REFERENCING THE APA STYLE (7th edition)

In-Text Citations

Paraphrases

When paraphrasing or summarising an idea from a source, you supply the surname of the author and the year of publication in brackets at the end of the sentence. For example, **It is important to understand the speech process (Jones, 2001).**

Direct quotations

When quoting directly from a source, you must provide the page number(s) after the quotation. For example, **"Knowing how people speak is vital" (Jones, 2001, p. 64)**.

Quotes/ideas cited in another source

When using an idea or quote cited in another source, acknowledge both sources. For example, **"…"** (**Ward, 1968, as cited in Yan, 1991, p. 38**). *Note*: only include in Reference list the source you actually read (e.g. Yan, 1991).

Frequently asked questions

Q1. Should I reference lecture notes?

Unpublished sources (lecture notes, memos, e-mails, interviews etc.) are grouped under "personal communications". Provide as much detail as possible: e.g. **(J. Brown, Community Lawyer, personal communication, May 14, 2003)**. *Note:* Personal communications are not included in Reference list.

Q2. How can I reference a Study Guide?

Study guides are listed like books. If there is no author, the department that provides the study guide should be the author and the faculty will be the publisher. For example:

School of Management, Wellington School of Business and Government. (2020). *Study guide title.* Victoria University of Wellington.

Q3. When I use internet sources, do I provide the web address in in-text citation?

Do NOT provide URL in-text– use the author's name or website title instead.

APA Resources

For further information, check out the following:
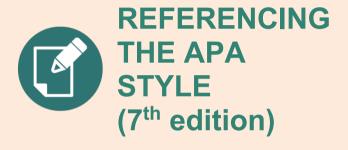
APA publication
American Psychological Association. (2020). *Publication manual of the American Psychological Association.* (7th ed.). American Psychological Association.

APA Style
https://apastyle.apa.org/

Victoria University Library
https://www.wgtn.ac.nz/library/study-and-assignments/referencing

University of Auckland
https://www.cite.auckland.ac.nz/2.html

(Last updated July 2020)

VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Reference List entries:

Similar to other referencing styles, APA requires you to provide detailed publication information, such as author, date of publication, journal or book title, publisher and other relevant information. Pay attention to punctuation, font (e.g. italics), capital letters and indenting.

1. Books

Single author
Surname, Initials. (year of publication). *Book title: Subtitle.* Publisher name.

2+ authors
Surname, Initials., Surname, Initials. & Surname, Initials. (year of publication). *Book title: Subtitle.* Publisher name.

Edited books
Surname, Initials. & Surname, Initials. (Eds.). (year of publication). *Book title: Subtitle.* Publisher name.

Article or chapter in edited books
Surname, Initials. (year of publication). Article or chapter title. In Initials. Surname (Ed.), *Book title: Subtitle* (pp.xx-xx). Publisher name.

Notes: 1) Use 'pp.' for article or chapter page numbers'; 2) Add 's' to 'Ed.' if there are more than one editor; 3) List subtitle of a book after book title followed by colon ' (e.g. *Main title: Subtitle*); 4) Capitalise first letter of first word of title and subtitle (The same rule applies to article titles.).

2. ebook

With a DOI (digital object identifier)
Surname, Initials. (year of publication). *Book title*. Publisher name. https://doi.org/xxxx

With a URL
Surname, Initials. (year of publication). *Book title*. Publisher name. https://xxxx

3. Printed periodicals/journals
Surname, Initials. (year of publication). Article title: Subtitle. *Periodical Title, Volume no*(issue no), page numbers.

Notes: 1) Issue number optional, if not available; 2) Do not use 'pp.' for journal, magazine, newspaper article page numbers.

4. Other types of printed articles

Magazine article
Surname, Initials. (year, month, date). Article title. *Magazine title*, .x.

Newspaper article
Surname, Initials. (year, month, date). Article title. *Newspaper title*, x.

Notes: 1) If no named author, cite corporate author (or organisation) that publishes the material; 2) If no author, begin with article title, followed by the date and the rest.

5. Online sources

Online report
Surname, Initials. (year of publication). *Title of work*. https://xxxx

Online journal
Surname, Initials., Surname, Initials., & Surname, Initials. (year of publication). Title of article. *Title of Periodical*, *volume no*(issue no), xx-xx. https://doi.org/xxxx or https://xxxx

Online report
Surname, Initials. (year of publication). *Title of work*. https://xxxx

Notes: 1) 'Year of publication' for online sources refers to the date when site was last modified. If no date is given, use 'n.d.'.

6. Other sources

Film
Surname, Initials. (Director). (year of publication). *Movie title* [Film]. Production Company.

Unpublished conference proceedings/ papers
Surname, Initials. (year, month, date). *Article title* [Paper presentation]. Conference name, place of conference.

Formatting the Reference List

☐ List all types of sources together, not separated into categories ('Books', 'Journals', etc).

☐ Arrange entries alphabetically, according to authors' surnames.

☐ For each reference, begin first line at left-hand margin, and indent additional lines. (Go to Paragraph tab on tool bar; select 'Special indentation - 'hanging indent': 1.27cm]

☐ If you use two or more sources from the same author, list chronologically (by publication date).

☐ If an author published more than one source in the same year, sort alphabetically according to title, and distinguish in-text and in Reference List, using 'a' and b', e.g. 2010a and 2010b.