Quick guide to
APA Referencing (7th ed.)

What is referencing?

When you use ideas from other sources (e.g. books, journal articles, websites, videos, etc.) in your assignments, be sure to reference (*cite*) them in the body of your work (as an *in-text reference* or *citation*), and at the end, in a *reference list*. Most of the Otago Polytechnic programmes use APA referencing. Check with your School if you are not sure what referencing style to use because there are several (including Harvard and Chicago).

In-text citations \ references

Paraphrasing:

When writing projects or assignments, you will often discuss ideas taken from other sources (e.g. books or articles) and these need to be referenced in the body of your assignment. In-text referencing requires two elements: the *author*(s) surname/family name(s) and the *year* the source was published. Two examples of in-text referencing are shown below:

Example 1: Any hypothesis needs be clear and testable (Brown, 2024).

> Author surname and year of publication or copyright, enclosed in brackets.

Example 2: Brown (2024) states that any hypothesis needs to be clear and testable.

> When the author(s) surname is included in the text of the sentence or paragraph, enter the year of publication (or copyright) in brackets immediately after.

> Does your source have 3 or more authors? If so, you only need to enter the **first author** surname followed by **et al**.
> For example:
> (Beaton et al., 2019) OR Beaton et al. (2019) outlines the…

Quotations

Quoting from a source of information also requires an in-text reference, and how it is formatted in the document depends on the length of the quote. Here are two ways to reference a quotation that is 40 words or less. They are similar to in-text the examples above but also include the page where the quotation can be found:

Example 1:

"Children build a storehouse of words from hearing books read aloud; they draw upon these words and their meanings when they read and write on their own" (Cullinan & Smith, 2021, p.28).

Example 2:

Cullinan and Smith (2021) found that reading books aloud to children had benefits, "children build a storehouse of words from hearing books read aloud; they draw upon these words and their meanings when they read and write on their own" (p.28).

> Notice the use of & when the two author surnames are within the brackets, and the use of and when they are outside the brackets as part of the sentence / paragraph.

> The full stop marking the end of the sentence/quotation should follow the reference to the page number.
> If a question mark is at the end of the quote, it should remain within the quotation marks and a full stop should still follow the reference to the page number.

Citing secondary sources:

Use this option when the author of your source of information (e.g. Irvine), refers to ideas published by another author (e.g. Bekhoff) and you want to refer to those ideas in your own work. It is recommended that you try and access the original work but that is not always possible. Here is an example of how to make an in-text secondary citation.

Bekhoff explains that critical anthropomorphism (Bekhoff, 2009, as cited in Irvine, 2023) is a middle ground between….

> The source Irvine referred too.
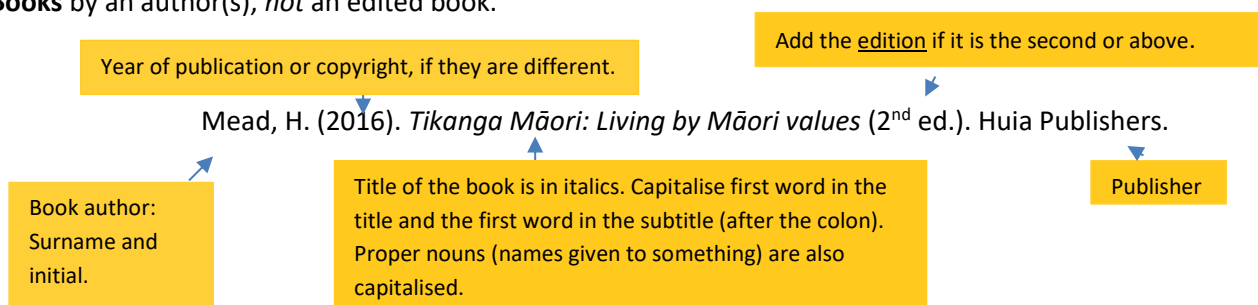
> The source that you read that discusses Bekhoff.

Provide a full reference to the secondary source (in this case, Irvine) in the reference list.

The reference list: formatting and examples

If you have referenced a source of information in the text of your assignment, in most cases you will need to add it to your reference list at the end of your assignment. This list should be on a separate page headed "References". The references should be listed alphabetically, by first author surname, and double-spaced within and between entries. If the reference takes up two or more lines, indent the second and subsequent lines 0.5 inches approx. 1.27 cms).
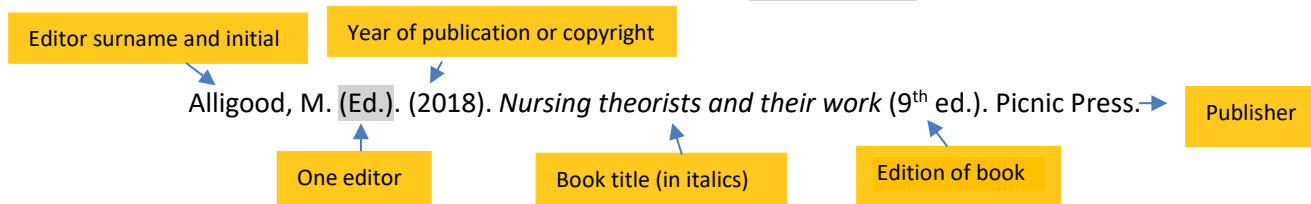
The following examples show how to format the references to some common sources of information in APA style.
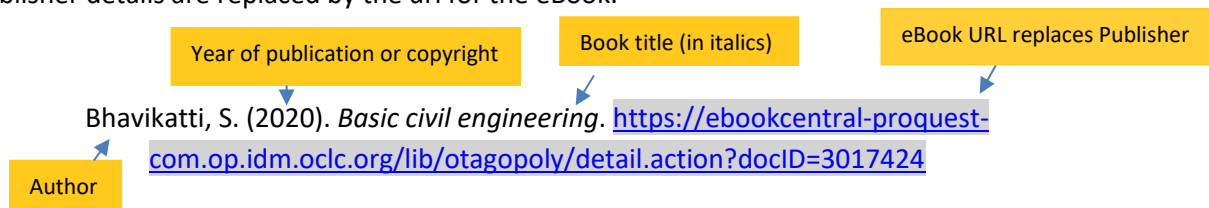
Books by an author(s), *not* an edited book.

> Add the underline edition if it is the second or above.

> Year of publication or copyright, if they are different.

Mead, H. (2016). *Tikanga Māori: Living by Māori values* (2nd ed.). Huia Publishers.

> Book author: Surname and initial.

> Title of the book is in italics. Capitalise first word in the title and the first word in the subtitle (after the colon). Proper nouns (names given to something) are also capitalised.

> Publisher

Edited books

If a book has an editor(s) rather than an author, indicate this with (Ed). or (Eds.) after the surname and initial.

> Editor surname and initial

> Year of publication or copyright

Alligood, M. (Ed.). (2018). *Nursing theorists and their work* (9th ed.). Picnic Press.

> One editor

> Book title (in italics)

> Edition of book

> Publisher

eBooks

Referencing an eBook, with author(s) or editor(s), is very similar to referencing a hard copy book. The only difference is that the publisher details are replaced by the url for the eBook.

> Year of publication or copyright

> Book title (in italics)

> eBook URL replaces Publisher

Bhavikatti, S. (2020). *Basic civil engineering*. https://ebookcentral-proquest-com.op.idm.oclc.org/lib/otagopoly/detail.action?docID=3017424

> Author

This guide is based on, *The publication manual of the American Psychological Association*, 7th ed. (2020). Copies of this manual are available at the Robertson Library and for more referencing examples, go to *chapters 8* and *10* or visit: apastyle.apa.org

Chapter from an authored (*not* edited) eBook

The following reference is for a chapter in a book by the same author (Bhavikatti). A URL has replaced the publisher details because this is an eBook. If this was a hardcopy book, include the publisher name.
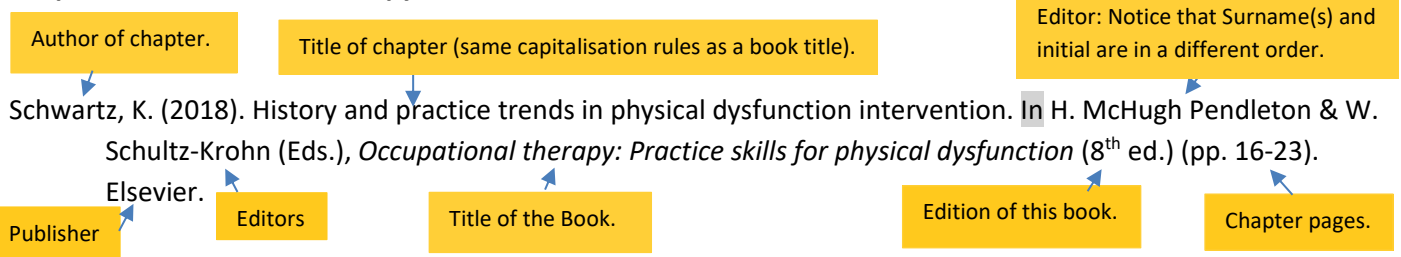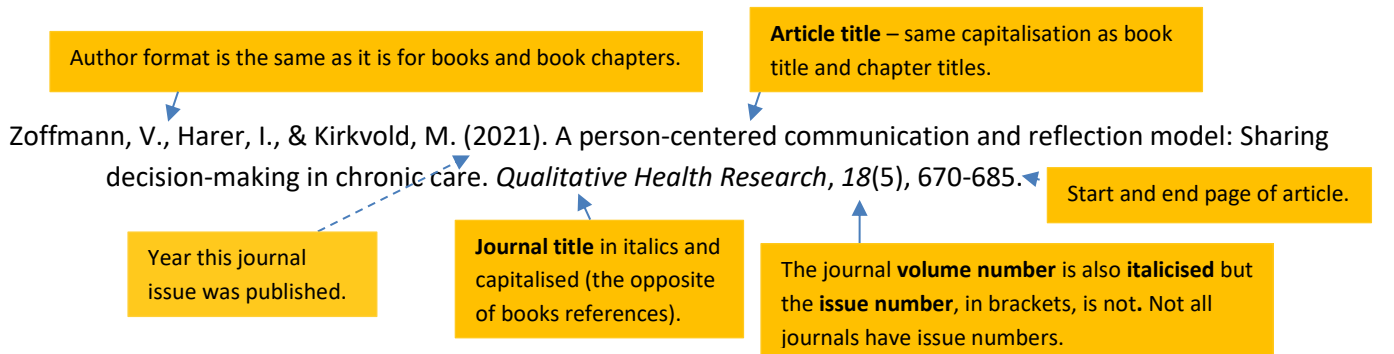
Title of chapter

Title of book in italics

Page numbers for chapter.

Bhavikatti, S. (2020). Introduction to surveying In. *Basic civil engineering* (pp.139-148). https://ebookcentral-proquest-com.op.idm.oclc.org/lib/otagopoly/reader.action?docID=3017424&ppg=152

Author of the book and the chapter.

Notice **In.** between the chapter title the book title.

URL for eBook, publisher name for a hardcopy book.

Chapter from an edited hardcopy book

Author of chapter.

Title of chapter (same capitalisation rules as a book title).

Editor: Notice that Surname(s) and initial are in a different order.

Schwartz, K. (2018). History and practice trends in physical dysfunction intervention. In H. McHugh Pendleton & W. Schultz-Krohn (Eds.), *Occupational therapy: Practice skills for physical dysfunction* (8th ed.) (pp. 16-23). Elsevier.

Publisher

Editors
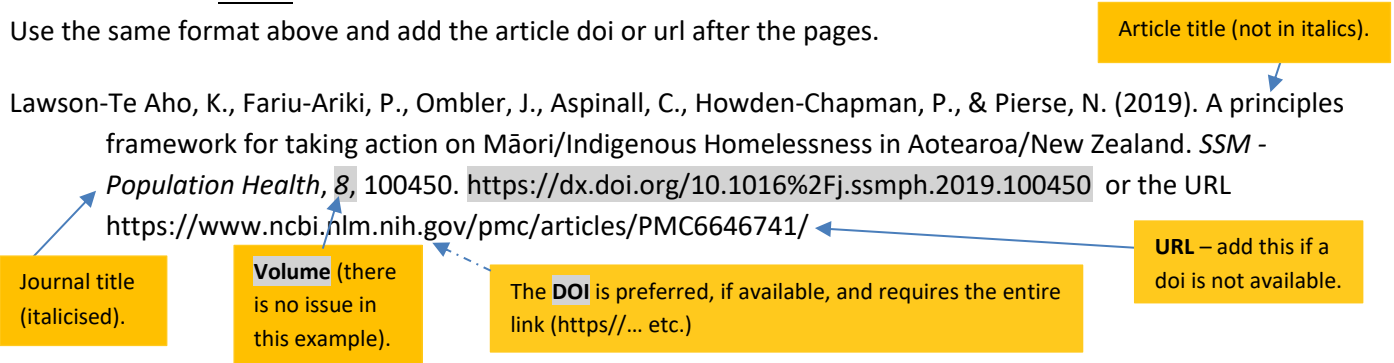
Title of the Book.

Edition of this book.

Chapter pages.

Journal articles:

Academic/Peer reviewed/Scholarly journals are often available online and in hardcopy. When you reference a journal article, you need to indicate whether you accessed it from the hardcopy or online journal. Articles accessed online need to include the **url** (or the **doi**) for article. Whether hardcopy or online, the APA references for articles do not include the publisher.

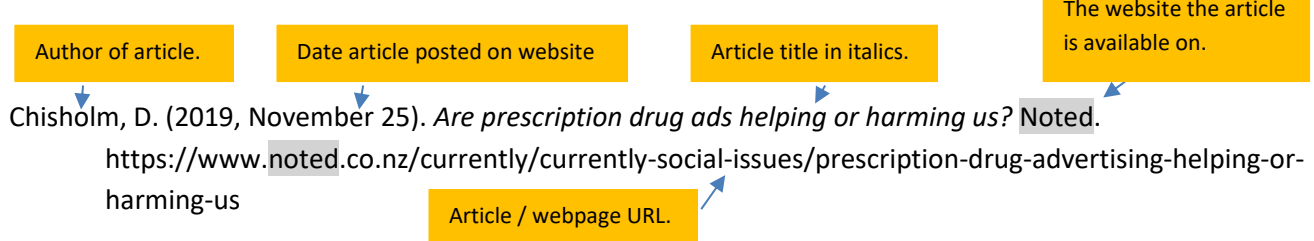Author format is the same as it is for books and book chapters.

Article title – same capitalisation as book title and chapter titles.

Zoffmann, V., Harer, I., & Kirkvold, M. (2021). A person-centered communication and reflection model: Sharing decision-making in chronic care. *Qualitative Health Research*, *18*(5), 670-685.

Start and end page of article.

Year this journal issue was published.

Journal title in italics and capitalised (the opposite of books references).

The journal **volume number** is also **italicised** but the **issue number**, in brackets, is not**.** Not all journals have issue numbers.

Articles accessed online.
Use the same format above and add the article doi or url after the pages.

Article title (not in italics).

Lawson-Te Aho, K., Fariu-Ariki, P., Ombler, J., Aspinall, C., Howden-Chapman, P., & Pierse, N. (2019). A principles framework for taking action on Māori/Indigenous Homelessness in Aotearoa/New Zealand. *SSM - Population Health*, *8*, 100450. https://dx.doi.org/10.1016%2Fj.ssmph.2019.100450 or the URL https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6646741/

Journal title (italicised).

Volume (there is no issue in this example).

The **DOI** is preferred, if available, and requires the entire link (https//… etc.)

URL – add this if a doi is not available.

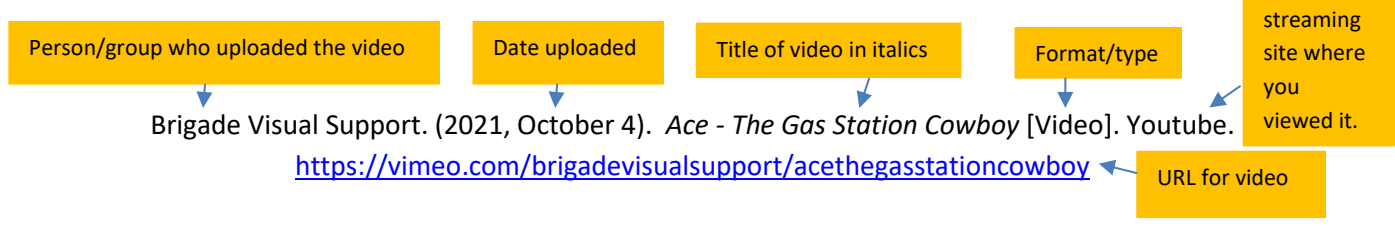**Webpages**: articles on websites (including news sites):

Referencing articles or information on a webpage differs depending on whether the author of the content is also the author of the actual website (e.g. Ministry of Health) or an individual (e.g. an article by Brian Jones on the Ministry of Health website).

When the website and the author of the article/webpage are <u>not the same</u>.

| Author of article. | Date article posted on website | Article title in italics. | The website the article is available on. |

Chisholm, D. (2019, November 25). *Are prescription drug ads helping or harming us?* Noted.

https://www.noted.co.nz/currently/currently-social-issues/prescription-drug-advertising-helping-or-harming-us

Article / webpage URL.

When the website and the author of the article/webpage are <u>are the same</u>, include them as the author in the reference but do not add them before the URL.

Video – online

| Person/group who uploaded the video | Date uploaded | Title of video in italics | Format/type | Video streaming site where you viewed it. |

Brigade Visual Support. (2021, October 4). *Ace - The Gas Station Cowboy* [Video]. Youtube.

https://vimeo.com/brigadevisualsupport/acethegasstationcowboy

URL for video

Artificial Intelligence

Check with your lecturer for guidance on whether generative AI can be used, how it can be used, and how to describe its usage within an assignment. Please be aware that generative AI is a tool and not an academic or original source.

If you have used an AI tool in an assignment, you must cite and reference this tool according to APA guidelines.

Rule:

Author of AI. (year). *Name of generative AI* (version number) [Type of AI]. URL

Example:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat

---

Additional tips:

- No year of publication. Use (n.d.) in the reference list and in-text citations, e.g. Alger, A. (n.d.) or (Zoffman, n.d.).
- Author and year are the same for different publications. First citation in essay takes an 'a', the second 'b', and so on, e.g. if date given (2023a), if not given (n.d.-a).
- Publication has no author, or the author is Anonymous. <u>In-text reference</u>: use the publication title and year (instead of author, year). In the <u>reference list</u>, start the reference with *the title* (in italics); the edition, if required; year of publication; and publisher or site retrieved from and url.
- Two or more citations within the same parentheses: List the citations in alphabetical order (by first author surname) and separate each of those with a semicolon. For example: (Child and Youth Wellbeing, 2019; Kirkvold 2014; Krohn & Michaels, 2017).