

HE09I Presentation of Assessed Work.

- 1.0 This annex will outline how the majority of written elements for assessment must be presented to the internal examiners of TEC Partnership delivered higher education, regardless of awarding body.
- 2.0 It is important that students present academic work in way that can be clearly understood and marked by a variety of examiners across TEC Partnership.
- 3.0 Written work must be presented using Calibri Font, Size 12, 1.5 line spaced. Headings can be up to size 16. Work must be left aligned using the Normal template available in word.
- 4.0 All work must be submitted using the correct front cover sheet, that has had the correct information provided by the module tutor. Students must use their student number in the header, and provide a page number in the footer.
- 5.0 All work should be saved in the following format – Student number_assessment_module i.e. 600099_Essay_StudySkills.docx. This helps to maintain anonymity during assessment marking.
- 6.0 The logo of TEC Partnership and, where relevant, the awarding body can appear on the standardised cover sheet for Dissertations and other research projects. Use of other logos and branding on cover sheets is forbidden.
- 7.0 Harvard referencing is the standard referencing system used in TEC Partnership assignments. Where a subject area has deviated from using Harvard (for example, APA), this must be clearly stated in Programme and Module Handbooks. Further guidance is available from the Academic Achievement Service.
- 8.0 All work must be submitted through Turnitin and feedback through Turnitin. Failure to do so may result in academic misconduct or maladministration proceedings being started.
- 9.0 Students are advised to make themselves aware of the Overlength and Late submission penalties as laid out in HE09 Assessment of Students.

The Harvard Style of Referencing

The basic idea of the Harvard Style is to:

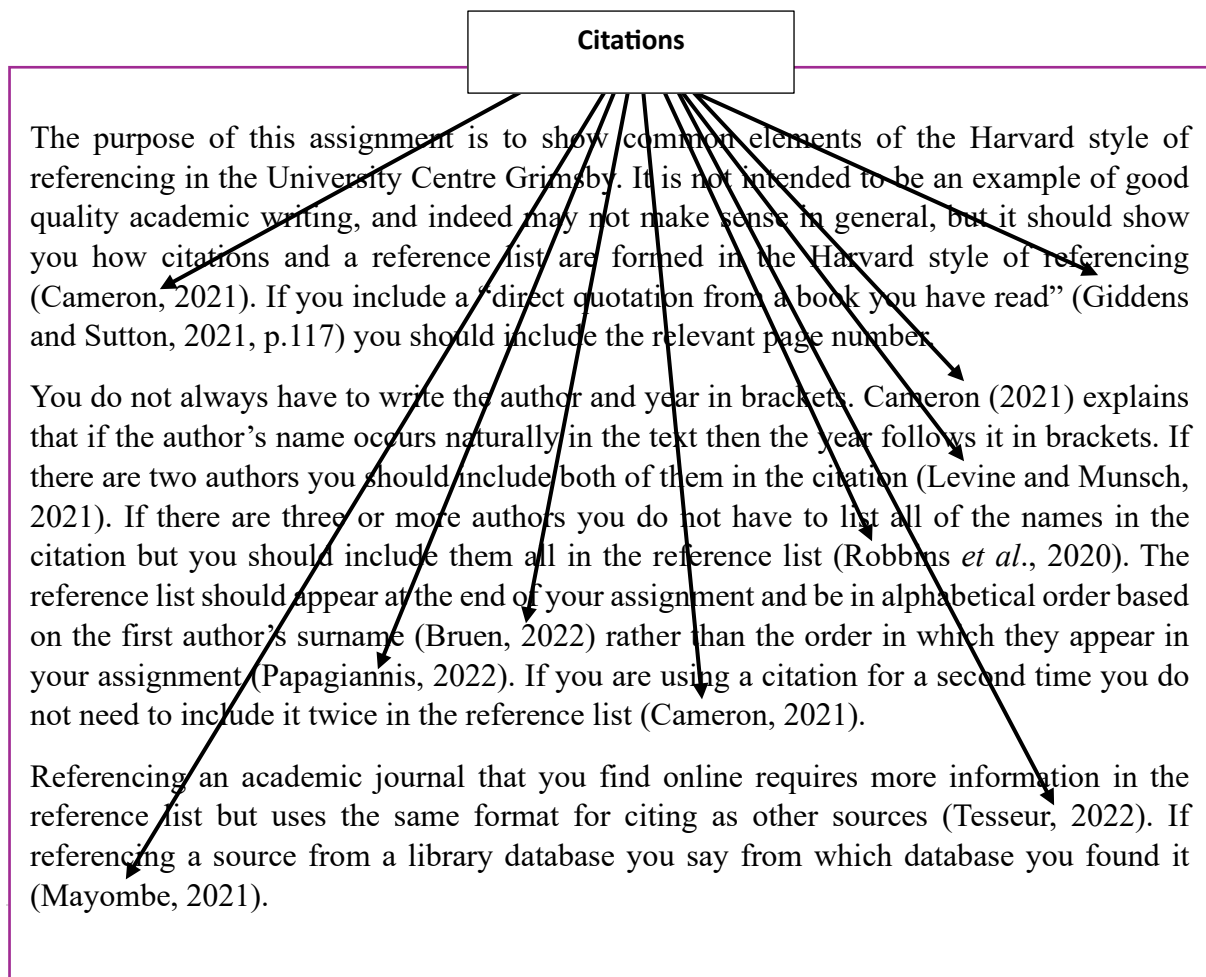
- Use citations (a partial reference) in the text.
- List all references in full at the end of an assignment.

Use Citations in the Text

In the text of your assignment, you give a partial reference (called a citation). This is the last name of the author, followed by the year of publication. If you do not have the author's name, you use the name of an organisation, newspaper, journal, or whatever the main source is.

Citing the source as you write involves giving a partial or shortened reference (last name of author(s) and year of publication) in the main body of your written assignment and then giving full details of the source in full at the end of the assignment in a 'References' or 'Bibliography' section. You can abbreviate lengthy organisational names; see the example below.

Example:



List References in Full at the End of an Assignment

In the References and Bibliography section at the end of an assignment the basic format for listing references in the Harvard Style is as follows:

1. Start with the last name(s), followed by the initials of the author(s), contributor, editor, producer or speaker. If you do not have the name of an author, start with the name of the originator. This can be an organisation name, e.g. BBC, or the name of a website, e.g. NHS.
2. This is followed by the year of publication; put this in brackets. This should be easy to find on printed documents. However, in some older books, it may be missing. In this event, put (n.d). With Internet sources, look for a year the item was placed on the site, or in the absence of this when the site was last updated (the year in question), or if unsuccessful with either of these two, the year you looked at the information.
3. This is followed by the title of the source. The main source is usually emphasised in some way, e.g. underlined or in italics. The main source would be, for example, the title of a book, the name of the magazine, journal or newspaper, Internet site, broadcast production source, video or CD-ROM etc. Whichever mode of emphasis you choose underlining or italics, keep it consistent throughout.
4. If your source is a chapter from an edited book, you then give the name or names of the editors of the book, followed by the title of the edited book.
5. In most printed items you would give details of the Location and publisher. You first give the name of the town or city where the source was published, followed by the name of the publisher.
6. In the case of a journal article, you finish with the reference details of volume, edition/issue number (if shown) of the journal and the page numbers of where the article can be found.

(There may be variations on this general sequence for some sources; seek guidance from the Academic Achievement Service).

At the end of the assignment, the references are given in alphabetical order, by last name of the author(s), in full:

Bruen, M. (2020). River flows. In: Kelly-Quinn, M. and Reynolds, J., eds. *Ireland's rivers*. Dublin: University College Dublin Press, pp.39-59.

Cameron, S. (2021). *The business student's handbook: skills for study and employment*. (7th Ed). Harlow: Pearson.

Dundalk Institute of Technology. (2022). *Research support* [Online]. Available at: <https://www.dkit.ie/research/research-support.html> [Accessed 25th August 2023].

Giddens, A. and Sutton, P.W. (2021). *Sociology*. (9th Ed). Cambridge: Polity Press.

Levine, L.E. and Munsch, J. (2021). *Child development: an active learning approach* [Online]. (4th ed). London: SAGE Publications. Available at: <https://books.google.ie/books?id=zlrZzQEACAAJ&dq> [Accessed 28th August 2023].

Mayombe, C. (2021). Partnership with stakeholders as an innovative model of work-integrated learning for unemployed youths. *Higher Education, Skills and Work-Based Learning* [Online], 12(2), pp.309-327. Available at: <https://www.emerald.com/insight/publication/issn/2042-3896> [Accessed 1st September 2023].

Papagiannis, N. (2020). *Effective SEO and content marketing: the ultimate guide for maximizing free web traffic* [Online]. Indianapolis: Wiley. Available at: EBSCOhost eBook Collection [accessed 1st September 2023].

Robbins, S.P., Coulter, M.A. and De Cenzo, D.A. (2020). *Fundamentals of management*. (11th ed). Harlow: Pearson.

Tesseur, W. (2022). Translation as inclusion? An analysis of international NGOs' translation policy documents. *Language Problems and Language Planning* [Online], 45(3), pp. 261-283. Available at: <https://dx.doi.org/10.1075/lplp.21002.tes> [Accessed 2nd September 2023].

Reference List Guidance	Surname, Initial. (Date). Title. (ed no. if not 1st Edition). Place: Publisher.
Book One Author	
	Surname, Initial. and Surname, Initial. (Date). Title (ed. no. if not 1st Edition). Place: Publisher.
Book Two Authors	
	Surname, Initial., Surname, Initial. and Surname, Initial. (Date). Title. (ed. no. if not 1st). Place: Publisher
Book Three Authors or more	In Text citation use the first authors' surname, followed by et al. (meaning and others) example: Smith <i>et al.</i> (date) The reference list would contain all author's surnames and initials
	Author of the chapter. (Date). Title. In: Author, title of book. (ed. no. If not 1st edition). Place: Publisher. pp. for the page of the chapter. E.g. pp. 9-29.
Chapter of an Edited book	In text – author (date, cited in author, date)
	Authors. (Date). Title of Article. Title of Journal. Volume No. (Issue no). p for page numbers. Example, pp.485 - 490.
Journal	
	Author/Organisation. (Date). Title. [Online] available at http:// www.... [Accessed on date example: 27th June 2019]
Internet with author or organisation	Place and Publisher are optional as long as you give the full URL. NB: If it is from an organisation's site you add the name. Additionally, underline or use italics on the URL.
	Author/s. (Date). Title of article. Name of Paper. Day and Month. Page nos.
Newspaper Article	

Example TEC Partnership Cover Sheet (HE09F available separately)

Please be aware that by submitting your work through 'Turnitin' you are agreeing to the following statement:

I declare that the work submitted for assessment contains no section copied in whole or in part from any other source unless it is explicitly identified by means of quotation marks and that I have acknowledged such quotations by providing detailed references in the approved format. I understand that either or both unidentified and unreferenced copying constitutes plagiarism which is considered Academic Misconduct and could result in investigation by the Academic Misconduct Panel. Further details Academic Misconduct can be found in HE11 Academic Misconduct on our website.

Student and assessment details (*Fill every box*)

STUDENT ID NO. AND INSTITUTE EMAIL ADDRESS: e.g. <i>S1234567@grimsby.ac.uk</i>		123456@grimsby.ac.uk 123456@eastridingcollege.ac.uk 123456@scarboroughtec.ac.uk
PROGRAMME TITLE:	FdEd Early Childhood Studies	
MODULE TITLE:	Study Skills	
ASSESSMENT TYPE (e.g. report, essay, etc):	Essay	
ASSESSMENT TITLE	Study Skills Essay	
ASSESSMENT WORD COUNT	1000	
STUDENT DECLARATION OF ANY LEARNING DIFFICULTY OR DISABILITY:	<student to complete>	
EXTENSION GRANTED:	Yes/No	
EXTENSION DATE HAND IN:		
NAME OF TUTOR:	Joe Bloggs	

LEARNING OUTCOMES TESTED BY ASSESSMENT	
LO1:	<tutor to insert LO's being tested>
LO2:	
LO3:	
LO4:	

Ownership of Intellectual Property Rights for assessment is normally vested in the student. Institute staff are not permitted to pass on student work to unauthorised third parties. See policy in HE15 Intellectual Property Rights on the website.

ASSIGNMENT CHECKLIST	
I have made sure any data used is anonymised/follows ethical guidelines. Where required, ethical approval has been sought and approved (dissertations/projects).	Yes/No
I have used Calibri font size 12 (or equivalent) with 1.5 line spacing.	Yes/No

I have checked that every author and document I mention in my text appears in my reference list.	Yes/No
I have put all in-text quotation in single or double inverted commas, stated their origin and included page references.	Yes/No
All information included is correctly cited in line references and in my own words unless using a direct quote.	Yes/No
My reference list is set out according to awarding body referencing guideline and any other tutor guidance I have received.	Yes/No

Example academic work layout

600999

The purpose of this assignment is to show common elements of the Harvard style of referencing in the University Centre Grimsby. It is not intended to be an example of good quality academic writing, and indeed may not make sense in general, but it should show you how citations and a reference list are formed in the Harvard style of referencing (Cameron, 2021). If you include a “direct quotation from a book you have read” (Giddens and Sutton, 2021, p.117) you should include the relevant page number.

You do not always have to write the author and year in brackets. Cameron (2021) explains that if the author’s name occurs naturally in the text then the year follows it in brackets. If there are two authors you should include both of them in the citation (Levine and Munsch, 2021). If there are three or more authors you do not have to list all of the names in the citation but you should include them all in the reference list (Robbins *et al.*, 2020). The reference list should appear at the end of your assignment and be in alphabetical order based on the first author’s surname (Bruen, 2022) rather than the order in which they appear in your assignment (Papagiannis, 2022). If you are using a citation for a second time you do not need to include it twice in the reference list (Cameron, 2021).

Referencing an academic journal that you find online requires more information in the reference list but uses the same format for citing as other sources (Tesseur, 2022). If referencing a source from a library database you say from which database you found it (Mayombe, 2021).

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Example Dissertation/Research Project Cover Sheet (HE09J available separately with University of Hull example)

TEC PARTNERSHIP



Title of Dissertation

Subtitle (if needed)

**Being a Dissertation submitted in fulfilment of the requirements for the
Degree of Bachelors of Arts in**

Joe Bloggs

600999

October 2023

Word Count: 0000

Ethical/Own Work Declarations

I declare that I have read and adhered to the TEC Partnership ethical policy.

I declare that this dissertation is my own work and that all sources have been properly acknowledged.