Fundamentals of Information Learning

Lauren Richardson
Librarian

Phone: 02 92 66 1312
Email: sydneycampus-library@uow.edu.au
## Learning Outcomes

| Time management                  | • Get organised  
|                                 | • Map out and plan your time  |
| Referencing                      | • The UoW Harvard referencing system  
|                                 | • Where to locate the online referencing guide  
|                                 | • Using evidence responsibility - Paraphrasing and direct quotes  |
| Endnote                          | • EndNote software manages references, images, notes and other files  |
| About TurnItIn                   | • What the system does  
|                                 | • How it can help improve your assignments  |
| Getting Started                  | • How to access the system  
|                                 | • How to lodge your assignments  |
| Generating an Originality Report | • Uploading assignments  
|                                 | • Generating reports  |
| Using an Originality Report      | • Why you need to submit and resubmit  
|                                 | • Unacceptable percentages  |
| Additional Examples of Reports   | • What needs revision/What is acceptable  
|                                 | • Rules and Tips  |
| Questions                        | • Questions from this session  
|                                 | • Where to seek help on TurnItIn  |
Time Management

- Studying up to \( \frac{3}{4} \) subjects a Trimester
- Each has approximately \( \frac{3}{4} \) assessments
- You need to MANAGE YOUR TIME!
- Assignment calculators break down the research process into pre-defined steps.
- Users enter a start date and end date for an assignment and the Assignment Calculator will compute the dates s/he needs to complete each step.
Assignment breakdown

**Step 1: Analyse your assignment task**
- Analyse the task according to the strategy in "Working Out How to Start".
- Make sure you work out what you need to research and how to structure your assignment.

**Step 2: Find your Information**
- Start with the resources in "Assignment Research".
- Read broader general resources (textbooks) before resources on specific topics (journal articles).
- If you cannot find what you need, Ask a Librarian.

**Step 3: Organise your notes**
- Follow the strategy in "Organising Your Notes".
- Develop a plan according to the task words in your assignment.

**Step 4: Write your draft**
- Follow the structure for academic writing in "Writing Structure Overview".
- For multipart assignments follow the order of the assignment as it is laid out in your task sheet. Each part is like a mini assignment.
- Do not forget to cite and reference your sources.

**Step 5: Edit and proofread**
- Revise your assignment following the pointers in "Editing and Proofreading".
- Make sure you have specifically responded to the task.
- Check you have done everything in the checklist from the strategy "Working Out How to Start" in Step 1.

**Step 6: Format your assignment**
- Follow the formatting guidelines required by your lecturer.

**Start: 28/04/2015**
**Due: 15/05/2015**
**Assessment due: 15/05/2015**
**Re-Calculate Schedule!**
Enter the details into your calendar... keep on track.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>INF514 A1-S1</td>
<td></td>
<td>INF514 A1-S2</td>
<td>TBS800 SYD</td>
<td>TBS800 GONG</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>MARKING TBS900</td>
<td>MARKING TBS900</td>
<td>INF514 A1-S2</td>
<td>TBS800 GONG</td>
<td>INF514 A1-S2</td>
<td>TBS800 SYD</td>
<td>INF514 A1-S4</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>MARKING TBS900</td>
<td>MARKING TBS900</td>
<td>INF514 A1-S5</td>
<td>INF514 A1-S6</td>
<td>TBS800 SYD</td>
<td>TBS800 SYD</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>MARKING TBS900</td>
<td>MARKING TBS900</td>
<td>INF514 A1-S5</td>
<td>INF514 A1-S6</td>
<td>TBS800 GONG</td>
<td>MARKING TBS900</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>INF514 A1-S5</td>
<td>INF514 A1-S8</td>
<td>SUBMIT</td>
<td>INF514 A2-S1</td>
<td>TBS800 SYD</td>
<td>MARKING TBS900</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
About Referencing
What is referencing?

University studies are about building your knowledge based on the expertise of others.

You need to be able to:
- Demonstrate your skills by referencing sources appropriately
- Use the preferred style for your subject or discipline
- Allow readers to trace citations back to the original source
- Give credit to sources consulted, even if they are summarised, paraphrased or reworded; failure to do this results in plagiarism
Plagiarism

Failure to give credit to sources consulted, even if they are paraphrased, or reworded, is plagiarism.

- Changing the meaning
- Adding your own opinions
- Not clear summary ends and begins
- Too much detail
- Not enough changes to words/style
- Giving primary source as reference when only read secondary source
Referencing and citing

What is referencing?
At University you are expected to research widely and build your knowledge on the expertise of others.

Referencing acknowledges the sources used to develop your ideas, and may include words, images, video, audio, statistics, or websites.

Quality information strengthens your arguments and adds credibility.

Referencing enables you and your readers to locate your sources and helps to avoid plagiarism.

What referencing styles to use?
1. Check the Subject Outline to determine the style required by your Faculty or School.
2. If no style is indicated, use the UOW Style Guides below.
Select UOW Author-Date (Harvard) Referencing Guide
ABOUT THE HARVARD STYLE OF REFERENCING

The Harvard referencing style is also known as the author date system because of the requirement to cite both the author and publication date within in your paper.

The prominence of the author and date of publication in a reference list provides a clear indication of the credibility and currency of the resources used in your research.

There is no definitive version of Harvard available. The UOW style of referencing is based on the AGPS Harvard version:


The UOW Harvard Referencing Style has two main components:

In-text references/citations
When you refer to another author’s work in your writing you must cite your source in the body of your paper by providing the last name(s) of the author(s), the year of publication and, where applicable, page number(s). Note: Do not include the author(s) initial.

The reference list
A list at the end of your assignment which includes full details of each source you have cited in your writing. Sources are listed in alphabetical order by the author’s last name.

IN-TEXT REFERENCING

There are two main ways to present in-text references, or citations:

1. Information prominent
Where the focus is on the information from your source.

You give prominence to the information by placing the reference at the end of your sentence in brackets.

For example,
"the Nuer of southern Sudan lacked any..." (Metcalf 2005, p. 184)
"The experience of..." (Savage, Bagnall & Longhurst 2005, p. 28)
<table>
<thead>
<tr>
<th>Format</th>
<th>In-Text Reference</th>
<th>Reference List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal articles&lt;br&gt;Capitalise all main words in the Journal Title (not 'and' or 'of' 'in' etc.).&lt;br&gt;The title of the article is in quotes.&lt;br&gt;The title of the journal is in italics.</td>
<td></td>
<td>Author, Initial(s) Year of publication, 'Article title', Journal Title, vol. (volume number), no. (issue number if any), p./pp. (page number/range).</td>
</tr>
<tr>
<td>Journal article with two or three authors&lt;br&gt;Cite the names of the authors in the order they appear on the title page of the article.&lt;br&gt;When the authors names are incorporated into your text, use 'and' instead of '&amp;'.&lt;br&gt;If the names of the authors are in brackets use ' &amp; ' before the last author.</td>
<td>Carlin, TY &amp; Ford, G 2006, 'A governance perspective on executive options plans - some Australian empirical evidence', Australian Accounting Review, vol. 16, no. 1, pp. 75-84.</td>
<td></td>
</tr>
<tr>
<td>Journal article with more than three authors&lt;br&gt;Direct quote&lt;br&gt;Wattal et al. conclude that, &quot;Politics in the United States has come a long way...&quot; (2010, p. 670).&lt;br&gt;or&lt;br&gt;&quot;We believe information systems can provide insight into...&quot; (Wattal et al. 2010, p. 670).&lt;br&gt;Paraphrasing&lt;br&gt;The candidates site &quot;stickiness&quot; is not determined by popularity (Wattal et al. 2010, p. 670).</td>
<td>Wattal, S, Schuff, D, Mandviwalla, M &amp; Williams, CB 2010, 'Web 2.0 and politics: the 2008 U.S. presidential election and an e-politics research agenda', MIS Quarterly, vol. 34, no. 4, pp. 669-688.</td>
<td></td>
</tr>
</tbody>
</table>
Referencing a book

Format of key elements

Author’s family name, Initial(s) year, *Title of Book*, Publisher, Place of Publication.
Referencing a journal article

Format of Key Elements

Author's family name, Initial(s) Year, 'Title of article', *Title of Journal*, vol. (volume number), no. (issue number if any), p./pp. (page numbers).

**Note**: only include access date and database name (or URL) for journals accessed online.
Referencing a website

Format of key elements

Author's family name, Initial(s) year, *Title*,
accessed accessed date, <URL>.

**Note:** Take care when copying the URL of a website. Include enough of it to enable the resource to be located easily.
REFERENCE LIST
A reference list appears in alphabetical order at the end of your work.

Many people confuse the terms ‘reference list’ and ‘bibliography’.

A reference list includes ONLY the sources that you have CITED/REFERENCED in the body of your work.
A bibliography includes the sources you cited plus any additional resources you may have consulted in your research.

This is an example of a reference list:


*A History of Reclamation in the West* 2000, History Program, Bureau of Reclamation, Salt Lake City, Utah.


NOTES
Always check with your academic to determine what is required for your particular assignment.
If there are multiple works by the same author in your reference list, put the earliest date first.
Make sure the author details and year in the in-text citation exactly match the entry in the reference list.
About Endnote
WHAT IS ENDNOTE?

- EndNote software manages references, images, notes and other files in an "EndNote library".

- EndNote also links references to a Microsoft Word document and automatically creates a bibliography.

- EndNote has a UoW Harvard style the formats MOST of your references for you.

- There is an online training guide to help get you started.
To access & download the software

Steps:
1. Library homepage
2. Guides
3. Under By Topic - Endnote
WHAT IS ENDEOTE?

- EndNote software manages references, images, notes and other files in an "EndNote library".
- EndNote also links references to a Microsoft Word document and automatically creates a bibliography.
- EndNote has many output styles including specific journal styles.

NEWS

MAC El Capitan (November 2015)

- Endnote has advised version X7.4 has been optimized to work with OS X 10.11 "El Capitan". MAC compatibilities

TRAINING

- Endnote workbook
  Covers all the common Endnote uses like creating a library, getting references/PDFs into EndNote and linking EndNote to Word, and many of the FAQ.

ENDNOTE HELP

- Support from EndNote
  Use the Help function in EndNote, or use the company's Knowledgebase & Technical Support Service
- Ask a Librarian - EndNote
- Research Consultation Service
Learn to use EndNote

TRAINING

- **Endnote workbook**
  Covers all the common Endnote uses like creating a library, getting references/PDFs into EndNote and linking EndNote to Word, and many of the FAQ.

- **Register for a workshop**
  HDR students only

ENDNOTE COMPUTER

- How to create an EndNote library and back it up
- Manually entering citations into EndNote
- EndNote importing guide (PDF)
- Adding Citations to a Word Document
- Journal title abbreviations (video)
- How to use EndNote in 7 minutes: PC
- How to use EndNote in 6 minutes: Mac
- How to set up the PDF Auto Import folder in EndNote
- Find full text from Endnote 17

ENDNOTE ONLINE

- Sharing - how to sync multiple desktop libraries with EndNote Online
  How to sync references, custom groups, group sets, smart groups, and combined groups between desktop

ENDNOTE HELP

- **Support from EndNote**
  Use the Help function in EndNote, or use the company's Knowledgebase & Technical Support Service

- **Ask a Librarian - EndNote**

- **Research Consultation Service**

HELP FOR MACS

Selected answers (links open in new window):

- Is Mac OSX Yosemite compatible with EndNote? What versions of MAC OS X are compatible with what versions of EndNote?
- After switching from a PC to a Mac using EndNote with Word, I notice that the grey highlighted field shading in Word disappears.
- Can I download Endnote for my Mac and iPad? How do I use them?
- There is no EndNote floating toolbar on my MAC. Can you help?

Explore more answers
CHOOSING A STYLE @ UOW

You should always check with your faculty/supervisor/editor on the required referencing style, e.g. APA, MLA, Journal of Finance, UOW Harvard referencing style.

- To use the UOW Harvard style with EndNote, do ONE of the following:
  - download Australian Style Manual (Harvard). Direct your EndNote Library to this style. Instructions are included on page 7 of the Endnote Workbook.
  - in Endnote choose "author-date" style. This is closest to the UOW Citing and Reference Guide in EndNote. This style will need to be edited.

- To use AGLC law style, go to the Law tab for instruction to download and set up the style.

MORE ...

- Get more styles in a field of research
  Windows and MAC
- Get more individual styles
- Still not available? do a Google search ....
Steps:
1. Read the installation guide first!
2. Then download the software
3. Then link the reference style see page 7 of the booklet
For help with essay and report writing

Learning Development offers a range of free resources, classes and consultations to all enrolled students seeking to improve their academic performance. Explore the following links to our materials and program information.

http://www.uow.edu.au/student/services/ld/students/index.html
About TurnItIn
Turnitin

- **Turnitin** is an internet based program that
  - Educates students on identifying and acknowledging other authors work
  - Educates students on correct referencing techniques
  - Educates students on correct quoting techniques
  - Detects where students have copied in part, or in full, another writers work

- Assignments submitted to the Sydney Business School must be accompanied by a **Turnitin Originality Report**
Generating Feedback

Feedback in the form of an Originality Report is obtained by:

- uploading
- reviewing
- amending
TurnItIn Feedback

Turnitin processes your uploaded work and generates an Originality Report to provide feedback on your work in terms of:

**Content**
- Correctly acknowledging someone else’s ideas and writing

**Punctuation**
- Correct use of punctuation to identify direct quotes that have been properly cited

**Quality of References**
- Inclusion of recognised authors and well cited papers

**Format of References**
- Presented in the correct format with all details
Generating an Originality Report
To access Turnitin

1. UOW homepage > Current students > Sols > ELearning > Click on your subject
2. There will be a Turnitin file within one of the topic folders
   • Click on the Turnitin symbol
Then click on the My Submissions tab

1. Click “Submit Paper” button
2. Give your assignment a title (it MUST be the same title with any revisions)
3. Use the browse button to locate where your file is located
4. Check the box – confirming your original work

1. Click on “Add Submission”
2. You will receive a digital receipt to your UOWmail
To retrieve your originality report

The first time that you upload your assignment the originality report will be processed in around 10 minutes. **WARNING the second time you make revisions it can take up to 24 hours.**

To retrieve the report:
1. Log back into SOLS – Moodle site click on the subject
2. Click on the assessment
3. Click on the percentage
4. Locate the printer symbol – bottom left corner
5. Select the top option
6. It takes a moment to convert to a PDF – Save open, print and attach to the word version

**RULES:**
- Make as many amendments as needed and resubmit
- You can do this as many times as needed up until the due date
- You must use the same document name with any resubmission NOT draft 1, draft 2 etc
- You must include your reference list
Your assignment does not have to be finished
You can upload your work as you write it
You can resubmit your work up until the due date/time
Uploading Assignments

- Once uploaded, Turnitin checks your work against a number of internet sites and databases.
Where does it check?

- **Turnitin** checks your work against

  - the publicly accessible Internet, including Wikipedia and sites selling assignments
  - including ABI/Inform, Periodical Abstracts, Business dateline, and electronic books,
  - the ProQuest and Gale commercial databases
  - every assignment previously submitted to Turnitin from UoW and all other institutions
Retrieving your Originality Report

• If there is a percentage and a colour – just click there to retrieve your report

• If the percentage and colour are not there click on Refresh Submissions and Moodle will retrieve the report from Turnitin
Retrieving your Originality Report

- The first time you upload the report will be processed in around 10 minutes.
- Second and subsequent reports will take around 24 hours to process.
- If you are waiting on an updated version you may need to click Refresh Submissions again.

<table>
<thead>
<tr>
<th>Submission</th>
<th>Submitted</th>
<th>Similarity</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1 - Plagiarism Wikipedia Websites and Journals</td>
<td>7/05/13, 19:57</td>
<td>73%</td>
<td>/100</td>
<td>(0)</td>
</tr>
</tbody>
</table>

Status: Submission successfully uploaded to Turnitin.
What does an Originality Report Look Like?

- Originality Reports provide
  - An overall matching score
  - Information about what is matched
  - Source of the match
What is a similarity percentage?

• A percentage that indicates how much of your assignment can be matched to someone else’s work

• There is an overall percentage, plus individual matches

• Individual matches are coded by number and colour
What does the overall score mean?

• The similarity percentage is shown as a number and a colour
• It includes matches to text in the assignments and the reference list

0% 1-24% 25-49% 50-74% >75%
What do individual matches mean?

- The similarity percentage is shown as a number and a colour.
- This matches the colour and number on the report.

The only “safe” percentage is 1% match or less for individual matches including references.
Using the Originality Report
What do I do with an Originality Report?

• You should review the Originality Report to address issues identified for example:

Incorrect referencing formats  →  Incorrect punctuation on quotes  →  Too many quotes  →  Text that is too similar to another author’s work

(Plagiarism or close paraphrasing)

All of these issues will result in your similarity percentage increasing

If you correct the issues, your similarity percentage will reduce
Incorrect referencing formats

- Where references are not correctly formatted they will be highlighted
- They need to be corrected and resubmitted
- Errors can include spacing, use of commas
- Turnitin does not check spelling or alphabetical order


Incorrect Punctuation on Quotes

• If your quotes are identified by inverted commas (" "), Turnitin can exclude them from the Originality Percentage.
• To exclude quotes from the calculation, you click on the filter funnel.
• Then check on the Exclude Quotes label.
• Once ticked, click on Apply changes.
Too Many Quotes

• This will adjust the similarity percentage by removing the quotes
• In this case it has altered from 87% to 43% meaning 44% of the assignment is in quotes.
• This student needs to reduce the number of quotes as the percentage is greater than 10% of the work submitted
• To re-include quotes in the calculation uncheck the Exclude quotes box
Text that is too similar to another author’s work

This example shows large sections highlighted. The student has used two someone else’s work and not acknowledged it, and tried to change a few words to make it look like their own – this is close paraphrasing and is a form of plagiarism. These paragraphs need to be re-written.
Checking the Percentage of References

- To check on your percentage of references you click on the filter funnel
- Then check on the **Exclude Bibliography** label
- Turnitin knows that the Reference list is the Bibliography
- Once ticked click on Apply changes
- Your report provided with your assignment should show the references included in the percentage
Additional Examples of Reports
Do all identified matches need to change?

Must be fixed
- Referencing errors including missing details
- Paraphrasing / close paraphrasing
- Quote issues (too many quotes)

Can be left
- <1% matches such as…
- Use of common words or phrases
- Using quality references that match individual sources
- Restating the assignment question
Use of Common Words or Authors

Example A

< 1% (match) (student papers from 02/23/09)
Class: TBS981 Intake A 2009
Assignment: Assignment 1 - Essay
(Paper ID): 87741797

Katz and Kahn cited in Francesco and Gold, (2005), quality is mean ability potential to do something, so leadership qualities is about abilities to lead, influential employees or subordinates to success in business.

Example B

< 1% match (student papers from 02/14/09)
Submitted to Northcentral

Finally, it is believed that team-oriented leadership is essential for multi-national organizations. 4 Escrivá-Moreno, Canet-Giner, and Moreno-Luzón (2008) point out that high integration is related to the positive impact of two variables concerning with the team's context.
Use of Common Words or Authors

Example C

<1% match (student papers from 12/04/07)
Submitted to Royal Melbourne Institute of Technology

In addition, Some authors suggest that integrity refers to the leader’s faithfulness.

Example D

1% match (publications)

A leader needs to have flexible abilities and qualities to achieve the goals set by the organisation.
Restating the Assignment Question

Example A

1% match (student papers from 02/22/09)
Class: TBS981 Intake A 2009
Assignment: Assignment 1 - Essay
(Paper ID): 87491535

This paper will discuss which leadership qualities are important to ensuring that multi-national companies survive in a volatile business environment. Moreover, this paper will use previous experience and also use references and the author’s opinion and theories to support this paper.

Example B

< 1% match (student papers from 02/23/09)
Class: TBS981 Intake A 2009
Assignment: Assignment 1 - Essay
(Paper ID): 87669401

In order to survive in a volatile business environment, leaders must have good qualities such as effective communication, integrity and courage as well as self-confidence to manage their multi-national companies.
Sydney Business School Turnitin Rules

1. Use one document name only for each assignment

2. Any resubmissions must use the same document name as the original submission

3. References must be included in your Turnitin submission

4. Do not include the assignment topic question at the beginning of your submission

5. The originality report provided with the assignment submission must be consistent with your last submission to Turnitin
Tips on Using TurnItIn

• Start early
• Submit updates as you write your assignment using the same document name
• Use the feedback provided on the Originality Report to improve your writing and referencing
• Resubmit your work to gain further feedback
• Do not leave it until the last minute to submit
• Ensure you include a copy of your most current Originality Report with your assignment
Questions?
Librarian:  
Lauren Richardson  
Sydney Campus

References:

Sydney Business School Student Handbook

Turnitin Website  
www.TurnItin.com

UoW Academic Integrity and Plagiarism Policy  