April 2015

Acknowledging sources
An essential part of academic writing is giving credit to the authors of the sources used in preparing an assignment or other written work. This is done by listing all sources at the end of a work in a reference list or bibliography, as well as citing in the text where an original author’s ideas or words are used. Referencing, citing and quoting correctly ensures that:

- Credit for the intellectual content of material used is clearly given to the original author(s). This avoids plagiarism (misrepresenting the ideas or words of others as your own).
- Sources can be identified and located for verification or further research.

Style manuals have been prepared to help researchers in various academic disciplines to document and present this information in a consistent and complete manner. The preferred style for most faculties at Manukau Institute of Technology is that of the American Psychological Association (APA). In this style, the source of an idea or quote is briefly cited in the text of a work using parentheses. This citation links to the reference list at the end of the work, where the source is fully documented.

The basic requirements for creating a reference, using quotations and citations, and compiling a reference list, as given in the sixth edition (2009) of the APA’s manual are presented here. Examples of common types of sources used for student assignments are included. For more complete information and additional examples consult the following:

APA Style Website http://www.apastyle.org/
APA Style Blog http://blog.apastyle.org/apastyle/

APA has very stringent specifications regarding the formatting of headings, spacing, margins, fonts, etc. for papers submitted for publication. Check with your lecturer about your faculty’s requirements for presenting your assignment.

Note that while APA and most faculties require double-spacing of text and reference list, examples given here have been single spaced.

Abbreviations
Glossary

Author(s): The person (or persons) responsible for the content of a written work.
Citation: Notation of the source of an idea within the writing of a work.
Date: The year (y) or year, month (y/m) or year, month day (y/m/d) a work was published.
DOI: Digital object identifier; a unique alphanumeric identifier assigned to documents, images, etc. to provide a consistent web link. Visit http://www.crossref.org to find the DOI for an article or to find an article from its DOI.
Edited book: A book that contains chapters written by different authors; the editor(s) select and organise the writings for the chapters.
Edition: All the copies of a book printed from the same typesetting; new or revised editions contain changes in content.
et al.: Latin for "and others." Use in citations of works by multiple authors.
Editor(s): Person(s) who selects material for publication, but does not write the material.
Issue: Part of a periodical published with its own cover and issue number; each issue contains separate articles.
Paraphrase: Restatement of an idea in a previous work using your own words to show your understanding of the idea.
Periodical or Serial: A publication with the same title that is produced at set intervals. Each issue contains articles, columns, or other short works with their own unique titles. Types of periodicals include journals, magazines, newsletters and newspapers.
Proper name: The name of a particular person, organisation or group.
Quotation: Exact words copied from a previous work.
Reference: The specific details that identify a source.
Reference list: A list of the sources used in the written work. Every reference in the list must be cited at least once, and every citation must link to a reference.
Reprint: A new print run of an existing edition, with no change in content of the text.
Revised (or 2nd, 3rd, etc.) edition: The text of a previously published book that has been altered to change or add content.
[sic]: Latin for "so". Use [sic] italicised and in brackets, within a quotation to indicate that errors in spelling and grammar are in the original work, not in your copying.
Source: Any ‘document’ (book, article, audio-visual, web document, etc.) that provides information.
URL: Uniform Resource Locator, or web address.
Volume: For a periodical or serial, all the issues published during a specific period (usually a year). The volume number is usually printed on the cover, and page listing contents.

Symbols

& ampersand Used before the last author's name in the reference for a source when there are multiple authors.
     Used in the text of your work in a citation when the authors' names are in parentheses; write the word and when the authors' names are used in a sentence.
( ) parentheses Used in the text of your writing to signal a citation.
     Also used in a Reference for: year of publication; additional information, such as Editors, edition, issue number, chapter page numbers.
[ ] brackets Used in a quotation to indicate that you have inserted your words to clarify meaning;
     Used in a Reference to identify the particular format of a source.
“ ” quotation marks Used in the text of your writing to signal exact copying of words from another work, or to introduce a particular word or phrase.
... ellipsis points Used to indicate that material in a quote has been omitted; four points are used when the omitted material is between two sentences.
Tips

Create the reference for a source when you begin reading.

- Identify the type of source.
- Match with an example of that type. (see pages 6-9 for examples)
- Follow the formatting in the example.

Take notes on the sources you are reading

- Use your own words as much as possible.
- Copy key phrases/sentences exactly; also record the page or paragraph number.
- Keep your notes in order using cards, a notebook, or software such as EndNote.

When writing, integrate the ideas gathered from your reading and write in your own words.

- Insert citations (author’s last name, year) in your writing to identify the source of an idea.
- Include quotations sparingly to support a main point of your writing; add the page number of a quote to the citation.

List references on a new page at the end of your writing.

- References are listed in alphabetical order.
- Ensure that there is a reference for each citation, and at least one citation for each reference.

Creating a reference for a source

Create the reference for each source when you begin taking notes on that source. Make sure that details are accurate and complete. Specific details and formatting are required for a reference, and vary according to the type and format of the source. If in doubt, include more, rather than less, information to assist a reader of your work wanting to trace the source of an idea or quote identified in your writing. Follow the guidelines below, and refer to the sample references for examples of various sources.

- Each reference should contain the following elements:
  
  Author
  Publication Date
  Title
  Publication or Retrieval information

- A full stop is used at the end of each element, except following a retrieval statement that ends with a web address or a DOI.

- One space follows punctuation such as commas, colons, semi-colons, and full stops, except after the colon following a DOI and after full stops within abbreviations in text such as a.m., n.d., N.Z.

Author and Editor information

- List an author by family name, followed by a comma and initial or initials.

- List the names of multiple authors in the order in which they are given in the work.

- When there are two to seven authors, include all authors’ names, and use an ampersand & before the last author’s name.

- When there are eight or more authors, include the first six authors’ names, then insert three ellipsis points … and add the last author’s name.

- Spell out in full the name of a group author (organisation, association, university department, etc.); the name of the large group precedes a subdivision.

- Use commas after family names and initials, to separate initials and suffixes (Jr. or III), and after the name of a large group when a subdivision follows.

- Treat an editor as an author, but put (Ed.) in parentheses after the editor’s name.

- For audiovisual media such as audio recordings, DVDs, motion pictures, podcasts, television and radio broadcasts, etc., give the names of the primary contributors, followed by the function, such as Writer, Director, Producer, Presenter, in parentheses.

- For an episode of a broadcast series, use the same format as a chapter in a book, listing writer and director in author position, and series producer in editor position.

- When a work has no author, move the title to the author position, in front of the publication date.
Date information

- Record the publication date in parentheses and add a full stop ( ).
- For books, audiovisual media, reports, web documents or articles in journals give the year.
- For articles in magazines, newsletters and newspapers, including electronic versions, give the year followed by a comma and month (2010, February) or year followed by a comma and month day (2012, July 3) of the issue.
- For papers and poster sessions from meetings and conferences, give the year followed by a comma and month of the meeting (2011, December).
- For postings to social media sites, blogs, message boards, electronic mailing lists and the like, give the year followed by a comma and month (2012, May 17); use the archived version and URL if possible.
- When no date is available write (n.d.) in parentheses. This applies to undated printed sources as well as Internet documents that display no date of publication or update.
- For undated sources when a date can be reasonably determined, put ca. and the approximate year in parentheses. e.g. (ca. 2010)

Title information

- Provide the title followed by a colon and the subtitle, if there is one.
- Include initial articles A, An, The in title information, but alphabetise according to the next word.
- Capitalise proper names in titles.
- For sources produced in special formats (these can include Audio file, Blog post, Brochure, Interview transcript, Lecture notes, Letter to the editor, Motion picture, Painting, PowerPoint presentation, Press release, Television series episode, Twitter update, Video file) place a statement of format after the title in brackets [    ].

Books, chapters of books, reports, audiovisual media, web pages

- Capitalise the first word of the title and the subtitle; italicise the title, and subtitle if there is one.
- Additional information such as edition or report number is enclosed in parentheses after the title.
- For chapters of books, provide the title of the chapter, not italicised, and details of the book in which it appears; italicise the title of the book.
- For chapters of books, record the page numbers of the chapter in parentheses after the title and edition of the book; use the abbreviation pp.
- For chapters of edited books (chapters are written by different authors and the whole work edited), place the word In after the chapter title. Follow it with the initials and family name of the editor(s) and (Ed.) in parentheses, then the book title, edition, and the chapter page numbers in parentheses.
- For chapters of authored books (all chapters are written by the same author or authors), place the word In after the chapter title. Follow it with the book title, edition, and the chapter page numbers in parentheses.
- For electronic versions of print books, add the name of the version, if available, in brackets after the title.

Articles in journals, magazines, newspapers

- Provide the title and subtitle of a periodical article, and the full title of the periodical in which it was published.
- Capitalise only the first word of the title and subtitle of the article, and any proper names; capitalise all major words in the title of the periodical.
- Use standard font for the article title; italicise the periodical title.

Postings on blogs, discussion boards and electronic mailing lists

- Use the subject line or “thread” of the message as a title; do not italicise it.
- Add a description of format in brackets.
Papers and poster sessions from meetings and conferences:
Give the title in italics. Follow with a statement of presentation type followed by the name of conference and the location.

Publication information

Books, reports, audiovisual materials

- Record the name of the city and state for U.S. publishers; abbreviate state names. Find state abbreviations at http://pe.usps.com/text/pub28/28apb.htm
- Write out in full the city, state or province if applicable, and country for publishers in other countries.
- If multiple cities are given, use the location listed first, or the city of the home office.
- Place a colon : after the location.
- After the colon provide the name of the publisher in a brief form; omit words such as Publisher, Co. and Inc. but include Books or Press.
- When the author is also the publisher, use Author instead of the publisher’s name.
- For audiovisual materials give the location and name of the production company; for motion pictures give the country of origin and the studio. If it is more relevant, provide the location and name of the distributing company in parentheses.

Articles in journals, magazines, newspapers

- Include the volume number, issue number in parentheses, and page numbers after the title of the periodical; do not use the abbreviation p. or pp.
- Issue numbers do not need to be included if page numbering is continuous through a volume.
- Italicise the title of the periodical and its volume number; use commas after the periodical title and after the closing parenthesis for issue number.
- For magazine articles with only volume or issue numbering, provide the number followed by a comma and the page numbers.
- For newspaper articles with no volume or issue numbering, use p. or pp. before page numbers.
- For PDF versions of documents, give inclusive page numbers.

Retrieval information for electronic sources
For more information see the APA guide to electronic referencing http://catalogue.manukau.ac.nz/vwebv/holdingsInfo?bibId=570133

- For electronic books, chapters and reports, the retrieval statement takes the place of publication information.
- When a DOI (Digital Object Identifier) is available, it should be added at the end of the reference, even if you have used the print version of the source. The DOI provides a persistent link and takes the place of a URL or database name. Use the format as published, either doi:xxxxxxxxxxxx or http://dx.doi.org/10.xxxx/xxxxxx
- When no DOI has been assigned, add a retrieval statement with the URL of the home page of the journal or book or/ report publisher, or the e-book collection.
- When there is no DOI and the journal or publisher has no web page or the journal has been discontinued, add a retrieval statement with the name of the archiving collection or database.
- Include the name of the website in the retrieval statement, if this is not obvious from the web address.
- The database name is not required unless the document is hard to find or of limited circulation; provide the URL of the archiving database.
- For postings on blogs, discussion boards and electronic mailing lists, include a retrieval statement with the address of the archived version.
- For reports retrieved online, put the publisher’s name in the retrieval statement, unless the publisher is also the author.
- A retrieval date is not required unless the electronic source is expected to change over time (e.g. non archived social media pages).
• If you need to **break** a URL or DOI from one line to the next, do so after `http://` and **before** punctuation, such as a slash or full stop.

• Do **not** use a full stop at the end of a URL or DOI.

• Copy a DOI or URL exactly; check that the link **still works** just before submitting your work. If a document is no longer available, it is recommended that you use another source.

**Retrieval statement help**

• To search for a **possible DOI** go to `http://www.crossref.org/guestquery/` and enter the first author’s name and document title.

• To retrieve a document using the DOI go to `http://www.crossref.org` and enter the DOI in the resolver box.

• To find the **home page of a journal**, go to a search engine such as Google or Yahoo and enter the journal title in quotation marks in the search box.

• For an electronic book from the electronic books collection Proquest Ebooks Central, use the retrieval address `http://www.proquest.com`

**Legal sources**

A few general formats and examples of legal sources have been adapted for this guide. For more specific information consult these books in the Library:

*The Bluebook: A Uniform System of Citation* (19th ed.).


- **List bills** by name, followed by the year of introduction and the number and bar number or version in parentheses.

- **List cases** by name followed by year of decision in brackets, volume number and abbreviated form of the reporting source name, and beginning page number. Note that the *Cumulative Index of the New Zealand Law Reports* contains a list of law sources and their abbreviations.

- **For unreported cases**, give the case name followed by year of decision in square brackets, abbreviated court name, location, and file number.

- **Statutes** (Acts) should be listed by formal title (name and year enacted) and specific section if appropriate.

- **Regulations** should be listed by formal title (name and year enacted) and specific regulation if appropriate.

- If from a published **compilation**, add the abbreviation for the compilation (such as RS for Reprinted Statutes or BRS for Bound Reprinted Statutes) and the volume number.

- **Do not** italicise the reference for legal materials.

- For **electronic** versions, add a retrieval statement with the URL of the entry page of the website, or the name of the database.

**No reference** is needed for certain sources, however these must be cited in text (see p. 10 ).

- **Personal communications** that are not retrievable, such as letters, email, interview notes, lecture notes and powerpoints on eMIT, and unarchived postings to message boards.

- **major classical** or religious works

**Sample references by type of source**

*Note*: You can find a sample reference list on pages 12-14 of this guide.

**Articles in journals, magazines, newspapers, encyclopedias**

Article in a print journal, DOI assigned:
Article in a print journal, no DOI assigned, eight or more authors, so first six and last are listed:

Article in a journal retrieved from an online database, no DOI assigned, so journal home page given:

Article in a journal retrieved online, no DOI assigned, seven authors, all are listed, HTML unpaged format, so no page numbers:

Article in a magazine (no volume numbering):

Article in a newspaper (no volume or issue numbering), no author:

Articles in an online newspaper (no volume or issue numbering), same author and year, newspaper home page given:


Article in an encyclopedia:

Article in an online encyclopedia, no author:

Article in Wikipedia, no author, no date, retrieval date provided when an undated version is used:

Article in Wikipedia, archived version, date and retrieval address found and copied from the View History tab of the article:

Books, brochures, chapters of books, course material, papers from meetings, reports, theses

Book, one author:

Book, one author, retrieved online, version provided if required:


Book, two authors retrieved online, via Proquest Ebooks Central:

Book, two authors, edition:

Book, no author, edition:

Brochure or pamphlet, group author, author is also publisher:
Chapter in an authored book, five authors, all chapters by same author(s):

Chapter in an edited book, three authors of chapter, two editors of book:

Chapter in an edited book retrieved from an electronic collection, no DOI, version and e-book collection search page given:

Course material, group author, author is also publisher:

Course material from open courseware, retrieved online:

Paper presented at a conference/meeting/symposium retrieved online (include month, conference title, if titled, and location):

Report from a government ministry, group author, retrieved online:

Report from an organisation, individual author, retrieved online:
Egan-Bitran, M. (2010). ‘This is how I see it’: Children, young people and young adults’ views and experiences of poverty. Retrieved from https://www.occ.org.nz/assets/Uploads/Reports/Poverty/This-is-how-I-see-it.pdf

Thesis, retrieved from an online digital collection:

Postings to blogs and online groups, online data, web pages

Data file:

Post to a blog, discussion group or online form (include month and day; do not italicise title of post):

Post on a public Facebook update page. Use the author's, name in the format Green, J.J. and list the screen name in square brackets [Jonathan Green]. If the author’s name is not known, provide the screen name without brackets (see the example below). Include the month day and year the update was retrieved; do not italicise the title):

Post on a private/friends only Facebook page: This is not retrievable by others, so treat as personal communication, and cite only.
Web page, retrieval date not included:
Web page, no author, no date of publication, retrieval date not needed

Audiovisual sources
Audio podcast or recorded interview retrieved online, date includes year, month day:

DVD or videotape:

Map retrieved online:

Motion picture (place of publication is country only):

Music recording, single track on an album, retrieved online:

Television broadcast, single episode, retrieved online:

Video retrieved online:

Work of art reproduced in print:

Work of art retrieved online:

Work of art: Images from clip art packages do not need reference entries or citations, but should be attributed in text.

Legal sources
Bill, retrieved online in pdf format:

Case, print copy:
Holdfast NZ Ltd v Henkel KGaA [2007] 1 NZLR 336

Case, unreported, retrieved from Westlaw database:

Regulation:
Family Court Fees Regulations 2009.

Act, retrieved online in pdf format:

Act, reprinted, specific section:
Consumer Guarantees Act BRS Vol. 47, s. 7.
Citations in the text of your work

As you write your assignment you will be incorporating concepts gathered in your research. Citation is a method of briefly acknowledging and identifying the source of an idea or quote within your writing. Each citation links to its reference in the list at the end of your assignment, where complete details of the source are provided.

- Cite when summarising or paraphrasing ideas or concepts.
- Cite and add the page number when referring to a specific fact, table, chart, diagram or the like.
- Cite and add the page number and quotation marks when copying exact words or a unique phrase.
- Cite all facts and figures that are not common knowledge.

Author-Date style

The APA style of citing is known as the author-date, or Harvard, method. Within your writing insert the author’s last name, followed by the year of the work.

- Use the author’s name in your sentence with year in parentheses McPherson (2011) recommends … or place name and year in parentheses. Another source (McPherson, 2011) recommends…
- When citing a specific part of a source, also list the appropriate page, chapter or table after the date. (McPherson, 2011, p. 140)
- When citing multiple authors use the word and in your writing; use an ampersand & when names are in parentheses. (See page 3 for creating a reference for works by multiple authors.)
- When a work has two authors, always cite both names. (Felder & Solomon, n.d.) or Felder and Solomon (n.d.) state that…
- If a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations use the first author’s family name and et al., followed by the year. (Picard, Landis, & Jaffe, 2008); then (Picard et al., 2008)
- If a work has six or more authors, cite only the first author’s family name followed by et al. and the year (Stockley et al., 2009).
- Names of group authors such as organisations are usually written out in full for each citation. However if the name is long and its abbreviation would be readily understood, the name may be abbreviated in second and subsequent citations. First citation: Ministry of Business, Innovation and Employment [MBIE] (2014); second citation: MBIE (2014).
- Works with no author are cited in the text of your writing by using the first few words of the reference listing (usually the title) and the year.
  -Use double quotation marks around the title of a chapter of a book or an article in a periodical (“MPs leave”, 2012).
- Cite legal materials like works with no author; use the first few words of the reference and the year. Italicise a case Holdfast NZ Ltd v Henkel, (2007), but do not italicise other legal sources (Local Government Act 2002).
- If you are citing two or more sources within parentheses, list the sources in alphabetical order by the first author’s family name and use a semicolon to separate the citations. Several sources (Picard, Landis, & Jaffe, 2007; Russell, 2007) suggest that…
- If sources are by the same author(s), list the author(s) name(s) followed by the publication dates with the earliest date given first; use commas to separate the dates. (Smith, 2005, 2007) or (Stringelman, 2009a, 2009b)
- Personal communications, such as letters, memos, email, private social media pages, non-archived discussion groups, non-recorded interviews, or telephone conversations, are cited in the text, but not included in the reference list.
- Course materials that are available only from a lecturer, note-taker or on a password-protected course management system should be treated as personal communication and cited in text, but not included in the reference list, as they are not retrievable by others. Give as precise a date as possible. (X. Lecturer, personal communication, November 17, 2012)
- An entire website rather than a particular document on the site, can be referred to and cited in the text of a sentence by providing the address in parentheses. A reference is not needed.

MIT students should become familiar with the research tools available on the library website (http://library.manukau.ac.nz/).
Year in second and subsequent citations

- Include the year whenever the author’s name is cited using parentheses.
- Within a paragraph, if the first citation uses the author’s name in text and the year in parentheses, the year does not need to be repeated in further in-text citations.
- Within a paragraph, if the first citation places both name and year in parentheses, the year should be included in subsequent citations.

Citing a secondary source

Secondary source is the term used for a work that discusses a previous work in some way; the previous or original work is the primary source. Many textbooks cite and explain primary sources. While using primary sources is preferred, secondary sources are acceptable if properly cited and referenced.

When citing from a secondary source, list both primary and secondary authors in the text citation. Fagan’s study (as cited in Bartol, Tein, Matthews, Sharma, & Scott-Ladd, 2011) clarified… In the reference list include only the reference for the secondary source (Bartol, Tein, Matthews, Sharma, & Scott-Ladd), the work you have actually read.

Using Quotations

Material that is written down exactly as it appears in a previous work is a quotation.

- When quoting, cite the author, date, and page number of the source in the text of your work, and provide complete details of the source in your reference list.
- For electronic sources without page numbers, provide a paragraph number, or a heading and following paragraph number. Use the abbreviation, para.
  “The popularity of courses such as blogging and the lack of popularity for a course on business journalism indicates [both American and New Zealand] students’ lack of strong career aspirations in journalism” (Hannis, 2011, Conclusions, para. 3).
- If fewer than 40 words, a quotation should be enclosed in double quotation marks and included in the text of what you are writing.
  Professors/lecturers are reminded that “understanding the effects of cultural differences in professor/student encounters becomes increasingly important for designing effective learning experiences and avoiding misunderstandings” (Swanson, Frankel, & Sagan, 2005, p. 47).
- If 40 or more words, omit the quotation marks and make a block quotation. Start the quotation on a new line that is indented five to seven spaces; keep all lines flush with the indent.
  Swanson, Frankel and Sagan (2005) concluded that:
  As our classrooms become more and more globally diverse in their make-up, understanding the effects of cultural differences in professor/student encounters becomes increasingly important for designing effective learning experiences and avoiding misunderstandings….Research such as this can aid professors by providing insight into what are the critical encounters as perceived by students of a particular culture, and the correct responses if improving the learning environment is desired (p. 47).
- The first letter of the first word in a quote may be changed to capital or lower case, and punctuation at the end of a sentence changed to fit the syntax. See the example above of a quote of fewer than 40 words.
- If you omit part of the quote, you must indicate this by replacing the omitted word(s) with three ellipsis points … Use four points to indicate words omitted between sentences. See the example above of a quote of 40 or more words. Do not begin or end a quote with ellipsis points.
- Words added to the original quote, for clarity or explanation, are inserted in brackets [ ]. See the example above of a quote from an electronic source without page numbers.
- Errors in spelling, grammar, etc. in the original source should be copied, but insert the word [sic] (italicised and in brackets) to indicate that the error is in the quoted work.

Creating a reference list

A list of the specific sources that you used in your research should be included at the end of your assignment. Each reference in the list must be cited at least once in the text of your work, and each source cited must be included in the references. The exceptions to this rule are classical works and personal communications (letters, memos, email) which are not publicly available; these are cited, but not included in the reference list.
• List references on a new page. The title, References, should be centred at the top of the page.
• Place the reference list at the end of the text of your work, before any appendixes.
• The hanging indent format should be used; start each entry flush with the left margin and indent subsequent lines approximately ½ inch or five to seven spaces.
• List the sources in alphabetical order according to the family name of the author or editor; alphabetise letter by letter.
• List several works by the same author(s) in date order, with earliest first.
• List works by the same author(s) with the same publication date alphabetically by the title that follows the date (exclude articles A, An, The). Add a lowercase letter, a, b…to the year in parentheses.
• If there is no author or editor, alphabetise by title.

Sample reference list
Reminder: While APA requires double-spacing for the References as well as the text of a work, these examples have been single-spaced. Follow the requirements of your department when formatting line spacing, margins, headings and the like.

References


Consumer Guarantees Act BRS Vol. 47, s. 7.


Family Court Fees Regulations 2009.


Holdfast NZ Ltd v Henkel KGaA [2007] 1 NZLR 336


