

# eCampus NZ APA Referencing Guide

2020, 7th edition



POWERED BY

**eCAMPUS NZ**  
A O T E A R O A

The information and examples below follow the rules set out in the ***Publication Manual of the American Psychological Association, 7<sup>th</sup> edition***.

**The scope of this guide** is to provide some general information about how to reference resources used in eCampus NZ courses such as: webpages, images, and videos. *This guide was adapted with permission from NMIT Library Services* The examples below provide a template for the correct **referencing format** to be used under APA style, 7<sup>th</sup> edition. For general details on assignment writing please refer to eCampus NZ Support Services [Assignments and Academic Writing](#). Also refer to your Course Facilitator and Student Advisor.

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## When to reference:

**You must let your reader know whenever you have used information from somewhere else in your writing.**

This is the case whether you paraphrase that information (i.e. re-phrase it into your own words, but retain the ideas of the original), or **directly quote**, i.e. use the exact words of the original source (in this case, the information must be enclosed in quotation marks, "...").

**Cite all sources of information** you have referred to in your assignments, by referencing these in the correct format. This is essential to avoid **plagiarism**, i.e. taking and using someone else's work or ideas and presenting them as if they are your own.

## Two parts to referencing:

There are two essential parts to citing a source:

an **IN-TEXT CITATION**, and a **FULL REFERENCE** entry within a reference list.

You must include both when referencing.

See below for the key elements of each.

## In-text citation – key elements:

An in-text citation is included within the body of your assignment. It is usually composed of:

Author/s. (surname/s only)	year	Page number/s or part of source* * <i>this is only necessary if you are using a direct quote, i.e. if you are copying the exact words from the original source (these must be enclosed in quotation marks, "...")</i> <i>.If you are paraphrasing (re-phrasing the information into your own words), page numbers or sections are not essential, but you must still provide the author and year.</i>
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**You can cite information in-text in two ways, whether you are paraphrasing or directly quoting.**

Both ways are correct. Writers often use both at different points in their writing to provide variety e.g.

### Method 1 - example with a paraphrase

According to Giddens and Sutton (2017) the origins of the internet can be traced back to the Pentagon.

### Method 1 - example with a direct quote

According to Giddens and Sutton (2017) "the internet was created during the Cold War period, developed from a system used in the Pentagon" (p. 755).

*Here, the authors have been mentioned as part of the sentence, so only the date needs to be added within brackets after the authors' names (and a page number, if quoting directly, at the end of the quote).*

### Method 2 – example with a paraphrase

The origins of the internet can be traced back to the Pentagon (Giddens & Sutton, 2017).

### Method 2 - example with a direct quote

"The internet was created during the Cold War period, developed from a system used in the Pentagon" (Giddens & Sutton, 2017, p. 755).

*Here, the information is simply stated on its own. Authors must then be included, after the paraphrase (or quotation), within brackets along with the date (and page number, if quoting). Note the use of the symbol for "and", & inside the brackets.*



## Reference list – key elements:

- The reference list appears at the end of the assignment, under the heading “References”.
- It gives more detailed information about each source that has been cited in your text.
- Every source mentioned in an in-text citation should be listed in the reference list.
- Different source types have differences in format. Use the examples below for how to format.
- Sources can be referred to multiple times in-text but should appear only once on the reference list.

## Reference list format:

- Begin the reference list at the end of your text on a new page.
- The second and subsequent lines of your reference are indented (5-7 spaces)
- Label the list “**References**”, centered and bold.
- Entries are in alphabetical order.

**References**

Anderson, M. (2018). Getting consistent with consequences.  
*Education Leadership*, 76(1), 26-33.

Avramova, N. (2019, January 3). *The secret to a long, happy, healthy life? Think age-positive*. CNN.  
<https://www.cnn.com/2019/01/03/health/respect-toward-elderly-leads-to-long-life-intl/index.html>

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*.  
<https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

Durie, M. (2003). *Ngā kāhui pou: Launching Māori futures*. Huia Publishers.

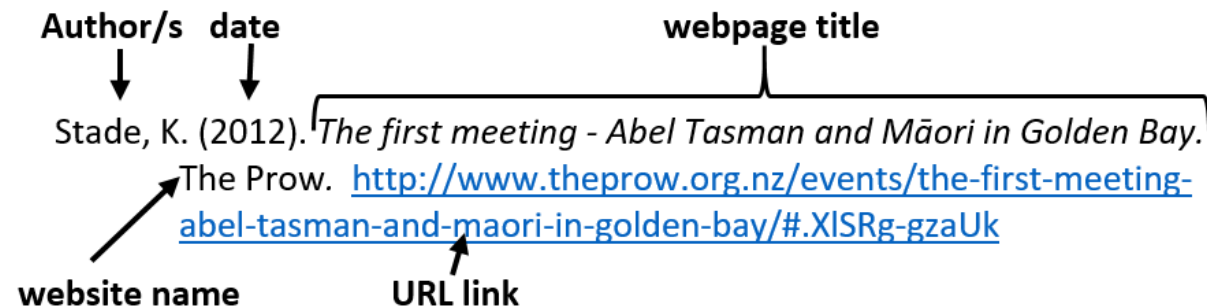
## APA 7<sup>th</sup> edition referencing style

### Webpages

#### Key elements for a reference list entry for a webpage or website

Author	Date	Title	Website name	URL
This may be an individual person or a 'group' author, e.g. an organisation or company name	In brackets () As available - this may be year, year, month year, month, day Or n.d. if no date available.	Title of the particular webpage you are using. Written like a sentence (capital letter at the start) and in <i>italics</i>	Name of the overall website	Link to where you retrieved it

#### Example:







## Webpage examples


Source type	Reference list format	In-text citation format see “Key elements for an in-text citation”, p. 4 for more detail	Notes
<b>Webpage with group author</b>	Ministry of Business, Innovation & Employment. (2019, December 4). <i>Winning Kiwi school pupils dream up an inspiring future in space</i> . <a href="https://www.mbie.govt.nz/about/news/winning-kiwi-school-pupils-dream-up-an-inspiring-future-in-space/">https://www.mbie.govt.nz/about/news/winning-kiwi-school-pupils-dream-up-an-inspiring-future-in-space/</a>	_____ (Ministry of Business, Innovation & Employment, 2019). <b>or</b> The Ministry of Business, Innovation & Employment (2019) observes how _____	Include the website name, only if this is different to the group author. In this example, author and website name are the same. (See the next example where the author and website name are different).
<b>Webpage with individual author</b>	Lillie, C. M. M. (2016, December 29). <i>Be kind to yourself: How self-compassion can improve your resiliency</i> . Mayo Clinic. <a href="https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193">https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193</a>	_____ (Lillie, 2016). <b>or</b> Lillie (2016) claims that _____	Include the name of the website – in this case, “Mayo Clinic”.
<b>Webpage with no date</b>	Ministry of Business, Innovation & Employment. (n.d.). <i>Support for business</i> . <a href="https://www.mbie.govt.nz/business-and-employment/business/support-for-business/">https://www.mbie.govt.nz/business-and-employment/business/support-for-business/</a>	_____ (Ministry of Business, Innovation & Employment, n.d.). <b>or</b> Ministry of Business, Innovation & Employment (n.d.) shows that _____	It is common for webpages to have no date. Use n.d. = “no date”.  <i>Only provide a date if the date clearly refers to the content on the webpage, e.g. “last updated 19 January, 2020”.</i>

## Audiovisual material

Audiovisual media	
<b>Types of media and author</b> The type of author is included in parenthesis after the name, e.g. Jackson, P. (Director), and the type of media is included in square brackets after the title, e.g. <i>Evaluating adverse drug effects</i> . [Webinar]. See examples below for more detail.	
Media Type	Include as author
Film	Director
TV Series	Executive producer(s)
TV series episode	Writer and director of episode
Podcast	Host or executive producer
Podcast episode	Host of episode
Webinar	Instructor
Classical music album or song	Composer
Modern music album or song	Recording artist
Artwork	Artist
Online streaming video	Person or group who uploaded the video
Photograph	Photographer



Source type	Reference list format	In-text citation format	Notes
<b>Note:</b> If your work is to be published, reproduction of images/photographs/artworks may require permission and/or copyright attribution			
<b>Artwork, image, photograph - not sourced from a museum/gallery collection</b>	McCurry, S. (1985). <i>Afghan girl</i> [Photograph]. National Geographic. <a href="https://www.nationalgeographic.com/magazine/nationalgeographic-magazine-50-years-of-covers/#/ngm-1985-jun714.jpg">https://www.nationalgeographic.com/magazine/nationalgeographic-magazine-50-years-of-covers/#/ngm-1985-jun714.jpg</a>	 (McCurry, 1985). <i>If writing about the work:</i> The image by McCurry (1985) depicts ____	Include the source, i.e. name of the site where the image was retrieved.
	Lloyd, H. (n.d.). <i>Kissing the moon</i> [Painting]. Lloyd Harwood Artist. Retrieved January 22, 2020, from <a href="http://www.lloydharwood.com/available-works.html">http://www.lloydharwood.com/available-works.html</a>	 (Lloyd, n.d.).	Include a retrieval date if the content on the website regularly changes, as in the Lloyd example.
	Tugnoli, L. (2016). [Photograph series of the Yemen famine]. The Pulitzer Prizes. <a href="https://www.pulitzer.org/winners/lorenzotugnoli-washington-post">https://www.pulitzer.org/winners/lorenzotugnoli-washington-post</a>	 (Tugnoli, 2016).	If there is no title for the work, include a description in square brackets in place of title.
	Soap0119. (n.d.). <i>Heron</i> [Stock photograph]. Pixabay. <a href="https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/">https://pixabay.com/photos/heron-bird-wildlife-nature-4746555/</a>	 (Soap0119, n.d.). <i>If writing about the work:</i> The image by Soap0119 (n.d.) shows ____	Include a description of the artwork in square brackets.  (Note, "Soap0119" is the online username of the photographer. Use this for author if no other name provided n.d. = no date).

<b>Artwork owned by a museum/gallery</b>	<p>Delacroix, E. (1826-1827). <i>Faust attempts to seduce Marguerite</i> [Lithograph]. The Louvre, Paris, France.</p> <p>Hotere, R. (1980-1983). <i>Aramoana</i> [Painting]. Auckland Art Gallery Toi O Tāmaki, Auckland, New Zealand.  <a href="https://www.aucklandartgallery.com/explore-art-andideas/artwork/12633/aramoana">https://www.aucklandartgallery.com/explore-art-andideas/artwork/12633/aramoana</a></p>	 (Delacroix, 1826- 1827).	<p>Include the name and location of the museum, and URL, if sourced via the museum’s website.</p> <p>Include a description of the artwork in square brackets.</p>
<b>Film</b>	<p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film]. WingNut Films; The Saul Zaentz Company.</p> <p>Or, you may include more detail about the version used if you referred to material only available under that version e.g.</p> <p>Jackson, P. (Director). (2001). <i>The lord of the rings: The fellowship of the ring</i> [Film; four-disc special extended ed. on DVD]. WingNut Films; The Saul Zaentz Company.</p>	<p>_____ (Jackson, 2001).</p>	<p>Include the word “Director” in parentheses (see table above).</p> <p>Include the type of media in square brackets after the title.</p> <p>Include all production company names.</p>
<b>Podcast</b>	<p>Vedantam, S. (Host). (2015-present). <i>Hidden brain</i> [Audio podcast]. NPR.  <a href="https://www.npr.org/series/423302056/hiddenbrain">https://www.npr.org/series/423302056/hiddenbrain</a></p>	<p>_____ (Vedantam, 2015-present)</p>	<p>List the host (or executive producers) as author.</p> <p>Include the type of podcast, audio or video, in square brackets after the title.</p> <p>Include the production company, e.g. radio station.</p> <p>Only include URL if open access</p>

<b>Podcast episode</b>	<p>Cole, S. (Host). (2018, August 10). The feather heist. (No. 654) [Audio podcast episode]. In <i>This American life</i>. WBEZ Chicago.</p> <p><a href="https://www.thisamericanlife.org/654/thefeather-heist">https://www.thisamericanlife.org/654/thefeather-heist</a></p>	<p>_____ (Cole, 2018)</p>	<p>In addition to the above: Provide the episode number, if stated, in parentheses after the title.</p> <p>Include the word “episode” after the type of podcast, audio or video. Include the name of the program/podcast, preceded by “In” and the radio station if relevant.</p>
<b>Powerpoint</b>	<p>Housand, B. (2016). <i>Game on! Integrating games and simulations in the classroom</i> [PowerPoint slides].</p> <p><a href="https://www.slideshare.net/brianhousand/game-on-iagc2016">https://www.slideshare.net/brianhousand/game-on-iagc2016</a></p>	<p>_____ (Housand, 2016, Slide 8).</p>	<p><i>Slide number is optional in text if you are paraphrasing.</i></p>
<b>YouTube or another streaming video</b>	<p>Fogarty, M. (2016, September 30). <i>How to diagram a sentence (absolute basics)</i> [Video]. Youtube.</p> <p><a href="https://www.youtube.com/watch?v=deiEY5Yq1qI">https://www.youtube.com/watch?v=deiEY5Yq1qI</a></p> <p>Cutts, S. (2017, November 24). <i>Happiness</i> [Video]. Vimeo.</p> <p><a href="https://vimeo.com/244405542">https://vimeo.com/244405542</a></p>	<p>_____ (Fogarty, 2016). <b>or</b> Fogarty (2016) says that _____</p> <p>_____ (Cutts, 2017). <b>or</b> Cutts (2017) describes how _____</p>	<p>The person or group who uploaded the video is listed as author, even if they did not create the work. This is to make retrievability easier.</p> <p>Include the video platform, e.g. Vimeo, YouTube.</p>