

General comments/pointers for Portfolio Assessment.

Overall:

- Missing title pages and work not double spaced.
 - Please remember to include a title page and start the main body of your work on the second page. Academic work should be 1.5 or double spaced.
- No headings to part 1 to indicate which section was being summarised
- Do not use contractions (don't, won't, wasn't, etc)
- Font changes
 - Remember that you are going to be assessed on your professional/academic skills, and this includes the formatting of your work. Font changes half way through a page isn't academic – proof read prior to submission to ensure this isn't an issue.
- Putting the parts of the portfolio in a different order than is outlined on the proforma (and below)
 - This may seem picky, and perhaps it is! But as you progress through your degree you will be expected to follow basic instructions in regards to your assessments, and this may include something as simple as the order in which you present information.

Part 1 - Summary:

- References in text were not required – but if they were to be included then they needed to be cited correctly within the text (most issues were with secondary sources so, again, if these are to be included they need to be cited correctly as secondary sources)
- Paragraphs required to structure work appropriately and to include breaks/flow to new concept.
- Gross citation doesn't need to be included at the end of each paragraph of information.

Part 2 - Abstracts:

- There is no requirement for any headings within an abstract. These should be written as a single paragraph of between 120 and 150 words, and should contain the most important (and interesting) elements from each of the four main parts of the articles:
 - What is the background to the research idea/why is this study being conducted [introduction],
 - What did the researchers do to collect data, who did they use [method],
 - What did they find, specifically, that was important and answered their research questions (or not, as in some cases – this is also important!) [results],
 - Why are these results interesting and what the implications for the topic/field are, or what has been suggested as further research [discussion]

- In general, the topic areas have been 'summarised' relatively well, but many abstracts were missing the study-specific information that made these strong abstracts.
 - Study specific information such as specific methodological information (participants, explanation of correct measures, accurate procedure) and findings (a lot of abstracts had omitted any information from the results sections).

Part 3 - Reference list:

- APA 6th style must be followed.
- Many reference lists submitted contained many different styles and forms of text – absolutely fine to copy and paste from the PDF version on Moodle but make sure you check your work before you submit! As above, remember you are being marked on your transferable and professional skills. An assessment with changing font every few words is not professional.
- For journal article references - placing title of article and name of the journal the wrong way around. Remember that the title of the article goes first (after the date of publication) and is NOT in italics. The name of the journal follows this and IS in italics, with a capital letter to start each main word.
- Using 'pages x-y' or (pp. x-y) – remember for APA referencing you simply include the numbers of the pages (e.g., 289-291)
- Inclusion of 'Volume' and 'issue' – neither are required, simply include the numbers of each of these (and, again, remember – volume number is italicised, issue number is contained within parentheses and is not italicised)
- When referencing a website, you do not need to include a retrieval date – but you do need to include 'Retrieved from https:.....'.
- Date for website references – structure is year, month day (if required)
- Quotation marks are not to be included for any reference in the reference list.
- Where there are more than seven authors (as in the case of the Phelps et al. reference) you reference the first six authors (as standard – surname, initial), then include three ellipsis points (...) and end with the LAST author (for this reference you would then be omitting two authors from this reference)
- Always include an ampersand (&) and not the word 'and' in the reference list
- Not including the full name of the book, or article title – this was provided for you and so it should be in the reference