

# APA 7th Referencing Guide:

## In Depth Advice

An APA reference has two parts: the **in-text citation** and the **reference list entry**.

The **in-text citation** tells your reader where you got your ideas. It gives the author(s) of the work and the date it was written. E.g.

... was found to be reduced (Lawless et al., 2015) **OR** Lawless et al. (2015) found that ...

The **reference list entry** tells your reader where to find the item and gives the author, the date it was written, the title, and where you can find it again (Publisher, URL, DOI, parent journal). E.g.

Lawless, M., O'Connell, B., & O'Toole, C. (2015). Financial structure and diversification of European firms. *Applied Economics*, 47(23), 2379-2398. <https://doi.org/10.1080/00036846.2015.1005829>

## How to build a reference for a journal article

Here is the information you would find in a database ...

The screenshot shows a journal article page for 'Financial structure and diversification of European firms' in 'Applied Economics'. Labels with arrows point to the following elements: 'Journal title' points to 'Applied Economics'; 'Year' points to '2015'; 'Article title' points to 'Financial structure and diversification of European firms'; 'Authors' points to 'Martina Lawless, Brian O'Connell & Conor O'Toole'; 'Volume(Issue), Pages' points to 'Volume 47, 2015 - Issue 23, Pages 2379-2398'; and 'DOI' points to the URL 'https://doi.org/10.1080/00036846.2015.1005829'.

...which becomes this reference list entry.

Authors ↓  
Lawless, M., O'Connell, B., & O'Toole, C. (2015). Financial structure and diversification of European firms. *Applied Economics*, 47(23), 2379-2398. <https://doi.org/10.1080/00036846.2015.1005829>  
↑ Journal title      ↑ Volume(Issue), Pages      ↑ DOI

# General rules for in-text citations and reference list entries

The following general rules and guidelines apply to both in-text citations and reference list entries.

## Capitalisation

It is critical to correctly capitalise your reference entries. In many cases you will need to correct the capitalisation, as the source of the work will not use APA standard capitalisation.

When entering titles we may need to use either title case, sentence case, or use the title and subtitle, depending on the specifics of the work you are referencing.

**Title Case:** capitalise the first word and all other words except connective words like “in, of, it, and, the”.

**Sentence Case:** capitalise the first word and also proper nouns such as the names of people, places, organisations and species. All other words are lower case.

**Titles with Subtitles:** separate the title and subtitle using a colon : the subtitle is capitalised as a new sentence.

**Example:**

**Original:** STRANDED AT THE TOP OF THE WORLD —DISASTER ON MT EVEREST

**Title Case:** Stranded at the Top of the World—Disaster On Mt Everest

**Sentence Case** Stranded at the top of the world—disaster on Mt Everest

**Title and Subtitle** Stranded at the top of the world: Disaster on Mt Everest

## Author names

**Always capitalise authors names exactly as written, even if they do not conform to standard English conventions or includes non-standard characters.**

E.g. “de Villiers”, “InfoTECH”, or “!Kung ” are always written this way in the reference list and citation.

**Names are always written as: Family name, Initials. E.g. Sarah Louise Taylor is written as Taylor, S. L.**

Titles such as Doctor, Professor, Sir, Dame, PhD, DSO etc. are never included in the name entry.

**If you cannot determine which is the family name the following general rules can help:**

- If the name is written as several names in a row, the final name is usually the family name.  
E.g. Winston Eugene Roland McDairmand becomes McDairmand, W. E. R.
- If the name is written with a comma in it, the name(s) preceding the comma is the family name.  
E.g. De Reuyter, Marcella Patricia becomes De Reuyter, M. P.

## How to cite and reference authors

Reference type	In-text citation	Reference list entry
<b>No author</b>	Use the title in italics and in title case  ... has become an issue for the common Australian ( <i>Spread of Cane Toads</i> , 2007)	Start the reference with the title in italics and sentence case. Then continue with the rest of the reference  <i>Spread of cane toads</i> . (2007, December 8). Aussieblog. <a href="http://aussieblog/2007/canetoads.html">http://aussieblog/2007/canetoads.html</a>
<b>Single author</b>	Give the author and date each time you refer to the work  Recent research (Smith, 2012)	List the author name as: Family-name, Initials  Smith, J. W. (2012). <i>On being a Smith</i> . Smith Publishing.
<b>Two authors</b>	List both authors with “&” between them each time you refer to them  Growth is strongly determined by the type of cultivar (Hirst & Ferree, 1995)	List the names in order given with an “&” between the two names  Hirst, P., & Ferree, D. (1995). Rootstock effects on delicious apple flowering. <i>Journal of Horticultural Science</i> , 120(6), 110-121. <a href="https://doi.org/10.1037/dev0000548">https://doi.org/10.1037/dev0000548</a>
<b>Three or more authors</b>	Give the first author followed by et al.  ... the role of sheep (Kendrick et al., 2001)	List all the authors in the order given and place an “&” between the last and second to last authors  Kendrick, K., Da Costa, A., Leigh, M., Hinton, J. G., & Pierce, S. (2001). Sheep don't forget a face. <i>Nature</i> , 414(6860) 165-169. <a href="https://doi.org/10.1034/335878.80">https://doi.org/10.1034/335878.80</a>
<b>Organisation as author</b>  Note: When giving an organisation name don't include their parent	List the organisation's full name, and the date of publication  ... are marked on a sliding scale (New Zealand Qualifications Authority, 2020)	Give the organisation's full name  New Zealand Qualifications Authority. (2020). <i>Expanding the record of achievement</i> . <a href="https://www.nzqa.govt.nz/record-of-achievement-discussion-paper.pdf">https://www.nzqa.govt.nz/record-of-achievement-discussion-paper.pdf</a>
<b>21+ authors</b>	If the work has more than twenty authors, discuss how to shorten the reference list entry with a learning advisor	
<b>Screen names and stage names</b>	Give the name in full in original capitalisation  ... in a song about LGBT tolerance (Lady Gaga, 2011).  ... talks about being out online (RainBowOrc47, 2017).	Use the name in full in original capitalisation  Lady Gaga. (2011). Born this way [Song]. On <i>Born this way</i> . Interscope Records.  RainBowOrc47. (2017, October 3). <i>Being gay in an MMORPG</i> [Video]. YouTube. <a href="https://bit.ly/321Qstq">https://bit.ly/321Qstq</a>
<b>Citing a source in a source</b>  Always try to find and cite the original. Only use this if quoting or discussing the original idea in detail	Cite the author(s) and date of both works in your text  ... as shown by early findings (Brockman et al., 1990, as cited in Peele, 1994).	Only provide a reference list entry for the source you actually saw  Peele, S. (1994). The surprising truth about addiction. <i>Psychology Today</i> , 37(3), 43-45. <a href="https://doi.org/10.1001/12443">https://doi.org/10.1001/12443</a>  <b>DO NOT add the original source to your reference list</b>

## Multiple citations in one place or from one author

Reference type	In-text citation	Reference list entry
<b>Citing more than one work in the same citation</b>	List each work with a citation in alphabetical order and separated by a semicolon ;  ... as in early studies (Hirst & Ferree, 1996; Tucker, 1994)	List each work separately in the reference list  Hirst, J., & Ferree, M. (1996). <i>Ryegrass resilience</i> ...  Tucker, J. K. (1994). <i>Reduction of water loss in</i> ...
<b>Citing more than one work by the same author(s) in the same citation</b>	In the citation give the author(s) once and then list the dates in chronological order  Past research (Mahuta, 2011, 2015) shows that ...	List each work separately in the reference list oldest first  Mahuta, J. S. (2011). <i>Optimization of tourism</i> ...  Mahuta, J. S. (2015). <i>Encouraging tourists to</i> ...
<b>Citing more than one work by the same author in the same year</b>	Include the suffix “a, b, c, etc.” you added to the reference list  According to NASA (2005b), the plans they announced earlier in the year (NASA 2005a) have been brought forward.	Order the works alphabetically by title and then add a suffix “a, b, c” to the date in order from the first work  NASA. (2005a). <i>Nasa sets sights on Pluto</i> ...  NASA. (2005b). <i>Pluto space probe begins launch preparations</i> ...
<b>Citing works by two different lead authors with the same family name</b>	Add the authors’ initials to prevent reader confusion even if the other authors and publication years are different  ... epigenetic manipulation of multiple ryegrass cultivars (J. Hirst & Ferree, 1996; M. Hirst, 2007).	List each work in the reference list ordered alphabetically by first initial  Hirst, J., & Ferree, M. (1996). <i>Ryegrass resilience</i> ...  Hirst, M. (2007). <i>Epigenetic ryegrass modifications</i> ...

## Citing works with different dates

Reference type	In text	Reference list entry
<b>No date given</b>	Use n.d. in the citation. This stands for “no date”  Recent media reports (Kim, n.d.) show that ...	Use (n.d.) as the date element. This stands for “no date”  Kim, F. (n.d.). <i>Cattle on the highway</i> . Stuff. <a href="https://www.stuff.co.nz/lifestyle/cool/4435.aspx">https://www.stuff.co.nz/lifestyle/cool/4435.aspx</a>
<b>Specific date, including the month and day</b>	Give only the author and year of publication  Slug infestations hit the news this year (Kakesako, 2012).	Give the full date in the order: Year, Month, Day  Always spell the month in full E.g. October NOT Oct  Always give the days in numerals with no suffix E.g. October 7 NOT October 7th  Kakesako, G. (2012, November 23). <i>Slugs slow tree delivery to retailers</i> . Farmnews. <a href="https://www.farmnews.slugs-slow-delivery.html">https://www.farmnews.slugs-slow-delivery.html</a>
<b>Identifying the date for online items</b>	The date of an online item must be clearly associated with the document or page content you used.  DO NOT use the website copyright date in the footer at the very bottom of a web page, as this is the general copyright date for the entire website.	

# Examples of reference list entries

## Academic journals, magazines and newspapers

Reference type	Reference list entry
<b>Academic journal article</b>  Use this style for articles from library databases	<b>List the author(s). (Date). Article title in sentence case. <i>Journal Title in Title Case</i>, Volume(issue), pages. <a href="https://doi.org/10.1037/arc000014">https://doi</a></b>  Ancrena, M., Dabek, L. F., & O'Neil, S. (2007). Costs of exclusion. <i>PloS Biology</i> , 5(11), 2443-2448. <a href="https://doi.org/10.1037/arc000014">https://doi.org/10.1037/arc000014</a>
<b>Journal has an article number but no page numbering</b>	<b>Replace the page range with "Article" and the article number</b>  Burin, D., Kiltene, K., & Rabuffetti, M. (2019). Body ownership increases interference between observed and executed movements. <i>Experimental Physiology</i> , 14(1), Article e0209899. <a href="https://doi.org/10.1371/journal.experphys.0209899">https://doi.org/10.1371/journal.experphys.0209899</a>
<b>Magazine article</b>  These usually have no volume or issue and may be either paper or web based	<b>List the author(s). (Date). Article title in sentence case. <i>Magazine Title in Title Case</i>. Volume (issue), Page range. Or URL if found online</b>  Smith, J. (2018, November 5). Guy Fawkes an incompetent conspirator. <i>British Heritage Magazine</i> . 27-34.  Smith, J. (2018, November 5). Guy Fawkes an incompetent conspirator. <i>British Heritage Magazine</i> . <a href="https://www.BHM/2018/1765-guyfawkesincompetent.html">https://www.BHM/2018/1765-guyfawkesincompetent.html</a>
<b>Newspaper article</b>  Use a website reference for articles from news sites E.g. Stuff, The Huffington Post.	<b>List the author. (exact Date). Article title in sentence case. <i>Newspaper Title in Title Case</i>. Section, pages Or URL if found online</b>  Hess, A. (2019, January 3). Cats who take direction. <i>The New York Times</i> , Lifestyle, 17.  Hess, A. (2019, January 3). Cats who take direction. <i>The New York Times</i> . <a href="https://www.nyt.com/lifestyle/2019/cats-who-take-direction">https://www.nyt.com/lifestyle/2019/cats-who-take-direction</a>

## Personal communications and course material

Reference type	Reference list entry
<b>Personal communications</b>	<b>Personal communications are given an in-text citation including the specific date of the communication but are NOT listed in the reference list as your reader cannot recover them</b>  ... as claimed by Zhang (personal communication, July 13, 2021).  This category includes: <ul style="list-style-type: none"> <li>• unrecorded lectures</li> <li>• emails and phone calls</li> <li>• comments made on site visits</li> </ul>
<b>Course notes from Akoraka   Learn</b>  This includes lecture PowerPoints, recordings and other notes from lecturers	<b>List the author. (date) Title in sentence case [Type of material]. Akoraka   Learn. <a href="https://learn.lincoln.ac.nz">https://learn.lincoln.ac.nz</a></b>  Bowring, J. (2009). <i>Otahuna images in pictures</i> [PowerPoint slides]. Akoraka   Learn. <a href="https://learn.lincoln.ac.nz">https://learn.lincoln.ac.nz</a>  Brein, A. (2019). <i>Lecture 14, Supply chain management II, the end user experience</i> [Lecture recording]. Akoraka   Learn. <a href="https://learn.lincoln.ac.nz">https://learn.lincoln.ac.nz</a>  <b>Note:</b> We always use the homepage address of Akoraka   Learn: <a href="https://learn.lincoln.ac.nz">https://learn.lincoln.ac.nz</a>

## Web pages and online documents

Reference type	Reference list entry
<b>Webpage on a website</b>  Use this for most online objects including reports	<b>List the author. (Date of publication). <i>Title in sentence case</i>. Website Name in Title Case. URL</b>  Department of Courts. (2016, August 4). <i>Asians in the justice system</i> . Ministry of Justice. <a href="http://www.moj.govt.nz/report/asianjustice/archive.aspx">http://www.moj.govt.nz/report/asianjustice/archive.aspx</a>
<b>Webpage on a website</b>  <b>Website is the author</b>  Do not repeat the website name	<b>List the author. (Date of publication). <i>Title in sentence case</i>. URL</b>  The World Bank. (2019, August 12). <i>In Ethiopia, water +seed +fertilizer +know-how = improved yield, changed lives</i> . <a href="https://www.worldbank.org/en/news/feature/2019/08/12/in-ethiopia-water-seed-fertilizer-know-how-improved-yield-changed-lives">https://www.worldbank.org/en/news/feature/2019/08/12/in-ethiopia-water-seed-fertilizer-know-how-improved-yield-changed-lives</a>
<b>Retrieval date</b>  Retrieval dates are almost never needed	<b>List the author. (Date of publication). <i>Title in sentence case</i>. Retrieved month day, year, from URL</b>  Ministry of Health. (2019, November 8). <i>2019 measles outbreak information</i> . Retrieved November 8, 2019, from <a href="https://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses/measles/2019-measles-outbreak-information">https://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses/measles/2019-measles-outbreak-information</a>
<b>Data sets</b>  This is for manipulatable data provided by tools like Bloomberg or StatsNZ	<b>List the author(s). (Date of publication). <i>Title in sentence case</i> [Data set]. DOI or URL</b>  Pew Research Centre. (2018). <i>American trends panel Wave 26</i> [Data set]. <a href="https://www.pewsocialtrends.org/dataset/american-trends-panel-wave-26/">https://www.pewsocialtrends.org/dataset/american-trends-panel-wave-26/</a>
<b>Whole website</b>	<b>Each page must have its own reference list entry. Do not list the whole website in the reference list. You may mention the whole site in text though.</b>  E.g. Further information can be found on StatsNZ website <a href="http://stats.govt.nz">http://stats.govt.nz</a> including ...

## Social media, YouTube and forum posts

Reference type	Reference list entry
<b>Social media posting</b>  This includes: Facebook posts, Instagram pictures, Twitter tweets etc.	<b>Give the author [@handle]. (Date in detail). <i>Title in sentence case</i> [Type of social media posting]. Name of social media platform. URL</b>  Gaimen, N. (2018, March 22). <i>New book coming soon!</i> [Status update]. Facebook. <a href="http://bit.ly/2JQxPAD">http://bit.ly/2JQxPAD</a>  Zeits, MOCAA [@zeitmocaa]. (2018, November 26). <i>Grade 6 learners from Parkfields Primary School</i> [Photographs]. Instagram. <a href="https://instagram.com/p/BqpHpjFBs3b">https://instagram.com/p/BqpHpjFBs3b</a>
<b>YouTube and other streaming video</b>	<b>Give the author. (Date in detail). <i>Title in sentence case</i> [Video]. Name of streaming service. URL</b>  YouOriginal. (2014, October 23). <i>The world's cutest animal? - Baby kiwi</i> [Video]. YouTube. <a href="https://www.youtube.com/watch?v=vFJ7qtbff3o">https://www.youtube.com/watch?v=vFJ7qtbff3o</a>
<b>Forum posts</b>	<b>Give the author. (Date in detail). <i>Title in sentence case</i> [Online forum post]. Name of Website in Title Case. URL of the specific post being discussed</b>  Xtermin8r69. (2019, November 10). <i>AA priority sector not working for some DD's</i> [Online forum post]. World of Warships. <a href="https://forum.worldofwarships.com/topic/204417-aa-priority-sector-not-working-for-some-dds/?do=findComment&amp;comment=4773935">https://forum.worldofwarships.com/topic/204417-aa-priority-sector-not-working-for-some-dds/?do=findComment&amp;comment=4773935</a>

## Books, theses and conference proceedings

Reference type	Reference list entry
<b>Book</b> including e-books	List the author(s). (Date). <i>Title of book in sentence case</i> (edition statement if needed). Publisher. DOI or URL if present Brown, L. S. (2018). <i>Feminist therapy</i> (2nd ed.). American Psychological Association. <a href="https://doi.org/10.1037/0000092-00">https://doi.org/10.1037/0000092-00</a>
<b>Book chapter in an edited book</b> Chapter author(s) and book editor(s) different	List the chapter author(s). (Date). Title of chapter in sentence case. In Editors initials first (Eds.), <i>Title of book in sentence case</i> (pp. page range of chapter). Publisher. URL or DOI if present Colette, R. L. (1990). Harvesting techniques for stone fruit. In R. Singh & F.M. Somerfield (Eds.), <i>Diseases of fruit crops</i> (pp. 471-526). Oxford University Press.
<b>Conference session or presentation</b>	List the author(s). (Date range of conference). <i>Title of work in sentence case</i> [type of session]. Title of Conference in Title Case, Including Location the Conference Was Held. URL Petersen, J. (2018, September 27-30). <i>Fat talk and its effects on state-based body image</i> [Paper presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <a href="http://bit.ly/2XGStHP">http://bit.ly/2XGStHP</a>
<b>Thesis or dissertation</b> For a paper thesis, move the institution to the URL location	List the author. (Date Granted). <i>Title of thesis in sentence case</i> [Type of Thesis, Granting Institution name]. Name of website where found. URL Xie, Z. (2007). Modelling genetic regulatory networks in <i>Drosophila</i> [Doctoral Thesis, Lincoln University]. Research@Lincoln. <a href="https://hdl.handle.net/10182/11036">https://hdl.handle.net/10182/11036</a>
<b>Encyclopaedia or dictionary entry</b> If using, treat Wikipedia as a website	List the entry author(s). (Date). Title of entry in sentence case. In Editors initials first (eds.), <i>Title of dictionary or encyclopaedia in sentence case</i> . Publisher. URL Bain, M. (2017). Fight or flight reaction. In G. Huang (ed.), <i>Encyclopaedia of animal behaviour</i> . Routledge. <a href="http://eoab/flight-or-flight-reaction.html">http://eoab/flight-or-flight-reaction.html</a>

## Reports, legal material & images, graphs or tables

Reference type	Reference list entry
<b>Reports</b>	Treat reports as either a <i>book</i> or a <i>webpage on a website</i>
<b>Statutes and laws</b>	New Zealand statutes and laws do not use the APA style Visit our page on legal citation for more details on how to cite NZ legal material
<b>Graphs, tables and images</b>	<div> <p>At the end of the object caption give the author, date and page number as if you were quoting, and add the word "From" before the author</p> <p>Table 1: Youth unemployment rates (From Seau, 2019, p. 37)</p> <p>If you have modified the image replace "From" with "Modified from"</p> <p>Table 1: Annotated youth unemployment rates (Modified from Seau, 2019, p. 37)</p> </div> <div> <p>In the Reference list create an entry for the book, webpage or journal article you copied the item from</p> <p>Seau, J. (2019). <i>Structural unemployment in post-war first world economies: An unavoidable reality</i>. New South Wales University Press.</p> </div>

# The reference list

- Begin the reference list at the top of a new page
- Place the heading “**References**” in bold, centred at the top of the page
- Order the reference list entries alphabetically by lead author/title (ignoring any initial “A” or “The”)
- Double space the entire reference list (both within and between references)
- Apply a consistent four to five character indent at the beginning of the second and subsequent lines of each entry
- If a web address wraps across two lines break it immediately after a punctuation mark such as ? / -

## References

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