Every time you incorporate an idea from a resource, either by paraphrasing or quoting, you must provide an in-text citation and include a full reference to the resource in a reference list. There are two in-text citation styles: parenthetical, where the citation is placed at the end of the paraphrase or quote, and narrative, where the author’s name is incorporated into the sentence (See Table 1). Table 2 shows how to incorporate in-text citations for multiple authors, group authors, and personal communications.

### Table 1

**In-text Citation Examples Using Parenthetical and Narrative Styles for Paraphrase and Quoted Material**

<table>
<thead>
<tr>
<th>Style</th>
<th>Paraphrase</th>
<th>Paginated text (include the page number)</th>
<th>Quotation</th>
<th>Audiovisual material (include the time stamp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative</td>
<td>According to Collins (2021), ...</td>
<td>According to Collins (2021), “…” (p. 2).</td>
<td>According to Collins (2021), “…” (para. 4).</td>
<td>According to Collins (2021), “…” (01:23:11).</td>
</tr>
</tbody>
</table>

NB: Although these examples use the words “According to” to introduce the citation, there are multiple ways to do this and you should refer to the *Incorporating a Citation in your Writing* study guide for more examples. The study guide is found in the Academic Writing section of the study guides accessed through MYEIT.

### Table 2

**In-text Citation Examples for Multiple Authors and Group Authors**

<table>
<thead>
<tr>
<th>Style</th>
<th>One author</th>
<th>Two authors</th>
<th>Three or more authors</th>
<th>Group Author</th>
<th>Personal communication (include information about the status of the author in the text)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parenthetical</td>
<td>Paraphrase</td>
<td>... (Collins, 2021).</td>
<td>... (Tupuola &amp; Collins, 2021).</td>
<td>... (Kaur et al., 2021).</td>
<td>... (Napier City Council, 2021).</td>
</tr>
<tr>
<td>Narrative</td>
<td>Paraphrase</td>
<td>According to Collins (2021), ...</td>
<td>According to Tupuola and Collins (2021), ...</td>
<td>According to Kaur et al. (2021), ...</td>
<td>According to the Napier City Council (2021), ...</td>
</tr>
<tr>
<td></td>
<td>Quote</td>
<td>“…” (Collins, 2021, p. 2).</td>
<td>“…” (Tupuola and Collins (2021), “…” (p. 5).</td>
<td>“…” (Kaur et al. (2021), “…” (p. 14).</td>
<td>“…” (Napier City Council, 2021), “…” (p. 2).</td>
</tr>
</tbody>
</table>

NB: Insert the page number, the paragraph number, or the time stamp as appropriate when quoting.