



APA 7<sup>th</sup> EDITION REFERENCING REQUIREMENTS

A. REFERENCE LIST

1. Refer to the Publication Manual of the American Psychological Association 7<sup>th</sup> edition for any references that are not presented here; or to [APA Interactive 7<sup>th</sup> edition](#) from Massey University.
2. Present the reference list alphabetically according to the first author.
3. Use a hanging indent – i.e. where second and subsequent lines are indented.
4. Carefully note the positioning of the commas and full-stops (periods) are presented correctly.
5. If using EndNote or a similar package, confirm referencing details are entered correctly into EndNote.

TYPE	PRESENTATION	NOTES
<b>JOURNALS</b>		
	Author, A., Author, B. B., & Author, C. (year). Title of article in sentence case. <i>Title of Journal</i> , volume number(issue number), pp-pp. <a href="https://doi.org/xx.xxxxxxx">https://doi.org/xx.xxxxxxx</a>	1. Include the DOI (digital object identifier) in the reference, as above, if one is assigned, formatted as a url: <a href="https://doi.org/xx.xxxxxxx">https://doi.org/xx.xxxxxxx</a>
<b>Advanced online publication</b>	Author, A., Author, B. B., & Author, C. (year). Title of article in sentence case. <i>Title of Periodical</i> . Advance online publication. <a href="https://doi.org/xx.xxxxxxx">https://doi.org/xx.xxxxxxx</a>	2. If there is no DOI, and the article was retrieved online, include the home page URL and present (no retrieval date is needed) as: <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>
<b>For 20 or more authors</b>	Author, A., Author, B. B., & Author, C., Author, D., Author, E., Author F., Author, G., Author, H., Author, I., Author J., Author, K., Author, L., Author, M., Author, N., Author, O., Author, P., Author, Q., Author, R., Author, S., Author, T. (year). Title of article in sentence case. <i>Title of Periodical</i> . Advance online publication. <a href="https://doi.org/xx.xxxxxxx">https://doi.org/xx.xxxxxxx</a>	3. Issue number – is only included if each issue begins on page 1. 4. Include all authors in reference list, up to and including 20. 5. For 21 or more authors, list all 20 then ... then last author.

<b>BOOKS &amp; BOOK CHAPTERS</b>		
	Author, A. A. (year). <i>Title of work using sentence case</i> . Publisher.	1. When the author and publisher are the same, use the word Author as the name of the publisher.
	Author, A. A. (year). <i>Title of work using sentence case</i> . Retrieved from <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>	
	Author, A. A. (year). <i>Title of work using sentence case</i> . <a href="https://doi.org/xx.xxxxxxx">https://doi.org/xx.xxxxxxx</a>	2. Name of the publisher should be kept as brief as possible – omit superfluous terms like <i>Publishers, Co,</i> and <i>Inc,</i> but retain words like <i>Books</i> and <i>Press</i> .
	Editor, A. A. (Ed.). (year). <i>Title of work</i> . Publisher.	
<b>Electronic version of print book</b>	Author, A. A. (year). <i>Title of work using sentence case</i> . Publisher. <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>	
<b>Chapter in an edited book</b>	Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor & C. Editor (Eds.), <i>Title of book</i> (pp. xxx-xxx). Publisher.	

<b>WEB PAGE</b>		
	Author, A. A. (year). <i>Web page title</i> . Organisation hosting website. <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>	
<b>TECHNICAL AND RESEARCH REPORTS (GRAY LITERATURE)</b>		
	Author, A. A. (year). <i>Title of work</i> (Report No. XXxx). Publisher.	
	Author, A. A. (year). <i>Title of work</i> (Report No. XXxx). <a href="http://www.xxxxxxx">http://www.xxxxxxx</a>	
<b>CONFERENCE PUBLICATIONS</b>		
<b>Symposium/oral presentation formally published</b>	Contributor, A. A., Contributor, B. B., & Contributor, C. C. (year). Title of contribution. In E. E. Chairperson (Chair). <i>Title of conference (symposium)</i> (pp. XXX-XXX). Publisher.	
<b>Oral presentation or poster session</b>	Presenter A. A. (year, Month, days). <i>Title of paper or poster</i> . [Paper or poster session]. Conference Title, Location.	



DOCTORAL AND MASTER’S THESES AND DISSERTATIONS	
Published dissertation or thesis	Author, A. A. (year). <i>Title of doctoral dissertation or master’s thesis</i> [Unpublished master’s thesis or Unpublished doctoral dissertation]. Name of Institution.
Published dissertation or thesis	Author, A. A. (year). <i>Title of doctoral dissertation or master’s thesis</i> [Published master’s thesis or Published doctoral dissertation, Name of Institution]. Publisher. <a href="http://xxxxxxxxxxx">http://xxxxxxxxxxx</a>
LEGISLATION OR STATUTES	
	Name of Act, section number. (year). <a href="http://xxxxxxxxxxx">http://xxxxxxxxxxx</a>
	Text citation: Name of Act (year)
MATERIAL ACCEPTED FOR PUBLICATION	
Journal articles, book chapters, books	Author, A. A. (year). Title of manuscript [Manuscript accepted for publication; Manuscript in Print]. <i>Journal title</i> .  Or use book chapter or edited book formats as appropriate.

**B. TEXT CITATION REQUIREMENTS**

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three or more authors	Bradley et al. (1999)	Bradley et al. (1999)	(Bradley et al., 1999)	(Bradley et al., 1999)
Groups (readily identified through abbreviations) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health (NIMH), 2003)	(NIMH, 2003)
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)
Personal communication*	S. Adams (personal communication, March 2, 2020)	S. Adams (personal communication, March 2, 2020)	(S. Adams, personal communication, March 2, 2020)	(S. Adams, personal communication, March 2, 2020)

\*Personal communication, such as emails, interviews, conversations, lectures, should not be included in the reference list.

**C. INCLUSIVE LANGUAGE**

(See <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/gender>)

- Note the difference between gender and sex.
- Use the singular "they" to reflect inclusiveness in gender and avoid bias, instead of he/she. For example, "Smith’s research showed that .... They further suggest that...."
- Use specific nouns to identify people or groups of people (e.g., women, men, transgender men, trans men, transgender women, trans women, cisgender women, cisgender men, gender-fluid people). Use "male" and "female" as adjectives (e.g., a male participant, a female experimenter) when appropriate and relevant.
- Avoid using adjectives as nouns (e.g., diabetics) to describe groups of people (e.g., people living with diabetes). Choose labels with sensitivity.
- Be specific with reference to conditions and age. Rather than giving broad categories (e.g., older adults), give specific categories (e.g., over 75-year olds).



**D. PRESENTATION OF TABLES**

1. Number all tables with Arabic numerals sequentially in the order they are first mentioned in the text.
2. Tables reproduced from another source must have written permission to be reproduced and published, and the copyright holder credited in the 'Note' below the table.
3. Tables are informative additions, and must be referred to in the text where the highlights of the table are discussed.
4. In text refer to table by its respective number – i.e. Table 3.
5. Tables are presented without vertical lines.
6. The table heading is presented before the table, left justified and formatted as follows:

**EXAMPLE:**

**Table 1: Avoidable Mortality and Hospitalisation**

Health System	Maori			non-Maori			Rate Ratio (RR)
	Males	Females	TOTAL	Males	Females	TOTAL	
<b>Avoidable Mortality</b>	388.3	277.9	<b>330.4</b>	149.6	88.2	<b>118.2</b>	<b>2.8</b>
<b>Amenable mortality</b>	136.8	127.8	<b>132.1</b>	57.5	49.2	<b>53.3</b>	<b>2.5</b>
<b>Avoidable hospitalisation</b>	5489.4	5431.9	<b>5469.9</b>	3573.4	3143.5	<b>3359.8</b>	<b>1.6</b>
<b>Ambulatory-sensitive hospitalisation</b>	4558.3	4558.1	<b>4568.2</b>	2886.5	2561.4	<b>2725.5</b>	<b>1.7</b>

Note. Adapted from, Ministry of Health. (2006). *Tatau kahukura: Māori health chart book*. Author. Rate per 100,000

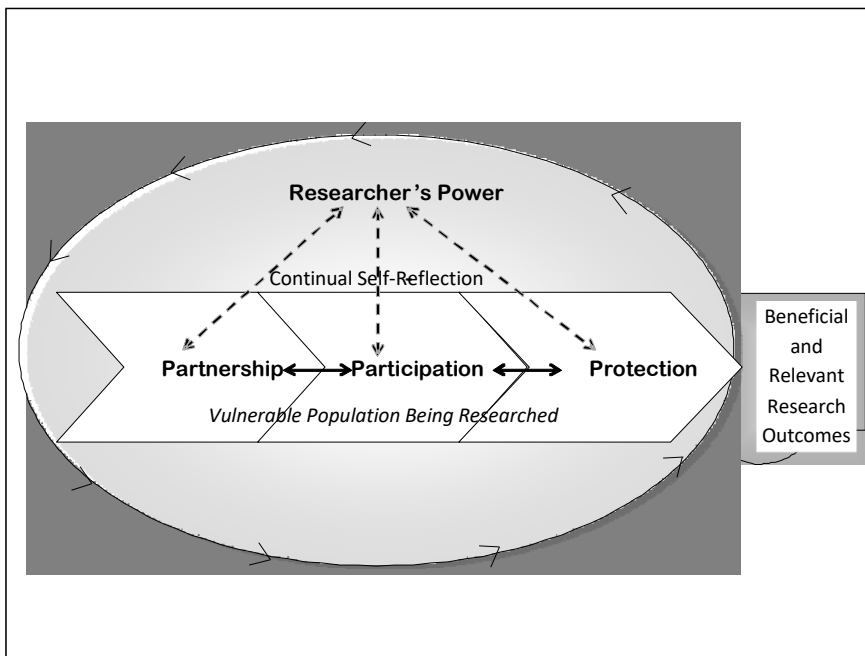


**E. PRESENTATION OF FIGURES**

1. Number all figures with Arabic numerals sequentially in the order they are first mentioned in the text.
2. Figures reproduced from another source must have written permission to be reproduced and published, and the copyright holder credited in the 'Note' below the figure.
3. Figures are informative additions, and must be referred to in the text where the highlights of the table are discussed.
4. In text refer to the figure by its respective number – i.e. Table 3.
5. Figures should be clear, easily readable and presented in black, white, and light grey tones. If you use colour, please ensure that they are accessible for **people with colour blindness** and can be printed in black and white.
6. The figure heading is presented below the figure, left-justified, and formatted as follows:

**EXAMPLE:**

**Figure 1: The 4 Ps of research with vulnerable populations**



Note. Source: Wilson, D. & Neville, S. (2009). Culturally safe research with vulnerable populations. *Contemporary Nurse*, 33(1), 69-79. <https://doi.org/10.5172/conu.33.1.69>