

Common in text citation questions:

- **What if there's no author?**

Use the corporate author or article title:
(Ministry of Education, 2015)
(Growth in overseas trade, 2018)

- **What if there's no publication date?**

Use the abbreviation (n.d.)

- **What about two works with the same author and publication date?**

Jones, B. (2019a). *Essay skills for students...*
Jones, B. (2019b). *Grammar skills...*

- **How do I cite course notes?**

You use the same format as a book, with lecturer as author, and university as publisher (shown here in **APA** format):

Reference List entry:

Brown, P. (2020) *MGMT101 case study*. Wellington School of Business and Government, Victoria University of Wellington.

In text citation: (Brown, 2020)

- **How do I cite an interview or email?**

Only published material goes in your References. Provide full details in the body of your assignment, such as if your information comes from a personal communication, such as an email or letter (shown here in **APA** format):

Ryan Hepi from MFAT (pers. comm. 8 June, 2020) confirmed that.....

- **How do I reference a newspaper article, chapter in an edited book, film, or TV programme etc?**

For specific sources not covered here, check out guidelines for your chosen style online, as well as the Referencing information included under 'Study and assignments' on the Library's homepage.

For further information:

VUW Library:

<https://www.wgtn.ac.nz/library/study-and-assignments/referencing>

Referencite: <http://www.cite.auckland.ac.nz>

Massey University OWL

<http://owll.massey.ac.nz/main/referencing.php>



REFERENCING FAQs



- **Why should I reference information?**

Acknowledging the source of your information (who, when & where) not only avoids plagiarism, it also adds to the credibility of your argument, by supporting your views with concrete evidence.

- **How do I reference?**

Everything you've taken from other sources must be acknowledged in 2 places:

(1) within your assignment, either with an in-text citation, or a footnote, and

(2) at the end of your assignment, with full bibliographic details listed in alphabetical order.

There are various referencing styles (APA, MLA, Chicago, etc.). Check with your School about the referencing style you need to use.

- **What are 'in-text' citations?**

These provide abbreviated details (author's name, year of publication and page no.), directing readers to the full entry in your References.

e.g. 'A study of small New Zealand businesses (Jones & Smith, 2004) found that ...'.

Each style has its own format for in-text citations. Spot the differences:

APA: (Jones & Smith, 2017)

MLA: (Jones and Smith 54)

- **What's a footnote?**

You put a footnote¹ number in your text which directs readers to the full reference at the bottom of the page –

see *Chicago-style footnote below*.

Chicago:

¹ Ian Jones and Peter Smith, *Referencing: Advice for Students* (Wellington: Tui Press), 54.

- **How do I cite direct quotes?**

Use quotation marks and give relevant page number(s).

APA: "... (Jones & Smith, 2017, p. 12)

MLA: "... (Jones and Smith 12)

NB: Paraphrase wherever possible. Your essay should contain no more than 5% quoted material. Always comment on material from another source in your own words, to justify its significance to your argument.

- **What is the difference between a Reference List and a Bibliography?**

As well as in-text citations or footnotes, you need a list of full details at the end of your work. APA uses the term 'Reference List' for works included in your essay and 'Bibliography' for additional reading. MLA uses the terms 'Works Cited' and 'Work Consulted' and Chicago includes all entries together in a 'Bibliography'.

Each referencing style has specific formatting requirements, in terms of order of information, use of capital letters for titles & subtitles, etc.

- **How do I reference a book?**

APA:

Jones, I. & Smith, P. (2014). *Politics in New Zealand: Overcoming challenges*. Tui Press.

MLA:

Jones, Ian & Peter Smith. *Politics in New Zealand: Overcoming Challenges*. Tui Press, 2014.

Chicago:

Jones, Ian and Peter Smith. *Politics in New Zealand: Overcoming Challenges*. Wellington: Tui Press, 2014.

- **How do I reference a journal article?**

APA: Williams, S. (2018). Student essays. *Writing Quarterly*, 6 (2), 106-109.

MLA: Williams, Sara. "Student Essays". *Writing Quarterly*, vol 6, no.2, 2018, pp. 106-109.

Chicago: Williams, Sara. "Student Essays." *Writing Quarterly* 6, no 2 (2018): 106-109.

- **How do I cite material from the Internet?**

APA: (corporate author)

Ministry of Education. (n.d.). *Learning support*. <https://www.education.govt.nz/quick-links/learning-support/>

Do not include URL in the body of your assignment.

In-text citation: (Ministry of Education, n.d.)

MLA: (corporate author)

Arts Council of New Zealand Toi Aotearoa. "Find Funding." *Creative NZ*. New Zealand Government, 2020. https://www.creativenz.govt.nz/find-funding_

MLA: (individual author)

Grant, Hamish. "Accommodation and the Sharing Economy in New Zealand" *Statistics New Zealand*. New Zealand Government, 2019. <https://www.stats.govt.nz/experimental/accommodation-and-the-sharing-economy-in-new-zealand>

Chicago: (individual author)

Smith, John. "Election Exit Polls Survey." *Clifton Research Institute*. Accessed March 15, 2012. <http://www.clifton.edu/usersurveys/pollsurvey/>