

Commonly asked questions about citing

How do I paraphrase?

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

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

How do I 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 the paragraph number, or if paragraphs are hard to determine, use an abbreviated heading or section name:

(Burns, 2015, para. 3) or (Burns, 2015, “Services” section). *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 reference list. 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 a “Last reviewed” 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 [MOE], 2017).

Subsequent citations (MOE, 2017).