Writing and Referencing

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Time Management (again)

⚠ CAUTION

THIS TASK WILL TAKE LONGER THAN YOU THINK

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- It is essential that you allow adequate time to write the essay – half measures are often costly.

- Redrafting and editing of the text is time-consuming – combined with adequate proofreading it will often take more time than the initial drafting.

- Be realistic about the amount of time at a stretch that you can write and edit in a focused way.

Formalities

- Word length – e.g. whatever the word limit…
  - Examiners will expect you to use roughly that number of words, not significantly less, nor significantly more.
  - Formal penalties for essays that are significantly over-length.
  - No formal penalties for essays that are under-length, BUT failure to utilise the words allowed may mean you do not do justice to the topic in comparison to your peers.
- Essays should have:
  - candidate identification, title of essay, number of words
  - any other School/Department formalities
  - page numbers, footnotes/endnotes or other citation formats and a bibliography
- Effective presentation is important.

Construction
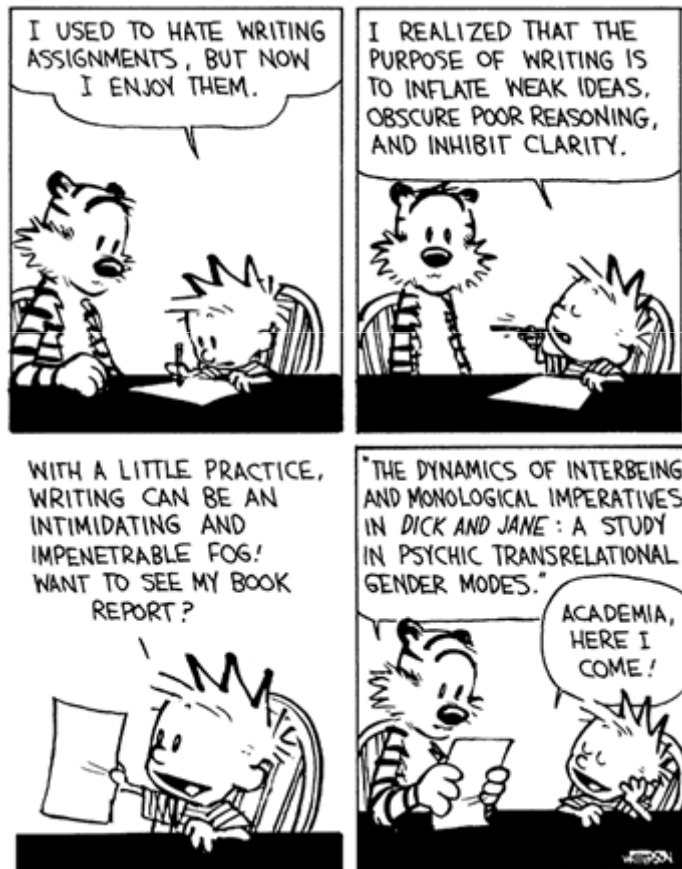
- Introduction, Discussion, Conclusion (IDC)
- Effective use of headings & paragraphs aids clarity
- Develop some arguments
  - analysis not description.
- Support those arguments
  - evidence not assertion.
- Link the analysis and evidence
  - argument not polemic.
- Take time away from your finished essay, then revisit it - the 'can't see the wood for the trees' issue.

Framing the question
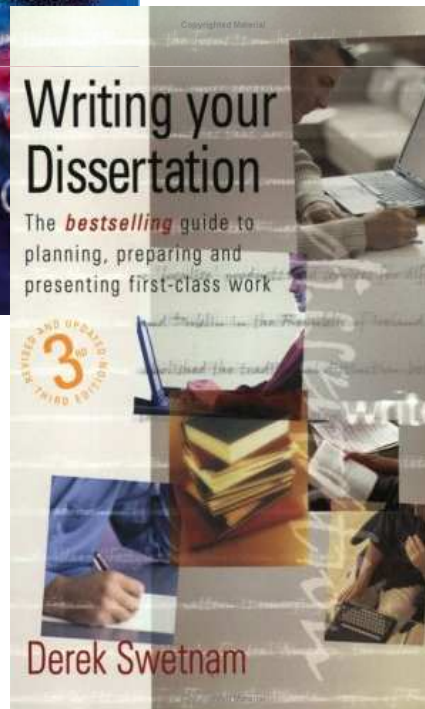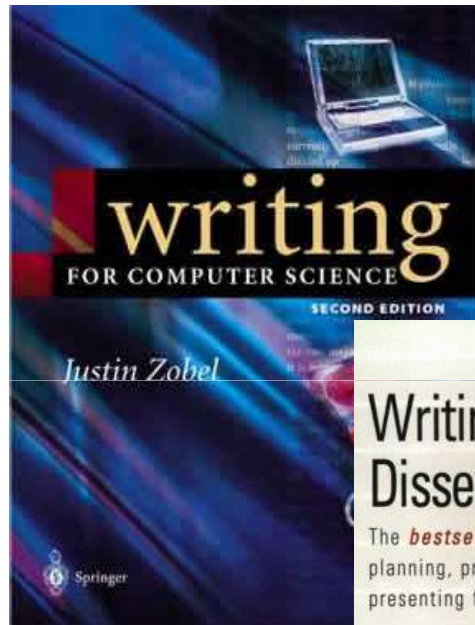
- **In all short form/limited length writing, the structure of your analysis is key**
  - Not a great deal of room for scene-setting or description
  - Developing and sustaining a clear coherent analytical framework is essential
  - No room for the extraneous, the verbose or the convoluted
  - Effective structure will showcase the underlying research, poor structure will obscure it.
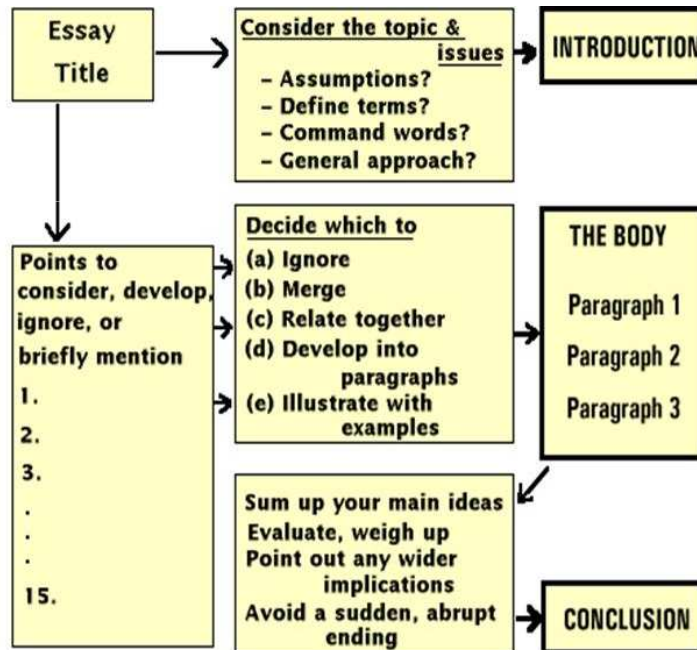
Introduction

(Tell 'em what you're going to tell 'em)

- The introduction to an essay tells the reader what to expect:
    - information about the subject matter of the essay (brief background/orientation);
    - the argument statement that focuses the essay (thesis);
    - a summary of the essay's content (outline);
    - if title suggests more than one line of analysis, the introduction should say which line or lines you have taken, and why.
- It should be brief relative to the rest of the essay – don't include unnecessary background information.
- It can be thought of as funnel shaped - moving from the general (background) to the specific (outline).

Body
(Tell 'em)

- The body of the essay will fully develop the argument outlined in the introduction.
- It will contain the key thesis points with:
  - □ supporting evidence (data),
  - □ explanation of why that evidence supports your thesis (warrant)
  - □ any other backing material.
- It should also include opposing arguments (counterclaim), and your reasoned argument against them (rebuttal).

Conclusion

(Tell 'em what you told 'em)

- The conclusion should:
    - match the introduction in terms of the ideas presented and the argument put forward;
    - restate the main thesis, reminding the reader of its strengths and the weaknesses in opposing viewpoints;
    - indicate the significance of the thesis, and the implications of your conclusions;
    - where feasible relate the conclusions briefly to the larger picture, and, perhaps, to issues such as possible future research areas.
- It should not:
    - be simply a repetitive summary
    - introduce previously unmentioned ideas or claims
    - conclude with an overly obvious/trite statement

Referencing

Referencing and citation

- Proper referencing is probably the most misunderstood area of student essay writing.
- You should reference when:
  - Quoting cases or other primary materials
  - Directly quoting from another's work whether in books, journals, newspapers, from the radio, from TV, from e-mail or from the WWW.
  - Indirectly quoting from another's work. If you use another's ideas, _even if you paraphrase them_, they should be referenced.
- The citation used should be sufficient to allow the reader to find the source of the material.

ALERT
ALWAYS CHECK THE
REFERENCING GUIDELINES
FOR YOUR SUBJECT

Why we Reference

- The key words here are 'originality' and 'attribution'.
- In academia, we both prize original thinking, and expect that people are given appropriate credit for their original work:
- Thus, the following are frowned upon
  - **Derivative Work:** the act of following the content/argument of a book or article too closely, even if attributed – this is considered to be poor scholarship.
  - **Plagiarism:** the act of presenting the content/ideas or discoveries of another as one's own, usually by non-attribution – this is considered to be cheating.

Advantages of Referencing

Other People's Words
What Plagiarism Is and How to Avoid It

ISSUES IN FOCUS TODAY

plagiarism

Barbara Francis
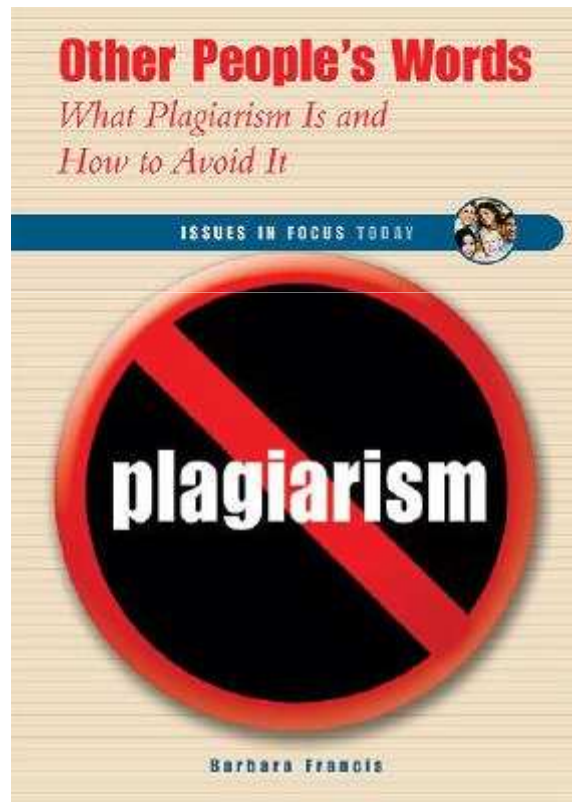
- When writing essays you are expected to have read around the subject you are examining.
  - referencing shows that you have done so, and the extent to which you have done so
- Effective referencing allows you to:
  - acknowledge your sources.
  - add authority (weight) to your arguments.
  - enable your reader to follow up your source material
  - avoid **plagiarism**, even when unintentional.

What is a…

Charlesworth A. (1999) "Implementing the European Data Protection Directive 1995 in UK Law: The Data Protection Act 1998" *Government Information Quarterly* 16: 203 - 240.

Baldwin, R. & M. Cave (1999). *Understanding Regulation: Theory, Strategy and Practice.* Oxford, Oxford University Press.

Sergienko, G. (1996) "Self-Incrimination and Cryptographic Keys." *Richmond Journal of Law and Technology* 2(1) http://www.richmond.edu/jolt/v2i1/sergienko.html (Web-only journal, no page numbers)

- **Citation** – information about a document including all the bibliographic details needed to trace it.

What is a…

Example 1

This lack of evidence did not, however, pre-empt suggestions being put forward that in cases where law enforcement agencies were faced with encrypted communications or documents, they should be able to compel production of either plaintext or keys from individuals. (Reitinger 1996)

Example 2

Of course, the paper predates (just) the WIPO Copyright Treaty of 1996, as well as the US Digital Millennium Copyright Act 1998 and Lessig's examination of code as law, but this still seems like an oversight.[7]

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[7] Lessig, L. (1999) *Code and Other Laws of Cyberspace*, New York: Basic Books.

- **Reference** - a citation in a written work.
- A reference may take a number of forms.

What is a...

- **Endnote** - when a large number of references are to be cited, endnotes (at the end of each chapter or at the end of the whole work) are often used.
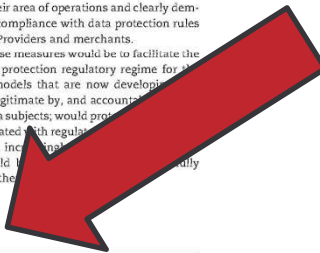
What is a…

[Cohen 1996] Cohen, J. E. (1996). "A Right to Read Anonymously: A Closer Look at 'Copyright Management' in Cyberspace." *Connecticut Law Review* 28: 981-1039.

[CSEPP 1982] Committee on Science, Engineering, and Public Policy (1982) *Scientific Communication and National Security*, Washington DC: National Academies Press.

[CTSB 1991] Computer Science and Telecommunications Board, (1991) *Computers at Risk: Safe Computing In the Information Age*, Washington DC: National Academy Press.

[Coppersmith 1994] Coppersmith, D. (1994). The data encryption standard (DES) and its strength against attacks. *IBM Journal of Research and Development*, 38(3), 243–250.

[Corr 2002] Corr, C. F. (2002). "The Wall Still Stands - Complying with Export Controls on Technology Transfers in the Post-Cold War, Post-9/11 Era." *Houston Journal of International Law.* 25: 441-530.

[Crain 1999] Crain, N. A. (1999). "Bernstein, Karn, and Junger: Constitutional Challenges to Cryptographic Regulations." *Alabama Law Review* 50: 869-909.

[Dam & Lin 1996] Dam, K. W. and H. S. Lin, Eds. (1996). *Cryptography's Role in Securing the Information Society.* Washington DC, National Academy Press.

- **Bibliography** - a list, usually in alphabetical order, by author, of documents (books, articles, papers, cases, statutes) used in an essay or dissertation.

- Noting the resources you use as you research your essay will save you a lot of time later on.

When to reference?
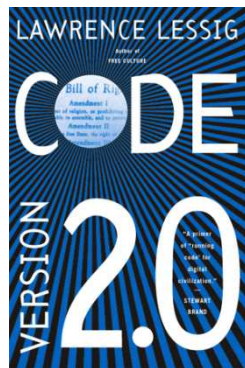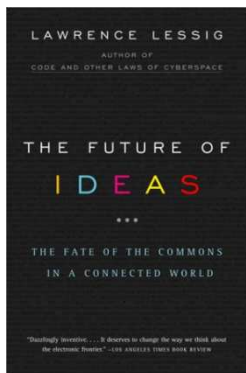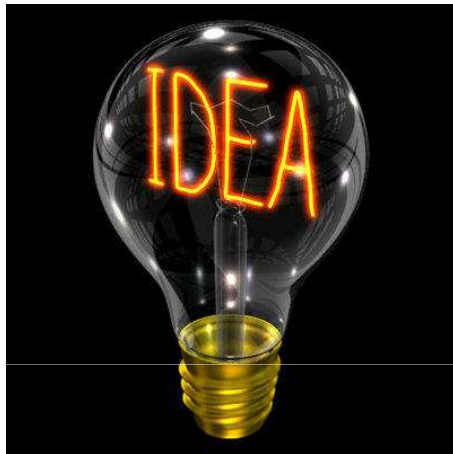
- Whenever you use any source of information for:
  - A direct (verbatim) quotation
  - Paraphrasing an author's words.
  - Particular facts, theories, findings or ideas in an author's work
  - Specific data or statistics
  - Your inspiration
- If in doubt about whether or not to cite a source, cite it.

Citation systems
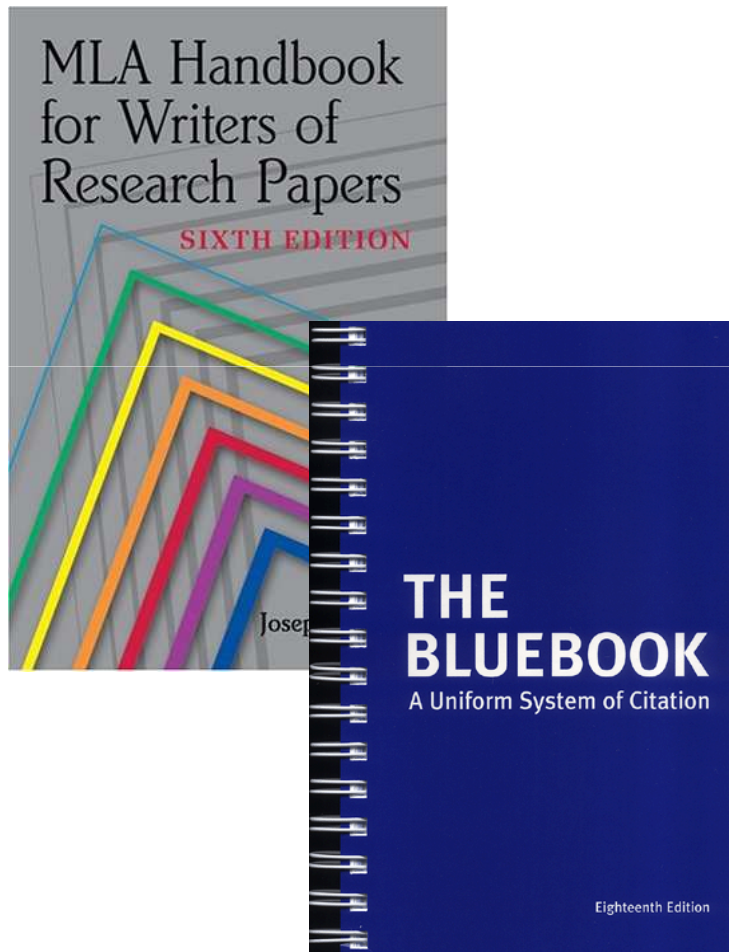
- There are numerous citation systems

- However, once you have selected a system it is important that you use it consistently

- Two common systems of citation are:

  - The Harvard System (or Author-Date System) (see also the APA style, MLA style)

  - The Numeric System (also called the 'Vancouver style' or 'Oxford style')

The author-date system

A further problem facing academic researchers is the enthusiasm in both US and UK governments for devolving power and decentralizing services from central government to third parties, including non-profit agencies and private firms (Rhodes, 1994). … In the words of UK judge and intellectual property law commentator, Mr Justice Laddie, for many creators the current state of the Anglo-American copyright system is that it is "over-strength, over-regulated and over-rated." (Laddie, 1996)

Bibliography

Laddie, J. (1996). Copyright: Over-strength, over-regulated, over-rated. *European Intellectual Property Review*, 18(5), 253-260.

Rhodes, R. A. W. (1994). The hollowing out of the state: The changing nature of the public service in Britain. *Political Quarterly*, 65(2), 138-151.

- The author-date system inserts author's surname and date of publication of the document in the text.

- The complete references are then placed in the list of works or bibliography at the end of the document.

- The author-date system is popular in the sciences and social sciences.

Presentation

Presentation 1
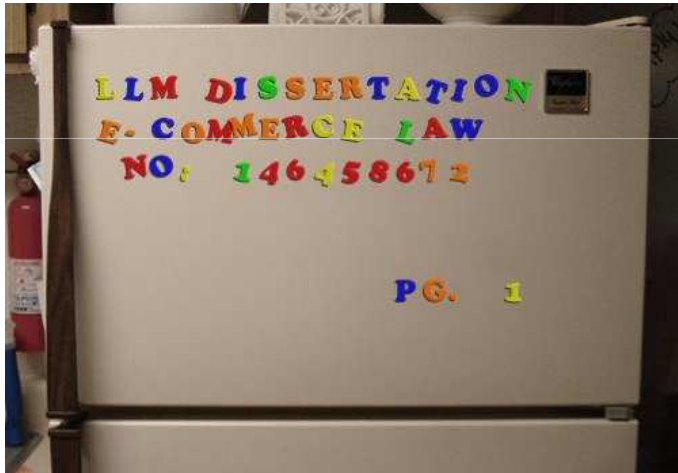
- While presentation is clearly not the crux of essay writing, it <u>is</u> important. It is the first impression the examiner gets of your work.

- May involve you learning more about the operation of your preferred word processing package
  - Inserting page numbers
  - Inserting footnotes or endnotes
  - Formatting text & footnotes
  - Automatic cross-referencing of footnotes

Presentation 2

- **Proofreading**
  - Do not rely solely on spellcheckers and grammar checkers.
  - Do get someone else to read your essay to check for errors and for clarity and narrative flow/comprehensibility - the 'Pleasing the reader' test.
  - Do ensure that citations are accurate and as full as possible, and that footnotes cross-reference properly.

Presentation 3

Get it Right!!

It's = contraction
Its = possessive
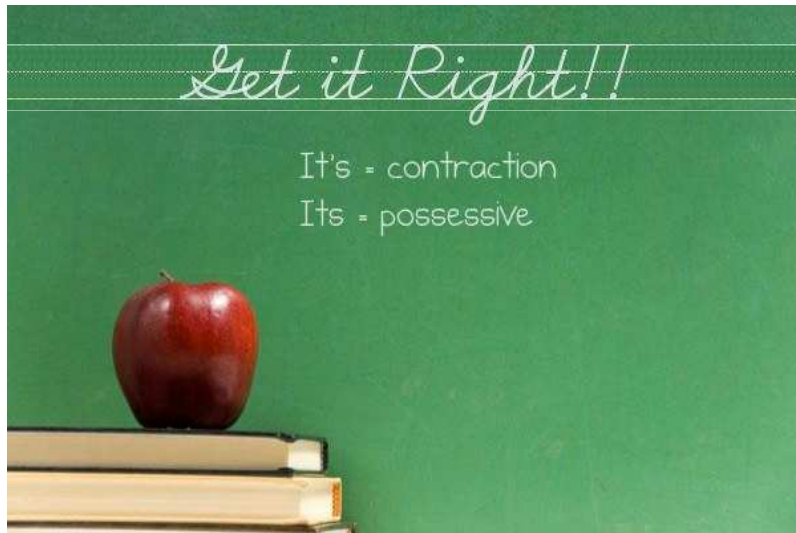
- **Personal Pet Peeves**
  - No citation or half-finished citation
  - Failure to use paragraphs.
  - Sentence fragments, run on sentences, long rambling incoherent sentences
  - Verb tense inconsistency
  - Insufficient or inappropriate punctuation
  - Its & it's; there, their, they're
  - Inappropriate use of slang

Books

- Levin P. (2004) *Write Great Essays! Reading and Essay Writing for Undergraduates and Taught Postgraduates*, Open University Press. ISBN: 0335215777.

- Zobel, J. (2004) *Writing for Computer Science (2nd ed.)*, Springer. ISBN: 978-1-85233-802-2

- Coyle, M. & Peck J. (2005) *Write It Right: A Handbook for Students*, Palgrave Macmillan. ISBN: 1403994870

- Cottrell S. (2005) *Critical Thinking Skills: Developing Effective Analysis and Argument*, Palgrave Macmillan. ISBN: 1403996857

- Davies, W.M. (2008) *Study Skills for International Postgraduates*, Palgrave Macmillan. ISBN: 140399580X

Websites - General

- The Purdue OWL (Online Writing Lab) (US)
  - http://owl.english.purdue.edu/owl/
- Advice on Academic Writing (CAN)
  - http://www.utoronto.ca/writing/advise.html
- The UVic Writer's Guide (CAN)
  - http://web.uvic.ca/wguide/Pages/MasterToc.html
- UniLearning (AUS)
  - http://unilearning.uow.edu.au/main.html
- Royal Literary Fund - Writing Essays (UK)
  - http://www.rlf.org.uk/fellowshipscheme/writing/draftingandediting/index.cfm