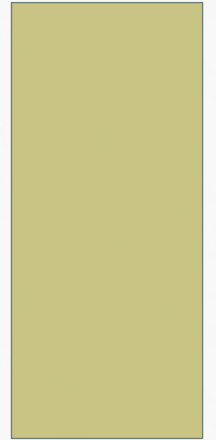


# HOW TO USE SOURCES IN ASSIGNMENT WRITING



## 2. INTRODUCTION

- Academic writing demands that reference system be observed and associated scholars be synthesised.
- Most university assignments require students to draw on a range of academic sources to support their claims, arguments and ideas.
- These assignments must include references or citations in the text and a list of references at the end, listing the sources of information used.

# 1. PURPOSE

The purpose of the presentation is to enable the student to:

- Understand how an academic assignment should be presented;
- Learn about academic sources and be able identify them;
- Learn about plagiarism and how it can be avoided;
- Understand the concept referencing;
- Learn how to apply the referencing techniques correctly and
- Demonstrate ways of incorporating sources into assignment writing.

### 3. WHAT IS A SOURCE?

- A source is any outside information ( print or non -print) that you have to seek out.
- It is used to emphasise and support a point you make.
- Incorporating a source into writing helps to build the credibility throughout your assignment by showing that your ideas are not personal, but that you have taken an academic look into the issues surrounding your topic.

## 4. WHY DO WE USE SOURCES/ REFERENCE?

Sources are used for the following reasons:

- To satisfy the requirements of academic writing.
- To show that your writing does not rely mainly on personal opinion,
- They serve as authorities to support your claims.
- To enable the reader to verify quotations and/or information.
- To enable the reader to follow up and read more fully the cited author's arguments.
- To give the source of information credibility.
- To avoid plagiarism.

## 5. WHAT IS PLAGIARISM?

- Plagiarism is when you present another person's words, ideas or opinions as your own without acknowledging the source.
- It occurs when you use the exact words or expressions of the original source without acknowledgement, even if you summarise or paraphrase the original source.
- Whether intended or not, plagiarism is a serious offence against academic honesty
- It can result in failing a course or even expulsion from the university.

## 5. PLAGIARISM( CONTINUED)

Plagiarism is regarded as unethical and illegal because:

- It is dishonest;
- It is in conflict with academic integrity;
- It indicates disrespect for the rights of the original author:
- It is in conflict with the University's values of trust and may even tarnish its reputation.

## 6. HOW TO AVOID PLAGIARISM?

- Acknowledge all the sources of information you have consulted.
- The original source of information paraphrased, summarised or quoted must always be acknowledged. Even if you change few words or the order of the original's sentences.
- Enclose direct quotations in quotation marks.
- Any statistics, graphs , drawings or anything that is not common knowledge. **DO NOT ACKNOWLEDGE COMMON KNOWLEDGE.** Common knowledge is information that is known by everyone, especially the community in which the term is used. For example: “ The moon orbits the earth”.



# HOW TO AVOID PLAGIARISM?

- Only hand in original work that you have prepared yourself.
- Submit your assignment with a **DECLARATION** signed by yourself and a witness. Your study material includes it , if it does not, you may access it on myUnisa at the beginning of each academic semester under “Additional resources”.
- By including a declaration at the beginning of your assignments or portfolios you indicate that the work submitted, is your own work, you are also declaring that you are aware of Unisa’s policy documents and that you are aware of the legal consequences if found guilty of plagiarism

## 6. HOW TO AVOID PLAGIARISM (CONTINUED)

Read the following documents:

- ✓ The Disciplinary Code for students which is given to every student at registration . Study the relevant sections - the Code Sections 2.1.13 and 2.1.4.
- ✓ The University 's Policy on copyright infringements and Plagiarism.

# 7. SOURCES TO BE USED

The sources to be used include the following:

- Prescribed books or books written by academic authors
- Study material (Study guides, Tutorial Letters and myUnisa)
- Articles from academic journals
- Sources accessed via the internet (Emails, Twitter and Facebook)
- Government publications (Acts, Departmental reports and documents)
- Non-print media (films, videos and television programmes)
- Masters dissertations and doctoral theses

Your study guide will list all the sources you must use.

The librarians are also there to assist with the location of the relevant sources you might need.

# 8. REFERENCING

- Referencing is a standardised method of acknowledging the sources of information and ideas that you have used in academic writing.
- Referencing must be uniform and consistent.
- When using information from a **source**(referencing), ensure that your voice is predominant in your writing as the reader is more interested in your thoughts and ideas.

# 9. STYLE OF REFERENCING

- University of South Africa uses the Harvard method.
- However , it is the prerogative of the lecturer or module coordinator to prescribe the style to be used. Also consult your study guide.

# 10. TYPES OF REFERENCES OR CITATIONS

Two types of references(citations) can be distinguished, namely:

- **In-text references** , found in the middle of a text. It may be in sentences or paragraphs.
- In a **list of references** at the end of an assignment. It is detailed.

Note:

*In- text referencing includes the author's surname, date of publication and the page number of the source.*

*In the list of references, the author's name, date of publication, title, place of publication and the publisher's name are included.*

# 11. REFERENCING TECHNIQUES

- **In-text referencing**

Example: Barker (2013:13) defines organisational communication as...

- **In the list of references**

Example: Barker, A. 2013. *Integrated organisational communication*. Cape Town: Juta.

Note:

*These two types of references go hand in hand. Whenever you reference in the text, you should also have a corresponding entry in the list of references at the end of your assignment.*

*Observe the punctuation. Full stops (.) and colons(:) are used in specific positions*

*These are citations of printed material. In non-print sources, some of the elements are missing.*

# 12. REFERENCING TECHNIQUE

- Citations included as part of a sentence may be at the beginning or at the end of a sentence or a paragraph:

Example 1: Van der Walt (2013:23) argues ...

Example 2: Downward communication ensures that employers act... (Botha 2002:10).

*Note:*

*When a citation is placed at the end of a paragraph, it should appear at the end of the last sentence before the full stop. In short, the full stop always follows after the right-hand bracket of a citation.*



# 12. REFERENCING TECHNIQUE (CONTINUED)

- If a source has multiple authors, then the authors should be listed in a citation and in the list of references in the exact same order in which they are listed in the source. Never change the order in which the authors of a source are listed.
- When a source has **three** or more authors, the surnames of all the authors must be listed in the first citation to the specific source in a document. Thereafter, only the surname of the first author is shown in all subsequent citations. The surnames of the second and later authors are replaced with the abbreviation *et al.*
- First citation:  
Walter, Zwane and Zuko (2012:128) emphasise the ...
- Second and later citations:  
Walter *et al.* (2012:130) also mention ...

## 13. WHAT TO AVOID?

- Never refer to an author's first name or to the title of a source in the main body of an academic document.

Example 1:

In his book *Integrated organisational communication*, George Angelopulo (2013: 27) maintains that ... (incorrect)

Example 2:

Angelopulo (2013: 27) maintains that ... (correct)

## 13. WHAT TO AVOID? (CONTINUED)

Never include the initials of authors in citations; only their surnames.

Example 1:

According to C. Seti (2016:3), qualitative research ...  
(incorrect)

Example 2:

According to Seti (2016:3), qualitative research ... (correct)

# 14. WAYS OF INTEGRATING SOURCES WITH TEXT

There are three methods of incorporating sources into assignments effectively:

14.1 Summarising

14.2 Paraphrasing and

14.3 Quoting

# 14.1 SUMMARISING

- It is necessary when you present an entire work or section of that work in a condensed or shortened form.
- Summarise when you explain the main ideas from the other source of information.
- A summary should be half of the words of the material being summarised.
- Citation information must be included .

## 14.2 PARAPHRASING

- This is an important skill for writing an assignment.
- It refers to rephrasing your text in your own words without changing the author's intended meaning.
- The text is same length as the original .
- Paraphrase when the information presented by the other author would be hard for the reader to understand or when you need to synthesise source material to demonstrate your understanding of what the author is saying.
- Citation information must be included.

## 14.3 QUOTING

- When you quote, you include the words or ideas of others in your text exactly as they have expressed them.
- A direct quote uses the author's exact words and is noted by using quotation marks (" ").
- It is especially important to use signal phrases when directly quoting so your reader knows where the quote comes from.
- You should use direct quotes when you cannot paraphrase without losing meaning, when the quote encompasses the main point of what you are trying to say or if the original words are needed for purposes of analysis or discussion or when defining a concept.
- Make sure you introduce the quote so the audience knows it is coming, indicate who said the quote, and connect the quote to the rest of your assignment.

## 14.3 QUOTING

- Quote the original author's exact words, including any spelling or grammar errors.
- If the original wording contains spelling or grammar errors, indicate these errors out by placing the word [sic] in square brackets in the quote directly after the error.

Example: "It is a common practise [sic] to...

(Botha 1999:14).

- If one leaves out part of the original text in a direct quotation, this is indicated with an ellipsis (...).

Example: " Marketing campaigns aimed at promoting... must also be considered" (Van der Walt 2013:147).



## 14.3 QUOTING (CONTINUED)

- A long quotation:

If you have to use a long quotation, for instance, a quotation of more than three lines, write it using a double indentation without quotation marks .

# LONG QUOTATION

Example:

- Hofstee (2014:56) has the following to say about the goals of a postgraduate dissertation :

Dissertations are written in order to demonstrate competence to examiners so that they may, in good conscience, award you the degree that you enrolled for. Given that truth, in order to maximise your chances of getting the degree, your primary goal should not be making *the* major contribution in your field; It should not be to dazzle the people in your department with your brilliance –it should be to hand in a solid work within a reasonable amount of time.

# 15. MAKING CITATION FIT INTO WRITING

- You can make your citation fit into the flow of your writing by choosing specific verbs .
- Do not repeat the same verbs such as “writes” and “states”.
- There is a wide choice of such verbs.
- Use a dictionary to select the verb you intend to use.

# 16. VERBS FOR CITING SOURCES

Some useful verbs are:

**explain assume acknowledge emphasise claim contends  
declare postulate assert conclude mention report agree  
consider find**

# 17. CONCLUSION

- The presentation elaborated on the presentation of assignments which must include the sources of information that support ideas and arguments. These sources must be acknowledged to avoid plagiarism, which is regarded as an offence. Students are required to apply the correct referencing techniques and select the correct ways to incorporate their selected sources into their assignments.
- Every slide contains important information which can be used when writing an assignment.
- Make sure you understand this information and that you are able to apply it to your work.

*'I hope you have enjoyed the presentation'*

*Good Luck*