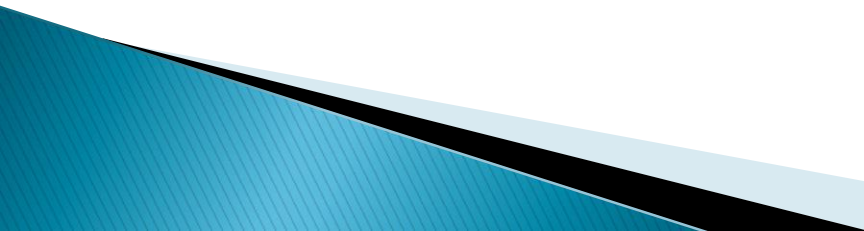# Documentation of Information Sources in Academic Report
(Part – III a)

Pre - Ph.D. Course Work
Paper I (Research Methodology)
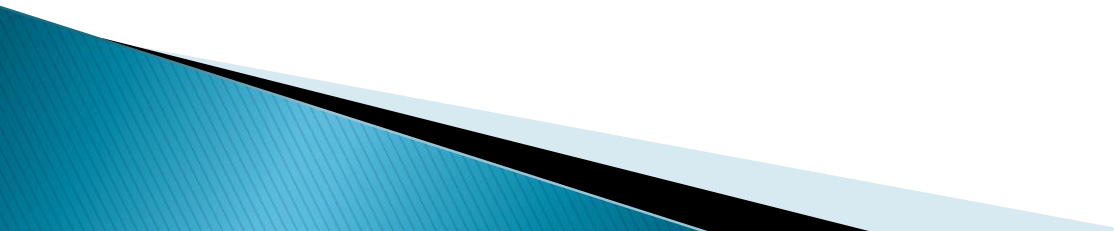
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In-Text Citation

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1. What is an in-text citation?

- **Citation can be put in two places:**

  - In-text

  - In References list

- **An in-text citation is the brief form of a reference that you provide in the body of your work. It gives enough information to uniquely identify the source in your reference**

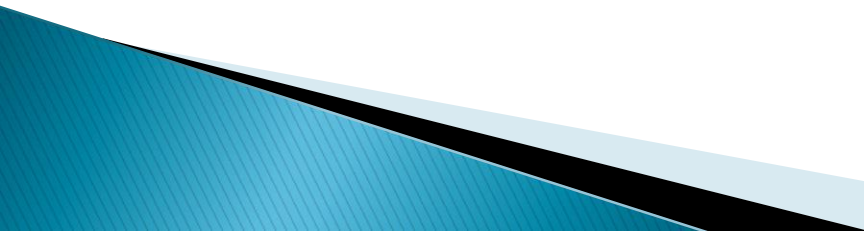- **In-text citation is also known as parenthetical citation**

2. Why do we use in-text citation?

In-text citation are great because:
- They credit the original author of a work or information
- They let readers quickly see where the information is coming from
- Adds credibility to the research
- Readers will know where to look to verify the information that you used
- Properly citing information helps you to avoid plagiarism
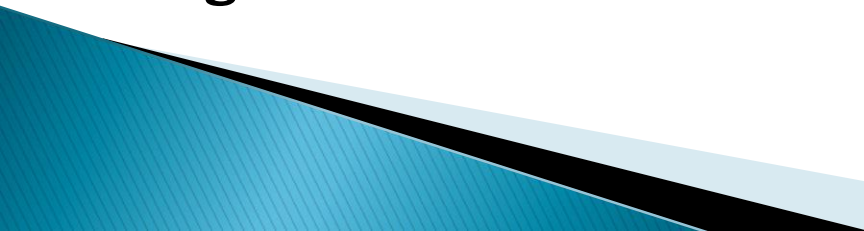- Helps make you an ethical writer

3. What information should be cited within the text?

Cite all outside sources whose ideas, theories and research influenced your research. Specifically site those sources that you:

- **Quote** – word-for-word

- **Paraphrase** – rewrite using your own words

- **Summarize** – restate the main part of the source in your own words

4.1 Methods of in-text citation

There are 3 ways of incorporating other writer's work into your own writing. They differ according to the closeness of your writing to the source material.

1. **Quotations**- identical to the original. They must match the source document word for word and must be attributed to the original author.

2. **Paraphrasing** – involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrase material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

3. **Summarizing**- involves putting the main idea(s) into your own words, including the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

4.1 Methods of in-text citation

There are two types of an in-text citation

1. Narrative citation:

Example: Smith (2010) recognized that "more online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate" (p.12)

When citing a quotation using a narrative citation:

- **The author's name is used in the sentence**
- **The date is given in parentheses after the author's name**
- **The specific part of the source where the quote appears such as the page or paragraph goes in parentheses after the quote and before any punctuation**

Jones (2015) stressed, "The importance of dedicated study time for online courses is crucial for student success" (p.3)

Contd ...

2. Parenthetical citation

Example:

"Online learning opportunities are needed to reach marginalized high school students and decrease the dropout rate" (Smith, 2010)

For a quotation, the parenthetical citation contains:

- Author and date
- Specific part of the source such as the page or paragraph number

Example:

Many researchers have agreed that "Online education is a viable way to help working adults earn a college degree, but it is not for everyone" (Smith, 2010, p.4)

4.2 Placement of in-text citation

Placement of citation can be important depending upon the emphasis you wish to apply:

- **If you wish to quote or paraphrase an author and want to emphasize the author, then your citation becomes 'author prominent'**

  Example – Jones (2012) has concluded that …

- **If you wish to emphasize the information you have paraphrased or quoted from an author, then your citation becomes 'information prominent'**

  Example: … as evidenced from a recent study (Jones, 2012)

4.3 Steps of in-text citation
Step 1: Find Your Information

About Teen Pregnancy

Teen Pregnancy in the United States

In 2009, a total of 409,840 infants were born to 15–19 year olds, for a live birth rate of 39.1 per 1,000 women in this age group.[1] Nearly two-thirds of births to women younger than age 18 and more than half of those among 18–19 year olds are unintended.[2] The US teen birth rate fell by more than one-third from 1991 through 2005, but then increased by 5 percent over two consecutive years. Data for 2008 and 2009, however, indicate that the long-term downward trend has resumed. The U.S. teen pregnancy and birth, sexually transmitted diseases (STDs), and abortion rates are substantially higher than those of other western industrialized nations.[3]
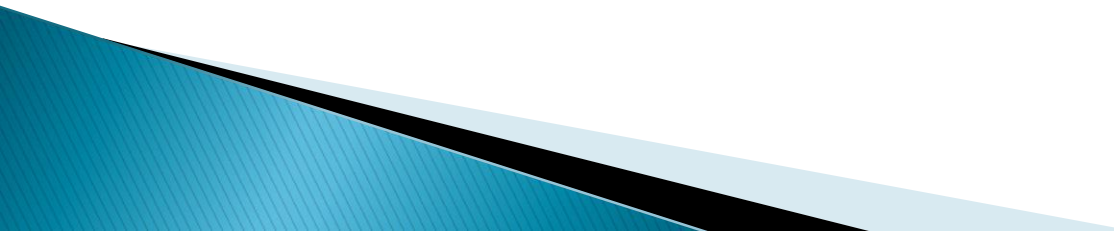
Step 2
Place in Quotation Marks

▸ **Anything you take word-for-word (*i.e.* copy/paste) must be enclosed in quotation marks: " "**

"The U.S. teen pregnancy and birth, sexually transmitted diseases (STDs), and abortion rates are substantially higher than those of other western industrialized nations."

Step 3
Find the Components for the In-Text Citation

Next, you need to tell the reader where you obtained this information.

- **Author Last Name:** Centers for Disease Control and Prevention [include the entire organization name]

- **Date:** 2011

- **Page/Paragraph Number:** Para. 1

Step 4
Create Your In-Text Citation

The example below shows the in-text citation in bold.

> "The U.S. teen pregnancy and birth, sexually transmitted diseases (STDs), and abortion rates are substantially higher than those of other western industrialized nations" **(Centers for Disease Control and Prevention, 2011, para. 1).**

You may also incorporate the author into your narrative by using a *signal phrase*. If you do so, your in-text citation does not need to include the author, only the date and page/paragraph numbers:

> **According to the Centers for Disease Control and Prevention (2011),** "The U.S. teen pregnancy and birth, sexually transmitted diseases (STDs), and abortion rates are substantially higher than those of other western industrialized nations" **(para. 1).**

Create Your Complete Citation
For Your References List

Finally, you will need to create a full citation to place in your references list.

Centers for Disease Control and Prevention. (2011). About teen pregnancy. Retrieved from

http://www.cdc.gov/TeenPregnancy/AboutTeenPreg.htm

References

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