

## Citing Sources in the Text (In-Text Citations)

All non-original ideas must be cited. Statistics? Cited. Numbers? Cited. Dates? Cited. Information that is not common knowledge? Cited. Something directly quoted from another source? Cited. Credit must be given to those other people! If credit is not properly given, that is plagiarism. Plagiarism can mean a failing grade.

Always give the author(s) last name and year of publication. For direct quotations, also include the page number(s).

Entries from the Internet are NOT cited in text as www... but rather by the name of the author or institution (example: Home Depot (2009) stated that....)

If an item (book or article) has two authors, list both authors with & (not *and*) in between the two last names if the names are listed in parentheses. If the names are used in a signal phrase, the word *and* is used instead of an ampersand (&). Both names should be listed every time those authors are cited. For 3, 4, or 5 authors, use all the names the first time, then use only the first last name and *et al.* subsequently. (The Latin *et al.* means 'and others') On the reference page, list all authors for works with 3, 4, or 5 authors. When a work has 6 or more authors, only the last name of the 1<sup>st</sup> author is listed in every in-text citation, followed by *et al.* On the reference page, list the first 6 authors and use *et al.* for any additional names.

Examples:

(Jones & Smith, 2008)	Two authors cited in parentheses
According to Jones and Smith (2008), many reasons exist why....	Two authors cited in a signal phrase
(Stephens, Little, & Wolcott, 2007)	Three authors cited in parentheses (1 <sup>st</sup> time)
It was believed that Stephens, Little, and Wolcott (2007) revealed new information...	Three authors cited in a signal phrase (1 <sup>st</sup> time)
(Stephens et al., 2007)	Subsequent citation
Stephens et al. (2007) discovered that....	Subsequent citation in a signal phrase
(Scottsberg et al., 2008)	Six authors cited in parentheses
Scottsberg et al. (2008) found that....	Six authors cited in a signal phrase

If two entries have the same author and year (both must be the same), cite them on the reference page as follows:

Smith, J. (2009a). *Rise and fall of management systems*. New York: Wiley.

Smith, J. (2009b). *Systems management*. Chicago: Hawthorne Press.

When two entries have the same author and year, entries placed in alphabetical order by title of book/article; then designations of a, b, c etc. are given. They will be referred to in the text with the letter (ie: Smith, 2009a and Smith, 2009b)

### Citing Short Quotations

If quoting (word for word) something from another source, and the quotation is less than 40 words, then the quotation is placed in quotation marks (“ ”). Credit must also be given – the **author’s last name(s)**, **year**, and **page number**. The end punctuation comes after citation at the end of the sentence. Use direct quotation sparingly, only when the information cannot be restated better than the original author stated it. See examples below.

- He defines innovation as “the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service” (Drucker, 1985, p. 20).
- Peter Drucker (1985) defines innovation as “the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service” (p. 20).

### Citing Long Quotations

If quoting (word for word) something from another source and the quotation is more than 40 words, then the quotation is indented and quotation marks are not used. Credit must also be given – the **author’s last name(s), year, and page number**. End punctuation comes before the citation at the end of the line. See the example below. Use long quotations sparingly and only when the information cannot be restated as or better than the original author.

Drucker (1985) states that:

Innovation is the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service. Entrepreneurs need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation. (p. 20)

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the specific tool of entrepreneurs, the means by which they exploit change as an opportunity for a different business or a different service. Entrepreneurs need to search purposefully for the sources of innovation, the changes and their symptoms that indicate opportunities for successful innovation. (Drucker, 1985, p. 20)

### Citing Paraphrased Material

Paraphrasing is using someone else’s ideas and rephrasing them. Switching one or two words per sentence is not enough. Reorganizing the sentence so that what used to be first is last and what used to be last is first is not enough. It is recommended to take notes from specific sources and write from those notes. The writer is then distanced from the original work and it will be easier to paraphrase. When paraphrasing, credit must still be given to the author. Not giving credit is plagiarizing. With this format, use the author-date method of citation. Include the author’s last name and year of publication. The page number is not given. The end punctuation comes after the citation at the end of the sentence. See examples below.

- Smith (2009) compared reaction times....
- In a recent study of reaction times (Smith, 2009)....
- In 2009, Smith compared reaction times ...
- .....at that time (Smith, 2009).

When citing a source within a source, name the original work and give a citation for the secondary source. For example, if citing a paraphrased comment from Smith in Jones article (when Smith’s original work was not read), reference the citation as follows:

- Smith (as cited in Jones, 2008) was the first to note that Pluto is not actually a planet.

NOTE: If a direct quote was stated from Smith, the page number must also be included. Also, only Jones work is cited on the reference page.

**Note:** The year is required only in the first citation if that same citation is used multiple times within that particular paragraph.