Open Polytechnic
KURATINI TUWHERA

APA Referencing Guide

APA Referencing Guide

CONTENTS

Quick Referencing Guide

Why referencing?

When you quote or paraphrase someone else's words or ideas, acknowledge them by giving credit to the source of your information. By doing this you avoid **plagiarism.**

There are **two parts** to acknowledging an information source used for your assignment:

- A **citation** (the words quoted or paraphrased **in your text,** including the author and copyright date of the publication)
- A reference (which appears in a **References list** at the end of your assignment)

References list

- At the end of your assignment, compile a list of all sources referred to in your assignment.
- Every entry in your references list should have a corresponding citation.
- Start the list on a new page with the word References centred and bold.
- The list must be alphabetical, by author's last name, or first word of title if there is no author.
- Format the list with double line spacing. Indent the second and subsequent lines of each entry
  - examples in this guide are single spaced to save space
  - *the entire list must be double spaced.*

Each reference has **four** basic parts:

Author: Who is responsible for this work?

Date: When was this work published?

- Books: Use the copyright date. If not available, use (n.d.) to indicate no date.
- Journal articles: Use the publication date of the journal

Title: What is this work called?

- Book titles are in italics — *Intercultural communication: A discourse approach.*
- Journal names and volume numbers are in italics – *Primary Health Care*, *26*(8), 34–42.

Source: Where can I retrieve this work?

- Books and e-books: Give the publisher name, as well as digital object identifier (DOI) if available. Provide the DOI as a URL, e.g., https://doi.org/...
- Journal articles: Give the journal name, volume and issue numbers, page numbers, as well as DOI if available.

Course material – References list	Citations
Online Open Polytechnic. (2020). *PHT005 Dispensing administration and compliance packaging.* https://openpolytechnic.iqualify.com/course/-L_k337G_uV3BKD HvZ04/#/overview NOTE: The date is the year in which you are studying	…… (Open Polytechnic, 2020). "……." (Open Polytechnic, 2020, p. 14). "……." (Open Polytechnic, 2020, Clozapine Dispensing Service, para. 2). NOTE: When no page number is given use page title and paragraph number (counted manually).
In print Open Polytechnic. (2020). *FOU103 Financial skills for life.* Author. NOTE: Use the copyright date	

References – More examples	Citations
Web page Statistics New Zealand. (n.d.). *Review of economic standard of living.* http://www.stats.govt.nz/Publications/consulta tionpaper.aspx	(Statistics New Zealand, n.d.) Or "…….." (Statistics New Zealand, n.d., para. 3).
Web page – individual author Mercer, P. (2018, October 6). *How New Zealand is trying to take on child poverty.* BBC. https://www.bbc.com/news/world-asia-45819681	(Mercer, 2018) … *or* … Mercer (2018) …
Chapter in edited book Hall, R. (1995). Stabilizing population growth. In P. Sarre & J. Blunden (Eds.), *An overcrowded world* (pp. 109–120). Oxford University Press.	"………" (Hall, 1995, p. 110). *or* … *a*s Hall (1995) pointed out …
E-book Peck, D., & Whitlow, D. (1975). *Approaches to personality theory.* Routledge. https://doi.org/10.4324/9780429027345 *–do not use database link; use DOI if available*	(Peck & Whitlow, 1975) … *or* Peck and Whitlow (1975) examined …
E-book — **edited** (from a database) Parkes, C. M., Laungani, P., & Young, B. (Eds.). (2015). *Death and bereavement across cultures* (2nd ed.). Routledge. −*do not use database link*	(Parkes et al., 2015) … *or* … Parkes et al. (2015) …
Journal article from database — **with no DOI** Crothers, C. (2018). New Zealand studenthood in neoliberal times. *New Zealand Sociology*, *33*(22), 69-97. −*do not use database link*	(Crothers, 2018) …. or … Crothers (2018) recommends ….
Journal article online or from database — **with DOI** Westhues, A., Lafrance, J., & Schmidt, G. (2001). A SWOT analysis of social work education in Canada. *Social Work Education, 20*(1), 35–56. https://doi.org/10.1080/02615470020028364 — *use DOI*	(Westhues et al., 2001) …. *or* … Westhues et al. (2001) assert that …
Online video Harrison, B. (n.d.). *Improving student writing with digital stories* [Video]. Ministry of Education. http://elearning.tki.org.nz/Teaching/Future-focused-learning/Digital-stories — *include material type: [Video]*	(Harrison, n.d.) …. or Harrison (n.d.) demonstrates that …
Standard Standards New Zealand. (2013). *Conditions of contract for building and civil engineering construction* (NZS 3910:2013). https://shop-standards-govt-nz	(Standards New Zealand, 2013)
Personal communication Letters, conversations, emails or interviews, are considered personal communication. No entry is needed in the references list. Use citation only.	K. M. Ingraham (personal communication, April 5, 2019) stated ...
Print book with one author Arnott, G. D. (2005). *Working in aged care and disability services: An introduction.* Tertiary Press.	(Arnott, 2005) …. or Arnott (2005) compares work in ….
Books with multiple authors (use all authors up to 20) Allen, J. E., O'Toole, W., & Donnell, J. B. (2011). *Festival and special event management* (5th ed.). John Wiley & Sons.	(Allen et al., 2011) or … Allen et al. (2011) defines the ...

Citations

When **paraphrasing**, citations can be part of a sentence or placed at the end of a sentence. Page numbers are not used, for example:

> Lazar (2006) notes that a fundamental part of usability testing is understanding demographics.

or

> When testing usability of a website, it is necessary to gather demographic information (Lazar, 2006)**.**

If you are **quoting** directly from a source, use quotation marks and include a page or paragraph number with the citation, for example:

> Students receiving "additional information literacy training achieved higher grades than students who did not attend any skills sessions" (Capel, 2002, p. 323)**.**

APA Referencing Guide

The need for referencing

When you reference the sources you have used in your writing, you acknowledge the ideas and the works of others you have used. This avoids plagiarism (using other people's ideas as your own).

As part of your assessment you will be asked to provide citations within the body of your work, and a list of references identifying these sources, placed at the end of your assignment.

The information in this guide is based on the seventh edition of the *Publication Manual of the American Psychological Association* (APA). The referencing style used in that manual is often referred to as APA.

Key terms

Citing	Identifying the publication you have used in your writing, by using the author's name and date of the publication. You can either paraphrase or quote from the text.
Paraphrasing	Rewriting the author's words in your own words, while still keeping the overall meaning; this might be done by elaborating on the author's words, or rewording more succinctly, as in a summary.
Quoting	Repeating or copying a passage from a text or speech, using someone else's exact words.
References list	A list of all the sources that you have cited in your assignment; this is different from a bibliography, which lists all sources read, irrespective of whether they were mentioned within the assignment.

Where do I start with my references list?

On a new page at the end of your assignment, write the word **References** at the top of the page, in bold and centred.

List the references (works referred to in your writing) in alphabetical order.

Double-line space the whole references list, and indent from the second line. Avoid extra line spacing between each reference entry.

Here is an example of hanging indents (about 1cm in length for the indent), and double-line spacing with no extra spacing between reference entries:

American Library Association. (2015). *Framework for information literacy for higher education.*

http://www.ala.org/acrl/standards/ilframework

Carbery, A., & Leahy, S. (2015). Evidence-based instruction: Assessing student work using rubrics and

citation analysis to inform instructional design. *Journal of Information Literacy*, *9*(1), 74–90.

https://doi.org/10.11645/9.1.1980

Please note

The reference examples in this APA Guide are presented in single line spacing to save space.

Your entire references list must be presented in **double-line spacing**.

A sample piece of text with citations, and a sample references list, are provided at the end of this guide.

How do I reference a book or e-book?

The basic elements of a book reference are:

In print: Author surname, Initials. (copyright date). *Title*. Publisher.

Online: Author surname, Initials. (copyright date). *Title*. Publisher. DOI (omit DOI if not given)

Panoho, R. (2015). *Māori art: History, architecture, landscape and theory*. Bateman.

Pence, A., & Harvell, J. (Eds.). (2019). *Pedagogies for diverse contexts*. Routledge.

NOTE: Capitalise the first letter of the first word in the title and sub-title (after the colon), as well as any proper nouns (names of people and places). All other words start with a lower-case letter.

Publisher name format

If the name of the publisher includes the words 'Publisher', 'Co.', 'Inc.' or 'Ltd', leave these out.

Leave in the words 'Books' and 'Press'.

Use only the name of the publisher, do not include the place of publication.

How do I reference a journal article?

In print

Author surname, Initials. (Date of publication). Title of article. *Name of Journal, volume number* (issue number), pages of article.

Gamreklidze, E. (2014). Cyber security in developing countries, a digital divide issue: The case of Georgia. *The Journal of International Communication, 20*(2), 200–217.

Online

Author surname, Initials. (Date of publication). Title of article. *Name of Journal, volume number* (issue number), pages of article. DOI or URL (omit link if not available)

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. https://doi.org/10.1037/ppm0000185

NOTE:

In contrast to book titles, the names of journals have each main word capitalised, while the journal article title follows capitalisation of book titles (i.e., only the first letter in the title and sub-title are capitalised as well as any proper nouns).

The journal name and volume number are italicised, and the issue number (in brackets) is not italicised.

Use all author names up to 20 for the references list entry.

Do not add a full stop after the URL

Do not use the words 'Retrieved from' before including the URL (where the URL is available).

Do not break the URL with a line return by using Enter, keep typing and let Word break the line

When there is no publication date?

Child Poverty Action Group. (n.d.). *Facts about child poverty.*
https://www.cpag.org.nz/assets/170925%20Facts%20about%20CP.pdf

NOTE:

When there is no copyright or publication date for the content, use n.d. (for 'no date').

It is ideal to use sources where a publication date is identified. Occasionally, this may not be possible.

When there is no author?

All 33 Chile miners freed in flawless rescue. (2010, October 13). NBC News.
http://www.nbcnews.com/id/39625809/ns/world_news-americas/t/all-chile-miners-freed-flawless-rescue/#.XUIsgugzbyQ

NOTE:

When there is no author, move the title to the first position of the reference entry.

Academic (scholarly peer-reviewed) sources will typically include an author.

Books in print – References list entries

Single author, edition	Mullins, L. J. (2016). *Management and organisational behaviour* (11th ed.). Pearson.
Single author with illustrator/translator	Forest, J. (2000). *Jack and Patch* (R. Jones, Illus.). Learning Media. The citation does not include the illustrator: (Forest, 2000).
Two authors	Chenoweth, L., & McAuliffe, D. (2017). *The road to social work and human service practice.* Cengage Learning.
Up to 20 authors – use all authors' names in the references list	Macfarlane, A. H., Macfarlane, S., Teirney, S., Kuntz, J. R., Rarere-Briggs, B., Currie, M., Gibson, M., & Macfarlane, R. (2019). *The hikairo schema: Culturally responsive teaching and learning in early childhood education settings*. NZCER Press.
Edited book (Ed.) refers to Editor	Bruce, T. (Ed.). (2012). *Early childhood practice: Froebel today.* Sage.
Chapter in an edited book; include the chapter title, book title and pages of the chapter.	Alston, M., & Harms, L. (2017). Psychosocial responses to disasters. In M. Connolly, L. Harms, & J. Maidment (Eds.), *Social work: Contexts and practice* (4th ed., pp. 109–120). Oxford University Press.
Book as part of a series – series title not used	Madigan, S. (2019). *Narrative therapy* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000131-000

One volume in a multivolume work	Travis, C. B., & White, J. W. (Eds.). (2018). *APA handbook of the psychology of women: Vol. 1. History, theory, and battlegrounds*. American Psychological Association. https://doi.org/10.1037/0000059-000

Journal and newspaper articles, and more – Print

Journal article – Author, volume and issue number provided	Broman, P. (2018). Measuring the majority: Counting Europeans in the New Zealand census. *New Zealand Sociology, 33*(3), 83–107.
Magazine article – No author, title moves to author position	Indian foreign policy: The two sides of the mountain. (2017, December 23). *The Economist, 425*(9072), 39–40.
Daily or weekly newspaper article	Inder, R. (2004, March 3). Immigration fall points to slowdown. *Dominion Post*, C1.
Brochure – use a description of format in square brackets to aid in identifying the work	Christchurch City Libraries. (2015). *Preschool programmes: Nga hotaka kohingahunga* [Brochure]. Author.

E-books

Include DOI if available. Do not use ProQuest or any other database URL	Rabinowitz, F. E. (2019). *Deepening group psychotherapy with men: Stories and insights for the journey.* American Psychological Association. https://doi.org/10.1037/0000132-000
No DOI given	Hoskins, T. K., & Jones, A. (Eds.). (2017). *Critical conversations in kaupapa Māori.* Huia.
Chapter in edited e-book with DOI	Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016
Online dictionary – when contents is updated constantly, use (n.d.) and include a retrieval date	Merriam-Webster. (n.d.). Culture. In *Merriam-Webster.com dictionary*. Retrieved September 9, 2019, from https://www.merriam-webster.com/dictionary/culture
NOTE: DOI (digital object identifier) is a unique digital address for an online publication.	

Journal and newspaper articles – Online

No DOI use URL to the article	Owler, K., & Sturt, C. (2017). The 'senses' know best. *New Zealand Journal of Counselling, 17*(2), 56–78. http://www.nzac.org.nz/journal/4_the_senses_know_best.pdf

EBSCOhost – when retrieved from a database, use DOI, only if available, do not use link to the database	Morey, C. C., Cong, Y., Zheng, Y., Price, M., & Morey, R. D. (2015). The color-sharing bonus: Roles of perceptual organization and attentive processes in visual memory. *Archives of Scientific Psychology*, *3*(1), 18–29. https://doi.org/10.1037/arc0000014
With e-article number. Some online articles have a unique 'e-article' number; use it in the references list	Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of "Dr. House". *PLoS ONE, 13*(3), Article e0193972. https://doi.org/10.1371/journal.pone.0193972
Daily or weekly newspaper article	Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times.* https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html
Magazine article with DOI	Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. *Science, 365*(6457), 981–982. https://doi.org/10.1126/science.aay3550
Magazine article without DOI	Schulman, M. (2019, September 9). Superfans: A love story. *The New Yorker.* https://www.newyorker.com/magazine/2019/0 9/16/superfans-a-love-story

Reports and other media – Print and online	
Government report, organisational author	National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf
Government report individual authors	Segaert, A., & Bauer, A. (2015). *The extent and nature of veteran homelessness in Canada.* Employment and Social Development Canada. https://www.canada.ca/en/employment-social-development/programs/homelessness/publications-bulletins/veterans-report.html
Two publications same author and same copyright date– Add lower case letter to the year to distinguish between entries in both references list and citation	Ministry of Social Development. (2014a). *Annual report 2013/2014.* https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/corporate/annual-report/2014/annual-report-2013-2014.pdf Ministry of Social Development. (2014b). *Delivering social services every day.* https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/corporate/every-day/delivering-services-every-day.pdf
Two group authors	Local Government New Zealand & The Association of Public Library Managers. (2012). *Public libraries of New Zealand: A strategic framework 2012 to 2017: Summary.* http://www.publiclibraries.org.nz/Portals/150/Resources/PLONZ_Framework_Summary_dwnld.pdf?ver=2015-11-20-195245-160
Report working group or task force author	British Cardiovascular Society Working Group. (2016). *British Cardiovascular Society Working Group report: Out-of-hours cardiovascular care: Management of cardiac emergencies and hospital in-patients.* British Cardiovascular Society. http://www.bcs.com/documents/BCSOOHWP_Final_Report_05092016.pdf

> NOTE:
>> In addition to people being authors, organisations can also be authors (for example, Te Pou o Te Whakaaro Nui, American Library Association, New Zealand Council for Educational Research, Auckland Chamber of Commerce).

Legislation, building code and standards	
NZ Building Code	Ministry of Business, Innovation and Employment. (2014). *New Zealand building code handbook*. https://www.building.govt.nz/assets/Uploads/building-code-compliance/handbooks/building-code-handbook/building-code-handbook-3rd-edition-amendment-13.pdf
Standards	Standards New Zealand. (2013). *Conditions of contract for building and civil engineering construction* (NZS 3910:2013). https://shop-standards-govt-nz
Legislation 　Acts and statutes	References list: Resource Management Act 1991. http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html Citation: ... in theory there is a sanctioning regime to deter environmental non-compliance (Resource Management Act 1991).
Part of an Act	References list: Income Tax Act 2007. http://www.legislation.govt.nz/act/public/2007/0097/latest/DLM1512385.html Citation: Section BH1 of the Income Tax Act 2007 states that you may be a tax resident in both New Zealand and another country or territory. **or** You may be a tax resident in both New Zealand and another country or territory... (Income Tax Act 2007, s BH1).

> NOTE:
>
> This guide is for students who are studying non-law disciplines.
>
> Law students should refer to [The New Zealand Law Style Guide](#).
>
> Check with your course facilitator regarding referencing legislation as this may vary per discipline.

Treaties and International Conventions	
United Nations Convention	References list: United Nations Convention on the Rights of the Child, November 20, 1989, https://www.ohchr.org/en/professionalinterest/pages/crc.aspx Citation: United Nations Convention on the Rights of the Child (1989) ... or .... (United Nations Convention on the Rights of the Child, 1989)

Treaty of Waitangi	References list: Te Tiriti o Waitangi, 1840, https://waitangitribunal.govt.nz/treaty-of-waitangi/te-reo-maori-version/ **or** Treaty of Waitangi, 1840, http://www.treatyofwaitangi.maori.nz/ Citation: Te Tiriti o Waitangi (1840) ... **or** ... (Te Tiriti o Waitangi, 1840) Treaty of Waitangi (1840) ... **or** ... (Treaty of Waitangi, 1840)

Social media and other online material	

Blog posts
    treated as journal articles
    italicise the blog name
	McAdoo, T. (2018, December 10). How to cite Instagram in APA style. *APA Style Blog.* https://blog.apastyle.org/apastyle/2018/12/how-to-cite-instagram-in-apa-style.html

Webpage same author and source	Stats NZ. (2018, September 25). *Legislation, policies, and protocols.* https://www.stats.govt.nz/about-us/legislation-policies-and-guidelines/
Webpage individual author	Martin Lillie, C. M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency.* Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193
Webpage group author	World Health Organization. (2018, May 24). *The top 10 causes of death.* https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death

Webpage
    with content designed to
    change over time;
    retrieval date is included
	New Zealand Psychological Society. (2019). *Emergencies and traumatic events.* Retrieved December 11, 2019, from https://www.psychology.org.nz/community-resources/emergencies-traumatic -events/

Tweet
    use first 20 words of
    message as title
	Gates, B. [@BillGates]. (2019, September 7). *Today, it's difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/BillGates/status/1170305718425137152

Facebook	News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This* [Image attached] [Status update]. Facebook. https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater

TV series
    use a description of format
    in square brackets to aid in
    identifying the work
	Simon, D., Colesberry, R. F., & Kostroff Noble, N. (Executive Producers.). (2002–2008). *The wire.* [TV series]. Blown Deadline Productions; HBO.

TED Talk	Giertz, S. (2018, April). *Why you should make useless things* [Video]. TED Conferences. https://www.ted.com/talks/simone_giertz_why_you_should_make_useless_things?

Video individual	Fogarty, M. [Grammar Girl]. (2016, September 30). *How to diagram a sentence (absolute basics)* [Video]. YouTube. https://youtu.be/deiEY5Yq1qI
Video group	University of Oxford. (2018, December 6). *How do geckos walk on water?* [Video]. YouTube. https://youtu.be/qm1xGfOZJc8

Other formats	
Image from a website	Westinghouse Electric Corporation. (2009). *Lightning model* [Photograph]. National Geographic. http://photography.nationalgeographic.com/photography/photo-of-the-day/lightning-model-pod-best09/
Image no author or title	[New Zealand legislative chamber] [Image]. (n.d.). http://www.decisionmaker.co.nz/images/Mace%20at%20Speech%20from%20Throne%202005.png

Dissertations and theses	
Masters	Terreni, L. (2009). *A case study: How young children and teachers use an interactive whiteboard in a New Zealand kindergarten setting for visual art learning experiences* [Master's thesis, Victoria University of Wellington]. Victoria University of Wellington ResearchArchive. https://viewer.waireto.victoria.ac.nz/client/viewer/IE146492/rep/REP146525/FL146526?dps_dvs=1574889137569~914
Doctoral	Tricklebank, G. (2017). *Te mana o te wāhine: Māori women's experiences of mental health services in New Zealand.* [Doctoral dissertation, University of Auckland]. University of Auckland Research Repository–ResearchSpace. http://hdl.handle.net/2292/34139

Where do I start with citing? — Paraphrasing or quoting?
It is often better to paraphrase whenever you can than rely on quotes, as quoting generally does not allow you to show your understanding.

How do I cite a publication when paraphrasing?	
Paraphrasing (rewriting in a different way), year in brackets	Gamreklidze (2014) provides examples of …
Cite the first author followed by et al., if more than two authors	According to Grady et al. (2019), emotions are…
Paraphrasing, whole citation in brackets	… (Gamreklidze, 2014). … (Grady et al., 2019).

One author	Peart (2018) argues that … . or … (Peart, 2018).
Two authors, one publication	Juvinall and Marshek (2006) consider … . or … (Juvinall & Marshek, 2006).
Two authors, two publications	Knight (2018) and Davies (2018) conclude that … . or ... (Davies, 2018; Knight, 2018).
Personal conversation or email – use citation only. ***Do not include in the references lis***t	(T. Smith, personal communication, February 18, 2020).

How do I cite a publication when quoting?	
Direct quote, year in brackets; uses page number	Gamreklidze (2014, p. 214) concludes that "…". Grady et al. (2019, p. 211) found that "…".
Direct quote, all referencing information in brackets; uses page number	"…" (Gamreklidze, 2014, p. 214). "…" (Grady et al., 2019, p. 211).
Two authors	"…" (Chenoweth & McAuliffe, 2017, p. 29). Chenoweth and McAuliffe state "…" (2017, p. 29).
Three and more authors	"…" (Macfarlane et al., 2019, p. 20). Macfarlane et al. consider "…" (2019, p. 20).
Group author, online source; uses section title and paragraph number.	"…" (Ministry for the Environment, 2018, "What You Can Do", para. 2). According to the Ministry for the Environment (2018, "What You Can Do", para. 2) "⸻".

NOTE:
> A quotation is an exact copy of the words that someone else has written or said.
> Place the text within quotation marks (speech marks)
> Use author, date and page number
> If there is no page number, use the heading or section name, and paragraph number (count the paragraphs manually); shorten the section or heading title if it is too long and include the shortened title in double speech marks to indicate that it is a shortened title.

Secondary source: Citation	
Someone else's work mentioned in the text you are reading (that is, Barnett & Te Wiata, 2017) – you have **not** seen the original.	Mentoring can be a partnership, a process or any …. (Eby et al., 2007, as cited in Barnett & Te Wiata, 2017).

Secondary source: References list entry

In your References list, provide the source/text you are reading only	Barnett, S., & Te Wiata, I. (2017). Māori mentors: Expectations and perceptions. *Journal of Open, Flexible and Distance Learning, 21*(2), 4–19. http://www.jofdl.nz/index.php/JOFDL/article/view/302/219

Author names – References list

Up to 20 authors–cite all authors in the reference list entry	Hubbard, R. G., Garnett, A. M., Lewis, P., & O'Brien, A. (2019). *Essentials of economics* (4th ed.). Pearson.

When to use et al.?

When referring to 3 or more authors, shorten citation to first author name, followed by et al.	… (Hubbard et al., 2019). or According to Hubbard et al. (2019) … .

How do I reference the readings in my course material?

Treat these readings as if you were reading the original material.

They are not secondary sources.

If using a supplied reference, make sure it accurately reflects APA style requirements.

For some courses, you will find the reference to readings displayed within the module itself, by clicking on the ellipsis (three dots). In other courses, the reference to readings will appear on the cover page of the reading, or it may appear within a references list within the course page.

NOTE: Check with your course facilitator before citing from your module content. Some courses may require scholarly sources to be used in assignments.

Course material — References list entry

Online The date is the year in which you are studying: the title is the course code and course title	Open Polytechnic. (2020). *PHT005 Dispensing administration and compliance packaging*. https://openpolytechnic.iqualify.com/course/-L_k337G_uV3BKD HvZ04/#/overview
In print Use the copyright date. Author and publisher are the same	Open Polytechnic. (2020). *FOU103 Financial skills for life*. Author.

Course material — Paraphrasing	
Paraphrasing (rewriting in different words)	Open Polytechnic (2020) provides examples of … **or** … (Open Polytechnic, 2020).

Course material — Quoting	
Direct quote, all referencing information in brackets; uses page number	" … " (Open Polytechnic, 2020, p. 14).
Direct quote, year in brackets; uses page number	As Open Polytechnic (2020, p. 14) illustrates, "…".
Direct quote, no page number given; uses title of the section or paragraph number	… "clozapine is an antipsychotic" (Open Polytechnic, 2020, Clozapine Dispensing Service, para. 2) … .

Sample text
Here are some sample citations from paragraphs in an essay about e-learning. Note that the ellipsis […] indicates missing paragraphs to enable maximum display of citations in the sample. The sample paragraphs are double line spaced; as your assignments require. Check your assignment instructions and advice from the course facilitator, if in doubt.

Sample essay with citations
In online forums, although MacFadden's (2007) participants highlighted that emotion could stimulate discussion, it was viewed as something to be controlled in case of the potential for offending others. Subsequently, it was also felt that meaningful discussions on difficult or uncomfortable topics were avoided. Even the course facilitator was seen to move the topic away from discussions that may be interpreted as being "emotionally charged" (p. 92). Related findings were evident in Yang et al.'s (2006, as cited in Schallert et al., 2009) research on the facilitating and limiting affects of politeness on student participation in online forums. Although politeness strategies enhanced community by fostering a social climate for exchanging ideas and motivated student participation, politeness concerns could also disrupt the learning process. However, it was unclear how and why politeness concerns were disruptive to students' learning.

…

Zembylas (2008) found that emotions changed over time in an online course, from negative to positive. This occurred as students worked through cognitive challenges and concerns about e-learning. This highlights how negative emotions are part of the learning process, but will not necessarily last if one is able to work through the issues in a supportive e-learning environment.

The democratic and collaborative nature of e-learning may be psychologically unsettling for those with traditional views of teacher-student roles. Kasworm's (2003) research with 90 adult students across a range of disciplines identified categories of perceptions about the knowledge learnt, which influenced students' conceptualisations of achievement. For some students, the teacher was viewed as the all-knowing expert. Academic (abstract knowledge or book learning) and real-world (working) knowledge were separate entities, with the latter having no relevance to learning. Yet, in e-learning the teacher's presence is far less as learners gain access to "the interactive power of text-based communication" (Warschauer, 1997, p. 472). The individual's capacity to communicate to everyone also means that "the locus of control has shifted to students" (Truscott & Morley, 2001, p. 22) as student directed topics gain voice. In the case of group work in e-learning, Smith (2008) highlights how students need to let go of traditional expectations about teachers having all the authority. This can be emotionally challenging, according to Smith, especially for adult learners who may be used to didactic learning.

Start the References list on a new page

Reference list entries corresponding to essay citations
Start your references list with the word References centred and bold
Double space entries and indent lines from the second line onwards

NOTE: Yang et al. (2006) is excluded from the list because it was sourced from Schallert et al. (2009), as a secondary citation.

References

Kasworm, C. (2003). Adult meaning making in the undergraduate classroom. *Adult Education Quarterly*, *53*(2), 81-98. https://doi.org/10.1177/0741713602238905

MacFadden, R. (2007). The forgotten dimension in learning: Incorporating emotion into web-based education. *Journal of Technology in Human Services*, *25*(1-2), 85-101. https://doi.org/10.1300/J017v25n01_05

Schallert, D. L., Chiang, Y.-h. V., Park, Y., Jordan, M. E., Lee, H., Cheng, A.-C. J., Chu, H.-N. R., Lee, S., Kim, T., & Song, K. (2009). Being polite while fulfilling different discourse functions in online classroom discussions. *Computers & Education*, *53*(3), 713-725. https://doi.org/10.1016/j.compedu.2009.04.009

Smith, R. O. (2008). Adult learning and the emotional self in virtual online contexts. *New Directions for Adult & Continuing Education*, *Winter*(120), 35-43. https://doi.org/10.1002/ace.314

Truscott, S., & Morley, J. (2001). Cross-cultural learning through computer-mediated communication. *Language Learning Journal*, *Winter*(24), 17-23.

Warschauer, M. (1997). Computer-mediated collaborative learning: Theory and practice. *The Modern Language Journal*, *81*(4), 470-481.

Zembylas, M. (2008). Adult learners' emotions in online learning. *Distance Education*, *29*(1), 71-87. https://doi.org/10.1080/01587910802004852

Useful websites for more information on APA

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

Massey University APA Interactive – http://owll.massey.ac.nz/referencing/apa-interactive.php

University of Auckland Quick©ite – https://www.cite.auckland.ac.nz/2.html

If you need more help

If you are unable to find what you are looking for in this short guide, try the APA website – https://apastyle.apa.org/style-grammar-guidelines/references/examples

If you're not sure how to create a reference or citation, the Open Polytechnic's Library and Learning Centre Te Whare Pukapuka Wāhanga Whakapakari Ako is happy to help.

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