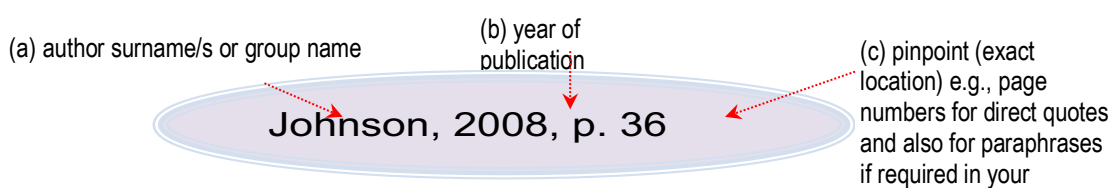Referencing is a very important academic convention that acknowledges the source of the materials that you are using in your writing. In-text references are used to CREDIT the work of individuals whose ideas, theories, and research have informed your writing. Each in-text reference (except for personal communications) must correspond with a reference list entry. Use this information as a guide:

1. Information included in an in-text reference
2. Placing an in-text reference in a sentence
3. In-text referencing in action

1. Information included in an in-text reference

Each in-text reference must match an item in the list of references at the end of your essay. The in-text reference will use only the author and year elements of this reference information and will also include a specific page or paragraph number if required.

(a) author surname/s or group name

(b) year of publication

(c) pinpoint (exact location) e.g., page numbers for direct quotes and also for paraphrases if required in your

Johnson, 2008, p. 36

Author

The author is the surname(s) of the writer(s) or the name of a group or organisation (e.g., Food Standards Australia and New Zealand).

If the reference has two authors, note the use of 'and' in the narrative format and '&' in the parenthetical format to join the authors, for example, Smith and Brown (2016) or (Smith & Brown, 2016)

If the reference has more than two authors, use the abbreviation **et al.** (e.g., Wilson et al.). The item in the reference list will show all the names (up to 20 authors).

If the refernce has no author**,** use *the italicised title* if the title of the work is italicised in the reference list or use **double quotation marks around the title** if the title of the work is not italicised in the reference list. Capitalise all the major words of the title in the text. Shorten the title fo the in-text ciation if it is long. (e.g., *Interpersonal Skills* or "Five Good Reasons to Study in Australia"). Use APA Reference factsheet to check whether the title of the work is italicised in the reference list following the principle for the same type of source with an author.

Only use **Anonymous** if the author is signed 'Anonymous'.

Year

The date in the in-text citation should match the date in the reference list entry. In the narrative format, ensure the year is placed immediately after the author name, within round brackets, e.g., Smith and Brown (2016). In the parenthetical format, the year is separated from the name by a comma e.g., (Smith & Brown, 2016).

If the reference list entry contains a more specific date (e.g., year, month day), only use the year in the in-text reference. For books, use the copyright date and for journals, reference the year of the volume.

If the reference has no date, use **n.d.** in the year position in both the reference list and in-text reference. For further variations on year formatting, see the APA Referencing guide.

Pinpoint

For direct quotes and paraphrases where required, show exactly where the information came from. Use these pinpoints as appropriate to your source:

1. Page or page spans for paginated text (e.g., **p. 6; pp. 28-30**)
2. Chapters, Forewords, or other sections of authored books if no suitable page numbers (e.g., **Chapter 5; Foreward; Chapter 6, Section 3**)

3. Paragraph or paragraph spans if no pages (e.g., **para. 23; paras 23-25**)
4. Time stamps for videos or audiobooks (e.g., **6:20**)
5. Slide numbers in PowerPoint presentations (e.g., **Slide 6**)
6. Tables, figures (e.g., **Table 6; Figure 3**)

2. Placing an in-text reference in a sentence

There are two options for positioning the author in the text

- **Parenthetical (author in round brackets)** within or at the end of a sentence

  Example 1: Researchers (**Smith et al**., 2016) argue that . . .

  Example 2: Young children respond to activity-based learning (**Smith et al**., 2016).

  Example 3: Researchers claim that "Children who need to . . ." (**Smith et al.**, 2016, p. 36).

  Full stop goes AFTER the in-text reference in-text

- **Narrative (author as part of the text),** with date in brackets immediately after author name

  Example 1: **Smith et al.** (2016) argue that young children respond to activity-based learning . . .

  Example 2: **Smith et al.** (2016) report that "Children who need to . . ." (p. 36).

3. In-text referencing in action

There is some debate about the desirable educational goals of higher education. Saul (1997) asserts that the essential role of higher education is "to teach thought" (p. 37), and also that teaching that focuses on mechanistic skills rather than independent thinking will not properly educate. His claim supports the argument that if students have not been taught how to think, they will find it hard to be genuinely responsible citizens. This argument is the major reason why the corporatist model of the modern university (Karelsky et al., 2015) that values economic performance over quality of mind may be regarded as deficient. Indeed, recent trends that favour vocational skilling over the traditional teaching of thinking devalue the higher purposes of disciplined and reflective thought (Johnson, 2016). This approach is prevalent in current attitudes towards communication skills:

> The modern school [including tertiary institutions] gives the impression that communication skills are merely techniques whose mastery is important for scoring high on tests and doing well on the job. But is there no transcendent value in learning how to speak and write exactly? … Can there be true independence of thought without mastery of language? (Hicks, 1991, para. 36)

Bloom's higher-order thinking skills of analysis, synthesis, and evaluation (1956, as cited in Harrison, 1999) relate to the process of analysis, reflection, and editing that accompanies good quality writing, and also form the foundation of critical thinking. Too often, however, the word 'critical' is associated with negative criticism rather than the ability to apply "skilful judgement as to the truth or merit of a situation" (*The Macquarie Dictionary*, 2009). Ultimately, independence of thought contributes to intercultural debate and to the growth of equity, justice, solidarity, and liberty, which are part of the renewal proposed by the recent World Conference on Education (United Nations Educational, Scientific and Cultural Organization [UNESCO], 2001). Responsible citizenship is arguably the most valuable outcome of genuine education.

Narrative
To add more information from the same author in another sentence following the first in-text reference, use clear linking words to show that this is the same author.

Parenthetical
No page number needed here because the reference is a summary of the whole study

Parenthetical
At the end of a long quote, the in-text reference goes after the punctuation.

Narrative
Secondary reference

Parenthetical
As there is no author, use the title of the dictionary (in italics) as the in-text reference.

Online reference with no person as author, so use the name of the organisation (group that serves as the author). After the first mention with the associated acronym as shown, thereafter the acronym only can be used.