

When and why do we reference?

It is important to reference to give credit to original author, avoid plagiarism, enhancing the credibility of your work and allow readers to locate the sources you used. Referencing is good practice in any essay or written document, and it is a requirement when working at Level 4 or above.

ATC Training's preferred referencing style is Harvard, which includes:

- In-text citations: Author's surname and year of publication.
- Reference list: Full details of all sources cited, organized alphabetically. Normally placed at the end of the document.

In-text Citations

An in-text citation is a brief reference made within the body of your essay that helps identify an idea's original source. The format is (Author's Surname, Year).

Examples:

Single Author:	(Bloom, 1956)
Two Authors:	(Brown and Smith, 2019)
Three or More Authors:	(Taylor et al., 2020)
Direct Quote:	"Learning is a complex process" (Kolb, 1984, p. 23).
Multiple Works:	(Maslow, 1943; Gagné, 1985)

Reference List

A reference should provide complete information about a source and where it can be found. References will usually have at least one paired in-text citation and are added at the end of your document in the below format.

Author's Surname, Initial(s). (Year) Title. Edition (if not first). Place of Publication: Publisher.

Note – if you can not find a publication date, use (n.d.) in absence of a date.

Examples:

Book reference:

Bloom, B.S. (1956) Taxonomy of Educational Objectives: The Classification of Educational Goals. London: Longman.

Journal Article:

Maslow, A.H. (1943) 'A Theory of Human Motivation', Psychological Review, 50(4), pp. 370-396.

Website:

Microsoft (n.d.) Microsoft Forms. Available at: [URL] (Accessed: 18 July 2024).

ATC Training online materials:

ATC Training Limited. Level 5 Diploma in Education and Training (n.d.). Available at: learn.atctraining.net (Accessed: 18 July 2024).

Example Section with In-text Citations and Reference List

In-text Example:

During my teaching, I use a range of methods to achieve the best outcomes for each learner (Bloom, 1956). By utilizing Bloom's Taxonomy, I encourage learners to move from simple recall of facts to higher levels of thinking (Bloom, 1956). Gagné's conditions of learning also guide my practice (Gagné, 1985).

Reference List:

Bloom, B.S. (1956) Taxonomy of Educational Objectives: The Classification of Educational Goals. London: Longman.

Gagné, R.M. (1985) The Conditions of Learning and Theory of Instruction. 4th edn. New York: Holt, Rinehart & Winston.

Kolb, D.A. (1984) Experiential Learning: Experience as the Source of Learning and Development. Englewood Cliffs, NJ: Prentice-Hall.

Maslow, A.H. (1943) 'A Theory of Human Motivation', Psychological Review, 50(4), pp. 370-396.

Microsoft (n.d.) Microsoft Forms. Available at: [URL] (Accessed: 18 July 2024).

Further Information

Additional information about writing assignments can be found here: <https://atctraining.net/writing-assignments>

Learn how to use Microsoft Word's built in tools:

<https://support.microsoft.com/en-gb/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>

Examples of free online citation and referencing generators:

<https://www.scribbr.co.uk/referencing/generator/>

<https://www.grammarly.com/a/citations>