

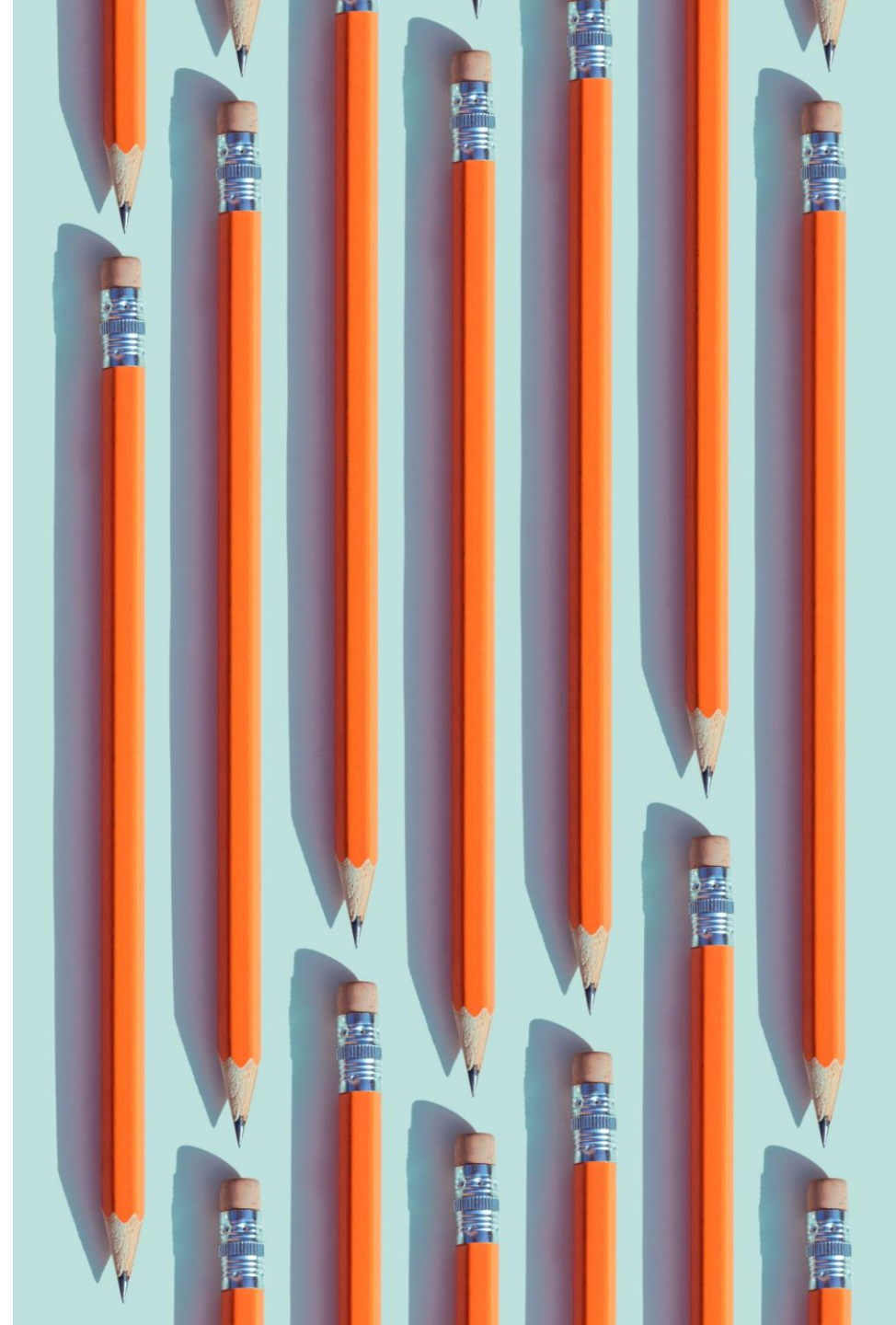
A Brief Introduction to Academic Skills



Referencing, paraphrasing and proofreading

The aims of this session are:

1. To learn what academic reading is
2. To find out how to read academically.
3. To learn how to take notes effectively.
4. To understand what being critical means.
5. A reminder of where and who you can go to, to ask for help or advice.



Referencing and paraphrasing



What is referencing?

Referencing is acknowledging the source of the information you have used or referred to in your work. It demonstrates to the reader that you have researched your topic and helps give it context.

Why is it important that you reference?

PRACTICAL

It helps the reader to trace the sources you have used

It helps YOU trace the sources you have used in the past

It's one of the things you are marked on!

ACADEMIC

To support the ideas and arguments you discuss in your work

To show you have looked at and used relevant sources

To show the wide variety of sources you have used

Ultimately, it shows your lecturer how well you understand your work!

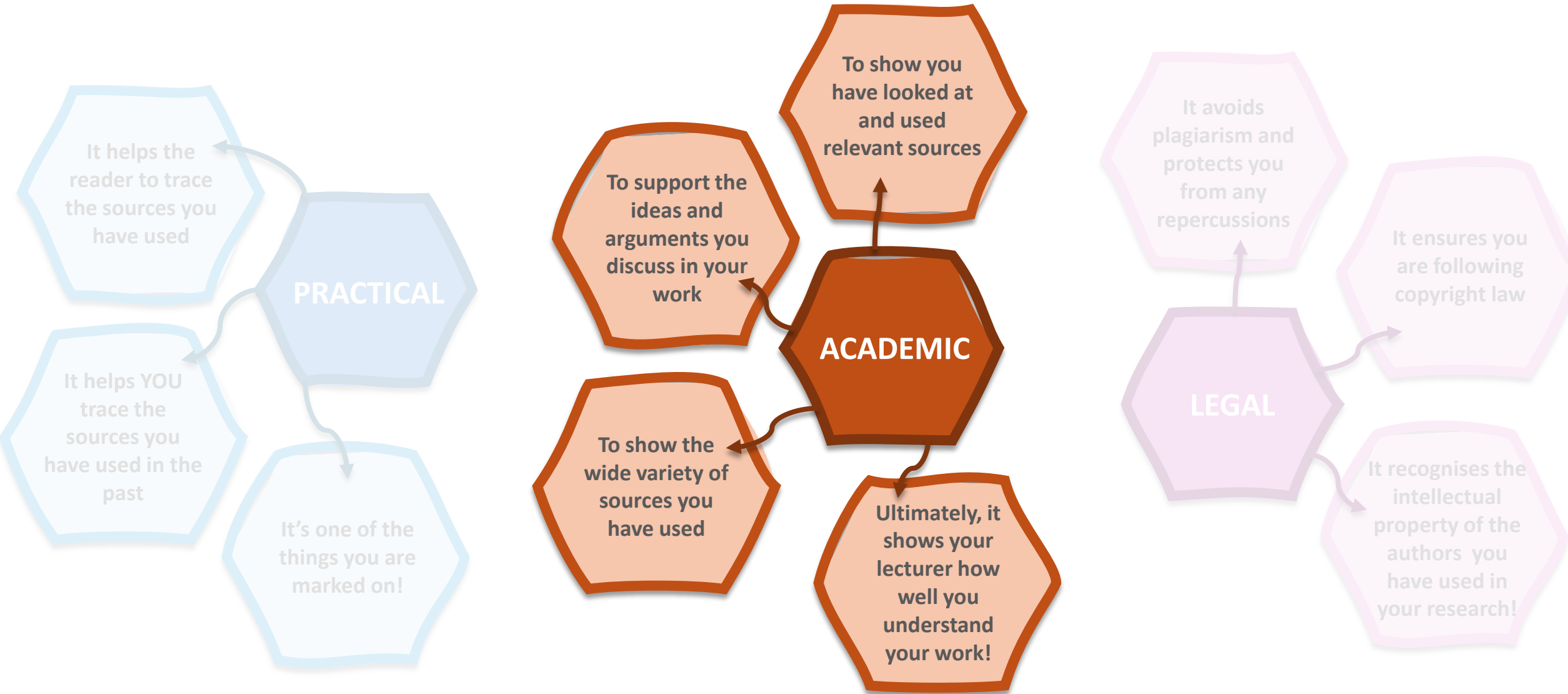
LEGAL

It avoids plagiarism and protects you from any repercussions

It ensures you are following copyright law

It recognises the intellectual property of the authors you have used in your research!

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What should you reference?

You should reference anything that you have...

Rule of thumb:
anything not out of
your own head,
should be referenced.

...used as your source of inspiration for
your arguments or points in your work

...paraphrased information (rewritten in
your own words)

...used as the source of a particular theory,
argument or viewpoint

...copied direct quotes from and used in
your work (used the author's exact words)

...taken specific information from such as
statistics, examples or case studies

...discussed in your work, ie. picture, videos,
social media posts or other online content

What is paraphrasing and why is it important?

- When you use someone else's work, you can use a direct quote, which you must put in quotation marks – “for example”.
- Paraphrasing is when you take someone's words, ideas or concept and rephrase it in your own words. This is strongly encouraged in academic writing as it demonstrates you have fully understood the original source's point, and how this is relevant to your own work. It helps achieve more clarity and should fit neatly in to your own writing style.
- You have to be careful not to change the meaning of their words and you must reference your source.
- You should not use paraphrasing software or AI to paraphrase your work as this defeats the point of you putting it in to your own words to demonstrate your understanding, and ultimately, it is academic misconduct.

Tips for paraphrasing

- Gain an overview of what you're trying to paraphrase by reading the introduction/conclusion of the chapter or section.
- Read the document to get an idea of it, highlight and make notes as you go.
- Do a second read through, see if there any bits that apply to what you're trying to say in your own essay.
- Put the article out of sight and try and write or record yourself speaking an explanation of the relevant section, this should result in a nicely summarised piece of work.
- Check back to the original piece and make sure that it is true to the source.

Paraphrasing example

Original piece of text: “The University's 250 acre campus was recently listed in the top ten most beautiful Universities in Britain by The Telegraph. It is a campus that is expanding and improving all the time with our most recent investments being in the planned building of a brand new multi-million pound sports centre, a redeveloped library with a cultural hub and a brand new student hub housed in the iconic Aston Webb building”.

(University of Birmingham, 2014)

Paraphrase 1:

Only a few words changed. This would be considered plagiarism.

The University's large campus was recently listed by The Telegraph in the top ten most beautiful universities in Britain. It is a campus that is growing and developing all the time with its most recent investments being in the planned building of a new sports centre, an improved library with a cultural hub and a brand new student hub housed in the famous Aston Webb building.

Paraphrase 2:

Uses totally different expressions but gets to the heart of what the original passage wanted to convey. This paraphrase also credits the original author at the start.

The University of Birmingham website (2014) reports that its campus was recently listed in the Telegraph's 'top ten most beautiful Universities in Britain.' It goes on to highlight that the campus is being continually developed. Future plans include a new sports centre, a state-of-the-art library and a student hub.

Secondary referencing

Secondary referencing is when you reference something you have found in another source, and the author of that article has quoted them or paraphrased them there.

Ideally you should go and find the original source first, and draw your own quotes and conclusions from that piece of work (that was cited by the original author you were looking at).

IF you can't find the original piece, then you can cite it indirectly:

E.g. in the text you would write:

Smith's study (1990, cited in Brown, 2020, p. 56) suggests that...

Or

Smith (1990, cited in Brown, 2020, p.56) found that...

In the reference list you would only cite the source you actually read, in this example that would be Brown, 2020.

You do not need to list Smith as you didn't read their text directly.

What do references look like?

Book with 1 author:

Example title: The Study Skills Handbook by Stella Cottrell

In text citation: It is advised that at each level of study, more sophisticated strategies for finding information and reading are required (Cottrell, 2024, pp. 22).

Reference list: Cottrell, S. (2024) *The study skills handbook*. 6th edn. Bloomsbury.

Book with 2 or 3 authors:

Example title: Write It Right by John Peck and Martin Coyle

In text citation: Peck and Coyle (2012, pp. 103) observed that everybody finds essay writing challenging, regardless of the level of preparation and research they do, but with practice, this can be overcome.

Reference list: Peck, J. and Coyle, M. (2012) *Write it right*. 2nd edn. Palgrave Macmillan.

Book with 4 or more authors:

If you have a book with four or more authors, you can reference them as follows:

In text: This was proved by Petit *et al.* (2020, pp.21-23)...

Reference list: Petit, V. *et al.* (2020) *The anthropological demography of health*. Oxford University Press

Citation order:

- Author/editor
- Year of publication (in round brackets)
- Title (in italics)
- Edition (edition number if not the first edn. And/or revised edition)
- Publisher
- Series and volume number

What do references look like?

Journal article:

Example title: ‘ChatGPT: five priorities for research’ by Eva A. M. Van Dis, Johan Bollen, Willem Zuidema, Robert van Rooij and Claudi L Bockting from the journal ‘Nature’.

In text citation: In their conclusions (Van Dis *et al.*, 2023, p. 226)...

Reference list: Van Dis, E. A. M. *et al.* (2023) ‘ChatGPT: five priorities for research’, *Nature*, 614(7947), pp. 224-296. Available at: <https://doi.org/10.1038/d41586-023-00288-7>

Citation order:

- Author (surname, followed by initials)
- Year of publication (in round brackets)
- Title or article (in single quotation marks ‘e.g.’)
- Title of journal (in italics, capitalise first letter of each word in the title, except for linking words such as ‘and’, ‘of’, ‘the’ and ‘for’.
- Issue information: volume (unbracketed) and where applicable, part number, month or season (all in round brackets)
- Page range (if available) or article number

If accessed online:

Available at: DOI or URL (Accessed: date)

How to do your reference list

List all of the sources cited in your work

Includes full details for each source (following a set format)

Arranged alphabetically by author's surname

References

- Barker, C., Caza, F. & Wrzesniewski, A. (2012) 'How Work Shapes Well-Being' in David, S., Boniwell, I., and Conley Ayers, A. (eds) (2012) *Oxford Handbook of Happiness*, Oxford: Oxford University Press, pp. 746-764.
- Bok, S. (2010) *Exploring Happiness: From Aristotle to Brain Science*, New Haven and London: Yale University Press.
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- Hart, E., Lakerveld, J., McKee, M., Oppert, J., Rutter, H., Charriere, H., Veenhoven, R., Bardos, H., Compernelle, S., De Bourdeauhuij, I., Brug, J., Mackenbach, J. (2018) 'Contextual correlates of happiness in European adults', *PLoS One*, 13(1), pp. 12-35.
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- Livni, E. (2018) 'Resilience is the new happiness', *Quartz*, 27th May. Available at: <https://qz.com/1289236/resilience-is-the-new-happiness/> (Accessed: 7 January 2019).
- Office for National Statistics (2017) *Personal well-being in the UK: April 2016 to March 2017*. Available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/measuringnationalwellbeing/april2016tomarch2017> (Accessed: 7 January 2019).
- Psychology Today (2018) *Happiness*. Available at: <https://www.psychologytoday.com/us/basics/happiness>, (Accessed: 7 January 2019).

Proofreading



What is proofreading and how do you do it?

Proof reading is the final stage of the writing process, where you check a piece of academic work carefully to correct any surface-level errors before submission.

- You should consider things such as:

Spelling, check for typos, wrong word forms or inconsistencies.

- Grammar and punctuation, ensure your sentences are correct and commas and apostrophes etc are in the right place.
- Formatting, check your font sizes, line spacing etc if you have guidance for these.
- Referencing accuracy – check all your references and compare them to the guidance if needed.
- Consistency, capitalisation of words, numbering and tense etc.

Proofreading is important as it ensures your work is clear, professional and credible.

It helps to avoid misunderstandings or loss of marks for small mistakes

It shows attention to detail and academic rigor.

What is proofreading and how do you do it?

- Take a break before proofreading, step away for a few hours or overnight to make sure you've had a proper break from it. Fresh eyes will make it easier to spot mistakes!
- Read slowly and deliberately, read your work aloud, it helps you hear awkward phrasing or missing words. Go line by line instead of skimming.
- Check for one thing at a time.
- Use tools but don't rely on them, ie. a spellcheck and grammar check – but always check suggestions, automated tools make mistakes too!
- Check your consistency.
- Read backwards for surface errors, starting from the last sentence and moving upwards forces you to focus on spelling and punctuation rather than meaning.
- Finally, check for your submission requirements, name, student number etc.

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Mon & Fri 11:30am – 1pm

Tues, Wed & Thur 3:30 – 4:30pm

MASTERCLASSES

In referencing, critical thinking and using academic language.

Book your spot online.

Health and Care Academy Library support:

Mon – Fri, 08:30-16:30

Bookable appointments available

Any
questions?

