

REFERENCES WITHIN TEXT

The following recommendations are for the *Harvard System of Referencing*, where a brief reference is made within the text, but full bibliographic details are provided in the Bibliography at the end of the work.

References must be made *within the text* of your assignment of any material you quote or summarise using your own words.

Acknowledgement of the source of the information is made in brackets at the end of the quote.

DIRECT QUOTE:

In a *Direct Quote* the author's actual words are repeated in the essay. For Direct Quotations that take up more than three lines, indent the quotation ~ 2cm or one single space from the left hand margin and *do not* use quotation marks
" ".

Example:

Information Skills help us in satisfying our information needs. They extend beyond the process of searching for and locating information from several sources. (Smith, 2015, p1)

Include *shorter Direct Quotations* in your own sentence, using quotation marks and acknowledge the reference in brackets.

Example:

It is recognised that "Information Skills help us in satisfying our information needs". (Smith, 2015, p1)

INDIRECT QUOTE:

In an *Indirect Quote* the author's words or thoughts are expressed in your own words. Quotation marks " " are not needed because the words are not directly those of the author.

Example:

In his article Smith explains the importance of Information Skills in helping us to satisfy our information needs. (Smith, 2015, p1)

HELPFUL HINTS:

More than **THREE** Authors: Use the **FIRST AUTHOR** followed by the term *and others* for the other Authors followed by the **DATE**.

Example: (Smith and others, 2015)

- **No Author:** Use the **TITLE** instead of AUTHOR'S NAME followed by the **DATE** and **PAGE NUMBER**.
Example: (Advanced Internet, 2015, p55)
- **Editor not Author:** Use *the* **TITLE, DATE** followed by **PAGE NUMBER**.
Example: (Advanced Internet, 2015, p12)
- **Translator Given:** Use the **ORIGINAL AUTHOR'S NAME** followed by **DATE** and **PAGE NUMBER**
Example: (Huang Su-Huei, 2014, p41)
- **No Date Found:** Use *n.d.* to indicate **NO DATE**
Example: (Smith, n.d., p34)
- **Several Dates Given:** Use **?** to indicate **SEVERAL DATES**
Example: (Jones,?, p128)