A ‘how to’ guide to referencing in geography

Please note: There are earlier versions of this booklet which use a version of Harvard. This booklet uses APA 6th referencing style.
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This ‘How to’ guide to referencing will hopefully address most of your referencing concerns. If you have any queries, however, please do not hesitate to contact your lecturer or course coordinator. This guide was compiled from a wide variety of sources. In particular, the author acknowledges the work of Geography staff, especially Lyndsay Blue.

Please Note: This guide contains a great deal of detail. The good news is that you don’t have to remember it all. Just think of this booklet as your referencing dictionary, something to refer to if you are in doubt.
I. Referencing Guidelines

The style of referencing in this booklet is called the **APA 6th Style**. This is the style that is to be utilised for referencing sources in your work. All assessed work will be partially graded on the comprehensiveness, accuracy, and standard of your referencing. Whilst this may seem exacting, we enforce this policy as it establishes good habits from the outset and tends to lessen instances of plagiarism.

This guide has a number of detailed instructions and examples for referencing both in the body of your work and in your reference list. The format and examples should be straightforward. If you have any questions however, please contact your tutor or lecturer before you hand in your work.

**Significant things to note are:**

- In geography, students are expected to put a reference list at the back of their essays and other work, **not** a bibliography. A reference list specifies all the references directly cited in the text, whereas a bibliography would list all the texts which you read in your preparation for that piece of coursework.

- Referencing, citation and acknowledgement of sources all refer to the same thing – providing information within your work which tells the reader what concepts, ideas or other materials have been sourced and adapted from another author.

- Every idea obtained from another author’s work must be referenced, not just direct quotes.

- The page number is included in the in-text reference only for specific material, quotes, unusual ideas, facts and data.

- One paragraph, or even one sentence, may contain more than one reference.

- **DO NOT REFERENCE YOUR LECTURE NOTES IN YOUR ESSAYS.** Lectures are designed to provide a starting point and some structure to topics. Reading should broaden your understanding of the lectures and provide the source material for your coursework.

- Quotes that are less than three lines may just be enclosed in single quote marks and placed within the text. Those quotes that are three lines or more should be single spaced, indented from the margin, and enclosed in single quote marks. Thus, as a general rule of thumb, quotes should only be indented in the text when they exceed two lines (see the separate ‘how to write an essay’ booklet for a further discussion of this). Avoid using too many quotes to construct your essay, and do not use them as your first or last sentence in the essay. In fact the better essays tend to not use quotes at all, instead opting to paraphrase (put in their own words) ideas which have been sources from the reading.

- Students should **not** use footnotes.

- An **appendix** can be used in certain circumstances, particularly when defining words. Please see the discussion on page 16 for further details.

- You will be exposed to a number of different referencing styles from different staff members and other sources. You can follow this guide for essays in geography as it provides comprehensive instructions for the APA 6th Style and it helps to ensure consistency in your referencing.

- You can find further details on the APA 6th Style at **QuickCite:**
  
  [QuickCite](http://www.cite.auckland.ac.nz/index.php?p=quickcite)

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For those students who wish to use a different but recognised referencing style from the APA 6th Style listed in this guide, please email your course co-ordinator for permission to use a different format in your coursework.
II. How to write a reference list

- A reference list is put at the end of an essay or piece of coursework on a separate page.

- Your reference list should contain the full references for all the sources you have made mention of in the body of your work.

- You should reference all of your sources in the one reference list, including websites, magazine and newspaper articles, unpublished sources, and other sources.

- References should be listed alphabetically and if you have a number of references by the same person, you would list them chronologically, from earliest to the most recent.

- If you have references by two or more people with the same surname, you can distinguish and list them by using their initials in the essay text.

- Titles of books, chapters and journal articles are written in sentence case. In other words, the first letter is placed in capitals and the remainder is in lower case (with the exception of proper nouns). Journal titles, however, differ in that the initial letter and all the first letters of the subsequent nouns are capitalised (see the discussion below for examples).

1. How to reference a book in your reference list

Author’s surname, Author’s initial(s). (Year of Publication). Title. Place of publication: Publisher.

► For example:


- For two authors of a book, an example would be:


- For two or more authors of a book, an example would be:


- For an author(s) of an edited collection, an example would be:


Or:

2. How to reference a chapter from a book in your reference list

a) If the chapter is not from an edited collection, you would reference it as such:

   Author’s surname, Author’s initial(s). (Year of publication). Chapter title. In Book title (pp. Page Numbers). Place of publication: Publisher.

   ▶ For example:


   Or:


b) If the chapter is from an edited collection you would reference it as follows:

   Author(s) of chapter’s surname, Author’s initial(s). (Year of publication). Chapter title. In Author of book’s initial(s). Author of book’s surname (Ed. or Eds.), Book title (pp. Page numbers). Place of publication: Publisher.

   ▶ For example:


   Or:


   Or:


Please note: If you have only read one chapter from a book, not most or all of the book, you must reference just the chapter you have read.
3. How to reference an article from a journal in your reference list

Author’s surname, Author's initial(s). (Year of publication). Article title. *Journal name, Volume number*(issue number, if one exists), Page numbers.

► For example:


Or:


Or:


► Similarly, for a magazine article:


4. How to reference a website in your reference list

Author’s surname, Author's initials. (Date published if available; n.d. –no date—if not). Title of website. Retrieved from URL.

Or:

Name of Organisation. (Date of publishing). Title. Retrieved from URL.

► For example:


Or:


Please note: If there is no author or organisation please use the title of the web page. APA 6th, does not require you to include retrieval dates unless the web page content may change over time. If using websites, you must use reputable websites (such as newspapers, government organisations, and refereed journals); this content should not change over time. Anyone can ‘publish’ on the Internet and therefore, you must be careful in selecting your sites (for example, do NOT use Wikipedia as a source for your coursework). The appropriateness of the sources used to substantiate your coursework will impact on your grade.
5. Referencing a newspaper article in your reference list

Author’s surname, Author’s initial(s). (Year and date of publication). Article title. Newspaper name, Page number(s).

► For example:

6. How to reference official publications in your reference list

Organisation. (Year). Title. Place of publication: Publisher.

► For example:

Please note: For Parliamentary Hansard, you should reference this like a journal article. For example:
SpeakerSurname, SpeakerInitial. (Year). Debate Title. Hansard Title, Volume, Page number(s).

► For example

7. How to reference unpublished references in your reference list

Author’s surname, Author’s initial(s). (Year of publication). Title. State that it’s unpublished, Organisational source, City.

► For example:

Or:
8. How to reference your own material in your reference list

Author’s own. (Year of publication). *Title (include relevant details about the material being referenced)*. State that it’s unpublished. City.

► For example:


9. How to reference legal sources in your reference list

Statute (Act of Parliament):
Name of Statute. (Year passed). *Statutes of Jurisdiction*, Number.

► For example:


Case:
*Party Name v Party Name*. (Year of decision). Court Name, Location, File number.

► For example:


10. How to reference musical and visual sources in your reference list


► For example:


Producer/Director. (Year of publication). *Movie/Programme Title* [Motion picture]. Place of production: Production Company or Companies.

► For example:


Please note: unless you have a large number of music and/or visual sources, the sources cited in the body of your essay are inserted in alphabetical order into the reference list.
11. How to reference theses in your reference list

Author’s surname, Author’s initial(s). (Year of publication). *Title* (Unpublished thesis details). University, Place of publication.

► For example:


12. An example of a model reference list


III. How to reference in your essay

This section gives a comprehensive guide to referencing in the body of your work, whether it’s for a report, an essay, a dissertation or a poster.

► A customary rule for referencing is that you should reference a source if you use the ideas contained within this source, to inform your argument. If it is a general argument made throughout the source by the author(s) you do not need to note the page number. However, when you make mention of a specific point, you should note the page number alongside the author and the year (e.g. for a picture, a table, a quote, or if the idea is unusual or contentious).

► When you reference a source, the details of that reference are always placed within or at the end of that sentence, before the full stop. If the material used is a table, graph, picture or figure, the source is acknowledged directly under the reproduction (see discussion below).

Please note: Even if you think a lot of what you are writing is ‘common sense’, it needs to be supported by the literature. Our ideas do not appear out of thin air. They are usually informed by the wider socio-cultural groups which we belong to. As such, you need to position your ideas within the wider theoretical literature.

1. How to reference an idea in the body of your essay

a) How to reference a single authored text in the body of your essay

(Author’s surname, Year of publication)

► For example: On the one hand, a politics of recognition goes beyond tolerance, requiring mutual respect and acceptance (Calhoun, 1995).

► Or: Geographers, who once were the scientists of Empire, have become the modern day colonisers of other social science disciplines (Wall, 2002).

b) How to reference an author in different ways in the body of your essay

It is important to vary your ways of referencing to make your writing style more interesting to read. The author(s) name(s) can also be written at the beginning or the middle of a sentence:

► For example: Calhoun (1995) alleges that a politics of recognition goes beyond tolerance; that it requires mutual respect and acceptance.

► Or: Whilst geographers were once the scientists of Empire, Wall (2002) contends that they have become modern day colonisers of other social science disciplines.
c) How to reference two authors in the body of your essay

(First author’s surname and Second author’s surname, Year of publication)

► For example: Wall & Cocklin (1996) assert that the divide between supporters of forestry, as opposed to farming, is strongly racialised.

► Or: The divide between supporters of forestry, as opposed to farming, is strongly racialised (Wall & Cocklin, 1996).

d) How to reference more than two authors in the body of your essay

(First author’s surname et al., Year of publication)

- For 3-5 authors, name all authors in the first in-text citation, and the first author and et al. in all subsequent citations.

- For 6 or more authors, always name the first author and et al.

► First citation: With the arrival of globalisation, other social scientists have looked to geography to understand the significance of space (see Daniels, Bradshaw, Shaw & Sidaway, 2001).

► Subsequent citations: With the arrival of globalisation, other social scientists have looked to geography to understand the significance of space (Daniels et al., 2001).

- The full reference would appear in the reference list as follows:

- You would **always** put the complete reference in your reference list at the back of your essay or coursework.

► Et al. in this context is used to mean ‘and others’. Et al. is helpful as you do not have to write all the authors names out.

e) How to reference multiple texts by the same author in your essay

If you wish to reference multiple texts by the same author which are published in the same year, you would reference it in a piece of work as follows:

(Author’s surname(s), Year of publication Consecutive alphabet letter)

► For example, the first citing of an author with multiple texts published in the same year: Multiple and contradictory stereotypes of Maori as the Black Other have been resurrected from colonial times and applied in the current context (Wall, 1997a).

► The next citing in the text of a different reference from the same author, published in the same year, would be referenced as such: Wall (1997b) maintains that the bicultural construction of Maori and Pakeha identity ensures the perpetuation of racial identities as separate and seemingly unconnected.
You would continue to add extra alphabet letters to denote different references published by the same author in the same year.

In your reference list, you would reference as normal, only adding the appropriate letter to the date of publication to enable the reader to track down the relevant reference.


### f) How to reference multiple texts in the body of your essay

- **For example:** This strategy, in particular its negative impact on indigenous peoples, has been analysed and critiqued by a number of researchers within settler societies (Dibley, 1997; Hodge & Mishra, 1991; Lattas, 1990, 1991; O’Neill, 1993; Perera, 1994; Pugliese, 1995; Wolfe, 1994).

- What you should note is that the authors are listed alphabetically and the year of publication written consecutively.

### 2. How to reference specific material in the body of your essay

#### a) A general rule

As a general rule, when you make mention of a specific point, you should note the page number alongside the author and the year (e.g. for a picture, a table, a quote, or if the idea is unusual or contentious).

#### b) How to reference specific material in the body of your essay

When referencing specific material from a source in the body of your essay, including quotes, you should put:

[**Author’s surname(s), Year of publication, Page number(s)**]

- **For example:** Given the history of colonisation and contemporary practices associated with racial thinking, it is difficult to represent Maori outside of a set of quintessential stereotypes (Wall, 1997, pp. 43-44).

- **Or:** Wall maintains that the history of colonisation and contemporary practices associated with racial thinking, have ensured that it is difficult to represent Maori outside of a set of quintessential stereotypes (1997, pp. 43-44).

- **Or:** ‘Essentialism is the assumption that groups, categories and classes of objects have one or several defining features exclusive to all members of that category’ (Ashcroft et al., 1998, p. 77).
c) How to reference pictures, figures and tables in the body of your essay

When referencing pictures, figures or tables, you should acknowledge the source as follows:

► For example:

   **Figure One: Common binaries that denote similarities and differences**

<table>
<thead>
<tr>
<th>Self</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Us</td>
<td>Them</td>
</tr>
<tr>
<td>Dominant</td>
<td>Subordinate</td>
</tr>
<tr>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>White</td>
<td>Black</td>
</tr>
<tr>
<td>Civilised</td>
<td>Primitive</td>
</tr>
</tbody>
</table>

   Source: Wall (2001, p. 10)

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d) How to reference pictures, figures and tables that you have modified

If referencing pictures, figures or tables from a reference which you have modified from the original material presented in that source, you should acknowledge the source as follows:

✖ For example:

   **Figure Two: Common binaries that denote racial similarities and differences**

<table>
<thead>
<tr>
<th>Self</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Us</td>
<td>Them</td>
</tr>
<tr>
<td>Dominant</td>
<td>Subordinate</td>
</tr>
<tr>
<td>White</td>
<td>Black</td>
</tr>
<tr>
<td>Light</td>
<td>Dark</td>
</tr>
<tr>
<td>Civilised</td>
<td>Primitive</td>
</tr>
<tr>
<td>Culture</td>
<td>Nature</td>
</tr>
<tr>
<td>Human</td>
<td>Bestial</td>
</tr>
<tr>
<td>Coloniser</td>
<td>Colonised</td>
</tr>
</tbody>
</table>

   (Adapted from Wall, 2001, p. 10)

► Please note that all figures must be numbered consecutively in your work. You should use your own numbering, not the numbering found in the source material.

► Figures, graphs and tables can add significantly to your essay - they simplify, summarise and present information visually. They must include a title, label, scale and a key wherever appropriate, and their source must be acknowledged.

► They should be placed in the body of the essay as soon as possible after being referred to, not on the back of a page or at the end of the essay.

► Most importantly, if you place a figure in your essay, it must be directly referred to in the text by way of a written explanation of the figure and how it relates to your set topic. You must clearly demonstrate how the addition of this figure adds depth to your written discussion.
e) How to reference your own material in the body of your essay

Figure Three draws attention to everyday constructions of gender.

For example (how to reference a photo):

![Figure Three: Questioning dominant constructions of gender](image)

**Source:** Author's own (2008)

*Please note:* try and insert all items referred to in the body of your essay - such as figures, tables, graphs and photographs - into the body of the essay (not at the end of the essay).

f) How to cite two references in the same sentence for different ideas

When citing two references in the same sentence for different ideas, you would reference the sources as follows:

- **For example:** Gilroy (1998) has recently argued for the end of race in a recent article; yet Wall, while recognising Gilroy’s hope for the end of race, alleges that race remains relevant for academic study as it continues to be significant for the lived experience of people (2002, pp. 13-15).
  - Please note that references in the text that include page numbers go at the end of the sentence, directly after the specific material from that reference is cited in your text.


g) How to reference material that another author has quoted or cited

If you are reading a text and the author(s) make a statement which they reference to another author, you should always reference the initial author **and** the author who cited it.

- **For example:** ‘As a Pakeha, a member of the settler culture in New Zealand, this is a question that is central to my own sense of identity. I have no other home and want no other home. I would like to be “at home” here, but not at the continuing expense of Maori, the indigenous New Zealanders’ (Bell, 1999, p. 3; quoted in Wall, 2000, p. 2).
  - In this particular example, Bell (1999) is quoted in a piece of work by Wall (2000). As Bell is quoted in the text, the year of publication and the page number is noted. However, you would only put Wall (2000) in the reference list, not Bell (1999), as you have not sourced the quote from the original text.
► Or: Despite the reality of biological and cultural mixing between settler and indigene, the politics of colonial relations in New Zealand operate to encourage individuals to choose a singular, rather than hybrid, cultural identity (Bell, 1999, cited in Wall, 2000, p. 2).

– In this example, Bell (1999) is not quoted, merely cited or paraphrased. The page number and the reference (in the reference list) would be given for Wall (2000) however.

► Or: Bell (1999) argues that despite the reality of biological and cultural mixing between settler and indigene, the politics of colonial relations in New Zealand operate to encourage individuals to choose a singular, rather than hybrid, cultural identity (cited in Wall, 2000, p. 2).

► You would not put the original author in the reference list as you have not read that text. The reason that you must acknowledge both sources is because you are reading someone else’s interpretation of a text. Thus, you acknowledge your reinterpretation of their work, which is done without viewing the original text.

► I realise that this might seem complex but it’s not as confusing as it sounds. The examples should be straightforward and if you have any questions contact your lecturer before you submit your work.

h) How to reference legal sources in the body of your essay:

► Statutes (Act of Parliament)

[Name of Statute Year passed]

– For example: The passing of the Resource Management Act 1991 placed New Zealand at the forefront of environmental law.

– Please note:
  ▪ If you intend to reference the Statute more than once in your written text, write the Statute in full the first instance you reference it and place the abbreviated form immediately in brackets (RMA 1991). For example:
    ▪ The passing of the Resource Management Act (RMA 1991) placed New Zealand at the forefront of environmental law.

  ▪ When citing foreign statutes, the jurisdiction should be indicated in abbreviated form in brackets. For example:
    ▪ Natural Environment and Rural Communities Act 2006 (UK)
    ▪ Only indicate the jurisdiction of New Zealand (NZ) statutes within the body of your essay when statutes from other places are also being discussed.

► Cases

[Party Name v Party Name (Year of decision)]

– For example: The issue of consent notification was considered in Barrett v Wellington City Council (2000).
i) How to edit text in a quote

As a general rule, as long as you do not change a quote from how the author initially intended the material to be read, you can delete text from a quote. The deleted text is indicated by three full stops. Also, you can add text to a quote to make it fit the flow of your writing. Inserted text is indicated by square brackets.

► For example: ‘Ableism entails a way of being that takes mobility, thinking, speech, and the senses for granted, and which includes [a] largely “unconscious” aversion to people and bodies that remind us that our ablebodied norm is ideal ... that we are all mortal and subject to disease and death’ (Chouinard, 1997, p. 380).

j) How to write and reference an appendix

An appendix is a section of subsidiary information located at the end of your essay, just before the reference list. An appendix can be used, for example, when you wish to define a term used in the main body of the text and you do not wish to detract from the flow of the argument in your essay. The word count for the appendix should be kept to a minimum. As a rough guide it should not exceed five percent of the set word limit. The appendix is not included in the final word count. You should keep the entries in your appendix short and to the point.

► To reference your appendix in your essay text, an example would be:
   Culture has become interlinked with racial understandings of difference (see Appendix A).

► An example of an appendix could be:

Appendix

A) For the purposes of this essay, culture is understood as more than cultural artefacts. It about shared meanings and understandings within a group (Hall, 1997). ‘Thus culture depends on its participants interpreting meaningfully what is around them, and “making sense” of the world, in broadly similar ways’ (Hall, 1997, p. 2).

k) A quick note about plagiarism (see A ‘how to’ guide to essay writing in geography for a more complete discussion)

The School of Environment views the issue of plagiarism seriously. If you follow the guidelines outlined in this booklet, and acknowledge your sources adequately, you can avoid plagiarism. A charge of plagiarism, if upheld, carries with it significant penalties. Please contact your course coordinator if you have any further questions about these issues. Please visit the following website for a longer discussion about academic honesty: http://www.auckland.ac.nz/uoa/home/about/teaching-learning/honesty

The Faculty of Science has issued the following statement on this issue:

‘The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student’s own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student’s assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.’

The guidelines on Student Academic Conduct are set out at https://www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures/academic-integrity-info-for-students/university-regulations-statutes-and-guidelines.html, and more detailed guidelines on how to reference can be found at www.cite.auckland.ac.nz.