

# Study Guide

**Advice and information for distance learners**



# Welcome!

**Thank you for choosing to study with WEDC.  
We hope you enjoy your distance learning programme.**



To get started, please familiarize yourself with the contents of this guide, which you will find useful both for your first module and throughout the course of your studies.

The *Study Guide* has been designed to:

- introduce you to learning with WEDC;
- offer you a variety of approaches to help you learn;
- help you develop more effective ways of learning;
- support you to plan and carry out your coursework assignments, making the most of the time available; and
- help you produce work of the highest quality.

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# 1 Becoming a distance learner

## In this section:

- understand what it means to study by distance learning with WEDC
- identify factors that will help you learn

## What does distance learning with WEDC involve?

**We believe our postgraduate programmes are unique in your area of study, which is why we have received so much interest from over 50 countries across on the globe.**

For the distance learning option, module materials will be released online from the WEDC website as soon as payment for a module has been received. We will then issue you with a username and password to access the materials. The welcome page will direct you to our web-based learning management system (LEARN) where the materials are stored. The same materials will also be available on a USB pen drive which we will post to you.

There is also the option to print the core learning materials (those that are not interactive) as we understand that some parts of the world may not have easy access to computers, the Internet, video, DVD players or audio equipment. The entry page to all our programmes is available here:

<https://www.lboro.ac.uk/research/wedc/programmes/>

Access to email or the Internet will also be necessary for submitting an electronic copy of each assignment. We need an electronic version because we use this with the Turnitin software to check for plagiarism (see [Section 7](#)). For the *Research Dissertation* module, occasional access to the Internet and/or a good library will be necessary and this is useful, but not essential, for the other modules.

## Learning with us

Our programmes involve you, the learner, and us, your tutors, in a cycle of study, directed assignments and feedback.

Find out up-to-date information about distance learning here: <https://www.lboro.ac.uk/research/wedc/programmes/>

## Study

This *Study Guide* is available online and on your USB pen drive. The core unit texts present you with defined learning objectives, detailed yet focused information about the subject, and references to the accompanying resources. Once you have enrolled on a module, you will receive everything you require to get started.

## Assignments

As your module progresses, you will be required to submit assignments. An assignment is your response to set questions based on the materials you have studied up to a particular point. The mark for each assignment contributes to your module mark. There are usually two assignments to submit for each 15-credit module.

In the *Research Dissertation* module, there is an oral examination. If you are unable to visit Loughborough for a face-to-face examination, then you can make contact via Skype or a similar system on a computer with a webcam and Internet connection for your interview. This initial visual contact is required for identification purposes. If, after the initial contact, there are transmission problems over the Internet, then the interview can continue by telephone.

## Feedback

Feedback is essential to the learning process. It gives you information you need to progress with your study by answering two basic questions:

- How am I doing?
- How can I improve?



# 1 Becoming a distance learner

Feedback takes the form of constructive advice provided by your tutor when you have submitted each assignment. You may also ask for advice about areas of a module that may or may not be related to an assignment. You can do this by emailing or telephoning the Module Leader directly, or sending a request by post. Contact via Skype or a similar system can often also be arranged.

For contact details refer to 'Module Information' tab on the module home page on Learnand select 'Module Leader'.

[For further information turn to Section 5: Assignments and Assessments](#)

## Learning how to learn

**Within the context of your distance learning programme, the learning process consists of a cycle of events. Learning takes place at every stage of this cycle, pictured on the right.**

### Read

For most modules' your main source of learning is through reading the module notes and supporting material. Whilst increasingly there are interactive learning materials (captured lectures, video, animations etc.) reading is still a core requirement. The module notes are highly illustrated which presents certain information in a condensed and accessible form, as well as giving you an opportunity to take a short break from reading!

Reading efficiently, however, is an important skill that will be of benefit throughout your studies. There are several skills involved with this process.

[For further information turn to Section 3: Reading efficiently](#)

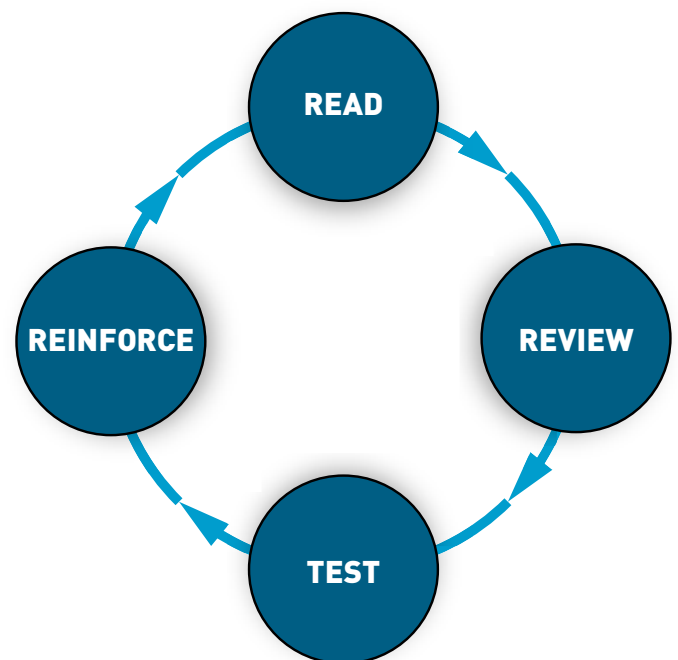
### Review

The ability to reflect on what you read is one of the most important skills you will need to develop throughout your studies. Note-taking is one approach that will help you reflect and review your thoughts. The actual process of making notes helps you gain a deeper understanding of the subject and capture the essential points of a topic.

[For further information turn to Section 4: Making notes](#)

### Reinforce

Relating what you have learnt to a real life situation reinforces your learning. This is why case studies are an important feature of our modules. Another way of reinforcing your learning is to consider how it relates to your own current working situation.



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### Recommended book

The final module in the MSc programmes is the *Research Dissertation*. One of the books that we suggest you read is *The Good Study Guide* by Andrew Northedge, which is published by The Open University in the UK..

One student suggested that we strongly recommend that book to distance learners right at the start of their studies, so we do so here.

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# 2 Organizing yourself

## In this section:

- identify the amount of time you may have to spend working on a module
- identify your main activities
- break down activities into tasks
- prioritize effectively
- relate tasks to time
- make action plans

## Time management

Time management is an essential skill to develop for distance learning — you are obliged to take responsibility for your own work, ensuring that it arrives at WEDC by stated deadlines.

Through the discussion of simple time management techniques, this section will help you to use time effectively. Effective time management can be broadly defined, but in this section, we will focus in particular on the need to manage individual tasks arising from your studies.

## Study time

It is difficult to manage time without knowing for how long you will be studying. We are often asked how much study time is needed to complete a module. Unfortunately, there is no single answer that applies to all students, as people learn at different rates and some may have more background knowledge of a subject than others.

We offer the following as a guide:

<b>Study of module notes, and additional resources:</b>	50-65 hours
<b>Supplementary reading:</b>	10-25 hours
<b>Assignments:</b>	40-50 hours total

Each 15-credit module is of a fixed duration aligned with the University's semester timetable so you will need to plan your study accordingly.

*Research Dissertation* is a 60-credit module which is studied over a period of several months, with a total estimated study time of 450-600 hours.

## Key stages in managing time

The following key stages will help you manage your time:

### Be aware...

...of all of your commitments — study, social, family...



### Be realistic

- What time demands do these make?
- What order of priority are they in?

### Make plans

- What actually needs to be done?
- When does it need to be done by?
- When will you do it?
- How will you do it?

### Evaluate your progress

- How are you getting along?
- Are you on schedule?
- What can you do swiftly and efficiently to get back on schedule?

**Time management revolves around one essential rule: that time is not allocated randomly.**

**You must actively distribute time among your activities.**





## 2 Organizing yourself

### Be aware

#### What broad activities take up your time?

One key to successful time management is to be aware of all the demands upon your time. Only then can you plan time around them. When considering such demands you should include course requirements, spare time activities, work and family commitments as well as time for eating, sleeping, shopping and so on.



**Make a list of your key activities. Try to express these activities in seven or eight key areas. This will help keep the list manageable.**

#### What do these activities involve?

Once you have identified all of the demands on your time, try breaking them down into smaller tasks. For example, when planning a coursework assignment, the main activity can be broken down into clearly distinct tasks as follows:

- **Think** — time to develop an overview of the assignment, establishing aims and objectives.
- **Plan** — time to draft an outline of the assignment, what to say at the start, what to say at the end.
- **Write** — fleshing out the plan, putting in the detail.
- **Check** — reviewing and revising the draft.

These tasks can also be subdivided into smaller tasks.

The simple identification of key activities and the subsequent division into tasks presents you with a more realistic approach to allocating your time.

### Be realistic

Time management is the process of allocating tasks to the time periods available. You will need to estimate how much time any one task will demand in order to slot it into an available time period.

However, there are different sorts of activities which demand different sorts of time. You should consider the type of work which needs to be done and the amount of continuous time needed to do it.

#### For example:

- Writing the first draft of an assignment is best done in a longer time period with short breaks to help concentration, but with few distractions to break continuity.
- Once you have identified specific areas to cover in an assignment, you can allocate shorter periods of time to spend on each area.
- Pre-reading the module notes (i.e. skimming through a unit to see what it covers) can be done in a short period of time.
- The time it takes to read and take notes can vary, depending on the familiarity you have with each topic.

You may also like to think about where you need to be to carry out tasks. While it may be convenient to carry out most of your study at a desk, not every study task needs to occur in a particular environment. If you think that you are going to have 20 minutes spare at the airport, for example, this might be a good time to review the module materials on a laptop or a tablet, or smartphone.

#### When identifying tasks, you will need to ask:

- What type of task is it?
- Where do I need to be to carry out this activity effectively?



### Making plans

Plans can be an essential tool in structuring your work and can take many forms. However, plans should be used to help get work done, rather than dominate your work time and should ideally be suited to your working preferences.

The work sheets at the end of this document are suggested formats that might help you with your planning.

#### Module plans

We also recommend that you make a plan for the whole module. You will note from information given alongside the module materials, the dates by which your assignments have to be submitted. These dates are important and should form the basis of your module plan. WEDC will accept full electronic copies of assignments by the submission deadline. In addition, your guarantor will need to provide email confirmation for each of your assignments by the deadline. Note that although they are running concurrently, different modules may have different submission dates.

## 2 Organizing yourself

### Sticking to plans

Plans should be as realistic as possible. As your experience of studying grows, you will have a greater understanding of how long each particular task will take.

Where possible, try to complete the tasks on your daily, weekly and module work plans. Avoid letting too much carry over from one day to the next as this creates backlogs that may be difficult to resolve.

### Coping with small tasks

Some tasks can appear too trivial to timetable. They can be handled in a variety of ways:

- Some people bunch a few together and put aside some time each week to work through them all. This may be particularly useful when you can sit down for 30 minutes and deal with a whole series of small tasks.
- Other people prefer to tackle them in quick five-minute breaks in larger areas of work. Even though you are taking a break you are still being productive.

### Setting priorities

When you are faced with many different demands on your time it is essential that you are able to prioritize your workload.

There are many different factors affecting individual priorities, including:

- personal motivation/interest;
- forthcoming deadlines;
- confidence with the task/skill; and
- difficulty of the task.

Prioritizing your time involves juggling each of these, relating individual tasks to each other and putting these in the wider focus of all your commitments and responsibilities.

Ask such questions as:

- What is urgent?
- What is routine?
- What can be prepared in advance?

In other words, you need to be aware that:

- some things demand immediate attention;
- some things can be predicted and routinely planned for; and
- some things can be prepared in advance.

It may help to gauge your activities and tasks on a table such as the urgent/ important grid below. Where does each task fit? Is it urgent and important or important but not urgent?

	Important	Important
Urgent		Non-urgent
Urgent		Non-urgent
	Non-important	Non-important

Now apply this to your work plans, tackling urgent and important things first and allocating time ahead for important but non-urgent work. If you make every step of an activity explicit, you will get an overview of all of your commitments and be better able to prioritize these accordingly.

### Multiple tasks

You will rarely have the space and time to focus on one particular area of work. You will therefore need to juggle multiple tasks and activities within a constrained timetable.

If you have effectively highlighted all of the tasks demanding your time and planned for each of these, you are less likely to become overwhelmed by the amount of work you need to do.

### Motivation

A common barrier to motivation is a lack of certainty or focus. How can you be motivated if you are not clear about what you will be doing?

- A clear focus is important for your motivation, as is some indication of when you will be finishing.
- Take real breaks. Leave your work area completely, have a stroll outside, make a drink. Avoid being drawn into things that you will find difficult to break away from, such as a conversation. Save these for the end of the work period when you can break your concentration completely, and when they can help you to unwind.
- Variety also needs to be introduced so you are not always doing the same activity. Vary the types of task that you are doing. Intersperse small tasks with larger ones. If you can, change an area of work completely to re-stimulate your mind.

## 2 Organizing yourself

Occasionally you may find it hard to be motivated to complete some of the tasks you are asked to undertake: they are just not interesting to you! These may also be tasks, however, that you *have* to handle. Try to set aside some time at the start of a work period to tackle these tasks, rewarding your mind with more interesting work later on.

It can be helpful when planning your work to consider your level of interest in each task. Do you want to spend three hours tackling 'boring' work? Or would a mixture of tasks be more productive, alternating the 'boring' with the 'interesting'?

### Completing a task

Try to avoid distraction if possible. When you have settled down to work, acknowledge that this is actual work time. Many potential distractions can be left until later.

If you really find yourself losing interest, reassess your work plan. If you are tackling a task that is particularly tiresome, reward yourself afterwards.

### Summary

Time spent planning your learning will pay off in the end, in two main ways. First, you are more likely to avoid last minute rushes if you have divided work into smaller tasks. This avoids treating an impending assignment as one unmanageable task that you may never feel able to tackle.

Second, taking some time to plan a piece of work will give you a chance to develop an overview of the activity, which is likely to produce an improvement in the quality of your work.

The planning sheets at the end of this document can be used to help plan your working weeks and days. You may find it useful to print them out to use.



### Checklist



Try using this time management checklist to help you to organize your learning.

#### What activities are you involved in?

- Study?
- Spare time?
- Eating, sleeping, shopping?

#### What tasks are involved?

- Break down the major activities into their constituent parts.

#### Establish priorities

- What is urgent?
- What can be done over time?
- What is routine?

#### Relate tasks to time

- What types of tasks are they?
- Do they need continuous time?
- Can they be done during small breaks?
- Where do you need to be to complete the task?

#### Make work plans

- Plan each week — be prepared, get an overview.
- Plan each day — be active, use checklists.

#### Stick to these plans

- Make sure they are realistic.
- Try not to develop a backlog.

#### Get motivated

- Be focused — always know what you want to achieve.

#### Stay motivated

- Introduce variety — do not slog away at one thing for too long
- Take real breaks but avoid distractions.

#### Complete tasks

- You will feel better in the end!

#### Reward productivity

- You have earned it!



# 3 Reading efficiently

## In this section:

- identify different reasons for reading
- use different reading styles
- choose the right reading style to suit your needs
- reduce the time spent reading
- increase understanding and recall

## Reading efficiently

Reading efficiently is an important skill that will benefit all of your studies.

There are several skills involved with this process, including:

- the actual reading itself;
- prioritizing the information; and
- recording that information in a useful way.

This section will help you minimize the time you spend reading by helping you to read more efficiently.



## Why are you reading?

We read for many different reasons and purposes. The reading that you do for your studies is often different from reading for leisure.

Perhaps the most important difference is the way in which you actually work through the materials. For example, you open a novel at the first page and read right through to the end.



However, in an academic textbook you might only refer to a particular chapter, or flip through for a diagram or chart containing the information you require.

In each case, you are reading for different reasons. Why are they different?

These two ways of reading suit different needs. When you read for leisure, you often need do nothing but enjoy what you are reading and pass the time. Reading for study, however, has to inform you of particular issues, and you will need to apply this knowledge when you are working on your assignments. It is easy to forget the contents of the novel you read recently, but your academic reading needs to reinforce your knowledge constantly.

## Passive reading

Often the reason why you have not retained the detail from a novel is that you have been reading passively.

In other words, you have been passing the time or filling spare moments by following a linear thread. You let the book guide you — you follow the story.

Clearly this approach is rather limited for effective study.

## Active reading

Active reading is when you actually make demands of the text, where you deliberately search for a particular strand among all the information it contains.

Reading becomes most active when you are pursuing the answer to a question.

For example:

- How can I read more efficiently?
- What reading skills will I need to develop?
- Is all reading the same?
- Do I need to read everything?

### 3 Reading efficiently

#### Example of reading questions

If you establish reading goals, posing questions that you need answering, you will read more effectively.

*What will this article tell me about pit latrines?*

This question is too general to be of much help; it does not help you to sort and 'pigeonhole' the information, but leaves you with the same disordered mass that you started with.

The questions below are more specific and should allow you to file the information in an ordered way in your mind.

- What is a pit latrine?
- How does a pit latrine work?
- In what situations can pit latrines be used?
- When are pit latrines not suitable?
- What problems are encountered with the use of pit latrines?
- What are the advantages of pit latrines?
- What are the disadvantages of pit latrines?

#### Prioritizing information

Reading goals will help you to prioritize the information you read. You should only read that information which seems necessary, asking such questions as:

- What is centrally relevant?
- What is partially relevant? and
- What is irrelevant?

This will help you learn more in the process, enhancing your ability to retain relevant information

We have prioritized the module notes for you, at least as far as we can. They are comprehensive, however; so if you already have a background knowledge of some of the topics, you will need to prioritize your reading still further.

#### Reading with a pen or keyboard

When you are reading for your studies you will need to take notes, sifting out information that will be of use both in the long and short term.

It is, therefore, essential that you 'read with a pen' (or computer keyboard) and actively take notes throughout your reading.

There are many ways of ordering and structuring your notes. These can be found in [Section 4 of this guide: Making notes.](#)

#### Different ways of reading

As we established at the start of this section, there are different modes of reading – either reading fully from beginning to end, or flicking through until you find the piece of information you want.

Once you have established your reading goals, you can choose the mode of reading most suited to your task, which will make your reading more efficient.

Choose the method to match the task.

The following types of reading are commonly used. You are likely to recognize many of them:

#### Skimming (or browsing)

The main aim is to discover how useful the text or book might be and for what purpose you wish to use it. Skimming involves going through a text rapidly, probably at two or three times your normal reading speed, and being selective.



### 3 Reading efficiently

Look at the index, chapter headings, introductory and concluding paragraphs, as well as skimming through the main content by reading the first line of each paragraph. This will give you a feel for the 'flavour' of the book.

Skimming is useful for deciding whether you are going to use the book, in much the same way that you would flip through a book or magazine to see if you are going to buy it.

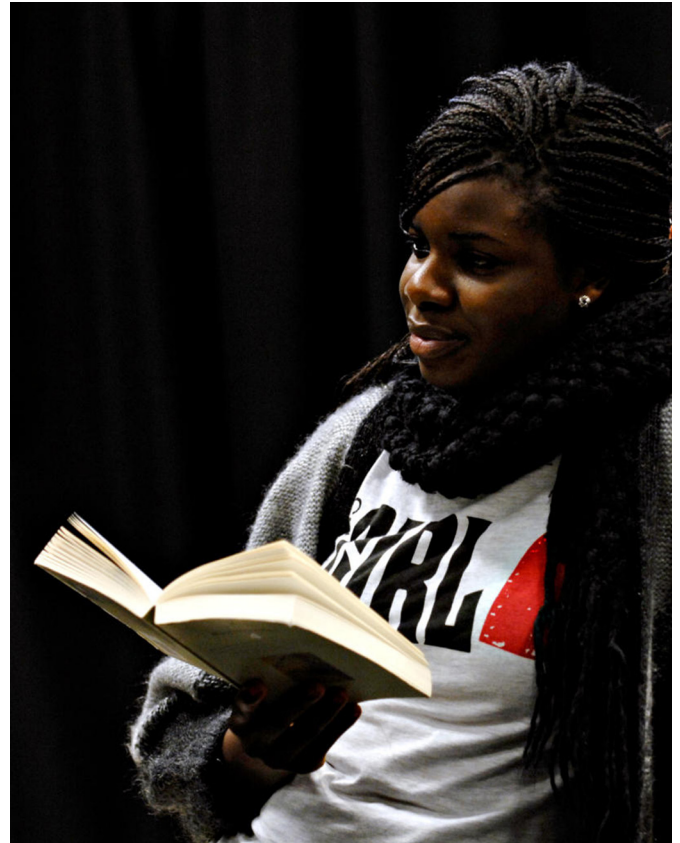
It will also help you get some idea of the way the text is organized, its tone and style, to get the gist of the writer's meaning or to review something you have already read, refreshing your memory.

#### Scanning

Scanning is used when you know exactly what you are looking for – for example, a telephone number in a telephone directory or the times of trains in a timetable. It is little more than a visual matching task; find the name you are searching for and then follow the text across to find the number or time.

#### Search reading

Search reading is used to look for key words and phrases which will help you locate specific information. Look in the index to find the location of key words and topics, then locate these in the main body of the text by passing your eyes



through your text until you find the words or phrases you are interested in. Words and phrases which are not closely related need no more than a passing glance. Remember to be flexible as the author's key words may not be the same as yours. When reading electronic documents on a computer you can often automatically set up a 'search' of the document for certain words and phrases.

#### Receptive reading

This is used when you need a good general understanding or to discover accurately what has been written, and is the reading style most appropriate for assimilating the information contained within the WEDC module notes. Reading receptively may also be used to give you 'food for thought', or prompt you to think creatively and reflectively.

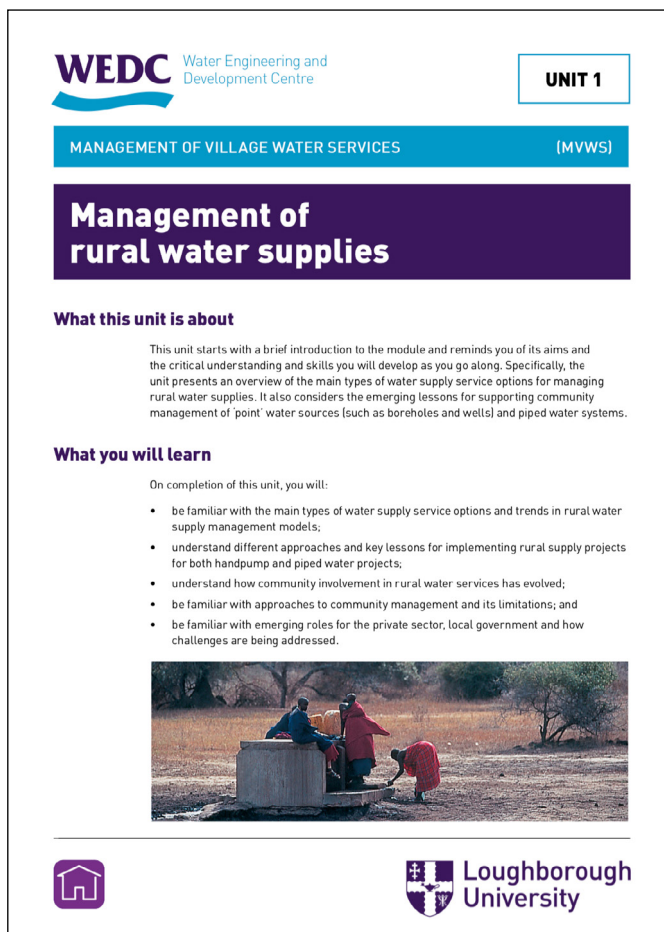
When reading receptively, you need time to pay close attention to the text, perhaps allowing for periods in which to reflect on what you have read, working through the text in sequence, at a moderate speed. You will probably have skimmed through the text previously to see what it contains. Also, take appropriate notes of your own.

Remember that even with this type of reading practice you can improve your reading speed without affecting your level of comprehension.

### 3 Reading efficiently

## The amount of reading required for a module

WEDC expects distance learners to read all of the module notes, questions and answers and usually all of the additional resources (unless you are told otherwise).



The screenshot shows the WEDC (Water Engineering and Development Centre) logo at the top left. To the right, it says 'UNIT 1'. Below that, a blue bar contains 'MANAGEMENT OF VILLAGE WATER SERVICES (MVWS)'. The main title is 'Management of rural water supplies'. Underneath, there are sections for 'What this unit is about' and 'What you will learn'. The 'What you will learn' section lists several bullet points about understanding water supply service options, community involvement, and emerging roles. At the bottom, there is a photograph of people at a well and the Loughborough University logo.

We do not expect you to read all of each text book recommended for a module. Certain parts of the text book will usually be referred to in the module notes and you should look at these parts. It may be helpful to read other parts of the text book (or USB stick resources) to help you with assignments or to find answers to questions you have about a topic. You should be able to find relevant sections by 'skimming', 'scanning' or 'searching'.

## Summary

Efficient reading is more than simply reading everything at a greater speed. You will save more time if you ask why you are reading and adopt a reading strategy to suit that need. This process will also help you learn more from the texts you are reading.

## Checklist



### Establish a purpose for your reading

- Define reading goals

### Ask questions of the text

- Why are you reading?
- What exactly are you looking for?

### Adopt a reading style that reflects your needs

#### Be methodical

- Do not simply read for long periods — plan your activities for each text and each subject.

#### Prioritize information

What is centrally relevant?

What is partially relevant? and

What is irrelevant?

#### If you can, control your environment

- Make sure you have sufficient light, but avoid glare.
- Reading is best done with light coming from above or over one shoulder, and it should not be reflected back at you. Avoid too harsh a contrast between your reading pool and the light in the surrounding area.
- If you suffer from eyestrain or headaches, take regular breaks.

Remember to adopt a comfortable reading position and posture to reduce body fatigue and mental strain. This will enable you to work more effectively and, if necessary, for longer.



# 4 Making notes

## In this section:

- identify different ways of making notes
- use different note-taking styles in your work
- reduce the amount of notes you take
- make more useful notes
- organize your notes to aid understanding and long-term use

## Why make notes?

The ability to make clear and concise notes is one of the most important skills you will need to develop. The actual process of making notes helps you to gain a deeper understanding of the subject and capture the essential points of a topic.

This section shows you several different ways of making notes. The following suggestions will help you to make notes more effectively.

We make notes for a number of reasons.

### Notes are:

- a memory-aid for revision;
- a reminder of the main points of a topic; and
- an important source of material for an assignment.

### Note-taking:

- aids concentration;
- builds up an understanding of the topic;
- prompts questions; and
- reinforces knowledge.



## Active reading

A common mistake when making notes is to write down too much as you are unsure about what you will need later. You can improve your note-taking efficiency by taking some time to consider precisely what you are looking for before you start to write your notes.

## Prioritizing information

Setting goals for your reading and note-taking can point you in the right direction, allowing you to restrict the amount of material about which you make notes.

You can set such goals by asking yourself questions.

For example:

- What are the sanitation options for a rural, low-income community?
- What needs to be considered before a decision about improving sanitary conditions is made?
- Who should be involved in the decision-making?
- What are the possible problems that may be encountered if a particular option is chosen?

Further advice on reading styles and the setting of reading goals can be found in Section 3: Reading efficiently.

**You can cut down on the amount of notes you make by simply answering the questions you pose. If you are focused on the information you are looking for, you are halfway to producing focused notes.**

However, there are a few things on which you should take care:

### Do:

- be thorough and search properly; and
- consider the amount of information you need.

It is important to make notes only according to your needs. Do not make notes for the sake of it!

### Don't:

- ask questions that are too vague — this will only leave you where you started off; or
- be side-tracked by irrelevant information — stick to your questions.



## 4 Making notes

### Note-taking styles

The reason for taking notes may affect the way in which you record them. Whatever the reason or the method that you use, your notes should:

- include the source of the material (author, date, title, publication, page number etc.); the importance of quoting references is discussed later in [Section 7](#);
- be in your own words, as this will aid your understanding of the material; and
- only include relevant material.

When making notes from a piece of written work it may be helpful to mark the text with a highlighter pen or similar. Of course, you must only do this with books or journals that you own or on personal photocopies of material. Library books and other material that you have borrowed should be treated with respect and left unmarked. In electronic documents you can also highlight text using colours.

If you adopt this method of taking notes, you should not mark the text as you read it. Rather, you should read through a section first, make sure you understand it and then go back and highlight the key points. Marking text on the first read-through often results in too much material being highlighted. Once you have an overview of the complete section, it is usually much easier to identify the important issues. In this way, you are more likely to mark only the relevant details. Using different colours to highlight different sub-topics of interest to you can help you at a later stage to identify relevant information in your notes.

There are different styles of note-taking and you should experiment with different methods, choosing whichever approach suits you best. You may find that one style is better for certain circumstances and another one for other situations. Two very different styles in common use are described below.

A linear format, with headings and sub-headings arranged in a logical order, is shown right. However, in order to develop a logical sequence to the notes, it is necessary to have a reasonable overview of the subject under consideration. This may only come after you have read a significant amount.

Some people are happier with a visual method of recording information, such as 'mind maps' where they can actually see the diagram or structure in their mind.

A 'mind map' is an annotated diagram sometimes known as a 'spider diagram'. It starts with the central idea and branches out, as shown in the example on [page 16](#). This allows you to add subsequent ideas, where appropriate, and enables you to show links between different themes. In addition to using this technique for making notes, it can be very useful for planning



#### Options for urban sanitation

##### On-plot

Pit latrines — low cost, low water use.

Simple pit latrines — problems with flies and odours.

Ventilated improved pit latrines (VIP) — reduces problems.

Pour flush latrines — water seal reduces problems.

Twin pits — use where not possible to dig deep pit.

Septic Tank — higher cost, used with flush toilet, high water use, requires household connection.

##### Off-plot

Sewerage — expensive, requires networked infrastructure.

Reduce costs by reducing number of access chambers, gradients and pipe diameters (simplified sewerage), using interceptor tanks, or condominial sewerage.

Linear note-taking format

## 4 Making notes

the structure of a document and the sections it contains. You can find out more about using mind maps at <http://cmap.ihmc.us/> where they are referred to as 'concept maps'.

Whatever method of note-taking you adopt, it is far better to write your notes in your own words than copy the source word for word. In the process you will develop a greater understanding of the material and will be able to recall much more.

However, sometimes you may also want to keep photocopies or cut portions from important sections of the documents you read. Microsoft's 'Snipping Tool' is a useful for this.

Ensure that you write down the full details of any literature that you are studying when you first start to use it to make notes. Then, at a later stage, you will not have to hunt for these details to provide the information required in the list of references (see [Section 7](#)).

As you make notes, use page numbers alongside sources you are likely to want to find again or refer to in your assignment answer or document.

The essence of good note-taking is that it breaks up the subject and the page into small sections. This allows you to clearly group notes under topics, rather than treating the page as a solid piece of text with a beginning and an end.

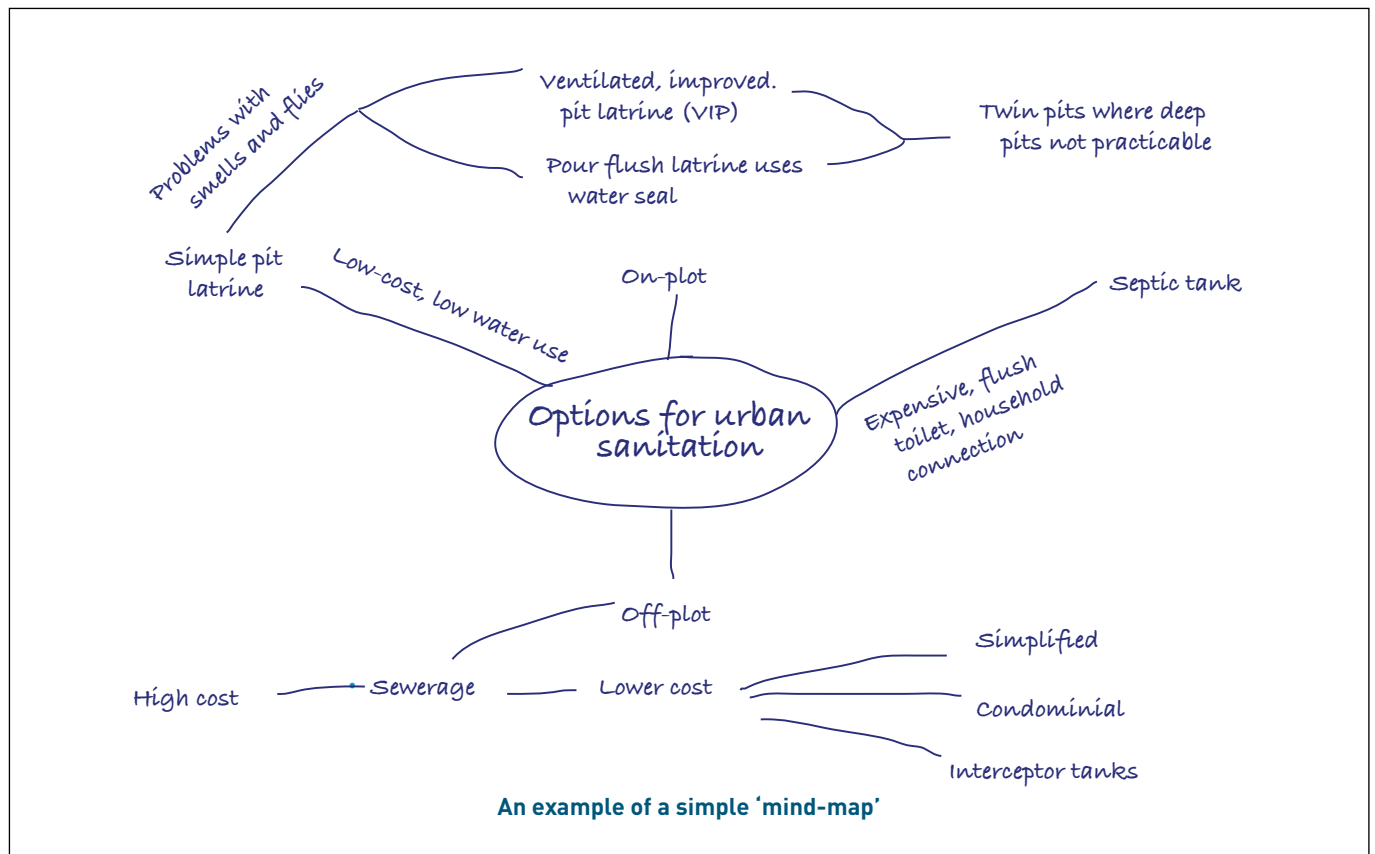
## Storing your notes

Although the very act of taking notes has its own benefits, as discussed above, there are also benefits from being able to refer back to those notes later. To this end, your notes must be both legible and accessible. The storage and retrieval systems that you adopt are therefore important.

Suitable formats that enable you to do this are:

- loose leaf paper that can be stored in one or more ring binders, together with coloured subject dividers;
- a card index system that may be stored either alphabetically in a card index box, or using a colour-coded system of arrangement; and
- on a computer that will allow you to input a keyword into the search feature, available in most word processing packages, to find the relevant notes.

One method of grouping your notes is to file them under keywords related to subject matter. This requires more thought at the time when you are making the notes, which has the added benefit of aiding understanding and recall. Remember the basic techniques of dividing large topics into smaller ones. Try cross-referencing: e.g. 'sewerage' might be stored under 'sanitation' with another reference under 'environmental health'.



## 4 Making notes

Another way to group your notes is to file them under the author's name; this can make life easier when compiling references. Whichever approach you adopt, the source of the material should be included on the card or computer record so that the necessary information can be found again.

If you type your notes into documents stored on a computer, make sure that you back up your files. The advantage of making electronic notes is that you can at some later stage use the search feature on your word processor to locate notes that include specific words of interest.

As mentioned above, using a text colour or coloured highlighting to identify different themes in your notes may also be useful.

Remember that the notes you take are for your benefit alone, so use whatever systems suits you best. There is no right or wrong way of storing your notes.

### Summary

Brief, well-structured notes will be very helpful throughout your studies, giving you more immediate access to the key themes and issues that you have been working with.

### Checklist



- Why are you taking notes?
- What amount of information do you need?
- What precise detail are you looking for?
- Find a note-taking style that suits you.
- Start actively reading with a pen in your hand or ready to type up notes on a computer.
- Answer your questions as you go along — be systematic.
- Only take down notes that you really need.
- Photocopy or cut and paste relevant sections.



# 5 Assignments and assessment

## In this section:

- details of the weighting of each assignment for the assessment of the module
- why assignments are important
- ways of playing an active role in your assessment and making the most of feedback

## Module assessment

Assessment is used in UK higher education for many different reasons, and each type of assessment — from formal to informal, from self-assessment to written examinations — caters for a different need.

As a WEDC distance learner, for the 15-credit modules you will usually be formally assessed on a series of two or, for certain modules, three coursework assignments that are directly related to the module you are studying at the time. The assignments are important because they are the only means of assessment that contribute to your final module mark. For the 60-credit *Research Dissertation* there are two means of assessment:

- final project report (100%); and
- oral examination (this may lead to an adjustment of the mark awarded for the final report).



## Assignment weighting

At the time of writing, the coursework assignments for the 15-credit modules are weighted as indicated on the table opposite. However, the weighting may vary from this in future, so check the figures given on the first page of each assignment when you receive it. The 60-credit *Research Dissertation* module has four times the weighting of the usual 15-credit modules, so the mark you obtain for it can have a large impact on your overall programme mark.

## Why have assessment?

Reasons for assessment include that it:

- maintains standards of output against a predetermined quality;
- validates your work, highlighting your level of achievement;
- gives you the chance to practise and develop your skills;
- acknowledges the work you have done;
- helps diagnose difficulties and misunderstandings;
- gives motivation to study and establishes priorities; and
- feedback encourages you to reflect upon your work and ability.

## The process of assessment

From a learner's perspective, assessment can be seen as a three-stage process:

1. Preparation
2. Implementation
3. Evaluation



### Preparation

Most assignments demand some preparation. This gives you a chance to consolidate your learning through:

- considering broad subject areas;
- prioritizing important areas; and
- pursuing areas of interest.

### Implementation

This is the actual challenge or test of your ability; distilling information, structuring information, and applying

## 5 Assignments and assessment



understanding. The implementation stage requires you to perform to a given brief, focusing your learning through specific demands.

### Evaluation

Evaluation stems from your engagement in a process and the subsequent appraisal of your personal performance. You will be provided with feedback with which you can objectively assess your performance. The evaluation stage of the assessment cycle encourages you to reflect upon your work with a view to developing your ability. Reflecting upon how well you have done consolidates your learning, preparing you for the following units or a new module.

### Your role

Assessment is a process in which you play an active part and over which you have varying degrees of influence. There are many ways to take more control of your assessment, which will help you improve your performance and get the most out of the process.



### Establishing criteria

One of the most important aspects of assessment is to consider how your work will actually be assessed. Often there are pre-arranged criteria, which establish the guidelines against which your work will be assessed. Your assessment criteria will be written into the assignment brief.

Criteria commonly reflect the following themes:

**Scope:** What is the broad subject range to be explored?

**Key details:** What actual information might you need to include?

**Presentation:** How should the information be presented?

**Skills demonstration:** How effectively have you developed and implemented skills?

**Use of methodology:** Can you apply complex methods of working to solve a problem?

**Understanding of concepts:** Have you understood and applied complex concepts?

**Accuracy of method:** Have you accurately undertaken the exercise?

**Drawing conclusions:** Have you clearly structured a balanced argument and effectively summated your thoughts?

**Length restriction:** Have you complied with any stated length restriction and formatting requirements?

If the assignment question or task is unclear to you, ask the responsible examiner Module Leader to clarify what is expected.

## 5 Assignments and assessment

### Assessment criteria and individuality

You may feel that you should display a certain amount of personal innovation when you are preparing work for assessment. This is important, as it can be tedious to produce work solely to a prescribed formula. In displaying personal innovation, however, you will still need to plan your work in the context of the assessment criteria.

Criteria also ensure that you are applying your learning in an appropriate manner, in a way that is useful to the particular subject area.

You should not necessarily tie your work down only to the assessment criteria. Your tutor may be looking for flexibility and imagination; factors which may be implicitly written into the assessment criteria.

Where you are aware of the criteria, however, make sure that you accommodate them in the planning and implementation of your work.

We know the value of discussing ideas and work with others who are of a like mind and/or who may have greater experience. Our campus-based course participants benefit from exchanging ideas and experience, and we know they also discuss assignments prior to submission. Each module has an electronic Social Forum that WEDC distance learners are subscribed to, so they can correspond with each other.



However, we do not expect any assignment submitted to be joint, either in part or in total. There have been some instances of collaboration and copying with distance learning assignments. This is not acceptable.

The statement you sign on the Declaration Form asks you to certify that the work is your own except where otherwise acknowledged. If copying or collaboration is detected, the penalties are severe and may result in the termination of your studies. Please see the university's regulations regarding Academic Misconduct:

<http://www.lboro.ac.uk/students/welcome/handbook/examsandassessment/academicmisconduct/>

### Playing an active role

There are steps you can take to play a more active and therefore effective role in the assessment cycle:

#### Setting personal goals

With realistic personal goals you can more fully reflect on feedback and relate your work to your own ambitions.

#### Setting subject goals

These are already defined by the units. You can refer to these to draw up your own work plan.

"By this stage I should have completed this ..."

#### Evaluating your own work

Reflect upon your achievements and realistically assess your own level of attainment. How advanced are your skills? How efficiently did you carry out the assignment? How confident do you feel in the use of complex terminology and theory? After you get feedback on your assignment, re-evaluate your work.

#### Reassessing personal goals

Working from your evaluation, draw up plans for further developing your skills. Ask: "How will I get better at...? How will I improve my...?" Set goals for your development.

## What does the question mean?

In most assignment briefs there will be key words which guide you towards the required treatment of the subject matter. In order to successfully answer the question you will need to highlight and interpret these key words, targeting your writing accordingly.

Here are some of the most common key words and a suggested meaning for each.

## 5 Assignments and assessment

<b>Account for</b>	Explain the cause of.
<b>Analyse</b>	Separate down into its component parts and show how they interrelate with each other.
<b>Annotate</b>	Put notes on (usually a diagram).
<b>Assess</b>	Estimate the value of, looking at both the positive and negative attributes.
<b>Comment</b>	To make critical or explanatory notes/ observations.
<b>Compare</b>	Point out the differences and the similarities. This question needs to be carefully organized to produce a logical answer.
<b>Contrast</b>	Point out the differences only and present the results in an orderly fashion.
<b>Describe</b>	Tell the reader what something is like.
<b>Discuss</b>	Present arguments for and against the topic in question. In discussion questions, you may also give your opinion.
<b>Distinguish</b>	Identify the difference between.
<b>Evaluate</b>	Estimate the value of, looking at both the positive and negative attributes.
<b>Explain</b>	The word 'explain' means that you have to give reasons for your answer, rather than only a definition.
<b>Justify</b>	Here you will need to present a valid argument about why a specific theory or conclusion should be accepted.
<b>Outline</b>	Give the main features or general principles of a subject, omitting minor details and stressing structure.
<b>Relate</b>	Either: Show how ideas or events are linked into a sequence or: compare or contrast.
<b>Review</b>	To make a survey of, examining the subject critically.
<b>Suggest</b>	This question may not have a fixed answer Give a range of responses.
<b>Summarize</b>	State the main features of an argument, leaving out everything that is only partially relevant.
<b>To what extent</b>	Asks you to justify the acceptance or validity of an argument stressing the need to avoid complete acceptance.
<b>Trace</b>	Follow the development or history of a topic from a defined point or origin.

## Submitting assignments

Full details of how to submit assignments and advice about claims for impaired performance, time extensions and deferral of completion of a module visit the University's web pages.

For each of the 15-credit modules you will find the assignment questions in the module pack. Each assignment will have its own special requirements (such as the submission deadline) that are described on the first page of each assignment.

Electronic versions of assignments should be uploaded via the Internet to the relevant module page of the university's learning platform called 'Learn'. For each assignment, we will tell you how to do this. '

'Learn' shows you the electronic submission you have uploaded successfully, and you can open the file to check you have uploaded the right one.

Electronic versions of assignments are automatically uploaded to TurnItIn, the plagiarism checking software that the university uses..

In case of unexpected problems with electronic submission through Learn, then a copy of your assignment can be emailed to [wedc.distl@lboro.ac.uk](mailto:wedc.distl@lboro.ac.uk). Someone from the DL Administration Team will email you to confirm safe arrival of any emailed assignment.

It is your responsibility to ensure that assignments are submitted on time.

## Feedback on assignments and grades awarded

During the module we will email feedback on your assignments to your university-supplied email account. Other than for the final assignment in each module, we aim to send the feedback within 21 days of the submission date. Anticipated dates for feedback are shown on the front sheets of all assignment questions.

We retain assignments for inspection by the external programme assessor who helps monitor the quality of WEDC's courses. Therefore, so you can better understand the feedback provided, please keep a copy of each assignment.

## 5 Assignments and assessment

Assignment marks are guided by the descriptions shown below.

These marks should always be regarded by students and staff as provisional, since marks may be subject to moderation before being fixed at a Review Board.

### Mark range

### Description

**80% or above** A mark 80% or above will be used on individual assignments which show exceptional merit.

**70-79%** Upper end of range described. Very good grasp of material that displays thorough comprehension, informed criticism and analytical skill. The overall presentation is concise and well-expressed, without any major errors.

**60-69%** Upper end of range described. A middle range answer which shows familiarity and comprehension of many of the salient issues and some critical dialogue with the material. Answers at the lower end of the range may contain a few errors, omissions and insufficiently well expressed ideas.

**50-59%** Upper end of range described. An adequate answer which demonstrates an elementary understanding of the basic issues involved. Nevertheless is deficient in terms of material covered or level of comprehension. The answer is insufficiently researched and not well presented.

**40-49%** Upper end of range described. Some major points are included, but lack of understanding is shown, together with use of irrelevant points.

**Less than 40%** Very few or none of the major points present; many irrelevant or incorrect points included and the answer shows a serious lack of understanding.

Numerical questions are normally marked for analytical method and accuracy using a marking scheme for specific steps in the solution. Assignment marks are compiled for the Review Board, which then awards module credits to candidates whose total weighted marks are not less than 50%. For all WEDC's distance learning modules 15 credits are awarded, except for the *Research Dissertation* module.

**Note that we will email feedback to your university-supplied email account, not to another email address.** However, you can arrange for emails to be automatically forwarded from your university account to your preferred email address.

## Making use of feedback



Feedback from the marker of your assignment is essential to the learning process. It gives you information you need to progress with your study by answering two basic questions:

- How am I doing?
- How can I improve?

Feedback takes the form of constructive advice provided by your tutor when s/he has marked your assignment. You may also like to explore the following sources of additional support:

### WEDC

If you ask yourself the two questions posed above and find that you cannot answer either of them, then it is likely that you would benefit from further feedback on your assignment from the Module Leader. You may ask for advice at any time about any topic in a module. You can do this by emailing or telephoning the Module Leader directly.

### Use your family, friends, colleagues and your local guarantor too!

It is often surprising to find that talking through problems can help us to focus our minds on possible solutions.

Compare the feedback you receive from tutors and others. For example:

- Highlight areas in which you have done well.
- Highlight areas you need to improve.
- Plan how you will improve. Draft further objectives, e.g.
  - talk to tutor
  - discuss problem with local guarantor
  - discuss problem with colleague
  - re-read a particular unit
  - read more widely.



## 5 Assignments and assessment

### Tips on receiving feedback

The key to responding in a positive, open way to feedback is to recognize that you could learn from the experience. Feedback is vital. How else can we find out if what we have done is right?

Feedback is about the past, so it always offers the possibility of discovering something valuable, which can help you to change your approach for the better in the future.

Our motive for giving you feedback is to encourage you to continue successfully with your studies.

Remember:

- Check your understanding. If you are confused by the feedback, ask for clarification.
- Look for the lesson. When you feel you have the message of the feedback clear in your mind, ask yourself: "Is there something here worth accepting?". Explore the feedback as honestly and non-defensively as you can. Examine the options for change. Ask yourself: "What could I do differently next time?"

### Award criteria for programmes



Refer to the WEDC website to find out about the awards available for the distance learning programmes and the maximum time periods for study of any programme.

### Summary

Assessment is an important and invaluable aspect of your studies. You can see your assessments as opportunities to greatly enhance your output both through the increased motivation and focus that assessment demands and the opportunity for feedback and reflection once assessment has taken place.

You will need to think about each assessment procedure for each area of study to help you plan effectively and make the most of your assessment.

## Results

At the end of a module, individual assignment marks are combined (applying the appropriate weighting to each [\[see Section 5\]](#)) to produce an overall mark for the module. This mark is then presented to the next Review Board along with any claims for impaired performance. Once a mark has been agreed by a Review Board, a DL Administrator will email you to say that the result can be accessed on the university's 'Learn' platform (<http://learn.lboro.ac.uk/>).

## Reassessment in a module

If you do not achieve an overall mark of at least 50% in a module, you will not obtain any postgraduate credits for it. In certain circumstances, you may be able to re-sit a module on payment of the relevant fee.



# 6 Writing for assignments

## In this section:

- interpret questions successfully
- plan personal objectives
- actively search for information
- construct a logical essay plan
- prioritize information
- write clearly

## Introduction

The following section explores the process of writing in essay form, from establishing the assessment criteria to using your tutor's feedback. Note that many of the distance learning assignments will not require formal essays. Also, length restrictions applied to the answer will mean that you cannot always follow the advice provided in this section.

Essays are usually written in response to a pre-prepared question that demands a critical appraisal of the subject at hand.

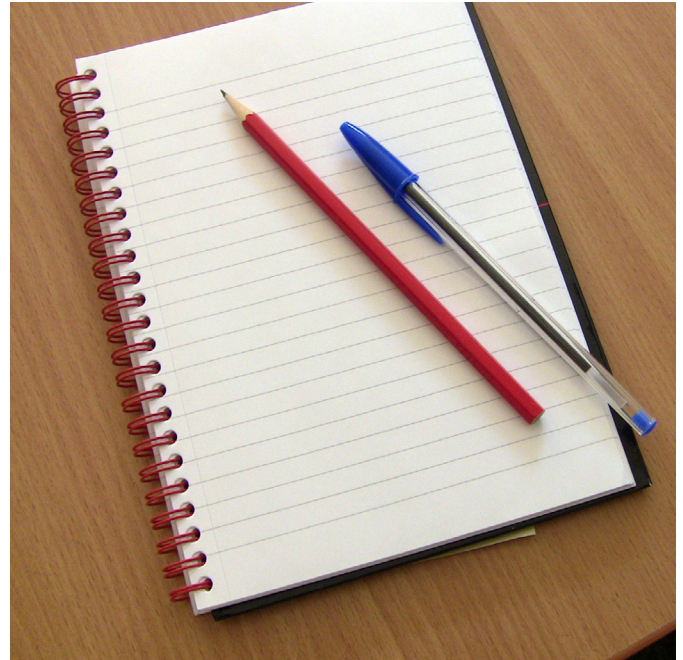
## Stages in essay writing

There are several stages in the production of a high-quality essay:

- preparing;
- information gathering;
- structuring;
- writing; and
- checking and revising.

### Essays

- help you to consolidate your understanding;
- allow you to delve more deeply into a particular subject area;
- stimulate your mind by assembling an argument;
- give you practice in using technical or specialist terminology;
- enable you to express your thoughts clearly and logically; and
- encourage you to think and read widely and deeply.



## Preparing your essay

The following advice will help you establish what and how you are being asked to write. As you prepare your essay, you will need to identify the precise subject area you will be writing about as well as the treatment you will be applying to it.

### The ground rules

#### Note any restrictions in length

Focusing your thoughts into a shorter essay may require more careful consideration than verbose, lengthy 'ramblings'.

#### Explore the criteria

Have you been given any indication of what will be assessed? What in particular is your tutor looking for in this essay? Can you ask for clarification?

#### Examine the question

The essay question usually indicates the required approach. For example, the following question:

*Consider the advantages of introducing a programme of latrine upgrading into a remote rural community and describe how you would justify the need for such a programme to community leaders.*

...is asking for two different elements — the consideration of the advantages, and then the justification of these to community leaders.

With every essay question you attempt, you will need to identify and decode the key words.

## 6 Writing for assignments

### Make it clear for yourself

Write a quick version of what you think you are being asked to do. Rewrite the title or question in your own words.

You may like to discuss this with your local guarantor or a friend. Have you understood the question? What areas, if any, need clarifying?

### Preparing your response

Once you have clarified what you have been asked to write about and how you should treat the subject matter, you need to consider what material should be included in the essay.

Start with what you already know, focusing on your own interests and experiences.

### Brainstorm your ideas

To brainstorm, focus your mind broadly on the topic at hand and let your ideas flow onto the page. Do not make any judgements about relevance at this stage; the aim is to find out how much you already know.

.....

It may help you to structure your ideas in the form of a 'mind map' or other method. See: [Section 4: Making notes.](#)

.....

### Ask questions

Once you have established your existing knowledge you will need to identify the 'empty' areas in your brainstorm and pose these as questions.

- What don't I know?
- What do I need to know? and
- What detail would support my argument?

These questions can then form the basis for your information research in the next section.

### Gathering your information

Based upon your brainstorm questions you will need to identify:

- what sort of information you are looking for; and
- where would be the most appropriate place to find it?

In most cases, your module notes and accompanying publications will provide much of the information you will require, but there are many different sources of information, including:

- serials/ periodicals /journals;
- theses;
- published texts;
- CD ROMs;

- the Internet;
- the radio;
- the television, videos, DVDs;
- your own notes; and
- the minds of friends and colleagues.

Don't be afraid to look as broadly as possible, but remember the following:

- always search actively;
- do not take too many notes;
- take structured notes ([see Section 4](#)); and
- keep a record of your sources (e.g. author/s, publisher, date, page number).

### Structuring your essay

Now you can put together a plan for your essay based on:

- your interpretation of the question;
- your personal thoughts and opinions; and
- the information you have gathered.

Put together a logical structure for your essay as follows:



## 6 Writing for assignments

### Introduction

Comment upon:

- the subject you will be discussing;
- the main points you will be raising; and
- the treatment you propose to apply.

Your introduction should also relate your essay to a wider academic context/discussion.

Note that, as mentioned in the Introduction, often with the distance learning assignments there will not be a need for, nor space for, an introduction to your answer.

### Main body

- Present your argument in a few main points.
- Write a paragraph for each main point.
- Support your ideas with examples and references ([see Section 8](#)).
- Develop your argument coherently.
- Ensure that your emphasis is balanced.
- Avoid stressing your opinion at the cost of more considered reasoning.

Length restrictions on the answers to many of the distance learning assignments may mean that you cannot follow all of the advice given above, particularly the second bullet point.

### Conclusion

Summarize your main points in the conclusion:

- offer a firm answer to the question;
- relate to your introduction; and
- identify wider implications or further lines of investigation.

When you are asked to provide a short answers to an assignments it will not usually be necessary to provide a separate conclusion.

### Sorting your information

Using your outline plan, sort through the material that you have collected and prioritize this by asking the following questions.

- What is centrally relevant?
- What is partially relevant?
- What is irrelevant?

Relate the material to your outline structure.



## 6 Writing for assignments

Remember that such information should enhance your argument, not dominate the essay.

Your examiner is looking for your ability to select relevant material to support your answer.

### Writing style

Here are a few recommendations that can make a difference to your work and will lend a professional feel to it.

- **Use short words:** 'after' instead of 'following', 'but' for 'however'; 'show' for 'demonstrate'.
- **Avoid unnecessary words:** e.g. strike action (strike); cutbacks (cuts); weather conditions (weather); the fact that (that); substantially finished (incomplete).
- **Jargon:** Don't use words that are unlikely to be known by the reader unless absolutely necessary; and then, on first use explain what they mean. If you are writing your research dissertation then include a 'Glossary' at the front in which such words are listed and defined.
- **Avoid slang:** e.g. 'Thumbs down'; 'gravy train'; 'the likes of'; 'flavour of the month'.

### Abbreviations

Use of abbreviations can make your work easier to read (e.g. for Water Supply and Sanitation Collaborative Council use WSSCC.) However, on first use explain what the abbreviation means.

### Capital letters

Use capital letters in appropriate places:

- **People:** Prime Minister May, or 'the Prime Minister'; The Minister of Finance.
- **Organizations:** The African Development Bank; Students' Committee.
- **Places:** Kenya; southern Africa; western Europe; North America.
- **Trade names:** Sony; Peugeot; Nokia.
- **Electronic expressions:** email; cybercafé; Internet; World Wide Web.

### Figures

Spell out figures from one to ten.

Use numerals for figures from 11 onwards, and for all figures that include a decimal point or fraction (e.g. 4.25, 5½).

Use all numerals when mixing numbers in one sentence (e.g. 'there have been 14, 6 and 2 cases of malaria in the past three years'.)

### Italics

All foreign words should be shown in italics (e.g. *kamukunji*) apart from where they are in such common use that they have become anglicized (e.g. safari; apartheid).

Newspaper and periodicals e.g. *The Sun*; *The Daily Nation*.

Court cases e.g. *Odhiambo vs Blenkinsopp*.

### Useful words to indicate transition

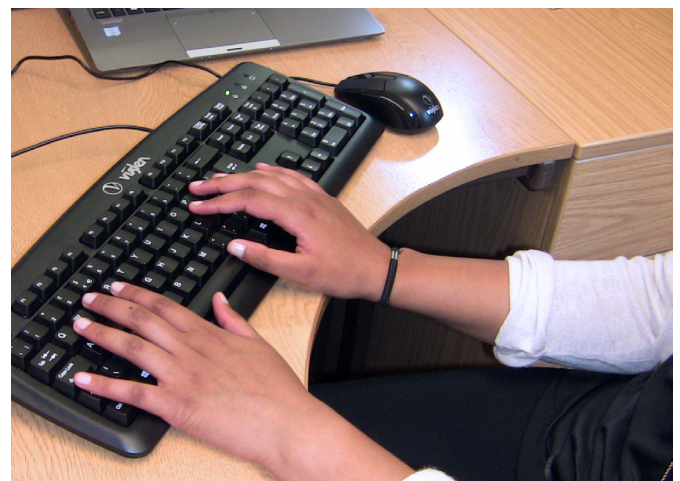
- |                    |  |
|--------------------|--|
| <b>Addition:</b>   | Moreover, furthermore, in addition, incidentally, again. |
| <b>Contrast:</b>   | However, in contrast, on the other hand, nevertheless.   |
| <b>Comparison:</b> | Likewise, similarly.                                     |
| <b>Cause:</b>      | Therefore, thus, hence, consequently.                    |
| <b>Example:</b>    | For example, for instance.                               |
| <b>Time:</b>       | Afterwards, later on, soon, meanwhile.                   |
| <b>Place:</b>      | Here, there, nearby, beyond.                             |

## Writing a draft

It is time now to write a draft of your essay. A draft engages you with your material and allows you to take an overview once it has been completed. You can then evaluate your draft, making any amendments as you go along. Make sure you do not exceed any length restrictions mentioned in the question.

### Setting aside enough time

It is important that the thoughts and ideas flow freely throughout the essay. When approaching the first draft of your essay you may need to set aside enough time to write it completely without any interruptions. Any significant breaks in concentration may break your line of thought.



## 6 Writing for assignments

### Writing for others

When you are writing an assignment, remember that your tutor must be able to understand what you say!

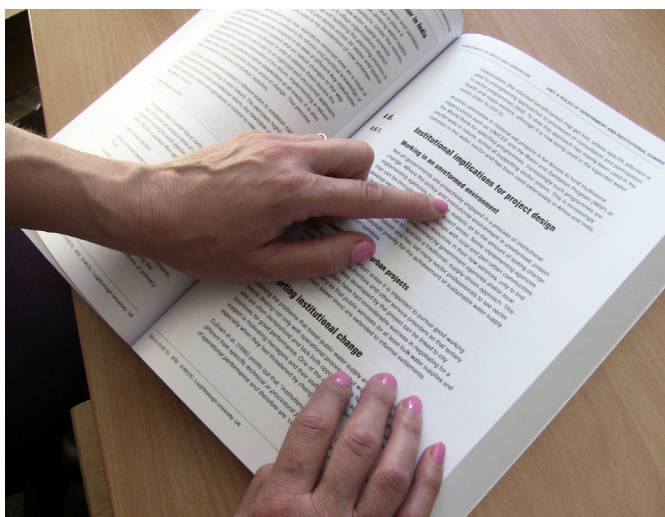
- Write simply and directly.
- Limit your sentence length.
- Ensure that each paragraph has a focus.
- Use clearly-labelled pictures (graphs, diagrams, etc.) if they will save words.
- Use sub-headings to define each section.
- Take care to properly acknowledge the work of others. Plagiarism will be penalized [\[see Section 8\]](#).
- List the sources you have referred to for other information;
- Follow the advice given on the width of page margins; this space may be used for your tutor's comments. Also follow the requirements for minimum font size and style. Show your student number on each page (e.g. in the 'header' margin) if you are asked to do so.

### Checking and revising

To check your essay, compare it with your original question interpretation, draft outline, and any assessment criteria that have been prepared by your tutor. Use the checklist at the end of this section as a prompt to help you evaluate your own essays.

#### Problem solving

When you have established any problems with your draft assignment, ask yourself how these could be most easily resolved. Be realistic. It may not always be possible to start



again. If you are having real problems with your writing consult your tutor. Always consider that your essay has to be read and assessed by somebody else.

A clear presentation needs a good and clear structure, which can be indicated by making use of suitable titles, sub-titles, lists and bullet points etc...

Avoid spending too much time on extravagant presentation.

Tutors spend a lot of time marking many essays at once. Anything that distracts or discourages them from reading your essay in a favourable light, such as poor English, should be avoided. Use of a word processor not only makes your work legible, but also allows you to make frequent changes as you compose your answer. The spell check used by most word processors is also useful!

### Referencing and plagiarism

Every time you refer to somebody else's thoughts and arguments you need to both identify clearly who you are referring to and from where you found this material. You do this by providing a 'citation' (e.g. 'Skinner (2013, p. 33)') in the text, just after the information that you obtained from it..

Correctly referring to each of your sources of information is a very important issue that is dealt with in [Section 8](#) of this Guide.

#### Bibliography

It may be helpful to include a bibliography in addition to a list of references, although this is not essential and will not usually be appropriate for distance learning assignments. A bibliography is a list of sources of information that have not been used for direct references but that you have used and recommend for relevant background reading. Clearly distinguish it from your list of references

#### Checking

Please take time to check that every 'citaton' in your text is found in the same format in the list of references. In addition to an author's name, check that dates and specific page numbers where the information is to be found are shown correctly.

Also check that there are no documents in your list of references that are not mentioned in the text. You can do this by putting a mark against each reference in your list as you read through the text, and then at the end checking for any unmarked ones.

You can use the 'Find' feature of a word processor to search in your document for any particular word (such as an author's

## 6 Writing for assignments



surname), or groups of letters or dates. This is useful for double-checking for references that seem to be missing from the text of a long report such as a research dissertation. If you search a file containing your complete document and do not find the author's name, then you know that you have not used it, or have misspelled the name. See [Section 9](#) for more details.

### Using feedback

Your final task is to reflect upon the feedback received from your tutor. This may be invaluable in helping you improve your essay writing skills for future assignments.

### Summary

Essay writing is an invaluable tool in the development of understanding. Through the construction of detailed, reasoned and balanced arguments you consolidate what you have learned and apply key principles and theories in such a way that is both interesting to you and informative to the reader or assessor.

Essay writing also develops your communication skills as you distil large amounts of information onto the pages of your assignment in a structured format.

The following checklist can help you evaluate your own essays, improving your essay writing skills and helping you check for simple mistakes.

### Checklist



#### Introduction/Conclusion

- Does my introduction (if used) detail what I will be doing and how?
- Does my conclusion (if used) summarize my main points and offer some outcome?

#### Content

- Have I met the demands of the question?
- Have I met the fixed criteria (e.g. length and style of answer)?
- Have I clearly identified my key points?
- Are they presented in a logical sequence?
- Are each of my points supported by sufficient information and examples, particularly in view of any weighting of marks indicated in the question?

#### Use of supporting material

- Is the material centrally relevant?
- Does the material endorse or detract from my argument? and
- Does the information flow with, or disrupt my central argument?
- **Originality, referencing and plagiarism**
- What is the ratio of my ideas to the ideas of others?
- Have I distinguished between my ideas and the ideas of others?
- Have I acknowledged quotations?
- How have I identified the ideas of others within the text?
- Have I fully referenced each quoted phrase or idea? and
- Have I included a list of references and, if appropriate, a bibliography listing all other background reading?

#### Presentation

- Is the format used (font size and margin widths etc.) as specified?
- Is the structure and layout clear enough?
- If I have handwritten anything, is it readable?
- If it is typed on a computer have I spell checked my work?
- Are my sentences short and focused?
- Are each of my paragraphs clearly focused?

# 7 Referencing and plagiarism

## In this section:

- accurately reference printed and electronic materials
- use our recommended method of citing and referencing to show the original source of all information
- ensure that you do not plagiarize the work of others
- understand that the university considers plagiarism to be a very serious offence
- identify ways to avoid being accused of plagiarism

## Why is referencing important?

Every time you refer to somebody else's thoughts and arguments you need to both identify clearly whom you are referring to and from where you found this material.

You need to do this whenever you:

- quote somebody else's work directly;
- closely summarize a passage from another writer; or
- draw directly upon somebody else's writing and ideas.

It is important that you indicate the source of the information that you use in your written work for at least three reasons.

- Information in one sense 'belongs' to the person who discovered it or formulated it: to take it from someone else and claim it as your own is like stealing. This is known as plagiarism (see below).
- Readers of your work who wish to find out more about the subject will often want to locate your sources to learn more about the background. For this reason, referencing must be comprehensive and accurate.
- If there is an error in the work that you quote, referencing enables you to pass on the blame to the original author!

Please refer to this section frequently during the preparation and writing of your coursework assignments (and your research dissertation if you are enrolled on the MSc), so that you develop good referencing habits.

## Plagiarism

In your written work it is most important that you show clearly where you are using information or ideas that have been obtained from other sources. You must make sure that all the work that you submit for assessment is written in your own words and that it is properly referenced. Except for short, fully referenced quotations, you must under no circumstances reproduce passages borrowed wholesale from books, articles

or other sources written by another person. Similarly, you must not summarize an author's ideas or arguments without providing a citation at that point, and also list the full detail of the reference at the end of your work. If you do so, you are wrongly indicating that you have thought of the points yourself. This is known as plagiarism. Plagiarism is grounds for a charge of academic misconduct, which, if proven, would seriously affect your performance in a module and possibly in any degree to which you expect that module to contribute. To check for plagiarism we use an electronic checking system called Turnitin ([http://turnitin.com/en\\_us/home](http://turnitin.com/en_us/home)).

The most important lesson to learn about plagiarism is not that you can get caught, but that you should take steps to avoid it. Avoid it by carrying out sufficient new analysis in your work and by applying enough original, critical thought so that you can write up a reasonable amount of material that reflects your own thoughts and discoveries. You can also avoid plagiarism by ensuring that you use correct referencing in your text wherever you have obtained material from others. When you submit a coursework assignment to WEDC you sign a certificate (or statement) of authorship. By doing so you are confirming that, except where you have shown otherwise, all the material you present in your work is your own.

## How to reference well

There is no excuse for poor referencing! When you read information relevant to a coursework or your research dissertation, record all details of references and page numbers carefully. Write details of the source on any materials that you photocopy. Do not rely on memory, or plan to find the sources again later. You may well forget, and you may not be able to find the document or exact page again when you need it. Keep a clear and complete list with correct spellings. Some documents may not state the publication date; these should be referenced as undated documents using 'no date' as described in [Citing information from a book](#).

Also, you should make sure that you understand how books, papers, personal communications, electronic sources and lecture notes should be referenced. The remainder of this section offers you appropriate guidance.

Referencing should provide sufficient information to enable the reader to trace the source. Providing them with the relevant page number in the original document makes this task much easier and this practice should be followed wherever possible.





## 7 Referencing and plagiarism



### British Standard Harvard and RefWorks

Since September 2011 WEDC has asked students to use the 'Harvard British Standard' system of referencing in their coursework assignments and research dissertation to indicate the original sources of information used.

Formerly WEDC recommended, and used, a variation of the Harvard system, so you will see a few minor differences in some of the material produced before that date. The differences relate mainly to the presentation style of the list of references where we no longer use parentheses around the dates; we use only capital letters for surnames; and we put the country before the publisher.

British Standard BS5605:1990, entitled *Citing and referencing published material*, gives advice on referencing for three systems, one of which is the Harvard style. BS ISO 690:2010 entitled, *Information and documentation – Guidelines for bibliographic references and citations to information resources*, also provides advice on referencing, and gives examples of the same three systems.

You should not need to look at either of these references because the following text should give you all the advice that you need. If it does not cover a particular case, then ask for additional guidance. The University Library also provides an advice sheet. The Library also provides comprehensive guidance and training on the use of various types of bibliographic management software, such as Mendeley, that can help students manage long lists of references.

Since 2007, the word processing software Microsoft Word has provided a 'Citations and bibliography' menu, that allows you to set up a list of references from which you can subsequently cite, with an abbreviated reference, in any document you produce. Select the 'ISO 690 1st element & date' system which corresponds to Harvard. (Note the difference here is that the date also appears at the end of the reference which is not necessary). At the end of the document, an automatic list of references can be produced.

The following two main sections give you the necessary guidance on how to reference properly. The first shows you the abbreviated version of the reference, called the 'citation', which you need to show in the text you write.

Then the section [Showing full referencing information in the list of references, on page 33](#) shows you what additional details should be provided'.

**Do not muddle up the advice given in each of these sections!**

### Showing citations in the text



In the Harvard system, the author's surname and date are written in the text. Note that this is different from the 'Numeric system' that uses sequential numbers or footnotes. Please ensure you use Harvard.

#### Citing information from a book

In order to help readers of your work find the exact place in a book or other document where you found specific information, you should, wherever possible, refer to the page number. Alternatively, if you need to refer to a whole chapter or section of a book then show the appropriate range of page numbers. This should appear in the abbreviated form of the reference shown in the text, after the date and separated from it by a comma and the letter 'p.' for a single page or 'pp.' for a series of pages. Only the date will appear in the list of references not the page number(s), except when referencing a paper in a journal.

The following two examples illustrate two correct forms of citations as used in the text of a document:

[Early work on the ergonomics of wooden seats \(Schlumdorfer, 1921\) made a clear distinction that .....](#)

In the previous example, no page number is shown since the whole of the document is being referred to.

[This supports the recommendations of both Ashe \(1952, pp. 23-32\) and Beech \(no date, p. 16\).](#)

Note 'no date' in the last citation means simply that no date of publication could be found on the document, whereas 'p.16' means the recommendations referred to can be found on page 16 of the document. Ensure that you use only the author's surname in the text. Note that when an academic publisher in the UK shows an author's name on the cover of a book they normally write the first name (or initials) first, and this is followed by the surname (family name).

Do not use the first name(s) or corresponding initials in the citation. Instead, these additional details should be shown in the full version of the reference that presented in the list of references.

Do not use titles such as Prof., Ms or Dr other than in a sentence where you need to specifically refer to people with whom you have had personal communication.

## 7 Referencing and plagiarism

If a reference is written by up to three authors, write all surnames in the citation. Where there are four or more authors write 'et al.' after the first author's name. 'et al.' is the Latin phrase meaning 'and others'.

Earlier work in the field (Thorne, 1988; Payne et al., 1990, pp. 24-37; Sharpe and Tingle, 1992) had indicated that .....

However, all of the authors' names for any joint publication should be written out in full in the list of references at the end of your work.

If an author has more than one relevant publication in one year, then label them with a letter in alphabetic order, as in the following example:

Other investigations (Kershaw, 1981a, p. 14 and 1981b, p. 27) showed that ...

Each of these publications should be referenced individually in the full list of references at the end of your work.

If there is no identifiable author, then the name, or acronym, of the organization that produced the publication should be cited. For anonymous editorial articles, the journal title, or an abbreviated form, may be used as the author.

Acronyms (for example, WEDC rather than 'Water, Engineering and Development Centre') are usually preferable for citations in the text, since they are short. In the full list of references the same acronym and date should be used at the start of the line, but the full name of the organization should be shown at the end of the details as the publisher (or just before the publisher) if that organization did not publish the document.

As you will see in [Showing full referencing information in the list of references](#) you need to ensure that for a particular reference the author's surname and the date that are used in the citation are shown at the start of the appropriate line in the reference list.

### Citing electronic sources

Where you need to show in the text a reference to an electronic source such as a website, use only the author's surname, or name of the website, in the text and not the full website address. For the examples shown this section you would show only WELL (no date) and VSO (1998) in the text. The full reference, including the Internet address, will be shown in the list of references

### Citing diagrams, photographs and tables

You also need to show the source of all diagrams, photographs, tables, etc. that are based on material from published sources. You can do this by using the word 'Source:'

followed by the author's surname and date. This can appear just after the title, for example:

Figure 8.1. Photograph of a well being lined  
Source: Skinner (2002)

A full reference to the source of the figure should also be given in the list of references, as you would for other information from a published source.

### Secondary referencing

Secondary referencing means that the secondary author (the one you are reading) is quoting from a primary source. Secondary referencing should be avoided where possible.

Before referring to a secondary source it is always best practice to try to locate the original reference, because in a secondary reference the original author's work is being seen from a second person's perspective. If you cannot trace a reference used by someone else to support an important fact, then mention both the original reference and the person who quoted that reference like this:

Early indications of water quality problems were provided by Martin (1984), as quoted by Peters (1993, p. 127) .....

Give full reference only to the publication that you have read, that is Peters (1993) in the list of references. In this case, Peters refers to Martin (1984) on page 127 of his book.

### Repeated citations

In some circumstances, one or more citations may be used several times within a particular section of your work.

To avoid listing the same citation several times within a short section, it is recommended that, at the start of the section, you write a short sentence of explanation. No further citation of the major source of information is then needed, but the source document(s) must be listed in the references.

For example, you can start a section with:

Material in this section is based on studies made by Desai (1993, pp. 68-102) and Chapman (1995).

...or

Except where other sources have been indicated, meteorological material in this chapter has been obtained from the following publications: Hale and Snow (1989, pp. 20-32), Tempest et al. (1996, pp. 57-80) and Fogg (1994, pp. 17-23).

The above approach assumes that you are not quoting directly from the source, but are summarizing the ideas in your own words, or using data from the source quoted, but presenting it in your own way, otherwise you should make use of quotation marks as described *Citing quotations*.

## 7 Referencing and plagiarism

Some authors choose to use Latin abbreviations in the text instead of keeping on repeating the reference, but for clarity, we suggest that you repeat the author's name, each time showing the relevant page number(s) in the author's book.

The abbreviations that you may see used elsewhere are:

- *op. cit.* This is short for '*opere citato*', which means 'in the work cited'. It is used in a numeric reference list to mean 'in the publication previously cited' (but not immediately preceding). The author's name (year) will be given again but not the full citation.
- *ibid.* This is short for '*ibidem*', which means 'in the same place'. It is used in place of the author's name in repeated citations to mean 'in the previous reference'. This again is normally used in a numeric reference list and refers to the reference immediately preceding it. The word '*ibid.*' is used alone.

*op. cit.* and *ibid.* are used in numeric referencing systems, where references are indicated by numbers corresponding to a numbered list at the end of a publication.

As described above, WEDC uses a different, alphabetic referencing scheme, based on the 'Harvard system' so *op. cit.* and *ibid.* are unlikely to be used in your work.

Note that although Latin words are usually shown in italics the abbreviated forms — *et al.*, *op. cit.* and *ibid.* — are normally typeset as standard text.

### Citing materials available in several publications

You may wish to refer readers to material that is well-documented in several sources. Material of this nature can be referenced by providing a reference to one (or more) source that is readily available.

For example:

The proof of the intersecting chord theorem can be found in many standard geometry textbooks, for example, Jacobs (1987, pp. 37-40).

### Citing quotations

If you decide to use a direct quotation, because the words are famous or particularly well written, be sure that it is clearly indicated. It should be presented within inverted commas, and indented.

You can also use italics. The page number should be quoted in the text as part of the reference, for example:

"Written sources often have the insidious effect of appearing more reliable than oral sources, and so displace the latter from their rightful place." (de Waal, 1989, p. 5)

### Citing personal knowledge and personal contributions

In general, any unreferenced material in your work is assumed to be your own original material. However, it is good to take credit for materials that you have developed.

Text can be referenced by use of phrases such as: 'in the author's experience' or 'from the author's knowledge of the area'.

Diagrams, flow-charts, computer software listings etc. can be referenced by including 'Source: Author (year)' after the material that you developed, showing your surname instead of 'Author' and indicating the year that you produced it. This means that you, as the author, receive credit, and the reader does not think that you have used material from someone else without citing it.

For example, you could write in the text:

'... in the author's experience, groundwater is usually used for domestic purposes within rural areas of the province, and surface water is used for irrigation of crops.'

Below a drawing, photograph or diagram that the author James Bedlow had produced in his report he would write:

*Source: Bedlow (2002)*

## Showing full referencing information in the list of references

### Introduction

In the previous section, advice was given on the type of abbreviated reference (citation) to show in the text of your document. This section shows you how to present the full details of the document in the list of references at the end of your work. This list should contain all the sources of information (including reference to the origin of photographs and diagrams) that you have referred to in the text, so that anybody can find the original source. The inclusion of a reference in the list of references implies that you have read relevant sections from the original. It is not acceptable to copy references from someone else's work and use them in your list as if they were your own!

Where you are unable to look at an original reference used by someone else, you should not show it in your list of references.

For example, in the case mentioned in [Secondary referencing, on page 32](#), where one author quotes another (i.e. Peters

## 7 Referencing and plagiarism

quoted Martin), the original source (Martin) will not appear in your list unless you have looked at that reference yourself.

Consistency of style throughout the list of references is expected. The references should be listed in alphabetical order (not the order in which they appear in the text), based on the family name/surname. They should not be numbered or shown in a bullet pointed list.

Where there are several works from one author quoted in the text, these should be arranged in your list according to the date of publication. As mentioned in *Citing information from a book*, use the letters a, b and c etc. after the date if a number of publications by the same author occur in the same year. Where an author has several publications of different dates it is usual to list them in chronological order in the list of references (i.e. oldest first).

British Standard Harvard recommends that the surnames of authors be shown in capital letters. As mentioned earlier, this is one of the differences from former WEDC recommendations.

If, rather than the author's initials, you want to show their first name, that name should start with a capital letter followed by lower case letters thus:

SMITH, John, 2007. *A study of...*

However, normally it is sufficient to use just initials.

Where there are three or more authors, all but the last name should be separated from the previous ones with a comma, for example:

SMITH, J., BROWN, K.L., GREEN, W. and BLUE, D., 2007. *A guide to ...*

If you use an acronym in the abbreviated reference in the text, then you should use the same acronym and date at the start of the line in your list of references. However, show the full name of the organization at the end of the details, or just before the publisher if these are different (as shown for the AWWA example in the next section). You are required to use the formats as indicated in the following section for the different types of media.

### References to books

In addition to details of the authors and the date, book references in the list of references should state the place of publication and the publisher.

You should also state the country of publication if there is any possibility of confusion. If the date is not known then type 'no date'.

The title of the book should be shown in italics.

Note that the place of publication appears before the name of the publisher. This is a change to the system WEDC used to recommend.

Some typical examples are listed below.

HARDOY, J.E., CAIRNCROSS, S. and SATTERTHWAITE, D. (eds.), 1990. *The Poor Die Young*. London: Earthscan Publications Limited.

Note that 'eds.' in the above reference means that all the people listed were editors of the book. If there is just one editor then use 'ed.' after his/her name.

AWWA, 1990. *Water Quality and Treatment: A Handbook of Community Water Supplies*. American Water Works Association. New York: McGraw Hill.

DAVIS, Jan and LAMBERT, Robert, 1995. *Engineering in Emergencies: A Practical Guide for Relief Workers*. London: Intermediate Technology Publications.

MORLEY, David, ROHDE, Jon and WILLIAMS, Glen, 1983. *Practising Health for All*. Oxford, UK: Oxford Medical Publications.

WORLD BANK, 1997. *World Development Report 1997: The State in a Changing World*. Oxford, UK: Oxford University Press.

You will notice in the above list that for some books the author's first names have been used and for others simply the initials.

As a guide, use the form in which the names appear in the publication, but normally initials will suffice.

Note that for each author, and not just for the first author, WEDC recommends that the surname is listed before the first name or initials.

As previously mentioned, when a publisher in the UK shows an author's name on the cover of a book they normally write the first name (or initials) first and this is followed by the surname (family name). You may find this confusing if in your country they list them the other way round!

### Reference to a contribution in a book

Where different chapters or papers in a book are written by different named authors, you will need to use the author's name rather than the editor's name. Page references are also useful. For example:

BELL, Morag, 1991. *Reconstructing communities as agents of progress*. In: Andrew COTTON, Richard FRANCEYS, Len HUTTON and John PICKFORD (eds.), *WATSAN, 2000: Proceedings of the UNICEF orientation/training workshop for water and sanitation staff, 23–27 July 1990*. Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University, pp.19–32.

Note that the convention in this instance is that the names of the compilers and/or editor(s) of the book in which the article appears are not listed surname first.

## 7 Referencing and plagiarism

### References to journals, serials and periodicals

Periodicals are collections of articles or other material such as reports, proceedings or transactions issued by a society, an organization or an institution.

When referencing articles in periodicals, it is important to use sufficient details so that the reader can find the exact article. Note that the title of the periodical is shown in italics and the volume (in bold), number (in brackets) and page(s) on which the paper/article appears are quoted. No publisher or place of publication is shown:

COTTON, A.P. and FRANCEYS, R.W.A., 1988. Urban Infrastructure: Trends, Needs and the Role of Aid. *Habitat International* **12**(3), 139–147.

The number in bold indicates Volume 12 and the adjoining number in parentheses indicates Number/Part 3.

For anonymous editorial articles, the journal title or an abbreviated form may be used as the author ([see also comments on using acronyms](#)). For example:

WWE, 1998. Libyan GMR military claims ridiculed. *World Water and Environmental Engineering* **21**(2), 6.

The word 'Anon' may also be used for 'Anonymous' where the author is unknown.

In the case of a newspaper article, please use the following as an example:

MARSH, Alec, 1998. Smart pen means writing on the wall for paper and ink. *Daily Telegraph*, UK, 9 October 1998, p.4.

### Reference to a conference paper

If you are referring to just one paper from a conference then the details of the proceedings are included in the reference.

For a citation in the text that shows Kjellerup and Asimah (2000) the entry in the list of references would be:

KJELLERUP, Bent and ASIMAH, S.E., 2000. 'Hand pump performance monitoring (HPPM)'. In: John PICKFORD (ed.) *Water, Sanitation and Hygiene: Challenges of the Millennium, proceedings of the 26th WEDC Conference, Dhaka, Bangladesh, 2000*. [online] Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University. [viewed 29 September 2010] Available from: <http://wedc.lboro.ac.uk/resources/conference/26/Kjellerup.pdf>

If you are using many references to papers from the proceedings of a particular conference, then you can abbreviate the reference by showing just the author of the proceedings in each reference, and then also list the details of that author and the proceedings separately, as shown in the following two entries.

They would each be shown at the appropriate places in the alphabetical list:

KJELLERUP, Bent and ASIMAH, S.E., 2000. *Hand pump performance monitoring (HPPM)*. In: PICKFORD (2000, pp. 32–34)

PICKFORD, John (ed.), 2000. *Water, Sanitation and Hygiene: Challenges of the Millennium, proceedings of the 26th WEDC Conference, Dhaka, Bangladesh, 2000*. Loughborough, UK: Water, Engineering and Development Centre (WEDC), Loughborough University.

### References to reports

Here are some examples of how to reference information obtained from reports:

NRA, 1994. *The Warwickshire Avon catchment management plan: final plan*. Tewkesbury, UK: National Rivers Authority (Severn Trent Region).

MORALES, J.I., 1992. *Privatization of Water Supply*. Unpublished Thesis (MSc). Loughborough, UK: WEDC, Loughborough University.

NARAYAN, Deepa, 1996. *Toward participatory research*. (World Bank Technical Paper Number 307). Washington, D.C.: World Bank.

### Reference to information from lecture and module notes

Always try to find the original source if possible, rather than referring to information found in module notes. If you have to give a reference to module notes, please use the following convention.

SKINNER, Brian (ed.), 2009. *Water and Environmental Sanitation*. Unpublished MSc programme module notes. Loughborough, UK: WEDC, Loughborough University.

### Reference obtained from conversation or personal letter

Personal communications should indicate the status/position of the person, the nature of the communication (interview, telephone conversation, letter, email, etc.) and, if possible, the actual date. Some examples of what would be shown in the list of references are listed below:

PICKFORD, J.A., 1998. (Emeritus Professor, Loughborough University, UK) Personal communication (Interview).

LANE, Jon, 1997. (Director, WaterAid, London) Personal communication (Email 7 January 1997).

## 7 Referencing and plagiarism

### Reference obtained from an electronic source

Procedures for referencing electronic sources are not yet as well-established as they are for printed sources, but try to be consistent and provide sufficient information to allow the reader to find the original source.

At the end of the reference state the date when you viewed the information, because some websites are updated regularly and the material may therefore change. The year shown in the parentheses at the start of the reference is reserved for the date that the material was first published. Try to find this in the electronic document. If the date is unknown use 'no date' as previously explained.

#### World Wide Web

Here are some example references to material found on the Internet:

WELL, no date. *Publications and Information Products* page. WELL Resource Centre Network. [online] [viewed 12 October 1998] Available from: <http://www.lboro.ac.uk/well/resources/Publications/publications.htm>

VSO, 2011. *Voluntary Service Overseas (VSO UK) Home Page*. [online] [viewed 15 September 2011] Available from: <http://www.vso.org.uk/>

Note, if your computer automatically underlines web addresses you can leave them underlined but note that underscores in the link may be obscured if you do this. If you want to remove the underlining you can remove it by applying the 'underline' feature in your word processing package for a second time. Whatever you do, be consistent throughout your work.

When you access a website, its address is usually displayed in the address bar at the top of the browser that you are using (e.g. MS Internet Explorer). It is easy to make mistakes when typing URLs, so it is better to use the copy and paste functions when quoting the web address in the list of references.

Be aware that on some websites, many pages will show the same website address in the address bar. This makes it hard for someone to track down a particular piece of information from the address that you may quote.

This shared webpage address occurs where web pages are made up of frames. You can recognize these websites by looking to see if certain parts of the webpage scroll within the overall page (i.e. the information in some parts of the screen stays in place while you scroll down the text to read information that is off the screen).

If the URL in the address box on a web browser is not the appropriate address for certain parts of the web page displayed then you should find the more specific address. To do this position your cursor on the part of the page you want to know the address of, then click the right-button of the

mouse, click on 'Properties', and note the information in the 'Address [URL]' section of the box. This address can be copied and pasted into a document. If you are unsure that you have the right address, try pasting that URL into the address box on the browser, press 'enter' (or click on 'Go') and see what happens!

Where a published text that you consulted in the form of a paper copy is also found on the Internet, it is useful to make the reader aware of this. Then they can easily access the document. You can let them know from where it is available by adding a note at the end of the standard reference, thus:

HARVEY, P. and SKINNER, B.H., 2002. *Sustainable Handpump Projects in Africa – Report on fieldwork in Zambia 18 April–4 May 2002*. Loughborough, UK: Water Engineering and Development Centre (WEDC), Loughborough University. Also available from: [http://wedc.lboro.ac.uk/docs/research/WEJW2/Report\\_-\\_Zambia.pdf](http://wedc.lboro.ac.uk/docs/research/WEJW2/Report_-_Zambia.pdf) [viewed 15 September 2011]

#### Electronic discussion lists

If there is an archive of an electronic discussion available on a website, refer readers to this so they can read the message for themselves. For example:

CARTER, Richard, 23 November 2001. 'Handpump Sustainability'. Contribution to e-conference on *Handpump Sustainability* [online] [viewed 15 September 2011] Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind01&L=rwsn-forum&F=&S=&P=54263>

If to read the contribution mentioned above someone has to opt into joining the discussion list, then provide the website address where s/he can join the list in the same way as shown above, or provide the email address of the list owner thus:

SHAW, R.J., 10 October 2002. 'Afridev handpump' Contribution to WEDC Distance Learner's discussion list. Available from email: [b.h.skinner@lboro.ac.uk](mailto:b.h.skinner@lboro.ac.uk).

Where an archive and membership of a list is not publicly available, you would need to write:

TRACE, Simon, 2 July 1999. 'DRA conference—a summary from WaterAid's perspective' Contribution to e-conference on Demand Responsive Approach. Not publicly available.

#### CDs and videos

Occasionally you may need to refer to information obtained from a CD or video. For readers of your work who will not have the CD/video, it will be useful to also refer to any webpage about the item, so they can obtain it or find the information there. For example if in the text you cited a paper on a CD using Dreiseitl (2002) then in the list of references you could write:

DREISEITL, Herbert, 2002. *Water in our cities*. In: HARTUNG (2002).

## 7 Referencing and plagiarism

Then you give details of the CD elsewhere in the list as:

HARTUNG, Hans (ed.), 2002. *The rainwater harvesting CD*. Walkersheim, Germany: Margraf Publishers. Available from: [http://www.iees.ch/pdf\\_files/Flyer\\_Rain.pdf](http://www.iees.ch/pdf_files/Flyer_Rain.pdf)

Alternatively, and this would be better if there are only a few documents from the CD that you refer to, combine the paper and details of the CD in one reference as illustrated in [Reference to a conference paper, on page 35](#).

### Reference to personal knowledge and personal contributions

If, as shown in *Reference to personal knowledge and personal contributions*, an author has referred to himself as the origin of a photograph, then in the list of references, James Bedlow could provide more details about the way he obtained the photograph(s) such as its location, but this will not usually be necessary. For example:

BEDLOW, James, 2002. Photographs taken by the author during a visit to Central Province, Zambia, May 2002.

## Your bibliography

A bibliography is a list of sources of information that have not been cited, but that may be of interest as background reading. It may be helpful to include a bibliography in addition to a list of references, although this is not usually necessary.

The format for references in the bibliography will be identical to that in the list of references but the list will be entitled 'Bibliography'. It should be separate from, and be positioned after, the list of references.

## Checking

Before submitting a coursework assignment or your research dissertation, take time to check that every citation in your text is shown in the same format in the list of references. In addition to the authors' names, check that dates and page numbers (where used) are shown correctly.

Also check that there are no documents in your list of references that are not mentioned in the text. You can do this by reading through the text and putting a mark against each listed reference when you find the text. At the end check for any that are unmarked.

You can use the 'Find' feature of a word processor to search for any particular word (such as an author's surname), or groups of letters, or dates. This is useful for double-checking for references that seem to be missing from the text. If you search a file containing your complete work and do not find the author's name, then you know that you have not used it, or have misspelled the name.

## Managing citations and references

Versions of Microsoft Word from 2007 onwards allow you to cite documents from a list of references that you produce.

As mentioned above, Mendeley is a freely available references management software. It is available from <https://www.mendeley.com>.

However first see the advice on the Library site that tells you how to download the 'plug in' to ensure that the entries in the list of references are in the British Standard Harvard style recommended by the university.

## The serious nature of plagiarism

### Plagiarism and academic misconduct

Plagiarism is the presentation of the work of others, without acknowledgement, as one's own. This information may be from books, the web or other students. It is a form of cheating.

Plagiarism includes the failure to acknowledge clearly and explicitly the ideas, words or work of another person, whether these are published or unpublished. This includes the work of other students — near-identical submission of parts of coursework assignments will be considered as plagiarism.

Claiming the work of others to be one's own is a serious offence. Its detection will normally incur a penalty. University procedures for dealing with plagiarism and the range of penalties are included in the 'Plagiarism' section (LU, 2016a) of the University's Student Handbook (LU, 2016b). This includes very useful examples of good and bad referencing, that illustrate how a charge of plagiarism can result from poor referencing. It can be found electronically at <http://www.lboro.ac.uk/students/welcome/handbook/examsandassessment/plagiarism/>.

### Problems in the past at WEDC

#### Coursework assignments

We often deduct marks from coursework assignments for poor referencing and follow the university procedures to apply severe penalties for plagiarism that can result from poor referencing.

In the past, a WEDC member of staff noticed similarities between the coursework assignments submitted by different students. These students were charged with 'Minor Academic Misconduct' and the Dean of the School of Civil and Building Engineering decided that their coursework marks should be considerably reduced.

## 7 Referencing and plagiarism

We can automatically check electronic copies of coursework against those of students in the same year or in previous years, so even if the member of staff marking the work does not notice similarities, these will be automatically detected.

To check for plagiarism we use an electronic checking system called Turnitin ([http://turnitin.com/en\\_us/home](http://turnitin.com/en_us/home)). This automatically highlights passages in a student's work that are identical to, or very similar to, text found anywhere else on the Internet and in work previously submitted to Turnitin. We can then check whether these sections of the text are properly referenced.

A PowerPoint presentation, showing the power of this software, is available at <http://learn.lboro.ac.uk> when a registered student logs in and chooses the 'CVZ250 – WEDC Distance Learner's Common Resources and Communications' MetaModule section. It is shown in Topic 8 of the MetaModule.

### Research dissertation

All research dissertations that are submitted by students are put through Turnitin. In a past year, the Turnitin return showed that one student had not referenced information he had taken straight from a literature review that he found on the Internet. He was penalized with a marks reduction. He narrowly escaped major penalties (he could have failed that module and his whole MSc degree).

Another student received zero for his dissertation because of the extent and nature of the plagiarism.

### How to avoid plagiarism

There are four simple ways to avoid plagiarism:

- Do not copy from other students' work.
- Do not 'cut and paste' information from the Internet, or another source, without properly referencing it and showing it as a quotation.
- Use the WEDC-recommended method of citing what you write. Use inverted commas, or italics, where you are exactly copying part of another source, so that the extent of the quotation is clear.

It is easy to avoid plagiarism. There is no excuse for students misunderstanding how to reference properly. 'Forgetting' to reference material obtained from elsewhere is not a valid defence when charged with plagiarism! If you are in doubt how to reference then ask the Module Leader.

## List of references

LU, 2016a. *Student Handbook*. Loughborough, UK: Loughborough University. [online] [viewed 8th September 2016] Available from: <http://www.lboro.ac.uk/students/welcome/handbook/>

LU, 2016b. *Exams and Assessment: Plagiarism. Student Handbook*. Loughborough, UK: Loughborough University. [online] [viewed 8th September 2016] Available from: <http://www.lboro.ac.uk/students/welcome/handbook/examsandassessment/plagiarism/>

## Bibliography

BSI, 1990. *Recommendations for citing and referencing published material*. British Standard BS 5605:1990. London: BSI.

ISO, 2010. *Information and documentation – Guidelines for bibliographic references and citations to information resources*. 3rd edition. International Standard BS ISO 690:2010. Switzerland: ISO.

LSU (no date). *Don't be a copycat*. Loughborough, UK: Loughborough Students' Union.

LU [no date]. *Citing and Referencing: Using British Standard Harvard*. [online] Advice sheet produced by University of Loughborough's Library. Loughborough, UK: Loughborough University. [online] [viewed 14th May 2015].

REED, B. and SKINNER, B. How to use and cite literature effectively. WEDC Guide 10. Loughborough, UK: WEDC, Loughborough University. [online] [viewed 20th May 2015]. Available from: <https://wedc-knowledge.lboro.ac.uk/details.html?id=19409>

## Other information



### University resources

If you have access to the Internet, you can find advice and further reading relating to referencing on the University Library's website and on the university's Learn server. The Library offers self-help learning support on referencing and avoiding plagiarism via 'Learning Central Online'.

The Library also provides other useful resources such as guidance on bibliographic management software (such as Mendeley).

These are all available via: <http://www.lboro.ac.uk/services/library/skills/topicslist/topic---references-and-citations.html#>

If methods for giving references found via these courses differs from these notes, opt for the latter.



# Appendices



## In this section:

- managing stress
- glossary of symbols
- daily task sheet
- weekly planning sheet
- programme summaries

## Stress factors in study

When you are studying, one of your concerns is the importance of your results in relation to the career path you want to follow. Distance learning may seem very different from other forms of learning you have previously encountered and sometimes it can be difficult to know how you are doing because you may not be getting immediate feedback.

However pressured you feel, you have made a choice to study, so tasks can only be managed and not reduced. Nevertheless, if you can guard against the negative impact of stress through effective control measures then it is less likely to make you ill and affect your study.

### Stress — signs and symptoms

#### Physical

- Breathlessness, dizziness, nausea
- Appetite changes
- Frequent indigestion
- Constipation/diarrhoea
- Trouble getting to sleep
- Waking up early
- Persistent tiredness
- Fidgeting, nail biting
- Headaches, persistent neck pains

#### Mental and emotional

- Feeling weepy and emotional
- Irritability
- Inability to decide
- Feeling unable to cope, failure
- 'People don't like me'
- 'I don't like myself or others'
- Fear of something dreadful happening
- Difficulty in concentrating
- Inability to complete one task before going on to another
- Loss of sense of humour and lack of interest in life
- Unable to tell others how you feel

**If you experience a group of these symptoms on a regular basis then you may well be working ineffectively and may even be heading for illness. Consider consulting a doctor.**

Three key control measures will help you to minimize stress in your life:

#### Get organized — Look after your health — Learn to relax

#### Get organized for study

- Plan a timetable for completion of coursework assignments as soon as you know the requirements.
- Plan to complete coursework a week ahead of the submission date.
- Be realistic about deadlines you set yourself.
- Decide your priorities and stick to them.
- Make sure task requirements are clear to you.
- Complete one task before moving on to another.
- If a task is large and complicated, tackle it in small chunks.
- Do not feel you have to strive for perfection — be satisfied with 'good enough'.
- If there is a major crisis in your personal life, let WEDC know so that work can be rescheduled if necessary.

#### Look after your health

- Allow time to eat properly.
- Try to keep to a well-balanced diet.
- Develop a regular exercise programme.
- Be warned — coffee, alcohol and smoking all exacerbate stress!
- Avoid taking non-prescription drugs.

#### Learn to relax

- Take five-minute breaks away from study to do something different.
- Spend time alone each day doing nothing.
- Learn to recognize potential sources of stress.
- Learn and regularly practise some relaxation techniques.
- Talk to friends regularly.
- Allow for some fun in your life!

### Relaxation strategies

Relaxation techniques can help you by providing mental, emotional or physical release.

#### Mental

Doing a different type of mental exercise may be just what is needed:

- If you have any knowledge of the classic techniques of yoga, Zen, meditation, then use them — or find out about them.
- Focus on a fantasy journey.
- Focus on an object in the room, for example a lighted candle. See the object and think only of that.
- Focus on breathing: breathe deeply in through the nose and out through the mouth in a regular rhythm, gradually allowing your breathing to adjust its own depth. Try using this in conjunction with other focusing exercises mentioned above.

#### Emotional

Learn to identify the way you respond when you are under stress:

- Express those feelings appropriately, perhaps through writing or talking to others.
- Emotional catharsis through listening to the radio, watching TV, or through drama, music or art.



#### Physical

Soundness of body and soundness of mind:

- Exercise is valuable because it helps to reduce the levels of stress-creating hormones in the bloodstream. You do not need to be a great athlete to keep fit. Jogging, for example, has been used as a treatment for depression in the USA.
- Find out what you enjoy doing and then do it. Set up your relaxation programmes before you experience stress. Then it is likely that you will avoid the worst problems.

#### Additional resources

Although primarily focused on meeting the needs of Loughborough-based students, the university's student Counselling Services can offer some support to distance learners; see <https://www.lboro.ac.uk/services/cds/wellbeing/counselling/> for more information.



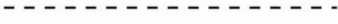


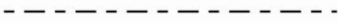







This section is based on an earlier version of the student advice note *Minimising Stress*.

# Glossary of symbols – lines

This appendix presents you with a glossary of symbols used in the module illustrations.

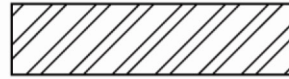
Conventions (or standard practices) are used to govern the way information is recorded in drawings to prevent misunderstanding or misinterpretation. In the UK, the British Standards Institution has published engineering drawing conventions in British Standards BS308 and PD7308.

WEDC distance learning modules use these standards but you should note that there are variants. Some of the more common civil engineering drawing conventions are illustrated here.

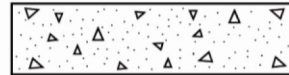
Lines		Use for
Continuous – thick		Visible outlines
Continuous – thin		Dimension lines; projection/extension lines; hatching; sectioning
Short dash – thin		Hidden detail
Long chain – thin		Centre lines
Long chain – thick		Cutting / viewing planes
Short chain – thin		Adjacent parts
Continuous wavy – thick		Irregular boundaries; shortbreak lines
Ruled and short zig-zags		Long break lines
Curl		Pipe ends in plan
Flags		Section references
<b>Dimension lines</b>		
either:		
or:		
or:		

## Glossary of symbols – shading

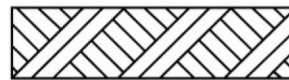
Brickwork



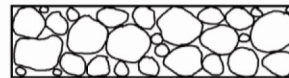
Concrete



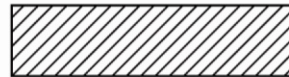
Earth



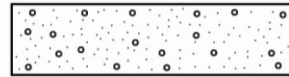
Hardcore



Metal



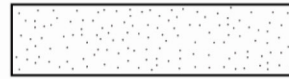
Mortar



Rock



Sand



Tarmac



Wood



Wood



# Daily task sheet



Hour	ACTIVITY / TASK	NOTES
07-08		
08-09		
09-10		
10-11		
11-12		
12-13		
13-14		
14-15		
15-16		
16-17		
17-18		
18-19		
19-20		
20-21		
21-22		
22-23		
23-24		

**Small tasks:**

# Weekly planning sheet



Hour	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08							
08-09							
09-10							
10-11							
11-12							
12-13							
13-14							
14-15							
15-16							
16-17							
17-18							
18-19							
19-20							
20-21							
21-22							
22-23							
23-24							



## What our students say

“I’ve come to appreciate the social, technological, economical, institutional, environmental and political dynamics involved in the provision of sustainable WASH facilities and services in low- and middle-income countries. Professionally, I am a more disciplined person with a better sense of time management and self-control. Due to my enhanced capacity in the WASH sector, my career growth has been steady over the last three years from a Water and Sanitation Engineer to a Project Manager and now currently a Senior Programme Coordinator. I am optimistic that more is yet to come.”

“It is, and has been, of significant value to my current position to say the least and has turned out to be an extremely interesting course so far. I feel that I have greatly increased my understanding of some fundamental issues relating to management in a development country context as well as boosting my personal confidence. This is paying dividends in my work and in people’s opinion and confidence in me!”

“The distance learning modules undertaken so far have been very useful and I have applied a lot of the knowledge to my work.”

“It was a great experience ... and I have fully enjoyed and benefited from the course materials provided for various modules.”

“Well structured, clearly presented.”

“My WEDC studies are not complete but, boy, have they prepared me already for this!”

“I’d like to thank you for all the support you’ve been giving throughout this course, turning it into a very useful experience.”

“The programme has benefited me to significantly improve my technical capacity in all dimensions of water and sanitation fields. The programme has helped me to plan, implement and monitor WASH activities in a more effective manner. I have supported technically other partners working in my area through provision of training, designing of WASH facilities and planning and responding to WASH emergencies.”

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## About this *Study Guide*

This *Study Guide* has been produced by WEDC. Parts of it were originally produced in association with the Flexible Learning Initiative and the Faculty of Engineering Teaching and Learning Support Unit at Loughborough University in the UK.

Designed and produced by WEDC Publications

August 2020

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