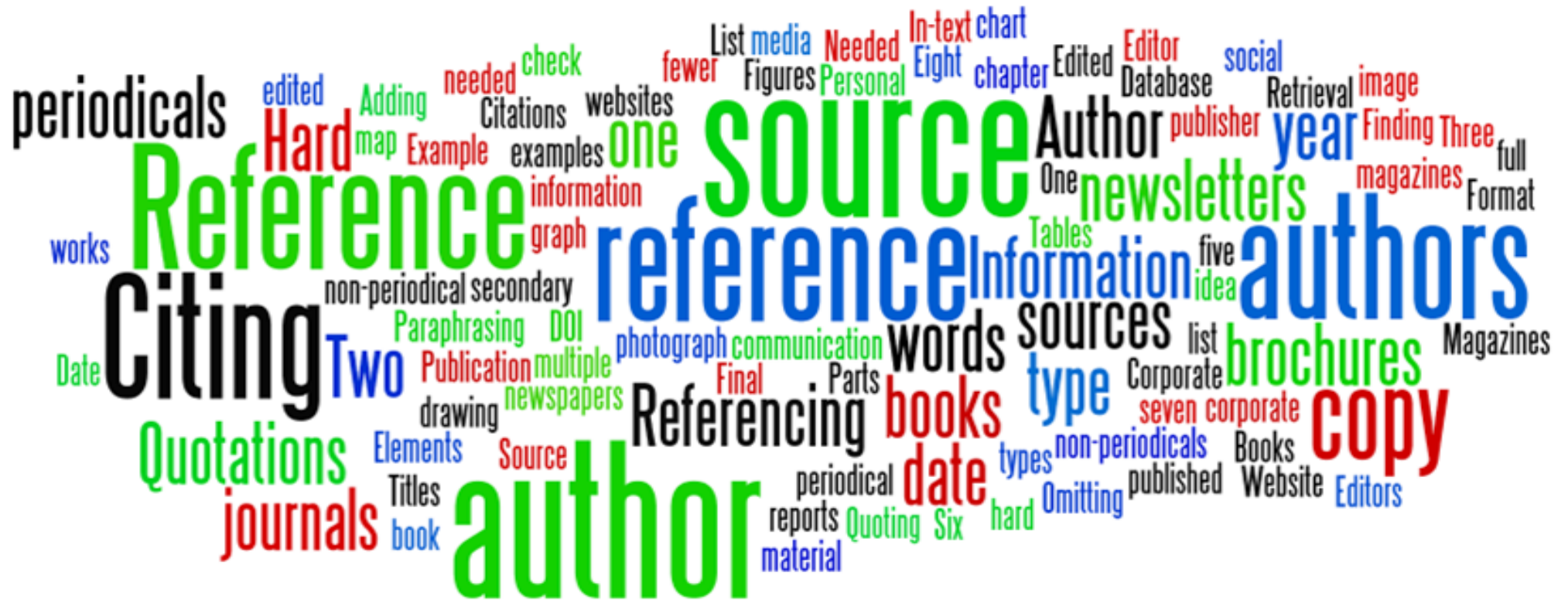


APA Referencing Examples

For more information go to <http://blog.apastyle.org/>



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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.

Each section of this guide has a reference example that shows how a reference is constructed, according to the four main reference elements:

1. Author or editor.
2. Publication date.
3. Title.
4. Retrieval information.

Use the index at the back of this guide to access the relevant example for the source you wish to reference.

Book – Reference Elements

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

1. Author

- Separate names with &
- Note the commas, spaces, and full stops

2. Publication year

- In brackets
- Full stop

3. Title

- First word of title and subtitles, and proper nouns have a capital letter
- Title and subtitle separated by colon
- Italics and full stop

Inkson, K., & Kolb, D. (2002). *Management: Perspectives for New Zealand* (3rd ed.). Auckland, New Zealand: Pearson.

4. Retrieval information

Location of publisher

- City and country separated with a comma
- If USA, city and two letter code for the State

Name of publisher

- Separate location and publisher with a colon
- Not necessary to add Ltd, Inc., and so forth, but retain the words "Books" and "Press"
- Full stop

Book Examples

Book Examples	Reference List Example	In-Text Example
One author	Lefait, S. (2013). <i>Surveillance on screen: Monitoring contemporary films and programs</i> . Lanham, MD: Scarecrow Press.	Lefait (2013) claimed that . . . OR The theory was first put forward in 2010 (Lefait, 2013).
Two authors	Strunk, W., & White, E. B. (1979). <i>The elements of style</i> (3rd ed.). New York, NY: Macmillan.	Always cite both authors. Note the different use of “and” and “&”. Strunk and White (1979) found . . . OR The majority found . . . (Strunk & White, 1979).
Three to five authors	Morreale, S. P., Spitzberg, B. H., & Barge, J. K. (2007). <i>Human communication: Motivation, knowledge and skills</i> (2nd ed.). Belmont, CA: Thomson Wadsworth.	Cite all authors the first time. Morreale, Spitzberg, and Barge (2007) . . . OR (Morreale, Spitzberg, & Barge, 2007). 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. Morreale et al. (2007) . . .
Six or more authors	<p>When a reference has up to seven authors, spell out all the authors’ names in the reference list.</p> <p>Smith, A. B., Taylor, N. J., Gollop, M., Gaffney, M., Gold, M., & 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>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.</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>With six or more authors, cite only the surname of the first author, followed by “et al.”.</p> <p>Smith et al. (1997) found . . .</p> <p>OR</p> <p>(Smith et al., 1997).</p> <p>Gloster et al. (2010) suggest . . .</p> <p>OR</p> <p>(Gloster et al., 2010).</p>

Book Examples	Reference List Example	In-Text Example
<p>Corporate author and corporate author as publisher</p>	<p>American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p>The word “Author” in the place of publisher indicates the author also published the document.</p>	<p>If these are long, they may be spelled out in the first citation and abbreviated thereafter.</p> <p>First text citation: (American Psychological Association [APA], 2010).</p> <p style="text-align: center;">OR</p> <p>The American Psychological Association (APA, 2010) states that . . .</p> <p>Subsequent text citations: (APA, 2010).</p> <p style="text-align: center;">OR</p> <p>APA (2010) states that . . .</p>
<p>Edited book</p>	<p>Emerson, L., & 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;">OR</p> <p>(Emerson & McPherson, 1997).</p>
<p>Chapter in an edited book</p>	<p>Invert the chapter authors’ names and initials, but do not invert the book editors’ names.</p> <p>O’Neill, A. (1990). Gender and education: Structural inequality for women. In J. Codd, D. Harker, & R. Nash (Eds.), <i>Political issues in New Zealand education</i> (2nd ed., pp. 74-97). Palmerston North, New Zealand: Dunmore Press.</p> <p>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.</p>	<p>O’Neill (1990) found that . . .</p> <p style="text-align: center;">OR</p> <p>(O’Neill, 1990).</p>

Book Examples	Reference List Example	In-Text Example
<p>Secondary source (citing a source that has been cited in the reference material you are using)</p>	<p>Give the secondary source in the reference list</p> <p>Cottrell, S. (2013). <i>The study skills handbook</i> (4th ed.). London, England: Palgrave Macmillan.</p> <p>Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. <i>Psychological Review</i>, 100, 589-608.</p>	<p>In the text, name the author of the original work and give a citation for the source document.</p> <p>Buzan (1993, as cited in Cottrell, 2013) stated that . . .</p> <p style="text-align: center;">OR</p> <p>(Buzan, 1993, as cited in Cottrell, 2013).</p> <p>If there is no date for the original work, enter the author name only.</p> <p>Seidenberg and McClelland’s study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) . . .</p> <p style="text-align: center;">OR</p> <p>(Seidenberg & McClelland, as cited in Coltheart, Curtis, Atkins, & Haller, 1993).</p>
<p>e-book accessed from ebrary or Safari Books Online databases</p>	<p>Use the following format for a book from e-book subscription databases such as ebrary or Safari Books Online:</p> <p>Prochner, L. (2009). <i>History of early childhood education in Canada, Australia and New Zealand</i>. Retrieved from ebrary database.</p> <p>Snijkers, G., Haraldsen, G., Jones, J., & Willimack, D. K. (2013). <i>Designing and conducting business surveys</i>. Retrieved from Safari Books Online database.</p>	<p>According to Prochner (2009), . . .</p> <p style="text-align: center;">OR</p> <p>(Prochner, 2009).</p> <p>(Snijkers, Haraldsen, Jones, & Willimack, 2013).</p> <p style="text-align: center;">OR</p> <p>On the other hand, Snijkers, Haraldsen, Jones, and Willimack (2013) concluded that . . .</p>

	<p>As with print books, if the entire book is written by the same author, it is not necessary 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 ebrary, use the format below:</p> <p>Stallabrass, J. (2012). Elite art in an age of populism. In A. Dumbadze & S. Hudson (Eds.), <i>Contemporary art: 1989 to the present</i> (pp. 39-49). Retrieved from ebrary database.</p>	<p>Likewise, Stallabrass (2012) found that . . .</p> <p style="text-align: center;">OR</p> <p>(Stallabrass, 2012).</p>
<p><i>e-book accessed from Google Books</i></p>	<p>Unlike ebrary 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 http://books.google.co.nz</p>	<p>Redman (2013) reported . . .</p> <p style="text-align: center;">OR</p> <p>(Redman, 2013).</p>
<p><i>e-book accessed from Kindle</i></p>	<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 http://www.amazon.com</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]. http://dx.doi.org/10.1036/0071393722</p>	<p>Silvia (2007) reasoned . . .</p> <p style="text-align: center;">OR</p> <p>(Silvia, 2007).</p> <p>Moreover, Schiraldi (2001) . . .</p> <p style="text-align: center;">OR</p> <p>(Schiraldi, 2001).</p>

Reference Works

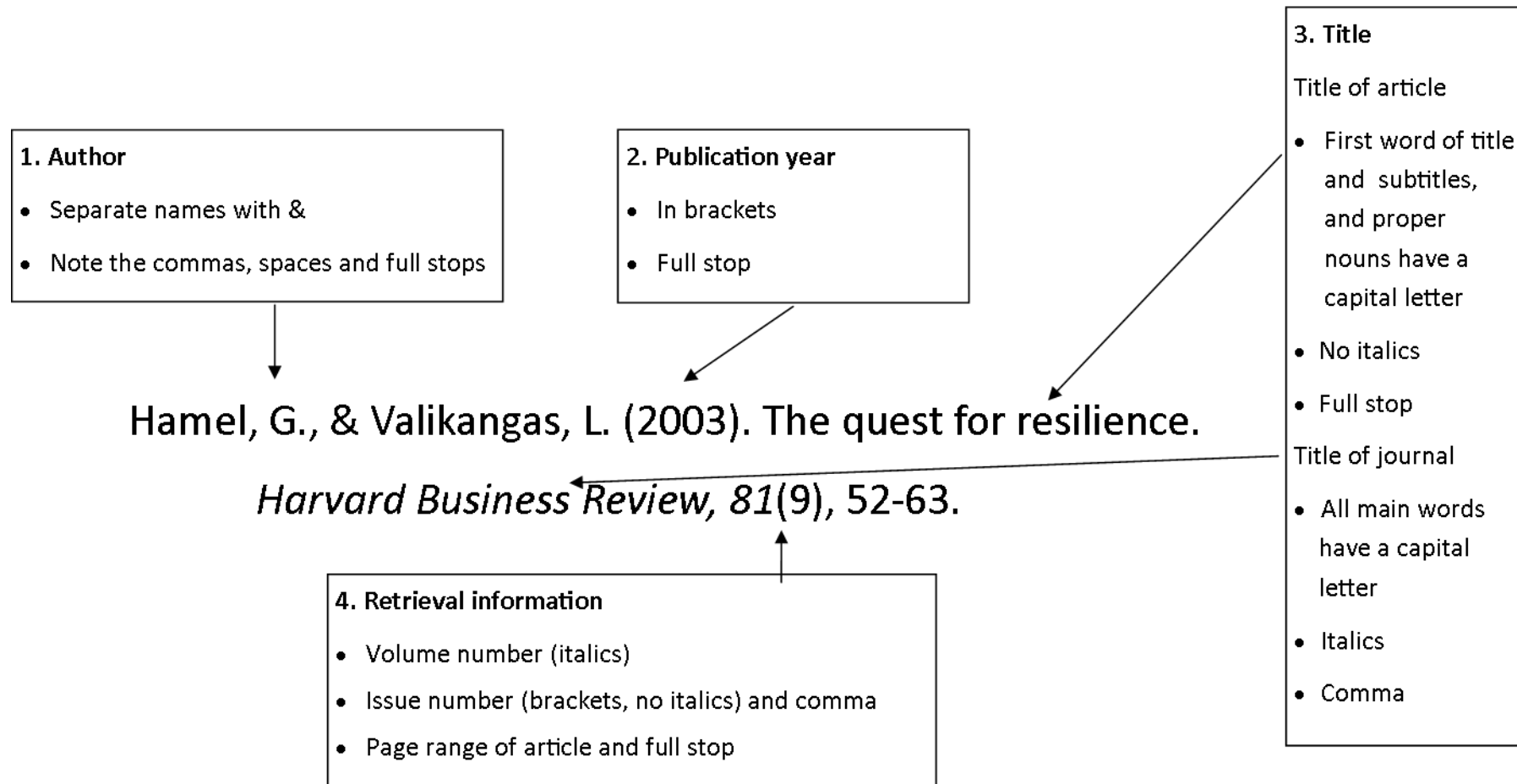
Reference Work Examples	Reference List Example	In-Text Example
<p>Dictionary or Encyclopaedia</p>	<p>For major reference works with a large editorial board, you may list the name of the lead editor, followed by “et al.”.</p> <p>Hanks, P., et al. (Eds.). (1989). <i>Collins pocket English dictionary</i>. London, England: Collins.</p> <p>Entry in a reference work, no author or editor.</p> <p>Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i>. Retrieved from http://www.m-w.com/dictionary/heuristic</p> <p>Free-trade zone. (2006). In <i>Encyclopaedia Britannica</i>. Retrieved from http://www.britannica.com/topic/free-trade-zone</p> <p>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.</p> <p><i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p>	<p>Hanks et al. (1989) stated that . . .</p> <p style="text-align: center;">OR</p> <p>(Hanks et al., 1989).</p> <p>(“Heuristic,” n.d.).</p> <p style="text-align: center;">OR</p> <p>As stated in “Heuristic” (n.d.), . . .</p> <p>(“Free-Trade Zone,” 2006)</p> <p style="text-align: center;">OR</p> <p>As stated in “Free-Trade Zone” (2006), . . .</p> <p>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.</p> <p>Italicise the title of a periodical, book, brochure or report.</p> <p><i>(Merriam-Webster's Collegiate Dictionary, 2005).</i></p> <p style="text-align: center;">OR</p> <p><i>Merriam-Webster's Collegiate Dictionary</i> (2005) defines . . . as . . .</p>

Reference Work Examples	Reference List Example	In-Text Example
Credo database	<p>With an author identified at the end of the entry Jessop, B. (2006). Regulation theory. In B. Turner (Ed.), <i>Cambridge dictionary of sociology</i>. Retrieved from Credo database.</p> <p>Without an author Reification. (2007). In Z. O'Leary, <i>The social science jargon-buster</i>. Retrieved from Credo database.</p>	<p>Jessop (2015) stated that . . . OR (Jessop, 2015).</p> <p>In "Reification" (2015) it is stated that . . . OR ("Reification," 2015).</p>
Mobile applications (apps)	<p>When using an app for a reference work such as a dictionary, cite the entry Diabetes. (2013). In Epocrates Essentials for Apple iOS (Version 5.1) [Mobile application software]. Retrieved from http://www.epocrates.com/mobile/iphone/essentials</p> <p>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. Skyscape. (2013). Skyscape Medical Resources (Version 1.17.42) [Mobile application software]. Retrieved from http://itunes.apple.com</p>	<p>("Diabetes," 2013). OR According to "Diabetes" (2013), . . . (Skyscape, 2013). OR According to Skyscape (2013), . . .</p>
Web-based database	<p>Cite the entry Greenmeadows. (n.d.). Retrieved from http://profile.idnz.co.nz/napier/about?WebID=130</p>	<p>("Greenmeadows," n.d.). OR According to "Greenmeadows" (n.d.), . . .</p>

Reference Work Examples	Reference List Example	In-Text Example
MIMS	<p>When referencing a specific drug from MIMS, place the name of the drug in the author position.</p> <p>Clarithromycin. (2015). In <i>MIMS new ethicals</i> (Issue 23, p. 324). Auckland, New Zealand: MIMS New Zealand.</p> <p>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.</p> <p><i>MIMS new ethicals</i> (Issue 23). (2015). Auckland, New Zealand: MIMS New Zealand.</p>	<p>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.</p> <p>("Clarithromycin," 2015).</p> <p>OR</p> <p>In "Clarithromycin" (2015), it is stated . . .</p> <p>Italicise the title of the book and capitalize each word.</p> <p>(<i>MIMS New Ethicals</i>, 2015).</p> <p>OR</p> <p>According to <i>MIMS New Ethicals</i> (2015), . . .</p>
Drug catalogue	<p>The format description is in square brackets after the title.</p> <p>GlaxoSmithKline. (2013). <i>Augmentin</i> [Data sheet]. Retrieved from http://www.medsafe.govt.nz/profs/Datasheet/a/Augmentintabsusp.pdf</p>	<p>According to GlaxoSmithKline (2013), . . .</p> <p>OR</p> <p>(GlaxoSmithKline, 2013).</p>

Periodical - Print Information – Reference Elements

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

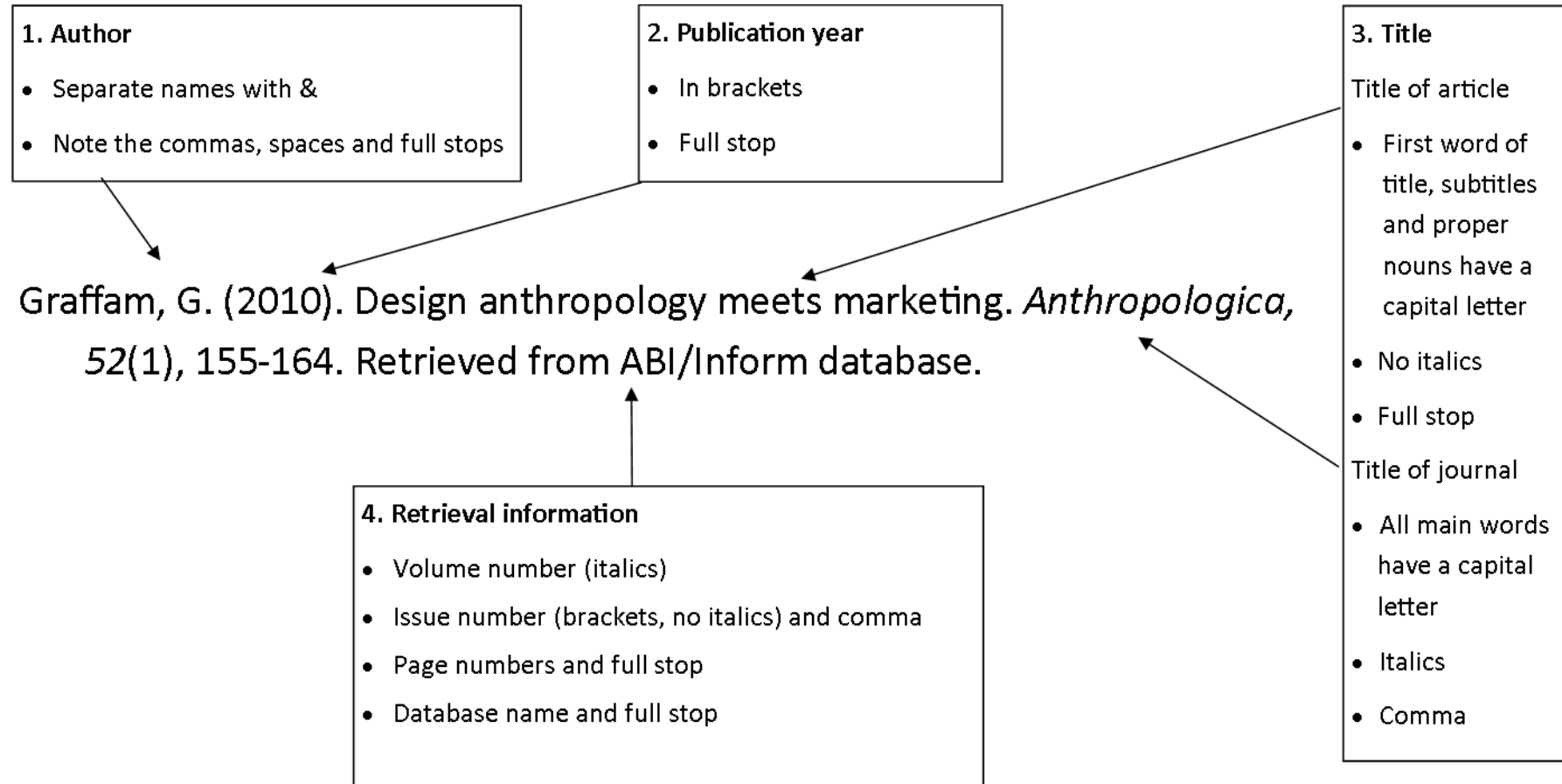


Periodical - Print Examples

Periodical Print Examples	Reference List Example	In-Text Example
Journal article	<p>Include the issue number only if each issue of the journal begins on page 1.</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;">OR</p> <p>(Hammill, 1990).</p>
Journal article with an issue number and no volume number	<p>Insert the publication date in place of the volume number.</p> <p>Doughty, C. (2013). Developing culturally distinctive journal clubs for undergraduate students. <i>Whitireia Nursing & Health Journal, 2013</i>(20), 25-30.</p>	<p>Doughty (2013) stated that . . .</p> <p style="text-align: center;">OR</p> <p>(Doughty, 2013).</p>
Magazine article	<p>For a monthly magazine, include the month in the date; for a weekly, include the day also.</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;">OR</p> <p>(Walker, 1990).</p>
Newspaper article	<p>Johnstone, B. F. (1992, May 28). Treaty claim upheld. <i>The Daily Telegraph</i>, p. 2.</p>	<p>(Johnstone, 1992).</p> <p style="text-align: center;">OR</p> <p>The article by Johnstone (1992) . . .</p>
Journal article from a course book of readings	<p>In your course you may have been given a book of readings. 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.</p>	<p>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.</p>

Periodical – Electronic Information – Reference Elements

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

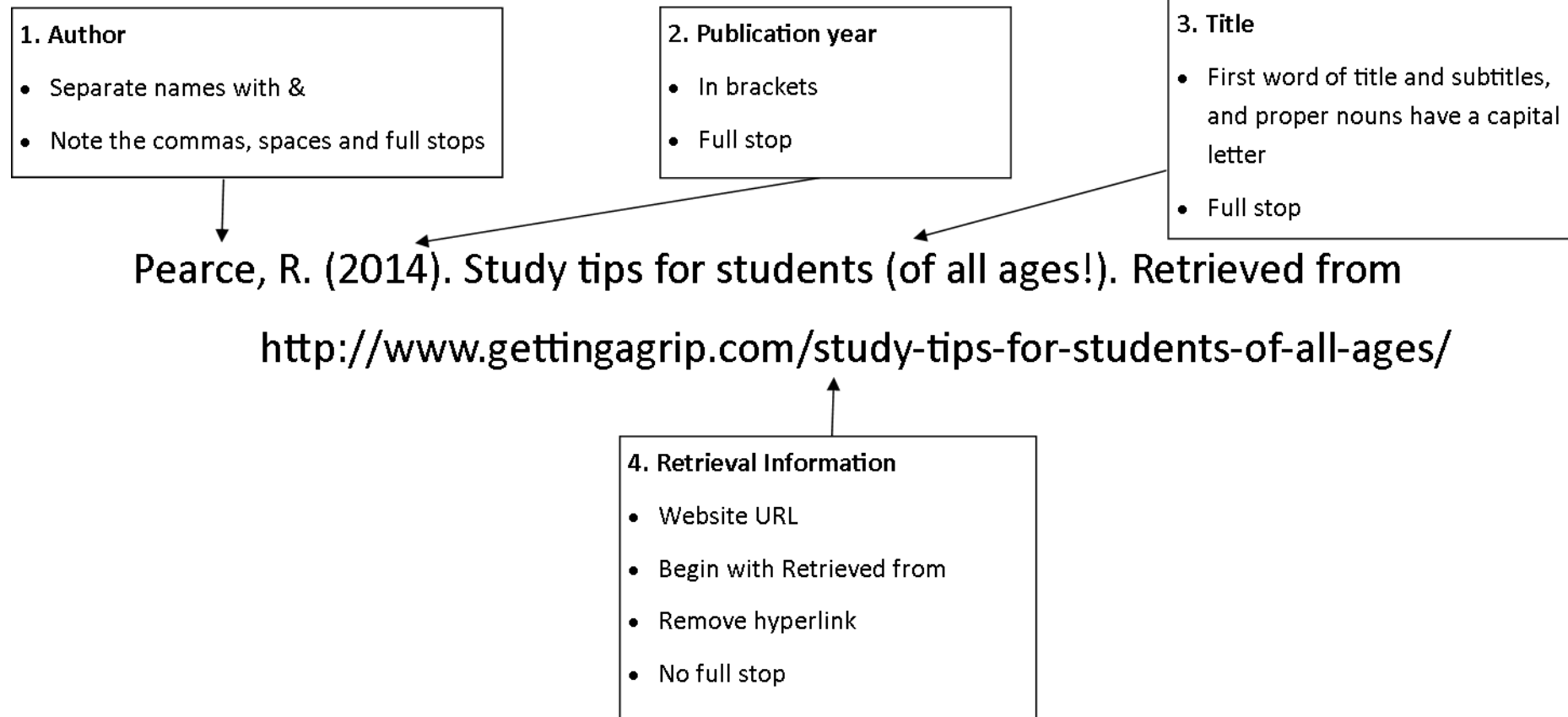


Periodical – Electronic Examples

Periodical Electronic Examples	Reference List Example	In-Text Example
Electronic journal article (from a database - with DOI)	<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. http://dx.doi.org/10.1111/j.1365-2834.2012.01426.x</p> <p>NB: Both DOI formats shown here are acceptable. Be consistent: Use either one format or the other throughout the reference list (CrossRef, 2013; Lee, 2012).</p>	<p>(Stultz, 2006). OR Stultz (2006) supports the view that . . .</p> <p>(Orly, 2014). OR Orly (2014) noted . . .</p>
Electronic journal article (from a database - no DOI)	<p>Give the name of the database as in the example below.</p> <p>Friesen, G. B. (2005). Organization design for the 21st century. <i>Consulting to Management</i>, 16(3), 32-51. Retrieved from ABI/Inform database.</p>	<p>Friesen (2005), on the other hand, . . . OR (Friesen, 2005).</p>
Electronic journal article (from the Web - no DOI)	<p>If no DOI has been assigned, provide the home page URL of the journal.</p> <p>Cox, B., & Sneyd, M. (2005). Prospects for cancer control: Colorectal cancer. <i>New Zealand Medical Journal</i>, 118(1221). Retrieved from http://www.nzma.org.nz/journal/</p> <p>If the article has page numbers, these should be included after the issue number, in the format consistent with journal referencing.</p>	<p>Cox and Sneyd (2005) commented that . . . OR (Cox & Sneyd, 2005).</p>
Preprint version of an article	<p>Gabbett, T., & Benton, D. (2008). Reactive agility of rugby league players. <i>Journal of Science and Medicine in Sport</i>. Advance online publication. http://dx.doi.org/10.1016/j.jsams.2007.08.011</p>	<p>(Gabbett, 2008). OR Gabbett (2008) points out . . .</p>
Newspaper article from the internet	<p>Dougan, P. (2016, April 6). NCEA results show slight increases. <i>The New Zealand Herald</i>. Retrieved from http://www.nzherald.co.nz</p>	<p>(Dougan, 2016). OR Dougan (2016) discusses the . . .</p>

Websites and Social Media – Reference Elements

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



Website and Social Media Examples

Website & Social Media Examples	Reference List Examples	In-Text Example
Web page with date, no author	<p>What is archaeoastronomy? (2009). Retrieved from http://quezi.com/1995</p> <p>NB: All references cited should be credible. When authorship is unclear you should carefully assess the quality of the source.</p>	<p>(“What is Archaeoastronomy?,” 2009).</p> <p style="text-align: center;">OR</p> <p>In “What is Archaeoastronomy?” (2009), it is stated that . . .</p>
Web page with author, no date	<p>Cherry, K. (n.d.). Lewin’s leadership styles: Three major styles of leadership. Retrieved from http://psychology.about.com/od/leadership/a/leadstyles.htm</p> <p>NB: All references cited should be credible. When the publication date is unclear you should verify the relevance and currency of the information.</p>	<p>(Cherry, n.d.).</p> <p style="text-align: center;">OR</p> <p>Cherry (n.d.) states that . . .</p>
Web page with no author and no date	<p>Gianni Versace biography. (n.d.). Retrieved from http://www.thebiographychannel.co.uk/biographies/gianni-versace.html</p> <p>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.</p> <p>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.</p>	<p>(“Gianni Versace Biography,” n.d.).</p> <p style="text-align: center;">OR</p> <p>According to “Gianni Versace Biography” (n.d.), . . .</p>

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

Website & Social Media Examples	Reference List Examples	In-Text Example
Blog	<p>The format description is in brackets after the title.</p> <p>Page, S. (2014, January 24). How do scientists prepare for earthquakes? [Blog post]. Retrieved from http://info.geonet.org.nz/pages/viewpage.action?pageId=7536911</p>	<p>Page's blog post (2014) states . . .</p> <p style="text-align: center;">OR</p> <p>(Page, 2014).</p>
Facebook	<p>American Red Cross. (2009, October 17). Red Cross workers in American Samoa: 2 stories [Facebook note]. Retrieved from https://www.facebook.com/notes/american-red-cross/red-cross-workers-in-american-samoa-2-stories/178265261423</p> <p>Weta Workshop. (n.d.). Timeline [Facebook page]. Retrieved March 31, 2014, from https://www.facebook.com/WetaWorkshop</p>	<p>(American Red Cross, 2009).</p> <p style="text-align: center;">OR</p> <p>According to the American Red Cross (2009) Facebook note, . . .</p> <p>Weta Workshop (n.d.) stated . . .</p> <p style="text-align: center;">OR</p> <p>(Weta Workshop, n.d.).</p>
Pinterest	<p>Earnhart, H. [Hallie]. (n.d.). Long bob [Pinterest post]. Retrieved March 22, 2013, from http://pinterest.com/pin/255790453808141636</p>	<p>(Earnhart, n.d.).</p> <p style="text-align: center;">OR</p> <p>Noted by Earnhart (n.d.) was . . .</p>
Stand-alone document downloaded from a website	<p>New Zealand Nurses Organisation. (2010). <i>Code of ethics: Toward improving health outcomes in New Zealand</i>. Retrieved from http://www.nzno.org.nz/Portals/0/publications/Code%20of%20Ethics,%20(2010,%202013).pdf</p> <p>Ministry of Health. (2000). <i>The New Zealand health strategy</i>. Retrieved from http://www.health.govt.nz/system/files/documents/publications/newzealandhealthstrategy.pdf</p>	<p>New Zealand Nurses Organisation (2010) states that . . .</p> <p style="text-align: center;">OR</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;">OR</p> <p><i>The New Zealand Health Strategy</i> states that . . . (Ministry of Health, 2000).</p>

Website & Social Media Examples	Reference List Examples	In-Text Example
TED Talk	<p>The presenter of the TED Talk is placed in the author position and the presenter’s name is also part of the title.</p> <p>Sissay, L. (2012, June). <i>Lemn Sissay: A child of the state</i> [Video file]. Retrieved from https://www.ted.com/talks/lemn_sissay_a_child_of_the_state</p>	<p>Sissay (2012) explains . . .</p> <p style="text-align: center;">OR</p> <p>(Sissay, 2012).</p>
Twitter	<p>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.</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 https://twitter.com/NZcivildefence/status/716554016432349184</p>	<p>(Ministry of Civil Defence and Emergency Management, 2016).</p> <p style="text-align: center;">OR</p> <p>The Ministry of Civil Defence and Emergency Management (2016) commented that . . .</p>
YouTube	<p>For retrievability, the person who posted the video is put in the author position; this is followed in square brackets by the person’s screen name.</p> <p>Greenpeace [GreenpeaceVideo]. (2011, February 9). <i>1985–Peter Wilcox on the sinking of the Rainbow Warrior</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=HGul9GxkhAI</p> <p>If the user’s real name is not available, include only the screen name, without square brackets.</p> <p>Fraaancois. (2010, February 21). <i>Mururoa (v3.)</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=yIlg4cufJqdl</p>	<p>In text, cite the author name that appears outside the brackets, whichever one that may be. For example, the two example references provided would be cited as follows:</p> <p>(Fraaancois, 2010; Greenpeace, 2011).</p> <p style="text-align: center;">OR</p> <p>Greenpeace (2011) and Fraaancois (2010) agree that . . .</p>

Examples of Other Sources

Other Source Examples	Reference List Example	In-Text Example
Annual reports	<p>Print: Hawke's Bay Regional Council. (2010). <i>Annual report 2009-2010</i>. Napier, New Zealand: Author.</p> <p>Electronic: Air New Zealand. (2013). <i>Air New Zealand annual financial results 2013</i>. Retrieved from http://www.airnewzealand.co.nz/assets/PDFs/Air-NZ-2013-Annual-Financial-Report.pdf</p>	<p>The Hawke's Bay Regional Council (2010) noted . . .</p> <p style="text-align: center;">OR</p> <p>(Hawke's Bay Regional Council, 2010).</p> <p>(Air New Zealand, 2013).</p> <p style="text-align: center;">OR</p> <p>Air New Zealand (2013) reported . . .</p>
Audio visual	<p>A description of the form of the work is given in brackets after the title.</p> <p>Howe, D. (Producer), & 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;">OR</p> <p>(Howe & Newman, 1988).</p>
Brochure	<p>Print: Work and Income New Zealand. (2000). <i>Guidelines for interview preparation</i> [Brochure]. Wellington, New Zealand: Author.</p> <p>Electronic: Include the words "Retrieved from" and then the name of the database or the URL (whichever is applicable).</p> <p>Diabetes New Zealand. (2007). <i>Diabetes and physical activity</i> [Brochure]. Retrieved from https://www.diabetes.org.nz/__data/assets/pdf_file/0003/11739/diabetes_and_physical_activity_WEB.pdf</p>	<p>Work and Income New Zealand (2000) outlines . . .</p> <p style="text-align: center;">OR</p> <p>(Work and Income New Zealand, 2000).</p> <p>Diabetes New Zealand (2007) explains . . .</p> <p style="text-align: center;">OR</p> <p>(Diabetes New Zealand, 2007).</p>

Other Source Examples	Reference List Examples	In-Text Example
Cochrane review	<p>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:</p> <p>Singh, J., Kour, K., & 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>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.</p>	<p>Singh, Kour, and Jayaram Mahesh (2012) recommend . . .</p> <p style="text-align: center;">OR</p> <p>(Singh, Kour, & Jayaram Mahesh, 2012).</p>
Conference proceedings – print or electronic	<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 periodical (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 . . .</p> <p style="text-align: center;">OR</p> <p>(Gibson, 2005).</p> <p>Shennan (2008) noted . . .</p> <p style="text-align: center;">OR</p> <p>(Shennan, 2008).</p>

Other Source Examples	Reference List Examples	In-Text Example
Course handout	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.	As outlined by Moran (n.d.) . . . OR (Moran, n.d.).
Course website / EIT online	Smith, G. (2007). <i>Lecture 2: Network management</i> [PowerPoint slides]. Retrieved from Eastern Institute of Technology EIT Online Website: http://eitonline.eit.ac.nz/course/view.php?id=693	Smith (2007) reflected . . . OR (Smith, 2007).
DHB procedures	Hawke's Bay District Health Board. (2012). Certification for IV therapy (Document No. HBDHB/IVTG/109). In <i>IV & therapeutic guidelines manual</i> . Hastings, New Zealand: Author.	(Hawke's Bay District Health Board, 2012). OR The Hawke's Bay District Health Board (2012) discussed . . .
Exhibition catalogue	Begin the reference with the author or editor. If there is no author or editor use the gallery or museum name. Cann, T. (2003). <i>Len Lye trilogy: A flip @ 2 twisters</i> [Exhibition catalogue]. New Plymouth, New Zealand: Govett-Brewster Art Gallery. Hawke's Bay Exhibition Centre. (2005). <i>Parallel practices: Biculturalism in contemporary art</i> [Exhibition catalogue]. Hastings, New Zealand: Author.	Cann (2003) demonstrated . . . OR (Cann, 2013). Hawke's Bay Exhibition Centre (2005) explored . . . OR (Hawke's Bay Exhibition Centre, 2005).

Other Source Examples	Reference List Examples	In-Text Example
Fact sheet	Commerce Commission New Zealand. (2012). <i>The Fair Trading Act: Pricing</i> [Fact sheet]. Retrieved from http://www.comcom.govt.nz/dmsdocument/1101	Commerce Commission New Zealand (2012) states . . . OR (Commerce Commission New Zealand, 2012).
Industry Standards	Begin the reference with author or the name of the issuing agency. If the title does not include the standard's reference number, include this after the title in brackets. Standards New Zealand. (2014). <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.	Standards New Zealand (2014) identify . . . OR (Standards New Zealand, 2014).
Joanna Briggs Institute	With individual author 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. With corporate author 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</i> , 15(11), 1–4. Retrieved from the Joanna Briggs Institute EBP database.	Vijay (2014) reported that . . . OR (Vijay, 2014). According to the Joanna Briggs Institute (2011), . . . OR . . . (Joanna Briggs Institute, 2011).
Theses and Dissertations (American institutions refer to “Doctoral dissertations,” most other countries will use “Doctoral theses”)	From a database Pigeau, G. M. (2007). <i>Icewine fermentation by Saccharomyces cerevisiae: Fundamental stress responses and comparative fermentation dynamics</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations & Theses database. (UMI No. NR35503) NB: Enter the last seven characters of the dissertation/thesis number as the UMI number.	(Pigeau, 2007). OR Pigeau (2007) noted that . . .

	<p>From an institutional repository:</p> <p>Whaanga, P. (2012). <i>Māori values can reinvigorate a New Zealand philosophy</i> (Master's thesis). Retrieved from http://researcharchive.vuw.ac.nz/xmlui/handle/10063/2403</p> <p>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).</p> <p>A print thesis:</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>NB: If the thesis is only available from the respective institution then it is considered unpublished. If it was published then you would reference it like a book.</p>	<p>(Whaanga, 2012). OR Whaanga (2012) outlined . . .</p> <p>(Stewart, 2013). OR According to Stewart (2013), . . .</p>
<p>Personal Communication</p>	<p>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.</p> <p>Examples are emails, conversations, or guest speakers.</p>	<p>In the opinion of local kaumatua A. Brown (personal communication, June 13, 2015), . . . OR . . . (A. Brown, personal communication, June 13, 2015).</p>

Missing Information

Missing Information	Reference List Examples	In-Text Example
No author	<p>New drug appears to sharply cut heart risk. (1997, July 21). <i>The Dominion</i>, p. 6.</p> <p>Italicise the title of a periodical, book, brochure or report.</p> <p><i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.</p> <p>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).</p>	<p>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.</p> <p>("New Drug," 1997).</p> <p>Italicise the title of a periodical, book, brochure or report.</p> <p>(<i>Merriam-Webster's Collegiate Dictionary</i>, 2005).</p>
No city	<p>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.</p> <p>Smith, J. (2003). <i>Ethics in New Zealand</i>. Wellington, New Zealand: Huia Publishers.</p>	<p>Smith (2003) states that . . .</p> <p>OR</p> <p>(Smith, 2003.)</p>
No date	<p>Christchurch City Libraries. (n.d.). Treaty of Waitangi: The meaning of the Treaty. Retrieved from http://christchurchcitylibraries.com/society/politics/new-zealand/treaty-of-waitangi/meaning/</p>	<p>Christchurch City Libraries (n.d.) state that . . .</p> <p>OR</p> <p>(Christchurch City Libraries, n.d.).</p>

Figures (image, graph, chart, map, drawing, photograph)

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”.

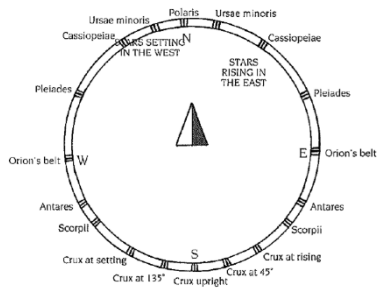


Figure 1. Star compass (from Evans, 1998, p. 62)

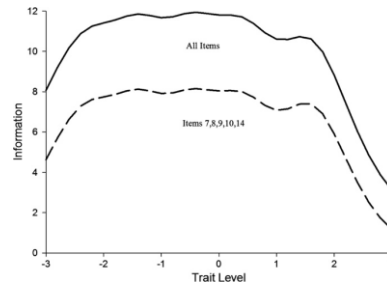


Figure 3. Total information for the Mindful Attention Awareness Scale across trait estimates. Information is determined for each item at each trait level at each response threshold, where there are $k-1$ response thresholds (k = total number of response options). Total information is the sum of information across all trait levels and all response options for each item. In this figure, total scale information is represented by the solid line and information for a select subset of items (7, 8, 9, 10, 14) is represented by the dotted line. Note that information is relatively consistent between trait levels -2 and 1.5 , but declines sharply below $h = 2$ and above $h = 1.5$.



Figure 2. Māori pattern (from Schoon, 1962)




(from Van Dam, Earleywine, & Borders, 2010, p. 809)

- If a figure or image list is required for your course, seek advice from your tutor as to how they would like this presented.
- If you incorporate an image or figure of your own creation, label with the italicised word “Figure” and a number. Include a caption (which serves as the title), and explanatory notes if required.

Tables

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”.

Table 1
Medal Table

Place	Country	Gold	Silver	Bronze	Total
1	 RUS	13	11	9	33
2	 NOR	11	5	10	26
3	 CAN	10	10	5	25

Note. Adapted from BBC, 2014

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.

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.

(Brown, 1982, 1988).

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.

... (Napier, 1993b) ... Napier (1993a) claimed that (Smith, n.d.-a) ... Smith (n.d.-b) claimed that ...

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://www.legislation.govt.nz>

NB: For legislation, the reference elements of author and publication year are not relevant.

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

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

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

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

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

Legal Materials Examples	
Court Cases	<p>In the reference list, list cases alphabetically by title.</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;">OR</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>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.</p> <p>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.</p> <p>In the text, give the name of the case:</p> <p><i>Party Name v Party Name</i></p> <p><i>Kerr v Accident Rehabilitation and Compensation Insurance Corporation</i></p> <p>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.</p> <p><i>Matsuoka v LSG Sky Chefs New Zealand Ltd (Matsuoka case)</i></p>

References

- American Psychological Association. (2012). *APA style guide to electronic references* (6th ed.). Retrieved from ebrary database.
- American Psychological Associaton. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Chuck. (2009, November 10). The generic reference [Blog comment]. Retrieved from <http://blog.apastyle.org/apastyle/2009/11/the-generic-reference.html>
- CrossRef. (2013). CrossRef DOI display guidelines. Retrieved from http://www.crossref.org/02publishers/doi_display_guidelines.html
- Hume-Pratuch, J. (2012, September 27). How to cite course packs, custom textbooks, and other classroom compendiums [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2012/09/how-to-cite-course-packs.html>
- Lee, C. (2012, August 29). Re: A DOI primer [Blog comment]. Retrieved from <http://blog.apastyle.org/apastyle/2009/09/a-doi-primer.html#comment-6a01157041f4e3970b017744678159970d>
- Lee, C. (2013, March 1). How to cite a mobile app [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2013/03/how-to-cite-a-mobile-app.html>
- McAdoo, T. (2016a, April 7). How to cite a blog comment in APA Style [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2016/04/how-to-cite-a-blog-comment-in-apa-style.html>
- McAdoo, T. (2016b, April 5). How to cite a blog post in APA Style [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2016/04/how-to-cite-a-blog-post-in-apa-style.html>
- McAdoo, T. (2016c, February 23). How to cite a TED Talk in APA Style [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2016/02/how-to-cite-a-ted-talk-in-apa-style.html>
- McLay, G., Murray, C., & Orpin, J. (2011). *New Zealand law style guide* (2nd ed.). Retrieved from <http://www.lawfoundation.org.nz/style-guide/>
- Melbourne University Law Review Association. (2010). *Australian guide to legal citation* (3rd ed.). Retrieved from http://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf

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
If unsure of which state a city is in, look up the city on the internet.	

Index of Reference Examples

Act of Parliament	28	Drug catalogue	9
Act of Parliament – sections	28	ebrary database	5,6
Article - course book of readings	11	e-book	5,6
Annual report.....	19	Edited book	4
Apps	8	EIT online (see Course website)	21
Audio visual.....	19	Encyclopaedia (see Dictionary or encyclopaedia)	7
Author as publisher.....	4	Exhibition catalogue.....	21
Bills.....	29	Facebook	17
Blog	17	Fact sheet.....	22
Book – reference elements.....	2	Figures.....	25
Book – chapter in an edited book	4	Five authors (see three to five authors).....	3
Book – edited book.....	4	Four authors (see three to five authors).....	3
Book – one author	3	Google Books	6
Book – two authors	3	Graph (See Figures).....	25
Book – three to five authors.....	3	Industry Standards	22
Book – six or more authors.....	3	Images (see Figures).....	25
Book – corporate author	4	Joanna Briggs Institute	22
e-book – accessed from ebrary or Safari.....	5,6	Journal article – print	11
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