

# Information & Digital Literacy for University Success

## Academic Skills for University Success Specialization

### The University of Sydney Centre for English Teaching

#### Glossary of Terminology

##### A.

**Abstract:** A brief summary at the beginning of an academic article.

**Argument:** At university, an argument is your main point or position, particularly in written assignments. Any position is usually supported with some kind of evidence.

**Attribution:** Clearly labelling an image, piece of text or other item of intellectual work with the name of the original creator and date of publication (referencing).

**Audience:** The person or people who have or will engage with a text.

**Authority:** The power or significance gained from having relevant qualifications in a field.

##### B.

**Bias:** The prejudice either for or against something; a one-sided view or approach to something.

**Bibliography:** A list of full references for all the sources you checked for your text, regardless of whether or not you used them.

**Boolean search terms:** A collection of search operators – AND, OR and NOT – which are combined with keywords to widen or narrow information searches online.

##### C.

**Citation chaining:** using the citations (references) in an information sources to find other, related information sources. You can either use backward citation chaining (going backwards in time) or forward citation chaining (going forwards in time)

**Citation pattern:** The way in which you use integrated and non-integrated references throughout your text.

**Common knowledge:** Information, ideas, theories etc. that are widely known, accepted and shared either within the community or field.

**Closed reserve:** A collection of books in a library that can't be borrowed, or can only be borrowed for a few hours.

**Copyleft:** A special form of copyright that makes distribution and use of a work “free” in some senses.

**Copyright:** The legal rights to use and reproduce a creative piece of work.

**Creative Commons:** An organization, and a number of different forms of licensing on creative works that allow use and reproduction with varying forms of restrictions.

**Credible:** We can trust or believe in the information presented. This is a combination of validity (how accurate the information is) and reliability (whether it can be consistently repeated).

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**Cultural record:** The texts we come in contact with on an everyday basis, e.g. films, literature, television etc.

**Currency:** How generally accepted or in use something is, often in relation to time.

#### D.

**Dewey decimal system:** A system for classifying and organizing books in a library.

**Distinctive idea:** An opinion/idea which is only found in, or is specific to, one source.

**Distinctive structure or organizing strategy:** A structure or way of organizing information which is only found in, or is specific to, one source.

#### E.

**EndNote:** A user-pays file and reference management software.

**Endnotes:** A referencing style where paraphrases or quotes are numbered and then full references are listed chronologically at the end of the paper.

#### F.

**Fair dealing/fair use:** An exception to exclusive copyright on a creative piece of work.

**File-naming convention (FNC):** The specific way you name and record all of your files on your computer.

**File management software:** Software that you can install on your computer to automatically name, organize and manage your files.

**Footnotes:** A referencing style where paraphrases or quotes are numbered and then an abbreviated or in-text (parenthetical) reference occurs at the bottom of each page chronologically, with a full reference list in alphabetical order at the end of the paper.

**Founder, I.:** A red-haired, bespectacled techno-genius, dedicated to saving the world one university student at a time.

#### G.

**Google Scholar:** Google's free online search engine of research articles.

#### H.

#### I.

**Information:** The facts, details, description or pre-existing analysis of a situation or subject.

**Intellectual property:** Ownership of intellectual and possibly intangible work (e.g. copyright, patents etc.).

**Integrated referencing:** Referencing where the details of the reference are written into the sentence (usually using reporting verbs). E.g. *As Name suggests, "blah blah," (2000, p.1).*

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#### **In-text referencing (or citation):**

1. A referencing style where shortened (Name, date, page) references for paraphrases or quotes occur in brackets at the end of the paraphrase/quote, and all references are listed in full at the end of the paper in alphabetical order
2. Any reference or citation that occurs within a text (i.e. at the end of a quote or paraphrase) as opposed to in the bibliography or reference list at the end of text. Occurs in parenthetical (name, date), endnote<sup>eg.1</sup> and footnote<sup>eg.1</sup> systems.

**J.**

**K.**

**Knowledge:** A person's understanding of information (facts, details etc. of a situation or subject).

**L.**

**M.**

**Mendeley:** An open-source file and reference management software.

**Methods/methodology:** the part of an academic research article that explains the way the research was conducted.

**N.**

**Nonintegrated referencing:** Referencing where the details of the reference are contained outside of the sentence (either in brackets at the end, or as an endnote or footnote). *E.g. As one study suggests, "blah blah," (Name, 2000, p. 1).*

**O.**

**Objective:** Information is presented without opinion or emotion.

**Online (Digital) Identity:** The reputation formed by how you perform online (the photographs, blog posts, status updates, likes and links etc. that you post). How you present yourself to others in an online space.

**Online Identity (Transactional):** Information about yourself that you give away when you are completing a financial transaction or filling out forms for government agencies or insurance companies etc.

**Online Identity (Social):** Information about yourself that you give away through status updates, profile pictures, memes or news articles that we share.

**Online Identity (Professional):** Information (generally positive) that you give away about your skills, experience, or business offerings.

**Online (Digital) Identity Management:** Being careful about what is visible of your online and ensuring that your Online Identity is what you want it to be. There are three steps to managing your online identity: 1. Know what is on the internet about you, 2. Update your privacy

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settings and 3. Take ownership of your online identity.

**Online Security:** The steps you take to ensure that private, secure information (passwords, social security details, bank details, address, phone number etc.) is kept private and secure.

## P.

**Parenthetical Referencing:** Another term for in-text referencing. A referencing style where shortened (Name, date, page) references for paraphrases or quotes occur in brackets at the end of the paraphrase/quote, and all references are listed in full at the end of the paper in alphabetical order.

**Paraphrase:** To re-write a specific piece of information from a source using different words and sentence structure. Always indicated by a reference to the author and year of publication of the original text.

**Personal Learning Network:** The network of people and sites online that reflect your personal learning needs and interests.

**Plagiarism:** Using someone else's ideas, information, opinions or structure as your own without proper acknowledgement.

**Plagiarism (intentional):** Plagiarism that is deliberate. Intentional plagiarism includes self-plagiarism, copying someone else's work or sitting an exam on behalf of someone else.

**Plagiarism (self-):** Using, without permission, work that you have previously submitted in a new assignment.

**Plagiarism (unintentional):** Plagiarism that occurs due to error, not being familiar with referencing conventions, bad note-taking and paraphrasing or being too self-conscious to write in your own words.

**Primary source:** A source of information that gives a first-hand account of a particular event.

## Q.

**Qualification:** The relevant experience gained by fulfilling the requirements of a degree from a recognized institution and/or by working extensively in a field.

**Quote (short):** Using the exact words of another person, indicated by the use of " " quotation marks and referenced with name, year of publication and page number and integrated into the sentence. Short quotes are usually only 1 or 2 sentences long.

**Quote (long):** Using the exact words of another person, indented on the page, and referenced with the name, year of publication and page number. Usually 3+ sentences long.

## R.

**Reference (in text):** Clearly indicating the source of the information with name of the author,

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year of publication, and page or paragraph number if appropriate, within the text.

**Reference (full):** Clearly indicating the source of the information with name of the author, editors if applicable, title, publication and/or production details, URL etc. in line with the referencing style or convention used. Usually occurs at the end of a text under the heading of 'Reference' or 'Bibliography'.

**Reference list:** A list of the full references for all of the sources that you have used within your text.

**Referencing principle:** Underlying idea of referencing (e.g. references must be: clear, accurate, and consistent so the reader can identify the author and has enough information to find the original source).

**Referencing style/Conventions:** Refers to the specific guidelines/rules (e.g. APA 6<sup>th</sup>, MLC or Vancouver).

**Referencing system:** Refers to the type of referencing, i.e. footnote/endnote/in-text

**Reliable:** A source is reliable if the information is consistent across time and place. The research would have the same, or similar, results if performed today or in two years. Similarly, a survey given to a random sample of people would return the same or similar results if it were given to the whole population you want to represent.

#### **Research:**

1. (Verb) To investigate systematically
2. (Noun) The systematic investigation of a topic in order to draw conclusions
3. (Noun) The work resulting from 1 (Verb).

#### **S.**

**Source:** A text from which you originally obtained the information, ideas or opinions.

**Scholarly databases:** A large, searchable collection of academic journals and articles, usually in one subject or discipline.

**Scholarly record:** Information written by academics and published in an academic source in specific fields aimed at other academics or students in that field. This information follows the conventions of academic culture.

**Secondary sources:** A source of information that gives an interpretation, analysis or overview of a particular event, e.g. biographies, review articles, books etc.

**Subjective:** A text is subjective when unsupported opinions and emotions are an important part of the text.

**Summarize:** The act of re-writing the over-all idea of a source using your own words. Always indicated by a reference to the author and year of publication of the original text.

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#### T.

**Tertiary Source:** A source of information that is twice-removed from the event. Tertiary sources draw upon and summarize primary and secondary sources, e.g. encyclopedias, dictionaries etc.

**Text:** A term from the field of rhetoric used to refer to any piece of communication e.g. spoken communication, emails, advertisements, journal articles etc.

**Transformational model of reading:** A way of thinking about reading that sees reading as an active reconstruction of meaning in new contexts rather than just transmission of meaning.

**Transmission model of reading:** A way of thinking about reading that sees it as transmitting knowledge from author to reader. Memorizing is a form of transmission.

**Truncation:** The shortening of a word with some kind of 'wildcard' character (often \* or \$) in an online information search to find all forms of that word. Eg. searching for animat\* so you can find animate, animation, animator and others.

**Trustworthy:** We can trust or believe in the information presented, often used interchangeably with reliable, credible and valid.

#### U.

#### V.

**Valid:** A source is valid when the results and conclusions drawn are accurate. The experiment tests what it says it is testing and the conclusions drawn match the results.

**Verbatim phrase or passage:** The exact words of a phrase or passage without paraphrasing or summarizing.

#### W.

**Writer voice:** This is partly how you write and partly how your writing conveys your opinions on a topic.

#### X.

#### Y.

#### Z.

**Zotero:** An open-source file and reference management software.