

HPCOS81

Research Proposal for Honours

Why do you need to know...



Learning Unit 1:

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1.1 Introduction

Research begins with an extensive review of past literature. The Web is a global electronic information gateway that transformed the way literature reviews are carried out. It is now a non-linear virtual process that entails electronic searching, collecting, saving and organizing of citations, references and full text information. Web based academic literature research is conducted by consulting visible and invisible web based resources. Visible web retrieval tools typically include free academic search engines such as Google Scholar and Scirus. Invisible web resources are mainly the fee based subject databases of the Unisa Library. Easy keyword exploration and browsing of the Unisa Library's searchable subject databases enables the gathering of academic peer reviewed literature and downloading of fulltext content.

To avoid plagiarism, always cite or reference when referring to another author's work in your theses or dissertation e.g. directly quoting, paraphrasing or summarising. Referencing shows that it is not your original work, but you are giving credit to other peoples work. All sources cited must appear in the reference list, not only printed materials such as books and journals, but also electronic materials downloaded from the open web or the library databases and e-collections.

Technology has revolutionised not only how we perform, write and archive research, but also the approach to the compilation of research bibliographies and referencing. Traditional paper based research and citation practices included writing references on cards, printing and storing of hard copy articles in files, or sorting through piles of papers to find an article. Paper based style manuals and citation guideline booklets were compiled by librarians or academic departments as citation support for clients. These tasks and activities are now easier due to electronic reference managers.

The literature retrieved must be tracked during the research process and accurately cited and referenced. Collecting and organizing citations and references can be one of the more frustrating tasks of research.

The variety of easy to use sophisticated web based software tools called citation managers (also referred to as personal bibliographic managers, bibliographic software/reference managers) automated and simplified the tedious undertaking of constructing a properly formatted reference list.

1.2 Definitions

Citation: A "citation" is a line of text that identifies a source. A citation occurs in the body of the paper. Citations typically list the author(s) and year of the publication (and pages for a quotation)

References: List of publications to which an author has made specific reference, usually placed at the end of an article or chapter, or at the end of a book. All sources cited must appear in the references.

Bibliography: Sources that were read, but not necessarily cited (includes background reading).

List of references/reference list: Includes only the sources that you referred to (cited) within the text of your dissertation/thesis. It contains full details of all the in-text citations

Reading list: The reading students are required to do for a particular module. A list of books, articles etc. relating to a particular academic course.

Quotation/quote: A group of words or a short piece of writing that has been repeated in exactly the same way as stated by the original person.

In-text referencing/citing: When the author inserts, at the appropriate places in the work, the surname of the person whose original information has been cited and the year of that publication.

Literature review: A literature review is a body of text that aims to review the critical points of current knowledge and or methodological approaches on a particular topic. Literature reviews are secondary sources, and as such, do not report any new or original experimental work. An extensive search of the information pertaining to a specific field or body of knowledge or topic which results in a list of references to books, periodicals, and other materials on the topic. It provides an overview and critical analysis of relevant published scholarly articles, research reports, books, theses etc on the topic or issue to be investigated. A systematic and exhaustive search for published material on a specific topic.

Digital Object Identifier (DOI): A unique alpha-numeric string assigned by a registration agency to identify content and to provide a consistent link to its location on the Internet. Each article is assigned a 'unique identifier and underlying routing system' that direct readers to content, regardless of where the content resides.

1.3 Aim of referencing

- To support an argument, to make a claim or to provide 'evidence'
- To acknowledge the original author/s ideas or work
- To show the breadth and depth of literature review

- To enable the reader to locate the literature cited easily
- It shows how you have built on the ideas and thoughts of other people.
- Reference to the original author protects the researcher from plagiarism

1.4 Citation and reference managers

A reference management tool is a software program that allows users to collect, organise, annotate and cite sources and to generate a bibliography in the user's preferred output style. Some reference management tools, for example, Mendeley, combine a free **reference manager** with **social networking** capabilities that helps you to organise your research, collaborate with others online, and discover the latest research. Reference management tools allow you to collect references together with any linked full text articles stored in PDF.

Benefits of using bibliographic software

- maintain a personal electronic research database of references
- automate the collection and organization of citations from databases
- inserting and format citations and bibliographies into word processing
- automatically formatting and reformatting references into particular styles for publication
- reduces citation and reference errors in bibliographies
- It is very simple to reconfigure an article's references to match the format for a specific publication
- 24/7 web based access. Cloud based back up of your references and fulltext.
- available to users across various platforms (including Windows and Mac)
- Easy to access, search and retrieve citations in the future.
- New ways of organizing lead to new thinking within research
- Increased collaboration and sharing
- Easy to write and add personal notes and comments to references
- Download a PDF full text copy of a paper and store it with the reference
- Downloading electronic citations instead of manually entering the citation information saves hours of tedious typing.
- ability to organize articles according to our own needs, e.g. tags and folders
- RSS feature is a mechanism for keeping up-to-date
- Efficient by saving everything in one place
- generate bibliographies in hundreds of built-in pre-configured citation format styles
- Gather, store & share citation & fulltext information

Using a reference manager, you manually enter or download the citation information into your reference manager and then click the "insert citation" button at the proper place in the text of your article. The properly formatted in-text citation appears in that spot, and when you later click the "build bibliography" button, the full reference citation appears properly formatted and in its correct alphabetical position in the reference list.

The reference manager therefore allows for direct importing/downloading of citation information into the reference manager or alternatively manually entering it. The reference managers pull citation information from a Unisa Library subject database,

place it in a document e.g. Microsoft Word in a pre-selected citation format (in-text citation), and automatically generate a complete bibliography or reference list (full reference citation appears properly formatted and in its correct alphabetical position in the list of references).

Adding items to citation managers:

- Importing from the open web via Web search engines e.g. Google Scholar, Scirus.com etc.
- Importing directly from library online databases e.g. Scopus, IEEExplore
- Importing text files from online databases that only export in *.txt format
- Manually entering references
- Capturing web pages
- Converting from another bibliographic management program e.g. Endnote

1.5 Choosing a reference manager

There are several reference management tools available and four have been selected and described below. Feel free to explore further and to choose the reference management tool that best suits your needs. Researchers have a choice of either open source freely available or commercial fee based subscription based reference management services.

Subscription based reference managers

1.5.1 RefWorks

The Unisa Library subscribes to RefWorks (<http://www.refworks.com/refworks>) and it is available to Unisa staff and students free of charge. Group code for off campus access: RWUSF

Alumni can continue to access the accounts they created as students. Create a RefWorks account by accessing <http://refworks.com/refworks>.

Online tutorials: <http://www.refworks.com/tutorial/>

1.5.2 EndNote

EndNote® gives you the tools to search, organise and share your research on the Windows and Mac operating systems. This reference management tool offers basic functionality for free and you may upgrade to a paid subscription if you wish.

Online tutorials: <http://endnote.com/training>

Open Sources (free) reference managers:

For a list of open source reference managers:

http://en.wikipedia.org/wiki/Reference_management_software

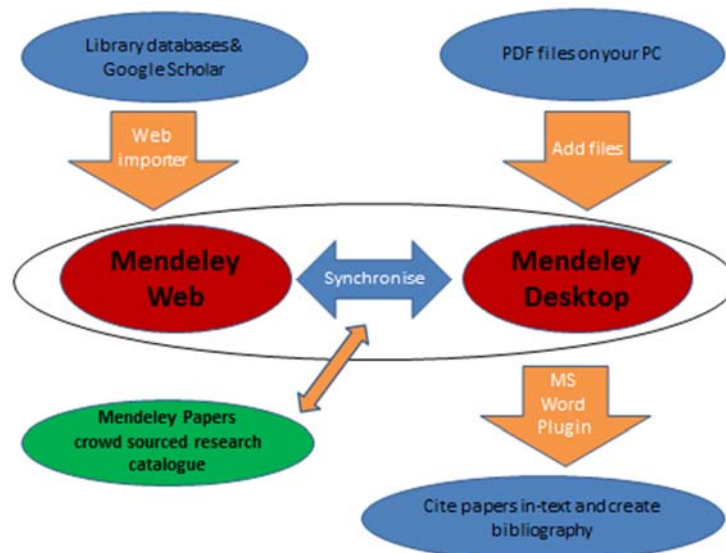
1.5.3 Zotero

Zotero (<http://www.zotero.org/>) is a free and open-source reference management tool particularly useful because it retains the integrity of mathematical formulae.

Online tutorials: http://www.zotero.org/support/screencast_tutorials

1.5.4 Mendeley

Mendeley (<http://www.mendeley.com>) offers basic functionality and storage of up to one gigabyte (1 G) of data for free. You may upgrade to a paid subscription if you wish. Mendeley is compatible with MSWord, OpenOffice, and BibTex. This reference management tool offers **social networking opportunities**. You can **search** the references that other people have collected, set up or join **groups** to work together and more. You will need to download the Mendeley Desktop to use when writing papers, and if you log into the web version you can add citations and papers to your personally created library from anywhere, using any web browser. Be sure to always synchronise your Mendeley Desktop with the web.



Online tutorials: <http://www.mendeley.com/videos-tutorials/>

1.6 Choosing a citation convention or reference style

A referencing style instructs you in how to reference or cite your sources. You will be required to include certain elements of bibliographic information about your source and to write them in a certain order, for example:

AUTHOR'S SURNAME, Author's initials. (DATE OF PUBLICATION). *Title of book in italics*. Place of publication: Publisher, page(s) from which you quoted or paraphrased.

Different elements of information are needed for different types of publication and instructions on how to cite these various publications are commonly included in the instructions to authors in scholarly journals.

There are thousands of referencing styles associated with famous universities, institutions, publications and organisations. Most bibliographic software provide hundreds of built-in pre-configured citation format styles or allow the researcher to customize the output to their particular target publication. The University of South Africa does not subscribe to any one style. Referencing within colleges, schools and departments vary. The choice of citation format usually depends on the subject field, Unisa school/departmental guidelines and supervisor preferences. Confirm with your supervisor which style you should use. Be consistent - pick one scheme and stick with it.

It is best to read and follow carefully any guidance from your supervisor on the preferred referencing style **before** you start writing. As you begin to use your chosen reference management tool, you will see that reference management tools accommodate almost all the accepted styles.

The major referencing styles usually have official and detailed manuals to guide you to cite your references according to that style and the Unisa Library has many books in its collection on this subject.

Suggested citation styles for the School of Computing:

1. Harvard British Standard BS ISO 690
2. Harvard
3. APA American Psychological Association (6th ed).

Download the style guides at the link below:

<http://www.refworks.com/refshare2?site=039621154491200000/RWWS5A662460/Reference%20style%20guides>

Mendeley:

In Mendeley desktop, click on “View” in the toolbar, then click on “citation style”, and select one of the citation styles below from the menu:

- Harvard reference format 1 (author date)
- ISO-690 author-date English
- American Psychological Association(6th ed)

If you do not find the citation styles above on the list, install it. Click on “more styles”, then on “get more styles” and then select the specific style required and click on “install”.

Refworks:

In Refworks, click on “Bibliography” in the toolbar and select “output style manager” from the list and then select one of the output style below from the “list of output styles”.

- APA 6th – American Psychological Association, 6th Edition
- Harvard

- Harvard – British Standard

Variations in the citations between Refworks and Mendeley

The output styles/formats work to broad international standards but there can be wide variation in the formatting of a named style. Your supervisor may specify Harvard style but not the exact Harvard style as produced by citation manager you selected. Check with your lecturer or supervisor on their requirements.

If the preferred style does not match the format produced by the citation manager, you can manually modify the bibliography after it has been created or you can edit the style to produce the format you require.

Complete reliance on the bibliographic software is not advised. For accurate and complete bibliographies, citations should be checked for errors.

When you wish to create a bibliography or reference list from your references, there are a large number of output styles from which you can choose.

Refworks: Harvard British Standard

In text citation: (Wikström, Hellström et al. 2009)

WIKSTRÖM, K., HELLSTRÖM, M., ARTTO, K., KUJALA, J. and KUJALA, S., 2009. Services in project-based firms – Four types of business logic. *International Journal of Project Management*, **27**(2), pp. 113-122.

Mendeley: ISO 690 author – date English

In text citation: (Wikström, Hellström, Artto, JaakkoKujala, SaaraKujala 2009)

WIKSTRÖM, Kim, HELLSTRÖM, Magnus, ARTTO, Karlos, KUJALA, Jaakko and KUJALA, Saara, 2009, Services in project-based firms – Four types of business logic. *International Journal of Project Management* [online]. February 2009. Vol. 27, no. 2, p. 113–122. [Accessed 31 May 2013]. DOI 10.1016/j.ijproman.2008.09.008. Available from: <http://dx.doi.org/10.1016/j.ijproman.2008.09.008>

Refworks: Harvard

In text citation: (Wikström et al. 2009)

Wikström, K., Hellström, M., Artto, K., Kujala, J. & Kujala, S. 2009, "Services in project-based firms – Four types of business logic", *International Journal of Project Management*, vol. 27, no. 2, pp. 113-122.

Mendeley: Harvard Reference format 1

In text citation: (Wikström et al. 2009)

Wikström, K. et al., 2009. Services in project-based firms – Four types of business logic. *International Journal of Project Management*, **27**(2), pp.113–122. Available at: <http://dx.doi.org/10.1016/j.ijproman.2008.09.008> [Accessed May 31, 2013].

Tip:

Include a paragraph in your dissertation/thesis on the reference manager and reference style you used. This will indicate to your examiners, language editors and other readers of your thesis that you used an electronic citation management system, show the citation convention you selected and that you used it consistently. For example:

Citation management and reference method: References were managed electronically with the Mendeley citation manager. Mendeley offers approximately 2600 citation styles. For consistency the Harvard method of referencing, British standard BS ISO 690:2012 was used throughout this thesis/dissertation.

Note: We advise that you use Mendeley referencing tool and the Harvard referencing format.

- Download Mendeley:
<https://www.mendeley.com/download-mendeley-desktop/>
<http://www.mendeley.com/videos-tutorials/>
- Install the WORD plugin:
<http://support.mendeley.com/customer/en/portal/articles/168756-installing-and-using-the-word-plugin-in-windows>

1.7 Plagiarism detection software

Citing references properly involves recording what you have used in a specific and consistent format. Referencing will help you to avoid plagiarism and demonstrate your knowledge of research in your subject area. Plagiarism can be avoided if you know how to reference correctly.

- The ideas and words you are using are not yours, but the intellectual property of someone else, and you must acknowledge this.
- Failure to acknowledge someone else's intellectual property in your work is regarded as plagiarism, which is penalised by tutors, markers and examiners.
- It shows the academic backing for your arguments, with evidence of the breadth and depth of your reading.
- It enables the reader to identify and trace the sources you have used for your ideas.

Unisa subscribes to Turn-It-In www.turnitin.com, a tool to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides M & D supervisors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity. Contact your research supervisor for more information.

Failure to acknowledge sources is called *plagiarism*. *Plagiarism* is the illegal practice of using someone else's ideas and words and creating the impression that they are

your own by not referring to the source in the body of your work and in your list of references. Plagiarism is an infringement of copyright laws. Usually, lecturers can easily detect when a student has plagiarised – both because they are familiar with the sources that students are likely to use and because changes in writing style are often noticeable. All submissions will be checked with the Turnitin plagiarism detection software for plagiarism.

No work will be reviewed in the case of ANY plagiarism; therefore, do not copy straight from the internet or any other source!! The *Disciplinary Code for Students* (2004) is given to all students at registration and you are advised to study it. In addition, you should also read the University's *policy for copyright infringement and plagiarism*.

Finding out more about plagiarism

The following resources are useful for obtaining more information about plagiarism:

- <http://www.plagiarism.org>
This is an educational website from iParadigms LLC, makers of the Turnitin plagiarism detection software.
- <https://my.unisa.ac.za/sites/myunisa/default/Assignments-&-Examination/Assignments/Plagiarism>
- <https://my.unisa.ac.za/sites/myunisa/default/Learner-support-&-regions/Student-Policies-&-Rules>
This document contains guidelines from the Unisa Library on how to avoid plagiarism.
- <http://www.turnitin.com>
This is the Turnitin website. It contains useful information about this plagiarism detection tool which Unisa uses.

For instruction on how to submit your assignments through Turnitin go to: <http://library.unisa.ac.za/remote/turnitin.pdf>.

1.8 Library access

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on **Library**.

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the Library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

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