

APA (American Psychological Association) 6th is an author-date referencing style where you have an in-text citation and a related entry in a reference list at the end of your document.

# APA 6th - report

If there is no year of publication use the abbreviation (n.d.) for no date.

If the report has a number include it in brackets immediately after the title.

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## Reference list

Add a reference list at the end of your essay, citing all sources used in the body of your writing. The reference list should be in alphabetical order by the first author's surname or the name of the organisation.

### **Government Report**

#### **Format (Electronic)**

Author. (Year of publication). *Title of report* (Report No. xx). Place of Publication: Retrieved from homepage (url)

#### **Format (Print)**

Author. (Year of publication). *Title of report* (Report No. xx). Place of Publication: Publisher.

#### **Examples**

Ministry of Social Development. (2011). *The business of ageing: Realising the economic potential of older people in New Zealand: 2011-2051*. Retrieved from <https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/research/business-of-ageing/index.html>

Australia New Zealand Food Authority. (2001). *Shellfish toxins in food: A toxicological review and risk assessment* (Technical Report Series No. 14). Canberra, Australia: Author.

Ministry of Education, New Zealand. (2009). *Report of the Ministry of Education, Te Tāhuhu o te Mātauranga: For the year ended 30 June*. Wellington, New Zealand: Author.

## **Authored report**

For personally authored reports include the publishing organisation's name followed by the word website, then the URL.

### **Format ( Electronic)**

Author. (Year of publication). *Title of report* (Report No. or additional description if available). Retrieved from Name of publishing organisation website: URL

### **Format ( Print)**

Author. (Year of publication). *Title of report* (Report No. or additional description if available). Place of publication: Publisher.

## **Examples**

Battershill, C. N. (1986). *The marine benthos of caves, archways and vertical reef walls of the Poor Knights Islands* . Retrieved from University of Auckland Research Repository, ResearchSpace website: <https://researchspace.auckland.ac.nz/handle/2292/36608>

McKee, R., & Smith, E. (2003). *Report on a survey of parents of 'high' & 'very high needs' deaf students in mainstream schools* (Research Report No. 1). Retrieved from Victoria University of Wellington, Deaf Studies Research Unit website: [https://www.victoria.ac.nz/lals/research/projects/publications/Report\\_1\\_Parents\\_Survey.pdf](https://www.victoria.ac.nz/lals/research/projects/publications/Report_1_Parents_Survey.pdf)

Freeman, T., & Cudmore, R. (2002). Review of odour management in New Zealand: Technical report (Air Quality Technical Report No. 24). Wellington, New Zealand: Ministry for the Environment.

## **An example reference list**

See also: [multiple works by the same author](#) , [one source cited in another](#) , [similar information from multiple works](#) , [abbreviations](#) .

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## **In-text citation**

When you use another author's/organisation's ideas or words in your text include the author's/organisation's name and publication date.

If you use the author's/organisation's name as part of a sentence, include the date of publication in brackets.

### **Group as author**

Use the the name of the group as it appears in your reference list. However, the group name can be abbreviated. The first time cite the full name with the abbreviation. Subsequently only use the abbreviation. If the reader could be confused by the abbreviation use the full group name each time.

- The report indicated that there would be a marked increase in the number of over 65 year olds remaining in the workforce (Ministry of Social Development, 2011). The Ministry of Social Development (2011) stated that employers should be making the most of the baby boomers' expertise and experience.
- The Ministry of Social Development (MSD, 2011) expressed that it is important to give the baby boomers the choice of what hours they work. The MSD determined that this makes for better health in the older population who work the hours they wish and are in low-stress jobs.
- ... as shown in this report (Australia New Zealand Food Authority [ANZFA], 2001). The ANZFA (2001) reported that shellfish toxins were a major health risk.
- The Australia New Zealand Food Authority ( ANZFA, 2001 ) stated that the shellfish toxins can lead to paralytic shellfish poisoning. The ANZFA revealed that in extreme cases this can lead to death through respiratory paralysis.

See also: [Multiple works by the same author, Similar information from multiple works, One source quoted in another](#)

[An example paragraph](#)

See also: [more on paraphrasing ...](#)

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## **Quoting**

Direct quotes of less than 40 words require quotation marks and the page number/s.

- A "review of the National Office Early Childhood and Regional Education group" was completed on their management and support structure (Ministry of Education, 2009, p. 34).
- The Ministry of Education (2009) "completed a \$500 million capital works programme in 2008/09" on making sure that

- school buildings would meet future needs and demands (p. 37).
- Data showed that there is a serious health risk from eating contaminated shellfish and that the "long-term nature of the toxicity associated with seafood toxins makes them a particularly important public health issue." (Australia New Zealand Food Authority, 2001 p. 14).
  - Australia New Zealand Food Authority (2001) reported that "poisonous seafood neither looks nor tastes different from uncontaminated seafood" (p. 3).

See also: [more on quoting, including long quotes ...](#)

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This material is based on the [Publication manual of the American Psychological Association](#) (2010), the [APA style guide to electronic references](#) (2012) and the [APA style blog](#). For further information, please consult the manuals directly.