

## What is referencing?

Referencing is acknowledging the source/s of the information, ideas, words, and images you have used in your assignment. You use referencing to distinguish between your ideas and words and those that belong to other people; to support what you are writing by referring to evidence; to enable readers to investigate ideas they find interesting/useful; to show your tutor exactly which sources you have read; and to avoid plagiarism.

There are different styles of referencing. EIT uses the American Psychological Association (APA) referencing style.

Referencing has two parts, **in-text citations** and a **reference list** at the end of your assignment.

## In-text citations

An in-text citation is in the body of your assignment and can be either a paraphrase or quotation.

**Paraphrasing** is putting in your own words what the author has written. When paraphrasing, there are two ways you can reference: the author's name can be incorporated in your text or included in brackets with the year of publication.

### In-text citation paraphrasing examples

In her book, van der Ham (2016) stresses the fundamental importance of education to society.

OR

Central to modern society is a belief in the importance of education (van der Ham, 2016).

**Quoting** is copying the author's exact words. When quoting, there are two ways you can reference: the author's name can be incorporated in your text, or can be included in brackets with the year of publication and the page number.

### In-text citation quoting examples

"We all know that educational activity is central to society" (van der Ham, 2016, p. 1).

OR

Van der Ham (2016) claims that "We all know that educational activity is central to society" (p. 1).

## The reference list

- The reference list should be on a separate page at the end of your assignment with the title "References" centered at the top, and in bold.
- All authors' names begin with the surname(s), followed by their initials. If there is no author, place the title in the author position.
- The list is to be in alphabetical order.
- Use hanging indents to format your references.

## Example of a reference list

### References

- Barkway, D., & O'Kane, D. (2020). *Psychology: Introduction for health professionals*. Elsevier.
- Hunt, E. (2019, Spring). Dig your heels in. *Fashion Quarterly*, 45.
- McElrea, F., & Thompson, D. (2019, November). Our traditional criminal justice system. *The New Zealand Law Journal*, 378–383.

## Authors

All authors' names begin with the surname(s), followed by their initials. If there is no author, place the title in the author position.

- |   |   |
|---|---|
| <b>One author</b>                         | Diclemente, C. C. (2018). <i>Addiction and change: How addictions develop and addicted people recover</i> (2nd ed.). The Guildford Press.   |
| <b>Two authors</b>                        | McElrea, F., & Thompson, D. (2019, November). Our traditional criminal justice system. <i>The New Zealand Law Journal</i> , 378–383.  |
| <b>3 to 20 authors (list all authors)</b> | Lamastra, L., Balderacchi, M., Di Guardo, A., Monchiero, M., & Trevisan, M. (2016). A novel fuzzy expert system to assess the sustainability of the viticulture at the wine-estate scale. <i>Science of the Total Environment</i> , 572, 724–733. <a href="https://doi.org/10.1016/j.scitotenv.2016.07.043">https://doi.org/10.1016/j.scitotenv.2016.07.043</a> |
| <b>No author</b>                          | New Zealand's 'most instagrammed' spot overrun by illegally parked cars. (2019, November 21). <i>New Zealand Herald</i> . <a href="https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&amp;objectid=12287034">https://www.nzherald.co.nz/travel/news/article.cfm?c_id=7&amp;objectid=12287034</a>   |

## Books

### BOOK WITHOUT DOI

Author(s)      Year of publication      Book title in italics      Publisher  
↓                      ↓                      ↓                      ↓  
Barkway, D., & O’Kane, D. (2020). *Psychology: Introduction for health professionals*. Elsevier.

### BOOK WITH DOI

Author(s)      Year of publication      Book title in italics  
↓                      ↓                      ↓  
American Psychological Association. (2020). *Publication manual of the American Psychological Association: The official guide to APA style* (7th ed.). <https://doi.org/10.1037/0000165-000> ← DOI

**Note:** This example does not have a publisher as the publisher is the same as the author.

### ONLINE BOOK

Author(s)      Year of publication      Book title in italics      Publisher  
↓                      ↓                      ↓                      ↓  
National Health Committee. (2015). *The introduction of fit for purpose omics-based technologies—Think piece*. Ministry of Health. <https://www.health.govt.nz/publication/introduction-fit-purpose-omics-based-technologies-think-piece> ← URL

**Note:** Include a DOI if one is given in place of the URL.

### CHAPTER IN AN EDITED BOOK

Chapter Author      Year of publication      Chapter title      Don’t forget “In”      Book Editor(s)      Book title in italics  
↓                      ↓                      ↓                      ↓                      ↓                      ↓  
Chand, N. (2019). Standardized turmeric and curcumin. In R. C. Gupta, A. Srivastava, & R. Lall (Eds.), *Nutraceuticals in veterinary medicine* (pp. 3-24). Springer. <https://doi.org/10.1007/978-3-030-04624-8>  
Chapter pages      Publisher      DOI

## Journal Articles

### JOURNAL ARTICLE – PRINT

Author      Year of publication      Article title      Journal title in italics      Volume in italics      Issue      Page(s)  
↓                      ↓                      ↓                      ↓                      ↓                      ↓  
Foxall, D. (2013). Barriers in education of indigenous nursing students: A literature review. *Nursing Praxis in New Zealand*, 29(3), 31-37. ← Page(s)

**Note:** Include the DOI after the page numbers if one is given.

### JOURNAL ARTICLE – ONLINE WITHOUT DOI

Author      Year of publication      Article title      Journal title in italics      Volume in italics      Issue      Pages  
↓                      ↓                      ↓                      ↓                      ↓                      ↓  
Stanton, R. (2019). Dyslexia and oral skills: A student’s journey. *ATLAANZ Journal*, 4(1), 55-70. ← URL

### JOURNAL ARTICLE – ONLINE WITH DOI

Author(s)      Year of publication      Article title      Journal title in italics      Volume in italics      Issue      Pages  
↓                      ↓                      ↓                      ↓                      ↓                      ↓  
Issel, L. M., Bekemeier, B., & Kneipp, S. (2012). A public health nurse research agenda. *Public Health Nursing*, 29(4), 330-342. <https://doi.org/10.1111/j.1525-1446.2011.00989.x> ← DOI

## Webpages

### WEBPAGE

Author      Year of publication      Web page title      Website name      URL  
↓                      ↓                      ↓                      ↓                      ↓  
Cuncic, A. (2019). *The Mandela effect*. Verywellmind. <https://www.verywellmind.com/what-is-the-mandela-effect-4589394>

## No Date

### NO DATE

**Include (n.d.) in place of the publication date.**

Author      No date      Web page title      Website name      URL  
↓                      ↓                      ↓                      ↓                      ↓  
Kalter, L. (n.d.). *Ducks & more: Animals offer flyers emotional support*. WebMD. <https://www.webmd.com/balance/stress-management/news/20191125/ducks-more-animals-offer-flyers-emotional-support>