

Commonly asked questions about citing

How do I paraphrase?

Narrative example: Burns (2015) noted the differences in the 2 centres.

Parenthetical example: The centres offer vastly different services. (Burns, 2015).

How do I quote?

If a page number is available, place it after the date (see below):

” Kindergarten hours can vary greatly, with some offering part-time and some full-time” (Bruns, 2015, p. 24).

If no page number is available use the nearest paragraph/page heading in place of a page number:

(Burns, 2015, Centres)

How do I cite when a source has the same author and year?

Add a, b, c etc. after the year. For example:

(Education Council New Zealand–Matatū Aotearoa, 2017a)

(Education Council New Zealand–Matatū Aotearoa, 2017b)

In the reference list:

Education Council New Zealand–Matatū Aotearoa. (2017a). *Code of professional responsibility: Examples in practice*. <https://teachingcouncilnz-uat.cwp.govt.nz/assets/Files/Examples-in-Practice-.pdf>

Education Council New Zealand–Matatū Aotearoa. (2017b). *Our code, our standards*.
<https://teachingcouncil.nz/professional-practice/our-code-our-standards/>

Note: If you see “Last reviewed” then a date – use that date.

What if there is no date?

If there is no date visible on the resource, then use n.d.

(Ministry of Education-Matatū Aotearoa, n.d.)

(Ministry of Education-Matatū Aotearoa, n.d.-a)

Can I abbreviate my citations?

Yes, just be consistent throughout your assignment.

First citation write the name in full then use the abbreviation in square brackets

(Ministry of Education – Matatū Aotearoa [MOE], 2017)

Subsequent citations (MOE, 2017)