HOW TO LOSE MARKS ON YOUR ASSIGNMENT - WITHOUT EVEN TRYING!

PART ONE:
STUFF UP YOUR REFERENCES
WHY LOSE MARKS?

Well, gosh, we don’t know. But people do this all the time.

Getting your references right isn’t hard or complicated, but people just don’t pay attention.

They leave it to the last minute…

They don’t follow the right style…

They don’t reference the right things…

And they lose “easy” marks.
1. DON’T PAY ATTENTION

If you want to lose marks, you should forget about your references entirely while doing your research.

• Don’t notice where your information came from.
• Don’t make sure you keep the details about your sources so you can find them later
• Don’t pay any attention to the author’s names, the title of the book/journal article/web site or the year it was published.
• Don’t pay any attention to who said what piece of information.
2. LEAVE IT TO THE LAST MINUTE

To make it easier to lose marks for referencing, you should leave it to the last minute.

This will make it easier to forget which parts of your assignment need citations and you’ll be less likely to notice if your reference list and your in-text citations match.

This will ensure your lecturer notices:

“Your referencing is inconsistent”
3. DON’T FOLLOW THE STYLE

To lose marks for referencing, make sure you forget to check what style you need.

Don’t find a guide on the Library’s homepage (definitely don’t look at this page: http://libguides.jcu.edu.au/referencing).

Don’t pay attention to the patterns you should follow.

And, above all – make sure each of your references looks like you’ve changed your mind about how to lay it out.

Then your lecturer will know:

“You haven’t followed the required style”
4. DON’T REFERENCE THE RIGHT THINGS

To reference properly, you need to cite every idea that came from something you read or heard – even if you put it in your own words.

So, to lose marks, you should make sure you:

• Only reference exact quotes (this is bad referencing)

• Completely ignore any information that you took from another source as long as you changed a couple of words and moved things around a bit (this is bad referencing and bad writing).

“You haven’t referenced all of your information”
BY THE WAY...

Not referencing all of your sources is not just bad writing, it’s also **plagiarism**.

Plagiarism is when you “steal” or “borrow” other people’s ideas without giving them credit for their work.

If you want to **fail** your assignment, you should definitely try plagiarising someone’s information.

Ooooh! Copy and paste entire sections from the internet into your assignment! Then you’ll fail for sure!
IF YOU DON’T WANT TO LOSE MARKS...

Oh, that’s easy.

1. Make sure you always note where your information came from when you take notes.

2. Give yourself enough information to find all of the reference details when you need them.

3. Every time you use someone’s information in your assignment, cite it in the text and put an entry in your reference list.

4. Find a guide for the style and follow the patterns exactly.

5. Ask your friendly librarians to help you out if you get stuck.
WHAT DOES THE LECTURER MARK?

They check to make sure all of your information is cited appropriately.

They check to make sure everything in your in-text citations is also in your reference list (and vice versa).

They check to make sure your references are correct – all the details are there, and you have full-stops, commas and italics in all the right places for the style.

They check to make sure you are consistent – you’ve done the same thing every time.
SPOT THE ERRORS 1:

Here’s what a book chapter should look like for APA style:


This is the pattern to follow:


What’s wrong with this one:

Here’s what a journal article should look like for APA style:


This is the pattern to follow:

Author, A. A. (year). Title of article: Subtitle of article. *Title of Journal, volume*(issue if applicable), page numbers of the whole article. doi (if available).

What’s wrong with this one:

DID YOU FIND...

Indent? Capitalisation? Italics?

Here’s what a document downloaded from the web should look like for APA style:


This is the pattern to follow:


What’s wrong with this one:

DID YOU FIND...

Author? Date? “Retrieved from”?

Adult Asthma Information Pack.
FOR MORE ABOUT REFERENCING

Check out the referencing section of the Info Skills Road Trip

Oh, heck, just go check out the whole Road Trip. You’ll find lots of tips to help you do a good job on your assignment and avoid losing marks.

If that’s the sort of thing you want to do…