

## How to Reference

### **In-text Citation**

#### **What is it?**

Referencing of an outside source that is contributing to the contents of a written document. These sources can be direct quotes or paraphrasing of another source.

#### **In-text citations should occur whenever you:**

1. Quote directly from a source.
2. Paraphrase or summarize information from a source.
3. Refer to data or statistics from a source.
4. Mention a specific theory or idea that originated from a source.

#### **How to Reference (APA)**

1. **Author-Date Method:** Use the author's last name and the year of publication. For example: (Smith, 2020).
2. **Direct Quotes:** Include the page number. For example: (Smith, 2020, p. 15).
3. **Multiple Authors:**
  - Two authors: (Smith & Jones, 2020).
  - Three or more authors: (Smith et al., 2020).
4. **No Author:** Use the title of the work and the year. For example: ("Study Finds," 2020).
5. **Multiple Works:** Separate each work with a semicolon. For example: (Smith, 2020; Jones, 2019).
6. **Personal Communications:** Cite in the text only. For example: (J. Doe, personal communication, January 15, 2020).

## How to Reference (MLA)

1. **Author-Page Method:** Include the author's last name and the page number from which the information is taken. For example: (Smith 45).
2. **Direct Quotes:** Place the citation immediately after the quote. For example: "Quote" (Smith 45).
3. **Multiple Authors:**
  - Two authors: (Smith and Jones 45).
  - Three or more authors: (Smith et al. 45).
4. **No Author:** Use the title of the work. For example: ("Study Finds" 45).
5. **Multiple Works by the Same Author:** Include a shortened title of the work. For example: (Smith, "Title" 45).
6. **Indirect Sources:** Use "qtd. in" to indicate the source you actually consulted. For example: (qtd. in Smith 45).