

# He Aratohu Tohutoronga APA

APA Referencing Examples: Kaupapa Māori

Reo Tohutoronga Matatiki Kaituhi Pikopiko Tohutoro  
Nōnahea Pāpāho Pāpori Momo Hea  
Rauemi Wai Iho Mātauranga  
Taura whakamaru Tūku aonga Tipuna Māoritanga whakamana Kaupapa  
Pukapuka Waitangi Pae Rārangi Whakarārangi Wānanga Māori  
Waharoa Kupu Kaitiaki Pūrākau Pūrongo Ingoa Matatika  
Tīwhiri





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## 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 following the APA referencing style (6th edition). For more details and further examples, refer to the EIT guide [APA Referencing Examples](#).

### 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.

### 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.

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.

### 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 quoting examples*

Furthermore, “Kaupapa Māori research developed as part of a broader movement by Māori to question westernised notions of knowledge, culture, and research” (Walker, Eketone, & Gibbs, 2006, p. 331).

**OR**

Walker, Eketone and Gibbs (2006) explain that “Kaupapa Māori research developed as part of a broader movement by Māori to question westernised notions of knowledge, culture, and research” (p. 331).

## The reference list

- The reference list should be on a separate page at the end of your assignment with the title “References” centred at the top.
- 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.
- Double line spacing.
- The list needs to be in alphabetical order.
- Use hanging indents to format each reference.

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

## Referencing Elements

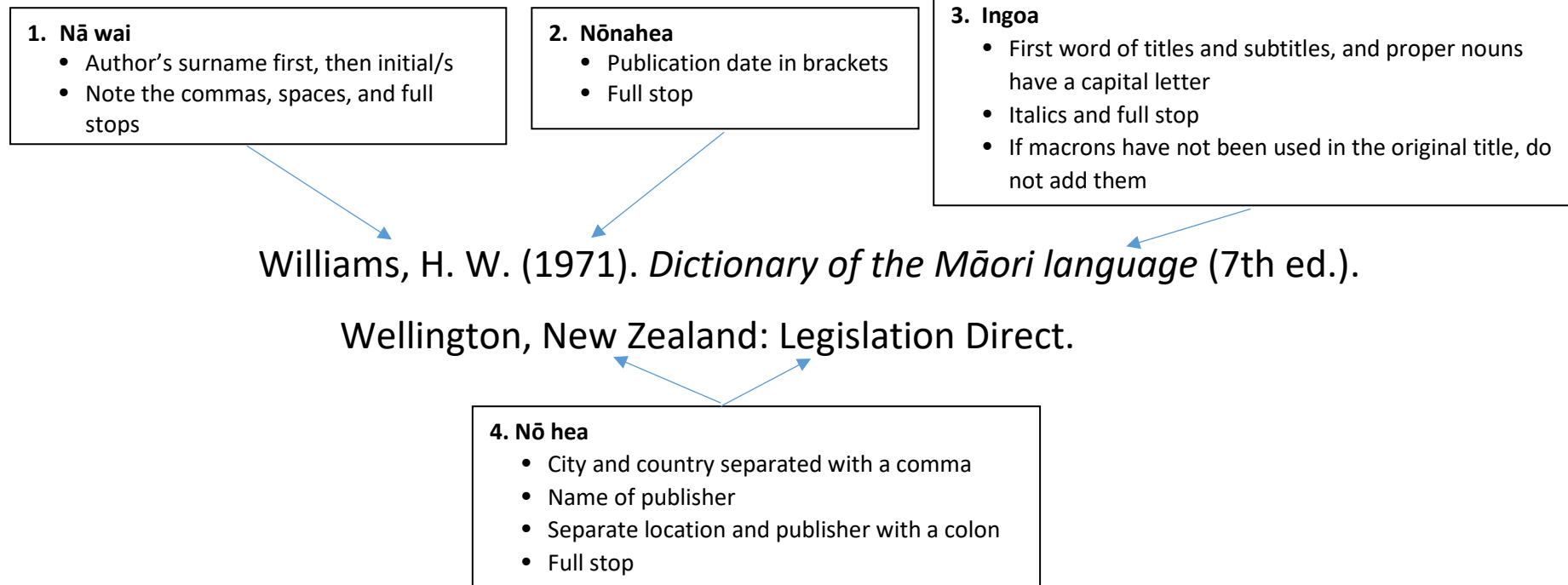
1. Decide what type of source you are referencing. For example, is it a book, an article, a fact sheet, or an image?
2. Use the index at the back of this guide to access the relevant example for the source you wish to reference.
3. Follow the example, paying attention to the punctuation, capitalisation, 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

**Ingoa:** Title

**Nō hea:** Retrieval information



## Referencing Notes

### Kaituhi: Authors

Kaituhi Authors	He Tauira Whakarāangi Tohutoronga Reference List Examples	He Tauira Tohu Tiwhiri ki rō Kupu In-text Citation Examples
<b>One author</b>	Salmond, A. (1976). <i>Hui: A study of Maori ceremonial gatherings</i> (2nd ed.). Wellington, New Zealand: A. H. & A. W. Reed.	Significantly, Salmond (1976) acknowledges the . . . <b>OR</b> Historical accounts acknowledge the significance of . . . (Salmond, 1976).
<b>Two authors</b>	Bishop, R., & Glynn, T. (1999). <i>Culture counts: Changing power relations in education</i> . Palmerston North, New Zealand: Dunmore Press.	Bishop and Glynn (1999) deliberate the impact of . . . <b>OR</b> The impacts of cultural dominance and subordination in education have been explored to reveal . . . (Bishop & Glynn, 1999).
<b>Three to five authors</b>	Walker, S., Eketone, A., & Gibbs, A. (2006). An exploration of kaupapa Maori research, its principles, processes and applications. <i>International Journal of Social Research Methodology</i> , 9(4), 331–344. <a href="https://doi:10.1080/13645570600916049">https://doi:10.1080/13645570600916049</a>	<b>Cite all authors the first time.</b>  According to Walker, Eketone, and Gibbs (2006), . . . <b>OR</b> It was determined that . . . (Walker, Eketone, & Gibbs, 2006).  <b>In subsequent citations, include only the surname of the first author, followed by et al. (not italicised and with a full stop after “al”) and the year.</b>  While Walker et al. (2006) emphasise that . . . <b>OR</b> The vitality of kaupapa Māori research . . . (Walker et al., 2006).



<b>Kaituhi</b> Authors	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Six or more authors</b>	Hindle, R., Savage, C., Meyer, L. H., Sleeter, C. E., Hynds, A., & Penetito, W. (2011). Culturally responsive pedagogies in the visual and performing arts: Exemplars, missed opportunities and challenges. <i>Curriculum Matters</i> , 7, 26-47. Retrieved from <a href="https://search.informit.com.au/documentSummary;dn=709632005792433;res=IELHSS">https://search.informit.com.au/documentSummary;dn=709632005792433;res=IELHSS</a> ISSN: 1177-1828.	<b>With six or more authors, cite only the surname of the first author, followed by “et al.”.</b>  Hindle et al. (2011) detail the . . . <b>OR</b> . . . (Hindle et al., 2011).
<b>Corporate author</b> <i>(A group that serves as the author, for example, a corporation, organisation, government agency etc.)</i>	Te Puni Kōkiri. (2017). <i>A guide to papakāinga housing</i> . Retrieved from <a href="https://www.tpk.govt.nz/en/a-matou-mohiotanga/housing">https://www.tpk.govt.nz/en/a-matou-mohiotanga/housing</a>	Te Puni Kōkiri (2017) explains the three stages of developing papakāinga housing. <b>OR</b> Whānau planning is the first step in the development of papakāinga housing (Te Puni Kōkiri, 2017).
<b>Corporate author – long name</b>	Ngāti Kahungunu Iwi Incorporated. (n.d.). Kahungunu, kia eke! Māori language strategy 2013-2027. Retrieved from <a href="https://www.kahungunu.iwi.nz/te-reo-strategy">https://www.kahungunu.iwi.nz/te-reo-strategy</a>	<b>First citation</b>  Ngāti Kahungunu Iwi Incorporated (NKII, n.d.) have established . . . <b>OR</b> Through the establishment of . . . (Ngāti Kahungunu Iwi Incorporated [NKII], n.d.).  <b>Later citations</b>  NKII (n.d.) highlight . . . <b>OR</b> . . . (NKII, n.d.).  <b>NB. Only abbreviate a long name if it is to be used at least <u>four times</u> in your assignment.</b>

<b>Kaituhi</b> Authors	<b>He Tauira Whakarāangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<p><b>Author cited within another source - Secondary source</b> (citing a source that has been cited in the reference material you are using)</p>	<p><b>Give the secondary source in the reference list.</b></p> <p>Salmond, A. (1976). <i>Hui: A study of Maori ceremonial gatherings</i> (2nd ed.). Wellington, New Zealand: A. H. &amp; A. W. Reed.</p>	<p><b>In the text, name the author of the original work and give a citation for the source document.</b></p> <p>Ngata (1943, as cited in Salmond, 1976) describes . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Ngata, 1943, as cited in Salmond, 1976).</p>
<p><b>Multiple sources - different authors for the same idea</b></p>	<p>Hiroa, T. (1950). <i>The coming of the Maori</i> (2nd ed.). Wellington, New Zealand: Maori Purposes Fund Board.</p> <p>King, M. (1996). <i>Maori: A photographic and social history</i> (2nd ed.). Auckland, New Zealand: Reed Books.</p> <p>Walker, R. (2004). <i>Ka whawhai tonu matou: Struggle without end</i> (2nd ed.). Auckland, New Zealand: Penguin.</p>	<p><b>When there is more than one source for the same idea, all relevant sources should be cited, in alphabetical order.</b></p> <p>According to Hiroa (1950), King (1996), and Walker (2004), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Hiroa, 1950; King, 1996; Walker, 2004).</p> <p><b>When one of the citations is major, place this first within the brackets, and list remaining citations alphabetically, preceded with the words “see also.”</b></p> <p>(Walker, 2004; see also Hiroa, 1950; King, 1996).</p>

Kaituhi Authors	He Tauira Whakarāangi Tohutoronga Reference List Examples	He Tauira Tohu Tiwhiri ki rō Kupu In-text Citation Examples
<b><i>Personal communication</i></b>	<p><b>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.</b></p> <p><b>Examples are emails, conversations, or guest speakers.</b></p>	<p>In the opinion of local kaumatua A. Brown (personal communication, June 13, 2015), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (A. Brown, personal communication, June 13, 2015).</p>
<b><i>Author as publisher</i></b>	<p><b>The word “Author” in the place of publisher indicates the author also published the document.</b></p> <p>Ministry of Health. (2010). <i>Tatau Kahukura: Māori Health Chart Book 2010</i> (2nd ed.). Wellington, New Zealand: Author.</p>	<p>The Ministry of Health (2010) illustrates . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Ministry of Health, 2010).</p>

Pārongo Matangaro: Missing Information

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<p><b>No date</b></p>	<p><b>When no publication year is provided, use n.d. in its place.</b></p> <p>Ngāti Kahungunu Iwi Incorporated. (n.d.). Kahungunu, kia eke! Māori language strategy 2013-2027. Retrieved from <a href="https://www.kahungunu.iwi.nz/te-reo-strategy">https://www.kahungunu.iwi.nz/te-reo-strategy</a></p>	<p>Ngāti Kahungunu Iwi Incorporated (n.d.) have established . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>Through the establishment of . . . (Ngāti Kahungunu Iwi Incorporated, n.d.).</p>
<p><b>No author</b></p>	<p><b>Italicise the title of a journal, book, brochure or report.</b></p> <p><b>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).</b></p> <p><i>Tirohia kimihia: A Māori learner dictionary.</i> (2006). Wellington, New Zealand: Huia Publishers.</p> <p><b>Web page</b></p> <p>The making of the Treaty. (n.d.). Retrieved from <a href="http://www.treaty2u.govt.nz/the-treaty-up-close/the-making-of-the-treaty/index.htm">http://www.treaty2u.govt.nz/the-treaty-up-close/the-making-of-the-treaty/index.htm</a></p> <p><b>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.</b></p>	<p><b>Italicise the title of a complete work, such as a journal, book, brochure, YouTube video, or report.</b></p> <p>When referring to <i>Tirohia kimihia: A Māori learner dictionary</i> (2006) . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>(<i>Tirohia kimihia: A Māori learner dictionary</i>, 2006).</p> <p><b>Cite the first few words of the reference entry (usually the title) and the year. Use double quotation marks around the title of the web page. Begin each word with a capital letter.</b></p> <p>As explained in “The Making Of The Treaty” (n.d.), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (“The Making Of The Treaty,” n.d.).</p>

Kaituhi Authors	He Taura Whakarāangi Tohutoronga Reference List Examples	He Taura Tohu Tīwhiri ki rō Kupu In-text Citation Examples
<b>No city</b>	<p><b>When no city has been identified in print material, search online for the publisher's head office.</b></p> <p>Smith, J. (2003). Ethics in New Zealand. Wellington, New Zealand: Huia Publishers.</p>	<p>According to Smith (2003), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Smith, 2003).</p>

## Pukapuka – Ngā wāhanga o te tohutoro Book (print) - Reference elements

### 1. Nā wai

- Author's surname first, then initial/s
- Separate names with &
- Note the commas, spaces, and full stops

### 2. Nōnahea

- Publication date in brackets
- Full stop

### 3. Ingoa

- First word of titles and subtitles, and proper nouns have a capital letter
- Title and subtitle separated by colon
- Italics and full stop

Bishop, R., & Glynn, T. (1999). *Culture counts: Changing power relations in education*. Palmerston North, New Zealand: Dunmore Press.

### 4. Nō hea

- City and country separated with a comma
- Name of publisher
- Separate location and publisher with a colon
- Full stop

Pukapuka: Books

He Momo Matatiki Source Type	He Tauira Whakarāangi Tohutoronga Reference List Examples	He Tauira Tohu Tiwhiri ki rō Kupu In-text Citation Examples
<b>Book</b>	Hiroa, T. (1950). <i>The coming of the Maori</i> (2nd ed.). Wellington, New Zealand: Māori Purposes Fund Board.	According to Hiroa (1950), . . . <b>OR</b> Historical accounts show . . . (Hiroa, 1950).
<b>Edited book</b>	Curnow, J., Hopa, N., & McRae, J. (Eds.). (2002). <i>Rere atu, taku manu! Discovering history, language and politics in the Maori-language newspapers</i> . Auckland, New Zealand: Auckland University Press.	As outlined by Curnow, Hopa, and McRae (2002), . . . <b>OR</b> . . . (Curnow, Hopa, & McRae).
<b>Chapter in an edited book</b>	<b>Invert the chapter authors' names and initials, but do not invert the book editors' names.</b>  Karetu, T. (1992). Language and protocol of the marae. In M. King (Ed.), <i>Te ao hurihuri: Aspects of Maoritanga</i> (3rd ed., pp. 28-41). Auckland, New Zealand: Reed Books.  <b>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.</b>	Karetu (1992) elucidates . . . <b>OR</b> . . . (Karetu, 1992).
<b>e-book accessed from Google Books</b>	Reilly, M., Duncan, S., Leoni, G., Paterson, L., Carter, L., Rātima, M., & Rewi, P. (Eds.). (2018). <i>Te kōparapara: An introduction to the Māori world</i> . Retrieved from <a href="http://books.google.co.nz">http://books.google.co.nz</a>	Based on the ideas of Reilly et al. (2018), . . . <b>OR</b> . . . (Reilly et al., 2018).

<b>Kaituhi</b> Authors	<b>He Taura Whakarāangi Tohutoronga</b> Reference List Examples	<b>He Taura Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<p><b>Book downloaded from a website</b>  <i>(PDF books and booklets, including government and organisation strategies, guidelines, annual reports and information booklets)</i></p>	<p>Te Taura Whiri i te Reo Māori. (2012). <i>Guidelines for Māori language orthography</i>. Retrieved from <a href="http://www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf">http://www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/Guidelines-for-Maori-Language-Orthography.pdf</a></p> <p>Te Puni Kōkiri. (2018). <i>Maihi Karauna: The Crown’s strategy for Māori language revitalisation 2018-2023</i>. Retrieved from <a href="https://www.tpk.govt.nz/docs/tpk-maihi-karauna-en-2018.pdf">https://www.tpk.govt.nz/docs/tpk-maihi-karauna-en-2018.pdf</a></p>	<p>As identified by Te Taura Whiri i te Reo Māori (2012), . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>The best practice guidelines for writing Māori provide . . . (Te Taura Whiri i te Reo Māori, 2012).</p> <p>Te Puni Kōkiri (2018) details . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Te Puni Kōkiri, 2018).</p>
<p><b>Book published outside of Aotearoa</b></p>	<p><b>Use the city and state code for publications from the United States of America (A list of these state codes can be found near the back of EIT APA referencing examples guide). For Australia, use suburb or city followed by the country. For other countries, use city and country as you would with books published in Aotearoa.</b></p> <p>Allen, C. (2012). <i>Trans-indigenous: Methodologies for global native literary studies</i>. Minneapolis, MN: University of Minnesota Press.</p> <p>Rowse, T. (2012). <i>Rethinking social justice: From ‘peoples’ to ‘populations’</i>. Canberra, Australia: Aboriginal Studies Press.</p>	<p>Allen (2012) describes . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Allen, 2012).</p> <p>Rowse (2012) discusses . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Rowse, 2012).</p>



## Pūrongo – Ngā wāhanga o te tohutoro Article (Print journal) - Reference elements

### 1. Nā wai

- Author's surname first, then initial/s
- Note the commas, spaces, and full stops

### 2. Nōnahea

- Publication date in brackets
- Full stop

### 3. Ingoa

#### Title of journal article

- First word of titles and subtitles, and proper nouns have a capital letter
- No italics
- Full stop

Stein, K., Miroso, M., & Carter, L. (2018). Māori women leading local sustainable food systems. *AlterNative*, 14(2), 147-155.

### 4. Ingoa

#### Title of journal

- All main words have a capital letter
- Italics
- Comma

### 5. Nō hea

#### Retrieval information

- Volume number (italics)
- Issue number (brackets, no italics) and comma
- Page range of article and full stop

Pūrongo: Articles

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarāangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Magazine Article - print</b>	<b>For a monthly magazine, include the month in the date; for a weekly magazine, include the day also.</b>  Walker, R. (1990, April 16). Cultural continuities. <i>New Zealand Listener</i> , 126, 24-26.	Walker (1990) identifies . . . OR (Walker, 1990).
<b>Magazine Article - online</b>	McKay, B. (2017, September). A guide to the architecture of the Pacific: Kingdom of Tonga. <i>Architecture NZ</i> , 2017(5). Retrieved from <a href="http://architecturenow.co.nz/articles/a-guide-to-the-architecture-ofthe-pacific-kingdom-of-tonga/">http://architecturenow.co.nz/articles/a-guide-to-the-architecture-ofthe-pacific-kingdom-of-tonga/</a>	McKay (2017) refers to . . . OR (McKay, 2017).
<b>Newspaper Article - print</b>	Johnstone, B. F. (1992, May 28). Treaty claim upheld. <i>The Daily Telegraph</i> , p. 2.	The article by Johnstone (1992) . . . OR (Johnstone, 1992).
<b>Newspaper Article- online</b> <b>With author:</b>	Dougan, P. (2016, April 6). NCEA results show slight increases. <i>The New Zealand Herald</i> . Retrieved from <a href="http://www.nzherald.co.nz">http://www.nzherald.co.nz</a>	Dougan (2016) discusses the . . . OR (Dougan, 2016).
<b>Journal Article- print</b>	Stein, K., Miroso, M., & Carter, L. (2018). Māori women leading local sustainable food systems. <i>AlterNative</i> , 14(2), 147-155.	The study conducted by Stein, Miroso, and Carter (2018) . . . OR . . . (Stein, Miroso, & Carter, 2018).
<b>Journal article- online</b> <b>With DOI (Digital Object Identifier)</b>	Walker, S., Eketone, A., & Gibbs, A. (2006). An exploration of kaupapa Maori research, its principles, processes and applications. <i>International Journal of Social Research Methodology</i> , 9(4), 331–344. <a href="http://doi:10.1080/13645570600916049">http://doi:10.1080/13645570600916049</a>	According to Walker, Eketone, and Gibbs (2006), . . . OR . . . (Walker, Eketone, & Gibbs, 2006).

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarāangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tiwhiri ki rō Kupu</b> In-text Citation Examples
<b>Journal article- online</b> <b>No DOI</b>	<p><b>If no DOI has been assigned, provide the home page URL of the journal.</b></p> <p>Shand, A. (1898). The Moriori people of the Chatham Islands: Their traditions and history: Chap. XIV – Tawhaki. <i>The Journal of the Polynesian Society</i>, 7(2), 73-78. Retrieved from <a href="http://www.jps.auckland.ac.nz/index.php">http://www.jps.auckland.ac.nz/index.php</a></p>	<p>Shand (1898) provides a traditional interpretation . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Shand, 1898).</p>
<b>Journal article- online</b> <b>From a database- no DOI</b>	<p><b>Give the name of the database as in the example below.</b></p> <p>Bishop, R., &amp; Glynn, T. (1998). The development of Kaupapa Maori education initiatives in Aotearoa New Zealand. <i>Education Canada</i>, 38(2), 50. Retrieved from ProQuest database.</p>	<p>Bishop and Glynn (1998) highlight . . .</p> <p style="text-align: center;"><b>OR</b></p> <p>. . . (Bishop &amp; Glynn, 1998).</p>

## Ipurangi – Ngā wāhanga o te tohutoro Webpage - Reference elements

### 1. Nā wai

- An organisation has authored this page: this is a corporate author
- Retain capital letters according to the organisation's own preference
- If macrons have not been used in the organisation's name, do not add them

### 2. Nōnahea

- Publication date in brackets
- Full stop

### 3. Ingoa

- First word of titles and subtitles have a capital letter
- Title and subtitle separated by colon
- No italics
- full stop

Te Runanga Nui o Ngati Porou. (2018). Kaitiakitanga: Environment. Retrieved from  
<https://ngatiporou.com/nati-story/our-korero/kaitiakitanga-environment>

### 4. Nō hea

- Website URL
- Begin with Retrieved from
- Remove hyperlink
- No full stop

Ipurangi: Online sources

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Web page with an author</b> <i>(corporate or individual)</i>	Ministry of Health. (2019). The Ministry of Health will lead efforts to address health workforce wellbeing [Media release]. Retrieved from <a href="https://www.health.govt.nz/news-media/media-releases/ministry-health-will-lead-efforts-address-health-workforce-wellbeing">https://www.health.govt.nz/news-media/media-releases/ministry-health-will-lead-efforts-address-health-workforce-wellbeing</a>  <b>NB. For an example of a web page with no author, see page 9.</b>	The Ministry of Health (2019) highlight . . .  OR . . . (Ministry of Health, 2019).
<b>Online dictionary</b>	<b>Entry in a dictionary, no author or editor.</b>  Rangatiratanga. (n.d.). In <i>Te Aka Māori Dictionary</i> . Retrieved from <a href="https://maoridictionary.co.nz/search?idiom=&amp;phrase=&amp;proverb=&amp;loan=&amp;histLoanWords=&amp;keywords=rangatiratanga">https://maoridictionary.co.nz/search?idiom=&amp;phrase=&amp;proverb=&amp;loan=&amp;histLoanWords=&amp;keywords=rangatiratanga</a>  <b>When referencing a number of entries, refer to the dictionary as a whole, in which case the title moves to the slot which would otherwise be occupied by the reference work entry.</b>  <i>Te Aka Māori Dictionary</i> . (n.d.). Retrieved from <a href="https://maoridictionary.co.nz/">https://maoridictionary.co.nz/</a>	As stated in “Rangatiratanga” (n.d.), . . .  OR . . . (“Rangatiratanga,” n.d.).  The <i>Te Aka Māori Dictionary</i> (n.d.) defines . . . as . . .  OR . . . ( <i>Te Aka Māori Dictionary</i> , n.d.).
<b>Online encyclopaedia</b>	Taonui, R. (2017). Ngā tuakiri hōu – new Māori identities. Retrieved from <a href="https://teara.govt.nz/en/nga-tuakiri-hou-new-maori-identities">https://teara.govt.nz/en/nga-tuakiri-hou-new-maori-identities</a>	Taonui (2017) explains . . .  OR . . . (Taonui, 2017).
<b>Dictionary or encyclopaedia from an app</b>	<b>When using an app for a reference work such as a dictionary, cite the entry.</b>  Manaakitanga. (2017). In <i>Te Reo Māori</i> (Version 3.0) [Mobile application software]. Retrieved from <a href="https://play.google.com/store/apps/details?id=com.auttoreomaori&amp;hl=en">https://play.google.com/store/apps/details?id=com.auttoreomaori&amp;hl=en</a>	According to “Manaakitanga” (2017), . . .  OR . . . (“Manaakitanga,” 2017).

Pae Pāpāho Pāpori: Social Media

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tiwhiri ki rō Kupu</b> In-text Citation Examples
<b>Facebook</b>	Ruataniwha Marae, Wairoa, Hawke’s Bay. (2018, November 4). Timeline [Facebook page]. Retrieved January 15, 2019, from <a href="https://www.facebook.com/RuataniwhaMarae/">https://www.facebook.com/RuataniwhaMarae/</a>	Ruataniwha Marae, Wairoa, Hawke’s Bay (2018) stated . . . OR . . . (Ruataniwha Marae, Hawke’s Bay, New Zealand, 2018).
<b>Twitter</b>	<p><b>Include the screen name in square brackets after the author name. If there is no author name, include only the screen name without square brackets.</b></p> Te Karere Ipurangi [Karere]. (2019, February 1). Kaupapa on the couch: What does your hair say about you? [Tweet]. Retrieved from <a href="https://twitter.com/Karere">https://twitter.com/Karere</a>	Te Karere Ipurangi (2019) commented that . . . OR . . . (Te Karere Ipurangi, 2019).
<b>Instagram</b>	Creative Arts Napier. (2018, April 18). Hala-Glory [Instagram]. Retrieved April 19, 2018, from <a href="https://www.instagram.com/p/BhsfL-dhovJ/">https://www.instagram.com/p/BhsfL-dhovJ/</a>	Creative Arts Napier (2018) . . . OR . . . (Creative Arts Napier, 2018).
<b>Blog posts</b>	<p><b>The format description is in square brackets after the title.</b></p> <p><b>Blog Post</b>                      Tamaira, M. (2018, January 17). Being brown in Christchurch [Blog post]. Retrieved from <a href="http://www.moatatamaira.co.nz/2018/01/17/being-brown-in-christchurch/">http://www.moatatamaira.co.nz/2018/01/17/being-brown-in-christchurch/</a></p> <p><b>Blog Comment</b>                      Bruce, A. (2018, August 3). Re: Being brown in Christchurch [Blog comment]. Retrieved from <a href="http://www.moatatamaira.co.nz/2018/01/17/being-brown-in-christchurch/#comment-1460">http://www.moatatamaira.co.nz/2018/01/17/being-brown-in-christchurch/#comment-1460</a></p>	Tamaira’s blog post (2018) details . . . OR . . . (Tamaira, 2018).  Bruce’s blog comment (2018) states . . . OR . . . (Bruce, 2018).

## Ataata – Ngā wāhanga o te tohutoro Video (Youtube) - Reference elements



Oro-Ataata: Audio-Visual

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Youtube</b>	Te Karere TVNZ. (2014, August 12). <i>Tūhoe’s seven-year wait for apology comes to an end</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=tr6-X5kbuIM">https://www.youtube.com/watch?v=tr6-X5kbuIM</a>  <b>Where a screen name is used instead of a full name, use the screen name in the author position.</b>  Urbanized Budda. (2018, August 26). <i>My experience with a tohunga</i> [Video file]. Retrieved from <a href="https://www.youtube.com/watch?v=mRlysrGvY44">https://www.youtube.com/watch?v=mRlysrGvY44</a>	Te Karere TVNZ (2014) reported . . . OR . . . (Te Karere TVNZ, 2014).  Urbanized Budda (2018) opines . . . OR . . . (Urbanized Budda, 2018).
<b>Ted Talk</b>	<b>The presenter of the TED Talk is placed in the author position and the presenter’s name is also part of the title.</b>  Machová, L. (2018, October). <i>Lýdia Machová: The secrets of learning a new language</i> [Video file]. Retrieved from <a href="https://www.ted.com/talks/lydia_machova_the_secrets_of_learning_a_new_language">https://www.ted.com/talks/lydia_machova_the_secrets_of_learning_a_new_language</a>	Machová (2018) reveals . . . OR . . . (Machová, 2018).
<b>Online audio</b>	Radio New Zealand. (2019, February 1). <i>Wellington city gets a poi lesson ahead of Te Matatini</i> [Audio file]. Retrieved from <a href="https://www.radionz.co.nz/audio/player?audio_id=2018680659">https://www.radionz.co.nz/audio/player?audio_id=2018680659</a>	Radio New Zealand (2019) reports . . . OR . . . (Radio New Zealand, 2019).



<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Podcast</b>	<p><b>Video</b> Moorfield, J. (n.d.). <i>Te whanake tuatahi: Te kākano: Exercise 11</i> [Video podcast]. Retrieved from <a href="http://podcasts.tewhanake.maori.nz/te-kakano/chapter-1/exercise-11/">http://podcasts.tewhanake.maori.nz/te-kakano/chapter-1/exercise-11/</a></p> <p><b>Audio</b> Haunui-Thompson, S., &amp; Espiner, G. (Producers). (2018, November 19). <i>Kīwaha – Give it a go! Episode 8</i> [Audio podcast]. Retrieved from <a href="https://www.radionz.co.nz/audio/player?audio_id=2018671855">https://www.radionz.co.nz/audio/player?audio_id=2018671855</a></p>	<p>Moorfield’s (n.d.) teachings . . . <b>OR</b> . . . (Moorfield, n.d.).</p> <p>As demonstrated by Haunui-Thompson and Espiner (2018), . . . <b>OR</b> (Haunui-Thompson &amp; Espiner, 2018).</p>
<b>CD</b>	<p>Ngāti Kahungunu Iwi Incorporated. (2009). <i>Pinepine te kura</i>. On <i>Tīhei Kahungunu</i> [CD]. Hastings, New Zealand: Author.</p>	<p>The Ngāti Kahungunu Iwi Incorporated (2009) recording of “Pinepine te kura” . . . (track 2). <b>OR</b> . . . (Ngāti Kahungunu Iwi Incorporated, 2009, track 2).</p>
<b>ETV</b>	<p>Waihoroi Shortland (Director). (2008). Māori environmental knowledge [Television series episode]. In <i>Kaitiaki</i>. Retrieved from <a href="http://www.etv.org.nz/programme.php?id=11558">http://www.etv.org.nz/programme.php?id=11558</a></p>	<p>Waihoroi Shortland (2008) refers to . . . <b>OR</b> (Waihoroi Shortland, 2008).</p>
<b>Television</b>	<p>Van Lunenburg, N. (Director), Adams, C., &amp; Ihaia, M. (Producers). (2019, February 2). <i>Hāngī pit masters: Episode 9</i> [Television series 1]. Auckland, New Zealand: Māori Television.</p>	<p>Van Lunenburg, Adams, and Ihaia (2019) showcase . . . <b>OR</b> . . . (Van Lunenburg, Adams, &amp; Ihaia, 2019).</p>

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

Ērā Atu Matatiki: Other Sources




<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarārangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<p><b>Thesis/Dissertation</b>                      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”.</p>	<p><b>Print</b>                      Haenga, M. (2000). ‘<i>Nāu te kahu i whatu . . . .</i>’ (Master’s thesis). Te Wānanga o Raukawa, Ōtaki, New Zealand.</p> <p><b>From a database</b>                      Te Punga Somerville, A. A. (2006). <i>Nau te rourou, nau te rakau: The oceanic, indigenous, postcolonial and New Zealand contexts of Maori writing in English</i> (Doctoral dissertation). Retrieved from ProQuest Dissertations &amp; Theses database. (UMI No. 3227284).</p> <p><b>NB: Enter the last seven characters of the thesis/dissertation number as the UMI number.</b></p>	<p>Haenga (2000) articulated. . .                      OR                      . . . (Haenga, 2000).</p> <p>Te Punga Somerville (2006) explored . . .                      OR                      . . . (Te Punga Somerville, 2006)</p>
<p><b>Brochure/Pamphlet</b></p>	<p><b>Print:</b>                      Eastern Institute of Technology. (2019). <i>Academic learning services workshops: Semester one 2019</i> [Brochure]. Napier, New Zealand: Author.</p> <p><b>Online:</b>                      Bay of Plenty District Health Board. (2013). <i>Oranga whānau, orange niho</i> [Pamphlet]. Retrieved from <a href="https://www.bopdhb.govt.nz/media/56597/fluoridation-dl-pamphlet-te-reo-final.pdf">https://www.bopdhb.govt.nz/media/56597/fluoridation-dl-pamphlet-te-reo-final.pdf</a></p>	<p>The Eastern Institute of Technology (2019) offers . . .                      OR                      . . . (Eastern Institute of Technology, 2019).</p> <p>The Bay of Plenty District Health Board (2013) promotes . . .                      OR                      . . . (Bay of Plenty District Health Board, 2013).</p>

<b>Course handout</b>	McMillan, A. (2019). <i>Analysing an essay question</i> [Handout]. Taradale, New Zealand: Eastern Institute of Technology: Diploma in te reo Māori: 5.902 Te Kaunoti Hikahika.	McMillan (2019) outlines . . . <b>OR</b> . . . (McMillan, 2019).
<b>Course readings</b>	<b>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.</b>	<b>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.</b>
<b>Bible</b>	<b>In-text citation only – no entry is required in the reference list.</b>	The Bible (1 Cor. 13:1 New International Version) states that . . . <b>OR</b> “ . . . the greatest of these is love” (Bible, 1 Cor. 13:1 New International Version).

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

Beneath the figure, label with the italicised word “Figure” and a number. Include a caption (which serves as the title), explanatory notes if required, and the citation. Note the use of brackets and the word “from”. Where figures have been adapted, replace “from” with “adapted from”. If a figure or image list is required for your course, seek advice from your tutor as to how they would like this presented.

He Momo Matatiki Source Type	He Tauira Whakarāangi Tohutoronga Reference List Examples	He Tauira Tohu Tīwhiri ki rō Kupu In-text Citation Examples
<p><i>Figure created by yourself</i></p>	<p><b>Figures created by yourself, such as a photograph or a diagram, are not retrievable by others. They do not appear in the reference list but are described in the text.</b></p>	<p><b>If you incorporate an image or figure of your own creation, label with the italicised word “Figure” and the next consecutive number. Include a caption (which serves as the title), and explanatory notes if required.</b></p> <div data-bbox="1518 582 2159 837" style="text-align: center;"> </div> <p><i>Figure 1. Pārongo tātari</i></p>
<p><i>Painting</i></p>	<p><b>State the source type in square brackets.</b></p> <p>Schoon, T. (1962). <i>Māori pattern</i> [Painting]. Retrieved from <a href="http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern">http://www.aucklandartgallery.com/the-collection/browse-artwork/12800/maori-pattern</a></p>	<div data-bbox="1518 911 1859 1157" style="text-align: center;"> </div> <p><i>Figure 2. Māori pattern (from Schoon, 1962)</i></p>

<b>He Momo Matatiki</b> Source Type	<b>He Tauira Whakarāangi Tohutoronga</b> Reference List Examples	<b>He Tauira Tohu Tīwhiri ki rō Kupu</b> In-text Citation Examples
<b>Photograph</b>	<p><b>If you know the creator of the photograph or author of the source document in which the photograph appears, write their name in the author position. If not, use a title in the author position, State the source type in square brackets.</b></p> <p><b>Photographer/Creator known</b>            Fitzsimons, E. (n.d.). Waharoa at Otatara Pa [Photograph]. Retrieved from <a href="https://www.doc.govt.nz/parks-and-recreation/places-to-go/hawkes-bay/places/napier-area/otatara-pa-historic-reserve/">https://www.doc.govt.nz/parks-and-recreation/places-to-go/hawkes-bay/places/napier-area/otatara-pa-historic-reserve/</a></p> <p><b>Photographer/Creator unknown</b>            We love rongoā. (n.d.). Pikopiko [Photograph]. Retrieved from <a href="http://weloverongoa.co.nz/">http://weloverongoa.co.nz/</a></p>	 <p>Figure 3. Waharoa at Otatara Pa (from Fitzsimons, n.d.)</p>  <p>Figure 4. Pikopiko (from “We love rongoā,” n.d.)</p>
<b>Pinterest</b>	<p><b>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.</b></p> <p>Olsen, L. (n.d.). Poi piu [Pinterest post]. Retrieved from <a href="https://www.pinterest.nz/pin/319051954844822233/">https://www.pinterest.nz/pin/319051954844822233/</a></p>	 <p>Figure 5. Poi piu (from Olsen, n.d.)</p>

## Rārangi Tohutoro: Reference List (Example)

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