

## Referencing Your Work

The following guidelines will help you reference your work and ensure you comply with our policy on plagiarism:

- ☑ The large majority of every assessment must be the original work of the learner. Substantial copying of course notes or other published or unpublished work is unacceptable as this does not demonstrate the learner's knowledge or application. Even if acknowledged and properly referenced, excessive use of other people's work is unacceptable
- ☑ If you use someone else's exact words in your work, they must be in quotation marks. Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved
- ☑ Even if you give your own explanation of somebody else's work without quoting word-for-word, you must reference your source
- ☑ When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation (eg Hill, 2004, p. 42) and also provide full details of the reference in the bibliography
- ☑ You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments
- ☑ The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet

When making a reference to a book the Harvard format is:

Hill, P. (2004) **Concepts of coaching: a guide for managers**. ILM, London

and for a reference to an article the Harvard format is:

Grant, A.M. (2010) It takes time: a 'stages of change' perspective on the adoption of workplace coaching skills. **Journal of Change Management**, 10(1), pp. 61-77

### Reviewing the Policy

This policy will be monitored and reviewed annually.