Write, Cite, Submit

WRITE, CITE, SUBMIT

THE UNIVERSITY OF QUEENSLAND LIBRARY

The University of Queensland

CONTENTS

MODULE OVERVIEW

Aims and objectives

This module will:

- cover planning assignments
- examine what plagiarism is
- provide guidance on referencing assignments
- explain how assignments should be submitted.

After completing this module, you will be able to:

- plan your assignment
- understand why you should reference to avoid plagiarism
- locate referencing style guides and referencing software
- successfully submit your assignment.

Module sections

1. Writing or creating assignments
2. Plagiarism
3. Referencing
4. Submitting your assignment
5. Check your knowledge
6. More resources
7. Conclusion.

Download versions are available from the homepage.

Duration

Approximately 30 minutes

Student partnership

This module was developed with UQ student partners as part of a Student-Staff Partnership project.

Graduate attributes

Knowledge and skills you can gain from this module will contribute to your Graduate Attributes:

- Accomplished scholars
- Influential communicators
- Respectful leaders

This module is part of Digital Essentials, a series of online modules to help you quickly build your digital skills so you can succeed in study and work.

Return to UQ Library.

1. WRITING OR CREATING ASSIGNMENTS

Plan your assignment

> ⃝! Assignment planner
>
> Use our assignment planner to create a step-by-step plan for completing your assignment with:
>
> - **Manageable steps** based on the time you have
> - **Dates** by which you should try to complete each step
> - **Tips** for completing each step and links to useful online resources.

Planning your assignment, from Student Support, has information to help you get started planning your essay or report.

Review your lecture and tutorial notes before you begin your assignment. Your lecturer will have mentioned key concepts that will help you with your assignment research.

Manage your time

It's very important to **manage your time** effectively. You may have multiple assignments and activities to complete at the same time. Careful planning can save you valuable time, as you will have to:

- research your assignment topic
- write a first draft
- edit the first draft
- rewrite your draft and edit it again
- submit the assignment.

August 2019					<	>
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Mark the dates that your assignments are due on a calendar so you can see when they have to be submitted. Allow 3 to 4 weeks to work on the assignment.

Get more tips to help with Time Management and Procrastination from Student Support.

Get it checked

It is a good idea to get **someone else to read your assignment** before you submit it. They may spot a mistake that you missed. Spell check tools often won't find words that are spelt correctly but are used incorrectly in the sentence (e.g."from" instead of "form"). You can also use a text-to-speech tool to convert your assignment text into spoken words. Then you can listen for any strange sentences or spelling errors.

Take a break

Remember to **take regular breaks** when writing your assignment. Taking regular breaks will allow you to return to your work with a clear mind and may help you to focus on your writing.

Develop your skills

UQ Student Support also hold study skills workshops; the workshops concentrate on developing skills in research skills, speaking skills, assignment and exam help and are available to all students.

Written assessments are not the only types of assignments that you might be required to create during your time at UQ. The Types of assignments module has information on completing other assessment types, such as videos, audio or presentations.

The right tool

If you need to select a tool to create your assignment, the Choose the right tool module has information on a variety of software, tools and apps for different tasks.

File-sharing warning

File-sharing services buy, sell or trade academic content. They often portray themselves as cutting-edge and collaborative while offering homework help and study resources. While some sites may offer genuine help services, they are typically businesses which profit from the upload of student-generated and university-owned materials. There are also private sharing sites on platforms such as Facebook, WeChat or other sharing apps.

Risk of academic misconduct with file-sharing

Using file sharing platforms can result in academic misconduct. You should avoid:

- uploading your assessments (exams, assignments or coding) for others to use.
- uploading course materials such as PowerPoint slides or class notes in violation of the lecturer's

intellectual property rights.
- downloading work completed by others and submitting all, or part of it as your own work.
- getting answers for any assessable item such as exams, quizzes, homework tasks etc.

Complete the [Academic Integrity Modules](#) to make sure you understand your responsibilities. [Academic integrity and student conduct](#) has more information on academic misconduct.

If you are experiencing difficulty with your course, get help from:

- your course teaching team.
- [Student Support](#) – help to prepare for your assignments, plan your work and manage stress.
- the Library – a range of [services are available for students](#) to help with assignments and study.

2. PLAGIARISM

- [What is plagiarism?](#)
- [What do I need to acknowledge?](#)
- [Direct quotes and paraphrasing](#)
- [Images and Creative Commons](#)

What is plagiarism?

The University of Queensland takes plagiarism very seriously and it is a disciplinary offence. Plagiarism is defined by the University as:

> the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media.
>
> [Student Integrity and Misconduct Policy](#)

There are penalties for anyone who is found guilty of plagiarism.

[Find out about UQ's Academic Integrity Modules (AIM)](#). The modules:

- Are **compulsory** for all **new to UQ students** and **new to a program students** (if not previously completed).
- Will help you learn what academic integrity is, why it is so important, and how you can act with integrity in your studies.
- Are in two parts and it will take about an hour to complete each of them.

Check your knowledge

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https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=25#h5p-2

Plagiarism occurs when you present the work of others as your own. "Work" can refer to published and unpublished documents, ideas, images, video, audio and data.

What do I need to acknowledge?

In any assessment where you use the ideas or works of someone else, you will have to acknowledge, or reference, that other person's work both in the body of your assignment and at the end of the assignment.

You **need to acknowledge** your use of other sources in your assignment with references for:

- direct quotes
- information from several sources expressed in your own words
- someone else's ideas, even if you paraphrase them
- part or all of someone else's design
- an image, figure, diagram or table from someone else's work
- information from the Internet, or any electronic media
- information from oral communication with others.

You do **NOT** need to acknowledge anything that is:

- common knowledge (either general, or specific to a certain field of study)
- your own original ideas, results of experiments and illustrations you have created
- your linking text that organises your writing and supports your 'story'.

The Library has referencing style guides for the most commonly used referencing styles at UQ. You should

check these guides before you begin your assignment so you are aware of how your references should look both in the body of your assignment and at the end of your assignment.

Direct quotes and paraphrasing

A **direct quote** is when you are using the **exact words** of an author. These words should be placed in inverted commas and the author acknowledged such as:

> "Citrus trees thrive on sunlight and require exposure to sun to grow and thrive. Also provide trees with liquid seaweed or chicken compost regularly to aid growth" (Forster, 2016, p.2).

Paraphrasing is taking the ideas of an author and then putting those ideas in your own words. You will still need to reference the author in your work as the ideas are theirs and not your ideas. Paraphrasing the direct quote from Forster you could write;

> If you are planning to grow lemon trees make sure you plant them in a sunny spot in your garden and fertilise them monthly to help produce the best fruit (Forster, 2016, p.2).

Check the referencing style guide for your particular style for how to format the in-text reference for direct quotations and paraphrasing. Most styles require the **author**, **year**, and **page number** for direct quotations. For material without page numbers, you can provide the paragraph number or a time stamp. The APA style states that it is not required to provide a page or paragraph number for a paraphrase but you may include one to help readers find the section you are paraphrasing.

Images and Creative Commons

You must always reference images or videos that have been made by others in your assignment, as these are the intellectual property of the creator. A **public copyright licence**, popularised by Creative Commons, allows you to use the work of others in your assignments as long as you credit the creator of the work. For more information on Creative Commons and public copyright licensing see the Find and use media module.

Introduction to plagiarism (YouTube, 3m58s)

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Correct referencing of sources that you use in your assignments is **essential** to avoid plagiarism.

Take careful notes of all sources of information

Record the source of any information you find. Depending on the referencing style you use, you may need to record information such as the:

- author
- publication date
- title
- publisher
- volume
- issue
- pages
- edition
- URL etc.

[Academic integrity and student conduct](#) has more information about academic integrity, academic misconduct and student conduct.

3. REFERENCING

What is referencing?

If you use the ideas or works of others in your assignments you must state that you have used them. Referencing is **acknowledging** the authors and resources you have used. Anyone reading your assignment can access or check those resources, if you have referenced them. Not only is referencing a polite way of acknowledging the work of others you have used in your assignment, it is also an **academic requirement**. If you use someone's work or ideas in your assignment and do not acknowledge that you have done so, you will have committed **plagiarism**.

▶ [Introduction to referencing (YouTube, 3m43s)](#)

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What is a referencing style?

A referencing style is a **set of rules** telling you how to acknowledge the thoughts, ideas and works of others in a particular way. It is a crucial part of successful academic writing. There are a number of different referencing styles used at UQ. Check your course profile, or ask your tutor or course coordinator, if you are unsure about which style to use.

We have Referencing style guides for different referencing styles used at UQ. The guides include **examples** of reference lists and how to cite **different formats**.

Examples of some of the styles are AGLC, APA, Chicago, IEEE, Harvard and Vancouver. You don't need to memorise all the rules of the style you use, just follow the guides. The most important thing to remember about referencing is to be **consistent**. If you start referencing using a particular style, use this one style throughout your entire assignment.

ChatGPT and other AI tools

Our ChatGPT and other generative AI tools referencing guide has an overview of how to cite or acknowledge generative AI tools in your assignments.

Citing code and data

Get information on:

- how to cite code in your assignment
- citing datasets.

Quick online referencing tools

- A Library Search record will show the citation for a few styles (e.g. APA, Chicago, MLA) that you can copy
- ZoteroBib helps you build a bibliography from any computer or device, without creating an account or installing any software

Referencing software

You may find referencing software, such as EndNote, useful. Referencing software allows you to create your own library of references you have read for assignments. You can store references for books, journal articles, podcasts and websites. Then, using the referencing software, place in-text citations into your assignment and generate automatic bibliographies.

Sometimes references are not imported into your software library correctly. While referencing software

can help manage and insert references, you will still need to know the **rules of your chosen style.** You should check every reference that you download to make sure the citation is correct.

(?) Check your knowledge

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https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=28#h5p-1

This table gives a quick overview of three popular referencing management software tools:

Referencing management software	EndNote	Zotero	Mendeley
Costs	Free to UQ staff and students if [downloaded via UQ](#)	Free account available with some storage. A subscription is required for more storage.	Free account available with some storage.
Access	Desktop software but does have an online version – [EndNote Basic](#)	Desktop software with a browser add on for Chrome, Safari and Firefox	Desktop software but can be synchronised with an online account
Work offline	Yes	Yes	Yes
Accessibility	Accessible to screen readers ([ADA compliant](#))	Accessible to screen readers	May not be accessible to screen readers
Edit/ annotate PDFs	Yes	No but [Zotero will open your default PDF viewer](#) to allow you to annotate the file. Zotero Tutorial: [Working with PDFs (YouTube, 11m57s)](#)	Yes
Share citations	Yes – with other EndNote users via EndNote sync and Library sharing	Yes	Yes
Strengths	**Supported by UQ Library** with [help guides](#) available. Output styles can be customised, allows for unlimited number of references and attachment storage, has thousands of referencing styles already in the software.	Easy to learn and use. [Zotero online support guides](#) for training and troubleshooting	Has a Chrome extension and is easy to use across a number of devices. [Good online support guides](#) for training and troubleshooting

EndNote referencing software

EndNote is freely available to current UQ students and staff. Learn how to use EndNote with our [online tutorials](#) or check our [using EndNote](#) information before you start using the software. Visit [EndNote referencing software](#) if you want to know more about other referencing management software options.

What do you use!

Let us know in the [following form](#)! The form is set to anonymous. We will get your response data but we won't know who has submitted it.

📊 Check out the [responses so far](#)!

One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=28

4. SUBMITTING YOUR ASSIGNMENT

- [Learn.UQ assessment information](#)
- [Submitting handwritten notes](#)
- [Turnitin assignments](#)
- [Similarity report](#)
- [Kaltura](#)
- [Assessments in Inspera](#)
- [ePortfolio](#)

Learn.UQ assessment information

As a UQ student you will be required to submit assignments through your Learn.UQ (Blackboard) site.

[Assignment submission instructions](#) explains how to submit your assignments through Learn.UQ (Blackboard).

The [Learn.UQ (Blackboard) help](#) page has information about other tools you may need to use when completing your course assessment, including:

- tests and quizzes
- Blackboard Assignments and Turnitin assignments
- video assignments with virtual backgrounds
- Kaltura videos & media
- ePortfolio.

Submitting handwritten notes

If you are required to submit handwritten notes for an assignment, you can:

- scan the notes using one of the library's [printers](#)
- use an app on your phone to scan as a PDF. [Uploading handwritten exams](#) has instructions on how to scan using your phone
- take a photo of the note and submit it as a .jpg file.

Transfer the file [using cloud storage](#), rather than email (as files over 20MB may not get sent).

If a .jpg file is not suitable and a .pdf file format is required:

1. Open the image on a computer
2. Click **Print**
3. Change the printer device to **Save as PDF**

Alternatively, an image file such as .jpg can be inserted into other document types such as Word or PowerPoint.

Turnitin assignments

Many of your assignments may require you to submit via Turnitin, which is an electronic assignment submission tool. It provides your lecturer with a record of the exact submission time of an assignment. The originality report indicates the percentage of your work that is an exact match of existing materials within the Turnitin database.

Submit your Turnitin assignment (YouTube, 1m 56s):

One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=52#oembed-1

Read the Turnitin Assignments page to find out more about file types and sizes that can be submitted.

Visit Assignment Submission for further information about submitting through Turnitin.

Depending on how assignments are set up by your lecturer, you **may** only be able to **submit your assignment once** or be **unable to submit after the due date**. Only upload your assignment when you are sure that it is finished and ready to be submitted. Try to submit your assignment **at least 3 hours** before your assignment is due, to avoid any last minute technical issues or difficulties that may occur.

Your lecturer may set it to allow assignment resubmissions.

If you are **under 18** you must have completed the Application for Internet Access Permission, to be able to submit an assignment to Turnitin via a computer **on campus**.

Submit your Turnitin assignment has instructions and a video on how to submit your assignment using Turnitin.

After you have successfully submitted your assignment –

1. Download your **digital receipt** from your Turnitin **Assignment inbox** page to confirm successful submission
2. **Keep it in a safe place**, in case there have been any technical issues with your submission.

If your Turnitin submission was **not** successful:

1. Take a screenshot of the error message
2. Check if it is possible to submit again
3. Follow the course procedure for informing your instructor or tutor of the failed submission.

Similarity report

What is a Similarity report?

After submitting your assignment to Turnitin the content will be checked against documents that can be found on or archived from the internet and a **Similarity report** will be produced. Content that has been matched with other documents, or on other websites, will be highlighted so your tutor can check the content in your assignment.

Your lecturer may set it to allow you to be able to view the Similarity report on your assignment.

If you have **submitted** your assignment to Turnitin **more than once**, it can take **over 24 hours** to get the Similarity report for the subsequent submissions.

Read the [View similarity report and marks](#) page to help you understand the Turnitin Similarity report.

Kaltura

Kaltura is the Learn.UQ media server that allows students to upload course-related media content including:

- video files or a webcam recording
- audio
- screen captures.

Kaltura videos are private and cannot be viewed by the public. Media can be submitted as part of a Blackboard assignment or added to a Course Gallery as required by your instructor.

Check out [Kaltura (Video Server)](#) to learn more about using Kaltura.

[Video assignments with Zoom](#) has information about accessing Zoom, recording your presentation and using a virtual background.

Assessments in Inspera

Inspera Assessment is an online assessment tool used in courses at UQ. Inspera is cloud-based, works with a device with an up-to-date browser, and caches your responses so that you will not lose your assessment if you experience internet instability.

Learn more about [Assessments in Inspera](#).

ePortfolio

What is an ePortfolio?

An ePortfolio is an online collection of evidence of your academic achievements, community-based activities such as volunteering, and work experience. An ePortfolio may be used in your program or discipline to track your development of professional skills or graduate attributes. You can use it to help build a resume for future employment and to reflect on your strengths and skills. You can learn more about ePortfolio in the Use UQ Systems module.

Your lecturer may ask you to use ePortfolio as the platform for submitting your assignments or other assessment pieces. Look at information on ePortfolio to understand the platform, including these pages:

- submission to a selected assessor
- submission to an allocated assessor
- submission to an external assessor
- self-assessment submission
- ePortfolio withdrawal and resubmissions.

5. CHECK YOUR KNOWLEDGE

All the answers to the quiz questions can be found in this module.

Your response data will **not** be gathered if you answer the questions below. Take a screenshot of **Your result** at the end of the quiz if you are required to show you have completed it.

Write, cite and submit quiz

There are 8 questions to answer. After you answer a question, click the arrow to move to the next question.

An interactive H5P element has been excluded from this version of the text. You can view it online here:
https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=54#h5p-3

If you are required to get a certificate with your name, take this version of the Write, Cite, Submit quiz (requires a UQ login).

Note for Teaching staff: You can download and embed both the module and H5P quiz in their courses.

Module summary

① Writing or creating assignments

- Plan your assignment writing before you start any assignment
- Managing your time efficiently will help you plan, write, edit and proofread your work before your assignment is due.

(2) Plagiarism

- Plagiarism is a disciplinary offence at UQ and taken extremely seriously
- If you use someone else's work or ideas in an assignment, you must reference their contribution to your work.

(3) Referencing

- A referencing style is a set of rules to tell you how to acknowledge other authors and resources you have used in your work
- Make sure that your referencing style is consistent throughout your assignment
- Referencing software may be useful if you have lots of references to manage.

(4) Submitting your assignment

- Learn.UQ (Blackboard) is the electronic assignment submission tool that is used at UQ for submitting assessments
- Turnitin assignments will check the originality of your work and also the exact submission time of your assignment
- Kaltura is the Learn.UQ media server which allows students to upload course related media content as part of your assignment
- ePortfolio is an online collection of evidence of your lifelong learning including academic and work achievements such as volunteering.

6. MORE RESOURCES

Books

Bailey, S. (2006). Academic writing: a handbook for international students (2nd ed.). New York: Routledge.

Murray, N. & Hughes, G. (2008). Writing up your university assignments and research projects: A practical handbook. Maidenhead: McGraw-Hill Open University Press.

Neville, C. (2010). The complete guide to referencing and avoiding plagiarism. Open University Press.

Fang, Z. (2021). Demystifying academic writing: genres, moves, skills, and strategies. Routledge.

Articles

Graves, N. & Epstein, M (2011). Eportfolio: A Tool for Constructing a Narrative Professional Identity. *Business Communication Quarterly, 74*(3), 342-346. doi: 10.1177/1080569911414555

7. CONCLUSION

You have completed the Write, Cite, Submit module.

Tell us what you think

Use our Digital Essentials feedback form to give **anonymous** feedback on this module. You can provide your email if you would like us to reply to you.

Digital Essentials modules

Build your digital skills with Digital Essentials. Select modules from the 6 themes that match your interests and will help you succeed in study and work.

UQ systems

Use UQ systems module, includes:

- [Check your IT set up](#)
- [Book rooms](#)
- [Printing at UQ](#)

Assignment essentials

- [Find and use media](#)
- [Information essentials](#)
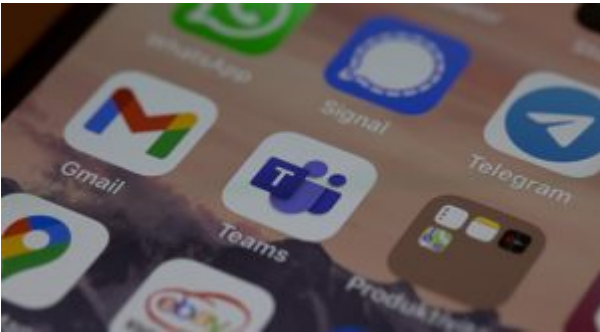- [Write, cite and submit](#)
- [Types of assignments](#)

Digital creation

- [Accessibility](#)
- [Choose the right tool](#)
- [Intellectual Property](#)

🔒 Digital security and safety

- [Digital security](#)
- [Internet essentials](#)
- [Social media](#)

👥 Professional identity and skills

- [Communicate and collaborate](#)
- [eProfessionalism](#)

📊 Work with information

- [Artificial Intelligence](#)

- [Work with data and files](#)
- [Document your research data](#)

How to use the modules

You can complete entire modules or check the **Module Overview** section to select just the parts you need.

Watch [Using Digital Essentials (YouTube, 1m 37s)](#), created by our student partners, for tips on how to use the modules to build your digital skills.

> 📑 *One or more interactive elements has been excluded from this version of the text. You can view them online here: https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=106#oembed-1*

Read more about our [Student Staff Partnership project to improve the Digital Essentials modules](#).

Teaching staff – use the modules in courses

Teaching staff can embed or link the modules in courses to help build your students' digital literacy.

- There are interactive elements throughout each module and a short H5P quiz at the end.
- The modules are also available for your students to download in EPUB, PDF and HTML format to make them more accessible.

Import a module into Learn.UQ (Blackboard)

Instructions to embed a module in your course. Email us via dxdc@library.uq.edu.au if you have any questions.

- [Blackboard courses](#)
- [Blackboard Ultra courses](#).

Blackboard courses

Embed Digital Essentials in Learn.UQ course (YouTube, 1m 55s)

> One or more interactive elements has been excluded from this version of the text. You can view them online here: *https://uq.pressbooks.pub/digital-essentials-write-cite-submit/?p=106#oembed-2*

Text version of video instructions:

1. Go to the module home page
2. Select **Common Cartridge (LTI Links)** under the **Download this book** options.
3. Go to your Blackboard course
4. Go to **Course Management**
5. Click **Import Package/View Logs**
6. Click **Import Package**
7. Click **Select a Package** and navigate to the **.imscc** file you downloaded from the module
8. Scroll down to **Select Course Materials** and select **all** the options
9. Click **Submit**.

In your course site, the module will appear in a new content area in your course. Each module chapter will be a section. You can copy, move and delete the chapters in your course.

Blackboard Ultra courses

1. Copy the URL of your Pressbook
2. Go to the Learning Resources section in your Blackboard Ultra course
3. Click +
4. Click **Create**
5. Click **Teaching tools with LTI connection**
   a. Click to edit the title (where it has New LTI Link...) to enter your Pressbook's title
   b. Select Visible to students
   c. At **Configuration URL** enter your Pressbook's URL
   d. Add a **Description**
6. Click **Save**.

Note: You can click the More options dots to go back to make changes to the entry after you have saved it.

Add a weblink in the course menu

- You can provide <u>weblinks to the chapters</u> in the weekly folders in Learning Resources e.g. If you want your students to read the chapters in particular weeks.
- You can also add your book as a <u>weblink in the menu</u>.

Assess student learning

Most modules have a final short quiz created in H5P. You can download the H5P quiz from the module and embed it in your course if you would like to check your students' completions or to allow for the results to be transferred to the Grade Centre in your course.

The H5P quiz content will not record any completion data unless you download and add the H5P quiz directly to your course. Students can screenshot the quiz if they are required to show completion.

Add the final H5P quiz to your course

If you would like to check your students' responses and completion of a module you can:

1. Go to the final H5P quiz in the **Check your knowledge** section of the module
2. Click **Reuse** then **Download as a .h5p file**
3. Then <u>embed</u> or <u>link</u> the quiz in your course. Note: You will need a <u>H5P account</u>.