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In-text Citation

How to refer to written sources in your work: quoting, paraphrasing and summarising

Written material which isn't your own can be included in your work in three ways:

- [quoting](#)
- [paraphrasing](#)
- [summarising](#)

Whichever one of these you choose to do, for each source you will need to provide both an **in text citation** and a **corresponding entry in your reference list**.

Further points to note

- [layout and punctuation](#)
- [citing more than one source](#)

An example

Read the example below. Then look at the ways in which it could be quoted, paraphrased or summarised:

The Internet had its origin in 1969, when the computers of government, scientific and military bodies were linked. Academic and commercial bodies joined later, and eventually people began to produce information only for the Internet rather than in paper form there are even novels that are accessible only via the Net.

The Internet connects computers from all over the world, and enables you to communicate by computer directly with people in other countries. There is no owner or central executive for the Internet: it is just a wide, interconnecting set of computers, with some organizations which try to keep it running smoothly.

Cottrell, S.M. (2008) The study skills handbook. 3rd ed. Basingstoke, Palgrave Macmillan

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