

APA (American Psychological Association) 7th 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 7th - 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.

Reference list

Add a reference list entitled **References** at the end of your essay, citing all sources used in the body of your writing, except for personal communications.

The reference list should be in alphabetical order by the first author's surname (last name).

The first line of each reference should be aligned with the left margin. Second and subsequent lines should be indented seven spaces (1.27cm).

Government or Organisation Report

Format (Electronic)

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

Format (Print)

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

Note: If the author is also the publisher. Omit the publisher information.

Examples

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

Network Strategies. (2019). *Final report for Vocus and Vodafone: A cost-based price for layer 1 point to multi-point*

services: Executive summary (Report No. 38016A).
Commerce Commission New Zealand. <https://bit.ly/2seOFnJ>

New Zealand Rugby. (2019). *Annual report 2018*. <http://files.allblacks.com/publications/2018-NZR-Annual-Report.pdf>

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

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

Authored report

For personally authored reports include the publishing organisation's name before the URL.

Format (Electronic)

Author. (Year of publication). *Title of report* (Report No. or additional description if available). Publisher. <https://xxx>

Format (Print)

Author. (Year of publication). *Title of report* (Report No. or additional description if available). 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. <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* (Deaf Studies Research Unit Research Report No. 1). Victoria University of Wellington. 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)* . Ministry for the Environment.

Whitney, L., May, S., & Lamy, M. (2014). *PISA 2012: New Zealand financial literacy report* . Ministry of Education.

Working Group / Task Force

For working groups/task force reports include the publishing organisation's name before the URL.

Format (Electronic)

Author. (Year of publication). *Title of report* (Report No. or additional description if available). Publisher. <https://xxx>

Format (Print)

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

Examples

Insolvency Working Group. (2016). *Review of corporate insolvency law: Report No. 1 of the Insolvency Working Group, on insolvency practitioner regulation and voluntary liquidations*. Ministry of Business Innovation and Employment. <https://www.mbie.govt.nz/assets/5a5ee108bb/review-of-corporate-insolvency-law-1.pdf>

Taskforce for Action on Violence Within Families. (2006). *The first report*. Ministry of Social Development.

[An example reference list](#)

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

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 in brackets.

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

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

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.

Note: If you use a Parenthetical Citation the first time, followed by a Narrative Citation, you need to repeat the date.

- 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.

Note: If you use a Narrative Citation the first time, followed by another Narrative Citation, you can omit the date. But, if you use a Parenthetical Citation the next time you need to include the date.

- ... 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 ...](#)

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 ...](#)

This material is based on the [Publication manual of the American Psychological Association](#) (2020). For further information, please consult the manual directly.