<table>
<thead>
<tr>
<th><strong>Module name</strong></th>
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<tr>
<td><strong>Module number</strong></td>
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<tr>
<td><strong>Staff member setting exercise</strong></td>
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<tr>
<td><strong>Moderator (assessment brief and coursework)</strong></td>
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<td><strong>Contact details</strong></td>
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<tr>
<td><strong>Word or time length guide</strong></td>
<td>&lt;&lt; If a word or time length is specified so too must be the penalty for failing to meet it (see marking criteria section below) &gt;&gt;</td>
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<tr>
<td><strong>Contribution to module assessment (%)</strong></td>
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<td><strong>Date set</strong></td>
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<td><strong>Submission deadline [date + time]</strong></td>
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<td><strong>Submit to</strong></td>
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<td><strong>Return date</strong></td>
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<tr>
<th><strong>Marking guidance (breakdown of marks to subsections)</strong></th>
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<td>4 etc.</td>
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**Assessment brief:**
<< Description of the work to be done, together with some guidance notes, any key references, etc. >>

**Learning outcomes tested:**
<< Relate to learning outcomes listed on module reference sheet and / or programme specification. >>

**Marking criteria:**
<< Specify any marking criteria specific to this particular assessment, including mark penalties to be imposed for late submission or failing to meet the word or time length guide, e.g. 1 mark per 100 words over the limit. >>
Assessments are marked according to the generic [University marking criteria](#) and to any specific assessment criteria detailed within the assessment brief.

**Referencing / academic misconduct:**
All work must be referenced properly to avoid charges of plagiarism or cheating using the referencing system described in the [Harvard Referencing Guide](#) (mini Harvard Guide attached) and in accordance with the current RAU Academic Regulations.

**Support Documentation:**
Marking criteria and academic regulations are available from the [University website](#).
HARVARD REFERENCING – A BRIEF GUIDE

The University uses the Harvard System for referencing (sometimes referred to as the Author-Year or Name-Date system). When referencing it is important to remember that:

- **acknowledgement must be given when quoting, citing or summarising other people’s work.**
- **enough information must be provided in the list of references to enable a reader to trace the original source.**
- **referencing should be consistent.**

All your written documents, essays, reports and dissertations must include references to the sources of information you have used. These references will be cited both within the text and in a list at the end of the work. Correct referencing will help you to avoid plagiarism, i.e. passing off other people’s words and ideas as your own.

**Referencing within the text**

You must always acknowledge the source of any direct quotation or illustration, as well as the source of any more general references you may make. This will usually be done immediately following the quotation or relevant passage of reference, within the text.

Use only the surname of the author (only use initials if there is more than one author of the same name) followed by the year of publication. If a quotation is cited, also indicate the page number(s) on which it may be found, e.g.:

Smith (1983) has used this particular technique
or:
Application of this particular technique (Smith 1983) indicates…
or:
It is claimed that, ‘Severe degradation of the water system could be a significant constraint to growth in the Nile region’ (Singleton 1992: 251).

**Nothing else is needed** for referencing within the text – only author surname(s), publication date and (sometimes) page numbers. There are a very few exceptions and these are covered in the more comprehensive Harvard Guide available from the library.

**List of references cited**

This is a list of works that you will have used as sources of information or inspiration. It consists of a single list in alphabetical order by author’s surname, or institutional name (or title where no name is given).

For **books** and **pamphlets** the basic pattern is:

Surname(s), Initials(s). (Year) *Title (in italics or underlined)*. Edition (if given). Publisher.

[NB you do not need to give an edition statement if it is a first edition]
For **journal articles** the basic pattern is:

Surname(s), Initials(s). (Year) Title of article. *Name of journal.* Volume(part number): pages.


For **Internet sources** such as an e-book the basic pattern is:

Author (Year) *Title.* [online]. Publisher. Available from: URL [date accessed].


For **Internet sources** such as an e-journal the basic pattern is:

Author (Year) Title of article. *Journal title.* [online] volume (issue), pagination. Available from: URL. [Date accessed].


For **Internet sources** such as a web page the basic pattern is:

Author (Year) Title of web document or web page. [online] Available from: URL. [Date accessed].

e.g. DEFRA (2008) *Climate change and energy.* [online] Available from: http://www.defra.gov.uk/environment/climatechange/index.htm [Date accessed 30/09/08].

The publication date of a website could be, for example, the date it was last updated. This is often shown at the foot of a web page. If no date is given put (no date).

If a web page has no identifiable person or organisation that you can cite as the author, then you ought to be asking yourself whether it is a resource you should be using anyway. If you decide to go ahead, then use the web page’s title in place of the author name.

For other types of material follow the examples given in the main Harvard Guide available from the Library, or borrow *Cite Them Right*, copies of which are in the library at B 808.02 PEA.

**A word of caution before citing Internet resources**

More and more work is being published online and electronically and again you should follow the Harvard system as closely as possible as shown above.
However, before you cite an Internet source make sure that you have asked the same questions of it as you would of a textbook or journal article, such as:

- Is it a reliable source of information? How do you know?
- Who is the author and what ‘authority’ does he/she have?
- Who is the intended readership?
- Does the information show a particular bias?
- Is the information up-to-date?
- Will it pass academic scrutiny?