

## ACE Quick Guide to In-Text Citations (QA 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. Direction Quotations

If you are quoting an author directly, you will also need to **include a page number**:

#### Non-Integral

Machine learning technologies can be used to “intelligently analyse cybersecurity data and provide a dynamically upgraded and up-to-date security solution” **(Sarker, 2023, p. 1474)**.

#### Integral

**Sarker (2023, p. 1474)** states that machine technologies can be used to “intelligently analyse cybersecurity data and provide a dynamically upgraded and up-to-date security solution”.

### 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 and **requires a page number**:

Recent studies have considered the impact of organisational culture on leadership style (**Giberson et al., 2009, 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 **QA Apprenticeships Harvard Referencing Full Guide** which covers how to correctly format both the **in-text citation and reference list entry** for all source types you will use on your programme.



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