



Referencing Software & Paraphrasing

ACHA4011 – Workshop &
Practice

Jordan Jenkins

Referencing Management Software

Referencing can seem daunting, make life easier by utilising the software available!

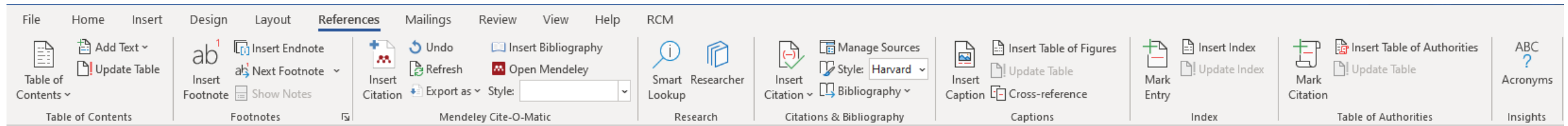
What we will look at:

- **Microsoft Word Referencing Functions**
- **Mendeley Referencing Management Software**

MS Word Referencing Functions

We have already seen the References Tab in Word

Functions under this tab to make referencing easier to handle



Mendeley Plugin integrated into Word
(Not installed by default)

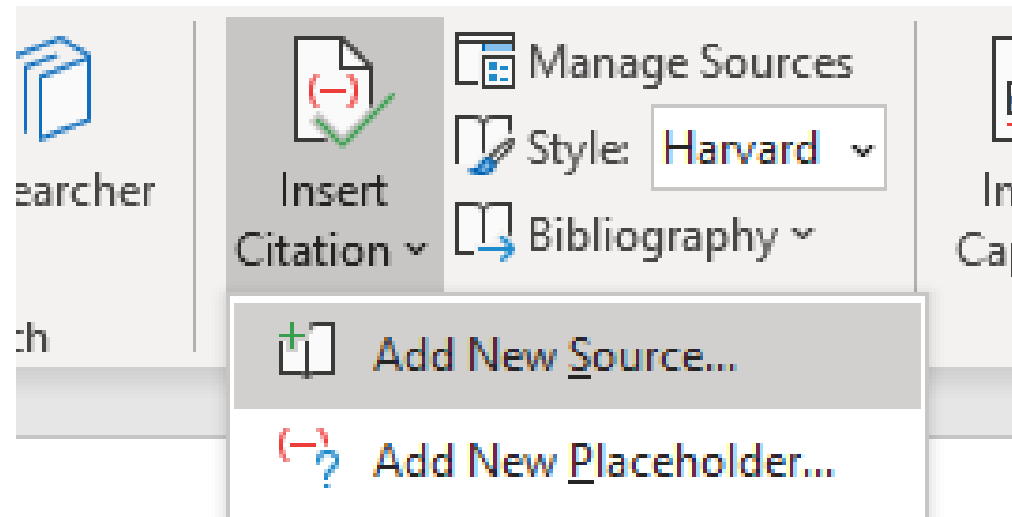
Built in Microsoft Word
referencing/citations system functions

MS Word Referencing Functions

You can type all your references manually. Up to you, but it's a lot of hassle!
Let software do the hard work.

Under the **References** tab, find the **Citations & bibliography** section. Make sure **Style** is set to **Harvard**.

You can insert a reference by clicking **Insert Citation**, then **Add New Source....**

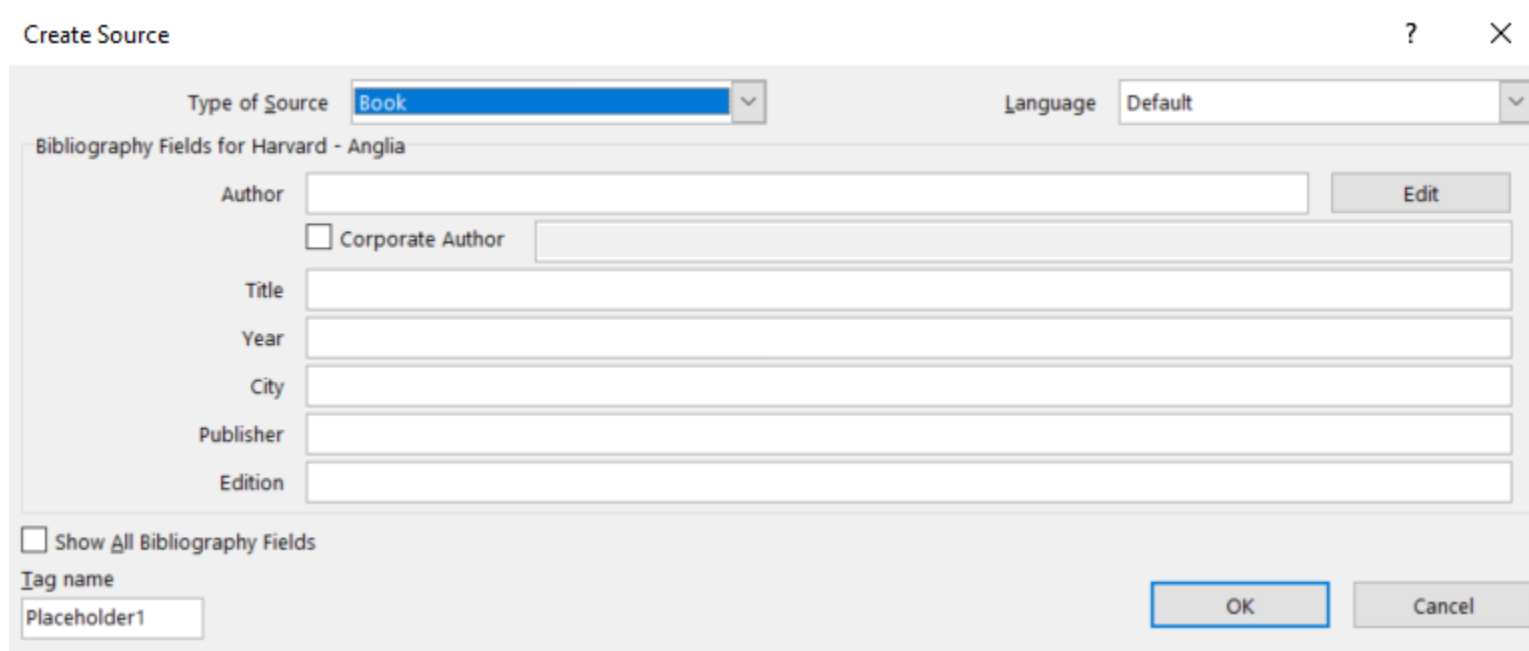


MS Word Referencing Functions

A new window opens. This is where you tell Word all the information about your reference.

Start with **Type of Source** dropdown. You need to select the right type so that word knows how to format it in your reference list at the end.

In this case, we will add a **Book**.



Create Source ? X

Type of Source **Book** Language Default

Bibliography Fields for Harvard - Anglia

Author Edit

☐ Corporate Author

Title

Year

City

Publisher

Edition

☐ Show All Bibliography Fields

Tag name
Placeholder1

OK Cancel

MS Word Referencing Functions

Adding Names

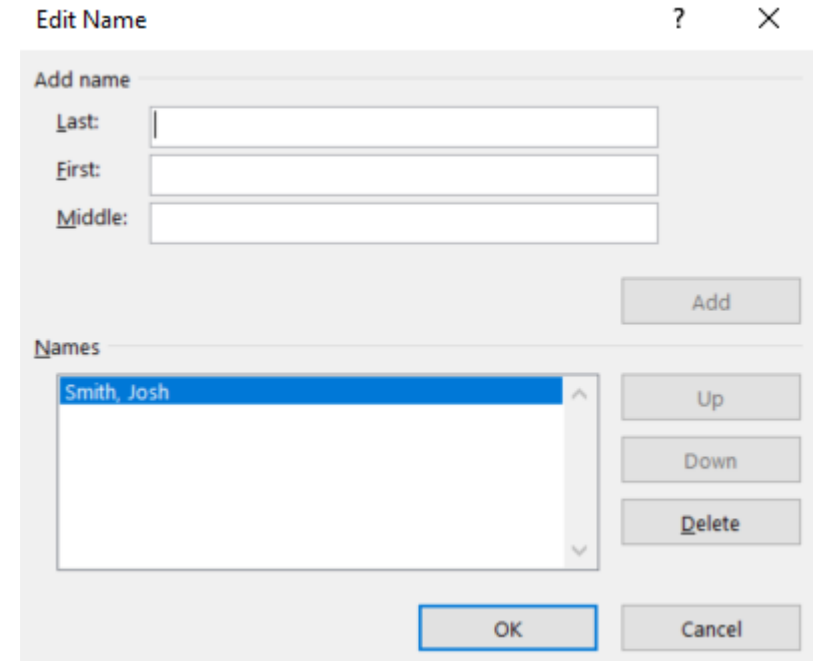
Click **Edit** to the right of the **Name** bar.

Small window will appear.

Enter the authors first, last and middle names as appropriate,
then click **Add**.

For multiple authors, repeat the process and add all their
names until they all show in the **Names** box in the bottom left.

Once all names added, click **OK**.



MS Word Referencing Functions

Fill in all the remaining sections
in the window.

If you cannot find information,
leave the box blank. (All
information should be available
though!)

Word will show an example of
how it expects your entry to be
formatted when you click into a
box.

Create Source ? X

Type of Source Language

Bibliography Fields for Harvard - Anglia

Author

☐ Corporate Author

Title

Year

City

Publisher

Edition

☐ Show All Bibliography Fields

Tag name

MS Word Referencing Functions

(Smith, 2013) describes how the motorsport industry is ever changing, with significant evolution in technology occurring since its inception.

Once everything is filled in, press **OK**

Word has now inserted that reference into your text, wherever your cursor was positioned.

However, look at the text above, is that the correct format for a direct mention in-text citation?

Word does not know when you are directly referring to the author or indirectly.

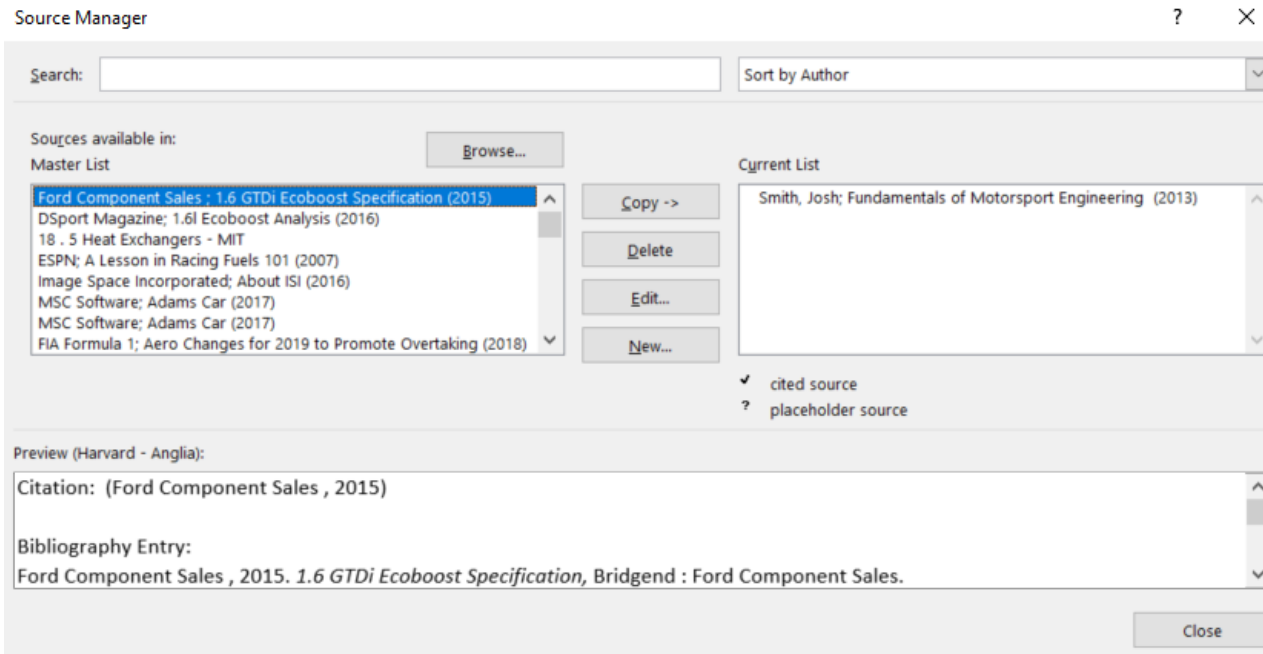
You must manually alter entries to change between direct and in-direct citation formats.

You must know the referencing system well enough to recognise when they are wrong!

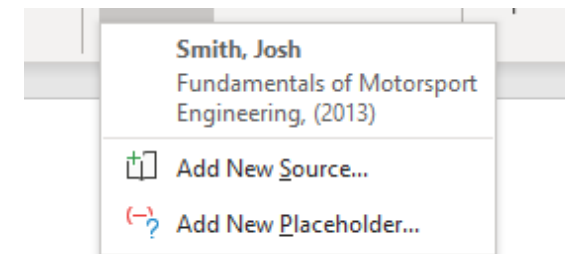
MS Word Referencing Functions

You don't have to type all the details each time. You can reuse sources.

Click on **Manage Sources**, you can search for sources and add them to your **Current List**



When you click **Insert Citation** now, there will be a list of sources that are in your **Current List**

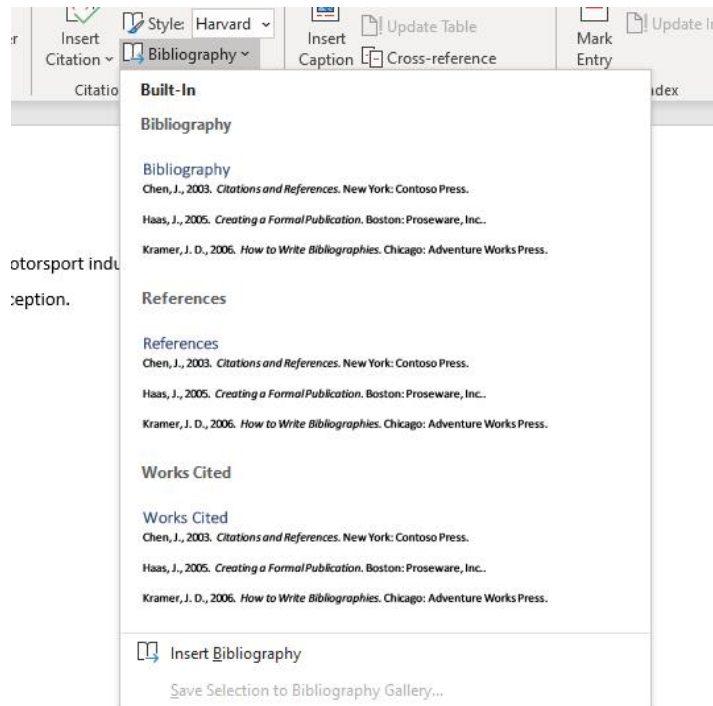




MS Word Referencing Functions

Adding a reference list at the end is simple using the Word built in functions.

Under the **References** tab, in the **Citations & Bibliography** section there is a button for **Bibliography**.



Drop down will appear

Like adding a Contents page, there are several styles to chose from

Normally people use the **References** style

Click on that and Word adds a full reference list for, all formatted. **YOU still need to check it is correct though!!**

References

Smith, J., 2013. *Fundamentals of Motorsport Engineering*. 1st ed. Cheltenham: Nelson Thornes Ltd.

Mendeley

Mendeley Desktop

File Edit View Tools Help

Add

Folders

Related

Sync

Help

Search...

Andrew

Mendeley

Literature Search

My Library

All Documents

Recently Added

Recently Read

Favorites

Needs Review

My Publications

Unsorted

Dynamics

Engine Perf & Emissions

Hybrid

Materials Failure DLC

Materials Failure Piston Skirt

NDT

Old References

Project

Filter by Authors

All

1999, Undefined

Abaya, Ernesto B.

Abbey, Tony

Abbood, Mahmood Merzah

Abd-el-tawwab, Ali M

Abo-Serie, E

Abrahamsson, Johan

Adil, H

Agrawal, Harshit

Aha, D W

Aha, David W

Ahmad, N

Ahmad, N E

Ahmad, S

Ahmed, Mouchtachi

Ahn, Jung Tae

Ahn, Yoon-Ok

Aikas, Mindaugas

Ainsworth, Mark

Aitchison, C S

All Documents

Edit Settings

★	●	📄	Authors	Title	Year	Published In	Added
☆	●		Arslan, Mehmet Ali; Kayabasi, Oğuz	3-D Rail-Wheel contact analysis using FEA	2012	Advances in Engineering Software	Aug 11
☆	●		Nguyen, T. T.; Chan, T. M.; Mottram, J. T.	Influence of boundary conditions and geometric imperfections on lateral-torsional buckling resistance of a pultruded FRP I-beam by FEA	2013	Composite Structures	Aug 11
☆	●		Kuo, An Yu	Thermal stresses at the edge of a bimetallic thermostat	1989	Journal of Applied Mechanics, Transactions ...	Aug 10
☆	●		Kong, Janet W.Y.; Kim, Jang Kyo; Yuen, Matthew M.F.	Warpage in plastic packages: Effects of process conditions, geometry and materials	2003	IEEE Transactions on Electronics Packaging Ma...	Aug 10
☆	●		Hibbeler, R.C.	Mechanics of Materials	2004		Aug 9
☆	●		Ustrzycka, A.; Mróz, Z.; Kowalewski, Z. L.; Kucharski, S.	Analysis of fatigue crack initiation in cyclic microplasticity regime	2020	International Journal of Fatigue	Aug 9
☆	●		Aitchison, C S; Ramberg, Walter; Tuckerman, L B; Whittemore, Herbert L	Tensile and Compressive Properties of Stainless Steel Sheet	1942	Part of Journal of Research of the N.ational Bureau of...	Aug 8
☆	●	🔍	Preserve, Lehigh; Huber, A W; Beedle, L S; And Beedle, L S; Laboratory, Fritz Engineeri...	Residual stress and the compressive strength of steel	1954	Welding Journal	Aug 8
☆	●	🔍	Galloni, Enzo	Analyses about parameters that affect cyclic variation in a spark ignition engine	2008		Aug 7
☆	●		Tsujiuchi, Nobutaka; Koizumi, Takayuki; Hamada, Keita; Okamura, Masahiro; Tsukiji...	Optimization of Profile for Reduction of Piston Slap Excitation	2004	SAE Transactions	Jul 31
☆	●		Deng, Xiwen; Lei, Jilin; Wen, Jun; Wen, Zhigao; Shen, Lizhong	Multi-objective optimization of cooling galleries inside pistons of a diesel engine	2018	Applied Thermal Engineering	Jul 31
☆	●		Niu, Dexue; Zhang, Jian; Xiong, Peiyu; Hao, Guannan; Liu, Shiyang; Guo, Wei	High temperature fatigue and oxidation characteristics of forged steel piston materials	2019	Engineering Failure Analysis	Jul 30
☆	●	🔍	Khlystov, Nikita; Lizardo, Daniel; Matsushita, Keisuke; Zheng, Jennie	Uniaxial Tension and Compression Testing of Materials	2013		Jul 24
☆	●	🔍	Baberg, Arnd; Freidhager, Marcus; Mergler, Harald; Schmidt, Klaus	Aspects of Piston Material Choice for Diesel Engines	2012	MTZ worldwide	Jul 22
☆	●	🔍	Jelaska, Damir	Fatigue safety factor general formula proposition for the prestressed components subjected to arbitrary CA stress cycling process	2018		Jul 17
☆	●	🔍	Thomas, J; Koppenhoefer, K C; Crompton, J S	Small Scale Yielding Model for Fracture Mechanics	2014		Jul 13
☆	●		Meng, F. M.; Zhang, Y. Y.; Hu, Y. Z.; Wang, H.	Thermo-elasto-hydrodynamic lubrication analysis of piston skirt considering oil film inertia effect	2007	Tribology International	Jul 11
☆	●		Singh, Ujjwal; Lingwal, Jatin; Rathore, Abhishek; Sharma, Sumit; Kaushik, Vipin	Comparative analysis of different materials for piston and justification by simulation	2020	Materials Today: Proceedings	Jul 9
☆	●		Oak Ridge National Laboratory	Thermal & Electrical Conductivity of Aluminium	1975		Jul 3
☆	●		EFUNDA	Thermal Conductivity: Aluminum	2020		Jul 3

Details

Notes

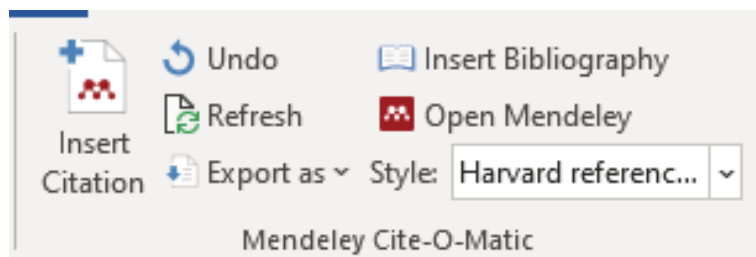
Contents

No documents selected

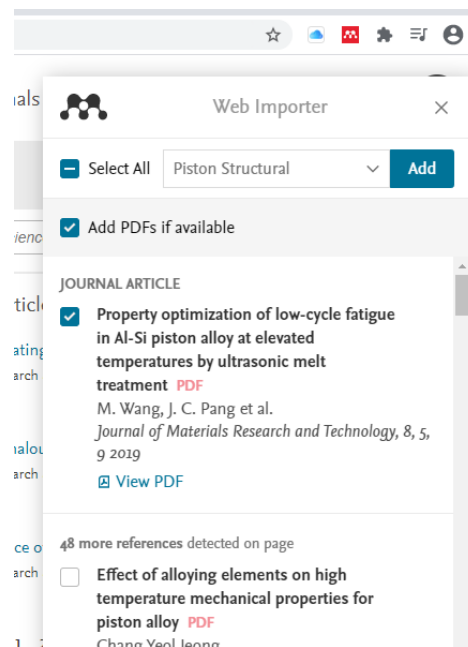


Mendeley

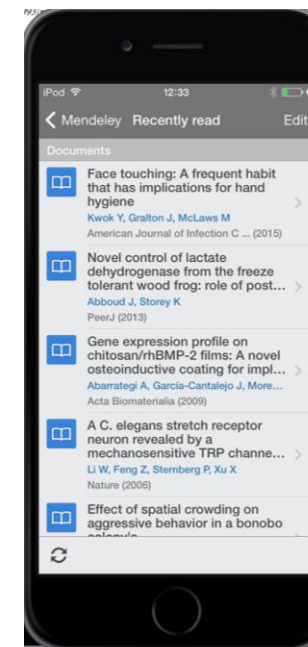
Integration to MS Word



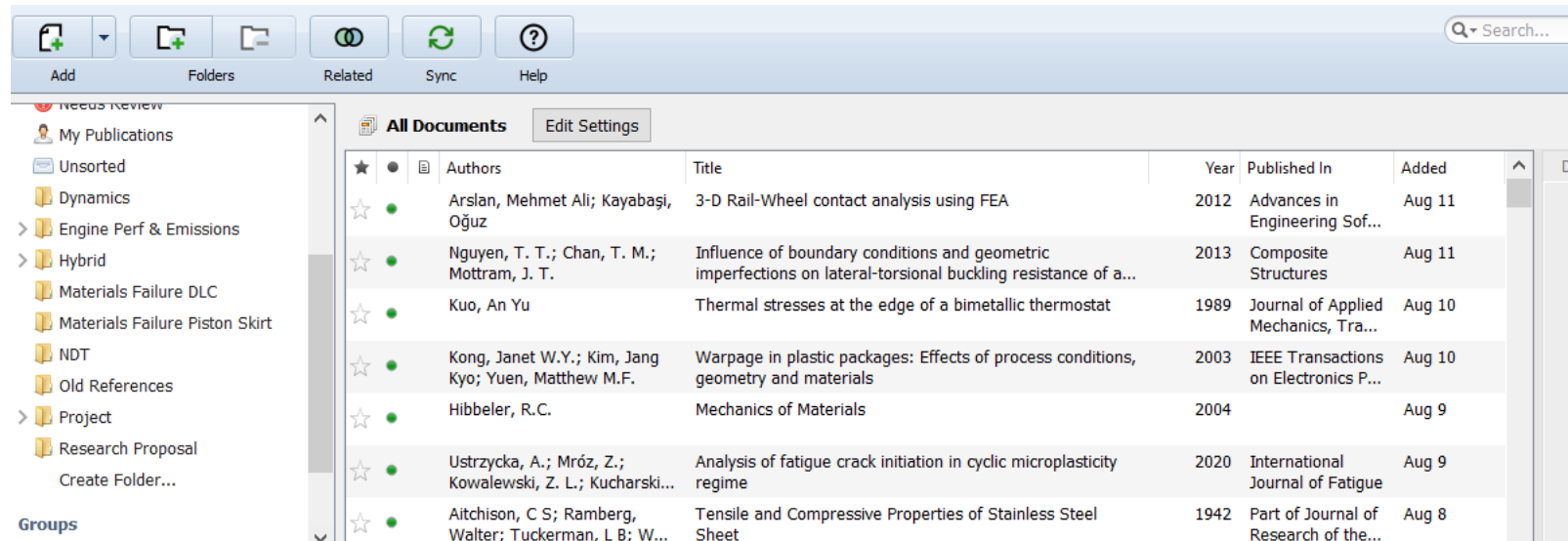
Google Chrome Importer



Mobile App



Mendeley



Mendeley has the advantage of being able to arrange your references into folders

If it is a PDF document, it will download it and store it, then you can always access it later

You can add references manually in Mendeley in a similar way to Word

Paraphrasing

Paraphrasing

What is Paraphrasing?

- Expressing someone else's views in your own words
 - Way of showing depth of research
 - Demonstration of your understanding
- Very important in technical report writing
 - Makes complex text easier to read

Paraphrasing

Key Points

It should support the point being made

Write from notes and reflections, not the text

Use own words and style

In-text referencing

Use reference reminder phrases

Paraphrasing

Common Mistakes

Not being clear on length

Not making enough changes

Keeping same sentence patterns

Changing the meaning of original text



Paraphrasing

Direct Quotations

Direct quotations from another text can be used, but rarely in technical reports

Direct quote does not demonstrate your understanding of the work well

Try to avoid using direct quotes if possible

Example:

Smith (1984) stated in his book; “The evolution of joining by riveting and welding has been just about complete for a very long time”.

In your own words:

Smith (1984) suggests that methods of welding and riveting are well established and comprehensive.



Paraphrasing

What to look for in the text

Paraphrasing relies on you being able to recognise the important parts of a text to put into your own words.

Example:

“Data logging (or acquisition) gathers data from a variety of sensor and records the information for analysis at a later time. It can be an excellent tool for many reasons. It provides a method of recording parameters that are vital to the reliability and performance of the vehicle and its systems, and it can allow you to analyse the driver's performance individually or against a number of drivers”. (Smith, 2013)

What is the key information:

*“**Data logging** (or acquisition) **gathers data** from a **variety of sensor** and **records** the information for **analysis at a later time**. It can be an **excellent tool** for many reasons. It provides a method of recording parameters that are vital to the **reliability and performance** of the vehicle and its systems, and it can allow you to **analyse the driver's performance** individually or against a number of drivers”. (Smith, 2013)*



Paraphrasing

How to put that in your own words

Extract your key points

“Data logging (or acquisition) gathers data from a variety of sensor and records the information for analysis at a later time. It can be an excellent tool for many reasons. It provides a method of recording parameters that are vital to the reliability and performance of the vehicle and its systems, and it can allow you to analyse the driver's performance individually or against a number of drivers”. (Smith, 2013)

Data logging:

Gathers data

Uses variety of sensors

Records data

Use for analysis later

Excellent tool

Vehicle performance & reliability

Driver performance

By Smith in 2013



Paraphrasing

How to put that in your own words

Use your key points to form your own sentences

Data logging:

Gathers data

Uses variety of sensors

Records data

Use for analysis later

Excellent tool

Vehicle performance & reliability

Driver performance

By Smith in 2013

Smith (2013) describes data logging as the process of gathering and recording data from a variety of sensors on a vehicle. Analysis of this data later can be an excellent tool in monitoring both the vehicle and driver performance, as well as vehicle reliability.



Paraphrasing

Examples to try yourself:

“The ignition system is an important part of the engine as it controls what is done with all of the fuel and air that is crammed into the cylinder. It needs to burn the whole mixture at the right time in order to provide power.” (Smith, 2013)

“Aerodynamics is the study of the way in which a body flows through a fluid. This is how the car, or one of its parts flows through the air. Aerospace and automotive industries (more specifically motorsport) have developed aerodynamics for similar reasons over the year, but for different outcomes.” (Smith, 2013)

Remember to pick out the key points in the text first, then reword it in your own words, making sure you don't change the meaning of what the original author was trying to say.