



## APA style for the Senior School

APA (American Psychological Association) Style is an **author date system**. It consists of:

- An **“in-text” citation** - sources you are referring to may be paraphrased or quoted directly in your essay. The work is identified by author or editor, followed by year of publication.
- An **“end of text” reference list** - appears at the end of your essay and includes full details of each information source used in-text.

### Essential Elements

Table 1.1. Format of paper

Font (typeface)	<b>a serif font</b> (like Times Roman or Garamond)	A san serif font is also acceptable. The overriding aim being ease of reading and uniformity of font across the total work		
Font Size	<b>12</b>			
Footer	<b>no</b>	(though it could be used for your name and student number)		
Header	<b>Yes</b>	contains the ‘Running Head’ (a shortened title of no more than 50 characters, including spaces, on each page) + the page numbers		
Line spacing	<b>double</b>	lines are left aligned ( <u>never</u> use justified text)		
Margins	left = <b>25mm</b>	right = <b>25mm</b>	top = <b>25mm</b>	bottom = <b>25mm</b>
Page Numbering	<b>in header</b>	at extreme right, in header, use software auto page functions		
Paper size	<b>A4</b>			
Paragraphs	<b>indent 1<sup>st</sup> line</b>	Indent 1st line of each paragraph 15mm (usually 1 tab key)		

Table 1.2. Order of assessment piece entries

- |                      |                      |                             |                        |
|----------------------|----------------------|-----------------------------|------------------------|
| 1. <b>Abstract</b>   | 2. <b>Title page</b> | 3. <b>Table of Contents</b> | 4. <b>Body of work</b> |
| 5. <b>References</b> | 6. <b>Tables</b>     | 7. <b>Figures</b>           | 8. <b>Appendices</b>   |

Note: check with your teachers which of these entries are required for each different type of assessment.

### Quotes:

Direct quotes must be accurately copied, word for word, letter for letter. Use quotation marks “. . . . .” e.g. The invaders were “. . . far more brutal than the British” (Carroll, 2009, p.122).

Use 3 spaced ellipses points (. . .) to indicate any omitted material e.g. “As elsewhere in their new empire . . . they could be far more brutal than the British” (Carroll, 2009, pp.121-2).

A long quote is 40 words or more. Indent the whole of a long quote by 2 tab spaces from the left margin.

### Footnotes:

are not useful in APA because they are distracting to readers. Exception 1 is (short) supplemental material to amplify the information provided. Always put important ideas or quotes into the main text or as an appendix. Remember, if it is important to your topic, it is not a footnote! Exception 2 is for special copyright information.

### In-text citation:

simply contains basic information about the source (it is always in the following order):

- the source's author(s)
- year of publication
- page number (if a direct quote)

Note: your reference list will contain far more detailed information about the source: the title, publishing details, etc.

An in-text citation looks like this:

When testing the usability of a website, it is necessary to gather demographic information about the users (Lazar, 2006, p.73).

Note: that the full stop only comes after the closing bracket, and that only the surname (family name) of the author is used along with the publication date and page number.





The author's name can also be incorporated into a sentence in which case it is moved outside the brackets:

Lazar (2006) notes a fundamental part of usability testing is to understand the demographics of users.

An in-text citation is needed whenever you have used information, ideas, concepts, or facts from another source. If you have **paraphrased**, **summarised** or **quoted** another author, you need to provide an in-text citation.

**Table 2. APA basics – citations and matching references (examples for commonly used sources)**

In-text citation	Reference list style
<b>Art work</b> “as shown in his work <i>Isonicotinoyl Chloride</i> ” (Hirst, 2005)	Hirst, Damien. <i>Isonicotinoyl Chloride</i> . New York: Gagosian Gallery, 2005. Print.
<b>Book with one author</b> "The crux of a team is its leader" (Hale, 2009, p. 45).	Hale, P. (2009). <i>Teamwork that works</i> . Auckland: Freewheel Press. Note: The first letters of the first word of the main title, subtitle and all proper nouns have capital letters.
<b>Book with two to five authors</b> Referencing is accepted as the key to academic success (Mill, Chan & Tamahere, 2007).	Mill, H., Chan, L., & Tamahere, M. (2007). <i>Skills for success</i> . London: Pearson Education. Note: If there are six or seven authors, cite only the first author followed by et al. If there are eight or more authors, list the first six, then three ellipses (...) and finish with the last author.
<b>Chapter in edited book</b> “Today's business students are tomorrow's leaders” (Brookes, 2008, p. 240).	Brookes, W. (2008). New Zealand leaders. In J. Wilson (Ed.), <i>Making a difference to New Zealand</i> (pp. 236-243). Auckland: Pedal Press.
<b>Electronic book - from a library database.</b> The essence of teamwork is communication (Parker, 2008).	Parker, G. M. (2008). <i>Team players and team work: New strategies for developing successful collaboration</i> (2nd ed.). Retrieved from Ebsco eBook collection database. Note: Rather than entering the Location: a publisher details statement is added to indicate the database you accessed the ebook from.
<b>Film</b> The actor playing Turing ( <i>The Imitation Game</i> , 2014) was . . . .	Tyldum, M. (2014) <i>The Imitation Game</i> . [DVD]. New York City.
<b>Journal article - academic scholarly (internet only - no print version)</b> (Hsing, Baraya & Budden, 2005).	Hsing, Y., Baraya, A., & Budden, M. (2005). Macroeconomic policies and economic growth: The case of Costa Rica. <i>Journal of Applied Business Research</i> , 21(2), 105–112. Retrieved from <a href="http://www.cluteinstitute.com/journals/JABR.html">http://www.cluteinstitute.com/journals/JABR.html</a>
<b>Journal article - academic scholarly (print version)</b> King (2005) claims that conflict in teams is inevitable.	King, J. (2005). Conflict in teams. <i>Journal of Management Studies</i> , 40(3), 26-28.
<b>Journal article - academic scholarly (retrieved from a database)</b> "companies are discovering that a distinctive management model can itself be a key driver of its competitiveness" (Birkinshaw and Goddard, 2009, p. 82).	Birkinshaw, J., & Goddard, J. (2009). What is your management model? <i>MIT Sloan Management Review</i> , 50(2), 81-90. Retrieved from ABI/INFORM Global.
<b>Magazine article - popular/general interest ( in print)</b> (Wane, 2012).	Wane, J. (2012, February). Band of brothers. <i>North &amp; South</i> , 311, 56-64





<p><b>Magazine article - popular/general interest (from database)</b> (Wane, 2012).</p>	<p>Wane, J. (2012, February). Band of brothers. <i>North &amp; South</i>, 311, 56-64. Retrieved from Australia/New Zealand Reference Centre database.</p>
<p><b>Music</b> “Shadow and the Frame” (Lang, 2008, track 10).</p>	<p>Lang, K. D. (2008, February 5). Shadow and the Frame. On <i>Watershed</i> [CD]. New York, NY: Nonesuch Records.</p>
<p><b>Newspaper article (from database)</b> (Donovan, 2008).</p>	<p>Donovan, B. (2008, August 7). New childcare laws threaten gym crèches. <i>New Zealand Herald</i>, p. A03. Retrieved from WiseNews Plus database.</p>
<p><b>Newspaper article (from website)</b> Fonterra will be the third largest player in the yoghurt and dairy dessert business in Australia (Hembry, 2008).</p>	<p>Hembry, O. (2008, June 25). Fonterra boosts Aussie presence. <i>The New Zealand Herald</i>. Retrieved from <a href="http://www.nzherald.co.nz">www.nzherald.co.nz</a></p>
<p><b>Newspaper article (print version)</b> (Cumming, 2004).</p>	<p>Cumming, G. (2004, April 5). Investment and risk. <i>The New Zealand Herald</i>, p. B5. Note: Include p. or pp. before the page number. This is used for newspapers only, not magazines or journals. p. = one page, pp. more than one page. If page numbers are discontinuous, separate page numbers with a comma. e.g. pp. A1, A4-5.</p>
<p><b>Personal communication (emails, conversations, interviews)</b> Capital gains tax is certain to be introduced within the next four years (T. Franks, personal communication, May 10, 2009).</p>	<p>Note: These are not included in the reference list, although you can include them in your text as a personal communication. They may also appear as an appendix.</p>
<p><b>Social media</b></p>	<p>Visit the Library for help, there are many different types</p>
<p><b>Webpage</b> (Statistics New Zealand, 2009).</p>	<p>Statistics New Zealand. (2009). <i>New Zealand in profile 2009</i>. Retrieved from <a href="http://stats.govt.nz">http://stats.govt.nz</a> Note: Key fields to include with a webpage are author (often an organisation), date (where available - otherwise put n.d.), title and url.</p>

- Resources by the same author are distinguished by the date of publication
- Two resources by the same author, with the same date are distinguished by “a” and “b” e.g. (2011a) or (2011b).

**Photos, cartoons, charts, data sets, diagrams, graphs, illustrations, maps and pictures**

All must be credited when lifted from elsewhere or inserted in your work. They have an in-text citation and appear in your reference list. It is normal practice to label all illustrations as a ‘Figure’; all data sets or tables as a ‘Table’. See method used in this document to label the Tables. Photos etc. are called Figure 1. then the next Figure 2. and so on.

- Rule 1:** include them only if you refer to them.
- Rule 2:** number them consecutively.
- Rule 3:** name them or give them a title/description.

**The reference list**

The reference list appears at the end of the assessment, under the heading “References”. It lists detailed information about each source that has been **cited** in the assignment. Every source mentioned in an in-text citation should be listed in the reference list (except personal communications).

Note: if a source doesn't have an in-text citation, it should not be in your Reference list.





## Reference list format

The heading 'References' is centred (plain font i.e. not bold). Every entry in an APA reference list has a hanging indent. This means that every line after the first is moved 1 cm to the right (similar to the example below). Different types of sources do have different formats, and everything about each entry (from the punctuation to the capitalisation of words) is strictly prescribed by the APA style guide 6<sup>th</sup> edition. The entries are in alphabetical order according to the first author listed. Getting it exactly right takes some time, plan for it and make time available to get it correct!

**Table 3. Example of a Reference List**

References
Best places to work in New Zealand. (2008, March). <i>Unlimited Magazine</i> , 33-48. Retrieved from <a href="http://johnrobertson.co.nz">http://johnrobertson.co.nz</a>
Blake, D. (2001). <i>Skroo the rules: What the world's most productive workplace does differently</i> . Melbourne: Information Australia.
Donovan, B. (2008, August 7). New childcare laws threaten gym creches. <i>New Zealand Herald</i> , p. A03. Retrieved from Newztext Plus database.
Drucker, P.F. (2004, December 30). Management today: The American CEO. <i>Wall Street Journal</i> , pA8. Retrieved from ABI/Inform database.
Mankiw, N.G., Bandyopadhyay, D. & Wooding, P. (2009). <i>Principles of macroeconomics in New Zealand</i> (2nd ed). South Melbourne, Vic.: Cengage Learning.
Peters, L.H., Greer, C.R., & Youngblood, S.A. (1998). <i>The Blackwell encyclopedic dictionary of human resource management</i> . Retrieved from Ebsco eBook Collection database.
Robertson, F. (2007, February 23). Flight Centre: Still the best place to work. <i>The National Business Review</i> . Retrieved from Newztext database.
Statistics New Zealand. (2008). <i>New Zealand in profile 2008</i> . Retrieved from <a href="http://www.stats.govt.nz">http://www.stats.govt.nz</a>

## To help you, use the following sites or tools

To collect and store materials, references, annotations and quotes

- DIIGO.com or Zotero.com

- Questia database

Citation and Referencing

- Citefast (<http://www.citefast.com/>),
- Massey University APA Interactive (<http://owll.massey.ac.nz/referencing/apa-interactive.php>)

- MS Word citation and referencing built in tools

The reference list below is in APA format. Note all indentation, line spacing and punctuation. Be aware that due to space limitations this document is set in Font size 11 (not APA style size 12).

### References

APA Referencing: A Guide for Business Students - BEIS - The University of Auckland Library. (2014, October 24).

Retrieved from [http://www.library.auckland.ac.nz/subject-guides/bus/topicguides/apa\\_for\\_business.htm](http://www.library.auckland.ac.nz/subject-guides/bus/topicguides/apa_for_business.htm)

Citefast automatically formats citations: APA 6th edition, MLA 7th ed. and Chicago 16th ed. (2015). Retrieved from

[http://www.citefast.com/#\\_Webpage](http://www.citefast.com/#_Webpage)

Concise Rules of APA Style, Sixth Edition. (2015). Retrieved from <http://www.apastyle.org/products/4210004.aspx>

Publication Manual of the American Psychological Association. 6th ed. Washington, USA: American Psychological Association, 2012. Print.

Reference list above created using Citefast ([http://www.citefast.com/#\\_Webpage](http://www.citefast.com/#_Webpage))

**Note:** this document has relied heavily on the sources above; for its clarity in-text citations could not be used.

Where to go for extra help,  
the 808 section of the library shelves, particularly **808 APA 2012** and also go to <http://goo.gl/Ra9VvZ>

v2015.2

**Our Library staff can help you – come in for advice anytime!**

