



# **Guidelines for APA Referencing and Essay Writing**

**Southern Institute of Technology**



**APA Style 7<sup>th</sup> Edition**

**Revised 2020**

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***You should refer to these guidelines every time BEFORE you hand in an assignment.***

## **ASSIGNMENTS**

Please follow the instructions from your tutor when submitting your assignments. Some papers will require electronic submission; others will require hard copy submission. Make sure that you read the instructions carefully.

### **Assignment layout**

Please follow the prescribed format when submitting your assignments:

There is a prescribed cover sheet, an example of one is attached. Please use the correct one for your paper when submitting assignments. A copy of the cover sheet for your assignment should be available in your Blackboard courses or from your tutor.

- All pages should be numbered.
- All assignments are to be typed, grammatically correct, and spell checked.
- Leave a wide margin.
- Use double or one and a half spacing between lines.
- Use a 12 point font that is easy to read, such as Times New Roman, Arial or Palatino. Do not use Courier for essays.

Refer to your *Southern Institute of Technology Faculty Student Handbook* for detailed presentation guidelines or your tutor.

**All assignments should be accompanied by a reference list that starts on a separate page at the end of the assignment.**



### Assignment Coversheet

Paper: \_\_\_\_\_ Assessment number: \_\_\_\_\_

Date Due: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Paper Coordinator: \_\_\_\_\_

#### Declaration

- I declare that the work contained in this assignment is my own, except where acknowledgement of source is made.
- I understand that my work may be used for moderation purposes.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ACADEMIC WRITING: WHAT IS IT?



Academic writing refers to a particular style of expression.

Characteristics of academic writing include

- a formal tone,
- use of the third-person rather than first-person perspective,
- clear focus on the issue or topic rather than the author's opinion,
- precise word choice
- avoid jargon, slang, and abbreviations.

Academic writing is formal writing. Many new writers have trouble telling informal writing apart from formal writing. They resort to informal writing, since it's easier and more familiar.

Characteristics of informal writing include the use of colloquialisms and jargon, writing in the first person or making "I" statements, making direct personal statements, and imprecise word choices.

Just as you probably wouldn't wear shorts and flip-flops to a wedding, there's a time and a place for informal writing. The most informal writing imaginable is the text message, full of abbreviations such as "R U here?" to convey quick questions and responses. In comparison, the most formal writing of all can be found in legal documents.

Informal writing is fine for diary entries, blogs, personal writing (including reflective writing), letters or emails to friends. However, writers working on assignments and essays for school, scientific papers, research papers, conference presentations, and business proposals generally employ a more formal style akin to donning a suit or dress to attend a wedding.

Here are examples of informal and formal writing.

**Informal writing:** I think he's a loser.

**Formal writing:** Macbeth's horrific choices cause him to lose everything he holds dear: children, wife, friends, crown and king.

In this example, the first statement is informal. The writer speaks in the first person, using the word "I", and states an opinion. The author employs the slang term "loser", which is inappropriate in a formal context. He also uses the contraction "he's". If this were in the middle of a paragraph, it may be easier to understand to whom the author is referring. Taken as a simple statement, however, it's impossible to know whether the writer thinks his best friend, his dog, or a rock star is a loser!

The second example uses an academic, formal style typical of what your tutors might expect at the tertiary level. Written in the third-person, the sentence omits references to the writer and focuses on the issue. Strong, specific adjectives like "horrific" convey the author's view clearly without resorting to slang. The use of the colon creates a strong, formal feel when properly used here to introduce a list.

Key Features:

1. **Strong writing**: Thinking precedes writing. Good writers spend time distilling information from their sources and reviewing major points before creating their work. Writing detailed outlines helps many authors organize their thoughts. Strong academic writing **begins with solid planning**.
2. **Excellent grammar**: Learn the major and minor points of grammar. Spend time practicing writing and seek detailed feedback from tutors or writers you respect. English grammar can be detailed and complex, but strong writers command the major points after many years of study and practice proper punctuation use and good proofreading skills improve academic writing as well.
3. **Consistent stylistic approach**: SIT uses APA 7<sup>th</sup> edition (more on this later).



## INTRODUCTION TO ACADEMIC WRITING

### Markers look for content and process

Has the question been answered? Is there evidence of “wide” and critical reading?

Is there a logically structured argument? Does your work conform to academic writing conventions?

### Common terms used in essays

- Analyse** Find the main ideas and show how they are related, what their function is and why they are important.
- Comment on** Discuss, criticise, or explain the meaning.
- Compare** Note the similarities and differences of what you are being asked to compare.
- Contrast** Compare by showing the differences.
- Criticise** Make a judgment about the merit of theories and opinions or about the truth of statements. Back this by discussing the evidence. It is not necessary to attack it. Discuss the strong and weak points and include your own analysis.
- Define** Give the formal meaning of a word, term or phrase.
- Describe** Give a written, detailed account or verbal picture in a logical sequence. Emphasise the important points. An explanation or interpretation is not required.

- Diagram** Make a graph, chart, or drawing. Label it and include a brief explanation.
- Discuss** Investigate and examine by argument giving the reasons for and against. Present a point of view - this will require both description and interpretation. Your opinion must be supported by carefully chosen authoritative evidence.
- Evaluate** Make an appraisal of the worth of something. Give the opinion of leading practitioners in the field of the truth or importance of the concept. Include the advantages and disadvantages. You may also include your opinion.
- Explain** Interpret the facts; your main focus should be on the “why” or “how” with the aim of clarifying reasons, causes and effects. Do not just describe or summarise.
- Illustrate** Use a figure, diagram or example (comparisons or analogies) to explain or make clear.
- Interpret** Explore and clarify the meaning using examples and personal comment.
- Justify** Give a statement of why you think it is so. Give reasons for your statement or conclusion.
- List** Give a concise numbered list of words, sentences, or comments. Same as enumerate.
- Outline** Give a general summary/description containing the main ideas supported by secondary ideas. Omit minor details.
- Prove** Show by argument or logic that it is true. Establish certainty by evaluating and citing experimental evidence or by logical reasoning.
- Relate** Show the connections and how one causes, or is like, another.
- Review** Examine the subject critically. Analyse and comment briefly in an organised sequence on the major points.
- State** Express the main points in brief and narrative form. Omit details or examples.
- Summarise** Give a concise account of the main points. Omit details and examples.
- Trace** Give the development, process or history of an event or idea.

**Note:**

Citations – occur within the body of your essay.

References – occur at the end of your essay, in a specially formatted list.

## GENERAL INFORMATION

A reference list and the use of relevant in text citations should be a part of **every written assignment** while you are studying on your degree. There might be one or two exceptions during your study, but these exceptions will always be pointed out to you by your tutor.

There is no need to reference class lectures or handouts. These are considered to be part of the generally known body of knowledge and do not need to be cited in either your assignment or your reference list. There are two exceptions:

1. One is when a lecture handout is ascribed to a particular source by a tutor. For example, if the tutor deliberately gives you the source of something such as a diagram and you use that diagram in an assignment you must then reference correctly the original source.
2. The other is when a tutor cites a particular example in class that is related to his or her own research. For example, if Aaron uses an example that is from his Honours research project, or if Sally refers to the fieldwork she did during her Doctoral study. This is knowledge that is specialised and comes from only the person concerned. It should be referenced as a presentation (the format is part of the reference section).

Guest speakers should also be cited and referenced in the same way as a presentation (the format for doing this is later in the handbook).

Be wary of relying on internet sources. When it comes to the body of academic knowledge and academic quality and standards they are at the lower end of the scale. Of course, there are exceptions, such as an online academic journal (more about on-line referencing later in this handbook). Make sure that your reference lists contain plenty of references to the academic literature. This is what studying on a degree is all about. Go to the library!!!!

**Don't use Wikipedia as a reference.** It can be used as a general source of information when researching an unfamiliar topic, but it is not suitable to use as a reference.

Proofread every assignment at least twice! Get a friend or flat mate to proofread as well, do not rely solely on spell check!

Read your work aloud. This will help you to find the mistakes, clarify your ideas, and see if they make sense.

Spell check! Those red and green lines under your writing mean something. Make sure you fix up the errors they are telling you about.

## COMMON MISTAKES



Avoid Americanisms with spellings. The most common form of American influenced English is the use of “z” rather than “s”, for example, “realize/realize”, “capitalization/capitalisation”. Use the “s” version rather than the “z” version in your essays at SIT.

Other examples: use favourite, not favorite; programme, not program.

Keep your language formal. Avoid colloquialisms. For example, ‘a lot’, ‘stuff’, ‘heaps’.

Avoid contractions. For example, use “do not” instead of don’t; use “cannot” instead of can’t.

PLEASE NOTE that “could’ve” is short for “could **have**” NOT “could **of**”.

Their = personal pronoun, there = over there.

Whether = either/or, weather = the rain, and wether = castrated male sheep.

Affect = verb, e.g. “It was done to affect a change.” Effect = noun, e.g. “The effect was that it fell down.”

It’s = it is, its = something belongs to it (possessive).

**Apostrophe use:** the rule is different for other words than **it**. For example:

- The cat's house = the house belongs to the cat
- cats = more than one cat
- The cats' house = the house belongs to more than one cat
- CDs = more than one CD **NO APOSTROPHE**
- Centuries should be written like this: 1900s, 1800s **NO APOSTROPHE**

Don't use random capitals in your essay. Make sure that capital letters are used correctly: at the start of a sentence, and for proper nouns, e.g. people's names, places.

**Don't use 'I' or 'me' when writing an essay. Keep personal pronouns out of academic writing. Try not to use 'we' either, for example, "When we look at bar 3 of the song we see that...". This needs to be rewritten as "In bar 3 of the song it can be seen that...".**

**If you are writing a reflective piece, then usually it is ok to use 'I'. You can also use 'I' when writing a log or journal. If you are unsure check with your tutor.**

## CONNECTIVES

There are some useful words that you can use in your writing to help with flow and development of ideas. The following table has some helpful hints.

Use	Example	Use	Example
add idea	<i>and, also, as well as, furthermore, in addition</i>	add opposite idea	<i>but, however, on the other hand, in contrast, although</i>
add similar idea	<i>similarly, also, as, once again</i>	give example	<i>for example, for instance, as follows:</i>
exception, reservation	<i>even though, still, yet, nevertheless</i>	give alternative, or repeat	<i>in other words, or rather, alternatively</i>
give cause/reason	<i>for, because, since, as</i>	give effect/reason	<i>therefore, thus, hence, consequently, as a result, so</i>
show time relationship	<i>presently, soon, while, later, shortly, before, afterwards</i>	show spatial relationship	<i>between, next, front, beyond, across</i>
give summary, conclusion	<i>therefore, in summary, to conclude, in short</i>	generalizing/give qualification	<i>in general, overall, in most cases, usually, frequently, mainly</i>
highlighting	<i>in particular, particularly</i>	transition	<i>now, as far as X is concerned, with regards to, as far as</i>
list ideas in time order or order of importance	<i>first, second, etc. then next, finally</i>	referring	<i>who, which, when, where, whose, that</i>

# BASIC RULES OF GRAMMAR

This is a quick, basic grammar review for nouns, verbs, and the sometimes-confusing usage of lay versus lie and rise versus raise. This reference can be used **for anyone confused or curious about the basics of English grammar.**

## NOUNS

**Noun identification:** What is a noun? A noun is a person, place, thing, quality, animal, idea or activity. For example:

Person — Maria

Place — Detroit

Thing — Desk

Quality — Width

Animal — Dog

Idea — Independence

Activity — Navigation

Spot the nouns in a sentence: **Maria went into the city to purchase detergent.**

Nouns: Person — Maria

Place — City

Thing — Detergent

**The functions of nouns:** Nouns sometimes function differently in sentences. For example:

Subject: Maria likes ice cream

Object of Preposition: He gave the ice cream to Maria

Subject complement: The best customer is Maria

**Grammar vocabulary:** Nominal means any word, or group of words, used as a noun. The nominal word used in the original noun example is Maria.

**Types of nouns:** The names of specific things, places, and people, like Maria or Detroit, are Proper nouns.

General, colloquial names, like table or house are Common nouns. Common nouns can either be concrete, or abstract.

When an object is concrete i.e. you can see it and touch it, like a phone or a chair, it is a Concrete noun.

When it is a quality or idea, like freedom or justice, it is an Abstract noun.

**Mass nouns** are nouns that cannot be counted, and they usually do not have a plural form For example: Freedom, sand, money.

**Collective nouns** refer to groups of people and/or things. Unlike mass nouns, they can usually be counted, so they usually have plural forms. For example:

Singular	Staff	Herd
Plural	Staffs	Herds

**Plural nouns** are the nouns that have been changed into their plural states by adding -s or -es. Remember your irregular nouns, such as mice and children! They too are plural nouns.

The pronoun must always agree with antecedent, so if the antecedent is male, the pronoun must be male, if the antecedent is plural, the pronoun must be plural, etc. For example:

Correct: When Maria bought the detergent, she used her credit card.  
 Incorrect: When Maria bought the detergent, they used his credit card.

**Personal pronouns** can refer to the person/people speaking (first person,) spoken to (second person,) or spoken about (third person.)

	First Person	Second person	Third person
Subject singular	I	you	he, she, it
subject plural	We	you	they
object singular	He/she	you	him, her, it
object plural	us	you	them

**Example:** I wanted to give them to her, but he wouldn't let me.

I — first person singular  
 Them — third person plural  
 Her — third person singular  
 He — third person singular  
 Me — first person singular

**Possessive pronouns:** Like regular nouns, personal pronouns can also be possessive. Possessive determiners are possessive forms of personal pronouns. Possessive determiners must have a following noun.

	First person	Second person	Third person
determiner singular	my	Your	His, her, its
determiner plural	our	Your	their
pronoun singular	mine	Yours	His, hers, its
pronoun plural	ours	yours	theirs

# VERBS

A verb is an action part of speech. It can also express a state of being, or the relationship between two things. It is most powerful when following a noun. For example: He HIT her. Verbs are the most complicated part of speech because they can sometimes become nouns, depending on their use.

The three kinds of verbs: transitive verbs, intransitive verbs, and linking verbs.

**Transitive verbs:** These take objects. Transitive verbs carry the action of subject and apply it to the object.

*Example:* She TOOK the bags.

**Intransitive verbs:** These do not take an object, but express actions that do not require the agent doing something to something else.

*Example:* She LEFT.

**Linking verbs:** These link the agent with the rest of the sentence and explain the link between the subject and the rest of the sentence.

*Examples:* appear, grow, seem, smell, taste.

*Example:* Maria seems tired from shopping.

# SENTENCE CONSTRUCTION

A sentence is a group of words which starts with a capital letter and ends with a full stop (.), question mark (?) or exclamation mark (!). A sentence contains or implies a predicate and a subject.

Sentences contain **clauses**.

**Simple sentences have one clause.**

**Compound** sentences and **complex** sentences have two or more clauses.

Sentences can contain **subjects** and **objects**.

The subject in a sentence is generally the person or thing carrying out an action. The object in a sentence is involved in an action but does not carry it out, the object comes after the verb.

For example: The boy climbed a tree.

If you want to say more about the subject (the boy) or the object (the tree), you can add an adjective.

For example: The young boy climbed a tall tree.

If you want to say more about how he climbed the tree you can use an adverb.

For example: The young boy quickly climbed a tall tree.

The sentence becomes more interesting as it gives the reader or listener more information.

## **PARTS OF A SENTENCE**

Adjective	Describes things or people
Adverb	Alters the meaning of the verb slightly
Article	a, an - indefinite articles the - definite articles
Conjunction	Joins words or sentences together
Interjection	A short word showing emotion or feeling
Noun	Names things
Preposition	Relates one thing to another
Pronoun	used instead of a noun to avoid repetition
Proper noun (subject)	The actual names of people or places etc.
Verb	Action or doing word

A simple sentence contains a single subject and predicate. It describes only one thing, idea or question, and has only one verb - it contains only an independent (main) clause.

Any independent clause can stand alone as a sentence. It has a subject and a verb and expresses a complete thought.

For example: Jill reads.

Even the addition of adjectives, adverbs, and prepositional phrases to a simple sentence does not change it into a complex sentence.

For example: The brown dog with the red collar always barks loudly.

Even if you join several nouns with a conjunction, or several verbs with a conjunction, it remains a simple sentence.

For example: The dog barked and growled loudly.

Compound sentences are made up of two or more simple sentences combined using a conjunction such as **and**, **or** or **but**. They are made up of more than one independent clause joined together with a co-ordinating conjunction.

For example: "The sun was setting in the west and the moon was just rising."

Each clause can stand alone as a sentence.

For example: "The sun was setting in the west. The moon was just rising."

Every clause is like a sentence with a subject and a verb. A coordinating conjunction goes in the middle of the sentence, it is the word that joins the two clauses together, the most common are (**and**, **or**, **but**)

For example: I walked to the shops, **but** my husband drove.

I might watch the film, **or** I might visit my friends.

My friend enjoyed the film, **but** she didn't like the actor.

## COMPLEX SENTENCES

Complex sentences describe more than one thing or idea and have more than one verb in them. They are made up of more than one clause, an **independent clause** (that can stand by itself) and a **dependent (subordinate) clause** (which cannot stand by itself).

Example: "**My mother likes dogs** **that don't bark**."

# THE ANATOMY OF A SENTENCE

**The verb** is the fundamental part of the sentence. The rest of the sentence, with the exception of the subject, depends very much on the verb. It is important to have a good knowledge of the forms used after each verb (verb patterns), for example: to tell [someone] TO DO [something].

Here we can see that the verb to tell is followed immediately by a person (the indirect object, explained later), an infinitive with 'to', and, possibly, an object for the verb you substitute for DO.

Verbs also show a state of being. Such verbs, called BE VERBS or LINKING VERBS, include words such as: am, is, are, was, were, be, been, being, became, seem, appear, and sometimes verbs of the senses like tastes, feels, looks, hears, and smells.

For example: "Beer and wine **are** my favourite drinks." The verb "are" is a linking (be) verb.

Fortunately, there are only a limited number of different verb patterns. Verbs can describe the [action](#) (something the subject actually does) or [state](#) (something that is true of the subject) of the subject.

For example:           **ACTION:** I play football twice a week.

**STATE:** I've got a car.

Some verbs can represent both actions and states, depending on the context.

For example, **work:**   **ACTION:** David's **working** in the bank.

**STATE:** David **works** in a bank.

## Finding the Verb:

When you analyze a sentence, first identify the verb. The verb names and asserts the action or state of the sentence.

For example: "Working at the computer all day **made** David's head ache."

The main verb of the sentence is "**made**", not working.

Verbs identify our activity or state.

For example: eat, sleep, run, jump, study, think, digest, shout, walk ....

**The subject** is the person or thing the sentence is 'about'. Often (but not always) it will be the first part of the sentence. The subject will usually be a noun phrase (a noun and the words, such as adjectives, that modify it) followed by a verb.

### **Finding the Subject:**

Once you determine the verb, ask a *wh...?* question of the verb. This will locate the subject(s).

For example: David works hard.

Who "works hard"? = David does = the subject.

Beer and wine are my favourite drinks.

What "are my favourite drinks"? Beer and wine are=the subjects.

The subject(s) of a sentence will answer the questions, "who or what."

### **The Predicate:**

Once you have identified the subject, the remainder of the sentence tells us what the subject does or did. This part of the sentence is the predicate of the sentence.

The predicate always includes the verb and the words which come after the verb.

For example: Michael Schumaker drove the race car.

"Michael Schumaker" is the subject; "drove the race car" is the predicate.

## **More advanced terminology – The Object:**

Some verbs have an object (always a noun or pronoun). The object is the person or thing affected by the action described in the verb. Objects come in two types, direct and indirect. The direct object refers to a person or thing affected by the action of the verb.

For example: "He opened **the door**." Here the door is the direct object as it is the thing being affected by the verb to open.

The indirect object refers to a person or thing who receives the direct object.

For example: "I gave **him** the book." Here **him** (*he*) is the indirect object as he is the beneficiary of the action.

## **Transitive / Intransitive verbs:**

Verbs which don't have an object are called intransitive. Some verbs can only be intransitive (disagree). In addition, they cannot be used in the **Passive Voice** e.g. smile, fall, come, go.

For example: David disagreed. - intransitive.

Verbs that have an object are called transitive verbs e.g. eat, drive, give.

For example: David **gave** her a present.

Some verbs can be transitive or intransitive e.g. sing

For example: Xavier Nadu sings. - intransitive.

Xavier Nadu sings pop songs. - transitive.

# COMMAS

Some common mistakes with commas are to either use them too much or use them not at all. Commas are useful and necessary parts of punctuation, but you need to use them correctly.

Use a comma

- between elements in a series of three or more items. This includes before *and* and *or*. Examples: . . . the height, width, or depth. AND . . . in a study by Stacy, Robbs, and Burt (2018).
- to set off a phrase or clause that is not essential to the sentence. This is a clause that adds to a sentence but if it were to be removed it would leave the grammatical structure and meaning of the sentence intact. Example: Mr Jones, who was big and strong, liked to catch butterflies.
- to separate two **independent** clauses that are joined by a conjunction. Example: Mr Jones liked catching butterflies, and used to holiday on Stewart Island. It is NOT correct to use a comma between two clauses that are **dependent**, that is, related to each other. For example: Mr Jones liked catching butterflies and keeping them in jars.
- to set off the year in citations that occur in parenthesis. Example: (Smith, 2018).

Do **not** use a comma before an essential or restrictive clause. That means a part of the sentence that limits or defines the material it modifies. For example: The switch that stops the recording device also controls the light.



## SEMI-COLON AND COLON USE

Use a semicolon (;)

- to separate two independent clauses that are not joined by a conjunction. Example: The participants in the first study were paid; those in the second were not paid.
- to separate elements in a series that already contain commas. Example: The colour order was red, yellow, blue; blue, yellow, red; or yellow, red, blue.

Use a colon (:)

- between a grammatically complete introductory clause (one that could stand as a sentence on its own) and a final phrase or clause that illustrates, extends, or amplifies the preceding thought. If the clause following the colon is a complete sentence, it begins with a capital letter. Examples: For example, Freud (1930/1961) wrote of two urges: an urge toward union with others and an egoistic urge toward happiness. They have agreed on the outcome: Informed participants perform better than do uninformed participants.
- in ratios and proportions. Example: The proportion of males to females was 1:2.

DO NOT use a colon after an introduction that is not an independent clause or complete sentence.

### *WRONG*

Your group's task is: to rank the 15 items in order of their importance for the group's survival.

### *CORRECT*

Your group's task is to rank the 15 items in order of their importance for the group's survival.

DO NOT use a colon after "such as."

*WRONG*

I enjoy playing physically demanding sports such as: soccer, racquetball, and ice hockey.

*CORRECT*

I enjoy playing physically demanding sports such as soccer, racquetball, and ice hockey.

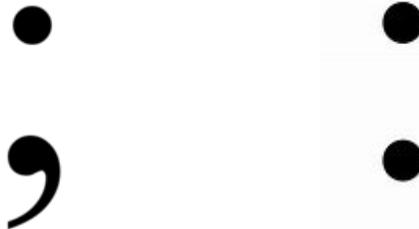
After a word, phrase, or clause has been introduced by a colon, the sentence must end with the introduced element. (The main clause cannot be picked up again after the introduced element.)

*WRONG*

We were offered a choice of desserts: pudding, an assortment of pastries, and a fruit cocktail, but we were too stuffed to eat another bite.

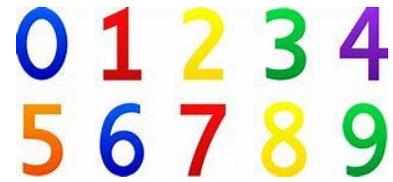
*CORRECT*

We were offered a choice of desserts: pudding, an assortment of pastries, and a fruit cocktail. Unfortunately, we were too stuffed to eat another bite.



**Probably the best thing you can do to improve your writing is to READ. Set yourself a goal of reading a journal article or a chapter in a book every week. Go to the library and see what interests you.**

## WRITING NUMBERS



Use numerals to express the following:

- numbers 10 and above. Examples: 12 cm, the remaining 10%, 25 years old
- numbers in the abstract of a paper or in a graphical display within a paper
- numbers that immediately precede a unit of measurement. Examples: a 5-mg dose, with 10.54 cm of
- numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles. Examples: multiplied by 5, 3 times as many, more than 5% of the sample, a ratio of 16:1, the 5<sup>th</sup> percentile
- numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals. Examples: 1 hr, 34 min, 2-year-olds, scored 4 on a 7-point scale. *Exception:* use words for approximations of numbers of days, months and years. Example: about three months ago.
- numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers. Examples: Grade 8 (but the eighth grade), Table 3, Row 5.

## NUMBERS EXPRESSED IN WORDS

Use words to express the following:

- numbers zero through nine in the text (except as described above).
- any number that begins a sentence, title, or text heading (when possible, reword the sentence to avoid beginning with a number). Example: Thirty-three percent of the sample were men.
- common fractions. Example: one fifth of the class, two-thirds majority
- universally accepted usage. Examples: The Twelve Apostles, Five Pillars of Islam.

# TABLES AND FIGURES

At times in your assignments you will be required to insert tables and figures into your text.

These must be clearly and properly labelled. Figures and Tables should ALWAYS be referred to in your essay/report. They must be meaningful and have a purpose.

**Figures** include pictures, photographs, charts, graphs, drawings, maps.

**Tables** refer to information that is presented in numeric fashion, generally using columns and rows.

## Tables

Number tables sequentially, e.g., Table 1, Table2, ...

The title should be brief and explanatory. It should be easy to understand what information is contained in the table from its title.

Tables should be labelled like this, **above** the table:

Table 1

*Title of Table in Italics and Capitalised Like This*

Example of a table that you have created.

Table 1

*Number of Cups of Coffee Consumed on a Daily Basis*

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Number	7	4	5	4	6	3	3

Example of a table that contains information from somewhere else. This requires a note at the bottom of the table, to explain where it came from.

Table 2

*Frequency of Swim Safe Lessons Completed*

<b>Number of Lessons</b>	<b>Frequency</b>	<b>Percent (%)</b>
0	1	0.1
1	13	1.5
2	13	1.5
3	35	4.1
4	37	4.4
5	99	11.7
6	74	8.7
7	101	11.9
8	155	18.3
9	135	15.9
10	185	21.8
<b>Total</b>	<b>848</b>	<b>100%</b>

*Note.* Frequency of Swim Safe Lessons Completed. From *I can do a dolphin jump, I can! An evaluation of the Swim Safe Southland Central Southland Pilot Project* (p. 10), by S. Bodkin-Allen et al., 2011, retrieved from <http://www.sit.ac.nz/documents/pdf/Research/I-can-do-a-dolphin-jump-I-can-online-report.pdf>

And then in the reference list you need to have the source as well, in correct APA format.

Bodkin-Allen, S., McAleer, D., McKenzie, D., & Whittle, J. (2011). *I can do a dolphin jump, I can!* <http://www.sit.ac.nz/documents/pdf/Research/I-can-do-a-dolphin-jump-I-can-online-report.pdf>

## Figures

Number figures sequentially, e.g., Figure 1, Figure 2, ...

The title should be brief and explanatory.

Figures should be labelled like this, **above** the figure:

Figure 1

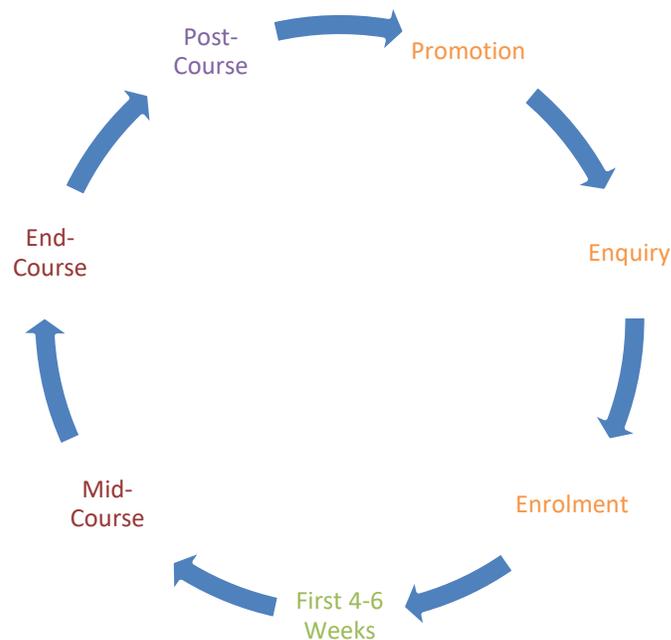
*Title of Figure in Italics and Capitalised Like This*

The caption should be succinct but descriptive. A reader should not have to refer to the text to try to work out what the figure is. It also needs to be referred to in the text. For example: "The seven stages of the student life cycle can be seen in Figure 3."

Example:

Figure 3

*The Student Life Cycle*



If your figures are of your own devising, that is, you have created the graphs or the model, then you do not need to add any further information.

Figure notes contain information needed to clarify the contents of the figure for readers. If you have used a model, drawing, photograph or picture to present information from another source, then you need to state what that source is in the note.

The source should also appear in your reference list, along with all the other sources you have used in your report or essay, at the end of your assignment in a correct APA format.

So, then it would be:

**From a journal:**

*Note.* Caption that explains and describes what the figure is. From “Title of Journal Article,” by A. A. Author and B. B. Author, Year, *Title of Journal*, volume (issue), p. 128 (DOI or URL).

**From a book:**

*Note.* Descriptive caption. From *Title of Book* (p. 128), by A. A. Author and B.B. Author, Year, Publisher (DOI or URL).

**From a website:**

*Note.* Descriptive caption. From *Title of Webpage*, by A. A. Author and B. B. Author, Year or n.d., Site name (URL).

**Or**

*Note.* Descriptive caption. From *Title of Webpage*, by Group Author Same as Site Name, Year or n.d. (URL).

**Example:**

(This example is from a webpage with no author and no date).

Figure 2

*Treble clef*



Treble Clef

*Note.* Clefs assign individual notes to certain lines or spaces. The treble clef is also called the G clef. From *The Staff, Clefs and Ledger Lines*, by Musictheory.net, n.d. (<http://www.musictheory.net/lessons/10>).

And in the reference list you would have:

Musictheory.net. (n.d.). *The staff, clefs and ledger lines*. <http://www.musictheory.net/lessons/10>

## DOUBLE OR SINGLE QUOTATION MARKS

Use double quotation marks to enclose quotations within text.

Use double quotation marks to:

- Enclose quotations that are less than 40 words long within text. See examples of direct quotes on page 35 and 36.
- Refer to a letter, word, phrase or sentence. For example, the letter “m”, answered “yes” or “no.”
- To set off the title of a periodical article or book chapter when the title is used in the text (do not use quotation marks around the article or book chapter title in the reference list entry). Capitalise the title in the text using title case (all words that are four letters long or greater within the title of a source), even though sentence case is used in the reference entry. See page 32 and 33.

For example, in text:

Oerlemans and Bakker’s (2018) article, “Motivating Job Characteristics and Happiness at Work: A Multilevel Perspective,” described...

In the reference list:

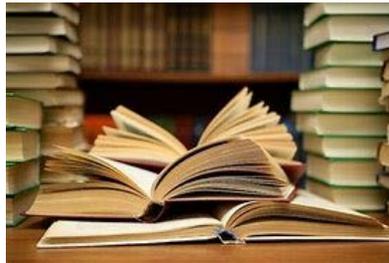
Oerlemans, W.G.M., & Bakker, A.B. (2018). Motivating job characteristics and happiness at work: A multilevel perspective. *Journal of Applied Psychology, 103*(11), 1230-1241. <https://doi.org/10.1037/ap10000318>

Use single quotation marks within double quotation marks to set off material that is in the original source in double quotation marks. It is incorrect to have double quotation marks within double marks.



## DEFINITIONS

- Sometimes in your essay writing you will need to define particular terminology, for example, the key words in the essay question.
- Do **NOT** use a dictionary to define such terms and do **NOT** use internet sites such as Wikipedia!
- Use an appropriate and relevant ACADEMIC source, for example, Roy Shuker (2012) *Popular Music Culture: The Key Concepts* if you are defining terms that are used in contemporary music study.
- If you are confused about where to go to for definitions in your subject area, then ask your tutor.



## IN TEXT CITATION RULES FOR CAPITALISATION OF TITLES

APA style is a “down” style, meaning that words are lowercase unless there is specific guidance to capitalise them as follows:

- Capitalise the first word in a complete sentence.
- The first word after a colon if what follows is a complete sentence.  
Example: The statement was emphatic: Further research is needed.
- Always capitalise proper nouns, including author names and initials: D. Jones.
- Always capitalise names of specific academic institutions, and academic courses: Southern Institute of Technology, Bachelor of Environmental Management, Bachelor of Nursing.
- Capitalise a job title or position when the title precedes a name: Dr. Aisha Singh, Dr. Singh, Registered Nurse Paul T. Lo, Nurse Lo.
- Do not capitalise a job title or position when the title follows the name or refers to a position in general: John Key was prime minister of New Zealand, Paul T. Lo is a registered nurse, Penny Simmonds is a chief executive.

- Do not capitalise the following:
  - Names of diseases or disorders: diabetes, leukemia, major depression
  - Therapies and treatments: cataract surgery, immunotherapy, cognitive behavior therapy
  - Theories, concepts, hypotheses, models, principles: psychoanalytic theory, law of effect, theory of mind
  - However, capitalise personal names that appear within the names of disease, disorders, therapies, treatments, theories, concepts, hypothesis, models and principles: Alzheimer's disease, non-Hodgkin's lymphoma, Freudian theory, Down syndrome, Maslow's hierarchy of needs, Pavlovian conditioning.
- If you refer to the title of a source within your paper, capitalise all words that are four letters long or greater within the title of a source (this is called title case): *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*.

**PLEASE NOTE: Capitalisation is one of the quirky elements of APA. It has opposite rules for in text citations and the reference list. In the text of your essay MOST letters of titles are capitalised (as per the rules above), BUT in your reference list, only the first word of a title will be capitalized (the is called sentence case). For example: *Writing new media*.**

- When capitalising titles, capitalise both words in a hyphenated compound word: *Natural-Born Killers, Self-Report*.
- Capitalise the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicise the titles of stand-alone works such as books, reports, periodicals, webpages, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind; The Wizard of Oz; Friends*.
- You should also put the year of publication or release after the title the **first time** you refer to the work in the text of your essay: For example, *Dark Side of the Moon* (1973), *Gone with the Wind* (1939).
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry"; "The Only Exception".
- Band names should have the first letter of each word **capitalised**. For example, Iron Maiden.

## **ABBREVIATIONS AND ACRONYMS**

- Abbreviations and acronyms are shortened forms of words or phrases. An abbreviation is typically a shortened form of words used to represent the whole (such as Dr. or GP) while an acronym contains a set of initial letters from a phrase that usually form another word (such as radar or scuba).
- With abbreviations and acronyms, you need to put them in full the first time, followed by the abbreviation or acronym in parentheses after it. For example, the first time you refer to SIT you need to say: “Here at the Southern Institute of Technology (SIT) the APA system of referencing is used.” And from then on you only have to put SIT.
- In general, if you abbreviate a term, use the abbreviation at least three times in a paper. Write the term out in full if only using it one or two times.

### **Abbreviations in tables and figures**

- Define abbreviations used in tables and figures, even if the abbreviations have already been defined in the text. The abbreviation can appear in parentheses after first use of the term within a table, or the definition can appear in a table or figure general note underneath a table or figure.

### **Unit of measurement abbreviations**

- Write out the full names of units of measurements that are not accompanied by numeric values: several kilograms, age in years, duration of hours.
- Use abbreviations and symbols for units of measurement that are accompanied by numeric values: 4 cm, 30 kg, 12 min, 22 °C. Do not define or spell out unit of measurement abbreviation, even the first time that are used.
- To prevent misreading, do not abbreviate the words “day”, “week”, “month”, and “year”, even when they are accompanied by numeric values. Do abbreviate the words “hour”, “minute”, “second”, “millisecond”, and any other division of the second when they are accompanied by numeric values: 6 hr, 30 min, 5 s, 2.65 ms.

## WRITING YOUR ESSAY



- PLAN your essay. Read and re-read the question – what are you being asked to do? For example: describe, compare, explain, etc. Look at the marking criteria – where do you get marks. For example, if the question asks you to refer to statistics from New Zealand, then make sure that your essay includes statistics from New Zealand. Check the word limit for the essay and stick to it – one of the arts of academic writing is to write succinctly.
- Use the **words of the question EVERYWHERE** in your essay. The introduction, the conclusion, and the first and last sentence of every other paragraph should use the words of the question (or a variation on them). This will ensure that you stay on track and actually answer the essay question.
- The **introduction** should use the words of the question and outline what you are going to say. It should give an indication of at least three of the main points of your essay. It can begin: “This essay will examine/discuss/explore . . .”. **You cannot begin “I will examine. . .” as you need to write your essays in the third person.**
- **You may also need to state explicitly that confidentiality has been maintained throughout the essay if you are writing about people / institutions.**
- Organise the **main body** of your essay into paragraphs that each deal with a separate issue. Use topic sentences, the first sentence of each paragraph, to pinpoint exactly what it is you will be discussing in the paragraph. Make sure you keep to the one idea per paragraph rule. Don’t go off on tangents. If the topic sentence of your paragraph is: “One aspect of the role of technology in the consumption of popular music relates to the use of **cellphones** in today’s society.” Don’t start discussing radio or television in the same paragraph. The entire paragraph should only be about **cellphones**.
- As a general kind of rule EVERY paragraph in the **main body** of your essay should have more than one citation in it. This provides the evidence and proof for what you are saying. You need to use quotations from (or paraphrase, that is, saying something in your own words that originated in another source) journal articles, books, and internet articles to back up what you are saying. These quotations and paraphrases must always be backed up with the APA formatted citation, for example (Shuker, 2012, p. 4).

- **Direct quotes of 40 words or less**, should be contained within the paragraph, enclosed within double quotation marks.

Example:

Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).

- **Direct quotes of more than 40 words** should be indented as a block quotation. Quotation marks are not used to enclose a block quotation. The source is either (a) cited in parentheses after the quotation’s final punctuation, or (b) cited in the narrative before the quotation, with the page number in parentheses after the quotation’s final punctuation. There is no full stop after the closing parentheses in either case.

Examples:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people’s everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Richardson-Tench et al. (2014) described how a potential researcher selects a problem to research:

The researcher must have the appropriate experience and skills to address the research problem. Frequently, research experience is related to qualifications. Beginning skills can be learnt in undergraduate programs, although many such programs are now focusing on the reparation of research consumers rather than researchers. (p. 31)

- Please note that quotes of 40 words or more are not usually included in the word count for the assignment.
- **A general kind of structure for each paragraph:**
  - Topic sentence.
  - Possible further clarification of the topic with another sentence with more detail.
  - A quotation or example to back up and provide evidence for your first sentence.
  - Discussion in your own words of the topic and the quotation/evidence.

- Use of a second source to provide further proof or evidence, or to provide a contrasting idea, followed by further discussion.
- A final sentence using the words of the question that gives a sense of conclusion to the paragraph and/or possibly leads to the next paragraph and topic.
- The **conclusion** of your essay needs to use the words of the question and summarise the main points of your essay. It is important that you do summarise these points and mention them all again (briefly, a sentence on each is enough) and that you don't just make your conclusion about whatever you think about the topic in general. Your conclusion needs to make the reader feel convinced that you have answered the question. New information should not be contained within the conclusion.



## USING QUOTES AND PARAPHRASING

Try to use a mixture of direct quotations and paraphrasing of sources throughout your essay. Direct quotations should be used to make a particular point, or to make a concept stand out. Paraphrasing can be used to show that you have read or engaged with a particular source.

Direct quote = word for word from the source

Paraphrasing = putting an idea or concept from a source into your own words

Your writing needs to be a **combination** of quotes and ideas from other sources **together with** your own ideas and words. Use other sources to back up the statements that you make.

Your essay should be a balance of your own words and paraphrasing/direct quotes from sources. Try to use sources to reinforce your own statements, rather than as the bulk of the essay. Assignments that rely too heavily on direct quotes are not likely to achieve high marks. Likewise, assignments that use no sources are unlikely to get a high mark. It is a real skill getting the mix right, and different assignments might require more of your own statements than others. Ask your tutor if you need direction on how much of your essay should come from direct quotes and paraphrasing. While your essay should contain sources, it also needs to show that you can synthesise/discuss/argue. Sources need to be used to support and validate, rather than make up the majority of your word count.

**Learning how to get this balance in your writing is all part of what you will be learning throughout your course of study.**

## USE OF HEADINGS

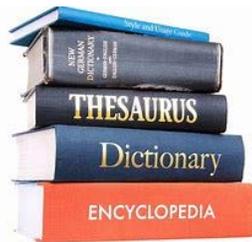
Generally, headings should not be used in academic essays. Your topic sentences should be clear enough to direct the reader to the content and ideas of the paragraph. Headings can be used in report writing and for research proposals. These types of writing generally follow a prescribed format with a set list of headings. If in doubt, ask your tutor to clarify whether headings should or should not be used.

## USE OF APPENDICES

For some assignments it is necessary to include additional material in the form of an appendix. Material that adds to the essay or report but that would be distracting or inappropriate to include in actual text should be included as an appendix, at the end of the essay/report, after the reference list.

An example of material that could be included as an appendix is a log of observations that were carried out for an assignment, or a transcript of an interview that was used for a case study.

Appendices should be labelled using letters (Appendix A, Appendix B)



## APA REFERENCING

- Every time you make a statement, a claim, an assertion, an opinion, you **MUST** show your audience the **EVIDENCE** on which it is based. Degree study, especially at the Bachelor level, is built on establishing the validity, reliability, integrity, and relevance of the evidence that underpins one's opinions.
- When you refer to someone else's words or ideas in your text, the source should be acknowledged by stating the author and year. You must always acknowledge your sources otherwise you will be guilty of **plagiarism**.

At SIT the American Psychological Association (APA) 7<sup>th</sup> edition style of citations and referencing is used. Please note that APA style covers more than just citations and referencing, it can also cover how you format your document, right down to specifying the margin size. However, at SIT it is **only the referencing and citation aspect of APA style that we are concerned with**.

- It is **important** that you follow the correct procedures and get everything in the right place.
- Microsoft Word has an inbuilt referencing element that will help you with getting the right format for APA, but you need to know a bit about what it is in order to be able to use this.
- Please note that the following material has been sourced from a variety of places including the APA official website (<http://www.apastyle.org>) and the *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.).

## IN-TEXT CITATIONS

APA is known as an author-date style of referencing because only the author's surname and the year of publication are necessary to refer to in the body of the essay itself. The rest of the information can be found in the reference list, at the end of your essay. Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

You **don't need to put the full title of the book or article into your essay paragraphs**. All you need is the author's **surname**, and the **year** it was published, and the page number (most of the time).



## BOOKS AND JOURNALS

Most of your citations should come from **books** (in the library) and **journals** (also known as periodicals).

There are different ways that you can structure your sentences, you might want to include the author's surname into the sentence itself.

When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors.

Consider the following example:

Veish and Langer (2015, p. 39) found that microneedle patches for monitoring a diabetic patients' blood glucose levels helps them to easily manage their need for insulin.

[**Note:** *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

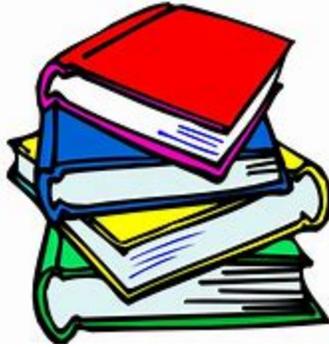
When the authors of a source are **not part** of the formal structure of the sentence, both the authors and year of publication appear in parentheses.

Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviours are related to higher levels of physical and mental health (Agli et al., 2014; DeAngelis & Ellison, 2018; Krause & Hayward, 2016; Jones, 2018; Salsman et al., 2015; VanderWeele, 2017).

[**Note:** *&* is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

**Also please note that no page number is included in the above example because it is the *whole study or whole book that is being referred to.***



## MULTIPLE AUTHORS

When a source that **one** or **two** authors, include the author name(s) every time the source is cited. In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid ambiguity. In narrative citations, spell out the word “and”.

Consider the following examples:

(Luna, 2020)  
Luna (2020) state ....

(Salas & D’Agostino, 2020)  
Salas and D’Agonostino (2020) argue that...

When a source that has **three or more** authors is cited, include the name of only the first author plus “et al.” (an abbreviation of “et alia” which means “and others”) in every citation, including the first citation, unless doing so would create ambiguity.

Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviours are related to higher levels of physical and mental health (Salsman et al., 2015, p. 3761).

Salsman et al. (2015, p. 3761) showed that ...

In the reference list a source which has three or more authors, ALL the authors (up to 20) are spelt out in the reference list. If there are more than 21 authors “...” is used between the 19<sup>th</sup> author and the last author. APA 7<sup>th</sup> ed. replaces all authors between the 19<sup>th</sup> and last author with “...”.

For example:

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woolen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K.C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437-471. <http://doi.org/fg6rf9>

And in the citation, it is (Kalnay et al., 1996)

## **AVOIDING AMBIGUITY – WHICH ONE IS WHICH?**

Sometimes multiple works with three or more authors and the same publication year shorten to the same in-text citation, which creates ambiguity (more than one interpretation). To avoid this, when the in-text citations of multiple works with three or more authors shorten to the same form, write out as many names as needed to distinguish the references and abbreviate the rest of the names to “et al.” in every citation.

For example, two works have the following authors:

Maxwell, Scourfield, Holland, Featherstone, and Lee (2012)  
Maxwell, Scourfield, Featherstone, Holland, and Tolman (2012)

Both these citations shortened to Maxwell et al. (2012). To avoid ambiguity when citing them both in your work, cite them as follows:

Maxwell, Scourfield, Holland, et al. (2012)  
Maxwell, Scourfield, Featherstone, et al. (2012)

Because “et al.” is plural (meaning “and others”, it cannot stand for only one name. When only the final author is different, spell out all names in every citation.

Hasan, Liang, Kahn, and Jones-Miller (2015)  
Hasan, Liang, Kahn, and Weintraub (2015)

## WORKS WITH THE SAME AUTHOR AND SAME YEAR

When multiple references have an identical author (or authors) and publication year, include a lowercase letter (a, b, c, etc.) after the year. The year-letter combination is used in both the in-text citation and the reference list entry. Use only the year with a letter in the in-text citation, even if the reference list entry contains a more specific date.

For example:

(Judge & Kammeyer-Mueller, 2012a)

Judge and Kammeyer-Mueller (2012b)

And

(Sifuentes, n.d.-a, n.d.-b)

Assign the letters a, b, etc. in the order the works appear in your reference list. Your reference list is arranged alphabetically by author, then year, then title. In the titles, J comes before O, so these two references will be ordered like this in the reference list:

Judge, T. A., & Kammeyer-Mueller, J. D. (2012a). Job attitudes. *Annual Review of Psychology*, *63*, 341-67. <https://doi.org/10.101146/annurev-psych-120710-100511>

Judge, T. A., & Kammeyer-Mueller, J. D. (2012b). On the value of aiming high: The causes and consequences of ambition. *Journal of Applied Psychology*, *97*(4), 758-775. <https://doi.org/10.1037.a0028084>

## AUTHORS WITH SAME SURNAME

If the first authors of multiple references share the same surname but have different initials, include the first authors' initials in all in-text citations, even if the year of publication differs. Initials help avoid confusion within the text and help readers locate the correct entry in the reference list.

For example:

(J. Taylor & Neimeyer, 2015; G. Taylor, 2015)

If the authors have the same surname and the same initials, then you write out their given names in full.

For example:

(James Taylor, 2015) and (John Taylor, 2015)

## CITING A SOURCE MULTIPLE TIMES IN ONE PARAGRAPH

Sometimes you might want to use one particular source several times during one paragraph. Putting an in-text citation after every sentence that comes from that source would look awful and break the flow of your writing... but leaving the in-text citations out risks plagiarism.

Introduce the source early in the paragraph, with the author as part of the sentence rather than in brackets. For example: Bryman (2016, p. 100) describes several aspects of the data gathering process.

For the rest of the paragraph, you can refer back to the author by name or pronoun when elaborating on their ideas. For example: He notes that the relevance and number of questions can affect participation rates. Bryman also found that...

As long as it is clear to the reader that all of the ideas come from that same source, there is no risk of plagiarism and the paragraph flows well.

It is **NOT ACCEPTABLE** to use several statements or ideas from one source throughout a paragraph and use one citation at the end of the paragraph to “cover” all the information within. If only one citation is used at the end it appears that only the final sentence is from that particular source, and the rest of the information is the writer’s own ideas. **THIS IS STILL PLAGIARISM**. A citation only covers the sentence (or in the case of blocked quotations that are longer than 40 words, the quotation) that it is part of. One citation at the end of a paragraph **DOES NOT** cover the entire paragraph.

**Note that if you put the author's name in brackets later on in the paragraph (for example, if you include a quotation from that source) you should always include the year of publication in the brackets.**

## WHICH SOURCES SHOULD I USE?

The best sources to use in academic writing are those that have been through some kind of review process. When an article gets submitted to a journal it is read and critiqued by other academics. This is known as **peer review**. Books go through a similar process in the publishing world.

Sources such as Wikipedia, or random pages on the internet have **not been through a peer review** process, and so are not generally favoured by your tutors as valid and appropriate sources to use in your essays. However, it depends what you are using the source to support. The Shure Microphone website, for example, might be appropriate to use in a Business assignment when you are asked to

provide evidence of specifications of a particular microphone, but not credible to use to back up an academic discussion about microphones in a general sense.

Think about the sources you are choosing when you write your assignments. Ask yourself:

- Is there a date?
- Is there a name?
- Is there evidence of some kind of review process before it has gone on the internet?

Academic writing and APA referencing is about quality of sources. Ideally your information should have **quality**.

## SOURCES THAT YOU HAVEN'T READ YOURSELF

Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Hayes" in the following example) that is cited in a source that you have read ("Bell & Waters" in the following example), use the following format for the text citation and list **only the source you have read** in the Reference list:

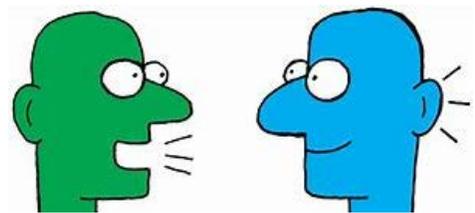
In-text citation:

Hayes (as cited in Bell & Waters, 2014, p. 183) stated that research focus groups... **OR**  
Research focus groups... (Hayes, 2000, as cited in Bell & Waters, 2014).

Reference list:

Bell, J., & Waters, S. (2014). *Doing your research project: A guide for first-time researchers* (6<sup>th</sup> ed.). McGraw-Hill Education.

## PERSONAL COMMUNICATIONS



These may be letters, memos, email, personal interviews, telephone conversations, and the like.

However, in order to use a quotation from someone you **must get that person's permission** and you must make notes of the interview or phone call.

You cannot quote someone without his or her knowledge and permission. This is simply not ethical. When a person is interviewed for this type of information, they may request that you give them a copy of your notes of the conversation to be approved by them, prior to you using it in your assignment.

Because personal communications are non-recoverable data, they are not included in the reference list. Cite them in the text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible.

E.M Paradis (personal communication, August 8, 2019)

**Or**

(T. Nguyen, personal communication, February 24, 2020)

## DOIs AND URLS



A digital object identifier (DOI) is a unique alphanumeric string that identifies content and provides a persistent link to its location on the internet. DOIs can be found in database records and the reference lists of published works.

A uniform resource locator (URL) specifies a location of digital information on the internet and can be found in the address bar of your internet browser. URLs in references should link directly to the cited work when possible.

Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version. If a print work does not have a DOI, do not include a DOI or URL in the reference. If an online work has both a DOI and a URL, include only the DOI.

If an online work has a URL but no DOI, include the URL in the reference as follows:

- **For works without DOIs from websites** (not including academic research databases), provide a URL in the reference (as long as the URL will work for readers).  
For example:
- **For works without DOIs from most academic research databases**, do not include a URL or database information in the reference because these works are widely available. The reference should be the same as the reference for a print version of the work. Examples of academic research databases and platforms that are widely available include CINAHL, Ebook Central, EBSCO*host*, Google Scholar, JSTOR, MEDLINE, Science Direct.
- For works from databases that publish works of limited circulation or original, propriety material available only in that database (e.g. intranet material for an organization), include the name of the database and the URL of the work. If the URL requires a login, provide the URL of the database or archive home page or login page instead of the URL for the work.

## FORMAT OF DOIs AND URLS

Present both DOIs and URLs as hyperlinks (i.e. beginning with “http:” or “https:”).

Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.

It is acceptable to use either the default settings for hyperlinks in your word processing program (e.g. usually blue font, underlined) or plain text that is not underlined.

Links should be live if the work is to be published or read online.

The format for the DOI in the reference list is:

<https://doi.org/xxxxx>

The string “<https://doi.org/>” is a way of presenting a DOI as a link, and “xxxxx” refers to the DOI number.

**This DOI format is a direct link to the work. It simplifies and standardizes retrieval.**

- Copy and paste the DOI or URL from your web browser directly onto your reference list to avoid transcription errors.
- DO not change the capitalisation or punctuation of the DOI or URL.
- DO not add line breaks manually to the hyperlink, it is acceptable if your word=processing program automatically adds a break or moves the hyperlink to its own line.
- Do not add a period (full stop) after the DOI or URL because it may interfere with the link functionality.
- When a DOI or URL is long or complex, you may use a shortDOIs or shortened URL if desired. Use the shortDOI service provided by the International DOI Foundation (<http://shortdoi.org/>). Enter a cut and paste of the DOI and this service will create a new shortDOI.



## ONLINE SOURCES

You will also need to use sources from the internet when you write essays. Some of these have authors, some have titles only and no author, and some have no date. There are rules to follow in all of these scenarios.

- If there is an author use the author-date format, just like you would for a book or article, for example (Smith, 1990).
- If no author is identified, use the first few words of the title in place of the author. These must be placed within double quotation marks, for example, (“Eating Tomatoes,” 1990).
- If no date is provided, use “n.d.” in place of the date, for example, (“Eating Tomatoes,” n.d.)
- To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that the words *page* and *chapter* are abbreviated in such text citations:

Example:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

For electronic sources that do not provide page numbers, use the paragraph number, if available, preceded by the abbreviation para.

Example:

(Myers, 2000, para. 5)

**Do not cite the URL in the body of the essay.** This information will be put into the reference list (at the end of the essay).

The only exception to this is if you are referring to an entire website in general in your essay, then you would provide the name of the website in the text and include the URL in parentheses. For example, you might write: We created our survey using Qualtrics (<https://www.qualtrics.com>).

**OR**

Marketing and branding of the All Blacks is an integral part of their commodification. This is exemplified by Allblacks.com (<http://www.allblacks.com/>).

## **SOCIAL MEDIA**

If you paraphrase or quote information from social media, provide a reference list entry and in-text citation (author and year).

Author. (year, month, day). *Title* [format]. Website name. <https://...>

- Include either the author's last name and initials or the corporate author name.
- Provide any social medial identity information in square brackets after the name.
- Provide as specific a date as is available on the webpage. This might be a year only; a year and month; or a year, month and day.
- If the date is unknown, use n.d. (for no date) in parentheses, e.g. (n.d.). If the date is unknown but can be approximated use "ca." (for circa) followed by the approximated year in square brackets, e.g. [ca. 2017]. If you use either n.d. or ca., you will need to also include the date you retrieved the information.
- For the title, put the name of the page or the caption of the post as the title. If there is no caption or title on the post, use the first words of the post. Put the title in italics.

- Put the format after the title in square brackets, e.g. [Instagram photograph], [Tweet], [Status update], [@username].

### Facebook examples:

Invercargill City Council. (n.d.). About Invercargill City Council [Facebook page]. Retrieved November 29, 2019, from [https://www.facebook.com/pg/InvercargillCityCouncil/about/?ref=page\\_internal](https://www.facebook.com/pg/InvercargillCityCouncil/about/?ref=page_internal)

New Zealand Red Cross. (2019, November 27). *As the number of people suspected to have contracted measles* [Status update]. Facebook. <https://www.facebook.com/NewZealandRedCross/posts/2745164498860631>

### Instagram examples:

University of Canterbury Lib [@uclibrary]. (2018, November 27). *UC's architectural drawings declared a national heritage treasure! Housed at the Macmillan Brown Library, the Armson Collins Architectural Drawings Collection* [Photograph]. Instagram. <https://www.instagram.com/p/BqrJg7Agu75/>

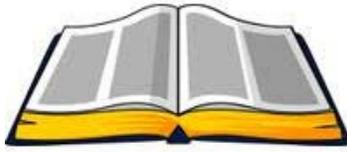
University of Canterbury Lib [@uclibrary]. (n.d.). *Posts, followers, following* [Profile]. Instagram. <https://www.instagram.com/uclibrary/>

### Twitter examples:

Ministry of Health [@minhealthnz]. (2017, April 3). *Typhoid* [Tweet]. Twitter. <https://twitter.com/aklpublichealth/status/849041745186660357>

Trump, D. J. [@realDonaldTrump]. (2017, March 7). *I am working on a new system where there will be competition in the drug industry* [Tweet]. Twitter. <https://twitter.com/realDonaldTrump/status/839110000870109184>





## BIBLE / QURAN

To cite the Bible or the Quran, provide the book, chapter, and verse. The first time the Bible is cited in the text, identify the version used. Consider the following example:

"You are forgiving and good, O Lord, abounding in love to all who call to you" (Psalm 86:5, New International Version).

**Note:** No entry in the References list is needed for the Bible or Quran as they are considered a classical work, and only require an in-text citation.

## DIRECT QUOTATIONS

When a direct quotation is used, **always** include the **author, year, and page number** as part of the citation.

A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Example:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Vance, 2001, p. 829).

A lengthier quotation of 40 words or more should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin. See the example on page 36 and in the specimen essay provided at the end of this guideline.

For indented quotations the citation comes **AFTER** the full stop at the end of the quote.

Note that pp. is the plural version of p. For example: (Smith & Jones, 2018, pp. 123-125).



## DIRECT QUOTATION OF MATERIAL WITHOUT PAGE NUMBERS

To directly quote from written material that does not contain page numbers, such as a webpage or website, provide another way of locating the quoted passage, such as a heading or section name, or a paragraph number.

For example:

Osteoarthritis, “although often described as simply due to wear and tear, it is now thought to be the result of a number of factors including inflammation, injury or ageing” (Arthritis New Zealand, n.d., “What is osteoarthritis” section).

“Singing is distinguished from speaking by the manner in which the breath is expended to vibrate the vocal cords” (Encyclopaedia Britannica, 2018, para.2).

## PARAPHRASING

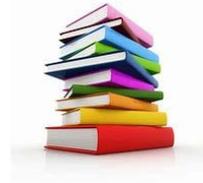
Paraphrasing (putting someone else’s ideas into your own words) must also be acknowledged by a citation. APA 7<sup>th</sup> edition is also a little quirky with regard to whether or not paraphrasing requires only the surname and year in the citation, or the page number as well. The *Publication Manual of the American Psychological Association* suggests that the page number is “encouraged” when paraphrasing, as it helps interested readers locate the relevant passage with a source.

At SIT we are interpreting this as “do it”. Therefore, even when paraphrasing **ALWAYS SUPPLY A PAGE NUMBER.**

## REFERENCING

As stated previously, every assignment should be accompanied by a reference list. SIT uses the APA style of referencing, although there are many others and you will come across these as you read and research your assignments. There are many rules that are part of APA that you need to follow when you prepare your reference list. Again, it is important that you get this right and get the commas and full stops in the right place. You will **lose marks** in your assignments if you do not follow the correct format. References cited in the text of your essay must appear in the reference list and vice versa.

## SOME GENERAL THINGS ABOUT APA 7<sup>TH</sup> EDITION



1. The reference list begins on a **separate page**.
2. Entries in your reference list appear in **alphabetical** order by the surname of the first author.
3. APA uses a **hanging indent**. This is where the lower lines hang inwards underneath the top line.
4. **APA has opposite rules for capitalisation of titles (as mentioned earlier) between the in-text citations and the reference list (sentence case).**
5. **Sentence case is used for capitalisation of reference list titles. Capitalise** only the first letter (and any proper nouns) of titles and subtitles of any book, articles, reports, webpages chapters, and titles of unpublished periodicals in reference list entries. Capitalise the first letter of all significant words in periodical titles (they are treated like proper nouns).
6. APA citations and references use an ampersand (&) between authors' surnames, NOT "and". But if you are using the authors' surnames in a sentence then "and" is used, as per the normal rules of writing.
7. Present both DOIs and URLs in your reference list as hyperlinks (i.e. beginning with "http:" or "https:"). It is acceptable to use either the default display settings for hyperlinks (e.g. usually blue font, underlined) or plain text that is not underlined. Leave links live if the work is to be published or read online. **THIS IS A SIGNIFICANT CHANGE FROM APA 6<sup>th</sup> edition.**
8. When a DOI or URL is long or complex, you may use a shortDOI or shortened URL if desired. Use the shortDOI service provided by the International DOI Foundation (<http://shortdoi.org/>). Enter a cut and paste of the DOI and this service will create a new shortDOI.
9. DO not include a retrieval date for a reference, **unless** it is from a webpage that is inherently designed to change (e.g. a dictionary entry, Twitter profile, Facebook page, map generated by Google Maps) or reflects information that changes over time (a website that updates information frequently, such as Stats NZ). Provide a retrieval date, when needed, before the URL, e.g., Retrieved December 2, 2019, from <https://xxxxx>
10. APA 7<sup>th</sup> edition **DOES NOT REQUIRE** that the city, state (US) or country where the book was published to be provided. **THIS IS A SIGNIFICANT CHANGE FROM APA 6<sup>th</sup> edition.**

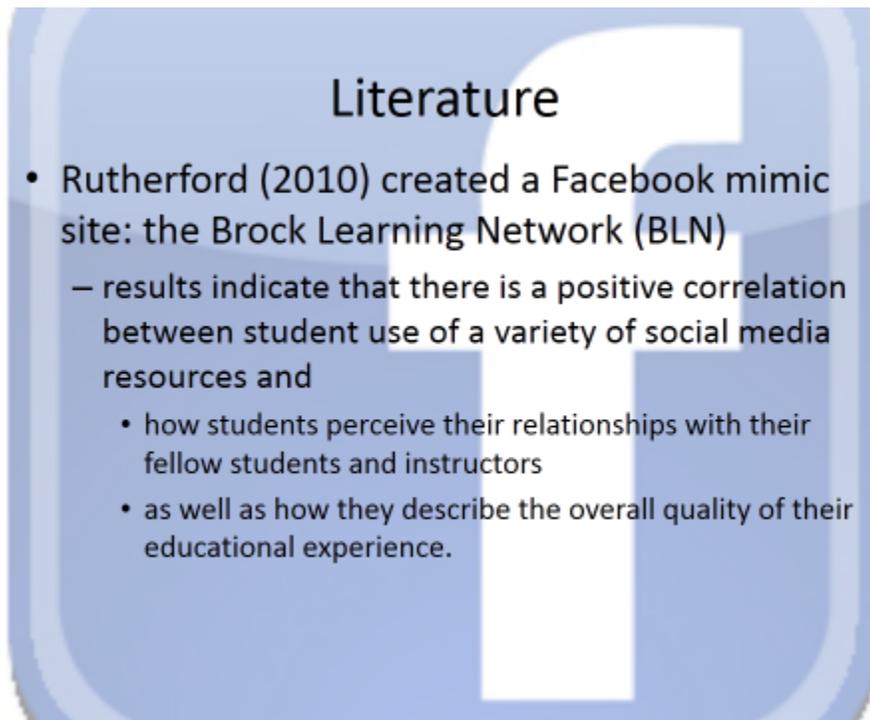
## WHAT IF I AM GIVING A POWERPOINT PRESENTATION?

Several times during the course of your studies you will be asked to give a presentation.

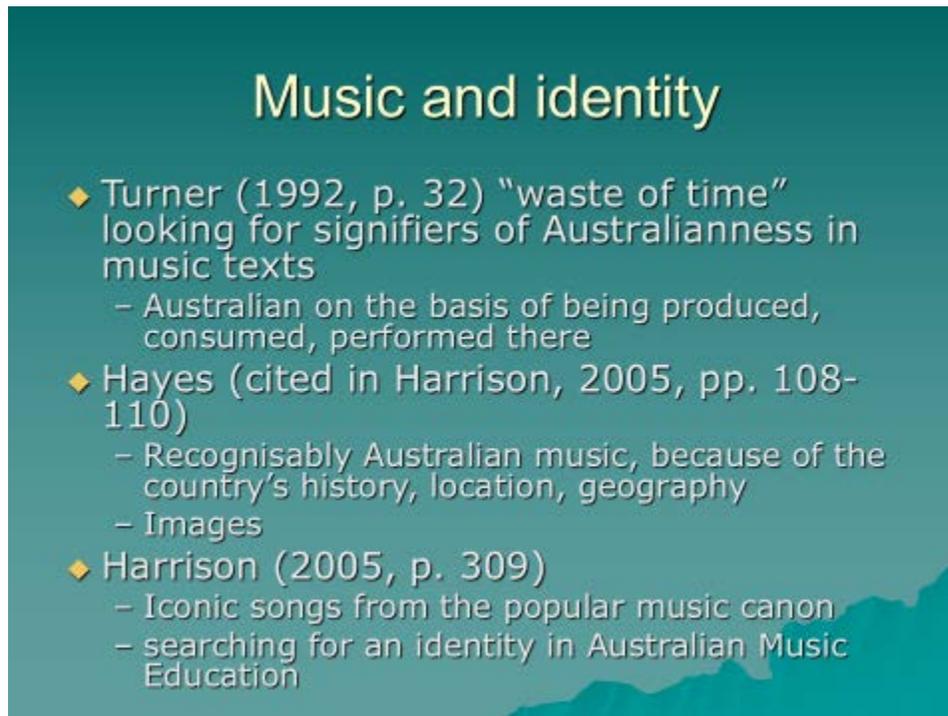
If you are using powerpoint, or something similar, then you will need to provide the sources for any information that you include that comes from a source. So, giving a presentation is **exactly like** writing an essay.

You should include a citation on a slide and follow the same format as you would in an essay. Some examples are given below:

Example 1: the whole article is being referred to and summarized/paraphrased, so it isn't necessary to provide a page number



Example 2: page numbers are provided here, because there are specific quotes, or specific passages being referred to.



The final slide of a presentation should be a correctly APA formatted list of all your sources.

**Please note that if you are using figures and tables you should reference these exactly as you would if they were in an essay. The exception is images that you are using to “window-dress” your slides. You do not need to cite these, except where instructed so by your tutor.**

## **APA AND ACADEMIC POSTERS**

Like PowerPoint presentations and essays, academic posters also require citations and a reference list. Citations should be used whenever a source is referred to, and a list of references in APA format should be provided somewhere on the poster (usually this is the bottom right hand corner).

# REFERENCE LIST AND CITATION FORMAT EXAMPLES

## BOOKS AND REFERENCE WORKS

The books category includes authored books, edited books, anthologies, religious works and classical works. The reference works category includes dictionaries, encyclopedias and diagnostic manuals.

Use the table below to assist with references for books and reference works.

Author or editor	Date	Title	Source	
			Publisher information	DOI or URL
Author, A. A., & Author, B. B.	(2020).	<i>Title of book.</i>	Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a>
Name of Group.		<i>Title of book (2<sup>nd</sup> ed., Vol.4).</i>	First Publisher Name; Second Publisher Name.	<a href="http://xxxxx">http://xxxxx</a>
Editor, E.E. (Ed.).		<i>Title of book [Audiobook].</i>		
Editor, E.E., & Editor F.F. (Eds.).		<i>Title of book (E.E. Editor, Ed.).</i>		
		<i>Title of book (T. Translator, Trans.; N. Narrator, Narr.).</i>		

### BOOK WITHOUT A DOI, A PRINT VERSION

Format:

Author, A. A. (year). *Title of book.* Publisher.

#### Reference:

Lloyd Owen, D. A. (2018). *Smart water technologies and techniques: Data capture and analysis for sustainable water management.* John Wiley & Sons.

#### Citation:

According to Lloyd Owen (2018, p.2) ... **OR** ... (Lloyd Owen, 2019, p. 2)

### BOOK WITH A DOI OR URL, RETRIEVED ONLINE

- Include the DOI if available
- Include the URL if there is no DOI and the URL is accessible to all readers

**Note:** Do not use a URL from an online academic library database, as this is not generally accessible to all readers (i.e., a student login has been required). Add nothing if there is no DOI nor a generally accessible URL – the reference is the same for a print book.

**If a DOI is available**

Format:

Author, A. A. (year). *Title of book*. Publisher. <https://doi.org/xxxx>

**Reference:**

Cameron-Smith, A. (2019). *A doctor across borders: Raphael Cilento and public health from empire to the United Nations*. Australian National University Press.  
<https://doi.org/10.22459/DAB.2019>

**Citation:**

According to Cameron-Smith (2010, p.17) ... **OR** ... (Cameron-Smith, 2019, p. 17)

**If there is no DOI but there is a URL accessible to all readers**

Format:

Author, A. A. (year). *Title of book*. Publisher. <https://www....>

**Reference:**

Scanlon, V. C., & Sanders, T. (2007). *Essentials of anatomy and physiology* (5<sup>th</sup> ed.). F.A. Davis.  
<https://yhdp.net/uploads/Essentials-of-Anatomy-and-Physiology.pdf>

**Citation:**

According to Scanlon and Sanders (2007, p.46) ... **OR** ... (Scanlon & Sanders, 2007, p. 46)

**If there is no DOI and it has been accessed from an online library database**

Format:

Author, A. A. (year). *Title of book*. Publisher.

**Reference:**

Budras, K.-D., Greenough, P. R., Habel, R. E., & Mülling, C. K. W. (2011). *Bovine anatomy* (2<sup>nd</sup> ed.). Schlütersche.

**Citation:**

Budras et al. (2011) state ... **OR** ... (Budras et al., 2011)

**BOOK, EDITION OTHER THAN THE FIRST**

Format – print example:

Author, A. A., & Author, B. B. (year). *Title of book* (2nd ed.). Publisher.

**Reference:**

Marieb, E. N., & Hoehn, K. (2016). *Human anatomy & physiology* (10th ed.). Pearson.

**Citation:**

According to Marieb and Hoehn (2016, p. 419) ... **OR** ... (Marieb & Hoehn, 2016, p. 419)

**EDITED BOOK WITHOUT A DOI**

Format:

Editor, A. A., & Editor, B. B. (Eds.). (year). *Title of book*. Publisher.

**Reference:**

Lindquist, R., Snyder, M., & Tracy, M. F. (Eds.). (2014). *Complementary & alternative therapies in nursing* (7th ed.). Springer.

**Citation:**

Lindquist et al. (2014) ... **OR** ... (Lindquist et al., 2014)

**EDITED BOOK WITH A DOI**

Format:

Editor, A. A. (Ed.). (year). *Title of book*. Publisher. <https://doi.org/10.xxxx/xxxxxx>

**Reference:**

Helbich, M. (Ed.). (2018). *Frontiers in mental health and the environment*. MDPI.  
<https://doi.org/10.3390/books978-3-03897-391-1>

**Citation:**

Helbich (2018) ... **OR** ... (Helbich, 2018)

### **BOOK IN ANOTHER LANGUAGE**

When a book is in a different language, include a translation of the book title in square brackets.

Format:

Author, A. A., & Author, B. B. (year). *Title of book* [Translation of book title]. Publisher.

#### **Reference:**

Molinari, E., & Labella, A. (2007). *Psicologia clinica: Dialoghi e confronti* [Clinical psychology: Dialogue and confrontation]. Springer.

Amano, N., & Kondo, H. (2003). *Nihongo no goi tokusei* [Lexical characteristics of Japanese Language] (Vol. 7). Sanseido.

#### **Citation:**

Molinari and Labella (2007, p. 25) state ... **OR** ... (Molinari & Labella, 2007, p. 25)

Amono and Kondo (2003) state ... **OR** ... (Amono & Kondo, 2003)

### **BOOK REPUBLISHED WITH A TRANSLATOR**

Format:

Author, A. A., & Author, B. B. (year). *Title of book* (T. Translator, Trans.). Publisher. (Original work published year).

#### **Reference:**

Schiller, F. (2018). *Don Carlos infant of Spain: A dramatic poem* (F. Kimmich, Trans.). Open Book. (Original work published 1804).

#### **Citation:**

Schiller (1804/2018, p.19) ... **OR** ... (Schiller, 1804/2018, p.19)

### **ONE VOLUME OF A MULTIVOLUME WORK**

If the volume does not have its own title, include the volume number in parentheses without italics.

Reference:

Berman, A., Snyder, S. J., Levett-Jones, T., Dwyer, T., Hales, M., Harvey, N., Luxford, Y., Moxham, L., Park, T., Parker, B., Reid-Searle, K., & Stanley, D. (2012). *Kozier and Erb's fundamentals of nursing* (2nd ed., Vol. 2). Pearson.

Citation:

Berman et al. (2012, p. 537) ... **OR** ... (Berman et al., 2012, p.537)

### **MANUAL, PRINT VERSION**

When the author and publisher are the same, omit the publisher.

#### **Reference:**

Brother Industries. (n.d.). *Reference guide: Brief explanations for routine operations HS-J6000DW HL-J6100DW*.

#### **Citation:**

Brother Industries (n.d., p.1)... **OR** ... (Brother Industries, n.d., p.1)

### **MANUAL, ONLINE ACCESS**

#### **Reference:**

World Health Organization. (2019). *International statistical classification of diseases and related health problems* (11th ed.). <https://icd.who.int/>

Canterbury District Health Board. (2019, January 25). *Hand hygiene* (Ref. 234641).  
<http://edu.cdhb.health.nz/Hospitals-Services/Health-Professionals/CDHB-Policies/Infection-Prevention-Control-Manual/Documents/Hand-Hygiene-Policy.pdf>

#### **Citation:**

World Health Organisation (2019) ... **OR** ... (World Health Organisation, 2019)

Canterbury District Health Board (2019, p. 2) ... **OR** ... (Canterbury District Health Board, 2019, p.2)

### **DICTIONARY, THESAURUS OR ENCYCLOPEDIA**

When the author and publisher are the same, omit the publisher.

#### **Reference – print example:**

Merriam-Webster. (2019). *Merriam-Webster's Collegiate Dictionary* (11th ed.).

#### **Citation:**

Merriam-Webster (2019) ... **OR** ... (*Merriam-Webster's Collegiate Dictionary*, 2019)

When an online reference work is continuously updated (as with Merriam-Webster.com Dictionary), use “n.d.” as the year of publication and include a retrieval date.

**Reference - online example:**

Merriam-Webster. (n.d.). *Merriam-Webster.com dictionary*. Retrieved November 28, 2019, from <https://www.merriam-webster.com/>

**Citation:**

Merriam-Webster (n.d.) ... **OR** ... (Merriam-Webster, n.d.)

**ANTHOLOGY**

Anthologies are collections of multiple works, either by the same author or organized around the same theme. How you cite and anthology depends if you are citing the entire anthology, or a single work included in it (see work in an anthology).

Format:

Editor, E. (Ed.). (year). *Anthology title* (Volume number if applicable). Publisher.

**Reference:**

D’Este, S., & Rankine, D. (Eds.). (2013). *The faerie queens – a collection of essays exploring the myths, magic and mythology of the faerie queens*. Avalonia.

**Citation:**

D’Este and Rankine (2013) ... **OR** ... (D’Este & Rankine, 2013)

## EDITED BOOK CHAPTERS, ENTRIES IN REFERENCE WORKS

This includes chapters of edited books, and the entries in reference works includes dictionary, thesaurus and encyclopedia entries.

Use the table below to assist with references for edited book chapters and entries in reference works.

Chapter author	Date	Chapter title	Source	
			Edited book information	DOI or URL
Author, A. A., & Author, B. B.  Name of Group.	(2020).	<i>Title of chapter.</i>	In E. E. Editor (Ed.), <i>Title of book</i> (pp. 3-13). Publisher Name.  In E. E. Editor & F. F. Editor (Eds.), <i>Title of book</i> (3rd ed., Vol. 2, pp. 212-255). Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a>  <a href="http://xxxxx">http://xxxxx</a>

### CHAPTER FROM AN EDITED BOOK WITHOUT A DOI

Format:

Author, A. A. (year). Title of chapter. In B. Editor & C. Editor (Eds.), *Title of book* (2nd ed., pp. pages of chapter). Publisher.

**Reference:**

Casida, J.E. (2010). Pest toxicology: The primary mechanisms of pesticide action. In R. Krieger (Ed.), *Hayes' handbook of pesticide toxicology* (3rd ed., pp. 103-117). Academic Press.

**Citation:**

Casida (2010, p. 105) states ... **OR** ... (Casida, 2010, p. 105)

## CHAPTER FROM AN EDITED BOOK WITH A DOI

Format:

Author, A. A. (year). Title of chapter. In B. Editor & C. Editor (Eds.), *Title of book* (2nd ed., pp. pages of chapter). Publisher. <https://doi.org/10.xxxx/xxxxxx>

### Reference:

Wall, R., & Rafferty, A. M. (2017). Trouble with “status”: Competing models of British and North American public health nursing education and practice in British Malaya. In H. Pols., C.M. Thompson., & J. H. Warner (Eds.), *Translating the body: Medical education in Southeast Asia* (pp. 67-94). Nuss Press. <https://doi.org/10.2307/j.ctv1xxzqp>

### Citation:

Wall and Rafferty (2017, p. 82) state ... **OR** ... (Wall & Rafferty, 2017, p.82)

## ENTRY IN A DICTIONARY, THESAURUS OR ENCYCLOPEDIA, WITH KNOWN AUTHOR

Format – print example:

Author, A. A. (Year). Title of entry. In E. Editor (Ed.), *Name of encyclopedia or dictionary* (Volume number, pp. first page of entry-last page of entry). Publisher.

### Reference:

King, P. N., & Wester, L. (1998). Hawaii. In *The world book encyclopedia* (Vol. 9, pp. 88-110). World Book.

### Citation:

King and Wester (1998, p. 91) ... **OR** ... (King & Wester, 1998, p. 91)

When an online reference work is continuously updated (as with Merriam-Webster.com Dictionary), use “n.d.” as the year of publication and include a retrieval date.

Format – online example:

Author, A. A. (Year). Title of entry. In *Name of encyclopedia or dictionary*. Retrieved Month Date, from <https://www.xxxx>

### Reference:

Merriam-Webster. (n.d.). Piano. In *Merriam-Webster.com dictionary*. Retrieved December 2, 2019, from <https://www.merriam-webster.com/dictionary/piano>

Selanders, L. (n.d.). Florence Nightingale. In *Encyclopedia Britannica*. Retrieved December 2, 2019, from <https://www.britannica.com/biography/Florence-Nightingale>

**Citation:**

Merriam-Webster (n.d., para.1) ... **OR** ... (Merriam-Webster, n.d., para.1)

Selanders (n.d., para. 2) ... **OR** ... (Selanders, n.d., para. 2)

**SPECIFIC WORK IN AN ANTHOLOGY**

To cite a specific work within the anthology, place the author of the work first. The editor/anthology information is also included.

Format:

Author, A. A. (year). Title of work: Subtitle if necessary. In E. Editor (Ed.), *Title of anthology: subtitle* (Volume number or page numbers). Publisher. (Original work published Year)

**Reference:**

Fassbinder, R.W. (1992). Imitation of life: On the films of Douglas Sirk. In M. Töteberg & L. A. Lensing (Eds.), *The anarchy of the imagination* (pp. 77-89). The Johns Hopkins University Press. (Original work published 1971)

**Citation:**

Fassbinder (1971/1992) ... **OR** ... (Fassbinder, 1971/1992)

## PERIODICALS

Periodicals include journals, magazines, newspapers, newsletters and even blogs and other online platforms that publish articles. Journals and periodicals might have volume/issue numerals. For example, they might be volume 6, number 2. In this case the volume numeral is in italics followed by the number in brackets but not italics. Example; *34*(2).

Use the table below to assist with references for periodical articles.

Author	Date	Title	Source	
			Periodical information	DOI or URL
Author, A. A., & Author, B. B. Name of Group.	(2020). (2020, January).	<i>Title of article.</i>	<i>Title of Periodical, 34</i> (2), 5-14.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a> <a href="http://xxxxx">http://xxxxx</a>
Author, C. C. [username]. Username.	(2020, February 16).		<i>Title of Periodical, 2</i> (1-2), Article 12. <i>Title of Periodical.</i>	

### JOURNAL ARTICLE WITH A DOI

Use sentence capitalisation in the article title. Capitalise the first letter of each main word in the journal title. Italicise the journal title and volume number. Add the issue number if available, Include the DOI number; it usually appears on the first page of the article.

Format:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp.  
<https://doi.org/xxxx>

### Reference:

Montayre, J., Dimalapang, E., Sparks, T., & Neville, S. (2019). New Zealand nursing students' perceptions of biosciences: A cross-sectional survey of relevance to practice, teaching delivery, self-competence and challenges. *Nurse Education Today*, 79, 48-53.  
<https://doi.org/10.1016/j.nedt.2019.05.013>

### Citation:

Montayre et al. (2019, p. 52) states ... **OR** ... (Montayre et al., 2019, p. 52)

### **JOURNAL ARTICLE WITH NO DOI, WITH A NONDATABASE URL**

Only include the URL if the article is accessible online to all readers. Do not include a URL from a library database; in these cases, the reference ends after the page range.

Format:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, xx, pp-pp.  
<https://xxxxx>

#### **Reference:**

Akin, D., & Huang, L. M. (2019). Perceptions of college students with disabilities. *Journal of Postsecondary Education and Disability*, 32(1), 21-33. <https://www.ahead.org/professional-resources/publications/jped/archived-jped/jped-volume-32>

#### **Citation:**

According to Akin and Huang (2019, p.21) ... **OR** ... (Akin & Huang, 2019, p.21)

### **JOURNAL ARTICLE WITHOUT A DOI, FROM AN ACADEMIC RESEARCH DATABASE**

This is for a journal article found on an academic institution database. A URL for the database is provided instead of a DOI, e.g. <http://ezproxy.sit.ac.nz:xxxxx>

Do not include the database name or URL.

#### **Reference:**

Whitehead, A., & Gould Fogerite, S. (2017). Yoga treatment for chronic non-specific low back pain. *Explore: The Journal of Science & Healing*, 13(4), 281-284.

#### **Citation:**

Whitehead & Gould Fogerite (2017, p. 282) states ... **OR** ... (Whitehead & Gould Fogerite, 2017, p. 282)

### **JOURNAL ARTICLE WITH A DOI, 21 OR MORE AUTHORS**

Because the original DOI was long and complex, a short DOI is used. Either the long or short form of the DOI is acceptable. List the first 19 authors, then use ... and then list the last author's name.

#### **Reference:**

Gaudinski, M. R., Coates, E. E., Houser, K. V., Chend, G. L., Yamshchikov, G., Saunders, J. G., Holmans, L. A., Gordon, I., Plummer, S., Hendel, C. S., Conan-Cibotti, M., Lorenzo, M., L., Sitar, S., Carlton, K., Laurencot, C., Bailer, R. T., Narpala, S., McDermott, A. B., Namboodirir, A., M., ...

Ledgerwood, J. E. (2018). Safety and pharmacokinetics of the Fc-modified HIV-1 human monoclonal antibody VRC01LS: A phase 1 open-label clinical trial in healthy adults. *PLoS Med*, 15(1), e1002493. <https://doi.org/10.1371/journal.pmed.1002493>

**Citation:**

Gaudinski et al. (2018) states ... **OR** ... (Gaudinski et al., 2018)

**JOURNAL ARTICLE WITH A DOI , COMBINATION OF INDIVIDUAL AND GROUP AUTHORS**

**Reference:**

Eysenbach, G., & CONSORT-EHEALTH Group. (2011). CONSORT-EHEALTH: Improving and standardizing evaluation reports of web-based and mobile health interventions. *Journal of Medical Internet Research*, 13(4), e126. <https://doi.org/10.2196/jmir.1923>

**Citation:**

Eysenbach and CONSORT-EHEALTH (2011) state .... **OR** ... (Eysenbach & CONSORT-EHEALTH 2011)

**JOURNAL ARTICLE, IN PRESS**

In press articles are peer reviewed, accepted articles that are going to be published in a journal. The article is yet to be assigned to a volume/issue. Although articles in press do not have all the bibliographic details available yet, they can be cited using the year of online publication and the DOI.

**Reference:**

Kreuzer, M., Cado, V., & Raïes. (2019). Moments of care: How interpersonal interactions contribute to luxury experience of healthcare consumers. *Journal of Business Research*. <https://doi.org/10.1016/j.jbusres.2019.11.033>

**Citation:**

Kreuzer et at. (in press) ... **OR** ... (Kreuzer et al., in press)

### **MAGAZINE ARTICLE, ONLINE**

Both the month and the date should be included after the year.

#### **Reference:**

Jousset, P. (2019, November 29). Illuminating earth's faults. *Science*, 366(6469), 1076-1077.  
<https://science.sciencemag.org/content/366/6469/1076>

#### **Citation:**

Jousett (2019) .... **OR** ... (Jousett, 2019)

### **NEWSPAPER ARTICLE, ONLINE**

Services like Stuff or Scoop are aggregate news contents. Don't use Stuff as the title or author.

If there is a newspaper title, include it in italics

Both the month and the date should be included after the year.

#### **Reference:**

Harding, E. (2019, November 21). Invercargill Kmart ready to open. *The Southland Times*.  
<https://www.stuff.co.nz/national/117596378/invercargill-kmart-ready-to-open>

#### **Citation:**

Harding (2019) reported .... **OR** ... (Harding, 2019)

### **NO NEWSPAPER TITLE, AUTHOR AND NO AUTHOR**

If there is no newspaper title use the format for a webpage on a website instead, e.g.

#### **Reference:**

Taunton, E. (2019, December 2). *Low methane New Zealand sheep coming to a farm near you*. Stuff.  
<https://www.stuff.co.nz/business/farming/117862851/low-methane-sheep-coming-to-a-farm-near-you>

#### **Citation:**

Taunton (2019) ... **OR** ... (Taunton, 2019)

No author - The reference list entry starts with the article title and uses sentence case capitalisation.

**Reference:**

Teaming up on health innovation. (2014, September 10). *Manawatu Standard*.  
<http://www.stuff.co.nz/manawatu-standard/news/10480728/Teaming-up-on-health-innovation>

**Citation:**

("Teaming up on Health Innovation," 2014)

**MAGAZINE OR NEWSPAPER ARTICLE WITHOUT A DOI , FROM A PRINT VERSION**

Both the month and the date should be included after the year.

Precede page numbers for newspaper articles with p. or pp.

If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-7).

**Reference:**

Killick, D. (2012, June 25). Housing is a problem beyond politics. *The Press*, p.17.

**Citation:**

According to Killick (2012) ... **OR** ... (Killick, 2012)

## WEBPAGES ON WEBSITES

Use this reference category if no other reference category fits the work you are referencing (e.g. book, book chapters, journal articles, newspaper articles, encyclopedias, dictionaries). If the author and website name are the same, don't repeat it as the source element.

Use the table below to assist with references for webpages or websites.

Author	Date	Title	Source	
			Website name	URL
Author, A. A., & Author, B. B. Name of Group.	(2020). (2020, April). (2020, May 2). (n.d.)	<i>Title of work.</i>	Site Name.	http://xxxxxx Retrieved June 22, 2020, from https://xxxxxx

### Reference:

Templeton, S. (2019, June 4). *Why your reusable shopping bag isn't better than a single-use plastic one*. Newshub. <https://www.newshub.co.nz/home/lifestyle/2019/06/why-your-reusable-shopping-bag-isn-t-better-than-a-single-use-plastic-one.html>

### Citation:

According to Templeton (2019) ... **OR** ... Shopping bags are ... (Templeton, 2019).

If the author and website are the same don't repeat it as the source element. Include a retrieved date is the information on a page that can be updated.

### Reference:

Stats NZ. (n.d.). *Population*. Retrieved December 4, 2019, from <https://www.stats.govt.nz/topics/population>

### Citation:

Stats NZ (n.d.) ... **OR** ... (Stats NZ, n.d.).

### WEBPAGE ON A WEBSITE WITH NO DATE

Do not use a date from a webpage or website footer because this date may not indicate when the content on the site was published. If no separate date is indicated for the work on the webpage, treat the work as having no date.

#### Reference:

Ministry of Education. (n.d.). *Innovative learning environments*. TKI.  
<http://elearning.tki.org.nz/Teaching/Innovative-learning-environments>

#### Citations

Ministry of Education (n.d.) ... **OR** ... (Ministry of Education, n.d.).

### DOCUMENTS ON WEBSITES

#### Reference:

Ministry of Health. (2015). *Eating and activity guidelines for New Zealand adults*.  
[https://www.health.govt.nz/system/files/documents/publications/eating-activity-guidelines-for-new-zealand-adults-oct15\\_0.pdf](https://www.health.govt.nz/system/files/documents/publications/eating-activity-guidelines-for-new-zealand-adults-oct15_0.pdf)

#### Citation:

Ministry of Health (2015) ... **OR** ... (Ministry of Health, 2015).

### WEBPAGE WITH NO AUTHOR LISTED

The author of a webpage may not be given in a normal byline, but it can be determined from context.

For a webpage from an organisational or government website, the organisation or government agency itself is the author, unless otherwise specified. The author may also be located on an “about us” or acknowledgements page.



## REPORTS AND GRAY LITERATURE

There are many kinds of reports, including Government reports, technical reports and research reports. They are sometimes referred to as gray literature. Gray literature also includes press releases, codes of ethics, policy briefs, and annual reports

Use the table below to assist with references for reports and gray literature.

Author	Date	Title	Source	
			Periodical information	DOI or URL
Author, A. A., & Author, B. B. Name of Group.	(2020).  (2020, May 2).	<i>Title of report.</i>  <i>Title of report</i> (Report No. 123).  <i>Title of gray literature</i> [Description].	Publisher Name.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a>  <a href="http://xxxxx">http://xxxxx</a>

### REPORT BY GOVERNMENT AGENCY OR OTHER ORGANISATION

The specific agency responsible for the report appears as the author. Look at the cover or title page of the work. If the cover or title page lists only the name of the group (and no names of individuals), treat the reference as having a group author.

Omit the publisher name when the author and publisher are the same.

#### Reference – online example:

Australian Government Productivity Commission & New Zealand Productivity Commission. (2019). *Growing the digital economy in Australia and New Zealand: Maximising opportunities for SMEs*. [https://www.productivity.govt.nz/assets/Research/b32acca009/Growing-the-digital-economy-in-Australia-and-New-Zealand\\_Final-Report.pdf](https://www.productivity.govt.nz/assets/Research/b32acca009/Growing-the-digital-economy-in-Australia-and-New-Zealand_Final-Report.pdf)

#### Citation:

Australian Government Productivity Commission and New Zealand Productivity Commission (2019, p. 59) reports... **OR** ... (Australian Government Productivity Commission & New Zealand Productivity Commission, 2019, p. 59)

#### Reference – print example:

Ministry of Health. (2019). *Progress on gambling harm reduction 2010 to 2017: Outcomes report – New Zealand strategy to prevent and minimise gambling harm*.

**Citation – print example:**

Ministry of Health (2019, p. 15) report states... **OR** ... (Ministry of Health, 2019, p. 15)

Spell out the full name of a group author in the reference list entry. An abbreviation for the group author can be used in the text, but not in the reference list entry.

**First citation:** According to the Ministry of Health (MOH, 2019) ... **OR** ... (Ministry of Health [MOH], 2019)

**Subsequent citations:** (MOH, 2019)

**REPORT BY INDIVIDUAL AUTHORS AT A GOVERNMENT AGENCY OR OTHER ORGANISATION**

If the cover or title page list the names of individuals, treat the reference as having individual authors and in the name of the group as part of the source element.

Look to see if the document includes a suggested reference, the author's names included in that reference indicate who should be credited (note that the format of the suggested reference may need to be adjusted for APA style 7<sup>th</sup> edition).

**Reference – print example:**

Skelton, P. (2019). *Investigation of freshwater management and allocation functions at Otago Regional Council – Report to the Minister for the Environment*. Ministry for the Environment.

**Citation:**

Skelton (2019) states ... **OR** ... (Skelton, 2019)

**REPORT BY A TASK FORCE OR WORKING GROUP**

The name of the taskforce is capitalised in the reference because it is a proper noun.

**Reference:**

Independent Taskforce on Workplace Health and Safety. (2013). *The report of the Independent Taskforce on Workplace Health and Safety: He korowai whakaruruhau*.  
<http://hstaskforce.govt.nz/documents/report-of-the-independent-taskforce-on-workplace-health-safety.pdf>

**Citation:**

Independent Taskforce on Workplace Health and Safety (2013) state ... **OR** ...  
(Independent Taskforce on Workplace Health and Safety, 2013)

## **POLICY OR ISSUE BRIEF**

Identify the number of the policy or issue brief in parentheses after the title.

### **Reference:**

Brown, M. A., Simcock, R., & Greenhaugh, S. (2015). *Protecting the urban forest* (Policy brief 13). Landcare Research.  
[https://www.landcareresearch.co.nz/\\_data/assets/pdf\\_file/0016/101446/Policy\\_Brief\\_13\\_Protecting\\_urban\\_forest.pdf](https://www.landcareresearch.co.nz/_data/assets/pdf_file/0016/101446/Policy_Brief_13_Protecting_urban_forest.pdf)

### **Citation:**

Brown et al., (2015) states ... **OR** ... (Brown et al., 2015)

If the number is not provided, identify it as an issue or policy brief in square brackets.

### **Reference:**

New Zealand Medical Association. (2017). *Improving health literacy* [Policy brief].  
[http://www.nzma.org.nz/\\_data/assets/pdf\\_file/0019/56053/Health-Literacy-Policy-Briefing-web.pdf](http://www.nzma.org.nz/_data/assets/pdf_file/0019/56053/Health-Literacy-Policy-Briefing-web.pdf)

### **Citation:**

According to the New Zealand Medical Association (2017, p. 6) ... **OR** ... (New Zealand Medical Association, 2017, p. 6)

## **SAFETY DATA SHEET**

Author or manufacturer name. (Year, Month, Day). Name of substance [Safety Data Sheet].  
<https://xxxxxx>

Omit the publishers name if it's the same as the author/manufacturer.

### **Reference:**

Caltex NZ. (2017, August 2). Diesel [Safety Data Sheet]. <https://caltex.co.nz/assets/Uploads/Caltex-Diesel.pdf>

Dentsply Sirona New Zealand. (2018, December 11). *2% Xylocaine dental with adrenaline (epinephrine) 1:80,000 injection* [New Zealand Data Sheet]. Medsafe.  
<https://www.medsafe.govt.nz/profs/datasheet/x/XylocaineDentalandAdrenaline.pdf>

Medsafe. (2018, October 23). *Paracetamol (Pharmacy Health), 500 mg, uncoated tablets* [New Zealand Data Sheet].  
<https://www.medsafe.govt.nz/profs/datasheet/p/paracetamolpharmacyhealthtab.pdf>

**Citation:**

Caltex NZ (2017)... **OR** ... (Caltex NZ, 2017).

Denstply Sirona New Zealand (2018) ... **OR** ... (Dentsply Sirona New Zealand, 2018).

Medsafe (2018) ... **OR** ... (Medsafe, 2018).

# LEGISLATION

## ACTS AND REGULATIONS

Title of Act Year Enacted. <http://xxxxxx> (if available online)

### Reference:

Resource Management Act 1991.

<http://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html>

### Citation:

According to the Resource Management Act 1991 there is .... **OR** ... to promote the sustainable management of natural and physical resources (Resource Management Act 1991).

### Reference:

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.

[http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html?search=ts\\_act%40bill%40regulation%40deemedreg\\_workplace+regulation\\_reselel\\_25\\_a&p=1](http://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727530.html?search=ts_act%40bill%40regulation%40deemedreg_workplace+regulation_reselel_25_a&p=1)

### Citation:

According to the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, there is ... **OR** ...must identify hazards (Health and Safety at Work (General Risk and Workplace Management) Regulations 2016).

If referring to a particular part of an Act or of a regulation include that information in the In-text Citation only.

A part of an Act is indicated by s. and a part of a regulation by reg. The part referred to should come first, following the pattern “[part] of the [Act or regulation]”, for example:

... s. 1(3) of the Health and Disability Services (Safety) Act 2001...

**OR** at the start of a sentence

Section 1(3) of the Health and Disability Services (Safety Act) 2001 states...

**OR** at the end of a sentence

... (Fire and Emergency New Zealand (Fire Permits) Regulations 2017, reg. 7(1)).

## CONFERENCE PAPERS AND PRESENTATIONS

Conference sessions and presentations include paper presentations, poster sessions, keynote addresses and symposium contributions. Include a label in square brackets after the title to describe how the presentation was described at the conference (even if they were not physically present).

The date should match the dates of the full conference, even though a presentation or session likely occurred on only one day.

Also include the location of the conference: provide the city, state, province or territory if applicable (U.S. two-letter state abbreviations and similar abbreviations in other countries, if available); and the country spelt out in full.

For example:

New York, NY, United States

Sydney, NSW, Australia

Invercargill, New Zealand

Use the table below to assist with references for conference sessions and presentations.

Author	Date	Title	Source	
			Conference information	DOI or URL
Presenter, A. A., & Presenter, B. B.	(2020, September 18-20).  (2020, October 20 - November 1).	<i>Title of contribution</i> [Type of contribution].  <i>Title of report</i> (Report No. 123).  <i>Title of gray literature</i> [Description].	Conference Name, Location.	<a href="https://doi.org/xxxx">https://doi.org/xxxx</a>  <a href="http://xxxxx">http://xxxxx</a>

Use the table below to assist with references for symposium contributions.

Author	Date	Title	Source	
			Conference information	DOI or URL
Contributer, A. A., & Contributor, B. B.	(2020, September 18-20).  (2020, October 20 – November 1).	Title of contribution.	In C.C. Chairperson (Chair), <i>Title of symposium</i> [Symposium]. Conference Name, Location.	https://doi.org/xxxx  http://xxxxxx

### PAPER PRESENTATION

#### Reference:

Bodkin-Allen, S., Swain, N., West, S., Pike, G. (2018, October 4-7). *It's not that bad singing with other people: The effect of a single Outreach on singing attitudes and confidence in adults* [Paper presentation]. Waves into the future, 40th Australian New Zealand Association for Research in Music Education (ANZARME) Conference, Gold Coast, QLD, Australia.

Carstensen, C., & Madden, K. (2019, November 18-20). *The glasses are on, implementing augmented reality and virtual reality from an educator's perspective* [Paper presentation]. Australasian Nurse Educators Conference (ANEC), Dunedin, New Zealand.

#### Citation:

Bodkin-Allen et al. (2018) stated... **OR** ... (Bodkin-Allen et al., 2018)

Carstensen and Madden (2019) ... **OR** ... (Carstensen & Madden, 2019)

### POSTER PRESENTATION

#### Reference:

Harding, L., Dobbs, S., & Prinsloo, L. (2018, May 6-9). *Ako Te Reo Māori; Pākehā nurse educators' experiences as students to appreciate an alternative educational pedagogy within New Zealand* [Poster presentation]. NETNEP 7th International Nurse Education Conference, Banff, Alberta, Canada.

#### Citation:

Harding et al. (2018) ... **OR** ... (Harding et al., 2018)

## **SYMPOSIUM CONTRIBUTION**

### **Reference:**

Fallu, M. (2019, November 4). *The leisure and recreation for people with disabilities in Southland, ten years on (a longitudinal study)*. In S. Bodkin-Allen (Chair), SIT-OP Collaborative Research [Symposium]. Dunedin, New Zealand.

### **Citation:**

Fallu (2019) ... **OR** ... (Fallu, 2019)

## **CONFERENCE PAPER – PUBLISHED IN A BOOK OR JOURNAL**

Use the same format as for a book or book chapter, or for a journal article.

### **Reference:**

Baker, O., Murphy, A., & Tajveer, N. (2018). Web intelligence in tourism: User experience design and recommender system. In E. Erturk (Ed.) *Proceedings of the Computing and Information Technology Research and Education New Zealand (CITREZZ2018) Conference, 11-13 July 2018* (pp. 110-113). <https://www.citrenz.ac.nz/conferences/2018/pdf/2018-CITREZZ-PACIT.pdf>

### **Citation:**

Baker et al. (2018) ... **OR** ... (Baker et al., 2018).

## DISSERTATIONS AND THESES

References for doctoral dissertations and master's theses are divided by whether they are published or unpublished. Unpublished works generally must be retrieved from the university in print form, whereas published works are available from a database, or a university archive. For unpublished dissertations and theses, the university name appears in the source element of the reference, whereas for published dissertations and theses, the university name appears in square brackets after the title.

Use the table below to assist with references for unpublished dissertations and theses.

Author	Date	Title	Source
Author, A. A.	(2020).	<i>Title of dissertation</i> [Unpublished doctoral dissertation].  <i>Title of thesis</i> [Unpublished master's thesis].	Name of Institution Awarding the Degree.

Use the table below to assist with references for published dissertations and theses.

Author	Date	Title	Source	
			Database or archive name	URL
Author, A. A.	(2020).	<i>Title of dissertation</i> [Doctoral dissertation, Name of Institution Awarding the Degree].  <i>Title of thesis</i> [Master's thesis, Name of Institution Awarding the Degree].	Database Name.  Archive Name.	http://xxxxx

### UNPUBLISHED DISSERTATION OR THESIS, PRINT/HARDCOPY FORMAT

#### Reference:

Knight, A. (2001). *Exercise and osteoarthritis* [Unpublished master's dissertation]. Auckland University of Technology, Auckland, New Zealand.

#### Citation:

Knight (2001) stated ... **OR** ... (Knight, 2018)

**DISSERTATION OR THESIS, FROM A DATABASE**

**Reference:**

Pflieger, J. C. (2009). *Adolescents' parent and peer relations and romantic outcomes in young adulthood* (Doctoral dissertation). ProQuest Dissertations and Theses Global.

**Citation:**

Pflieger (2009) stated ... **OR** ... (Pflieger, 2009)

**DISSERTATION OR THESIS, PUBLISHED ONLINE IN AN INSTITUTIONAL REPOSITORY OR WEBSITE**

**Reference:**

Thomas, R. (2009). *The making of a journalist: The New Zealand way* (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Tuwhera Open Access.  
<http://hdl.handle.net/10292/466>

**Citation:**

Thomas (2009) stated ... **OR** ... (Thomas, 2009)

## COMPUTER SOFTWARE AND MOBILE APPS

Common software and mobile apps mentioned in text, but not paraphrased or quoted, do not need citations. For example, Microsoft Office (e.g., Word, Excel, PowerPoint), social media apps (e.g., Facebook, Instagram, Twitter), Survey software (E.g., Qualtrics, Survey Monkey), Adobe products (E.g., Adobe Reader, Photoshop, Adobe Acrobat), Java, and statistical programs (e.g., R, SPSS, SAS).

If you use common software or mobile apps simply give the proper name of the software or app along with the version number in the text, if relevant.

For example:

Students had installed the Facebook app on their mobile devices.

Data were analysed with the IBM SPSS Statistics (Version 25).

Include reference list entries and in-text citations if you have paraphrased or quoted from any software or app, or if the mentioning software, apps, and apparatuses or equipment of limited distribution – that is, if the reader is unlikely to be familiar with them.

Use the table below to assist with references for software and mobile apps of limited distribution and for apparatuses and equipment.

Author	Date	Title	Source	
			Publisher	URL
Author, A. A., & Author, B. B. Name of Group.	(2020).	<i>Title of work</i> (version 1.2) [Computer software]. <i>Title of work</i> (Version 4.6) [Mobile app]. <i>Name of apparatus</i> (Model number) [Apparatus]. <i>Name of equipment</i> (Model number) [Equipment].	Publisher. App Store. Google Play Store.	http://xxxxx

### COMPUTER SOFTWARE

#### Reference:

Esolong, A. N. (2014). *Obscure Reference Generator* [Computer software]. E & K Press.

#### Citation:

Esolong (2014) ... **OR** ... (Esolong, 2014)

If the author and publisher are the same, omit the publisher.

**Reference:**

Rovio Entertainment. (2009). *Angry birds* [Mobile iOS].

**Citation:**

Rovio Entertainment (2009) ... **OR** ... (Rovio Entertainment, 2009)

**MOBILE APP**

**Reference:**

Epocrates. (2019). *Epocrates medical reference* (Version 18.12) [Mobile app]. App Store.  
<https://itunes.apple.com/us/app/epocrates/id281935788?mt=8>

**Citation:**

Epocrates (2019) stated ... **OR** ... (Epocrates, 2019)

## AUDIOVISUAL MEDIA

Use the table below to assist with references for audiovisual media that stand alone.

Author	Date	Title	Source	
			Publisher	URL
Director, D. D. (Director). Producer, P. P. (Executive Producer). Host, H. H. (Host). Artist, A. A. Uploader, U. U.	(2020). (1989-present). (2012-2019). (2019, August 21).	<i>Title of work</i> [Description].	Production Company. Label. Museum Name, Museum Location. Department Name, University Name.	http://xxxxx

Use the table below to assist with references for audiovisual media that are part of a greater whole.

Author	Date	Title	Source	
			Publisher	URL
Writer, W. W. (Writer), & Director, D. D. (Director). Producer, P. P. (Producer). Host, H. H. (Host). Composer, C. C. Artist, A. A.	(2020). (2020, April 3).	Title of episode (Season No., Episode No.) [Description]. Title of song [Description].	In P.P. Producer (Executive Producer), <i>Title of TV series</i> . Production Company. In <i>Title of podcast</i> . Production Company. On <i>Title of album</i> . Label.	http://xxxxx

## FILM OR VIDEO

### Reference:

Zanuck, R. D., Brown, D. (Producers), & Spielberg, S. (Director). (1975). *Jaws* [Motion picture]. Universal Pictures.

Jackson, P., Osborne, B., & Walsh, F. (Producers), & Jackson, P. (Director). (2003). *The lord of the rings: The return of the king* [Motion picture]. New Line Cinema; WingNut Films.

**Citation:**

Zanuck et al. (1975) ... **OR** ... (Zanuck et al., 1975)

Jackson et al. (2003) ... **OR** ... (Jackson et al., 2003)

**TELEVISION SERIES**

**Reference:**

Laing, J. (Producer). (2006). *Outrageous fortune* [Television series]. South Pacific Pictures.

**Citation:**

Laing (2006) ... **OR** ... (Laing, 2006)

**SINGLE EPISODE IN A TELEVISION SERIES OR WEBISODE**

**Reference:**

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate [Television series episode]. In D. Shore (Executive producer), *House*. Fox Broadcasting.

Pond, M. (Writer), Silverman, D. (Director). (1989, December 17). Simpsons roasting on an open fire (Season 1, Episode 1) [TV Series episode]. In J. L. Brooks, M. Groening, & S. Simon (Executive Producers), *The Simpsons*. Gracie Films; Twentieth Century Fox Film Corporation.

**Citation:**

Egan and Alexander (2005) ... **OR** ... (Egan & Alexander, 2005)

Pond et al. (1989) ... **OR** ... (Pond et al., 1989)

**TED TALK**

**Reference:**

Durán, A. (2019, September). How I use art to tackle plastic pollution in our oceans [Video]. TED Talks.  
[https://www.ted.com/talks/alejandro\\_duran\\_how\\_i\\_use\\_art\\_to\\_tackle\\_plastic\\_pollution\\_in\\_our\\_oceans](https://www.ted.com/talks/alejandro_duran_how_i_use_art_to_tackle_plastic_pollution_in_our_oceans)

**Citation:**

Durán (2019) ... **OR** ... (Durán, 2019)

## YOUTUBE VIDEO

### Reference:

South Carolina ETV. (2014, October 28). *Ghost caught on camera at USS Yorktown* [Video file]. YouTube. <https://www.youtube.com/watch?v=FYnFKpHWPvs>

### Citation:

South Carolina ETV (2014) ... **OR** ... (South Carolina ETV, 2014)

## MUSIC ALBUM

For classical works, the composer is the author. Note in [ ] after the title the individual or group who recorded this version. Provide the publication date of this version and the year of original composition in ( ) at the end of the reference.

### Reference:

Bruckner, A. (1996). *Symphony no. 1* [Album recorded by Chicago Symphony Orchestra]. Decca. (Original work published 1865-1866).

### Citation:

Bruckner (1865-1866/1996) ... **OR** ... (Bruckner, 1865-1866/1996)

For all other recordings, the recording artist or group is the reference.

### Reference:

Bowie, D. (2016). *Blackstar* [Album]. Columbia.

### Citation:

Bowie (2016) ... **OR** ... (Bowie, 2016)

## SINGLE SONG OR TRACK

### Reference:

Beyoncé. (2016). *Formation* [Song]. On *Lemonade*. Parkwood; Columbia.

### Citation:

Beyoncé (2016) ... **OR** ... (Beyoncé, 2016)

## **PUBLISHED MUSIC SCORE**

Published music scores are referenced like books and book chapters.

## **PODCAST, AUDIO OR VIDEO**

Specify the type of podcast (audio or video) in square brackets. If the URL of the podcast is unknown, (e.g., if accessing via an app), omit the URL.

### **Reference:**

Turner, N. (Host). (2019, March 4). *Measles in New Zealand* [Audio podcast]. Goodfellows Clinics.  
<https://tunein.com/podcasts/Science-Podcasts/Goodfellow-Clinics-p1250741/?topicId=133519780>

### **Citation:**

Turner (2019) ... **OR** ... (Turner, 2019)

## **ARTWORK IN A MUSEUM OR ON A MUSEUM WEBSITE**

Use this for all types of museum artwork, including paintings, sculpture, photographs, prints, drawings and installations. Always include a description of the medium or format in square brackets after the title.

### **Reference:**

Da Vinci, L. (1503-1519). *Mona Lisa* [Painting]. The Louvre, Paris, France.

If the art is viewed online, include the URL.

Da Vinci, L. (1503-1519). *Mona Lisa* [Painting]. The Louvre, Paris, France.  
<https://www.louvre.fr/en/oeuvre-notices/mona-lisa-portrait-lisa-gherardini-wife-francesco-del-giocondo>

### **Citation:**

Da Vinci (1503-1519) ... **OR** ... (Da Vinci, 1503-1519)

## PHOTOGRAPH

Creator's Last Name, First Initial. (Year of creation). *Title of image* or description of image. [Type of work]. URL/database.

### Reference:

Cohn, R. H. (1978). *Conversations with a gorilla* [Photograph]. National Geographic.  
<https://www.nationalgeographic.com/magazine/1978/10/conversations-with-koko-the-gorilla/>

For an untitled photograph, include a description in square brackets in place of a title.

Tugnoli, L. (2019). [Photograph series of the tragic famine in Yemen shown through images in which beauty and composure intertwined with devastation]. The Pulitzer Prizes.  
<https://www.pulitzer.org/winners/lorenzo-tugnoli-washington-post>

### Citation:

Cohn (1978) ... **OR** ... (Cohn, 1978)

Tugnoli (2019)... **OR** ...(Tugnoli, 2019)

## POWERPOINT SLIDES OR LECTURE NOTES

There is no need to reference class lectures or handouts. These are considered to be part of the generally known body of knowledge and do not need to be cited in either your assignment or your reference list.

The exceptions are: when a lecture handout is ascribed to a particular source by a tutor, then you must then reference correctly the original source; when a tutor cites a particular example in class that is related to his or her own research, that is specialised and comes from only the person concerned. It should be referenced as a presentation (the format is shown in **paper presentation**).

### Reference:

Housand, B. (2019). *Superheroes and the gifted* [PowerPoint slides]. Slideshare.  
<https://www.slideshare.net/brianhousand/superheroes-and-the-gifted>

### Citation:

Housand (2019) ... **OR** ... (Housand, 2019)

## SOCIAL MEDIA

If you paraphrase or quote information from social media, provide a reference list entry and in-text citation (author and year).

Author (year, month day). *Title* [format]. Website name. <https://...>

- Include either the author's last name and initials or the corporate author name.
- Provide any social medial identity information in square brackets after the name.
- Provide as specific a date as is available on the webpage. This might be a year only; a year and month; or a year, month and day.
- If the date is unknown, use n.d. (for no date) in parentheses, e.g. (n.d.). If the date is unknown but can be approximated use "ca." (for circa) followed by the approximated year in square brackets, e.g. [ca. 2017]. If you use either n.d. or ca., you will need to also include the date you retrieved the information.
- For the title, put the name of the page or the caption of the post as the title. If there is no caption or title on the post, use the first words of the post. Put the title in italics.
- Put the format after the title in square brackets, e.g. [Instagram photograph], [Tweet], [Status update], [@username].

### FACEBOOK PAGE

#### Reference:

Invercargill City Council. (n.d.). About Invercargill City Council [Facebook page]. Retrieved November 29, 2019, from

[https://www.facebook.com/pg/InvercargillCityCouncil/about/?ref=page\\_internal](https://www.facebook.com/pg/InvercargillCityCouncil/about/?ref=page_internal)

Te Papa. (n.d.). *Home* [Facebook page]. Facebook. Retrieved December 6, 2019, from

<https://www.facebook.com/TePapa/>

#### Citation:

Invercargill City Council (n.d.) ... **OR** ... (Invercargill City Council, n.d.)

Te Papa (n.d.) ... **OR** ... (Te Papa, n.d.)

### FACEBOOK POST

#### Reference:

New Zealand Red Cross. (2019, November 27). *As the number of people suspected to have contracted measles* [Status update]. Facebook.

<https://www.facebook.com/NewZealandRedCross/posts/2745164498860631>

Smithsonian Magazine. (2016, December 12). Stephen Hawking congratulates American Ingenuity Award winners [Video]. Facebook.  
<https://www.facebook.com/smithsonianmagazine/videos/10154292681468253/>

**Citation:**

New Zealand Red Cross (2019) ... **OR** ... (New Zealand Red Cross, 2019)  
Smithsonian Magazine (2016) ... **OR** ... (Smithsonian Magazine, 2016)

**INSTAGRAM**

Present the name of the individual or group author the same as you would for any other reference. Then provide the handle (beginning with the @ sign) in square brackets, followed by a period. Provide the first 20 words of the post as the title. Count a URL, a hashtag or an emoji as one word each, and include them in the reference if they fall within the first 20 words.

**Reference:**

University of Canterbury Lib [@uclibrary]. (2018, November 27). *UC's architectural drawings declared a national heritage treasure! Housed at the Macmillan Brown Library, the Armson Collins Architectural Drawings Collection* [Photograph]. Instagram.  
<https://www.instagram.com/p/BqrJg7Agu75/>  
University of Canterbury Lib [@uclibrary]. (n.d.). *Posts, followers, following* [Profile]. Instagram.  
<https://www.instagram.com/uclibrary/>

**Citation:**

University of Canterbury Lib (2018) ... **OR** ... (University of Canterbury Lib, 2018)  
University of Canterbury Lib (n.d.) ... **OR** ... (University of Canterbury Lib, n.d.)  
Or if combined in one citation  
University of Canterbury Lib (n.d., 2018) ... **OR** ... (University of Canterbury Lib, n.d., 2018)

**INSTAGRAM PHOTO OR VIDEO**

Format:

LastName, FirstInitial, MiddleInitial. [@Instagram username]. (Year, Month Day). *Title/Caption of photo* [Instagram photo]. Instagram. URL of post  
PageName. [@Instagram username]. (Year, Month Day). *Title/Caption of video* [Instagram video]. Instagram. URL of post

**Reference:**

Fox, M. J. [@realmikejfox]. (2018, June 5). *It takes < than a min to learn how to save a life. Watch the video at handsonly.nyc #ICanSaveALife with #HandsOnlyCPR* [Instagram photo]. Instagram. <https://www.instagram.com/p/BjppDLDBxRF/>

EarthPix. [@earthpix]. (2019, January 8). *Snow train ride in Lago Bianco Switzerland CH by @yingxingdelia* [Instagram video]. Retrieved from <https://www.instagram.com/p/BsY81cZIVLJ/>

**Citation:**

Fox (2018) ... **OR** ... (Fox, 2018)

Earthpix (2019) ... **OR** ... (Earthpix, 2019)

**INSTAGRAM PROFILE**

Format:

LastName, FirstInitial. MiddleInitial. [@Instagram username]. (n.d.). *Posts* [Instagram profile]. Retrieved Month Day, Year, from URL of profile

PageName. [@Instagram username]. (n.d.). *Posts* [Instagram profile]. Retrieved Month Day, Year, from URL of profile

Provide a retrieval date, because the contents of the page can change over time.

**Reference:**

Shapiro Library. [@snhulibrary]. (n.d.). *Posts* [Instagram profile]. Retrieved January 23, 2019 from <https://www.instagram.com/snhulibrary/>

**Citation:**

(Shapiro Library, n.d.) ... **OR** ... (Shapirao Library, n.d.)

**TWEET**

**Reference:**

Ministry of Health [@minhealthnz]. (2017, April 3). *Typhoid* [Tweet]. Twitter. <https://twitter.com/aklpublichealth/status/849041745186660357>

Trump, D. J. [@realDonaldTrump]. (2017, March 7). *I am working on a new system where there will be competition in the drug industry* [Tweet]. Twitter.  
<https://twitter.com/realDonaldTrump/status/839110000870109184>

**Citation:**

Ministry of health (2017) ... **OR** ... (Ministry of Health, 2017)

Trump (2017) ... **OR** ... (Trump, 2017)

**ONLINE FORUM POST**

**Reference:**

National Aeronautics and Space Administration [NASA]. (2018, September 12). *I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my fist spaceflight!* [Online forum post]. Reddit.  
[https://www.reddit.com/r/IAmA/comments/9fagqy/im\\_nasa\\_astronaut\\_scott\\_tingle\\_ask\\_me\\_anything/](https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/)

**Citation:**

National Aeronautics and Space Administration (2018) ... **OR** ... (National Aeronautics and Space Administration, 2018)

**If you need further APA style examples, please refer to the *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.) (2020).**

## WRITING A REFLECTIVE LOG

What should I include in my reflective log/journal?

The purpose of the reflective log/journal is to encourage you to think more critically about what you have learned during the practical experience or recording/engineering process and what difference this may make to your professional (or personal) life as a result. A course or programme can only be said to have had a real impact if there is individual learning which goes on beyond the end of the course itself. This is what we are looking for in the reflective log.

Here are some prompts or questions for you to consider when putting together your reflective log:

- identify moments or events in the practical experience which gave you inspiration, new insights or ways of seeing
- try to explain what it was about the above events which made you think differently
- try to example how you managed to synthesize the new skills, or any understandings and abilities you have gained from this assessment
- try to pinpoint the triggers which made you see things differently or gave you ideas (e.g. was it conversation with peers, an inspirational lecture or tutorial?)
- explain what you are planning to do with this new learning within your professional context?
- were there areas of the course when your learning was less effective - why do you think this was the case?

**With all examples the assessor is looking for relevance and justification for decisions. The assessor is looking for “what and why” or “how and why” statements, and also resolution ideas for the future experiences.**



# GUIDELINES FOR PRESENTATIONS



In some of the courses you take you will be required to do an oral presentation as part of your assessment for the paper.

Here is some information to help you with preparing your presentation.

- 1 **Dress** professionally and appropriately.
- 2 Use **PowerPoint** as an audio-visual aid. Some courses show you how to use this, otherwise you can learn through attending a local computer class.
- 3 **Don't read your slides** word for word. Your audience can read them for themselves. Use your slides as a general guide to your main points.
- 4 **Never read** a presentation word for word. This is very boring! Speak from notes that should provide cues for you to elaborate on.
- 5 **Make eye contact** with your audience. Include the whole room in your eye contact.
- 6 **Be prepared.**
- 7 Stick within the **time limit**.
- 8 **Use your voice:** pause, speed, inflection, vary your vocal tone. Speak clearly and not too fast.
- 9 **Don't go up at the end of sentences.** (Like you are asking a question). HRT! (High Rising Terminal)
- 10 **Use gestures:** don't be afraid to use your arms for emphasis.
- 11 **Don't lean on the podium.**
- 12 **Don't mumble.**
- 13 **Don't think out loud.** Your audience can hear everything you say so make sure that everything you say is relevant and meaningful.

## USEFUL SOURCES

Your Southern Institute of Technology *Faculty Student Handbook* has a useful section on assignment preparation.

The SIT Library also has APA resources found at:

<https://sitnz.sharepoint.com/sites/MySIT/Pages/Library.aspx>

<https://www.sit.ac.nz/library>

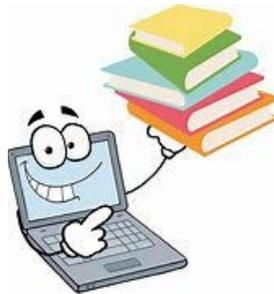
There are several copies of the APA 7<sup>th</sup> edition book in the SIT library. It also has more useful information about APA referencing, citing, writing style and grammar.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.) <https://doi.org/10.1037/0000165-000>

Another useful website is:

<https://www.cite.auckland.ac.nz/2.html>

This is a very handy website that has a tool in it to help with APA 7<sup>th</sup> edition referencing and citations. If you are ever confused about how to correctly reference a source do make use of it.



## APPLICATION FOR EXTENSION ON DUE DATE OF SUMMATIVE ASSESSMENT

If extenuating circumstances exist, students may apply for an extension on the due date of a summative assessment. Please refer to your *SIT Faculty Student Handbook* for details.