Research Methodology

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Referencing Guidelines Part-1

Why reference?

- In order to **acknowledge other people's work whenever you make use of their work in your own writing.**

- This applies whether you quote their words directly or express their ideas in your own words.

- If you do not do this, you can be accused of [Academic misconduct](#) (**plagiarism).**

What is plagiarism?

- Plagiarism is actually **intellectual theft.**

- It means you are presenting someone else's work as your own and this can have serious disciplinary consequences.

Why Should You Cite?

- **To avoid accusation of plagiarism**

- **To prove that your paper / assignment is supported by facts**

- **To enable other researchers to trace or refer to your sources**

How to Avoid Plagiarism ?

- **Inevitably your writing will involve discoveries, ideas and writings of experts in your field of study but this must be incorporated carefully in your work**

- **Quoting, Paraphrasing and Summarising are different ways to incorporate the work of other writers in your own writing**

Methods of notemaking

- **Three Methods of note-making:**

1.Quoting Sources

2.Paraphrasing sources

3.Summarizing sources

Quoting

- Use brackets, ellipses, the present tense and attributive phrases when quoting.

Example:
Quote the below:

- Malls are designed to maximize profits. They were not built as a replacement for the Main street. If Intimacy encourages sales, there will be intimacy

  (Interview with Richard Marks, the Chairman of the Environmental sub committee for the International council of Shopping Centres)

Sample answer

- **The Chairman of Environmental Subcommittee for the International Council of Shopping Centres, asserts. " Malls are designed to maximize profits".**

Example:
Quote the below:

- In 1979, one week after receiving a 13.3% pay rise, she was called on the carpet.

(about Virginia Rulon-Miller)

Sample answer

- **According to the report " [i]n 1979.....[Virginia Rulon-Miller] was called on the carpet.**

Paraphrasing

- **A paraphrase is a restatement, in your own words, of a passage of text. Words and sentence structure should not reflect that of the source. Only an occasional word is allowed (not whole phrases).**

Example:
Paraphrase the below:

- Parents need to be able to talk to their children about where they are going and what they are doing. This same commonsense rule applies to their children's lives on the screen. Parents don't have to become technical experts, but they do need to learn enough about computer networks to discuss with their children what and who is out there and lay down some basic safety rules.

  - Sherry Turkle, "Life on the Screen: Identity in the Age of Internet', page 227

Sample answer

- **Just as parents should make sure they know their children's where abouts and activities in real life, so should they monitor their children's online activities. Without having to master the complexities of these new technologies, they can still become familiar enough with online systems to talk with their children about their online activities. In doing so, they should also establish guidelines for their children to follow.**

Summarizing

- **A summary is a brief , objective account , in your own words, of the main idea in a source.**

- Writing a summary involves two things:

  – Understanding the original passage or information thoroughly and,

  – Writing the passage or information in shortened form

To understand the original passage requires very careful reading. Read it several times . After you have completely understood the passage, make a note of the important points

Useful tips for summarizing

- Leave out unimportant details
- Use a word which can replace several words
- Leave out some examples
- Leave out repetitions or redundant sentences
- Leave out some adjectives

Example:
Summarize the below:

- In the United States, communities seem to be deteriorating from a complex combination of causes. In the inner cities of big urban centres, many people fear street crime and stay of the streets at night. In the larger suburban and post-subarban areas, many people hardly know their neighbours and 'latch key 'children have little adult contact after school. An African proverb which says that "it takes the whole village to raise a child" refers to a rich community life with a sense of mutual responsibility that is difficult to find in many new neighbourhoods. Some advocates believe that computer technology in concert with other efforts could play a role in rebuilding community life by improving communication, economic opportunity, civic participation and education.

  – Ron Cling, "Social Relationships in Electronic forums : Hangouts, Salons, Workplaces and Communities." CMC Magazine, July 22, 1996.

Sample answer

- **CMC is potentially so powerful a medium of exchange that some believe it can promote dialogue within communities that are declining. A community, afterall, is built on people acting in the interests of their neighbours for the common good. Via E-mail, online newsgroups, and e-forums, neighbours will have new ways of looking out for one another.**