### In text (end of sentence)
**Bible**  
(John 3:16, King James Version)  
first time then just (John 3:16).  
(OR Jn. 3:16, New International Version) – abbreviated book is also ok

**Book, 1 author**  
(Adam, 2008).

**Book 2 authors**  
(Brown & Black, 2001).

**Book, 3 – 5 authors**  
(Dim, Benn, Jow & Fish, 2010)  
first time only, then (Dim et al., 2010).

**Book, 6 or 7 authors**  
(Drig et al., 2005).

**Book, 8 or more authors**  
(Evans et al., 2001).

**Book, edited, different authors for each chapter**  
(Fine, 1999).

**Electronic, author(s),**  
(Green & Brown, 2008).

**Electronic, organisation only**  
(Greenpeace New Zealand, 1999).

**Electronic, no author or organisation**  
(Hazy, 2009).

**Journal/newspaper – paper**  
(Hay, 2010).

**Journal – online with DOI**  
(Hazy, 2009).

**Lecture notes or handouts**  
(P. Merton, lecture notes, June 12, 2010).

**Newspaper article – no author**  
(“Incomparable ukulele playing”, 2010).

**Personal communication**  
According to P. Merton (personal communication, June 12, 2010).

**Video/DVD**  
(Jackson, 2007).

### In Reference List (end of essay)

**Doesn’t go in Reference List.**


**Avoid it because it’s usually material of dubious worth.**


**Don’t put in Reference List because it’s not retrievable information.**

**Incomparable ukulele playing brings reconciliation.** (2010, June 12). *Bay of Plenty Times, p. 16.*

**Don’t put in Reference List because it’s not retrievable information.**

**Jackson, P. (Producer).** (2007). *Making massive movies [DVD]*. Available from...
Basic rules of referencing:

1. Author and date are the most important, so put them in the text.

2. You can include the author’s name in the sentence: **Merton (2010) is convinced that the night sky is dark because it’s actually a big piece of black velvet, but this is yet to be proven.** You don’t need the info in brackets at the end in this case.

3. For two or more authors remember that & is in essence an abbreviation, so use **and** if you’re using the names in the sentence, and & in the brackets and Ref list only. **Merton and Smith (2010) claim...** or **Blah blah blah... (Merton & Smith, 2010).**

4. Whatever you put in the text is what you put first in the reference list, so it’s easy to find.

5. Name of book (or journal/newspaper/magazine) goes in italics.

6. If it’s not retrievable, or it’s the Bible, it doesn’t go in the Reference List.

7. Reference List needs to be on a separate page, but it’s safer if you do it in the same document so you don’t forget to attach it.

8. Do the referencing as you go rather than leave it to the end.


Other useful notes:

APA format is also left justified only, not centrally. We don’t care if you think it looks ugly, that’s the way it has to be.

For more details, refer to the other sheets in BTI Online, or go to [http://www.cite.auckland.ac.nz/index.php?p=quickcite](http://www.cite.auckland.ac.nz/index.php?p=quickcite) or any of a hundred other APA referencing websites that you might prefer.

This is meant to be a guide to the basics only and you use it at your own risk.