
REFERENCING & APA 6TH STYLE GUIDE



Te Wānanga
o Aotearoa

WHAT IS REFERENCING?	3
<hr/>	
IN-TEXT CITATIONS	4
<hr/>	
END-OF-TEXT REFERENCES	7
<hr/>	
EXAMPLES	8
<hr/>	
FIGURES & TABLES	12
<hr/>	
REFERENCE LIST EXAMPLE	13

It is a practice of acknowledging or crediting ideas, theories, images or research of others you use in your written work.

Your written essays or assignments are considered ‘academic writing’ and as such they should include the work of others to support your ideas, discussion, analysis, or critique. Referencing lets your readers know where other sources have been used. It demonstrates to the reader that you can find and use information to form a solid argument.

When you use someone else’s work in your written essay/ assignment – you must credit or acknowledge the person whose ideas you’ve used. If you fail to do so, you are claiming that person’s work as your own. This is known as PLAGIARISM. Correct referencing will protect you from accusations of plagiarism.

WHERE DO I START?

Undertake research to find information that supports your ideas or theories, relevant to the assignment topic.

Record the full details of each piece of information you are likely to use. Full details include author, editor, date published, titles etc. The details will be found from the Source of Information (aka Source), although sometimes you may have to do some additional searching. Gathering these details is important as you will need this information to create correct references. Capturing this information whilst your research will save you time and assist you with your writing.

Let’s say you’ve found a great piece of information that supports what you’re writing and you want to use it in your essay. Follow these steps:

1. Identify the Source

i.e. where did this information come from?

- book, edited book
- article – from a: newspaper; magazine; journal
- webpage
- conference
- email
- video
- image or artwork
- other

2. Identify the Source Media

i.e. what format is the source of information?

- print
- electronic
- verbal

3. Note the Full Details of the Source

(NB. depending on the type of source the details needed will vary)

- all author(s), editor(s), film director(s), artist(s), group author(s), etc.
- date information published or produced
- title of book, article, journal, webpage etc.
- edition statement e.g. Revised edition, 2nd edition, 3rd edition etc.
- URL address (for webpages)
- publisher and place of publication
- page or paragraph number on which the information appears

4. Find & Use the Right Example

- Find the example in this guide that matches the Source type, media and details for the information sources you have
- Create the reference in your writing following the examples replacing the details with the details of your source
- Follow the format and punctuation (including spaces) in the examples

REMEMBER

- **References must appear in 2 places:** *In-Text* (in the body of your writing); and *End-of-Text* (in the reference list)
- The In-Text citation has brief details and acts as a pointer to the End-of-Text reference – which has full details so readers can retrieve the information
- In-Text citations usually consist of a *name* (the person or people responsible for the creation of the information you’ve used) and a *date* (the year the information was published or produced).
- Every In-Text citation must have an End-of-Text reference in the reference list (except for Examples 11 & 14 below) and vice versa. If you haven’t cited a work in-text, do not include it in your reference list.

Cite the *name* (author, editor, etc.) and year (information published/produced) in the text of your assignment.

Note: The term 'name' includes author, editor, a group, artist, film director, tv producer, or scriptwriter, etc.

	Source Details	Examples
1.	1 author (Rule 6.11)	Mead (2003) contends that ... <i>or</i> ... under development (Mead, 2003).
2.	2 authors List both authors every time.	Caccioppoli and Cullen (2006) argue that ... <i>or</i> ... are not positive for Māori students (Caccioppoli & Cullen, 2006).
3.	3-5 authors List all authors the first time. In later citations, include only the first author followed by et al.	[First citation] According to Hudson, Roberts, Smith, Hemi and Tiakiwai (2010) ... <i>or</i> ... retaining cultural tradition (Hudson, Roberts, Smith, Hemi & Tiakiwai, 2010). [Later citations] Hudson et al. (2010) assert that ... <i>or</i> ... creates opportunities (Hudson et al., 2010).
4.	6 or more authors List the first author followed by et al.	Smith et al. (2009) confirm that ... <i>or</i> ... was proven to be the case (Smith et al., 2009).
5.	Group author	As noted by Te Puni Kōkiri (2010) ... <i>or</i> ... developed in 1989 (Te Puni Kōkiri, 2010).
6.	Group author – long name Use full name of author for first citation with an abbreviation in brackets, then the date. For later citations use the abbreviation.	[First citation] An online guide provided by Te Wānanga o Aotearoa [TWOA] (n.d.) states ... <i>or</i> ... as instructed (Te Wānanga o Aotearoa [TWOA], n.d.). [Later citations] The guide (TWOA, n.d.) also includes ... <i>or</i> ... contained within the guide (TWOA, n.d.).

	Source Details	Examples
7.	No author Use the first few words of the End of Text entry (usually the title) and enclose with quotation marks “”.	“Waikato-Tainui rangatahi” (2011) highlights ... or ... preparation for the future (“Waikato-Tainui rangatahi,” 2011).
8.	No Date Use n.d. in place of year.	See Example 6 on the previous page
9.	Quote – short, 39 words or less Include the page number on which the quote appears.	... and as Tuuta (2002) states “paua was no longer ... ‘kai of the poor’” (p. 100). or “Paua was longer ... ‘kai of the poor’” (Tuuta, 2002, p. 100).
10.	Quote – long, 40 words or more In an indented (1.3cm) block of text; no quotation marks; line space above and below; full stop at end then citation.	... as highlighted in the following: For colonisation is about creating a suspension of disbelief which requires that those from whom power is to be taken have to suspend their own faith, their own worth, their own goodness, their own sense of value, and their own sense of knowledge. (Jackson, 1999, p. 71). My essay now looks at ...
11.	Personal Communications e.g. email, phone calls, personal interviews, etc.	According to the kaitiaki putea of Te Rōpū Whakahaui (R. Paewai, personal communication, April 25, 2011) the number of members ... or ... membership total 260 (R. Paewai, personal communication, April 25, 2011). <i>NB. Personal communications are NOT included in the reference list as they do not provide recoverable information i.e. the source cannot be retrieved.</i>
12.	Music Recording	In the song by Cherrington (2009, track 5) ... or ... as noted in “Te Whanau” (Cherrington, 2009, track 5).
13.	Māori Land Court Minute Book	The Māori Land Court (1866, p. 42) found that ... or ... was testified to (Māori Land Court, 1866, p. 42). <i>NB. This is an interim style developed by the author of this guide.</i>
14.	Bible In-Text citation only – no End- of-Text entry	The Bible (1 Cor. 13:1 New International Version) states that ... or “ ... the greatest of these is love” (Bible, 1 Cor. 13:1 New International Version).

	Source Details	Examples
15.	Two or More Citations in Same Parentheses List in alphabetical order by the authors' surnames and separate each with semicolons. (Rule 6.16)	Several studies (Caccioppoli & Cullen, 2006; Hemara, 2000; Penetito, 2010) agree that ...
16.	Secondary source – Source within a Source If your source of information cites work by another (original source) AND the original source is out of print or not available through the library, cite the secondary source. (Rule 6.17)	<p>“... as noted by Giroux (as cited in Macfarlane, 2004).”</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> 1. <i>Here the work by Giroux is cited in the work by Macfarlane – but the work by Giroux HAS NOT been viewed</i> 2. <i>use the phrase “as cited in”</i> 3. <i>The secondary source (Macfarlane’s work) is referenced in the reference list according to the normal format for the type of information source</i>

END-OF-TEXT REFERENCES

(AKA THE REFERENCE LIST)

REMEMBER

- the list of references is on a new page at the end of your written work
- head the page REFERENCES
- format the references for double line space with a hanging indent. Use the Help function of your word processing programme to learn how to do this
- references are arranged in alphabetical order by author or title, if no author
- only references that have an in-text citation are listed

See the last page of this guide for an example of a reference list.

ABOUT THE NUMBER OF AUTHORS

List the number of authors *regardless* of source type as follows:

1 author	Apple, A.
2 authors	Apple, A., & Bean, B.
3 authors	Apple, A., Bean, B., & Carrot, C.
4 authors	Apple, A., Bean, B., Carrot, C., & Date, D.
5 authors	Apple, A., Bean, B., Carrot, C., Date, D., & Endive E.
6 authors	Apple, A., Bean, B., Carrot, C., Date, D., Endive E., & Fennel, F.
7 authors	Apple, A., Bean, B., Carrot, C., Date, D., Endive E., Fennel, F., & Grape, G.
8 or more authors	Apple, A., Bean, B., Carrot, C., Date, D., Endive E., Fennel, F., ... Orange, O.

NOTES

- for 8 or more authors, list the first 6 followed by an ellipsis '...' then the last named author
- list authors in the order that they appear in the source of information
- If editor put (Ed.) after the name. Use (Eds.) if more than one editor – see Example 18 on the next page

The examples follow the correct formatting for reference list entries i.e. double line spaced with a hanging indent. An example of a reference list (with correct formatting and organisation) is given on the last page of this guide.

	Source Details	Examples
17.	Book – Author	Mead, H. M. (2003). <i>Tikanga Māori: Living by Māori values</i> . Wellington, New Zealand: Huia.
18.	Book – Editor	Hakiwai, A., & Smith, H. (Eds.). (2008). <i>Toi ora: Ancestral Māori treasures</i> . Wellington, New Zealand: Te Papa Press.
19.	Book – Group Author Note: if the author is also the publisher put 'Author' for publisher name.	National Archives of New Zealand. (1995). <i>He pūkaki Māori: A guide to Māori sources at National Archives</i> . Wellington, New Zealand: Author.
20.	Book – No Author	<i>Tirohia kimihia: A Māori learner dictionary</i> . (2006). Wellington, New Zealand: Huia.
21.	Book – Chapter Use when each chapter has its own author(s).	Tuuta, E. (2002). Laying the whāriki. In M. Kawharu (Ed.), <i>Whenua: Managing our resources</i> (pp. 96-117). Auckland, New Zealand: Reed Books.
22.	Book – Edition Use if an edition stated (e.g. 2nd, 3rd, revised etc.).	Walker, R. (2004). <i>Ka whawhai tonu matou: Struggle without end</i> (Rev. ed.). Auckland, New Zealand: Penguin. or Reed, A. W. (1996). <i>The Reed dictionary of Māori place names: Te papakupu ingoa wāhi Māori a Reed</i> (3rd ed.). Auckland, New Zealand: Reed.
23.	Book – No Date	Te Wānanga o Aotearoa. (n.d.). <i>He pī ka rere: Te panekiretanga o te reo: Te tauira 1</i> . Wellington, New Zealand: Huia.

	Source Details	Examples
24.	Dictionary or Encyclopedia <i>Print</i> <i>with Editor(s)</i> <i>Online</i>	<p>Mutu, M. (2003). Māori. In <i>The World Book Encyclopedia</i> (Vol. 13, p. 175). Chicago, IL: World Book Inc.</p> <p>Research. (2005). In T. Deverson & G. Kennedy (Eds.), <i>The New Zealand Oxford dictionary</i> (p. 955). Melbourne, Australia: Oxford University Press.</p> <p>Research. (n.d.). In <i>Dictionary.com</i>. Retrieved from http://dictionary.reference.com/browse/research</p> <p><i>NB. If no author, use the entry heading word or phrase</i></p>
25.	Māori Land Court Minute Book Use for minute books from 1865-1975 only.	<p>Māori Land Court. (1866). <i>Hauraki minute book 1</i>. Wellington, New Zealand: National Archives.</p> <p><i>NB. This is an interim style developed by the author of this guide.</i></p>
26.	Article – Newspaper <i>Print</i> <i>Online</i>	<p>Kerr, F. (2008, October 1). Wānanga's 25-year rise traced in art. <i>Waikato Times</i>, p. 3.</p> <p>Kidd, R. (2010, December 11). School aims to bridge Māori learning gap. <i>Waikato Times</i>. Retrieved from http://www.stuff.co.nz/waikato-times</p>
27.	Article – Magazine <i>Print</i> <i>Online</i>	<p>Fox, D. (2006, April). Te Wānanga o Aotearoa: Who's at the helm now? <i>Mana</i>, 69, 66-68.</p> <p>Hetet, L. (2011, February). Smoothing the waters for Wellington's waka. <i>Tu Mai</i>, 115, 32-34. Retrieved from http://www.tumai.co.nz</p>

	Source Details	Examples
28.	Article – Journal <i>Print</i> <i>Online</i>	Hill, R. (2010). Teaching te reo Māori as a second language in primary schools: two case studies. <i>Waikato Journal of Education</i> , 15(3), 35-49. Kawharu, M. (2009). Ancestral landscapes. <i>Journal of the Polynesian Society</i> , 118(4), 317-338. Retrieved from http://www.jps.auckland.ac.nz
29.	DOI – Digital Object Identifier If an electronic source has a DOI – use it.	Wood, A., & Lewthwaite, B. (2008). Māori science education in Aotearoa New Zealand. <i>Cultural Studies of Science Education</i> , 3(3), 625-662. doi: 10.1007/s11422-008-9089-x
30.	Webpage	Te Puni Kōkiri. (2010). <i>Guidelines for flying the national Māori flag: Background</i> . Retrieved from http://www.tpk.govt.nz/en/in-focus/maoriflag/background/
31.	Thesis – Master’s	Day, K. (1983). <i>Te Tai Hauauru : Māori tribal carving from the Western District</i> (Unpublished master’s thesis). University of Auckland, New Zealand.
32.	Dissertation – Doctoral	Edwards, S. (2009). <i>Titiro whakamuri kia marama ai te wao nei: Whakapapa epistemologies and Maniapoto Māori cultural identities</i> (Unpublished doctoral dissertation). Massey University, Palmerston North, New Zealand.
33.	Video – Movie	O’Shea, J. (Producer), & Barclay, B. (Director). (1991). <i>Te rua</i> [Motion picture]. New Zealand: Pacific Films Production.
34.	Video – DVD	Te Wānanga o Aotearoa. (Producer). (2008). <i>Toi Āwhio Research Symposium 2008: Whakaharatau – praxis</i> [DVD]. Palmerston North, New Zealand: Producer.
35.	Video – TV Show/Series	Barnett, J., & Holden, T. (Executive producers). (2001). <i>Mataku</i> [Television series]. Auckland, New Zealand: South Pacific Pictures.
36.	Video – Episode of TV Series	Carter, C. (Writer), & Walters, R. (Director). (2001). The sisters: Ngā tuāhine [Television series episode]. In J. Barnett & T. Holden (Executive producers), <i>Mataku</i> . Auckland, New Zealand: South Pacific Pictures.

EXAMPLES

	Source Details	Examples
37.	Video – TV News or Current Affairs	Taurima, S. (Executive producer). (2011, May 4). <i>Te karere</i> [Television broadcast]. Auckland, New Zealand: TVNZ.
38.	Video – Online e.g. YouTube	Te Wānanga o Aotearoa. (2009, August 5). <i>Wānanga students</i> [Video file]. Retrieved from http://www.youtube.com/watch?v=99PNcpiJUzE
39.	Audio – Music Recording	Cherrington, K. (2009). Te whānau [Recorded by Pānia Papa]. On <i>Te ara reo Māori: Wairere 1</i> [CD]. Hamilton, New Zealand: Te Wānanga o Aotearoa.
40.	Podcasts <i>Video</i> <i>Audio</i>	Moorfield, J. C. (2008, June 20). <i>Te whanake tuatahi: Te kakano: Exercise 1</i> [Video podcast]. Retrieved from http://podcasts.tewhanake.maori.nz/index.cfm/1,102,304,42,html/Exercise-1 Murray, J., & Rakuraku, M. (Producers). (2012, July 15). <i>Haere taka mua, taka muri, Kaua e whai: Be a leader, not a follower</i> [Audio podcast]. Retrieved from http://www.radionz.co.nz/national/programmes/teahikaa/20120715
41.	Conference Paper in published Proceedings	Jackson, M. (1999). Research and the colonisation of Māori knowledge. In <i>Te Pūmanawa Hauora (Ed.), Proceedings of Te Oru Rangahau Māori Research and Development Conference, School of Māori Studies, Massey University, 7-9 July 1998</i> (pp. 70-77). Palmerston North, New Zealand: Te Pūtahi-ā-Toi School of Māori Studies, Massey University.
42.	Conference Paper – online	Boshier, R. (2011). <i>Where is the “home” of New Zealand tertiary education in a globalizing world?</i> Paper presented at the Tertiary Education Summit, Wellington, New Zealand, 29 November, 2011. Retrieved from http://www.nzare.org.nz/conference2011/Boshier-Tertiary-Summit-Talk.pdf
43.	Blog Post Give author’s name as it appears in the blog. Add the format description in square brackets directly after the title e.g. [Blog post].	karaitiana. (2014, January 18). Te reo Māori strategy lacks todays thinking [Blog post]. Retrieved from http://www.taiuru.maori.nz/te-reo-maori-strategy-lacks-todays-thinking/

FIGURES & TABLES

(PHOTOGRAPHS, DRAWINGS, GRAPHS, TABLES, MAPS, ETC.)

If you insert an image (not created by you) in your assignment you must have the permission from the copyright owner or creator. In-Text and End-of-Text references are required.

All images included into your writing require a caption beneath the image. The caption must contain:

1. a figure number
2. a description of the figure
3. an In-Text citation

EXAMPLES

Example of an image In-Text



Figure 1: Rangiaowhia Marae, Raroera Campus, Te Wānanga o Aotearoa (Source: Te Wānanga o Aotearoa, n.d.).

Example of the End-of-Text reference

Te Wānanga o Aotearoa. (n.d.). DS-tainui [Photograph]. Retrieved from <http://www.twoa.ac.nz/about-twoa/our-locations>

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- Tuuta, E. (2002). Laying the whāriki. In M. Kawharu (Ed.), *Whenua: Managing our resources* (pp. 96-117). Auckland, New Zealand: Reed Books.
- Waikato-Tainui rangatahi: feel the power. (2011, April). *Te Hookioi*, 36, 20.