Proofreading, referencing and bibliographies

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Proofreading

4 key questions to ask yourself:

• Is it relevant?
• Is it clear?
• Is it objective?
• Does it make sense?
What to proofread for

• Content (ie *what* you are saying)
  – Is it relevant?
  – Does it make sense?

• Language (how you are saying it)
  – Is it clear?
  – Is it objective?
  – Does it make sense?
Tips for effective proofreading

• read your work aloud
  – *if it sounds strange to you, it will probably sound strange to someone else: stop and work out what the problem is*
  – *if it sounds monotonous or too fragmented, try altering the sentence lengths (this will alter the rhythm)*
  – record yourself and play it back while you read silently

• cover the page below the line you’re reading
• use your fingers (like when children learn to read)
• try reading it backwards as well as forwards
Tips for effective proofreading

• Use colour coding
  – for content
  – for connections between content
  – for connections between content and main research question + hypothesis
  – for language (eg Subject-Verb-Object)

• Give yourself time

• Do more than once
  – as you go along
  – when everything’s finished

• Take a break when you’re getting tired/bored
Language

- Subject/verb agreement esp when many words between them
- Missing –s
- Tenses (be consistent)
- Pronouns /determiners (*he*, *she*, *it*, *they*, *this*, *that...*)
  - check they are (a) correct and (b) it is clear what they apply to
  - *this* + noun
- Prepositions (*to*, *for*, *from*, *between...*)
- Articles (*a*, *an*, *the*)
- *Less/fewer*
- Relative clauses
- Punctuation (read aloud)
- British English or American English?

*Grammar & spellcheckers are NOT a substitute for proofreading.*
Presentation

• Font + font size
• Line spacing
• Extra space between paragraphs
• Start new chapters on a new page
• Check Contents page, section numbering (etc) is consistent with what you’ve actually done
• Don’t have subheadings near the foot of page
• Page numbering
• Referencing
• Reference list/Bibliography
Which referencing style should I use?

• Check School handbook
• Ask your supervisor
• Check main publications in your discipline for the commonly used styles
In-text systems (Harvard)

The two parts of the system work together.

• The in-text part consists of:
  – the author’s surname
  – date of publication
  – a page number (for direct quotation)

• The full entry in the reference list,
  – alphabetically by author’s surname
  – all information must be
    • complete
    • listed in a conventional way.
The Harvard system

Other aspects to be aware of:

- There are **small variations** within the Harvard system, which **don’t matter** as long as you are **consistent**:
  
  (Webster, 2008, p.48)       (Webster, 2008:48)

- If you have read something quoted in another book, you must make this clear through **secondary referencing**
  

- If there are more than two authors of a source, you can shorten the in-text reference using ‘et al’.
  
  (Webster, Jenkins and Magyar, 2008)
  
  (Webster et al, 2008)
Footnotes and Endnotes

• Footnotes
  – marked with a number in the text (either superscript or in square brackets)
  – give the full information at the bottom (or foot) of the page.

• Endnotes are the same, but the full information is at the end of the essay/article/chapter.

• Differences to be aware of:
  – The first entry in footnotes is given in full. It can be shortened after that.
  – Each new footnote has a new number, even if it’s the same text
  – With many endnote styles, especially in the (Health) Sciences, each text
    • keeps the same number
    • appears only once at the end, listed in the order they appear in the text
Incorporating research

• Central reporting
  *Ellis (2000) provides a review of gender issues; Longwe (1997); illustrates how gender is embedded in these social institutions; According to Sen (2000: 32), “..."

• Non-central reporting
  *Several studies have highlighted gender issues, such as Asian tourism (Shah and Gupta 2000)...*

• Non-reporting
  *Despite the advantages of the approach (Chambers 1994a)... PRA promotes consensus whilst ignoring power relations (Bevan 2000).*
Bibliographies/reference list

• How it’s referenced depends on type of source
  - Book
  - Journal article
  - Website

• The reference list is not usually divided by type of source.
Further reading

UEA Learning Enhancement Team:
  www.uea.ac.uk/dos/let
  www.uea.ac.uk/plagiarism