

APA Referencing



We all have ideas, statements, thoughts, opinions and amazing work. We draw inspiration from the remarkable ideas and works of those around us; this fosters a culture of collaboration and sharing. Now the issue is, what happens when it comes to the grading of assessments, and the final decision on whether you have passed or failed in the assessment. We want not only to take pride in our success but also to showcase the amazing work we have produced.

Acknowledging the tools and resources that have contributed to our work isn't just part of **Academic Integrity**, it's a fundamental expectation and a gesture of respect for the broader intellectual community, as well as really welcomed. It shows our ability to take external ideas and resources and morph them into a personalised understanding, and that is what is being evaluated.

So how do you convey that you have utilised a website, a book or even AI to help you develop your work up to the submission stage? The answer is straightforward: you must properly cite these sources within your text or provide references at the end of your work.

WHY REFERENCE

Citing the resource that helped you produce your work, or referencing the material that supported your understanding is a sign of strength.

- It shows the reader that you can find and use sources to create your own work.
- It acknowledges the originators of the ideas, theories etc while using them as a springboard for your own work.
- It helps the reader locate the information if they want to learn more.
- It gives your work professionalism, integrity and mana.

CONSEQUENCES IF YOU DON'T REFERENCE OR CITE

If you don't reference your sources, you risk compromising your academic integrity. We want you to put **mana in your mahi**, to take pride in your work, how you've produced it, and what you've learned along the way. Why hide the fact that you used ChatGPT to help you understand a specific point of content, or used a specific book to guide you in an aspect? You used these tools to enhance your understanding, WAHOOO! Think of it like a carpenter using a chisel to create a masterpiece or a baker following a recipe from a YouTube tutorial. Eventually, someone might ask about your process, and you want to be ready for that conversation. Trust us; facing the consequences isn't much fun. If you're curious about what can go wrong, just look in the Student Handbook on Academic Misconduct.

However, there's a much better way: continue reading this handout to learn the art of citing and referencing your sources. It's the key to maintaining your integrity and proudly showcasing the journey you took to reach your academic goals.

WHAT TO REFERENCE (AND WHAT NOT TO REFERENCE)

Let's start with the easy thing – what not to reference.

- If it is common knowledge, then don't reference. *The sun rises in the east.* – we all know this
- If you have used sources for ideas, information, words i.e. quotes, theories or interpretations then reference those sources.

Your sources could be a website, a book, an academic research paper, a blog post, or newspaper/magazine/brochure (print material or online). They could be radio interviews, YouTube clips even sometimes private communication. This also includes AI use such as your use of ChatGPT to support your understanding of the assessment.

HOW TO CITE AND REFERENCE

This is the complex part as there are different referencing styles. We use APA Referencing.

Adding to the complexity, different resources get cited and referenced differently. It's hard to remember exactly what order to write all the details, so it is best to use specific APA resources to help you (see last section).

Citation: Sometimes called in-text citation is when you write in the body of your text the quick information for the reader to locate the full information in the reference list. It's like those astricks that send the reader to the footnote in a book.

Reference: This is a list of all sources that are used i.e. cited, in your work.

Bibliography: Not something you need to add. It is different from the reference list as a bibliography is a list of resources you used to gain understanding but didn't cite in your text.

Have a look at the following section. You can see the original statement from the online newspaper about the band Alien Weaponry. Then you can see how I have **paraphrased** the statement and backed that statement up with the citation and the reference. I am not claiming that I knew this, or I made this sentence. I am referencing my statement back to the original and my next sentence uses that knowledge for my own statement.

Original

That has always been Alien Weaponry's foremost goal: keeping the Māori language alive through their music.

My statement

Alien Weaponry's primary objective has consistently been to preserve the Māori language by incorporating it into their music. (Mills, 2021). Their music has lead many people to take an interest in te reo Māori.

Reference

Mills, M. (2021 Sept 28) 'Racism is rampant': Alien Weaponry, the metal band standing up for Māori culture. *The Guardian*.
<https://www.theguardian.com/music/2021/sep/28/racism-is-rampant-alien-weaponry-the-metal-band-standing-up-for-maori-culture>

Important to note I paraphrased the information. If I copied and pasted the exact wording it would be a quote, which needs specific punctuation and citing with it.

Citation information is located right next to the information you sourced, always in brackets and usually are just surnames and the year. However, this might change depending if you can find the author and the date.

References are always longer, hold all the information needed to locate the resource and the structure changes depending if it is online or print, written or verbal, or even visual. It's best to use an APA referencing resource to get the structure right. You are not expected to remember the exact order of references, but you are expected to use a reference resource to support you.

For AI the citation is (OpenAI year) and the referencing will state which Open AI you used. You may consider adding your AI chats as an appendix to your submission. For more information on this, click here [LINK](#)

EXTERNAL APA RESOURCES

You need to find a resource that is easy to use. This resource needs to show **APA 7th edition**, more commonly called APA7. In the future there may be APA 8th edition or more.

For the most part, your assessment requires you to reference. It doesn't have to be 100% correct, but an attempt should be made. As you move up the levels of the qualifications APA referencing becomes a requirement/expectation. At lower levels, it's better to cite and reference than not. So go ahead, try it and see how it goes.

APA Information resources		APA Referencing software tools	
Auckland University	LINK	Microsoft Word Referencing	LINK
Massey University	LINK	Zotero	LINK
AUT	LINK	Mendeley	LINK

If you need to see more about referencing and in text citations, why not work through this workshop poiwerpoint slides from Jame Cook University / Australia. [LINK](#) and then do a simple In-Text Citation Practice Quiz from The University of Arizona [LINK](#)

Acknowledgement: ChatGPT was used to adjust the language to be more succinct.

OpenAI (2023) ChatGPT (May 12 version) [Simplifying my writing]. <https://chat.openai.com/chat>