

Quoting, paraphrasing and in-text citation using the Online Referencing Generator

1. Go to the **Online Referencing Generator's Senior Bibliography** section:

- **Resource Centre Online** badge in your Moodle Dashboard
- **Research** section
- **Online Referencing Generator (ORG)** – click on **Senior Bibliography**

The first screenshot shows the 'RESOURCE CENTRE ONLINE' logo and a 'WELCOME TO THE SIDE LIBRARY RESOURCE CENTRE' banner. Below the banner are six icons: READ, RESEARCH (highlighted with a yellow box), STUDY, REVIEW, FOLLOW, and CONTACT. A yellow arrow points from the RESEARCH icon to the second screenshot.

The second screenshot shows the 'Online Referencing Generator' page with the text 'bibliographies and referencing'. A yellow box highlights the 'Online Referencing Generator' button, with a yellow arrow pointing to the third screenshot.

The third screenshot shows the 'School Library Association of South Australia' logo and the 'Senior Bibliography' section. A yellow box highlights the 'Senior Bibliography' section, which contains a list of bullet points and a 'Let's begin' button. A yellow arrow points from the 'Let's begin' button to the right.

2. To include a **direct quote** from a text:

- Either **copy and paste** your quote (if digital/online) into your document OR **type your quote out exactly** (if print/physical).
- Find the appropriate **text type** on the **Senior Bibliography** page and look at the **In-text citation examples** for how to **format** an in-text citation.
- Place **single quotation marks** around the direct quote if using the **top format example**.
- **Indent** your entire quote if using the **bottom format example. (No quotation marks)**

The screenshot shows a Microsoft Word document with the following text:

Climate Change
 Birch (2009, p. 23) states that "scientists have discovered there is more carbon dioxide in the atmosphere today than there used to be."

OR

Climate Change
 It is widely believed that levels of carbon dioxide in Earth's atmosphere contribute to global warming.

Scientists have discovered there is more carbon dioxide in the atmosphere today than there used to be. Many scientists believe this may be the reason why the temperature of the atmosphere has increased. (Birch 2009, p. 23)

A callout box titled 'Book with one author' shows 'In-text citation examples':

Shuckburg (2014, p. 17) states that ...
 OR
 (Shuckburg 2014, p. 17)

3. To **paraphrase** information from a text – where you put somebody else’s ideas into your own words instead of quoting directly:

- If you **refer directly to an author about their idea/s** within your writing, cite the text using the **top format example**. You can include a **page number** if the idea was from a specific place in the text.
- If you refer to ideas from a text within your writing, **without referring to the author**, cite the text using the **bottom format example**, including a **page number** if appropriate.
- **No quotation marks** are needed as there are no direct quotes.

4. **Create a reference for your bibliography** at the end of your work:

- **Fill in relevant information for your text type**
- **Click Create citation**
- **Copy and paste** the reference generated into your bibliography

Top tip for referencing and bibliographies!

- Create your bibliography as you’re conducting your reading or research. This will save you time at the end by helping you to remember every resource you used, and make in-text citations much easier.