

ASSIST Module 4 - Summary

Manage your Information

- You will need to develop an effective information management strategy to deal with the amount of literature you read and refer to.
- Having an organised approach can save both time, and frustration.

Recording information for referencing:

If you accurately record source information about the publications you read, you will be better able to:

- find the information again with minimum effort and anxiety
- cite and reference the information correctly for your assignments.

Annotating and note taking:

Notes give an overview of the main points of a work.

Good note taking:

- clearly and concisely states the main theme of the resource
- retains any emphasis or focus placed on the topic by the author
- omits all unnecessary background information or detail
- records your views on the main ideas.

Annotations summarise the scope and content of a work, and also provide critical comment. Good annotations:

- clearly and concisely state the main theme of the resource
- pinpoint any unique content or comment on what the work contributes to the literature on the subject
- indicate how the work relates to other resources on the subject
- include a critique of the resource's credibility and appropriateness to your topic
- identify how the resource builds your understanding of the subject.

Citations and references:

Why Cite?

Academic research and writing is built on the work of others. Citing sources is necessary because it demonstrates that your ideas and conclusions are based on research, a highly-valued scholarly activity.

When do I Cite?

Cite your sources when you do any of the following in your writing:

- paraphrase or summarise an idea, argument or analysis from another source
- quote exact words from another source
- copy or adapt a graph, image, diagram or table from another source
- copy a procedure or method from another source
- present factual information, data or results from another source.

What does not need to be cited?

Sources do not need to be cited for commonly-known facts, quotations or arguments.

How do I cite a source?

There are two parts in citing a source: **In-text** and **Reference**.

In-text

Briefly identifies a source at the point where the information has been used in your writing. Depending on the citation style you use, the in-text citation generally contains the author's surname, the year of publication, and a page number when using quotations.

Reference

A full citation for each source cited is listed at the end of your piece of writing, and is often referred to as a bibliography or reference list. It contains all the information needed to allow the reader to locate the source. Depending on the citation style you use, the full citation generally contains the author's name, year of publication, title, and issue or publication or retrieval details.

Styles

It is important to consult your course description, lecturer, teacher or tutor to ensure you cite in their preferred citation style for each assessment task. The four most commonly-used styles at the University of Ballarat are APA (American Psychological Association), Australian, Chicago and MLA (Modern Language Association of America).

Each of the four styles has different rules that govern how you must cite sources.