**Example of paraphrasing and reference list and appendix**

If you use the words of an author in your assignment, you must always cite it.

If you quote it directly, you just need to use quotation marks at the start and end of the quote (“...”) and if you paraphrase you use your own words. In both cases you must cite the author’s name and year, for example:

Original text:

A screenshot of a computer

Description automatically generated

Then in your text you write:

*“IKEA uses about 1% of the world’s total wood (Kelly, 2012 cited in Cosmo & Yang, 2017)*

If you paraphrase:

*Approximately 1% of all the wood in the world is consumed by Ikea. (Kelly, 2012 cited in Cosmo & Yang, 2017)*

Then you must include the full reference in the reference list/bibliography and if paraphrased, in the original in the appendix:

**Reference list**

Cosmo & Yang, 2017. A Further Strategic Move to Sustainability-A Case Study on IKEA. *Journal of Strategic Innovation & Sustainability*. Vol 12 (2). Available at: [A Further Strategic Move to Sustainability--A Case Study on IKEA.: EBSCOhost](https://web.p.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=5&sid=019ed234-b283-452a-8f19-06f2d18faf01%40redis) [accessed: 14/03/24]

**Appendix**

Cosmo & Yang, 2017.

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