

**Assessment and Learning in Practice Settings (ALPS)  
Centre for Excellence in Teaching and Learning (CETL)  
Publication Guidelines**

These guidelines have been produced to ensure standardised use of terms and names across all ALPS publications. This includes anything published on web pages, research paper submissions and any documentation made available for - and from – meetings that will be circulated externally. If you have any queries about these guidelines please speak to Viktoria Joynes, ALPS Research Officer. ([v.c.t.joynes@leeds.ac.uk](mailto:v.c.t.joynes@leeds.ac.uk), 0113 343 6970).

- In ALL documentation ALPS must be referred to at least once by the full title:

Assessment and Learning in Practice Settings (ALPS) Centre for Excellence in Teaching and Learning (CETL).

- When a paper is being submitted on behalf of ALPS, the author must give their ALPS role as part of their position e.g. ALPS partner lead for...; ALPS Research Group member. Please ask ALPS Core Team members for their full titles if you need to refer to them.

- ALPS, and CETLs more generally must be referred to as a PROGRAMME and not a project.

- The term ‘mobile devices’ is to be used when talking about the devices allocated to students. Either “ALPS mobile devices” or more generically “mobile devices” is appropriate. Please DO NOT use any of the following: PDAs, MDAs, smartphones, phones, electronic devices. If you want to explain this further then please use phrasing such as “*The ALPS mobile device is a handheld computer.....*”.

- The three ALPS competences are to be referred to as follows (including capitalisation):
  - Communication
  - Team Working
  - Ethical Practice

- Please note that the term is ‘competences’ and NOT ‘competencies’

- Please capitalise: Competency Map  
Common Competences  
ALPS Assessment Suite

- Please do **not** capitalise: assessment tools

•The names of the ALPS Groups are as follows (including capitalisation):

- ALPS Tools Working Group
- ALPS Research Group
- ALPS Baseline and Outcomes Research Working Group
- ALPS e-Valuation Working Group
- ALPS IT Group
- ALPS Monitoring & Evaluation Group
- ALPS Service User & Carer Working Group
- ALPS Common Competences Mapping Working Group
- ALPS Joint Management Group
- ALPS Advisory Board
- ALPS Core Team

•ALPS commercial partners should be referred to as:

- MyKnowledgeMap® (can be abbreviated to MKM)
- ecommet
- T-Mobile
- Nokia

•ALPS documents such as meeting minutes and reports need to have a logo, an ALPS title (for guidelines please see the top of this document) and a footer which states “Assessment and Learning in Practice Settings (ALPS)” with the month and year of authorship and the ALPS website address ([www.alps-cetl.ac.uk](http://www.alps-cetl.ac.uk)). The footer should also have a © if appropriate.

### **Miscellaneous spellings**

- interprofessional **not** inter-professional
- website **not** web site
- adviser **not** advisor
- email **not** e-mail
- online **not** on-line
- e-learning **not** elearning
- e-portfolio **not** eportfolio
- Dr. **not** Dr

### **Numbers / Dates**

- Spell out one to nine e.g. three men
- Use figures for 10 to 999,999 e.g. 35 women
- Use commas to separate units in numbers over 999 (1,000 people)
- Where a number starts the sentence, it should always be in words, rather than figures. For example: Thirty five women went to the event
- Dates should be in the following format: 2 September 2008

### References

- Include all references at the end of the piece
- All references in Harvard style, e.g.  
Farndon, L. Vernon, W. and Moore, M (2007) 'The Sheffield empowerment project: six years on', British Journal of Podiatry vol. 10, (3): pp.104-109
- Provide all web addresses referenced in the piece. Please omit the http:// and the trailing slash from URLs. For example, <http://www.leeds.ac.uk/> should be referenced as [www.leeds.ac.uk](http://www.leeds.ac.uk/) and then date accessed as follows [Accessed date, month, year]

•Please be advised that any documents produced as the work of ALPS should be read by another member of ALPS before publication.

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