Examples of in-text citation layouts

Regardless of the type of information you are citing (be it a book, journal article, webpage, YouTube video, etc.), your in-text citation will comprise of the author (or title) and date information relevant to that particular entry. Decide how to format your in-text citation based on whether you have an author name (and how many names you have), or a title for that entry.

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single author</td>
<td>Use (Author’s Surname, Date of Publication), e.g., (Smith, 2007)</td>
</tr>
<tr>
<td>Corporate author</td>
<td>Use the corporate author in place of the author, e.g., (Department of Health, 2010)</td>
</tr>
<tr>
<td>When you have two authors</td>
<td>Use both names, e.g., (Martin &amp; Snow, 2009)</td>
</tr>
</tbody>
</table>
| When you have three or more authors | Use the term ‘et al.’ after the first author’s surname, e.g., (Hoffert et al., 1998)  
‘Et al.’ is an abbreviation of the Latin term *et alia*, which means “and others”.  
Note the full stop after et al. Don’t forget to include it, as this term is an abbreviation.  
Note that up to twenty names will need to be listed in the reference list. |
| When you don’t have an author | Use the title instead, e.g., (HR Professionals, 2007)  
Just use the first (or main) part of the title. Don’t include any subtitles. Note that because the title is in italics in the reference list, it should also be in italics in the text. |
| When your author is anonymous | Use Anonymous or a title entry, e.g., (Anonymous, 2007).  
If the author’s name is given as Anonymous, use Anonymous as the author’s name in the in-text and end-text references.  
If you can’t find the author’s name, and they are not given as Anonymous, use a Title entry instead. |
| When you want to cite multiple sources in the same parentheses | (Rossman et al., 2010; Smith, 2007)  
List sources in alphabetical order, separated by a semi-colon. |