

## Citing legislation: Acts, Regulations, Codes, Standards

An in-text citation is needed when you quote from any type of legislation or industry guideline.

### Acts & Regulations

Give the name and year of the Act or Regulation in the text, and identify any component (section, clause, regulation, and so on) that you are referring to or quoting. Remember quotes from a source require quotation marks but paraphrased words don't.

### Example of quoting an Act

Here's a section of the **Health and Safety at Work Act 2015**:

Section 23 Meaning of **notifiable injury or illness**

(1) In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means -

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- (i) the amputation of any part of his or her body:
- (ii) a serious head injury:
- (iii) a serious eye injury:
- (iv) a serious burn:

**Here is how a quote from the Act is cited in your text** - the particular section and subsections are given, indicating where the quote has come from:

A work injury needing immediate attention is clearly defined by the Health and Safety at Work Act 2015, which gives examples of the types of injuries. The Act states "In this Act ... a notifiable injury or illness ... means: any of the following illnesses that require the person to have immediate treatment" (s 23(1)(a)).

**Here's an example of paraphrasing:**

By law, within the workplace, serious injuries that need immediate medical attention must be notified (Health and Safety at Work Act 2015, s 23(1)(a)).

### Reference list entry

Healthy and Safety at Work Act 2015.

<https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

**Note**, there is no author other than Parliament, so the Act's title is used in place of an author.

**Note**, unlike most other reference types, the title of the legislation is not italicised.

## The Building Code

Below is an example of **paraphrased text** from the New Zealand Building Code (taken from the New Zealand Building Code Handbook, by the Ministry of Business, Innovation and Employment). Note, the section of the code is given, and a citation to the Ministry of Business Innovation and Employment is also included. No page number is needed for a paraphrase:

The New Zealand Building Code (NZBC) clarifies when a barrier is needed in a building to prevent falls (cl F4.3.1). If people in the building could fall one metre or more from a balcony or other part of a floor that's open, the NZBC states there must be a railing or similar structure to prevent that fall (Ministry of Business, Innovation and Employment [MBIE], 2014).

*Note, the full title "New Zealand Building Code" is stated the first time it is mentioned (with an abbreviation in brackets). The abbreviation can be used thereafter.*

*Note, in the citation, the full author is included, with their abbreviation in square brackets. For subsequent citations just the abbreviation can be used, e.g. "\_\_\_\_\_" (MBIE, 2014).*

### Here's the reference list entry.

Ministry of Business, Innovation and Employment. (2014). *New Zealand building code handbook*. <https://www.building.govt.nz/assets/Uploads/building-code-compliance/handbooks/building-code-handbook/building-code-handbook-3rd-edition-amendment-13.pdf>

### Standards:

#### Example

##### In-text citations

(Standards New Zealand, 2013)

(Standards Australia/New Zealand, 2009)

##### Reference

Organization that holds the copyright for the Standard. (year). *Title of the standard* (Standard No. 1234).

E.g.

Standards Australia/New Zealand. (2007). *Electrical installations* (AS/NZS 3000:2007).

Or,

Standards New Zealand. (2007). XX. (NZS XXXX:2007).