

## Referencing examples – Construction

Here are examples of referencing some of the more commonly used construction sources.

### Building Act 2004

<https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>

#### **Example of a quote:**

“An owner intending to carry out building work must, before the building work begins, apply for a building consent to a building consent authority that is authorised, within the scope of its accreditation, to grant a building consent for the proposed building work” (Building Act 2004, s 44(1)).

**Note:** *the date is part of the title of the source and does not have brackets around it*

#### **Example of a paraphrase:**

Before building work starts, the owner must apply to an authorised authority for a building consent (Building Act 2004, s 44(1)).

OR

Section 44(1) of the Building Act 2004 states that before building work starts, the owner must apply to an authorised authority for a building consent.

**Note:** *for legislation, regulations and standards, include the specific section in the citation whether you are quoting or paraphrasing. This differs from the usual format for paraphrasing where only the author and date are required.*

#### **Example of reference list entry** (regardless of whether quoting or paraphrasing):

Building Act 2004.

<https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>

### The Building Code

Please note that the Building Code is found in Schedule 1 of the Building Regulations 1992 and has also been reproduced in MBIE’s New Zealand Building Code Handbook. Below are examples of how to reference the Building Code from both sources.

### Building Regulations 1992

<https://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html>

**Example of a quote:**

“Where people could fall 1 metre or more from an opening in the external envelope or floor of a building, or from a sudden change of level within or associated with a building, a barrier shall be provided” (Building Regulations 1992, Schedule 1, cl F4.3.1).

**Example of paraphrase:**

A barrier must be provided over openings in a building that are one metre or more and where people could fall (Building Regulations 1992, Schedule 1, cl F4.3.1).

**Example of reference list entry:**

Building Regulations 1992.

<https://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162570.html>

**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>

**Example of a quote:**

“Surfaces of building elements likely to be splashed must be constructed in a way that prevents water splash from penetrating behind linings or into concealed spaces” (Ministry of Business, Innovation & Employment [MBIE], 2014, cl E3.3.6).

**Note:** For the first citation, write the name in full followed by an abbreviation in square brackets (as above). For second and subsequent citations use this shortened format: (MBIE, 2014, cl E3.3.6).

**Example of a paraphrase:**

In areas where splashing is likely to occur, construction methods must prevent water seeping through surfaces (MBIE, 2014, cl E3.3.6).

**Example of reference list entry:**

Ministry of Business, Innovation & Employment–Hikina Whakatutuki. (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>

**Note:** Use the full name (English and Te Reo) in the reference list

## Acceptable Solutions & Verification Methods

<https://www.building.govt.nz/building-code-compliance>

### Example of a quote:

“Where baths, basins, tubs or sinks abut impervious linings, the joint between fixture and lining shall be sealed to prevent water penetration to concealed spaces or behind” (MBIE, 2020, s 3.2.2).

### Example of a paraphrase:

Moisture seeping behind linings should be prevented by sealing the joint between the lining and any fixture such as a bath or basin (MBIE, 2020, s 3.2.2).

### Example of reference list entry:

Ministry of Business, Innovation & Employment–Hikina Whakatutuki. (2020).

*Acceptable solutions and verification methods: For New Zealand Building Code clause E3 internal moisture.*

<https://www.building.govt.nz/assets/Uploads/building-code-compliance/e-moisture/e3-internal-moisture/asvm/e3-internal-moisture-2nd-edition-amendment7.pdf>

## Standards

**Note:** Access to NZ Standards and joint Australian & NZ Standards is through our OP subscription. Please read the instruction below to find out how to freely access the standards.

[How to use the Standards database](#)

### Example of a quote:

“A situation where the ground water is less than 1 m below ground would require insulation to be under the whole floor for it to be thermally efficient.” (Standards New Zealand, 2006, s 5.5.1).

### Example of a paraphrase:

The whole floor needs to be insulated when ground water is found to be less than 1 metre below the surface (Standards New Zealand, 2006, s 5.5.1).

### Example of reference list entry:

Standards New Zealand –Te Mana Tautikanga O Aotearoa. (2006). *Methods of determining the total thermal resistance of parts of buildings* (NZS 4214:2006).

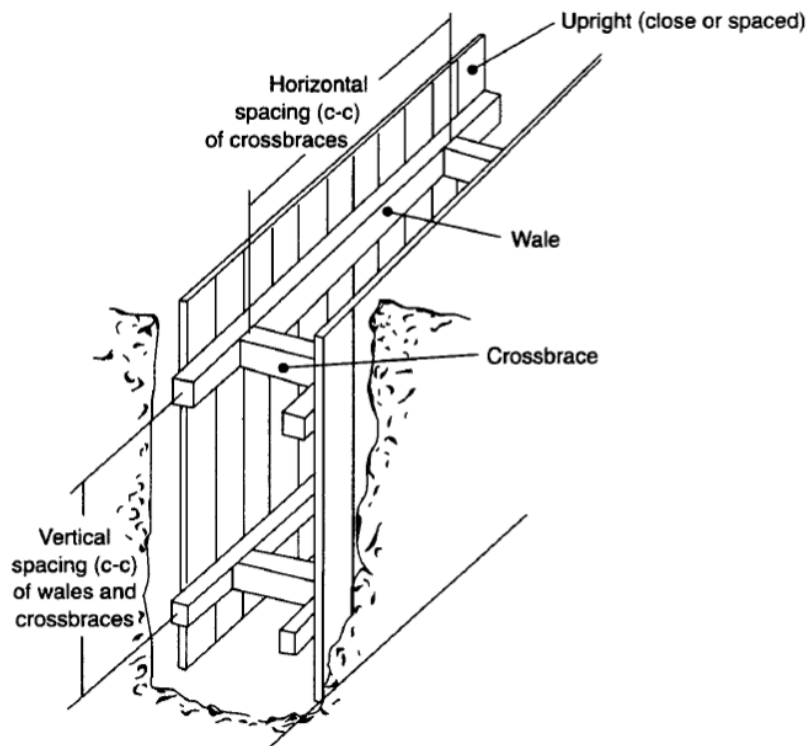
**Note:** Do not use the database link in the reference

## Referencing an image or a table

### Example of an image from a book:

**Figure 1**

*Timber Shoring System*



**Note.** From *Construction Methods and Management*, by S. Nunally, 2013. © Pearson Education.

In the **Note** field under the image, include the title, author and any copyright information available.

You would refer to this in your text as “Figure 1 demonstrates ....”

Follow this up by creating an entry in your reference list, like this:

Nunally, S. (2013). *Construction Methods and Management*. Pearson Education.

For more detail and examples of referencing images and tables (including from course material) please use this guide:

[APA Guide to Figures and Tables](#)

## All other types of sources (websites, books, journal articles, etc)

Please use this guide:

[APA Referencing Guide](#)

**Note:** *how to reference course material is on page 16 & 17.*

*Any questions please email [library@openpolytechnic.ac.nz](mailto:library@openpolytechnic.ac.nz) , call 0508 650 200 option 3, or post to the library talk channel in your course.*