<table>
<thead>
<tr>
<th>Printed items</th>
<th>E-books</th>
<th>E-journal articles</th>
<th>E-journal articles with DOIs</th>
<th>Websites</th>
<th>PDFs</th>
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<tbody>
<tr>
<td><strong>WHEN was it published?</strong></td>
<td><strong>Place of publication &amp; Name of publisher</strong></td>
<td><strong>Volume &amp; issue numbers, page numbers</strong></td>
<td><strong>Volume and issue number of journal and page numbers, followed by DOI</strong></td>
<td><strong>The full web address (URL) of the webpage used and the date accessed</strong></td>
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<td><strong>WHAT is it called?</strong></td>
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<td><strong>HOW can it be found?</strong></td>
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What is in-text referencing?

How to add in-text referencing into your text

**Direct**—this is where you are mentioning the authorship in your sentence, so you need to add the date, in brackets, after their name, e.g. Greenbaum (1998)

**Indirect**—this is where you add both the author and date in brackets when you are mentioning the information you got from this source, e.g. (Shaw, 2017)

For a *quotation* add quote marks around the phrase, and include the author, year and page reference at the end, e.g. “verbal and observational data” (Stewart and Shamdasani, 2015, p.15)

Where there are lots of authors, include them all in the full reference, but just write the first one in the in-text reference followed by et al., e.g. (Bloor, et al., 2001)

**Secondary referencing**—only use this if you cannot access the original authors work, put the details of where you read about the person’s ideas, e.g. (Denscombe, 2010 cited in Merton and Kendall, 1946)

Here is an example assignment on Focus Groups containing in-text references

...Another way to find out people’s views - is to use focus groups. This method was developed by Lazarsfeld and Merton in the 1940s (Bloor, et al., 2001). Merton (1987) found an established practice of 12 people being used to assess radio programmes. Together, Lazarsfeld and Merton developed the idea of a focused interview, and with others devised a set of standardized procedures (Denscombe, 1946 cited in Merton and Kendall, 2010). The ideas were largely forgotten until the 1960s, when Tom Greenbaum (1998) working for Proctor and Gamble, resurrected the idea. They found the benefit of focus groups are they generate “verbal and observational data” (Stewart and Shamdasani, 2015, p.15). To help keep the conversation relevant it was found that it was important to have a good moderator to run the focus group. Current guidance will also emphasis that if this is a work based group it is important not to include both supervisors and subordinates into the same group (HSE, 2018).

Notice the names and dates included in the text?

These refer to specific sources of information used to compile this assignment.

For an in-text reference - just add the author of the source of information and the year it was made available on the web or published as a document.

For each source you use in an assignment ensure you record the 5 key elements which are needed for a reference.

- Authorship
- Year
- Title of item
- Format
- Where to find it again

Your references should look like this and be in alphabetical order by authorship.


