

APA 6th Referencing guide: In Depth Advice

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For advice on when to acknowledge sources refer to “Referencing 101” which covers the basics and how to use evidence in your writing. Visit <http://library.lincoln.ac.nz> to find Referencing 101.

Common questions – Read these first!

Reference Type	In-Text	Reference List Entry
Citing a source within another source	Mention both items in your text Early findings (Brockman, 1990, as cited in Peele, 1994, p. 45) suggest that...	Only provide a reference list entry for the item you saw Peele, S. (1994). The surprising truth about addiction. <i>Psychology Today</i> , 37(3), 43-45.
Item with no date List the date as n.d. for no date	Give the author and n.d. instead of the year (Smith, n.d.)	List the date in brackets as n.d. Smith, J. (n.d.). <i>On being a Smith</i> . Retrieved from http://smithblogs.com/smithicalness.aspx
An expected element is missing	When expected information is missing, e.g. DOI, issue number, page number publisher, etc. simply write the reference in the usual way omitting that section.	
Internet items that are not standard web pages Start with a basic web reference and add extra detail	Give the author (this may be a screen name) and date of publication ...as posted by a forum member (RainbowOrc47, 2013)	Treat as a web page and state the type of object in square brackets after the title RainbowOrc47. (2013). <i>Being gay in a MMORPG</i> [video blog]. Retrieved from http://www.gaygamers.com/blogs/rainboworc/1247.aspx
Statutes and laws	These do not use the APA style. Visit our page on legal citations for more details: https://l.tl.lincoln.ac.nz/advice/referencing-endnote/?target=Law-citations	

Types of authors and numbers of authors

These author and date rules apply to all other types of reference listed in this document		
Reference Type	In-Text	Reference List Entry
No author	<p>Use the first few words of the title in quote marks along with the date</p> <p>According to the media (“Cane toads spread”, 2007) we see that ...</p>	<p>Use the title as the first element instead of the author</p> <p>Cane toads spread in Queensland. (2007, December 8). <i>Australian Farming Monthly</i>. p. 33.</p>
One author	<p>Give the author and the date each time you refer to the work</p> <p>Recent research (Smith, 2012) shows that...</p>	<p>List the author’s name in the order: family name, initials</p> <p>Smith, J. (2012). <i>On being a Smith</i>. London, UK, Smith Publishing.</p>
Two authors	<p>List both authors with “&” between them each time you refer to the work</p> <p>Growth is strongly determined by the type of cultivar (Hirst & Ferree, 1995)</p>	<p>List the authors’ names in the order: first author’s family name, initials., & second author’s family name, initials</p> <p>Hirst, P., & Ferree, D. (1995). Rootstock effects on the flowering of delicious apple. I. bud development. <i>Journal of the American Society for Horticultural Science</i>, 120(6), 1010-1017.</p>
Three to Five authors	<p>List all the names in the first citation but just the first author followed by et al. in later citations</p> <p>... the role of sheep (Kendrick, Da Costa, Leigh, Hinton, & Peirce, 2001). <i>[First citation]</i></p> <p>... is high (Kendrick et al., 2001). <i>[later citations]</i></p>	<p>List the author’s family names and initials in the order presented in the original work. Place “&” between the last two authors</p> <p>Kendrick, K., Da Costa, A., Leigh, M., Hinton, J., & Pierce, S. (2001). Sheep don't forget a face. <i>Nature</i>, 414(6860), 165-166.</p>
Six or Seven authors	<p>Give the first author’s name followed by et al.</p> <p>(Long et al., 2013)</p>	<p>List all the authors in the order they are given</p> <p>Long, N. M., Ford, S. P., Hay, W. S., Ng, W. Nathanielsz, P. W., & Smith, D. T. (2013). Elevated glucocorticoids during ovine pregnancy. <i>American Journal of Obstetrics and Gynecology</i>, 13(3), 243-249.</p>
Eight or more authors	<p>Give the first author’s name followed by et al.</p> <p>(Alton et al., 2013)</p> <p><i>[Note: This example actually had 26 authors]</i></p>	<p>List the first 6 authors followed by ... then the last author</p> <p>Alton, E.W.F.W., Baker, A., Baker, E., Boyd, A.C., Cheng, S.H., Coles, R.L., ... Vrettou, C. (2013). Profile of a cationic lipid-mediated cystic fibrosis gene transfer agent. <i>Biomaterials</i>. 17(6), 1439-1542.</p>

Reference Type	In-Text	Reference List Entry
Organisation as author	<p>List the organisation name in full the first time; you can abbreviate it in later citations</p> <p>(New Zealand Qualifications Authority, 2015) [First citation]</p> <p>(NZQA, 2015) [later citations]</p>	<p>Give the organisation name in full</p> <p>New Zealand Qualifications Authority. (2015). <i>Expanding the record of achievement: March 2015</i>. Retrieved from http://www.nzqa.govt.nz/assets/Record-of-Achievement-Discussion-paper.pdf</p>
Citing more than one work in the same citation	<p>List the citations alphabetically by author, separated by a semicolon (;)</p> <p>...as in recent studies (Hirst & Ferree, 1996; Tucker, 1994)</p>	<p>List each work separately in the reference list</p>
Citing more than one work by the same author(s) in the same citation	<p>List the author(s) once followed by the date of each work; separate the dates with commas</p> <p>Past research (Gumble, 2001, 2005) shows...</p>	<p>List each work separately in the reference list</p>
Citing more than one work by the same author in the same year	<p>Include the suffix (a, b, c etc) you added to the reference list</p> <p>According to NASA (2005b)</p> <p>Several studies (NASA 2005a, 2005b) show...</p>	<p>Add a suffix "a, b, c" etc to the date of each work based on the order they appear in the reference list (alphabetically by title)</p> <p>NASA. (2005a). <i>NASA sets sights on Pluto</i>. Retrieved from http://www.nasa.gov/home/hqnews/2005/dec/New_Horizons.html</p> <p>NASA. (2005b). <i>Pluto space probe begins launch preparations</i>. Retrieved from http://www.nasa.gov/home/hqnews/2005/sep/HQ_05283_New_Horizons.html</p>

Works with different dates

Reference Type	In-Text	Reference List Entry
No date given	<p>Use n.d. (which stands for "no date")</p> <p>Recent media reports (Smith, n.d.) show that...</p>	<p>Use n.d. (which stands for "no date")</p> <p>Smith, F. (n.d.). <i>Cattle on the highway</i>. Retrieved from http://www.stuff.co.nz/lifestyle/cool/international.blogs.aspx</p>
Specific dates given, including day and month details	<p>Give the author and the year of publication</p> <p>Reporting the story (Kakesako, 2012) ...</p>	<p>Give the full date in the order: Year, month in full day in numbers</p> <p>Kakesako, G. (2012, November 23). Slugs slow tree delivery to retailers. <i>McClatchy - Tribune Business News</i> pp. 5-7.</p>
Identifying the date for online items	<p>The date of an online item must be clearly associated with the item or page. DO NOT use the web site copyright date in the footer at the very bottom of the page as that is unlikely to relate to the item specific page you are using.</p>	

Books, theses and conference proceedings

Reference Type	In-Text	Reference List Entry
Book 	Give the author(s) and date of publication (Bishop & Prosser, 1990)	List the author(s). (publication date). Title. Place of publication: publisher Bishop, V., & Prosser, R. (1990). <i>The environment</i> . London: Collins Educational.
eBook For major online tools (ebrary or google books) only give the homepage	Give the author(s) and date of publication (Hindson & Winter, 2002)	List the author(s). (publication date). Title Retrieved from URL Hindson, J. C., & Winter, A. C. (2002). <i>Manual of sheep disease</i> . Retrieved from http://books.google.co.nz
Thesis	List the author and year the degree was granted ... was found to breed rapidly (Xie, 2007).	As a book or ebook: Include thesis statement Brown, T. N. (1995). <i>Simulation of the development of Pinus radiata</i> . (Unpublished doctoral thesis). Lincoln University, Lincoln, New Zealand. Xie, Z. (2007). <i>Modelling genetic regulatory networks in Drosophila</i> (Doctoral thesis, Lincoln University, 2007). Retrieved from http://hdl.handle.net/10182/31
Edited Book Each chapter has its own author(s)	List the editor(s) and date of publication ... compiled thoughts on this topic (Singh, 2000) show...	List the editor(s) followed by Ed. or Eds., then the date, title, place of publication: publisher Singh, R. (Ed.). (2000). <i>Diseases of fruit crops</i> . Enfield, New Hampshire: Science.
Book Chapter in an edited book <i>Note: Only use when the chapter authors are not the book editors</i>	List the chapter author(s) and the date of publication Recent research (Collette, 1990) shows ...	Add chapter author(s), title and pages to the Edited Book style as follows. Note: editors names are reversed: initials then family name Colette, R. L. (1990). Harvesting techniques. In R. Singh (Ed.), <i>Diseases of fruit crops</i> (pp. 471-526). Enfield, New Hampshire: Science.
Paper in a conference proceedings If online treat as a web page	List the paper author(s) and date of publication. According to Brackley (1995) in his conference paper...	Use the edited book chapter style and include the conference date and location in the title Brackley, P. (1995). Through other eyes. In D. H. Owen (Ed.), <i>Ergonomics tomorrow: Proceedings of the Sixth Conference of the NZES, Lincoln 16-17 February 1995</i> (pp. 50-52). Palmerston North, New Zealand: New Zealand Ergonomics Society.
Encyclopaedia or dictionary entry If online treat as a web page	List the entry author and date of publication ...which is a good definition (Bergmann, 1993)	Use the book chapter form and include volume Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia britannica</i> (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.

Journal and Newspaper articles

<ul style="list-style-type: none"> Always cite articles from library databases using these forms. Cite as a web site if found on the world wide web. 		
Reference Type	In-Text	Reference List Entry
Academic journal article list doi as either: doi:#### or http://doi.org/###	Give the author(s) and date of publication ...reduced biodiversity (Ancrena, Dabek, & O'Neil, 2007).	List the author(s). (date). article title. <i>journal title, volume</i>(Issue), Pages. doi:###-####-### Ancrena, M., Dabek, L., & O'Neil, S. (2007). Costs of exclusion. <i>PloS Biology</i> , 5(11), 2443-2448. https://doi.org/10.1037/arc0000014
Popular and industry magazines e.g. North and South, Forbes	Give the author(s) and date of publication ...oversalted food (Hiki, 2007).	List the author(s). (year, month, day). title of article, <i>magazine title, volume</i> (issue), pages Hiki, M. (2007, July 6). The great salt crisis. <i>New Zealand Wilderness</i> , pp. 7-13.
Newspaper articles If on a web site e.g stuff.co.nz treat as a web page.	Give the author (or title, if no author) and date ...recent moth infestations (English, 1996). ... recent board room conflicts (Chairman frustrated, 2007) have been caused by ...	List the author (year, month, day) title of article. <i>name of paper, page number</i> English, P. (1996, December 28). Moths escape spraying. <i>New Zealand Herald</i> , p. A1. Chairman frustrated by 'nonsense' (2007, December 13). <i>Otago Daily Times</i> , p. 3.

Course Materials

Reference Type	In-Text	Reference List Entry
Lecture notes, comments by guest speakers, e-mails and phone calls	Give name and specific date of communication. (J. Bowring, personal communication, October 3, 2009)	This is a personal communication DO NOT include in the reference list as it cannot be looked up by your reader
Handouts during classes and site visits	Give the author and date (Bowring, 2009)	Reference as an unpublished paper presented at a meeting Bowring, J. (2009, March 1). <i>Otahuna in pictures</i> . Paper presented at lecture for LASC 316, Innovative Design, Lincoln University.
Item from a course book	Give the author and date of publication and page number (Ross, 2009, pp. 23-45)	List as a publication of limited circulation Ross, J. (2009). <i>RECN 110 Concepts in Sport and Recreation reading resource book</i> . [Available from Lincoln University to enrolled students.]
Item posted on course Learn site	Give the author and date (Bowring, 2009)	List as an item of limited circulation Bowring, J. (2009). <i>Otahuna images in pictures</i> [PowerPoint slides]. [Available from Lincoln University Learn@Lincoln LASC 316 Web site.]

Web pages and online items

- All items retrieved online use the same basic format with extra information included as necessary.
- Each individual page you use information from must have its own reference list entry.

Reference Type	In-Text	Reference List Entry
Basic web page Note: always give the title of the specific page you are referring to.	Give author and creation/update year ...according to government sites (Ministry of Justice, 2012) we see...	List the author. (date of publication). Title. Retrieved from URL Ministry of Justice. (2012, April). <i>Asians in the justice system</i> . Retrieved from http://www.moj.govt.nz/report/asianjustice/archive.aspx
NOTE: When determining the date of a web document DO NOT use the copyright date in the footer of the website as this date does probably does not correspond to the specific page you are viewing.		
Including a retrieval date A retrieval date is not required but can be added if you wish.	Give author and creation/update year ...according to government sites (Ministry of Justice, 2012) we see...	List the author. (date of publication). Title Retrieved date from URL Ministry of Justice. (2012, April). <i>Asians in the justice system</i> . Retrieved April 10, 2012 from http://www.moj.govt.nz/report/asianjustice/archive.aspx
Online documents such as PDFs and Word documents	Give author and creation/update year. ... water deaths in New Zealand (Dyson, 2005).	List as a web page using the unique address that takes you directly to the document Dyson, R. (2005). <i>Drowning prevention strategy: Towards a water safe New Zealand 2005-2015</i> . Retrieved from http://www.acc.co.nz/PRD-EXT-CSMP/groups/guide/water.aspx
Online document such as PDF or word document with no unique address	Give author and creation/update year Government accounting figures (Statistics New Zealand, n.d.) tell us...	As above; stating "Available from" and giving the page address it is linked from Statistics New Zealand. (n.d.). <i>National accounts: Year ending March 2010 – tables</i> . Available from http://www.stats.govt.nz/browse_for_stats/economic_indicators/Nationalaccounts.aspx
Blog entry If the author uses a screen name or handle use that as the name element.	Give the author (which may be a screen name) and creation year ...using 3d visualisation tools (Bad Astronomer, 2010).	List as a web page giving a specific date of posting and add [Blog post] after the title Bad Astronomer. (2010, April 13). <i>3D Apollo!</i> [Blog post]. Retrieved from http://bad-astronomer.com/2010/apollo
Online video e.g. YouTube	Give the author (which may be a screen name) and creation year ...which Norton (2006) claims proves cats are untrainable.	List as a web page giving a specific date of posting and add [Video file] after the title Norton, R. (2006, November 40). <i>How to train a cat to operate a light switch</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=Vja83KLQXZs
Entire web site	Do not include in the reference list. You may mention the whole site in your text. Each page referred to must be individually cited and included in the reference list.	

Graphs, tables, reports and ephemera

Reference Type	In-Text	Reference List Entry
<p>Reports</p> <p>Treat as either a web page or book.</p> <p>If the publisher is the same as the author, list the publisher as: Author</p>	<p>Give the author and publication year</p> <p>...by market forces (Electricity Retailers Association, 1992).</p> <p>...as confirmed by Halliburton (2008).</p>	<p>Give the same details as you would for a webpage or book. Include any report number(s) directly after the title</p> <p>Electricity Retailers Association. (1992). <i>A managed transition towards a facilitated market: Rationale: (Final report WEMS/4)</i>. Wellington, New Zealand: Author.</p> <p>Halliburton, T. (2008, November 25). <i>SDDP modelling of carbon dioxide emissions from electricity generation</i>. Retrieved from http://www.mfe.govt.nz/publications/climate/sddp-modelling-of-carbon-dioxide-emissions-from-electricity-generation.pdf</p>
<p>Graphs, tables and images</p>	<p>When copying a graph, table, image or figure, provide the author, date and page number as you would for a quote, but with the word "From" before the author. This should be located immediately below the item in question</p> <p>Table 1. Youth unemployment rates (From Smith, 1999. p. 37).</p>	<p>In the reference list create an entry for the book, journal or web-page you copied the item from</p> <p>If you are formally publishing copied graphs or images you need to ensure that you are complying with their stated copyright conditions</p> <p>Smith, J. (1999) <i>Structural unemployment in post-war first world economies: An unavoidable reality</i>. Sydney, Australia: New South Wales University Press.</p>
<p>Pamphlets, flyers and other ephemera</p> <p>This type of document should be used cautiously as evidence in academic writing. Always ask yourself if you can trust information presented in such an informal way.</p>	<p>These documents are usually used as evidence of the issuing organisation's view on a topic rather than as primary evidence for an argument you are making.</p> <p>Give the author and year of publication</p> <p>Park maps show safe zone in case of predator escape (Orana Wildlife Park, n.d.).</p> <p>...advertise extensively (Wilderness tours, n.d.).</p>	<p>Follow the basic book rules, leaving blank those sections that are missing</p> <p>Specify what type of item it is by listing in square brackets immediately after the title [Visitor brochure], [Advertising leaflet], [Election mail-drop]</p> <p>Orana Wildlife Park. (n.d.). <i>Park map</i> [Visitor brochure]. Christchurch New Zealand: Author.</p> <p>Wilderness tours. (n.d.). <i>Rainforest adventures</i> [Advertising leaflet].</p>

The Reference List

- The reference list is placed on a new page under the heading “References”.
- Only items cited in text are included in the reference list. Works you have not identified in the text are not included.
- The reference list is double-spaced and listed in alphabetical order according to the first author’s name. Works by the same author(s) are listed in order by date of publication with the oldest listed first.
- The second and later lines of each reference are indented by 5 characters.
- If a web address wraps across 2 or more lines, break it before a punctuation mark such as ? / or #
- Make sure that Word does not underline hyperlinks.
- If your reference ends with a URL (Web address) do not add a final full stop.

References

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