A Short Guide to Presenting DMIS Essays and Reports

This document explains how to layout and cite sources in DMIS written work. It is intended to help you understand how to use and acknowledge sources, so that you write better written work and avoid plagiarism.

1. Presentation

Your essay/report should include an unnumbered title page which states the department name; course title; title of the essay/report/project, your student number; date of submission; and word count, including text and footnotes. Do not put your name on the title page or elsewhere in the piece of work – where possible (practical web based projects may differ).

The text must be word-processed according to the following guidelines (See individual courses for submission methods, e.g. e-submission via Moodle and/or print copies):

- Use one side only of A4 paper per page of your essay (e.g. no columns, single side printing);
- All margins should be at least 1 inch (25 mm).
- The text should have 1.5 (or double) line spacing. The text may be left aligned or justified, as you wish.
- Divide the text into paragraphs, with a blank line between each paragraph.
- The font size should be 11 or 12 point, and the print should be clear and black.
- The page number should be displayed at the bottom of each page, starting with 1 on the first page of text (e.g. no page number on the title page).

2. Using Sources

A piece of work should be written in your own words. It should not be a patchwork of quotations and paraphrases cut and pasted from your reading or the internet. This may differ from the way in which you were taught to write essays in school.

The sources of quotations and paraphrases must be given in footnote references. Acknowledgement of primary and secondary sources is an important feature of a good essay. Failure to acknowledge your sources might lead you to be charged with plagiarism.

A quotation is a section of text taken word for word from a primary or secondary source. It may be from a few words to several sentences long. All quotations must be clearly indicated and their source given. Use quotations sparingly, and only when the exact wording is needed to support your argument. You must indicate quotations with single inverted commas (at ‘start and finish’) or by indentation if the quotation is long (more than about three lines). Acknowledge the source using a footnote, as described below.

A paraphrase consists of a section of text taken from a source that is recognisably similar to the original, even if you have changed or omitted some words. Do not use inverted commas to indicate paraphrases, but you still must acknowledge the source, using a footnote.

Short quotations should be placed within the text, and not on a separate line, in order to keep the text flowing. Quotations need to be placed on a separate line only if they are more than forty words long (around three lines). Long quotations should be indented on the left by at least .5 inch (12 mm); separated from the text by a blank line above and below;
single-spaced; and left aligned or justified (not centred). Do not use inverted commas with an indented quotation, as the indentation indicates that it is a quotation. Quotations should appear in the same font as the rest of the text, not in italics.

3. Plagiarism
It is important that you familiarise yourself with the University of Glasgow Plagiarism Statement, which is taken from in the Calendar (section 31), and from which the following points are taken (http://www.gla.ac.uk/media/media_126377_en.pdf):

- 'All work submitted by students for assessment is accepted on the understanding that it is the student’s own effort.'
- 'Plagiarism is defined as the submission or presentation of work, in any form, which is not one’s own, without acknowledgement of the sources.'
- 'Plagiarism includes inappropriate collaboration with others'
- 'Auto-plagiarism (or self-plagiarism) includes using work that has already been submitted for assessment at this University or for any other academic award'
- 'The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism.'
- 'Alleged plagiarism, at whatever stage of a student’s studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.'
- Severe cases of plagiarism will be referred to the Senate Office who will decide further action. Where the case is judged less severe the Head of Department may impose penalties. Procedures are outlined in the University’s Plagiarism Statement.
- The penalties for plagiarism can be severe, ranging from loss of marks to exclusion from graduation.

It is better to learn what to avoid before you submit coursework than to discover the hard way what will be judged as plagiarised. Some activities are easily detected, and just as easily avoided: never cut and paste from a website, e-journal or other source without quoting and referencing; never copy from another student’s work; never quote without properly referencing; give credit where credit is due. HATII does not require students to use the TurnitinUK plagiarism detection service prior to submitting written work, but if a member of staff suspect a case of plagiarism they may retrospectively submit the suspected piece of work to Turnitin. For more help, see the sites listed in section 6 below. If in doubt seek the advice of lecturers.

4. Footnotes
Your essay should include both footnote references and a bibliography. There are many different conventions for citing sources. These guidelines are intended to help you, but it is not essential that you follow them exactly so long as you give all of the necessary information clearly and consistently. They are based on the MHRA Style Guide, which is widely used in the humanities.

Footnotes enable the reader to locate the source of specific information to which you refer in the text; by acknowledging your sources you also protect yourself from charges of plagiarism.

Indicate a footnote reference by inserting a superscripted number at the end of the sentence. (Microsoft Word will do this for you when you choose Insert Footnote.) The number in the text points the reader to the bottom of the page, where bibliographical details are provided after the same number. Use ordinary arabic numerals (1, 2, ...), not Roman numerals or letters.
Single space footnotes. Provide a full reference at the first mention of a source, and a shorter reference if the source is mentioned again; make sure to include page numbers. Use the following examples to help you decide how to present footnotes:

**Books**
Notes 1-2 show first references, and 3-4 show later references (‘pp.’ stands for pages and ‘p.’ for page).

**Articles in journals**
Notes 5-6 show first references and 7 shows a later reference.

**Articles in books**
Notes 8-9 show first references and 10 shows a later reference.

**Internet sites (Webpages)**
Notes 13 shows general reference to web site, 14-15 show first references to specific text and 16-18 later references.
17. ‘Copyright and Digital Images’, (Moral Rights, para 3).

**5. Bibliography**
The bibliography at the end of the essay should list all books, articles, websites and other sources you used in preparing your essay. List items in alphabetical order, by author’s surname. It is conventional to use a hanging indent, as shown below. The bibliography should be single-spaced, starting each source on a new line, with an additional blank line between sources. The following examples show how some of the footnoted sources would
appear in a bibliography. Note how the author’s surname appears first, and start and end page numbers of articles are given.


6. Places to find more help

Student Learning Service:
http://www.gla.ac.uk/services/sls/


For a full statement of University policies and procedures, see


For helpful hints on avoiding plagiarism, see the following sites:

Online Writing Lab at Purdue University http://owl.english.purdue.edu/ [Accessed 12 Nov 2009]

‘Avoiding Plagiarism’ Online Writing Lab at Purdue University
http://owl.english.purdue.edu/owl/resource/589/01/ [accessed 12 Nov 2009]

‘Paraphrase: Write it in your own words’, Online Writing Lab at Purdue University
http://owl.english.purdue.edu/handouts/research/r_paraphr.html [accessed 12 Nov 2009]

‘Quoting, paraphrasing and summarizing’, Online Writing Lab at Purdue University,
http://owl.english.purdue.edu/handouts/research/r_quotprsum.html [accessed 18 April 2002]