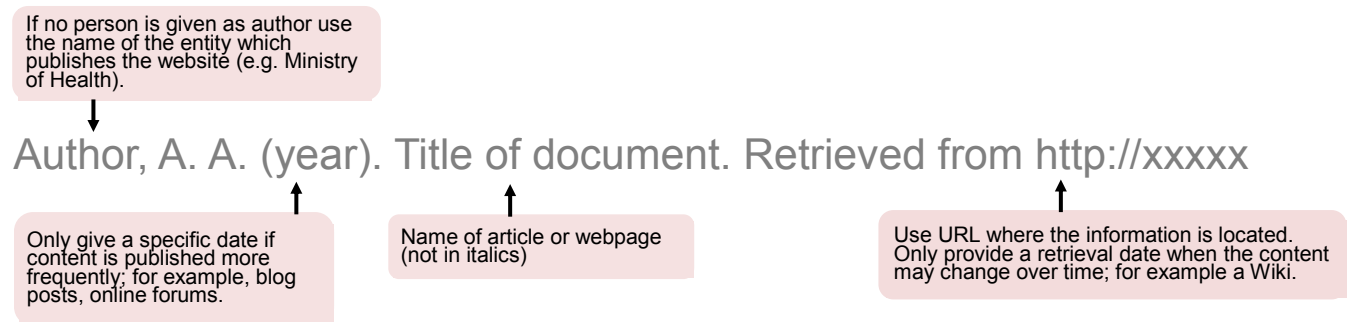


## Websites

For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed. For example:

David Jones wrote an insightful article about confused students in today's schools (<http://ap.ac.nz/hrv=63>). However, when you are paraphrasing, or quoting from, a particular document or piece of information from a website, include both a reference list entry and an in-text citation. Reference list entries normally contain four parts: the author's name (who), date of publication (when), title of the work (what), and source data (where). The four parts always appear in the same order:



If one or more of these parts are missing, use the table below as a guide.

What's missing?	Solution	Reference list entry example
Nothing, all four parts are there	n/a	Jones, D. G. (2015). Confusion in the classroom. Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation:</i> (Jones, 2015).		
Author/entity is missing	Substitute title for the author	Confusion in the classroom. (2015). Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation (note the use of quotation marks):</i> ("Confusion in the classroom," 2015).		
Date is missing	Use "n.d." for <i>no date</i>	Jones, D. G. (n.d.). Confusion in the classroom. Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation:</i> (Jones, n.d.).		
Title is missing	Describe the document inside square brackets	Jones, D. G. (2015). [Article about confusion in the classroom]. Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation:</i> (Jones, 2015).		
Author and date are both missing	Combine author & date methods	Confusion in the classroom. (n.d.). Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation (note the use of quotation marks):</i> ("Confusion in the classroom," n.d.).		
Author and title are both missing	Combine author & title methods	[Article about confusion in the classroom]. (2015). Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation (note the use of quotation marks):</i> ("Article about confusion in the classroom," 2015.).		
Date and title are both missing	Combine date & title methods	Jones, D. G. (n.d.). [Article about confusion in the classroom]. Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation:</i> ("Jones, n.d.).		
Author, date, and title are all missing	Combine all three methods	[Article about confusion in the classroom]. (n.d.). Retrieved from <a href="http://ap.ac.nz/hrv=63">http://ap.ac.nz/hrv=63</a>
<i>In-text citation (note the use of quotation marks):</i> ("Article about confusion in the classroom," n.d.).		

## Groups as authors such as a government department or an organisation

Government and private organisations often do not supply an author for information presented on their site so just use the name of the entity. A reference list entry would look like this:

Ministry of Health. (2015). Suicide Facts: 2013 data. Retrieved from <https://www.health.govt.nz/publication/suicide-facts-2013-data>

In-text citations:

First time cited: (Ministry of Health [MOH], 2015).

Second and subsequent citations: (MOH, 2015).

## Referencing multiple pages from one website

Often several pages from the same website need to be cited. If each page has its own URL, then these will have separate reference list entries (with the year and 'a', 'b', 'c' etc.), for example:

Ministry of Health. (n.d.-a). Dementia. Retrieved from <https://www.health.govt.nz/your-health/conditions-and-treatments/mental-health/dementia>

Ministry of Health. (n.d.-b). Schizophrenia. Retrieved from <https://www.health.govt.nz/your-health/conditions-and-treatments/mental-health/schizophrenia>

Note - if a year is given, use this and a letter without a hyphen, e.g. (2015a)

In-text citations:

(Ministry of Health, n.d.-a). Or Ministry of Health (n.d.-b).

(see above for abbreviating second and subsequent citations)

## Quoting information directly from a website

Web pages often do not have page numbers, so when putting quotes in your writing (in-text), and there are no page numbers, you need to provide a section heading or paragraph number (remember you need to make it as easy as possible for someone to find your original source), for example:

A person can have a combination of different causes of dementia. "Each cause tends to affect particular areas of the brain and will cause different changes in a person's behaviour" (Ministry of Health, 2015, para. 3).

The reference list entry refers back to the webpage, not the paragraph, so would read:

Ministry of Health. (2015). Dementia. Retrieved from <https://www.health.govt.nz/your-health/conditions-and-treatments/mental-health/dementia>

## Journal articles from a database

The database name and retrieval date are not required. Include the home page of the journal which may need to be found using a web search. For example:

Palomo-lovinski, N., & Hahn, K. (2014). Fashion design industry impressions of current sustainable practices. *Fashion Practice*, 6 (1), 87–106. Retrieved from <http://www.tandfonline.com/index>

## DOI's

Many online journal articles now have a DOI (Digital Object Identifiers). Include it in your reference exactly as it appears (omitting the words retrieved from), for example:

Palomo-lovinski, N., & Hahn, K. (2014). Fashion design industry impressions of current sustainable practices. *Fashion Practice*, 6 (1), 87–106. <http://www.tandfonline.com/doi/abs/10.2752/175693814X13916967094911>

Or, if you have the DOI but not the full URL:

Palomo-lovinski, N., & Hahn, K. (2014). Fashion design industry impressions of current sustainable practices. *Fashion Practice*, 6 (1), 87–106. doi:10.2752/175693814X13916967094911

As it is now preferable for on-line articles to have a DOI, and your article does not list one (often found on article cover page or on database landing page), search for one by using DOI resolver/locator sites such as <http://dx.doi.org/> and <http://www.crossref.org/>

## Material out of the ordinary

The format of some material found on-line is considered as being non-routine. A description of this format should be put within square brackets immediately after the title with the first letter of the notation capitalised. Below are some examples.

Author, A. A. (year). Title of document [Format]. Retrieved from <http://xxxxx>

[Video file]

[Brochure]

[CD]

[Powerpoint slides]

[Audio podcast]

[Motion picture]

[Abstract]

[Lecture notes]

[Letter to the editor]

## An example of a reference list entry for a YouTube video.

Screen name: On YouTube, the screen name is most prominent. If the user's real name is not available include only the screen name, without brackets.

Author

Publication date

Format description

Walsh, H.G. [Walshyvids]. (2015, July 16). How to manage diabetes. [Video file]. Retrieved from <http://www.youtube.com/watch?v=5nyGKbxD848>

URL

## PDF documents

If the PDF opens directly in the browser so you can read it online then it will have its own URL which you can put in the reference list entry, just like a normal reference of a website.

If you had no choice other than to download it from a webpage, simply reference the URL of the page you downloaded it from and put [PDF file] after the document title.

## Material retrieved from Moodle

Course material that has been put on Moodle by your lecturer should, where possible, be referenced to its original source. If the material's original source is not identified contact the lecturer for clarification. Only materials written by a lecturer must name the lecturer as author. For example;

Jones, D. G. (2015). *Evidence informed midwifery practice* [PowerPoint slides]. Retrieved July 16, 2015, from Otago Polytechnic School of Midwifery BM104103 Moodle Website:  
<http://moodle.op.ac.nz/mod/resource/view.php?id=5484>

## Online dictionaries

Sometimes you need to include a definition of a word in your assignment which still needs to be referenced. If you use an online dictionary, your referencing should look like this:

Reference list: ('lite' being the word defined in your writing)

Lite. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.merriam-webster.com/dictionary/lite>

In-text citation:

("Lite," n.d.).

## Online newspaper articles

If you need to cite an on-line version of a newspaper article you should supply the full date it was published. If no date can be found use (n.d.).

Smith, M. E. (2016, April 8). Housing crisis in Dunedin. *Otago Daily Times*. Retrieved from  
<http://www.odt.xxxxxxx>

In-text citation: (Smith, 2016).

If no author is attributed to the article put the headline first.

Housing crisis in Dunedin. (2016, April 8). *Otago Daily Times*. Retrieved from  
<http://www.odt.xxxxxxx>

In-text citation: (Housing crisis in Dunedin, 2016).

## Blog post

When only a user name is posted under blog entry, treat the username as the author. Insert the full date the entry was posted.

Smith, P. (2016, July 11). Why I don't over-feed my cat [Blog post]. Retrieved from <http://xxxxxxx>

In-text (Smith, 2016).

## Images, photographs, tables and graphs

You cannot just copy any image you find on a web site for your assignment. To determine whether you are allowed to reproduce an image, look for the copyright on the work. Here are some examples you might see:

*Regular copyright or "all rights reserved" copyright* - usually needs written permission from owner.

*Creative commons copyright* - can often be used but check license details. Referencing is needed.

*Public domain* - Can be used. Referencing is needed.

Example of citing an image in-text



Figure 3. Elephant in blue (Jones, 2012).

Reference list entry (insert format description after title, e.g. [Photograph] or [Table] ).

Jones, T. (2012). Elephant in blue [Image]. Retrieved from <https://openclipart.org/detail/elephant-in-blue>

## Things to remember

**Multiple authors:** The same rules apply as for books and journal articles.

**Italics:** The name of a stand-alone web page should not be in italics. If referencing an entry in a larger work, such as an online encyclopedia or dictionary, the title of the book should be in italics but the title of the entry should not.

**Capitalisation of titles:** Use a capital letter only for: the first letter of the first word, the first letter in a subtitle after a colon (:), the first letter of all names. All other letters are lower case.

**Splitting a URL:** If your URL needs to be split do not insert a hyphen. Break the URL before a punctuation mark. Do not add a full stop at the end of the URL.



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To watch a video on what plagiarism is, and how to avoid it, go [HERE](#)