

# Making presentations Referencing

CSW 2007

Helen Petrie

# 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
- Personally I can't stand presentations that waste a lot of time telling you what they will tell you and what they have told you

# 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

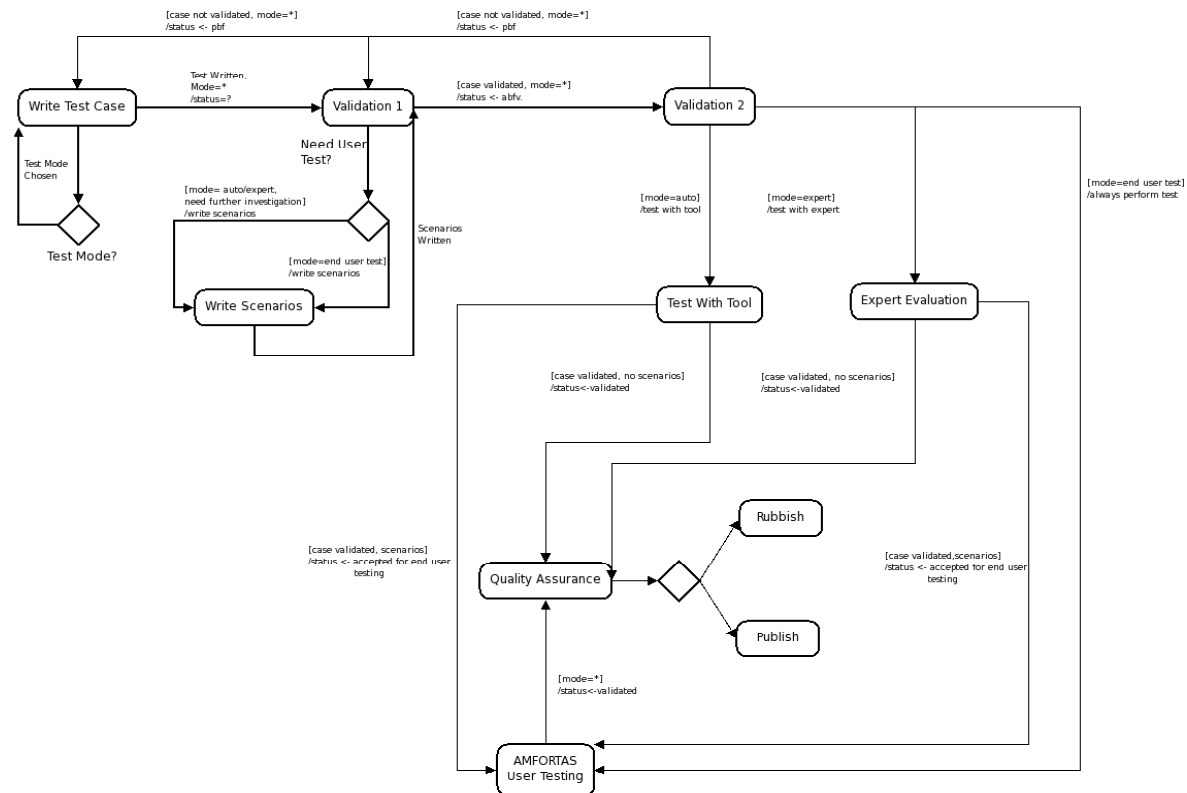
Point 4

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



# 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

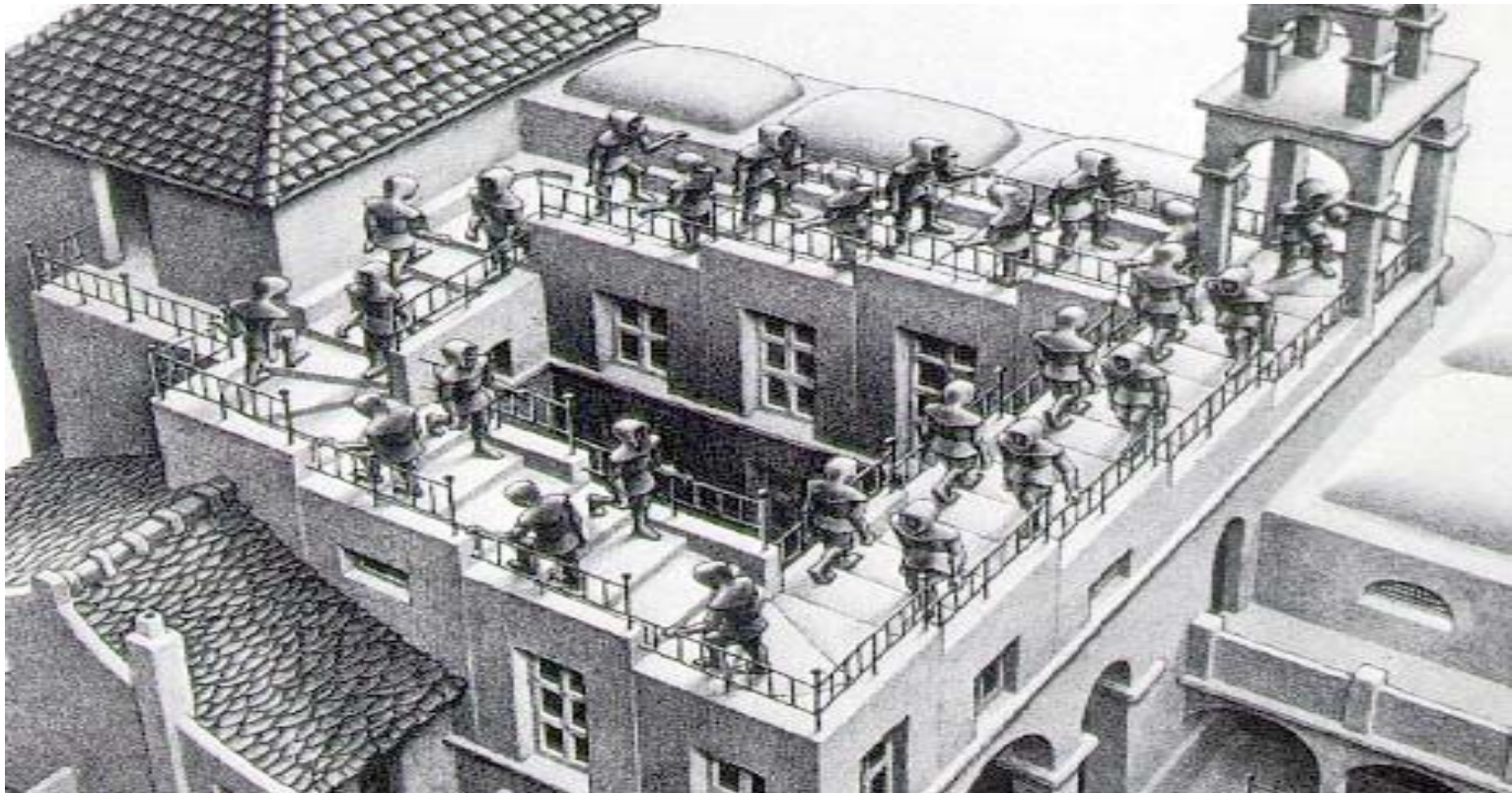
- provides it, doesn't mean it's a good thing
- and for goodness sake, avoid the flying bullet
- Because you then don't get the memory aid
- And it just irritates the audience



# 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!



# 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

# Harvard Style

Numerous styles of referencing used in computer science, can get confusing

The department advocates Harvard Style, a author-date citation system

Smith and Jones (2006) found ....

Not: Smith and Jones [23] found

Not: It was found [23] ...

Not: [SmJ06] found ...

# Pros and cons of Harvard

- If the reader is familiar with the area, make recognize the reference immediately, not 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 Harvard - the citation in the text

Single author

Jones (2006) argued that the earth is flat.

It has been argued that the earth is flat (Jones, 2006).

NOT: Jones argued that the earth is flat (Jones, 2006).

Just the surname and date, no initials, first names

Except if you have two authors with same surname: H. Petrie stated (2006) ... whereas W. Petrie (1945) argued ..

# If no author... or no date

If there is no author, is there an organization, entity that can be used:

The International Standards  
Organization (2005) ...

The Guardian (2006) claimed that the  
magnetic south pole had been moved

No date, you put Petrie (n.d.) ..

# Multiple authors

Up to 3 authors, spell them all out:

Cleese, Palin and Idle (2006) argued that the parrot was dead...

If more than three, you *should* spell them out the first time, then use et al

Cleese, Palin, Chapman, Idle and Gillam (1999) argued that the parrot was defunct ...

Cleese et al. (1999) based this argument on quantum mechanics ...

But if you have huge numbers of authors, use et al straight away

# Multiple citations, same author, same year

Smith (2005a) argued the earth was flat.

Smith (2005b) claimed that little green men had landed from Mars and finally that Elvis is alive and well and living in York (2005c).

Same applies for articles by multiple authors, if *exactly the same set of authors*

Can get quite tricky to work out!

# Multiple citations to support a point

Numerous researchers have found that leopards cannot change their spots (Bloggs, 1998; Jones, 1990; Smith, 1985; Zebedy, 2005)

Use alphabetical order of authors - very tempting to use chronological order (dates), old to recent - NO!

It's the order that things will appear in the Reference List

# Direct quotes

If you use a direct quote (in-line for a short one, blocked for a slightly longer one), give a page number and the same author-date citation:

“The earth is very clearly completely flat”  
(Jones, 2001, p3)

Jones (2001) comments:

“only complete idiots would not realize that the earth is not flat .. All scientific evidence points to this conclusion” (p3)

# The reference list

- Alphabetical by author (not order cited in your paper!)
- Then within an author, chronological (earliest first, most recent last)
- Single author before that author and his co-authors

Smith, A. (2005)

Smith, A. (2006)

Smith, A., Jones, B. and Wilson, S. (1999).

Smith, A. Wilson, S. and Jones, B. (1988).

# Structure of a reference item - book

<authors>. <(date)>. <title>. <publication  
place: publisher>.

Some dialects of Harvard use commas  
between sub-sections, some use full stops

Whatever you do, be consistent.

Petrie, H. (2005). A boring book. London:  
Grubb Street Publishers.



# Structure of a reference item - book chapter

<authors>. <(date)>. <title>. In: <editors>  
<book title> <publication place: publisher>.

Petrie, H. (2005). A boring chapter. In: A.  
Smith and P. Jones (eds.), A boring book.  
London: Grubb Street Publishers.

# Structure of a reference item - journal article

<authors>. <(date)>. <title>.  
<journal>, <volume(issue)>, <pages>.

Petrie, H. (2005). A boring article.  
Journal of Irrefutable Results, 100(8),  
100 - 101.

No need for Vol, pp etc

# Structure of a reference item - online, no author

<organization>. <(date)>. <title>.

<Available at: www. , accessed:  
publisher>.

Disability Rights Commission. (n.d.).

Home page. Available at: [www.drc-gb.org](http://www.drc-gb.org), accessed: 1 April 2006.

# Lots of good online guides

[www.leeds.ac.uk/library/training/referencing/harvard.htm](http://www.leeds.ac.uk/library/training/referencing/harvard.htm)

Library.curtin.edu.au/referencing/harvard.pdf

www.fas.harvard.edu/~expos/sources/