1. Quoting a large piece of text from another author (if quoted text occupies more than two lines)

Example:

The importance of material wealth with regard to marriage is given much significance in Pride and Prejudice:

... Mr Darcy soon drew the attention of the room by his fine, tall, person, handsome features, noble mien; and the report which was in general circulation within five minutes after his entrance, of his having ten thousand a year. (Austen 1996, p. 12)

Since in the context of the time, it was beyond the capability of a woman in society to earn a living, a potential husband’s income was of major importance.

Indent from the margin. No quotation marks. May use different sized font or italics. Unless previously mentioned, include author and date of publication. State page number. Refer to the publication in hand. It is not necessary to refer to the creation date of a classic when citing.

2. Quoting within your text

Example:

Bjorn Lomborg in The skeptical environmentalist, concludes after exhaustive analysis of data projections that “as far as agriculture is concerned, global warming will be tough on the developing countries” (1998, p. 289) and...

Use quotation marks around the quoted words

Year of publication, if not already mentioned, and page number after the quote

3. Incorporating another author’s ideas into your text (without quoting their exact words)

Example:

Lim (2004) suggests that many plants could migrate hundreds of kilometres from their original sites, due to the warming of the planet.

4. Incorporating more than one item into your text using “see” or “see also”

Example:

The effects of global warming on plant life are becoming much better understood in recent years (see Lim 2004, pp. 24–25; see also ‘Ocean plant life slows down’, 2003).

Author, date of publication and page numbers
Title of article on website, date of publication