

## Required Information:

- **Author's full name** (Organisation) otherwise family name, initials
- **Year of publication**
- ***Title of book*** (taken from the title page, not front cover)
- **Title of series** (if applicable)
- **Edition** (if other than first)
- **City of publication & country** (others), USA, city & state
- **Publisher/Publishing house**

Examples:

### In-text citation

Jones and Chan (as cited in Smith, 2016)  
indicated that ...

### Reference

Smith, A. R. (2016). *Teaching and Learning in Higher Education*. Auckland, New Zealand: University Books.