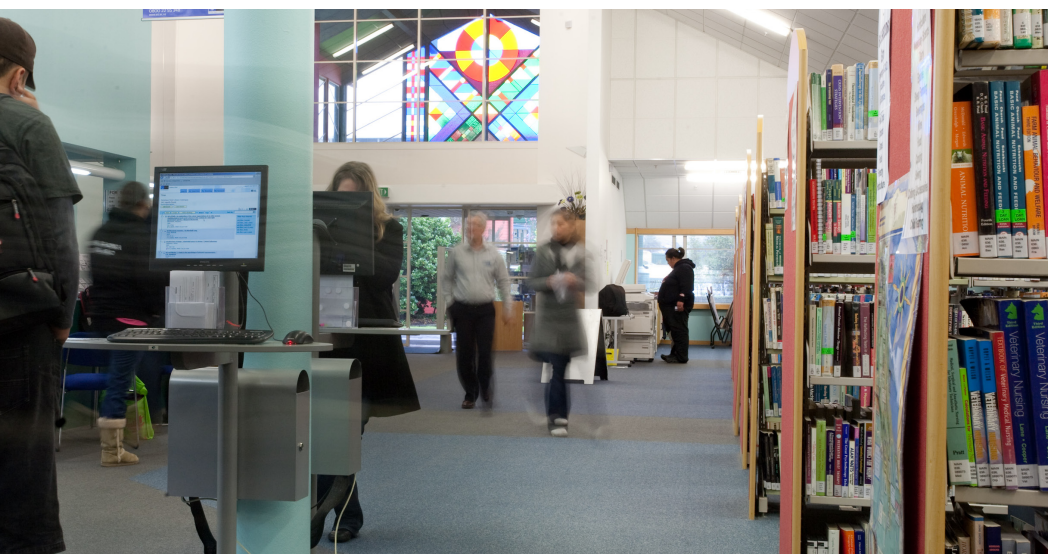


APA Referencing Style 6th Edition

UPDATED: SEPTEMBER 2012



information

author

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APA 6th edition Referencing at EIT

What is Referencing?

Referencing is a method used to identify where you have obtained information and ideas from for your assignments. The American Psychological Association (APA) provides a standardised format that ensures those references are accurate, complete and useful to the reader. APA requires two elements: an in-text citation and a reference list.

APA's style rules and guidelines are set out in a book called *Publication Manual of the American Psychological Association*, which is available from EIT libraries.

Why is Referencing Important?

Referencing is necessary to

- avoid plagiarism
- verify quotations
- enable readers to follow-up and retrieve the cited source.

If you quote or paraphrase someone else's work or ideas, you must acknowledge the author and source. If you don't, you may be accused of plagiarism.

Steps Involved in Referencing

1. In preparation for referencing, note down the full bibliographic details, including the page number(s) from which the information is taken.
2. Insert the citation at the appropriate place within the text of the document. This is called an in-text citation (see examples below).
3. Provide a reference list at the end of the document (see examples below).

In-Text Citation

Document your study throughout the text by citing the author (or brief title if there is no author) and year of the works you researched. The reader can then locate the complete source in the alphabetical reference list at the end of your work. The in-text citation is highlighted in this example:

Using technology to catch cheats is a common response to the problem of student plagiarism
(Townley & Parsell, 2004).

Reference List

A reference list only includes the sources that are cited in the text. A list which consists of relevant sources that are not cited in the text is called a bibliography. The reference list is arranged alphabetically by surname of the first author. For example:

Townley, C., & Parsell, M. (2004). Technology and academic virtue: Student plagiarism through the looking glass. *Ethics and Information Technology*, 6(4), 271-277. Retrieved from ABI/INFORM Global database.

Electronic Information

For all electronic information, in addition to the above, also note

- the date that you accessed the information if it is content that is likely to change or be updated
- its location - the web address (URL), Digital Object Identifier (DOI) or database name

A Digital Object Identifier (DOI) is a unique alphanumeric string used to identify content, usually journal articles, and provides a persistent link to its location on the Internet. When a DOI is available, include the DOI instead of the URL or database name in the reference.

Final Check

When you have completed your reference list, check that:

- each entry appears in both the text and the reference list
- the text citation and reference list entry match exactly in spelling and year

Books

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

Author or authors

Year of publication

Title of publication

Title of series

Description of the work

Chapter title

Edition

Editor, compiler, reviser, translator, or illustrator

Volume number or number of volumes

Place of publication (city and country, or city and state (abbreviated) if place of publication is in the USA – see Appendix)

Publisher

Page numbers

*Commas, full stops and colons are used to separate the elements. Some elements also require parentheses. Invert all authors' names so that the surname or last name is written first. The authors' first names are abbreviated so that **Jennifer Smith would become Smith, J.** After the author name, the year of publication is added in parentheses followed by the title of the book (in italics, with proper nouns and the first word of the title and subtitle capitalised). The edition is next and the place of publication and the publisher are added last. Like this template:*

Author, A. (Year). Title (edition.). Location: Publisher.

Bibliographic elements required:

Title: *Management: Perspectives for New Zealand*

Authors: Kerr Inkson and Dahl Kolb

Published 2002, 3rd edition

Published by Pearson in Auckland

Each bibliographic element is positioned in the reference like this:

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

Book Examples	In-Text Example	Reference List Example	Page from the APA Manual
One author	Bernstein (1965) claimed that ... OR The theory was first put forward in 1960 (Bernstein, 1965).	Bernstein, T. M. (1965). <i>The careful writer: A modern guide to English usage</i> . New York, NY: Atheneum.	174, 177 202, 203
Two authors	Always cite both authors. Note the different use of “and” and “&”. Strunk and White (1979) found ... OR The majority found ... (Strunk & White, 1979).	Strunk, W., & White, E. B. (1979). <i>The elements of style</i> (3rd ed.). New York, NY: Macmillan.	175, 177 202
Multiple authors for 3-5 authors	Cite all authors the first time. Morreale, Spitzberg, and 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) ...	Morreale, S. P., Spitzberg, B. H., & Barge, J. K. (2007). <i>Human communication: Motivation, knowledge and skills</i> (2nd ed.). Belmont, CA: Thomson Wadsworth.	175, 177 184

<p>Multiple authors for 6 or more authors</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 ... OR ... (Smith et al.,1997).</p> <p>Gloster et al. (2010) suggest ... OR ... (Gloster et al., 2010).</p>	<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 an ellipse.</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>175, 177 184, 198</p>
<p>Corporate author and corporate author as publisher</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], 2009)</p> <p>Subsequent text citations: (APA, 2009)</p>	<p>American Psychological Association. (2009). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.</p> <p>The word <i>Author</i> in the place of publisher indicates the author also published the document.</p>	<p>176, 203, 205-206</p>
<p>Multiple works <i>(when two or more references are cited to make the same point)</i></p>	<p>List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author’s surname. Separate the citations with semicolons.</p>	<p>Order alphabetically in the reference list.</p> <p>Grace, P. J. (2009). <i>Nursing ethics and professional responsibility in advanced practice</i>. Boston, MA: Jones and Bartlett.</p> <p>Haynes, L. C., Butcher, H. K., & Boese, T. A. (2004). <i>Nursing in contemporary society: Issues, trends, and transition to practice</i>. Upper Saddle River, NJ: Pearson Prentice Hall.</p>	<p>177, 178</p>

	(Grace, 2009; Haynes, Butcher, & Boese, 2004; National Animal Welfare Advisory Council, 2007)	National Animal Welfare Advisory Council. (2007). <i>Companion cats: Animal welfare (companion cats) code of welfare 2007: A code of welfare issued under the Animal Welfare Act 1999</i> . Wellington, New Zealand: Author.	
Multiple works by the same author	<p>Arrange two or more works by the same author by year of publication. Give author's surname once; for each subsequent work, give only the date.</p> <p>University research has indicated that... (Brown, 1982, 1988).</p>	<p>Order chronologically in the reference list.</p> <p>Brown, P. (1982). <i>Corals in the Capricorn group</i>. Rockhampton, Australia: Central Queensland University.</p> <p>Brown, P. (1998). <i>The effects of anchor on corals</i>. Rockhampton, Australia: Central Queensland University.</p>	178
Multiple works published in the same year by the same author	<p>Use a/b etc. to differentiate between works in the same year.</p> <p>In recent works ... (Napier, 1993a, 1993b).</p>	<p>Order alphabetically by title in the reference list.</p> <p>Napier, A. (1993a). <i>Fatal storm</i>. Sydney, Australia: Allen & Unwin.</p> <p>Napier, A. (1993b). <i>Survival at sea</i>. Sydney, Australia: Allen & Unwin.</p>	178
Edited book	<p>Emerson and McPherson (1997) state ...</p> <p>OR</p> <p>... (Emerson & McPherson, 1997).</p>	<p>Ed. or Eds. is given in parentheses following the last editor's name.</p> <p>Emerson, L., & McPherson, J. (Eds.). (1997). <i>Writing guidelines for education students</i>. Palmerston North, New Zealand: Dunmore Press.</p>	184, 203, 204
Chapter of an edited book	<p>O'Neill (1990) found that ...</p> <p>OR</p> <p>... (O'Neill, 1990).</p>	<p>Invert the chapter authors' names as noted above, 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>	184, 204

		Include the page range of the relevant chapter in parentheses. Where there is an edition number, the page range is included in the same set of parentheses.	
<i>Dictionary or encyclopaedia with large editorial board</i>	(Hanks et al., 1989)	<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>	203-204

Missing Information			
No author	<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>	<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>	176
No date	(McApple, n.d.)	McApple, J. (n.d.). An apple a day keeps the doctor away. Retrieved from http://www.applemania.org	185
No city	(Smith, 2003)	<p>When no city has been identified in print material, search online and use the city/state for the publisher's head office.</p> <p>Smith, J. (2003). <i>Ethics in New Zealand</i>. Wellington, New Zealand: Huia Publishers.</p>	

Periodical Print Information

Bibliographic elements that may be required to create a reference for periodical print information are as follows:

Author or authors

Year of publication

Title of publication

Title of series

Description of the work

Article title

Edition

Editor, compiler, reviser, translator, or illustrator

Volume number or number of volumes

Issue number

Place of publication

Publisher

Page numbers

*Commas, full stops and colons are used to separate the elements. Some elements also require parentheses. Invert all authors' names so that the surname or last name is written first, then the authors' first names are abbreviated so that **Jennifer Smith would become Smith, J.** After the author name, the year of publication is added in parentheses; then the title of the article, with proper nouns and the first word of the title and subtitle capitalised; followed by the title of the journal (in italics and capitalised) and the volume number (in italics); then the issue number in parentheses. The page range is added last. Like this template:*

Author, A. A. (Year). Article title. *Journal Title*, Volume(issue), pages.

Bibliographic elements required:

Journal title: *Harvard Business Review*

Article title: *The quest for resilience*

Authors: Gary Hamel and Liisa Valikangas

Published in 2003, vol. 81, no. 9, pp. 52-63

Each bibliographic element is positioned in the reference like this:

Hamel, G., & Valikangas, L. (2003). The quest for resilience. *Harvard Business Review*, 81(9), 52-63.

Periodical Print information examples	<i>In-Text Example</i>	<i>Reference List Example</i>	<i>Page from the APA Manual</i>
<i>Journal article</i>	Hammill (1990) found that ... OR ... (Hammill, 1990).	Include the issue number only if each issue of the journal begins on page 1. Hammill, D. D. (1990). On defining learning disabilities: An emerging consensus. <i>Journal of Learning Disabilities</i> , 23(2), 74-84.	198
<i>Magazine article</i>	Walker (1990) identifies ... OR ... (Walker, 1990).	For a monthly magazine, include the month in the date; for a weekly, include the day also. Walker, R. (1990, April 16). Cultural continuities. <i>Listener</i> , 126, 24-26.	200
<i>Newspaper article</i>	(Johnstone, 1992)	Johnstone, B. F. (1992, May 28). Treaty claim upheld. <i>The Daily Telegraph</i> , p. 2.	200

Electronic Information

Bibliographic elements that may be required to create a reference for electronic information are as follows:

Author or authors

Year of publication

Title of article

Title of publication

Title of series

Description of the work

Chapter title

Edition

Editor, compiler, reviser, translator, or illustrator

Ebook reader

Volume number or number of volumes

Issue number

Page numbers

DOI

Retrieval date (if the information is likely to change)

Database name

URL

Commas, full stops and colons are used to separate the elements. Some elements also require parentheses. Invert all authors' names so that the surname or last name is written first, then the authors' first names are abbreviated so that **Jennifer Smith would become Smith, J.** After the author name, the year of publication is added in parentheses; then the title of the article, with proper nouns and the first word of the title and subtitle capitalised; followed by the title of the journal (in italics and capitalised) and the volume number (in italics). The issue number, page range and retrieval information are in non italics. Like this template:

Author. (Year). Article title. *Journal title*, Volume(issue), pages. Retrieved from Database Name.

Bibliographic elements required:

Article title: Design anthropology meets marketing

Author: G. Graffam.

Journal title: *Anthropologica*

Published in 2010, vol 52, no 1, pp155-164

Database: ABI/Inform

Each bibliographic element is positioned in the reference like this:

Graffam, G. (2010). Design anthropology meets marketing. *Anthropologica*, 52(1), 155-164. Retrieved from ABI/Inform database.

Electronic information examples	In-Text Example	Reference List Example	Page from the APA Manual
Electronic journal article (with DOI)	(Stultz, 2006)	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	198
Electronic journal article (from a database - no DOI)	(Friesen, 2005)	For students, give the name of the database as in the example below. However, if you are submitting work to a publisher, give the URL of the journal homepage in place of the database name. Friesen, G. B. (2005). Organization design for the 21st century. <i>Consulting to Management</i> , 16(3), 32-51. Retrieved from ABI/Inform database.	191, 192
Electronic journal article (from the Web - no DOI)	(Cox & Sneyd, 2005)	If no DOI has been assigned, provide the home page URL of the journal. 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/ If the article has page numbers, these should be included after the issue number, in the format consistent with journal referencing.	191, 199

Preprint version of an article	(Gabbett, 2008)	Gabbett, T., & Benton, D. (2008). Reactive agility of rugby league players. <i>Journal of Science and Medicine in Sport</i> . [Advance online publication]. doi:10.1016/j.jsams.2007.08.011	199
Electronic book (with no DOI)	(White, 2003)	White, R. E. (2003). <i>Soils for fine wines</i> [ebrary Reader version]. Retrieved from ebrary database.	203
Newspaper article retrieved from the internet	(Cronshaw, 2008)	Cronshaw, T. (2008, February 15). Waging war on broom. <i>The Press</i> . Retrieved from http://www.stuff.co.nz	200
Web page with date, no author	("How to Breed Persian Cats," 1964)	How to breed Persian cats. (1964). Retrieved from http://www.catbreeders.co.uk	
Web page with author, no date	(McApple, n.d.)	A retrieval date (eg. Retrieved March 5, 2011 from http...) is no longer required for all online resources. It is only required for web sites such as wikis where content changes frequently. McApple, J. (n.d.). An apple a day keeps the doctor away. Retrieved from http://www.applemania.org	185, 205
Web page with no author and no date	("Gianni Versace Biography," n.d.)	Gianni Versace biography. (n.d.). Retrieved from http://www.thebiographychannel.co.uk/biographies/gianni-versace.html	

Quotation examples	In-Text Example	Reference List Example	Page from the APA Manual
<p>Direct quotations</p>	<p>Material directly quoted from an author's work must be reproduced word for word. For quotations of fewer than 40 words incorporate the quotation in text and enclose with double quotation marks. Always include the page number of the quotation.</p> <p>They found "the old schema is exercised by being used in familiar ways" (Claiborne & Drewery, 2010, p. 13).</p> <p>OR</p> <p>Claiborne and Drewery (2010) found that "the old schema is exercised by being used in familiar ways" (p. 13).</p> <p>For quotation of 40 or more words display quotation in a free-standing block of typewritten lines, and omit the quotation marks. Indent the block 5 spaces.</p>	<p>Claiborne, L. B., & Drewery, W. (2010). <i>Human development: Family, place, culture</i>. Sydney, Australia: McGraw-Hill.</p>	<p>170, 171</p>

	<p>Claiborne & Drewery (2010) found:</p> <p>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)</p>		
<p>Secondary source (citing an author that has been cited within the reference material you are using)</p>	<p>In the text, name the original work and give a citation for the secondary source.</p> <p>Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) ...</p>	<p>Give the secondary source in the reference list</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>	178

Other Sources examples	In-Text Example	Reference List Example	Page from the APA Manual
Annual reports	(Hawke's Bay Regional Council, 2010)	Hawke's Bay Regional Council. (2010). <i>Annual Report 2009-2010</i> . Napier, New Zealand: Author.	
Audiovisual	(Howe & Newman, 1988)	A description of the form of the work is given in brackets after the title. Howe, D. (Producer), & Newman, G. (Director). (1988). <i>Sensitive communication</i> [Video]. Auckland, New Zealand: Society for the Intellectually Handicapped.	209
Blogs	(Freakonomics, 2010).	The format description is in brackets after the title. Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/	215
Brochure	(Work and Income New Zealand, 2000)	Work and Income New Zealand. (2000). <i>Guidelines for interview preparation</i> [Brochure]. Wellington, New Zealand: Author. If the brochure is an electronic version, include the name of the database or the URL of the website to identify from where it was retrieved. Diabetes New Zealand. (2007). <i>Diabetes and physical activity</i> [Brochure]. Retrieved from http://www.diabetes.org.nz	186, 202
Cochrane reviews		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	APA Style Blog

		<p>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 we have a DOI, neither the URL nor the Cochrane-assigned ID number is needed.</p>	
Conference proceedings – print or electronic	(Gibson, 2005)	<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 ISBN and an editor) or as a periodical (i.e. it is published annually).</p> <p>Gibson, C. C. (2005). In S. Allsop (Ed.), <i>Impact of the larger social context on the distance learner. 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>	206-207
Course handout	(Moran, n.d.)	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.	N/A
Course web site / EIT Online	(Smith, 2007)	Smith, G. (2007). <i>Lecture 2: Network management</i> [PowerPoint slides]. Retrieved from Eastern Institute of Technology EIT Online Web site: http://eitonline.eit.ac.nz/course/view.php?id=693	N/A

DHB procedures	(Hawke's Bay District Health Board, 2012)	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.	N/A
Drug catalogue	("Panteston," 2008)	The format description is in brackets after the title. Panteston. (2008). In <i>Medsafe</i> [Data Sheet]. Retrieved from file:///tarfs02\\DATA\\Users\\Groups\\Winapps\\MIMS\\medtech\\ds24921.htm	N/A
Figure (image, graph, chart, map, drawing, photograph)	<p>From a book – caption under figure: <i>Figure 1.</i> The model of human needs (from Adair, 2006, p. 28)</p> <p>From a journal article – caption under figure: <i>Figure 2.</i> Asian food pyramid (from Escobar, 1999, p.76)</p> <p>From the web – caption under figure: <i>Figure 3.</i> Electrical system of the heart (from UKHealthCare, 2011)</p> <p>If your work is going to be published, permission to use a figure must be obtained and credit given in the caption to the original author and the copyright holder.</p>	<p>From a book Adair, J. (2006). <i>Leadership and motivation: The fifty-fifty rule and the eight key principles of motivating others</i>. London, England: Kogan Page.</p> <p>From a journal article Escobar, A. (1999). Insight 2 April 1997: Are all food pyramids created equal? <i>Family Economics and Nutrition Review</i>, 12(30), 75-77. Retrieved from ProQuest database.</p> <p>From the web UKHealthCare. (2011). UK heart transplant: Heart anatomy. Retrieved from http://ukhealthcare.uky.edu/transplant/heart/anatomy.asp</p> <p>Figure with permission Escobar, A. (1999). Insight 2 April 1997: Are all food pyramids created equal? <i>Family Economics and Nutrition Review</i>, 12(3), 75-77. Retrieved from http://search.proquest.com</p> <p>Even when a figure caption in-text has full details, the full reference is still required in the reference list as well. Remember that for work that is going to be published, if the source of the figure is an article without a DOI taken from a database, give the URL of the journal home page instead of the database name in the reference list.</p>	38, 123, 150-167

	<p>Figure with permission – caption under figure: <i>Figure 1. Asian food pyramid.</i> From “Insight 2--April 1997: Are all food pyramids created equal?” by A. Escobar, 1999, <i>Family Economics and Nutrition Review</i>, 12(3), p. 76. Copyright 1995 by Oldways Preservation & Exchange Trust. Reprinted with permission.</p>		
Joanna Briggs	(Xue, 2009)	Xue, Y. (2009, October 29). Graduated compression stockings: Clinician information. <i>Evidence Summaries - Joanna Briggs Institute</i> . Retrieved from ProQuest database.	N/A
MIMS	<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>(“Clopidogrel,” 2011)</p> <p>Italicise the title of the book and capitalize each word.</p> <p>(<i>MIMS New Ethicals</i>, 2011)</p>	<p>When referencing a specific drug from MIMS place the name of the drug in the author position.</p> <p>Clopidogrel. (2011). In <i>MIMS new ethicals</i> (Issue 15, p. 81). North Shore City, New Zealand: UBM Medica.</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 15). (2011). North Shore City, New Zealand: UBM Medica.</p>	N/A
Personal communications	Includes letters, memos, telephone conversations and some electronic communications – e.g. E-mail, discussion groups,	Not included in the reference list as these do not provide recoverable data.	179

	<p>and messages from electronic bulletin boards.</p> <p>Cite in text only, with initials as well as the surname of the communicator.</p> <p>M. Walker (personal communication, March 30, 2009) believed ...</p> <p>OR</p> <p>... (M. Walker, personal communication, March 30, 2009).</p>		
YouTube	<p>In text, cite the author name that appears outside of brackets, whichever one that may be. For example, the two example references provided would be cited as follows:</p> <p>(Apsolon, 2011; Bellofolletti, 2009)</p>	<p>For retrievability, the person who posted the video is put in the author position; this is followed in brackets by the person's screen name.</p> <p>Apsolon, M. [markapsolon]. (2011, September 9). <i>Real ghost girl caught on Video Tape 14</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=6nyGCbxD848</p> <p>If the user's real name is not available, include only the screen name, without brackets.</p> <p>Bellofolletti. (2009, April 8). <i>Ghost caught on surveillance camera</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=Dq1ms2JhYBI&feature=related</p>	<p><i>APA Style Blog</i></p>

Legal Materials

Use this guide if you want to cite and reference:

- Acts of Parliament
- Regulations
- Bills
- Cases

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., Murrar, C., & Orpin, J. (2011). *New Zealand law style guide* (2nd ed.). Available from <http://www.lawfoundation.org.nz/style-guide/index.html>

Legislation

Acts, Bills and Regulations are presented in a similar style. Do not italicise the title of the legislation in the body of your work or in your reference list. The first citation of an Act, Bill or Regulation within your text should be in full. For subsequent citations of the same item the date may be removed.

Legal Materials examples	In-Text Example	Reference List Example	Page from the APA Manual
Act of Parliament	<p>The Companies Act 1993 prohibits...</p> <p style="text-align: center;">OR</p> <p>... (Companies Act 1993).</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>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 due to changes resulting from Amendments.</p> <p>Companies Act 1993. Retrieved May 10, 2012, from http://www.legislation.govt.nz/act/public/1993/0105/latest/DLM319570.html</p>	N/A

	<p>The Fair Trading Act 1986 s 32 sets out ...</p> <p style="text-align: center;">OR</p> <p>According to the Fair Trading Act ss 17-26 the ...</p>	<p>Sections reference list:</p> <p>Fair Trading Act 1986. Retrieved May 24, 2012, from Brookers Online Statutes of New Zealand database.</p> <p>If you are studying a law course, more detailed formats may require you to follow guidelines specific to legal references.</p>	
Books of Legislation	<p>(Fair Trading Act 1986)</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>	N/A
Bills	<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 Consumer Law Reform Bill 2010 (287) seeks to ...</p> <p>If you are referring to a specific version of a Bill, include the version number.</p> <p>The Consumer Law Reform Bill 2010 (287-1) provides ...</p>	<p>In your reference list, give the official name of the Bill, including the year it was introduced and the Bill number.</p> <p>Consumer Law Reform Bill 2010 (287-1)</p> <p>If you have used an electronic version of a Bill, include the name of the database or website you retrieved it from.</p> <p>Consumer Law Reform Bill 2010 (287-1). Retrieved from Brookers Online Bills of New Zealand database.</p> <p style="text-align: center;">OR</p> <p>Consumer Law Reform Bill 2010 (287-1). Retrieved from http://www.legislation.govt.nz</p>	

	<p>If you are referring to specific clause, give the clause number (cl) or numbers (cls).</p> <p>The Consumer Law Reform Bill 2010 (287-1) cl 7 ...</p> <p>OR</p> <p>The Consumer Law Reform Bill 2010 (287-1) cls 9-10 allows for ...</p> <p>OR</p> <p>Clause 12 of the Consumer Law Reform Bill 2010 (287-1) ...</p>		
Regulations	<p>When citing regulations in your text use the title that is given in the “Title and commencement” section of the regulations. This reads, “These regulations may be cited as ...”.</p> <p>Health & Safety in Employment Regulations 1995</p> <p>OR</p> <p>The Health & Safety in Employment Regulations 1995 ...</p> <p>The specific sections of a regulation are known as regulations (regs). Give the</p>	<p>Health & Safety in Employment Regulations 1995</p> <p>Health & Safety in Employment Regulations 1995. Retrieved May 10, 2009, from Brookers Online Regulations of New Zealand database.</p> <p>OR</p> <p>Health & Safety in Employment Regulations 1995. Retrieved May 10, 2009, from http://www.legislation.govt.nz/regulation/public/1995/0167/latest/DLM202257.html</p>	

	<p>regulation number (reg) or numbers (regs). These may be abbreviated to 'r' or 'rr'.</p> <p>Health & Safety in Employment Regulations 1995 r 27 specifies ...</p> <p>OR</p> <p>Duties are clearly set out in the Health & Safety in Employment Regulations 1995, regs 54-58.</p> <p>OR</p> <p>Regulation 13 of the Health & Safety in Employment Regulations 1995 ...</p>	
Overseas Legislation	<p>When citing legislation from other countries, give the jurisdiction in parentheses 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 guides are available:</p>	

	<p>United States</p> <p><i>Publication manual of the American Psychological Association</i> (6th ed.). (2010). Washington, DC: American Psychological Association. See Appendix 7.1: References to legal materials.</p> <p>Australia</p> <p><i>Australian guide to legal citation</i> (3rd ed.). (2010). Available from http://mulr.law.unimelb.edu.au/files/aglcdl.pdf</p>		
Cases	<p>The form for unreported cases is:</p> <p>Party Name v Party Name, court abbreviation, location, file no., date of judgement.</p> <p><i>Kerr v Accident Rehabilitation and Compensation Insurance Corporation</i>, HC, Christchurch, AP7/01, 18 June 2001.</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 (eg. CA339/03) and they have only one location. The form for cases published in a report series</p>	<p>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>Matsuoka v LSG Sky Chefs New Zealand Ltd [2011] 9 NZELC 93,828. Retrieved from CCH New Zealand Employment Law Cases database.</p>	N/A

	<p>is: Name v Name (Year of reporting) Volume No Report Series First page</p> <p>The name of the case should be italicised.</p> <p><i>Matsuoka v LSG Sky Chefs New Zealand Ltd</i> (2011) 9 NZELC 93,828</p> <p>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 parentheses 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>To refer to a specific page, separate it from the beginning page with “at”.</p>		
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	<p><i>Matsuoka v LSG Sky Chefs New Zealand Ltd</i> (2011) 9 NZELC 93,828 at 93,833</p> <p>Give the full reference when citing the case in your text for the first time. If you will be referring to it more than once, add an abbreviated title in parentheses after the formal title for use in subsequent citations.</p> <p><i>Matsuoka v LSG Sky Chefs New Zealand Ltd</i> (2011) 9 NZELC 93,828 (<i>Matsuoka Case</i>)</p>		
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Appendix: U. S. State and Territory Abbreviations

State / Territory	Abbreviation	State / Territory	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Marianas	MP
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Palau	PW
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Marshall Islands	MH	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Micronesia	FM	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		