

APA 7th Ed. – A Detailed Guide

(NOTE: grey numbers in brackets correspond to the section in the APA Manual)

FORMATING	
<p>Abbreviations in the narrative When using the term the first time, spell out the term then place the abbreviation in parentheses (). For subsequent uses, use the abbreviation. (6.25, p. 173)</p>	Chronic obstructive pulmonary disease (COPD)
<p>Abbreviations within parentheses where the full term is used. When the term is used within parentheses as part of the narration use square brackets [] (6.25, p. 173)</p>	(i.e. attention-deficit/hyperactivity disorder [ADHD])
<p>Abbreviations within an in-text citation When a corporate name is used within an in-text citation, use square brackets []. NOTE: Use the full name in the reference list. (8.21, p. 268)</p>	(Ministry of Health [MoH], 2019).
IN-TEXT CITATION	
<p>3 or more authors At all times, list first author followed by et al. (8.17, p. 266)</p>	(Kessler et al., 2003) OR Kessler et al. (2003) stated...
<p>Secondary sources If date of original work is known, include both dates. (8.6, p. 258)</p>	(Bendz et al., 1990, as cited in Olson et al., 2004). OR Bendz et al. (1990, as cited in Olson et al., 2004) showed...
REFERENCE LIST	
<p>Authors Include all authors up to and including 20. (9.8, p. 286)</p>	Rivas-Drake, D., Seaton, E. K., Markstrom, C., Quintana, S., Syed, M., Lee, R. M., Schwartz, S. J., Umaña-Taylor, A. J., French, S., & Tiffany Yip, T. (2014). Ethnic and racial identity in adolescence: Implications for psychosocial, academic, and health outcomes. <i>Child Development</i> , 85(1), 40-57. https://doi.org/10.1111/cdev.122000
<p>Authors 21 or more authors – list the first 19...and then the last author. (9.8, p. 286)</p>	Nixon, C. A., Lorenz, R. D., Achterberg, R. K., Buch A., Coll, P., Clark, R. N., Courtin, R., Hayes, A., less L., Johnson, R. E., Lopes, R. M. C., Mastrogiuseppe, M., Mandt, K., Mitchell, D. G., Raulin, F., Rymer, A. M., Todd Smith, H., Solomonidou, A., Sotin, C., ... Yelle, R. V. (2018). Titan's cold case files: Outstanding questions after Cassini-Huygens. <i>Planetary and Space Science</i> , 55, 50-72. https://doi.org/10.1016/j.pss.2018.02.009

SERIAL/JOURNAL ARTICLES	
Author. (date). Title. <i>Serial Information</i> . Doi or url	
Issue numbers Include the issue number for all journals that have issue numbers. (9.25, p. 294)	Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. <i>Journal of Science and Medicine in Sport</i> , 13(6), 578-583.
DOIs (Digital Object Identifiers) Use only the https://doi.org/xxxx format. (9.30, p. 296; 9.34, p. 289; and 10.1.1, p.317)	Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. <i>Journal of Science and Medicine in Sport</i> , 13(6), 578-583. https://doi.org/10.1013.j.isams.2010.03.007
URLs (web address) If there is no DOI use the URL to the article. *NOTE: Do not use Retrieved from (9.30, p. 296; 9.34, p. 298; and 10.1.2, p. 317)	Crooks, C., Ameratunga, R., Brewerton, M., Torok, M., Buetow, S., Brothers, S., & Jorgensen, P. (2010). Adverse reactions to food in New Zealand children aged 0-5 years. <i>New Zealand Medical Journal</i> , 123(1327). http://www.nzma.org.nz/journal/123-1327/4469/
Article with no Doi from an academic database (e.g. EbscoHost, Google Scholar) Do not include database name or url. (9.30, p. 296; 9.34, p. 298; and 10.1.3, p. 317)	Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and happiness. <i>E-Journal of Applied Psychology</i> , 2(2), 38-48.
Article numbers If a journal has an article number or e-locator, write the word Article and then the number instead of the page range. (9.30, p. 296; 9.34, p. 298; and 10.1.6, p. 318)	Aggrey, S. E., Milfort, M.C., Fuller, A. L., Yuan, J., & Rekaya, R. (2019). Effect of host genotype and emireria acervulina infection on the metabolome of meat-type chickens. <i>PLoS One</i> , 14(10), Article e0223417. https://doi.org/journal.pone.0223417
BOOKS	
Author/editor. (date). Title. Publisher information. Doi or url (if there is one)	
Date Use the copyright date *Note: Not date of publication. (9.13, p. 289)	Whitney, E., & Rolfes, S. (2011). <i>Understanding nutrition</i> (12th ed.). Wadsworth Cengage Learning.
Place of publication *Note: Place of publication is no longer required. (9.29, p. 295)	Watson, R., McKenna, H., Cowman S., & Keady, K. (Eds.). (2008). <i>Nursing research: Designs and methods</i> . Churchill Livingstone Elsevier.
More than one publisher If there is more than one publisher, list them all in the order that they appear, separated by a semi-colon. (9.29, p. 295; and 10.2.24, p. 322)	Weiss, P & Taruskin, R. (1984). <i>Music in the Western World: A history in documents</i> . Shirmer Books; Collier Macmillan.
Edited book Place (Ed.) or (Eds.) after the authors name(s). (10.25, p. 322)	Aspinall, V. (Ed.). (2014). <i>Clinical procedures in veterinary nursing</i> (3rd ed.). Elsevier.

<p>DOI If a book has a Doi, include this. (10.2.20, p. 321)</p>	<p>Brown, L. S. (2018). <i>Feminist therapy</i> (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000092-000</p>
<p>ebooks If the content is the same as the print version, do not add in device type. (10.2.22, p. 321)</p>	<p>Sadun, E., Grothaus, M., & Sande, S. (2011). <i>Taking your iPad 2 to the max</i> (2nd ed.). Apress. https://books.google.co.nz/books?id=fGkeRVNYMJMC&dq=Taking+your+iPad+2+to+the+max+(2nd+ed.)&source=gbs_navlinks_s</p>
<p>Chapter in an edited book Chapter author. (Date). Chapter title. Edited book editors. <i>Edited book Information</i>. Publisher name. doi or url if there is one. (10.2.39, p. 326)</p>	<p>Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.), <i>Sport in Aotearoa/New Zealand society</i> (2nd ed., pp. 307-334). Thomson.</p>
<p>Diagnostic Manual (e.g. DSMIV) When the author and publisher are the same, omit the publisher from the source element. (10.2.32, p. 324)</p>	<p>American Psychiatric Association. (1994). <i>Diagnostic and statistical manual of mental disorders</i> (4th ed.).</p>
<p>Religious works (e.g. the Bible, Qur'an etc...) Author – usually treated as having no author. Date after the title – use the republished date. Page numbers – use the chapter and verse instead of page numbers. (8.13, p. 264; 8.28, p. 273; 9.42, p. 302; and 10.2.35, p. 325)</p>	<p>The Bible: In-text: (King James Bible, 1769/2017, 1 Cor.13:1). Reference list: <i>King James Bible</i>. (2017). King James Bible Online. https://kingjamesbibleonline.org/ (Original work published 1769)</p>
<p>WEBPAGES AND WEBSITES Author. (date). <i>Title</i>. Website name. url</p>	
<ul style="list-style-type: none"> • Only use this category if there is no other reference category to fit • If citing multiple webpages from a website, create a separate reference for each page • The author may be determined from the context or “about us page” • Date: can be (year, month and day); (year and month); or (year) only. • Include retrieval date only when material is likely to change overtime and the page is not archived <p>(10.16, p. 350)</p>	
<p>Mentioning a website in general Provide the name of the website in the text and the URL in parentheses Do not include in reference list (8.22, p. 268; and 10.16, p. 350)</p>	<p>We created our questionnaire using Survey Monkey (https://www.surveymonkey.com).</p>
<p>Author and site name the same Omit the site name after the title. (10.16, p. 350)</p>	<p>World Health Organisation. (2019). <i>Ebola virus disease</i>. https://www.who.int/health-topics/ebola/#tab=tab_1</p>

<p>Webpage on a news website (e.g. Stuff.co.nz) <i>*Note: The title of the article is italicised.</i> (10.16.110, p. 351)</p>	<p>Te, M. (2019, November 26). <i>Group 'gobsmacked' to see driver making u-turn on Wellington motorway.</i> Stuff. https://www.stuff.co.nz/motoring/news/117707910/group-gobsmacked-to-see-driver-making-uturn-on-wellington-motorway</p>
<p>Article from online newspaper (e.g. Manawatu Standard) <i>*Note: The title of the newspaper is italicised.</i> (10.1.16, p. 320)</p>	<p>Preston, N. (2019, November 26). Family of girl who lost an eye battles ACC over its 'flawed' process. <i>NZ Herald.</i> https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12287946</p>
<p>Webpage on a website with an individual author Include the name of the website after the webpage title. (10.16.112, p. 351)</p>	<p>O'Flynn, D. (2019). <i>Art as healing: Edward Adamson.</i> Rawvision. https://rawvision.com/articles/art-healing-edward-adamson</p>
<p>Report by a government agency or other organization (10.4.50, p. 329)</p>	<p>Ministry of Health. (2019). <i>New Zealand Cancer Action Plan 2019-2029.</i> https://www.health.govt.nz/publication/new-zealand-cancer-action-plan-2019-2029</p>
<p>Code of Ethics/Conduct (10.4.55, p. 330)</p>	<p>Nursing Council of New Zealand. (2012). <i>Code of Conduct for nurses.</i> https://www.nursingcouncil.org.nz/Public/Nursing/Code_of_Conduct/NCNZ/nursing-section/Code_of_Conduct.aspx?hkey=7fe9d496-9c08-4004-8397-d98bd774ef1b</p>
<p>SOCIAL MEDIA Author and tag. (date). <i>Title.</i> Social media site name. url</p>	
<p>Twitter If the tweet includes images, gifs, etc., indicate that in square brackets after the title. (10.15.103, p. 348)</p>	<p>Global Health 50/50 [@GlobalHealth5050]. (2019, November 27). <i>We are honoured to have @helenafortes on our judging panel</i> [Image attached] [Tweet]. Twitter. https://twitter.com/GlobalHlth5050</p>
<p>Social Media Post (Including Facebook, LinkedIn etc...) If post includes images, gifs, etc., from other sources, indicate this in square brackets. Include social media type (e.g. Facebook) (10.15.105, p. 349)</p>	<p>Universal College of Learning. (2019, November 26). <i>Flavour of cultures is fast approaching</i> [Image attached] [Status update]. Facebook. https://www.facebook.com/UCOLNZ/?_tn=%2Cd%2CP-R&eid=ARA9rXdB6uw4WL4Q0KU6NYI_36BgUy26f0IK1R_V1Zmi5Y_P59872BzhJLVkzHCEMWVC-h5T2bg_L1lyn</p>
<p>Instagram photo or video (10.15.107, p. 350)</p>	<p>Venturebeat [@venturebeat]. (2019, October 17). <i>This is the Pixel 4</i> [Photograph]. Instagram. https://www.instagram.com/p/B3tHPw-JpcR/</p>
<p>Pinterest (10.15.105, p. 349)</p>	<p>Vimdecor.com. (2019, May 30). <i>45+ gorgeous eye makeup looks ideas.</i> Pinterest. https://www.pinterest.nz/pin/33931815317275896/</p>
<p>Blog post If full name is given, include initial. (10.1.17, p. 320)</p>	<p>Lindsay. (2019, November 20). The best instant pot mashed potatoes. <i>Pinch of Yum.</i> https://pinchofyum.com/instant-pot-mashed-potatoes</p>

AUDIOVISUAL WORKS

Author. (Date). *Title*. Publish. url

<p>Film The director is credited as the author. If there is no director given, someone in a similar role can be credited as the author. (10.12.84, p. 342)</p>	<p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.</p>
<p>YouTube video or other streaming video The person or group who uploaded the video are credited as the author. (10.12.90, p. 344)</p>	<p>Vogue. (2017, December 28). <i>45 beauty secrets in 5 minutes</i> [Video]. YouTube. https://www.youtube.com/watch?v=yThFcog0nA</p>
<p>Photograph Use this format for photographs not held by museums. Use the name of the website the photograph comes from as the source. (10.14.101, p. 347)</p>	<p>Melford, M. (2019). <i>Night lights</i> [Photograph]. National Geographic. https://www.nationalgeographic.com/photography/photo-of-the-day/2019/11/alaska-northern-lights-night/</p>
<p>Untitled photograph Include a description in square brackets in place of the title. (10.14.101, p. 347)</p>	<p>Goew, T. (n.d.). [Girl watching behind boy holding smartphone]. Unsplash. https://www.nationalgeographic.com/photography/photo-of-the-day/2019/11/alaska-northern-lights-night/</p>
<p>Artwork in a museum or on a museum website (10.14.97, p. 346)</p>	<p>Hodgkins, F. (1929-1930). <i>The farmer's daughter: Portrait of Annie Coggan</i> [Oil on canvas laid on board]. Dunedin Public Art Gallery. http://collection.dunedin.art.museum/search.do?view=abel&keyword=Frances%20Hodgkins%20Portrait%20of%20Annie%20coggan&db=object</p>
<p>Clip art or stock image *Note: no citation or copyright attribution is required for clip art from programmes like Microsoft Word or PowerPoint (10.14.98, p. 346)</p>	<p>New York Public Library. (n.d.). <i>Story time</i> [Clip art]. Free clipart. https://www.google.com/search?rlz=1C1CHBD_enNZ864NZ865&q=free+clipart&tbm=isch&source=univ&sa=X&ved=2ahUKEwjc3M33oYvmAhWg8HMBHUmMDCIQsAR6BAgKEAE&biw=1680&bih=939#imgdii=OEj7ek2uM2y88M:&imgsrc=LNlJokEjMiNXcM:</p>
<p>PowerPoint slides or lecture notes (10.14.102, p. 347)</p>	<p>Cleland, S. (2019). <i>I102 technical support fundamentals</i> [PowerPoint slides]. Moodle. https://moodle.ucol.ac.nz/mod/resource/view.php?id=379338</p>

Computer software, Apps etc... Software: Author. (date). <i>Title of software</i> . Publisher. url Mobile App: Author. (date). <i>Title of App</i> . Source. url	
<p>Software Common software (e.g. Word, Excel) do not need in-text citations.</p> <p>If you have quoted from or paraphrased any software include these in your reference list. (10.10.77, p. 339)</p>	<p>Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. (2014). Comprehensive meta-analysis (Version 3.3.070) [Computer software]. Biostat. https://www.meta-analysis.com/</p>
<p>Mobile app Common mobile apps (e.g. Facebook or Twitter apps) do not need in-text citations.</p> <p>If you have quoted from or paraphrased any App include these in your reference list. (10.10.79, p. 340)</p>	<p>Epocrates. (2019). <i>Epocrates medical references</i> (Version 18.12) [Mobile app]. App Store. https://itunes.apple.com/us/app/epocrates/id281935788?mt=8</p>
Legal documents – Acts, treaties, standards Name of Act. Section number (if applicable). (Date). url	
<p>Acts (Laws) (The Bluebook, 12.29)</p>	<p>Health and Safety at Work Act 2015, s 3. https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html?search=ts_act%40bill%40regulation%40deemedreg_health+and+safety+at+work+act+2015_resel_25_a&p=1</p>
<p>Standards (Not included in the APA Manual)</p>	<p>Standards New Zealand. (2000). <i>Acoustics: Construction noise</i> (NZS 6803:1999). https://www.standards.govt.nz/shop/nzs-68031999/</p>
<p>Treaty (The Bluebook, 12.29)</p>	<p>Treaty of Waitangi Between the Crown of The United Kingdom of Great Britain and Ireland and the Native Chiefs and Tribes of New Zealand (1840) (signed 6 February 1840, entered into force 21 May 1840), art 2. https://archives.govt.nz/discover-our-stories/the-treaty-of-waitangi</p>

The Difference between In-Text Citations and Reference Lists

In-Text Citations

Your report or essay should have in-text citations that back up the points you are making. This is an example of a paragraph that has in-text citations:

Social science is a very broad field. To many, it means the study of virtually all the academic disciplines one might name for the purpose of preparing active, thoughtful citizens (Caron, 2008). Such study creates good democratic citizens who engage and participate in the affairs of their communities and pursue social justice agendas (Drew & Bingham, 2010). According to Sandahl (2019), studying the social sciences helps students to explore issues in society that can encourage them to participate in the political process. In addition, studying social science can instil a wish to take part in effecting social change (Costelloe et al., 2018).

Quotes

If you are using a quote, you have to add additional information.

- page number (Wepa, 2018, p. 23)
- paragraph number (Wepa, 2018, para. 23)
- section heading (if unpagged) (Wepa, 2018, Cultural safety section)

Example where the citation is part of the narrative:

Caron (2008) states that a study in 2008 found that “55% of CEOs prefer to hire staff who have studied the social sciences” (p.34).

Example where the citation comes at the end of the sentence:

“55% of CEOs prefer to hire staff who have studied the social sciences” (Caron, 2008, p. 34).

Notice the full stop comes after the citation.

Refer to APA Guide, p.271 for more information.

Sample formatting for your Reference List

After the conclusion, write a reference list on its own separate page.

- Put the full details of the sources used
- Indent second and subsequent lines
- Put in alphabetical order

References

Cleland, S. (2019). *I102 technical support fundamentals* [PowerPoint slides]. Moodle.
<https://moodle.ucol.ac.nz/mod/resource/view.php?id=379338>

Gabbett, T., Jenkins, D., & Abernethy, B. (2010). Physical collisions and injury during professional rugby league skills training. *Journal of Science and Medicine in Sport*, 13(6), 578-583.
<http://doi.org/10.1013.j.jsams.2010.03.007>

Holisticonline. (n.d.). *Pet therapy*. http://www.holisticonline.com/stress/stress_pet-therapy.htm

Melford, M. (2019). *Night lights* [Photograph]. National Geographic.
<https://www.nationalgeographic.com/photography/photo-of-the-day/2019/11/alaska-northern-lights-night/>

Ministry of Health. (2014). *Ebola: Information for the public*. <http://www.health.govt.nz/your-health/conditions-and-illnesses/ebolainformation-public>

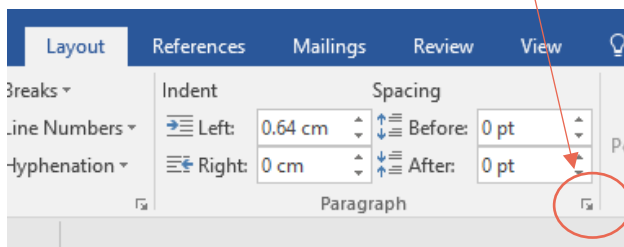
Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins & S. Jackson (Eds.). *Sport in Aotearoa/New Zealand society* (2nd ed., pp, 307-334). Thomson.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and happiness. *E-Journal of Applied Psychology*, 2(2), 38-48.

Thompson, C. (2010). Facebook: Cautionary tales for nurses. *Kai Tiaki: Nursing New Zealand*, 16(7), 26.

Reference List – Hanging Indent

1. Highlight 1 reference
2. In Layout > Paragraph – Click the little square



3. In the box marked 'Special', change it to 'Hanging'.

