Making presentations

Referencing

CSW 2010

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(Based on a 2009 lecture by Steve King)

Making a good presentation

- It’s amazing how little you need - don’t try to say too much, cram too much in
- Don’t try to speak too quickly, people simply won’t process what you say
- Don’t worry about being a bit nervous, someone who doesn’t know you well probably won’t actually notice, we all understand that it’s nerve-wracking, but we are not going to bite
- Don’t rustle papers or rattle coins in your pocket – give away that you are very nervous

Structuring a PowerPoint pack

- At least one minute per slide
- If you go quicker, the audience just glazes over
- Need a good introductory slide to get you going, clear statement of what this is about
- A number of slides to develop the presentation
- One clear conclusion slide - not a summary, a conclusion
- Some people can’t stand presentations that waste a lot of time telling you what they will tell you and what they have told you: but longer talks need clear structure

Making a good presentation

- Try not to read your presentation, makes it much harder to understand you
- If you want to write it out verbatim: OK, but then use the points on the slides as a memory guide - speak to each point
- Don’t worry about pausing to remember what you want to say - gives the audience a chance to think about what you have said so far

Informative title

Point 1

Point 2

Point 3

Point 4

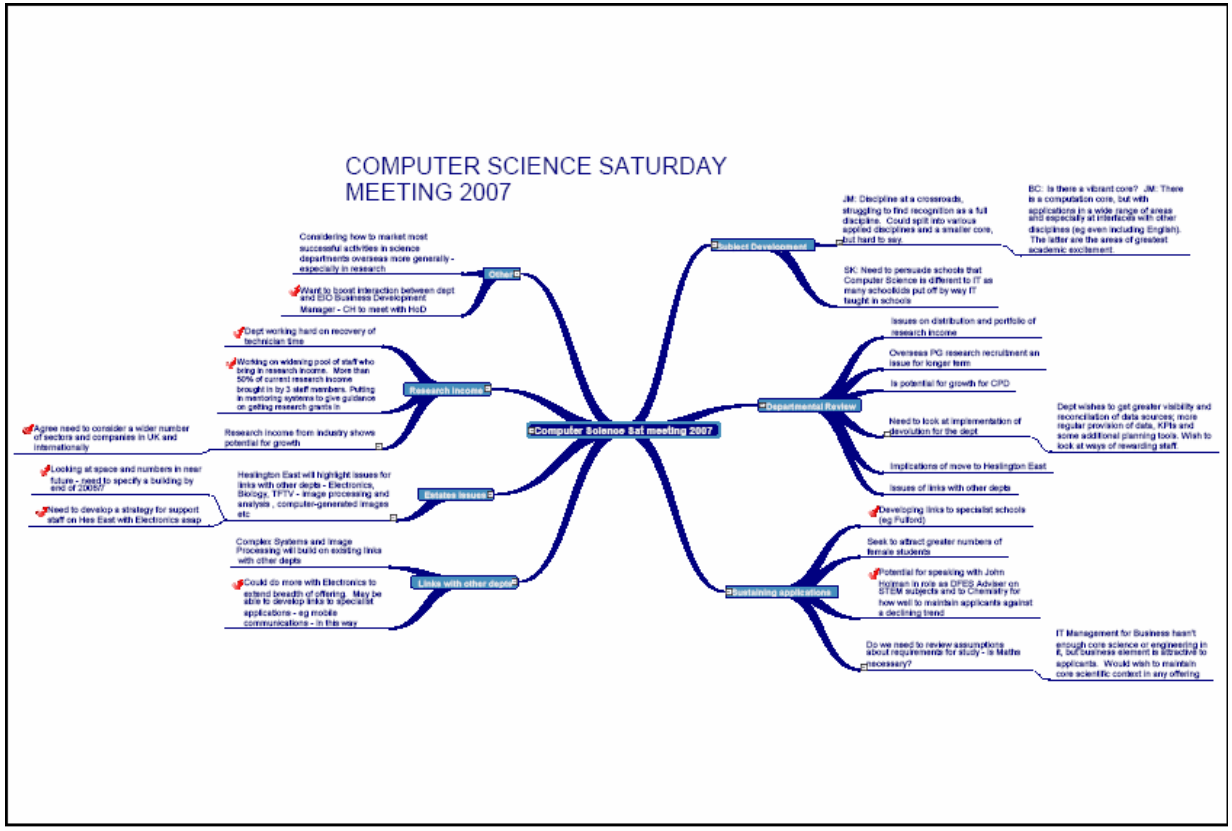
Point 5

At least 36 point

- At least 24 point

- If you have something complex you want audience to look at, give it out on paper, people cannot read detail from a slide

This doesn't work



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Does a dark background

- Actually work better for slides presented on a projector?
- Are we relying too much on the paper metaphor?
- Paper format is better if you are printing out

Avoid distracting backgrounds

- And excessively complicated slide designs

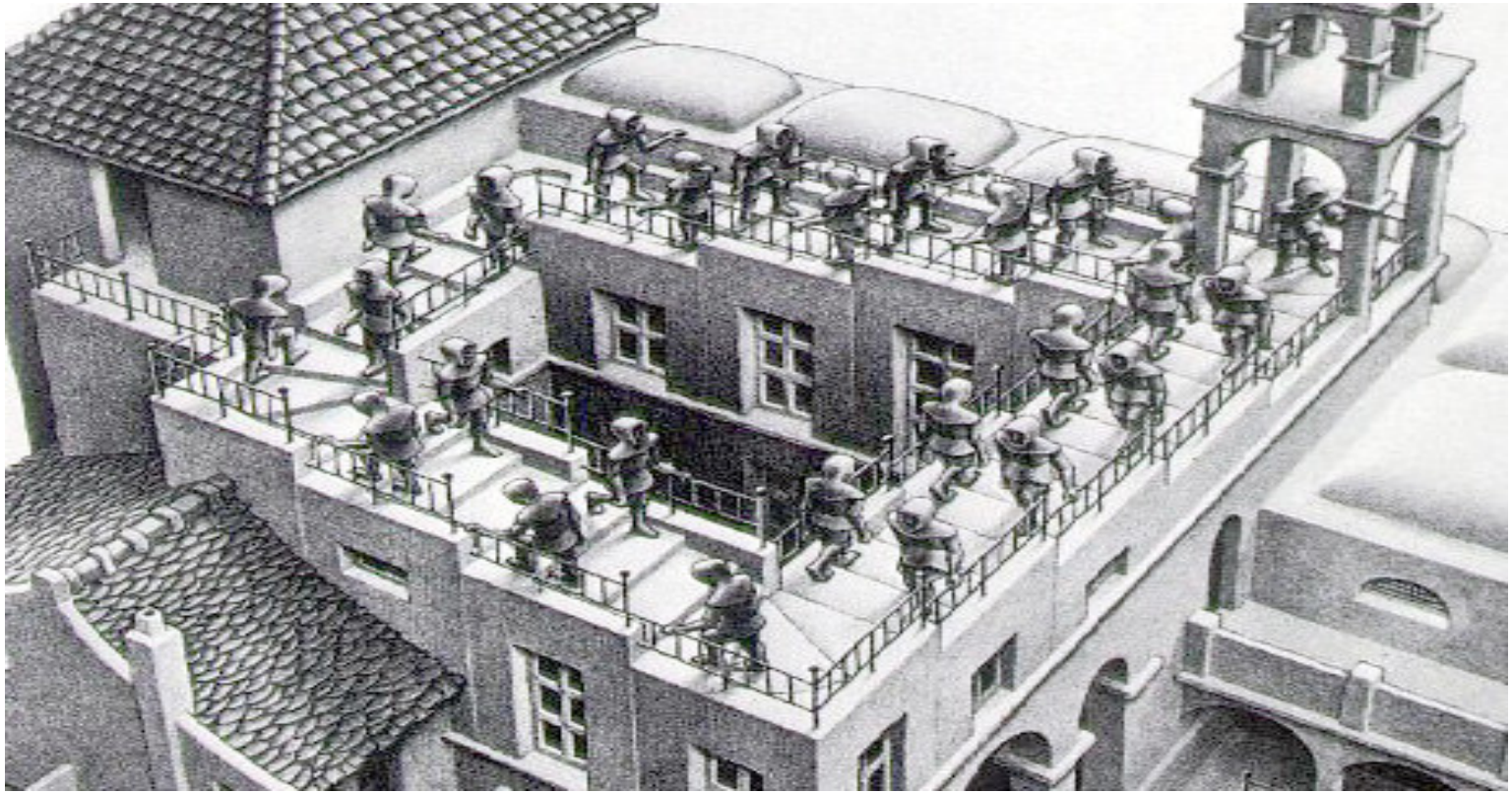
Just because Microsoft

- provides it, doesn't mean it's a good thing
- and for goodness sake, avoid the flying bullet
- Because you then don't get the memory aid
- And it just irritates the audience

A little bit of decoration is OK

- If you really fancy it (Arial)
- Different fonts make a difference too (Times New Roman)
- But don’t get too carried away
- Don’t want to go too informal for a business presentation
- San serif fonts like Arial, Helvetica and Verdana are clear on a screen

Rehearse and repeat …
it will get better!



Referencing

The importance of good referencing

- Makes your report look more professional
- Shows you have done your background research
- Protects you from allegations of plagiarism

Poor referencing

At the very least, just throws away about 5% of your marks

But may have other negative consequences

… it's not rocket science, it is finicky

… just do it

… and start doing it early in preparing your report, not right at the end when you should be worrying about writing a good conclusion

Referencing in York CS Dept

Numerous styles of referencing used in computer science, which can cause confusion

From 10/09, Departmental guidance is to use ‘IEEE style’

But our aim is consistency, rather than dogmatism/pedantry: you are unlikely to be (severely) punished for consistent use of the ‘wrong’ style!

IEEE style

"IEEE Style uses a notational method of referencing when referring to a source of information within the text of a document. In its simplest form, a citation is given consisting of a number enclosed by square brackets. The full details of the source are given in a numerical reference list at the end of the document." [1]

More details shortly …

An alternative: Harvard

- In text citation given by Name and Year: [King 2009]. Full details in Reference List.
- If the reader is familiar with the area, may recognize the reference immediately, no need to check the Reference List
- Easier to remember a reference, if it is cited more than once
- Can immediately see which references are by the same authors, same group etc
- However, takes more space in the text, so not used by journals such as Nature
- Not very good when you don't have an author (web pages, standards documents…)

How to do IEEE - in-text citation

- A number in square brackets, *eg.* [1] or [26], goes in the text, to indicate the relevant reference.
- Citations are numbered in the order in which they appear in the text and each citation corresponds to a numbered reference (exactly one) containing publication information about the source cited.
- Once a source has been cited, the same number is used in all subsequent references.
- No distinction is made between print and electronic references when citing within the text.

How to do IEEE - in-text citation

- Each reference number should be enclosed in square brackets at the same level as the text, before any punctuation, with a space before the bracket. (Ideally!)
- Here are some examples of this kind of citation:
  - "...end of the line for my research [13]."
  - "The theory was first put forward in 1987 [1]."
  - "Scholtz [2] has argued that....."
  - "Several recent studies [3, 4, 15, 16] have suggested that..."
  - "For example, see [7]."

How to do IEEE - in-text citation

- It is not necessary to mention either the author(s) or the the date of the reference unless it is relevant to your text.
- It is not necessary to say " in reference [26] ..." "In [26] ..." is sufficient.
- **Citing more than one reference at a time**
- **Preferred**
  - [1], [3], [5]
  - [1] - [5]
- **Acceptable**
  - [1, 3, 5]
  - [1-5]

Bibliography vs Reference List

- In some disciplines, there's an important distinction between the Bibliography and the Reference List:
  - Bibliography: all the sources that have been read and influenced the author in some way
  - Reference List: all sources explicitly cited
- In CS, we (mostly) don't make this distinction: we usually treat them as equivalent

Reference List

- References must be listed in the order they were cited (numerical order). The references must not be in alphabetical order.
- The bracketed number should be on the line, and the lines of each entry indented.
- List only one reference per bracketed number.
- Footnotes and other words and phrases not part of the reference format should not be included in the reference list. Phrases such as "for example" should only be given in the text.

Upper or lower case

- Every (important) word in the title of a book must be capitalized.
- Every (important) word in the title of a journal or conference must be capitalized.
- Capitalize only the first word of an article title (except for proper nouns, acronyms, etc.)
- Capitalize only the first word of a paper, thesis, or book chapter.
- Capitalize the "v" in volume for a book title, but not for a periodical.

Miscellaneous

- Punctuation: goes inside the quotation marks.
  - Example below with question mark under periodicals.
- Abbreviations
  - Either spell out the entire name of each periodical you reference or use accepted abbreviations. Be consistent.
  - Either spell out words such as volume, December, etc., or abbreviate all occurrences. Be consistent.
  - Don’t need to abbreviate March, May, June, July.
  - Page range: pp. 111-222. One page only: p. 111.
- Spacing: note the correct spacing and punctuation for author names:

  D. L. Tao, C. Siva Ram Murthy, and S. Al Kuran

  but

  T.-C. Hsu and L. A. Stein-Rosenberg

Books

[#] A. A. Author/editor, *Title: Subtitle* (in *italics*)**, Edition**(if not the first)**, Vol.**(if a multivolume work)**. Place of publication: Publisher, Year, page number(s)** (if appropriate)**.**

- Multiple authors: write out up to 6 authors, or use ‘et al’ after 1st if more than 6

Books: examples

[1] S. M. Hemmingsen, *Soft Science*. Saskatoon: University of Saskatchewan Press, 1997.

[2] A. Rezi and M. Allam, "Techniques in array processing by means of transformations," in *Control and Dynamic Systems*, Vol. 69, *Multidimensional Systems*, C. T. Leondes, Ed. San Diego: Academic Press, 1995, pp. 133-180.

[3] D. Sarunyagate, Ed., *Lasers*. New York: McGraw-Hill, 1996.

Parts of a book

[#] A. A. Author of Part, "Title of chapter or part," in *Title: Subtitle of book*, Edition, Vol., A. Editor Ed. Place of publication: Publisher, Year, pp. inclusive page numbers.

[2] G. O. Young, "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.

[3] N. Osifchin and G. Vau, "Power considerations for the modernization of telecommunications in Central and Eastern European and former Soviet Union (CEE/FSU) countries," in *Second International Telecommunications Energy Special Conference*, 1997, pp. 9-16.

Journal articles

[#] A. A. Author of article. "Title of article," *Title of Journal*, vol. #, no. #, pp. page number/s, Month year.

[1] E. P. Wigner, "Theory of traveling wave optical laser," *Phys. Rev.,* vol. 134, pp. A635-A646, Dec. 1965.

[2] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasability," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959.

Electronic documents

Try to describe an electronic source just as you would describe a similar printed publication. If possible, give sufficient information for your readers to retrieve the source themselves.

If page numbers are not given, use paragraph or other section numbers if you need to be specific.

An electronic source may not always contain clear author or publisher details..

The access information will usually be just the URL of the source. As well as a publication/revision date (if there is one), the date of access is often included since an electronic source may change between the time you cite it and the time it is accessed by a reader.

E-journals

[#] A. Author, "Title of Article," *Title of Journal*, vol., no., p. page numbers, month year. [Format]. Available: Database Name (if appropriate)**, internet address. [Accessed date of access].**

[3] A. Holub, "Is software engineering an oxymoron?" *Software Development Times*, p. 28+, March 2005. [Online]. Available: ProQuest, http://il.proquest.com. [Accessed May 23, 2005].

[4] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: http://cie.ed.asu.edu/volume6/number12/. [Accessed Dec. 2, 2004].

Web pages / internet documents

[#] A. Author, "Document title," *Webpage name*, Source/production information, Date of internet publication. [Format]. Available: internet address. [Accessed: Date of access].

[1] European Telecommunications Standards Institute, “Digital Video Broadcasting (DVB): Implementation guidelines for DVB terrestrial services; transmission aspects,” *European Telecommunications Standards Institute*, ETSI TR-101-190, 1997. [Online]. Available: http://www.etsi.org. [Accessed: Aug. 17, 1998].

[2] G. Sussman, "Home page - Dr. Gerald Sussman," July 2002. [Online]. Available: http://www.comm.pdx.edu/faculty/Sussman/sussmanpage.htm [Accessed: Sept. 12, 2004].

[3] J. Geralds, "Sega Ends Production of Dreamcast," *vnunet.com*, para. 2, Jan. 31, 2001. [Online]. Available: http://nl1.vnunet.com/news/1116995. [Accessed: Sept. 12, 2004].

Lots of good online guides

For instance you can look at:

http://library.leeds.ac.uk/referencing

www.learnhigher.org.uk

library.curtin.edu.au/research_and_information_skills/referencing