ncfe. cache

Learner guidance to referencing

Learner guidance to referencing

1.   Statement

NCFE and CACHE assessments may require you to use references when producing evidence. This document will help provide you with guidance and examples on how to create and use references.

You will need to ensure any referencing is in line with this guide and the assessment criteria for the qualification you are undertaking. You must acknowledge the work of others that you use within your evidence; this must be within the body of the text and ensure a reference list or a bibliography is created to acknowledge the work of others.

2.   Referencing within main body of text

In-text citations: this referencing style allows you to indicate any ideas or materials which you have used from other sources including authors within your text. Harvard style of referencing can be used to acknowledge this by using the below examples;

- 'This theory which has been supported by the work' (Dewey, 2017, p. 87)
- The work (Dewey, 2017) has supported the theory
- The work by Dewey (2017) has supported this theory

In-text Quotations: this referencing style allows you to use a quote or an idea that has been used within a source. This is referred to as 'secondary referencing' but you must ensure you have clearly acknowledged the source. Examples of using quotations are;
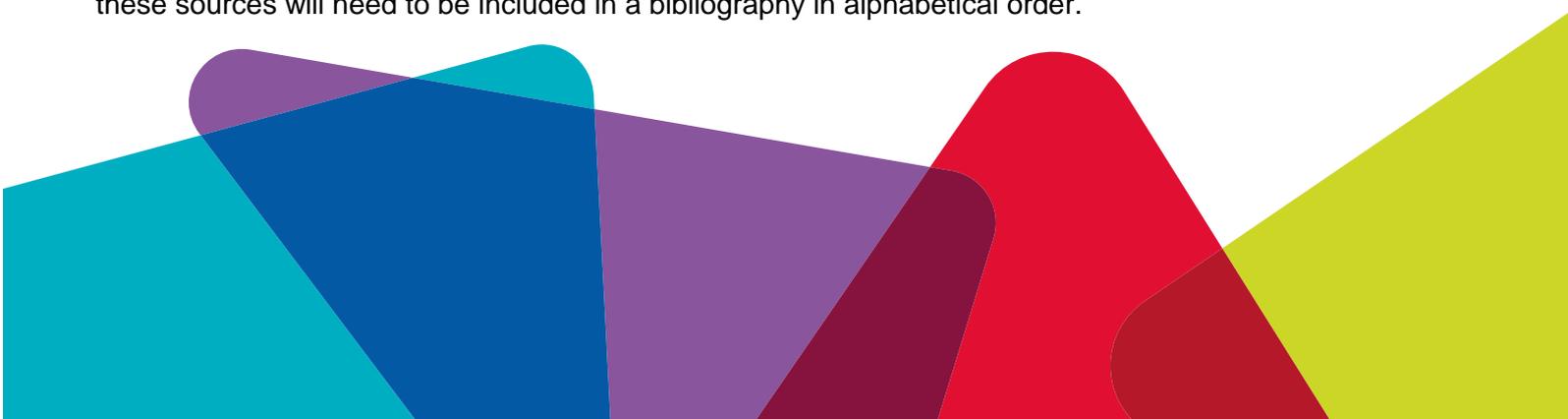
- Marshall, stated in Dewey (2017), that the sun is a star.

3.   Referencing lists and bibliography

Any citations you have used within your body of work, including (but not exhausted to) journal articles, podcasts, books, research, should be acknowledged within a reference list in alphabetical order.

Each reference cited should have information which acknowledges the item. Therefore, the source type must be identified and the use of a correct referencing format must be included.

If you have used items relevant to the text but which haven't been cited within the body of text, then these sources will need to be included in a bibliography in alphabetical order.

Referencing in Harvard style would include the following information;

Author, I, I. and other Author, I, I. (Year) 'Title of the item', Title of the work, Publisher Information, Location of publisher.

4.   Referencing different source types within the main body of text

Books: (Author, year of publication, page number) or Author (year of publication) states…

Journal Articles (Printed and online): (Author, year of publication) or Author (year of publication)

Newspaper Articles: (Author, year of publication) or Author (year of publication) states…

TV Programmes: (Title of programme, year of broadcast) or Title of programme (year of broadcast) states…

YouTube: (Title of item, date uploaded) or Title of item (uploaded date) states…

Live performances/plays: (Title of play, year of performance) or Title of play (year of performance) showed…

Websites: (Author, year of publication/last updated) or Author (year of publications/last updated) explain…

Wikipedia: (Title of Wikipedia, year last modified) or the title of Wikipedia (year last modified) highlighted…

5.   Referencing different source types within reference lists

Books: Author, I. (year of publication) 'Title', Place of publication, Publisher.

Journal Articles (Printed): Author, I. (year of publication) 'Title', Title of Journal, Vol No, Page No.

Journal Article (Online): Author, I. (year of publication) 'Title', Title of Journal, Vol No, URL (Accessed date).

Newspaper Articles: Author, I. (year of publication) 'Title of the article', Title of Newspaper, date, Page No.

TV Programmes: Title of Programme (year of broadcast) Channel, Date of transmission.

YouTube: Title of item (date uploaded) YouTube video, added by Name of uploader. Available at URL (Accessed date).

Live performances/plays: Title of Play by Author (year of performance). Directed by Director (Venue, Location, Date seen).

Websites: Author, I. (year of publication/last updated) Title of Website. Available URL (Accessed date).

Wikipedia: Title of Wikipedia (year last modified) Article Title, Date last modified, Available at URL (Accessed date).

6. Other information

If on the unlikely occurrence that sources have not been referenced within the body of text or within a referencing list and has been passed off as your own work, then this would be classed as plagiarism. If this has occurred, the Awarding Organisation will take the most appropriate course of action.