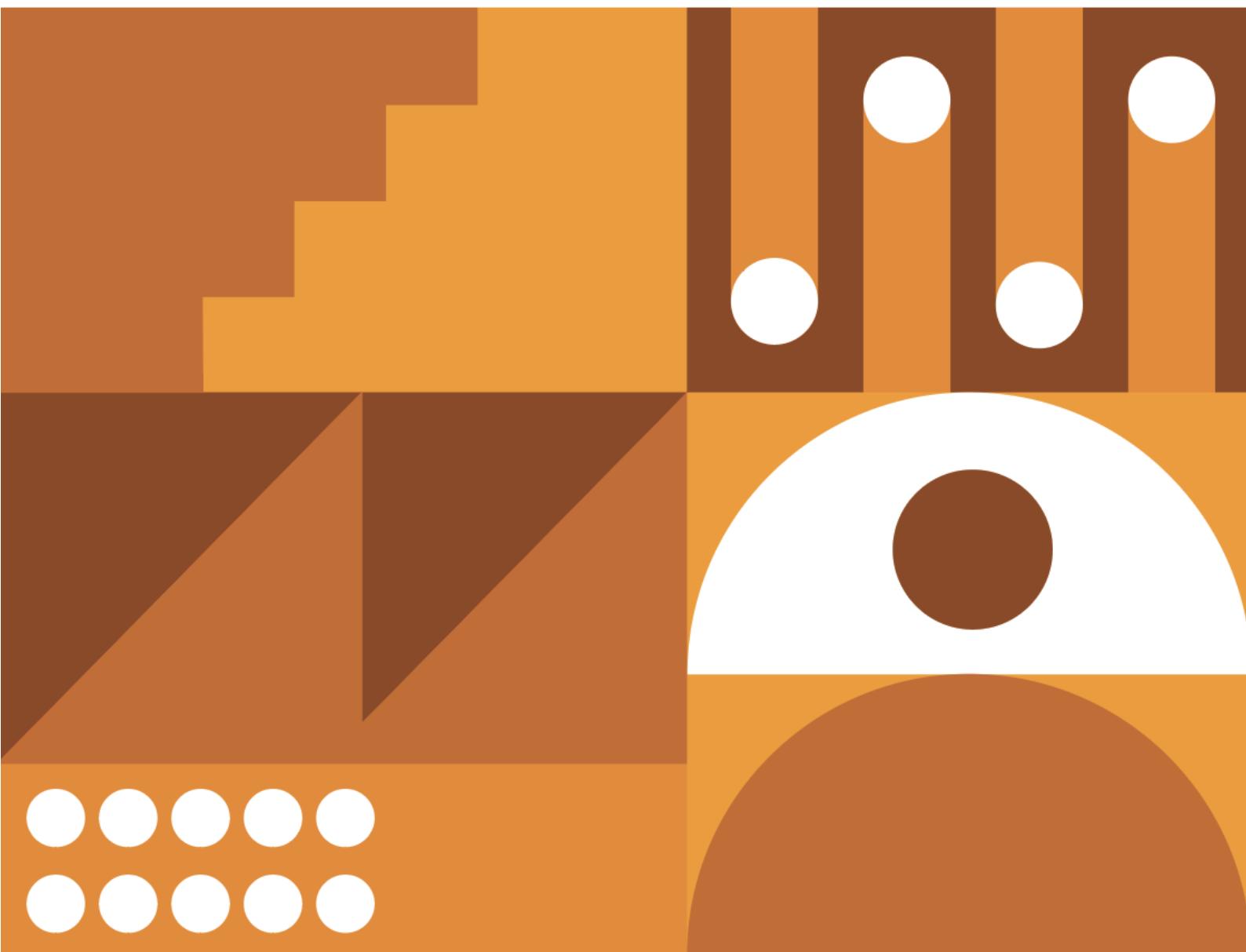


McGuinness Institute

1. Citation and referencing protocol for *Nation Dates*



Introduction

All citations in the book with brackets, other than personal communications, must be in the *Nation Dates* website reference tables. All references on the website tables must be included in the hard-copy folders.

General Notes:

The Institute likes to use well recognised references and often looks to see whether information is broadly referenced so that we can have confidence in the accuracy of the text, e.g. referencing the Beehive.

Hard copies of all references are kept at the Institute. There are currently 28 folders for all 1833 references that support the 5th edition. These are also kept in four tables found on the *Nation Dates* website, here: nationdatesnz.org/fifth-edition. The second edition of *COVID-19 Nation Dates* currently has 17 folders for 1456 references. These references are kept in five tables found here: nationdatesnz.org/2ndedition

While previous publications used older versions of APA, recent iterations of the *Nation Dates* series used APA 6th edition (apastyle.apa.org/style-grammar-guidelines/citations/appropriate-citation).

Authors:

1. Where the author of a reference is given, first initials are always included (including middle names if the author uses them). For authors with two initials, use spaces between initials (e.g. Baker, M. G.). There is no comma after an author's initial if followed by 'amp;' or 'et al.'.
2. Sometimes an author's name appears differently in different works (e.g. Baker, M. G. or Baker, M.). We treat both versions of the name as the same author for abc purposes, so if multiple references have the same author but with different versions of their name, use only the first initial for all citations.
3. When there are two authors the names in the citation and full reference should be separated with 'amp;' (rather than 'and'). Example:

Citation:

(Pool, I. & Kukutai, T., 2011)

Full reference:

Pool, I. & Kukutai, T. (5 May 2011). Taupori Māori - Māori population change. *Te Ara - the Encyclopedia of New Zealand*. Retrieved 4 November 2020 from teara.govt.nz/en/taupori-maori-maori-population-change [see PDF [here](#)]

When there are three or more authors, the names in the full reference should be separated with commas but the last two names are separated with 'amp;'. The citation only includes the first author's name followed by 'et al.' For example:

Citation:

(Becker, E. et al., 2021)

Full reference:

Becker, E., Vipond, R. & Mansell, C. (26 March 2021). Keeping up with COVID: identification of New Zealand's earliest known cluster of COVID-19 cases. *New Zealand Medical Journal*, 134(1532), 57-59. Retrieved 30 March 2021 from journal.nzma.org.nz/journal-articles/keeping-up-with-covid-identification-of-new-zealands-earliest-known-cluster-of-covid-19-cases-open-access [see PDF [here](#)]

When there are 21 or more authors, the full reference should list the first 19 authors followed by an ellipsis, then the last author. The citation only includes the first author's name followed by 'et al.' For example:

Citation:
(Ferguson, N. et al., 2020)

Full reference:

Ferguson, N., Laydon, D., Nedjati-Gilani, G., Imai, N., Ainslie, K., Baguelin, M., Bhatia, S., Boonyasiri, A., Cucunubá, Z., Cuomo-Dannenburg, G., Dighe, A., Dorigatti, I., Fu, H., Gaythorpe, K., Green, W., Hamlet, A., Hinsley, W., Okell, L., van Elsland, S., ... Ghani, A. (16 March 2020). Report 9: Impact of non-pharmaceutical interventions (NPIs) to reduce COVID-19 mortality and healthcare demand. Retrieved 11 July 2024 from www.imperial.ac.uk/media/imperial-college/medicine/mrc-gida/2020-03-16-COVID19-Report-9.pdf [see PDF [here](#)]

Citations:

4. In the book, citations of multiple sources by the same author/organisation should be separated by semi-colons. Citations with n.d. come after citations that have dates (e.g. MoJ, 2022; n.d.[a]).
5. Citations should not include page numbers. The example below is the old style and is no longer correct.

Nation Dates

1777

n.d.



Rabbits introduced

During his third voyage to New Zealand, Cook releases rabbits for sport, food and fur. Their population rapidly increases, leading to rabbit plagues in the 1870s, 1920s, 1940s and 1980s. The introduction of rabbits has widespread ecological, agricultural and economic impacts. [t45]
(HBRC, 2003; Peden, R., 2009; Wilson, J., 2009a)

1791

Dec



Earliest record of whaling

The ship *William and Ann* is the first to be recorded hunting whales in New Zealand waters. The ship originally departed from England bound for Australia with convicts on board. It then went on to Doubtless Bay to hunt sperm whales. Whale and seal oil were to become two of New Zealand's most important early exports, along with sealskins, timber, and flax, 'with tattooed Maori heads a gruesome additional item'. Since 2003, Te Papa 'has overseen the repatriation of more than 600 Maori and Mori or ancestral remains from institutions based overseas', including Germany, Sweden, the UK and the US'. [t51]
(Al Jazeera, 2023; Phillips, J., 2009a; R. W. T. & McLintock, A. H., 2009; Saunders, A. T., 1926)

1801

19 Jun



Missionaries record the terms 'Tongatta Tubua' and 'Tongata Maure'

The missionaries aboard the *Royal Admiral* write in their journal, 'Some of the natives here have informed us that Tongatta Tubua or White people took with them two of Tongata Maure (New Zealanders) to their own country ...' (see p. 51). This marks the first known European recording of the Maori term 'tāngata Māori', which can be translated as 'ordinary people'. Over the following decades 'Māori' will come to be used as a name for the tangata whenua of this country collectively. [t3]
(Wilson, C. & Jefferson, J. 1801: 30; King, M., 2003: 146-147; Banford, J., n.d.; Wilson, O., 1963)

1809

Dec



Boyd incident

While moored at Whangaroa Harbour, the sailing ship *Boyd* is attacked by local Māori. The attack is sparked when the son of a Whangaroa chief is flogged after refusing to work in exchange for his passage. His kin seek revenge, leading to the deaths of most of the Europeans on board. [t70]
(MCH, 2014a)

1814

9 Nov



Kendall becomes first judicial appointment

Lachlan Macquarie, Governor in Chief of the Territory of New South Wales and its Dependencies, appoints missionary Thomas Kendall as Resident Magistrate in the Bay of Islands due to concerns over offences committed against Māori both on land and on board ships. Kendall goes on to become an author, a schoolteacher and a priest but is later shunned 'for his affair with a Maori woman'. [t67]
(Ballara, A., 1990; Binney, J., 2010; Church Missionary Society, 1815: 479-480; Neham, P., 2017; SSC, 2005: 3)

The example below is the correct style and does not include page numbers in citations.

Nation Dates		
1777 n.d.	Rabbits introduced	During his third voyage to New Zealand, Cook releases rabbits for sport, food and fur. Their population rapidly increases, leading to rabbit plagues in the 1870s, 1920s, 1940s and 1980s. The introduction of rabbits has widespread ecological, agricultural and economic impacts. [t45] (HBRC, 2003; Peden, R., 2009; Wilson, J., 2009a)
1791 Dec	Earliest record of whaling	The ship <i>William and Ann</i> is the first to be recorded hunting whales in New Zealand waters. The ship originally departed from England bound for Australia with convicts on board. It then went on to Doubtless Bay to hunt sperm whales. Whale and seal oil were to become two of New Zealand's most important early exports, along with sealskins, timber, and flax, 'with tattooed Maori heads a gruesome additional item'. Since 2003, Te Papa 'has overseen the repatriation of more than 600 Maori and Moriori ancestral remains from institutions based overseas', including Germany, Sweden, the UK and the US'. [t51] (Al Jazeera, 2023; Phillips, J., 2009a; R. W. T. & McLintock, A. H., 2009; Saunders, A. T., 1926)
1801 19 Jun	Missionaries record the terms 'Tongatta Tubua' and 'Tongata Maure'	The missionaries aboard the <i>Royal Admiral</i> write in their journal, 'Some of the natives here have informed us that Tongatta Tubua or White people took with them two of Tongata Maure (New Zealanders) to their own country ...' (see p. 51). This marks the first known European recording of the Maori term 'tāngata Māori', which can be translated as 'ordinary people'. Over the following decades 'Māori' will come to be used as a name for the tangata whenua of this country collectively. [t3] (Wilson, C. & Jefferson, J., 1801; King, M., 2003; Ranford, J., n.d.; Wilson, O., 1963)
1809 Dec	Boyd incident	While moored at Whangaroa Harbour, the sailing ship <i>Boyd</i> is attacked by local Māori. The attack is sparked when the son of a Whangaroa chief is flogged after refusing to work in exchange for his passage. His kin seek revenge, leading to the deaths of most of the Europeans on board. [t70] (MCH, 2014a)
1814 9 Nov	Kendall becomes first judicial appointment	Lachlan Macquarie, Governor in Chief of the Territory of New South Wales and its Dependencies, appoints missionary Thomas Kendall as Resident Magistrate in the Bay of Islands due to concerns over offences committed against Māori both on land and on board ships. Kendall goes on to become an author, a schoolteacher and a priest but is later shunned 'for his affair with a Maori woman'. [t67] (Ballara, A., 1990; Binney, J., 2010; Church Missionary Society, 1815; Lineham, P., 2017; SSC, 2005)

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6. Keep in mind that there are three main New Zealand Government websites distinct from one another: New Zealand Government, New Zealand Parliament and the Beehive. Be mindful you are citing the correct one (e.g. do not reference a Beehive web page as New Zealand Government).
7. Sometimes the administration of sources of information held by certain government departments or entities will be transferred to a different department or entity (e.g. during the COVID-19 pandemic, the Unite against COVID-19 public information campaign had its own website but this has since been deactivated and documents such as proactive releases have been moved to DPMC). In situations like these, the Institute has referenced the organisation or entity that currently holds the information or has re-published online. Note that this does not apply for organisations or entities that are still in operation (e.g. a Ministry for Culture and Heritage document found on the Beehive's website. Also, do not retrospectively change previous citations to account for this).

Website reference tables:

8. Full references entered into the website reference tables are given for every source type apart from image and quotation captions, personal communications, legislation (including secondary legislation), Bills and Letters Patent. Go to Tables A–F for more detail.
9. Reference tables must include both the URL where the reference was found and a scanned PDF of the hard-copy reference (linked to '[see PDF here]'). URLs change frequently and we have learned over time the value of having a hard copy and providing interested parties with a PDF as well as a link to the original source. The Institute recognises that not all readers of *Nation Dates* can come to our Wellington office. For this reason we make our sources public online. This is particularly important given the sensitivity of some of the topics discussed in *Nation Dates*. The Institute also wants to ensure we focus on delivering accurate and reliable information. This way our audiences can come back to us with more reliable sources to improve the accuracy or completeness of further editions.

With recent publications in the series, we have decided to keep the 'http://' or 'https://' as part of the URL in the reference list on the *Nation Dates* website tables.

10. Where updated dates of references are provided (e.g. updated 30 May 2023), use these over the original date of publishing.
11. If confused about how to order references alphabetically in the website tables (particularly with '&' and 'et al.'), use Excel's alphabetical order function. (The Sort & Filter button is on the far right in the home tab.)
12. If a reference is a PDF (e.g. a report or publication that is primarily found online), the URL provided in the website tables should be for the web page where the PDF can be found, not the PDF itself. This is to avoid broken links if the PDF is changed or updated. The exception is if a source can only be found as a PDF and is not on a web page. For example:

Ministry of Education (MoE) (22 June 2021). *Determining the NCEA Level 1, 2, and 3 Subject Lists for Te Marautanga o Aotearoa*. Retrieved 13 August 2023 from ncea-live-3-storagestack-53q-assetstorages3bucket-2o21xte0r81u.s3.amazonaws.com/s3fs-public/2021-06/Technical%20Report%20TMoA.pdf?VersionId=DV_LCpf0dqR2BeROrkVHghISsckS_Nuo [see PDF [here](#)]

If a source is not available online but we have a copy in the office, it is fine to upload only a scanned PDF linked to [see PDF here]. See (*New Zealand Gazette*, 1907) in the *Nation Dates 5th edition* website tables for an example.

13. Italicise the newspaper/organisation title only for printed hard-copy publications (e.g. *New Zealand Herald* and the *Guardian*). Do not italicise news agencies that do not produce a hard copy (e.g. Stuff, Newshub, Radio New Zealand). Note MyBib will not do this so soft copy newspaper references will need to be manually changed to regular font.
14. As mentioned above, personal communications and legal sources are not added to the main reference tables for the following reasons:
 - Personal communications: The Institute always treats personal communications as private, unless we have approval from the sender to make the correspondence public. Go to Table E for more detail.
 - Legal sources: The Institute always refers to the full legal name of legislation in text, so there is no need to reference the legislation in a reference table. Go to Table F for more detail on legislation and other legal sources (e.g. Bills and Letters Patent).

The second edition of *COVID-19 Nation Dates* does however have a personal communications table that lists all personal communications used throughout the book. The correspondence is still kept private, only the Institute's Official Information Act requests are linked in the table.

15. MyBib follows American English so it puts the dates in order of MM/DD/YYYY. When copying the reference to the website table, the dates need to manually be changed to DD/MM/YYYY.
 - MyBib output: Nathan, S. (2009, March 3). West Coast places. Retrieved December 11, 2025, from <https://teara.govt.nz/en/west-coast-places/page-5>
 - Institute's style: Nathan, S. (2009, 3 March). West Coast places. Retrieved 11 December, 2025, from <https://teara.govt.nz/en/west-coast-places/page-5>

The more problematic areas are discussed in detail, with examples, in Tables 1–9 below.

Table 1: Using correct names of organisations (te reo Māori or English)	
Citation in book and on website	Reference on <i>Nation Dates</i> website
<p><u>APA practice</u> is to include both the English and Māori names in the order provided in the source. We have adapted this for the <i>Nation Dates</i> referencing style.</p> <p>Key things to consider:</p> <ol style="list-style-type: none"> 1. The explanation on the inside cover of how the publication should be cited. Follow this as the primary guideline. If the publication does not have one, consider the next two points. 2. Think about when the document was published. For example: <ul style="list-style-type: none"> - A report published in 1960 by a government department will most likely not use a Māori name (e.g. the Department of Justice). - A report published in 2020 by a government department is more likely to have, and use, a Māori name (e.g. Te Puni Kōkiri and Oranga Tamariki). 3. If it is still not clear how to reference a government department, use the name of the entity provided in the Public Service Act 2020 Schedule 2. <p>Note: Do not update organisation names that have since changed (e.g. if a document is published by the Department of Labour, do not cite it as the Ministry of Business, Innovation and Employment).</p> <p>Note: References that do not have a date (usually web pages) should use the organisation's most current name.</p> <p>Note: If the organisation's name is in both Māori and English, give both names separated by an en dash in the order provided in the source.</p> <p>Example of acceptable citations using both Māori and English names for the same organisation: (Waka Kotahi – NZTA, 2017)</p>	<p>Examples of full references in website tables:</p> <p>Te Puni Kōkiri (TPK) (2007). About us. Retrieved 18 December 2009 from www.tpk.govt.nz/en/about [see PDF here]</p> <p>Waka Kotahi – New Zealand Transport Agency (NZTA) (n.d.). Auckland Harbour Bridge fact sheet. Retrieved 1 November 2020 from www.nzta.govt.nz/assets/site-resources/content/about/docs/auckland-harbour-bridge-factsheet.pdf [see PDF here]</p>

Table 2: Images and quotations	
Citation in book and on website	Reference on <i>Nation Dates</i> website
<p>The protocol for citations used for image captions and quotations is the same as stated in Tables A–F. The only exception is that citations should use the full names of organisations and other entities.</p> <p>Example of citations used for images and quotations: (Ministry of Health, 2022)</p>	<p>For <i>Nation Dates</i>, references used for image captions (when added context needs to be evidenced) and quotations have been added into the four reference tables. Note that this may be likely to change in future editions so that these references have a specific table.</p> <p>For <i>COVID-19 Nation Dates</i>, references used for image captions and quotations are held in a unique table (note this table is different to the image credits table which lists information such as the image creator and the date that the image was taken). The protocol for references in this table is the same as stated in Tables A–F, but with two exceptions. These are as follows:</p> <ul style="list-style-type: none"> • References should ideally use the full names of organisations and other entities, although this is not strictly required. • The references in this table have their own abc lettering system (i.e. do not use references from the same author in the main tables to decide what letter is assigned). <p>Example of full reference used for images and quotations:</p> <p>Ministry of Health (May 2022). Super Saturday and Vaxathon: Proactive Release of information. Retrieved 29 August 2024 from www.health.govt.nz/system/files/2022-05/super-saturday-proactive-release-information-5mar22.pdf [see PDF here]</p>

Table 3: Abbreviations and acronyms	
Citation in book and on website	Reference on <i>Nation Dates</i> website
<p>All abbreviations used in the book need to be listed in the abbreviations pages at the back.</p> <p>The use of an abbreviation in a citation depends on the following points.</p> <p>Key characteristics to consider:</p> <ul style="list-style-type: none"> - If it relates to only one event/entry an abbreviation is not needed. - If the organisation's full name will use up too much space on a page, abbreviate it. - How well-known is the abbreviation? Use commonly known abbreviations such as RNZ (Radio New Zealand) and NZDF (New Zealand Defence Force), but do not use lesser-known abbreviations such as AMN (Australian Migration Network). - Are there double-up abbreviations? E.g. do not use ANZ for Antarctica New Zealand because of the banking corporation ANZ. - If the organisation's full name and abbreviation have been given in the text for the entry, use the abbreviation in the citation (see <i>Nation Dates</i> 5th edition, p. 272 for an example). <p>Notes</p> <ol style="list-style-type: none"> 1. If abbreviations relate to government organisations from other countries and could potentially be confused with NZ organisations, give the country in square brackets following the abbreviation (see also general notes for how this applies to names in full). <p>Example: (DFAT [AU], 2018)</p> <p>Where a country does not have a widely recognised abbreviation, give its full name in square brackets after the name of the organisation.</p> <p>Example: (Ministry of Health [Singapore], 2020)</p> <ol style="list-style-type: none"> 2. Royal commissions are always written out in full and should not be abbreviated. 3. Citations of United Nations organisations are always abbreviated. <p>Examples: (UNDP, n.d.) (UNESCO, n.d.[a])</p>	<p>Where the citation in the book has used the abbreviation, give the full name in the reference, followed by the abbreviation in brackets.</p> <p>Example:</p> <p>a. Citation in book: (IPCA, 2013)</p> <p>b. Full reference in the website table: Independent Police Conduct Authority (IPCA) (2013). <i>Operation Eight: The Report of the Independent Police Conduct Authority</i>, p. 41. Retrieved 8 February 2017 from www.ipca.govt.nz/Site/publications-and-media/2013-Reports-on-Investigations/default.aspx [see PDF here]</p> <p>Note: Do not provide an abbreviation in the full reference if the organisation is the publisher.</p> <p>Example (organisation as publisher): Palmer, R. (2021, 4 October). Three waters: What you need to know. Radio New Zealand. Retrieved 22 May 2023 from www.rnz.co.nz/news/what-you-need-to-know/452865/three-waters-what-you-need-to-know [see PDF here]</p> <p>Example (organisation as author): Radio New Zealand (RNZ) (2009a, 8 March). Bioethics Council to be disbanded. Retrieved 30 October 2017 from www.rnz.co.nz/news/national/12639/bioethics-council-to-be-disbanded [see PDF here]</p>

Table 4: Examples of commonly used abbreviations in citations

Abbreviated citation	Full name in full reference
DPMC	Department of the Prime Minister and Cabinet (DPMC)
Health NZ	Health New Zealand (Health NZ)
MOH	Ministry of Health (MOH)
<i>NZ Herald</i>	<i>New Zealand Herald (NZ Herald)</i>
RNZ	Radio New Zealand (RNZ)
Treasury	New Zealand Treasury (Treasury)

Table 5: Page numbers

Citation in book and on website	Reference on <i>Nation Dates</i> website
No page numbers should be included in citations in the book or on the website. They should only be found in the full reference.	<p>Page numbers are included in the reference where necessary.</p> <ul style="list-style-type: none">- If the source is longer than three pages, add page numbers to clarify where the information came from.- If one source is used for multiple entries, include the pages used for each entry in the reference. <p>Example of full reference in the website table: McKinnon, M. (2003). <i>Treasury: The New Zealand Treasury 1840–2000</i>. Auckland: Auckland University Press, pp. 219–220, 247, 308. [see PDF here]</p> <ul style="list-style-type: none">- If the page(s) used does not have a number, use the description of where it is in the book (such as preface or introduction). For example: McKinnon, M. (2003). <i>Treasury: The New Zealand Treasury 1840–2000</i>. Auckland: Auckland University Press, Preface. [see PDF here]

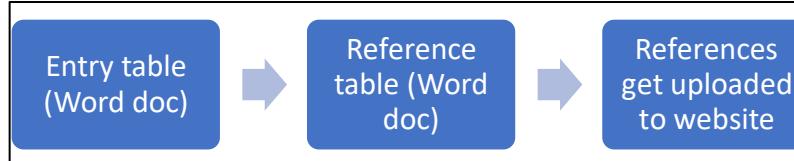
Table 6: Citations in the supplementary chapters of <i>Nation Dates</i>	
What the citation is used for	Comments
Figures and tables	<p>Citations for references used in figures and tables sit directly below the title of the figure or table and should not be enclosed in brackets.</p> <p>If a figure or table is an exact excerpt or copy of a source (e.g. screenshot of a diagram), state 'Source:' before the citation(s). For example:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Figure A2.1: Aotearoa New Zealand's 2020 elimination strategy, 2020</p> <p>Source: MOH, n.d.[d]</p> </div> <p>If a figure or table has been created by the Institute using information from one or more sources, state 'Adapted from:' before the citation(s). For example:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Table 3.1: Published composition of the national reserve supply, 2017–2021</p> <p>Adapted from MOH, 2017a; 2020a; 2020b; 2021a; MOH, pers. comm., 26 April 2024</p> </div> <p>Note: Sometimes, the citations might be found within the notes to the figure or table. In these cases, the text below the title should direct to these notes. For example:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Table 1.1: Arrival of SARS-CoV-2 variants in New Zealand</p> <p>Source: See notes 1 and 2 below.</p> <p>Notes to Table 1.1</p> <ol style="list-style-type: none"> 1. The date that the detection was announced (as opposed to the date the sample that tested positive was collected). See entries by date in Chapter 6. 2. The date that the positive sample was collected (as opposed to the date it was announced). (Adapted from ESR, pers. comm., 14 March 2024) </div>
Paraphrased text	<p>When citing references in the supplementary chapters of <i>Nation Dates</i>, include the citation in-text at the end of each paragraph/subsection that it relates to.</p> <p>Example: Therefore, the public health settings already in place in 2023 are considered appropriate for managing the more recent subvariants (MOH, 2023a).</p>
Quoted text	<p>When citing a quote or an excerpt of text, add the in-text citation directly after or next to the quoted text.</p> <p>Example: MOH reported that 'Delta posed very different challenges to earlier strains of COVID-19, with its rapid transmission, infectiousness and higher risk of needing hospital care. People who were not vaccinated were most at risk of severe illness' (MOH, 2023a). This shifted the focus to vaccinating a large percentage of New Zealanders as quickly as possible, what became known as The 90% Project.</p>

Table 7: NZ History and Te Ara references

Citation in book and on website	Reference on <i>Nation Dates</i> website
See Table A: Websites and web pages, for how to format these citations.	<p>NZ History and Te Ara provide suggested citations, but these should be adapted to our referencing style.</p> <p>1. Full references for these sources should include the main title and page title (e.g. Korean War – End of the conflict).</p> <p>2. Reference NZ History web pages as MCH.</p> <p>Examples:</p> <p>a. NZ History suggested citation: 'Background', URL: https://nzhistory.govt.nz/war/korean-war/background (Ministry for Culture and Heritage), updated 19-Oct-2022</p> <p>b. Our reference: Ministry for Culture and Heritage (MCH) (2020xx). Background – New Zealand in the Korean War. Retrieved 31 June 2020 from nzhistory.govt.nz/war/korean-war/background [see PDF here]</p> <p>3. Te Ara – the Encyclopedia of New Zealand web pages are also published by MCH but often provide authors. These should be referenced to the author and Te Ara.</p> <p>Examples:</p> <p>a. Te Ara suggested citation: Neill Atkinson, 'Railways - Building the rail network', Te Ara - the Encyclopedia of New Zealand, www.TeAra.govt.nz/en/railways/page-1 (accessed 2 November 2023)</p> <p>b. Our reference: Atkinson, N. (2010a). Railways – Building the rail network. Te Ara – the Encyclopedia of New Zealand. Retrieved 26 July 2011 from www.teara.govt.nz/en/railways/page-1 [see PDF here]</p>

Table 8: How to reference hard and soft copies

Task/action	Comments
Abc lettering system	Where the same author (e.g. MCH) has produced multiple sources in one year, the citations (as well as full references) follow an abc system and are assigned a letter in addition to the year (e.g. MCH, 2010a). If they get to z, the lettering system becomes aabbcc (and subsequently aaabbccc). These can only be finally assigned when the text order is confirmed; in the interim, record them as the author and year of publication followed by * (e.g. MCH, 2010*).
Labelling PDFs	All hard-copy references need to have DYMO labels with the same citation of the reference that can be found on the <i>Nation Dates</i> website reference tables. Any supporting references should only have labels that state they are a supporting reference and not a citation to avoid confusion with the main reference that they relate to. See the hard-copy reference folders for an example.
Scanning PDFs	Each reference must have a printed hard copy that can be found in the hard-copy reference folders. These hard copies should always have the information that was used for the entry highlighted in yellow (other colours are often unreadable). If the information was paraphrased add a P next to the highlighted text and if quoted use a Q. Sometimes supporting references are needed to back up the information that was used in an entry. These are not scanned and uploaded but should be attached to the main reference that they support and included in the hard-copy reference folders.
Batching references (Word docs and PDFs)	References for both new entries and updated entries should always be treated in batches. Batches are numbered 1 if they relate to new entries and 2 if they relate to updated entries. An ABC lettering system is used for each individual batch (e.g. Batch 1A or Batch 2C). A Word doc with an entry table is used to show the dates of entries, their titles, their text (including the citations), and the references used. See an example of the formatting in this Word doc below. (Note that for updates of existing entries, a different format is used, see the McGuinness Institute <i>Selecting and writing protocol</i>).
 <p>When sending batches of references to be uploaded to the <i>Nation Dates</i> website tables, they should always be sent in folders with the entry table Word doc and the PDFs of the references used.</p> <p>Before uploading references to the website tables, all references in the entry table Word doc must be isolated and added into another Word doc that has a reference table. This will have the key information relating to each reference. E.g.:</p>	

	<p>PS ND 5th ed. Reference List (V2 references)</p> <p>PS</p> <table border="1"> <thead> <tr> <th>Reference</th><th>ABC date (for PS use)</th><th>ND Date</th><th>Entry Title</th><th>Entry Text</th><th>Batch (for PS use)</th></tr> </thead> <tbody> <tr> <td>Ardern, J. (2018, 12 April). Planning for the future – no new offshore oil and gas exploration permits [press release]. Retrieved 28 July 2023 from www.beehive.govt.nz/release/planning-future-no-new-offshore-oil-and-gas-exploration-permits</td><td>20180412</td><td>12 April 2018</td><td>Offshore oil and gas exploration permits no longer granted</td><td>Minister Woods has announced that this year's block offer will be limited to onshore acreage in Taranaki alone... We are protecting existing exploration and mining rights. No current jobs will be affected by this as we are honouring all agreements with current permit holders... There are 21 oil and gas exploration permits currently held in Taranaki. These permits cover an area of 100,000 square km, nearly the size of the North Island, and run out for just over 2030 and could go an additional 10 years under a mining permit... Onshore block offers will continue in Taranaki and will be reviewed after the 2020 election.</td><td>V2-A</td></tr> </tbody> </table> <p>20230808</p>	Reference	ABC date (for PS use)	ND Date	Entry Title	Entry Text	Batch (for PS use)	Ardern, J. (2018, 12 April). Planning for the future – no new offshore oil and gas exploration permits [press release]. Retrieved 28 July 2023 from www.beehive.govt.nz/release/planning-future-no-new-offshore-oil-and-gas-exploration-permits	20180412	12 April 2018	Offshore oil and gas exploration permits no longer granted	Minister Woods has announced that this year's block offer will be limited to onshore acreage in Taranaki alone... We are protecting existing exploration and mining rights. No current jobs will be affected by this as we are honouring all agreements with current permit holders... There are 21 oil and gas exploration permits currently held in Taranaki. These permits cover an area of 100,000 square km, nearly the size of the North Island, and run out for just over 2030 and could go an additional 10 years under a mining permit... Onshore block offers will continue in Taranaki and will be reviewed after the 2020 election.	V2-A
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Always follow this flowchart before uploading references for new and updated entries to the website.													
 <pre> graph LR A[Entry table (Word doc)] --> B[Reference table (Word doc)] B --> C[References get uploaded to website] </pre>													
Organising references before adding to the hard-copy reference folders	<p>Before going into the hard-copy reference folders, references for new entries and updated entries should be organised as packages in plastic clear files:</p> <ul style="list-style-type: none"> - For each new entry make up a clear file with DYMO labels stating the title of the entry or the name of the chapter. - The references for each entry should be in their own clear files added to this (reference clear files are labelled with the title and date of the entry they relate to, the citation of the reference, and 'new entry'). - These are treated as a package and added to one more clear file that holds all of them together. <p>Note that for updated entries the process is the same but 'new entry' is replaced with 'updated entry'.</p>												
Check of the PDFs and weblinks on the <i>Nation Dates</i> website tables	<p>Once the PDFs and website links have been uploaded to the table, a final check should be done to ensure they have been uploaded correctly.</p> <p>It is important to note that <u>before</u> the PDFs are uploaded to each reference, they should be checked according to the checklist below.</p> <p><u>Instructions for a PDF:</u></p> <ul style="list-style-type: none"> • No blank pages • Correct a, b, c on citation (e.g. McSaveney, E. et al., 2009b). • No entry date in citation (the DYMO label should only be the author, their initials, year of publication, a, b, c, and page numbers used in the source). • Highlighted text that was used for entries (with p's and q's for paraphrasing and quotes). <p><u>Checklist for PDFs and web links:</u></p> <ol style="list-style-type: none"> 1. Check PDF is attached to the correct reference. 2. Check PDF is correctly formatted (refer to instructions above). 3. If PDF is incorrect, it is corrected, rescanned and marked in the hard-copy reference folder with a coloured piece of paper. This is used as a placeholder until the hard-copy reference can go back into the folder. 4. Add author's initials if they are missing from citation and reference, write in initial/s, and mark up with a post-it note. Someone else in the team will go through the post-it notes and reprint DYMOs, rescan and upload. 5. Check all pages of a reference used in book entries are cited in the full reference, the citation, and the book. 												

	6. Check website link is correct (for the right reference) and in the correct place within the full reference (e.g. after retrieval date or on book title).
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Table 9: Use of italics/roman for (i) print publications and (ii) court cases**Comments**

As a general style rule of *Nation Dates*, citations for entries are italicised. Due to this, print publications and court cases (references that are normally italicised) are roman in these groups of citations.

Citations for other content, such as quotations, images and general chapter text, are roman, so print publications and court cases are italicised in these references.

Examples of the style of citations in the book for print publications and court cases are as follows:

- Citation of a print publication is used for a quotation; it/they are italicised.
Example (*Nation Dates* 5th edition, p. 280):

Quotation: Speaker Trevor Mallard in response to turning the lawn sprinklers on, drenching protesters and their tents. See 11 February 2022 in Covid 19 Omicron outbreak Parliament protest: Sprinklers turned on, 'second wave convoy' en route (*NZ Herald*, 2022a)

- Citation of a print publication is used in a citation row for an entry; it/they are in roman.
Example (*Nation Dates* 5th edition, p. 294):

2023	Loafers Lodge disaster
16 May	In the early hours of Tuesday 16 May, a fire breaks out at a hostel in Wellington's Newtown. Many of the 99 hostel residents are vulnerable members of the community. Tenants are evacuated, some from the roof, but there are five fatalities. Residents report confusion around fire alarms, raising concerns around safety measures in emergency and transitional housing. Police charge a man with two counts of arson and five counts of murder in relation to the fire. [t65] (Hickman, B., 2023; Knell, C. & Hunt, T., 2023; NZ Herald, 2023e; RNZ, 2023h; 2023i; Stuff, 2023)
	

- Citation of a court case is used for a general chapter text; it/they are italicised.
Example (no current example in *Nation Dates* 5th edition):

(Ortmann v The United States Of America [2017; 2018]; 2021a; 2021b)

- Citation of a court case is used in a citation row for an entry; it/they are in roman.
Example (*Nation Dates* 5th edition, p. 287):

2022	Legal decision: <i>Tuna v Te Urewera Board</i>
8 Nov	Te Uru Taumata, the Tūhoe settlement entity, has been pulling down and replacing dozens of huts in Te Urewera that it deemed no longer fit for use and already falling down. This upset hapū, trampers, hunters and conservationists, and a Tūhoe member concerned about the loss of access to the huts appealed to the High Court. The High Court orders an immediate halt to the destruction of 48 huts. [t66] (Harawira, W., 2022; RNZ, 2022m; <i>Tuna v Te Urewera Board</i> [2022])
	

Print publications in *Nation Dates* 5th edition

Note: Do not use 'The' before the titles of newspapers or magazines. The only exception is *The Times* (London).

International:

- *Guardian*
- *New York Times*

New Zealand:

- *New Zealand Herald* (*NZ Herald*)
- *Otago Witness*
- *Post*
- *Press*

Changes to processes going forward

The list below outlines changes to parts of the process of updating *COVID-19 Nation Dates* to the 2nd edition that were creating inefficiencies or ongoing issues. See *Selecting and writing protocol* for changes to book content processes.

This list is a living list and will be updated over time with any further changes to be made to the processes of future *Nation Dates* editions:

- Remove lettering from the labels on the PDFs that are uploaded to the website reference tables (e.g. labels in future should read (Ardern, J., 2020) not (Ardern, J., 2020a)).
 - Also, remove lettering from the full references in the website reference tables. This means that on the website reference tables, only the citations include lettering.
- Remove entry dates from the labels on PDFs that are uploaded to the website reference tables.
- Only cite the first initial of authors' names to avoid confusion with abcs and to increase efficiency and tidiness of referencing.