He Aratohu Tohutoronga APA

Referencing Examples: Kaupapa Māori

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Ka Pēhea te Whakamahia Tēnei Aratohu

How to use This Guide

This is a guide to referencing the most commonly cited information source types in kaupapa Māori research and academic writing. EIT uses the American Psychological Association (APA) referencing style. For more details and further examples, refer to the EIT guide *APA Referencing Examples*.

1. Decide what type of source you are referencing. For example, is it a book, an article, a YouTube clip, or an image?

2. Use the index at the back of this guide to access the relevant example for the source you wish to reference.

3. Follow the example, paying attention to the punctuation, capitalisation, and typeface. Each section of this guide has a reference example that shows how a reference is constructed, according to the four main reference elements:

Nā wai: Who - author or editor

Nōnahea: When - publication date

He aha te ingoa: What - title

Nō hea: Where from - source information

He aha ai?

Why do we Reference?

- **He Matatika:** It is the correct way to credit or acknowledge the person whose ideas you have used. Referencing helps to distinguish between your ideas and words and those that belong to other people.
- **Hei Whakamana:** To give respect to and honour others' knowledge, research or educated opinion.
- **Hei Whakamaru:** It provides a layer of protection for mātauranga Māori (Māori cultural and intellectual property) as taonga tuku iho. When you reference, you are verifying the accuracy and credibility of the author's information and protecting yourself from plagiarising another's work.

He aha?

What is Referencing?

When writing academic essays and assignments it is necessary to use other people's ideas, research, images and sometimes words in order to form your own argument on certain kaupapa. **Referencing** is the practice of acknowledging the sources of information you use in your assignments.

There are different styles of referencing. EIT uses the APA referencing style (7th edition).

Referencing has two parts: **in-text citations** and a **reference list** at the end of your assignment.

The in-text citation acts as a pointer to the full details of each reference provided in the reference list.

Paraphrasing is putting in your own words what the author has written.

Quoting is copying the author's exact words. It is recommended that you use direct quotes sparingly and only when necessary.

NB: When paraphrasing, quoting, and/or using images for PowerPoint presentations it may be preferable to use footnotes rather than in-text citations. Refer to the PowerPoint presentation study guide.

When a Reference is not Needed

There will be occasions when you will not need to provide references:

• when you are using your own experiences, artwork, photographs, and so forth

• when you are using generally accepted facts or "common knowledge" that is widely known, undisputed and easily verified such as historical events (take note that interpretation of "common knowledge" is dependent on who the audience for your paper is)

• when referencing Traditional Knowledge or Oral Traditions of Indigenous Peoples that are not recorded such as pūrākau, pakiwaitara, or kōrero tuku iho, **only an in-text citation is needed**. Refer to the examples below for "Personal communication: Traditional knowledge".

Final Check

When you have completed your reference list, check that

• each entry appears in both the text and the reference list

• the in-text citation and reference list entry match exactly in spelling and publication date.

In-text Citations

APA uses **citations** within brackets to reference sources in your writing. Citations always include **author surname/s** and **year of publication**; sometimes they also include page or paragraph numbers. There are two correct ways to do in-text citations in your assignments: The author's name can be incorporated in your text *or* included in brackets with the year.

In-Text Citation Paraphrasing Examples

The pūrākau that relate to Tāwhaki are well known, to not only Māori and Moriori but also, throughout the Pacific where he is known by alternative names such as Kahai and Tafai (Shand, 1898).

OR

As Shand (1898) explains, the pūrākau that relate to Tāwhaki are well known, to not only Māori and Moriori but also, throughout the Pacific where he is known by alternative names such as Kahai and Tafai.

When **quoting**, the same citation rules apply but you must also include the **page number** or **paragraph number** (where a page number is not available). Note that the year is always placed immediately after the author/s, while the placement of the page number is always at the end.

In-Text Citation Quotation Examples

Furthermore, "Kaupapa Māori methods were developed as the result of a drive to reclaim positive space for Māori in Aotearoa society" (Hiha, 2015, p. 136).

OR

Hiha (2015) explains that "Kaupapa Māori methods were developed as the result of a drive to reclaim positive space for Māori in Aotearoa society" (p. 136).

Te Rārangi Tohutoro: The Reference List

- Start the reference list on a new page at the end of your assignment with the title “References” centred at the top and in bold.
- All references in the list begin with the surname(s) of the author(s), followed by their initials. If there is no author, begin the reference with the title.
- Use the same line spacing as the rest of your assignment – usually 1.5 or double spacing.
- Place the list in alphabetical order.
- Format the list as hanging indent (first line of each reference is aligned to the left margin with all subsequent lines of the reference indented).

An example of a reference list is provided at the end of this guide.

Referencing Elements

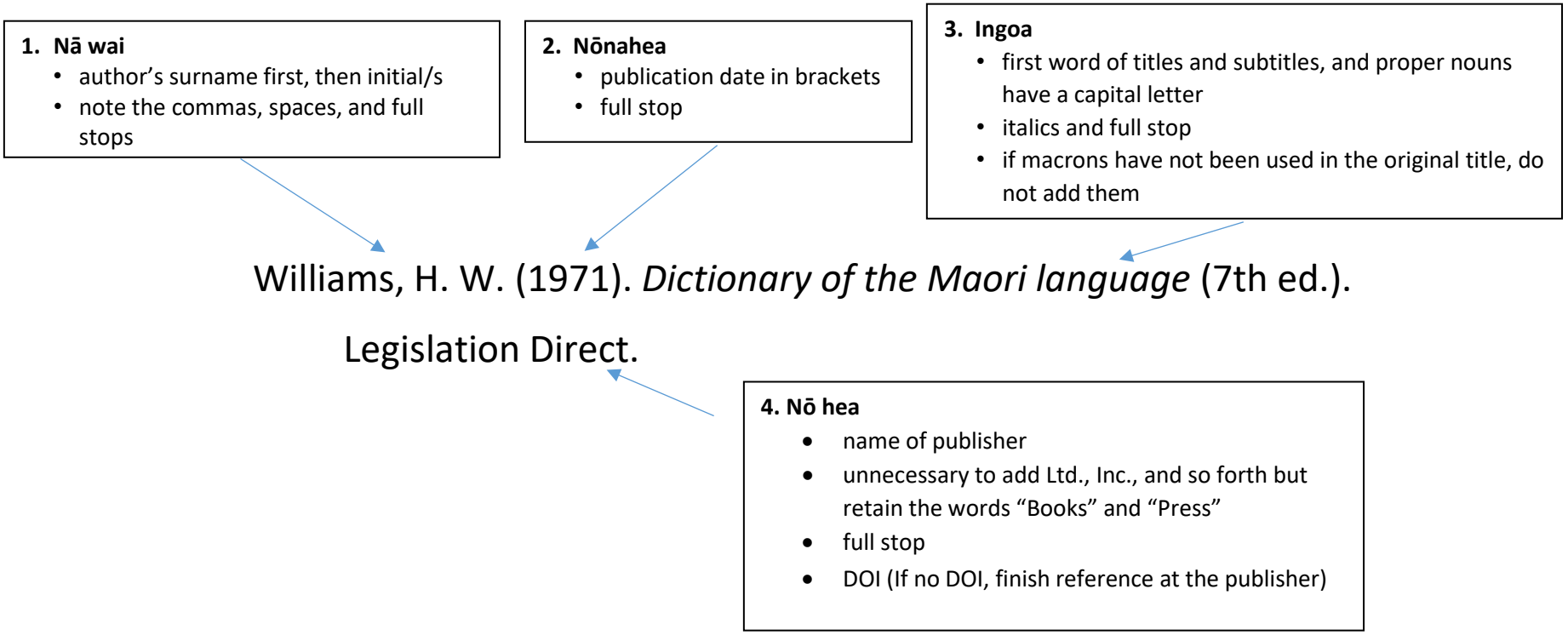
The four main reference elements:

Nā wai: Who - author or editor

Nōnahea: When - publication date

He aha te ingoa: What - title

Nō hea: Where from - source information



Referencing Notes

Kaituhi: Authors

Kaituhi Authors	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
One author	**Last name and initials. Do not include qualification abbreviations.** Salmond, A. (1976). *Hui: A study of Maori ceremonial gatherings* (2nd ed.). A. H. & A. W. Reed.	Significantly, Salmond (1976) acknowledges the . . . **OR** Historical accounts acknowledge the significance of . . . (Salmond, 1976).
Two authors	**Separate authors' names with a comma and an ampersand (&)** Bishop, R., & Glynn, T. (1999). *Culture counts: Changing power relations in education.* Dunmore Press.	**When referring to the authors within your text, separate the authors' last names with "and." When citing the authors in brackets (parentheses), separate authors' last names with an ampersand (&).** Bishop and Glynn (1999) deliberate the impact of . . . **OR** The impacts of cultural dominance and subordination in education have been explored to reveal . . . (Bishop & Glynn, 1999).
Three to twenty authors	**List all authors' names, separated by commas, in the order given in the source material.** Walker, S., Eketone, A., & Gibbs, A. (2006). An exploration of kaupapa Maori research, its principles, processes and applications. *International Journal of Social Research Methodology, 9*(4), 331–344. https://doi.org/10.1080/13645570600916049 **NB: To reference twenty one or more authors, refer to EIT's *APA Referencing Examples* guide.**	**Cite only the surname of the first author, followed by "et al."** According to Walker et al. (2006), . . . **OR** It was determined that . . . (Walker et al., 2006).

Kaituhi Authors	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Group author *(A group that serves as the author, for example, a corporation, organisation, government agency etc.)*	Te Puni Kōkiri. (2017). *A guide to papakāinga housing.* https://www.tpk.govt.nz/en/a-matou-mohiotanga/housing **NB. If the author and publisher are the same, there is no need to add a publisher.**	Te Puni Kōkiri (2017) explains the three stages of developing papakāinga housing. **OR** Whānau planning is the first step in the development of papakāinga housing (Te Puni Kōkiri, 2017).
Group author – long name	**If the name of the group is long, an abbreviation may be assigned in the first citation and the abbreviation used thereafter. This is acceptable if the abbreviation is well known, or will appear at least three times in your paper, and will help avoid cumbersome repetition.** Ngāti Kahungunu Iwi Incorporated. (n.d.). *Kahungunu, kia eke! Māori language strategy 2013-2027.* https://www.kahungunu.iwi.nz/te-reo-strategy	**First citation** Ngāti Kahungunu Iwi Incorporated (NKII, n.d.) have established . . . **OR** Through the establishment of . . . (Ngāti Kahungunu Iwi Incorporated [NKII], n.d.). **Later citations** NKII (n.d.) highlight . . . **OR** . . . (NKII, n.d.).
Personal communication	**Personal communications refer to information that is not retrievable by others. They therefore do not appear in the reference list but are cited in text. Examples are emails, conversations, or guest speakers.**	In the opinion of local kaiako K. Wehipeihana (personal communication, December 13, 2019), . . . **OR** . . . (K. Wehipeihana, personal communication, December 13, 2019).

Kaituhi Authors	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Personal communication: Traditional knowledge	**When referencing Traditional Knowledge or Oral Traditions of Indigenous peoples that are not recorded, provide as much detail in-text as possible. If you spoke with a Tangata Whenua or an Indigenous person directly, include the person's full name, their iwi or indigenous group to which they belong, as well as any other relevant information. Ensure that the person agrees to have their name included in your paper and confirms the accuracy and appropriateness of the information you present.**	The kōrero of Kawata Teepa (Tūhoe, Te Wainui, Tūhoe Ahurei, personal communication, May, 2005) . . . **OR** . . . (Kawata Teepa, Tūhoe, Te Wainui, Tūhoe Ahurei, personal communication, May, 2005).
Author – Iwi affiliations/ Indigenous identifying information	**Iwi affiliations and other indigenous identifying information are not provided in the reference entry but are included in the first in-text citation. If there are three or more authors, name them all the first time and include their iwi etc. in brackets, and for subsequent citations follow the "et al." rule.** Houkamau, C. A., Sibley, C., & Henare, M. (2019). Te rangahau o te tuakiri Māori me ngā waiaro ā-pūtea: The Māori identity and financial attitudes study. *Mai Journal, 8*(2), 142-158. https://doi.org/10.20507/MAIJournal.2019.8.2.4	**First citation** Houkamau (Ngāti Porou, Ngāti Kahungunu), Sibley, and Henare (Te Aupōuri, Te Rarawa) (2019) studied … **OR** (Houkamau [Ngāti Porou, Ngāti Kahungunu], Sibley, & Henare [Te Aupōuri, Te Rarawa], 2019). **NB. Use square brackets within the round bracket when citing at the end of your text.** **Subsequent citations** Houkamau et al. (2019) further explore . . . **OR** . . . (Houkamau et al., 2019).

Kaituhi Authors	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Author – also known as (AKA)	**For a published work with an author who is commonly known by another name and prefers to be referred to by their "AKA", include the known as name in square brackets alongside the author name.** Pere, R. T. A. R. [Nanny Rose]. (1997). *Te wheke: A celebration of infinite wisdom* (2nd ed.)**.** Ao Ako Global Learning New Zealand.	**In the first citation, write the surname and the year as usual, and include the known as name in square brackets.** As Pere [Nanny Rose] (1997) illuminated . . . **OR** . . . (Pere [Nanny Rose], 1997). **In subsequent citations the known as name can be used.** Nanny Rose (1997) stated . . . OR . . . (Nanny Rose, 1997).
Username, Screen name, Anonymous as author	**When only a username or screen name is provided, or if a work identifies "Anonymous" as the author, the author element of the reference should reflect that provided.** Maxaversa. (2011, April 18). *Patupaiarehe* [Video]. YouTube. https://www.youtube.com/watch?v=G175390V7Tc Anonymous. (1971). *Go ask Alice: A real diary.* Random House.	Maxaversa (2011) shows . . . **OR** . . . (Maxaversa, 2011). Anonymous (1971) told the story of … **OR** … (Anonymous, 1971).

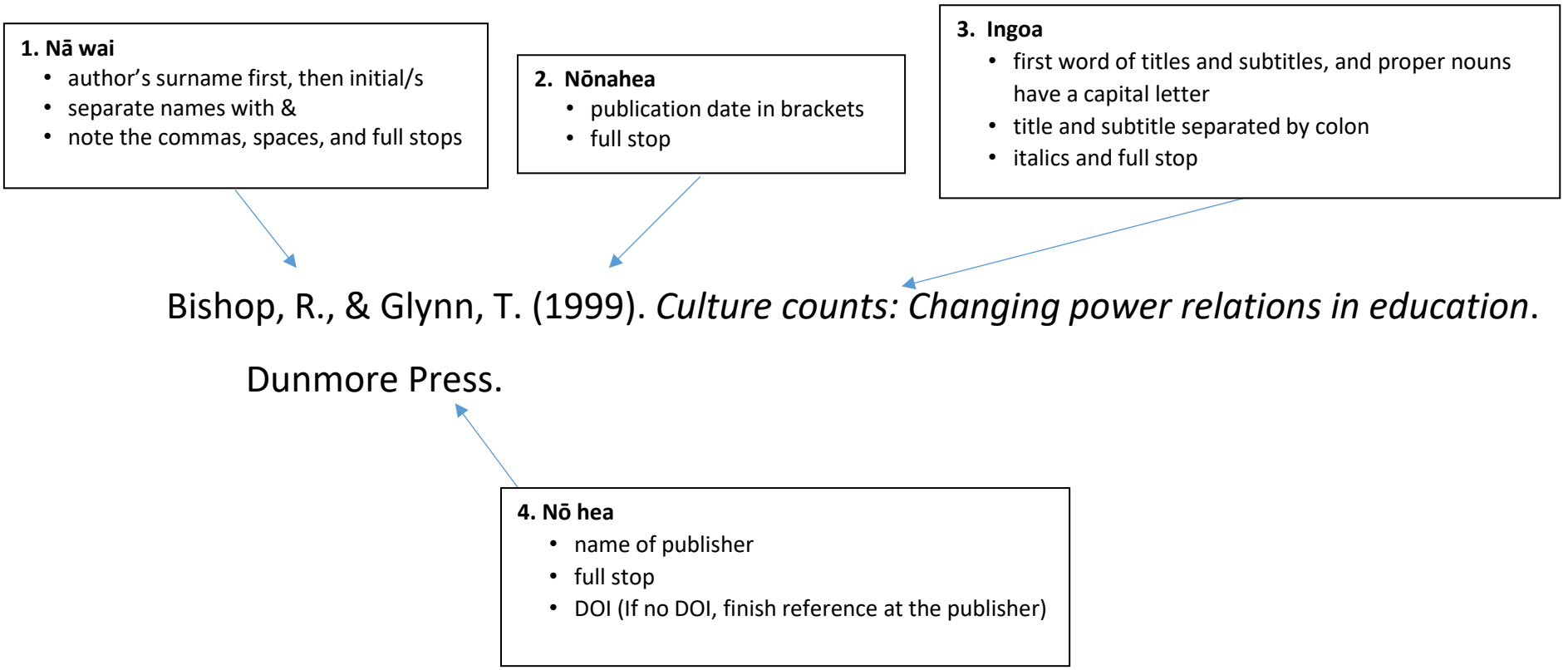
Kaituhi Authors	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Author cited within another source - Secondary source *(citing a source that has been cited in the reference material you are using)*	**Give the secondary source in the reference list.** Salmond, A. (1976). *Hui: A study of Maori ceremonial gatherings* (2nd ed.). A. H. & A. W. Reed.	**In the text, name the author of the original work and give a citation for the source document.** Ngata (1943, as cited in Salmond, 1976) describes . . . **OR** . . . (Ngata, 1943, as cited in Salmond, 1976).
Multiple sources - different authors for the same idea	Hiroa, T. (1950). *The coming of the Maori* (2nd ed.). Maori Purposes Fund Board. King, M. (1996). *Maori: A photographic and social history* (2nd ed.). Reed Books. Walker, R. (2004). *Ka whawhai tonu matou: Struggle without end* (2nd ed.). Penguin.	**When there is more than one source for the same idea, all relevant sources should be cited, in alphabetical order.** According to Hiroa (1950), King (1996), and Walker (2004), . . . **OR** . . . (Hiroa, 1950; King, 1996; Walker, 2004). **When one of the citations is major, place this first within the brackets, and list remaining citations alphabetically, preceded with the words "see also."** (Walker, 2004; see also Hiroa, 1950; King, 1996).
Author as publisher	**When author and publisher are the same, omit the publisher information.** Manatū Hauora–Ministry of Health. (2010). *Tatau kahukura: Māori health chart book 2010* (2nd ed.).	Manatū Hauora–Ministry of Health (2010) details . . . **OR** . . . (Manatū Hauora–Ministry of Health, 2010).

Pārongo Matangaro: Missing Information

Pārongo Matangaro: Missing Information	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
No date	**When no publication year is provided, use n.d. in its place.** Ngāti Kahungunu Iwi Incorporated. (n.d.). *Kahungunu, kia eke! Māori language strategy 2013-2027*. https://www.kahungunu.iwi.nz/te-reo-strategy	Ngāti Kahungunu Iwi Incorporated (n.d.) have established . . . **OR** Through the establishment of . . . (Ngāti Kahungunu Iwi Incorporated, n.d.).
No author	**Italicise the title of a journal, book, brochure or report.** **Place the title in the author position. Alphabetise books with no author or editor by the first significant word in the title (Tirohia in this case).** *Tirohia kimihia: A Māori learner dictionary*. (2006). Huia Publishers. **Web page** *The making of the Treaty*. (n.d.). Treaty2U. http://www.treaty2u.govt.nz/the-treaty-up-close/the-making-of-the-treaty/index.htm **NB: All references cited should be credible. If the publication date and authorship is unclear, you should verify that the information is accurate, relevant and current.**	**Italicise the title of a complete work, such as a journal, book, brochure, YouTube video, or report. Do not italicise the year.** When referring to *Tirohia Kimihia: A Māori Learner Dictionary* (2006) . . . **OR** (*Tirohia Kimihia: A Māori Learner Dictionary*, 2006). **Cite the first few words of the reference entry (usually the title) and the year. Italicise the title, begin with a capital letter and capitalise every major word of four or more letters.** As explained in *The Making of the Treaty* (n.d.), . . . **OR** . . . (*The Making of the Treaty*, n.d.).

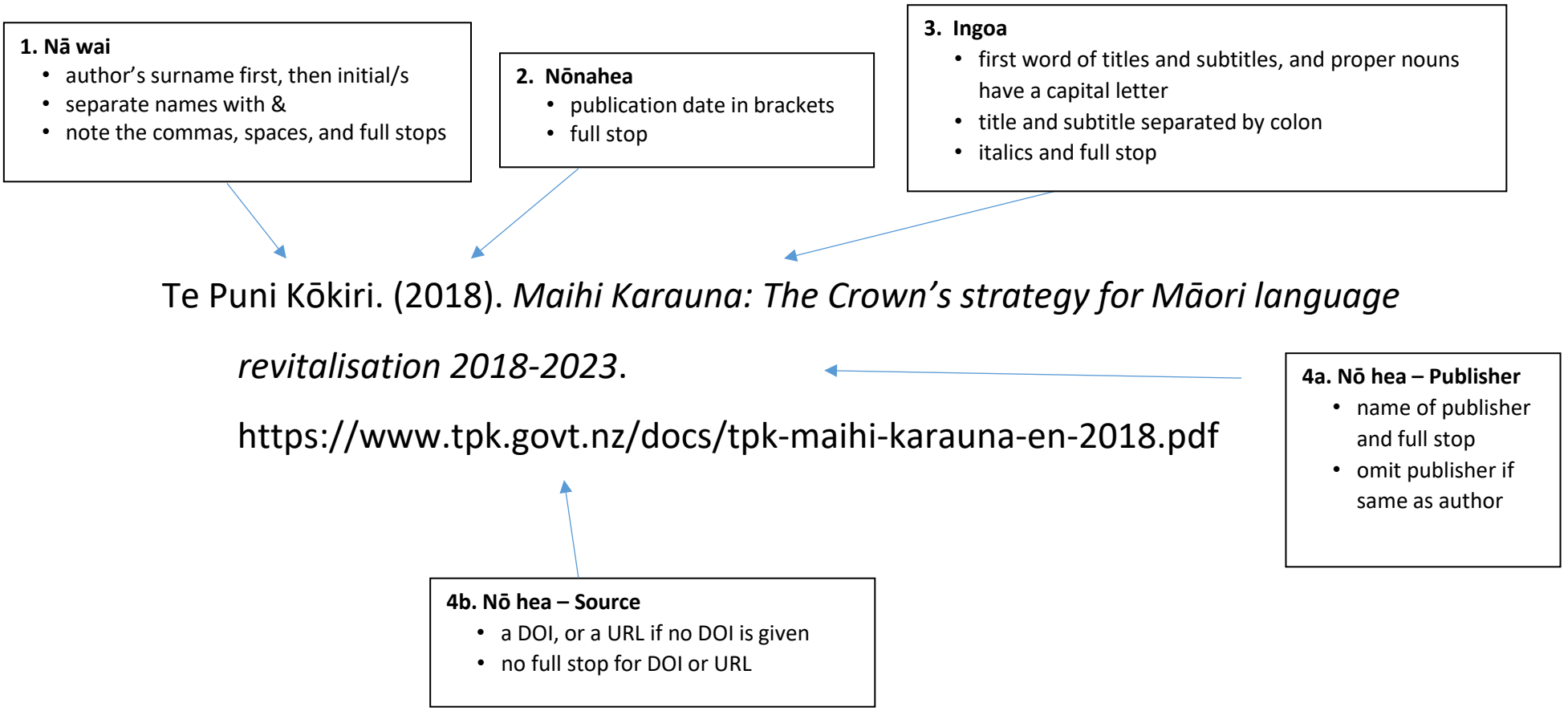
Pukapuka – Ngā Wāhanga o te Tohutoro

Book - Reference Elements (Print or From a Database)



Pukapuka – Ngā Wāhanga o te Tohutoro

Book - Reference Elements (Online)

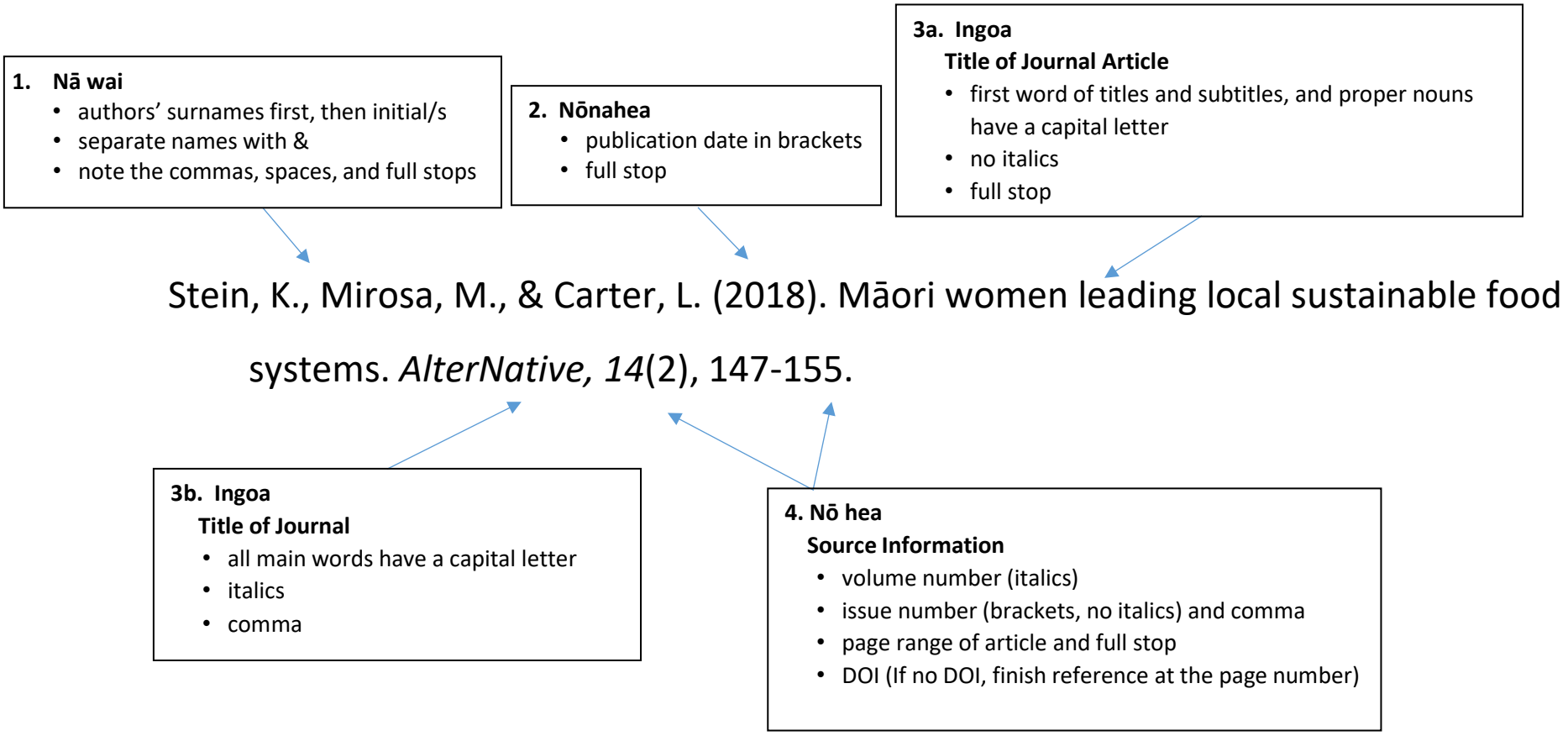


Pukapuka: Books

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Book – print or from a database	**Without doi** Hiroa, T. (1950). *The coming of the Maori* (2nd ed.). Māori Purposes Fund Board. **With doi** O'Malley, V. (2015). *Haerenga: Early Māori journeys across the globe.* Bridget Williams Books. https://doi.org/10.7810/978192	According to Hiroa (1950), . . . **OR** Historical accounts show . . . (Hiroa, 1950). O'Malley (2015) describes . . . **OR** . . . (O'Malley, 2015).
Book - online	**If the author and publisher are the same, omit publisher (first example), otherwise, if they are different, include the publisher name after the title, without italics (second example).** **Without doi** Te Puni Kōkiri. (2018). *Maihi Karauna: The Crown's strategy for Māori language revitalisation 2019-2023.* https://www.tpk.govt.nz/docs/tpk-maihi-karauna-en-2018.pdf **With doi** Loewen, S. (2014). *Introduction to instructed second language acquisition*. Routledge. https://doi.org/10.4324/9780203117811	Te Puni Kōkiri (2018) details . . . **OR** . . . (Te Puni Kōkiri, 2018). Loewen (2014) outlines ... **OR** … (Loewen, 2014).
Edited book	Curnow, J., Hopa, N., & McRae, J. (Eds.). (2002). *Rere atu, taku manu! Discovering history, language and politics in the Maori-language newspapers.* Auckland University Press.	As outlined by Curnow et al. (2002), . . . **OR** . . . (Curnow et al., 2002).
Chapter in an edited book	**Invert the chapter authors' names and initials, but do not invert the book editors' names.** Karetu, T. (1992). Language and protocol of the marae. In M. King (Ed.), *Te ao hurihuri: Aspects of Maoritanga* (3rd ed., pp. 28-41). Reed Books. **Include the page range of the relevant chapter in brackets. Where there is an edition number, the page range is included in the same set of brackets.**	Karetu (1992) elucidates . . . **OR** . . . (Karetu, 1992).

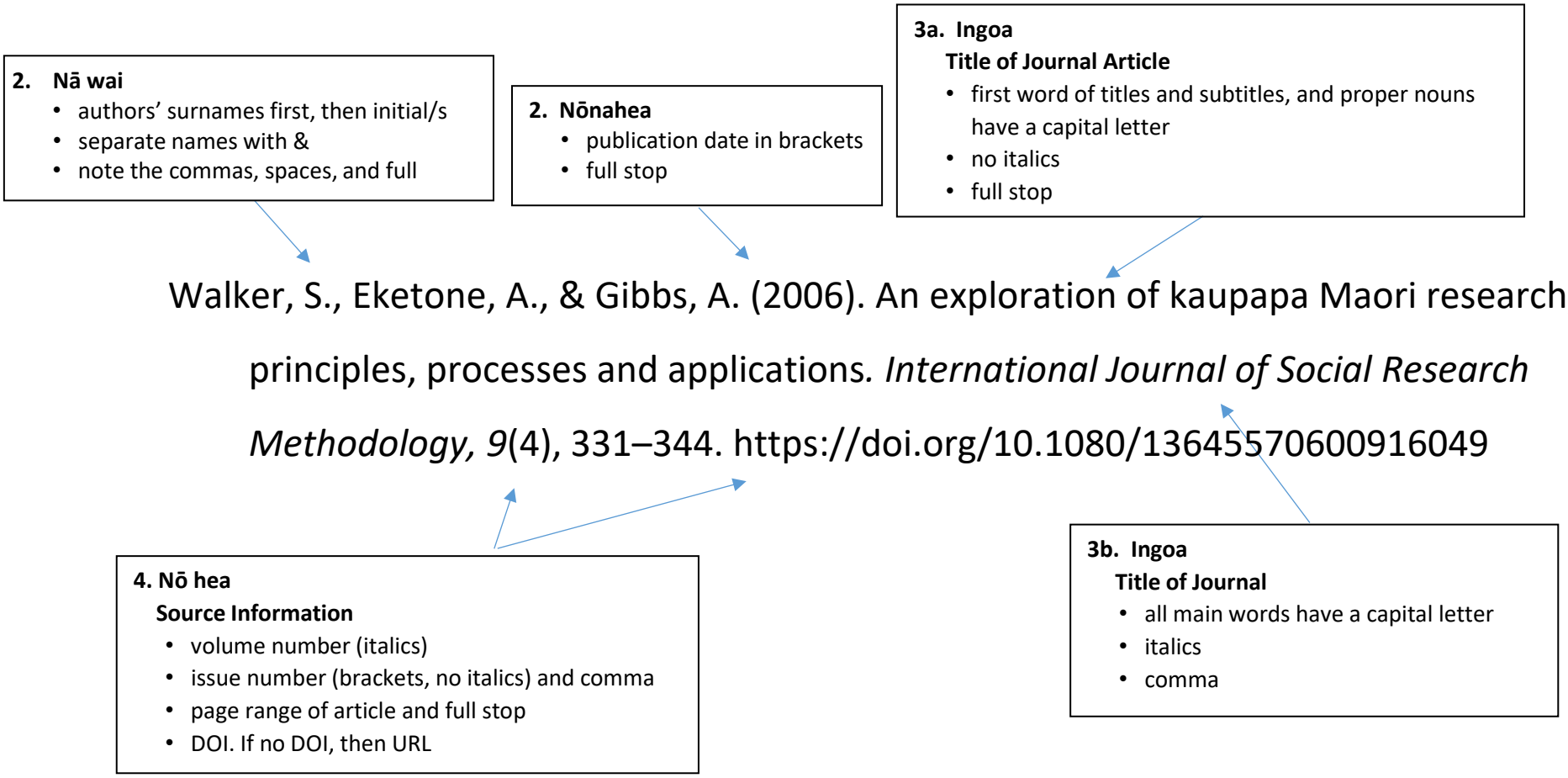
Pūrongo – Ngā Wāhanga o te Tohutoro

Article (Print Journal) - Reference Elements



Pūrongo – Ngā Wāhanga o te Tohutoro

Article (Online Journal) - Reference Elements



Pūrongo: Articles

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Journal article- print	**Without doi** Stein, K., Mirosa, M., & Carter, L. (2018). Māori women leading local sustainable food systems. *AlterNative, 14*(2), 147-155. **With doi** Pihama, L., Lee-Morgan, J., Smith, L. T., Taikiwai, S. J., & Seed-Pihama, J. (2019). MAI Te Kupenga: Supporting Māori and Indigenous doctoral scholars within higher education. *AlterNative, 15*(1), 52-61. https://doi.org/10.1177/1177180119828065 **NB. If a doi is presented in the older format of doi:10/10… or http://dx.doi/..., convert to the preferred format of https://doi.org/ …**	The study conducted by Stein et al. (2018) . . . **OR** . . . (Stein et al., 2018). Pihama et al. (2019) provide . . . **OR** . . . (Pihama et al., 2019).
Journal article- online	**Without doi** Shand, A. (1898). The Moriori people of the Chatham Islands: Their traditions and history: Chap. XIV – Tawhaki. *The Journal of the Polynesian Society, 7*(2), 73-78. http://www.jps.auckland.ac.nz/index.php **With doi** Walker, S., Eketone, A., & Gibbs, A. (2006). An exploration of kaupapa Maori research, its principles, processes and applications. *International Journal of Social Research Methodology, 9*(4), 331–344. https://doi.org/10.1080/13645570600916049 **NB. If a doi is presented in the older format of doi:10/10… or http://dx.doi/..., convert to the preferred format of https://doi.org/ …**	Shand (1898) provides a traditional interpretation . . . **OR** . . . (Shand, 1898). According to Walker et al. (2006), . . . **OR** . . . (Walker et al., 2006).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Journal article – from an EIT database or Google Scholar	**Reference the same as for a print journal. Do not include the name of the database or URL. Include a doi if provided.** **Without DOI** Bishop, R., & Glynn, T. (1998). The development of Kaupapa Maori education initiatives in Aotearoa New Zealand. *Education Canada, 38*(2), 50. **With DOI** Lai, J. C., Robinson, D. F., Stirrup, T., & Hai-Yuean, T. (2019). Māori knowledge under the microscope: Appropriation and patenting of mātauranga Māori and related resources. *The Journal of World Intellectual Property, 22*(3-4), 205-233. https://doi.org/10.1111/jwip.12125	Bishop and Glynn (1998) highlight . . . **OR** . . . (Bishop & Glynn, 1998). Lai et al. (2019) conclude . . . **OR** . . . (Lai et al., 2019).
Magazine Article - print	**For a monthly magazine, include the month in the date; for a weekly magazine, include the day also.** Walker, R. (1990, April 16). Cultural continuities. *New Zealand Listener, 126*, 24-26.	Walker (1990) identifies . . . **OR** (Walker, 1990).
Magazine Article - online	McKay, B. (2017, September). A guide to the architecture of the Pacific: Kingdom of Tonga. *Architecture NZ, 2017*(5). https://architecturenow.co.nz/articles/a-guide-to-the-architecture-of-the-pacific-kingdom-of-tonga/	McKay (2017) refers to . . . **OR** (McKay, 2017).
Newspaper Article - print	Johnstone, B. F. (1992, May 28). Treaty claim upheld. *The Daily Telegraph*, p. 2.	The article by Johnstone (1992) . . . **OR** (Johnstone, 1992).
Newspaper Article- online	Neilson, M. (2020, January 29). Ihumātao proposal signals need to revisit 'unfair' Treaty settlement process – Māori Party. *New Zealand Herald*. https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=12304359	Neilson (2020) discusses . . . **OR** (Neilson, 2020).

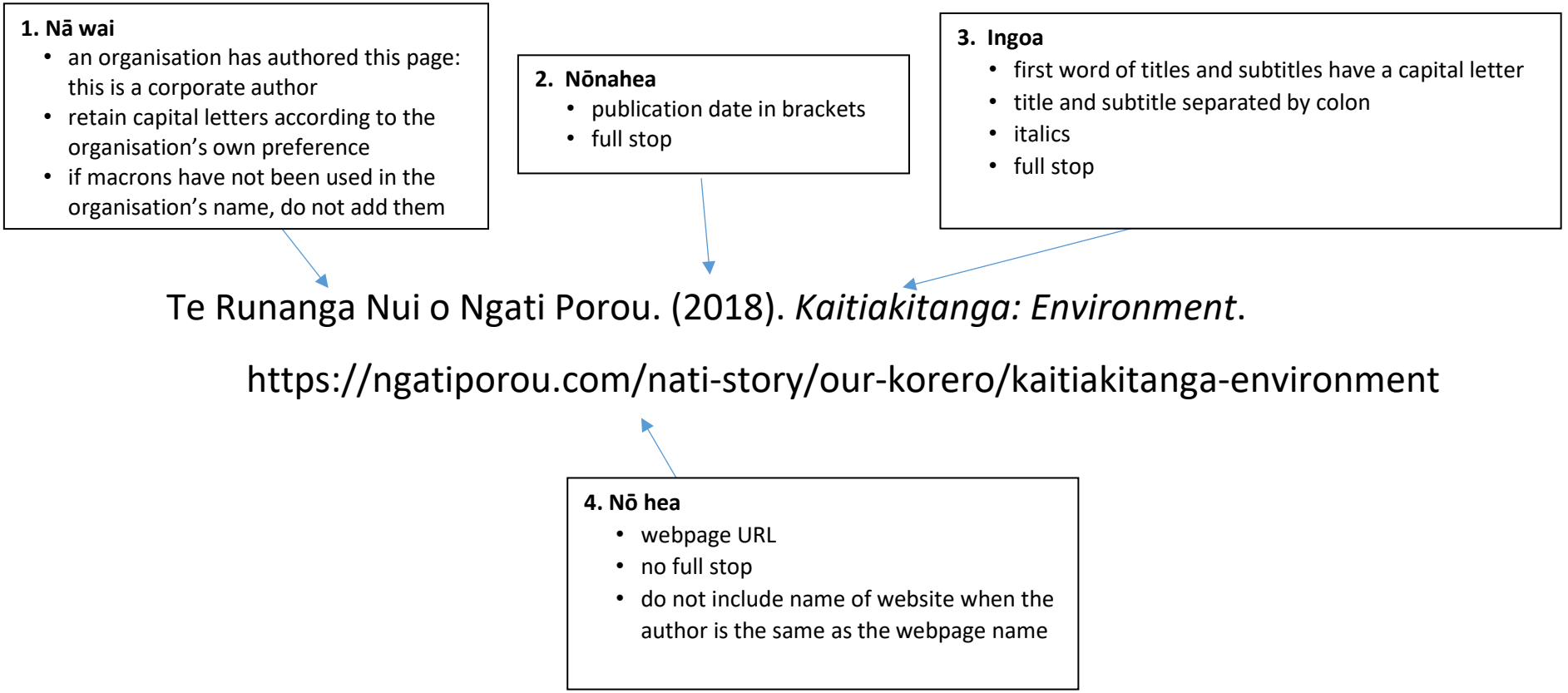
Mātāpunenga: Dictionary and Encyclopaedia (Reference Works)

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Dictionary- Print	**Entry in a dictionary** Sinclair, M., & Calman, R. (2012). Mānukanuka. In *The raupō essential Māori dictionary: Te papakupu taketake a raupō* (3rd ed.). Penguin Group. **When referencing a number of entries, refer to the dictionary as a whole and reference the same as for a book.** Sinclair, M., & Calman, R. (2012). *The raupō essential Māori dictionary: Te papakupu taketake a raupō* (3rd ed.). Penguin Group. **NB. Some dictionaries are authored by an organisation, for example, Te Taura Whiri i te Reo Māori, in which case they take the author's spot in the reference.**	Sinclair and Calman (2012) define mānukanuka as . . . **OR** . . . (Sinclair & Calman, 2012) Sinclair and Calman (2012) provide definitions for many kupu Māori such as . . . **OR** . . . (Sinclair & Calman, 2012).
Dictionary – Online	**Entry in a dictionary. Where the work is continuously updated, include a retrieval date.** Moorfield, J. C. (n.d.). Rangatiratanga. In *Te Aka online Māori dictionary*. Retrieved January 28, 2020, from https://maoridictionary.co.nz/search?idiom=&phrase=&proverb=&loan=&histLoanWords=&keywords=rangatiratanga **When referencing a number of entries, refer to the dictionary as a whole.** Moorfield, J. C. (n.d.). *Te Aka online Māori dictionary*. Retrieved February 1, 2020, from https://maoridictionary.co.nz/	Rangatiratanga is defined by Moorfield (n.d.) . . . **OR** . . . (Moorfield, n.d.). Moorfield (n.d.) provides . . . **OR** . . . (Moorfield, n.d.).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Dictionary or encyclopaedia from an App	**The author is the name of the rightsholder of the app which may be an individual, group, or company. The year is the date of the version release.** **Entry within an app** AUT University. (2017). Manaakitanga. In *Te Reo Māori* (Version 3.0) [Mobile app]. Google Play Store. https://play.google.com/store/apps/details?id=com.auttereomaori&hl=en **When referencing several entries within an app, reference the app as a whole.** Te Taura Whiri i te Reo Māori. (2018). *He pātaka kupu – te kai a te rangatira* (Version 1.0.1) [Mobile app]. https://play.google.com/store/apps/details?id=nz.hepatakakupu.app&hl=en	According to AUT University (2017), manaakitanga is . . . **OR** . . . (AUT University, 2017). Te Taura Whiri i te Reo Māori (2018) define . . . **OR** . . . (Te Taura Whiri i te Reo Māori, 2018).
Encyclopaedia - Print	**Entry in an encyclopaedia** Reed, A. W. (2002). Rongo. In *An illustrated encyclopaedia of traditional Māori life* (Revised ed., B. Mikaere, Ed.). New Holland Publishers. **When referencing a number of entries, refer to the encyclopaedia as a whole.** Reed, A. W. (2002). *An illustrated encyclopaedia of traditional Māori life* (Revised ed., B. Mikaere, Ed.). New Holland Publishers. **NB. Include edition number in brackets after the title where appropriate. Also, if the encyclopaedia has both an author and editor credited on the book cover, acknowledge them both in the reference.**	Rongo is described by Reed (2002) as . . . **OR** . . . (Reed, 2002). Reed (2002) provided . . . **OR** . . . (Reed, 2002).
Encyclopaedia - Online	**Entry in an encyclopaedia. Where the work is continuously updated, include a retrieval date.** Taonui, R. (2017). Ngā tuakiri hōu – new Māori identities. In *Te Ara-The Encyclopaedia of New Zealand*. Retrieved February 10, 2020, from https://teara.govt.nz/en/nga-tuakiri-hou-new-maori-identities	Taonui (2017) explores . . . **OR** . . . (Taonui, 2017).

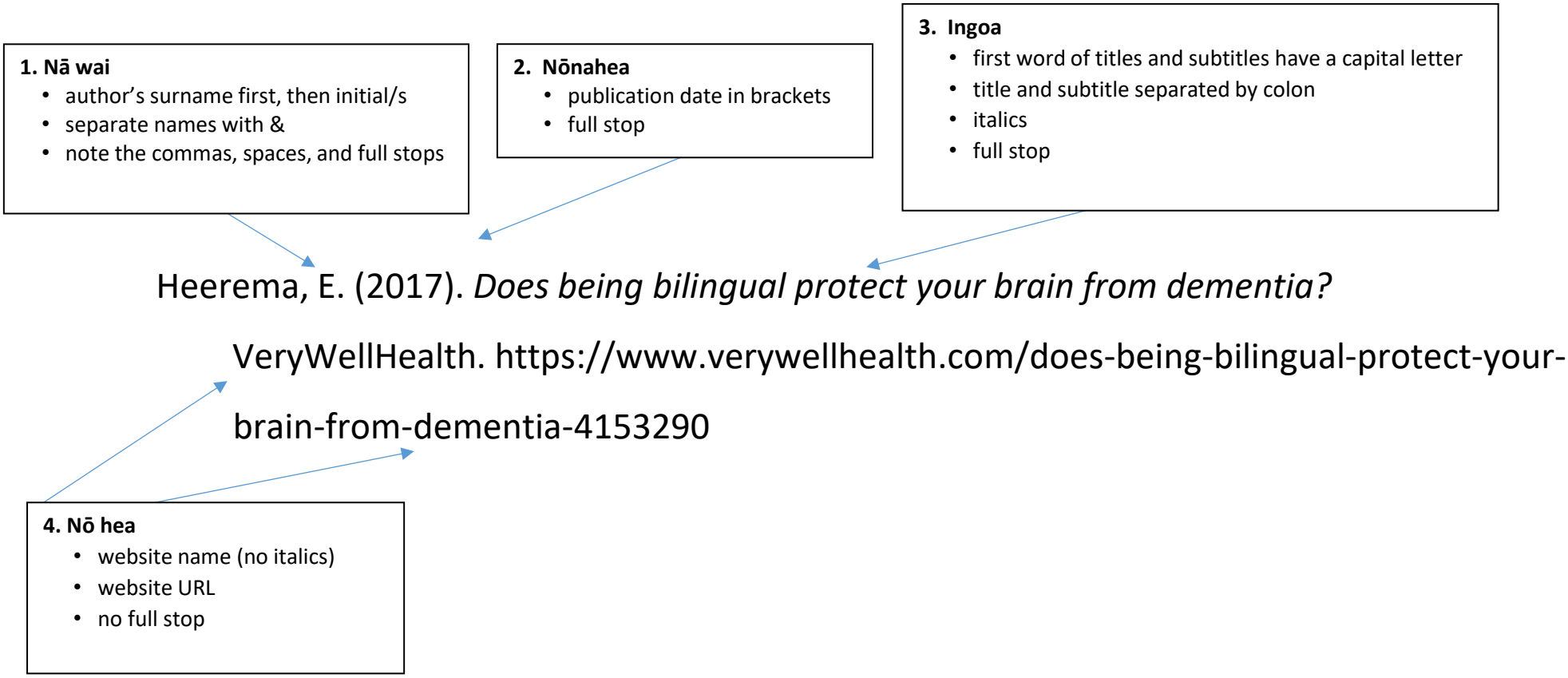
Whārangi Ipurangi – Ngā Wāhanga o te Tohutoro

Webpage - Reference Elements (Author Same as Webpage Name)



Whārangi Ipurangi – Ngā Wāhanga o te Tohutoro

Webpage - Reference Elements (Author Different to Webpage Name)



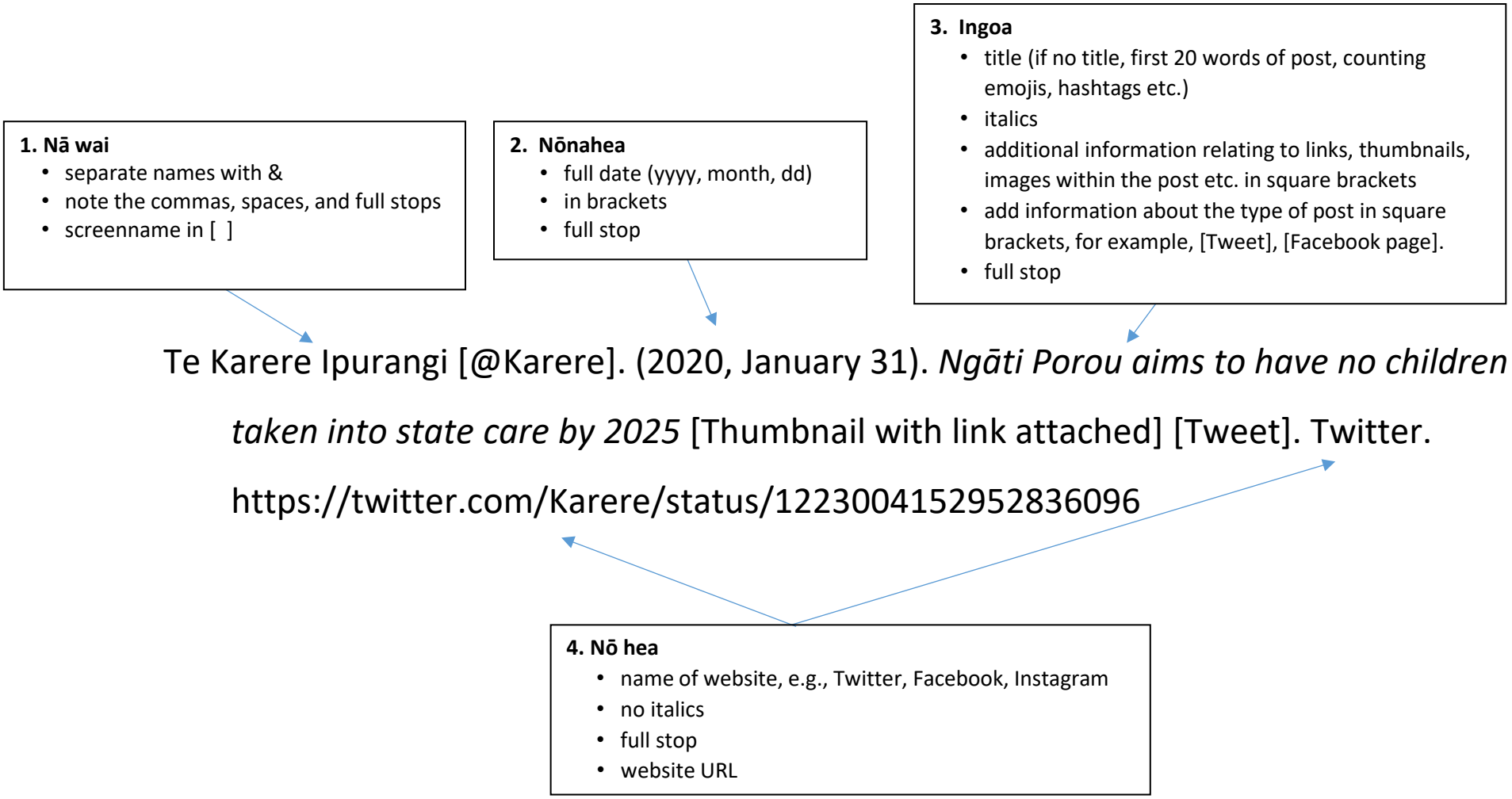
Whārangi Ipurangi: Online Sources

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Web page – website name different to author	Heerema, E. (2017). *Does being bilingual protect your brain from dementia?* VeryWellHealth. https://www.verywellhealth.com/does-being-bilingual-protect-your-brain-from-dementia-4153290 **NB. For examples of a web page with no author and/or no date, see page 13.**	Heerema (2017) discusses . . . **OR** . . . (Heerema, 2017).
Web page – website name same as author	**Do not include name of website when the author is the same as the webpage name.** Te Runanga Nui o Ngati Porou. (2018). *Kaitiakitanga: Environment*. https://ngatiporou.com/nati-story/our-korero/kaitiakitanga-environment	Te Runanga Nui o Ngati Porou (2018) highlight . . . **OR** . . . (Te Runanga Nui o Ngati Porou, 2018).
Webpages – multiple sources from the same author, with the same date	Manatū Hauora – Ministry of Health. (2019a). *He korowai oranga*. https://www.health.govt.nz/our-work/populations/maori-health/he-korowai-oranga Manatū Hauora – Ministry of Health. (2019b). *Māori health action plan.* https://www.health.govt.nz/our-work/populations/maori-health/maori-health-action-plan Manatū Hauora – Ministry of Health. (2019c). *Rongoā Māori: Traditional Māori healing*. https://www.health.govt.nz/our-work/populations/maori-health/rongoa-maori-traditional-maori-healing **NB: Webpages from the same website and the same date are listed alphabetically according to the title, and this determines the allocation of a, b, c, and so forth.**	Manatū Hauora – Ministry of Health (2019b) stipulates . . . which is also evidenced by . . . (Manatū Hauora – Ministry of Health, 2019a). Furthermore, Manatū Hauora – Ministry of Health (2019c) provides . . .

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Document downloaded from a website *(PDF books and booklets, including government and organisation strategies, guidelines, annual reports and information booklets)*	**If the author and publisher are different, include the publisher name after the title, without italics (first example), otherwise, omit publisher (second example).** Tākao, N., Grennell, D., McKegg, K., & Wehipeihana, N. (2010). *Te piko o te māhuri: The key attributes of successful Kura Kaupapa Māori.* Te Tāhuhu o te Mātauranga. https://www.educationcounts.govt.nz/_data/assets/pdf_file/0005/81158/954-KWA-English-21092010.pdf Te Taura Whiri i te Reo Māori. (2012). *Guidelines for Māori language orthography.* http://www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf	Tākao et al. (2010) identified . . . **OR** . . . (Tākao et al., 2010). As identified by Te Taura Whiri i te Reo Māori (2012), . . . **OR** The best practice guidelines for writing Māori provide . . . (Te Taura Whiri i te Reo Māori, 2012).
Blog	**Blog Post** Ngata, T. (2019, June 16). The "Taken Generation" is not a Māori problem – it is a colonial racism problem. *Te Wharepora Hou.* https://tewhareporahou.wordpress.com/2019/06/16/the-taken-generation-is-not-a-maori-problem-it-is-a-colonial-racism-problem/ **NB. It is very important to verify the credibility of the authorship of blogs and blog comments and the accuracy, relevance, and currency of the information given.** **For how to reference a blog comment, see page 29 under "Social media" examples**	Ngata's blog post (2016) details . . . **OR** . . . (Ngata, 2016).

Pae Pāpāho Pāpori– Ngā Wāhanga o te Tohutoro

Social Media - Reference Elements



Pae Pāpāho Pāpori: Social Media

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Facebook	**After the author (and username if different to author name), include the date and the first twenty words of the post in italics (counting symbols, emojis, and hashtags, etc.). A description of the post in square brackets follow where appropriate, then the name of the website (Facebook), a full stop, and the URL.** **Facebook post** Kahungunu, kia eke! (2020, January 30). *A great insight into how the people of Urenui welcomed Te Rangihiroa's ashes and conducted his tangihanga back in 1954* [Images attached]. Facebook. https://www.facebook.com/groups/492381030792154/ **Facebook page** **There will generally be no publication date for a Facebook page, so use "n.d.".** **Include a retrieval date as Facebook home page information is often updated.** Iritekura Marae. (n.d.). *About* [Facebook page]. Facebook. Retrieved January 27, 2020, from https://www.facebook.com/groups/103147216708/about/	Kahungunu, kia eke (2020) posted . . . **OR** . . . (Kahungunu, kia eke, 2020). According to Iritekura Marae (n.d.), … **OR** … (Iritekura Marae, n.d.).
Instagram	**Include the author name, the username in square brackets, the full date, the first 20 words of the post in italics (counting symbols, emojis, and hastags etc.), a description of the post in square brackets where appropriate the name of the website (Instagram), and the URL.** Hall, R. [riahallnz]. (2017, December 10). *Tumoanakotoreiwhakairioratia. For my nan x #ngatiporou* [Photograph]. Instagram. https://www.instagram.com/p/Bcg1lNag03z/	Hall (2017) expressed . . . **OR** . . . (Hall, 2017).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Twitter	**Include the screen name in square brackets after the author name, full stop, and the full date in round brackets. If there is no title, include the first 20 words of the tweet in italics (counting symbols, emojis, hashtags, etc.), a description of any audio-visual information within the tweet in square brackets where appropriate. Finally, add the word Tweet in square brackets, a full stop, the name of the website (Twitter), a full stop, and the URL.** Te Karere Ipurangi [@Karere]. (2020, January 31). *Ngāti Porou aims to have no children taken into state care by 2025* [Thumbnail with link attached] [Tweet]. Twitter. https://twitter.com/Karere/status/1223004152952836096	Te Karere Ipurangi (2019) tweeted . . . **OR** . . . (Te Karere Ipurangi, 2019).
Blog Comment	**Credit the person who left the comment using the format that appears with the comment (as seen below). If a title to the comment is not given, include the first 20 words in the title position, followed by, in square brackets, reference to the original blog article, ending in the website name and URL.** Steven Peters. (2018, May 24). Another appropriation by Pakeha, a crass one at that. Also done in the name of spiritual authority, even if a [Comment on the article "Pākeha entitlement to moko kauwae, and other territorial incursions"]. *The Non-Plastic Māori.* https://thenonplasticmaori.wordpress.com/2018/05/23/pakeha-entitlement-to-moko-kauwae-and-other-territorial-incursions/	Bruce's blog comment (2018) states . . . **OR** . . . (Bruce, 2018).

Ataata – Ngā Wāhanga o te Tohutoro

Video (Youtube) - Reference Elements

1. Nā wai
- the name of the person/organisation who uploaded the video
- include the screen name in square brackets if different to author's name
- when a full author's name is not given, use the screen name in the author position
- full stop

2. Nōnahea
- full date (yyyy, month, dd)
- in brackets
- full stop

3. Ingoa
- first word of titles and subtitles, and proper nouns have a capital letter
- italics
- include source type in square brackets after title, for e.g., [Video], and a full stop

Waka Huia [wakahuiatvnz]. (2013, November 5). *Mahia Peninsula New Zealand documentary featuring Derek Fox* [Video]. YouTube. https://www.youtube.com/watch?v=4qSzYaaY3Vw

4. Nō hea
- name of website, e.g., YouTube
- full stop
- website URL

Oro-Ataata: Audio-Visual

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Youtube or recorded streaming video	**Use the name of the person or organisation who uploaded the video in the author position.** Waka Huia [wakahuiatvnz]. (2013, November 5). *Mahia Peninsula New Zealand documentary featuring Derek Fox* [Video]. YouTube. https://www.youtube.com/watch?v=4qSzYaaY3Vw **Where a screen name is used instead of a full name, use the screen name in the author position.** Urbanized Budda. (2018, August 26). *My experience with a tohunga* [Video]. YouTube. https://www.youtube.com/watch?v=mRIysrgvY44	Waka Huia (2013) . . . **OR** . . . (Waka Huia, 2013). Urbanized Budda (2018) opines . . . **OR** . . . (Urbanized Budda, 2018).
TED Talk	**From ted.com** **The presenter of the TED Talk is placed in the author position.** Machová, L. (2018, October). *The secrets of learning a new language* [Video]. TED Salon. https://www.ted.com/talks/lydia_machova_the_secrets_of_learning_a_new_language **From YouTube** **The owner of the YouTube account is placed in the author's position. Integrate the name of the speaker into the beginning of the title, followed by a colon, as in the example below.** TEDx Talks. (2015, June 17). *Tame Iti: Mana: The power in knowing who you are* [Video]. YouTube. https://www.youtube.com/watch?v=qeK3SkxrZRI&t=7s	Machová (2018) reveals . . . **OR** . . . (Machová, 2018). **Incorporate the speaker's name in your text and cite TED (or whomever uploaded the video) as the author.** In TEDx Talks (2015), Tame Iti elucidates . . . **OR** Tame Iti elucidates . . . (TEDx Talks, 2015).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Online audio	Radio New Zealand. (2019, February 1). *Wellington city gets a poi lesson ahead of Te Matatini* [Audio]. https://www.radionz.co.nz/audio/player?audio_id=2018680659	Radio New Zealand (2019) reports . . . **OR** . . . (Radio New Zealand, 2019).
Podcast	**The host of the podcast is placed in the author's position and their role included in brackets. If the host is unknown, place the producers or executive producers in the author's position and state their role.** **Podcast (as a whole)** Haunui-Thompson, S., & Espiner, G. (Hosts). (2018). *Kīwaha – Give it a go!* [Audio podcast]. Radio New Zealand. https://www.rnz.co.nz/programmes/kiwaha **Podcast episode** Moorfield, J. C. (Producer). (n.d.). Waiata: 'Tīhore mai te rangi' – He waiata nā Hirini Melbourne [Video podcast episode]. In *Te Pihinga* (Chapter 3). http://podcasts.tewhanake.maori.nz/te-pihinga/chapter-3/waiata/ **When the exact date of the episode is provided, include both the month and date alongside the year in brackets.**	As demonstrated by Haunui-Thompson and Espiner (2018), . . . **OR** (Haunui-Thompson & Espiner, 2018). In Moorfield (n.d.), one of the many waiata composed by Hirini Melbourne … **OR** This waiata, composed by Hirini Melbourne . . . (Moorfield, n.d.).
Music recording	**Album** Tamatea Ariki Nui Ropu. (n.d.). *Tamatea Arikinui* [CD]. UCA Recording. **Single song** Hutana, I. (2009). Pinepine te kura [Song]. On *Tihei Kahungunu* [CD]. Ngāti Kahungunu Iwi Incorporated.	On reflection of the recording by Tamatea Ariki Nui Ropu (n.d.) . . . **OR** . . . (Tamatea Ariki Nui Ropu, n.d.). As performed by Hutana (2009), . . . **OR** . . . (Hutana, 2009).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
TV	**Include the name of executive producers, writers, directors, and executive directors when they are available.** **TV Series** Lee-Harris, A. (Producer & Writer), & Leonard, S. (Director). (2018-2019). *The casketeers* [TV series]. Great Southern Pictures. **TV Episode** Van Lunenburg, N. (Director), Adams, C., & Ihaia, M. (Producers). (2019, February 2). Rewi meets with celebrity chefs Kasey and Karena Bird (Season 1, Episode 9) [TV series episode]. In *Hāngī pit masters.* Māori Television. **When accessing a TV series or episode online, also include the URL for retrieval.**	In *The Casketeers*, Lee-Harris and Leonard (2018-2019) depict . . . **OR** . . . (Lee-Harris & Leonard, 2018-2019). Van Lunenburg et al. (2019) showcase … **OR** … (Van Lunenburg et al., 2019).
Movie/Film	**The director takes the place of author and the film production company the place of publisher. When there is more than one production company, separate them with a semi colon (;).** Fraser, T. (Director). (2014). *The dead lands* [Film]. General Film Corporation; Day Tripper Films.	In *The Dead Lands*, Fraser (2014) tells the story of . . . **OR** . . . (Fraser, 2014).

Rauemi Ture: Legal Materials

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Waitangi Tribunal report	Waitangi Tribunal. (1995). *Te Whanganui a Orotu report 1995: 9 WTR (Wai 55).* Brooker's.	The Waitangi Tribunal (1995) reported … **OR** … (Waitangi Tribunal, 1995).
Māori Land Court Minutes book	Te Kooti Whenua Māori-Māori Land Court. (1866). *Hauraki minute book 1*. National Archives.	Te Kooti Whenua Māori (1866) reported . . . **OR** . . . (Te Kooti Whenua Māori, 1866).
Act of Parliament	Māori Fisheries Act 2004. Retrieved January 15, 2019, from http://www.legislation.govt.nz/ **NB. The retrieval date is included as there may be changes in the legislation resulting from amendments.**	The Māori Fisheries Act 2004 established . . . **OR** (Māori Fisheries Act 2004).
Act of Parliament - sections	The Native Lands Act 1862. Retrieved January 15, 2019, from http://www.nzlii.org/nz/legis/hist_act/nla186226v1862n42251/	**If you are referring to a particular section of the Act, give the section number "s 7" or numbers "ss 2-7".** The Native Lands Act 1862 s 7 sets out . . . **OR** . . . (The Native Lands Act 1862 s 7).

Ērā Atu Matatiki: Other Sources

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Thesis/Dissertation *Most countries refer to a "master's thesis" or a "doctoral thesis" (theses is the plural). However, American institutions use "dissertation" in place of "thesis".*	**Print** Haenga, M. (2000). *'Nāu te kahu i whatu……..'* [Master's thesis]. Te Wānanga o Raukawa. **From a database** Te Punga Somerville, A. A. (2006). *Nau te rourou, nau te rakau: The oceanic, indigenous, postcolonial and New Zealand contexts of Maori writing in English* (Publication No. 3227284). [Doctoral dissertation, Cornell University]. ProQuest Dissertations & Theses database.	Haenga (2000) articulated. . . **OR** . . . (Haenga, 2000). Te Punga Somerville (2006) delved into . . . **OR** . . .(Te Punga Somerville, 2006)
PowerPoint slides	Flavell, W. (2012). *E toru ngā reo: An additional language programme in a kura kaupapa Māori* [PowerPoint slides]. SlideShare. https://www.slideshare.net/willux/nzalt-international-biennial-conference-2012?qid=28e73534-ce28-48b2-9c8d-80e5a16411b0&v=&b=&from_search=4	Flavell's (2012) presentation explored … **OR** … (Flavell, 2012).
Brochure/Pamphlet	**Print:** Eastern Institute of Technology. (2020). *Academic learning services workshops: Semester one 2020* [Brochure]. **Online:** Bay of Plenty District Health Board. (2013). *Oranga whānau, orange niho* [Pamphlet]. https://www.bopdhb.govt.nz/media/56597/fluoridation-dl-pamphlet-te-reo-final.pdf **NB. In both of these examples the author and the publisher are the same so the publisher name is omitted from the end of the reference.**	The Eastern Institute of Technology (2020) offers . . . **OR** . . . (Eastern Institute of Technology, 2020). The Bay of Plenty District Health Board (2013) promotes . . . **OR** . . . (Bay of Plenty District Health Board, 2013).

He Momo Matatiki Source Type	**He Tauira Whakarārangi Tohutoronga** Reference List Examples	**He Tauira Tohu Tīwhiri ki rō Kupu** In-Text Citation Examples
Course handout	McMillan, A. (2019). *Analysing an essay question* [Handout]. Eastern Institute of Technology: Diploma in te reo Māori: 5.902 Te Kaunoti Hikahika.	McMillan (2019) outlines . . . **OR** . . . (McMillan, 2019).
Course readings	**You may have been given a book of readings for your course. This is a collection of photocopied journal, magazine or newspaper articles, book chapters, and other material collated by the lecturer. Treat each reading as an original and reference according to their original type. For example, if the reading you are citing is a copy of a journal article, reference the original journal, not the book of readings.**	**In the in-text citation give the author and date of the original source and, if using a page number, give the page number from the original source.**
Bible	*Paipera Tapu*. (2012). Ngā Ringa Hāpai i te Paipera Tapu ki Aotearoa. (Original work published 1952). *King James Bible.* (2017). King James Bible Online. https://www.kingjamesbibleonline.org/ (Original work published 1769)	Inspired by the *Paipera Tapu* (1952/2012), . . . **OR** . . . (*Paipera Tapu*, 1952/2012). The *King James Bible* (1769/2017) documents . . . **OR** . . . (*King James Bible*, 1769/2017).

Whakaahua: Figure (image, photograph, painting, map, diagram, graph, or chart) – Examples

Always refer to the figure within your text. For example:

See Figure 1 for further explanation of these elements.

. . . as detailed in Te Whare Tapa Whā (see Figure 3).

Figure references are included in the final reference list. Check with your tutor whether a separate figures list is required.

When presenting figures in your assignment, head with the word "Figure" and a number in bold. Figures should be labelled consecutively throughout the document. Use double line spacing, and enter a title, italicised and with every major word capitalised (words of four or more letters). Beneath the figure, add a *Note* with explanatory information if required, and the source information.

If no explanatory information is needed, start the reference information after *Note.* and preceded by the word "From" or "Adapted from". Omit elements of the reference if they are not available.

See EIT's Figures and Tables (hyperlink http://www2.eit.ac.nz/library/OnlineGuides/APA%20Figures%20and%20Tables%20Guide.pdf) guide for further examples and guidance.

He Momo Matatiki Source Type	**He Tauira Tohu Tīwhiri ki rō Kupu** In-text Citation Examples
Figure or photograph created by yourself	**If you incorporate an image or figure of your own creation, label with the bolded word "Figure" and the next consecutive number. Include a title in italics. If explanatory notes are required, add these beneath the figure as a *Note*. As your own creation is not retrievable by others, no reference information is needed in the notes.** **Figure 1** *Pārongo Tātari* *Note.* Whakamahia tēnei hei whakangāwari i te aroā o tētahi kaupapa tauhou.

He Momo Matatiki Source Type	**He Tauira Tohu Tīwhiri ki rō Kupu** In-text Citation Examples
Photograph	**The format for the referencing information that follows the word "From" or "Adapted from" is as follows: title of the article, webpage, book etc. that the photo was sourced from; a comma and the word "by" and then the creator/s (initial first and then surname); a comma and the year of publication; a comma and the source reference (name of journal, publisher, website etc.); URL or DOI in brackets and then full stop; copyright information (where provided). Omit elements of the reference if they are not available.**
Photographer/Creator known	**Figure 2** *Waharoa at Ōtātara Pā* *Note.* From *Otatara Pa Historic Reserve*, by E. Fitzsimons, n.d., Te Papa Atawhai – Department of Conservation (https://www.doc.govt.nz/parks-and-recreation/places-to-go/hawkes-bay/places/napier-area/otatara-pa-historic-reserve/). Copyright by E. Fitzsimons.

He Momo Matatiki Source Type	**He Tauira Tohu Tīwhiri ki rō Kupu** In-text Citation Examples
Photographer/Creator unknown	**Figure 3** *Mamaku* *Note*. From *Maori Medicine Plants–Glossary*, n.d., We Love Rongoā (http://weloverongoa.co.nz/wp-content/uploads/2013/09/Mamaku.jpg). Copyright 2013 by We Love Rongoa New Zealand.
Pinterest **Only reference Pinterest when the post is the author's original work, otherwise the image should be tracked to the original author and cited accordingly.**	**Figure 4** *Flax Weaving: Poi Piu* *Note.* From "Flax Weaving: Poi Piu," by L. Olsen, n.d., Pinterest (https:// www.pinterest.nz/pin/319051954844822233/).

He Momo Matatiki Source Type	**He Tauira Tohu Tīwhiri ki rō Kupu** In-text Citation Examples
Artwork – in a gallery or museum online	**Explanatory information is required for artworks that precedes the reference details in the *Note*, and is formatted as shown in this example.** **Figure 5** *Māori Pattern* *Note.* Schoon, T. (1962), Māori pattern [Tempera on Whakatane board]. From *Maori Pattern*, by Auckland Art Gallery–Toi o Tāmaki, 1994 (http://www.chartwell.org.nz/Collection/ArtworkDetails/artwork/499/title/maori-pattern.aspx). Copyright 2019 by Regional Facilities Auckland.
Artwork- referencing an artwork that has not been reproduced in your assignment	**When referring to an artwork in your assignment without reproducing the image, include both a citation and a reference in your final reference list. State the medium in square brackets.** **Reference list** Schoon, T. (1962). *Māori pattern* [Tempera on Whakatane board]. Auckland Art Gallery—Toi o Tāmaki, Auckland, New Zealand. https://www.aucklandartgallery. com/the- collection/browse-artwork/12800/maori-pattern Schoon's (1962) work ... **OR** ... (Schoon, 1962).

Rārangi Tohutoro: Reference List (Example)

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