COMP 1205
Professional Development
week 9; 23 Nov 2015 <u>Technical Writing</u>
<u>and Plagiarism</u>
                    by Dr Su White

Jed Gibbs
for
Charlton
Rodda

www.edshare.soton.ac.uk/15567

See Elena's slides for more info. on the technical aspects
covered on her earlier lectures.
In year 3 you will need to write a 10,000 word report
If statemented then there are 'tolerances' - they will
apply some assessment criteria.

It is good good to assist one another - proof reading and
giving advice to your peers is fine - for example identifying
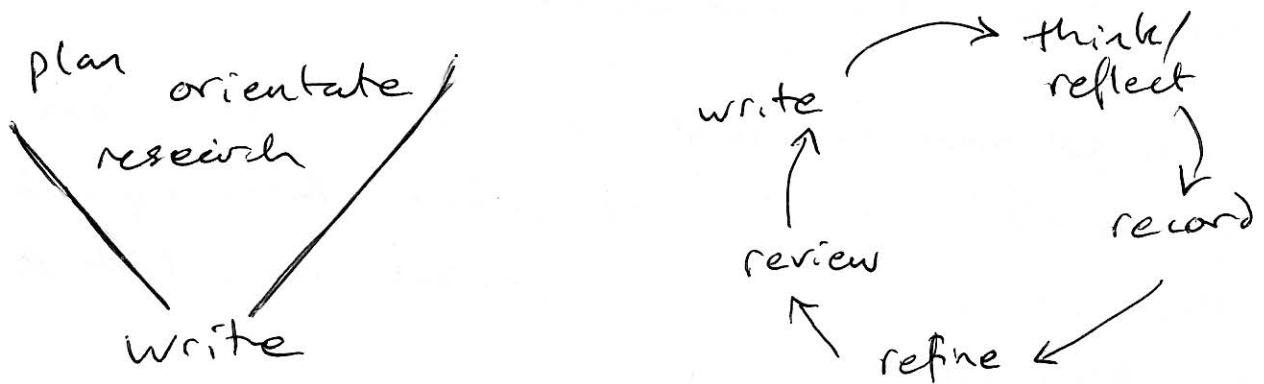that a graph lacks labels; frequent errors, lack of
capitals etc.

Organise writing clearly, logically, and ideally elegantly -
when citing an author, don't just put their info in brackets,
but introduce their work - "in their seminal paper
presented to the 1999 conference at the Hague,
Professors ... and ... explained how....."

It is unrealistic that you can leave your work to the
last minute - you <u>will</u> need to revise your work,
both structurally and down to the fine detail of spelling
and punctuation.

2.1

Technical report to be written in the passive voice.
Citations should always be in the present — the papers still exist on the library shelves, so the convention is that Einstein says (despite his death).

When ~~quoting~~ quoting, maintain US english, but otherwise convert information from online sources to British english (color → colour).

Download the marking scheme /15362

plan orientate/research → write → write → think/reflect → record → refine → review → write

first draft will never be good enough so revise — but don't miss deadline, the penalty is large, good practice to submit draft early so at least something is there in case there are issues when everyone tries to submit at the last minute.
There is no problem with submitting more than once.

OK to work collaboratively (Pinterest/scoop to collect references) but the actual report is for you alone to write.

People who are rushed may take shortcuts, feel panicked and make poor choices.

Su recommends

'Scrivener' (mac) (+PC) helps to organize teet and many of the best students' work has been created with it.

Mendeley
collaborative reference manager.

References and citations are there to provide an audit trail, so others can evaluate your work and learn more about the subject.

Tech report is 2000 words — check specification as to whether this includes references!

You will be emailed your subject this week.

A N U   Australian National University has lots of info and tutorials on 'Scrivener!'