

Keep Calm and Study On



What do
you really
need to
know?

Tips and ideas from
experts to prepare you
for success!

LIBRARY MAGAZINE
2021/22 EDITION

Coventry
University

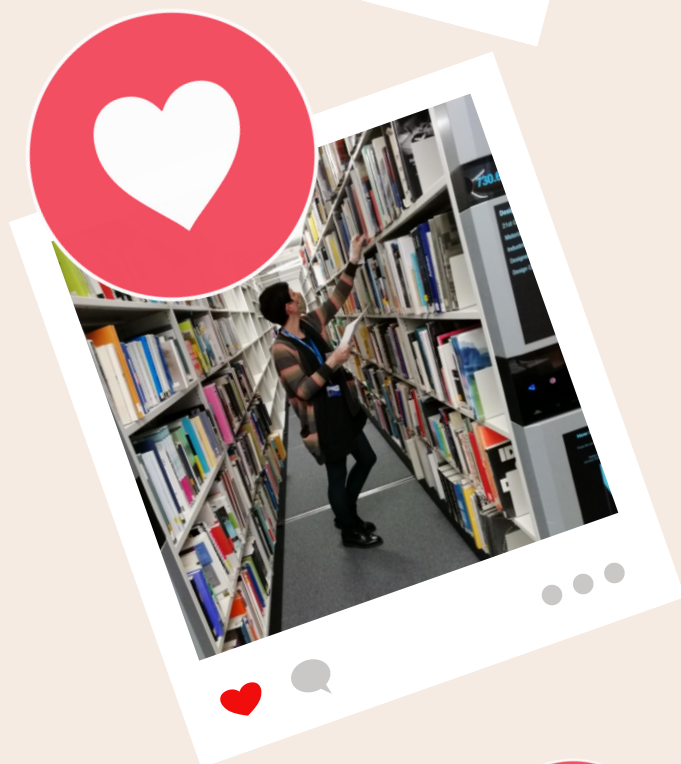


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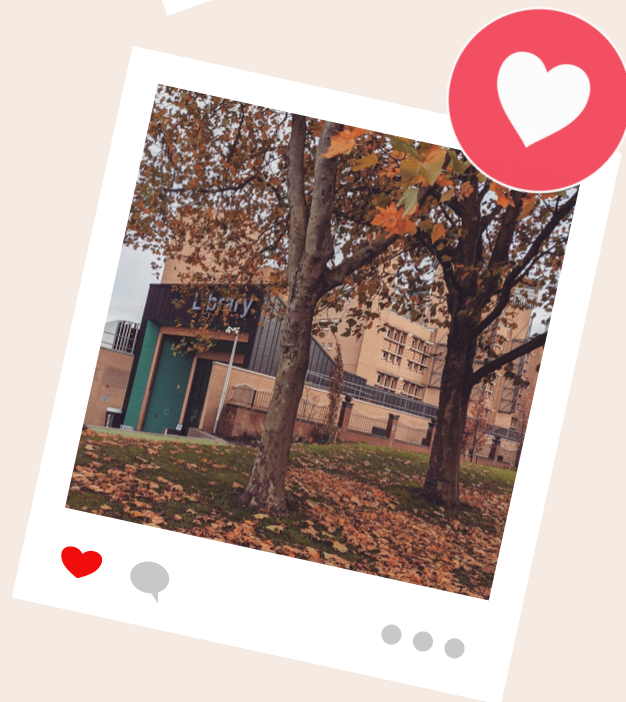
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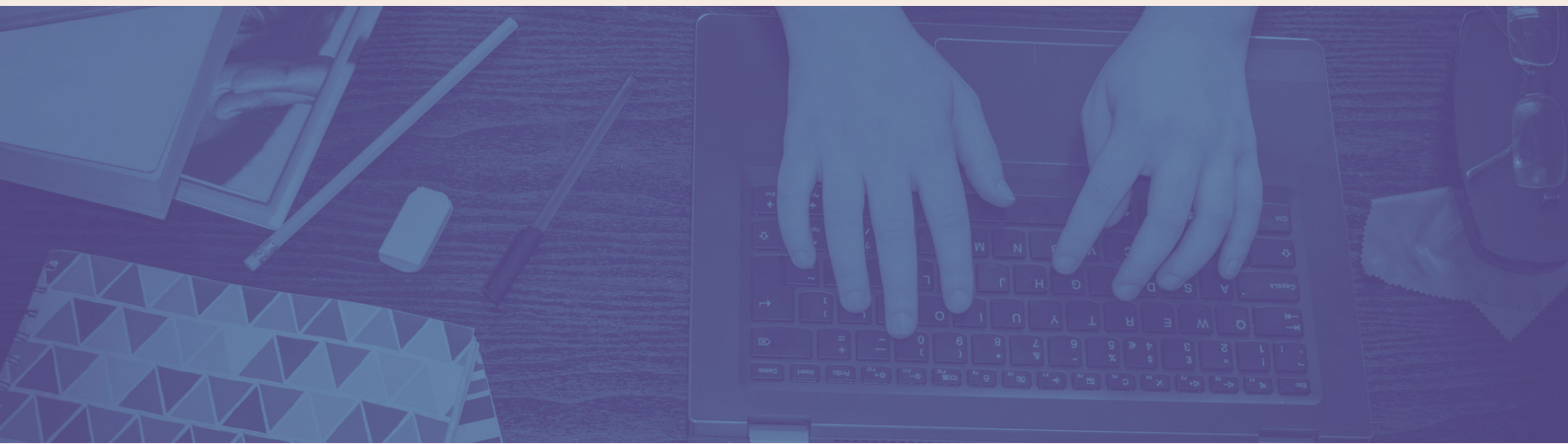
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behind-the-scenes



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CONTENTS

04	welcome
05	managing your time
07	tackling assignment briefs
08	feature: Centre for Academic Writing
09	CAW's top tips for academic writing
10	5 tips for engaging with online classes
12	how can you study better at home?
13	neurodiversity and university
15	feature: Academic Liaison Librarians
16	ask a librarian / super searcher top tips
18	5 steps to wellbeing
20	the assignment-writing process
22	feature: sigma
23	apps to help you study
27	referencing: the basics
29	library jokes



Welcome

Welcome to the 2021/22 issue of Keep Calm and Study On!
We've created this magazine to give you some quick and useful tips to get you started with your studies.

You'll find the pages of this magazine packed with helpful information about how to adapt to online study, make the most of the tools available to you, and approach your first assignments.

Each section has been written by members of the Academic Liaison Librarian team (you'll become familiar with us over the course of your studies) and in conjunction with other support services such as the Centre for Academic Writing and sigma.

Of course, there is plenty more help available to you if you know where to look. You can find details of the Academic Liaison Librarians, CAW and sigma on the Library homepage:

<https://libguides.coventry.ac.uk/>



Managing Your Time



"If you fail to plan,
you are planning to fail."

BENJAMIN FRANKLIN

Starting at University can mean that you suddenly find you have many different demands on your time: lectures and seminars to attend; coursework deadlines; reading; part-time work; family commitments; society events and obligations; as well as keeping in touch with friends! All of this can seem a little overwhelming. Fear not, here are some tips and advice to help you get through, whilst minimising stress levels and without missing anything important.

Firstly, set yourself some goals!

1

Work out what you need to achieve. These should be long (annual), medium (semester) and short (weekly) term goals. Make sure they are realistic and achievable!

2

Create a to-do list. This could be a physical list or a digital one.

3

Make sure you have a visual reminder of your goals.

Next, prioritise.

Decide which tasks are the most important and urgent. Use this grid to help you plan:

	Urgent	Not Urgent
Important	<div>Do</div> <div>Do these first and do them well</div>	<div>Plan</div> <div>Plan these carefully and do next</div>
Not Important	<div>Delegate</div> <div>Can someone else do it for you?</div>	<div>Eliminate</div> <div>Forget about these for now</div>

Work out a schedule

Allocate time for your tasks depending on priority. When do you need to do these tasks?

Using a planning tool such as a wall planner, diary or online tools, enter:

- Your coursework deadlines
- Lectures and seminars
- Preparation time for classes
- Any other commitments, such as work/family/social

You can then see when your free time is and plan when you can do your tasks. Don't forget to also plan some downtime for yourself!



Top tip! Use colour coding - a different colour pen for every type of task!

The Pomodoro Technique

A technique to help you focus on one task at a time:

- Prioritise your tasks and begin with the most urgent/important one
- Work on the task for 25 minutes (set a timer!)
- Take a 5 minute break
- Repeat this 3 times, then take a longer 30 minute break
- Continue until your task is complete

Final thoughts

1

Use the Pomodoro Technique to help you concentrate.

2

Don't panic if you don't complete everything - sticking to the prioritised tasks will ensure you complete the most urgent/important ones first.

3

Use the gaps in your schedule to complete small or admin tasks.

4

Learn how long it takes you to do a task, so you know how much time to allocate in the future.

5

Give yourself a break to re-energise!



Tackling Assignment Briefs

The assignment brief format

Most written assignment briefs will contain the following elements:

1

The type and purpose of writing

The brief will tell you the kind of academic writing you are being asked to produce. This could be one of number of things such as a report, a presentation, or an article. You should be clear about the expectations for whatever it is. You may also be asked to write for a particular purpose, or a particular audience such as a board of directors; if so you will need to keep these things firmly in mind in judging what to include and how to approach the topics.

2

Directive words

These are the words telling you **what you need to do**. They are verbs, and provide you with instructions about how to approach the topic. They are words such as: analyse, identify, examine, discuss, compare, demonstrate, argue, outline.

3

Content words

These are the words telling you what subject you need to write about. They set the scope of the assignment and will normally be topics that you have covered in class (or related to particular topics that you have covered).

4

Limiting words

These words will elaborate upon the content words - they add criteria to the assignment to make it more specific, for example a focus on a particular country, timeframe, or theory.

Directive words → Write an article to be published in the magazine *Teach Primary*, about the work of a children's author of your choice. The article should consider the opportunities this work offers for teaching, and discuss the social and cultural issues it may raise. ← Content words

↑
Limiting words

Don't just read your assignment brief once. You should be referring back to it the entire way through the assignment-writing process to make sure that you stay on track. Your main goal is to answer the question you were given.



Top tip!

Pay careful attention to the module learning outcomes and/or assessment criteria - these will be included in your assignment brief document and they tell you what you are expected to include in your work. You should also look at the marking rubric document as this will contain a list of criteria that you need to meet in order to unlock those higher grades!

Centre for Academic Writing

The Centre for Academic Writing (CAW) can be found on the ground floor of the Lanchester Library and aims to support both undergraduate and postgraduate students in becoming independent writers.

Tutors provide support via live tutorial appointments, workshops, and email correspondence.

We offer support with the following aspects of writing at University:

- Helping you understand assignment briefs, including learning outcomes.
- Enabling you to engage with writing practices such as paraphrasing and summarising.
- Explaining the best methods of structuring your writing, from individual sentences to paragraphs.
- Developing your critical thinking skills.
- Helping you avoid plagiarism and use sources appropriately.
- Advising on appropriate grammar.

For more information and details about CAW's appointments and workshops:

<https://libguides.coventry.ac.uk/cawlibcalhome>

For email support, contact CAW at writing.caw@coventry.ac.uk



CAW's Top Tips for Academic Writing

Read the assignment brief and learning outcomes carefully and always check your work against them to make sure that you are following what you have been asked to do.

A key skill of developing your writing voice is knowing how to summarise and paraphrase the sources you use in order to incorporate them into your assignments more effectively. These skills will improve with practice!

Different types of writing require a different kind of structure and presentation, so make sure you understand the writing conventions of different styles of assignments, e.g. reports, essays, reflective writing.

Use your assignment feedback to help identify common areas for improvement. Remember, your feedback can be useful for future assignments as well.

Do you know what plagiarism is and how to avoid it in your academic writing? This is another key skill to ensure you work with academic integrity.

Ensure you revise, edit, and proofread your work before submitting it. This will enable you to make improvements and help you get higher marks!

Developing your academic writing style can be hard, but you will improve if you take note of the way academic books and articles in your subject area are written. These are good models to follow.

Ensure your points are backed up with evidence and include critical analysis to form independent, supported arguments – a key skill you need to develop at University!

5 Tips for Engaging with Online Classes



Making the transition from in-person teaching to online isn't always easy. We've put together a list of our top tips to help you engage with your online classes and get the most out of them!

1. Avoid distractions

There are so many things that can distract us from studying, whether it's our phones, Netflix or housework. Put these to one side whilst you are in an online class. Turn off notifications, temporarily delete apps and then use these as rewards once you've participated in your lecture. Creating a study timetable can also help with this as it will allow you to factor in breaks where you can fully indulge in your usual distractions!



2. Create a study space

If possible, create a regular study space at home. This will help with establishing a routine, as well as separating your work environment from your home environment. Having your set study space will also allow you to stay organised, as you will be able to keep all your most-used studying tools close at hand! Keep your notes, folders, most-used books and headphones in close reach.



3. Participate!

Make sure you are engaging in online discussions - this will help you keep in touch with your class and your lecturers. If you have a question or don't understand something, contact your lecturer straight away. This will show that you're thinking about the content of the sessions and that you're being proactive.



4. Take notes

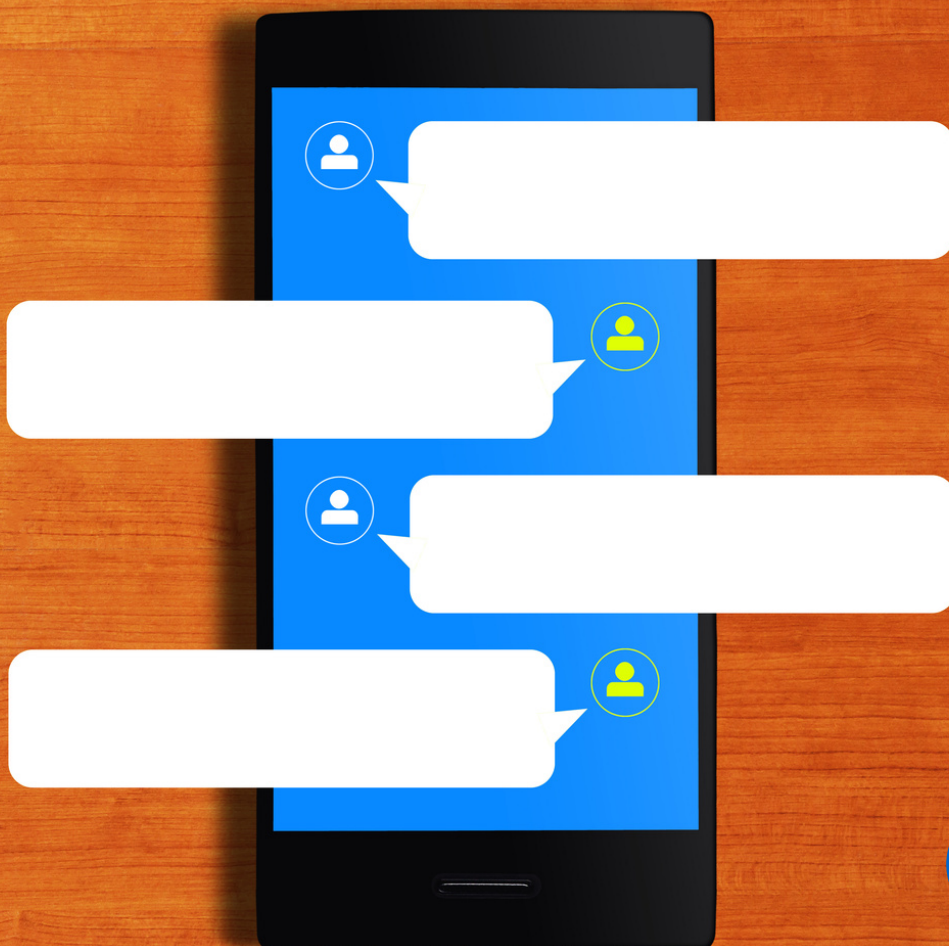


You might be tempted not to make notes whilst watching an online lecture, as it will be recorded for you to watch back whenever you want. However, research in this area tells us that making notes helps us retain and remember information, as well as have a better understanding of the content.

Writing up some notes in the first place will also help you to get ahead in terms of note-taking that may be relevant for your assignments. You can take notes in whatever way feels best for you – come along to one of the Library's online workshops on note making techniques to learn about some different ways of taking notes.

5. Set up an online group chat

It's harder to get to know our classmates in a time of increased online learning. Setting up a WhatsApp group, or some other way to communicate, will allow you all to stay in touch outside of class. It's also a great way to help each other out if anyone has questions about the online learning you are set. Even better, it can help you to become more confident with participating live in your online lectures and seminars!



How Can You Study Better at Home?

A designated space

Don't be tempted to study from your bed or in the living room. If you have one space that you associate with studying, your brain will link that space with working and it will take you less time to settle down when you start a study session.

Be comfortable, but not too comfortable

Resist the temptation to study in your pyjamas! Again, making the effort to get dressed will create an association in your brain between being dressed and doing your work. This will help you to concentrate!

Buy a plant

Not only can houseplants improve indoor air quality, but they can also make a space seem more serene. Try getting a low maintenance plant like a snake plant or some succulents.

Get out!

Make sure you leave your study space once you have finished studying - resist the temptation to stay and watch Netflix from your study desk!



Try ambient noise

You can buy an ambient noise machine pretty cheaply, or you can stream the sound of waves, woodland or classical music for free online. This kind of ambient noise helps some people to focus!

Switch off your phone!

Don't just put it on silent mode or turn it over - actually turn it off (or put it into aeroplane mode if you need to use apps for your work). Switching it off WILL help you to stay focused.

Come into the light

If you can get natural light in your study space, brilliant - this will help with your mental wellbeing. If there's no natural light, buy a good quality desk light with adjustable brightness.

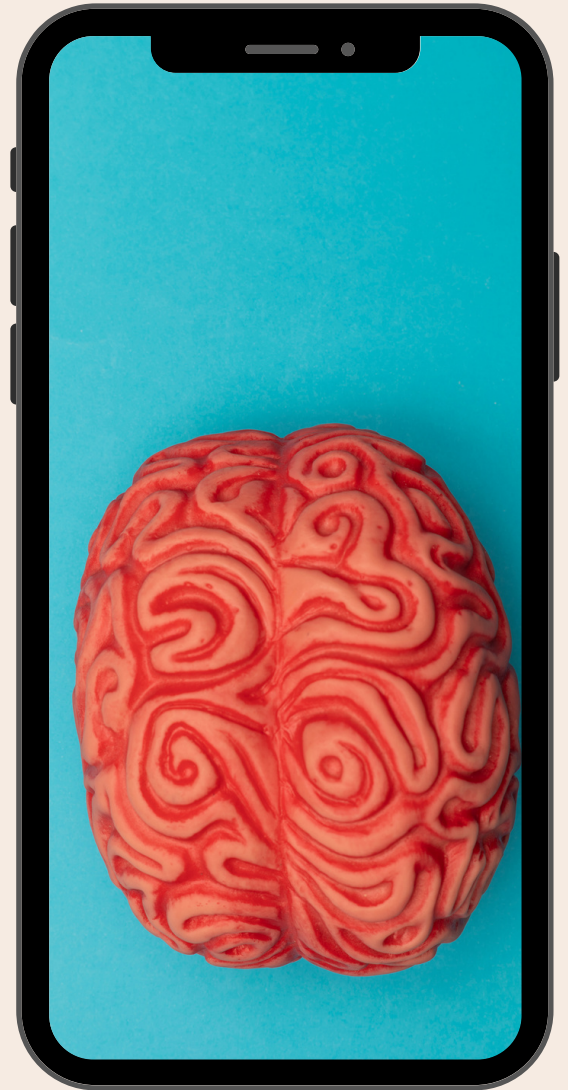
Neurodiversity and University

Neurodiversity refers to the cognitive and developmental variation and differences we have in our brains, and promotes brain differences as normal and not deficits.

Many neurodiverse conditions (such as dyslexia, dyspraxia, dyscalculia, ADHD and autism) are underdiagnosed. This means that people may not be aware that they have one and may not be getting all of the support that they need or are entitled to. Many people are also diagnosed with a neurodiverse condition for the first time whilst at university. Not everyone wants or needs an official diagnosis, and self-diagnosis is common and should be accepted. However, some support options may not be available without an official diagnosis.

Neurodiverse conditions are classed as disabilities, but many neurodiverse people do not necessarily consider themselves to be disabled, or do not like using services badged for disabled people.

As well as having particular strengths due to their neurodiversity, neurodiverse people will also find some things more challenging. A lot of people will already have techniques to manage their own individual challenges, but some obstacles may not become apparent until arriving at university. Moving away from home and studying in a new setting may cause some new challenges to arise.



Some of the particular challenges faced by neurodiverse students at University may include:

- Reading and writing taking longer
- Difficulties with written expression – grammar, spelling, punctuation, sentence structure etc.
- Memory and attention span – poor short term memory, easily distracted, getting lost in new environments etc.
- Social challenges, especially with group work
- Executive functioning – skills around organisation, time planning, getting started on tasks, difficulty staying on track or moving between different tasks etc.
- Self-directed/independent learning, including managing and organising your own time outside of your timetable.

Support for Neurodiverse Students

If you suspect you may have a non-diagnosed neurodiverse condition, you can make an appointment on the Health and Wellbeing booking page with a disability advisor. They will go through the process of seeking a diagnosis, using screening tools, and finding funding for diagnostic assessments:

<https://healthandwellbeingbookings.coventry.ac.uk/>

The Disability Support Team provide a range of support services and offer appointments. You can find more information on the Disability Support webpage:

<https://bit.ly/3gUSXG8>

The Disability Support LibGuide outlines the services and facilities available to support disabled students in the Library. You will also find advice here about freely available tools and software to increase your productivity and make it easier to access and use study material:

<https://libguides.coventry.ac.uk/dis/>

The Centre for Academic Writing workshop programme covers various aspects of academic writing skills. These are suitable for any neurodiverse students who find academic writing particularly challenging:

<https://libguides.coventry.ac.uk/cawlibcalhome>

Sigma provide online resources, live workshops, drop-ins, and 1:1 appointments to all students. They may be particularly useful for neurodiverse students with dyscalculia:

<http://sigma.coventry.ac.uk/>

The Library workshop programme includes topics such as academic reading, note making, and studying at home effectively. The latter workshop includes time planning and organisation, avoiding distractions and staying on track:

<https://libcal.coventry.ac.uk/calendar/libraryworkshops>

Academic Liaison Librarians

Meet the Academic Liaison Librarians. We're here to help you with your studies from the moment you start your course until the day you submit your final project. We offer lots of great services designed to help you get the best out of the library and our resources.

There's a librarian for every subject area at the University, and it's easy to find out who your librarian is. You can find our details, including email addresses and the option to book an appointment, at this link: <https://libguides.coventry.ac.uk/sr/lib>

Here's how we can help:

Finding information for your academic work –

Do you need to find journal articles or search for e-books? Or perhaps you need help finding information for a literature review? It doesn't matter which stage of the course you are at, we can help you find the information you need.

Individual appointments – Book an appointment if you'd like in-depth help with your searching. We're always happy to see you.

Referencing – Whichever referencing style you are using, the Academic Liaison Librarians are available to help with those tricky referencing questions and to help you reference accurately.

Workshops and events – We offer workshops and webinars covering a wide range of different study skills, from academic reading, referencing and how to study at home effectively. It's easy to register at this page: <https://libcal.coventry.ac.uk/calendar/libraryworkshops>



important
link!



Ask a Librarian!

The Academic Liaison Librarians answer some of their most frequently asked questions...



Where can I find academic literature like books and journals?

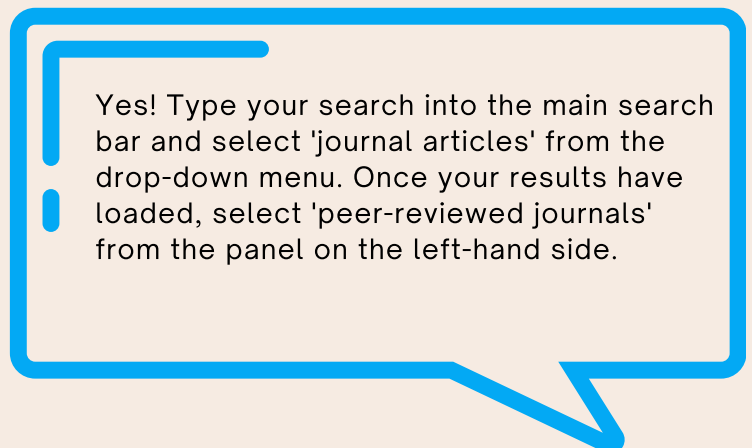


Use Locate, the library catalogue, to find books, ebooks, journal and newspaper articles, financial information and lots more:

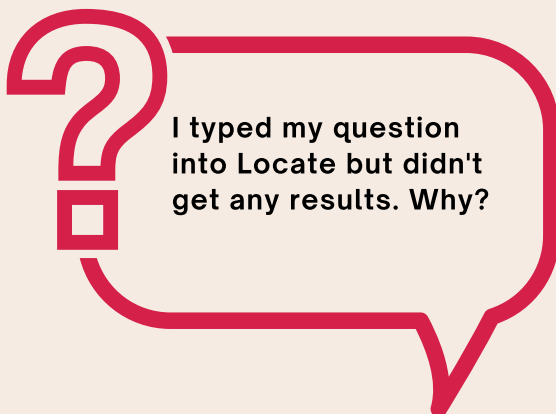
<https://locate.coventry.ac.uk>



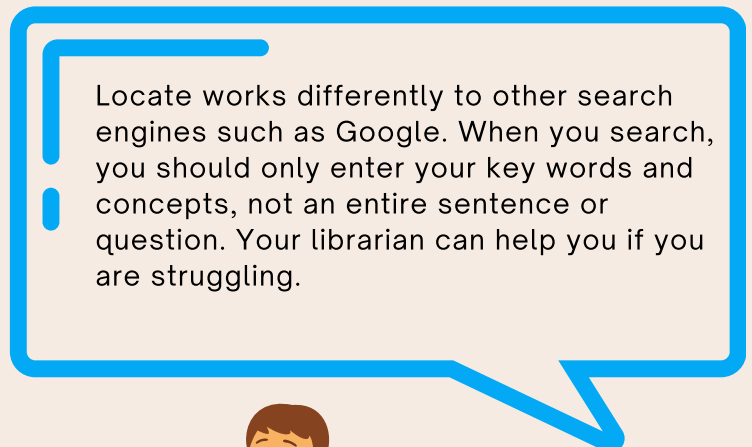
Are there peer reviewed journal articles on Locate?



Yes! Type your search into the main search bar and select 'journal articles' from the drop-down menu. Once your results have loaded, select 'peer-reviewed journals' from the panel on the left-hand side.



I typed my question into Locate but didn't get any results. Why?



Locate works differently to other search engines such as Google. When you search, you should only enter your key words and concepts, not an entire sentence or question. Your librarian can help you if you are struggling.



Super Searcher Hot Tips

Here are some of our favourite tips and tricks for getting the best search results on the Library's databases:

1

Not getting enough search results?

You need to broaden your search. One way to do this is using the word 'OR' to combine similar words and concepts.

For example:

Searching for (coronavirus OR covid OR covid-19) will get you more results than just searching for coronavirus by itself.

2

Getting too many search results?

You need to narrow your search. One way to do this is using the word 'AND' to combine different concepts.

For example:

Searching for (internet AND privacy) will give you fewer results than just searching for internet because you are adding additional criteria to your search request that have to be fulfilled.

3

Do your search results contain some of the words in a phrase but not the whole phrase itself?

If you are looking for a specific phrase, you can add double quotation marks and the database will search for the entire phrase, not individual words within the phrase.

For example:

Searching for "organisational behaviour" will search for the phrase as a whole, not just the individual words.

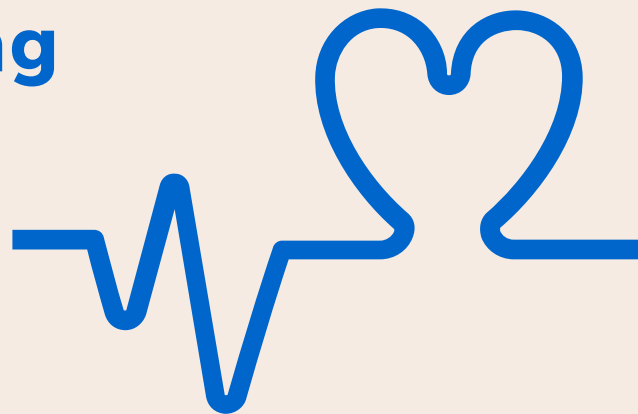


5 Steps to Wellbeing

You can't excel in your studies unless you take good care of yourself as well as your work! We have some ideas to lift your spirits and help you feel good.

Find useful reading resources about health and wellbeing at this link:

<https://bit.ly/3a0hCaB>



Connect

Connect with your family, friends, colleagues and neighbours and spend time developing these relationships.

See the university's 'Connections Matter' pages which bring together a selection of resources and activities to help you stay connected, support your studies and to stay healthy, both mentally and physically.

Visit the 'Connections Matter' homepage here at this link: <https://bit.ly/3nITJbu>



Be active

Take a walk or go cycling. Find an activity that you enjoy and make it a part of your life. Exercise can help reduce stress and help you deal with pressures. Tiring yourself through exercise promotes good quality sleep, leaving you feeling rested for the day ahead. Exercise can provide you with a break from reality and allow you to escape from your work and life stresses.

Follow [@cusportcentre](#) on Twitter, Facebook and Instagram.

Go to <https://bit.ly/342LC1S> for ideas to keep you active even during a lockdown.

Keep learning

Learning new skills can give you a sense of achievement and a new confidence. So why not sign up for that cooking course, start learning to play a musical instrument, or figure out how to fix your bike?

Visit the Connections Matter homepage here at this link: <https://bit.ly/3nITJbu>



Be mindful

Be more aware of the present moment, including your thoughts and feelings, your body and the world around you.

Mindfulness and meditation can help you to take a brief pause and reduce your stress levels. Find out more at the 'Getting Started' section of the Mindful website: <https://www.mindful.org/>



Give to others

Even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your wellbeing and help you build new social networks.

Find opportunities for helping others on the Student Portal: <https://bit.ly/3a2RdsD>



The Assignment-Writing Process

So, you've been given an assignment. What do you do? Firstly, don't panic! Whilst the thought of an assignment might bring you out in a cold sweat, the truth is that you know this content - you've just spent the last few weeks learning about the subject matter and discussing it with your tutor and fellow classmates.

It should also be noted that as your understanding of the subject matter develops and you absorb the feedback provided by teaching staff, your assignments, whether they are essays, reports, or something else, will quickly improve along with your scores and confidence.

Remember that there is help and assistance every step of the way. Library staff will be there to help you find the books and material you require to complete your assignment, and the Centre for Academic Writing (CAW) will work with you to help convert your ideas into an organised piece of work.

As a final word, enjoy the process. The assignment is your opportunity to showcase how good you are and how well you know the subject.

The next page contains a suggestion of the steps you might take when approaching an essay...



Read the assignment brief

Make sure you fully understand the task. Identify the issue you've been asked to address – speak to your tutor if needed. Make a note of the submission date!

Make a schedule

Give yourself a deadline that is a couple of days before the final submission date. Allocate time for planning, research, drafting, final write up etc. If you know you're slow in one area, give yourself more time for this.

Make a plan

Create a framework or plan for your assignment. You can use mind maps, spiderwebs, lists or any other method that suits you - all are valid ways to get you thinking!

Research

Identify key words, themes and phrases. Use Locate (the Library catalogue) to search for books and journal articles containing those key words. Also check your module reading list for recommendations from your lecturer.

Seek help if you need it

If you aren't feeling confident about writing your assignment, you might want to book an appointment with the Centre for Academic Writing (CAW). You could also see your librarian for help with finding relevant research.

First draft

Write the bulk of your assignment. This is unlikely to be a "finished" product, and you can expect to later re-write, revise or even eliminate much of it as you refine your ideas and arguments.

Seek help if you need it

It is a good idea to make an appointment with CAW after you have written your first draft. They can provide assistance on structure, critical analysis and integrating sources into your work (but they do not offer a proof reading service!)

Final draft

Go back through your work with a view to making improvements - you may need to rewrite sections of the assignment. Check that your arguments are organised logically, and check for grammar mistakes. Re-read the assignment brief and make sure you have addressed the correct issues.

Finally, submit your work!

sigma

sigma, the University's Maths and Stats Support service provides free and friendly expert support to any Coventry University student whether on the Coventry campus or studying elsewhere. Support is provided at any level – no question is too basic. This is a prize-winning service: sigma is a previous winner of the prestigious Times Higher Education Award for Outstanding Support for Students.

Online drop-in support – Visit our website and follow the instructions to access live online support. This support is available from 9am each weekday (closing times differ, but support continues until 9pm on several evenings) and on Saturday afternoons. There will be a tutor available to assist you on a one-to-one basis. Screen sharing and online whiteboards allow interaction between the tutor and student. No booking needed – just turn up.

Face-to-face support – This is delivered in our Support Centre on the ground floor of the Library. Visit us during our opening hours for instant support from one of our tutors.

Individual appointments – You can book a 50-minute session with one of our tutors to discuss a topic at length.

Workshops – Throughout the year a range of workshops are delivered covering many different topics including statistics for researchers, consolidation of pre-University mathematics topics, and preparation for employers' numerical reasoning tests.

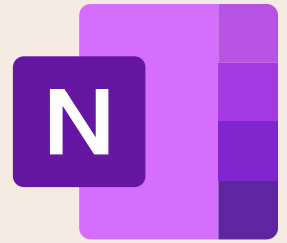
Online resources – There is a wide array of self-learning resources on the **sigma** website. We also have a licence to use resources produced by MEI. These cover topics in A-level mathematics (ie pre-university mathematics). To access these resources, go to <https://2017.integralmaths.org/login/index.php> and use the username **2637HE-Student05** and password **Sigma2020** (note the upper case S).

For immediate help, use the live online support option on:
<http://sigma.coventry.ac.uk/>

To book any other kind of support, go to:
https://libguides.coventry.ac.uk/sigma_home

Apps to Help You Study:

OneNote



What is it?

A digital notebook that allows you to store and organise your notes.

What can it do for me?

- Helps you keep your lecture notes, assignment notes and anything else organised in a way that makes them easy to find and accessible from almost anywhere.
- Allows you to add a wide range of content to notebooks: PDF files, audio recordings, clippings from websites, images, online video etc.
- Includes templates for creating notes for lectures, prioritised to-do lists and meetings.
- Text searching across notebooks makes it quick to locate a specific set of notes when you need them.
- Integrates with other Microsoft 365 applications.
- Share notebooks with other people or create a notebook together – great for collecting research for group projects.

What does it work on?

- Android App
- Apple App
- Windows Desktop
- Access via web-browser

Is it free?

It is free for Coventry University students to use as part of your Office 365 account.

What are some alternatives?

Google Keep – a note making app from Google. It is less structured than OneNote but allows you to keep notes as digital ‘post-it’ notes. It integrates well with other Google products and services.

EverNote – a similar note taking app to OneNote. Basic accounts are free, but additional features require a paid subscription. It integrates with a range of different apps.

Apps to Help You Study: Mindly



What is it?

An app that helps you create and edit mind maps. Mind maps are a highly visual way of recording notes about a topic. Mind maps emphasise the connections and relationships between different areas of a topic.

What can it do for me?

- Provides simple tools for creating and organising mind maps on your smartphone or tablet.
- Record your ideas, thoughts, and evidence about a topic in a visual way which shows the links between different elements.
- The app allows you to explore and expand different parts of your mind maps as you need them.

What does it work on?

- Android App
- Apple App
- A MacOS Desktop app is available but must be purchased

Is it free?

A basic account is free but limited. You can only have 3 mind maps at any one time and each map is limited to 100 elements. Additional features require purchase or a paid subscription.

What are some alternatives?

Freemind – a completely free mind mapping tool that works on Windows, Linux, and Mac. Allows you to create an unlimited number of mind maps, each with an unlimited number of elements. No smartphone/tablet app is available.

LucidChart – a tool for creating a wide range of diagrams including flow charts and mind maps. Built in templates help get you started quickly. Free for a basic account; additional functions require payment. Mobile apps available for Apple and Android devices.

Apps to Help You Study: Any.do



What is it?

A to-do list manager, calendar and daily planner app that is designed to help schedule your activities and stay on top of your tasks and deadlines.

What can it do for me?

- Helps you create and prioritise your tasks using to-do lists. You can separate tasks out which are associated with your academic work from other personal or leisure activities.
- Schedules your activities using a calendar and provides a daily overview of your planned activities.
- Provides reminders to help keep you on track.
- Integrates with Google Calendar and other apps such as EverNote.
- You can share to-do lists with other Any.do users.

What does it work on?

- Android App
- Apple App
- Access via web-browser

Is it free?

A basic account is free but access to additional features requires a premium account with a monthly subscription.

What are some alternatives?

Microsoft To-do – available free. Allows you to create and organise to-do lists. Available via the web, as a Windows app or as a mobile app for Android and Apple devices. Integrates with Microsoft Outlook.

Remember the Milk – a to-do list app which helps you prioritise and classify different tasks using colour coding and tags. Available across most computer and mobile platforms.

Apps to Help You Study:

Trello



What is it?

A project planning tool which can help you to organise group work amongst a team. You can use it to stay updated on what everybody is doing and where your work is up to.

What can it do for me?

- Useful for aiding collaboration on group projects.
- Trello makes it easy to assign different tasks to people in the group, check on what tasks have been completed, share documents, and chat about activities.
- You can use Trello to create a workflow to help you see at a glance where your team is up to with a project.
- Everybody in the group can collaborate and share information on Trello.

What does it work on?

- Android App
- Apple App
- Access via web-browser
- Windows desktop app
- Mac desktop app

Is it free?

A basic account is free, but additional features and storage space require a paid subscription.

What are some alternatives?

Slack – Slack is a tool designed to enable online team-working. You can use it to discuss and share information about a project. Discussions about a project can be organised into specific channels on Slack to keep things organised. Slack integrates with several other apps such as Microsoft Office 365. Slack is free to use for a small team, but additional functionality requires a subscription.

Referencing: The Basics

What is referencing?

Referencing is an essential academic skill. It is how you acknowledge the sources of information you have used in your work. This is important for lots of reasons:

- It provides evidence to support the points you have made, resulting in a stronger argument.
- It gives credit to the original author.
- It allows the reader to find the sources you have used.
- It demonstrates how much research you have carried out to prepare for an assignment.
- It is essential to avoid plagiarism.

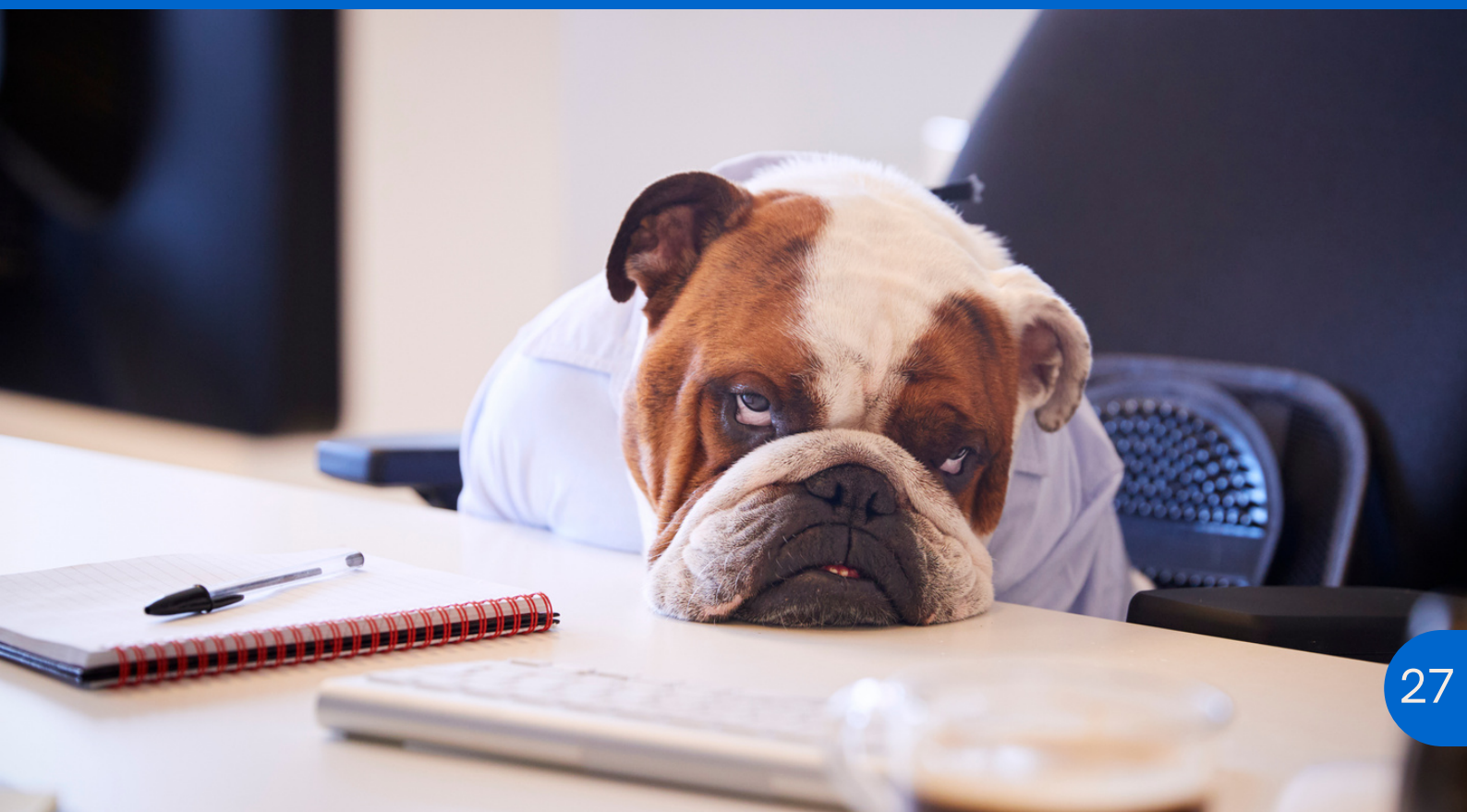
What is plagiarism?

Plagiarism is when you present someone else's work as your own. It is a form of academic misconduct. Sometimes it is deliberate, like copying someone else's assignment or copying and pasting large sections from a website into your work. But sometimes it can be accidental, like missing out a reference by mistake.

You should keep good notes of the sources you have used, and check your references carefully before you submit your work.

If you are unsure about anything to do with referencing or plagiarism, talk to your tutor, your librarian, or the Centre for Academic Writing.

Whenever you include information that you have taken from somewhere else, you must include a reference. This includes quoting, paraphrasing, summarising, providing data, including an image etc.



How should I reference?

Different referencing styles work in different ways, but there are guides available online at

<https://libguides.coventry.ac.uk/referencing>

The Library also runs webinars to teach you how to reference. You can book these online at

<https://libcal.coventry.ac.uk/calendar/libraryworkshops>



If you find it difficult or time consuming to write references, reference management software can generate APA and Harvard references for you (sadly there is no software that works well with OSCOLA, the style of referencing used by law students).

How does it work?

Add your references into your chosen software by typing the details in manually or by exporting them from Locate and other databases. Then choose your referencing style. Depending on which software you use, you will either be able to generate your references online, or by adding a plugin to your word processor.

Advantages to reference management software

As well as generating references for you, the software can also be used to keep track of your sources and organise your references into folders. RefWorks and Mendeley allow you to annotate PDFs, so you can keep your notes in one place, online.

Disadvantages to reference management software

For some people, setting up your account and adding your references can take longer than just writing them out yourself. None of this software is perfect, so it is still essential that you check your references carefully before submitting your assignment.

Options

Different software is available. The pros and cons in this article should help you decide which you want to use. For more information, guides and links to get started, visit:

<https://libguides.coventry.ac.uk/refsoftware>

Reference generators

Reference generators involve less set-up time than referencing software, but they generally don't allow you to store your references. Instead, you type in the details of a source and the generator will format this into your chosen style. There are lots of reference generators out there, but be careful: some of them (including Cite This For Me) do not produce accurate references. A good option is ZBib from Zotero: <https://zbib.org/>

Library Jokes



I'm reading a book about anti-gravity at the moment...
...I can't put it down!

I found an article about medieval Japanese sword fights...
...It's really lengthy, but I can Samurais it for you!

A book just fell on my head....
...I can only blame my shelf!

Why did the ghost keep coming back to the library?
He went through his books too quickly.

Why did the librarian slip and fall over?
She was in the non-friction section.

A man goes into a library and asks for a book on cliffhangers.
The librarian says:

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YOU



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