Common in text citation questions

- **What if there’s no author?**
  Use the corporate author or title:
  (Ministry of Education, 2009)
  (Growth in overseas trade, 2006)

- **What if there’s no publication date?**
  Use the abbreviation (n.d.)

- **What about two works with the same author and date?**
  Jones, B. (2001a). *Essay skills for students...*
  Jones, B. (2001b). *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):
  (In text reference: Brown, 2009)

- **How do I cite an interview or email?**
  Only published material goes in your References. You only need to acknowledge the source in the body of your assignment (shown here in APA format):
  Speaking on the NZ economy, Aroha Clark, from Treasury (5 May, 2008), stated ...
  You need to indicate 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, 2009) confirmed that......

- **How do I reference a newspaper article, chapter in an edited book, film, or TV programme etc?**
  For specific details not covered here, check the relevant information on your referencing style at the Reference and Citing information on the Library webpage.
  Further advice is also available online from Referencite: [http://www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)
  Massey University Referencing OWL

**Sources**

[http://www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)
Why should I reference information?
Acknowledging the source of your information avoids plagiarism, and 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 essay, with full bibliographic details listed in alphabetical order.

There are various referencing styles (APA, MLA, Chicago, Harvard etc.). Harvard has many variations so we have not included it here. Check with your School about the referencing style and formatting you need to use.

What are ‘in-text’ citations?
Used mainly by Commerce and Social Sciences, 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, 2004)
MLA: (Jones and Smith 54)

What’s a footnote?
You put a footnote number in your text which directs readers to the full reference at the bottom of the page. Used mainly in Politics and History.

What is the difference between a Reference List and a Bibliography?
All styles require full details, arranged alphabetically, at the end of the essay. APA uses the term Reference List for sources in the essay. MLA uses Works Cited instead of Reference List ; Chicago uses Bibliography.

They all provide the same information but each style has specific requirements.

How do I reference a book?

APA:

MLA:

Chicago:

How do I reference a journal article?

APA:

MLA:

Chicago:

How do I cite material from the Internet?
Each style has different requirements and a different format. For more information, check with your School or your lecturer.

APA: (corporate author)

MLA: (corporate author)

MLA: (individual author)

Chicago: (individual author)

How do I cite direct quotes?
Use double quotations marks ("...") , and give relevant page number(s).

APA: (Jones & Smith, 2004, p. 12)
MLA: (Jones and Smith 12)

Chicago: 1 Ian Jones and Peter Smith, Referencing: Advice for Students (London: KP Press), 12

NB: Paraphrase wherever possible. Your essay should contain no more than 5% quoted material. Always follow a quote with your own comment to justify its significance to your argument.

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