



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

National Dyslexia Resource Centre Library and User Guide

For Guild members or students enrolled on
Dyslexia Action and Real Training Courses

January 2025 – August 2025
dyslexiaguild.org.uk

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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.

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

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 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 another format, please contact the Guild 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.

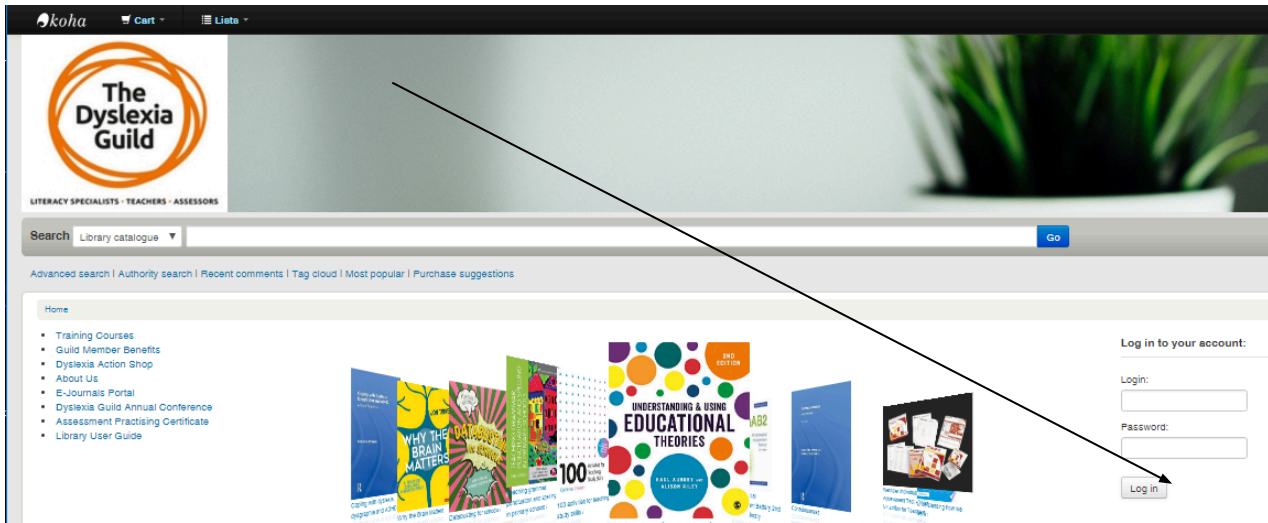
Associate, Member or Fellow – entitled to full library benefits including a postal loan service for those based in the UK. Assessment Resources are available for loan only to those who are qualified to use them. Participants on our Level 7 assessment modules or Real Training [CCET](#), [CPT3A](#) or [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 and you will be able to see all content without having to be logged in. If you wish to read e-books, renew your items, place holds on items or create lists, you need to log in.

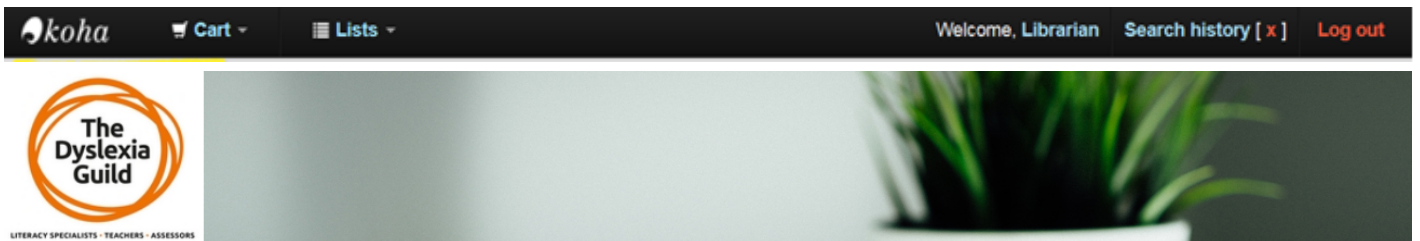
How to log in to the library catalogue

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

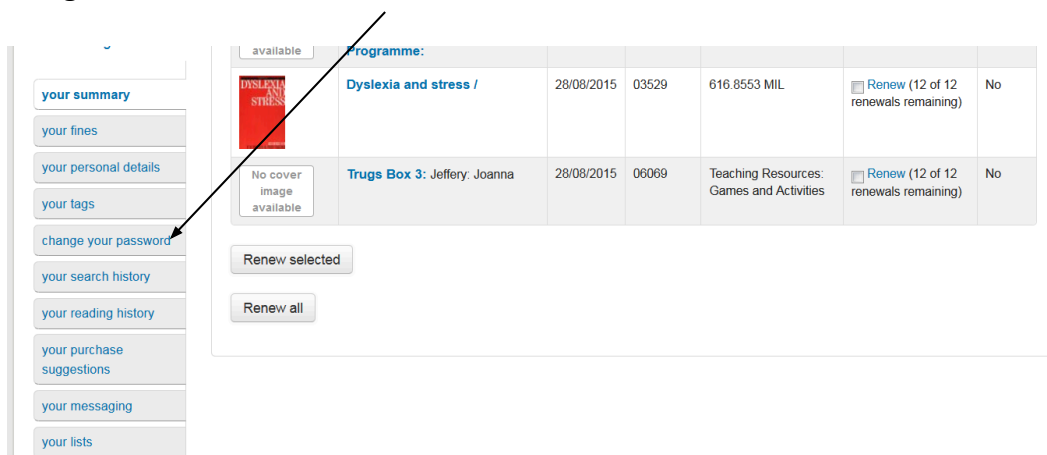


How to change your password

Click your name at the top of the screen, then Your Account



Click on **Change Your Password** on the left-hand side of the screen, follow the instructions



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**. Keep it simple to widen your results.

Search

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:

and

and

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:

<input type="checkbox"/>  Archive	<input type="checkbox"/>  Article	<input type="checkbox"/>  Assessment Test	<input type="checkbox"/>  Book
<input type="checkbox"/>  Book and Cassette	<input type="checkbox"/>  Book and Computer	<input type="checkbox"/>  Book and Game	<input type="checkbox"/>  Computer Files
<input type="checkbox"/>  Departmental Resources	<input checked="" type="checkbox"/>  Electronic book <small>E-BOOK</small>	<input type="checkbox"/>  Electronic journal, magazine or periodical <small>E-JOURNAL</small>	<input type="checkbox"/>  Folder
<input type="checkbox"/>  Game	<input type="checkbox"/>  Journal, magazine or periodical <small>JOURNAL</small>	<input type="checkbox"/>  Kit	<input type="checkbox"/>  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**

Accessing e-books

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

□ **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 via VLE](#)
Availability: No items available
Tags: 2 (1) two (1)
Lists:
Developing Reading skills in children with **dyslexia**, Developing Writing Skills in children with **dyslexia**, **Dyslexia** and Co-occurring difficulties, Morphology and Syntax, Multisensory tuition, Working memory and learning.
★★★★★
[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 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 green header with the VleBooks logo and a search bar. Below the header is a navigation menu with icons for Home, Bookshelf, Advanced Search, and Help, along with My Account and Logout links. On the left side, there are links for Email your library, Edit Accessibility Settings, My Bookshelves, and Recent Quick Searches. The main content area features the book 'Research methods in education' by Louis Cohen, Lawrence Manion, and Keith Morrison. The book cover is displayed, and below it are four buttons: Read Online, Download, Add to Bookshelf, and Download Citations. To the right of the book cover, there is a description of the book and a list of new chapters in this edition.

Research methods in education

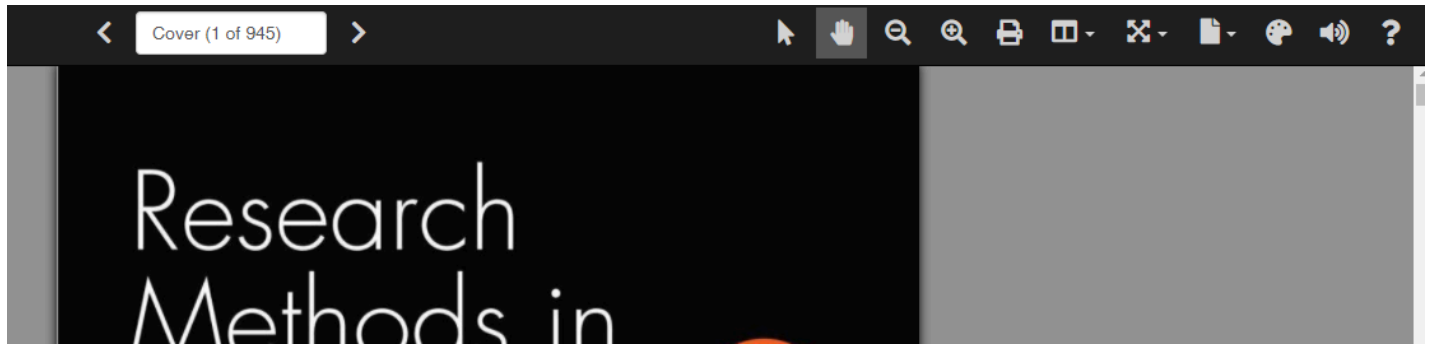
Louis Cohen, Lawrence Manion And Keith Morrison

This thoroughly updated and extended eighth edition of the long-running bestseller *Research Methods in Education* covers the whole range of methods employed by educational research at all stages. Its five main parts cover: the context of educational research; research design; methodologies for educational research; methods of data collection; and data analysis and reporting. It continues to be the go-to text for students, academics and researchers who are undertaking, understanding and using educational research, and has been translated into several languages. It offers plentiful and rich practical advice, underpinned by clear theoretical foundations, research evidence and up-to-date references, and it raises key issues and questions for researchers planning, conducting, reporting and evaluating research.

This edition contains new chapters on:

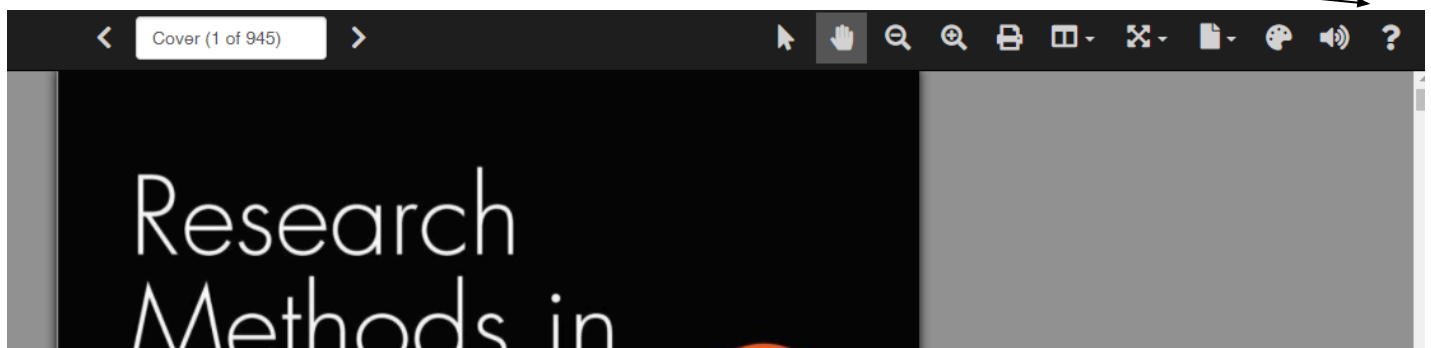
- Mixed methods research
- The role of theory in educational research
- Ethics in internet research
- Research questions and hypotheses
- Internet surveys
- Virtual worlds, social network software and netography in educational research
- Using secondary data in educational research
- Statistical significance, effect size and statistical power
- Beyond mixed methods: using Qualitative Comparative Analysis (QCA) to integrate cross-case and within-case analyses.

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.



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



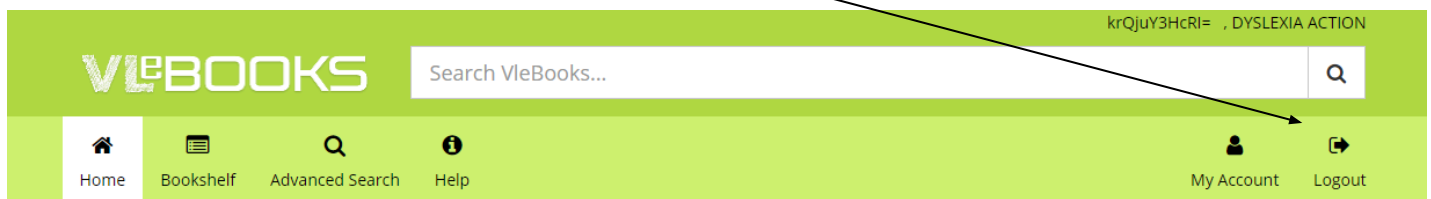
Reading Electronic Books with Assistive Technology options

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

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 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 Parcellforce, 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 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

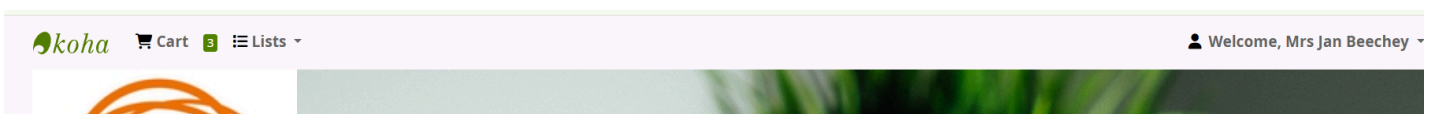
Using Lists and Cart

The **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

The screenshot shows two book entries from a library catalog. The first entry is "The parent's guide to understanding and supporting your child with literacy difficulties / Valerie Muter." and the second is "The teacher's guide to understanding and supporting children with literacy difficulties in the classroom / Valerie Muter." Both entries include details like material type, publisher, and availability. Below the entries is a search bar with the text "Not finding what you're looking for?" and a link to "Make a purchase suggestion". A black arrow points from the "Add to cart" button of the second book entry to the search bar.

Once you have added items to your cart, click **Cart** at top of screen



You will see a new window open. Either **Select All** or select some using tick boxes

Your cart

[More details](#) [Send](#) [Download](#) [Empty and close](#) [Hide window](#) [Print](#)

[Select all](#) [Clear all](#) | [Select titles to:](#) [Remove](#) [Add to a list](#) [Place hold](#) [Tag](#)

	Title	Author	Year	Location (Status)
<input type="checkbox"/>	My Special Alphabet Book : A Green-Themed Story and Workbook for Developing Speech Sound Awareness for Children aged 3+ at Risk of Dyslexia or Language Difficulties /	Likierman, Helen,	2022	<ul style="list-style-type: none">National Dyslexia Resource Centre (Teaching Resources: Literacy) (Available)
<input type="checkbox"/>	The parent's guide to understanding and supporting your child with literacy difficulties /	Muter, Valerie,	2024	<ul style="list-style-type: none">National Dyslexia Resource Centre (372.43 MUT) (Available)
<input type="checkbox"/>	The teacher's guide to understanding and supporting children with literacy difficulties in the classroom /	Muter, Valerie,	2025	<ul style="list-style-type: none">National Dyslexia Resource Centre (372.43 MUT) (Available)

You can **send** the cart to the librarian, including any instructions or notes.

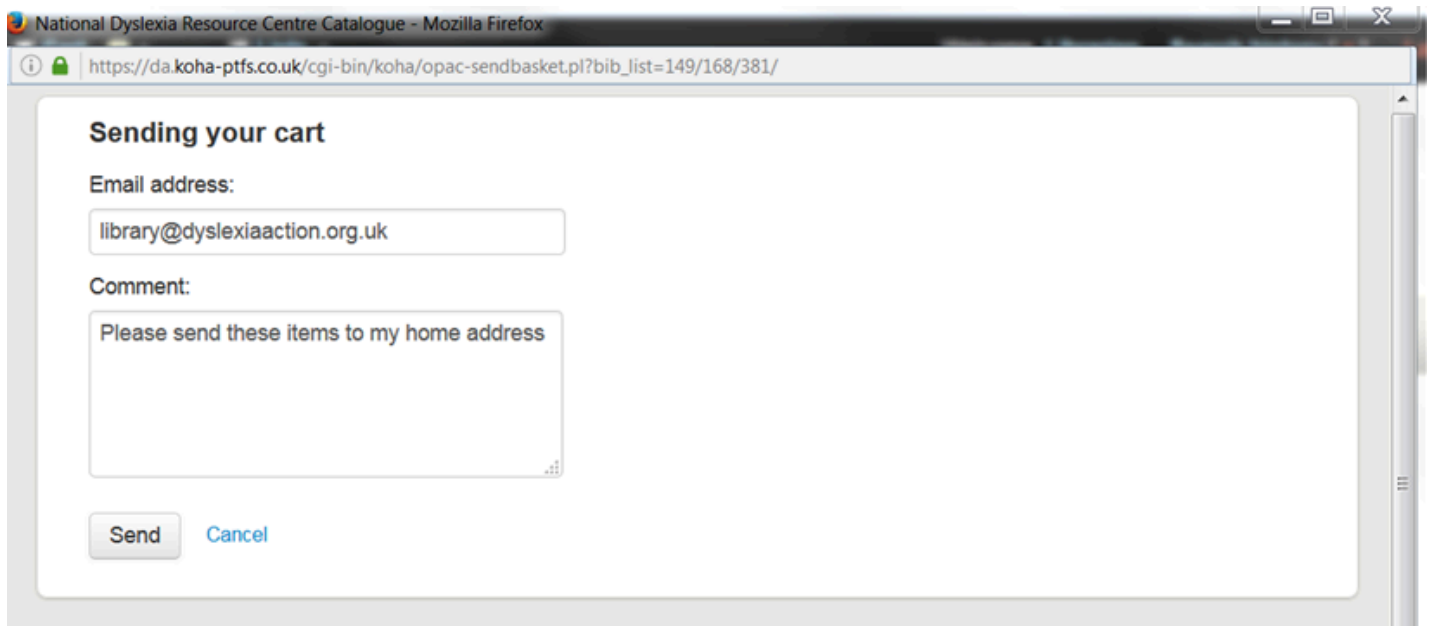
Your cart

[More details](#) [Send](#) [Download](#) [Empty and close](#) [Hide window](#) [Print](#)

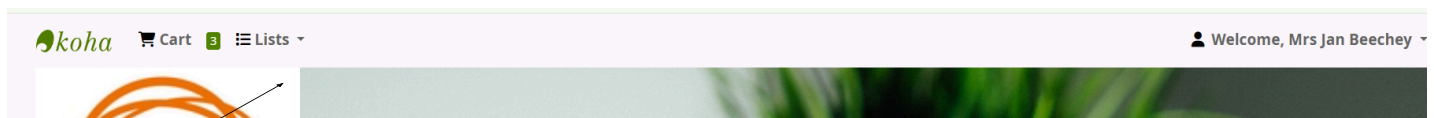
[Select all](#) [Clear all](#)

| [Select titles to:](#) [Remove](#) [Add to a list](#) [Place hold](#)

[Tag](#)



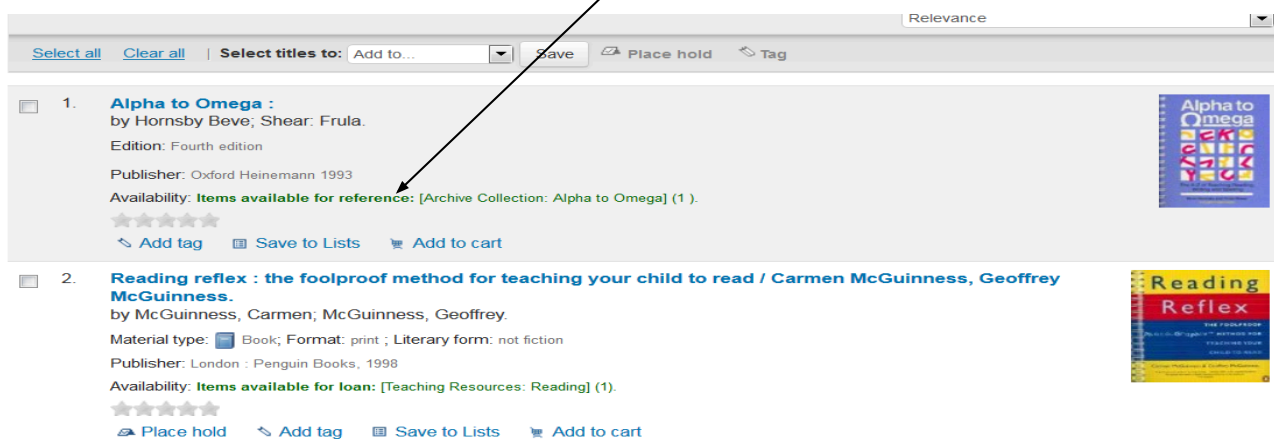
email library via guild@dyslexiaaction.org.uk *Remember, the CART will be lost once you log out*



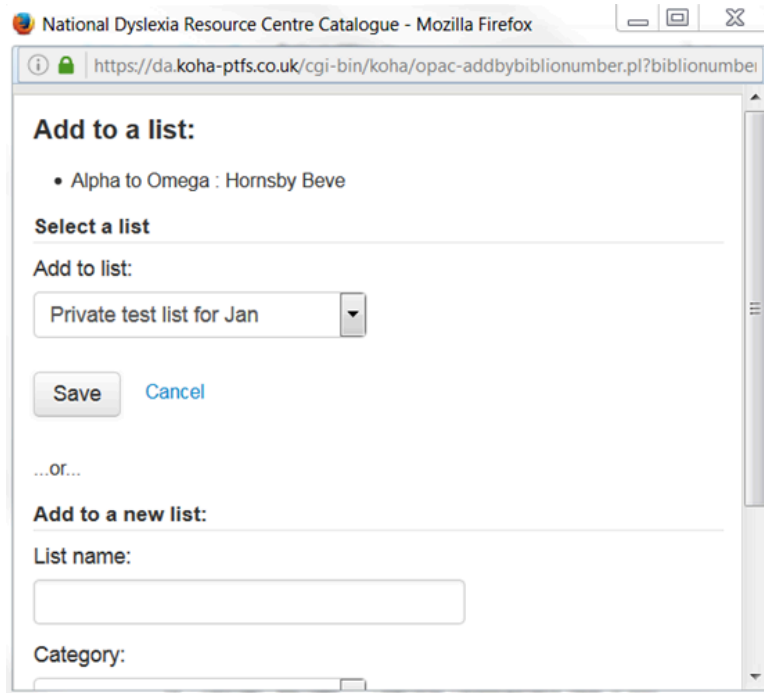
Use **Lists** to create something more permanent which you can either keep as a **private** list or make **public**. These lists will be available each time you log in.

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**.

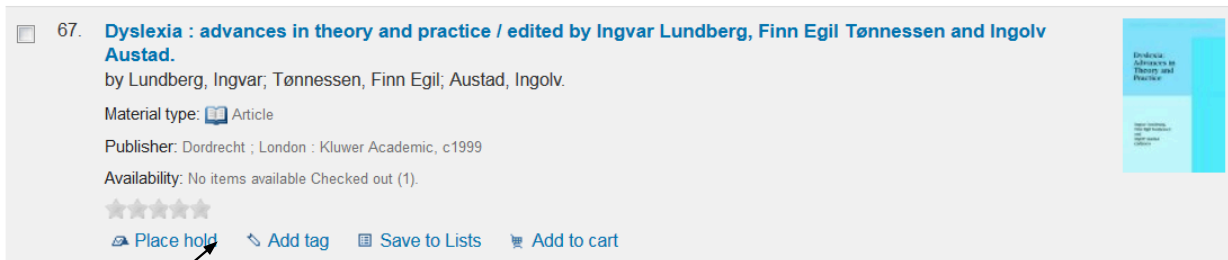


Ensure you select **Private** or **Public** in the Category dropdown. **Public lists will be seen** by others.



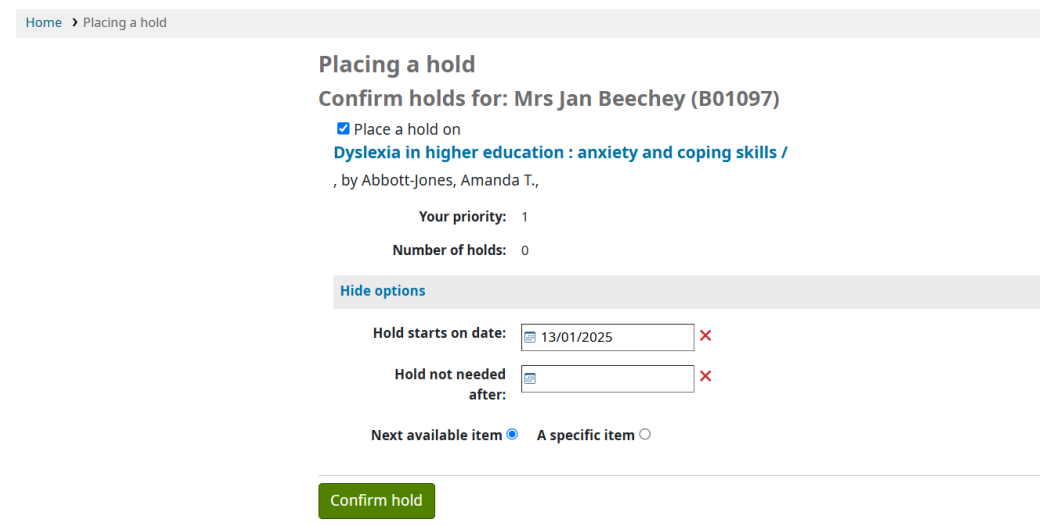
Placing a reservation or hold

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.

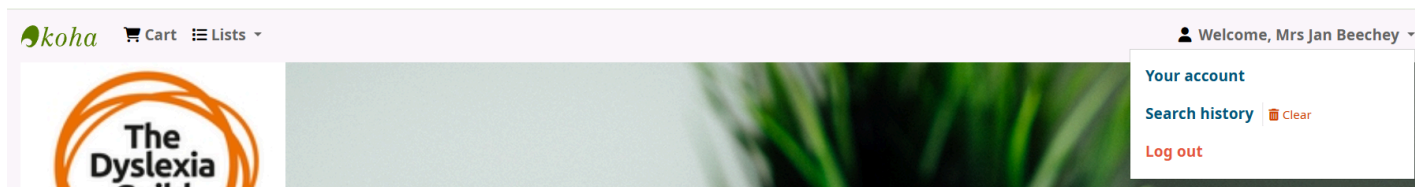
Show More Options allows you to set the date after which you will no longer want the item. Useful if you have an **assignment deadline** or an assessment booked.



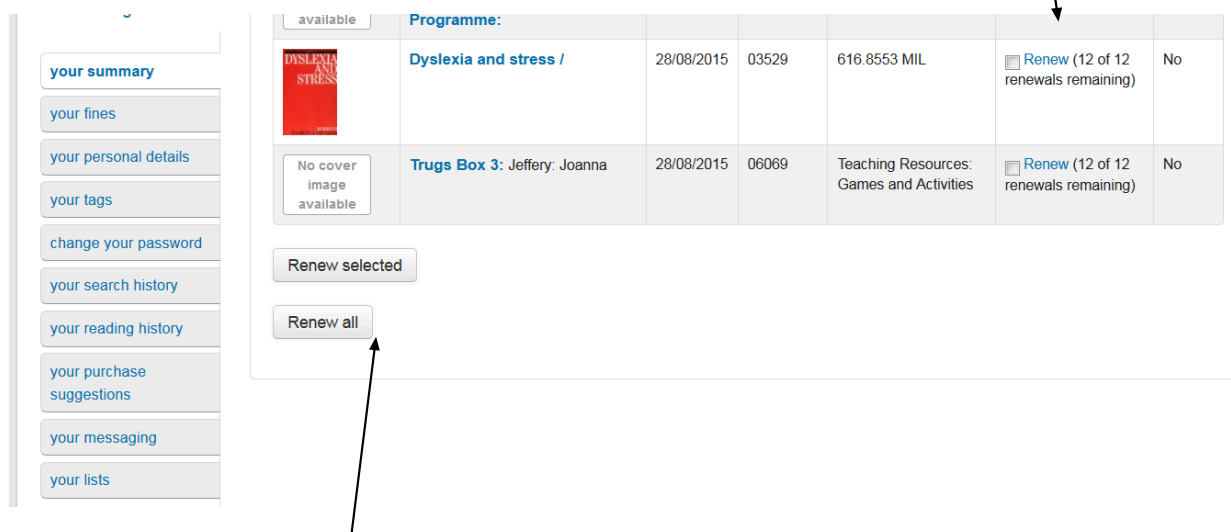
Once the item has been returned you receive an email alert. Contact guild@dyslexiaaction.org.uk to arrange to have the item posted to you or let us know if you no longer need it.

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 search bar and **click on your name to get to your account**.



Click on **Your Summary** (left hand menu) to show the items you have out on loan. You can either renew items individually by ticking the box and then clicking **Renew Selected**



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**. If you have borrowed physical items you will see how much money you have saved by using library services.

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

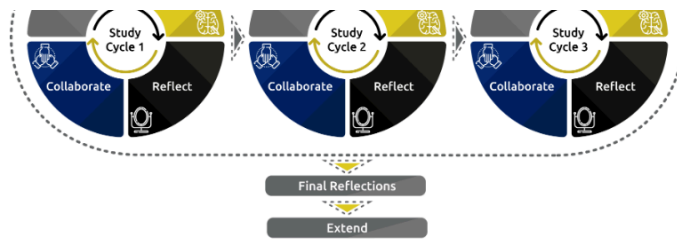
The EBSCO collection acts as a gateway to the **electronic Journals and other ebooks** that we subscribe to as an Institution. EBSCOhost is an e-journals database that has two excellent collections: *Psychology and Behavioural Sciences Collection*, and, *Education Research Complete* as well as e-books. These will give you access to thousands of journals, many e-Books and monographs.

Students 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 at guild@dyslexiaaction.org.uk

Campus Online

!2: Dyslexia and co-occurring

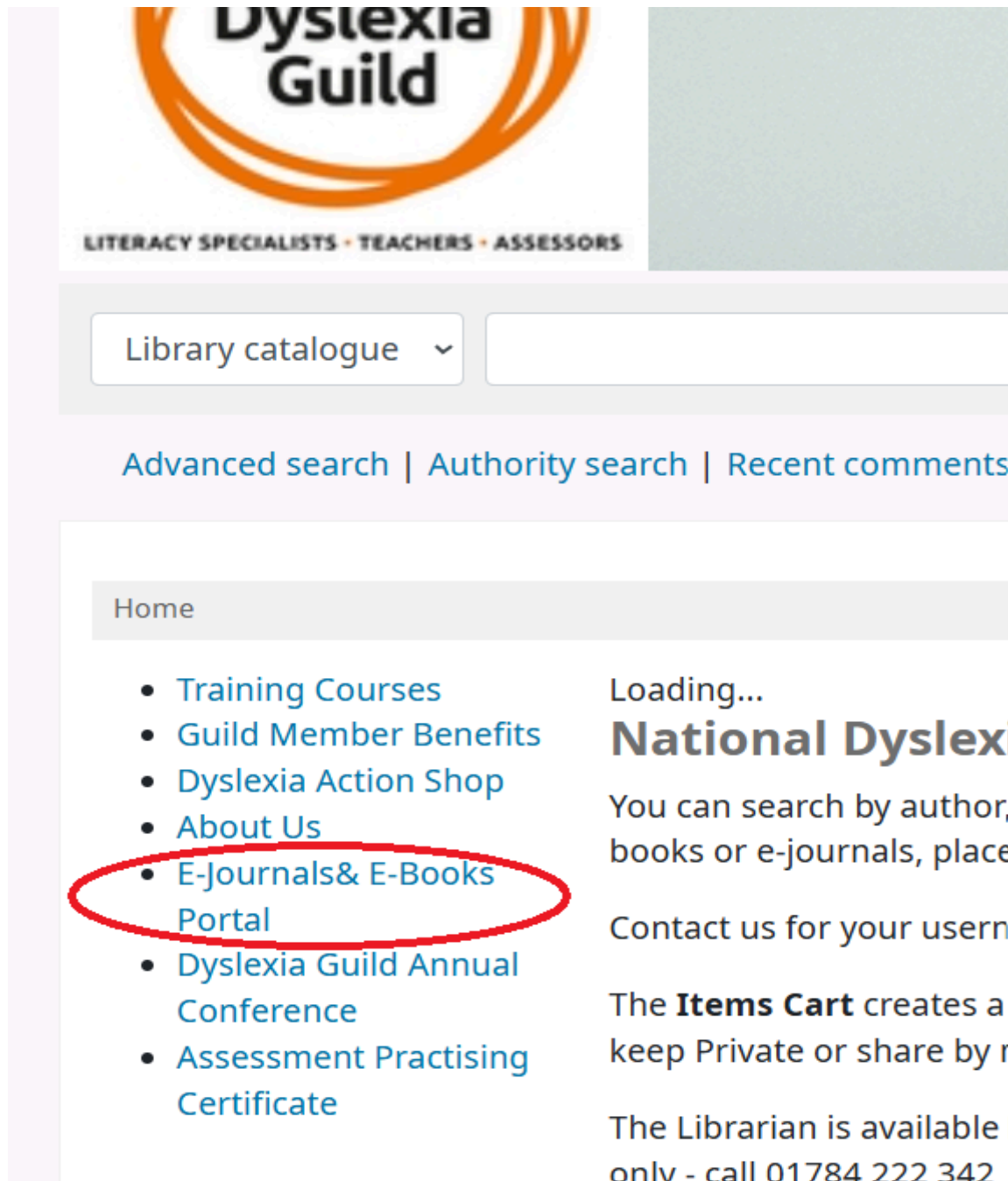
!3: Teaching learners with



Moodle



Guild members can either access EBSCO via the link on the Home page of the Library catalogue



Dyslexia Guild
LITERACY SPECIALISTS • TEACHERS • ASSESSORS

Library catalogue ▾

[Advanced search](#) | [Authority search](#) | [Recent comments](#)

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- [E-Journals & E-Books Portal](#)
- [Dyslexia Guild Annual Conference](#)
- [Assessment Practising Certificate](#)

Loading...

National Dyslexia

You can search by author, books or e-journals, place

Contact us for your usern

The **Items Cart** creates a keep Private or share by r

The Librarian is available only - call 01784 222 342

or Log in to the [Guild members portal](#) and go to [Member Benefits](#), E-Journal and E-book Access:

To run a basic search in EBSCO:

1. Enter your search terms in the search box. As you type, searches matching your terms appear below the search box. If you see your term in the list, you can click on a search term to go directly to the result list. We subscribe to 3 databases, Education, Psychology and E-books so you can limit your search if you want to.

Search articles, books, journals & more

Searching: **All databases (3)**

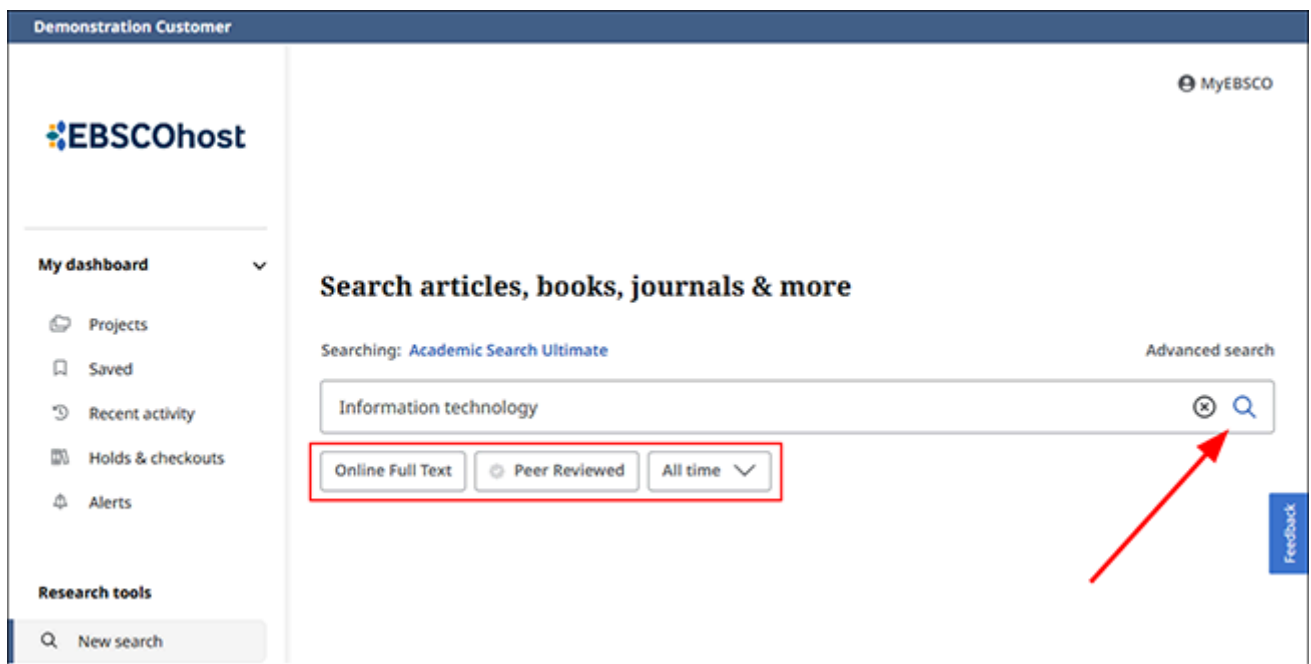
Search articles, books, journals & more

Full Text

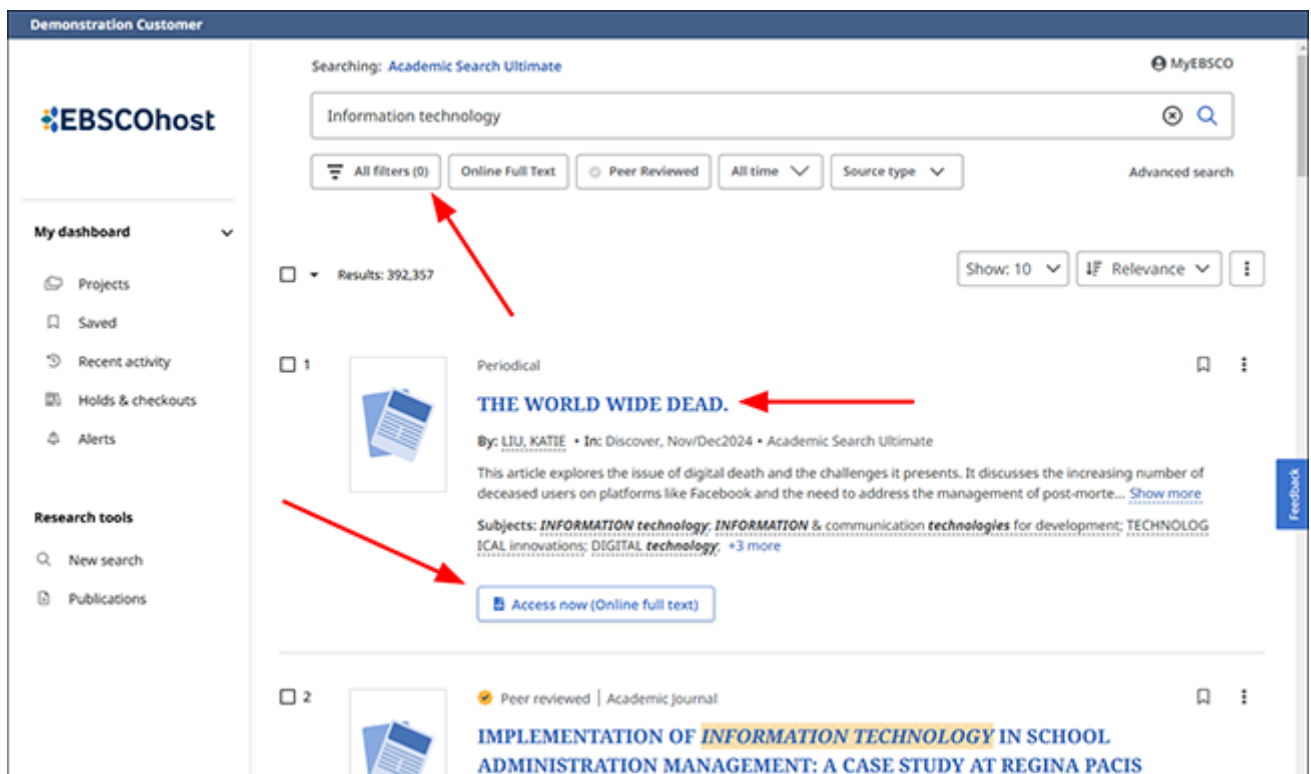
Peer Reviewed

All time

2. Select any desired limiters from below the search box and click the **Magnifying Glass** to run your search.



3. From the Results List, you can apply additional filters by clicking the **All filters** button below the search box.
4. View article details by clicking an article title.
When Full Text is available, select a reading option (Publisher Site, Online Full Text, PDF) from the **Access now** menu.

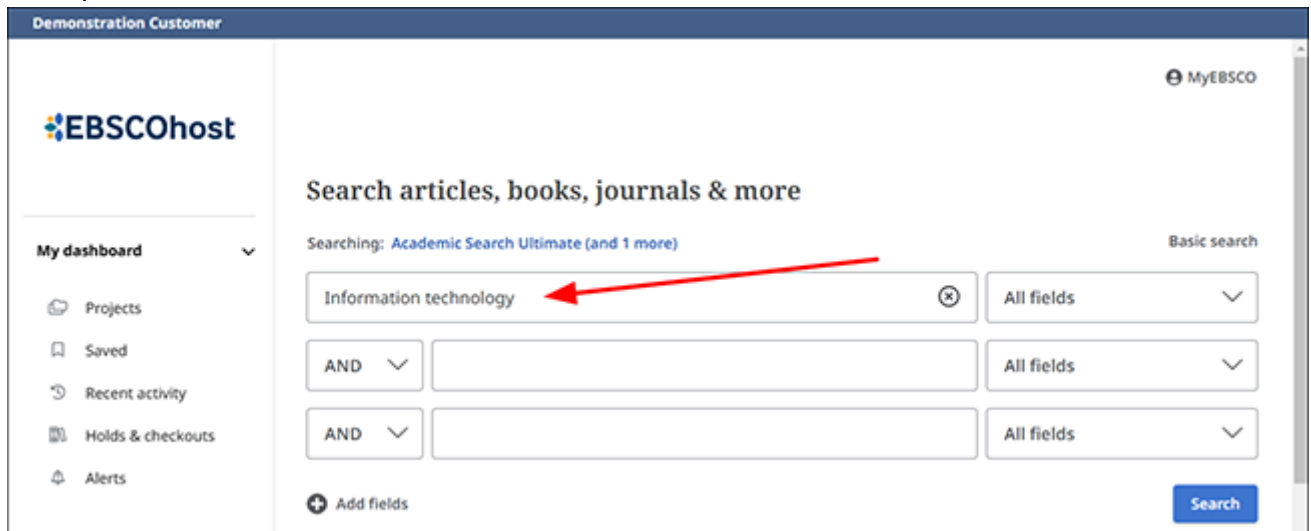


To use an Advanced Search in EBSCO:

1. Click the **Advanced Search** link above the search box on the Basic search screen.



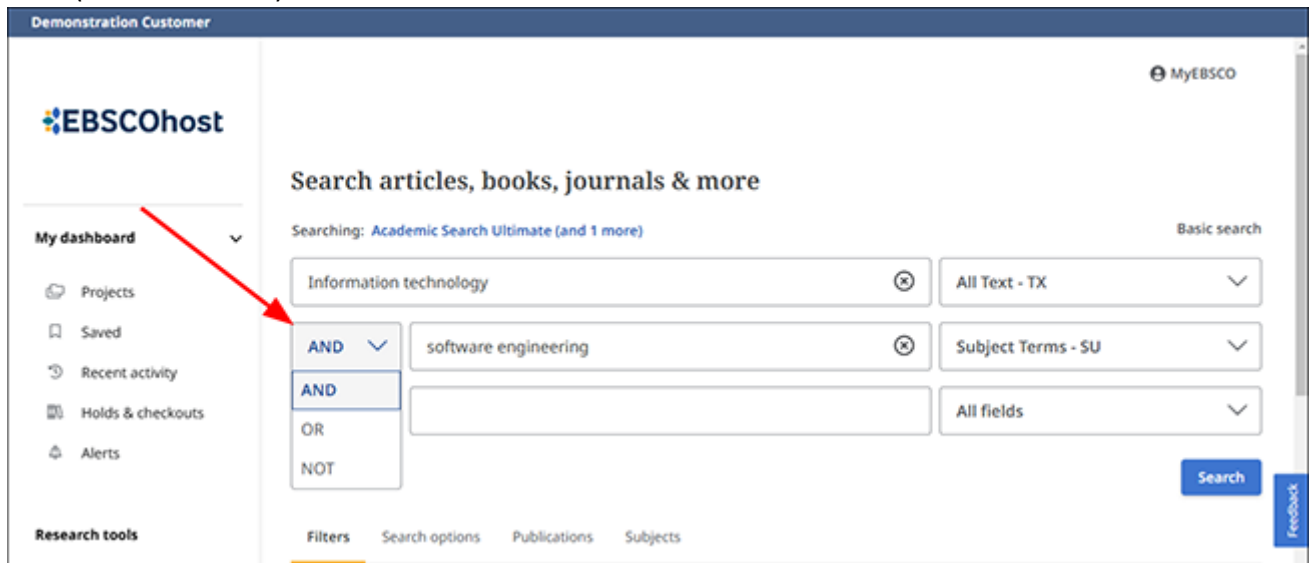
2. Enter your search terms in the first search box on the Advanced Search screen.



3. Choose a citation search field from the All fields drop-down list (for example, search in only the Title field of the citation).



4. Repeat steps 2 and 3 for the second set of search boxes.
5. Click the Boolean operator drop-down menu to combine the search box entries with AND, OR, NOT. (Default is AND)



6. You can select another Boolean operator, keyword, and search field in the third search box set.
7. Click the **Add fields** link below the search boxes if you would like to add more lines of search to your advanced search.
8. Under **Filters**, apply any desired limiters to your search. For example, you may want to limit results to items with **full text available** online and published within a **custom date range** you select.

To add a Custom date range, select **Custom range** and click the fields to select start and end dates from the date picker.

Depending on the database being searched, other available filters may include **Publication Type**, Document Type, **Language**, etc. When searching multiple databases, you can click the expand arrows to apply filters specific to each database.

Note: Any limiters that were selected on the Basic Search screen before accessing Advanced search are applied to searches conducted with Advanced Search.

EBSCOhost

Filters Search options Publications Subjects

Limit your results (2) [Clear all](#)

Online Full Text

References Available

Peer Reviewed

First Author is Nurse

PDF Full Text

Publication

Publication Date

All time

Past 12 months

Past 5 years

Past 10 years

Custom range

05/01/2024 → 10/01/2024

Language

All

Number of Pages

All

Business Source Complete

Academic Search Ultimate

10. When applying database specific filters with a drop-down menu, you can select one or multiple options.

My dashboard

Projects

Saved

Recent activity

Holds & checkouts

Alerts

Research tools

New search

Publications

Business Source Complete

Academic Search Ultimate (3)

Publication Type

Academic Journal X Periodical X

Select option(s)

Document Type

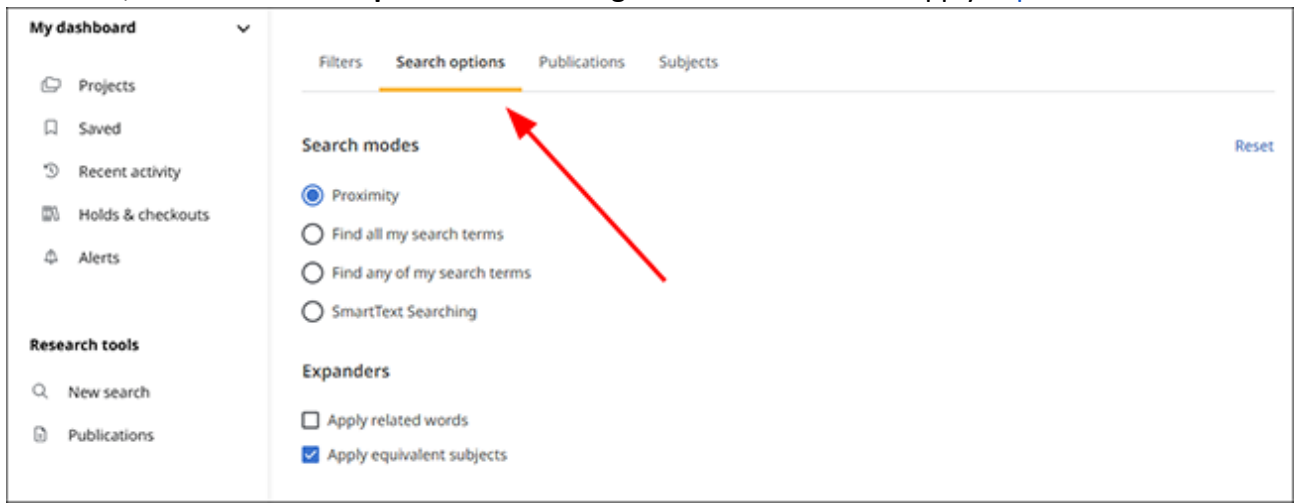
Journal article X

Select option(s)

ISSN

Search

11. If desired, click the **Search options** tab to change the [search mode](#) or apply [expanders](#).



12. Click the Search button. The Result List displays.

The screenshot shows the EBSCOhost search interface. At the top, the search bar contains the query "TX Information technology AND SU software engineering". Below the search bar, there are filter buttons for "All filters (5)", "Online Full Text", "Peer Reviewed", a date range "05/01/2024 - 10/...", and "Source type". The search results are displayed in a list format. The first result is a periodical article titled "Research Reveals Severity of Tech Skills Gap Amid Talent Shortage." from California CPA, August 2024. The second result is another periodical article titled "Justice Department Stops 'Laptop Farm' Operation in North Korea." from CIO&Leader, 8/14/2024. The interface includes a sidebar with "My dashboard" and "Research tools" sections, and a "Feedback" button on the right side.



My dashboard

- Projects
- Saved
- Recent activity
- Holds & checkouts
- Alerts

Research tools

- New search
- Help

Search articles, books, journals & more

Searching: All databases (3)

Search articles, books, journals & more

Full Text

Peer Reviewed

All time

You can also use 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

Searching for eBooks in EBSCO:

You can search for eBooks from the General Search screen. 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.

To search for eBooks: You can limit your search to e-books only if you select it from the other databases.

Search articles, books, journals & more

Searching: **All databases (3)**

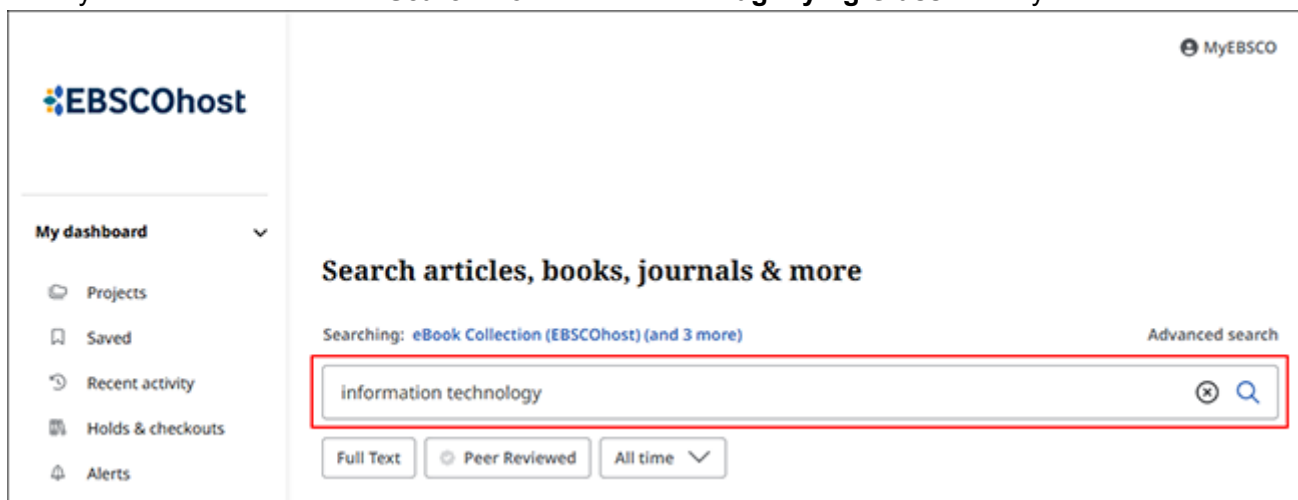
Search articles, books, journals & more

Full Text

Peer Reviewed

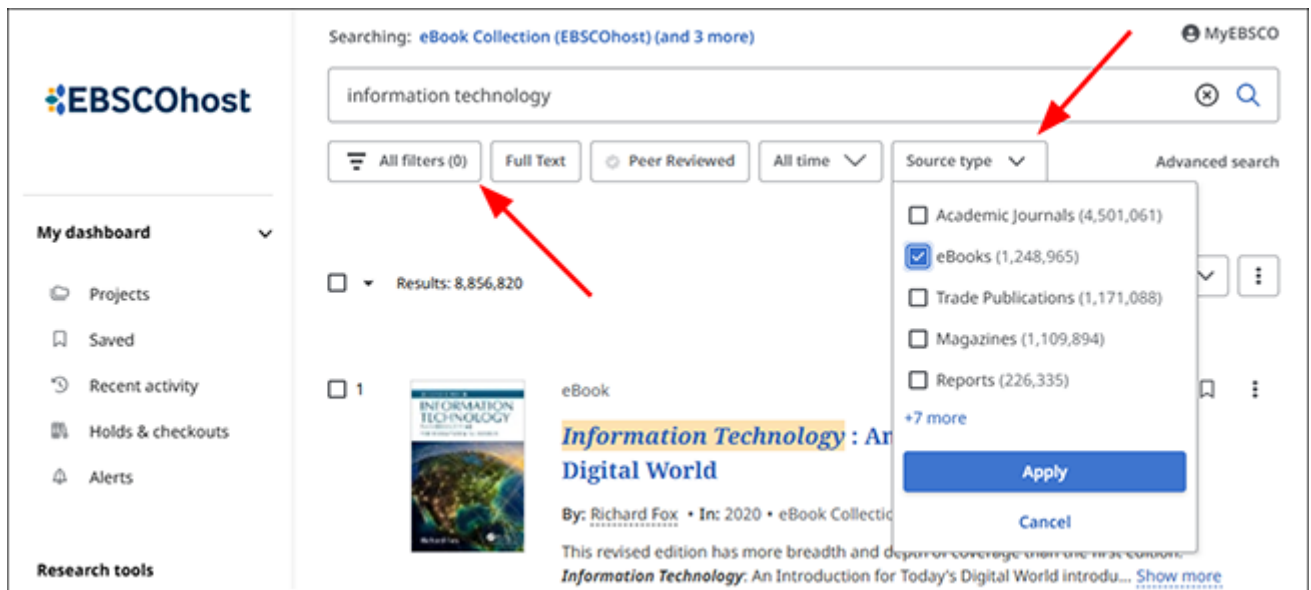
All time

1. Enter your search terms in the **Search Box** and click the **Magnifying Glass** to run your search.

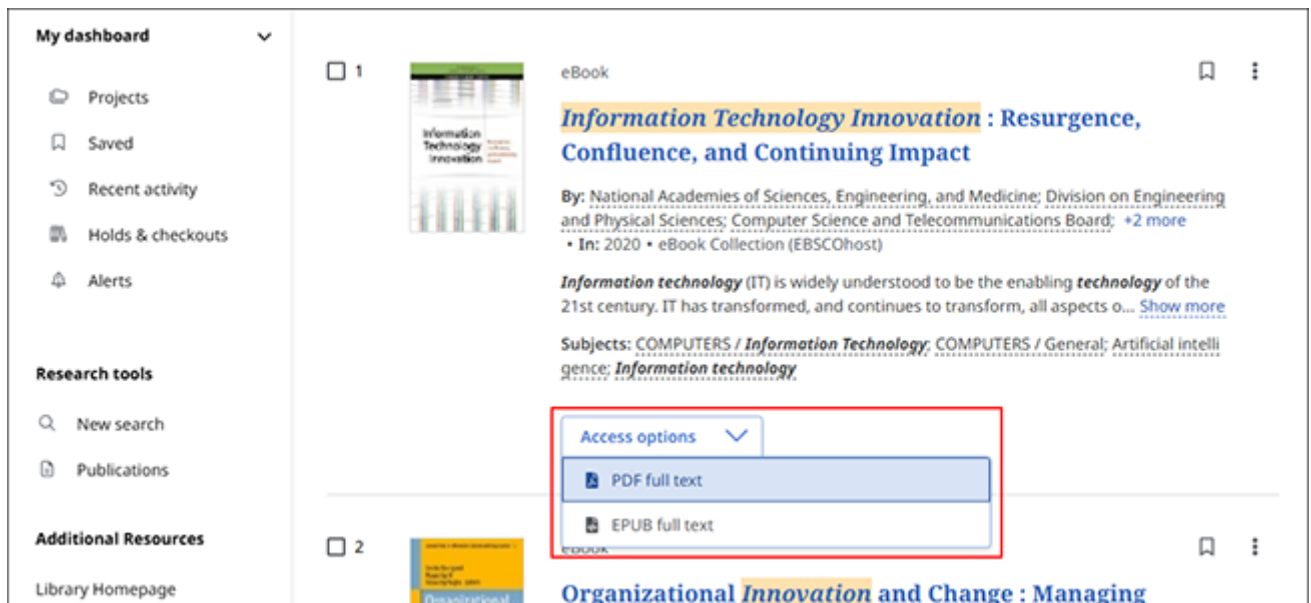


The screenshot shows the EBSCOhost search interface. On the left is a navigation menu with 'My dashboard' and options like 'Projects', 'Saved', 'Recent activity', 'Holds & checkouts', and 'Alerts'. The main area is titled 'Search articles, books, journals & more'. Below the title, it says 'Searching: eBook Collection (EBSCOhost) (and 3 more)'. A search box contains the text 'information technology' and has a magnifying glass icon to its right. Below the search box are three filter buttons: 'Full Text', 'Peer Reviewed' (with a checked checkbox), and 'All time' (with a dropdown arrow). The 'MyEBSCO' logo is in the top right corner.

2. On the results screen, click the **Source type** drop-down menu and limit your results to the **eBooks** source type. Then click the Apply button. You can also limit your results with filters and subject facets by clicking the **All filters** button.



3. A Result List of eBooks related to your search terms is displayed.
4. From the Access menu for an eBook result, select to read the **PDF** or **EPUB** Full Text while you're online.



5. You may also click the eBook title to view information about the eBook title and access the **Table of Contents**, from which you can go directly to a chapter of the title in the eBook viewer.

EBSCO Search Results – why can't I access that resource?

Once you have a list of results you may find that you cannot view particular items.

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.

For some articles, they might be just a book review or an abstract, which means EBSCO lists them in your search but does not have access to the full text.

For e-books, it might be that we do not subscribe to that particular title, even though it appears in your search list.

See 'Searching for items outside of the library' on page 27 for information on wider searches.

How to use Cite and Referencing in EBSCO

You can also use the **Cite** tool to show you the Citation Format in a preferred referencing style.

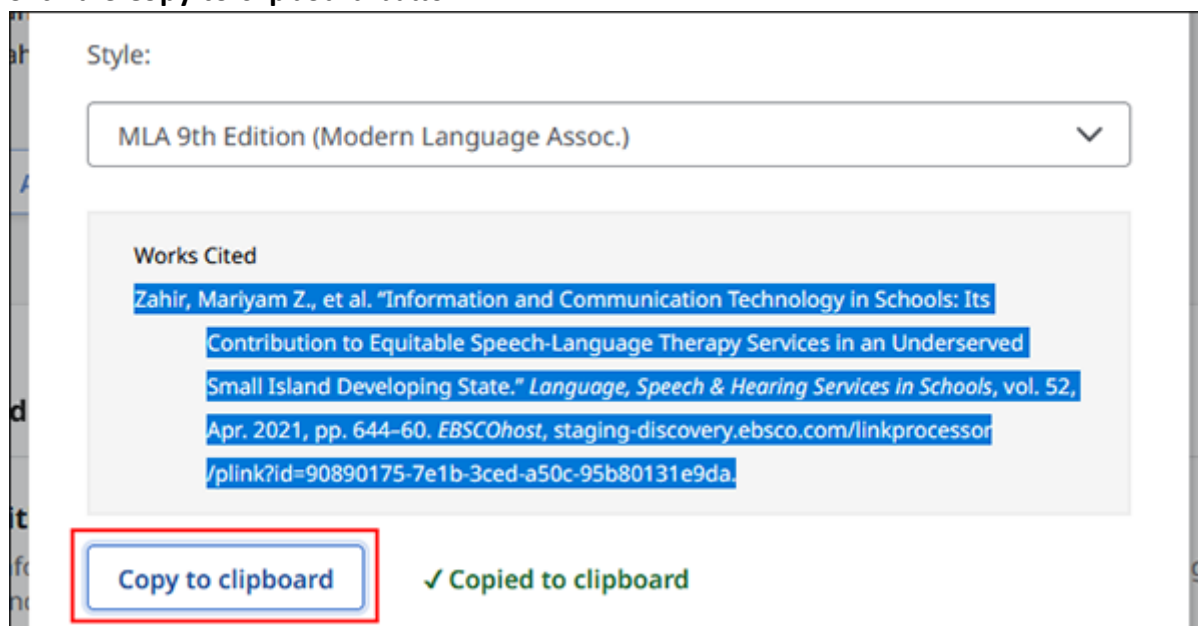
Participants on Dyslexia Action Level 7 Postgraduate courses should use APA (American Psychological Style), those on our Level 4 or 5 Continuing Professional Development (CPD) Certificate or Diploma courses should use the Harvard referencing style.

If you are studying on Real Training courses, contact your course tutor in Campus Online.

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

To copy citation information for articles, eBooks, etc:

1. Click the **Copy to clipboard** button.



The formatted citation is copied to your clipboard and is ready to be pasted into your document.

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 **Google Scholar** 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 use

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

accesstoresearch.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** as hard copies that can be posted out to you.

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)*. 3rd edn. London: Sage.

Jakeman, V., Harrison, M., Paterson, K. (2022) *Improve Your Grammar: The essential guide to accurate writing*, 3rd 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*. 12th 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*, 4th 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*. 4th edn. London: Sage.

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

Osmond, A. (2016) *Academic Writing and Grammar for Students*. 2nd 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 is a Referencing Guide within your course for all Level 4 and 5 courses.

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

EndNote: endnote.com

Ref Me: refme.com/uk

Cite This for Me: citethisforme.com

Harvard Generator: harvardgenerator.com

APA Referencing: apareferencing.ukessays.com/generator

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