



# APA Style Guide

*For use in the Schools  
of Counselling and Education*

2026



# Table of Contents

Introduction.....	4
How to set up and format your paper.....	5
Formatting.....	5
Title Page .....	6
Headings .....	6
Word Count .....	7
Using Quotations.....	8
General Guidelines on Referencing.....	10
References and Reference List.....	10
In-Text Citations.....	10
What is a scholarly resource? .....	11
What needs to be referenced?.....	11
What is plagiarism? .....	11
Use of Artificial Intelligence .....	12
Good Practices for Referencing .....	12
Examples of References and Citations.....	14
AI tools.....	14
The Bible .....	15
Books .....	17
Book Reviews .....	17
Chapter in Edited Book (Online Version) .....	18
Chapter in Edited Book (Print Version):.....	19
Film References .....	20
Journal References (Print Version).....	20
Journal References (Online):.....	20
Lecture (Slides) References: .....	21

Newspaper Article .....	22
Personal Communications:.....	22
Podcast episode.....	23
Report References .....	23
Video References .....	24
Website References .....	24
Helpful Citation How-Tos.....	26
How to Cite Multiple Sources .....	26
How to Cite Multiple Works by Same Author.....	26
How to Cite Works Written by Same Author in Same Year .....	26
How to Cite Secondary Sources.....	26
How to Consolidate Citations .....	27
How to Write an Annotated Bibliography.....	27
Sample Annotated Bibliography .....	28
Quick Reference Summary .....	30
Where To Go For More Information Online: .....	32
Appendix 1: Title Page Example.....	33
Appendix 2: Assignment Template .....	34

# Introduction

Laidlaw College's School of Counselling (SOC) and School of Education (SOE) use version 7 of the American Psychological Association (APA) style guide for written work. The style guide determines how your written work "looks", and it establishes how to reference your writing. This document explains how to apply the style guide to your written assignments. This guide is therefore ideal for understanding how to reference well and is a quick resource for specific examples which will aid you in writing your assessments.

Correct referencing is an important part of academic work. It enables you to build on the ideas of others, making it clear where their ideas and words come from, and also making it clear what work is your own.

While this guide has most of the information that you need to know, you should read it in conjunction with:

- Laidlaw College's *General Information and Regulations*.
- *Publication manual of the American Psychological Association: The official guide to APA style* (7<sup>th</sup> ed.). This book is available in the reference section of the library. You should refer there for details on how to reference resources not listed in this guide. Note that this guide will be considered as authoritative in the case of any discrepancies.
- Laidlaw College's *Postgraduate Handbook*. Rules differ for postgraduate research projects, particularly regarding formatting and word counts.

# How to set up and format your paper

See the Appendices and the Assignment Template file for an illustration of the following detail and as an example that you can work from.

## Formatting

Format your assignments as follows:

- **Commas.** APA 7th uses serial commas. This means that with a list of three or more items, commas are used between each item, not just the first two items. This applies to the reference list, all in-text citations, and text. For example: one, two, and three.
- **Font and font size.** Your written work can be in any of the following fonts/size: Calibri size 11pt, Arial 11pt, Lucida Sans Unicode 10pt, Georgia 11pt, and Times New Roman 12pt.
- **Header.** The only thing that you need to include in the document header is the page number aligned to the right (see Appendix 2).
- **Line spacing.** Format all of your assignment with double-spaced lines. Do not add an extra line before or after paragraphs. However, do insert a double-spaced blank line after the title on your Title Page.
- **Margins.** Use the default margins in MS Word: 2.54cm at the top, bottom, left, and right margin.
- **Non-English or non-te reo words.** The first use of a word, phrase, or abbreviation from another language in which readers may not be familiar is always formatted in italics. Subsequent use of the word, phrase, or abbreviation is not italicized. **Please Note:** Words in English and te reo Māori are not formatted in italics.
- **Page numbers.** Insert a page number into your document header, on the top right-hand side. Your Title Page will be page 1 and you should show the page number on it.
- **Paragraph alignment.** Always align your paragraphs so they are flush left and leave the right margin uneven (or “ragged”). Do not use the full justification alignment.
- **Paragraph indentation.** Always indent the first line of each new paragraph by 1.27cm. You may do this using MS Word’s tab key, the margin guide in the ruler, or setting up

an indent in the paragraph dialog box in MS Word. Do not use the space bar to indent.

- **Spacing after punctuation.** Always use a single space after any punctuation, whether it is at the end of a sentence or not. For example, use a single space after a full-stop.
- **Title.** In addition to a Title Page (see below), you should repeat the title of your assignment at the top of the first page. Format it as a Level 1 Heading (see below).

## ***Title Page***

All assessments for the SOC and SOE must begin with a Title Page, this forms the first page of your assignment. It consists of the following information. (See the example in Appendix 1)

- Your Assignment Title – centred, in bold, and in title case (using a capital letter for all significant words)
- Your Name
- School of Education or School of Counselling, Laidlaw College
- Course Name
- Instructor Name
- Due Date
- Word Count
- Page number (1) at the top right-hand of the page

## ***Headings***

You are not required to use headings. However, they can be helpful when constructing an essay because they help to keep your writing focused. Think of headings as subsections for your essay. For example, Level 2 headings are a subsection of Level 1 headings and so on.

If you choose to use headings, format them as follows. Note that the font size remains the same:

## **Level 1 Headings Are Centred, Bold, and Title Case**

Text following begins as a new paragraph.

## **Level 2 Headings Are Left-Aligned, Bold, and Title Case**

Text following begins as a new paragraph.

## ***Level 3 Headings Are Left-Aligned, Bold Italic, and Title Case***

Text following begins as a new paragraph.

## **Level 4 Headings are Indented, formatted in Bold, Title Case, and Have a Full-Stop**

**Afterwards.** Text begins on the same line as the heading and continues as a regular paragraph.

## ***Level 5 Headings are Indented, formatter in Bold Italic, Title Case, and Have a Full-Stop***

**Afterwards.** Text begins on the same line as the heading and continues as a regular paragraph.

Note:

- On the first page (after the Title Page), you should repeat the title of the assessment, formatted as a Level 1 Heading.
- The first paragraph(s) after the title are understood to be introductory and require no heading. (This means the heading of 'Introduction' is not used.)
- The title of your assessment acts like a Level 1 Heading, so you should not use a Level 1 Heading in the main body of your essay. You will use Level 2 headings, and perhaps Level 3 (if required). You would not normally use Level 4 or 5.

## **Word Count**

- You must work with the word count set for your assignment in your CADO, within a +/- 10% window. If your total word count is 10% more or 10% less than the

specified length you will be penalised by 10% off the grade received. If your assignment is considerably outside these margins, it may be returned to you for resubmission, and the resubmission marked with a 10% penalty.

- The word count includes the body of the text, including in-text citations. It does NOT include the Title Page, Reference List, or the header.
- Note that the requirements differ for postgraduate theses, dissertations, and BTh(Hons) research projects. Please see the *Postgraduate Handbook*.

## Using Quotations

Generally, you are encouraged to use quotations sparingly; instead, paraphrase the ideas and cite the original as the source of those ideas. If you are quoting someone, it is important that you attribute their words correctly. You need to format the quote correctly and provide an in-text citation to where the quote is from in round brackets. All quotations should be accurately reproduced, including original spelling, punctuation and abbreviations.

- **If the quotation is less than 40 words**, then incorporate it as or within a sentence in the main text of your essay. Use double quotation marks at the beginning and end of the quotation. Do not insert an ellipsis (...) at the beginning or end of the quotation. You must provide a citation for every quotation.
- **If the quotation is more than 40 words**, then format it as a block quote. Do not use quotation marks. Start on a new line and indent the quote from the left margin by 1.27cm, using the margin guide or paragraph dialog box in MS Word. The quotation should be double-spaced, do not add an extra space before or after it. At the end of the block quote, include the in-text-citation (author's surname, date, page number), and do not add a full stop after the closing bracket.
- Place commas, full stops, exclamation marks, and question marks inside the quotation marks. Place other punctuation marks inside quotation marks only when they are part of the quoted material. However, if the citation appears at the end of a sentence, put the end punctuation for that sentence after the closing brackets for the citation.
- You may want to shorten the quote by omitting words from the original text. Do this by putting an ellipsis (...) in place of the missing words, with a space before and after. The remaining words must both make sense and be true to the intent of the original. For example, instead of, "He arrived from England in his early

childhood to the New Zealand coasts, and having spent a lifetime in medical service, was doomed never to return," you could write: "He arrived from England in his early childhood ... never to return." You do not need ellipsis marks at the start or end of a quote, even if you begin halfway through a sentence. If you are removing a sentence break, such as when a quotation includes the end of one sentence and the beginning of another sentence, add a full stop before the ellipsis, so that there are four dots in total.

- You may want to modify a quote to give context or make the quote fit grammatically into the essay. Do this using square brackets. For example, "For what I [Paul] received I passed on to you as of first importance" (1 Cor 15:3).

# General Guidelines on Referencing

## *References and Reference List*

The Reference List will list all the resources you cited in the body of your writing. Do not include sources that you have read but have not cited. The title of this page is **References** and is formatted as a Level 1 heading: centred and in **bold**.

Start the Reference List on a new page. It is a good practice to insert a page break before the title, rather hitting the enter key multiple times.

All references on this page will have a “hanging indent”, which means that the first line of each entry is flush left, and all subsequent lines of that entry are indented. You should set this up by using the paragraph dialog box in MS Word, or by using the margin guides located in the ruler.

All entries are listed in alphabetical order by author surname. Each entry ends with a full stop. Exception: if the entry ends with a URL, do not add a full stop. In the case of an author that is not an individual person, such as an institution, these are listed alphabetically by name.

## *In-Text Citations*

APA style uses in-text citations rather than footnotes. In-text citations acknowledge the author of your source material in the body of your text. In-text citations contain author surname(s), year, and page number in a set of round brackets. If the author's name has been used in the body of the text, just insert the year in brackets. In the case of an author that is not an individual person, such as an institution, give the full name of that institution.

Page numbers are required for all quotes; insert “p.” and the page number, or “pp.” and the page numbers, in brackets. If there are no page numbers, use the paragraph number. Page numbers are optional for paraphrasing.

For example:

### *Parenthetical citation:*

Giving and forgiving can be thought of as “a particular sort of lens” (Wolf, 2005, p. 235) through which we might view our faith.

OR

### *Narrative citation:*

Volf (2005) writes that giving and forgiving “are a particular sort of lens” (p. 235) through which we might view our faith.

If there is no author, use the title as italicised in the reference list (or a short form of the title) instead. If there is no date, use “n.d.” (without quotation marks).

### **What is a scholarly resource?**

Your assignments require you to engage with *scholarly* resources. Not all resources are scholarly resources and so you need to judge how appropriate a resource is. This is particularly important as only scholarly resources will count towards the minimum number of scholarly resources that the assignment criteria might require you to utilise.

In general terms, scholarly resources are credible and academically rigorous and usually have been peer-reviewed and published by reputable organisations. This generally includes books, journal articles, and conference presentations.

Non-scholarly resources, such as blog posts, informal internet articles, or social media posts can be used for context or current perspectives but are not considered to be scholarly resources.

### **What needs to be referenced?**

You do not need to reference your own ideas or conclusions, and you do not need to reference things that are “common knowledge.”

You do need to reference the ideas and words of others; failure to do so is called plagiarism.

### **What is plagiarism?**

Plagiarism is defined by copying or using any idea, quote, fact, data set, table, photo, or image, from any other source without acknowledging that source, including from your own personal academic work.

All words that are copied from another piece of writing or recording must be enclosed in quotation marks and the source referenced in an in-text citation. Where ideas are borrowed from other sources but paraphrased in your own words, these too must be acknowledged with a reference in an in-text citation.

Note that you cannot reuse work that you did for another assignment, that is plagiarising yourself. You could quote or reference yourself, but it is usually better to do original work for each assignment.

## **Use of Artificial Intelligence**

Students must cautiously consider the use of AI tools in their work, being careful to cite the use of AI tools appropriately according to the following requirements. Students are prohibited from using generative artificial intelligence tools in the writing of coursework and assessments, including research projects, dissertations, and theses.

- Generative AI tools cannot be used to write content for assessments.
- Generative AI tools could be used to construct elements such as images or diagrams, and these must be referenced appropriately according to the Laidlaw referencing requirements (see below).
- AI tools can be used to assist in research, to check formatting, or to proofread writing. These must be referenced appropriately according to the Laidlaw referencing requirements (see below).
- *Students in the School of Counselling:* AI tools may be used to transcribe audio- or video-recorded counselling conversations for assessment. AI tools must not be used to create audio files of counselling conversations to be submitted for assessment. They must not be used to complete any other elements of a transcript assignment. This includes the identification of skills used (in the second column of the transcript table) or notes made (in the third column of the transcript table). The AI tool used must be referenced appropriately according to the Laidlaw referencing requirements (see below).
- Note that AI tools are not considered to be scholarly sources for the purpose of assessment criteria.

## **Good Practices for Referencing**

It is important that you accurately record the details of every source that you use in your research and reading. Be careful to note this down as you go, as it can be very difficult to go

back and find what you are looking for. Keep careful track of page numbers for specific ideas and quotes.

Be particularly careful to indicate in your notes any time that you copy someone else's words. It can be easy to look back at your notes and not recognise which writing is original to you. Good discipline here will prevent inadvertent plagiarism.

You may wish to use citation software like Zotero. If you are using Zotero, use the style "American Psychological Association 7th Edition". Note that you still need to check the referencing for errors.

# Examples of References and Citations

This section will outline how different kinds of resources are referenced in APA style on both the Reference List and in an in-text citation. Each kind of resource will have the general format described and examples given.

## AI tools

### Reference List

**Format:** Creator. (Date). Tool (version). [Descriptor] Source.

Creator: The name of the person/company that created the tool.

Date: The date is the year when you used the tool.

Tool: *The name of the AI tool used.*

Version: Different large language models or software might use different version numbering; use the version number in the format the author or publisher provides, which may be a numbering system (e.g., Version 2.0) or the date of the version (e.g. Mar 14 version).

Descriptor: In square bracketed text, briefly describe the kind of tool. In the case of a reference for ChatGPT, provide the descriptor “Large language model” in square brackets.

Source: The location (i.e. web address) of the source used.

For example,:

OpenAI. (2023). *ChatGPT* (Version 4) [Large language model].

<https://chat.openai.com/chat>

OR

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

Google. (2025). *Gemini 2.5 Flash* [Large language model]. <https://gemini.google.com>

### In-Text Citation

**Format:**

*Parenthetical citation: (Creator, Year)*

*Narrative citation: Creator (Year)*

For example, for ChatGPT:

(OpenAI, 2023)

OpenAI (2023)

If you have edited text generated by an AI tool during the course of your research, a complete transcript, including prompts and output from the artificial intelligence tool, should be appended to the assessment.

## Proofreading

- If you have used an AI tool to proofread your writing, note this at the end of the reference list.  
Grammarly has been used to proofread this assessment. <https://www.grammarly.com>
- If you have used an AI tool to check the formatting of your reference list, note this at the end of the reference list.  
ChatGPT has been used to check the formatting of the reference list in this assessment, <https://chat.openai.com/>.

## Transcription

- If you have used an AI tool to transcribe an audio- or video-recording, note this on the transcript cover page.  
Otter.ai has been used to transcribe the video-recording <http://otter.ai/home>.

## ***The Bible***

Note that students are encouraged to interact with a range of Bible translations in the course of their studies, but not all Bible translations are suitable for course work. Laidlaw College recommends that students use either the 2011 New International Version (NIV) or the New Revised Standard Version (NRSV) text of the Bible in their assignment work.

Versions of religious works such as the Bible may be republished; these republished dates are included in the reference. **Please note that there is no author. Therefore, the name of the Bible version goes in the author position and is in italics.**

## Reference List

Unlike previous versions of APA, the Bible does appear on the Reference List in version 7.

### If the Bible is published as a book:

**Format:** *Name of Book* (original published date/recent published date). Publisher.

*New International Version* (2011). Biblica.

*New Revised Standard Version* (1989). National Council of Churches.

### If the Bible is published online:

**Format:** *Name of Bible* (original published date/recent published date). Name of Web Page. url

*New International Version* (2011). Biblica Online Bible. <https://www.biblica.com/online-bible/>

## In-Text Citation

**Format:** (Bible version, date(s), chapter and verse(s)). Note that the Bible version should not be abbreviated to the acronym.

(*New International Version*, 2011, 1 Cor. 13:13)

(*New Revised Standard Version*, 1989, Rom. 2:4-7)

## Abbreviating Biblical Books

Citations of biblical books beginning a sentence and without chapter and verse references should be spelled out fully. Those with chapter and verse should be abbreviated, this is required regardless of whether the citations occur in the text body or footnotes, in the sentence structure or in parentheses.

For example:

Isaiah states that it is “the vision of Isaiah son of Amoz” (Isa 1:1), but Isa 1:2 says to its audience, “Hear...”.

See A.4.7.2 *Biblical Books* in the [General Information and Regulations](#) for a list of the correct abbreviations of biblical books.

## Books

### Reference List

**Format:** Surname, First initial. (copyright date). *Name of book*. (edition.) Publisher.

Balswick, J., King, P., & Reimer, K. (2016). *The reciprocating self: Human development in theological perspective*. IVP.

Drewery, W., & Claiborne, L. (2014). *Human development: Family, place, culture* (2<sup>nd</sup> ed.). McGraw Hill.

Mearns, D., Thorne, B., & McLeod. J. (2013). *Person-centred counselling in action* (4<sup>th</sup> ed.). SAGE.

### In-Text Citation

**Format:** (Author, date) or (Author, date, page number(s))

(Balswick, et al., 2016) [Three or more authors]

(Drewery & Claiborne, 2014, p. 70) [Two authors, single page]

(Drewery & Claiborne, 2014, pp. 72-73) [Two authors, multiple pages]

According to Drewery and Bird (2004) you can always ... [Author as text]

Berk (2006) says “ ... ” (p. 41). [Author as text with quote]

## Book Reviews

### Reference List

**Format:** Author. (date). [Review of the book *Book title*, by Author]. Source. DOI or URL

Note: The source information follows the format for the type of publication in which the review appears. For example:

**Book review published in a journal:**

Sutton, G. W. (2010). [Review of the book *Surprised by hope: Rethinking heaven, the resurrection, and the mission of the church*, by N. T. Wright]. *Journal of Psychology and Christianity*, 29(2), 181-182. <http://library.laidlaw.ac.nz/scholarly-journals/surprised-hope-rethinking-heaven-resurrection/docview/770529953/se-2>

**Book review published on a website:**

Wright, K. (July 13, 2019). [Review of the book *Heaven: An Inkling of What's to Come* by M. Habets]. Available Light <https://vendr.blogspot.com/2019/07/heaven-inkling-of-whats-to-come-book.html>

*In-Text Citation*

**Format:** (Author, date)

(Sutton, 2010) [Single author]

Sutton (2010) reviewed the book ... [Author as text]

**Chapter in Edited Book (Online Version)**

*Reference List*

**Format:** Author of Chapter. (Copyright date). Title of chapter. In Editor First Name Initial. Last Name (Ed.), *Title of book* (edition, pp. pages of the chapter). <https://doi.org/xxx>

Banks, J. (2009). Multicultural education: Dimensions and paradigms. In J. Banks (Ed.), *The Routledge international companion to multicultural education* (pp.7-76). <http://ebookcentral.proquest.com/lib/auckland/detail.action?docID=446742>

Vanhooren, S. and Cooper, M. (2024). Existentially informed person-centred therapy. In M. Cooper (Ed.), *The tribes of the person-centred nation* (3<sup>rd</sup> ed., pp.183-200).

<https://web-p-ebscohost-com.library.laidlaw.ac.nz/ehost/detail/detail?vid=0&sid=016b0ee5-36d1-46bc-b3d8-152bc0a706a0%40redis&bdata=JnNpdGU9ZWhvc3QtbGI2ZQ%3d%3d#AN=2627950&db=nlebk>

### *In-Text Citation*

**Format:** (Author of Chapter, date) or (Author of Chapter, date, page number(s))

(Banks, 2009) [Single author]

(Vanhooren & Cooper, 2024) [Two authors]

(Banks, 2009, p. 45-46) [Author with page numbers]

Vanhooren and Cooper (2024) said “ ... ” (p. 198). [Authors as text with quote]

### **Chapter in Edited Book (Print Version):**

#### *Reference List*

**Format:** Author of Chapter. (Copyright date). Title of chapter. In Editor First Name Initial. Last Name (Ed.), *Title of book* (edition, pp. pages of the chapter). Publisher.

McLaren, P. (2009). Critical pedagogy: A look at the major concepts. In A. Darder, M., Baltodano, & R. D. Torres (Eds.), *The critical pedagogy reader* (2<sup>nd</sup> ed., pp. 69-96). Routledge.

### *In-Text Citation*

**Format:** (Author of Chapter, date) or (Author of Chapter, date, page number(s))

(McLaren, 2009) [Single author]

(McLaren, 2009, pp. 70-71) [Author with page numbers]

McLaren (2009) said “ ... ” (p. 80). [Author as text with quote]

## **Film References**

### *Reference List*

**Format:** Name of director (Role e.g. Director). (Year of publication). *Title of work* [Film, Video, DVD]. Production Company.

van Sant, G. (Director). (1997). *Good Will Hunting*. [Film]. Be Gentlemen; Lawrence Bender Productions; Miramax.

### *In-Text Citation*

**Format:** (Director, date)

(Van Sant, 1997)

## **Journal References (Print Version)**

### *Reference List*

**Format:** Author. (Year of publication). Title of article. *Name of Publication*, volume(issue), page number(s).

Timperley, H. (2003). School improvement and teachers' expectations of student achievement. *New Zealand Journal of Educational Studies*, 38(1), 73- 88.

### *In-Text Citation*

**Format:** Cite journal articles as you do books and quoted material.

(Timperley, 2003) [Single author]

(Timperley, 2003, p. 75) [Single author with page number]

Timperley (2003) acknowledges the importance of ... [Author as text]

Timperley (2003) noted that “ ... ” (p. 77). [Author as text with quote]

## **Journal References (Online):**

## Reference List

**Format:** Author. (Year of publication). Title of article. *Name of Publication, volume(issue)*, page number(s). <https://doi.org.xxx>

Clark, B. (2004). Self-talk or private speech in early childhood education: Complexities and challenges. *New Zealand Research in Early Childhood Education*, 7, 189-196.  
[https://www.childforum.com/images/stories/2004\\_Clark.pdf](https://www.childforum.com/images/stories/2004_Clark.pdf)

Zyblock, D. M. (2010). Nursing presence in contemporary nursing practice. *Nursing Forum*, 45(2), 120-124. <https://doi.org/10.1111/j.1744-6198.2010.00173.x>

## In-Text Citation

**Format:** Same as print version (above)

## Lecture (Slides) References:

We prefer that you reference the original source, rather than your lecturer's slides. It is a good idea to check with your lecturer first before citing anything from the class PowerPoint presentation that is used in a lecture. The following information applies once you have obtained your lecturer's permission. Always cite the original source of any ideas, quotes, or information used in your lecturer's PowerPoint slides. For example, if the lecturer's slides discuss Te Whare Tapa Whā, you would not cite your lecturer as the author of that information.

## Reference List

**Format:** Author (date). Name of Lecture [PowerPoint slides]. Laidlaw College Moodle: <https://learn.laidlaw.ac.nz/>

Perry, A. (2023). *Lecture 4: Best evidence for teaching social studies* [PowerPoint slides]. Laidlaw College Moodle: <https://learn.laidlaw.ac.nz/>

Hepburn, J. (2019). *Lecture 2: Person centred counselling approach: Day 2* [PowerPoint slides]. Laidlaw College Moodle: <https://learn.laidlaw.ac.nz/>

### *In-Text Citation*

**Format:** (Author, date)

(Perry, 2023)

(Hepburn, 2019)

(Spriggens, 2024)

### **Newspaper Article**

#### *Reference List*

**Format:** Author. (Year, Month Day of publication). Title of article. *Name of Publication*, page number(s). <https://xxx>

Jacobs, M. (2024, September 20). Where are the Wiki o te reo Māori banners in Ōtautahi? *The Press*. <https://www.thepress.co.nz/te-ao-maori/350419890/where-are-wiki-o-te-reo-maori-banners-otautahi>

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

If the newspaper article has a URL, provide this. If volume, issue, and/or page numbers are available, include these, but note that these do not need to be included in the in-text citation.

### *In-Text Citation*

**Format:**

(Jacobs, 2024) [Single author]

### **Personal Communications:**

If you need to quote or paraphrase from a source that is not accessible to others, then it is considered a personal communication. This includes written sources such as emails or letters, and verbal communications such as conversations. What the lecturer says during a lecture is

a personal communication, and it is listed as an in-text citation only. Please note that personal communications are not listed on the reference list.

### *In-Text Citation*

(Fisher, personal communication, July 25, 2024) [Author and date]

Judd (personal communication, July 25, 2023) [Author as text]

## ***Podcast episode***

### *Reference List*

**Format:** Author. (Host) (Year, Month Day of first airing). Title of episode (No. x) [Audio podcast episode]. In *Podcast Name*. Publisher. <https://xxx>

Beck, J. (Host) (2024, September 11). Haerenga Tuatoru - Part 1 - Te Karanga (No. 1) [Audio podcast episode]. In *Ngā Here – The Many Connections*. Wilberforce Foundation. <https://podcasts.apple.com/nz/podcast/haerenga-tuatoru-part-1-te-karanga/id1635238036?i=1000669076735>

If the podcast does not number episodes, omit the episode number from the reference. End the reference with the URL of the episode. If the URL of the podcast episode is unknown (e.g., if accessed via an app), omit the URL from the reference.

### *In-Text Citation*

**Format:** (Author, date).

(Beck, 2024) [Single author]

## ***Report References***

### *Reference List*

**Format:** Author. (Year of publication). *Title of report* (Report No. xx). Publisher. <https://xxx>

Hipkins, R. (2007). *Assessing key competencies: Why would we? How could we?* Learning Media. [https://www.nzcer.org.nz/system/files/Key\\_Competencies.pdf](https://www.nzcer.org.nz/system/files/Key_Competencies.pdf)

Osborne, M. (2016). *Innovative learning environments* (Core Education White Paper). Core Education. <http://www.core-ed.org/assets/PDFs/Innovative-Learning-Environments.pdf>

### *In-Text Citation*

**Format:** (Author, date) or (Author, date, page number(s))

(Hipkins, 2007) [Single author]

(Osborne, 2009, p. 4) [Author with page number]

Hipkins (2007) agreed by saying “ ... ” (p. 3). [Author as text with quote]

### **Video References**

Use this for videos hosted online on platforms such as YouTube or Vimeo. Films should be cited as per the guidelines for film references above.

### *Reference List*

**Format:** Person who uploaded video. (Year, Month Day of publication). *Title of work* [Video]. YouTube. URL

Hill, G. J. (Host) (2015, October 28). *Miroslav Volf: On embrace, reconciliation, public faith & Islam: The GlobalChurch Project* [Video]. YouTube.  
<https://www.youtube.com/watch?v=LvoRUGtY32E>

Solangi, A. (2016, July 16). *Lev Vygotskys theory of cognitive development exam prep video* [Video]. YouTube. <https://www.youtube.com/watch?v=SzOTvkY3jOE>

### *In-Text Citation*

**Format:** (Person who uploaded video, year)

(Hill, 2015)

### **Website References**

### *Reference List*

**Format:** Author. (year). *Title of webpage*. Website Name. Website URL

McLeod, S. A. (2018). *Lev Vygotsky*. Simply Psychology.

<https://www.simplypsychology.org/vygotsky.html>

Ministry of Education. (2011). *Teaching and inquiry and the key competencies*. The New Zealand Curriculum Online. <https://nzcurriculum.tki.org.nz/Key-competencies/Tools/Teaching-as-inquiry-and-the-key-competencies>

### *In-Text Citation*

**Format:** (Author, date)

(McLeod, 2018)

(Ministry of Education, 2011)

# Helpful Citation How-Tos

## ***How to Cite Multiple Sources***

In-text citation: For multiple sources by different authors, include the surnames and dates and separate with a semicolon.

**Format:** (Author, date; Author, date; Author, date)

(Mearns, 2014; Papilia, Olds & Feldman, 2009).

## ***How to Cite Multiple Works by Same Author***

In-text citation: For multiple sources by the same author, put the dates chronologically oldest to newest.

**Format:** (Author, date, date)

(Freire, 1998, 2000, 2014)

## ***How to Cite Works Written by Same Author in Same Year***

In-text citation: If an author has published several works in the same year, you must differentiate each work. This is done by noting a, b, c, (etc) after the year.

**Format:** (Author, date[a, b, c,])

Spriggens (2025a)

Spriggens (2025a, b)

Note: Your reference list entry will also include the corresponding letter at the end of the date.

## ***How to Cite Secondary Sources***

A secondary source is when the source you are reading refers to another primary source (or where your author got their information). Where possible read and cite the primary source. If you cannot access it, then you can cite your secondary source in-text as follows:

**Format:** (Original Author, date, "as cited in" Secondary Author, date,)

(O'Connor, 2011, as cited in Milne, 2017, p. 11) [Original Author cited in your reading]

O'Connor (2011, as cited in Milne, 2017, p. 11) believed that ... [Original Author as text]

On the Reference List you will list the secondary source, not the primary source. In the example above, Milne would be in your reference list, not O'Connor.

### ***How to Consolidate Citations***

APA 7th requires you to acknowledge the source of all information as it appears. Therefore, a citation at the end-of-paragraph is insufficient. However, it can feel awkward to cite after every sentence (and becomes difficult to read!). You can resolve this by introducing your source at the beginning of your paragraph (see examples below). However, subsequent sentences must refer back to this source!

#### *Examples:*

Reading offers a wide range of cognitive and emotional benefits and fosters empathy by allowing individuals to experience different perspectives and cultures. Wolf (2007) explains that "we are not only what we read, we are how we read" (p. 19), emphasizing the profound influence of reading on cognitive development. She further notes that "reading is a bridge to thought and imagination, allowing us to transcend our immediate experiences" (p. 35), highlighting its role in expanding one's understanding of the world.

### ***How to Write an Annotated Bibliography***

An annotated bibliography is an assignment in which reference list entries are followed by an annotation, which is a short description of the work. The annotation should also include a brief evaluation, such as:

- This reading was helpful because ...

OR

- This reading was easy to understand and provided some helpful examples.

OR

- This reading was difficult to understand because ...

The reference entries are ordered alphabetically by author last name. Note that your own name and word count are entered in the header. The word count includes the annotation only—do not include the reference entry in your word count.

The annotation begins with a new paragraph below the reference entry. Please note how the left margin of the annotation aligns with the indentation of the hanging indent (see sample, below). If your annotation requires additional paragraphs, indent the first line only of each additional paragraph.

**Note:** A Reference List is not included in an annotated bibliography. The annotated bibliography is about the writing of specific authors. It is not usually necessary to cite another author's work in your annotation. However, if you do, then you should include that author on a Reference List.

## ***Sample Annotated Bibliography***

### ***Annotated Bibliography***

Barber, L. K., Grawitch, M. J., & Maloney, P. W. (2016). Work-life balance: Contemporary perspectives. In M. J. Grawitch & D. W. Ballard (Eds.), *The psychologically healthy workplace: Building a win-win environment for organizations and employees* (pp. 111-133). American Psychological Association. <https://doi.org/10.1037/14731-006>

This book chapter provides an overview of the psychosociological concept of work-life balance. The authors discuss findings from studies showing harmful effects of work-life conflict on psychological and behavioural health as well as beneficial effects of work-life facilitation, wherein one role makes a positive contribution to the other. The chapter concludes with a description of work-life balance initiatives that organisations have adopted to help employees manage their dual work and nonwork obligations and some of the key factors influencing their effectiveness.

Carlson, D. S., Thompson, M. J., & Kacmar, K. M. (2019). Double crossed: The spillover and crossover effects of work demands on work outcomes through the family. *Journal of Applied Psychology*, 14(2), 214-228. <https://doi.org/10.1037/apl0000348>

The authors conducted an empirical study to examine the multiple paths through which work and family variables can affect work outcomes. Whereas Barber et al. (2016) explored how work obligations can increase stress or enhance fulfilment at home, Carson et al. viewed work demands as raising family stress, with potential negative consequences on work performance. Results supported a model in which direct effects of work demands and spill-over effects of work demands to work-to-family conflict led to lower job satisfaction and affective commitment.

Overall, the study demonstrated a link from work demands to work outcomes when considering the family, but those paths differed depending on whether attitudinal or behavioural work outcomes were examined. This reading was easy to understand and provided many helpful examples.

# Quick Reference Summary

Font	Calibri size 11pt, Arial 11pt, Lucida Sans Unicode 10pt, Georgia 11pt, and Times New Roman 12pt.
Punctuation	Single space after full-stop and any other punctuation mark, whether at the end of the sentence or not.
Headings	<p>Level 1 centred and boldface</p> <p>Level 2 left-aligned and boldface</p> <p>Level 3 left-aligned, boldface, italicised</p> <p>Level 4 and 5 indented like regular paragraphs.</p>
Hanging indent for paragraph	7 spaces, which is the automatic tab in Word.
Three or more authors for an in-text citation	Include only the first author's name and follow with et al.
Secondary citation	Include the date of the original work if known.
Literary terms and specialised language	Use double quotation marks for the first time the term is used.
Tables and figures	For both tables and figures the number goes above in bold, left aligned with the margin. The title goes on the next line in italics with major words capitalised.
Hanging indent in reference	7 spaces, which is the automatic tab in Word.
Seven or more authors in a reference	<p>Give surname and initials for up to and including 20 authors</p> <p>For more than 20 authors, use ... between the 19<sup>th</sup> and the last author</p>
Date	Use the copyright date.

Publisher location in reference	No publisher location.
When the publisher and the author are the same	Omit the publisher.
Multiple publishers	List all publishers in the order shown, separated by a semi-colon.
DOI in reference	Only use this format <a href="https://doi.org/12.345678-910">https://doi.org/12.345678-910</a> .
If there is no DOI for an electronic journal	Use the full URL of the journal article. Do not use Retrieved from.
If an electronic journal has an article locator number	In place of the page range, write the word Article followed by the unique number.
URLs	Give the website name non-italicised (unless it is the author name, in which case omit) and follow with the URL. Do not use Retrieved from.
Online works that are continuously updated – Wikipedia, online dictionary	Use (n.d.) and include a Retrieval date as follows: Retrieved Month date, year, from URL.
ebook	Don't include device type if the book is the same as the print version.
Journal issue numbers	Always include the issue number.
Conference papers	Include full date Year, month day(s). Use [Paper presentation] in square brackets. For all locations give city, state abbreviation (if there is one) and country.
Lecturer's PowerPoint slides	Include the website name and the URL to the login screen (Laidlaw College Moodle: <a href="https://learn.laidlaw.ac.nz">https://learn.laidlaw.ac.nz</a> )

## Where To Go For More Information Online:

The APA style websites have much helpful information, and should be your primary point of reference in addition to this guide.

- <http://www.apastyle.org/>
- <http://blog.apastyle.org/>

These other sources may also prove helpful:

- <https://www.cite.auckland.ac.nz/2.html>
- <http://owl.massey.ac.nz/referencing/apa-style.php>

# Appendix 1: Title Page Example

## **Key Principles of Human Developmental Needs**

Roberta Smith

School of Education, Laidlaw College

899.515 Professional Principles and Practice

Lecturer: Lisa Spriggens

Due date: 4 May 2025

Word count: 1521

## Appendix 2: Assignment Template

### **Title of Your Assignment**

This is where your introduction goes. Note that there is no heading for the introductory section of your essay. This is because it is assumed that the first paragraph of your essay is an introduction. Therefore, no heading is used for this paragraph. Please note that this document is double-spaced.

### **Heading 2**

It would be helpful for you to look at the assessment's marking criteria located on your CADO or on Moodle. Your first heading would relate to the first marking criterion. This will help to keep your writing focused. Headings names should be very brief.

You will probably organise your writing into several paragraphs. There is no limit on the number of paragraphs you use. Please note that a paragraph consists of at least three sentences.

### **Heading 2**

This next heading would relate to the next marking criterion for your assessment. If you need

## References



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