

What is it?

A way to cite other works.

Use it:

- When you use a direct quotation from another author
- When you are quoting someone else's opinion or research

Interesting characteristic:

A simple parenthetical reference is made in the body of the text.

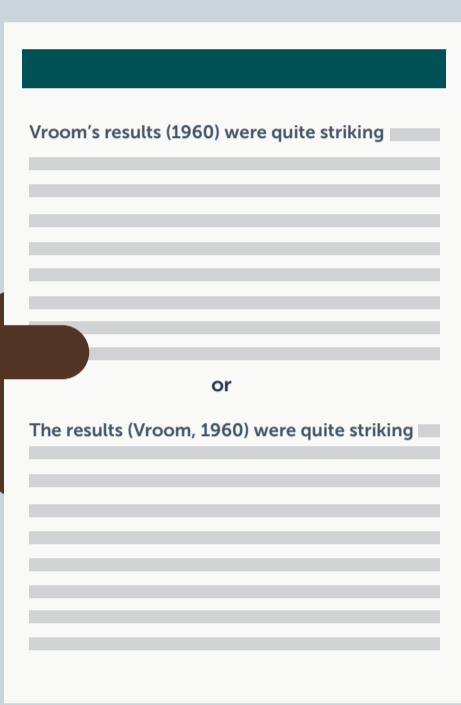
eg. "While information sharing between the private and public sector has improved since 9/11, sharing of information requires additional enhancements (Dacey, 2002)."

The post-quote addition indicates the way by which it is also known: the author-date system.



How to reference within the text

Surname and date of publication in parenthesis, style as appropriate:



- Two authors use **and** (not **&**)
- Three or more use **et al**
- String of references should list authors' names **alphabetically**, separating with a semi-colon

Elements

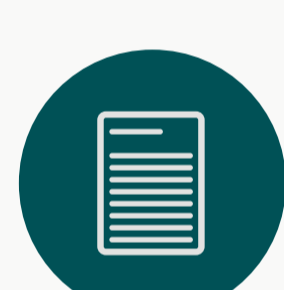
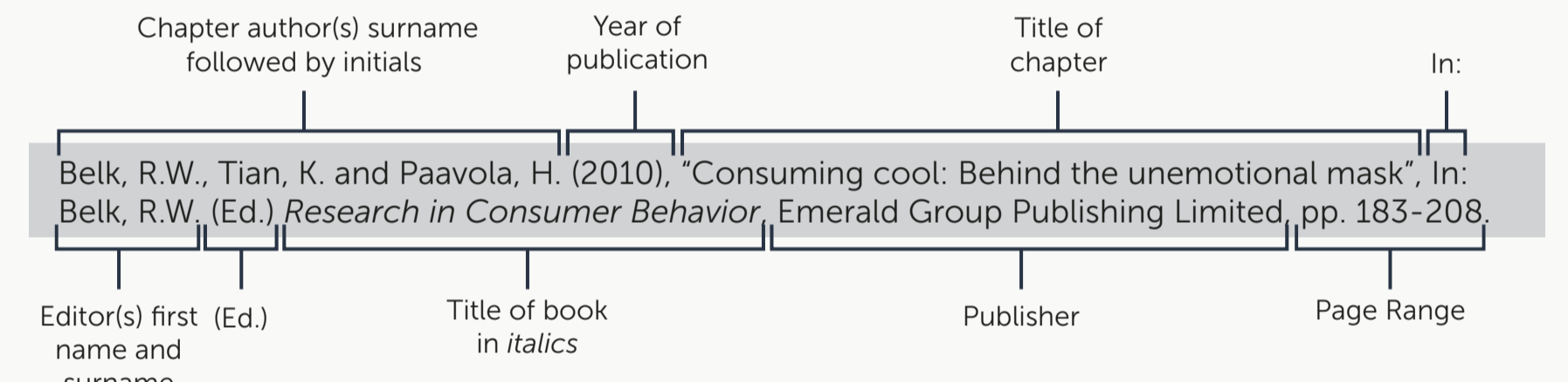
Examples...



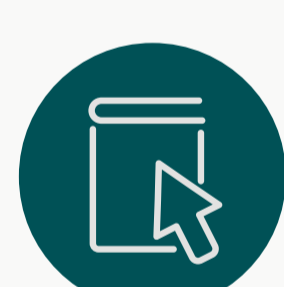
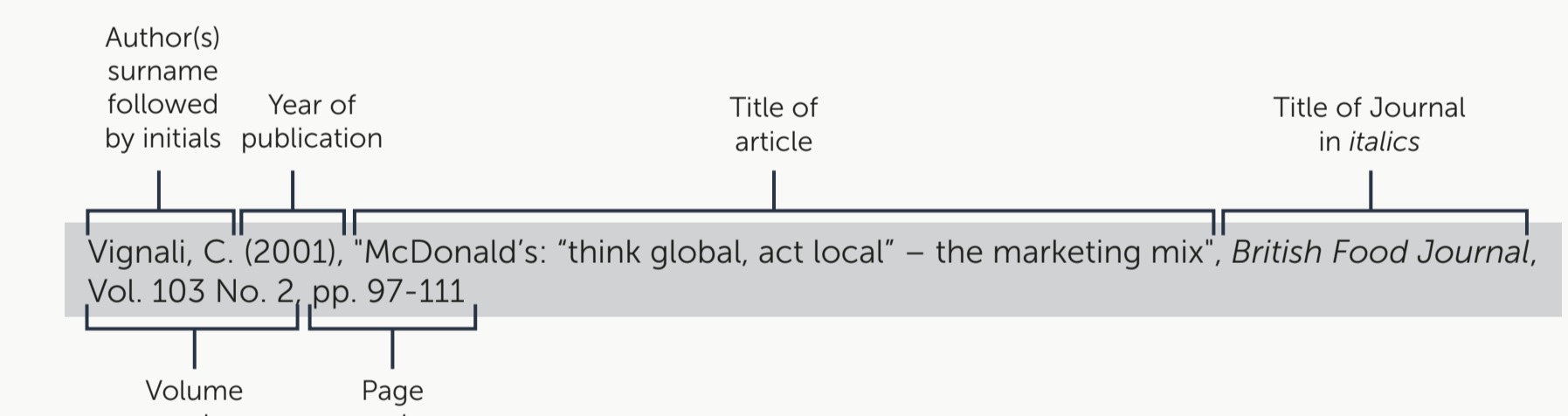
Books



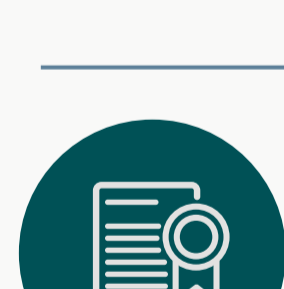
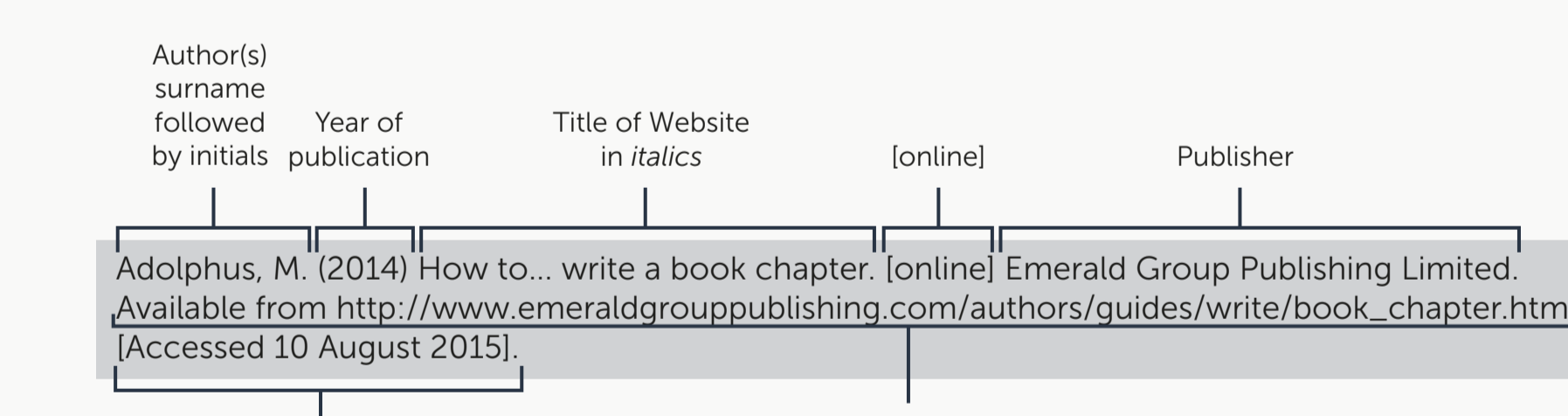
Chapters from an edited book



Journal Articles



Electronic Source



Government or commercial reports



Other points...

References following quote: After the full stop for long, indented quotes. However, after the quotation marks and before the full stop at the end of a sentence

E.g. National culture is "perhaps the broadest social context within which negotiation can occur" (Carnevale, 1995, p 310).

Use 1999a, 1999b, for example, where authors have published more than once that year. You may want to refer to company or government documents. In which case, the organization may become the author and the form of entry would be:

1. Organization name
2. (year of publication)
3. Title of report
4. Publisher and place of publication (may be same as author)

Using bibliographic software

As an example, EndNote can which can help you create bibliographies, by:

- Organizing your references and formatting them according to a particular style.
- Working within Microsoft Word and exporting and importing from EndNote.
- Searching online bibliographic databases.



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