

# Commonly asked questions about citing

## How do I cite when paraphrasing?

**Narrative example** (*Author is mentioned within the sentence, so only date is needed in the brackets*):

Burns (2015) noted the differences in the two centres.

**Parenthetical example** (*Author isn't mentioned in the sentence, so is included in the brackets*):

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

## How do I cite a quote?

**Place the quote in double quotation marks. If a page number is available, place it after the date:**

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

**If no page number is available, use a paragraph number, or if paragraphs are hard to determine, use an abbreviated heading or section name:**

(Burns, 2015, para. 3) or (Burns, 2015, Services). *Full section heading is: Services Offered by ECE Centres*

## How do I cite when two or more sources have the same author and year?

**Add a, b, c etc. after the year, matching the correct source on your references list to your in-text citation, e.g.**

(Education Council New Zealand, 2017a).

(Education Council New Zealand, 2017b).

### In the reference list:

Education Council New Zealand–Matatū Aotearoa. (2017a). *Code of professional responsibility: Examples in practice*. <https://teachingcouncil.nz/en/code-and-standards/our-code-our-standards/the-code#examples-in-practice>

Education Council New Zealand–Matatū Aotearoa. (2017b). *Our code our standards: Code of professional responsibility and standards for the teaching profession–Ngā tikanga matatika ngā paerewa: Ngātikanga matatika mō te haepapa ngaiotanga me ngā paerewa mō te umanga whakaakoranga*.

<https://tinyurl.com/m2swrt4k>

## What if there is no date visible?

(Ministry of Education, n.d.)

(Ministry of Education, n.d.-a) *note the dash before the letter*

**Can I abbreviate my citations? - Yes, just be consistent throughout your assessment.**

**First citation, write the name in full and include the abbreviation in square brackets:**

(Ministry of Education [MOE], 2017).

### Subsequent citations

(MOE, 2017).

**Note, for bilingual organisational names, include both names in your reference list entries, but use only the first name within your in-text citations – See Education Council New Zealand example above. Separate names with an En Dash ‘–’ with no spaces (you can either use a keyboard shortcut, or find En Dash under Insert →Symbol→Special Characters in Word).**