APA Referencing and APA Style: Instructions

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EIT

Contents

What is Referencing?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment.

Why Reference?

- to distinguish between your ideas and words and those that belong to other people
- to support what you are writing by referring to evidence
- to enable readers to investigate ideas they find interesting/useful
- to show your tutor exactly which sources you have read
- to avoid plagiarism

Two Parts to Referencing

APA referencing has two parts:
- an in-text citation, which is in the body of your assignment and can be
  - paraphrasing: putting in your own words what the author has written, or
  - quoting: copying the author's exact words, using quotation marks and giving the page number/s.

  NB: Both paraphrasing and quoting need to be referenced.

- a reference list of all the sources you have used, which is placed at the end of your assignment/writing.

When a Reference is not Needed

There will be occasions when you will not need to provide references:
- when you are using your own experiences, artwork, photographs, and so forth
- when you are using generally accepted facts
- when you are using "common knowledge" such as folklore and myths, or historical events.

Final check

When you have completed your reference list, check that

- each entry appears in both the text and the reference list
- the in-text citation and reference list entry match exactly in spelling and publication date.

In-text Citations

The in-text citation corresponds to the author and publication date shown in your reference list.

Paraphrasing

Paraphrasing is rewriting a passage in your own words. It is insufficient to change the sentence order or replace some of the original author's words with synonyms. Write the author's idea so that your own voice and writing style are present.

- **Citing one source.**

When paraphrasing an idea from one source, include the authors' surnames and year of publication.

> Creme and Lea (2003) suggest that the more students write, the more confident they will become about writing.
> **OR**
> The more students write, the more confident they will become about writing (Creme & Lea, 2003).

- **Citing more than one source for the same idea.**

When there is more than one source for the same idea, all relevant sources should be cited within one set of brackets, in alphabetical order, and separated with semicolons.

> (Grace, 2009; Haynes, Butcher, & Boese, 2004; National Animal Welfare Advisory Council, 2007).

It is not necessary to repeat an author's name when citing multiple works by the same author in a citation.

> (Brown, 1982, 1988).

- **Citing multiple works published in the same year by the same author.**

Use "a", "b", and so forth, to differentiate between works published by the same author in the same year. The alphabetical ordering of references in the reference list will determine the allocation of a, b, c, and so forth.

> . . . (Napier, 1993b) . . . Napier (1993a) claimed that . . .
> . . . (Smith, n.d.-a) . . . Smith (n.d.-b) claimed that . . .

- **Citing a secondary source.**

When presenting an idea from an author when you have not read their original work but have found it paraphrased or quoted by someone else, acknowledge both the original author and the source author. In the citation, firstly acknowledge the original author, and then the source author preceded by the words "as cited in . . ."

> Seidenberg and McClelland's study (1990, as cited in Coltheart, Curtis, Atkins, & Haller, 1993) compared . . .
> **OR**
> . . . (Seidenbery & McClelland, 1990, as cited in Coltheart, Curtis, Atkins, & Haller, 1993).

Quoting

A quotation involves using someone else's exact words. Quotations should be used sparingly. However, they may be appropriate when emphasising an important point, providing a definition, or stating a controversial point that will be explored further in the assignment.

- **Quotations of 40 or more words.**

A quotation of 40 or more words is displayed in a block and quotation marks are left off. Start on a new line and indent by a default tab space (1.27cm). Include the authors' names, year of publication and page number(s). Notice in the examples below that the full stop comes before the page number in the first example, and before the in-text citation in the second example.

> Claiborne and Drewery (2010) found
>> The old schema is exercised by being used in familiar ways. Play was seen by Piaget as a way for children to practise a schema. For example, a child who had learned to blow a whistle might want to blow it over and over, varying the noise only slightly, in order to practise the schema of producing the noise. (p. 13)
>> **OR**
>> The old schema is exercised by being used in familiar ways. Play was seen by Piaget as a way for children to practise a schema. For example, a child who had learned to blow a whistle might want to blow it over and over, varying the noise only slightly, in order to practise the schema of producing the noise. (Claiborne & Drewery, 2010, p. 13)

- Quotations of fewer than 40 words.

If the quotation is fewer than 40 words, enclose it in quotation marks. Include the authors' names, year of publication and page number(s). When quoting from an unpaginated source, in place of the page number, include the paragraph number (e.g., para. 2), and from a video, include a time stamp (e.g., 00:26:48 represents 26 minutes and 48 seconds into the video).

> It was discovered that "the old schema is exercised by being used in familiar ways" (Claiborne & Drewery, 2010, p. 13).
> **OR**
> Claiborne and Drewery (2010) found that "the old schema is exercised by being used in familiar ways" (p. 13).

Direct quotations must be exact copies. Follow the wording, spelling, and interior punctuation of the original source, unless the source contains double quotation marks, which are to be converted to single quotation marks.

> "Material processes for constructing past, present and future are wrapped up in our sense of the national 'present'"(Murphy & Kraidy, 2003, p. 43).

Adding and Omitting Material

Use square brackets (i.e., [   ]) to show you have inserted words that are not part of the original quote. This is sometimes necessary to retain correct grammar in your work. Care must be taken not to alter the meaning of the original text.

Use three ellipsis points (i.e., . . .) within a sentence to show you have left out part of the original quote.

> "Many young adults also become skeptical . . . [and] understand that emotions can play a role in thinking" (Santrock, 2002, p. 431).

Figures (image, graph, chart, map, drawing, photograph)

Beneath the figure, label with the italicised word "*Figure*" and a number. Include a caption (which serves as the title), explanatory notes if required, and the citation. Note the use of brackets and the word "from". Where figures have been adapted, replace "from" with "adapted from".
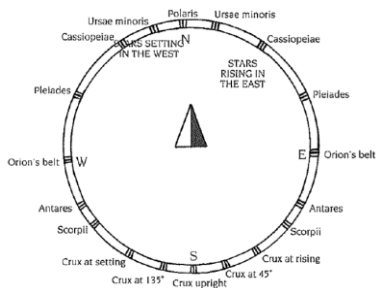
Figure 1. Star compass (from Evans, 1998, p. 62)

Figure 3. Total information for the Mindful Attention Awareness Scale across trait estimates. Information is determined for each item at each trait level at each response threshold, where there are $k-1$ response thresholds (k = total number of response options). Total information is the sum of information across all trait levels and all response options for each item. In this figure, total scale information Is represented by the solid line and information for a select subset of items (7, 8, 9, 10, 14) is represented by the dotted line. Note that information is relatively consistent between trait levels -2 and 1.5, but declines sharply below $h = 2$ and above $h = 1.5$.

Figure 2. Māori pattern (from Schoon, 1962)

(from Van Dam, Earleywine, & Borders, 2010, p. 809)

If a figure or image list is required for your course, seek advice from your tutor as to how they would like this presented.

Tables

Tables are headed with the word "Table" and a number. On a new line, the title is italicised and only the first word and proper nouns have a capital letter. Beneath the table, insert the italicised word "*Note.*" followed by explanatory notes if required, and the citation preceded with "from" or "adapted from".

Table 1
Medal Table

Place	Country	Gold	Silver	Bronze	**Total**
1	**RUS**	13	11	9	**33**
2	**NOR**	11	5	10	**26**
3	**CAN**	10	10	5	**25**

Note. Adapted from BBC, 2014

NB. Graduate Diploma and Postgraduate students are expected to include a full reference in figure captions and table notes. Refer to the APA 6th edition manual, pages 128-160.

Reference List

The first part of the reference (author or editor name or document title in the absence of an author or editor, and the publication date) must match the in-text citation.

Format

- Start the reference list on a new page at the end of your assignment with the title "References" centred at the top.
- Place the list in alphabetical order, sorted by the first word of each reference.
- Format the list as hanging indent (first line of each reference is aligned to the left margin with all subsequent lines of the reference indented).
- Use the same line spacing as the rest of your assignment – usually 1.5 or double spacing.

Example of a reference list

References

Brown, P. (1982). *Corals in the Capricorn group.* Rockhampton, Australia: Central Queensland University.

Brown, P. (1998). *The effects of anchor on corals*. Rockhampton, Australia: Central Queensland University.

Creme, P., & Lea, M. R. (2003). *Writing at university: A guide for students* (2nd ed.). Philadelphia, PA: Open University Press.

Fitzgerald, J., & Galyer, K. (2008). Collaborative prescribing rights for psychologists: The New Zealand perspective. *New Zealand Journal for Psychology, 37*(3), 44-52.

Lefait, S. (2013). *Surveillance on screen: Monitoring contemporary films and programs*. Lanham, MD: Scarecrow Press.

Napier, A. (1993a). *Fatal storm.* Sydney, Australia: Allen & Unwin.

Napier, A. (1993b). *Survival at sea.* Sydney, Australia: Allen & Unwin.

Schoon, T. (1962). *Maori pattern* [Painting]. Retrieved from http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern

Note that works by the same author with different publication dates are listed chronologically, while works by the same author with the same publication date are listed alphabetically, and this determines the allocation of a, b, and so forth.

Finding the reference information

Reference information can be found in the first few pages of a book, the front page or journal cover of a journal or magazine, and in the bibliographic information sourced through Primo Search on the library webpage. Art books often have the publication information at the back.

Information needed for a reference

There are four main elements of a reference:

1. **Author** or **Editor.**
2. **Publication date.**
3. **Title** and additional information to identify the type of source, if needed.
4. **Retrieval Information**. This may be a publisher's location and name, database name, website URL, or a digital object identifier (DOI).

To construct a reference, ensure each of these elements is included in the order and format outlined below.

| 1. Author or editor | 2. Publication date | 3. Title |

Lefait, S. (2013). *Surveillance on screen: Monitoring contemporary films and programs.* Lanham, MD: Scarecrow Press.

| 4. Retrieval information |
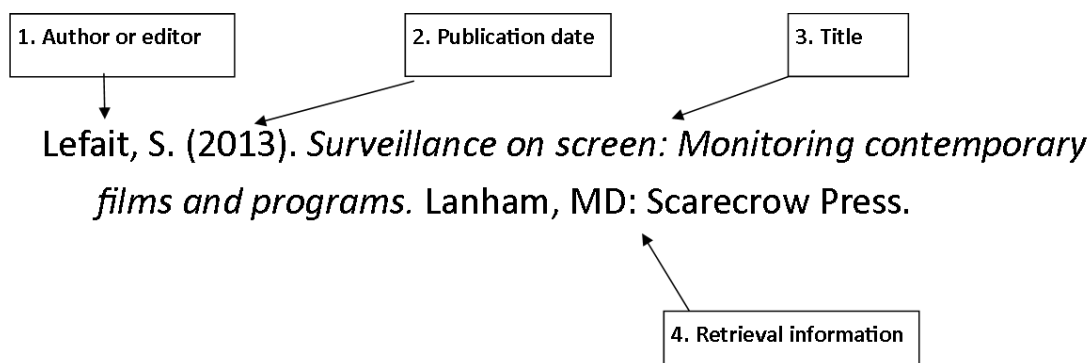
Reference Elements

There are four reference elements: Author or editor, publication date, title and source type, and retrieval information.

1. Author or Editor

References begin with the surname(s) of the author(s) or editor(s) followed by their initials, unless there is no author. Note the use of commas after each surname and between each author. Note also the use of full stops and spaces.

- One author.

In-text citation example	Reference list example
Bernstein (1965) claimed that . . . **OR** The theory was first put forward in 1960 (Bernstein, 1965).	Bernstein, T. M. (1965). *The careful writer: A modern guide to English usage.* New York, NY: Atheneum**.**

- Two authors.

Always cite both authors. Note the different use of "and" and "&".

In-text citation example	Reference list example
Strunk and White (1979) found . . . **OR** The majority found . . . (Strunk & White, 1979).	Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York, NY: Macmillan.

- Three to five authors.

Cite all authors the first time.

In subsequent in-text citations, include only the surname of the first author followed by "et al." and the publication year.

In-text citation example	Reference list example
First citation Morreale, Spitzberg, and Barge (2007) examined . . . **Subsequent citations** Morreale et al. (2007) suggested that . .	Morreale, S. P., Spitzberg, B. H., & Barge, J. K. (2007). *Human communication: Motivation, knowledge and skills* (2nd ed.). Belmont, CA: Thomson Wadsworth.

- ■ Six to seven authors.

Cite only the surname of the first author followed by "et al." When a reference has up to seven authors, list all authors' names in the reference list.

In-text citation example	Reference list example
Smith et al. (1997) found . . . OR . . . (Smith et al., 1997).	Smith, A. B., Taylor, N. J., Gollop, M., Gaffney, M., Gold, M., & Henaghan, M. (1997). *Access and other post-separation issues: A qualitative study of children's, parents' and lawyers' views.* Dunedin, New Zealand: Children's Issues Centre.

- ■ Eight or more authors.

Cite only the surname of the first author followed by "et al." List the first six and the final author's name, preceded by three spaced ellipsis points, in the reference list.

In-text citation example	Reference list example
Gloster et al. (1997) found . . . OR . . . (Gloster et al., 1997).	Gloster, J., Jones, A., Redington, A., Burgin, L., Sorensen, J. H., Turner, R., . . . Paton, D. (2010). *A handbook of critical approaches to education*. New York, NY: Oxford University Press.

- ■ Corporate author and corporate author as publisher.

Publications that are authored by a company, organisation or government department rather than by individuals should be referenced accordingly. If the company name is long and appears more than three times in your assignment, an abbreviation may be assigned in the first citation and the abbreviation used thereafter.

In-text citation example	Reference list example
First text citation (American Psychological Association [APA], 2010). **Subsequent text citations** (APA, 2010).	American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

As it is possible for anyone to design a website with the appearance of backing or authorship of a larger organisation, care should always be taken to determine credibility and authorship of websites.

- ### No author.

If an author or corporate author cannot be identified, and if the source has been verified as credible, the reference should be cited as having no author. Use the title or the first few words of the source text if there is no title, and the publication year. When the source is not considered to be a complete work, such as a website, article, or chapter in an edited book, encase the title in quotation marks. Begin each main word with a capital letter. Note that the complete title is not necessary in the citation.

In-text citation example	Reference list example
("Gianni Versace Biography," n.d.). **OR** In "Gianni Versace Biography" (n.d.), it is claimed that . . .	Gianni Versace biography. (n.d.) Retrieved from http://www.thebiographychannel.co.uk/biographies/gianni-versace.html

If the non-authored source is a complete work, such as a book, brochure, or movie, the title should be italicised. Place the title in the author position. In the reference list, alphabetise items with no author or editor by the first significant word in the title.

In-text citation example	Reference list example
(*Merriam-Webster's Collegiate Dictionary*, 2005). **OR** *Merriam-Webster's Collegiate Dictionary* (2005) defines . . .	*Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.

If the author has identified themselves as "Anonymous", the word "Anonymous" should be placed in the author position of the citation and reference.

- ### Editors.

Where a source has editors rather than authors, use the editors' names.
In the reference list, indicate editors by including "Ed." (one editor) or "Eds." (two or more editors) within brackets after the names.

In-text citation example	Reference list example
Emerson and McPherson (1997) state . . . **OR** . . . (Emerson & McPherson, 1997).	Emerson, L., & McPherson, J. (Eds.). (1997). *Writing guidelines for education students.* Palmerson North, New Zealand: Dunmore Press.

- **Edited reference books.**

For reference works with a large editorial board, list the name of the lead editor only, followed by "et al."

In-text citation example	Reference List Example
(Hanks et al., 1989).	Hanks, P., et al. (Eds.). (1989). *Collins pocket English dictionary.* London, England: Collins.

- **Author of a chapter in an edited book.**

Begin the reference with the chapter author's name and chapter title, and then include the editors' names with their initials before their surnames. In the reference list, indicate editors by including "Ed." (one editor) or "Eds." (two or more editors) within brackets after the names.

In-text citation example	Reference list example
O'Neill (1990) found that . . . **OR** . . . (O'Neill, 1990).	O'Neill, A. (1990). Gender and education: Structural inequality for women. In J. Codd, D. Harker, & R. Nash (Eds.), *Political issues in New Zealand education* (2nd ed., pp. 74-97). Palmerston North, New Zealand: Dunmore Press.

- **Personal communication.**

Personal communications may include letters, conversations, email messages, lectures, guest speakers, and so forth. They are not included in the reference list because the information is not retrievable by your readers. To cite, give initials as well as the surname of the person and as exact a date as possible.

In-text citation example
In the opinion of local kaumatua A. Brown (personal communication, June 13, 1997), communities . . .

2. Publication Date

The publication date is always presented within brackets, followed by a full stop.

- ▪ **Books, journals and other periodicals, brochures, websites (year only).**

Present the year of publication in brackets after the editor or author information.

- ▪ **Magazines, newspapers, newsletters, social media (full date).**
  Include the full date in the reference list.

In-text citation example	Reference list example
Walker (1990) identifies . . . **OR** . . . (Walker, 1990).	Walker, R. (1990, April 16). Cultural continuities. *New Zealand Listener, 126*, 24-26.

- ▪ **No date.**
  Where there is no publication date, write "n.d." in brackets.

In-text citation example	Reference list example
McApple (n.d.) identifies . . . **OR** . . . (McApple, n.d.).	McApple, J. (n.d.). An apple a day keeps the doctor away. Retrieved from http://www.applemania.org

3. Titles and Source Type

All titles and subtitles should be included and separated with a colon. Titles repeated in another language should be separated with a slash.

For titles of **articles, websites, or a chapter in an edited book**, use capital letters for the first word of titles and subtitles, and proper nouns, and finish with a full stop. Do not italicise.

For titles of complete works, such as **books, movies, images, brochures, and other stand-alone documents,** use capital letters for the first word of titles and subtitles, and proper nouns, and finish with a full stop. Italicise the title.

For titles of periodicals such as **journals and newspapers**, capitalise all of the main words, and italicise.

Where additional information is provided, such as edition numbers or page ranges of chapters in edited books, write these in brackets after the title and before the full stop. Do not italicise.

Newspaper	Johnstone, B. F. (1992, May 28). Treaty claim upheld. *The Daily Telegraph,* p. 2.
Chapter in an edited book	Girdlestone, B. (1989). Prisoner of the green. In. A. Rogers (Ed.)., *The war years: New Zealanders remember 1939-1945* (pp. 69-92). Wellington, New Zealand, Platform Publishing.

Article title → Treaty claim upheld

Newspaper title → The Daily Telegraph

Chapter title → Prisoner of the green

Page range of chapter → (pp. 69-92)

Book title → The war years: New Zealanders remember 1939-1945

- **Source types.**

Only include a source type when the source is non-routine, for example, brochures, fact sheets, blog posts, and DVDs. Identify the source type in square brackets after the title and edition numbers.
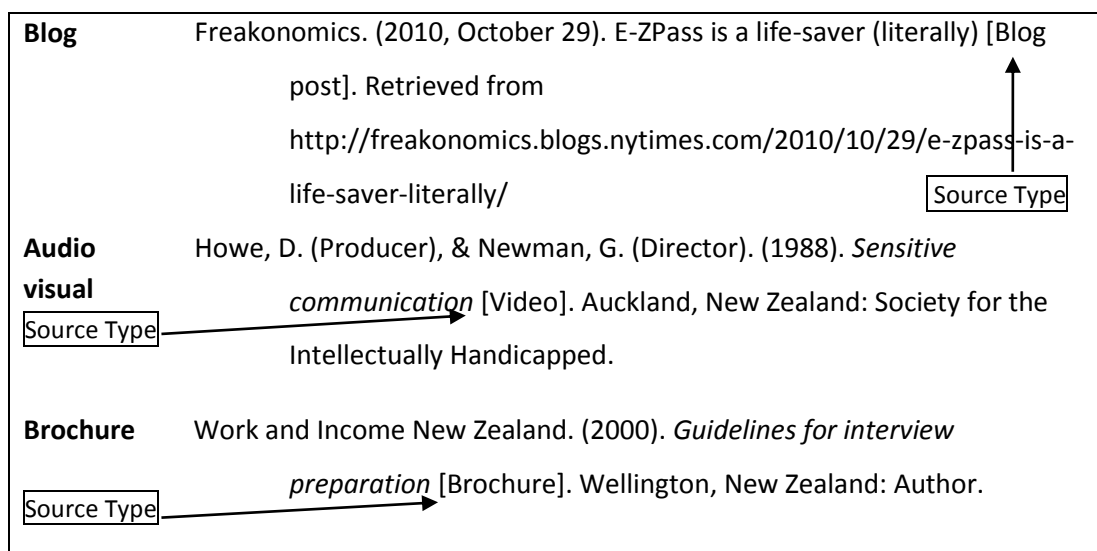
Blog	Freakonomics. (2010, October 29). E-ZPass is a life-saver (literally) [Blog post]. Retrieved from http://freakonomics.blogs.nytimes.com/2010/10/29/e-zpass-is-a-life-saver-literally/
Audio visual	Howe, D. (Producer), & Newman, G. (Director). (1988). *Sensitive communication* [Video]. Auckland, New Zealand: Society for the Intellectually Handicapped.
Brochure	Work and Income New Zealand. (2000). *Guidelines for interview preparation* [Brochure]. Wellington, New Zealand: Author.

Source Type → [Blog post]

Source Type → [Video]

Source Type → [Brochure]

- **Other source types examples.**

[Fact sheet]	[Audio podcast]	[Blog comment]	[Lecture notes]
[Kindle DX version]	[Computer software]	[Special issue]	[Audio podcast]
[Motion picture]	[Abstract]	[Video webcast]	[Twitter page]
[Press release]	[Photograph]	[Pinterest post]	[Video]
[Painting]	[Installation]	[Bronze scuplture]	[DVD]

4. Retrieval Information

The format for recording the retrieval of the source varies according to whether the source is a hard copy or has been retrieved from a database or another electronic source.

- ■ **Hard copy – non-periodicals (books, reports, brochures and other hard copy, non-periodical sources).**

Include the publisher location and publisher name, separated by a colon.

- • If publication location is in the USA, use city and state.

- • If not in the USA, use city and country.

The type of publishing company, for example, Incorporated (Inc.) or Limited (Ltd.) does not need to be included. Finish the reference with a full stop.

Reference list examples

Non USA location	**USA location**
North Ryde, Australia: McGraw-Hill.	Belmont, CA: Thomson Wadsworth.
Wellington, New Zealand: Author.	New York, NY: Elsevier.

Where a publisher is the same as the author, write the word "Author" in place of the publisher name. Refer to the brochure example above.

If no city has been identified in print material, search online and use the city/state for the publisher's head office.

- ■ **Hard copy – periodicals (journals, newsletters, magazines and other periodical sources).**

Give the volume number in italics, followed immediately by the issue number, if available, in brackets and not italicised. Add the page range of the article and finish with a full stop.

Hammill, D. D. (1990). On defining learning disabilities: An emerging consensus.

Journal of Learning Disabilities, 23(2), 74-84.

| Volume in italics | Issue number | Page range |

Where there is no volume number but an issue number exists, insert the year of publication in italics, in place of the volume number.

Wordsworth, A. (2010). Evaluating a post anaesthetic care unit orientation

programme. *Whitireia Nursing Journal, 2010*(17), 21-37.

- **DOI.**

A digital object identifier (DOI) is a string of characters uniquely designated to a document. When a DOI exists, it shoud be used as it provides a reliable link to the document on the internet. The DOI is sufficient, and a database name or website URL is not included in the reference. Copy the DOI exactly. Do not finish with a full stop as this may be incorrectly interpreted as part of the DOI.

> Hamlin, R. P., Lindsay, S., & Insch, S. (2012). Retailer branding of consumer
>
> sales promotions: A major development in food marketing? *Appetite,*
>
> *58*, 256–264. doi:10.1016/j.appet.2011.10.008

- Database.

Indicate which database the source was retrieved from by adding "Retrieved from [insert database name] database" to the end of the reference. Finish with a full stop.

> Friesen, G. B. (2005). Organization design for the 21st century. *Consulting to*
>
> *Management, 16*(3), 32-51. Retrieved from ABI/Inform database.
>
> Retrieval Information

- Websites.

For a source retrieved from the internet, state the URL address. Do not finish with a full stop as this may be incorrectly interpreted as being part of the URL.

> UKHealthCare. (2011). UK heart transplant: Heart anatomy. Retrieved from
>
> http://ukhealthcare.uky.edu/transplant/heart/anatomy.asp

Include a retrieval date for information that is likely to change over time.

> Earnhart, H. [Hallie]. (n.d.). Long bob [Pinterest post]. Retrieved March 22, 2013,
>
> from http://pinterest.com/pin/25579045380814163   Retrieval date

American Psychological Association (APA) Style

- ■ Abbreviations (APA, 2010, pp. 106-111).

Common meaningful abbreviations may be used in academic writing. The first time you use a term you wish to abbreviate, write the abbreviation in brackets immediately after the term. Thereafter, the abbreviation may be used. For example, writing Ministry of Health (MOH) allows you to refer to the Ministry of Health as MOH in the remainder of the assignment.

> Do not use too many abbreviations and only abbreviate if
> the term is used **four or more** times.

Standard abbreviations found in *Merriam-Webster's Collegiate Dictionary* (2005) that are not labelled *abbr*, may be used without explanation, for example, IQ, HIV.

The following standard Latin abbreviations may be used within brackets (APA, 2012, p. 108).

cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus, against

A list of common abbreviations for units of measurement can be found in the APA manual on page 109.

- Appendices (APA, 2010, pp. 38-40).

- Head each appendix with the word *Appendix* (centred) above the appendix title.
- Where there is more than one appendix, label each with a capital letter (e.g., Appendix A, Appendix B, etc.), according to the order they appear in the body of the assignment.
- Begin each appendix on a new page.
- Attach appendices after the reference list.
- Continue page numbering into the appendices.

- Brackets (APA, 2010, pp. 93-94).

Use round brackets (also called parentheses) for:	Use square brackets [ ] for:
references and citations, for example, (APA, 2012, p. 93);	clarification of reference information within the reference list, for example, [Brochure];
introduction of abbreviations, for example, Ministry of Education (MOE);	non-quoted words within a quote, for example "Nearly always [governance] is misunderstood";
parenthetical phrases which clarify information within a sentence or set off an independent element, for example, (refer to Appendix C);	phrases or words within a phrase which are already encased in round brackets, for example, (key values include service and responsbility [tautua], love and commitment [alofa], and respect [faaaloalo]); and
a list within a sentence, for example, (a), (b), (c); and	display of limits of a confidence interval, for example, 95% CLs [-7.2, 4.3], [9.2, 12.4], and [-1.2, -0.5].
mathematical expressions and statistical values, for example, (p = .031).	

- Bullet Points (APA, 2010, pp. 64-65).

To bullet point complete paragraphs or sentences

- Punctuate and capitalise as you usually would without a bullet point (i.e., the first word of the bullet point will have a capital, and each sentence, including the final sentence, will end with a full stop).

To bullet point within a sentence

- Punctuate as you usually would without a bullet point (i.e., separate bulleted items with commas at the end of each point, or with a semi-colon as appropriate).

- Numbered Lists (APA, 2010, pp. 63-64).

When each item in a list is a separate paragraph

- Use a number followed by a full stop and a space to list the paragraphs, for example,

  1. . . .

  2. . . .

  3. . . .

   and so forth.

- Punctuate the paragraphs as usual.

Within a paragraph or sentence

- Use lower case letters in parentheses to separate items in a list,

  for example, **(a) . . . , (b) . . . , (c) . . . , and so forth.**

- Punctuate the list with commas or semicolons as usual.

▪ Headings (APA, 2010, p. 62).

Heading format, according to the APA, is as follows:

<div style="border:1px solid #000;">

<div style="text-align:center;">

Level 1 Heading

(centred, bold, title case)

</div>

Level 2 Heading

(left aligned, bold, title case)

    Level 3 heading.

    (indented, bold, sentence case, full stop)

    Level 4 heading.

    (indented, bold, italicised, sentence case, full stop)

    Level 5 heading.

    (indented, italicised, sentence case, full stop)

</div>

- Italics (APA, 2010, pp.104-105).

Use italics for:

- Titles of full length works, for example,
  - books (e.g., Johnston refers to Morris's book, *Manwatching: A Guide to Human Behaviour, . . .*)*,* **NB**: Titles of chapters or journal articles are **not** italicised but are placed within quotation marks,
  - periodicals/journals (e.g., The nursing journal *Kai Tiaki . . .*)*,*
  - films (e.g., The New Zealand movie *Boy . . .*)*,*
  - videos and TV shows (e.g., The current affairs programme, *60 Minutes . . .*);
- periodical volume numbers in the reference list (e.g., . . . *Education Today, 5*, 5-7.);
- genera, species and varieties (e.g., *Arthropodium*);
- anchors of a scale (e.g., 1 [*poor*] to 5 [*excellent*]);
- linguistic example (e.g., the letter *a*);
- words used as a designation which may be misread (e.g., the *large* group - not referring to size but label);
- letters used as statistical symbols, algebraic variables, some test scores and scales (refer to the APA manual page 105 for examples); and
- introducing a new term or label the first time only (e.g., *generativity vs. stagnation*).

- Numbers (APA, 2010, pp. 111-114).

Use numerals when numbers:	Use words when numbers:
are 10 and above (e.g., 19 years old);	are less than 10;
are in an abstract or graphical display, such as a table or chart;	begin a sentence, title, or heading (try to avoid beginning a sentence with a number);
are in a unit of measurement (e.g., a 10-mg dose);	are common fractions (e.g., half);
relate to mathematics or statistics (e.g., 46%, divided by 2);	are universally used (e.g., the Five Pillars of Islam); and
represent an exact time, date, score and points on a scale, or sum of money (e.g., 3:30 p.m., 7-year-olds, $51.80);	approximate numbers of days, months, and years (e.g., about twenty years ago).
identify a particular place in a numbered series, including parts of books and tables (e.g., row 6, chapter 11).	

- Sometimes a combination of words and numerals can be used to improve clarity where a number modifies another number (e.g., 2 two-way intersections).

- Plurals of numbers can be formed by adding *s* or *es* as appropriate (e.g., 1930s, twos and sixes, 20s).

- Quotation Marks (APA, 2010, pp. 91-92).

Use **double quotation** marks for

- irony, slang, or coined expressions at the first occurrence only

  (e.g., . . . considered "normal" behaviour . . .);

- the title of a chapter or journal article (e.g., Mitchell's (2012) article, "Participation in Early Childhood Education, . . ."), **NB**: Titles of books and periodicals/journals are **not** placed within quotation marks but are italicised;

- quotations of fewer than 40 words; and

- transcription of speech (e.g., She said, "Yeah, she helped me understand.").

Use **single quotation** marks when including a quotation where the author has already encased a phrase in double quotation marks. Mark this phrase with single quotation marks, and only use double quotation marks as you normally would, around the entire quotation.

Exception: Where the quotation is 40 or more words, double quotation marks are not required. Retain the use of double quotation marks as used by the author.

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