

Referencing and Bibliography at Level 2 & 3

During the course of writing your assignments it is normal practice to support arguments by reference to other published work. These references may be from work presented in journal and newspaper articles, Government reports, books (including your course text), material from the Internet etc.

Referencing is the practice of referring to the work of other authors in the text of assignment work submitted. Such works are referenced to show evidence both of the background reading that has been done and to support the content and the conclusions. Referring accurately to source materials forms an essential part of sound academic practice and a skill that should be mastered. The main reasons for accurate bibliography and referencing are:

- * to give credit to the concepts and ideas of other authors
- * to provide the reader (your tutor or verifier) with evidence of the breadth and depth of your reading
- * to enable those who read your work to locate the references easily

LONG QUOTES AND PLAGIARISM

Here are a few points to remember –

- Reference the quote correctly using speech marks at the beginning and end of the phrase used and putting the authors or website name at the end (see below)
- Long quotes are not necessary; smaller quotes that confirm what you are discussing are more suitable. A good quote should be approximately 2 – 5 lines long.
- Un-referenced quotes will be spotted by the marker and this will affect your overall grade or you may be given a NG (not graded yet) and you will be asked to repeat your work

Plagiarism (the copying of another person's written work or text from a book) is not acceptable and if it is found to be the case you will be given a NG (not graded yet). The tutor is marking YOUR work and not that of another person. Please do not be tempted to plagiarise your work; it is a waste of your valuable time and ours.

PARAPHRASING

This is where text is part copied, re-arranged or altered only slightly to make it look like the students own words. This should be avoided and the flow of your written work should not look like it follows the same wording as a textbook, journal or other source of information.

HOW TO REFERENCE QUOTES

Example – TEACHING ASSISTANT LEVEL 2, UNIT 3 - Q2

There are many government strategies being implemented at present within Primary schools, for example 'The Catch up Programme' aimed at supporting children who have difficulty reading and writing. *"This programme is simple, easy to deliver and particularly suits those pupils who benefit from an individualised approach. It helps them to learn to read with increased fluency and understanding"* Study House 2007. The programme has been proved to be extremely successful during its pilot phase and is now being implemented in schools in England and Wales and.....

OR

There are many government strategies being implemented at present within Primary schools, for example 'The Catch up Programme' aimed at supporting children who have difficulty reading and writing.

"This programme is simple, easy to deliver and particularly suits those pupils who benefit from an individualised approach. It helps them to learn to read with increased fluency and understanding" Study House 2007.

The programme has been proved to be extremely successful during its pilot phase and is now being implemented in schools in England and Wales and.....

Quotes should be -

- well placed within your text
- relevant to what you have written
- easy for the tutor to identify

You can leave a line space, indent, make bold, write in italics or in a different font, however it **MUST** be in speech marks with the authors name at the end.

BIBLIOGRAPHY

You must also include a bibliography with your work; list all of the books, magazines, journals, websites and other written information you have used, the author's names, date of publication or date accessed, the title, publisher and place published. This can be found on the first page of any book, at the top of magazines or journals and on your webpage. List your books in alphabetical order on a separate page at the end of your work.

EXAMPLE -

BIBLIOGRAPHY

Bentham, S. Hutchins, R. (2006) Practical Tips for Teaching Assistants, Routledge Taylor and Francis Group, London

Burnham, L. (2003) The Teaching Assistant's Handbook, Heinemann, Oxford.

Dean, J. (2005) The Teaching Assistant Guide to Primary Education, Routledge Taylor and Francis Group, London

DfES, (2007) Primary National Strategy, London

Study House (2007) Unit 4 Supporting the School, London

www.nationalstrategies.standardss.dcsf.gov.uk/primaryframework/assessment/ap, -
accessed 5/4/09

TO SUMMARISE

- The majority of your work should be in your own words using thoughts, ideas and arguments from what you have read.
- Quotes should be clearly indicated with speech marks and the author's name and date at the end of the quote.
- Please do not waste your own and our valuable time by copy your work straight from other sources or copying and pasting from the Internet. Tutors will spot this, your work will be marked 'NG' and you will need to write it again.
- Do not ask anyone else to write your work or copy from another student. This is classed as cheating. It is standard practice for tutors to telephone students and question them over their answers; we also keep copies of all students assignments.
- Avoid re-wording or re-arranging text from another sources; this is paraphrasing and is still copying.
- Home Learning College takes all cases of cheating and plagiarism seriously. Any student who cheats or continuously copies work without giving reference to the sources may fail their course and be suspended from the college.