QA

ACE Quick Guide to In-Text Citations (Solent Harvard)

What is an In-Text Citation?

An in-text citation is a **short acknowledgement included whenever you quote or take information from a source** in academic writing. It gives enough information to uniquely identify the source in your reference list.

There are two types of in-text citation: **non-integral** and **integral**.

Non-Integral In-Text Citations

Non-integral citations are 'not integral' to the sentence. They are also known as 'research prominent' citations as they place more emphasis on the idea being expressed as opposed to the author. The **author's name and the date of publication should appear in brackets at the end** of the quotation, paraphrase, or summary:

The ways in which leaders and specialists work together are of crucial importance in appreciating strategy as a whole **(Whittington 1996)**.

Author   Date

In assignments, **most of your in-text citations will be non-integral**. This is because they will primarily focus on ideas, processes, and events rather than the individuals involved.

Integral In-Text Citations

Integral citations are 'integral' to the sentence. They are also known as 'author prominent' citations as **the name of the cited author is a grammatical component of the sentence**. The author's name should therefore be followed by the date of publication in brackets:

Author   Date

According to **Whittington (1996)**, the ways in which leaders and specialists work together are of crucial importance in appreciating strategy as a whole.

You may use an integral citation if you are particularly **interested in the individual involved** (e.g. if the author is an influential thinker in your field or you are challenging their ideas).

Regardless of the source type, the format of your in-text citation will generally be:

(Surname Year) or **(Organisation Year)**

However, there are some notable **exceptions to this rule**!

Exceptions to the Rule

1. Print Resources

If you are citing a printed resource, you will also need to **include a page number**:
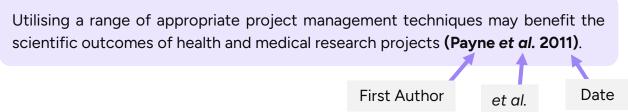
Non-Integral

Digital communication has enhanced the capacity of people to connect across cultures but replicating the human connection felt in physical interactions remains an industry-wide challenge **(Smith 2024, p.12)**.

Integral

According to **Sarker (2023, p.1474)**, machine learning can deliver a much-improved and more robust cyber security solution through judiciously analysing data.

2. Four or More Authors

If your source has four or more authors, you should name the first author only. You will need to include *et al.* afterwards to indicate there are further authors:

Utilising a range of appropriate project management techniques may benefit the scientific outcomes of health and medical research projects **(Payne *et al.* 2011)**.

First Author   *et al.*   Date

3. Acts of Parliament

The titles of Acts of Parliament must be **italicised**. Furthermore, **no brackets** are required around the date of publication:

Schedule 29 of the ***Coronavirus Act 2020*** offered protection to residential tenants.

Title of Act   Date

4. Secondary Citations

It is always preferable to engage with original texts as far as possible. Occasionally, however, this may not be possible, and you will need to **indicate that you engaged with an original source through an intermediate text**. This is known as secondary referencing:

Recent studies have considered the impact of organisational culture on leadership style **(Giberson *et al.* cited in Singh 2022, p.3)**.

Original Source

Intermediate Text

Your reference list should include the **full publications details of the intermediate text** only.

5. Multiple Citations

When referencing multiple sources which explore the same ideas, arguments, or theoretical viewpoints, place the citations **in order of publication date** (earliest to latest), separating them with semi-colons:

Many studies have demonstrated at least a 40% rate of co-occurrence, as well as a shared genetic basis for dyslexia and ADHD **(August and Garfinkel 1990; Dykman and Ackerman 1991; Gilger *et al.* 1992; Wilcutt, Pennington and Oslon 2007; Gagliano and Curatolo 2010)**.

6. Identical Authors and Dates

When citing different sources with identical authors and publication dates, these are **differentiated by adding a letter beside the year**, following the order in which these sources first appear in your assignment:

This advance in computing technology is considered revolutionary **(BBC News 2023a)** and emerges alongside recent developments in fields such as artificial intelligence **(BBC News 2023b)**.

For further information, see the **<u>Solent Library Page</u>** which includes example references for different source types, more exceptions to the rule, and useful abbreviations.