



Table of Contents

1. INTRODUCTION TO APA.....	1
IPU New Zealand Policy.....	1

1. INTRODUCTION TO APA

IPU New Zealand Policy

Assignments at IPU New Zealand should be written according to the information in this handout. This is based on the American Psychological Association (APA) 7th Edition system, which is used by many other tertiary institutions.

Plagiarism

In Western academic tradition, when someone has an idea, they own it as their intellectual property. To show this, they usually publish it somewhere. If you use these ideas as if they are your own, it is regarded as a certain kind of theft, called “intellectual property theft”.

Plagiarised assignments are not acceptable. You must not copy or paraphrase another person’s work without giving the source, otherwise you may fail your assignment.

Students need to be aware of plagiarism and how to avoid it (see also the Institute’s “Academic Honesty Policy” in the Student Study Guides). You will also be required to submit your work electronically so that

Word count

The word count of your assignment includes the main text, quotations, headings and subheadings, in-text citations, and table and figure captions (check with your lecturer).

Words from languages other than English

Write words, phrases and abbreviations from other languages in *italics*. Foreign words that are common in English (i.e. found in the English dictionary) are not italicised (e.g. rendezvous). Also, if the foreign word is a proper noun it is **not** italicised.

NB: If a foreign word is going to be used frequently in the text, it only needs to be italicised **the first time**.

When a foreign word is used, its English translation should be provided. This can be done in one of two ways:

Figures

A figure may be a chart, a graph, a photograph, a drawing, or any other illustration or non-textual depiction.

Any type of illustration or image other than a table is referred to as a figure.

Further information

For more information on tables and figures see <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>.

3. USEFUL VOCABULARY FOR LINKING CONCEPTS AND IDEAS

Effects/Results

Cause/Reason

Addition

Alt58(S)] TJETQac

4.

<p>Occupations a policeman fireman salesman waiter/waitress <i>- do not specify the sex of the person if it is not part of your discussion.</i> e.g. The male nurse walked into the hospital ward.</p>	<p>police officer fire fighter sales clerk server; wait staff e.g. The nurse walked into the hospital ward.</p>
<p>Role references chairman spokesman businessman self-made man manpower</p>	<p>chairperson spokesperson business person self-made person, entrepreneur personnel; staff</p>
<p>Research participants <i>- use words that show participation</i> research subjects questionnaire subjects</p>	<p>research participants questionnaire respondents</p>
<p>Other stereotypes homeless king-size ladylike man-made workmanship</p>	<p>people who are homeless jumbo; gigantic courteous synthetic; manufactured quality construction</p>

5. CITING SOURCES IN YOUR TEXT

In your written assignments, it is necessary to use people's ideas from other sources to help strengthen your arguments and show understanding of a topic. When you cite a source, you give credit to wherever these borrowed ideas come from. You must cite each source as an *in-text citation* and include it in the *reference list* (a complete list of sources) at the end of your assignment. Examples are given in this guide.

Correspondence between a reference list entry and an in-text citation

Reference list entry:	Rudzitis, G., & Bird, K. (2011). The myth and reality of sustainable New Zealand: Mining in a pristine land. <i>Environment</i> , 53(6), 16–28. https://doi.org/10.1080/00139157.2011.623062
Parenthetical citation:	(Rudzitis & Bird, 2011)
Narrative citation:	Rudzitis and Bird (2011)

In-text citations

For in-text citations in APA, provide the **author's name** (or the title if there is no author) and the **year of publication** or **n.d.** (“no date”). Note that if a book, you use the **copyright** date. In addition, include **page/paragraph numbers** for direct quotations. These are also recommended for paraphrases and summaries (check with your lecturer).

For **print sources** (e.g. books), provide the page number or numbers e.g.

As Myers (2015, p. 5) points out, “positive emotions are a means to a more caring society.”

For **online sources**, provide the page number(s)/paragraph number (use “para.”) or a page given (n.p.g.). e.g. As Myers (2015, para. 5) points out, “positive emotions are a means to a more caring society.”

This could also be written as: As Myers points out, “positive emotions are a means to a more caring society” (2015, para. 5).

Citing multiple different sources in the same parentheses

If a sentence contains information paraphrased from several sources, you can include each source in a single set of parentheses at the end of the sentence. The sources are arranged alphabetically by author, and are separated by a semi-colon. For example:

(Conger & Scheiber, 2019; Hawkins, 2019; Romo, 2019).

Direct quotations

A direct quotation is identical to and uses the exact words from another author.

Paraphrasing

A paraphrase is when you put into your own words a passage from another source.

A paraphrase may be shorter than and condensed from the original text.

An in-

Referring to a title of a source in your text

Sometimes you will want to refer to the title of a source as part of your discussion **within** your assignment.

Italicise titles.

Capitalise the first word of the title, proper nouns and all other major words. It is not necessary to capitalise minor words (prepositions, conjunctions, articles etc.) e.g.

In her book *The Best and the Brightest*, Mai Son (2013) explores the factors that ...
Dr Ru Bish, a well-known New Zealand environmental scientist, summarised the debate about plastic bag use well in his recent article *Plastic Bag Ban: Annoying for Some, Awesome for Others* (Bish, 2010).

The World Development Report 2019: The Changing Nature of Work (World Bank, 2019) focuses on the global impact of technology on work and jobs.

NB: The rules for using upper case letters in titles are different for reference list entries.

Useful vocabulary for citing the work of others

Personal communications

Personal communications are works that cannot be recovered by readers and are cited in the text as personal communications. Information from personal communication should normally only be used if published material is unavailable. Personal communications include:

- discussions with experts, personal interviews

- letters, memos, emails and online bulletin boards, online chats

- telephone conversations

- live speeches

- external lectures and external lecture notes (not your class notes)

- PPT slides and handouts from your lectures (if allowed - check with your lecturer)

These should be cited in the text as follows:

K. W. Schaie (personal communication, March 18, 2019) stated that staff morale had increased.

Secondary citations

6. THE REFERENCE LIST

This is the list of **all of the sources** cited in your assignment. One purpose of a reference list is so that a reader can identify and locate the materials cited in your work. Another purpose is to find out if you have read widely enough for the assignment (ask your lecturer how many/what type of references are expected in the assignment).

Basic Template

The basic reference template contains the following key elements:

Author/s or editor/s	(Date).	<i>Title</i> (+ edition)	Source
Last/Family name + initials.	Year in parentheses (xxxx).	<i>Title</i> (xx ed.)	Publisher/s.
Separate multiple authors with a comma, & use “&” before final author.			List all publishers, separating each by a semi-colon ; List them in the order that they appear
If an editor/s, use “Ed.” or “Eds.” In parentheses			If published by an

If there is no author, the title of the work goes before the date. For printed material, source data refers to publishers. For online material, identifying sources can be more challenging; so including retrieval information, such as URLs, is necessary.

Formatting

The list should be called **References**, written in bold at the top of a separate page at the end of your essay or report assignment. Each entry should:

be organised alphabetically by the first word

use the “hanging indent” style, i.e. with the first line at the left margin and all following lines indented (7 spaces/1.27cm). In Microsoft Word use Ctrl+T to create a hanging indent

be single-spaced with a space between each entry

Upper case letters

Book/Article titles - capitalise the first word of the title only, and any proper nouns. NB: The rules for using upper case letters are different when referring to a title in your text.

Capitalise after a colon or a dash in a title e.g.

International studies: An interdisciplinary approach to global issues.

West Papua - A brief history.

Journal title - capitalise all words, except articles and prepositions e.g.

Journal of the Society for Business Ethics

International Journal of Tourism Research

Square parentheses

If the format, medium or description is important for a resource to be retrieved or identified, include it in square parentheses immediately after the title. Examples of these are:

[Audio podcast]

[Audiobook]

[Blog comment]

[Brochure]

[Clip art]

[Conference session]

[Data set]

[Demographic map]

[Facebook page]

[Film]

[Film: educational DVD]

[Infographic]

[Interview]

[Manuscript in preparation]

[Manuscript submitted for
publication]

[Map024 408.53 Tm2 Tr 0.34286 w[

URLs

Always copy and paste all URLs, check for a permalink or DOI to use. **Don't add a full stop at the end.**

Presenting authors' names

In APA, only the family name of the author is used in in-text citations. In the reference list, the initial of the author's first name/s is also placed **after** the family name. Sometimes, it can be difficult to identify the family name, especially if the author is from a culture with different naming practices than your own. For

If you are using different webpages from the same online source, then you should make a separate entry for each of them. Cite the **organisation**, the **title of the page**, and the **year**. List sources in alphabetical order according to the page titles:

World Trade Organization. (2011a). *Increases in population explosion. ...*

World Trade Organization. (2011b). *New statistics for world population. ...*

World Trade Organization. (2011c). *Reversal of population predictions. ...*

Examples of references by type

Below are examples of how to format references for the most common kinds of sources. Refer to the APA Style manual, or the APA Style Blog (<https://blog.apastyle.org/>) for further information.

Authors

Author	Reference list	In-text citation
One author	Roberts, J. Q. (2017). <i>Essentials of essay writing: What markers look for</i> . Macmillan International; Red Globe Press; Palgrave.	(Roberts, 2019) or Roberts (2019)
Two authors List both authors with an ampersand (&) between the names	Fuchida, M. & Okumiya, M. (1992). <i>Midway: The Japanese story</i> . Cassell & Co.	(Fuchida & Okumiya, 1992) or Fuchida and Okumiya (1992) List both authors
3 or more authors, up to 20 authors List all authors up to and including 20. The final author's family name is preceded by an ampersand (&)	Chalkley, T., Hobbs, M., Brown, A., Cinque, T., Warren, B., & Finn, M. (2015). <i>Communication, digital media and everyday life</i> (2nd ed.). Oxford University Press.	(Chalkley et al., 2015)

	Asian stocks rise as central banks pledge support. (2020, March 2). <i>BBC News</i> . https://www.bbc.com/news/business-51700935	("Asian stocks rise ...", 2019).
TYPE OF SOURCE	REFERENCE LIST EXAMPLE	IN-TEXT CITATIONS
Articles (in a journal, magazine, newspaper)		
Journal article Note that the author rules are the same as for books	Read, J. (2014). Coming to grips with quality in language assessment. <i>TESOLANZ Journal</i> , 22, 1-12. NB: The volume number is italicised with the title of the journal. The issue number is in parentheses and not italicised	(Read, 2014, p. 3). or Read (2014) ...
Magazine article	Baker, A. & Williston, N. D. (2019, May). The survivor. <i>Time</i> , 39(3), 36-43. NB: Give year/month if the magazine is a monthly; give year/month/day if the magazine is a weekly	(Baker & Williston, 2019) or Baker and Williston (2019) mention ...

<p>News article with an author and date (including articles on organisation's website)</p>	<p>Tan, L. (2019, January 19). Auckland more diverse than London and New York. <i>The New Zealand Herald</i>. https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11575305</p>	<p>(Tan, 2019) or Tan's (2019) recent article...</p>
<p>Books (print & online)</p>		
<p>Book See previous examples of how to reference authors, when more than one</p>	<p>Lewis, R. D. (2018). <i>When cultures collide: Leading across cultures</i>. (4th ed.). Nicholas Brealey Publishing. NB: Include a space after the colon before the subtitle begins and capitalise the first word of the subtitle.</p>	<p>(Lewis, 2018)</p>
<p>Book with corporate (group) author</p>	<p>Australian Bureau of Statistics. (2011). <i>Estimated resident population by age and sex in statistical local areas, New South Wales, June 2008</i>. Australian Government. Where the publisher is also the author: Hawke's Bay Regional Council. (2010). <i>Building an Art Deco city</i>. Author.</p>	<p>(Australian Bureau of Statistics, 2011) Data from the Australian Bureau of Statistics (2011) shows that.... (Hawke's Bay Regional Council, 2010)</p>

Ebook (online book)	<p>Bryne, D. (2017). <i>Research ethics</i>. SAGE. https://dx.doi.org/10.4135/9781526408556</p> <p>Tilouine, M. (2017). <i>Culture at the crossroads of Asia</i>. Routledge. https://www.routledge.com/Nature-Culture-and-Religion-at-the-Crossroads-of-Asia-1st-Edition/Lecomte-Tilouine/p/book/9781138102705</p>	<p>(Bryne, 2017) or Bryne (2017) states ...</p> <p>(Tilouine, 2017) or Tilouine (2017) describes ...</p>
Course material / Lecture notes		
Lecture notes -check with your lecturer before using.	<p>Gounder, F. (2019). <i>Avoiding plagiarism</i> [PowerPoint slides]. Moodle. http://moodle.ipu.ac.nz/</p> <p>If taken from your class website, then include the name of the learning tool and include a link to the homepage</p>	<p>(Gounder, 2019) or Gounder (2019) shows that...</p>
Dictionary / encyclopaedia entry		

For online reference works which are continuously updated, use n.d. for the year of publication and include

TV episode or webisode	<p>Morgan, H. (Writer), Hancock, D. (writer), & Donovan, S. (Director). (2019, November 17). <i>Dangling man</i>. (Season 3, Episode 8) [TV series episode]. In P. Morgan (Executive Producer), & A. Eaton [Producer], <i>The crown</i>. Left Bank Pictures; Sony Pictures Television.</p> <p>NB: Include the writer/s and director of the episode with the contributor roles in parentheses after each name Provide the season and episode in parentheses after the episode title</p>	(Morgan et al., 2019)
TED Talk	<p>If viewed on the TED website then use the name of the speaker as the author as follows:</p> <p>Aral, S. (2018, November). <i>How we can protect truth in the age of misinformation</i> [Video]. https://www.ted.com/talks/sinan_aral_how_we_can_protect_truth_in_the_age_of_misinformation</p> <p>If viewed on YouTube, then the author of the video is the owner of the YouTube account as follows: TED. (2019, December). <i>How you can use impostor syndrome to your benefit</i> [Video]. YouTube. https://www.youtube.com/watch?v=ZkwqZfvbdFw</p>	<p>(Aral, 2018) or Aral (2018) reiterates (TED, 2019) or TED (2019) reiterates</p>
YouTube video or other streaming video	<p>Steelman Library. (2017, August 18). <i>How to avoid plagiarism: In 5 easy steps</i> [Video]. YouTube. https://youtu.be/UsFcU1PH_8E</p>	(Steelman Library, 2017)

Segments of online material

BBC. (1981). Attempting to teach the teacher [Segment]. In *The pleasure of finding things out* [Video].
<https://fod.infobase.com/PortalPlaylists.aspx?wID=256953&xtid=48775>

(BBC, 1981)

Quotations from audiovisual works

NB: For quotations, provide a time stamp for

Other		
Personal communication	Works that cannot be obtained by readers are cited as a personal communication. These include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, unrecorded classroom lecturers etc. These are not recorded in your reference list, only in the in-text citation	(S. R. Robinson, personal communication, March 2, 2020) or S. R. Robinson (personal communication, March 2, 2020)
Secondary sources	<p>If you read a book by Andrews, in which Freud is quoted, you should try to find the original reference. However, if it is not possible to read Freud's work, you need to acknowledge Andrews as the original source, followed by Freud as the secondary source.</p> <p>The in-text citation will use the phrase 'as cited in' to show that one source has been cited in another. Include the date of the original work (if known) in the in-text citation e.g.</p> <p>Jackson, B, & Parry, K. (2011). <i>A very short, fairly interesting and reasonably cheap book about studying leadership</i> (2nd ed.). Sage.</p>	(Barker, 1993, as cited in Jackson & Perry, 2011). or Barker (1993, as cited in Jackson & Perry, 2011), put forward the concept

ONLINE SOURCES

When referencing online sources, either a DOI (Digital Object Identifier) or a URL (website address) must be provided. Always check that the links work (lecturers do select links of sources to look at!), so **don't manually type them in** - copy and paste the URL.

URLs: Add the full URL to the end of each source found on the internet. If using Library databases, use the permalink, or durable URL.

Publications with Digital Object Identifier (DOI)

If a DOI is assigned to a publication, it must be listed at the end of the reference. A URL is **not** needed when a DOI is present. A DOI is formatted as follows: <https://doi.org/xxx>

Determining website dates

Many websites or webpages do not include publication dates. If no date of publication is provided, use the letters "n.d". The copyright date of the website should **not be used** as the publication date.

TYPE OF SOURCE	REFERENCE LIST EXAMPLE	IN-TEXT CITATIONS
Webpage with author and date Include: Author. (Date). Title. Website name; URL	Werneburg, B. L. (2017, May 02). <i>Improve your relationships with better communication.</i> Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/improve-your-relationships-with-better-communication/art-20314073	(Werneburg, 2017)

<p>Updated or reviewed online works</p>	<p>Some online works e.g. webpages, note when a work was last updated. If this date is clearly attributable to the content that you are citing, and not to the overall website, then use the updated date in the reference list. Do not include last reviewed information, as this is not the same as last updated.</p>	
<p>Reports & gray/grey literature</p>		

Annual report

Air New Zealand. (2019). *Air New Zealand annual financial results 2019*. <https://p-airnz.com/cms/assets/PDFs/airnz-2019-financial-results.pdf>

(Air New Zealand, 2019)
or
Air New Zealand (2019)
reported ...

Dissertations & theses		
Unpublished	Dguyen, N. T. M. (2014). <i>Dollarisation in the Vietnamese economy</i> [Unpublished Master's thesis]. International Pacific College Tertiary Institute. The type of dissertation is included in square parentheses after the title. Further information is at https://apastyle.apa.org/style-grammar-guidelines/references/examples/unpublished-dissertation-references	(Dguyen, 2014, p. 26)
Research project - unpublished	Ho, H. T. (2014). <i>Sea levels rise: A look at Kiribati and Tuvalu of the Pacific Island nations</i> [Unpublished research project, IPU New Zealand Tertiary Institute].	(Tin, 2020) or Tin (2020) found ...
Master's thesis / Doctoral dissertation - online	Robson, N. (2012). <i>Counting the cost: The impact of the South African war 1899-1902 on New Zealand society</i> [Master's thesis, Massey University]. https://mro.massey.ac.nz/handle/10179/4418	(Robson, 2012) or Robson (2012) conducted ...
Social media		
Blog post	General format: Author, A. B. and/or [@username]. (Year, Month day). Title or content of the post up to 20 words. <i>Title of Blog</i> . URL Gates, B. (2020, February 14). My message to America's top scientists. <i>GatesNotes</i> . https://www.gatesnotes.com/Health/My-message-to-Americas-top-scientists NB: Only public content is included in the reference list. Information from private pages is not available to everyone and is treated as personal communication	(Gates, 2020) or Gates (2020) argues ...
Facebook page – this format can be used or adapted for other platform or profile pages, including YouTube, Instagram, Tumblr	Wellington Zoo. (n.d.). <i>Home</i> [Facebook page]. Facebook. Retrieved March 3, 2020, from https://www.facebook.com/WgtnZoo/ To reference a Facebook page, use the page title in the reference, and include the notation e.g. [Facebook page] in square parentheses	(Wellington Zoo, 2020) or Wellington Zoo (2020) has ...

<p>Social media posts - including Facebook, Tumblr, LinkedIn, etc.</p>	<p>World Health Organisation. (2020, February 29). <i>COVID-19 is an infectious disease caused by a new coronavirus introduced to humans for the first time</i> [Video]. Facebook. https://www.facebook.com/WHO/videos/507223210199209/</p>	<p>(World Health Organisation [WHO], 2020) or World Health Organisation (WHO, 2020) shows... Subsequent citations can use the abbreviation WHO</p>
<p>Online forum post</p>	<p>National Aeronautics and Space Administration [NASA]. (2020, March 3). <i>NASA launching rockets to study auroras</i> [Online forum post]. Reddit. https://www.reddit.com/r/nasa/comments/fcm5jw/nasa_launching_rockets_to_study_auroras/?utm_source=share&utm_medium=web2x</p> <p>Square brackets are used after the organisation's name, as it is their username</p>	<p>(National Aeronautics and Space Administration, 2020) or National Aeronautics and Space Administration (2020) ...</p>

Twitter & Instagram



Use this space to make referencing notes about any other sources you find and use.

Reference list example

The example is part of a reference list for a final project (BCIS) submitted in 2018.

References

Rwanda: The preventable genocide. (2000). African Union.

<http://www.refworld.org/docid/4d1da8752.html>

Dagne

Current Politics and Economics of Africa, 5(1), 53-85.

<https://search.proquest.com/central/docview/1707985992/45B9A46247804E80PQ/8?accountid=45519>

Emmanuel, V. (2010). African Unrest. *BT/F3 14.04 T521 D[r3 c()] TJ5g15(i)-9s 429.58 0.60001 ref9conomicsit(1)*, 53

Robson, C. (2014). *How to do a research project* (2nd ed.). John Wiley & Sons.

United Nations. (n.d.-a). *Definitions: Genocide*.

<http://www.un.org/en/genocideprevention/genocide.html>

United Nations. (n.d.-b). *Responsibility to protect: About*.

<http://www.un.org/en/genocideprevention/about-responsibility-to-protect.html>

United Nations. (n.d.-c). *Rwanda: A brief history of the country*.

<http://www.un.org/en/preventgenocide/rwanda/education/rwandagenocide.shtml>

University of Southern California Libraries. (n.d.). *Organizing your social sciences research paper:*

Limitations of the study. <http://libguides.usc.edu/writingguide/limitations>

Van Brakel, R., & Van Kerckhoven, X. (2014). The emergence of the identity card in Belgium and its colonies. In K. Boersma, R. V. Brakel., C. Fonio., & P. Wagenaar, *Histories of state surveillance in Europe and beyond* (pp. 170-185). Routledge.

https://www.researchgate.net/publication/258763996_The_emergence_of_the_identity_card_in_Belgium_and_its_colonies

Waldorf, I. (2016). Information warfare: From espionage to cyberwar. *Presidents and International Politics*, 53(1), 49-66. <https://doi.org/10.1057/ip.2015.37>

REFERENCES