

QUICK GUIDE

WHEN AND HOW DO WE REFERENCE?

We cite our sources of information in two places:

#1 IN THE TEXT (BODY) OF AN ASSIGNMENT OR ESSAY.

PARAPHRASING



Paraphrasing means summarising an author's ideas in your own words. Whenever you paraphrase an author in your writing, you should cite your source in the same sentence. To show where you got the idea from, just add the author's last name and the date their work was published in brackets.

Example 1: *While groups and organisations can provide members with support and security, they can also sometimes be controlling and coercive (Sullivan, 2001).*

Example 2: *Sullivan (2001) points out that while groups and organisations can provide members with support and security, they can also sometimes be controlling and coercive.**

*In this example, the author's name has already been used in the sentence, so no need to put it in brackets.

DIRECT QUOTES



Sometimes you will want to quote someone word-for-word. When you quote from a source, you need to place quotation marks around the quote and give the page number (if you have one).

"Periods of quiet and of active sleep (often called REM sleep because of the rapid eye movements) alternate throughout the night, with a total of perhaps ninety minutes devoted to REM" (Gleitman, 1995, p.6).

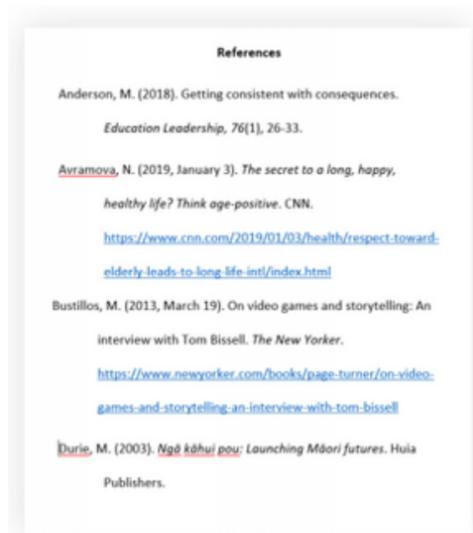
FROM THE INTERNET

When you use information from the internet, the in-text reference is the same as that for a book or an article. You need the author's surname, date of publication, and if possible a page number. Many electronic sources do not provide page numbers. If this is the case, and paragraph numbers are visible, use the paragraph number. If no author is mentioned, use the name of the organisation and the date the information was published on the internet.

e.g. *(The Arthritis Foundation, 2008, p.2).*

#2 IN YOUR REFERENCE LIST

A reference list is a list of all the authors and books, articles or other sources that you have referred to in your assignment or essay. Every reference you have mentioned in the body (text) of your assignment must also appear in the reference list. Entries include information like the author's surname(s), initials, date of publication, name of book or article, place of publication and name of publisher. Don't forget to put it in alphabetical order.



Here's how to reference a....

BOOK



AUTHOR | **DATE** | **TITLE** | **PLACE OF PUBLICATION**
Nicholson, T. (2000). *Reading the writing on the wall*. Palmerston North, New Zealand: Dunmore Press.
PUBLISHER

WEBSITE



WEBSITE TITLE | **SITE NAME**
Stade, K. (2012). *The first meeting - Abel Tasman and Māori in Golden Bay*. The Prow.
<http://www.theprow.org.nz/events/the-first-meeting-abel-tasman-and-maori-in-golden-bay/#.XISRg-gzaUk>
URL LINK

YOUTUBE



DATE POSTED | **TITLE**
Fogarty, M (2016, September 30). *How to diagram a sentence* [Video] Youtube.
<https://www.youtube.com/watch?v=deiFY5Yg1gI>