

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

Style	Paraphrase	Quotation		
		Paginated text (include the page number)	Unpaginated text (include the paragraph number)	Audiovisual material (include the time stamp)
Parenthetical	... (Collins, 2022).	"..." (Collins, 2022, p. 2).	"..." (Collins, 2022, para. 4).	"..." (Collins, 2022, 01:23:11)
Narrative	According to Collins (2022), ...	According to Collins (2022), "..." (p. 2).	According to Collins (2022), "..." (para. 4).	According to Collins (2022), "..." (01:23:11).
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 <i>Incorporating a Citation in your Writing</i> 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

Style		One author	Two authors	Three or more authors	Group Author	Personal communication (include information about the status of the author in the text)
Parenthetical	Paraphrase	... (Collins, 2022).	... (Tupuola & Collins, 2022).	... (Kaur et al., 2022).	... (Napier City Council, 2022).	The Kaumatua stated ... (W. Houkama, personal communication, February 22, 2022).
	Quote	"..." (Collins, 2022, p. 2)	"..." (Tupuola & Collins, 2022, p. 5).	"..." (Kaur et al., 2022, p. 14).	"..." (Napier City Council, 2022, p. 2).	The Kaumatua stated "..." (W. Houkama, personal communication, February 22, 2022).
Narrative	Paraphrase	According to Collins (2022), ...	According to Tupuola and Collins (2022), ...	According to Kaur et al. (2022), ...	According to the Napier City Council (2022), ...	According to Kaumatua W. Houkama, ... (personal communication, February 22, 2022), ...
	Quote	According to Collins (2022), "..." (p. 2).	According to Tupuola and Collins (2022), "..." (p. 5).	According to Kaur et al. (2022), "..." (p. 14).	According to the Napier City Council (2022), "..." (p. 2).	According to Kaumatua W. Houkama, "..." (personal communication, February 22, 2022).
NB. Insert the page number, the paragraph number, or the time stamp as appropriate when quoting.						