In-text Citation Quick-Guide Reference

2 Kinds of In-Text Citations:

1. Parenthetical Citations – This citation indicates that no author has been given credit within the quote and is located at the end of the quote.
   
   Example: Recent research indicates that “people need to focus on their mental health as much as their physical health” (White, 2010, p. 26).
   
   *Remember to always include the author’s surname and the publication year. If it is a direct quote, you need to include the page number.

2. Narrative Citations – This citation indicates that credit was given to the author and is located within the text.

   Example: Samuel Smith (2010) argues that “education is important in moving up the corporate ladder” (p. 35).

   *Following the author’s name include the publication year in parentheses and at the end of the year include the page number.

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<th>Parenthetical First Citation</th>
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<tbody>
<tr>
<td>6+ Authors</td>
<td>Jones et al. (2010)</td>
<td>Jones et al. (2010)</td>
<td>(Jones et al., 2010)</td>
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- Quotation has less than 40 words = incorporate into normal text
- Quotation has more than 40 words = freestanding block of text & omit quotation marks – double space entire paragraph – cite source, year and page # after the punctuation mark. Ex: ...sheer magnitude of the assembly. (Purcell, 1997, pp.111-112)
- The quotation must use the exact wording, spelling, etc. of the original source, even if the source is incorrect.
- Use 3 spaced ellipsis points ( . . .) to show omitted material within the sentence and 4 points ( . . . .) to indicate omission between sentences.
- Personal communication & references to classical works such as the Bible and the Qur’an are ONLY CITED AS IN-TEXT CITATIONS and not in the reference page.
- Even if the reference includes a month & year – include only the year in the in-text citation