

GUIDELINES FOR YOUR WRITTEN WORK

These guidelines have been written with the express aim of helping you to ensure that all aspects of your written work have been addressed. The most important thing is to make sure that you have met the ASSESSMENT CRITERIA for your course. Your work is marked under the criteria headings. Also look to the WORD COUNT for your work, whilst a set percentage either way is not stipulated, your words should be near that amount to ensure a pass mark.

PRESENTATION:

- TWO IDENTICAL copies of work to be submitted.
- Work should have a front page containing: name of course, student name, candidate number, title, word count and the date submitted.
- Font size 12 in arial font (like this).
- Line spacing of 1.5 minimum.
- Work should include an introduction and a conclusion.
- No new material in the conclusion, a brief summary of points already discussed.
- Margin sizes: default ones in Microsoft word.
- Paragraphs should be used, with a clear gap left between each one.
- Pages should be numbered.
- Work to be printed on single sided A4 white paper.
- Bullet points, lists and sub- titles to be avoided.
- The use of spell check will show spelling, grammar and punctuation errors.
- Ask someone to proof read your work to check for errors.
- Appropriate academic writing to be used.

CONFIDENTIALITY:

- Documents containing client/patient/user information (care plans, assessment forms or prescription history must NOT be included.
- Your practice or workplace must NOT be identified (no practice leaflets or protocols).
- Your PCT should not be identified.
- Anonymity of ALL persons involved in care must be kept (patients, relatives and staff.
- Anonymity of members of workforce to be maintained. Exception is signatures of mentors/ supervisors.
- Any information which could identify client not to be given.

CONSENT:

- Consent MUST be obtained from patient/client/colleague to use any information in your case study.
- Consent must be documented on the INFORMED CONSENT DECLARATION FORMS.

INFORMED CONSENT DECLARATION FORMS

- These 2 forms must be included with your work: failure to include these results in a **ZERO** mark.

ACADEMIC MISCONDUCT :

- For example plagiarism, cheating and collusion.
- Your work must be your own.
- Do NOT take extracts from other pieces of written work without referencing- see below.

REFERENCING:

Harvard referencing must be used:

Pears, R. and Shields G. (2008) **Cite them right: referencing made easy.** 3rd ed. Newcastle upon Tyne, Pear Tree Books.

CITING IN THE TEXT SHOULD INCLUDE THE FOLLOWING:

- Surname of author (no initials).
- Date of publication.
- Page number.
- Direct quotes should be in single inverted commas.
- If more than two authors cited, “et al” may be used.
- References should not be too old.

THE REFERENCE LIST:

- All citations in the text must be in the reference list.
- No additional references to be included in the list.
- The list must be in alphabetical order.
- Numbers **NOT** to be used.
- One list containing all sources (books, journals or internet).
- When more than one publication by the same author, a letter may be used (NHS, 2004a) and (NHS, 2004b).

BOOKS:

- Authors surname and initials (all authors, the use of “et al” is not allowed in the reference list).
- Year of publication (in brackets).
- Title of publication (*italics*, **bold** or underlined) to be consistent throughout the list.
- Place of publication.
- Publisher.

EXAMPLE:

Cottrell, S. (2008) **The Study Skills Handbook**, 3rd ed. Hampshire, Palgrave Macmillan.

JOURNAL ARTICLES:

- Authors surname and initials.
- Year of publication (in brackets).
- Title of the article.
- Title of publication or journal (*italics*, **bold** or underlined) to be consistent throughout the list.
- Volume number, followed by issue number or month.
- Page number (s) of the article.

EXAMPLE:

Barrett A (2008) Intensifying insulin therapy in type 2 Diabetes: How and why?
Diabetes & Primary Care (sponsored supplement) Vol.10, No.6.

INTERNET SOURCES:

- No agreed standard.
- Supply URL and date accessed in reference list.

EXAMPLE:

The Open gardens scheme (British Red Cross, 2008)...

Reference list:

British Red Cross (2008) *Open gardens*. Available at:

<http://www.redcross.org.uk/index.asp?id=39992> (Accessed: 17 June 2008)

For further guidance see:

<http://dissc.tees.ac.uk>

CHECK LIST FOR YOUR WRITTEN WORK

- | | |
|--|--------------------------|
| 1. PRESENTATION: FONT, SPACING & MARGINS | <input type="checkbox"/> |
| 2. FRONT PAGE | <input type="checkbox"/> |
| 3. INTRODUCTION & CONCLUSION | <input type="checkbox"/> |
| 4. PAGES NUMBERED | <input type="checkbox"/> |
| 5. NO BULLET POINTS, LISTS OR SUBTITLES | <input type="checkbox"/> |
| 6. SPELL CHECK & PROOF READ | <input type="checkbox"/> |
| 7. CONFIDENTIALITY MAINTAINED | <input type="checkbox"/> |
| 8. INFORMED CONSENT OBTAINED/ FORMS INCLUDED | <input type="checkbox"/> |
| 9. REFERENCING CHECKED | <input type="checkbox"/> |
| 10. ALL CITATIONS INCLUDED | <input type="checkbox"/> |
| 11. REFERENCE LIST | <input type="checkbox"/> |
| 12. ASSESSMENT CRITERIA ADDRESSED | <input type="checkbox"/> |
| 13. TWO IDENTICAL COPIES OF WORK SUBMITTED | <input type="checkbox"/> |