In Text Citation

Always acknowledge other people’s work

Quoting

Example

The book says....

Many students, however experienced, find essay writing difficult. Many, particularly those returning to study after a long break, find essay writing daunting.

You write.....

In his book on essay writing Redman states that “Many students, however experienced, find essay writing difficult.” (Redman 2001)

If you use the exact words from a book or article in your assignment you must place the words inside double quotes and provide a reference as well as an item in your bibliography.

Paraphrasing

Example

The article says:

...while many high school graduates come to college well prepared, others display poor study skills and weak communication skills.

You write:

Many high school students come to TAFE well prepared and ready for study, however other arrive with communication and study skills that need improvement. (Middlebrooks 2003. P.64)

Even if you put the ideas from a book or article in your own words, you must provide a full reference showing where the information came from as well as an item in your bibliography.

To find out more about referencing your work when you write, open the next link, this provides a comprehensive guide and more examples.