

Referencing Style: The journal adheres to the American Psychological Association Citation Style. The use of footnotes within the text is discouraged. If an author wishes to submit a paper that has been already prepared in another style, he or she may do so. However, if the paper is accepted, the author is fully responsible for retyping the manuscript in the correct style.

REFERENCING GUIDELINES (FOR UNDERSTANDING PURPOSE)

Books

Book - one author

In Reference List	In Text Citation
King, M. (2000). <i>Wrestling with the angel: A life of Janet Frame</i> . Auckland, New Zealand: Viking.	(King, 2000) or King (2000) compares Frame with "... " (p. 34).

Book - two authors

In Reference List	In Text Citation
Treviño, L. K., & Nelson. K. A. (2007). <i>Managing business ethics: Straight talk about how to do it right</i> . Hoboken, NJ: Wiley. <i>N.B. Use the ampersand (&) between the two authors' names, except when paraphrasing in text where and is used (Publication Manual, p. 175).</i>	(Treviño & Nelson, 2007) or Treviño and Nelson (2007) illustrate this ...

Book - three to five authors (NEW)

In Reference List	In Text Citation
Krause, K.-L., Bochner, S., & Duchesne, S. (2006). <i>Educational psychology for learning and teaching</i> (2nd ed.). South Melbourne, Vic., Australia: Thomson. <i>N.B. For six or seven authors, see example (Journal article with DOI or eight or more (Magazine - print version)).</i>	(Krause, Bochner, & Duchesne, 2006) or Krause, Bochner and Duchesne (2006) recommend "... " (p. 32). In subsequent citations: According to Krause et al. (2006) <i>N.B: Cite all authors the first time, and in subsequent citations include only the first author followed by et</i>

	<i>al.</i> (short for <i>et alii</i> . - Latin for 'and others'). Do not italicise <i>et al.</i>
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Book or report by a corporate / group author

In Reference List	In Text Citation
<p>World Health Organization. (2008). <i>WHO global report on falls prevention in older age</i>. Geneva, Switzerland: Author.</p> <p><i>N.B. When the author and the publisher are the same, use Author in the publisher field. List in the References list by the first significant word of the organisation. For group authors, the parent body precedes a subdivision (Publication Manual, p. 183).</i></p>	<p>(World Health Organization [WHO], 2008)</p> <p>In subsequent citations: WHO (2008) highlight the ...</p> <p><i>N.B. Some group authors may be abbreviated in subsequent citations if they are readily recognisable.</i></p>

Book - no author (Anonymous)

In Reference List	In Text Citation
<p>Anonymous. (1999). <i>Courage and grace: One woman's journey of recovery from food addiction and obesity</i>. Taupo, New Zealand: Avalon.</p> <p><i>N.B. If the author's name is given as Anonymous, use Anonymous in the author field. If no author is stated, see next example.</i></p>	<p>(Anonymous, 1999)</p>

Book - no author

In Reference List	In Text Citation
<p><i>Joint investigations of child abuse</i>. (1993). Washington, DC: US Department of Justice, Office of Justice Programs.</p> <p><i>N.B. If no author is stated, the title takes the author position, but check to see whether it should be a corporate / group author as above. See dictionary / encyclopedia or newspaper for further examples.</i></p>	<p>In the book, <i>Joint Investigations of Child Abuse</i>, ...</p> <p><i>N.B. The key words of the book title are capitalised when used in text, but not in the References list. See the Publication Manual, pp. 101-103, 176 about capitalisation protocols in the APA style.</i></p>

Book - edited

In Reference List	In Text Citation
<p>Samovar, L. A., & Porter, R. E. (Eds.). (1997). <i>Intercultural communication: A reader</i> (8th ed.). Belmont, CA: Wadsworth.</p> <p><i>N.B. Include (Ed.) or (Eds.) after their name(s). However, a number of authors may contribute to an edited book. See next example for referencing a chapter in an edited book.</i></p>	<p>See Book - Chapter in edited book.</p>

Book - Chapter in edited book

In Reference List	In Text Citation
<p>Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), <i>Island tourism: Management principles and practice</i> (pp. 105-113). Chichester, England: Wiley.</p> <p><i>N.B. The author and chapter title come first, followed by the editor(s) and book title. Note the editor's initials come before the family name. The page numbers of the chapter are also required.</i></p>	<p>(Helber, 1995) <i>or</i> Helber (1995) concludes by ...</p>

Book - Electronic (NEW)

In Reference List	In Text Citation
<p>Will, R. J. (2002). <i>The characteristic symphony in the age of Haydn and Beethoven</i> [Ebrary Reader version]. Retrieved from Ebrary database.</p> <p><i>N.B. If you are submitting work to a publisher and there is no DOI, you are now required to give the URL of the Ebook's homepage (in this example, http://www.ebrary.com/corp/).</i></p> <p><i>For undergraduate students, give the name of the database, as in the example above (do not include the URL).</i></p>	<p>(Will, 2002) <i>or</i> Will (2002) attributes ...</p>

Book - Translated

In Reference List	In Text Citation
<p>Sartre, J.-P. (1962). <i>Imagination: A psychological critique</i> (F. Williams, Trans.). Ann Arbor, MI: University of Michigan Press.</p>	<p>(Sartre, 1962) <i>or</i> Sartre (1962) is an example of ...</p>

Dictionary or Encyclopedia - Entry

In Reference List	In Text Citation
<p>Hwang, E.-G. (2002). North Korea: Economic system. In D. Levinson & K. Christenson (Eds.), <i>Encyclopedia of modern Asia</i> (Vol. 4, pp. 350-353). New York, NY: Charles Scribner's Sons.</p>	<p>(Hwang, 2002) <i>or</i> Hwang (2002) identifies the hurdles North Korea ...</p>

<p><i>N.B. If there is a volume number or edition (not 1st edition) include this in parentheses after the title along with page number(s).</i></p>	
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Dictionary or Encyclopedia - Entry with no author

In Reference List	In Text Citation
<p>Social constructionism. (2009.) In J. Scott & G. Marshall (Eds.), <i>A dictionary of sociology</i> (3rd rev. ed.). Retrieved from Oxford Reference Online Premium database.</p> <p><i>N.B. For online dictionaries and encyclopedia, a retrieval statement takes the place of publisher location and name. Note the editors' initials precede the family name.</i></p> <p><i>For undergraduate students, if using a library subscription database, give the name of the database, as in the example above (do not include the database URL).</i></p>	<p>("Social Constructionism," 2009)</p> <p><i>N.B. Use capital letters for the first letter of key words and double quotation marks (Publication Manual, p. 176).</i></p>

Thesis (except from the US) - print version (NEW)

In Reference List	In Text Citation
<p>Dewstow, R. A. (2006). <i>Using the Internet to enhance teaching at the University of Waikato</i> (Unpublished master's thesis). University of Waikato, Hamilton, New Zealand.</p> <p><i>N.B. For PhD use: Unpublished doctoral dissertation after the title or Unpublished master's thesis for Master's degree (Publication Manual, p. 207).</i></p>	<p>(Dewstow, 2006) or Dewstow (2006) recommends ...</p>

Thesis (except from the US) - electronic version (NEW)

In Reference List	In Text Citation
<p>Dewstow, R. A. (2006). <i>Using the Internet to enhance teaching at the University of Waikato</i> (Master's thesis, The University of Waikato, Hamilton, New Zealand). Retrieved from http://hdl.handle.net/10289/2241</p>	<p>(Dewstow, 2006) or Dewstow (2006) recommends ...</p>

Thesis from US - electronic version (NEW)

In Reference List	In Text Citation
<p>Rose, S. L. (2006). <i>Essays on almost common value auctions</i> (Doctoral dissertation, Ohio State University). Retrieved from http://www.ohiolink.edu/etd</p> <p><i>N.B. For further examples, see the Publication Manual, pp.207-208.</i></p>	<p>(Rose, 2006) or According to Rose (2006) ...</p>

Journals (Academic Scholarly)

Journal article - print version

In Reference List	In Text Citation
<p>Sainaghi, R. (2008). Strategic position and performance of winter destinations. <i>Tourism Review</i>, 63(4), 40-57.</p> <p><i>N.B. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in parentheses (not italicised).</i></p> <p><i>If each issue begins with page 1, give the issue number in the parentheses immediately after the volume number.</i></p> <p><i>For researchers, the issue number is not required for journals with continuous pagination.</i></p>	<p>(Sainaghi, 2008) <i>or</i> Sainaghi (2008) suggests "... " (p. 47).</p>

Journal article - electronic version with a DOI (Digital Object Identifier)

In Reference List	In Text Citation
<p>Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V., & Walton, C. (2007). Towards an understanding of British public attitudes concerning human cloning. <i>Social Science & Medicine</i>, 65(2), 377-392. doi:10.1016/j.socscimed.2007.03.018</p> <p><i>N.B. A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to its location on the Internet.</i></p>	<p>(Shepherd et al., 2007) <i>or</i> Shepherd et al. (2007) highlight the ...</p> <p><i>N.B. If there are six or seven authors, list all authors in the reference list. From the first citation in text, use et al. after the first author (NEW). See magazine example for eight or more authors.</i></p>

Journal article - electronic version with no DOI (Digital Object Identifier)

In Reference List	In Text Citation
<p>Harrison, B., & Papa, R. (2005). The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. <i>Anthropology and Education Quarterly</i>, 36(1), 57-72. Retrieved from Academic Research Library database.</p> <p><i>N.B. For undergraduate students, give the name of the database, as in the example above (do not include the database URL). It is no longer necessary to include the date of retrieval.</i></p> <p><i>If you are submitting work to a publisher and there is no DOI, you are now required to give the URL of the journal homepage (Publication Manual, p.</i></p>	<p>(Harrison & Papa, 2005) <i>or</i> In their research, Harrison and Papa (2005) established ...</p>

199).	
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Journal article - Internet only

In Reference List	In Text Citation
<p>Snell, D., & Hodgetts, D. (n.d.). The psychology of heavy metal communities and white supremacy. <i>Te Kura Kete Aronui, 1</i>. Retrieved from http://www.waikato.ac.nz/wfass/tkka</p> <p><i>N.B. (n.d.)= no date. As there are no page numbers, cite the paragraph number in text.</i></p>	<p>(Snell & Hodgetts, n.d.) <i>or</i> Snell and Hodgetts (n.d.) identified "..." (para. 3)</p>

Magazines

Magazine - print version

In Reference List	In Text Citation
<p>von Drehle, D., Ghosh, B., Scherer, M., Zaidi, S. H., Baker, A., James, R., ...Peters, G. (2009, October 12). An enemy within. <i>Time South Pacific</i> [Australia/New Zealand editon], 174(14), 12-17.</p> <p><i>N.B. Full date is used for weekly magazines; month and year for monthly magazines.</i></p> <p><i>If there are eight or more authors, list the first six, then three elipses (...) and finish with the last author (NEW).</i></p>	<p>(von Drehle et al., 2009) <i>or</i> Von Drehle et al. (2009) assert ...</p> <p><i>N.B. If an author's name which usually begins with a lower case letter appears at the beginning of a sentence, it must be capitalised.</i></p>

Magazine - electronic version

In Reference List	In Text Citation
<p>Robison, J. (2008, January). On the waka wave. <i>North and South, 262</i>, 80-87. Retrieved from Australia/New Zealand Reference Centre database</p> <p><i>N.B. If you are submitting work to a publisher, you are now required to give the URL of the journal homepage (Publication Manual, p. 199).</i></p> <p><i>For undergraduate students, give the name of the database, as in the example above (do not include the database URL). It is no longer necessary to include the date of retrieval.</i></p>	<p>(Robison, 2008) <i>or</i> Robison (2008) considers ...</p>

Newspaper

Print version

In Reference List	In Text Citation
<p>Cumming, G. (2003, April 5). Cough that shook the world. <i>The New Zealand Herald</i>, p. B4. <i>N.B. Include p. or pp. before the page number. This is used for newspapers only, not magazines or journals.</i> <i>p = 1 page, pp. more than one page. If page numbers are discontinous, separate page numbers with a comma. e.g. pp. A1, A4-5.</i></p>	<p>(Cumming, 2003) <i>or</i> Cumming (2003) reports ...</p>

Electronic version

In Reference List	In Text Citation
<p>Cumming, G. (2003, April 5). Cough that shook the world. <i>The New Zealand Herald</i>. Retrieved from http://www.nzherald.co.nz <i>N.B. Use the URL of the homepage of the newspaper to avoid non-working URLs. It is no longer necessary to include the date of retrieval.</i></p>	<p>(Cumming, 2003) <i>or</i> Cumming (2003) reports ...</p>

Newspaper article with no author

In Reference List	In Text Citation
<p>Drivers reject fuel prices driven by war threat. (2003, March 7). <i>The Timaru Herald</i>, p.1. <i>N.B. If there is no author, the article title comes first. In the in text citation, abbreviate the title, use double quotation marks and capital letters (Publication Manual, p. 176).</i></p>	<p>("Drivers Reject Fuel Prices," 2003) <i>N.B. Use capital letters and double quotation marks.</i></p>

Audiovisual

Film - Motion Picture

In Reference List	In Text Citation
<p>Vasile, T. (Producer), & Fellini, F. (Director). (2001). <i>Roma</i> [Motion picture]. United States: MGM Home Entertainment. <i>N.B.</i> <ol style="list-style-type: none"><i>In the Author field, identify the primary contributors (i.e. the director or producer or both) but not the presenters.</i><i>For publication information, give the motion picture's country of origin and the name of the motion picture studio</i><i>A description of the form of the work goes in square brackets [] after the title. It is not italicised.</i></p>	<p>(Vasile & Fellini, 2001)</p>

Music Recording - a song in an album (NEW)

In Reference List	In Text Citation
The Beatles. (2003). <i>Across the universe. On Let it be... naked</i> [CD]. Hollywood, CA: Capital Records.	(The Beatles, 2003, track 10) <i>N.B. Include side and band or track numbers.</i>

Television programme

In Reference List	In Text Citation
Slater, K. (Producer). (2002). <i>Gene in a bottle</i> [Television series episode]. In <i>60 minutes</i> . Auckland, New Zealand: TV3 Network Services. <i>N.B. Put television series episode or motion picture in [] after the title.</i>	(Slater, 2002)

Audio podcast (NEW)

In Reference List	In Text Citation
Noonan, D. (Producer). (2008, January 9). <i>The whistle from the blunder: Part 5</i> [Audio podcast]. Retrieved from http://www.radionz.co.nz <i>N.B. Include as much information as possible, e.g. date, title and identifier</i>	(Noonan, 2008)

Unpublished and Informally published works

Webpage (Informally published work)

In Reference List	In Text Citation
Statistics New Zealand. (2007). <i>New Zealand in profile 2007</i> . Retrieved from http://www.stats.govt.nz <i>N.B. A personal or institutional webpage is considered an informally published work (Publication Manual, p. 212). See also online report examples. It is no longer necessary to include the date of retrieval, unless webpage content is likely to be updated (e.g. Wiki). (NEW)</i>	(Statistics New Zealand, 2007) <i>N.B. Do not write URLs in the text</i>

Wiki

In Reference List	In Text Citation
University of Waikato, Law Library. (n.d.). Commentary. Retrieved July 19, 2009, from http://law.waikato.ac.nz:8080/lrs/index.php/Commentaries <i>N.B. Do not italicise titles of unpublished works. Include the date of retrieval since the contents of a wiki are likely to change over time. For group authors, the parent body precedes a subdivision (Publication Manual, p. 183).</i>	(University of Waikato, Law Library, n.d.)

Online discussion (NEW)

In Reference List	In Text Citation
Chalmers, D. (2000, November 17). Seeing with sound [Online forum comment]. Retrieved from http://groups.google.com/group/sci.psychology.consciousness/ <i>N.B. Do not italicise titles of unpublished works.</i>	(Chalmers, 2000)

Blog post (NEW)

In Reference List	In Text Citation
Wadard. (2009, June 15). Australia's climate bill may be scuttled [Web log message]. Retrieved from http://globalwarmingwatch.blogspot.com/ <i>N.B. Do not italicise titles of unpublished works.</i>	(Wadard, 2009)

Video blog post (NEW)

In Reference List	In Text Citation
Leelefever. (2007, May 29). Wiki in plain English [Video file]. Retrieved from http://www.youtube.com/watch?v=-dnL00TdmLY <i>N.B. Do not italicise titles of unpublished works.</i>	(Leelefever, 2007)

Others (Course handouts / Legal Material / Conference / report / Personal Communications)

Course handout / Lecture notes - print version (Unpublished work)

In Reference List	In Text Citation
Brown, P. (2004). <i>Marketing: MKTG200-04B</i> [Lecture notes]. Hamilton, New Zealand: University of Waikato, Department of Marketing. <i>N.B. Course handouts and lecture notes belong to the group "unpublished papers, lectures from an archive or personal collections" (Publication Manual, p. 213). In the publication information field, list the organisation's name (e.g. university, department), city, and country. Put the format in square brackets after the title. e.g. [Lecture notes].</i>	(Brown, 2004)

Course handout / Lecture notes - electronic version

In Reference List	In Text Citation
Brown, P. (2004). <i>Lecture 3: MKTG200-04B</i> [Powerpoint slides]. Retrieved from... <i>N.B. Put the format in square brackets after the title, and add retrieval statement (URL or MyWeb or Moodle or EdLink etc.).</i>	(Brown, 2004)

Legal Material

APA recommends the use of *The Bluebook: A uniform system of citation (18th ed. 2005)* for referencing legal material - see NZ section at p. 297

In Reference List	In Text Citation
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Children's Commissioner Act 2003, 2003 S.N.Z. No. 121.	(Children's Commissioner Act 2003) <i>or</i> It is regulated by the <i>Children's Commissioner Act 2003</i> <i>N.B. Italicise the name of legal material when it is cited in text</i>
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*(Publication Manual, p.
177).*

Personal Communications (Letters, Telephone conversations, Emails, Personal Interviews, Lecture notes etc.)

In Reference List	In Text Citation
<i>N.B. No information is required in the reference list as the data is not retrievable.</i>	(H. Clarke, personal communication, March 19, 2004) <i>or</i> Professor Clarke (personal communication, March 19, 2004) commented that...

Conference paper as part of a book of proceedings

In Reference List	In Text Citation
Shobhadevi, Y. J., & Bidarakoppa, G. S. (1994). Possession phenomena: As a coping behaviour. In G. Davidson (Ed.), <i>Applying Psychology: Lessons from Asia-Oceania</i> (pp. 83-95). Carlton, Vic., Australia: Australian Psychological Society. <i>N.B. To cite published proceedings from a book, use the same format as for a book or book chapter (Publication Manual, p. 206). To cite proceedings published regularly use the same format as a periodical.</i>	(Shobhadevi & Bidarakoppa, 1994) <i>or</i> Shobhadevi and Bidarakoppa (1994) published their ...

Contribution to Conference or Symposium not formally published - electronic version

In Reference List	In Text Citation
Bochner, S. (1996, November). <i>Mentoring in higher education: Issues to be addressed in developing a mentoring program</i> . Paper presented at the Australian Association for Research in Education Conference. Retrieved from http://www.aare.edu.au/96pap/bochs96018.txt ; <i>N.B. A capital letter is used for all key words in the</i>	(Bochner, 1996) <i>or</i> Bochner (1996) addressed this ...

conference name. Give the month of the conference (NEW) (Publication Manual, pp. 206-208).	
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Report - print version

In Reference List	In Text Citation
University of Waikato. (1967). <i>First hall of residence</i> (Information series No. 3). Hamilton, New Zealand: Author. <i>N.B. If the report has a number, give the number in parentheses immediately after the title. If it is an annual report, reference it as a book.</i>	(University of Waikato, 1967)

Annual Report - electronic version

In Reference List	In Text Citation
Telecom New Zealand. (2007). <i>Ready to compete, connect, communicate: Annual report 2007</i> . Retrieved from http://annualreport07.telecom.co.nz/download/telecom-annual-report-2007.pdf	(Telecom New Zealand, 2007)

Report - electronic version

In Reference List	In Text Citation
Caygill, R. (2009). <i>Science: Trends in year 5 science achievement 1994 to 2006</i> . Retrieved from Ministry of Education, Education Counts website: http://www.educationcounts.govt.nz/__data/assets/pdf_file/0015/34413/914_TIMS_S-06_Science2.pdf <i>N.B. If a report is available online, add the publisher as part of the retrieval statement if it has not been identified as the author (Publication Manual, p. 205). See next example.</i>	(Caygil 2009) o Caygill (2009) concludes ...

Report - technical or research

In Reference List	In Text Citation
olmes, P. (2000). <i>The intercultural communication experiences of ethnic Chinese students in a Western tertiary institution: Implications for education providers</i> (Working paper 2000-14). Hamilton, New Zealand: University of Waikato, Department of Management Communication. <i>N.B. If there is a report number, give this in parentheses after the title. If the name of the state, province, or country is included in the name of the university, this does not need to be repeated in the publisher location. Give the name of the university first, followed by the department that produced the document (Publication Manual, p. 206).</i>	(Holmes, 2000) or Holmes (2000) highlights the importance ...

Images, tables and figures

Illustrations, maps and photographs, etc (excluding tables) are referred to as figures.

If it is not your own work, the source must be acknowledged in full below the figure or table as a figure caption or table note. The full citation also goes in the References list.

Example: From a journal:

Figure 1. Name of Picture. From [Adapted from] “Title of Article,” by A. A. Author and B. B. Author, year, *Title of Journal, Volume*, p. xx.

Example: From a book:

Figure 2. Name of Picture. From [Adapted from] *Title of Book* (p. xx), by A. A. Author and B. B. Author, year, Place of Publication: Publisher.

Tables

The caption goes above the table, with the source included as a note below the table beginning with the word *Note* (*Publication Manual, pp. 138-141*).

Example: From a journal:

From [Adapted from] “Title of Article,” by A. N. Author and B. D. Author, year, Title of Journal, Volume, p. XX.

Example: From a book:

From [Adapted from] Title of Book (p. xx), by A T. Author and T. P. Author, year, Place of Publication: Publisher.