

In-text reference guide

You must acknowledge your sources every time you use someone else's ideas or information. For example, when you:

- Quote (you use another person's exact words)
- paraphrase or summarise (someone else's key ideas in your own words)
- use statistics (eg. population)
- use tables, figures, diagrams and appendices (copy from someone else's work)

Immediately after someone else's idea or information include:

- author's family name
- the year of publication
- number of the page where the information was found

For example:

Direct quotation (their ideas, their words). Use either double or single quotation marks and be consistent throughout the document.

- "Bringing Them Home report estimates that approximately 10% percent of Aboriginal children were taken from their families." (Hodge 2005, p.15)

Paraphrase (their ideas, your words)

- About 10% of children were stolen from their Aboriginal families. (Hodge 2005, p.15)

❖ For more than three authors use et.al after the surname of the first author.

❖ Use n.d for no date

❖ If you use the author's name as part of the sentence, place the year of publication and page immediately after the author's surname.

e.g. French (2005, p.19) argues that the convicts did not eat well on the ships. Convicts were fed mostly soup or stew, with hard bread or ship's biscuit.

For more information

Deakin University Australia

[http://deakin.edu.au/current-students/study-support/study-skills/handouts/authordate-harvard.php#part 1: in-text citations 18 5](http://deakin.edu.au/current-students/study-support/study-skills/handouts/authordate-harvard.php#part_1:in-text_citations_18_5)

Ergo, State Victoria Library

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