

Referencing Instructions

EIT Guide to Using APA 7th Referencing

Want more information?
Phone 9748000 ext 6045

or go to <https://apastyle.apa.org>

Contents

What is Referencing?	4
<i>Why Reference?</i>	4
<i>Two Parts to Referencing</i>	4
<i>When a Reference is not Needed</i>	4
Final Check	4
In-text Citations	5
<i>Paraphrasing</i>	5
<i>Citing one source.</i>	5
<i>Citing more than one source for the same idea.</i>	5
<i>Citing multiple works published in the same year by the same author.</i>	5
<i>Citing a secondary source.</i>	6
<i>Quoting</i>	6
<i>Quotations of fewer than 40 words.</i>	6
<i>Quotations of 40 or more words.</i>	7
<i>Adding and Omitting material</i>	7
<i>Figures (artwork, chart, flowchart, diagram, drawing, graph, image, infographic, map, photograph, etc) ...</i>	8
<i>Figure—Elements.</i>	8
<i>Table—Elements.</i>	9
Reference List	10
<i>Format.</i>	10
<i>Example of a reference list</i>	10
<i>Finding the reference information</i>	10
Reference Elements	11
1. <i>Author or Editor</i>	11
<i>One author.</i>	11
<i>Two authors.</i>	12
<i>Three to twenty authors.</i>	12
<i>Twenty one or more authors.</i>	12
<i>Corporate author and corporate author as publisher.</i>	13
<i>No author.</i>	13
<i>Editors.</i>	14
<i>Edited reference books.</i>	14
<i>Author of a chapter in an edited book.</i>	15
<i>Personal communication.</i>	15
2. <i>Publication Date</i>	15
<i>Books, journals and other periodicals, brochures, webpages (year only).</i>	15
<i>Magazines, newspapers, newsletters, social media (full date).</i>	15
<i>No date.</i>	16

3.	<i>Titles and source types</i>	16
	<i>Source types</i>	16
	<i>Other source types examples</i>	17
4.	<i>Source information</i>	17
	<i>DOI</i>	18
	<i>Webpages</i>	18
	American Psychological Association (APA) Style Abbreviations (APA, 2020 , pp. 172–178)	19
	<i>Appendices (APA, 2020, pp. 41–42)</i>	20
	<i>Brackets (APA, 2020 , pp. 159–160)</i>	20
	<i>Bullet Points (APA, 2020, pp. 190–192)</i>	21
	<i>Numbered Lists (APA, 2020, pp. 189–190)</i>	21
	<i>Headings (APA, 2020, pp. 47–48)</i>	22
	<i>Italics (APA, 2020, pp. 170-172)</i>	23
	<i>Numbers (APA, 2020 , pp. 178–181)</i>	24
	<i>Quotation Marks (APA, 2020, pp. 157–159)</i>	25
	References	26

What is Referencing?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment.

Why Reference?

- to distinguish between your ideas and words and those that belong to other people
- to support what you are writing by referring to evidence
- to enable readers to investigate ideas they find interesting/useful
- to show your tutor exactly which sources you have read
- to avoid plagiarism

Two Parts to Referencing

APA referencing has two parts:

- an in-text citation, which is in the body of your assignment and can be
 - paraphrasing: putting in your own words what the author has written, or
 - quoting: copying the author's exact words, using quotation marks and giving the page number/s

NB: Both paraphrasing and quoting need to be referenced.

- a reference list of all the sources you have used, which is placed at the end of your assignment/writing

When a Reference is not Needed

There will be occasions when you will not need to provide references:

- when you are using your own experiences, artwork, photographs, and so forth
- when you are using generally accepted facts
- when you are using "common knowledge" such as folklore and myths, or historical events

Final Check

When you have completed your reference list, check that

- each entry appears in both the text and the reference list
- the in-text citation and reference list entry match exactly in spelling and publication date.

In-text Citations

The in-text citation corresponds to the author and publication date shown in your reference list.

Paraphrasing

Paraphrasing is rewriting a passage in your own words. It is not sufficient to change the sentence order or replace some of the original author's words with synonyms. Write the author's idea so that your own voice and writing style are present.

Citing one source.

When paraphrasing an idea from one source, include the authors' surnames and year of publication.

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 of education (van der Ham, 2016).

Citing more than one source for the same idea.

When there is more than one source for the same idea, all relevant sources should be cited within one set of brackets, in alphabetical order, and separated with semicolons.

(Grace, 2009; Haynes, Butcher, & Boese, 2004; National Animal Welfare Advisory Council, 2007).

It is not necessary to repeat an author's name when citing multiple works by the same author in a citation.

(Jenkins, 2018, 2020).

Citing multiple works published in the same year by the same author.

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.

... (Jenkins, 2018b) ... Jenkins (2018a) claimed that ...
(Smith, n.d.-a) ... Smith (n.d.-b) claimed that ...

Citing a secondary source.

When presenting an idea from an author when you have not read their original work but have found it paraphrased or quoted by someone else, acknowledge both the original author and the source author. In the citation, firstly acknowledge the original author, and then the source author preceded by the words “as cited in ...”

Peet (2016, as cited in Noble, 2018) stated that ...

OR

... (Peet, 2016, as cited in Noble, 2018).

Quoting

A quotation involves using someone else’s exact words. Quotations should be used sparingly. However, they may be appropriate when emphasising an important point, providing a definition, or stating a controversial point that will be explored further in the assignment.

Quotations of fewer than 40 words.

If the quotation is fewer than 40 words, enclose it in quotation marks. Include the authors’ names, year of publication and page number(s). When quoting from an unpaginated source, in place of the page number, include the paragraph number (e.g., para. 2), and from a video, include a timestamp (e.g., 00:26:48 which represents 26 minutes and 48 seconds into the video).

“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).

Quotations of 40 or more words.

A quotation of 40 or more words is displayed in a block and quotation marks are left off. Start on a new line and indent by a default tab space (1.27cm). Include the authors' names, year of publication and page number(s). Notice in the examples below that the full stop comes before the page number in the first example, and before the in-text citation in the second example.

Claiborne and Drewery (2010) found

the old schema is exercised by being used in familiar ways. Play was seen by Piaget as a way for children to practise a schema. For example, a child who had learned to blow a whistle might want to blow it over and over, varying the noise only slightly, in order to practise the schema of producing the noise. (p. 13)

OR

The old schema is exercised by being used in familiar ways. Play was seen by Piaget as a way for children to practise a schema. For example, a child who had learned to blow a whistle might want to blow it over and over, varying the noise only slightly, in order to practise the schema of producing the noise. (Claiborne & Drewery, 2010, p. 13)

Direct quotations must be exact copies. Follow the wording, spelling, and interior punctuation of the original source, unless the source contains double quotation marks, which are to be converted to single quotation marks.

"Material processes for constructing past, present and future are wrapped up in our sense of the national 'present'" (Murphy & Kraidy, 2003, p. 43).

Adding and Omitting material

Use square brackets (i.e., []) to show you have inserted words that are not part of the original quote. This is sometimes necessary to retain correct grammar in your work. Care must be taken not to alter the meaning of the original text.

Use three ellipsis points (i.e., ...) within a sentence to show you have left out part of the original quote.

"Many young adults also become skeptical ... [and] understand that emotions can play a role in thinking" (Santrock, 2002, p. 431).

Figures (artwork, chart, flowchart, diagram, drawing, graph, image, infographic, map, photograph, etc)

Figures reproduced in your assignment are referenced within the text and do not need to be included in the reference list. However, a figures list or image list should be included.

A figure is an artwork, chart, flowchart, diagram, drawing, graph, image, infographic, map, photograph, or any other image. Only cite images from a credible location, such as an artist's own website, an art book, an art gallery, or museum. Images found on the internet should be traced to their original source and referenced accordingly.

Figure—Elements

Heading

- the word "Figure" and a figure number in bold (consecutive numbering throughout assignment)
- double line space
- title in italics and title case

Figure 2

Harmony in Red



Note – Explanatory information

- the word *Note* in italics, followed by a full stop
- optional notes to explain information in the figure

Note. Matisse, H. (1908), *Harmony in red* [Oil on canvas]. From *50 Modern Artists You Should Know*, by C. Weidemann, & C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag.

Reference information

Use reference elements according to source type, i.e., journal, webpage, book, and so forth

- the word "From" then the title reference element followed by a comma
- the word "by" then the author reference element followed by a comma
- the date reference element followed by a comma
- the source reference element
- the DOI (or URL if no DOI) in brackets followed by a full stop (omit if not available)
- copyright information if available.

Omit elements of the reference when they are not available

Tables reproduced in your assignment are referenced within the text and do not need to be

included in the reference list. However, a tables list should be included.

Table—Elements

Heading

- the word “Table” and a table number in bold (consecutive numbering throughout assignment)
- double line space
- title in italics and title case

Table 1

Micro Nutrients and Beneficial Elements-Induced Physiological Responses for Alleviation of Cd Stress

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]

Note. Micronutrients Fe (Iron), Zn (Zinc), and Se (Selenium). From “Cadmium toxicity in plants and role of mineral nutrients in its alleviation,” by R. Nazar, N. Iqbal, A. Masood, M. Iqbal, R. Khan, S. Syeed, and N. A. Khan, 2012, *American Journal of Plant Sciences*, 3(10), p. 1481 (<https://doi.org/10.4236/ajps.2012.310178>). Copyright 2019 by authors and Scientific Research Publishing.

Table format

- horizontal lines above and beneath header row
- headings in sentence case
- horizontal line after final row
- horizontal lines acceptable within the table, to set off groups of data

Note – Explanatory information

- the word *Note* in italics, full stop
- optional notes to explain information in the table

Reference information

Use reference elements according to source type, i.e., journal, webpage, book, and so forth

- the word “From” then the title reference element followed by a comma
- the word “by” then the author reference element followed by a comma
- the date reference element followed by a comma
- the source reference element
- the DOI (or URL if no DOI) in brackets followed by a full stop (omit if not available)
- copyright information if available

Omit elements of the reference when they are not available

Reference List

Generally, the first part of the reference (author or editor name or document title in the absence of an author or editor, and the publication date) must match the in-text citation.

Format

- Start the reference list on a new page at the end of your assignment with the title “References” centered at the top, and in bold.
- Place the list in alphabetical order, sorted by the first word of each reference.
- Format the list as hanging indent (first line of each reference is aligned to the left margin with all subsequent lines of the reference indented).
- Use the same line spacing as the rest of your assignment – usually 1.5 or double spacing.

Example of a reference list

References

- DiClemente, C. C. (2018). *Addiction and change: How addictions develop and addicted people recover* (2nd ed.). The Guildford Press.
- Hunt, E. (2019, Spring). Dig your heels in. *Fashion Quarterly*, 45.
- 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/#>
- 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>
- Ministry of Health–Manatū Hauora. (2019a). *Obesity statistics*. <https://bit.ly/36msuuB>
- Ministry of Health–Manatū Hauora. (2019b). *Stroke*. <https://bit.ly/2qwWdBy>
- Stevenson, A., & Waite, M. (Eds.). (1964/2011). *Concise Oxford English dictionary* (12th ed.). Oxford University Press.

Note that works by the same author with different publication dates are listed chronologically, while works by the same author with the same publication date are listed alphabetically, and this determines the allocation of a, b, and so forth.

Finding the reference information

Reference information can be found in the first few pages of a book, the front page or journal cover of a journal or magazine, and in the bibliographic information sourced through Primo Search on the library webpage. Art books often have the publication information at the back.

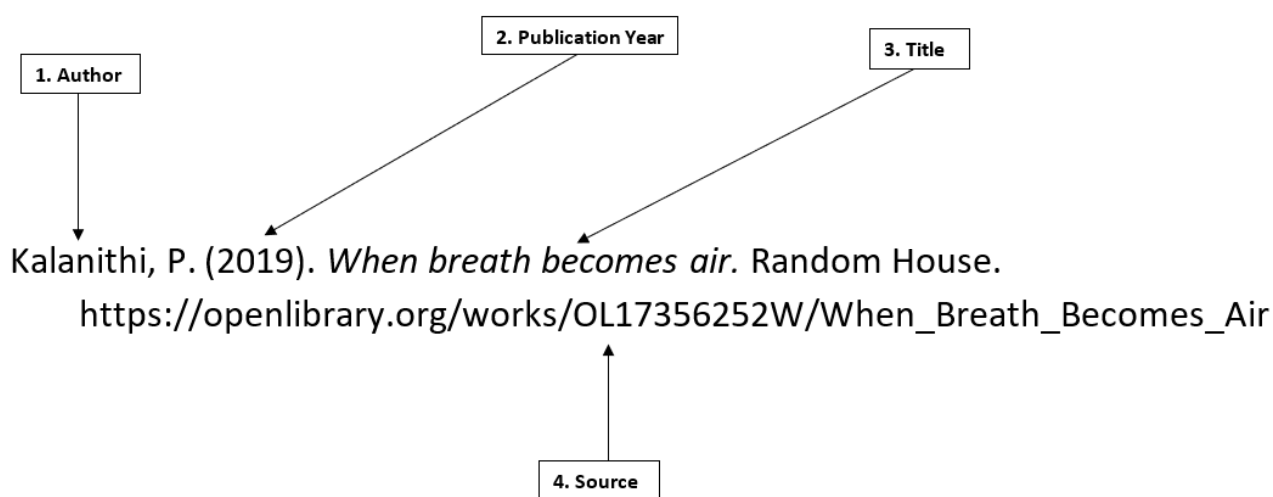
Reference Elements

Information needed for a reference

There are four main elements of a reference:

1. **Author or Editor.**
2. **Publication date.**
3. **Title** and additional information to identify the type of source, if needed.
4. **Source.** This may be a publisher name, webpage name, periodical information (journal number, issue number, and page range or article number), and the hyperlink (DOI or URL).

To construct a reference, ensure each of these elements is included in the order and format outlined below.



1. Author or Editor

References begin with the surname(s) of the author(s) or editor(s) followed by their initials, unless there is no author. Note the use of commas after each surname and between each author. Note also the use of full stops and spaces.

One author.

In-text citation example

Kalanthi (2019) claimed that ...

OR

The notion that ... (Kalanthi, 2019).

Reference list example

Kalanithi, P. (2019). *When breath becomes air*.

Random House. https://openlibrary.org/works/OL17356252W/When_Breath_Becomes_Air

Two authors.

Always cite both authors. Note the different use of “and” and “&”.

In-text citation example Barkway and O'Kane (2020) found ... OR The majority found ... (Barkway & O'Kane, 2020).	Reference list example Barkway, D., & O'Kane, D. (2020). <i>Psychology: An introduction for health professionals</i> . Elsevier.
------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

Three to twenty authors.

Include only the surname of the first author followed by “et al.” and the publication year.

In-text citation example First citation Lamastra et al. (2016) found ... OR ... (Lamastra et al., 2016).	Reference list example 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. https://doi.org/10.1016/j.scitotenv.2016.07.043 .
-----------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Twenty one or more authors.

Cite only the surname of the first author followed by “et al.” List the first nineteen, then an ellipsis (...), then the last author in the reference list.

In-text citation example First citation Taylor et al. (2019) found ... OR ... (Taylor et al., 2019).	Reference list example 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. <i>Journal of the American Academy of Dermatology</i> , 81(2), 396–394. https://doi.org/10.1016/j.jaad.2019.01.079
-------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Corporate author and corporate author as publisher.

Publications that are authored by a company, organisation or government department rather than by individuals should be referenced accordingly. If the company name is long and appears more than three times in your assignment, an abbreviation may be assigned in the first citation and the abbreviation used thereafter.

In-text citation example	Reference list example
First citation (National Health Committee [NHC], 2015).	National Health Committee. (2015). <i>The introduction of fit for purpose omics-based technologies: Think piece</i> . Ministry of Health–Manatū Hauora. https://www.health.govt.nz/publication/introduction-fit-purpose-omics-based-technologies-think-piece
Subsequent text citations (NHC, 2015).	396–394. https://doi.org/10.1016/j.jaad.2019.01.079

As it is possible for anyone to design a website with the appearance of backing or authorship of a larger organisation, care should always be taken to determine credibility and authorship of websites.

No author.

If an author or corporate author cannot be identified, and if the source has been verified as credible, the reference should be cited as having no author. Use the title or the first few words of the source text if there is no title, and the publication year. When the source is not considered to be a complete work, such as a website, article, or chapter in an edited book, encase the title in quotation marks. Begin each main word with a capital letter.

In-text citation example	Reference list example
... ("New Zealand's 'Most Instagrammed' Spot," 2019). OR In "New Zealand's 'Most Instagrammed' Spot," (2019), ...	New Zealand's 'most instagrammed' spot overrun by illegally parked cars. (2019, November 21). <i>New Zealand Herald</i> . https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&objectid=12287034

If the non-authored source is a complete work, such as a book, brochure, or movie, the title should be italicised. Place the title in the author position. In the reference list, alphabetise items with no author or editor by the first significant word in the title.

In-text citation example (<i>The Unseen Hand</i> , 2014). OR In <i>The unseen hand</i> (2014) ...	Reference list example <i>The unseen hand</i> . (2014). Leonaur.
---------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------

If the author has identified themselves as “Anonymous”, the word “Anonymous” should be placed in the author position of the citation and reference.

Editors.

Where a source has editors rather than authors, use the editors’ names. In the reference list, indicate editors by including “Ed.” (one editor) or “Eds.” (two or more editors) within brackets after the names.

In-text citation example Gould and Mesplede (2012) state ... OR ... (Gould & Mesplede, 2012).	Reference list example Gould, C., & Mesplede, S. (Eds.). (2012). <i>Marketing art in the British Isles, 1700 to the present: A cultural history</i> . Ashgate Publishing.
----------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Edited reference books.

For reference works with a large editorial board, list the name of the lead editor only, followed by “et al.”

In-text citation example ... (Hanks et al., 1989). OR According to Hanks et al. (1989), ...	Reference List Example Hanks, P., et al. (Eds.). (1989). <i>Collins pocket English dictionary</i> . Collins.
--------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

Author of a chapter in an edited book.

Begin the reference with the chapter author's name and chapter title, and then include the editors' names with their initials before their surnames. In the reference list, indicate editors by including "Ed." (one editor) or "Eds." (two or more editors) within brackets after the names.

In-text citation example	Reference list example
Chand (2019) found that ... OR ... (Chand, 2019).	Chand, N. (2019). Standardized turmeric and curcumin. In R. C. Gupta, A. Srivastava, & R. Lall (Eds.), <i>Nutraceuticals in veterinary medicine</i> (pp. 3–24). Springer. https://doi.org/10.1007/978-3-030-04624-8

Personal communication.

Personal communications may include letters, conversations, email messages, lectures, guest speakers, and so forth. They are not included in the reference list because the information is not retrievable by your readers. To cite, give initials as well as the surname of the person and as exact a date as possible.

In-text citation example
In the opinion of local Kaumatua A. Brown (personal communication, June 13, 2020), communities . . .

2. Publication Date

The publication date is always presented within brackets, followed by a full stop.

Books, journals and other periodicals, brochures, webpages (year only).

Present the year of publication in brackets after the editor or author information.

Magazines, newspapers, newsletters, social media (full date).

Include the full date in the reference list.

In-text citation example	Reference list example
Clifton (2019) reports ... OR ... (Clifton, 2019).	Clifton, J. (2019, November 30). Obscurity going forward. <i>New Zealand Listener—Te Kaiwhakarongo Aotearoa</i> , 271(4146), 12–13.

No date.

Where there is no publication date, write “n.d.” in brackets.

In-text citation example	Reference list example
Sport New Zealand (n.d.) identifies ... OR ... (Sport New Zealand, n.d.).	Sport New Zealand. (n.d.). <i>What we’re working towards: Our outcomes and priorities.</i> https://bit.ly/2M5oeYK

3. Titles and source types

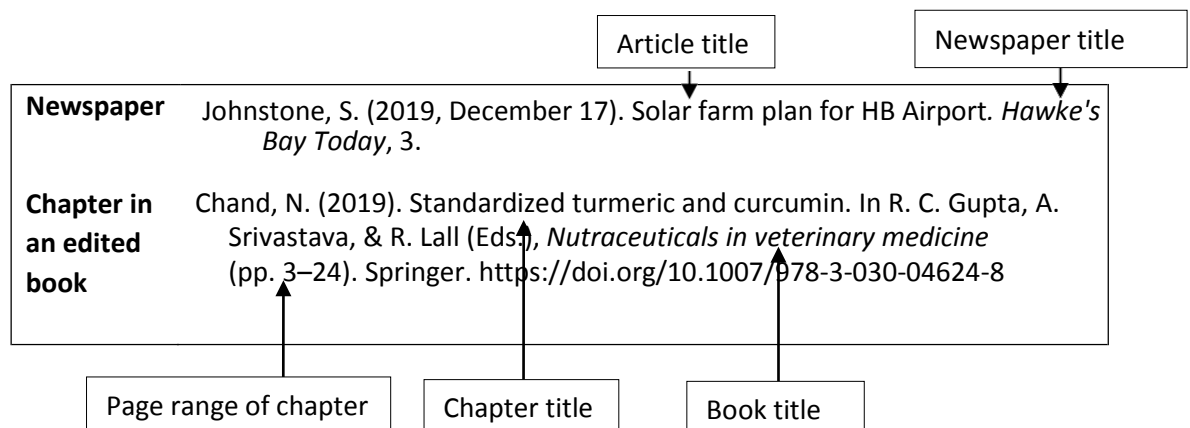
All titles and subtitles should be included and separated with a colon.

For titles of **articles or a chapter in an edited book**, use capital letters for the first word of titles and subtitles, and proper nouns, and finish with a full stop. Do not italicise.

For titles of complete works, such as **books, webpages, videos, images, brochures, and other stand-alone documents**, use capital letters for the first word of titles and subtitles, and proper nouns, and finish with a full stop. Italicise the title.

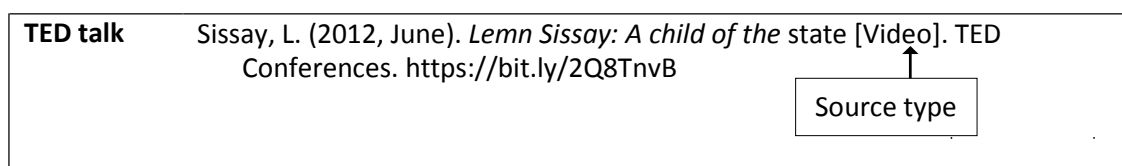
For titles of periodicals such as **journals and newspapers**, capitalise all of the main words, and italicise.

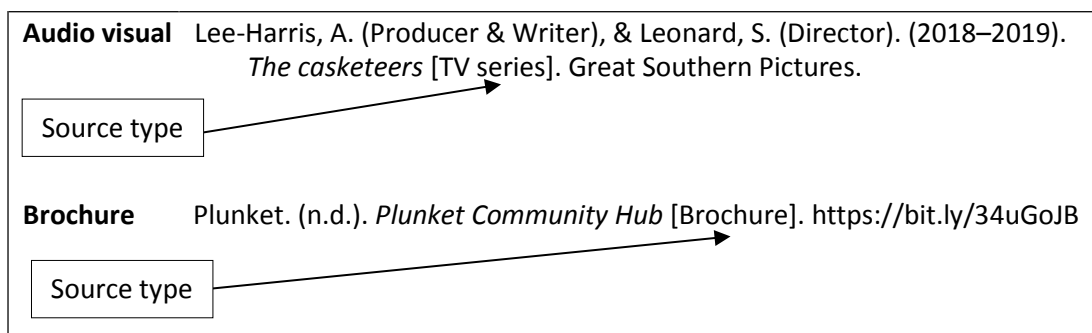
Where additional information is provided, such as edition numbers or page ranges of chapters in edited books, write these in brackets after the title and before the full stop. Do not italicise.



Source types.

Only include a source type when the source is non-routine, for example, films, apps, and YouTube videos. Identify the source type in square brackets after the title and edition numbers.





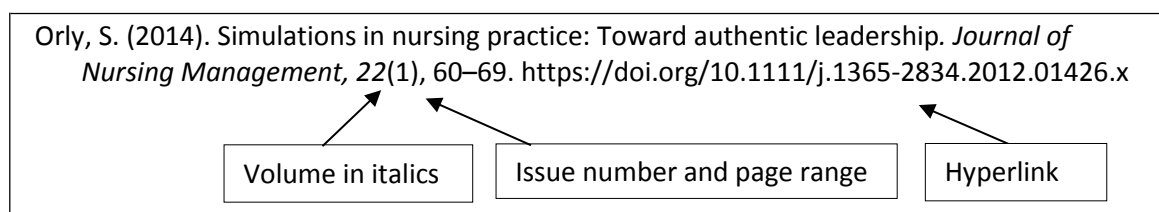
Other source types examples.

[Unpublished master thesis]	[TV Series]	[Mobile app]
[Tweet]	[TV Series episode]	[Oil on canvas]
[Facebook page]	[Film]	[Photograph]
[Audiobook]	[Online course]	[Brochure]
[Song]	[Webinar]	[PowerPoint slides]

4. Source information

The source element of the reference identifies the publisher, webpage name, or periodical information including the volume, issue number, and page number, and the page range or article number. Add a hyperlink (DOI or URL) if available.

The type of publishing company, for example, Incorporated (Inc.) or Limited (Ltd.) does not need to be included. Finish the reference with a full stop.



Give the volume number in italics, followed immediately by the issue number, if available, in brackets and not italicised. Add the page range of the article, or the article number if no page range is given, with a full stop, then the hyperlink (DOI or URL) without a full stop. Omit any of these parts if they are not available.

DOI.

A digital object identifier (DOI) is a string of characters uniquely designated to a document. When a DOI exists, it should be used as it provides a reliable link to the document on the internet.

Where a DOI is given in the form doi:10... or http://dx.doi.org/10..., change it to https://doi.org/10...

Webpages

For a source retrieved from the internet, include the webpage name and the URL address. Do not add a full stop as this may be incorrectly interpreted as being part of the URL.

Cherry, K. (2019). *Leadership styles and frameworks you should know.*

VeryWellMind. <https://psychology.about.com/od/leadership/a/leadstyles.htm>

Webpage name

Include a retrieval date for information that is likely to change over time.

Safe Travel. (n.d.). *Travel advisory risk levels.* Retrieved January 31, 2020, from <https://safetravel.govt.nz/travel-advisory-risk-levels>

Retrieval date

American Psychological Association (APA) Style

Abbreviations (APA, 2020, pp. 172–178)

Common meaningful abbreviations may be used in academic writing. The first time you use a term

you wish to abbreviate, write the abbreviation in brackets immediately after the full term.

Thereafter, the abbreviation may be used. For example, writing Ministry of Health (MOH) allows you to refer to the Ministry of Health as MOH in the remainder of the assignment.

Do not use too many abbreviations and only abbreviate if the term is used **four or more** times, unless it is a long, familiar abbreviation which can then be used after the first time.

Standard abbreviations found in *Merriam-Webster's Collegiate Dictionary* (2005) that are not labelled

abbr., may be used without explanation, for example, IQ, HIV.

The following standard Latin abbreviations may be used within brackets (APA, 2020, pp. 174 - 176).

cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus or against

A list of common abbreviations for units of measurement can be found in the APA manual on page 175.

Appendices (APA, 2020, pp. 41–42)

- Head each appendix with the word *Appendix* (centred) above the appendix title.
- Where there is more than one appendix, label each with a capital letter (e.g., Appendix A, Appendix B, etc.), according to the order they appear in the body of the assignment.
- Begin each appendix on a new page.
- Attach appendices after the reference list.
- Continue page numbering into the appendices.

Brackets (APA, 2020 , pp. 159–160)

Use round brackets (also called parentheses) for:	Use square brackets [] for:
references and citations, for example, (APA, 2020, p. 159)	clarification of reference information within the reference list, for example, [Brochure]
introduction of abbreviations, for example, Ministry of Education (MOE)	non-quoted words within a quote, for example “Nearly always [governance] is misunderstood”
parenthetical phrases which clarify information within a sentence or set off an independent element, for example, (see Appendix C)	phrases or words within a phrase which are already encased in round brackets, for example, (key values include service and responsibility [tautua], love and commitment [alofa], and respect [faaaloalo]) ...
a list within a sentence, for example, ... (a)stress, (b) anxiety, and (c) resilience ...	display of limits of a confidence interval, for example, 95% CLs [-7.2, 4.3], [9.2, 12.4], and [-1.2, -0.5]
mathematical expressions and statistical values, for example, ($p = .031$)	

Bullet Points(APA, 2020, pp. 190–192)

To bullet point phrases or sentence fragments

Lowercase the first word. At the end of each point either use no punctuation or, for a more complex list, use a comma or semicolon, whichever is appropriate, and end with a full stop.

Bullet Points that are each Complete Sentences

Punctuate as you usually would a sentence without a bullet point (i.e., start each point with a capital letter and end each with a full stop).

Numbered Lists (APA, 2020, pp. 189–190)

When each item in a list is a separate paragraph

- Use a number followed by a full stop and a space to list the paragraphs in a series, for example,
 1. ...
 2. ...
 3. ...**and so forth.**
- Punctuate the paragraphs as usual.

Within a paragraph or sentence

- Use lower case letters in parentheses to separate items in a list, for example, **(a) . . . , (b) . . . , (c) . . . , and so forth.**
- Punctuate the list with commas or semicolons as usual.

Headings (APA, 2020, pp. 47–48)

Heading format, according to the APA, is as follows:

Level 1 Heading

(centred, bold, title case)

Level 2 Heading

(left aligned, bold, title case)

Level 3 heading

(left aligned, bold, italicised, title case)

Level 4 heading.

(indented, bold, title case, full stop)

Level 5 heading.

(indented, bold, italicised, title case, full stop)

Italics (APA, 2020, pp. 170-172)

Use italics for:

- Titles of full length works, for example,
 - books (e.g., Johnston refers to Morris's book, *Manwatching: A Guide to Human Behaviour*, . . .),
 - periodicals (e.g., The nursing journal *Kai Tiaki* . . .),
 - films (e.g., The New Zealand movie *Boy* . . .),
 - videos and TV shows (e.g., The current affairs programme, *60 Minutes* . . .);
- periodical volume numbers in the reference list (e.g., . . . *Education Today*, 5, 5-7.);
- genera, species and varieties (e.g., *Arthropodium*);
- anchors of a scale (e.g., 1 [*poor*] to 5 [*excellent*]);
- linguistic example (e.g., the letter *a*);
- words used as a designation which may be misread (e.g., the *large* group - not referring to size but label);
- letters used as statistical symbols, algebraic variables, some test scores and scales (refer to the APA manual page 105 for examples);
- key terms or phrases, the first time the term or phrase is used (e.g., Erikson's trust *versus* *mistrust* ...).

Numbers (APA, 2020 , pp. 178–181)

Use numerals when numbers:

Use words when numbers:

are 10 and above (e.g., 19 years old)	are less than 10, unless the numbers precede units of measurement (e.g., 4 mm, 6 hr, 7 years)
are in a graphical display, such as a table or chart	begin a sentence, title, or heading (try to avoid beginning a sentence with a number)
are in a unit of measurement (e.g., a 10-mg dose)	are common fractions (e.g., half)
relate to mathematics or statistics (e.g., 46%, divided by 2)	are universally used (e.g., the Five Pillars of Islam)
represent an exact time, date, score and points on a scale, or sum of money (e.g., 3:30 p.m., 7-year-olds, \$51.80)	
identify a particular place in a numbered series, including parts of books and tables (e.g., row 6, chapter 11)	

- Sometimes a combination of words and numerals can be used to improve clarity where a number modifies another number (e.g., 2 two-way intersections).
- Plurals of numbers can be formed by adding *s* or *es* as appropriate (e.g., 1930s, twos and sixes, 20s).

Quotation Marks (APA, 2020, pp. 157–159)

Use **double quotation** marks for

- coined expressions or labels at the first occurrence only (e.g., ... the "outside" group ...);
- the title of a chapter or journal article (e.g., Mitchell's (2012) article, "Participation in Early Childhood Education ..."), **NB:** Titles of books, periodicals/journals, or other complete works are **not** placed within quotation marks but are italicised;
- quotations of fewer than 40 words; and
- transcription of speech (e.g., She said, "She helped me understand.").

Use **single quotation** marks when including a quotation where the author has already encased a phrase in double quotation marks. Mark this phrase with single quotation marks, and only use double quotation marks as you normally would, around the entire quotation.

Exception: Where the quotation is 40 or more words, double quotation marks are not required. Retain the use of double quotation marks as used by the author

References

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