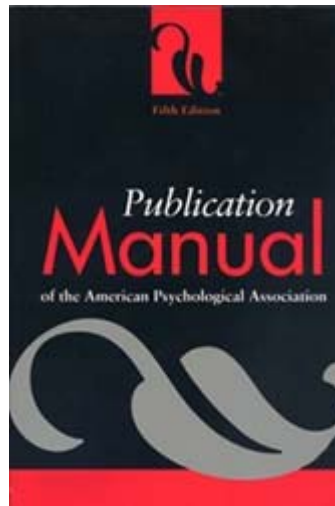


# Setting Out References

## How to reference using the American Psychological Association (APA) style of referencing 5<sup>th</sup> Edition



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## American Psychological Association (APA) Style of Referencing Guide

This guide is only an introduction to The American Psychological Association (APA) style of referencing. For more comprehensive information please refer to the *Publication manual of the American Psychological Association*. (5th ed.). (2001). Washington, DC: American Psychological Association.

Copies are held in the following Libraries (for more details check Voyager):

Philson Library Reference Collection .....	Call Number: WZ345 A512p 2001
General Library .....	Call Number: 808.06615 A51 2001
North Shore Campus Library .....	Call Number: 808.06615 A51 2001
Short Loan – Kate Edgar Information Commons.....	Call Number: 808.06615 A51 2001
Tamaki Library Reference.....	Call Number: 808.06615 A51 2001

### **Introduction**

It is important to acknowledge all sources of information and ideas that you have used in your essay, research paper, dissertation or thesis in a way that identifies the original source. This is known as referencing. Referencing enables you to avoid plagiarism, allows the reader to consult the original source of your information, and acknowledges the author from which the information was taken.

There are many styles of referencing. This guide shows you one way – The American Psychological Association (APA). APA is a common reference style used in psychology and nursing. This style is an author-date method of referencing.

### **Basic Rules for layout of your document**

The first chapter of the Publication manual of the American Psychological Association (APA manual) covers the general format for manuscripts/documents.

For University of Auckland theses and dissertations you should consult the Guide to Theses and Dissertations <http://www.auckland.ac.nz/Docs/sa/postgraduate/download/thesisguide.pdf> for details on general layout.

Otherwise the basic sections, if applicable, of your document are as follows (in the following order and starting on a separate page):

- Title Page
- Abstract
- Text
- References
- Appendices

NB: Please check with your department as they may have other requirements or guidelines.

## **Basic Rules for formatting citations in your text**

The following are some general guidelines for referencing works in the text of your document.

The author/s surname and year of publication are used within the text of a document (commonly referred to as in-text citations) when you are quoting, paraphrasing or summarizing someone else's ideas. At the end of the document full details of the in-text citations are given in a reference list. For more information on in-text citations consult the APA manual (pages 207-214).

### **Standard Citation: One author**

For example:

According to Froggatt (2003) a growing body of research is emerging on palliative care....

OR

A growing body of research is emerging on palliative care (Froggatt, 2003).

NB: If you refer to the same citation a second time within the same paragraph you may omit the year of publication as long as it cannot be confused with other studies cited in that paragraph.

### **Standard Citation: Two authors**

For example:

Jowett and Shanley (1993) observed during interviews that patients responded.....

OR

It was observed during the interview that patients responded well to drug therapy (Jowett & Shanley, 1993).

### **Standard Citation: Three to five authors**

The first time the citation is referred to give all the authors surnames:

For example:

Herth, Korner, and McGee (2004) documented their experiences as patients.....

OR

Their experiences as patients was well documented (Herth, Korner, & McGee, 2004)

NB: In the second example '&' is placed before the last author.

Subsequently, only the surname of the first listed author is used followed by et al. and the year of publication.

For example:

Herth et al. (2004) stated that.....

**Standard Citation: Six or more authors**

When a citation has six or more authors, cite only the first author followed by et al. and the year of publication, for the first and subsequent citations.

For example:

Benzein et al. (2001) conducted narrative interviews....

OR

Narrative interviews were conducted over two weeks (Benzein et al., 2001).

**Standard Citation: No author**

When a work has no author, cite in the text the first few words of the title and the year. For an article or chapter title use double quotation marks around the title. For a book, periodical/journal, brochure, or report, *italicize* the title.

For example:

In the chapter "Thoughts on integrated care" (1999) it discusses...

OR

... it was discussed ("Thoughts on integrated care", 1999).

In the book *Social learning theory* (1980) evidence is...

OR

... the evidence was presented (*Social learning theory*, 1980).

NB: When a work's author is designated as "Anonymous" cite in the text the word Anonymous followed by a comma and the date. In the reference list, an anonymous work is alphabetized by the word Anonymous.

**Groups as authors**

Group authors (e.g. corporations, associations and government agencies) are normally spelled out every time they appear as an in-text citation. However the names of some group authors are spelled out the first time they are cited and abbreviated thereafter. The general rule in deciding to abbreviate is that you should provide enough information in the in-text citation for the reader to easily locate the entry in the reference list.

For example:

The Accident Compensation Corporation [ACC] (2003) would not cover injuries ....

OR

There was no compensation for these kinds of injuries (Accident Compensation Corporation [ACC], 2003).

Subsequently

ACC (2003) does not consider injuries of this nature.....

### **Citation of a work discussed in a secondary source**

Give the secondary source in the reference list; in-text, name the original work, and give a citation for the secondary source. For example if Bendz, Sjodin, & Aurell's work is cited in Olson, Meek, & Lynch and you did not read the work cited, list the Olson, Meek, & Lynch reference in the Reference list.

For example:

In-text citation

Bendz, Sjodin, and Aurell's study (1990, as cited in Olson, Meek, & Lynch, 2004) showed...

OR

...showed in the study (Bendz, Sjodin, & Aurell, 1990, as cited in Olson, Meek, & Lynch, 2004).

In the Reference List

Olson, D. M., Meek, L. G., & Lynch, J. R. (2004). Accurate patient history contributes to differentiating diabetes insipidus: A case study. *Journal of Neuroscience Nursing, 36*(4), 228-230.

### **Direct Quote**

For example:

The author stated, "The effect disappeared within minutes" (Lopez, 1993, p. 311), but she did not say which effect.

OR

Lopez (1993) found that "the effect disappeared within minutes" (p. 311).

NB: Quotations that are 40 words or longer should be placed in a free standing block of type written lines and omit quotation marks. For more information see the APA manual.

### **Several works by the same first author and with the same publication date:**

Within the text the publication date is followed by the suffixes a, b, c, etc. after the year; repeat the year. The suffixes reflect the order in which the references are arranged in the reference list i.e. alphabetically by the title (excluding 'A' and 'The') that follows the date.

For example:

Cook (2001a) found that the control of .... The roles were reversed (Cook, 2001b).

### **Several works within the same parentheses:**

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons



For example:

Several trials found inconsistencies in the results (Brown, 2006; Cook, 2007; Wilson, 2000).

### **Personal Communication**

Personal communication may be letters, memos, some electronic communications, personal interviews, telephone conversations and the like. Cite personal communications in the text only, they are not included in the reference list. In the body of your text you need the following:

Initials and Surname of communicator, and provide an exact a date as possible.

For example in-text reference would look like this:

P. D. Gluckman (personal communication, May 23, 2004)

OR

(J. Kilpatrick, personal communication, November 7, 2004)

## **Your Reference List:**

Formatting your reference list is covered in Chapter 4 of the APA manual. What follows are some general guidelines for formatting your reference list.

Your reference list should appear at the end of your paper and should begin on a separate page from the text of the essay under the heading **References** (centered, at the top of the page and not underlined). The references should be double-spaced just like the rest of your essay, and entries should have a hanging indent of 5 spaces (i.e. starting on the 5<sup>th</sup> space). NB: The School of Nursing accepts 1.5 or double spacing. In this guide I have used 1.5 spacing to save paper!!

References cited in the text must appear in the reference list; likewise, each entry in the reference list must be cited in the text.

NB: A *Reference list* cites works that specifically support a particular article whereas a *Bibliography* cites works for background or for further reading and may include descriptive notes.

## Abbreviations:

Acceptable abbreviations in the reference list for parts of books and other publications are:

chap.	chapter	p.	Page
ed.	edition	pp.	Pages
rev. ed.	revised edition	para.	paragraph
2 <sup>nd</sup> ed.	second edition	Pt.	Part
Ed.	Editor	Suppl.	Supplement
Eds.	Editors	Tech. Rep.	Technical Report
et al.	and others (from Latin <i>et alii</i> , <i>et aliae</i> )	Trans.	Translator(s)
n.d.	no date	Vol.	Volume (as in Vol. 4)
No.	Number	vols.	Volumes (as in 4 vols.)

## Publisher's Locations:

Give the location (city and state for U.S. publishers, city, state or province if applicable, and country for publishers outside of the United States) of the publishers of books, reports, brochures, and other separate, non-periodical publications. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publishers home office. If the publisher is a university, and the name of the state (or province) is included in the name of the university, do not repeat the name in the publisher location. The following locations can be listed without a state abbreviation or country because they are major cities that are well known for publishing.

NB: Do not use abbreviations for the name of the Country e.g. use New Zealand not NZ.

Baltimore	Philadelphia	Milan	Tokyo
Boston	San Francisco	Moscow	Vienna
Chicago	Amsterdam	Paris	
Los Angeles	Jerusalem	Rome	
New York	London	Stockholm	

The names of U.S states and territories are abbreviated in the reference list.

<b>Location</b>	<b>Abbreviation</b>	<b>Location</b>	<b>Abbreviation</b>
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
American Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY

## **Order of References:**

For more detailed information see Section 4.04 pg 219 of the APA manual

References are arranged in alphabetical order by the surname of the first author

### **Several works by the same first author:**

Arranged by year of publication, the earliest first

For example:

Hobson, J. M. (2000). Where to ...

Hobson, J. M. (2004). Maori nursing....

### **Several works by the same first author and with the same publication date:**

Arranged alphabetically by the title (excluding A and The) that follows the date.

For example:

Cook, S. (2001a). The control of ....

Cook, S. (2001b). Roles of the.....

### **Works by groups (agency, association, or institution):**

Alphabetise group authors by the first significant word of the name. Use the full name.

For example:

American Psychological Association, (not APA)

University of Auckland, Department of Medicine,

### **If there is no author:**

The title moves to the author position and the entry is alphabetised by the first significant word of the title.

For example:

Surveillance and control notes. (1997). *New Zealand Public Health Report*, 4(6), 43-45.

## How to reference a Periodical/Journal Article

The following details are needed (if available) in this order:

1. **Author/s.** of article – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of article. (followed by a full stop)
4. **Journal title,** in *italics* (followed by a comma) NB: Journal Title must be in full
5. **Volume number** in *italics* (followed by a comma if no issue number is given)
6. **Issue/part number,** in parentheses - only needed if issues are individually paginated (followed by a comma)
7. **Page Numbers.** of article (followed by a full stop)

### Journal article - one author

Neugroschl, J. (2002). Agitation: How to manage behaviour disturbances in the older patient with dementia. *Geriatrics*, 57(4), 33-37.

### Journal article - two author

Hughes, E., & Rodgers, J. (1999). Changing times in diabetes care. *Diabetes Primary Care*, 1(1), 4.

### Journal article - three-six authors

Ilan, D. I., Liporace, F. A., Rosen, J., & Cannavo, D. (2004). Efficacy of rofecoxib for pain control after knee arthroscopy: A prospective, randomized, double-blinded clinical trial. *Arthroscopy*, 20, 813-818.

### Journal article - more than six authors

Cohet, C., Cheng, S., MacDonald, C., Baker, M., Foliaki, S., Huntington, N., et al. (2004). Infections, medication use, and the prevalence of symptoms of asthma, rhinitis, and eczema in childhood. *Journal of Epidemiology & Community Health*, 58, 852-857.

### Journal supplements

If there is no supplement number, the journal issue number is included in parentheses before Suppl.

Roose, S. P. (2000). Considerations for the use of antidepressants in patients with cardiovascular disease. *American Heart Journal*, 140(4 Suppl.), S84-S88.

OR if the supplement has a number, the number is included in parentheses after Suppl.

Stjernholm, C. (2003). Aspects of temporal bone anatomy and pathology in conjunction with cochlear implant surgery. *Acta Radiologica - Supplementum*, 44(Suppl. 430), 2-15.

### Citation of a work discussed in a secondary source

See page 7 of this guide for details.

### Journal article in press

A paper that has been submitted to a journal and accepted for publication but not yet published is considered in press. Do not give a year, vol, or page numbers until the article is published.

Add (in press) after the author/s name. For more details see page 241 of the APA manual.

Alonso, S., Geys, H., Molenberghs, G., & Kenward, M. G. (in press). Validation of surrogate markers in multiple randomized clinical trials with repeated measurements. *Biometrics*.

### How to reference a Magazine Article

The following details are needed (if available) in this order:

1. **Author/s.** of article – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of article. (followed by a full stop)
4. **Magazine title,** in *italics* (followed by a comma) NB. Magazine title must be in full
5. **Volume number** in *italics* (followed by a comma if no issue number is given)
6. **Issue/part number,** in parentheses only needed if issues are individually paginated (followed by a comma)
7. **Page Number/s.** of article (followed by a full stop)

Allan, B. (2004, March). The food fight. *Consumer*, 438, 8-11.

OR

Fleming, D. (2004, March 8). Cutting back on obesity. *New Zealand Woman's Weekly*, 95-96.

## How to reference a Newspaper Article

The following details are needed (if available) in this order:

1. **Reporter/s.** of article – Surname,(comma) Initial(s).(full stop)
2. **Year, Month Day.** of publication in parentheses. (followed by a full stop)
3. **Title.** of article. (followed by a full stop)
4. **Newspaper title,** in *italics* (followed by a comma)
5. **Section Page Number/s.** of article (followed by a full stop)

Brooker, M. (2003, July 14). Meningitis scare swamps hospital. *The Press*, p. A1.

NB: If an article appears on discontinuous pages, give all page numbers and separate the numbers with a comma (e.g. pp. B1, B3, B5-B7.)

If there is no reporter the work goes under the Title of the article.

## How to reference a Book

The following details are needed (if available) in this order:

1. **Name/s.** of author(s), editor(s) – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Edition.** (in parentheses) if other than the first (followed by a full stop) (edition always abbreviated to ed.)
5. **Place of publication:** (followed by a colon)
6. **Publisher.** (followed by a full stop)

### Single author

Durie, M. (2001). *Mauri ora: The dynamics of Maori health*. Auckland, New Zealand: Oxford University Press.

### Single editor

Perl, A. (Ed.). (2004). *Autoimmunity: Methods and protocols*. Totowa, NJ: Humana Press.

### Two authors

Polit-O'Hara, D., & Hungler, B. P. (1999). *Nursing research: Principles and methods* (6th ed.). Philadelphia: Lippincott.

**NB:** For books that have 3 to 5 authors see in-text citation information on page 6.



For books that have *six or more authors*, follow the rule for journals (see example on Page 12) and abbreviate remaining authors as et al. (not italicized and with a full stop after “al”). For in-text citation information see page 6.

### **Corporate Author**

New Zealand Occupational Safety & Health Service. (1996). *Approved code of practice for the management of noise in the workplace*. Wellington, New Zealand: Department of Labour, Occupational Safety & Health Service.

### **Author/Publisher are Identical**

When the author and the publisher are the same, use the word Author as the name of the publisher.

New Zealand Ministry of Health. (2004). *Guideline for specialist health services for older people*. Wellington, New Zealand: Author.

### **No author/editor**

*Australian medicines handbook: AMH*. (2004). Adelaide, South Australia: Australian Medicines Handbook.

### **How to reference a Brochure/Pamphlet**

Format references to brochures/pamphlets in the same way as those to entire books (see page 15). In brackets, identify the publication as a brochure.

Diabetes New Zealand. (2003). *Cardiovascular risk and diabetes* [Brochure]. Wellington, New Zealand: Author.

## How to reference a Book Chapter

The following details are needed (if available) in this order:

1. **Name/s.** of author(s) of chapter – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Chapter title.** (followed by a full stop)
4. **Editor/s of book** preceded by “In”.
5. **Title.** of book in *italics*. (followed by a full stop). NB: For a chapter in a book that is not edited, include the word **In** before the book title
6. **Page Numbers.** of chapter in parentheses (followed by a full stop) NB: If there is an edition, volume number or report number this information precedes the page numbers within the parentheses and is followed by a comma.
7. **Place of publication:** (followed by a colon)
8. **Publisher.** (followed by a full stop)

### Chapter in an edited book

Brown, S. A., Aarons, G. A., & Abrantes, A. M. (2001). Adolescent alcohol and drug abuse. In C. E. Walker & M. C. Roberts (Eds.), *Handbook of clinical child psychology* (3rd ed., pp. 757-775). New York: Wiley.

### Chapter in an unedited book

For a chapter in a book where the author has written the whole book, include the word In before the book title.

Cook, S. (2007). Palliative care of the elderly. In *Palliative care* (pp. 23-45). New York: Blackwell.

### Entry in Encyclopaedia/Dictionary

Follow the format for book chapters (see above). Note if an entry has no author, place the entry title in the author position

Hordeolum. (2002). In D. M. Anderson (Ed.), *Mosby's medical, nursing, & allied health dictionary* (p. 826). St. Louis, MO: Mosby.

### Entry in an online Encyclopaedia/Dictionary

See page ?? for details.

### Citation of a work discussed in a secondary source

See page 7 for details.

## How to reference Technical Reports

The following details are needed (if available) in this order:

1. **Name/s.** of author(s), editor(s) – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Report No.** (in parentheses, followed by a full stop) (edition always abbreviated to ed.)
5. **Place of publication:** (followed by a colon)
6. **Publisher.** (followed by a full stop)

Eagle, L., Bulmer, S., & Hawkins, J. (2003). *The 'obesity epidemic': Complex causes, controversial cures: Implications for marketing communication* (Tech. Rep. No. 03.03.). Auckland, New Zealand: Massey University at Albany, Department of Commerce.

NB: If there is no report number treat the item as a book and reference as such (see pg 14).

If using **EndNote** and you have selected Reference type - Report, the following fields need to be filled in - Author, Year, Title, Type, Report No., City, Institution (for publishers name).

## How to reference a Conference Proceeding

NB: Treat regularly published Conference Proceedings as journals (see pg 12).

Conference Proceedings that are published in any form (e.g. in a journal, as a chapter in an edited book, or as contribution to a symposium) should be treated in the same way as a chapter in a book (see pg 16).

The following details are needed (if available) in this order:

1. **Name/s.** of author(s), editor(s) – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a comma) and **Month.** (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Name of Conference,** (followed by a comma)  
Insert the following text before Name of Conference – **Paper presented at the**
5. **Place of conference.** (followed by a full stop)

### *For an unpublished paper*

Bonita, R. (2000, May 8-10). *World Health Organisation mandate for women and heart diseases*. Paper presented at the International Conference on Women, Heart Diseases and Stroke, Victoria, Canada.

## Doctoral Dissertations and Master's Theses

### How to reference a Thesis

NB: The American equivalent of a master's thesis is a doctoral dissertation

The following details are needed (if available) in this order:

1. **Name/s.** of author(s), editor(s) – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Name of University,** (followed by a comma)

Insert the following text before Name of University – **Unpublished master's thesis** OR if from an American University - **Unpublished doctoral dissertation**

5. **City,** (followed by a comma) **State,** (followed by a comma)  
**Country.** (followed by a full stop)

#### *Unpublished Thesis*

Grayson, S. J. (2001). *Nursing management of the rheumatic fever secondary prophylaxis programme*. Unpublished master's thesis, University of Auckland, Auckland, New Zealand.

OR

Spernak, S. M. (2001). *The impact of constructive thinking and doctor-patient relations on cardiac patient adherence*. Unpublished doctoral dissertation, George Washington University, Washington, DC.

NB: If you are using **EndNote** select the Reference type – Thesis. You will need to type the following text into the *Thesis Type* field - either **master's thesis** or **doctoral dissertation**.

### How to reference a Personal Communication

Personal communications are not included in the reference list. See page 8 for in-text citation details.

## How to reference Lecture Notes

The following details are needed (if available) in this order:

1. **Name.** of lecturer(s). - Surname, (comma) Initial(s). (full stop)
2. **Year, Month Day.** of publication in parentheses. (followed by a full stop)
3. **Title.** of lecture. (followed by a full stop)
4. Insert the following text after the title – **Unpublished lecture notes**, (followed by a comma)
5. **Name of University**, (followed by a comma)
6. **City**, (followed by a comma) **Country.** (followed by a full stop)

Sheridan, N. (2007, February 27). *Primary health care patterns in New Zealand*. Unpublished lecture notes, University of Auckland, Auckland, New Zealand.

NB: If the lecture does not have a title, provide a brief description of the lecture material within square brackets (not in italics).

## How to reference Video Recording, Motion Pictures and Television Series

The following details are needed (if available) in this order:

1. **Producer/s.** of video – Surname, (comma) Initial(s). (full stop)

Insert the following text after producers name – (Producer), followed by a comma and then an ampersand &

2. **Director/s.** of video – Surname, (comma) Initial(s). (full stop)

Insert the following text after directors name – (Director). (followed by a full stop)

3. **(Year).** of publication in parentheses. (followed by a full stop)

4. **Title.** of video in *italics*

Insert the following text after Title of video [**Motion picture**]. NB. Use square brackets – (followed by a full stop)

7. **Country of origin:** (followed by a colon)

8. **Studio or distributor.** (followed by a full stop)

### Video or motion picture with international or national availability

Roston, J. (Producer), & Haberman, I. (Director). (1987). *Physical examination of the musculoskeletal system: Program 2: Foot and ankle* [Motion picture]. Park Ridge, Ill: The Academy.

**NB:** If video recording or movie is not available for wide distribution, provide the distributors name and complete address in parentheses at the end of the reference.

### **Video or motion picture or with limited availability**

Roberts, H. (Producer). (1993). *Breast examination* [Motion picture]. (Available from University of Auckland, Private Bag 92019, Auckland, New Zealand).

### **Motion picture (movie/film) with international or national availability**

Shadyac, T. & M. G. Williams (Producers), & Shadyac, T. (Director). (1998). *Patch Adams* [Motion picture]. Universal City, CA: Universal Pictures.

**NB:** If video recording or movie is not available for wide distribution, provide the distributors name and complete address in parentheses at the end of the reference.

### **Television broadcast**

Māori Television (Producer). (2006, September 1). *Te kāea: News* [Television broadcast]. Auckland, New Zealand: Māori Television.

### **Television series**

Bennett, S. (Producer). (1992). *Shortland Street* [Television series]. New Zealand: South Pacific Pictures.

### **Single episode from a television series**

Booton, L. (Writer), & Bennett, S. (Director). (2007). Episode 16.101 [Television series episode]. In S. Bennett (Producer), *Shortland Street*. New Zealand: South Pacific Pictures.

OR

Crichton, M. & Maser, K. (Writers), & Innes, L. (Director). (2006). Tell me no secrets [Television series episode]. In M. Crichton & J. Wells (Producers), ER. Burbank, CA: Warner Bros. Television.

## Electronic Media

NB: There are new rules just released which have not been implemented into this section please check the [APA style guide to electronic references](#) by doing a title search in Voyager

There is a variety of material available on the web and this can present challenges when referencing these sources. Two key guidelines to follow when referencing electronic media are:

1. Direct readers as closely as possible to the information being cited – whenever possible reference specific documents rather than home or menu pages
2. Provide addresses (URL) that actually work

### How to reference a Web Page

The following details are needed (if available) in this order:

1. **Author/s.** of web page – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of web page in *italics*. (followed by a full stop)
4. **Date Retrieved Month Day,** (followed by a comma) **Year,** (followed by a comma)

Insert the following text before Month - **Retrieved**

5. **URL** (web address)

Insert the following text before URL – **from** (dependent on type of webpage)

#### Stand alone Webpage (no author, no date)

*Te Kaunihera O Nga Neehi Maori O Aotearoa [National Council of Maori Nurses].* (n.d).

Retrieved November 25, 2006, from [http://www.healthsite.co.nz/hauora\\_maori/ncmn/index.html](http://www.healthsite.co.nz/hauora_maori/ncmn/index.html)

### How to reference part/section of a Web Page

The following details are needed (if available) in this order:

1. **Author/s.** of section of web page – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of section of web page. (followed by a full stop)
4. **Title.** Of web page in *italics*. (followed by a full stop)

Insert the following text before Title - **In**

5. **Date Retrieved Month Day,** (followed by a comma) **Year,** (followed by a comma)

Insert the following text before Month - **Retrieved**

6. **URL** (web address)

Insert the following text before URL – **from** (dependent on type of webpage)

### Part/section of a webpage

Schrader, B. (n.d.). Building families. In *We call it home: A history of state housing in New Zealand*. Retrieved June 24, 2004, from <http://www.nzhistory.net.nz/Gallery/housing/family.html>

### How to reference an Electronic Publication of Limited Circulation (Intranet not Internet)

Note: The Electronic Publication of Limited Circulation example below has been provided by Philson Library Staff, following APA principles, as APA 5<sup>th</sup> ed. does not provide any exact examples for this type of publication. Also, the MS Word formatting adds a carriage return before the URL whereas APA have a simple space.

The following details are needed (if available) in this order:

1. **Author/s.** of electronic publication – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Date Retrieved - Month Day,** (followed by a comma) **Year,** (followed by a comma)

Insert the following text before Month – **Retrieved**

5. **(Location of Publication)** In parentheses insert **Available from the** (host organisation and the relevant programme or department)- followed by the web address (url)
6. **URL** (web address)

Insert the following text before URL – **Web site:** (dependent on type of webpage)

Auckland District Health Board. (2002, September) *Cytotoxic therapy administration*. Retrieved May 1, 2007 (Available from the Auckland District Health Board, Polices and Procedures Web site: [http://adhb.intranet/ADHB%5FPolicies%5Fand%5FProcedures/Clinical/ADHB\\_Board/cytotoxic\\_therapy\\_administration.htm](http://adhb.intranet/ADHB%5FPolicies%5Fand%5FProcedures/Clinical/ADHB_Board/cytotoxic_therapy_administration.htm))

### How to reference an Electronic Journal article

The following details are needed (if available) in this order:

1. **Author/s.** of article – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of article. (followed by a full stop)
4. **Journal title,** in *italics* (followed by a comma) NB. Journal Title must be in full
5. **Volume number,** in *italics* (followed by a comma if no issue number is given)



6. **Issue/part number**, in parentheses only needed if issues are individually paginated (followed by a comma)
7. **Page Numbers** of article (followed by a full stop) NB: If no page numbers given disregard
8. **Date Retrieved Month Day**, (followed by a comma) **Year**, (followed by a comma)  
Insert the following text before Month - **Retrieved**
9. **URL** (web address)  
Insert the following text before URL – **from**

### **Electronic journal – Internet Only**

Klenk, K., Snow, J., Morgan, K., Bowen, R., Stephens, M., Foster, F., et al. (2004, December). Alligators as West Nile virus amplifiers. *Emerging Infectious Diseases*, 10(12). Retrieved November 25, 2004, from <http://www.cdc.gov/ncidod/EID/vol10no12/04-0264.htm>

NB: For an Internet article based on a print source see APA Manual pg 271

### **How to reference a Cochrane Review**

Note: The Cochrane examples below have been provided by Philson Library Staff, following APA principles, as APA 5<sup>th</sup> ed. does not provide any exact examples for Cochrane Databases.

The following details are needed (if available) in this order:

1. **Author/s.** of article – Surname,(comma) Initial(s).(full stop)
2. **Updated Date.** of review in parentheses. – Month Day, (comma) Year. (followed by a full stop) Insert the following text before Month – **Updated**. NB: Use ‘Date of Most Recent Update’ from the review.
3. **Title.** of article.
4. **Type.** of article in square brackets. (followed by a full stop) NB: Insert the following text [**Cochrane Review**] or [**Cochrane Protocol**].
5. **Database name**, in *italics* (followed by a comma) NB. Insert following text - **In** *Cochrane Database of Systematic Reviews*,
6. **Year of database** (followed by a space)
7. **Issue/volume.** in parentheses (followed by a full stop).
8. **Date Retrieved - Month Day**, (followed by a comma) **Year**, (followed by a comma),  
Insert the following text before Month – **Retrieved**
9. **Software Provider.** (followed by a full stop). NB: Insert following text – **from Ovid Evidence Based Medicine Reviews: Cochrane Database of Systematic Reviews. OR from The Cochrane Library, Wiley Interscience.**

### **Cochrane Database of Systematic Reviews (Ovid version)**

Sultana, A., Reilly, J., & Fenton, M. (Updated February 25, 2003). Thioridazine for schizophrenia. [Cochrane Review]. In *Cochrane Database of Systematic Reviews*, 2004 (4). Retrieved February 5, 2005, from Ovid Evidence Based Medicine Reviews: Cochrane Database of Systematic Reviews.

### **The Cochrane Library, Wiley Interscience**

Bunn, F., Byrne, G., & Kendall, S. (Updated March 22, 2004). Telephone consultation and triage: effects on health care use and patient satisfaction. [Cochrane Review]. In *Cochrane Database of Systematic Reviews*, 2005 (1). Retrieved February 11, 2005, from The Cochrane Library, Wiley Interscience.

## **How to reference an electronic book retrieved from a database e.g.**

### **Books@Ovid, Ebrary, netLibrary**

The following details are needed (if available) in this order:

1. **Name/s.** of author(s), editor(s) – Surname,(comma) Initial(s).(full stop)
2. **Year.** of publication in parentheses. (followed by a full stop)
3. **Title.** of publication in *italics*. (followed by a full stop)
4. **Edition.** (in parentheses) if other than the first edition (followed by a full stop) NB: edition always abbreviated to ed.
5. **Place of publication:** (followed by a colon)
6. **Publisher.** (followed by a full stop)
7. **Date Retrieved, – Month Day,** (followed by a comma) **Year,** (followed by a comma)  
Insert the following text before month – **Retrieved**
8. **Software Provider.** (followed by a full stop) – NB: Insert the following text – **from Books@Ovid database OR from netLibrary database OR from Ebrary database.**

### **Electronic book retrieved from a database**

Morris, P. J., & Wood, W. C. (2000). *Oxford Textbook of Surgery* (2nd ed.). Oxford, England: Oxford University Press. Retrieved September 1, 2004, from Books@Ovid database.

### **Electronic book retrieved from a library catalogue**

Shaw, K. M., & Cummings, M. H. (Eds.), (2006). *Diabetes: Chronic complications* (2nd ed.). Chichester, England: John Wiley & Sons. Retrieved March 1, 2007, from University of Auckland Library Catalogue, Wiley Interscience: <http://www3.interscience.wiley.com/ezproxy.auckland.ac.nz/cgi-bin/bookhome/112510904?CRETRY=1&SRETRY=0>

## Legal Material

### How to reference an Act

The following are some general guidelines for referencing acts both in the text of your document and in your reference list.

The details needed to reference an Act will vary according to the country from where the Act originates. Consult with your subject librarian. Note: According to the APA manual p. 403 you do not need to italicize the name of the Act in either the reference list or in text.

#### In text

According to the Misuse of Drugs Act of 1975 it was....

OR

..... particular class of specified drug offence (Misuse of Drugs Act, 1975).

#### Reference

Basic Details required are:

1. **Title of the Act**, (followed by a comma)
2. **Volume** (followed by a space) NB: Number assigned to the Act
3. **Source**. (full stop) (followed by a space) NB: Abbreviate source, normally includes the country where the Act originates from
4. **§ number** (followed by a space) NB: You will need to copy and paste the section number symbol from the Character Map (this is located under your Accessories Menu).  
NB: The § number is only required when you are not referencing the whole act.
5. **Year**. of publication in parentheses. (followed by a full stop)

#### Whole Act

Misuse of Drugs Act, 116 Stat. N.Z. (1975).

OR

Human Rights Act, c.42 U.K. (1998).

OR

#### Section of an Act

Crimes Act, 43 Stat. N.Z. § 267 (1961).

#### Other Country Codes:

Australia – Austl.

England – Eng.

Great Britain – Gr. Brit.

United Kingdom – U.K.

United States of America – U.S.

For states within Australia and the U.S. consult your subject librarian for the abbreviated code.

## Quick Guide to APA Referencing

TYPE	EXAMPLE	FOR MORE DETAILS SEE
<b>Journal Articles</b>		
<i>One Author</i>	Neugroschl, J. (2002). Agitation: How to manage behaviour disturbances in the older patient with dementia. <i>Geriatrics</i> , 57(4), 33-37.	p. 14
<i>Two Authors</i>	Hughes, E., & Rodgers, J. (1999). Changing times in diabetes care. <i>Diabetes Primary Care</i> , 1(1), 4.	p. 14
<i>Three – Six Authors</i>	Ilan, D. I., Liporace, F. A., Rosen, J., & Cannavo, D. (2004). Efficacy of rofecoxib for pain control after knee arthroscopy: A prospective, randomized, double-blinded clinical trial. <i>Arthroscopy</i> , 20, 813-818.	p. 14
<i>More than Six Authors</i>	Cohet, C., Cheng, S., MacDonald, C., Baker, M., Foliaki, S., Huntington, N., et al. (2004). Infections, medication use, and the prevalence of symptoms of asthma, rhinitis, and eczema in childhood. <i>Journal of Epidemiology &amp; Community Health</i> , 58, 852-857	p. 14
<i>Journal supplements</i>	Roose, S. P. (2000). Considerations for the use of antidepressants in patients with cardiovascular disease. <i>American Heart Journal</i> , 140(4 Suppl.), S84-S88.  OR Stjernholm, C. (2003). Aspects of temporal bone anatomy and pathology in conjunction with cochlear implant surgery. <i>Acta Radiologica - Supplementum</i> , 44(Suppl. 430), 2-15.	p. 15
<i>Journal article in press</i>	Alonso, S., Geys, H., Molenberghs, G., & Kenward, M. G. (in press). Validation of surrogate markers in multiple randomized clinical trials with repeated measurements. <i>Biometrics</i> .	p. 15

<b>Magazine Article</b>	Allan, B. (2004, March). The food fight. <i>Consumer</i> , 438, 8-11. OR Fleming, D. (2004, March 8). Cutting back on obesity. <i>New Zealand Woman's Weekly</i> , 95-96.	p. 15
<b>Newspaper Article</b>	Brooker, M. (2003, July 14). Meningitis scare swamps hospital. <i>The Press</i> , p. A1.	p. 16
<b>Books</b>		
<i>Single author</i>	Durie, M. (2001). <i>Mauri ora: The dynamics of Maori health</i> . Auckland, New Zealand: Oxford University Press.	p. 16
<i>Single editor</i>	Perl, A. (Ed.). (2004). <i>Autoimmunity: Methods and protocols</i> . Totowa, NJ: Humana Press.	p. 16
<i>Two authors</i>	Polit-O'Hara, D., & Hungler, B. P. (1999). <i>Nursing research: Principles and methods</i> (6th ed.). Philadelphia: Lippincott.	p. 16
<i>Corporate Author</i>	New Zealand Occupational Safety & Health Service. (1996). <i>Approved code of practice for the management of noise in the workplace</i> . Wellington, New Zealand: Department of Labour, Occupational Safety & Health Service.	p. 17
<i>Author/Publisher are Identical</i>	New Zealand Ministry of Health. (2004). <i>Guideline for specialist health services for older people</i> . Wellington, New Zealand: Author.	p. 17
<i>No author/editor</i>	<i>Australian medicines handbook: AMH</i> . (2004). Adelaide, South Australia: Australian Medicines Handbook.	p. 17
<b>Brochure</b>	Diabetes New Zealand. (2003). <i>Cardiovascular risk and diabetes</i> [Brochure]. Wellington, New Zealand: Author.	p. 17

<b>Book Chapter</b>		p. 18
<i>Chapter in an edited book</i>	Brown, S. A., Aarons, G. A., & Abrantes, A. M. (2001). Adolescent alcohol and drug abuse. In C. E. Walker & M. C. Roberts (Eds.), <i>Handbook of clinical child psychology</i> (3rd ed., pp. 757-775). New York: Wiley.	p. 187
<i>Chapter in an unedited book</i>	Cook, S. (2007). Palliative care of the elderly. In <i>Palliative care</i> (pp. 23-45). New York: Blackwell.	p. 18
<b>Entry in Encyclopaedia/Dictionary</b>	Hordeolum. (2002). In D. M. Anderson (Ed.), <i>Mosby's medical, nursing, &amp; allied health dictionary</i> (p. 826). St. Louis, MO: Mosby.	p. 18
<b>Citation of a work discussed in a secondary source</b>		p. 7
<b>Technical Reports</b>	Eagle, L., Bulmer, S., & Hawkins, J. (2003). <i>The 'obesity epidemic': Complex causes, controversial cures: Implications for marketing communication</i> (Tech. Rep. No. 03.03.). Auckland, New Zealand: Massey University at Albany, Department of Commerce.	p. 19
<b>Conference Proceeding</b>	Bonita, R. (2000, May 8-10). <i>World Health Organisation mandate for women and heart diseases</i> . Paper presented at the International Conference on Women, Heart Diseases and Stroke, Victoria, Canada.	p. 19
<b>Thesis</b>	Grayson, S. J. (2001). <i>Nursing management of the rheumatic fever secondary prophylaxis programme</i> . Unpublished master's thesis, University of Auckland, Auckland, New Zealand. OR Spernak, S. M. (2001). <i>The impact of constructive thinking and doctor-patient relations on cardiac patient adherence</i> . Unpublished doctoral dissertation, George Washington University, Washington, DC.	p. 20
<b>Personal Communication</b>		p. 8

<b>Lecture Notes</b>	Sheridan, N. (2007, February 27). <i>Primary health care patterns in New Zealand</i> . Unpublished lecture notes, University of Auckland, Auckland, New Zealand.	p. 21
<b>Video Recording, Motion Pictures and Television</b>		pp. 21-22
<i>Video or motion picture with international or national availability</i>	Roston, J. (Producer), & Haberman, I. (Director). (1987). <i>Physical examination of the musculoskeletal system: Program 2: Foot and ankle</i> [Motion picture]. Park Ridge, Ill: The Academy.	p. 21
<i>Video or motion picture with limited availability</i>	Roberts, H. (Producer). (1993). <i>Breast examination</i> [Motion picture]. (Available from University of Auckland, Private Bag 92019, Auckland, New Zealand).	p. 22
<i>Motion picture (movie/film) with international or nation availability</i>	Shadyac, T. & M. G. Williams (Producers), & Shadyac, T. (Director). (1998). <i>Patch Adams</i> [Motion picture]. Universal City, CA: Universal Pictures.	p. 22
<i>Television broadcast</i>	Māori Television (Producer). (2006, September 1). <i>Te kāea: News</i> [Television broadcast]. Auckland, New Zealand: Māori Television.	p. 22
<i>Television series</i>	Bennett, S. (Producer). (1992). <i>Shortland Street</i> [Television series]. New Zealand: South Pacific Pictures.	p. 22
<i>Single episode from a television series</i>	Booton, L. (Writer), & Bennett, S. (Director). (2007). Episode 16.101 [Television series episode]. In S. Bennett (Producer), <i>Shortland Street</i> . New Zealand: South Pacific Pictures. OR Crichton, M. & Maser, K. (Writers), & Innes, L. (Director). (2006). Tell me no secrets [Television series episode]. In M. Crichton & J. Wells (Producers), ER. Burbank, CA: Warner Bros. Television.	p. 22

<b>Electronic Media</b>		pp. 23-26
<b>Webpages</b>		pp. 23-24
<i>Stand alone Webpage (no author, no date)</i>	<i>Te Kaunihera O Nga Neehi Maori O Aotearoa [National Council of Maori Nurses].</i> (n.d.). Retrieved November 25, 2006, from <a href="http://www.healthsite.co.nz/hauora_maori/ncmn/index.html">http://www.healthsite.co.nz/hauora_maori/ncmn/index.html</a>	p. 23
<i>Part/section of a webpage</i>	Schrader, B. (n.d.). Building families. In <i>We call it home: A history of state housing in New Zealand.</i> Retrieved June 24, 2004, from <a href="http://www.nzhistory.net.nz/Gallery/housing/family.html">http://www.nzhistory.net.nz/Gallery/housing/family.html</a>	pp. 23-24
<b>Electronic Publication of Limited Circulation (Intranet not Internet)</b>	Auckland District Health Board. (2002, September) <i>Cytotoxic therapy administration.</i> Retrieved May 1, 2007 (Available from the Auckland District Health Board, Policies and Procedures Web site: <a href="http://adhb.intranet/ADHB%5FPolicies%5Fand%5FProcedures/Clinical/ADHB_Board/cytotoxic_therapy_administration.htm">http://adhb.intranet/ADHB%5FPolicies%5Fand%5FProcedures/Clinical/ADHB_Board/cytotoxic_therapy_administration.htm</a> )	p. 24
<b>Electronic journal – Internet Only</b>	Klenk, K., Snow, J., Morgan, K., Bowen, R., Stephens, M., Foster, F., et al. (2004, December). Alligators as West Nile virus amplifiers. <i>Emerging Infectious Diseases, 10</i> (12). Retrieved November 25, 2004, from <a href="http://www.cdc.gov/ncidod/EID/vol10no12/04-0264.htm">http://www.cdc.gov/ncidod/EID/vol10no12/04-0264.htm</a>	p. 24-25
<b>Cochrane Review</b>		pp. 25-26
<i>Cochrane Database of Systematic Reviews (Ovid version)</i>	Sultana, A., Reilly, J., & Fenton, M. (Updated February 25, 2003). Thioridazine for schizophrenia. [Cochrane Review]. In <i>Cochrane Database of Systematic Reviews, 2004</i> (4). Retrieved February 5, 2005, from Ovid Evidence Based Medicine Reviews: Cochrane Database of Systematic Reviews.	p. 26
<i>The Cochrane Library, Wiley Interscience</i>	Bunn, F., Byrne, G., & Kendall, S. (Updated March 22, 2004). Telephone consultation and triage: effects on health care use and patient satisfaction. [Cochrane Review]. In <i>Cochrane Database of Systematic Reviews, 2005</i> (1). Retrieved February 11, 2005, from The Cochrane Library, Wiley Interscience.	p. 26



<b>Electronic Books</b>		p. 26
<i>Electronic Book retrieved from a database</i>	Morris, P. J., & Wood, W. C. (2000). <i>Oxford Textbook of Surgery</i> (2nd ed.). Oxford, England: Oxford University Press. Retrieved September 1, 2004, from Books@Ovid database.	p. 26
<i>Electronic book retrieved from a library catalogue</i>	Shaw, K. M., & Cummings, M. H. (Eds.), (2006). <i>Diabetes: Chronic complications</i> (2nd ed.). Chichester, England: John Wiley & Sons. Retrieved March 1, 2007, from University of Auckland Library Catalogue, Wiley Interscience: <a href="http://www3.interscience.wiley.com ezproxy.auckland.ac.nz/cgi-bin/bookhome/112510904?CRETRY=1&amp;SRETRY=0">http://www3.interscience.wiley.com ezproxy.auckland.ac.nz/cgi-bin/bookhome/112510904?CRETRY=1&amp;SRETRY=0</a>	p. 26
<b>Legal Material</b>		p. 27
<i>Act in text</i>		p. 27
<i>Whole Act</i>	Misuse of Drugs Act, 116 Stat. N.Z. (1975). OR Human Rights Act, c.42 U.K. (1998).	p. 27
<i>Section of an Act</i>	Crimes Act, 43 Stat. N.Z. § 267 (1961).	p. 27