



Good Shepherd Catholic College



Citing Guide

Any information (words, ideas, statistics, tables, data, pictures, photos, etc.) obtained from another author or source whether it is used in a direct quotation or a paraphrase, requires an in-text citation that will later be provided in full in a reference list.

Facts and ideas that are considered common knowledge within a discipline do not need to be cited. For example, Einstein's theory of mass-energy equivalence ($e=mc^2$) would not need to be cited.

Citing using an author-date style

When you add a citation into your text using an author-date style (such as APA or Harvard), you need to include the following information in the sentence of paragraph.

- Author's family **name** or name of the source (organisation, government department, etc.)
- **Year** of publication – look for the © symbol in the source. This is usually in the front pages of a book or at the bottom of internet pages.
- **Page number** where you found the information (or paragraph number if there is no page number on it). Summaries of information/sources often do not require page numbers. If the information comes from many pages.

Example

"You must cite the sources of each idea or item of information you use, whether you quote, paraphrase or summarise or merely refer to it" (Harris 2005, 5).

↑ ↑ ↑
author's family name year page

This information can be included at the beginning or the end of the sentence of paragraph:

Example

At the beginning:

Marras et al. (1995) note that peak load moment has been suggested to play a major role in defining lower back disorder risk.

At the end:

Peak load moment has been suggested to play a major role in defining lower back disorder risk (Marras et al. 1995)

Direct quotations: copying words exactly

When directly quoting, remember to:

1. Copy the words exactly from the original source.
2. Include the author-date as the in-text citation

Short Quotations

Add quotation marks around the copied words

Example

author's family name

year page

Harris (2005, p. 5) writes "you must cite the sources of each idea or item of information you use, whether you quote, paraphrase or summarise or merely refer to it".

Note quotation marks to open and close

If the quotation includes another quotation made in the original, use the opposite type of quotation marks (i.e. '...') to those ("...") that you used first.

Long quotations

Long quotations use a different style to distinguish them from your normal text.

- Use block quotation (i.e. not part of the sentence)
- Indent the block from the left and right margins
- Between the lines, use a single space only
- Do not use quotation marks for the block
- Include citation details either as a lead into the block or at the end.

Example

In *Using Sources Effectively*, Harris describes many different ways students should reference their work in academic institutions. The author believes that students must understand the importance of referencing:

An important part of using sources effectively lies in distinguishing between your own ideas and the ideas that come from outside sources ... When you make use of words, ideas or any information from a source other than your own knowledge and experience, you must give credit to the source in a citation. (Harris 2005, 1)

Referencing is clearly an important skill for students who wish to succeed in academic courses.

Acceptable changes to the original quotation

There are three situations where it is acceptable to slightly alter the original wording:

1. **You can change the capitalisation of the letter of the first** word of the quotation to fit the flow of your sentence. In the example below the 'A' of 'As' has been changed to a lower case 'a'

Harris (2005, p. 35) says "as you work on your paper visit your instructor to ask for input".

2. **You can add words in square brackets []** to make the meaning of the quote clearer to the reader:

"Government [Queensland State] is concerned about the cost of water" (Courier Mail, 2007, p. 1).

3. **You can use an ellipsis (...)** to show that you are leaving words out:

"There is one exception to the rule of citing outside information. Common knowledge does not need to be cited ... whatever an educated person would be expected to know or could locate in an ordinary encyclopaedia" (Harris, 2005, p. 17).

Indirect quotations/paraphrase: rewriting original words

Paraphrasing is writing the ideas of another author in your own words.

- You may use technical words that cannot be substituted.
- Make sure you accurately represent the source/author's ideas.
- If you paraphrase another author, you still need to provide an in-text citation.

Example

Direct quotation

Cope (2007, 21) says that "plagiarism, a failure to acknowledge sources of material correctly, is an offence against professional standards and is a form of academic dishonesty".

Paraphrase

According to Cope (2007, 21) plagiarism occurs when writers do not reference ideas, and this is a very serious offence.

Or

Paraphrase

Cope (2007) mentions that plagiarism happens when writers do not give credit to authors; it is dishonest and not professional.

Summaries: referring to the source's main ideas

All ideas that are not your own should be cited (and later referenced). When you refer to general ideas or just want to acknowledge that an idea came from a secondary resource, then your in-text citation does not require a page number.

Example

Plagiarism is an issue that all students should be aware of (Cope 2007).

If you read from many sources and have written ideas in your own words, but you know that you learned these ideas from other people, list their names alphabetically in your in-text citation using a semicolon (;) to separate the sources.

Example

Academic writing is more formal and complicated than informal writing, especially when authors need to consider acknowledging referencing (Cope, 2007; Oshima & Hogue, 1991; Putnis & Petelin, 1999).