

ACADEMIC WRITING



Abbreviations

- **anon.** anonymous (no author)
- **cf.** compare
- **ed.** editor/ edition
- **e.g.** for example
- **et al.** and others (used for giving names of multiple authors)
- **Fig.** figure (for labelling charts and graphs)
- **ibid.** in the same place (to refer to source mentioned immediately before)
- **i.e.** that is
- **NB.** take careful note
- **nd.** no date (i.e. an undated source)
- **op. cit.** in the source mentioned previously
- **p.a.** yearly (per annum)
- **pp.** pages
- **re.** with reference to

- ABBREVIATIONS
- CITING / AVOIDING PLAGIARISM
- PARAPHRASING
- SUMMARIZING

The Importance of References and Citations

Reasons for providing references:

- Demonstrate your knowledge of the subject matter
- Allow the reader to find the source material
- Avoid plagiarism

Citing Sources: In-Text Citations

- Summarizing vs. Quoting

Summarizing: Rephrasing the key points in your own words:

- *Smith (2009) claims that the modern state wields power in new ways.*

Quoting: Incorporating the original author's exact words:

- *According to Smith: 'The point is not that the state is in retreat but that it is developing new forms of power . . .' (Smith, 2009: 103).*

Citing Sources: In-Text Citations

- Reference verbs (e.g., argues, claims, stated)
 - use of the present tense suggests that the source is recent and still valid,
 - the past indicates that the source is older and may be out-of-date,
 - there are no fixed distinctions - an old source may still have validity
- Placement of citations (author, date, page number)

Reference Systems

- Harvard system (author-date)
 - Smith (2009) argues that...
 - used for English Language and Business
- Vancouver system (numbered citations)
 - Jasanoff (5) makes the point that the risk of cross-infection is growing.
 - Used in Medicine and Science
- Footnote/endnote system
- Importance of consistency within a given reference style

Using Quotations Effectively

- ● When to use quotations
 - To capture the original author's distinctive phrasing
 - When the original is more concise than your summary could be
 - When the original is well-known or particularly significant

Using Quotations Effectively

- • Formatting guidelines for quotations
 - Short quotations (2-3 lines) with single quotation marks
 - Longer quotations (indented or smaller font)
 - Preserving the original wording, with ellipses for omissions
 - Few inventions . . . have been as significant as the mobile phone.
- Using square brackets for insertions
 - modern ideas [of freedom] differ radically from those of the ancient world. . .

Practice: Referencing and Citing Sources

- Exercise 12, p. 22

List of References

- the list is organised alphabetically
- full names or family name +initial(s) used in reference lists
- only family names in citations

List of References

- widely-used referencing styles or conventions:
- MLA (Modern Languages Association) system,
- APA (American Psychological Association) system,
- Harvard system, and
- MHRA (Modern Humanities Research Association) system

List of References

- Book
- Book chapter from an edited book
- Conference proceeding
- DVD
- e-book
- Film
- Journal article
- Newspaper article
- Radio broadcast
- Television broadcast
- Thesis or dissertation
- Twitter
- Website / webpage

List of References

- **Harvard:** Ronson, J. (2012). *The psychopath test: a journey through the madness industry*. London: Picador.
- **APA:** Ronson, J. (2012). *The psychopath test: a journey through the madness industry*. Picador.
- **Vancouver:** Ronson, J. *The psychopath test: a journey through the madness industry*. London: Picador, 2012.
- **Chicago:** Ronson, Jon, *The psychopath test: a journey through the madness industry*. London: Picador, 2012.

List of References - Example

- Bialystock, E. (1997) 'The structure of age: In search of barriers to second language acquisition'. *Second Language Research* 13 (2) 116-37.
- Dörnyei, Z. (2009) *The Psychology of Second Language Acquisition*. Oxford: Oxford University Press.
- Flege, J. (1999) 'Age of learning and second language speech' in Birdsong, D. (ed.) *Second Language Acquisition and the Critical Period Hypothesis*. London: Lawrence Erlbaum Associates 101-32.
- Gass, S. and Selinker, L. (2001) *Second Language Acquisition: An Introductory Course*. London: Lawrence Erlbaum Associates.

The Elements of Effective Paraphrasing

- **Key features of an effective paraphrase:**
- Different structure from the original
- Mainly different vocabulary
- Retains the same meaning
- Includes some common phrases from the original

Paraphrasing Techniques

- Changing vocabulary using synonyms
 - "argues" -> "claims", "eighteenth century" -> "1700s", "wages" -> "labor costs"
- Changing word class (e.g., noun to verb)
 - "explanation" -> "explain", "mechanical" -> "mechanize"
- Changing word order

Paraphrasing Techniques

- Changing negative to positive (sales rose slowly >> sales did not rise quickly)
- Replacing the subject (it was increasing >> there was an increase)
- Changing active to passive / passive to active

Paraphrasing Exercise

- The **growth** of the **car** industry **parallels** the **development** of **modern** capitalism.
- The **rise** of the **automobile** industry **matches** the **progress** of **contemporary** capitalism.

Nouns		Verbs	
area authority behaviour beliefs benefit category component concept controversy drawback expansion feeling framework goal hypothesis interpretation issue method option quotation results statistics study trend output	advantage part argument disadvantage tendency field source emotion target explanation conduct topic possibility ethics production research theory increase idea citation figures type structure system findings	accelerate achieve alter analyse assist attach challenge claim clarify concentrate on confine develop eliminate evaluate found maintain predict prohibit quote raise reduce respond retain show strengthen	change help question suggest explain evolve examine establish insist speed up take apart join reach decrease demonstrate increase cite reinforce remove focus on forecast ban limit keep reply

Paraphrasing Exercise

- Exercise 11, p. 22

Paraphrasing Exercise

Mac or Windows (or something else)?

- If you're already familiar with macOS or Windows, the easiest choice is to buy a computer that runs that operating system. Or if you already have an iPhone, a MacBook will let you send texts with iMessage, make FaceTime video calls, and access your iCloud photos. That said, macOS and Windows have never been more similar, and most popular apps work just as well on either platform (or at least have alternatives that work similarly). If you're interested in switching, it isn't as big a deal as it used to be.

<https://www.nytimes.com/wirecutter/reviews/best-laptops/>

Paraphrasing Exercise – ChatGPT

If you're used to macOS or Windows, sticking with that operating system when buying a new computer may be the simplest option. Similarly, if you own an iPhone, a MacBook will allow you to send texts through iMessage, make FaceTime calls, and access your iCloud photos seamlessly. However, macOS and Windows are more alike than ever, and most major apps function well on both (or have similar alternatives). Switching between the two operating systems is also easier now than it used to be.

Stages of Summarizing

Put the steps in the correct order

- ☐ Check the summary for accuracy and completeness
- ☐ Write the summary, reorganizing the structure if needed
- ☐ Mark or identify the key points
- ☐ Read the original text carefully and understand key vocabulary
- ☐ Make notes, paraphrasing where possible

Summarizing Exercise

Researchers used the video game as part of a study to understand more about how dynamical perceptual-motor primitives (DPMPs) can be used in mimicking human decision making. A DPMP is a mathematical model that can help us understand how we coordinate our movements in response to what is happening around us. DPMPs have been used to help us understand how we make navigational decisions and how we move when carrying out different tasks. This becomes particularly important in complex environments containing other people and a combination of fixed and moving objects, such as you might find on a busy footpath or on a sports field.

Previously, it was assumed that our brains were rapidly making detailed maps of our surroundings, then planning how to move through them. But an increasing body of research now supports the idea that rather than making a detailed plan, we move naturally, taking into account our goal and making allowances for any obstacles we encounter along the way. In the new study, published in the latest edition of Royal Society Open Science, participants were asked to work on two herding tasks, moving either a single cow or a group of cows into a pen. The researchers tracked the order in which the players corralled the cows, and fed the information into their DPMP to see whether the model could simulate the behaviour of the human players.

Literature

- Bailey, S. (2014). Academic Writing: A Handbook for International Students (4th ed.). Routledge.
- Macquarie University. "How virtual cows could help us improve human-robot interactions." ScienceDaily. ScienceDaily, 31 October 2024. <www.sciencedaily.com/releases/2024/10/241031131029.htm>.
- <https://doi.org/10.4324/9781315768960>
- <https://www.nytimes.com/wirecutter/reviews/best-laptops/>
- <https://www.sciencedaily.com/releases/2024/10/241031131029.htm>
- <https://www.rlf.org.uk/resources/mla-apa-harvard-or-mhra/>
- <https://library-guides.ucl.ac.uk/referencing-plagiarism/referencing-styles>