



IN TEXT CITATION GUIDELINES

In order to acknowledge the author/s of the work/s you have used and give credit where it is due you must not only create a bibliography but also reference quotes and ideas.

One way of acknowledging this is by using *In text Citations*.

There are two different ways to do this. However citations should look the same for all works - books, journal articles, web-pages, etc. - in both print and electronic formats.

- ❖ At the end of a sentence or phrase - give the author's surname and publication date in round brackets.
- ❖ If the author's name is part of the sentence, give the date, in round brackets, immediately after the author's name.

Please note:

A quotation uses the exact words of an author. Enclose the quotation in single quotation marks and add the page number. If you paraphrase, still give page number. General ideas must still be acknowledged. If two authors are part of the sentence, use 'and', but if the names are in brackets you use the ampersand (&).

Freeman and Hayes (2001, p.5), say the 'goal of a catalogue is to help the user readily locate the required items', with the minimum of trouble, whether it is a specific book, or, information on a particular subject (Harvey, 2000, p. 193). Library catalogues have to be able to meet the needs of the users to assist them in retrieving, (Foskett, & Freeman, 2002. p.15) and, to be effective, the catalogue should be designed and developed to meet the specific information needs of that library's users. (Henri, 2001. pp. 25-28).

Some other points:

- ❖ If the author is unknown cite the title, in *italics*, instead of an author. The date is not in italics.
eg. *The Plains of Africa* (2003, p. 42)
- ❖ Organisations with long names may be abbreviated after their first appearance:
First citation: use the full name of the organization, with its abbreviation following in brackets.
eg. (Organisation for Economic Cooperation and Development (OECD) 2003, p. 26)
All subsequent citations: use the abbreviation.
eg. (OECD 2001, p. 412)
- ❖ Secondary source (the work of one author being cited in another author's work)
eg. (Stevens, cited in Leong 2002) or Stevens (cited in Leong 2002)

Abbreviations to note:

- ❖ Edited: ed.
- ❖ Compiled: comp.
- ❖ Revised: rev.
- ❖ Translated: trans.
- ❖ Illustrated: ill.

To make headers or footers:

Click 'view', then header or footer (if desired), and then, type details. You can change font, size, colour etc.