

**STUDYUP:**  
KNOWLEDGE TO GO

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# How to Reference

Don't lose easy marks

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**Learning outcomes**

At the end of this session, you will be able to:

- include citations when required
- write in-text citations in APA style
- format an APA reference list including books, book chapters, articles and web pages

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**PART 1**

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When do you need to include citations?

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Referencing is used to tell the reader the source of any information which you've found in a book, article, website etc and have included in your text

When you refer to other work you need to have:

- in-text citations (each time you include information or quotations from your research)
- a reference list (with complete details of all the sources you've referred to on a separate page at the end of your text)

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**INTERACTIVE TASK 1**

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You're going to read a paragraph a student has written about an ethical theory called Utilitarianism. There are no citations.

**Write in the chat box:**

- How many citations you think the writer should have included.

**Think about:**

- The lecturer's reaction to this paragraph.
- What if the student wrote the whole thing from memory, without referring to any books?

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Utilitarianism is a consequentialist theory of ethics. It means that it focuses on the consequences of an action and not the action itself. In the words of one of the most influential Utilitarians, John Stuart Mill, an action is moral if it brings the greatest happiness to the greatest number. One strength of this approach is that it focuses on observable human behaviour, instead of discussing the rights or wrongs of actions in relation to abstract concepts of justice. However, critics have pointed out that Utilitarianism implies that happiness can be objectively measured, in the same way as, for example, health or economic outcomes. It has also been criticised for offering a justification for actions such as murder, which are generally regarded as inherently wrong, regardless of any positive outcomes which might occur.

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### The same paragraph with citations

Utilitarianism is a consequentialist theory of ethics. This means that it focuses on the consequences of an action and not the action itself (Brown, 2013). In the words of one of the most influential Utilitarians, John Stuart Mill, an action is moral if it brings "the greatest happiness to the greatest number" (Smith & Jones, 2008, p. 23). One strength of this approach is that it focuses on observable human behaviour, instead of discussing the rights or wrongs of actions in relation to abstract concepts of justice. However, critics have pointed out that Utilitarianism implies that happiness can be objectively measured, in the same way as, for example, health or economic outcomes. It has also been criticised for offering a justification for actions such as murder, which are generally regarded as inherently wrong, regardless of any positive outcomes which might occur (Patel, 2003).



### Number of citations

- The student has used one book for the basic information; another book for the quotation from Mill; and a third book for the pros and cons of Utilitarianism.
- If the student had used the same book for all of these things, it would look like the paragraph on the next slide.



### The same paragraph with citations

Utilitarianism is a consequentialist theory of ethics. This means that it focuses on the consequences of an action and not the action itself (Brown, 2013). In the words of one of the most influential Utilitarians, John Stuart Mill, an action is moral if it brings "the greatest happiness to the greatest number" (Brown, 2013, p. 23). One strength of this approach is that it focuses on observable human behaviour, instead of discussing the rights or wrongs of actions in relation to abstract concepts of justice. However, critics have pointed out that Utilitarianism implies that happiness can be objectively measured, in the same way as, for example, health or economic outcomes. It has also been criticised for offering a justification for actions such as murder, which are generally regarded as inherently wrong, regardless of any positive outcomes which might occur (Brown, 2013).



### Number of citations

- It still has three citations, because the student needed to give a page number for the quotation. This means they still need the other two – to show the reader where that information has come from.
- Which version do you think looks more credible? The one based on a single book, or the one based on three different books?
- See more examples of well-researched and cited paragraphs in the Study Up 'Constructing a paragraph' handout.



### How might the lecturer react to the paragraph without citations



- **LOW** or **FAIL** grade: This is regardless of how 'true' the ideas are, or how well it was written.
- Possible academic **PENALTY** (See notes on 'Avoiding plagiarism' and weblinks below on Plagiarism and Massey Academic Integrity policy).



### What impression does it make if students claim the didn't use any books etc ... maybe just heard the info 'somewhere'.



- **LAZY!** The whole point of uni assignments is for students to demonstrate that they can write research-based texts.
- **CARELESS!** How can the student be sure that information was accurate and that they've remembered it and how can the lecturer check it?



So, when can you write something without a citation?



- **YOUR OWN IDEA.** For instance, something that happened to you (in a reflective essay) or an original argument, not based on anything you've read (always worth checking if anyone else has come up with it before).
- **COMMON KNOWLEDGE.** Something everyone knows – e.g. all your family and friends. Rarely worth including this in a university assignment though.

PART 2



How to write in-text citations in APA style

- The examples of citations you've seen in this session (and previous Study Up sessions) use APA style. The rest of this session will focus on how to do APA citations and references.



- APA style is used in many courses, such as Psychology, Education, Social Work, Management, Marketing etc.

- But a number of subjects used different styles. For example, in History, it's more common to cite in-text with numbers, with the details of the source in a footnote at the bottom of the page (as well as in the reference list).

- OWLL has information on some of the more common styles, such as APA, MLA and Chicago. Make sure you know which style you need to use (and ask your lecturer if you'd prefer to use a style you're familiar with).



Without looking back, can you write in the chat box the first citation from the paragraph about Utilitarianism?

Utilitarianism is a consequentialist theory of ethics. This means that it focuses on the consequences of an action and not the action itself (Brown, 2013).

This is the most common way to write citations.

First, you summarise the ideas in your own words.

When you are finished, you put the surname of the author of the book or article you used and the year of publication inside brackets. The full stop goes after the closing bracket.

Again, without looking back, can you write in the chat box the second citation from the paragraph about Utilitarianism? It follows a phrase which was copied from page 23 of a 2008 book by George Smith and Phil Jones.

In the words of one of the most influential Utilitarians, John Stuart Mill, an action is moral if it brings "the greatest happiness to the greatest number" (Smith & Jones, 2008, p. 23).

Quotations are usually short (i.e. phrases which you drop into your own sentence) and need to be in double quotation marks.

Quotations are also usually rare (i.e. just a few times in an essay, generally for definitions or especially striking phrases).

How would you write the citation for information from the Statistics New Zealand website? You can't see any author's name on the page, but it has 2015 at the bottom. Write your suggestion in the chat box.

Only one in a hundred New Zealand women has an annual income over \$100, 000 (**Statistics New Zealand, 2015**).

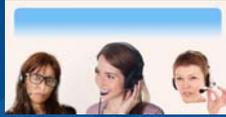


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How would you write the citation for information from a chapter by Paul Cooper and Roger Mee in a 2016 book edited by Romula Jennings and Harriet Cooper? Write your suggestion in the chat box.

Scientific Management continues to be influential in organisations such as call centres, in which tasks can be standardised (**Cooper & Mee, 2016**).



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If you want to focus especially on the authors (for instance, if the 2016 claim by Paul Cooper and Roger Mee is controversial), you could use 'According to' or put the authors at the beginning of the sentence. Write your suggestion in the chat box for what you would write in the gaps below (it's the same for both gaps).

According to \_\_\_\_\_, Scientific Management continues to be influential in organisations such as call centres, in which tasks can be standardised.

\_\_\_\_\_ argue that Scientific Management continues to be influential in organisations such as call centres, in which tasks can be standardised.

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According to **Cooper and Mee (2016)**, Scientific Management continues to be influential in organisations such as call centres, in which tasks can be standardised.

**Cooper and Mee (2016)** argue that Scientific Management continues to be influential in organisations such as call centres, in which tasks can be standardised.

For more about citations, download 'A Handy Guide to APA Referencing' from the File Box and use APA Interactive (see the web link below on the left).



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**INTERACTIVE TASK 2**

You're going to read a paragraph a student has written about humanistic management theories. There are four citations.

**Write in the chat box:**

- How many of the citations are correct.

**Think about:**

- If the quotations were worth including, or if the student should have summarised those ideas in his / her own words.

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Humanistic alternatives to classical organisational theory emerged in the 1930s. Barnard, for instance, saw informal networks as the lifeblood of organisations, enabling effective communication while allowing individuals to flourish (**Gabor and Mahoney, 2013**). Parker Follett argued that leadership is based on a thorough understanding of the contexts, practices and relationships that allows one to "grasp a total situation" (1987, p. 51) and then to ensure that the whole team (including oneself) is following "the invisible leader – the common purpose" (57). It has been argued that this understated form of leadership has become increasingly relevant in modern, team-based organisations (**Chrislip, 2002**).

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### Corrected version

Humanistic alternatives to classical organisational theory emerged in the 1930s. Barnard, for instance, saw informal networks as the lifeblood of organisations, enabling effective communication while allowing individuals to flourish (Gabor & Mahoney, 2013). Parker Follett argued that leadership is based on a thorough understanding of the contexts, practices and relationships that allows one to "grasp a total situation" (1987, p. 51) and then to ensure that the whole team (including oneself) is following "the invisible leader – the common purpose" (p. 57). It has been argued that this understated form of leadership has become increasingly relevant in modern, team-based organisations (Chrislip, 2002).

Two were correct first time!

The quotations are effective: short, striking phrases



### PART 3



How to write end-of-text references in APA style



The most common references are to these four types of expert source:

BOOKS



CHAPTERS IN EDITED BOOKS



ARTICLES IN SCHOLARLY, PEER-REVIEWED JOURNALS



CREDIBLE WEBSITES



### INTERACTIVE TASK 3

You're going to see an APA reference list which includes all of these types of sources.

Write in the chat box:

- Which of the four types of source appears more than once.

Think about:

- The order of the references.
- Where the different lines start.



### References



Biggins, G. (2009). Why I became a social worker. In P. Te Ara & T. Rogers (Eds.), *Social work and social workers in New Zealand/Aotearoa* (pp.102-120). Auckland, New Zealand: Insight Press.



Hamel, G. (2000). *Leading the revolution*. Boston, MA: Harvard Business School Press.



Hubbard, J., Thomas, C., & Varnham, S. (2001). *Principles of law for New Zealand business students* (2<sup>nd</sup> ed.). Auckland, New Zealand: Pearson Education.



Silverblatt, A. (2004). Media as a social institution. *American Behavioral Scientist*, 48(1), 35-42. doi:10.1080/09585190802707433



Statistics New Zealand. (2009). Mapping trends in the Auckland region. Retrieved from <http://www.stats.govt.nz/Publications/PopulationStatistics/mapping-trends-in-the-auckland-region.aspx>.



### An APA reference list:

- should consist of expert sources
- includes only the sources you have cited
- is on a separate page at the end of your essay/report with the title 'References'
- is ordered alphabetically by author
- has a hanging indent (i.e. only the first line of each reference begins at the left margin (see the last slide in your handout for tips on how to do this))

Look again at the example (on the next slide).



References' top and centred

References

Biggins, G. (2009). Why I became a social worker. In P. Te Ara & T. Rogers (Eds.), *Social work and social workers in New Zealand/Aotearoa* (pp.102-120). Auckland, New Zealand: Insight Press.

Hamel, G. (2000). *Leading the revolution*. Boston, MA: Harvard Business School Press.

Hubbard, J., Thomas, C., & Varnham, S. (2001). *Principles of law for New Zealand business students* (2<sup>nd</sup> ed.). Auckland, New Zealand: Pearson Education.

Silverblatt, A. (2004). Media as a social institution. *American Behavioral Scientist*, 48(1), 35-42. doi:10.1080/09585190802707433

Statistics New Zealand. (2009). Mapping trends in the Auckland region. Retrieved from <http://www.stats.govt.nz/Publications/PopulationStatistics/mapping-trends-in-the-auckland-region.aspx>.

Alphabetical order

Hanging indent

BOOK

Hamel, G. (2000). *Leading the revolution*. Boston, MA: Harvard Business School Press.

Hand diagram labels: surname, (year) initial, title, city, publisher

For more than one author, include all names with initials (followed by , and .)

This is how you indicate second, third ... edition

Hubbard, J., Thomas, C., & Varnham, S. (2001). *Principles of law for New Zealand business students* (2<sup>nd</sup> ed.). Auckland, New Zealand: Pearson Education.

CITY OF PUBLICATION

|            |                                      |   |
|------------|--------------------------------------|---|
| UK, NZ etc | city, country                        | Harmondsworth, England: Penguin.<br>Palmerston North, New Zealand: Dunmore Press. |
| USA        | city, state initials                 | Upper Saddle River, NJ: Lawrence Erlbaum Associates.                              |
| Australia  | Either state abbreviation OR country | Milton, Qld: McGraw-Hill.<br>Milton, Australia: McGraw-Hill.                      |

Check title of book in library catalogue and/or Google if city of publication is not clear from the book itself

CHAPTER IN EDITED BOOK

Author of chapter and year of publication

Title of chapter – not in italics

Editors' names (initial before) and (Eds.)

Biggins, G. (2009). Why I became a social worker. In P. Te Ara & T. Rogers (Eds.), *Social work and social workers in New Zealand/Aotearoa* (pp.102-120). Auckland, New Zealand: Insight Press.

City & Publisher

Title of book – in italics

Page numbers of chapter – in brackets with pp. before

ARTICLE IN A SCHOLARLY JOURNAL

author's name

year

Title (no italics; not in capitals)

journal name (italics; main words start with capitals)

page numbers

doi number (if the article has one)

volume number in italics; issue number in brackets

Silverblatt, A. (2004). Media as a social institution. *American Behavioral Scientist*, 48(1), 35-42. doi:10.1080/09585190802707433

WEB PAGE REFERENCE

author's name (or organisation that owns the web site)

Year (if it's missing put (n.d.))

Title of page

Retrieved from followed by full internet address

Statistics New Zealand. (2009). Mapping trends in the Auckland region. Retrieved from <http://www.stats.govt.nz/Publications/PopulationStatistics/mapping-trends-in-the-auckland-region.aspx>.

## INTERACTIVE TASK 4

You're going to see another APA reference list in which two of these elements are missing:

- A) city of publication      B) page numbers  
C) publisher                D) volume & issue numbers

Write in the chat box:

- The two letters representing the missing elements.



## References



New Zealand Ministry of Education. (2015). What we get for what we spend: Retrieved from [http://www.educationcounts.govt.nz/data/assets/pdf\\_file/0011/163685/What-we-get-for-what-we-spend-Inputs-outputs-and-outcomes-of-Govts-tertiary-education-expenditure-2004-2013.pdf](http://www.educationcounts.govt.nz/data/assets/pdf_file/0011/163685/What-we-get-for-what-we-spend-Inputs-outputs-and-outcomes-of-Govts-tertiary-education-expenditure-2004-2013.pdf)

Nicol, D. J., & Macfarlane-Dick, D. (2006). Formative assessment and self-regulated learning: A model and seven principles of good feedback practice. *Studies in Higher Education, 31*(2), 199 – 218.

North, S. M. (1995). The idea of a writing center. In C. Murphy & J. Law (Eds.), *Landmark essays on writing centers*. Davis, CA: Hermagoras Press.

Parker, M. (1992). Post-modern organizations or postmodern organization theory? *Organization Studies, 13*(1), 1.

Pascarella, E. T., & Terenzini, P. T. (2005). *How college affects students: A third decade of research*. Jossey-Bass.

A) city B) page numbers C) publisher D) volume & issue numbers



## A &amp; B were missing

## References



New Zealand Ministry of Education. (2015). What we get for what we spend. Retrieved from [http://www.educationcounts.govt.nz/data/assets/pdf\\_file/0011/163685/What-we-get-for-what-we-spend-Inputs-outputs-and-outcomes-of-Govts-tertiary-education-expenditure-2004-2013.pdf](http://www.educationcounts.govt.nz/data/assets/pdf_file/0011/163685/What-we-get-for-what-we-spend-Inputs-outputs-and-outcomes-of-Govts-tertiary-education-expenditure-2004-2013.pdf)

Nicol, D. J., & Macfarlane-Dick, D. (2006). Formative assessment and self-regulated learning: A model and seven principles of good feedback practice. *Studies in Higher Education, 31*(2), 199-218.

North, S. M. (1995). The idea of a writing center. In C. Murphy & J. Law (Eds.), *Landmark essays on writing centers* (pp. 71-85). Davis, CA: Hermagoras Press.

Parker, M. (1992). Post-modern organizations or postmodern organization theory? *Organization Studies, 13*(1), 1.

Pascarella, E. T., & Terenzini, P. T. (2005). *How college affects students: A third decade of research*. San Francisco, CA: Jossey-Bass.



## SUMMARY



In this session you have learnt how to:

- include citations when required
- write an in-text citation in APA style
- write end-of-text references for books, articles and web pages in APA style



- This is the last Study Up session for Semester 1.



- There is some additional information in the handout, which you can find and download in the file box below.
- You'll also find 'A Handy Guide to APA Referencing' there – and other resources in the web links box.
- For more advice and resources, look under 'Academic Support' on Stream – especially Academic Q & A.
- I'll be here for 15 minutes or so to answer questions you write in the text box.



**Additional information** A checklist for online sources

**Check the date:** Is there a publication date? / When was content last updated? / Is the topic one that rarely changes or gets edited?

**Accuracy:** Are sources used as evidence of facts? / Can information provided be verified through another source? / Does the site have grammar, spelling mistakes etc.?

**Authority:** Is the publisher known or reputable? / Is the sponsorship evident and is there a link to the sponsoring organization? / Are contact details (phone number or postal address) made available? / Is the author a known writer in this field/topic?

**Check the URL:** What type of website is it ... .com, .co.nz (commercial), .org, .org.nz (organization), .edu, or .ac.nz (academic).

**Objectivity:** Does it look professional? / Can you tell if the sponsor has any commercial interests? / Is there advertising on the page? / Are there any obvious biases present?

**Coverage:** Are topics discussed in an in-depth manner? / Is the content full and complete? (OWLL, 2017; Tech-ease, 2017)

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**Referencing software**

- For a free download and more information about EndNote see [tinyurl.com/masseyendnote](http://tinyurl.com/masseyendnote)
- For help with EndNote, contact the library at [Library@massey.ac.nz](mailto:Library@massey.ac.nz) or go to [tinyurl.com/masseylibraryquestions](http://tinyurl.com/masseylibraryquestions)
- For upcoming library sessions on EndNote see [tinyurl.com/masseylibraryworkshops](http://tinyurl.com/masseylibraryworkshops)
- You can find other free referencing applications at [onenote.com](http://onenote.com), [zotero.com](http://zotero.com) and [mendeley.com](http://mendeley.com)

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**How to indent a reference list (PC)**

Write the list normally – with each reference ‘left-aligned’ like this:

Silverblatt, A. (2004). Media as a social institution. *American Behavioral Scientist*, 48(1), 35-42.

Select the whole list.

Click on the ‘paragraph’ tab and on ‘special’.

Select ‘hanging’.

Click on ‘OK’. The references change to this:

Silverblatt, A. (2004). Media as a social institution. *American Behavioral Scientist*, 48(1), 35-42.

Smile – it’s over!

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