

# Academic Writing and Referencing

Dr Andrew Reeves

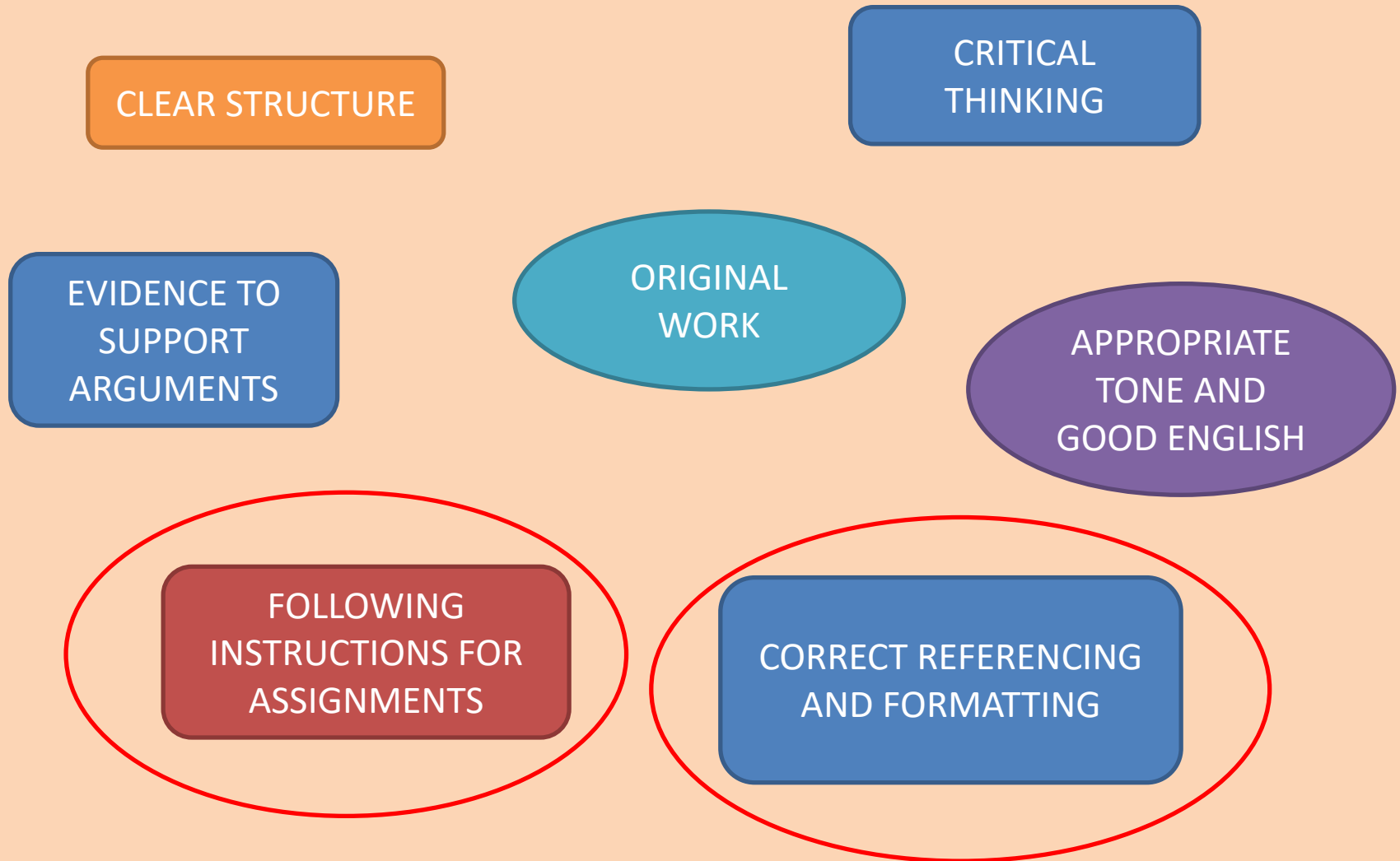
Centre for Learning and Study Support (CLaSS)



# Session Plan

- Academic Writing Conventions
- Following Guidance
- Referencing
- Next week:
  - Reflective writing and Report writing

# What do you think tutors are looking for in your academic writing?



# Follow Instructions (1): Formatting

“The report must be printed using single sided A4 using 1.5 line spacing, Arial 12pt font, 2.5cm margins left and right.

Make sure that all printing is legible and diagrams are large enough to be read clearly.

The report must be spirally bound with professional covers.

Table of contents should be included with correct page numbering.

Make sure that all work is proof read for errors in grammar and spelling.”

The report must be saved as a PDF and submitted via turnitin only.





**WHY DO WE REFERENCE?**

Referencing is a way to acknowledge  
and **respect** other people's ideas



Enables readers to see what **SOURCES** you have used – so they can be traced



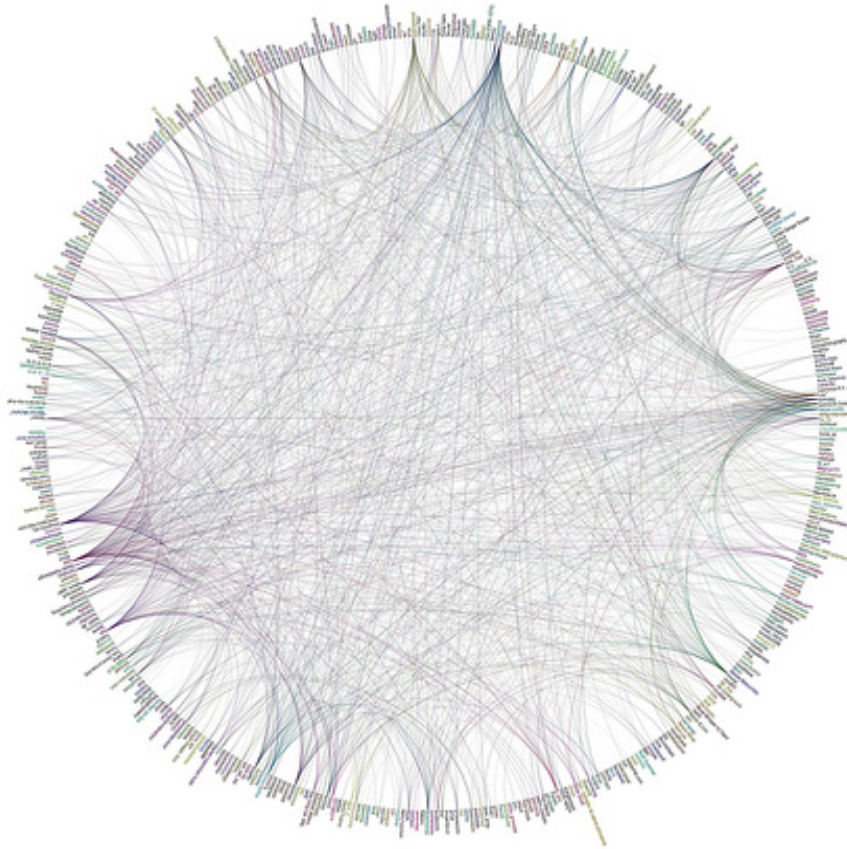


Shows **your ability** to select evidence to support your argument





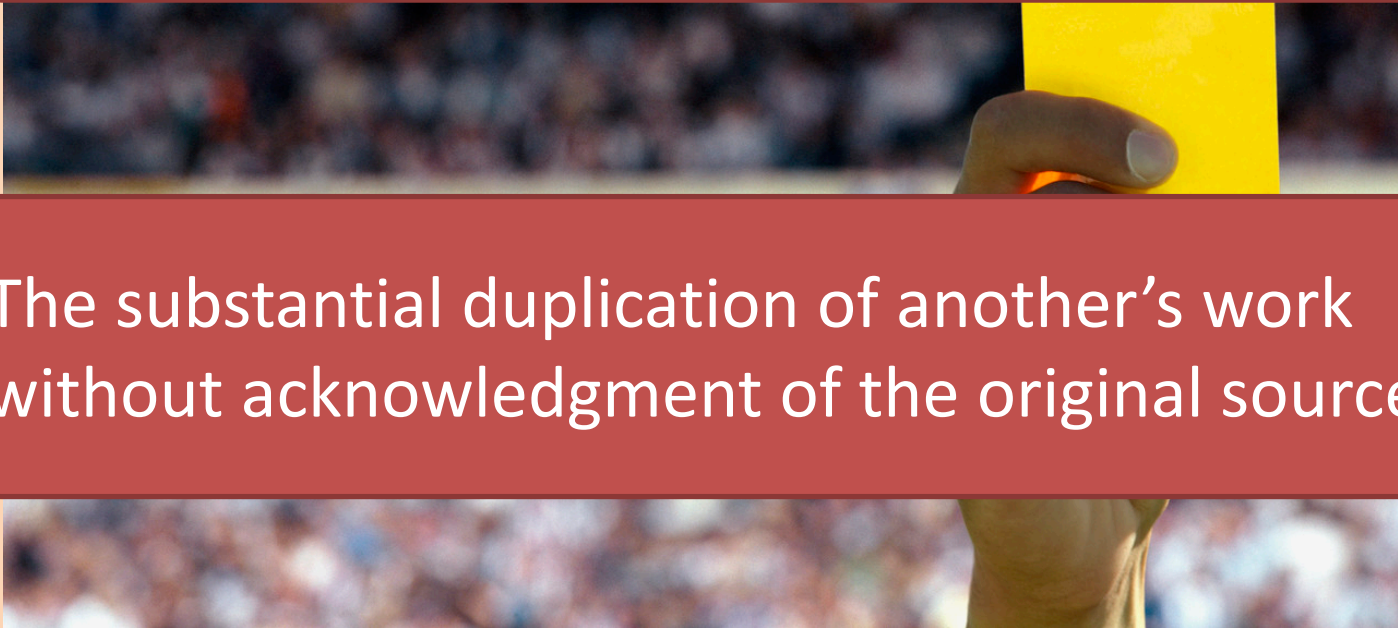
# Referencing supports the collective construction of academic knowledge



# Avoids plagiarism

The deliberate attempt to gain advantage by presenting someone else's work as your own

The substantial duplication of another's work without acknowledgment of the original source

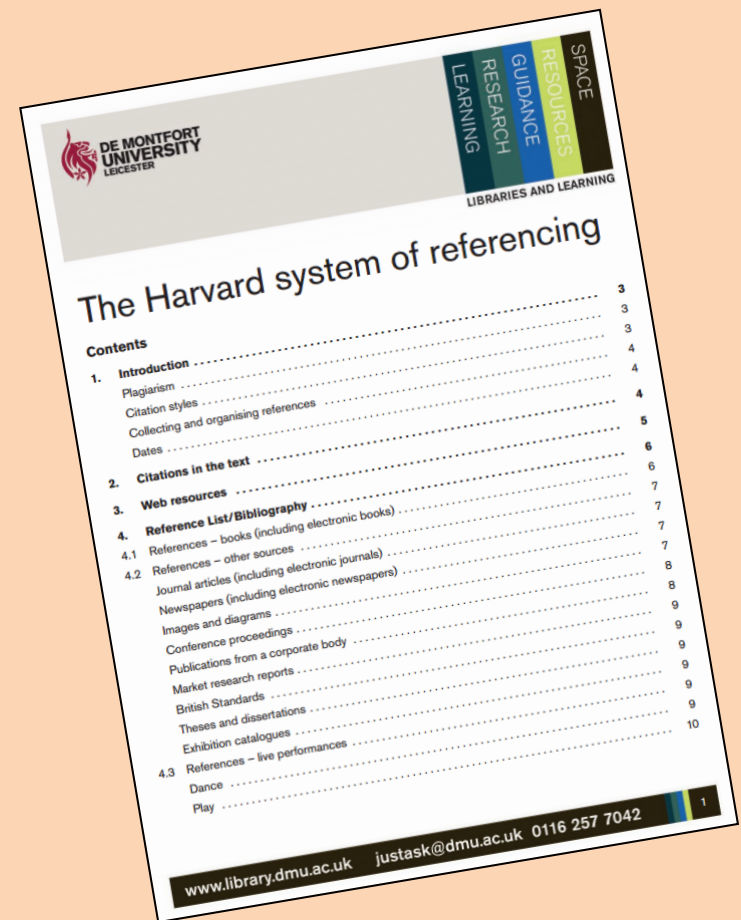


# Following Instructions (2): Referencing

“Any references to external sources of information must be evidenced by **Harvard referencing** with an appropriate reading list at the end of the report.

The reading list may make use of 25% web sources.

The remaining 75% must come from non web sources e.g. books and journals.”





# HOW TO REFERENCE

Quote

'Signpost'

It is claimed that government in the information age "works better and costs less" (Bellamy and Taylor 2005, p.41) . Therefore it could be argued that....

Details of the  
source

Reference list:

BELLAMY, C. and TAYLOR, J.A. (2005) *Governing in the information age*. Buckingham, Open University Press

*In alphabetical order*

# What goes in my writing?

Either a paraphrase or a quote...

Priem and Butler (2001) say that the resource is the most important thing...

The most important thing to consider is the resource... (Priem and Butler, 2001)

“The resource is key” (Priem and Butler, 2001, p.27)



# What goes in the reference list?

A reference consists of **five** essential elements:

**Author** details

individual or organisation

**Title** of the item, document or page

**Publisher** or **Source** e.g a journal name

**Date** of publication, last edit, or access

**Place** it can be found

the web address, type of resource (e.g. an email) or page numbers

# Always record all the books and articles you find *as you find them*

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the De Montfort University logo with the text "Welcome, Marie Letzgu." is on the right. Below the header is a navigation bar with tabs: References, View, Search, Bibliography, Tools, and Help. A search bar is located on the right side of the navigation bar. Below the navigation bar are three buttons: New Folder, Create Bibliography, and New Reference. The main content area shows a list of references under the heading "References > All References". The list includes details for several references, such as "Case/Court Decisions Reference 1 of 31", "Book, Whole Reference 2 of 31", "Conference Proceedings Reference 3 of 31", "Generic Reference 4 of 31", and "Journal Article Reference 5 of 31". Each reference entry includes fields for Ref ID, Title, Source, Authors, and Folders. On the right side of the interface, there is a sidebar with sections: Resources (Support Center, Webinars), Folders (My List, Not In Folder (24), Last Imported (0), referencing & plagiarism, web 2.0 (6)), Quick Access (Advanced Search, Import, Export, Create Bibliography, Delete References, Print References, Output Style Manager, Customize), and Statistics (31 Reference(s), 2 Folder(s), 0 Attachment(s), 0 / NaN bytes used).

RefWorks

De Montfort University  
Welcome, Marie Letzgu.

References View Search Bibliography Tools Help

Search your RefWorks database

New Folder Create Bibliography New Reference

References > All References

References Organize Folders

References to Use

Selected Page All in List

Sort by Authors, Primary

Change View Standard View

Ref ID 26 Case/Court Decisions Reference 1 of 31

Title Aldbridge v Ferguson

Source Judgments, 2011

Ref ID 1 Book, Whole Reference 2 of 31

Authors Andersen, P.

Book Title What is Web 2.0?: ideas, technologies and implications for education

Source 2007, Citeseer

Folders referencing & plagiarism; web 2.0;

Ref ID 30 Conference Proceedings Reference 3 of 31

Authors Arasu, Arvind; Babcock, Brian; Babu, Shivnath; McAlister, Jon; Widom, Jennifer

Title Characterizing memory requirements for queries over continuous data streams

Source 2002, 221-232, ACM, New York, NY, USA, Madison, Wisconsin

Ref ID 2 Generic Reference 4 of 31

Authors, Primary Attwell, G.

Title, Primary Personal Learning Environments - the future of eLearning?

Source 2007

Folders web 2.0;

Ref ID 3 Journal Article Reference 5 of 31

Authors BLAIR, Chere Harden

Title Panic and plagiarism: authorship and academic dishonesty in a remix culture

Source II, 159-192

Folders referencing & plagiarism;

Resources

Support Center

Webinars

Facebook Twitter

Folders

My List

Not In Folder (24)

Last Imported (0)

referencing & plagiarism

web 2.0 (6)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Delete References

Print References

Output Style Manager

Customize

Statistics

31 Reference(s)

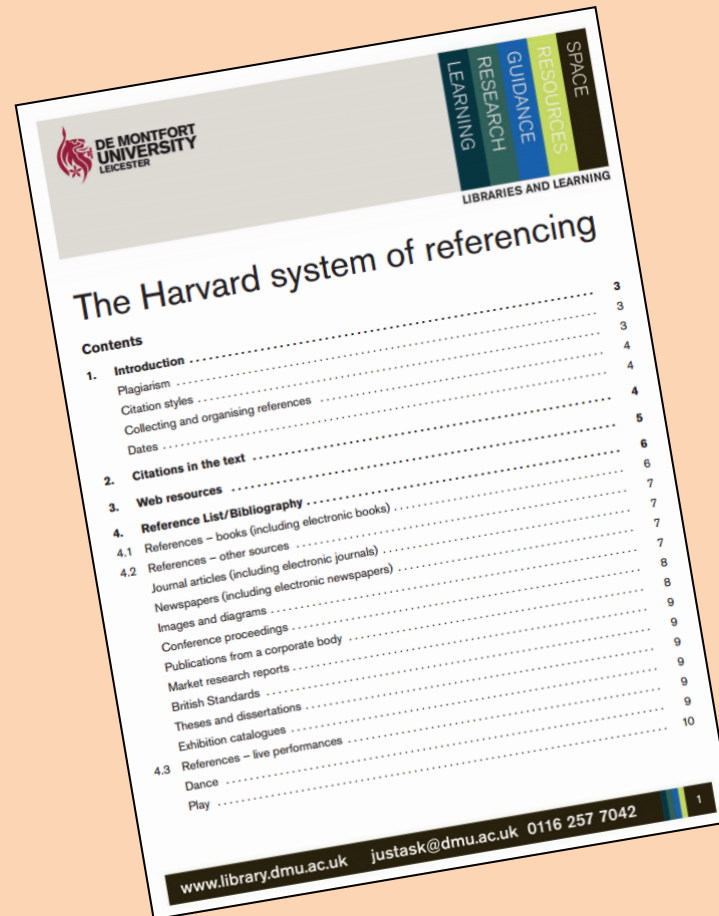
2 Folder(s)

0 Attachment(s)

0 / NaN bytes used.

# If in doubt...

- Check the guide



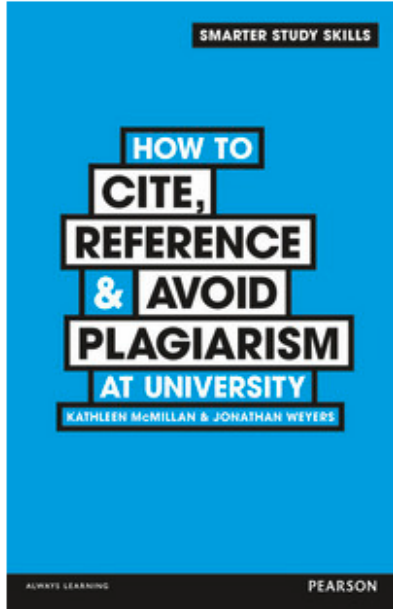
... or ask for help from your subject librarian

# Practice!

- Try to write down a sentence adding a reference to support it

THE IDEA: Referencing ideas is vital to avoid committing plagiarism

THE SOURCE:



**SMARTER STUDY SKILLS**

**HOW TO  
CITE,  
REFERENCE  
& AVOID  
PLAGIARISM  
AT UNIVERSITY**

KATHLEEN McMILLAN & JONATHAN WEYERS

PEARSON

**How to cite, reference & avoid plagiarism at university**

*McMillan, Kathleen; Weyers, Jonathan D. B*

This is a useful handbook for students on any course. Full of practical hints and tips, it identifies and addresses the following: how to research; how to use sources in your work; how to reference sources correctly; practical tips and solutions for avoiding plagiarism; and more

**Book.** *English.*

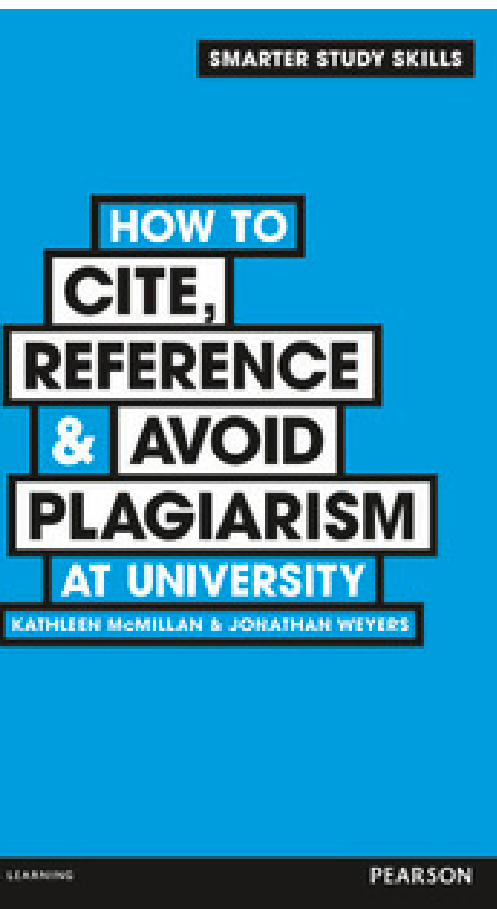
**Published** Harlow: Pearson Education, 2013.

Rate this ☆☆☆☆☆

**Not Reservable** **Save**

► **Law Library** – Two available at 808.02/MCM

# Referencing ideas is vital to avoid committing plagiarism



## How to cite, reference & avoid plagiarism at university

*McMillan, Kathleen; Weyers, Jonathan D. B*

This is a useful handbook for students on any course. Full of practical hints and tips, it identifies and addresses the following: how to research; how to use sources in your work; how to reference sources correctly; practical tips and solutions for avoiding plagiarism; and more

**Book.** *English.*

**Published** Harlow: Pearson Education, 2013.

Rate this 

Not Reservable

Save

# Practice – how it could be done

- End of sentence:

Correctly referencing sources of ideas is vital to avoid the academic offence of plagiarism (McMillan and Weyers, 2013).

- Using authors' name:

McMillan and Weyers (2013) argue that correctly referencing sources of ideas is vital to avoid the academic offence of plagiarism.



# Referencing Specifics

Common questions:

- How to reference a web page?
- What to do where there are multiple authors?
- Where in a sentence do I put my reference?

Use your referencing guide (see Subject Guide)

Ask a Subject Librarian or CLaSS for guidance

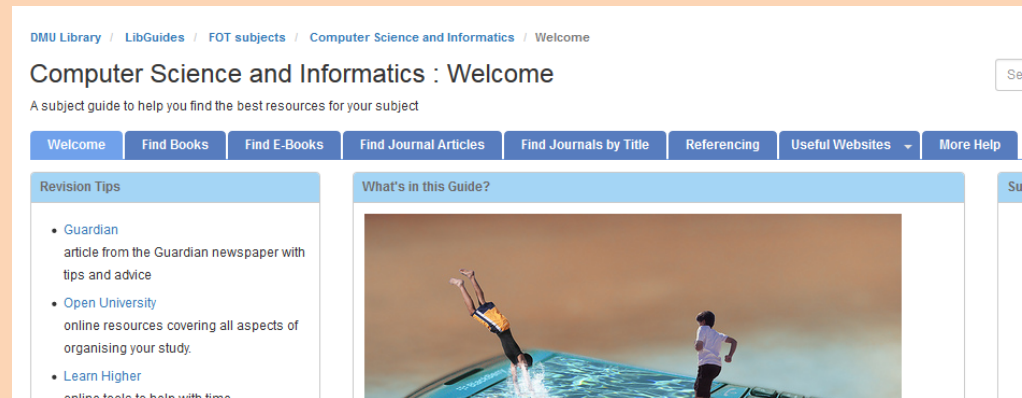
# Referencing Checklist

- ☐ I have referenced all sources of information, including facts, figures, ideas and arguments that I have used
- ☐ I have cited all sources quoted directly or used indirectly in my work
- ☐ All citations are complete
- ☐ All quotations are clearly indicated
- ☐ All references are complete
- ☐ I have used original sources rather than relying on lecture notes
- ☐ My reference list corresponds with all sources cited in the text
- ☐ My reference list is in alphabetical order
- ☐ Another person could find my sources with the information I have provided

# FINDING INFORMATION SOURCES

Use your DMU Library Subject Guide to find:

- Library Search
- Databases
- Referencing Guidelines
- Suggested Reading



<http://libguides.library.dmu.ac.uk/computerscienceandinformatics>

# Summary

- Referencing ideas is important for many reasons
  - E.g. showing how your ideas build upon others
- Use the Harvard approach correctly
  - Follow DMU guidance
- Find academic literature
  - 75% books and journals

# Centre for Learning and Study Support

*Enhancing academic practice, writing development and professional skills*

## Tutorials and Drop-in



Book a 30 minute one-to-one appointment to discuss any aspect of your study or work: visit the Library “What’s on?” page to book.

Just a quick question? Drop in every **Monday, Wednesday, Friday 2-3pm or Tuesday, Thursday 5-6pm** in the LDZ Kimberlin library where CLaSS will be waiting to answer your question!

## Workshops

Workshops run regularly: Keep an eye out on blackboard and MyDMU to see our upcoming sessions

To sign up go the library what’s on page:  
[www.library.dmu.ac.uk/Home/Calendar](http://www.library.dmu.ac.uk/Home/Calendar)



## Guides

HEAT, “Focus On” and more...

To view our online resources go to:  
[www.library.dmu.ac.uk/link/CLASS](http://www.library.dmu.ac.uk/link/CLASS)



To help fit the pieces of your study together visit:

[www.library.dmu.ac.uk/link/CLASS](http://www.library.dmu.ac.uk/link/CLASS)

# Picture acknowledgements

- 3d humans: <http://www.flickr.com/photos/upvcfrontdoor/sets/72157624017864259/with/4642099865/>
- Web: <http://www.flickr.com/photos/eskimoblood/2111672366/>
- Cherry picking: <http://www.flickr.com/photos/h-bomb/3787116067/>
- Kettle bells <http://www.flickr.com/photos/jpiekos/5858401632/>
- Footpath sign: <http://www.flickr.com/photos/43898512@N07/4917672610/>
- This is Called "Fake Cry" <http://www.flickr.com/photos/ajbrustein/4822244715/>
- Two girls: <http://www.flickr.com/photos/gailtang/5116918810/>
- Clocks: <http://www.flickr.com/photos/rbrwr/69730599/>
- Pressure <http://www.flickr.com/photos/sercasey/466293417/>
- Writing and pen <http://www.flickr.com/photos/alstonfamily/2237347597/>
- Index card <http://www.flickr.com/photos/reedinglessons/2238990839/>
- Steps <http://www.flickr.com/photos/jekkone/5649811151/>
- Life advice <http://www.flickr.com/photos/26628378@N03/3295371263/>
- Others: Microsoft Office Clipart