**How to Do In-Text Citations**

When you are writing an essay based on research, you **MUST** give credit to the authors from whom you took information. If you do not, you are **plagiarizing**! Plagiarism can result in very serious consequences for you.

There are two ways you can take information from another source:

**Directly Quoting the Source**

This involves copying material **WORD FOR WORD** from another author. If you do this, you must put the copied material in **QUOTATION MARKS** and then include a citation after the quote in parentheses.

**Example:** Employers can “use a hidden video camera pointed at an employee’s monitor” and even position a camera ”so that a number of monitors [can] be viewed at the same time” (Lane 147).

In the example above, the information in quotes was directly copied from a book by author Frederick Lane. The information comes from page 147.

**No page numbers?** If you are using an article from a website, there won’t be page numbers. Therefore, instead you will have to **count the paragraph numbers.** Those citations will look like this:

**Example:** According to recent research on Smart Boards, “Teachers are finding that after a few years, the connectivity of the technology is poor and makes for faulty, ineffective lessons” (McHugh, par. 13).

This example is an online article by Martin McHugh. The material is copied from paragraph 13. Notice the **comma between the author’s last name and the abbreviation** for paragraph. Also notice that the **period for the sentence comes AFTER the final parenthesis** and not before.

**Paraphrasing Material from the Source**

Paraphrasing involves putting the author’s words into your own words. However, remember that if the words you are using are pieces of information you would not have known prior to reading the author’s article, you MUST also include a parenthetical citation. The difference is that you do not need quotation marks because you didn’t copy word for word.

**Example:** *Time* reporter, Bill Jennings, argues that iPad use in the classroom is leading students to be less attentive to their teachers (par. 25).

In the example above, even though the material is *not* copied word for word, the concept is still taken from paragraph Jennings’ article. Therefore, you must give him credit. Because Jennings’ name was used in the lead-in to the sentence, you would not need to use his name again in the citation. Having the paragraph number is enough.

**Special Circumstances:**

If you have **two or three authors** to an article/book, you must list them all:

**Examples:**

(Byrne and Janush, par. 22).

(Lofgren, Novak, and Moskos 134).

If you have **four or more authors**, list the first one and et al. (“and others.”).

**Example:**

(Morton et al. 123).

If **no author** is named, take first two key words of article title, put it in quotes, and use the two key words instead of author’s last name.

 **Example:**

 (“Surviving Teen,” par. 8).

Remember that it is better to go CITATION crazy than to get accused of plagiarizing! When in doubt, stick a citation on the sentence!