

Assessment 1 - Referencing Assignment (50%)

The first assessment you will do is completing a referencing assignment. This task is designed for you to demonstrate the referencing skills you have learned.

Write a 600-word essay on a current topic related to Tourism Hospitality or Events. You must use the following reference sources and reference using **Harvard Referencing Style** both in text and also in a list at the end.

- **1 book**
- **1 journal**
- **1 trade magazine**
- **1 newspaper**
- **1 online source**

You will then submit your task through Turnitin on Moodle, giving you an early experience of the university's assignment submission and fair academic practice procedures. You will then receive individual feedback on your performance from your tutor. Areas for improvement will also be suggested (formative* feedback)

Students assignment submission guidelines

Assignment/coursework general submission requirements

Written work

- All written work (including exam papers) must be written in the third person.
Example: "This report will analyse the link between effective marketing and increase in restaurant sales"
- File naming convention must include your student name and identification number, module code and name and assessment number
Example: John Smith ST20165345 HLT6044 Employee Resourcing Assignment 1
- Must use font Aerial 12 and 1.5 spacing
- Your work should include a cover page, your lecturer can provide some guidance on how to format your cover page however it is mostly up to you.
- Each page must be numbered.
- Your course, year of study and the relevant module must be included as a "footer" on each page.
- Where appropriate, a contents page, a list of tables/figures and a list of abbreviations should precede your work. Reports must have a Table of content correctly formatted, also you need to use chapters and sub headings to keep your report organised
- All referencing **must** adhere to Harvard Referencing Style (See below for examples)
- A word count must be stated at the end of your work. Please note that the following is not included in the word count:
 - Executive Summary
 - Table of Contents
 - Diagrams, Tables, Charts
 - Referencing
 - Appendix
- Appendices should be kept to the minimum and be of direct relevance to the content of your work.
- All tables and figures must be correctly numbered and labelled.
- Submissions must be made by the due deadline in Moodle/Turnitin. Late submissions will not be accepted and will be considered as no submission 0% marks awarded
- Accepted Turnitin similarity score is between 10% to 25%

Referencing

The **Harvard System** uses the name of the author and the date of publication as a key to the full bibliographic details which are set out in a reference section at the end of the work.

Remember that it is a serious offence to use the works of others without fully and correctly referencing the source(s). Suspected cases of plagiarism and unfair practice are always investigated using the Unfair Practices procedures. This also applies to using other student's work with or without their permission.

In text citations (Including References in the Text)

- When the author's name is mentioned in the text itself, the date alone is inserted in the brackets after the name given, e.g.: Morgan (1999).

- When less direct reference made – one or more authors, name and date are given together – separated by a; or, e.g.: several authors support this theory (Morgan 1999, Westwood 2000, Pritchard and Morgan 2001).
- For multiple authors use surnames or an abbreviated form e.g.: (for 2 authors) Morgan and Pritchard (1999), (for more than 2 authors) Westwood *et al* (2000).
- Where two authors have the same surname, include initials, e.g.: Morgan NJ (1999) and Morgan D (2001).
- If two or more works by the same author in the same year, use a and b etc. e.g: Morgan and Pritchard (2000a, 2000b).
- For direct quotations **always state author, date and page** e.g.: Morgan and Pritchard, 2000:246
- For mass media - if the article gives the author's name, state it e.g.: Calder (1999:3) If not, state the name of the publication, and differentiate between different articles in the same year by using a, b etc. e.g.: (Marketing Week 1999a:4).

Remember that the FULL reference details must be included in the

Quotations can be long or short (over-long quotations should be avoided – as quotations should support, not be a substitute for your own work). Longer quotations (usually over 3 lines) are highlighted by being in a separate paragraph and indented left and right (1.27cm) with a blank line left above and below.

For example - as a prominent researcher has argued:

"there is also the possibility that mature students' greater experience of life and non-academic work may lend a greater perception to their study and work"
(Walker 1975: 11).

A shorter quotation is included within the body of your work, but should also include author(s), date and page number. For example - Woodley (1987) also found that in terms of social class, the picture is skewed towards those already advantaged. He comments that *'The working class was massively under-represented among mature students'* (Woodley 1987: 74). Many other writers endorse this view

In addition to directly quoting an author it is also common to paraphrase their ideas and mention them in recognition. For example - Cross (1981: 61) pointed out that in the USA women express more interest in learning than men ... As this is not a direct quote from Cross, no inverted commas are required.

Reference list (Including References at the End of Your Work)

At the end of your essay/report/proposal/thesis all authors referred to directly or indirectly must be referenced alphabetically. Here are several different types of references:

Books

Williams G.A. (1985) *When Was Wales? A History of the Welsh*, Penguin, London.

Journal Articles

Haven-Tang, C & Jones, E (2006) Learning provision, the labour market and skills needs of the Tourism sector in Wales, *Journal of Human Resources in Hospitality and Tourism*, 5 (2), 13-35.

Book Chapters in an Edited Collection

Haven-Tang, C. & Jones, E. (2005) Human Resource Management in Tourism. In: Beech & Chadwick (eds) *The Business of Tourism Management*, Pearson: Essex, pp89-114.

Official Publications

Welsh Office (1997), *White Paper 'A Voice for Wales'*, Welsh Office, Cardiff.

Newspaper Articles

Waters D. (1998) 'Artistic Renaissance of Cool Cymru', *Western Mail* 4 May: 11. 23 or:
Anon. (1995) 'Selling Wales with Castles and Coracles', *Western Mail* 3 May: 6.

Unpublished Theses

Haven, C.L. (2002) *Attitudes in Wales towards careers in tourism and hospitality*, unpublished PhD. thesis, University of Wales.

Internet Sites

Swart, K. and Smith-Christensen, C. (2005) *Contributing towards a research culture in the event tourism industry – a public private sector partnership* [online]. Available from: <http://www.iipr.org/conference/africaconf2005/Concurrent/Presentations/Edu.%20Forum/Swart-Presentation-Summary-for-Educators-Forum.pdf>. [Accessed on 10 October 2005]. *(NB. It is essential to quote the site and date you accessed the site).*