

# **ACADEMIC WRITING**

**PART I (RECAP): WHAT MAKES ENGLISH  
'ACADEMIC'?**

# **HOMEWORK: SELF-ASSESSMENT**

- Thank you (to those who did it) for completing the document in Week 1 folder.
- It seems that one of the areas you need support with is referencing and avoiding plagiarism.
- Today we will focus on referencing and next week we will look at avoiding plagiarism.
- We will start with recapping ideas around academic writing in English to set the context for today's class.



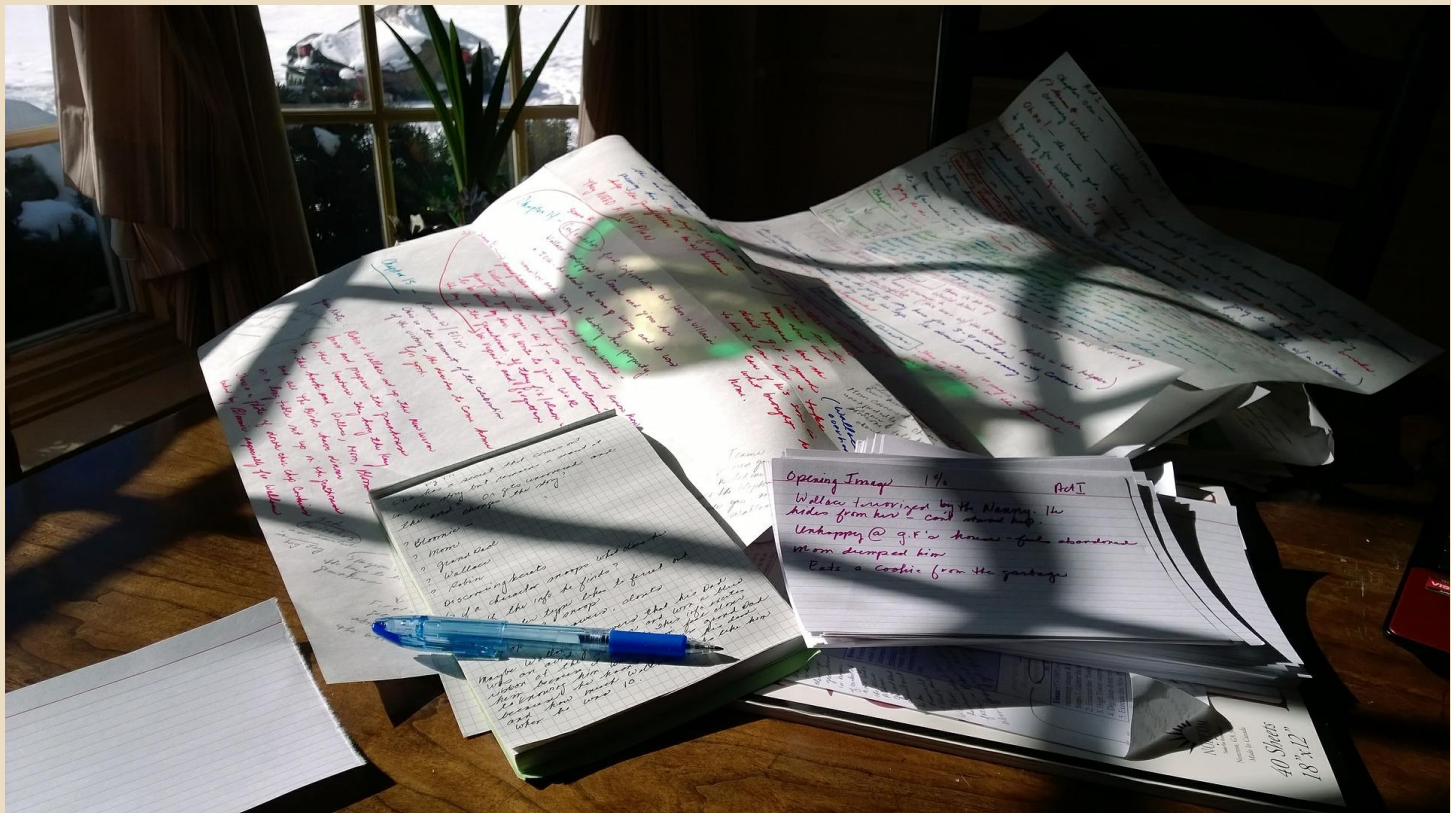
# ACADEMIC WRITING IN ENGLISH

- Keeps to the focus of the task/question
- Sets out the writer's point of view
- Develops and investigates one point at a time
- Moves from one point to the next to develop that point of view

*Remember that **writing** is a process of drafting, redrafting, revising and editing, and so **takes time**.*

# IN ENGLISH ACADEMIC WRITING, IDEAS ARE

- Presented in a logical order
- Supported with evidence
- Presented objectively
- Expressed following the conventions of academic language



# WHAT IS THE STRUCTURE OF ACADEMIC WRITING IN ENGLISH?

This is what I am going to say.

Here I am saying it.

.....  
.....  
.....

That is what I said.

# A PIECE HAS...

**Introduction – general statements to provide a context/background and your thesis statement /focus**

**Body:**  
a series of linked paragraphs  
developing the focus that you  
stated in your introduction

**Conclusion:**  
a summary of what you have said;  
possible speculation on the issues you have raised

# A PARAGRAPH HAS...

**Topic sentence: what the paragraph is about**

Development of this point  
with supporting evidence

Summary  
(and link to the next paragraph)

# THE NEXT PARAGRAPH HAS...

**Topic sentence  
linking back to the previous paragraph**

Development with supporting evidence

Summary  
(and link to the next paragraph)

# WHAT CAN I DO TO MAKE MY WRITING MORE ACADEMIC?

- Note how the ideas in the books and articles that you read on your course are presented and expressed (disciplinarity).
- Join academic writing classes.
- Get academic writing support.
- Work individually to improve.
- Pay attention to tutors' and lecturers' feedback.
- **Learn about and practise referencing.**

# **REFERENCING**

**PART 2: WHY AND HOW TO REFERENCE.**

# LEARNING OBJECTIVES

- In this session, you will:
  - Consider why it is necessary to reference in academic writing
  - Learn about different styles of referencing
  - Learn about referencing software
  - Practise Harvard referencing at UWTSD
  - Learn how to add footnotes/endnotes at UWTSD

# WHAT IS REFERENCING AND WHY DO WE NEED IT?

When producing an academic assignment, you will be expected to **acknowledge other people's work by referencing them in a recognised and consistent format**. You will also need to provide details of the resources you have read for your assignment. There are **a number of reasons** why this is necessary:

- To demonstrate the **breadth of research** you have undertaken.
- To add **academic credibility** to your arguments.
- To enable **readers** to **find the sources** you have used in your work.
- To **acknowledge** the work of **others** and **avoid** accidental **plagiarism**.

# CONSIDERING THE LITERATURE (FROM YOUR MODULE HANDBOOK)

- Your work must be **informed** and **supported** by **scholarly material** that is relevant to and focused on the task(s) set; you should make use of **scholarly reviews** and **primary sources**, as appropriate (for example, refereed (peer-reviewed) research articles and/or original materials appropriate to the discipline).
- You should provide **evidence** that you have accessed a **wide range of sources**, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites.
- You should consider the **credibility** of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly.
- Any sources you use should be **current and up-to-date**, mostly **published** within the **last five years** or so, though seminal/important works in the field may be older.
- You must provide **evidence** of **your research/own reading** throughout your work, using correctly a **suitable referencing system**, including **in-text citations** in the main body of your work and a reference list at the end of your work.

# REFERENCING

- ⦿ References must be provided whenever you use someone else's opinions, theories or data.
- ⦿ You need to reference information from any and all sources you use.
- ⦿ A reference is required if you:
  - **paraphrase** (use someone else's ideas in your own words)
  - **summarise** (use a brief account of someone else's ideas)
  - **quote** (use someone else's exact words)
  - **copy** (use someone else's figures, tables or structure)

# DIFFERENT TYPES OF REFERENCING STYLES

- **Footnote Style**

Reference information is kept in footnotes and not placed in the body of the text. Depending on the style, a bibliography or reference list is included. This style includes Chicago (but note that this has two versions: footnote or author-date); MHRA and OSCOLA (legal referencing).

- **Endnote Style**

Reference information is kept at the end of your text and numbers are in-text (**Blog**).

- **Numbered Style**

Creates a numerical list of references in the list of works cited, based on the order in which the works appear in the text. This style includes IEEE and Vancouver.

- **Author-date Style**

References are placed in the text not in footnotes, and there is an alphabetical list of references (by author surname) in the list of works cited, at the end of the work. This style includes APA, **Harvard** and MLA (and the author-date version of Chicago).

# THE HARVARD REFERENCING SYSTEM

The most frequently used two elements are:

Research can be conducted within a variety of environments (Robson, 2002).

- **Citing** within the text of your work, the sources that you have used.
- Full **referencing entries** including all the details of the sources you have used listed **alphabetically** at the end of your work.

Robson, C. (2002) *Real world research*. 2<sup>nd</sup> ed. Oxford: Blackwell.

# CLARIFICATION

- The purpose of the **in-text citation** is to refer you to the **full details** of the publication within a full reference list or bibliography at the end of your work. **Full publication details of the citation should be found in the reference list at the end of your assignment.** This contains the full bibliographical record of the references cited in your text:

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th rev. edn. Basingstoke: Palgrave.

- It should enable any reader to locate your original source. **A reference list is arranged in alphabetical order by the author's surname or, if there is no author, by title.**
- A **bibliography** can also sometimes be requested by your tutor. A bibliography is a list of all the sources you have read for your assignment, whether or not you have cited them in your text and therefore more exhaustive than a reference list. **If you're not sure which is required, ask your lecturer.**

# CITING ACCORDING TO HARVARD REFERENCING STYLE

- **Citing** in your text is a generic term, used for when you refer to any source, either to give an example or to back up an argument.

## Example:

- According to **Cowley (2004, p. 8)** 'discussion really does play an absolutely vital part in the development of thinking'.
- According to **Cowley (2004: 8)** 'discussion really does play an absolutely vital part in the development of thinking'.

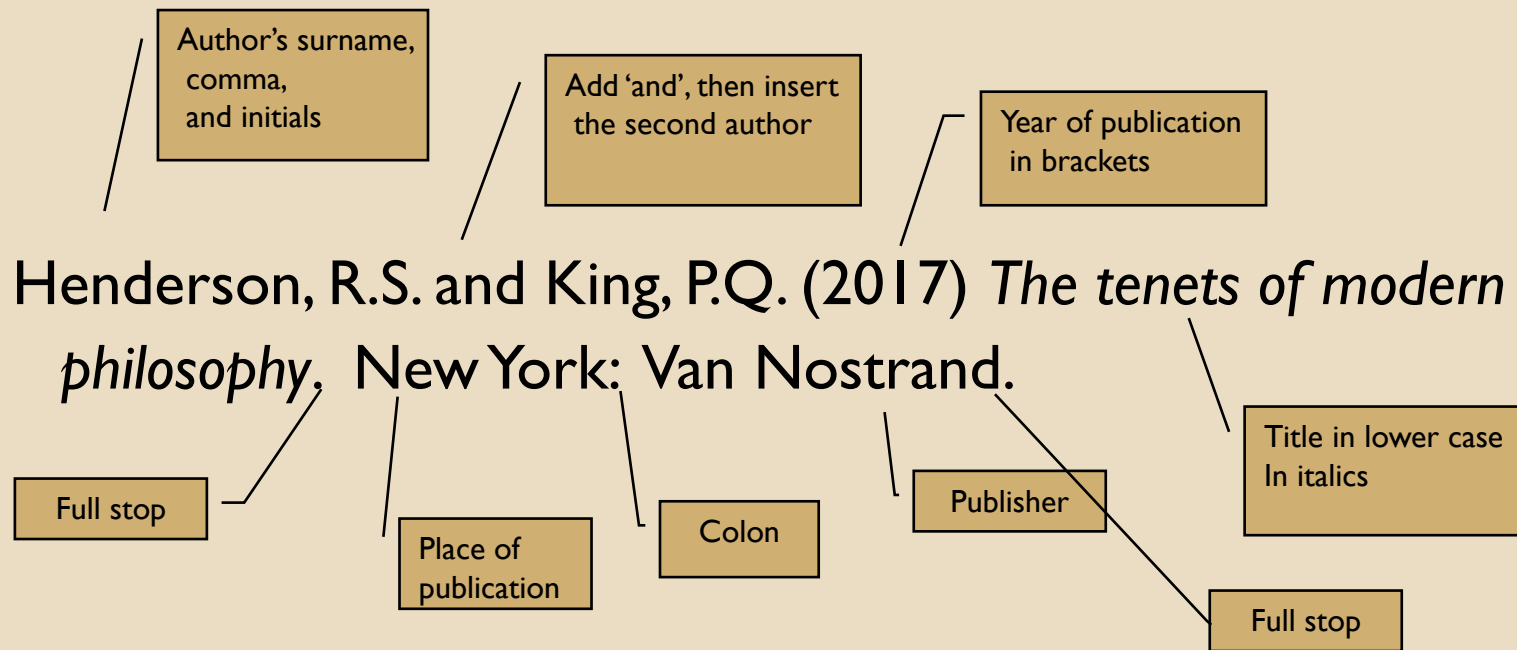


UWTSD

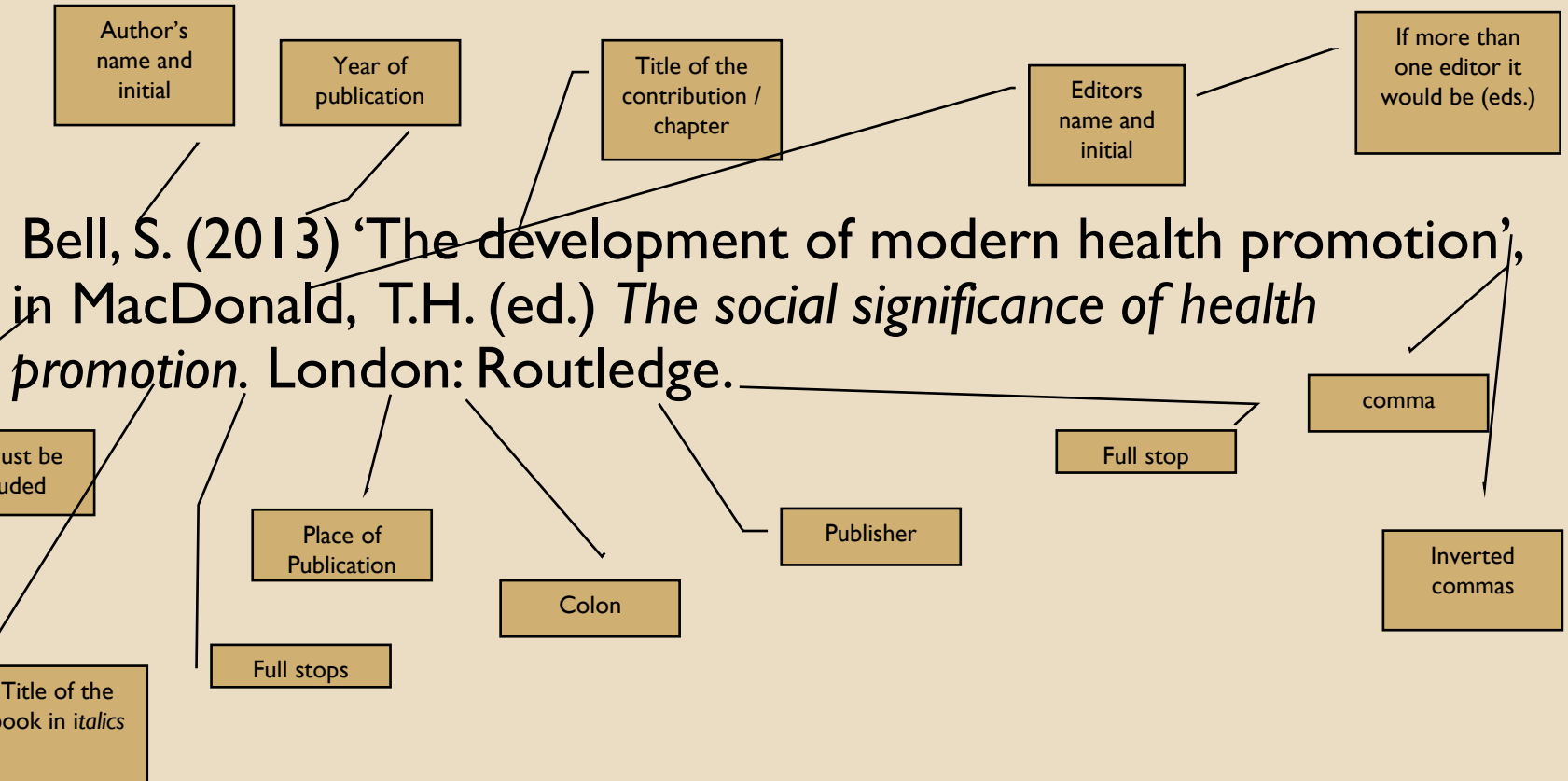
# EXAMPLE OF A SINGLE AUTHORED BOOK



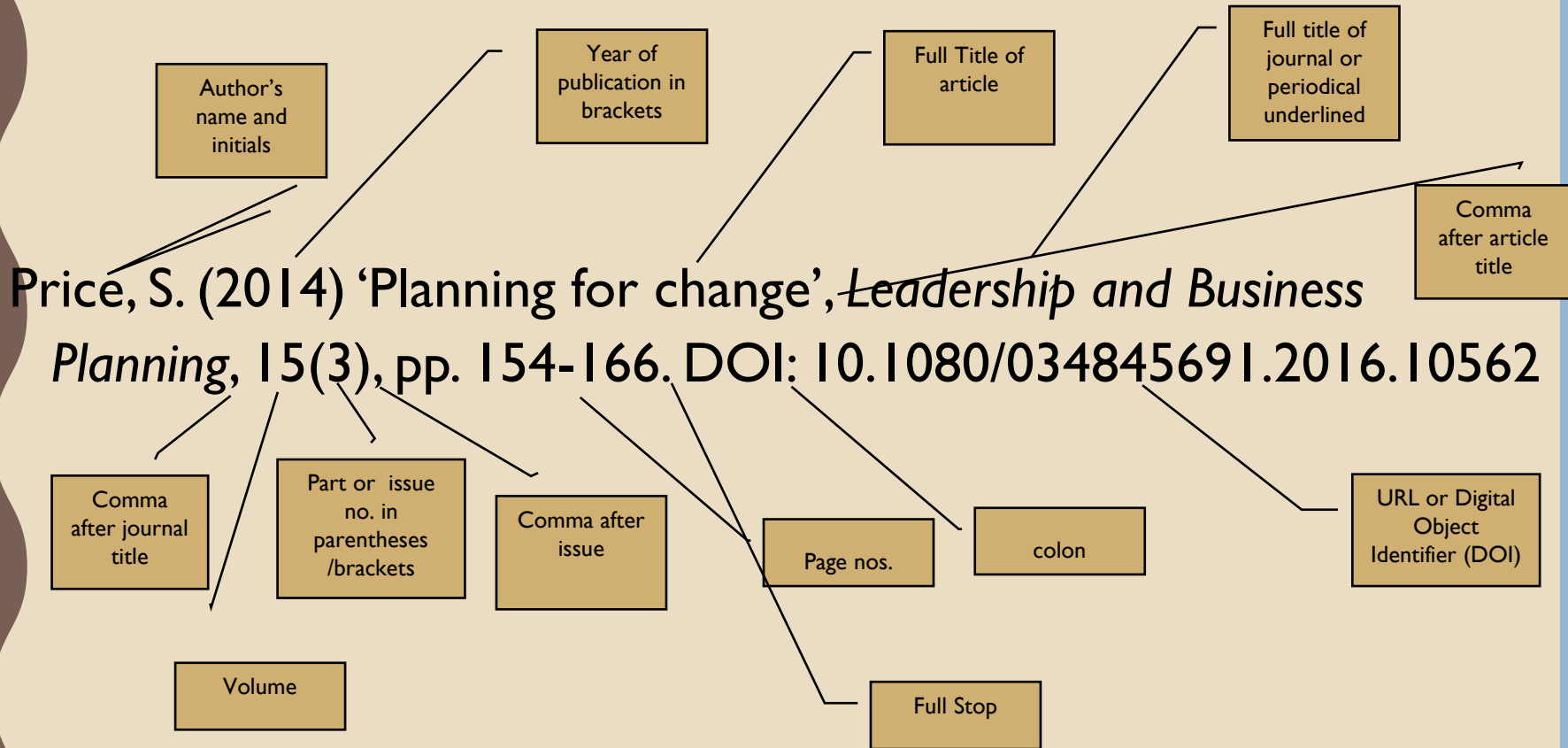
# EXAMPLE OF A BOOK WITH MORE THAN ONE AUTHOR



# EXAMPLE OF A CONTRIBUTION IN A BOOK



# EXAMPLE OF AN ELECTRONIC ARTICLE



# REFERENCING INTERNET SOURCES

Author's  
name and  
initials

Date page  
created/last  
updated

Title of article  
and/or  
website

McCormack, E.F. (2016) Dog breed characteristics.

Available at: <http://www.dogbreedchar.co.uk/> (Accessed: 19 March 2017).

If the author  
is unknown,  
use the name  
of the  
organisation

Full web  
address  
(URL)

Date you  
retrieved the  
information

# TIPS AND HINTS

Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme and Module Handbooks. For DBA, the style is Harvard and complete your referencing, please use your Harvard guide (I've put it on Teams).

- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

# REFERENCING SOFTWARE

- Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. **The Library provides access to RefWorks**, which is an **online programme** that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: <https://uwtsd.ac.uk/library/student-essentials/refworks/>
- There are also a variety of open source alternatives such as **Zotero** and **Mendeley** which provide similar functionality, however please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment. **Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself.**
- An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation. However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the **online tutorials available on the RefWorks** site, or contact your **Academic Liaison Librarian** who will be happy to support you.

# REFWORKS

[STUDY](#)[ABOUT](#)[STUDENT LIFE](#)[INTERNATIONAL](#)[RESEARCH](#)[ALUMNI](#)

## LIBRARY AND LEARNING RESOURCES

[UWTSD Home](#) - [Library and Learning Resources](#) - [Student Essentials](#) - RefWorks

### RefWorks

RefWorks is an online research management, writing and collaboration tool, designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.

[SIGN IN TO REFWORKS](#)

or

[CREATE A NEW REFWORKS ACCOUNT HERE](#)

**\*\*RefWorks; RefWorks Citation Manager, Write-n-Cite and RefWorks for Google Docs will be unavailable from 3am -3pm on Sunday 10th May\*\***

To create your account please enter your UWTSD email address and create a password.

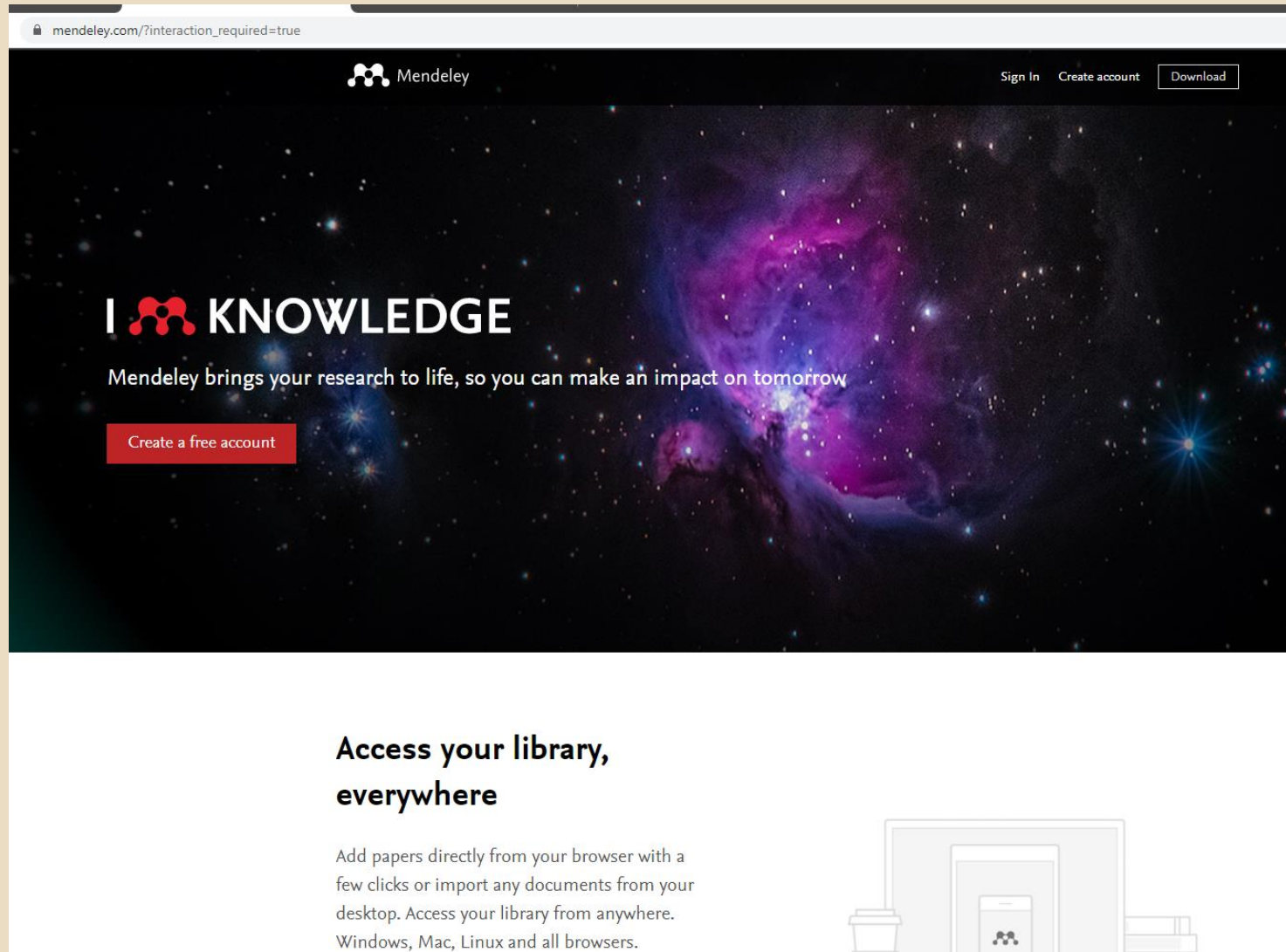
(Using your university email address will let RefWorks know that you are entitled to set up a free account).

- [Exporting citations from Mendeley to RefWorks](#)
- [Exporting citations from EndNote to RefWorks](#)

### In this section

- › [Infoskills Programme](#)
- › [#Off the Shelf](#)
- › [Meet your Academic Liaison Librarian](#)
- › [RefWorks](#)
- › [Referencing Handbooks](#)
- › [Getting Started Guides](#)
- › [Online Resource Lists](#)

# MENDELEY



The screenshot shows the Mendeley website homepage. The browser address bar displays "mendeley.com/?interaction\_required=true". The Mendeley logo is in the top left, and "Sign In", "Create account", and "Download" links are in the top right. The main banner features a cosmic background with a purple nebula and the text "I KNOWLEDGE" (where "I" is a red Mendeley icon). Below this is the tagline "Mendeley brings your research to life, so you can make an impact on tomorrow" and a red "Create a free account" button. The lower section is titled "Access your library, everywhere" and describes the ease of adding papers from a browser or desktop. To the right, an illustration shows a laptop, a smartphone with the Mendeley app, and a stack of books.

mendeley.com/?interaction\_required=true

Mendeley

Sign In Create account Download

## I KNOWLEDGE

Mendeley brings your research to life, so you can make an impact on tomorrow

Create a free account

### Access your library, everywhere

Add papers directly from your browser with a few clicks or import any documents from your desktop. Access your library from anywhere. Windows, Mac, Linux and all browsers.

# ZOTERO

The image shows the Zotero website at the top and a desktop view of the Zotero application at the bottom. The website has a dark background with the text "Your personal research assistant" and "Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research." A red "Download" button is prominent. The desktop view shows the Zotero application window with a sidebar on the left, a central list of items, and a right-hand pane showing details for a selected item.

**Website Header:**

- zotero.org
- zotero
- Groups | Documentation | Forums | Get Involved | Log In | Upgrade Storage

**Website Content:**

Your personal research assistant

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research.

[Download](#)

Available for Mac, Windows, and Linux

New: Just need to create a quick bibliography? Try [ZoteroBib](#).

**Desktop Application View:**

**My Library:**

- Book Reviews
- Colonial Medicine
- Dissertation
- Science and Empire
- Teaching
  - Mapping
  - Open Access
  - Text Mining
  - Visualization
- My Publications
- Duplicate Items

**Item List:**

| Title                                                             | Creator                | Year        |
|-------------------------------------------------------------------|------------------------|-------------|
| Guerre, maladie, empire. Les services de santé militaires en ...  | Zaugg                  | 2016        |
| Officiers de santé et soignantes créoles face à la fièvre jaune   | Nobi                   | 2016        |
| The Emergence of Tropical Medicine in France                      | Osborne                | 2014        |
| Colonial Disease, Translation, and Enlightenment: Franco-Brit...  | Charters               | 2014        |
| Trading in Drugs through Philadelphia in the Eighteenth Centu...  | Wilson                 | 2013        |
| The Medicines Trade in the Portuguese Atlantic World: Acquisi...  | Walker                 | 2013        |
| Leprosy and Slavery in Suriname: Godfried Schilling and the Fr... | Snelders               | 2013        |
| Medical Experimentation and Race in the Eighteenth-century ...    | Schiebinger            | 2013        |
| The Circulation of Bodily Knowledge in the Seventeenth-centu...   | Gómez                  | 2013        |
| <b>Circulation of Medicine in the Early Modern Atlantic World</b> | <b>Cook and Walker</b> | <b>2013</b> |
| Synthesis of scholarship on "medicines" to restore focus o...     |                        |             |
| Full Text PDF                                                     |                        |             |
| Colonial Medical Encounters in the Nineteenth Century: The Fr...  | Thoral                 | 2012        |

**Item Details (Circulation of Medicine in the Early Modern Atlantic World):**

- Item Type: Journal Article
- Title: Circulation of Medicine in the Early Modern Atlantic World
- Author: Cook, Harold J.
- Author: Walker, Timothy D.
- Abstract: The search for powerful drugs has caused people and commodities to move around the globe for many centuries, as it still does...
- Publication: Social History of Medicine
- Volume: 26
- Issue: 3
- Pages: 337-351

# UWTSD REFERENCING HANDBOOKS

[NEWS](#) [QUICK LINKS](#) [CYMRAEG](#)

[f](#) [t](#) [i](#) [y](#) [in](#)

 **Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David

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## LIBRARY AND LEARNING RESOURCES

[UWTSD Home](#) - [Library and Learning Resources](#) - [Student Essentials](#) - Referencing Handbooks

### Referencing Handbooks

Referencing correctly is an essential skill. When writing an assignment, you will be expected to acknowledge other people's work by referencing them in a recognized and consistent format.



LLYFRAUaRHAGOR  
**BOOKS&BEYOND**  
Llyfrgell a Adnoddau Cyngor Library & Learning Resources



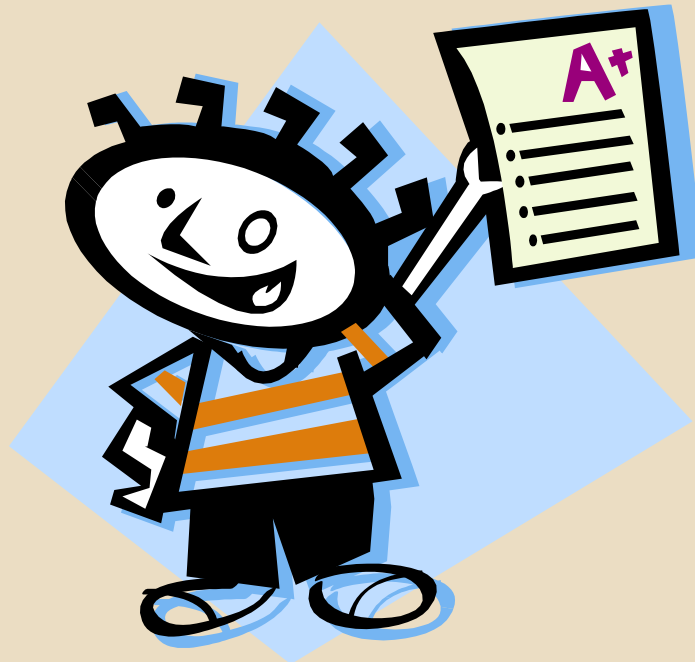
Why is referencing important?  
UWTSD - Library and Learning Resources • Follow • Share

**WHY IS REFERENCING IMPORTANT?**

When it comes to referencing, there is plenty of conflicting or out-of-date advice and software available. We have created the Referencing Handbooks in collaboration with the Academic Office and academic staff across the University to give you consistent guidance and support.

# NOW LET'S PRACTISE YOUR SKILLS!

- Working **individually**, complete the **referencing task in the Week 2** folder on Teams / VLE and share your answers with the rest of the class.



# LEARNING OBJECTIVES

- In this session, we:
  - Considered why it is necessary to reference in academic writing
  - Learned about different styles of referencing
  - Learned about referencing software
  - Practised Harvard referencing at UWTSD
  - Learned how to add footnotes/endnotes at UWTSD