



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

## **National Dyslexia Resource Centre Library and User Guide**

For Guild members or students enrolled on  
CPD and Postgraduate Courses

**September 2024 – August 2025**  
[dyslexiaguild.org.uk/](https://dyslexiaguild.org.uk/)

Dyslexia Action Training and Professional Development,  
Centurion House, London Road, Staines-upon-Thames TW18 4AX

[dyslexiaaction.org.uk](https://dyslexiaaction.org.uk)

Tel:+44(0) 1784 222342

## **TABLE OF CONTENTS**

<b>About the Library</b>	<b>3</b>
<b>Dyslexia Guild Membership</b>	<b>3</b>
<b>Disclaimer</b>	<b>3</b>
<b>Explanation of Terms</b>	<b>4</b>
<b>Accessibility</b>	<b>4</b>
<b>Copyright</b>	<b>4</b>
<b>How do I become a library member?</b>	<b>4</b>
<b>Grades of Guild Membership:</b>	<b>4</b>
<b>About the Library Catalogue</b>	<b>5</b>
<b>How to log in to the library catalogue</b>	<b>5</b>
<b>How to change your password</b>	<b>5</b>
<b>How to search the library catalogue for hard copy (physical) and some e-books</b>	<b>6</b>
Search results – what am I looking at?	6
<b>Accessing e-books</b>	<b>7</b>
<b>Borrowing items</b>	<b>9</b>
<b>Getting more out of the library</b>	<b>10</b>
<b>Using Lists and Cart</b>	<b>10</b>
<b>Placing a reservation on hold</b>	<b>13</b>
<b>Renewing your items</b>	<b>14</b>
<b>More library catalogue options</b>	<b>14</b>
<b>Electronic Journals and Ebooks Portal - EBSCO</b>	<b>15</b>
<b>EBSCO Search Results – what am I seeing?</b>	<b>17</b>
<b>Searching for items outside the library</b>	<b>18</b>
<b>Information Literacy Skills</b>	<b>19</b>
<b>Referencing and Citation</b>	<b>19</b>
<b>Contact Details</b>	<b>20</b>

## About the Library

The National Dyslexia Resource Centre is a specialist library, based at Dyslexia Action, which contains materials on teaching, learning, assessment and current research in the field of Dyslexia and related Specific Learning Difficulties in both electronic and hard copy formats.

The library is a benefit of Dyslexia Guild membership.

Please call the Librarian on 01784 222342 for advice. Borrowed library items should be returned during weekdays to: Dyslexia Action NDRC, Centurion House, Staines, Surrey TW18 4AX.

## Dyslexia Guild Membership

All course participants are strongly encouraged to become members of [The Dyslexia Guild](#), a membership network and professional association for practitioners in Dyslexia and SpLD.

The Dyslexia Guild is the professional membership association of Dyslexia Action; members include specialist teachers, assessment practitioners and graduates of our Postgraduate and partner programmes. The Guild provides a wide range of [benefits to members](#). Guild members with appropriate qualifications are able to purchase tests at a discounted price from [The Dyslexia Action Shop](#) or renew their [Assessment Practising Certificate](#) through The Dyslexia Guild.

See: [dyslexiaguild.org.uk](https://dyslexiaguild.org.uk)

Selected participants starting on our [Postgraduate Programme Module DAPP21-01](#) are offered 12 months of complimentary Guild membership. Once this has expired you will be expected to join and pay for membership, regardless of where you are in your studies.

## Disclaimer

This document is subject to regular revision and replaces any earlier version produced by Dyslexia Action. Whereas every effort has been made to ensure the accuracy of the information contained in this document, Dyslexia Action Training and Professional Development is unable to provide any warranty concerning the accuracy or completeness of any information contained herein and in the associated website. Dyslexia Action reserves the right to make changes to the information given and to change the content of courses. Applicants will receive additional, current information during the admissions process and on joining their chosen course.

Dyslexia Action Training and Professional Development assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within its publications or downloaded from its website.

## Explanation of Terms

**Article** – Usually within a journal, magazine or newspaper, it can be an electronic copy or a hard copy.

**Availability: Items available for loan or Checked Out.** Available means it is sitting on the library shelves (see Borrowing Items). Checked Out means another person has borrowed it (see Placing a Reservation or Hold).

**Borrower** – A person who borrows library items, also known as a **Patron**.

**Cart** – a temporary list of items that will be lost once you log out

**Check Out** – When a book or physical item is issued to a borrower

**Check In** – When a book or physical item is returned to the library.

**E-Book** – A book that is available online in various electronic formats, this can include pdfs. They can be read online or downloaded for a short period of time

**E-Journal** – A magazine, journal or periodical that is available online in various formats. This can include pdfs. They can be read online or downloaded for a short period of time

**Electronic copy** – available online digitally in various formats and this can include pdfs. They can be read online or downloaded for a short period of time

**Copyright law** – Libraries supply materials within UK copyright law and we hold a Higher Education licence via the Copyright Licensing Agency (CLA). Restrictions apply to certain items and practises in order to comply with these.

**Hard copy resources** - This includes all the items that are in a physical format and are held on the shelves in the library i.e. books in both hardback and paperback, journals, audio visual formats such as Compact Disc, kits and games.

**Hold** – A reservation placed upon an item that is currently on loan to another borrower.

**NDRC** – The National Dyslexia Resource Centre library

**Participant** – The person who is studying on a course

**Renew** – Extend the loan period on the hard-copy physical items you have borrowed

## Accessibility

If you would like to receive a copy of this document in large print or in another format, please contact Dyslexia Action Training and Professional Development directly for assistance.

## Copyright

All rights reserved. All information and material contained within this document and the website it is accessed from, is copyrighted and the copyright belongs to Dyslexia Action. If you wish to apply for permission to use any materials found within the Dyslexia Action Training and Professional Development e-learning site, please contact Dyslexia Action at the address given in the materials or on the website.

## How do I become a library member?

Join [The Dyslexia Guild](#) and then [contact the librarian](#) to set up library access for you.

## Grades of Guild Membership:

**Affiliate Online Members and those based outside the UK** – entitled to an electronic access to resources. This means you will not have access to the postal loans system for hard copy (physical) resources. You can borrow hard copy resources if you are paying the full rate for Affiliate membership and are based within the UK.

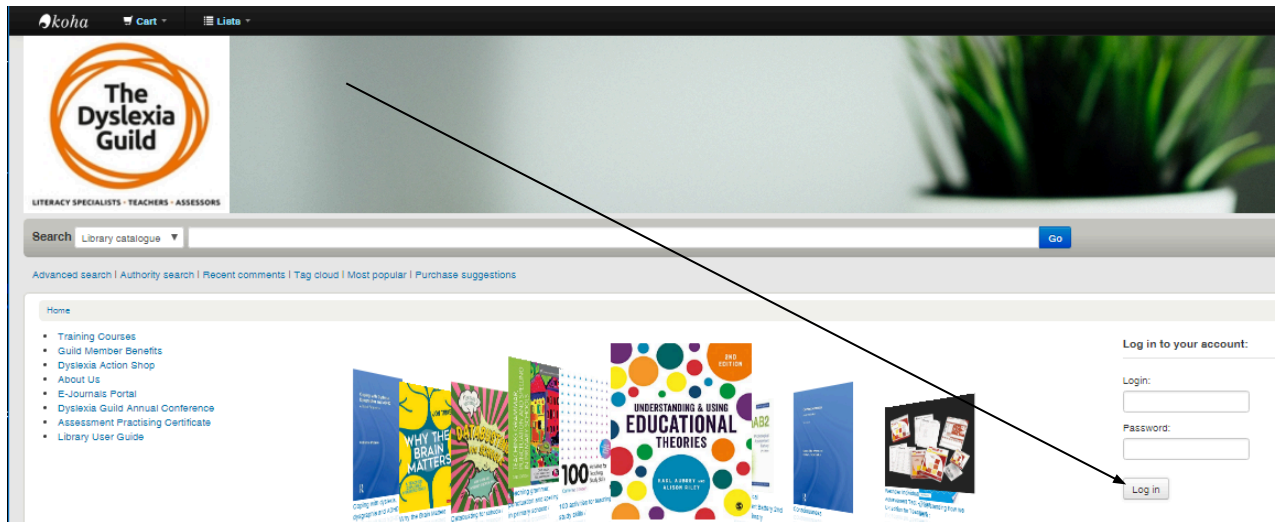
**Associate, Member or Fellow** – entitled to full library benefits including a postal loan service for those based in the UK. Assessment Resources are available for loan only to those who are qualified to use them. Participants on our Level 7 assessment modules or Real Training [CCET](#), [CPT3A](#) or [D-PRW](#) courses may access selected assessment resources through the [Dyslexia Action Shop study purchase scheme](#)

# About the Library Catalogue

The Library Catalogue is available at: [koha.dyslexiaguild.org.uk/](http://koha.dyslexiaguild.org.uk/) and you will be able to see all content. If you wish to read e-books, renew your items, place holds on items or create lists, you need to log in.

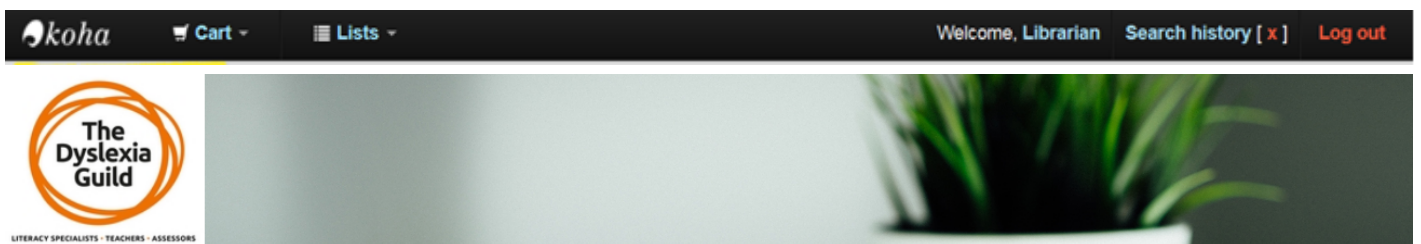
# How to log in to the library catalogue

Go to the [library catalogue \(OPAC\) link](#) and enter the login and password details the Librarian sent you. Contact [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk) if you do not have this. Then click the 'Login' button.

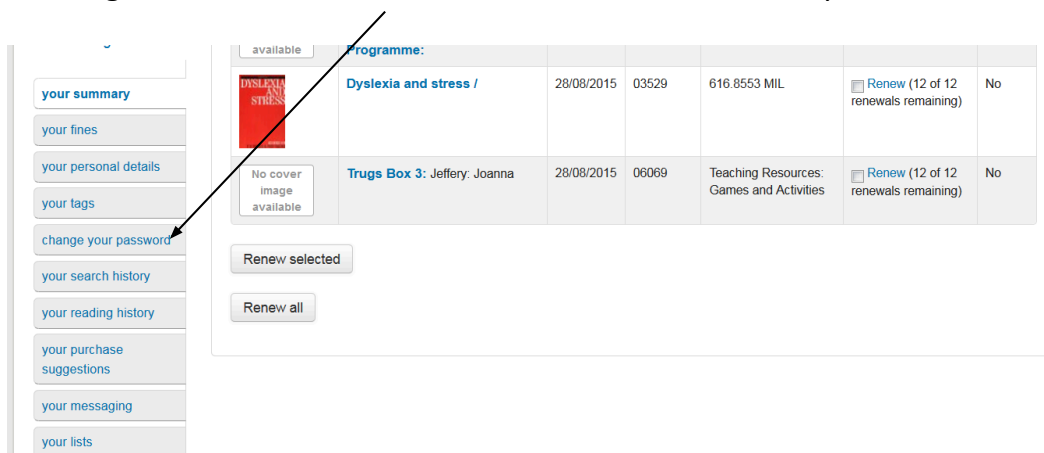


# How to change your password

Click on your name in the black bar at the top of the screen.



Click on **Change Your Password** on the left-hand side of the screen if you want to change it.



## How to search the library catalogue for hard copy (physical) and some e-books

There are two ways to search. Just type a Keyword or an Author Surname or a Title into the **Search Box** at the top of the screen and click **Go**.



It is better to put less in the search box to **widen** your results.

Alternatively, click on the **Advanced Search** link underneath the normal search bar.

This will help you to **narrow** down the results. Use the search fields and change the **Search for** menus

[Advanced search](#) | [Authority search](#) | [Recent comments](#) | [Tag cloud](#) | [Most popular](#) | [Purchase suggestions](#)

[Home](#) > [Advanced search](#)

### Search for:

Keyword

and Author

and Subject

**Item type**

If you wanted to restrict your search to particular items, **e-books only** for example, you can click in the Item type box.

### Limit to any of the following:

- Archive
- Article
- Assessment Test
- Book
- Book and Cassette
- Book and Computer
- Book and Game
- Computer Files
- Departmental Resources
- Disk
- Electronic book
- Electronic journal, magazine or periodical
- Folder
- Game
- Journal, magazine or periodical
- Kit
- Loose Leaf

Many more e-books and e-journals are available on our EBSCO database - see page 15.

## Search results – what am I looking at?

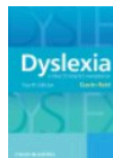
A list of results appears. Books and items held in the library will have a shelf number or name, in this case 371.9144 REI and will either say **Availability: Items available for loan** or **Checked Out**. Available means it is sitting on the library shelves (see Borrowing Items p.9). Checked Out means another person has borrowed it (see Placing a Reservation or Hold p. 13).

3. **Dyslexia: a practitioner's handbook / Gavin Reid.**  
by Reid, Gavin.  
Edition: 3rd ed.  
Material type: Book  
Publisher: Chichester : Wiley, c2003  
Other title: **Dyslexia a practitioner's handbook.**  
Availability: **Items available for loan: [371.9144 REI] (1).**  
★★★★★  
[Place hold](#) [Add tag](#) [Save to Lists](#) [Add to cart](#)



**E-books** look like this example below and it tells you here that it is an electronic resource.

4. **Dyslexia [electronic resource] : a practitioner's handbook / Gavin Reid.**  
by Reid, Gavin.  
Edition: 4th ed.  
Material type: Book; Format: electronic available online ; Literary form: not fiction ; Audience: Specialized;  
Publisher: Chichester : Wiley-Blackwell, 2009  
Online Access: [Click here to access online](#)  
Availability: No items available  
★★★★★  
[Add tag](#) [Save to Lists](#) [Add to cart](#)

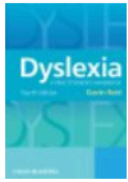


If you want to find out a bit more about an item and the subjects it might cover, **click on the title of the book** to see a summary at the bottom of the screen

## Accessing e-books

If you want to access an ebook use the **Click here to access online** hyperlink.

4. **Dyslexia [electronic resource] : a practitioner's handbook / Gavin Reid.**  
by Reid, Gavin.  
Edition: 4th ed.  
Material type: Book; Format: electronic available online ; Literary form: not fiction ; Audience: Specialized;  
Publisher: Chichester : Wiley-Blackwell, 2009  
Online Access: [Click here to access online](#)  
Availability: No items available  
★★★★★  
[Add tag](#) [Save to Lists](#) [Add to cart](#)



You will be taken to a page where you will need to **enter your library log in details once more** to verify your right of access.

## To access this online resource you must

Please login using your library card number and password below:

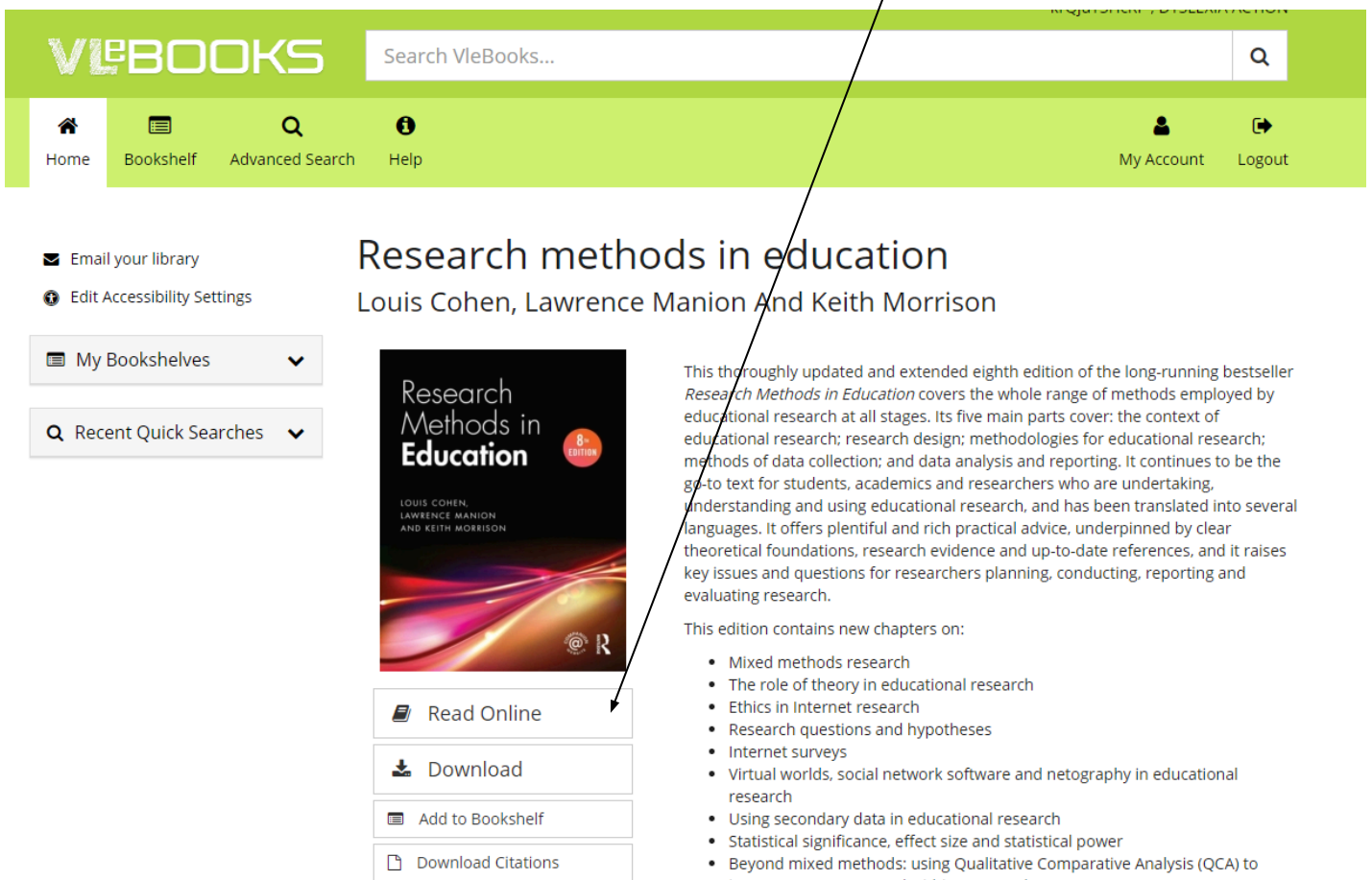
Please enter your cardnumber:

Please enter your password:

Login

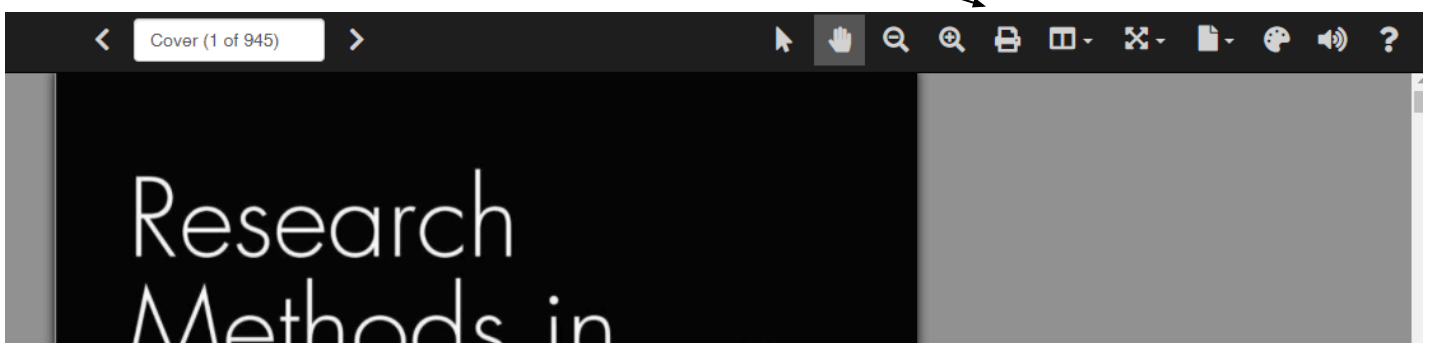


You may be asked to acknowledge the **terms and conditions** of the E-book platform.  
You will now be able to either **download it for a period of 24 hours only** or **read online**.



The screenshot shows the VleBooks website interface. At the top, there is a search bar and navigation links for Home, Bookshelf, Advanced Search, and Help. On the right, there are links for My Account and Logout. The main content area features the book title 'Research methods in education' by Louis Cohen, Lawrence Manion, and Keith Morrison. Below the title is a book cover image. To the right of the cover is a detailed description of the book, followed by a list of new chapters in this edition. Below the cover image, there are four buttons: 'Read Online', 'Download', 'Add to Bookshelf', and 'Download Citations'. An arrow points from the text above to the 'Read Online' button.

You will only be **allowed to print out a part of the book**, either a number of pages or one chapter in accordance with Copyright law. **Downloads will only last 24 hours**, Kindle formats are not available.

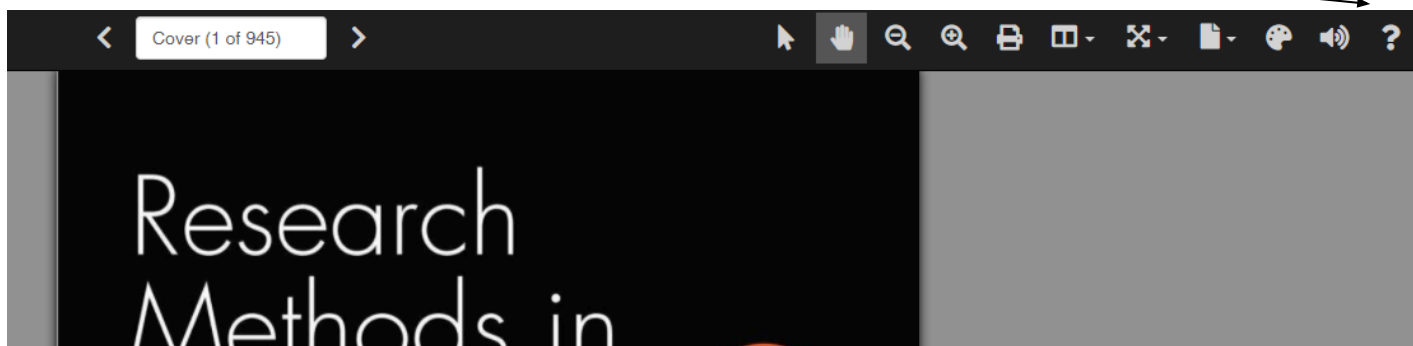


The screenshot shows the e-book viewer interface. At the top, there is a navigation bar with a back arrow, a page indicator 'Cover (1 of 945)', and a forward arrow. To the right of the page indicator is a toolbar with various icons for navigation and printing, including a hand icon, a magnifying glass, a printer icon, a document icon, a close icon, a speech bubble icon, and a question mark icon. Below the navigation bar, the book cover is displayed with the title 'Research Methods in Education'.



**NB:** Software requirements for downloading e-book chapters are [Adobe Digital Editions](#)

If you are experiencing problems, please click the **HELP** Question mark button for User Guides



This will give you guides on how to download using various software and devices

### Reading Electronic Books with Assistive Technology options

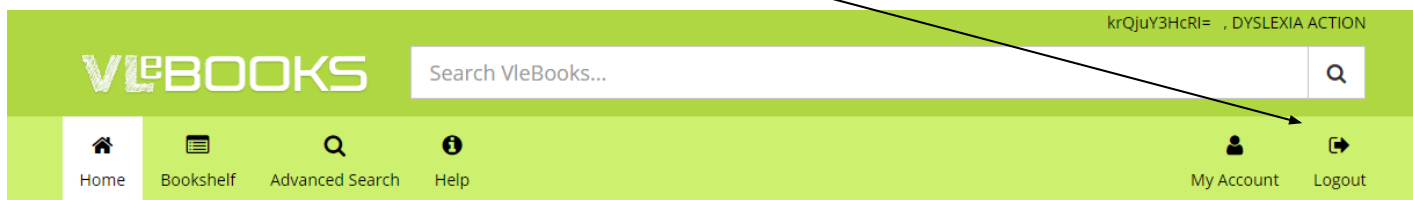
The book must be downloaded to your computer (i.e. not just be opened in the browser).

It is suggested participants use Adobe Acrobat Reader to open the downloaded PDF titles (books) on Mac and PC.

### Using the [Read Out Loud Text-to-Speech feature](#) on Adobe Acrobat Reader

If you are a student who is trying to open a pdf link from **Moodle** to access a resource, and are having difficulties, contact the Librarian via [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk)

Do not forget to sign out before leaving the E-Book platform!



## Borrowing items

You can borrow up to six hard copy items for three weeks at a time. (Affiliate Online and Overseas members can only access electronic items). The due date is usually printed inside the front or back cover of an item. We offer a postal loans system for those based in the UK, Northern Ireland, Wales and Scotland. You will only incur postage charges when you return the item(s) to the library.

Contact [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk) and let the librarian know which items you wish to borrow or use the CART (see next page).

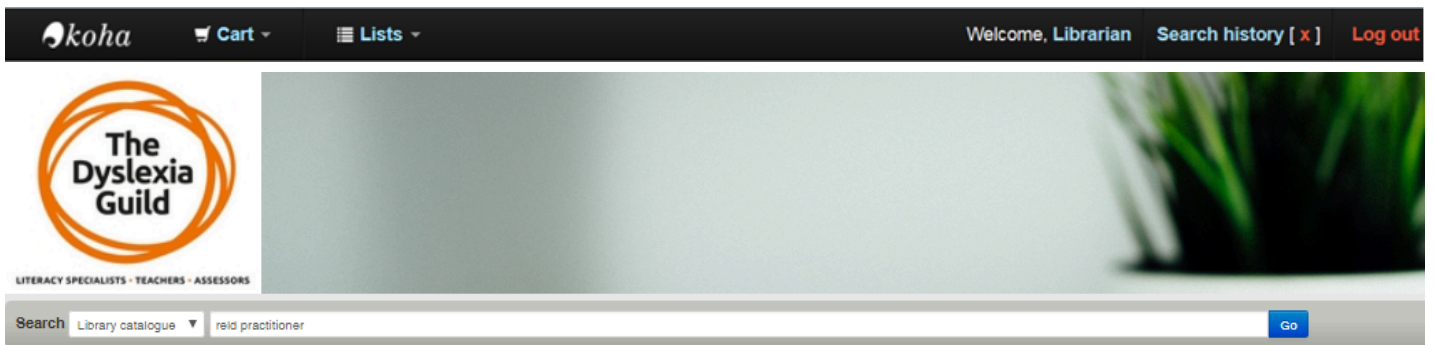
**Valuable materials and assessment tests.** Items that are rare or valuable will be sent via a courier service, usually Parcelforce, with insurance to the value of the item to cover replacement costs should the item(s) be lost or damaged in transit. We expect you to return said items with a similar service as **you will be liable for any replacement cost should they be lost or returned damaged**

Some diagnostic assessment materials are restricted to those who are qualified to use them. This will appear as a note on such items in the catalogue. We may ask you to provide evidence of your qualifications. Students on our courses should contact the librarian about borrowing such items or via the Dyslexia Action Shop [Study Purchase Scheme](#).

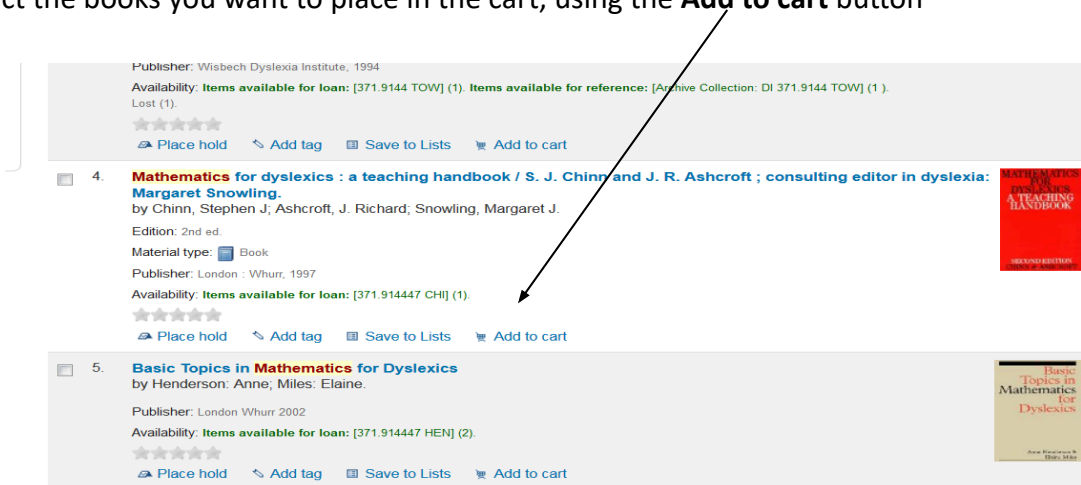
# Getting more out of the library

## Using Lists and Cart

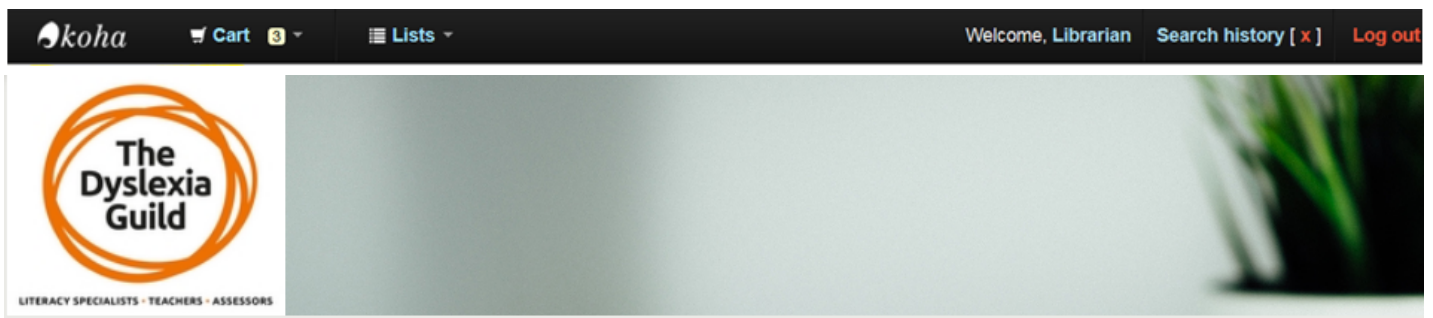
The **Items Cart** creates a **temporary list** of items that you select and **will be lost once you log out**.



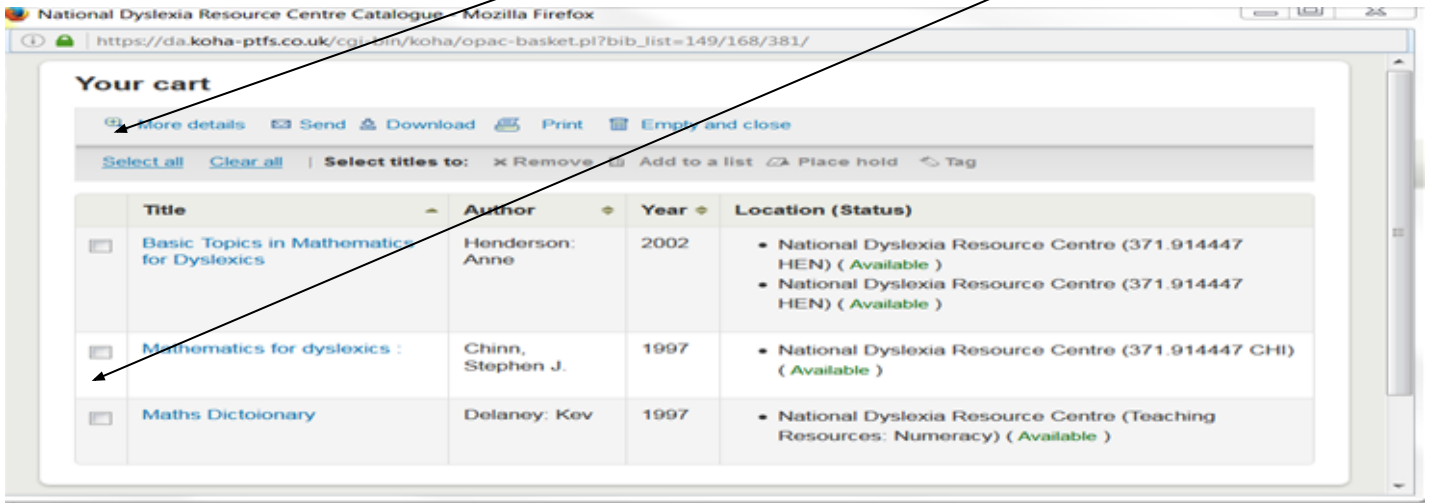
You can use the **Cart** to send a list of books you would like to borrow to the librarian. Search for your items, then select the books you want to place in the cart, using the **Add to cart** button



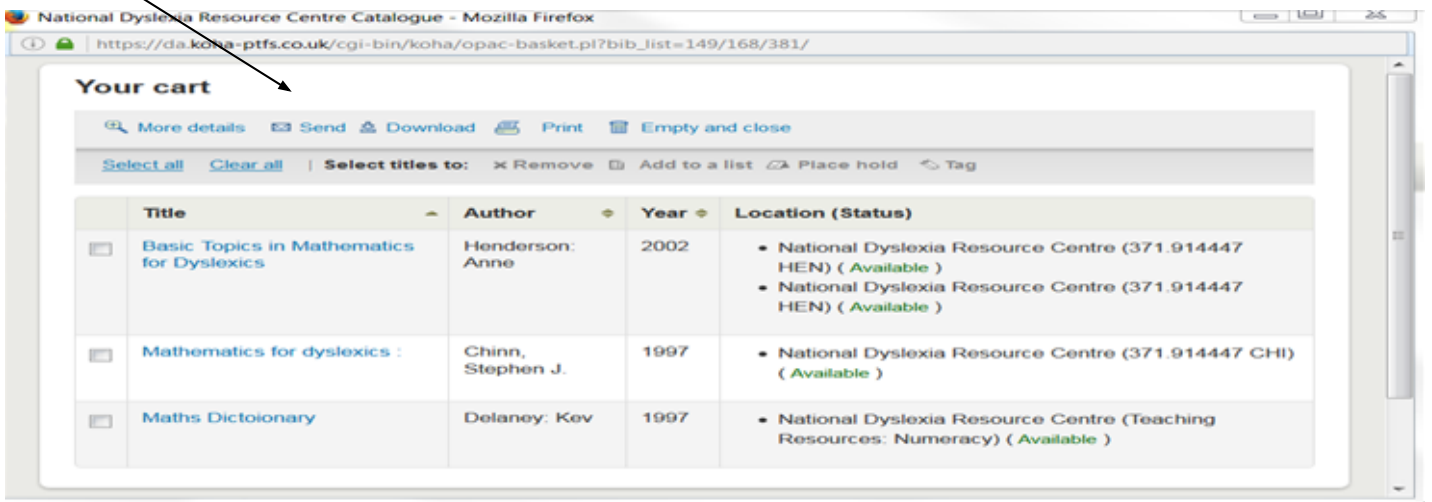
Once you have added items to your cart, click **Cart**, click on the **down arrow** and then click the **text box** that appears e.g. "Items in your cart 3".



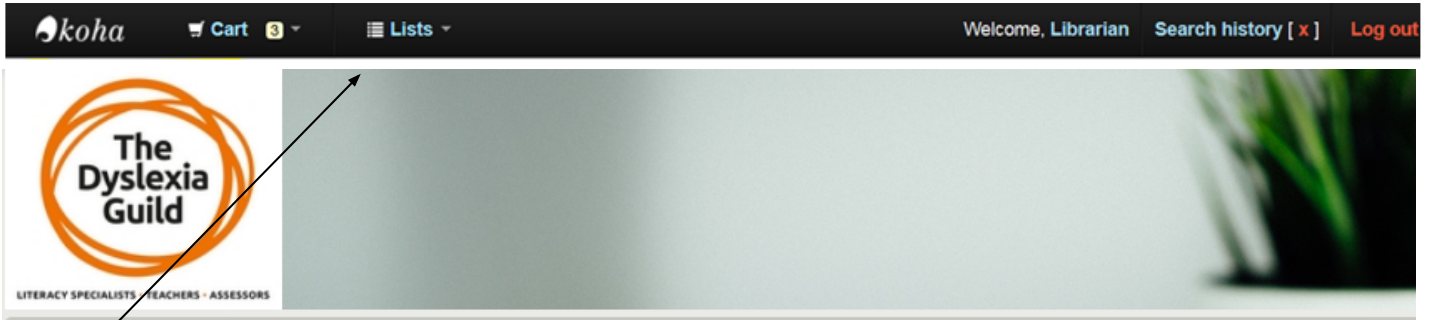
You will see a new window open. Either **Select All** or select some or one of the items



More options will appear to: remove, add to a permanent list, place a hold or tag items in the cart. You can also **Send** the cart to the librarian, including any instructions or notes.



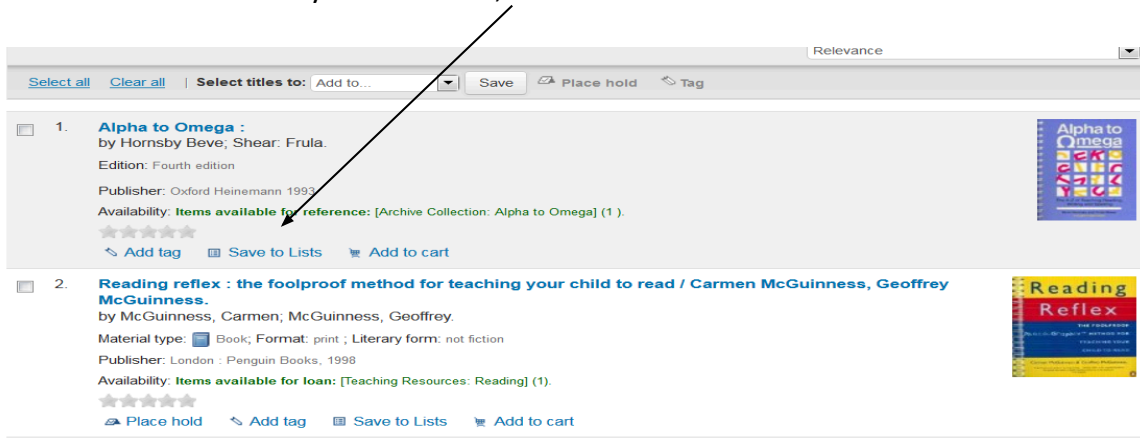
\*Remember, the CART will be lost once you log out\*



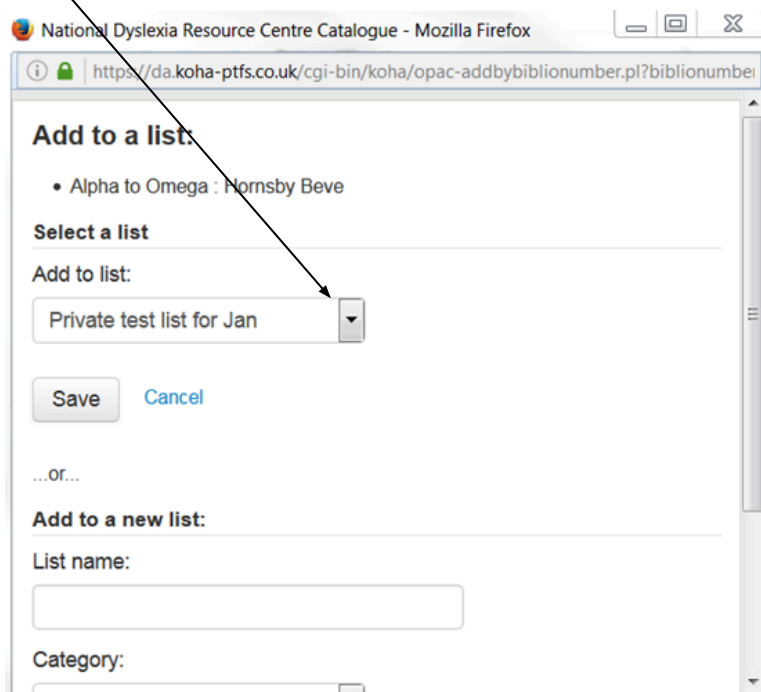
Use **Lists** to create something more permanent which you can either keep as a **private** list or make **public**. These lists will be available each time you log in.

The Librarian has compiled some public lists which includes some of the items associated with or useful as supplementary reading. They will help you to further explore subjects and are not compulsory reading. Use the **drop-down menu arrow** (next to the word Lists) **to view** them.

To make your own Lists, search for items and **Save to Lists**.

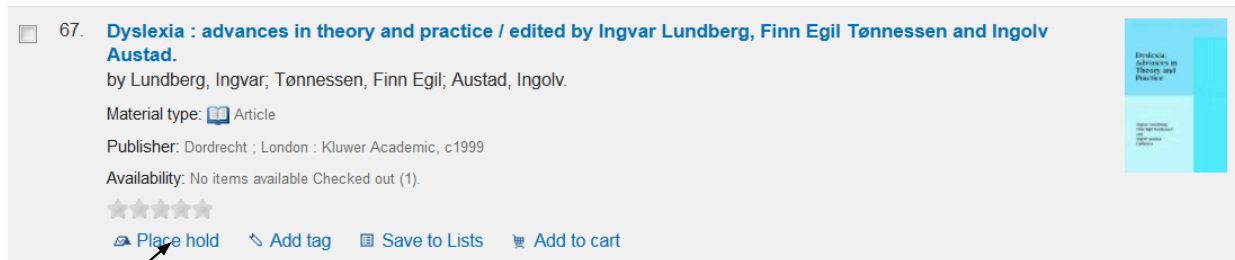


Ensure you select **Private** or **Public** in the Category dropdown. **Public lists will be seen** by other library users.



# Placing a reservation on hold

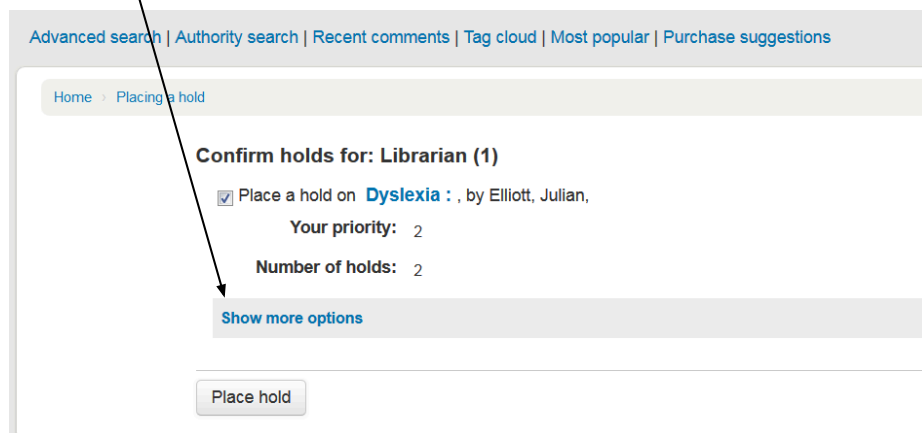
If the item you need is already on loan, i.e. **checked out**, see **Availability**, you may place a hold on it (Affiliate Online or Overseas membership does not allow this).



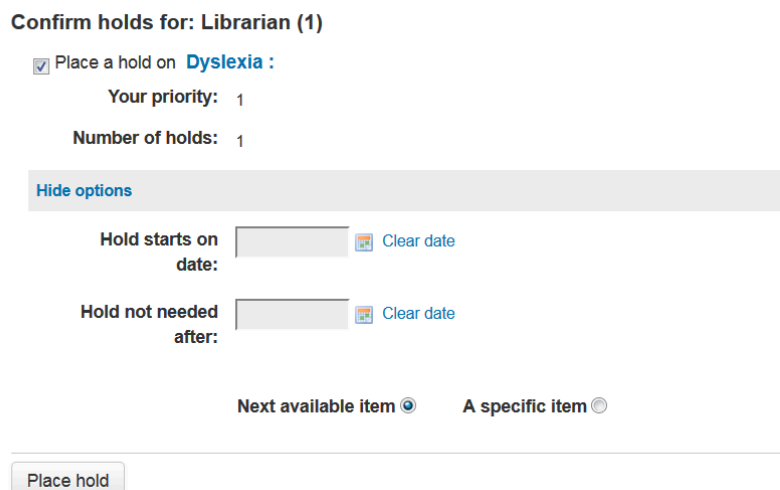
**Placing the hold** means that you will be put in a queue to be the next person to borrow the item. The person who already has the item will not be able to renew it.

## Using **Show More Options**

allows you to set the date of when the reservation will start but also a date after which you will no longer want the item.



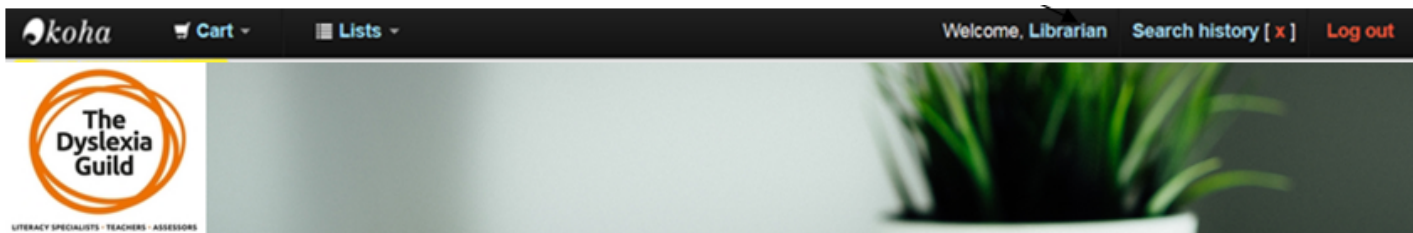
This is useful if you have an **assignment deadline** or an assessment booked and you do not want it after that date.




Once the item has been returned you receive an email alert. Contact [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk) to arrange to have the item posted to you or let us know if you no longer need it.

## Renewing your items

You can renew your items for another three weeks **unless someone has placed a hold** on an item you have on loan. Look to the top black bar and **click on your name to get to your account**.



**Your Summary** shows the items you have out on loan. You can either renew items individually by ticking the box and then clicking **Renew Selected**

available	Programme:					
	Dyslexia and stress /	28/08/2015	03529	616.8553 MIL	<input type="checkbox"/> Renew (12 of 12 renewals remaining)	No
No cover image available	Trugs Box 3: Jeffery: Joanna	28/08/2015	06069	Teaching Resources: Games and Activities	<input type="checkbox"/> Renew (12 of 12 renewals remaining)	No

Or you can renew them all at once. It will not renew if it has a Hold or you have reached the renewal limit.

## More library catalogue options

When in your library account you can see more options below **Your summary**.

**Your Fines** – We do not charge fines but should you fail to return items or return them damaged, we will invoice you for the cost of replacement.

**Your tags** – when searching you are presented with a list. Each item has a box next to it. If you click in the boxes you can tag the items adding a label. A list of your tags appears in your account so you can retrieve them later.

**Your Reading History** – a list of all the items you have borrowed from the library.

**Your Purchase Suggestions** – if there is an item that you think the library really should have then you can suggest it here. Purchases are subject to budgetary constraints and the librarian will let you know if the purchase is approved.

**Your Messaging** – the setting for the automatic email messages you get from the library system.



# Electronic Journals and Ebooks Portal - EBSCO

The EBSCO collection acts as a gateway to the **electronic Journals and other ebooks** that we subscribe to as an Institution.

EBSCOhost is an e-journals database that has two excellent collections: *Psychology and Behavioural Sciences Collection*, and, *Education Research Complete* as well as e-books. These will give you access to over 1,600 journals, many e-Books and monographs.

Participants on our courses can also access EBSCO when they are logged into our virtual learning platforms Moodle or Campus Online. If you have problems and are presented with an EBSCO login screen, contact the Librarian or Moodle Support [moodlesupport@dyslexiaaction.org.uk](mailto:moodlesupport@dyslexiaaction.org.uk)

Guild members can either access EBSCO from the link on the left-hand side of the Library catalogue main page or Log in to the [Guild members portal](#) and see [Member Benefits](#), E-Journal and E-book Access:

## Select EBSCOhost Research Databases





Follow the instructions in the EBSCOhost window by **selecting one or all**. If you wish to see a list of the journals that are in each database, click the Title List underneath the collection name.

**Choose Databases** REAL G

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

**Continue**

Select / deselect all

**Psychology and Behavioral Sciences Collection**

*Psychology & Behavioral Sciences Collection* is a comprehensive database covering information concerning topics in emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods. This is the world's largest full text psychology database offering full text coverage for nearly 400 journals.

[Title List](#) [More Information](#)

**Education Research Complete**

*Education Research Complete* is the definitive online resource for education research. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. *Education Research Complete* provides indexing and abstracts for more than 2,100 journals, as well as full text for more than 1,200 journals, and includes full text for nearly 500 books and monographs.

[Title List](#) [More Information](#)

**Continue**

You may be surprised at what appears in which database, for example the journal title *Dyslexia* ISSN 1099-0909 is in the Psychology database.

If you need to understand how to use EBSCO, use the **More Information** button for guides or help. You can also find tips on Boolean searching, using AND OR NOT operators in your fields. It is useful for filtering out words that might have several different meanings, i.e.

Spectacles **NOT** glasses – This would retrieve results with spectacles, and **excludes** those with glasses

Dyslexia **AND** Reading – This would retrieve results with **both** dyslexia and reading in them

College **OR** University – This would retrieve results with at least one of the terms in them, **either** college, or with university

**EBook Collection (EBSCOhost)** – if you select this collection of e-books that we have made available, you will see a moving carousel, click on the front cover of the books or type the title into the search box. You can read online or download a chapter or 10% of the book within copyright law. Downloads are for 24 hours only, automatically deleting from your device.

realgroup™

Searching: **eBook Collection (EBSCOhost)** | [Choose Databases](#)

Enter any words to find books, journals and more

**Search** [Create Alert ?](#)

[Search Options](#) [Basic Search](#) [Advanced Search](#) [Search History](#)

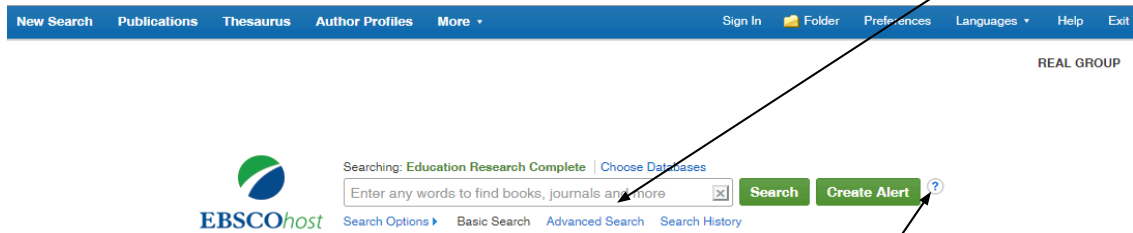
COGNITION IN EDUCATION

**Dyslexia**  
An Evidence-Based Approach  
The Praxis guide

Cognitive Psychology

CHILDHOOD COGNITIVE DEVELOPMENT

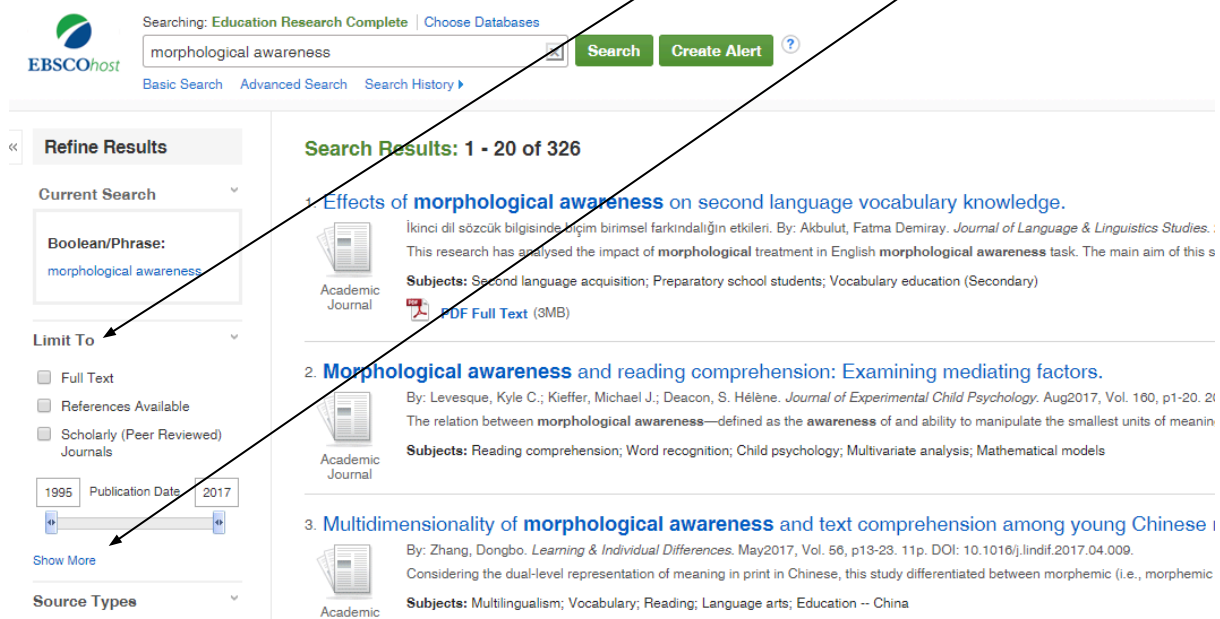
If you selected the **Journals Databases**, on the search screen you can choose **Basic** or **Advanced** Search



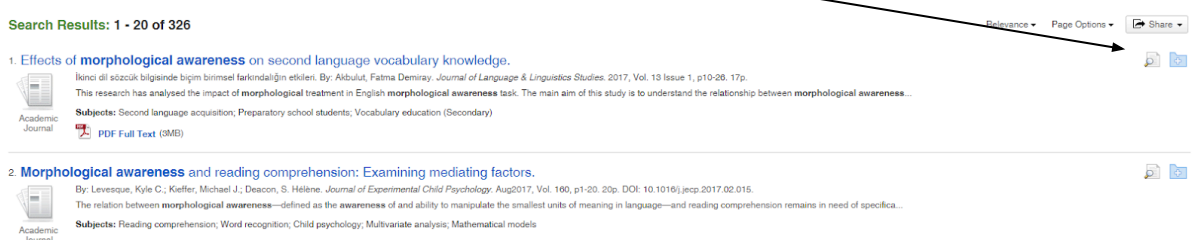
You can also get more help on Searching or watch a tutorial by using the? symbol next to the search box.

## EBSCO Search Results – what am I seeing?

Once you have a list of results you can revise your search under **Limit to Full Text** or **Show More** for extra options



You can quickly see if you have access to the PDF **full text** or just the abstract by looking at the list or using the magnifier symbol on the right- hand side

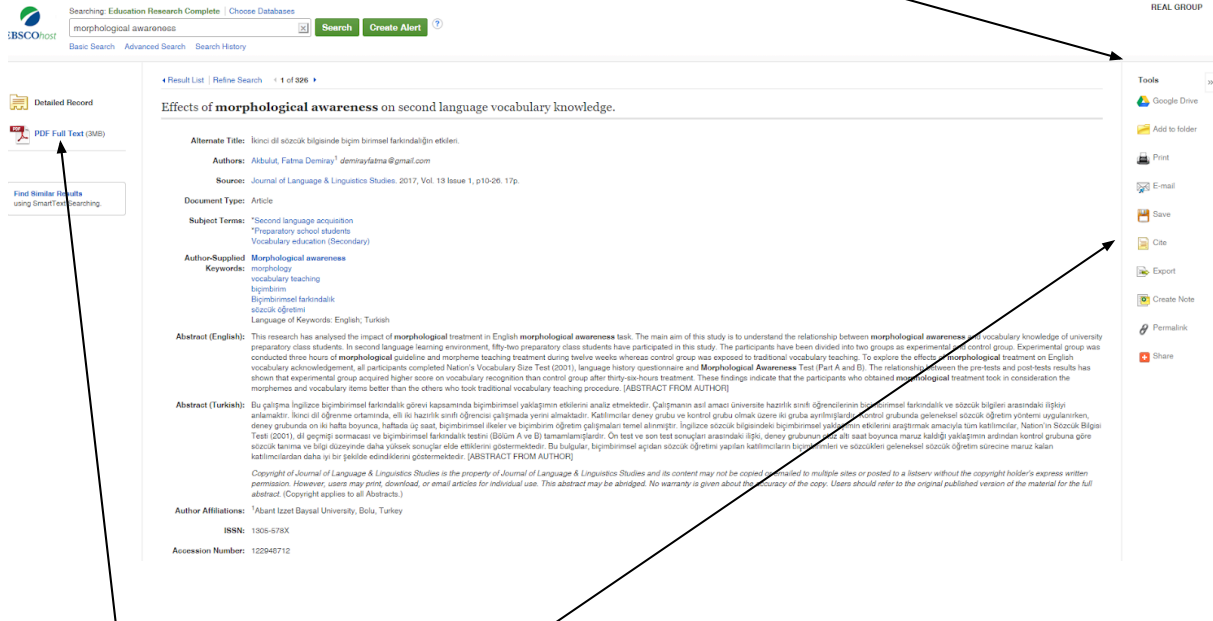


Some articles published in the last 12 months will **not be available in Full Text** due to publisher restrictions known as **embargoes**, for example, an article published in May 2024 may not be available until May/June 2025. It will usually have an abstract so you have some idea what it covers.

You can limit your search to **Full Text** only, if you do not want to see articles that are only abstracts or citations.

If you cannot see the left hand sidebar options, click on the Chevrons « to open them.

When you click into a record there are **Tools** to save, email, print at the left-hand side



Click the **PDF Full Text** to see the full article.

You can also use the **Cite** tool to show you the Citation Format in a preferred referencing style. Participants on Dyslexia Action Level 7 courses should use APA (American Psychological Style), those on our Level 4 or 5 CPD or Diploma courses should use the Harvard referencing style.

If you are using bibliographic management software such as EndNote, ProCite, Reference Manager, RefWorks, BibTeX, etc. you can export to them.

When you are finished click the **Exit** button at the top right of the page.

## Searching for items outside the library

If you want to read around a subject and you cannot find the article you want, do contact the librarian who will always try to provide it or a suitable alternative.

Try searching **Google Scholar** [scholar.google.co.uk](https://scholar.google.co.uk) to see if the article is available elsewhere.

Your local UK public library can provide materials through their Inter-Library Loans Service from the British Library or see

**Access to Research** for a list of libraries in the UK who can get research materials for you:

[acesstoresearch.org.uk/](https://acesstoresearch.org.uk/)

If you are studying at postgraduate level or higher, you can also join the **British Library** as a researcher and they have some quick guides to getting started with your research.

Participants on our professional programme modules can ask the Librarian for a letter of introduction to take to a University Library in their local area, but admittance will be their decision and subject to their rules.

## Information Literacy Skills

Here are some books that the librarian recommends to those who want help with studying. They are **available in the library**.

Austin, R. (2019) *The Trainee Teacher's Guide to Academic Assignments*. London: Sage Learning Matters.

Hargreaves, S. and Crabb, J. (eds) (2016) *Study Skills for Students with Dyslexia: support for specific learning differences (SpLDs)*. 3<sup>rd</sup> edn. London: Sage.

Jakeman, V., Harrison, M., Paterson, K. (2022) *Improve Your Grammar: The essential guide to accurate writing*, 3<sup>rd</sup> edn. London: Bloomsbury.

McNicholas, Ann-Marie. (2020) *The Dyslexia, ADHD and DCD-Friendly Study Skills Guide: Tips and strategies for exam success*. London: Jessica Kingsley Publishers.

Pears, R., and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12<sup>th</sup> edn. London: Bloomsbury

Penn. P. (2020) *The Psychology of Effective Studying: How to succeed in your degree*. Abingdon: Routledge.

For those studying at **Postgraduate and Masters level**, these are also useful:

Ballard, Kim. (2022) *The Frameworks of English: Introducing Language Structures*, 4<sup>th</sup> ed. London: Bloomsbury.

Bryan, H. (2010) *Learning and teaching at M-Level: a guide for student teachers*. London: Sage.

Burns, T., and Sinfield, S. (2016) *Essential Study Skills: The complete guide to success at university*. 4<sup>th</sup> edn. London: Sage.

Cohen, L., Manion, L. and Morrison, K. (2018) *Research Methods in Education*, 8<sup>th</sup> edn. London: Routledge

Osmond, A. (2016) *Academic Writing and Grammar for Students*. 2<sup>nd</sup> edn. London: Sage.

Robson, C. and McCartan, K. (2016) *Real World Research*. Chichester: Wiley

## Referencing and Citation

Learning how to cite and reference your sources will help you to **avoid plagiarism**. There are several types of plagiarism and ignorance of the facts does not excuse you from the serious consequences. Direct copying, changing a few words here and there or taking little bits of sentences, concealing sources, passing off someone else's work as your own, all done without acknowledgement of the intellectual property of the original creator are all instances of plagiarism.

In general, Dyslexia Action Training asks that you use the **Harvard Referencing Style** when studying our Level 4 and 5 courses. Referencing advice is available in the CPD Induction site within Moodle.

However, our Level 7 Professional programme courses use the **American Psychological Referencing System (APA)** as this insists that up to six authors are listed in the in-text citation and all authors are listed in the reference list.

We suggest the **highlighted books** in the above list as particularly helpful.

There are several referencing tools online that can be used to manage bibliographies and references that you might find helpful:

**EndNote:** [endnote.com/](https://endnote.com/)

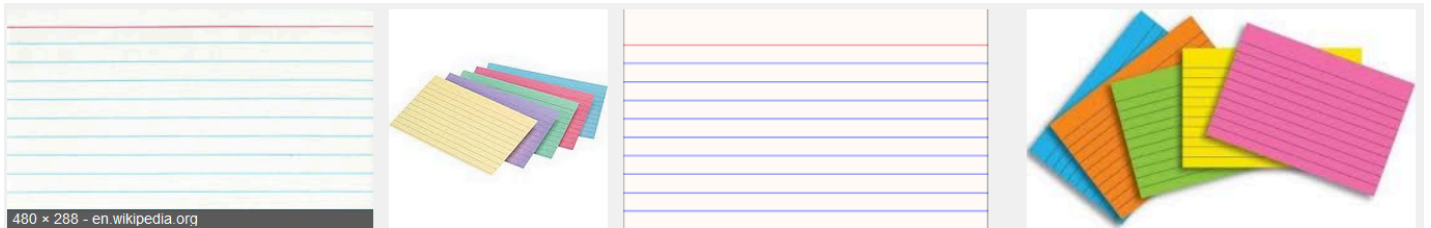
**Ref Me:** [refme.com/uk/](https://refme.com/uk/)

**Cite This for Me:** [citethisforme.com/](https://citethisforme.com/)

**Harvard Generator:** [harvardgenerator.com/](https://harvardgenerator.com/)

**APA Referencing:** [apareferencing.ukessays.com/generator/](https://apareferencing.ukessays.com/generator/)

For those of you who like a more low-tech approach, you can purchase lined index cards from shops and stationery suppliers to help you manage your referencing and to compile a bibliography.



## Contact Details

### Librarian

Dyslexia Action Training and Guild  
Centurion House  
London Road  
Staines upon Thames  
Surrey  
TW18 4AX

**Email:** [library@dyslexiaaction.org.uk](mailto:library@dyslexiaaction.org.uk) or [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk)

**Web:** [dyslexiaguild.org.uk](https://dyslexiaguild.org.uk)

**Tel:** +44 (0) 1784 222342

