

Quoting

Quoting is copying another's words exactly.

Use quotes sparingly. Aim to paraphrase the points made to demonstrate your knowledge to your tutor rather than quote.

When to Quote

- to support or add evidence to points made
- to define a concept or term
- to introduce an author's position on a topic
- to highlight a nuanced difference in authors' positions where the authors' own words most clearly make the contrast clear
- to add a whakataukī or whakatauākī



When Not to Quote

- to make an isolated point (further discussion is required)
- when synthesising multiple authors' viewpoints into one main idea (paraphrasing allows smoother weaving together of authors' ideas)
- when the quote is complex or lacks clarity
- when you do not understand the point. Instead, seek to understand the point and then paraphrase

Credibility of Author

Check the quote is from a credible source:

- the author has authority and expertise on the topic
- the source is published by a reputable publisher
- the information is accurate
- the information is up to date



How to quote

- Use transitional/linking words and phrases to show the relevance of the quote (see the [Sentence Starters, Transitional, and Other Useful Words](#) guide)
- Place the quote in double quotation marks
- Include the citation with the
 - Author/s
 - year of publication (or n.d. if there is no date),
 - page or paragraph number, or timestamp if the material is audiovisual.
- Use either the parenthetical format or the narrative format (see page 3 of the [Referencing Examples Guide to APA 7th Referencing](#))
- If the quote is personal communication, place the quote in quotation marks and cite as a [personal communication](#)
- If the quote is for 40 words or more, use block style quotation (see [APA 7th Style Quotations](#))

Updated 23 July 2025