zealand (2014c) identifies . . . with numbers increasing (Education New Zealand, 2014b).</p>
<b>Multiple webpages from one website with no date</b>	<p>Safe Travel. (n.d.-a). Internet dating scams. Retrieved from <a href="https://safetravel.govt.nz/internet-dating-scams">https://safetravel.govt.nz/internet-dating-scams</a></p> <p>Safe Travel. (n.d.-b). Our services. Retrieved from <a href="https://safetravel.govt.nz/our-services">https://safetravel.govt.nz/our-services</a></p> <p>Safe Travel. (n.d.-c). Travel advisory risk levels. Retrieved December 23, 2014, from <a href="https://safetravel.govt.nz/travel-advisory-risk-levels">https://safetravel.govt.nz/travel-advisory-risk-levels</a></p> <p><b>NB: A retrieval date is included for webpages where information is likely to change.</b></p> <p><b>NB: Webpages from the same website are listed alphabetically according to the title, and this determines the allocation of a, b, and so forth.</b></p>	<p>Safe Travel (n.d.-b) explains . . . and currently advises caution when travelling to . . . (Safe Travel, n.d.-c).</p>

## Social Media – Reference Elements

Elements that may be required to create a reference for a journal are as follows:



## Social Media – Examples

<i>Social Media Examples</i>	<i>Reference List Example</i>	<i>In-Text Example</i>
<b>Blog</b>	<p><b>The format description is in square brackets after the title.</b></p> <p><b>Blog Post</b>            Becker, D. (2016, June 22). Navigating copyright: How to cite sources in a table [Blog post]. Retrieved from <a href="http://blog.apastyle.org/apastyle/2016/06/navigating-copyright-how-to-cite-sources-in-a-table.html#comments">http://blog.apastyle.org/apastyle/2016/06/navigating-copyright-how-to-cite-sources-in-a-table.html#comments</a></p> <p><b>Blog Comment</b>            Becker, D. (2017, April 28). Navigating copyright: How to cite sources in a table [Blog comment]. Retrieved from <a href="http://blog.apastyle.org/apastyle/2016/06/navigating-copyright-how-to-cite-sources-in-a-table.html#comments">http://blog.apastyle.org/apastyle/2016/06/navigating-copyright-how-to-cite-sources-in-a-table.html#comments</a></p>	<p>Becker’s blog post (2016) states . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Becker, 2016).</p> <p>Becker’s blog comment (2017) states . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Becker, 2017).</p>
<b>Facebook</b>	<p>American Red Cross. (2009, October 17). Red Cross workers in American Samoa: 2 stories [Facebook note]. Retrieved from <a href="https://www.facebook.com/notes/american-red-cross/red-cross-workers-in-american-samoa-2-stories/178265261423">https://www.facebook.com/notes/american-red-cross/red-cross-workers-in-american-samoa-2-stories/178265261423</a></p> <p>Weta Workshop. (n.d.). Timeline [Facebook page]. Retrieved March 31, 2014, from <a href="https://www.facebook.com/WetaWorkshop">https://www.facebook.com/WetaWorkshop</a></p>	<p>According to the American Red Cross (2009) Facebook note, . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(American Red Cross, 2009).</p> <p>Weta Workshop (n.d.) stated . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Weta Workshop, n.d.).</p>
<b>Instagram</b>	<p>Creative Arts Napier. (2018, April 18). Hala-Glory [Instagram]. Retrieved April 19, 2018, from <a href="https://www.instagram.com/p/BhsfL-dhovJ/">https://www.instagram.com/p/BhsfL-dhovJ/</a></p>	<p>Creative Arts Napier (2018) . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Creative Arts Napier, 2018).</p>

<b>Social Media Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Twitter</b>	<p><b>Include the screen name in square brackets after the author name. If there is no author name, include only the screen name without square brackets.</b></p> <p>Ministry of Civil Defence and Emergency Management [MCDEM]. (2016, April 3). No #tsunami threat to NZ based on current info about tonights 7.2 Vanuatu quake [Tweet]. Retrieved from <a href="https://twitter.com/NZcivildefence/status/716554016432349184">https://twitter.com/NZcivildefence/status/716554016432349184</a></p>	<p>The Ministry of Civil Defence and Emergency Management (2016) commented that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Ministry of Civil Defence and Emergency Management, 2016).</p>










## Videos – Examples

<b>Video</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Audio visual/DVD</b>	<p><b>A description of the source type is given in square brackets after the title.</b></p> <p>Howe, D. (Producer), &amp; Newman, G. (Director). (1988). <i>Sensitive communication</i> [Video]. Auckland, New Zealand: Society for the Intellectually Handicapped.</p>	<p>In <i>Sensitive Communication</i>, Howe and Newman (1988) demonstrate . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Howe &amp; Newman, 1988).</p>
<b>ETV</b>	<p><b>ETV curriculum collection</b></p> <p>Enron: Real accounting fraud (2015, August 15). Retrieved from <a href="http://www.etv.org.nz/programme.php?id=111500">http://www.etv.org.nz/programme.php?id=111500</a></p> <p><b>ETV television recording</b></p> <p>Waihoroi Shortland (Director). (2008). Kaitiaki [Television series episode]. Retrieved from <a href="http://www.etv.org.nz/programme.php?id=11558">http://www.etv.org.nz/programme.php?id=11558</a></p>	<p>In “Enron: Real Accounting Fraud” (2015), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(“Enron: Real Accounting Fraud,” 2015)</p> <p>Waihoroi Shortland (2008) refers to . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Waihoroi Shortland, 2008).</p>

Video	Reference List Examples	In-Text Example
<b>Lynda.com</b>	<p>Mundim, T. S. (2017, June 14). ArchiCAD Essential Training [Lynda.com online course]. Retrieved from <a href="https://www.lynda.com/ArchiCAD-tutorials/ArchiCAD-Essential-Training/480966-2.html?srchtrk=index%3a1%0alinktypeid%3a2%0aq%3aarchi+cad%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2">https://www.lynda.com/ArchiCAD-tutorials/ArchiCAD-Essential-Training/480966-2.html?srchtrk=index%3a1%0alinktypeid%3a2%0aq%3aarchi+cad%0apage%3a1%0as%3arelevance%0asa%3atrue%0aproducttypeid%3a2</a></p>	<p>According to Mundim (2017), . . .  <b>OR</b>  (Mundim, 2017).</p>
<b>TED Talk</b>	<p><b>The presenter of the TED Talk is placed in the author position and the presenter's name is also part of the title.</b></p> <p>Sissay, L. (2012, June). <i>Lemn Sissay: A child of the state</i> [Video file]. Retrieved from <a href="https://www.ted.com/talks/lemn_sissay_a_child_of_the_state">https://www.ted.com/talks/lemn_sissay_a_child_of_the_state</a></p>	<p>Sissay (2012) explains . . .  <b>OR</b>  (Sissay, 2012).</p>
<b>YouTube</b>	<p>Hawke's Bay Regional Council. (2016, June 28). <i>Hawke's Bay Regional Council - Pollution Response Team</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=7LFkhKBC0fg">https://www.youtube.com/watch?v=7LFkhKBC0fg</a></p> <p><b>Where a screen name is used instead of a full name, use the screen name in the author position.</b></p> <p>Fraaancois. (2010, February 21). <i>Mururoa (v3.)</i> [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=yIlg4cufJqdl">http://www.youtube.com/watch?v=yIlg4cufJqdl</a></p>	<p>Hawke's Bay Regional Council (2016) describe . . .  <b>OR</b>  (Hawke's Bay Regional Council, 2016).</p> <p>Fraaancois (2018) shows . . .  <b>OR</b>  (Fraaancois, 2010).</p>

## Tables – Examples

Tables are headed with the word “Table” and a number. On a new line, the title is italicised and is in title case (i.e., all the main words begin with a capital letter). Beneath the table, insert the italicised word “Note:” followed by explanatory notes if required, and the citation preceded with “from” or “adapted from”.

Figures	Reference List Examples	In-Text Example																																
<p><b>Table copied from a source</b></p>	<p>Nazar, R., Iqbal, N., Masood, A., Iqbal, M., Khan, R., Syeed, S., &amp; Khan, N. A. (2012). Cadmium toxicity in plants and role of mineral nutrients in its alleviation. <i>American Journal of Plant Sciences</i>, 3(10). doi:10.4236/ajps.2012.310178</p>	<p>Table 1 <i>Micro Nutrients</i></p> <table border="1" data-bbox="1413 443 2024 644"> <thead> <tr> <th>Nutrients</th> <th>Plant species</th> <th>Physiological response for Cd alleviation</th> <th>References</th> </tr> </thead> <tbody> <tr> <td>Fe</td> <td><i>Brassica juncea</i></td> <td>Fe stabilizes complex proteins and provide stability to chloroplast under Cd stress</td> <td>[84]</td> </tr> <tr> <td></td> <td><i>Lupinus albus</i></td> <td>Protects photosynthetic tissues</td> <td>[86]</td> </tr> <tr> <td>Zn</td> <td><i>Triticum durum</i></td> <td>Addition of Zn to soil reduced crop Cd concentrations</td> <td>[95]</td> </tr> <tr> <td></td> <td><i>Oryza sativa</i></td> <td>Inhibits Cd uptake</td> <td>[30]</td> </tr> <tr> <td></td> <td><i>Brassica chinensis</i></td> <td>Suppresses Cd uptake and root-to-shoot transport</td> <td>[90]</td> </tr> <tr> <td></td> <td><i>Arachis hypogaea</i></td> <td>Reduces shoot Cd accumulation and a stimulation of antioxidative enzymes</td> <td>[10]</td> </tr> <tr> <td>Se</td> <td><i>Brassica napus</i></td> <td>Inhibits Cd accumulation in cells and activates antioxidant system</td> <td>[87]</td> </tr> </tbody> </table> <p><b>Note.</b> Micro nutrients and beneficial elements-induced physiological responses for alleviation of Cd stress. From Nazar, Iqbal, Masood, Iqbal, Khan, Syeed, &amp; Khan, 2012.</p>	Nutrients	Plant species	Physiological response for Cd alleviation	References	Fe	<i>Brassica juncea</i>	Fe stabilizes complex proteins and provide stability to chloroplast under Cd stress	[84]		<i>Lupinus albus</i>	Protects photosynthetic tissues	[86]	Zn	<i>Triticum durum</i>	Addition of Zn to soil reduced crop Cd concentrations	[95]		<i>Oryza sativa</i>	Inhibits Cd uptake	[30]		<i>Brassica chinensis</i>	Suppresses Cd uptake and root-to-shoot transport	[90]		<i>Arachis hypogaea</i>	Reduces shoot Cd accumulation and a stimulation of antioxidative enzymes	[10]	Se	<i>Brassica napus</i>	Inhibits Cd accumulation in cells and activates antioxidant system	[87]
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Se	<i>Brassica napus</i>	Inhibits Cd accumulation in cells and activates antioxidant system	[87]																															
<p><b>Table adapted from a source</b></p>	<p>BBC. (2018). Media table. Retrieved from <a href="http://www.bbc.com/sport/commonwealth-games//medals/countries/england#england">http://www.bbc.com/sport/commonwealth-games//medals/countries/england#england</a></p>	<p>Table 2 <i>Medal Table</i></p> <table border="1" data-bbox="1413 995 1861 1114"> <thead> <tr> <th>Place</th> <th>Country</th> <th>Gold</th> <th>Silver</th> <th>Bronze</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <b>ENG</b></td> <td>58</td> <td>59</td> <td>57</td> <td><b>174</b></td> </tr> <tr> <td>2</td> <td> <b>AUS</b></td> <td>49</td> <td>42</td> <td>46</td> <td><b>137</b></td> </tr> <tr> <td>3</td> <td> <b>CAN</b></td> <td>32</td> <td>16</td> <td>34</td> <td><b>82</b></td> </tr> </tbody> </table> <p><b>Note.</b> Adapted from “Medal Table,” 2018</p>	Place	Country	Gold	Silver	Bronze	Total	1	 <b>ENG</b>	58	59	57	<b>174</b>	2	 <b>AUS</b>	49	42	46	<b>137</b>	3	 <b>CAN</b>	32	16	34	<b>82</b>								
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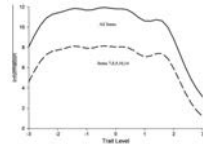
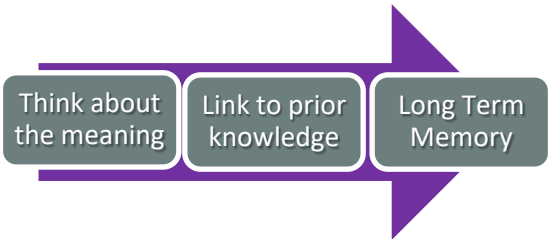
<i>Figures</i>	<i>Reference List Examples</i>	<i>In-Text Example</i>																
<p><i>Table created by yourself</i></p>	<p>A table created by yourself is information that is not retrievable by others. It does not appear in the reference list but is described in the text.</p>	<p>If you incorporate a table of your own creation, head with the word “Table” and a number. On the next line give a title in italics.</p> <p>Table 3 <i>Survey results. Raw data.</i></p> <table border="1" data-bbox="1424 427 1953 571"> <thead> <tr> <th>Question</th> <th>Yes</th> <th>No</th> <th>Undecided</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>51</td> <td>36</td> <td>7</td> </tr> <tr> <td>b</td> <td>25</td> <td>61</td> <td>8</td> </tr> <tr> <td>c</td> <td>22</td> <td>38</td> <td>34</td> </tr> </tbody> </table>	Question	Yes	No	Undecided	a	51	36	7	b	25	61	8	c	22	38	34
Question	Yes	No	Undecided															
a	51	36	7															
b	25	61	8															
c	22	38	34															

**NB:** Graduate Diploma and Postgraduate students are expected to include a full reference in figure captions and table notes. Refer to the APA 6th edition manual, pages 128-160.




## Figures (image, graph, chart, map, diagram, photograph, or painting) – Examples

Beneath the figure, label with the italicised word “Figure” and a number. Include a caption (which serves as the title), explanatory notes if required, and the citation. Note the use of brackets and the word “from”. Where figures have been adapted, replace “from” with “adapted from”.

If a figure or image list is required for your course, seek advice from your tutor as to how they would like this presented.

Figures	Reference List Examples	In-Text Example
<p><b>Figure from an article</b></p>	<p>Van Dam, N. T., Earleywine, M., &amp; Borders, A. (2010). Measuring mindfulness? An item response theory analysis of the mindful attention awareness scale. <i>Personality and Individual Difference, 49</i>(7), 805-810.</p> <p><a href="https://doi.org/10.1016/j.paid.2010.07.020">https://doi.org/10.1016/j.paid.2010.07.020</a></p>	 <p><small>Fig. 3. Total information for the Mindful Attention Awareness Scale across test sessions. Information is determined for each item at each test level at each session (dashed line) and for each item at each test level at each session (solid line). Total information is the sum of information across all test levels and all sessions. Information for each item is the sum of information for each item across all sessions. The x-axis represents the test level (1-5) and the y-axis represents the total information. Note that information is relatively constant between test levels 1 and 2, but declines sharply between 2 and 3 and then 3 and 4.</small></p> <p><b>Figure 1.</b> (from Van Dam, Earleywine, &amp; Borders, 2010, p. 809)</p>
<p><b>Figure created by yourself</b></p>	<p>Figures created by yourself, such as a photograph or a diagram, are not retrievable by others. They do not appear in the reference list but are described in the text.</p>	<p>If you incorporate an image or figure of your own creation, label with the italicised word “Figure” and the next consecutive number. Include a caption (which serves as the title), and explanatory notes if required.</p>  <p><b>Figure 2.</b> Enhancing memory</p>




<b>Figures</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Painting</b>	<p><b>State the source type in square brackets.</b></p> <p>Schoon, T. (1962). <i>Māori pattern</i> [Painting]. Retrieved from <a href="http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern">http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern</a></p>	 <p>Figure 3. Māori pattern (from Schoon, 1962)</p>
<b>Photograph</b>	<p><b>If you know the creator of the photograph or author of the source document in which the photograph appears, write their name in the author position of the reference. If not, use a title in the author position. State the source type in square brackets.</b></p> <p>Cleaning the puncture site [Photograph]. (2018). Retrieved from Lippincott Procedures (New Zealand Instance) database.</p>	 <p>Figure 4. Cleaning the puncture site (from "Cleaning the Puncture Site," 2018)</p>
<b>Pinterest</b>	<p><b>Only reference Pinterest when the post is the author's original work, otherwise the image should be tracked to the original author and cited accordingly.</b></p> <p>Olsen, L. (n.d.). Poi piu [Pinterest post]. Retrieved from <a href="https://www.pinterest.nz/pin/319051954844822233/">https://www.pinterest.nz/pin/319051954844822233/</a></p>	 <p>Figure 5. Poi piu (from Olsen, n.d.)</p>

**NB:** Graduate Diploma and Postgraduate students are expected to include a full reference in figure captions and table notes. Refer to the APA 6th edition manual, pages 128-160.

## Reference Works – Examples

Reference Work Examples	Reference List Example	In-Text Example
<p><b>Dictionary or Encyclopaedia</b></p>	<p><b>For major reference works with a large editorial board, you may list the name of the lead editor, followed by “et al.”.</b></p> <p>Hanks, P., et al. (Eds.). (1989). <i>Collins pocket English dictionary</i>. London, England: Collins.</p> <p><b>Entry in a reference work, no author or editor.</b></p> <p>Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i>. Retrieved from <a href="http://www.m-w.com/dictionary/heuristic">http://www.m-w.com/dictionary/heuristic</a></p> <p>Free-trade zone. (2006). In <i>Encyclopaedia Britannica</i>. Retrieved from <a href="http://www.britannica.com/topic/free-trade-zone">http://www.britannica.com/topic/free-trade-zone</a></p> <p><b>When referencing a number of entries, refer to the book as a whole, in which case the title moves to the slot which would otherwise be occupied by the reference work entry.</b></p> <p><i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p> <p><b>NB. For publishers from the USA, enter the city and the two letter code for the state. For publishers outside of the USA, enter the city and the country. In countries such as Australia, where the publisher’s address is identified as a suburb or city and the country, use the suburb or city and country details supplied.</b></p>	<p>Hanks et al. (1989) stated that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Hanks et al., 1989).</p> <p>As stated in “Heuristic” (n.d.), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p> (“Heuristic,” n.d.).</p> <p>As stated in “Free-Trade Zone” (2006), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p> (“Free-Trade Zone,” 2006).</p> <p><b>Cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks. Begin each word with a capital letter. Italicise the title of a journal, book, brochure or report.</b></p> <p><i>Merriam-Webster’s Collegiate Dictionary</i> (2005) defines . . .</p> <p>as . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(<i>Merriam-Webster’s Collegiate Dictionary</i>, 2005).</p>

Reference Work Examples	Reference List Example	In-Text Example
<b>Dictionary or encyclopaedia from an App</b>	<p><b>When using an app for a reference work such as a dictionary, cite the entry.</b></p> <p>Manaakitanga. (2017). In Te Reo Māori (Version 3.0) [Mobile application software]. Retrieved from <a href="https://play.google.com/store/apps/details?id=com.auttoreomaori&amp;hl=en">https://play.google.com/store/apps/details?id=com.auttoreomaori&amp;hl=en</a></p> <p><b>When referencing the app, the author is the name of the rightsholder of the app. This may be an individual, group, or company. The year is the date of the version release.</b></p> <p>Skyscape. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Retrieved from <a href="http://itunes.apple.com">http://itunes.apple.com</a></p>	<p>According to “Manaakitanga” (2017), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(“Manaakitanga,” 2017).</p> <p>According to Skyscape (2013), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Skyscape, 2013).</p>
<b>Credo database</b>	<p><b>With an author identified at the end of the entry:</b></p> <p>Jessop, B. (2006). Regulation theory. In B. Turner (Ed.), <i>Cambridge dictionary of sociology</i>. Retrieved from Credo database.</p> <p><b>Without an author:</b></p> <p>Reification. (2007). In Z. O’Leary, <i>The social science jargon-buster</i>. Retrieved from Credo database.</p>	<p>Jessop (2015) stated that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Jessop, 2015).</p> <p>In “Reification” (2015) it is stated that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(“Reification,” 2015).</p>
<b>Lippincott database</b>	<p>Traumatic amputation wound care. (2016, August 12). Retrieved from Lippincott Procedures (New Zealand Instance) database.</p> <p><b>If the source is not a text file, but a video file, photograph, or image, include the source type in square brackets.</b></p> <p>Stage 2 pressure injury [Image]. (2016). Retrieved from Lippincott Procedures (New Zealand Instance) database.</p>	<p>“Traumatic amputation wound care” (2016) states . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(“Traumatic Amputation Wound Care,” 2016).</p> <div style="text-align: center;">  </div> <p><i>Figure 6. Stage 2 (from “Stage 2 Pressure Injury,” 2016).</i></p>

<b>Reference Work Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Web-based database</b>	<p><b>Cite the entry.</b></p> <p>Greenmeadows. (n.d.). Retrieved from <a href="http://profile.idnz.co.nz/napier/about?WebID=130">http://profile.idnz.co.nz/napier/about?WebID=130</a></p>	<p>According to “Greenmeadows” (n.d.),  ...  <b>OR</b>  (“Greenmeadows,” n.d.).</p>
<b>MIMS</b>	<p><b>When referencing a specific drug from MIMS, place the name of the drug in the author position.</b></p> <p>Clarithromycin. (2015). In <i>MIMS new ethicals</i> (Issue 23, p. 324). Auckland, New Zealand: MIMS New Zealand.</p> <p><b>When referencing a number of entries, refer to the book as a whole, in which case the title moves to the slot occupied by the drug name in the example above.</b></p> <p><i>MIMS new ethicals</i> (Issue 23). (2015). Auckland, New Zealand: MIMS New Zealand.</p>	<p><b>Cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks. Begin each word with a capital letter.</b></p> <p>In “Clarithromycin” (2015), it is stated  ...  <b>OR</b>  (“Clarithromycin,” 2015).</p> <p><b>Italicise the title of the book and capitalize each word.</b></p> <p>According to <i>MIMS New Ethicals</i> (2015), ...  <b>OR</b>  (<i>MIMS New Ethicals</i>, 2015).</p>
<b>Drug catalogue</b>	<p><b>The format description is in square brackets after the title.</b></p> <p>GlaxoSmithKline. (2013). <i>Augmentin</i> [Data sheet]. Retrieved from  <a href="http://www.medsafe.govt.nz/profs/Datasheet/a/Augmentintabsusp.pdf">http://www.medsafe.govt.nz/profs/Datasheet/a/Augmentintabsusp.pdf</a></p>	<p>According to GlaxoSmithKline (2013),  ...  <b>OR</b>  (GlaxoSmithKline, 2013).</p>

## Other Sources – Examples

<b>Other Source Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Annual reports</b>	<p><b>Annual reports may be cited as a book.</b></p> <p><b>Print:</b> Hawke's Bay Regional Council. (2010). <i>Annual report 2009-2010</i>. Napier, New Zealand: Author.</p> <p><b>Electronic:</b> Air New Zealand. (2013). <i>Air New Zealand annual financial results 2013</i>. Retrieved from <a href="http://www.airnewzealand.co.nz/assets/PDFs/Air-NZ-2013-Annual-Financial-Report.pdf">http://www.airnewzealand.co.nz/assets/PDFs/Air-NZ-2013-Annual-Financial-Report.pdf</a></p>	<p>The Hawke's Bay Regional Council (2010) noted . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Hawke's Bay Regional Council, 2010).</p> <p>Air New Zealand (2013) reported . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Air New Zealand, 2013).</p>
<b>Brochure</b>	<p><b>Print:</b> Work and Income New Zealand. (2000). <i>Guidelines for interview preparation</i> [Brochure]. Wellington, New Zealand: Author.</p> <p><b>Electronic:</b> <b>Include the words "Retrieved from" and then the name of the database or the URL (whichever is applicable).</b></p> <p>Diabetes New Zealand. (2007). <i>Diabetes and physical activity</i> [Brochure]. Retrieved from <a href="https://www.diabetes.org.nz/data/assets/pdf_file/0003/11739/diabetes_and_physical_activity_WEB.pdf">https://www.diabetes.org.nz/data/assets/pdf_file/0003/11739/diabetes_and_physical_activity_WEB.pdf</a></p>	<p>Work and Income New Zealand (2000) outlines . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Work and Income New Zealand, 2000).</p> <p>Diabetes New Zealand (2007) explains . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Diabetes New Zealand, 2007).</p>

<b>Other Source Examples</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Conference proceedings – print or electronic</b>	<p>Published conference proceedings may be cited either like chapters in edited books (first example) or like journal articles (second example). This will depend on whether the publication is treated as a series (e.g., has an editor) or as a journal (i.e., is published annually).</p> <p>Gibson, C. C. (2005). Impact of the larger social context on the distance learner. In S. Allsop (Ed.), <i>International Council for Distance Education: One world many voices: Quality in open and distance learning</i> (pp. 279-282). Chicago, IL: Milton Keynes.</p> <p>Shennan, S. (2008). Canoes and cultural evolution. <i>Proceedings of the National Academy of Sciences</i>, 105, 3416-3420. doi:10.1073/pnas.0800666105</p>	<p>Gibson (2005) proposed . . .  <b>OR</b>  (Gibson, 2005).</p> <p>Shennan (2008) noted . . .  <b>OR</b>  (Shennan, 2008).</p>
<b>Course handout</b>	<p>Moran, J. (n.d.). <i>Writing a formal report</i> [Handout]. Taradale, New Zealand: Eastern Institute of Technology: Diploma in Business Studies: 140 Business Communication.</p>	<p>As outlined by Moran (n.d.) . . .  <b>OR</b>  (Moran, n.d.).</p>
<b>Course website / EIT online</b>	<p>Smith, G. (2007). <i>Lecture 2: Network management</i> [PowerPoint slides]. Retrieved from Eastern Institute of Technology EIT Online Website:  <a href="http://eitonline.eit.ac.nz/course/view.php?id=693">http://eitonline.eit.ac.nz/course/view.php?id=693</a></p>	<p>Smith (2007) reflected . . .  <b>OR</b>  (Smith, 2007).</p>
<b>DHB procedures</b>	<p>Hawke’s Bay District Health Board. (2012). Certification for IV therapy (Document No. HBDHB/IVTG/109). In <i>IV &amp; therapeutic guidelines manual</i>. Hastings, New Zealand: Author.</p>	<p>The Hawke’s Bay District Health Board (2012) discussed . . .  <b>OR</b>  (Hawke’s Bay District Health Board, 2012).</p>

<b>Other Source Examples</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Exhibition catalogue</b>	<p><b>Begin the reference with the author or editor. If there is no author or editor, use the gallery or museum name.</b></p> <p>Cann, T. (2003). <i>Len Lye trilogy: A flip @ 2 twisters</i> [Exhibition catalogue]. New Plymouth, New Zealand: Govett-Brewster Art Gallery.</p> <p>Hawke’s Bay Exhibition Centre. (2005). <i>Parallel practices: Biculturalism in contemporary art</i> [Exhibition catalogue]. Hastings, New Zealand: Author.</p>	<p>Cann (2003) demonstrated . . .  <b>OR</b>  (Cann, 2013).</p> <p>Hawke’s Bay Exhibition Centre (2005) explored . . .  <b>OR</b>  (Hawke’s Bay Exhibition Centre, 2005).</p>
<b>Fact sheet</b>	<p>Commerce Commission New Zealand. (2012). <i>The Fair Trading Act: Pricing</i> [Fact sheet]. Retrieved from <a href="http://www.comcom.govt.nz/dmsdocument/1101">http://www.comcom.govt.nz/dmsdocument/1101</a></p>	<p>The Commerce Commission New Zealand (2012) states . . .  <b>OR</b>  (Commerce Commission New Zealand, 2012).</p>
<b>Industry standards</b>	<p><b>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.</b></p> <p>Standards New Zealand. (2014). <i>Information technology—Service management: Part 10: Concepts and terminology</i> (SA/SNZ TR ISO/IEC 20000.10:2014). Retrieved from Standards New Zealand Online database.</p>	<p>Standards New Zealand (2014) identify . . .  <b>OR</b>  (Standards New Zealand, 2014).</p>

<b>Other Source Examples</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<b>Joanna Briggs Institute</b>	<p><b>With individual author:</b></p> <p>Vijay, A. (2014, May 2). Graduated compression stockings: Clinician information. <i>Evidence Summaries—Joanna Briggs Institute</i>. Retrieved from the Joanna Briggs Institute EBP database.</p> <p><b>With corporate author:</b></p> <p>Joanna Briggs Institute. (2011). Educational interventions to promote oral hypoglycaemic adherence in adults with Type 2 diabetes. <i>Best Practice: Evidence-Based Information Sheets for Health Professionals, 15</i>(11), 1–4. Retrieved from the Joanna Briggs Institute EBP database.</p>	<p>Vijay (2014) reported that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Vijay, 2014).</p> <p>According to the Joanna Briggs Institute (2011), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Joanna Briggs Institute, 2011).</p>
<b>Wikis</b>	<p><b>A wiki is not considered to be a scholarly source. Seek advice from your tutor before citing a wiki in your assignment.</b></p> <p>Attachment theory. (n.d.). In <i>Wikipedia</i>. Retrieved April 18, 2018 from <a href="https://en.wikipedia.org/wiki/Attachment_theory">https://en.wikipedia.org/wiki/Attachment_theory</a></p>	<p>As stated in “Attachment Theory” (n.d.), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p> (“Attachment Theory,” n.d.).</p>



<b>Other Source Examples</b>	<b>Reference List Examples</b>	<b>In-Text Example</b>
<p><b>Theses and dissertations (American institutions refer to “Doctoral dissertations,” most other countries will use “Doctoral theses”)</b></p>	<p><b>From a database:</b></p> <p>Pigeau, G. M. (2007). <i>Icewine fermentation by Saccharomyces cerevisiae: Fundamental stress responses and comparative fermentation dynamics</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations &amp; Theses database. (UMI No. NR35503)</p> <p><b>NB: Enter the last seven characters of the dissertation/thesis number as the UMI number.</b></p> <p><b>From an institutional repository:</b></p> <p>Whaanga, P. (2012). <i>Māori values can reinvigorate a New Zealand philosophy</i> (Master’s thesis). Retrieved from <a href="http://researcharchive.vuw.ac.nz/xmlui/handle/10063/2403">http://researcharchive.vuw.ac.nz/xmlui/handle/10063/2403</a></p> <p><b>NB: If you find an online thesis that is not from an institutional repository or a commercial database, then you need to include the name of the institution where the thesis was conducted and also where the institution is located. You do not need to include the location of American institutions, just the name of the institution. This information is included in the brackets with the type of thesis, for example, (Master’s thesis, Eastern Institute of Technology, Napier, New Zealand).</b></p> <p><b>A print thesis:</b></p> <p>Stewart, J. (2013). <i>Stories of yesterday: Reflections on collegiality: Capturing the essence of nurses working with nurses</i> (Unpublished master’s thesis). Eastern Institute of Technology, Napier, New Zealand.</p> <p><b>NB: If the thesis is only available from the respective institution, then it is considered unpublished. If it was published then it should be referenced like a book.</b></p>	<p>Pigeau (2007) noted that . . . <b>OR</b> (Pigeau, 2007).</p> <p>Whaanga (2012) outlined . . . <b>OR</b> (Whaanga, 2012).</p> <p>According to Stewart (2013), ... <b>OR</b> (Stewart, 2013).</p>

## Legal Materials – Reference Elements

### 3. Title

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

### 4. Retrieval information

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

Companies Act 1993. Retrieved May 10, 2012, from [http://](http://www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.html)

[www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.html](http://www.legislation.govt.nz/act/public/1993/0105/latest/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 on 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:

McLay, G., Murray, C., & Orpin, J. (2011). *New Zealand law style guide* (2nd ed.). Retrieved from <http://www.lawfoundation.org.nz/style-guide/>

## Legal Materials – Examples

<b>Legal Materials Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Act of Parliament</b>	<p>APA is an American citation style. Therefore, it does not have details on referencing New Zealand legislation. The format described here is sufficient in most courses. The retrieval date is included as there may be changes in the legislation resulting from Amendments.</p> <p>Companies Act 1993. Retrieved April 14, 2016, from <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a></p> <p><b>If you are studying a law course, more detailed formats may require you to follow guidelines specific to legal references.</b></p>	<p>The Companies Act 1993 prohibits . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Companies Act 1993).</p>
<b>Act of Parliament - sections</b>	<p>Fair Trading Act 1986. Retrieved January 20, 2016, from CCH NZ Business Law Guide Legislation database.</p>	<p><b>If you are referring to a particular section of the Act, give the section number “s 32” or numbers “ss 17-26”.</b></p> <p>The Fair Trading Act 1986 s 32 sets out</p> <p style="text-align: center;"><b>OR</b></p> <p>According to the Fair Trading Act ss 17-26, the . . .</p>
<b>Books of legislation</b>	<p><b>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.</b></p> <p>Fair Trading Act 1986. <i>Introduction to New Zealand commercial legislation</i>. (2010). Auckland, New Zealand: CCH New Zealand.</p>	<p>The Fair Trading Act 1986 it states that . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(Fair Trading Act 1986).</p>

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

<b>Legal Materials Examples</b>	<b>Reference List Example</b>	<b>In-Text Example</b>
<b>Regulations</b>	<p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.</p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved May 5, 2016, from CCH New Zealand Employment Law Legislation database.</p> <p style="text-align: center;"><b>OR</b></p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016. Retrieved May 5, 2016, from <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a></p>	<p><b>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 . . .”</b></p> <p>(Health and Safety at Work (General Risk and Workplace Management) Regulations 2016).</p> <p style="text-align: center;"><b>OR</b></p> <p>The Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 . . .</p> <p><b>The specific sections of a regulation are known as regulations (regs). Give the regulation number (reg) or numbers (regs).</b></p> <p>Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 reg 12 specifies . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>General duties are clearly set out in the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, regs 5-20.</p> <p style="text-align: center;"><b>OR</b></p> <p>Regulation 15 of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 . . .</p>

<b>Legal Materials Examples</b>	
<b>Overseas legislation</b>	<p><b>When citing legislation from other countries, give the jurisdiction in brackets after the title if it is not clear from the context.</b></p> <p>Adoption and Children Act 2002 (UK)</p> <p><b>For federal jurisdictions (such as Australia, Canada, USA), identify the source of the legislation (federal, state or provincial).</b></p> <p>Children (Care and Protection) Act 1987</p> <p>(NSW) Child Care Act 1972 (Cth)</p> <p><b>For particular conventions for specific countries the following book and guide are available: United States</b></p> <p>American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p>(See Appendix 7.1: References to Legal Materials).</p> <p><b>Australia</b></p> <p>Melbourne University Law Review Association. (2010). <i>Australian guide to legal citation</i> (3rd ed.). Retrieved from <a href="http://law.unimelb.edu.au/data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf">http://law.unimelb.edu.au/data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf</a></p>

<b>Legal Materials Examples</b>	
<b>Court Cases</b>	<p><b>In the reference list, list cases alphabetically by title.</b></p> <p>Kerr v Accident Rehabilitation and Compensation Insurance Corporation, HC, Christchurch, AP7/01, 18 June 2001.</p> <p>Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] 9 NZELC 93,828.</p> <p style="text-align: center;"><b>OR</b></p> <p>Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] 9 NZELC 93,828. Retrieved from CCH New Zealand Employment Law Cases database.</p> <p><b>For reported cases the year of reporting is given in square brackets for report series where the date is the primary means of locating the case (due to the volume numbers repeating each year), and in 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.</b></p> <p><b>The court abbreviation and location are not required for the Supreme Court and Court of Appeal as these courts will be evident from the file number (e.g., CA339/03) and they have only one location.</b></p> <p><b>In the text, give the name of the case:</b></p> <p><b><i>Party Name v Party Name</i></b></p> <p><i>Kerr v Accident Rehabilitation and Compensation Insurance Corporation</i></p> <p><b>The name of the case should be italicised. 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 brackets after the formal title for use in subsequent citations.</b></p> <p><i>Matsuoka v LSG Sky Chefs New Zealand Ltd (Matsuoka case)</i></p>

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## Appendix: U. S. State and Territory Abbreviations

State / Territory	Abbreviation
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Marshall Islands	MH
Massachusetts	MA
Michigan	MI
Micronesia	FM
Minnesota	MN
Mississippi	MS
Missouri	MO

State / Territory	Abbreviation
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Marianas	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
<b>If unsure of which state a city is in, look up the city on the internet.</b>	

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