

Quick Referencing Guide

Why referencing?

When you quote or paraphrase someone else's words or ideas, acknowledge them by giving credit to the source of your information. By doing this you avoid **plagiarism**.

There are **two parts** to acknowledging an information source used for your assignment:

- A **citation** (the words quoted or paraphrased **in your text**, including the author and copyright date of the publication)
- A reference (which appears in a **References list** at the end of your assignment)

References list

- At the end of your assignment, compile a list of all sources referred to in your assignment.
- Every entry in your references list should have a corresponding citation.
- Start the list on a new page with the word References centred and bold.
- The list must be alphabetical, by author's last name, or first word of title if there is no author.
- Format the list with double line spacing. Indent the second and subsequent lines of each entry
 - examples in this guide are single spaced to save space
 - **the entire list must be double spaced.**

Each reference has **four** basic parts:

Author: Who is responsible for this work?

Date: When was this work published?

- Books: Use the copyright date. If not available, use (n.d.) to indicate no date.
- Journal articles: Use the publication date of the journal

Title: What is this work called?

- Book titles are in italics — *Intercultural communication: A discourse approach*.
- Journal names and volume numbers are in italics – *Primary Health Care*, 26(8), 34–42.

Source: Where can I retrieve this work?

- Books and e-books: Give the publisher name, as well as digital object identifier (DOI) if available. Provide the DOI as a URL, e.g., [https://doi.org/...](https://doi.org/)
- Journal articles: Give the journal name, volume and issue numbers, page numbers, as well as DOI if available.

Course material – References list	Citations
Online Open Polytechnic. (2019). <i>PHT005 Dispensing administration and compliance packaging</i> . https://openpolytechnic.iqualify.com/course/-L_k337G_uV3BKD_HvZ04/#/overview NOTE: The date is the year in which you are studying	 (Open Polytechnic, 2020). "....." (Open Polytechnic, 2020, p. 14). "....." (Open Polytechnic, 2020, Clozapine Dispensing Service, para. 2).
In print Open Polytechnic. (2019). <i>FOU103 Financial skills for life</i> . Author. NOTE: Use the copyright date	NOTE: When no page number is given use page title and paragraph number (counted manually).

References – More examples	Citations
Web page Statistics New Zealand. (n.d.). <i>Review of economic standard of living</i> . http://www.stats.govt.nz/Publications/consultationpaper.aspx	(Statistics New Zealand, n.d.) Or "....." (Statistics New Zealand, n.d., para. 3).
Web page – individual author Mercer, P. (2018, October 6). <i>How New Zealand is trying to take on child poverty</i> . BBC. https://www.bbc.com/news/world-asia-45819681	(Mercer, 2018) ... or ... Mercer (2018) ...
Chapter in edited book Hall, R. (1995). Stabilizing population growth. In P. Sarre & J. Blunden (Eds.), <i>An overcrowded world</i> (pp. 109–120). Oxford University Press.	"....." (Hall, 1995, p. 110). or ... as Hall (1995) pointed out ...
E-book Peck, D., & Whitlow, D. (1975). <i>Approaches to personality theory</i> . Routledge. https://doi.org/10.4324/9780429027345 <i>—do not use database link; use DOI if available</i>	(Peck & Whitlow, 1975) ... or Peck and Whitlow (1975) examined ...
E-book — edited (from a database) Parkes, C. M., Laungani, P., & Young, B. (Eds.). (2015). <i>Death and bereavement across cultures</i> (2nd ed.). Routledge. <i>—do not use database link</i>	(Parkes et al., 2015) ... or ... Parkes et al. (2015) ...
Journal article from database — with no DOI Crothers, C. (2018). New Zealand studenthood in neoliberal times. <i>New Zealand Sociology</i> , 33(22), 69–97. <i>—do not use database link</i>	(Crothers, 2018) or ... Crothers (2018) recommends
Journal article online or from database — with DOI Westhues, A., Lafrance, J., & Schmidt, G. (2001). A SWOT analysis of social work education in Canada. <i>Social Work Education</i> , 20(1), 35–56. https://doi.org/10.1080/02615470020028364 <i>— use DOI</i>	(Westhues et al., 2001) or ... Westhues et al. (2001) assert that ...
Online video Harrison, B. (n.d.). <i>Improving student writing with digital stories</i> [Video]. Ministry of Education. http://elearning.tki.org.nz/Teaching/Future-focused-learning/Digital-stories <i>— include material type: [Video]</i>	(Harrison, n.d.) or Harrison (n.d.) demonstrates that ...
Standard Standards New Zealand. (2013). <i>Conditions of contract for building and civil engineering construction</i> (NZS 3910:2013). https://shop-standards-govt-nz	(Standards New Zealand, 2013)
Personal communication Letters, conversations, emails or interviews, are considered personal communication. No entry is needed in the references list. Use citation only.	K. M. Ingraham (personal communication, April 5, 2019) stated ...
Print book with one author Arnott, G. D. (2005). <i>Working in aged care and disability services: An introduction</i> . Tertiary Press.	(Arnott, 2005) or Arnott (2005) compares work in
Books with multiple authors (use all authors up to 20) Allen, J. E., O'Toole, W., & Donnell, J. B. (2011). <i>Festival and special event management</i> (5th ed.). John Wiley & Sons.	(Allen et al., 2011) or ... Allen et al. (2011) defines the ...

Citations
When paraphrasing , citations can be part of a sentence or placed at the end of a sentence. Page numbers are not used, for example: Lazar (2006) notes that a fundamental part of usability testing is understanding demographics. or When testing usability of a website, it is necessary to gather demographic information (Lazar, 2006). If you are quoting directly from a source, use quotation marks and include a page or paragraph number with the citation, for example: Students receiving "additional information literacy training achieved higher grades than students who did not attend any skills sessions" (Capel, 2002, p. 323).