



ABE ASSIGNMENT GUIDE (Learner)

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Introduction

This document is designed to assist you with understanding the assignment process, including structuring academic malpractice, referencing and submission.

Key points:

- ABE produces and marks all assignments.
- There are three windows per year to complete your assignments.
- Assignments must be submitted through your Centre.
- ABE releases results approximately 12 weeks after submission.

ABE Assignment Units

Level 4	4UIE	Employability and Self Development
	4UESD	Introduction to Entrepreneurship
Level 5	5UBCB	Buyer and Consumer Behaviour
	5UEE	Employee Engagement
	5UMAO	Managing Agile Organisations and People
	5UMSR	Managing Stakeholder Relationships
	5UOM	Operations Management
Level 6	6UGHR	Contemporary Developments in Global HRM
	6ULSC	Leading Strategic Change
	6UODD	Organisational Design, Development and Performance
	6USHR	Strategic HRM
	6USMR	Strategic Marketing Relationships
	6USSR	Strategic Stakeholder Relationships

Assignment format

This section outlines ABEs expectations for submitting your assignment. You will find guidelines and tips on how to develop your assignment.

Structure

Structuring your assignment is fundamental. It allows you to clearly and logically express your ideas, whilst allowing the reader to easily follow your assignment.

Components of a well-structured ABE assignment:



1. Assignment Cover Sheet

Your assignment **must** start with the ABE Assignment Cover Sheet. This can be downloaded from the ABE portal.



ASSIGNMENT COVER SHEET

Centre name						
Learner's name						
ABE membership number						
Unit Name						
Word count						
Learner Statement						
All work that learners submit as part of the ABE assessment requirements must be expressed in their own words and incorporate their own judgements. Direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced. Authors of images used in reports and audio-visual presentations must be acknowledged.						
<input type="checkbox"/>	By checking this box, I	Insert your full name				
	am confirming that the work I am submitting is my own and I have acknowledged ALL the sources of reference I have used in constructing my assignment.					
Date:						
	Day	Month	Year			

For ABE use only	
ABE Mark	ABE 2nd Mark (if applicable)
<input type="text"/>	<input type="text"/>

2. Assignment Context

This section refers to the 'context' section of the assignment brief where you are required to provide background information on your chosen organisation.

- This section is mandatory and **must** accompany your assignment.
- If it is not included your work **will not** be marked.
- It is **not** included in the overall word count



Read the instructions carefully as the required information can vary for different units.

3. Table of Contents

This section is a list of all heading and sub-headings with their commencing page numbers. This section is **not** included in the overall word count.

4. Introduction

This section provides a brief overview of the assignment tasks, theories and concepts applied to your chosen organisation. It outlines the main points covered within the body of your assignment and may also include:

- A relevant citation
- Definition of key terms

Your introduction should not exceed 10% of the length of your assignment. You must provide the word count for this section.



It is recommended to write the introduction last to make sure that it accurately reflects the thread of your assignment.

5. Headings

Your assignment should be divided as per the assignment tasks. Each task should start on a new page with a heading and must be presented in a logical order, e.g. heading 1 refers to task 1.

Once you have completed a task you must provide the word count for this section. You must include the word count for each task.

6. Conclusion

The section allows you to provide final comments on the subject. You should summarise your key findings and make recommendations. You should not introduce any new ideas or concepts.

Your conclusion should not exceed 10% of the length of your assignment. You must provide the word count for this section.

7. Reference List

This section includes a listing of all the references directly used within the body of the assignment. This can include text books, journals, articles, and online sources and more. The list must be arranged alphabetically by the author's last name. This section is **not** included in the overall word count.

Typesetting

ABE's document settings for assignments are:

- Single line spacing (1.0)
- Fonts allowed: Arial, Calibri, Helvetica – only one font must be used throughout the assignment.
- Font: size 12, colour – black.

- Left aligned or justified.

Academic Malpractice

ABE considers academic malpractice as a serious academic offence. You will be penalised depending on the level of similarity of your assignment. Please refer to ABEs Plagiarism and Collusion Policy for more information.

ABE uses Turnitin, an anti-plagiarism software that helps to identify where content has been taken from other sources. This software checks your work against a wide range of sources, analyses the content of your assignment and produces a report that shows a similarity score.

Types of academic malpractice in assignments

Plagiarism

- Taking the work of another person or source and claiming it as your own. Including paragraphs, sentences and the ideas of others without acknowledgement of the source through proper referencing is plagiarism.
- Paraphrasing the work and ideas of others without acknowledgement through proper referencing is also plagiarism.

Collusion

- Two or more learners collaborating to produce work which is submitted by each in an identical, or highly similar, assignment with the claim that the work was independently completed by an individual learner.

Impersonation

- The learner asks someone else to complete all, or part, of their assignment for them and then claims the work as their own.

Poor academic practice (PAP)

ABE differentiates between deliberate malpractice and accidental poor academic practice. Poor academic practice is not as serious as other types of academic malpractice (listed above) but it can still lead to penalties. You commit poor academic practice when you:

- Fail to reference your work consistently and properly throughout your assignment.
- Reference your work properly but the assignment has little original work produced by you; it is mostly comprised of quotes and references from other sources.

In cases of poor academic practice, your mark will be capped at 40.

Preventing Academic Malpractice

Many assignments require you to use sources and references to support your work. This section gives you the tools to reference accurately and avoid plagiarism.

How to avoid plagiarism

To avoid plagiarism, you must reference your assignment. This means:

- Acknowledge that you have used sources, ideas or work from someone else.
- Make your sources traceable by leading the reader to the original source i.e. provide citations for sources of information.

Examples of plagiarism

It has been emphasised that “referencing must be done consistently throughout your work” (Phillips 2014, p. 32)

→This is correct because it is referenced and in quotation marks.

It has been emphasised that referencing must be done consistently throughout your work

→This is incorrect because it is not paraphrased, not referenced and not in quotation marks.

It has been emphasised that referencing must be done consistently throughout your work. (Phillips 2014, p. 32)

→This is incorrect because it is neither paraphrased nor in quotation marks.

It has been highlighted that referencing must be done constantly throughout your work (Phillips 2014, p. 32)

→This is incorrect because changing few words only is not paraphrasing, nor in quotation marks.

ABE's acceptable levels of similarity

- Level 4 - The overall similarity report should not exceed 45% with no more than 25% coming from a single source.
- Level 5 - The overall similarity report should not exceed 40% with no more than 20% coming from a single source.
- Level 6 - The overall similarity report should not exceed 35% with no more than 15% coming from a single source.

Referencing

Learners should use the Harvard Referencing Model to reference their work.

Overview of the Harvard Referencing Model:

- The author-date system
- Referencing must be consistent
- All sources must be acknowledged
- Reference list only includes items referenced in your assignment
- Brief quotations can be included in the body of the text using single quotations
- Lengthy quotations are given in a separate paragraph, indented on both left and right margins using italics and single line spacing

What does Harvard Referencing involve

- **In-text Referencing**, which provides information about the source material of direct quotations and paraphrases within the body of your assignment.
- **Reference list of sources.** This is an alphabetical list of all the books, articles, and electronic sources that you have referred within the body of your assignment. The Reference list is the final section of your assignment.

Creating Citations - Please see the table below for acceptable referencing practices.

	In text example	Reference List Example	Reference List Construction
One Author	<p>Phillips (2014, p. 32) explains that "referencing must be done consistently throughout your work".</p> <p>OR</p> <p>It has been emphasised that referencing must be done consistently throughout your work. (Phillips 2014, p. 32)</p>	<p>Phillips, M. (2014) How to reference, London: Pavilion Press, p. 32</p>	<p>Author/editor's last name, initial(s)</p> <ul style="list-style-type: none"> • Year of publication (in round brackets) • Title (in italics) • Edition (only include the edition number if it is not the first edition) • Place of publication: publisher • Series and volume number (where relevant) • Page(s)
2-3 Authors	<p>The carious process can be described as "the carious process is the metabolic activity in the plaque biofilm resident on the tooth surface" (Banerjee and Watson, 2011, p. 2)</p>	<p>Banerjee, A. and Watson, T.F. (2011) Pickard's manual of operative dentistry. 9th edn. Oxford: Oxford University Press, p. 2</p>	
More than 3 Authors	<p>This was proved by Dym et al. (2009)...</p>	<p>Dym, C.L., Little, P., Orwin, E.J., and Spjut, R.E. (2009) Engineering design: a projectbased introduction. 3rd edn. Hoboken, N.J: Wiley.</p>	
Journal articles	<p>In their review of the literature (Knapik et al., 2015) ...</p>	<p>Knapik, J. J., Cosio-Lima, L. M., and Reynolds, K. L. (2015) 'Efficacy of functional movement screening for predicting injuries in coast guard cadets', The Journal of Strength and Conditioning Research, 29 (5), pp. 1157-1162.</p>	<ul style="list-style-type: none"> • Author (surname followed by initials) • Year of publication (in round brackets) • Title of article (in single quotation marks) • Author (surname followed by initials) • Year of publication (in round brackets) • Title of article (in single quotation marks)

Tutors' handouts	The tutor's handout (Whittingham, 2015) ...	The tutor's handout (Whittingham, 2015) ...	<ul style="list-style-type: none"> • Author or tutor • Year of publication (in round brackets) • Title of item (in single quotation marks) • Module code: module title (in italics) • Available at: URL of VLE • (Accessed: date)
Web page – Individual authors	Snow (2015) stated that 'millions of soldiers died on the Western Front' (Snow, 2015).	Snow, D. (2015) How did so many soldiers survive the trenches? Available at: http://www.bbc.co.uk/guides/z3kgjxs (Accessed: 18 July 2015).	<ul style="list-style-type: none"> • Author • Year that the site was published/last updated (in round brackets) • Title of web page (in italics) • Available at: URL • (Accessed: date)
Web page - Organisations as authors	During WW1 (BBC News, 2014) ...	BBC News (2014) 'Lights out' ends day of WW1 centenary commemorations. Available at: http://www.bbc.co.uk/news/uk-28632223 (Accessed: 17 October 2012).	<ul style="list-style-type: none"> • Organisation • Year that the site was published/last updated (in round brackets) • Title of web page (in italics) • Available at: URL • (Accessed: date)
Printed book with an editor	This was clearly shown in Al-Sabbagh (2015).	Al-Sabbagh, M. (ed.) (2015) Complications in implant dentistry. Philadelphia, Pennsylvania: Elsevier. Series: Dental clinics of North America; v. 59, no. 1.	<ul style="list-style-type: none"> • Author/editor • Year of publication (in round brackets) • Title (in italics) • Edition (only include the edition number if it is not the first edition) • Place of publication: publisher • Series and volume number (where relevant)

Printed book with authors and editors	Lucas (2004) remarks that...	Lucas, G. (2004) <i>The wonders of the Universe</i> . 2nd edn. Edited by Frederick Jones, James Smith and Tony Bradley. London: Smiths.	<ul style="list-style-type: none"> • Author/editor • Year of publication (in round brackets) • Title (in italics) • Edition (only include the edition number if it is not the first edition) • Place of publication: publisher • Series and volume number (where relevant)
Chapter in an edited book	The view proposed by Franklin (2012, p. 88) ...	Franklin, A.W. (2012) 'Management of the problem', in Smith, S.M. (ed.) <i>The maltreatment of children</i> . Lancaster: MTP, pp. 83-95.	<ul style="list-style-type: none"> • Author of the chapter/section • Year of publication (in round brackets) • Title of chapter/section 'in' plus author/editor of book • Place of publication: publisher • Page reference
Book illustrations, figures. Diagrams, logos and tables	Jones' painting illustrated his immense skill (Bevin, 1997, pp. 77-78).	Bevin, A. (1997) <i>Lost Welsh Treasures</i> . London: Davies Publishers, pp. 77-78, illus.	<ul style="list-style-type: none"> • Author of book • Year of publication (in round brackets) • Title of book (in italics) • Place of publication: publisher • Page reference of illustration, figures... illus./fig./diagram/logo/table
Photographs from the internet	The great photograph (Jarvis, 2015)	Jarvis, C. (2015) <i>Blue</i> . Available at: http://www.chasejarvis.com/#s=10&mi=2&pt=1&pi=10000&p=8&a=0&at=0 (Accessed 18 June 2015).	<ul style="list-style-type: none"> • Photographer • Year of publication (in round brackets) • Title of photograph (in italics) • Available at: URL • (Accessed/downloaded: date)

PowerPoint presentations	The great presentation (Whittingham, 2014)...	Whittingham, D. (2014) 'History of warfare' [PowerPoint presentation]. L252: War studies. Available at: https://intranet.bham.ac.uk (Accessed: 7 June 2014).	<ul style="list-style-type: none"> • Author or tutor • Year of publication (in round brackets) • Title of presentation (in single quotation marks) • [PowerPoint presentation] • Module code: module title (in italics) • Available at: URL of VLE • (Accessed: date)
Theses and dissertations	Research by Gregory (1970) suggests that...	Gregory, S. (1970) English military intervention in the Dutch revolt. B.A. Thesis. University of Birmingham. Available at: http://findit.bham.ac.uk/ (Accessed: 18 June 2015).	<ul style="list-style-type: none"> • Author • Year of submission (in round brackets) • Title of thesis (in italics) • Degree statement • Degree-awarding body • If viewed online: • Available at: URL • (Accessed: date)
Company annual reports	The company expanded massively during the first half of the year (BSkyB Ltd, 2012).	BSkyB Ltd. (2012) Annual Report 2012. Available at: http://annualreview2012.sky.com (Accessed: 9 January 2013).	<ul style="list-style-type: none"> • Author or organisation • Year of publication (in round brackets) • Title of report (in italics) • Place of publication: publisher • OR if accessed on the internet: • Available at: URL • (Accessed: date)

Tips

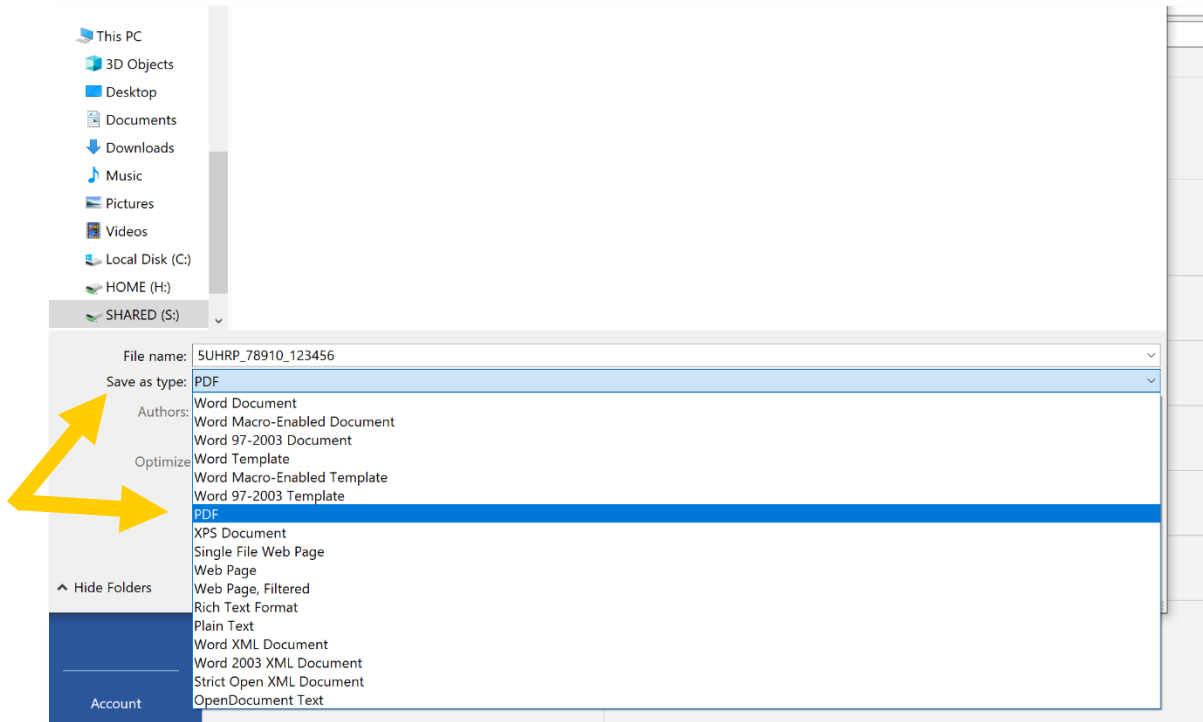
- **Capitals** – You should only capitalise the first letter of the first word of the source. The exception is the names of organisations.
- **Dates** – The year of publication should be given in round brackets after the author or editor’s name i.e. Jones, P. (2013). If there is no date identified, use (n.d.). The date is always in the following format DD MM YYYY (16 June 2013). There are no commas.
- **Page references** – Page references are always as follows: “p. 7” for a single page, or “pp. 7-9” for multiple pages.
- **DOIs** (digital object identifiers)– a character string used to uniquely identify a digital object.
- **In-text citations** – Please note they are included in your overall word count. However, your reference list is not counted in your overall word count.
- **(Accessed:)** – To be used only when you have viewed the source on the internet.
- **(Downloaded:)** – To be used when you have downloaded something i.e. a book onto your computer/device.

Submission

You need to submit your assignment to your centre as a PDF document with your assignment named as follows:

- UnitCode_CentreCode_MembershipNumber e.g. 5UHRP_78910_123456

In order to save a document as a PDF, you need to change the 'save as type' to PDF.



Submission Checklist

Please use this checklist to ensure you have followed the necessary guidelines while developing your assignment.

- The **Assignment Cover Sheet** is the first page and is correctly filled out
- The **chosen organisation** is introduced according to the assignment context
- The assignment is correctly **structured and typeset**
- The **Reference List** includes all the references in an **alphabetical order** and follows the **Harvard Referencing Model**
- The **Table of Contents** has been updated and reflects the correct page numbers
- The overall **word count** is -/+ 10% of the recommended word count
- The assignment is **named** as "Unit code_Centre code_Membership Number"
- The assignment is saved in a **PDF format**

You are now ready to submit your assignment to your centre! – Good Luck