

COURSEWORK REFERENCING GUIDE



Referencing General Principles	Referencing Printed Material	Referencing Web-Based Material
<ul style="list-style-type: none">•If you use any information that is not your own, you must provide a reference explaining where it came from.•This information could be a quote, data or analysis.•You will need to provide an 'in-text' reference to show where in your work you have used someone else's information.•You will also need to provide a full reference list at the end of your work in A-Z.•Failure to provide references is plagiarism.	<ul style="list-style-type: none">•For printed material (out of a book or magazine), your in-text reference should include the author's last name, year of publication and page number, for example:<ul style="list-style-type: none">> 'Mr and Mrs Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much' (Rowling, 1997, p.1).> Rowling (1997, p.1) said 'Mr and Mrs Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much'.•In your reference list, you would include the author's last name, and initials, the year of publication (in brackets) and the book name:<ul style="list-style-type: none">> Rowling, J. K. (1997). Harry Potter and the Philosopher's Stone.	<ul style="list-style-type: none">•For web-based material (from the internet), your in-text reference should include the author's last name, year of publication for example:<ul style="list-style-type: none">> 'Extreme heat is breaking temperature records across Europe' (Niranjan, 2025).> Niranjan (2025) said 'extreme heat is breaking temperature records across Europe'.•In your reference list, you would include the author's last name, and initials, the year of publication (in brackets) and the title of the webpage the web address, and date accessed:<ul style="list-style-type: none">> Niranjan, A. (2025). Temperature records broken as extreme heat grips parts of Europe. www.theguardian.com/environment/2025/aug/13/temperature-records-heatwave-europe-france-croatia-wildfires (accessed 13 August 2025).