

# Tohutoronga APA





## THIS IS A QUICK GUIDE TO THE APA REFERENCING STYLE (6TH EDITION)

#### **IN-TEXT**

#### Direct quotation – use quotation marks around the quote and include page numbers

Samovar and Porter (1997) point out that "language involves attaching meaning to symbols" (p.188). Alternatively, "Language involves attaching meaning to symbols" (Samovar & Porter, 1997, p.188).

## Indirect quotation/paraphrasing - no quotation marks

Attaching meaning to symbols is considered to be the origin of written language (Samovar & Porter, 1997). N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).

### Citations from a secondary source

As Hall (1977) asserts, "culture also defines boundaries of different groups" (as cited in Samovar & Porter, 1997, p. 14).

EXAMPLES OF REFERENCES BY TYPE		
In a reference list	In-text citation	
1. Appendices to the Journals of the House of Representatives (Online) - created by the University of Waikato Library	(Puckey, 1885)	
Puckey, W. (Judge). (1885). The Maungatautari case. In <i>Appendix to the Journals of the House of Representatives</i> , 2(Sess. I, G-3), 1-7. Retrieved from <a href="http://atojs.natlib.govt.nz">http://atojs.natlib.govt.nz</a> .		
2. Book with one author	(Smith, 2012) or	
Smith, L.T. (2012). <i>Decolonizing methodologies: Research and indigenous peoples</i> . New York, NY: Palgrave Macmillan.	Smith (2012) asserts that	
N.B. The first letter of the first word of the main title, subtitle and all proper nouns have capital letters.		
3. Book with two authors	(Salmond, & Stirling, 2005)	
Salmond, A., & Stirling, E. (2005). <i>Eruera: The teachings of a Māori elder</i> .  Auckland, New Zealand: Penguin Group.		
N.B. Before "&" between authors, do not forget to put a comma.		
4. Book with two to five authors (see Library APA referencing webpage for six o	r more authors)	
Fodder, T.A., Davis-Ngatai, P., & Joseph, R. (2014). <i>Ka takahia ano o tātou tapuae, retracing our steps: A Māori governance overview and literature review.</i> Hamilton, New Zealand: The Māori & Indigenous Governance	(Fodder, Davis-Ngatai, & Joseph, 2014) then	
Centre, University of Waikato.	(Fodder et al., 2014)	
N.B. Use & between authors' names, except when paraphrasing in text. When a work has three, four or five authors, cite all authors the first time, and in subsequent citations include only the first author followed by et al.		
5. Book or report by a corporate author e.g. organisation, association, government	ent department	
Ministry for Culture and Heritage. (2006). <i>Māori peoples of New Zealand: Ngā iwi o Aotearoa</i> . Auckland, New Zealand: Author.	(Ministry For Culture and Heritage, 2006)	
N.B. When the author and the publisher are the same, use Author in the publisher field.	Some group authors may be abbreviated in subsequent citations if they are readily recognisable.	

6. Book Chapter	(Te Aho, & MacKinnon, 2007)
Te Aho, L., & Mackinnon, J. (2007). Bicultural perspectives on Māori legal research. In M. Greville, S. Davidson, & R. Scragg (Eds.), <i>Legal research and writing in New Zealand</i> (3rd ed., pp. 223-236). Wellington, New Zealand: Lexis Nexis.	
N.B. Include page numbers of the chapter after the book title excluding punctuation.	
7. Film – (see Library APA referencing webpage for music and other media)	(Scholes, & Tamahori, 2005)
Scholes, R. (Producer), & Tamahori, L. (Director). (2005). <i>Once were warriors</i> [Motion picture]. Banyo, QLD, Australia: Magna Pacific.	
N.B. For films, DVDs or videorecordings use [Motion picture] in square brackets. Give the country of origin and the name of the motion picture studio.	
8. <b>Hansard</b> – (Print) <i>created by the University of Waikato Library</i> Cunliffe, D. (2004, March 2). Crimes Amendment Bill (No.2): First reading. In <i>New Zealand Parliamentary Debates</i> , 615, 11472. Wellington, New Zealand: Government Printer.	(Cunliffe, 2004)
9. Journal article - academic/scholarly (electronic version) with DOI (see also Libra	ary APA referencing webpage
Nikora, L.W., Masters-Awatere, B., & Te Awekotuku, N. (2012). Final arrangements following death: Maori indigenous decision making and tangi. <i>Journal of Community &amp; Applied Social Psychology</i> , 22(5), 400-413. http://dx.doi.org/10.1002/casp.2112	(Nikora, Maters-Awatere, & Te Awekotuku, 2012) then subsequently, if 3-5 authors
N.B. A capital letter is used for keywords in the journal title. The journal title and volume number are italicised, followed by the issue number in brackets (not italicised).	(Nikora et al., 2012)
10. Journal article – academic/scholarly (electronic version) with no DOI	(Harrison & Papa, 2005) or
Harrison, B., & Papa, R. (2005). The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. Anthropology and Education Quarterly, 36(1), 57-72. Retrieved from ProQuest Education Journals database.	Harrison and Papa (2005) recommend
N.B. Undergraduates: Give the name of the database. Researchers: Give the URL of the journal homepage.	
11. Magazine article – popular/trade/general interest	(Tawhiao, 2011) <i>or</i>
Tawhiao, C. (2011, Apr/May). Warming up to the number one spot. <i>Mana: The Māori news magazine for all New Zealanders</i> , (99), 64.	Tawhiao (2011) defends
N.B. Full date is used for weekly magazines; month/year for monthly magazines	(1.4 4.000)
12. Māori Land Court Minute Books (Hearing) - created by the University of Waikato Library	(Munro, 1866)
Munro, H.A. (Judge). (1866, March 30). Hinuera. In <i>Waikato Minute Book No.1</i> (pp. 7-15). Wellington, New Zealand: National Archives of New Zealand.	
13. Newspaper article (Database like Papers Past) (also see Library referencing wo	ebpage for Internet version)
The Native Land Court and the Maungatautari case. (1884, April 23). <i>The New Zealand Herald</i> . Retrieved from <a href="http://paperspast.natlib.govt.nz">http://paperspast.natlib.govt.nz</a>	("Native Land Court", 1884)
<ol> <li>Personal Communication (letters, k\u00f6rero-\u00e4-waha, emails, interviews)</li> <li>N.B. No reference list entry as the information is not recoverable.</li> </ol>	(H. Harawira, personal communication, March 19, 2014)
<ol> <li>Television Series</li> <li>McDonald, M. (Producer/Director). (1992). Waka huia: Koroneihana [Television series episode]. Wellington, New Zealand: New Zealand Television Archive.</li> <li>N.B. For Television programmes use [Television series episode]</li> </ol>	(McDonald, 1992)
16. Thesis – print version - outside the US	(Papa, 1997) <i>or</i>
Papa, P. (1997). <i>Kūpapa ki raro, titiro ake</i> (Unpublished master's thesis). University of Waikato, Hamilton, New Zealand.  N.B. For Phd Theses use the phrase (Unpublished doctoral dissertation)	Papa (1997) identified
17. <b>Thesis</b> – <b>Institutional or personal webpage - outside the US</b> Waititi, K. (2007). <i>Applying kaupapa Māori processes to documentary film.</i> (Master's thesis, University of Waikato, Hamilton, New Zealand). Retrieved from http:// <a href="http://researchcommons.waikato.ac.nz/handle/10289/2437">http://researchcommons.waikato.ac.nz/handle/10289/2437</a>	(Waititi, 2007)
18. Webpages (When multiple webpages are referenced, reference the homepage) Te Kooti Whenua Māori. (2014). Block: Takotokoraha 3A 2B 3A. Retrieved from <a href="http://www.maorilandonline.govt.nz">http://www.maorilandonline.govt.nz</a> N.B. Author (could be organisation), date (either date of publication or latest update), document title, date retrieved if contents are likely to change, URL	(Te Kooti Whenua Māori, 2014)
For more web examples please visit http://www.waikato.ac.nz/library/study/refere	