

Academic Writing and Research Skills Workshop

Researching, planning, writing and
referencing your MAP Academic
Assignment

Animal Game



Behaviour

- We expect you to be engaged whilst in this workshop.
- Get involved!
- If you do not get involved then a member of the MAP staff team will be informed and you may not get your full units.

Why is this workshop important?

- Academic research and writing skills.
- Relevant to all subject areas.
- MAP Academic Assignment.

MAP Academic Assignment

- Compulsory and worth 30 MAP Units.
- 1500 words, not including bibliography/reference list.
- Decide topic with tutor.
- See handout for learning outcomes.

Skill Area

Learning Outcome: Upon successful completion of the Academic Assignment the student will be able to:

Knowledge and Understanding

1. Demonstrate subject knowledge and understanding of the topic.

2. Describe subject knowledge in own words in an appropriate academic style and with a clear and logical structure.

Intellectual Skills

3. Explore a range of information making clear links between different materials and ideas so the assignment flows in a coherent way.

4. Select and summarise relevant information and reach appropriate conclusions.

Practical Skills (Research Skills)

5. Demonstrate an ability to research the Academic Assignment using a range of appropriate resources.

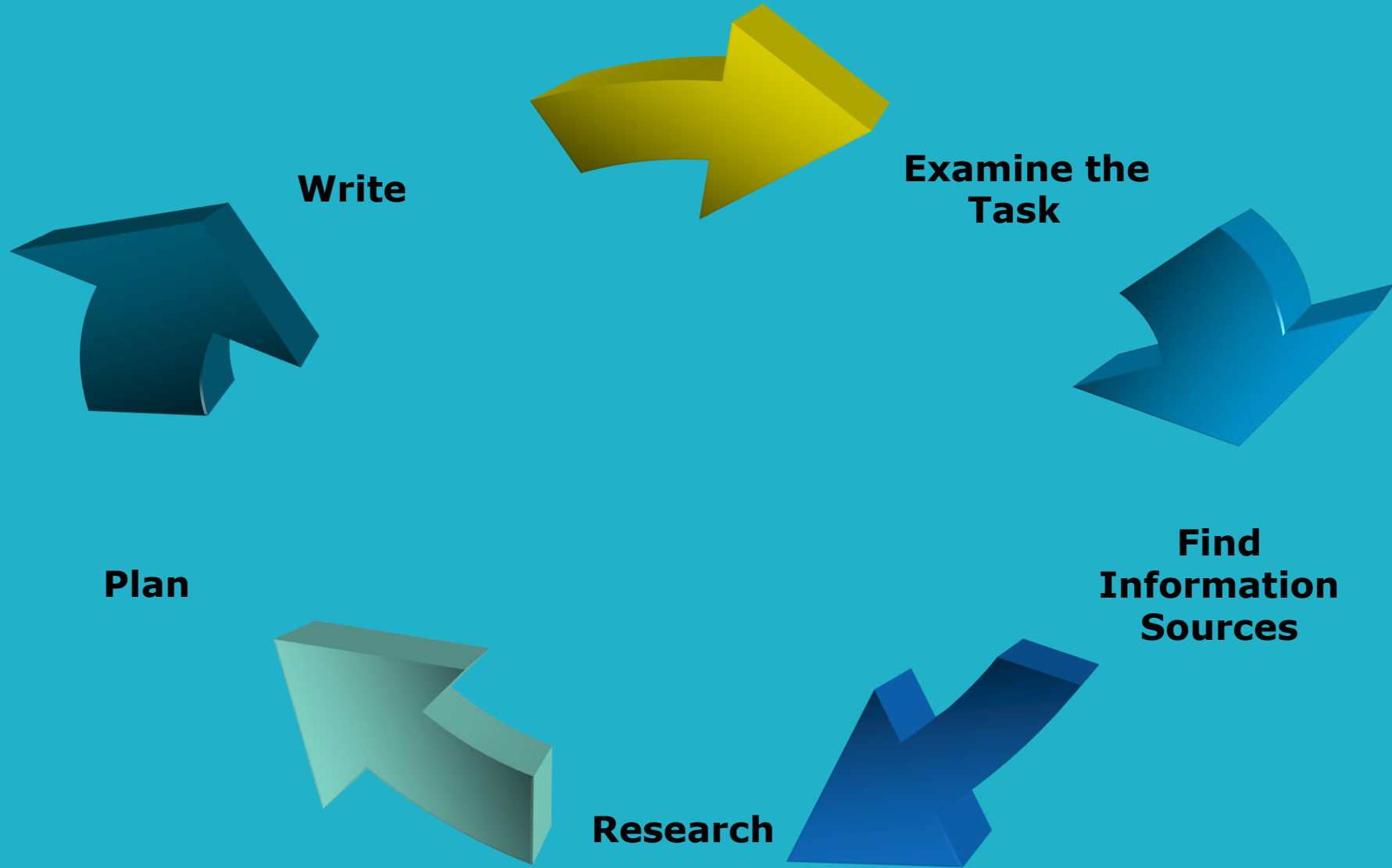
6. Demonstrate the origin of their ideas by showing referencing skills (examples on www.bham.skills4uni.ac.uk).

Transferable Skills

7. Communicate effectively with tutor in person, by email or by phone and respond positively to advice.

8. Demonstrate use of appropriate ICT skills in the presentation of their Academic Assignment using the guidelines provided.

The Process



1. Examining the Task

- Clarify what's being asked of you
- Think about the title
- Be clear about the required format: 1500 words and agreed referencing style with tutor.
- Time management.

Past Academic Assignment Titles

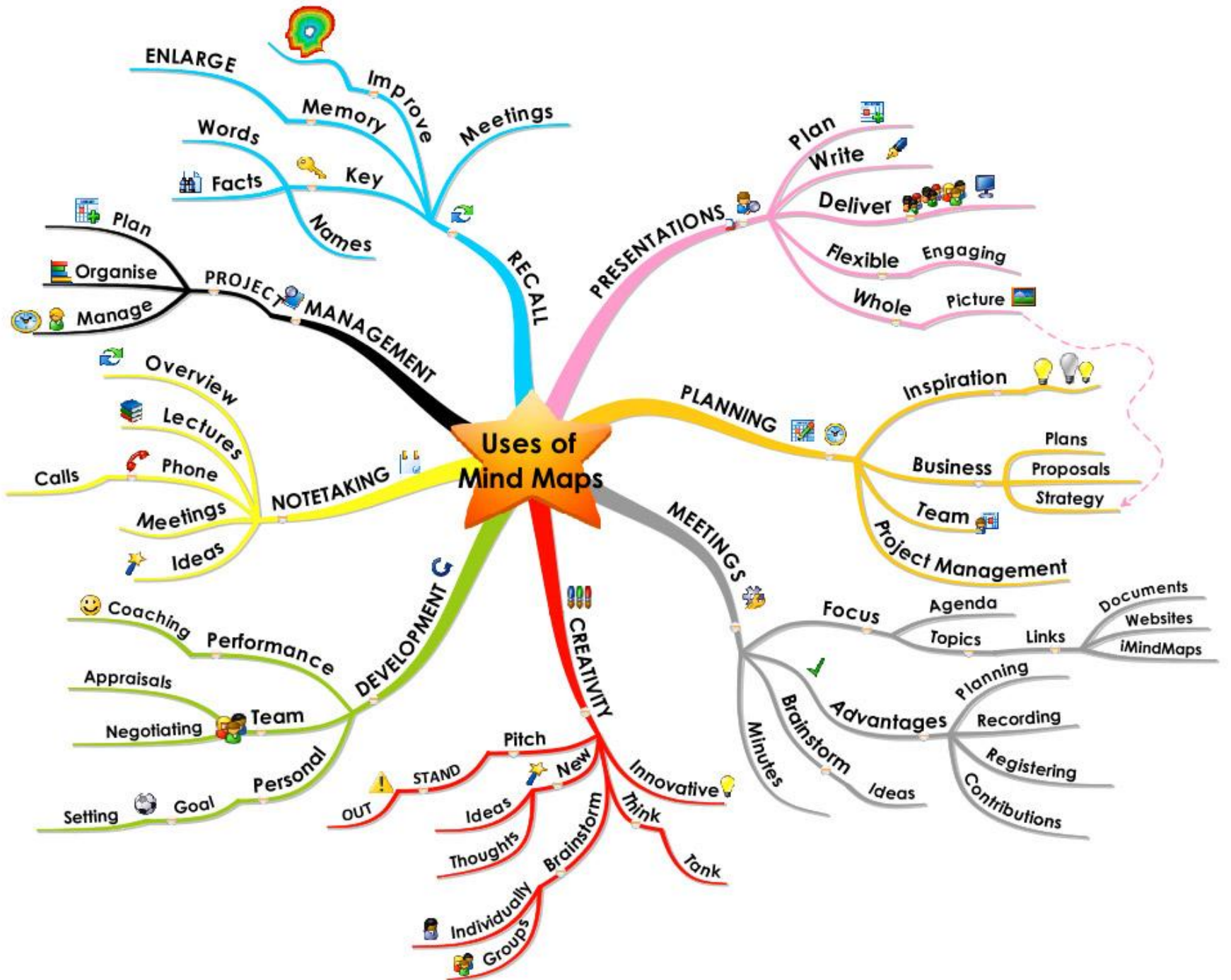
- Environmental Factors of Congenital Heart defects.
- What is the role of the judiciary in the fight against fraud in society?
- Discuss how attitudes about class differences are represented in *The Great Gatsby* (F. Scott Fitzgerald).

Past Academic Assignment Titles

- To what extent is gender a factor in determining achievement in A-Level science?
- Examining the use of Marketing within T K Maxx Retail Stores

Mind MAPping

- Breaks down big themes.
- Explores related themes or topics.
- Have a look at this Mind MAP for Mind Maps.



ACTIVITY

- In your groups, try to build your very own **Mind MAP**.
- The central topic is your MAP Academic Assignment. Think about what areas this broad topic can break down into.
- **Spend 10 minutes doing this Mind MAP.** Make sure it has plenty of branches! **Then we can spend 5 minutes feeding back our ideas.**

10 Minute Mind MAP and Feedback



2. Finding Information

- This is the start of the research phase.
- Information sources are everywhere.
- How many can you think of? **In your groups, list as many as you can in 5 minutes.**

5 Minute Discussion and Feedback



How many did you think of?

Library Resources

- Books: e.g. *Gulliver's Travels*
- Journals: e.g. *Journal of African-American Literature*

Internet Resources

- Search Engines e.g. *Google*
- Online media e.g. *Guardian* website

Offline Media

- Newspapers e.g. *The Times*
- Magazines e.g. *The Spectator*
- TV e.g. *The Sopranos*

Other Research

- Interviews Data
- Case Studies

Books and Journals

- You will need to use books and journals.
- You can use Internet sources as well.
- Wikipedia can be used to gain some more knowledge about a term or topic but **DO NOT REFERENCE IT!**

FINDING INFORMATION SOURCES USING THE LIBRARY

[http://catalogue.library
.manchester.ac.uk/](http://catalogue.library.manchester.ac.uk/)

3. Active Research

- **Why** are you researching?
 - What level of detail is required? Assignment length etc.
 - What type of assignment do you need to produce (e.g. presentation, essay, radio script)
- **What** do you know already from your studies?
 - What are the gaps in my knowledge?
 - Which gaps matter?
- **Where** can I find this research?
 - What sources are available to me within my timescale?
 - What do I need to do to obtain these sources?

Evaluating books as a source of information

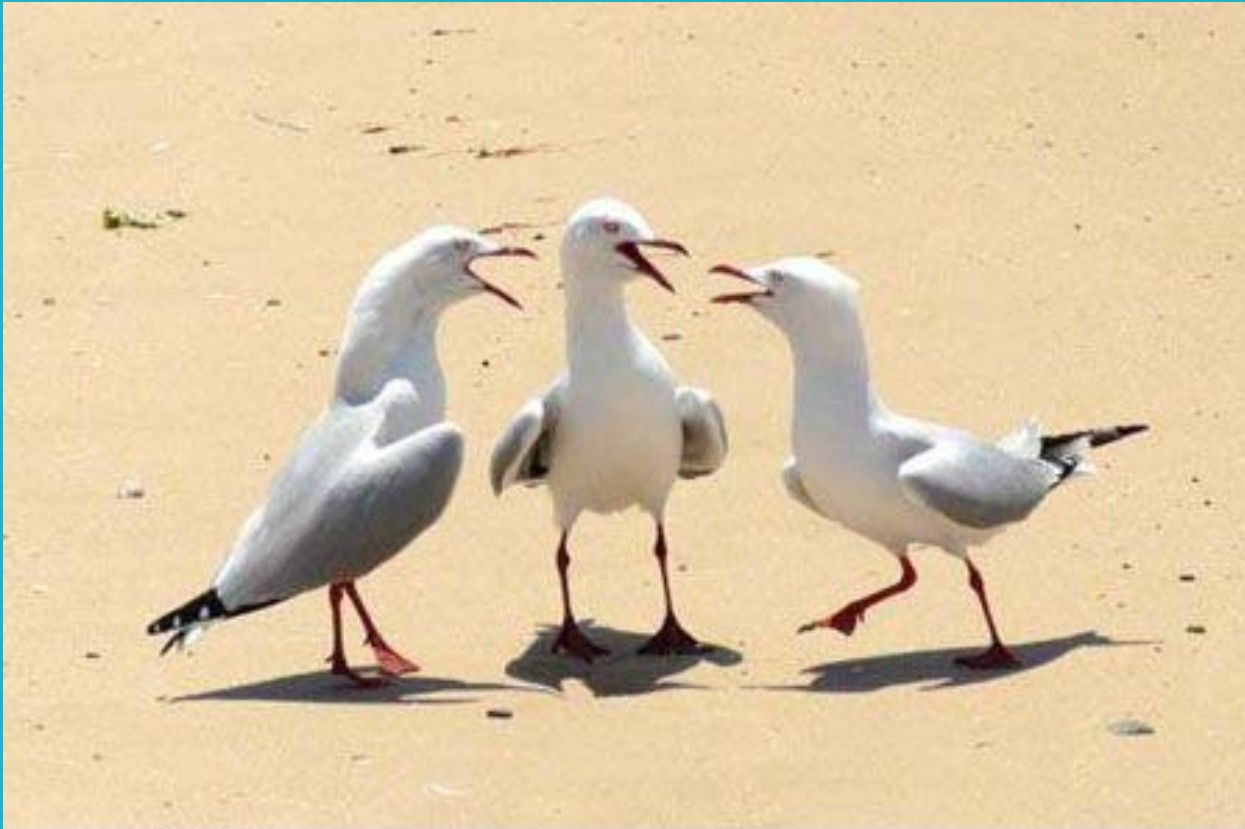
- **a) Topic**
- **b) Authority**
- **c) Currency**
- **d) Objectivity**

Activity

Look at the book in your groups and answer these questions:

- 1) What is the **topic** of the book?
- 2) Who is the **author** of the book? Is he/she well respected? How do you know?
- 3) Who **published** the book. Where and when was it published?
- 4) Do you think this book will be **unbiased**?

10 Minute Discussion and Feedback



FunnyAnimalSite.com

Ambassador Tips on Researching



4. Planning an assignment

- Reflect and evaluate on research.
- Think about structure.
- Remember to keep your assignment related to the question.

Assignment Structure

- **Introduction** (105-120 words)

Outline the argument you are making.

Tell them what you're going to tell them

- **Main Body** (around 1150 words)

Tell them

Make 3-4 main structured points.

- **Conclusion** (180-225 words)

Then tell them what you've told them

Go back over the argument you have just made, linking to the introduction.

Sticking to the question

The 3 key tips

- Explain how you will answer the question
- Ensure the main body refers to the question
- Provide a conclusion that links to the start

5. Writing and referencing

- Time to start writing!
 - Academic style of writing.
 - Don't plagiarise and always reference.
 - Bibliography

What is plagiarism?

The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft (Oxford English Dictionary)

Avoiding Plagiarism

- When researching, reading books, journals, websites you will need to record information of that particular text.
- You need to record who has written it, and where and when. In doing this you have covered your backs as you have identified that something you are referring to is not your own work.

Harvard Referencing

- You have found a useful quote in a book that you want to use in your assignment.
- Quote: **“the central principles of time management are related to goals and objectives”**.
- How do you put this into your essay?

Harvard Referencing

The book you have found the quote in has the following details:

Author: John Eric Adair

Title: *Effective time management: How to save time and spend it wisely.*

Year of Publication: 1988

Publisher: Pan Books

Place of publication: London

Page of quote: p. 22

Harvard Referencing

Within the text:

(Author, Date)

Direct quote:

Adair (1988, p.22) states that “the central principles of time management are related to goals and objectives”.

Indirect quote:

Adair (1988, p.22) suggests that the centrepiece will tend to be goals and objectives.

Bibliography

At the end of the text:

- Bibliography- WHO, WHEN, WHAT & WHERE

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books

Questions



Referencing Journal Articles

- You have found a good article in the journal *Archives of Psychiatric Nursing*.
- It has an argument (not a direct quote) on p. 345 which you want to use in your assignment as you feel it is relevant to your topic.

Harvard Referencing

The journal you have found the quote in has the following details:

Authors: C.F. Kane, E. DiMartino, M. Jiminez

Article Title: A comparison of short-term psychoeducational and support groups for relatives coping with chronic schizophrenia.

Journal: *Archives of Psychiatric Nursing*

Year of Publication: 1990

Volume: 4

Part: 1

Pages: pp. 343-353

Page of argument: p. 345

Referencing Journal Articles

Within Text:

Kane et al (1990, p. 345) argue that support groups offer the best option for relatives of chronic schizophrenia seeking help.

In Bibliography:

Kane, C. F., DiMartino, E. and Jimenez, M. (1990). A comparison of short-term psychoeducational and support groups for relatives coping with chronic schizophrenia. *Archives of Psychiatric Nursing* , 4 (1) , 343-353

Referencing Internet Sites

How to Reference a website.

In text:

The Saudi royal family have taken a harsher stance on women driving (BBC News, 2002).

In Bibliography:

- BBC News (2002), Saudi Royal Family take harsh stance, <http://www.bbc.co.uk/news/1234>, (Date Accessed: 16/04/2012).

Example bibliography

- King, B (2004), *Policing the pickets*, Available at: <http://news.bbc.co.uk/1/hi/uk/3414695.stm>. [Accessed 2011-05-05].
- Jeavans , C. (2004), *The miners' darkest year*. Available at: <http://news.bbc.co.uk/1/hi/uk/3414695.stm>. [Accessed 2011-05-05].
- Elliot, BE, (2005), *Yorkshire Mining Veterans in their own words*, Barnsley: Wharnccliffe Books.
- Lowe, NL (2009), *Mastering Modern British History*. 4th ed., London: Palgrave Macmillan.

Questions



<http://www.neilstoolbox.com/bibliography-creator/index.htm>

Referencing Quiz

- In your groups, take a look at the list of quotes and books in front of you.
- Try and see if you can correctly reference these books, both within the text and in the bibliography
- **The winning team gets a prize!**

15 minutes



We asked a couple of our Academic Tutors how they ask students to reference for the MAP assignment.

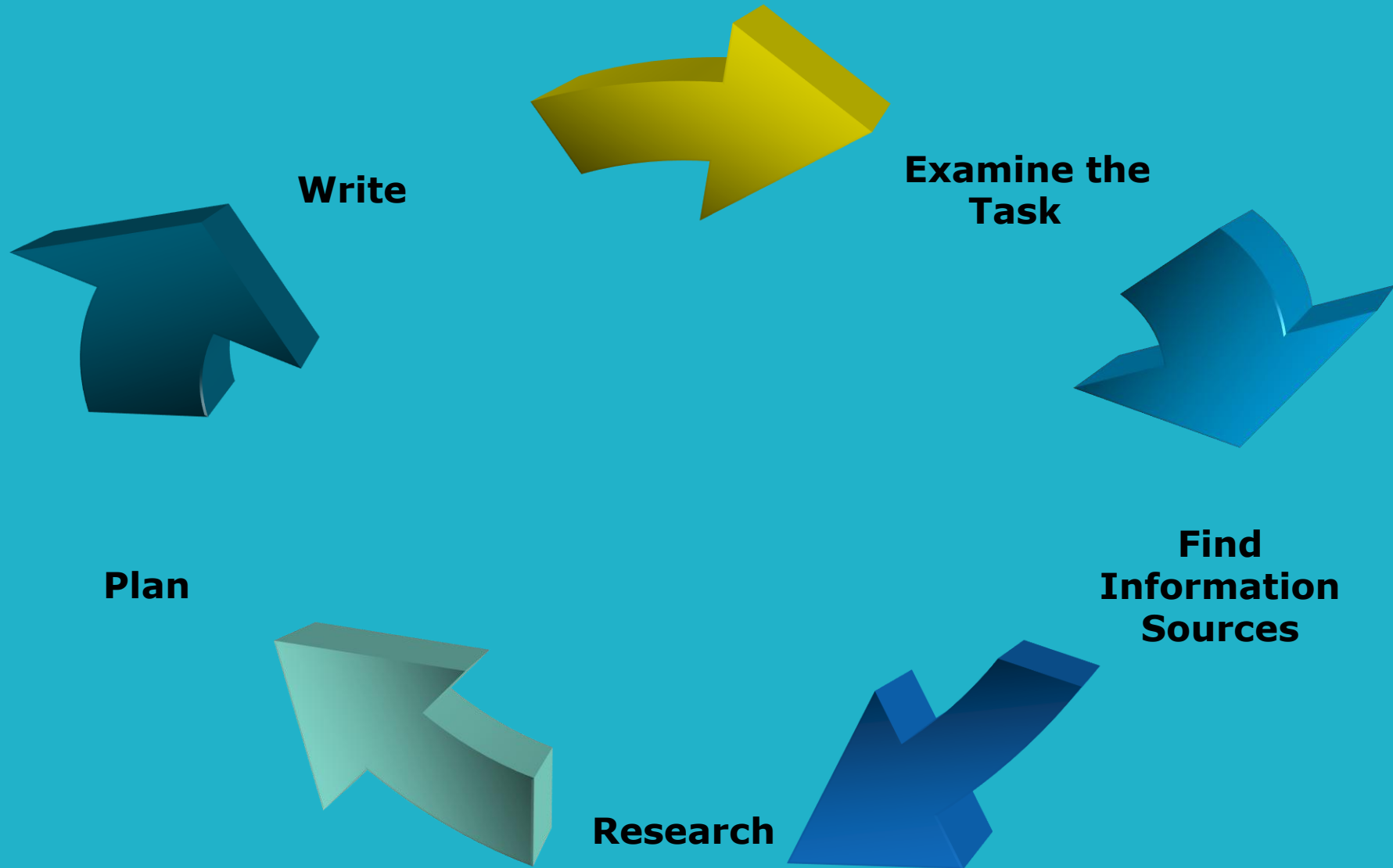
- “ I simply advise consistency with referencing. I personally like names of authors in the text, not numbers, and will tell them of the key information that must be provided in a reference so that someone else could find the reference.”
- “ Some students (and it’s the same with our undergrads) prefer a numbering system and I am happy with them having ownership over their assignment, so long as they are **consistent** in style etc.”

Referencing

REMEMBER:

- Discuss with your tutor how they want you to reference.
- Do not be afraid to ask them to show you.

The Process



Positives and Negatives Feedback

Any Questions?

