What is referencing and why do I need to do it?
Referencing is a way of acknowledging other people’s work. Accurate referencing demonstrates that you have undertaken appropriate reading and allows the reader of your work to find the sources you have used. Failure to acknowledge another person’s work or ideas will be considered plagiarism, an academic offence.

When do I need to reference?
You need to reference every time you have used someone else’s work, ideas, theories or research. Referencing is required for many different types of assignments, including essays, presentations, portfolios and dissertations. For more information visit the Study Hub Online from your Breo gateway page or the Learning Resources website.

How do I reference?
There are two parts to referencing:

Part 1: In the text (the citation)
Include the author of the work and the year it was published. For direct quotes also include quotation marks around the section you have quoted and the page number. For sources with four or more authors use et al. after the first author.

Here are some examples of in-text citations.

Example 1: According to Haug and Busch (2016)...
Example 2: Oko (2011) argues...

Part 2: the reference list
In the reference list provide full details of the sources you have used. List them in alphabetical order by author. Put everything you have cited in one list at the end of the assignment. It is okay to use et al in the reference list for sources with four or more authors, but check first with your tutors as they may prefer that you list all authors in the reference list.
Examples of in-text referencing:


Putting together your reference list

More information can be found in our online referencing guide or in the 11th edition of Cite Them Right (copies are available in the library).

The full reference for Cite Them Right is:


Here are the elements of a book you need to include in a reference list:


Here are the elements of a webpage you need to include in a reference list:

Authors, year in brackets, title of webpage in italic text, the words Available at, followed by the web address, the word Accessed followed by the date you looked at the webpage.


Here are the elements of a journal article you need to include in a reference list:

Example: Author, year in brackets, title of article, title of journal in italic text, volume number, issue number and page numbers of the article.

This is the end of this Quick Start referencing guide. If you need further help please come to the Study Hub drop in at your nearest campus or email studyhub@beds.ac.uk