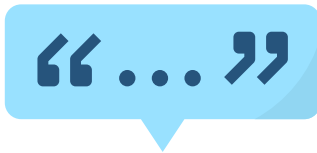


# A Guide to In-Text Citations

Whenever you incorporate a source into your paper, you **MUST** cite it both in-text and on the Works Cited or Reference Page. This not only gives credit to the person you took your information from, allowing you to avoid the penalties of plagiarism, but shows you to be a person of integrity. This handout will briefly cover in-text citing. There will be other handouts for covering Works Cited pages and Reference pages.

## What do I need to Cite?

- Direct quotations, be it entire sentences, phrases, or words.
- Paraphrases (material put into your own words).
- Historic, statistical, or scientific facts.
- Graphs, drawings, or charts showing data.
- Articles or studies you refer to.
- Anything that does not come from your head!



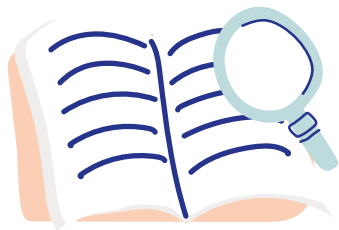
## What is a signal phrase?

A word or phrase that introduces a quote, summary, or paraphrase. It literally signals to the audience that you are bringing in outside information. The signal phrase in the following example is indicated in bold print.

Ex: **According to social worker Jimmy Noorlander**, exercise, maintaining a healthy diet, and journaling can help reduce anxiety (Austin, 2023).

## Basic MLA Citing

- For most sources, you will put the author's or authors' last name(s) and the page number. Ex: (Smith 34); (Smith, Jones, and Allen 34).
- If more than four authors, put the first person's name and the words et al, which is Latin for "and others." Ex: (Smith et al. 34).



## MLA: Special circumstances

- If no author is given, give part of the source's title and the page number. Ex: ("Redefining," 34).
- If you have more than one work by the same author, include the author's name, part of the title, and the page number. Ex: (Morrison, *Beloved* 34).
- To cite a verse from the Bible, include the chapter and verse. Ex: (John 3:16).

## MLA: Other Sources of Help

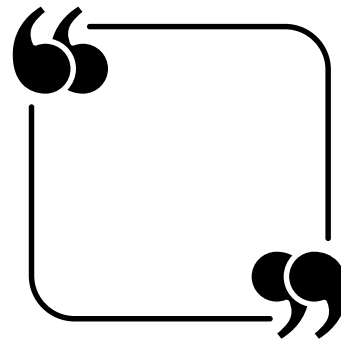
Modern Language Association. *MLA Handbook*, 9th ed. Modern Language Association of America, 2021.

Purdue University. "MLA In-Text Citations: The Basics." *Purdue Online Writing Lab*, 2022. [owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/)



## Basic APA Citing

- For most sources, you will put the author's or authors' last name(s), and the copyright date. Ex: (Smith, 2009); (Smith & Jones, 2009).
- If more than three authors, put the first person's name and the words et al, which is Latin for "and others." Ex: (Smith et al., 2008).
- If you are citing a quote, you will also include the page number. Ex: (Smith, 2008, p. 33).

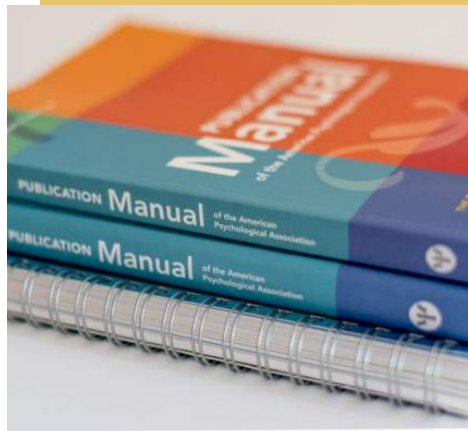


## APA: Special circumstances

- If you do not have an author, include part of the source's title: Ex: ("Past as Prologue," 2018).
- If you do not have a date of publication, put the abbreviation "n.d." Ex: (Smith, n.d.)
- If you do not have page numbers, use something like section title, paragraph number, or a combination. Ex: (Smith, 2004, para. 7).

## APA: Special circumstances

- For citing the Bible, put the chapter and verse. Ex: (John 3:16).
- For interviews, emails, or other forms of personal communication with a person, put the communicator's name, the fact that it was personal communication, and the date. Do NOT include this on the Reference Page. Ex: (J. Smith, personal communication, July 25, 2023).



## APA: Other Sources of Help

American Psychological Association. (2020) *Publication Manual of the American Psychological Association: The official guide to APA style* (7th ed.). American Psychological Association.

Purdue University. (2022). In-text citations: The basics. *Purdue Online Writing Lab*. [ow.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/](https://ow.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/)

## Other Sources Used (cited in MLA format)

Berkshire Community College. "Signal Phrases." *The Writing Center*, n.d., [berkshirecc.edu/academics/academic-support/writing-center/resources/signal\\_phrases.pdf](https://berkshirecc.edu/academics/academic-support/writing-center/resources/signal_phrases.pdf)

University of North Carolina at Chapel Hill. "Citing Information: Home." *UNC University Libraries*, [guides.lib.unc.edu/citing-information](https://guides.lib.unc.edu/citing-information).