THE TEACHER'S ROLE

Regardless of the type of subject or the level of the programme, all students must acknowledge their sources using citations and referencing.

However, students will not cite or reference unless their teachers demonstrate good practice by correctly citing and referencing all the material used or referred to in the creation of the teaching materials (including PowerPoint slides).

In order to demonstrate correct citations, you must understand about citing and referencing yourself and be able to develop these skills in your students.

There are a number of citing and referencing styles (formats), for example, APA, MLA and so on. Check with your librarian to find out which style is used by your organisation. They will also be able to teach you how to format using that style.

What is a citation?

A citation is when you formally recognise the sources from which you obtained your information.

When you use someone else's ideas or include a quote or paragraph from another person's work, you must acknowledge (cite) where you got that information from.

Without citing, you may be accused of plagiarism (representing another author's work as your own creation).

Citing:
- ensures that the correct person is given credit where credit is due
- shows the person reading your work that you have read and incorporated other people's ideas into your work
- lets people know where to go for more information about the ideas you have discussed
- allows people to do further research on the topic you are discussing.

What is paraphrasing?

Paraphrasing is when you use someone else's ideas, but not their actual words — you rewrite their ideas in your own words. When you paraphrase, you must note where the information has come from.

What is referencing?

A reference is the detailed description of the source from where you obtained the information you have cited in your work.

A reference list only includes items you quoted or para-phrased in writing your text — not everything that you consulted when undertaking your research. All other items can go in a bibliography to show your tutor all the sources you used.

The reference list:
- is located at the end of your document
- should begin on a new page with the title "References" at the top
- should be arranged in alphabetical order.

The bibliography comes after the reference list.

TIP

When selecting your resources, make sure you record the information using a citation tool. If you don't record it straight away, you may forget where you got it from.

Check with your library — they will be able to tell you what tool is available and how to use it.

WelTec

Helping students

Researching an assessment and completing it on time is hard work for most students. They often use the internet to search information but find it difficult to evaluate and select the most appropriate material and turn it into their own words. When we ask them to acknowledge the sources, they don't often see the point.

So, how do we get them to cite and reference? We must give them the tools to help them cite and reference. These tools might include:

- teaching them to use the referencing function in Word 2007 – in this wired generation, we must provide the technology that will make it easier
- how to use online tools such as http://citationmachine.net/
- asking someone from the library to come and demonstrate creating a reference list and how the institute style is formatted
- providing them with an understanding of plagiarism
- providing very clear instructions on your expectations about citing and referencing in their assignments
- allocating marks to citing and referencing
- embedding information literacy into the subject teaching (the library staff can help you with this)
- providing students with some practice exercises.

DON'T FORGET

Some international students come from cultures that don't have the same intellectual and copyright laws as we have and therefore may not understand what all the fuss is about.

Make sure they have a clear understanding of how to cite and reference by providing some practice exercises.

Some resources you may wish to check out

All of these contain assistance with citing and referencing.

Andretta, S. (2005). Information literacy : A practitioner's guide. Oxford : Chandos.

Dees, R. (2003). Writing the modern research paper (4th ed.). New York : Longman.

Emerson, L. & Hampton, J. (Eds.). (2005). Writing guidelines for business students (3rd ed.). Southbank, Vic. : Thomson Dunmore Press.

Emerson, L. (Ed.). (2007). Writing guidelines for education students (2nd ed.). South Melbourne, Vic ; Auckland, N.Z. : Thomson Learning.

Neville, C. & Neville, B.M.R. (2007). Complete Guide to Referencing and Avoiding Plagiarism . United Kingdom : Open University Press.

O'Shea, R. P., Moss, S.A. & McKenzie, W.A. (2006). Writing for psychology (5th ed.). South Melbourne, Vic. : Thomson.

Redman, P. (2005). Good essay writing : a social sciences guide (3rd ed.). Milton Keynes : Open University in association with SAGE.

Rumsey, S. (2004). How to find information : a guide for researchers. Maidenhead : Open University Press.

Thody, A. (2006). Writing and presenting research. London : SAGE.

References

Nienhaus, B. (2004, September). Helping students improve citation performance. Business Communication Quarterly. Retrieved November 4, 2008, from Business Source Premier database: http://web.ebscohost.com/ehost/detail?vid=4&hid=15&sid=b8ae888f-ba57-4ddd-9950-98d5bc2bedbe40sessionmgr102&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ3d3d#db=buh&AN=13991531

TeAch-nology.com. (2000). The Importance of Citing References. Retrieved, November 4, 2008, from: http://www.teach-nology.com/tutorials/teaching/citing/print.htm