RESEARCH SKILLS

- My Anglia
- ARU Library
- Report Structure
- Harvard Referencing
- Turnitin UK and CANVAS

Mr. Andre Samuel
http://www.samuellearning.org

October 2018
USEFUL LINKS

1. My Anglia- [https://my.anglia.ac.uk](https://my.anglia.ac.uk)

Login using your ARU Username e.g. AS1234 and e-vision password

2. Anglia Ruskin Library- [https://libweb.anglia.ac.uk](https://libweb.anglia.ac.uk)

Login using your ARU Username e.g. AS1234 and e-vision password

3. A guide to finding resources via Library Search- [https://anglia.libguides.com/searchfaqs](https://anglia.libguides.com/searchfaqs)

4. Harvard Reference System- [https://libweb.anglia.ac.uk/referencing/harvard.htm](https://libweb.anglia.ac.uk/referencing/harvard.htm)
SAMPLE REPORT STRUCTURE:

The guidelines are intended to provide useful general advice. It is important to also take account of any specific “house rules” that might apply to your particular course from your individual lecturers.

TITLE PAGE

Include the following details on your title page: Student Identification Number, Module Title, Module Code, Title of Assignment: e.g. Element 010, To be marked by, Due Date for Submission, Word Count

EXECUTIVE SUMMARY

Succinct overview of the assignment, including objectives of the assignment, key conclusions, recommendations and implications.

TABLE OF CONTENTS

Include: section headings, subsections, illustrations, appendices etc., with page numbers

1.0 INTRODUCTION

Background, Define topics, purpose of the assignment

2.0 MAIN BODY (will need to substitute with more appropriate headings based on assignment guide from lecturer)

2.1. First Main Section

2.2. Second Main Section

2.2.1. First subsection

3.0 CONCLUSIONS

Link back to purpose of the assignment and base clearly on findings and analysis from the main body.

REFERENCE LIST (mandatory)

A Reference List is always required when you cite other people's work within your assignment. It is a list of all sources cited in the body of the report. Listed in Alphabetical order by author or authorship using Harvard Reference Style.

BIBLIOGRAPHY (if required by lecturer)

This is a list of relevant items that you have used to help you prepare for the assignment but which are not cited in your assignment e.g. general background reading.

APPENDICES

Additional or supporting material to the main points made in the body of the report. Must refer to the Appendix from the body of the report.
Excerpt from Academic Regulation July 2016:

(L) Exceeding Word Limits

6.69 A written assignment must not exceed the maximum word limit set for that assignment. Students are required to enter an accurate word count on the Assignment Cover Sheet.

6.70 When a written assignment is marked, the excessive use of words beyond the stated word limit is reflected in the academic judgement of the piece of work which results in a lower mark being awarded for the piece of work. The MDF for a module which is graded on a pass/fail basis must specify whether submission of a written assignment exceeding the word limit results in failure in the module.

6.71 In determining the text to be included within the maximum word limit, the following items are excluded:
- abstracts;
- data;
- tables;
- figures;
- diagrams;
- in-text references/citations (eg: “(Baxter 2016: 73-84)”\(^\text{39}\))
- footnotes/endnotes used for reference purposes and kept within reasonable limits;
- list of references and/or bibliography;
- appendices.

\(^{39}\)This Regulation only refers to the citation and not the full actual indented quotation which is therefore included in the word count.
Citing References in Text – some useful expressions

**Introducing someone’s ideas:**

Bloggs (2002) suggests/argues/states/believes/concludes/proposes that ---

- expresses/holds the view that ---
- draws attention to ---
- describes X as ---
- describes how ---
- refers to ---
- takes the stance that ---
- emphasises/stresses the need to/the importance of---

According to Bloggs (2002) ---

As stated/suggested/argued/proposed by Bloggs (2002) ---

There is a view/theory/argument that --- (Bloggs, 2002).

It has been suggested/stated/argued/proposed that --- (Bloggs, 2002)

One view/theory/argument/suggestion/proposal is that --- (Bloggs, 2002)

One view, expressed by Bloggs (2002) is that ---

**Introducing an idea/theory that agrees with/has built on another:**

This is supported by Smith (2003).

- in line with the view/theory/suggestion of Smith (2003).
- reflects the “““

Smith (2003) accepts/supports/agrees with/concurs with this view/suggestion/theory.

A similar view is held by Smith (2003)

A similar stance is taken by

This idea/theory has been extended/developed/taken further/built upon by Smith (2003).

**Introducing an idea/theory that disagrees/contrasts with another:**

This conflicts/contrasts with/is contrary to the view held by Smith (2003) that ---

This is not accepted by/has been challenged by Smith (2003), who argues that ---

Smith (2003), on the other hand/however/in contrast, suggests that ---

An alternative view/suggestion is that --- (Smith, 2003)

The opposite/a conflicting view is expressed by Smith (2003)
## Reference List Format

### Quick Guide to Harvard Referencing

<table>
<thead>
<tr>
<th>Printed Items</th>
<th>E-books</th>
<th>E-journal articles</th>
<th>E-journal articles with DOIs</th>
<th>Websites</th>
<th>PDFs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WHO created it?</strong></td>
<td>Author(s)</td>
<td>Author(s)</td>
<td>Author(s)</td>
<td>Author(s)</td>
<td>Author(s)</td>
</tr>
<tr>
<td><strong>WHEN was it published?</strong></td>
<td>Year of publication</td>
<td>Year of publication</td>
<td>Year of publication</td>
<td>Year of publication</td>
<td>Year of publication</td>
</tr>
<tr>
<td><strong>HOW can it be found?</strong></td>
<td>Place of publication &amp; Name of publisher</td>
<td>Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed</td>
<td>Volume &amp; issue numbers and page numbers, website name &amp; address, and the date accessed</td>
<td>Volume and issue number of journal and page numbers, followed by DOI</td>
<td>The full web address (URL) of the webpage used and the date accessed</td>
</tr>
</tbody>
</table>

The full Guide to Harvard Referencing (Version 6.1) is available via the University Library website: http://libweb.anglia.ac.uk/referencing/ September 2017
Student- Guide on Using Canvas

Andre Samuel

19 Sept 2018

- Login to Canvas
- Accessing your Modules
- Viewing Module Information:
  - Learning Outcomes
  - Syllabus
  - Lecture Notes
  - Assessments

- View Video Tutorial
  https://www.youtube.com/watch?v=7XGmlvB4rvQ&t=1s
Login to Canvas Options

1. Direct Link to Canvas
   http://canvas.anglia.ac.uk

2. Through My Anglia Portal
   http://my.anglia.ac.uk
Turnitin Assignment Submission Guide
You can view a video at https://youtu.be/HQHf0Y2FGC4

Step 1- Login
• Login to Turnitin GradeMark using http://www.turnitinUK.com/en_gb/login. See Figure 2 below.
• Use your FULL university student email address: (e.g. firstname.lastname@student.anglia.ac.uk) and Turnitin Password.

![Turnitin UK Login Page](image)

**Figure 2 Turnitin UK Login Page**

Step 2 - Choose your Class and Assessment Element
• When logged into your Turnitin student homepage, in your ‘LAIBS’ panel, click on the class name relevant to the module assessment you want to submit. See Figure 3 Below.
• If your module has more than one element/assessment being submitted through Turnitin GradeMark, please ensure you submit to the correct one – this will be shown at the beginning, before your module title i.e. 010

![Student Homepage showing Final Submission](image)

**Figure 3 Student Homepage showing Final Submission**
Step 3 – Submitting your Assignment

- Click on Submit to upload your work. See Figure 4 below.

![Figure 4 Module Assignment showing Submit button](image)

- Complete the submission form with the remaining required information. See Figure 4 below.

![Figure 5 Submission Box](image)

- Type your **SID number (and ONLY your SID number)** into the box called submission title
- **Select the file** you want to upload using Choose from this computer, Dropbox or Google Drive and go to where you have saved your assignment
- Select the assignment file you wish to submit, **click upload**.
- Please make sure that you have selected the **correct file** for each respective assignment

**Step 4 - Confirm**

- Once uploaded, **confirm** your name (Author), the Assignment Title you are submitting to and your Submission title (which must be your SID number)
- Confirm box will show a preview of the assignment you have uploaded. See Figure 6 below.

**Please remember to ensure this is the correct version of your assignment.**
- Also remember, if you only submit your final assessment to the ‘Check Originality Report’ class, it will be viewed as a non-submission and recorded as a fail.
Step 5- Digital Receipt

- After clicking on confirm, you will be taken to a digital receipt page See figure 7 below.
- This confirms that your submission was successful - and includes an EXACT timestamp for your submission.
- From here you can return to your Turnitin GradeMark module class homepage by clicking on the ‘Return to assignment list’ button.
- You will also receive an email from Turnitin GradeMark acknowledging receipt of your paper including an exact timestamp of when your paper was submitted.
Check Originality Report (COR) Class
“Check it before you Submit it”

• You can upload **multiple draft assignments** to COR

• To **check your work** for Poor Academic Practice and possible Plagiarism before final submission

• You would be given 10 Slots to use during the Semester

• You can reuse Slots

• **Click Submit** button to upload

Do not upload your final assignment here for marking.