Like any skill, good academic practice has its own terminology. Here are some of the terms you will most commonly encounter, with their specialist meanings.

Acknowledge

To avoid plagiarism, you should acknowledge the work of others. This means using the conventions of referencing to indicate which sections of your assignment are not your own work, but drawn from your reading of other people's research. In acknowledging the work of others, you should state who these other scholars are and where their research may be found. See also cite, reference, work.

Author

The author of a text is responsible for researching it and writing it up. An author may be a named individual or a group of several authors, all of whom should be mentioned when acknowledging them in your work, either using 'et al.' in your text or named in full in the reference list. An author may also be an organisation such as a government department, non-governmental organisation or business company. The author may be responsible for a whole text, such as a book or journal article, or part of a text, such as a chapter in an edited book or an entry in a reference work (the author should not be confused with the editor in this case). Reference lists are always organised by alphabetical order of the (first) author's surname. See also editor.

Author/date system

Another name for the Harvard referencing system; so called because it uses the author's surname and date of publication in the text to acknowledge sources. See also in-text referencing.

Bibliographic

The word 'bibliographic' describes anything to do with books.

Bibliography

The meaning of this term depends on the referencing system you are using. Some referencing styles, particulary in-text styles such as the Harvard system, make a distinction between a 'bibliography' and a 'reference list'. In these styles, a bibliography is a full list of all the texts you consulted in your research for an assignment, whether you referenced them in your writing or not. By providing a bibliography, you show all the reading that influenced your ideas, even indirectly. In this case, a bibliography is different to a reference list, which is a list of only those sources that you acknowledged in your writing. Check your course handbook for details of which you should use. However, other styles, particularly those using footnotes or endnotes, do not make a distinction between a 'bibliography' and a 'reference list', using the two terms interchangeably to mean a list of the works you have cited. In this case, the inclusion of works you have not referenced in your writing may be discouraged and it is best to check with your lecturer. The bibliography appears at the end of the assignment, and provides full bibliographic details of each work. These appear in alphabetical order of the author's name. See also reference list.

Citation / to cite

Cite is a broad term that means to formally mention the work of another writer. A citation could take the form of a direct quotation, or a paraphrase with a reference. To cite a text, one of the conventional referencing systems should be used. See also reference.

Collusion

UEA defines collusion as 'a form of plagiarism, involving unauthorised co-operation between at least two people.' You can find out more about what collusion is in the **UEA policy on plagiarism**. See also plagiarism.

Copyright

Copyright is a legal term, referring to the protection given to authors which prevents unauthorised copying or publishing of their work. It is related to plagiarism.

Editor

An editor co-ordinates the publication of collected articles or chapters by individual authors for a book or journal. The editor invites contributions, selects and organises material by other authors on a chosen topic, and may write an introduction to the collection. See also author.

Endnote

Some referencing styles use endnotes to present bibliographic information. An endnote appears as a number in the text, either in superscript[2] or in square brackets [2], which directs the readers to the full information at the end of the article, chapter or book, in numerical order of appearance in the text. For this reason, systems which use endnotes do **not** usually have an alphabetical reference list at the end too, as this would be unnecessary. See also footnote.

Et al. an abbreviation of the Latin 'et alii' ('and others'). This abbreviation is used in a reference which has three or more authors, to avoid long lists of names in your text. For example, (Smith, Patel and Jacobs 2003) would be given as (Smith et al. 2003) in your text. The full names should be given in the reference list or bibliography, however. The conventions of some journals differ from this, so if you are following the referencing style of a particular journal, be sure to check this point, as some permit no more than two author names in full, even in the reference list.

Footnote

Some referencing systems use footnotes to present bibliographic information using numbers in the text, either in superscript[2] or in square brackets [2], which refer to a full entry at the bottom of the page. A second use of footnotes is to offer observations which are relevant to the main text, but which do not relate directly enough to be included in the argument itself. This type of footnote should be used very sparingly, to avoid the inclusion of too much unnecessary material. See also endnote.

In-text referencing

In-text referencing is one of the two ways in which referencing can be presented (the other is as numbered footnotes or endnotes). In-text methods use brackets to give the minimum of bibliographic information in the text, from which the reader can identify the full entry in the reference list at the end. These methods therefore always consist of two parts – the brackets in the text linked to the reference list at the end. Different referencing styles include different information in the bracket (for example the author's name and date, or page number) and include the Harvard system, MLA, APA etc. See also Author/date system, endnote and footnote.

Literature

In this sense, 'literature' refers to a body of published research, usually peer-reviewed and academic in origin. The term is often used interchangeably with 'scholarship'.

Paraphrase

To paraphrase is to give an account of someone else's work in your own words. Paraphrasing is a skill which requires you to identify key points and demonstrate your understanding of them by explaining them in a different way. For this reason, it is often better than direct quotation. However, you still need to include a reference, as the ideas or findings you are using are not your own work, even if the expression is. Paraphrasing is sometimes

also called 'indirect quotation'. Paraphrasing must be carefully done; if your paraphrase is too close to the original, you may still be committing plagiarism. See also quotation and summarise.

Peer review

Peer review is a process that ensures the quality and reliability of research published in academic books and journals. Publishers send submitted material to be evaluated by academic experts in the same field of research, who decide if it is suitable for publication. Peer-reviewed scholarship should form the majority of your reading. The quality of other material (for example from websites or newspapers) is not guaranteed and it may well offer a second-hand account rather than original research.

Plagiarism

UEA's Policy on Plagiarism and Collusion defines plagiarism as:

(a) The reproduction without acknowledgement of work (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase. In this context, the work of others includes material downloaded from computer files and the internet, discussions in seminars, ideas, text and diagrams from lecture handouts.
(b) Poor academic practice which is un-intentional.
(c) The reproduction without acknowledgement of a student's own previously submitted work.

Plagiarism Officer

Each School at UEA has one lecturer who acts as a Plagiarism Officer. Their role is to promote good academic practice and to investigate suspected cases of plagiarism and collusion. For more information, see the **UEA policy on plagiarism**.

Quotation / to quote

To quote is to use another author's words verbatim (reproduced exactly word-for-word) in your writing. This is often referred to as 'direct quotation'. You should signal that you are quoting someone else's words by using quotation marks (' or ") and include a reference to the original source to avoid plagiarism. Avoid overuse of quotation; a paraphrase is often more concise and a better demonstration of your understanding. For more information on how to present a quotation, see the study guide **Essay Presentation**.

Reference

A reference is a sign to the reader that the words, ideas, opinions, information etc. are not the writer's own work, but that of another. It tells the reader exactly where the original source can be found. There are a number of different conventions about the way to present references, but whichever method you choose, your references should be clear and contain full bibliographic information. See the study guide **Referencing your work**. See also cite, referencing system.

Reference List

The meaning of this term depends on which referencing system you are using. A reference list (sometimes called a 'bibliography' or 'list of works cited') is a full list of all the works you have referenced in your assignment. It is used in the in-text referencing styles such as the Harvard system, and may also supplement those which use footnotes (but not necessarily endnotes) in longer pieces of work such as a dissertation. For in-text referencing systems, the reference list is a key component of the system, without which it would not function. The reference list appears at the end of the assignment, and provides full bibliographic details of each work. These appear in alphabetical order of the author's name. In some referencing styles, particularly the in-text styles, a distinction is made between a

'reference list' and a 'bibliography', which in this case means a full list of all the works you consulted for the assignment and which influenced your thinking, not just the ones you referenced. Check your course handbook to find out which you should use. However, in other referencing styles, particularly those which use footnotes or endnotes, the two terms 'reference list' and 'bibliography' are used interchangeably to mean 'a list of works cited', and inclusion of works not cited may be discouraged. See also bibliography.

Referencing system

There are several systems of referencing, and different subjects use different ones according to the needs and traditions of their discipline. You should choose the one recommended in your course handbook, or one of the ones usually associated with your subject (look at academic publications in your subject, such as journal articles, for more information). There are essentially two main ways of referencing, in-text systems, and footnote or endnote systems.

Scholarship

Scholarship refers to a body of published research by academic authors. It is often used interchangeably with 'literature'.

Secondary referencing

Secondary referencing is a way of referencing something when you have not read the original, but have found it cited in another book. If you have not read the original, you should make this clear by giving a reference to both the original and the text you found it in. You should always attempt to read the original if possible, rather than relying on a second-hand account of it. Secondary referencing should be used as sparingly as possible. See the study guide **Referencing your work** for an example of a secondary reference.

Summarise

To summarise, or make a summary of a text, is to make a shortened version of it that conveys the main points as succinctly as possible. It differs slightly from a paraphrase, in which the aim is to express the main point in your own words. See also paraphrase.

Verbatim

To copy something verbatim means to reproduce it exactly word-for-word. If you do so, then this is quotation and you should use quotation marks.

Work

To avoid plagiarism, you should always acknowledge the work of others (including the work of fellow students). However, 'work' in this sense may mean not just words, but also ideas, theories, opinions, findings, data, images, tables, formulae, audio-visual material, lectures, discussions in seminars etc. It also includes material downloaded from computer files and the internet. 'Work' may mean anything that is the product of someone else's expression, research or thought. It is also important to remember that reproducing without acknowledgement, your own previously submitted work is regarded as self-plagiarism.

If there is a term that is not included in this glossary that you'd like a definition of, please email us your suggestion.