Referencing Guide

Referencing is an important part of professional and academic writing and is a major element in the credibility of the work. This includes properly punctuating the citation. Referencing is <u>not</u>, however, regarded as a pass/fail criterion in online written examinations (plagiarised papers will not be graded).

Candidates are encouraged to use a recognised referencing system consistently throughout their response. The preferred system is APA (American Psychological Association); if another system is to be used, this should be noted on the response. A useful guide is provided at:
https://www.waikato.ac.nz/library/study/referencing/styles/apa/examples

For **online examinations**, responses are expected to include **in-text citations only**. When a diagram or chart is copied, its source should be acknowledged in the same way. Please note: If a dramatic quotation is used, the referencing should also include the act/scene number; in the case of a quotation included in AASB Paper 3, Shakespearean Drama, the author's name does not need to be included.

For a **research assignment**, responses are expected to include **in-text citations AND bibliography.** A candidate who draws from a wide variety of creditable published sources is regarded as better researched (i.e. – material that is authored is preferable to anonymous writing). Please note: If a dramatic quotation is used, a line number should also be provided where available, additional to the criteria for online examinations.

Specific queries regarding referencing should be referred to the Speech New Zealand office:
info@speechnz.co.nz

How-to guide

Those who use Microsoft Word Documents have automatic access to referencing and citing.

1. Find the Home tab on the blue header of the document
2. Move the cursor to the right of Home to the References tab and click
3. When References clicked a grey sub header appears across document
4. Starting at left Table of Contents > Add Text/Update Text
5. The next is Insert Footnote > Insert Endnote >Insert Citation
6. On the right of Insert Citation is Citations
7. Click the box on right of Citations and select APA, MLA, Chicago etc
8. After selecting preferred citation format click Bibliography
9. Bibliography has the format for citing listed
10. Further to right of Bibliography is heading Cross Reference
11. Click on Cross Reference to assist referencing within context of the assignment, and also listing cited works and/or bibliography at the conclusion of the assignment.

Some brief examples for in-text citations:

Referencing a book in-text:

Direct quotation:

"Direct quote" (Wilson, Carroll, & Werthermer, 1993, p.#). If used more than once, should read (Wilson, et al., 1993).

OR

Wilson, Carroll, & Werthermer (1993) suggest "direct quote", … (p.#).

Please note: Where quotations exceed 40 words in length, these should be indented when formatting and do not require quotation marks.

Indirect quotation:

Hocking (2000), suggests x, y, z…

OR

There is no such suggestion in Hocking (2000), who instead claims…

For the bibliography:

Hocking, D. (2000). *Hocking's Rules: The Essential Guide to Conducting Meetings.* East Roseville: Simon and Schuster.

A useful guide with examples of how to cite different sources is provided at
https://www.waikato.ac.nz/__data/assets/pdf_file/0014/236120/apa-quick-guide.pdf