



UNIVERSITY OF
BIRMINGHAM



Referencing, quoting and paraphrasing

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Session aims

- What good academic practice entails
- How to paraphrase, quote and comment on other people's ideas in your essays
- Helpful resources and FAQs on referencing



Good academic practice: a process

Finding & reading good quality sources

Understanding those sources & taking useful notes

Demonstrating your understanding through effective paraphrasing & discussion

Acknowledging those sources through proper referencing



Key definitions

- ❑ **Referencing:** acknowledging the source of other people's words, ideas or evidence in your academic writing
- ❑ **Paraphrasing:** summarising other people's ideas, research or opinions in your own words
- ❑ **Quoting:** using somebody's exact words in your work
- ❑ **Plagiarism:** presenting somebody else's work as your own (intentionally or unintentionally)



Referencing

Good referencing is an essential part of academic scholarship. It has three functions:

- ❑ To acknowledge an intellectual debt to another author where you have drawn on ideas, words, facts, claims or other material.
- ❑ To support facts or claims that you make in your text, so that your argument is convincing and the marker can clearly see where your supporting evidence has come from.
- ❑ To enable the reader to find sources to which you have referred easily and quickly.



Referencing

- The University's i-cite website has guidance about referencing: www.intranet.birmingham.ac.uk/icite
- We also have the Cite Them Right referencing tool, available to all students: <http://www.citethemrightonline.com/>. This gives examples of how to cite numerous types of documents.
- In addition, you can automate the referencing process using [Refworks](#).



Paraphrasing other people's ideas

- Summarise another writer's arguments/findings in order to show how they relate to your own argument
- Use your **own expressions & sentence structures**
- Don't just change some words/ patch together phrases from the original
- Be **clear & succinct**
- **REFERENCE**



Paraphrasing examples

The original text

“The University's 250 acre campus was recently listed in the top ten most beautiful universities in Britain by The Telegraph. It is a campus that is expanding and improving all the time with our most recent investments being in the planned building of a brand new multi-million pound sports centre, a redeveloped library with a cultural hub and a brand new student hub housed in the iconic Aston Webb building.”

Source: University of Birmingham. (2014) *About Birmingham* [online]. Available from: <http://www.birmingham.ac.uk/undergraduate/birmingham/About-Birmingham.aspx> [Accessed 06.05.2014]



Paraphrasing examples

Paraphrase 1

The University of Birmingham's large campus was recently listed by The Telegraph in the top ten most beautiful universities in Britain. It is a campus that is growing and developing all the time. Most recent investments are the proposed building of a new multi-million pound sports centre, an improved library with a cultural hub and a new student hub located in the famous Aston Webb building.

Paraphrase 2

The University of Birmingham (2014) reports that its campus was recently listed in the Telegraph's "top ten most beautiful universities in Britain." It highlights that the campus is being continually developed. Future plans include a new sports centre, a state-of-the-art library and a student hub.

Which is the better example of paraphrasing? Why?



Paraphrasing examples

Paraphrase 1

The University of Birmingham's large campus was recently listed by The Telegraph in the top ten most beautiful universities in Britain. It is a campus that is growing and developing all the time. Most recent investments are the proposed building of a new multi-million pound sports centre, an improved library with a cultural hub and a new student hub located in the famous Aston Webb building.



Paraphrase 2

The University of Birmingham (2014) reports that its campus was recently listed in the Telegraph's "top ten most beautiful universities in Britain." It highlights that the campus is being continually developed. Future plans include a new sports centre, a state-of-the-art library and a student hub.



When to paraphrase, when to quote?

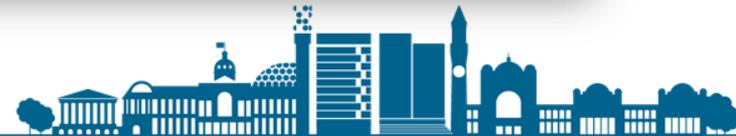
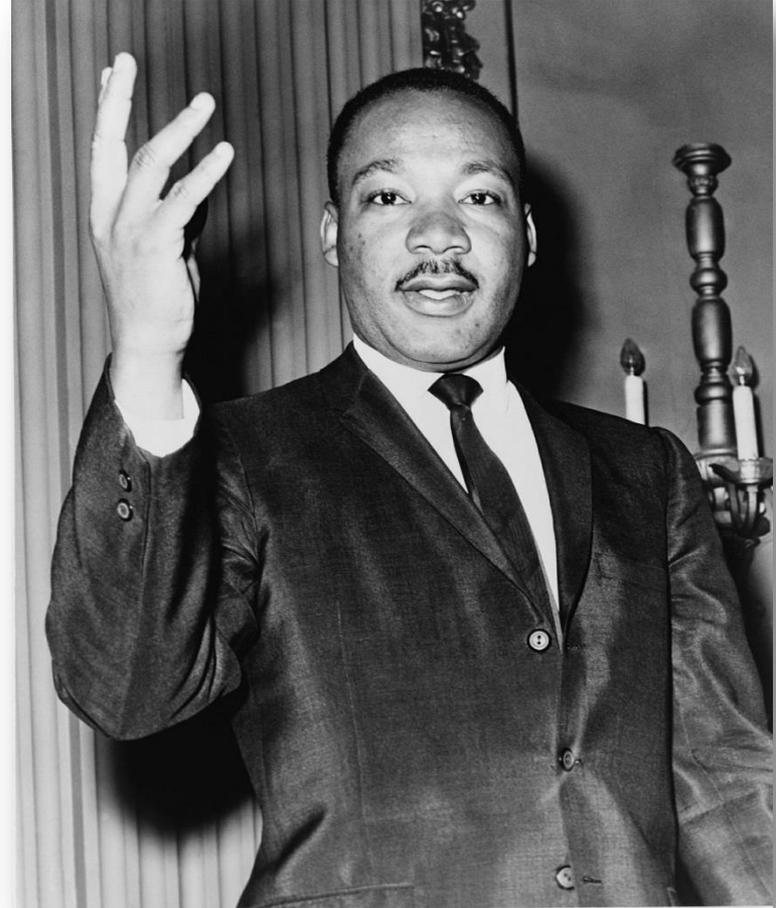
- Paraphrasing shows you understand another writer's argument/findings
- Paraphrasing helps when giving an overview of the academic debate surrounding a topic
- You might choose to quote if you want to:
 - highlight/analyse the exact words a writer used
 - set up a direct comparison between two writers' attitudes
 - show the specific way that a particular person/organisation has defined something



Example

“I have a dream...”

- Martin Luther King



Tips for quoting

- ❑ Quotations must be accurate
- ❑ Use ... to take something out
- ❑ Use [] to add something in
- ❑ Cooper (2016) suggests that you try to “embed quotes into your own sentences where possible.”
- ❑ In general, keep quotations brief
but *longer* ones should be given their own paragraph & indented from the text, with the quotation marks omitted.



So what?

- But it's not just about telling us what authors have said. It's about what **you** do with their ideas and evidence.



Using other writers' ideas

Use other scholars' ideas in a **purposeful way** – not just for the sake of it

- Comment/analyse/interpret/object
- Use them to support your points/ argue against
- Indicate how their ideas help **you** to further your own arguments



Academic Skills Centre

Location

1st floor, main library

Telephone

(0121) 414 3666

Email

asc@contacts.bham.ac.uk

Web

intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/index.aspx

The screenshot shows the University of Birmingham Intranet page for the Academic Skills Centre (ASC). The header includes the University of Birmingham logo, the text 'UNIVERSITY OF BIRMINGHAM | INTRANET', and navigation links for 'Main website', 'Login', 'For students', and 'For staff'. A search icon is also present. The breadcrumb trail reads: 'University of Birmingham Intranet > Academic Services > Library Services > Library > Skills and training > Academic Skills Centre'. The main heading is 'Academic Skills Centre (ASC)'. The page is organized into a grid of service tiles. The first row includes 'Academic skills' (with an icon of a book and pen), 'Mathematics Support Centre' (with mathematical symbols ω , π , \sum , $x(y^2)$, ϕ , δ , and the number 3.14159265359), and 'Library and information skills' (with an icon of an open book). The second row includes 'Digital Skills' (with an icon of a person at a computer), 'One-to-one appointments' (with an icon of two people at a table), and 'PASS' (with an icon of three people). The third row includes 'Academic Skills Gateway', 'Feedback', and 'Contact us'. On the right side, there is a sidebar titled 'In 'Academic Skills Centre'' containing a list of links: 'Academic Skills Centre', 'New Taught Student Welcome events', 'Events and workshops', 'Transition to University', 'Mature undergraduate students', 'Taught Postgraduates', 'What to expect', 'ASC resources', 'Top tips for revision', 'Appointments', 'Maths Support', 'Academic skills support', and 'Contact us'.



Academic Skills Gateway

The screenshot displays the Academic Skills Gateway website. At the top, a navigation bar includes links for Home, Learning how to learn, Maths and statistics, Research skills, Working with others, and Writing skills. The main content area is a grid of service tiles: Learning how to learn (with a lightbulb icon), Maths and statistics (with a 1+2 icon and a photo of a hand holding a pen), Research skills (with a magnifying glass icon and a photo of books), Working with others (with a group of people icon and a photo of students), and Writing skills (with a quill icon and a photo of a hand writing). The footer features the University of Birmingham and Library Services logos. A right-hand sidebar contains the Academic Skills Centre logo, Confidential 1-1 appointments (with links to Academic Skills and Digital Skills appointments), Workshops and classes (with links to Academic Skills and Digital Skills workshop registration), Library and Information Skills (with a list of college-specific guides), Stand-alone resources (with links to GEL, postgraduate transition, and Skills4Study Campus), Feedback, Accessibility, Mathematics Support Centre, and FindIt@Bham.



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libguides.bham.ac.uk/asg