

# CCS 1090d

## Academic English Skills

### Week 1 – Session 2

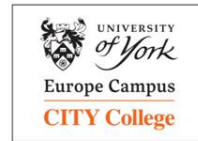
Dr Vicky Papachristou



### Aims of today's session

- Do's and don'ts in essay writing
- How does plagiarism work across the disciplines
- In-text citations-the basics (Part I)

# Do's and Don'ts in Essay Writing



Structure  
Cohesion  
Coherence  
Content  
Use of English  
Use of sources  
Presentation  
Formatting



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## Structure



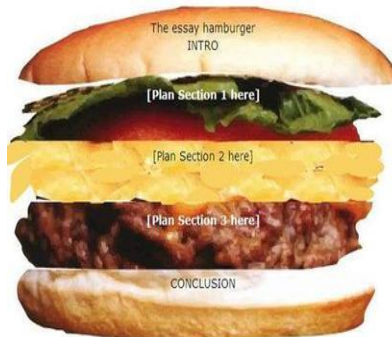
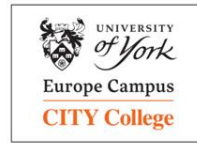
### Do's

- 3 essay parts: Introduction, Main Body, Conclusion
- Introduction: Present the topic, say why it is important and how you plan to analyze it
- Main body: Analyze the essay question
- Conclusion: Summarize the key points, restate your view in detail
- Rule of thumb: the conclusion should be longer than the introduction

### Don 'ts

- Don't forget to include all three parts in your essay
- If there is no introduction, then the reader will not understand what the essay is about
- If there is no conclusion, the reader cannot understand the key points of the essay
- Don't make your introduction and conclusion too short
- Don't start analyzing the topic in the introduction

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**Maybe this will  
help you  
remember the  
correct essay  
structure**

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## Cohesion



### Do's

- Use connectors throughout your essay
- Use connectors appropriately
- Use signposting to introduce different parts in your essay

### Don'ts

- Don't just use headings. If you want to use headings, you have to use connectors as well!
- Don't just use a connector here and there. That won't do the trick!
- Don't use the same connectors all the time!
- Don't use bulleted lists!

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moreover  
 furthermore  
 consequently  
 whereas  
 therefore  
 nevertheless  
 thus  
 also  
 however  
 although  
 additionally  
 despite

## Coherence



Do's	Don'ts
Present ideas in a logical sequence	Don't discuss any ideas which are not included in your general topic sentence
Put separate, major points into different paragraphs	Don't jump into conclusions. Your ideas should follow a logical sequence
Begin each paragraph with a topic sentence followed by supporting sentences	

# Content



Do's	Don'ts
Analyze all parts of the essay question	Don't go off topic
Discuss a variety of ideas from a range of perspectives	Don't assume that a short paragraph is enough to analyze one part of the essay question
Be critical	Don't overgeneralise

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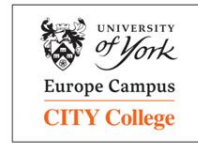
# Use of English



Do's	Don'ts
<ul style="list-style-type: none"> <li>• Pay attention to the use of tenses, prepositions etc</li> <li>• Make sure that your sentences are structured correctly (subject-verb-object)</li> <li>• Consult a dictionary if you are not sure about the meaning of a word</li> <li>• Use formal language (e.g. 'such as' is formal, 'like' is informal)</li> <li>• Use complex language. Look for synonyms in the dictionary to enrich your vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Don't use the same words and expressions all the time</li> <li>• Don't use the 2<sup>nd</sup> person singular</li> <li>• Don't use different subjects in your sentences</li> <li>• Don't make typos; Use a spell-checker and read your essay again before submission</li> </ul>

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# Presentation



Add page numbers to your text

Give your essay a title

Include the assessment submission form

Separate your paragraphs either by indenting the first line of every paragraph or by adding space between paragraphs

Be consistent with font sizes and types

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# Use of sources



## Do's

- Use sources!
- Use sources so as to support your arguments
- Use an adequate number of sources depending on the length and topic of the essay
- Evaluate your sources
- Learn how to reference appropriately all types of sources

## Don'ts

- Don't assume that a reference list is enough when there are no in-text citations
- Don't get carried away and use too many sources. Your personal voice is crucial in an academic essay
- Don't plagiarize your essay. You'll get caught!
- Don't include sources in the reference list if they are not mentioned in your essay and vice versa

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## Plagiarism



## What is Plagiarism?

*Plagiarism is passing off another person's ideas or statements as your own. Sources include another student, an essay-writing service, a professor in another course, books, articles, TV programs, the Internet.*

# Three main forms of plagiarism



- Copying another person's work, including the work of another student (with or without their consent), and claiming or pretending it is your own.
- Presenting arguments that use a blend of your own and a significant percentage of copied words of the original author without acknowledging the source.
- Paraphrasing another person's work, but not giving due acknowledgement to the original writer or organization publishing the writing, including Internet sites. The exceptions to this would be in relation to *common knowledge* (which is factual information that is beyond dispute e.g. *There are four seasons in the year*).

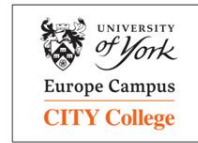
[1] C. Neville, *The Complete Guide to Referencing and Avoiding Plagiarism*, Open UP, 2007.

The screenshot displays a Turnitin plagiarism check interface. The main document, titled 'anorexia essay', is shown with several lines of text highlighted in green, indicating matches. The 'Match Overview' sidebar on the right lists the following sources and their similarity percentages:

Rank	Source	Similarity Percentage
1	www.canadiancrc.com (Internet source)	28%
2	Submitted to Universit... (Student paper)	16%
3	blogs.myspace.com (Internet source)	15%
4	Submitted to Universit... (Student paper)	10%
5	www.drugfare.com (Internet source)	8%
6	www.slideshare.net (Internet source)	7%
7	www.medicinenet.com (Internet source)	3%



## Why do students plagiarise essays? (1)



According to Dordoy (2002), students plagiarize:

To get a better grade

Because of bad time management

Because of easy access to material via the Internet

Because they did not understand the rules

Because 'it happens unconsciously' ('accidental plagiarism')

[1] C. Neville, The Complete Guide to Referencing and Avoiding Plagiarism, Open UP, 2007.

## Why do students plagiarise essays? (2)



Lack of understanding what plagiarism is

Lack of confidence to do their own work

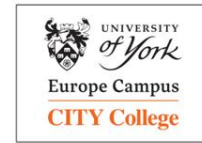
Leaving writing the essay in the last minute

Getting behind in their work, for whatever reason they may have

Missing classes, so lacking the necessary background

Lacking good command of English language

## Reasons given by students for why others plagiarise



They started too late and ran out of time.  
 They simply could not do the coursework otherwise.  
 They did not think it was wrong.  
 They have to succeed. They got higher marks this way.  
 They did not need to learn that material, just pass the module.  
 They could not keep up with the work.  
 They wanted to see if they could get away with it.  
 They felt the tutor did not care, so why should they.  
 They thought paraphrasing would be disrespectful (Dennis 2005).

[1] C. Neville, *The Complete Guide to Referencing and Avoiding Plagiarism*, Open UP, 2007.

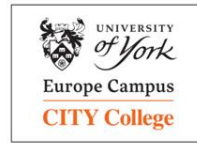
## More importantly...



Possibly the **most important reasons** to not plagiarise is that:

- You learn to respect your own abilities involved in research, thinking, and writing.
- You learn to do research, to help expand thought processes, to improve writing skills, and to prepare presentations.
- Taking credit for someone else's work hurts **you** most of all.

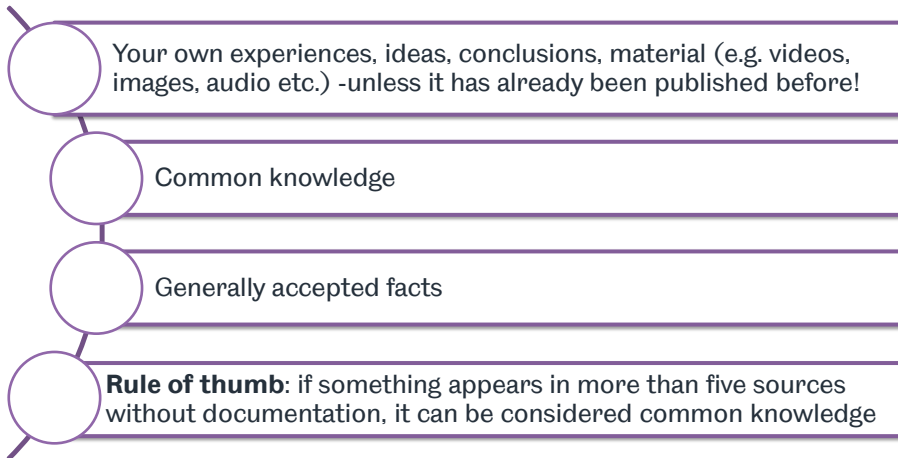
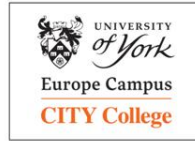
*Adapted from: Presentation by Joyce A. Brannan, Technical Services Librarian, Julia Tutwiler Library, University of West Alabama, Livingston, Alabama, 2004.*



## And...Paraphrase

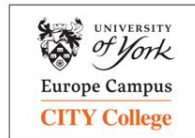
**Definition:** Paraphrasing is an indirect quotation. It must be documented because it relates in your own words and style, the thoughts you have borrowed from another person. They fit more smoothly into your text, and you can express your own interpretations as you paraphrase.

## What kind of data doesn't require credit?



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## How to use sources without committing plagiarism



You need to follow certain conventions regarding:



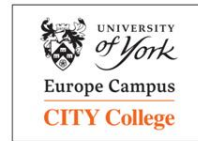
How you **integrate** parts from other sources into your own work



How you **credit** the sources you are using

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## How do you credit the sources?



There should always be both pieces of information:

**In-text citation** = information about the source within the text

**Reference list** = information about the source at the end of the paper

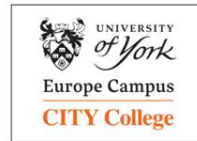
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## Most common Referencing Systems



- Harvard
  - APA (American Psychological Association)
  - MLA (Modern Language Association)
  - Chicago
  - **IEEE (Institute for Electrical and Electronics Engineers)**
- <https://subjectguides.york.ac.uk/referencing-style-guides/ieee>

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Referencing System	Style	Used in...
Harvard	author-date	Mainly business
APA	author-date	Social sciences
MLA	author-page	Liberal arts and humanities
Chicago	author-date / running notes	Humanities and social sciences
IEEE	numeric	Electronics, electronics

Unlike traditional power control formulations, in which rate targets are constraints of the problem [1], the rate maximization formulation that we consider in this paper provides a more challenging nonlinear, nonconvex optimization problem. In this paper, we focus on networks in which the channel transfer functions are time-invariant and frequency flat; otherwise, the problem is infinite dimensional and computationally intractable [2].

Recently, progress has been made on time-invariant networks

**In-text references** where references are numbered [1] in the order of appearance in the article.

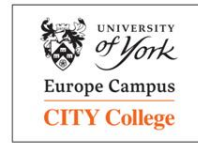


Fig. 1. Information prominent in-text references.

#### REFERENCES

- [1] R. D. Yates, "A framework for uplink power control in cellular radio systems," *IEEE J. Sel. Areas Commun.*, vol. 13, no. 7, pp. 1341–1347, 1995.
- [2] Z. Luo and S. Zhang, "Dynamic spectrum management: Complexity and duality," *IEEE J. Sel. Topics Signal Process.*, vol. 2, no. 1, pp. 57–73, Feb. 2008.

A **reference list**, displayed at the end of the article which provides full details of all references cited in-text. The references are ordered as they appear in the in-text references (in order of citation, not in alphabetical order).



The IEEE citation style has 3 main features:

1. The author name is first name (or initial) and last.
2. The title of an article (or chapter, conference paper, patent etc.) is in **quotation marks (" ")**.
3. The title of a journal or book is in *italics*.

## Multiple citations in the text

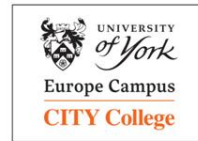


The preferred method of citing more than one source at a time is listing each citation number separately with a comma or dash between each citation:

[1], [3], [7]

[6]–[8]

## Citing Secondary sources



- The IEEE style does not allow for the use of secondary citations.
- If you want to refer to the ideas or words of an author found in a source that you have not read yourself, but have read about it in *another* source (for example if you want to refer to William's work found in Taylor's), then you must locate the **original source** of this information (William's) and cite the original source. If the original source cannot be located, it should not be cited.

## IEEE reference list examples

Your reference list should be arranged to match the order in which they appear in your report.



Type of Source	[1] Format
Book (one author)	[2] W. K. Chen, <i>Linear Networks and Systems</i> . Belmont, CA: Wadsworth, 1993.
Book (two authors)	[3] F. Giannini and G. Leuzzi, <i>Nonlinear Microwave Circuit Design</i> . Chichester: J. Wiley and Sons, 2004.
Book (three or more authors)	[4] U. J. Gelineas, et al., <i>Business Processes and Information Technology</i> . Cincinnati: South-Western/Thomson Learning, 2004.
Chapter in an edited book	[5] D. Ginat, "Overlooking number patterns in algorithmic problem solving," in <i>Number Theory in Mathematics Education: Perspectives and Prospects</i> , R. Zazkis and S. R. Campbell, Eds. Mahwah, NJ: Lawrence Erlbaum Associates, 2006, pp. 223-247.
Conference paper (published)	[6] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in <i>Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004</i> , Seattle, WA, USA, November 8-12, 2004, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.

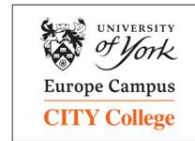
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## IEEE reference list examples

Your reference list should be arranged to match the order in which they appear in your paper.

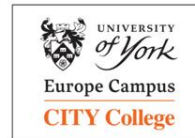


Journal article	[7] J. R. Beveridge and E. M. Riseman, "How easy is matching 2D line models using local search?" <i>IEEE Transactions on Pattern Analysis and Machine Intelligence</i> , vol. 19, no. 6, pp. 564-579, June 1997.
Website with author	[8] J. Amos (2012, Feb. 12). <i>Eavesdropping on the Squid World</i> . BBC News [Online]. Available: <a href="http://www.bbc.co.uk/news/science-environment-17117194">http://www.bbc.co.uk/news/science-environment-17117194</a> . [Accessed: Feb. 27, 2012].
Website with no author	[9] Apple. <i>IEEE Standards Power &amp; Energy Dictionary</i> , <a href="http://itunes.apple.com">itunes.apple.com</a> . [Online]. Available: <a href="http://itunes.apple.com/us/app/ieee-standards-power-energy/id491148158?mt=8&amp;WT.mc_id=tm_proj_pe">http://itunes.apple.com/us/app/ieee-standards-power-energy/id491148158?mt=8&amp;WT.mc_id=tm_proj_pe</a> . [Accessed: Feb. 27, 2012].

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## In a nutshell...



**Before you start:** select the appropriate referencing system



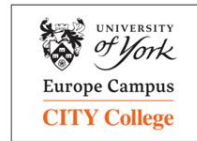
**Within your text:** use direct quotations/paraphrases/summaries  
+ citations



**End of the text:** add the reference list

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# Don't forget to...



**Evaluate** and develop a **critical** stance towards your sources

Make sure they are **up-to-date** and **relevant** to your topic

Integrate them **smoothly** into your essay

Make sure that you **comment** on them immediately afterwards and that they support **your own argument**

Provide evidence of **your own** independent research

**Rule of thumb:** for every line drawn from another source, provide at least two lines of your own comments on it



Journal of Systems and Software

Volume 94, August 2014 (Pages 30-38)



## Efficient unveiling of multi-members in a social network

M. Nidhal Jelassi<sup>a, b, c, d</sup>, Christine Largeron<sup>b, c, d</sup>, Sadok Ben Yahia<sup>a, b, e</sup>

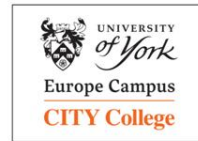
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<https://doi.org/10.1016/j.jss.2013.06.061>

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### Abstract

With the rapid growth of the Web 2.0, the discovery of key actors in social networks, called influencers, mediators, ambassadors or experts, has recently received a



[1] M. N. Jelassi, C. Largeron, and S. B. Yahia, "Efficient Unveiling of Multi-members in a Social Network," *Journals of Systems and Software*, vol. 94, pp. 30-38, August 2014. [Online]. Available: <https://doi.org/10.1016/j.jss.2013.06.061>. [Accessed: 7 October 2021].

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## Developments in ESP

A multi-disciplinary approach

Tony Dudley-Evans  
Maggie Jo St John

CAMBRIDGE UNIVERSITY PRESS  
Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore,  
São Paulo, Delhi, Dubai, Tokyo

Cambridge University Press  
The Edinburgh Building, Cambridge CB2 8RU, UK

[www.cambridge.org](http://www.cambridge.org)

Information on this title: [www.cambridge.org/9780521596756](http://www.cambridge.org/9780521596756)

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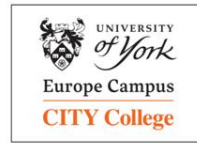
First published 1998  
12th printing 2010

Printed in the United Kingdom at the University Press, Cambridge

A catalogue record for this publication is available from the British Library



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[2] T. Dudley-Evans and M. J. St John,  
*Developments in ESP: A multi-disciplinary  
approach*, Cambridge: Cambridge University  
Press, 1998.

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