Books

In your assignment
Paraphrase:
Evans (2004) provides a variety of checklists to help students do well in their exams.

quotation:
According to Evans (2004) “one of the greatest barriers to success is your attitude” (p. 1).

Bibliography
Author’s surname (year of publication) Title. Publisher
For example

Website

In your assignment
Paraphrase:
Ensuring that you cite references correctly will mean that you avoid a charge of plagiarism (Kingston University Library, 2004).

quotation:
When discussing the issue of plagiarism, Kingston University Library (2004) inform their students that “plagiarism is treated very seriously, and plagiarised work is usually disqualified”

Bibliography
Author’s surname/corporate author (year of publication) Web page title, Publisher. Available from: URL Date accessed
For example