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. In the style manual preferred for most faculties at Manukau Institute of Technology, (APA), 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.

Citations in the text of your work
As you write your assignment you will be incorporating concepts gathered in your research.

- 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.

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 ...
- 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).
- 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 book chapter or an article (“MPs leave”, 2012).
- Personal communications, such as emails, social media pages, or telephone calls, are cited in the text, but not included in the reference list: N. Writer (personal communication, October 9, 2011) has indicated that...
- Bible quotations and proverbs only need to be cited in the text of your paper and not included in the reference list. Use this format for Bible passages: "Quote" (Book Chapter:Verse, Translation).
- 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, 2014)
- 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.
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.

Create the reference for each source when you begin taking notes on that source. Each reference should contain the following elements:

- Author
- Publication Date
- Title
- Publication or Retrieval information/DOI*

*A DOI or digital object identifier is a permanent identifier attached to a resource that will remain constant even if a page link changes.

Examples of references by type

Article in a print journal, DOI assigned:

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

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

Book, one author:

Chapter in an edited book retrieved from an electronic collection, no DOI:

Course material, group author, author is also publisher:

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

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

Thesis, retrieved from an online digital collection:

Web page, retrieval date not included:

Television broadcast, single episode, retrieved online:

No reference is needed for certain sources, however these must be cited in text (see previous page).

- **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, proverbs and clichés. These are considered shared cultural capital.