**Award in Childcare and Development**

**How write a bibliography and reference quotes**

* In each assessment task you need to provide at least 2 relevant references and a bibliography.
* The references may come from the same source or different sources.
* References should be used in the main body of the assignment to support the your own work.
* Each reference should be clearly identified by the use of speech marks, bold writing or italics and should also indicate where the information has been taken from.
* If references are not clearly identified, this could be considered to be plagiarism.

“It is important to follow all the policies and procedures in order to keep children safe.” (Bloggs, 2009, p26)

Or According to Bloggs, 2009, p26*It is important to*

* A bibliography is a list of books, websites, magazines articles, DVDs or other

relevant sources may be used. The bibliography should contain the sources of the references together with any other background reading used when writing the assignment. The information in the bibliography should be sufficient to enable the reader to find the source.

For each book you need to include:

• The name of the author(s)

• The year of publication

• The title

• The publisher:

e.g. Bloggs J (2009) Planning for Children, Smith and Co.

For each website you need to include:

• The full web address or URL

• The date you accessed the information:

e.g.www.direct.gov.uk/en/parents 01/04/09

For each journal or magazine you need to include:

• The name of the author of the article

• The title of the article

• The name of the journal or magazine

• The date of publication:

e.g. Bloggs J. Planning for the under 5’s, The New Nursery, 8th April 2009

* Any direct quotes should be clearly identified by the use of speech marks, bold writing or italics and should also indicate where the information has been taken from.
* If references are not clearly identified, this could be considered to be plagiarism and disciplinary action could be taken.
* Where the compensatory marking system is used, marks will be awarded according to the breadth of reading and research and use of appropriate referencing.
* The majority of the assignment should be your own work, therefore you should not copy large extracts from any source.