How to Use References Worksheet

(Answers at end of worksheet)

1. When are references needed?
Read the following paragraph and Indicate where citations are needed.

A comparative study on properties built within the last twenty years and older houses, clearly illustrated the financial and environmental benefits of investing time and money in improving home insulation. A recent survey and video underlined that as much as a third of the heat generated in homes is lost through the walls or the roof as a result of poor insulation.


2. What went wrong here?
What are the mistakes in the following citations:

1. According to (Smith, 2018), there is no strong evidence ….

2. According to Smith, 2015, there is little evidence ….

3. Fred Smith (2017) argued that there was little evidence ….

3. Identifying appropriate paraphrasing

Read the following extract:

Students invest a great deal of time, energy and money in their education so success at university or at college is usually very important to them. There are many different versions of what that success would look like.


How good are the following at paraphrasing this extract?

1. Students spend a great deal of time, energy and money in their university education, so success is usually very important, but there are many versions of what success looks like.

2. Students spend a lot of money on their university courses so they need to do well, which means they are keen to make sure they obtain a good degree.

3. Students want to succeed at university, to justify all the effort and expense that they have spent on their education. But they do not all view what it means to succeed in the same way.

4. Students advance many hours, vigour and currency in their universities so success is habitually very imperative to them. However, there are many altered styles of what that success would bear a resemblance to.

4. How to paraphrase

Using one of the techniques outlined, try paraphrasing this extract:

As a student, only part of your week and year will be formally timetabled. You are responsible for organising most of your study time for yourself.

ANSWERS

1. When are references needed?

A comparative study conducted by Bowman and Jenkins (2011), on properties built within the last twenty years and older houses, clearly illustrated the financial and environmental benefits of investing time and money in improving home insulation. A recent survey (Thermascan, 2012) and video (Norman, 2012) underlined that as much as a third of the heat generated in homes is lost through the walls or the roof as a result of poor insulation.

Bold / red text added for emphasis to show in-text citations – in your own document you would add in-text citations in the same font, size and colour as all the other text in your document.

As you can see, there are two styles of in-text citation here

1. Comes at the end - where everything is in brackets, not part of the sentence - (Thermascan, 2012), and
2. Where the author is part of the sentence, but the date is in brackets - Bowman and Jenkins (2011).

There aren’t page numbers here as one is a video which wouldn’t have page numbers and the others are referring generally to studies rather than information on specific pages.
2. What went wrong here?

What are the mistakes in the following citations:

1. According to (Smith, 2018), there is no strong evidence ....
   Right answer:
   ✓ According to Smith (2018), there is no strong evidence ....
   *Only date in brackets because part of sentence – if at end of sentence both author and date in brackets*

2. According to Smith, 2015, there is little evidence ....
   Right answer:
   ✓ According to Smith (2015), there is little evidence ....
   *Date needs to be in brackets*

3. Fred Smith (2017) argued that there was little evidence ....
   Right answer:
   ✓ Smith (2017) argued that there was little evidence ....
   *Only author’s surname needed*

4. In her book ‘Writing for University’, Godfrey (2016) advised ...
   Right answer:
   ✓ Godfrey (2016) advised ...
   *Only author’s surname needed – not full details of book – save on your wordcount*
3. Identifying appropriate paraphrasing

Read the following extract:
Students invest a great deal of time, energy and money in their Higher Education so success at university or at college is usually very important to them. However, there are many different versions of what that success would look like

How good are the following at paraphrasing this extract?

1. Students spend a great deal of time, energy and money in their university education, so success is usually very important, but there are many versions of what success looks like.
   
   Not good at all – plagiarism? - too close to original – only couple of words changed. Note that key phrase ‘great deal of time, energy and money’ which has remained unchanged.

2. Students spend a lot of money on their university courses so they need to do well, which means they are keen to make sure they obtain a good degree.
   
   Not good because it misrepresents the meaning of the original – which doesn’t say they want to get a good degree – says that success is different for different people.

3. Students want to succeed at university, to justify all the effort and expense that they have spent on their education. But they do not all view what it means to succeed in the same way.
   
   OK. Note that first sentence has been swapped round so it starts with students wanting to succeed then talks about effort made. Different versions changed to not all the same. An example of Method 2 of paraphrasing.

4. Students advance many hours, vigour and currency in their universities so success is habitually very imperative to them. However, there are many altered styles of what that success would bear a resemblance to.
   
   Not good. Heavy reliance on synonym on Word has led to sentences which don’t make sense. Not plagiarised but not easy to understand, so would not get good feedback for academic writing style.

Things to note:
Synonyms – time, energy and money changed to effort and expense
Swapping the order – want to succeed moved to the start of the sentence
Opposites - Different versions changed to not all the same
Related words – success/succeed
4. How to paraphrase

Using one of the techniques outlined, try paraphrasing this extract:

As a student, only part of your week and year will be formally timetabled. You are responsible for organising most of your study time for yourself.


Our possible answer (one of many)

Students need to work independently for most of the week, as timetabled classes will take up less than half of the time.

In this answer, we swapped two sentences around so timetabling in second sentence. As a student – changed to students (related) Synonyms – ‘work independently’ instead of ‘organising most of your study time yourself’ – took whole phrase and changed it. ‘Only part’ – to ‘less than half’.