



**Anglia Ruskin
University**

MASTERS OF BUSINESS ADMINISTRATION

RESEARCH SKILLS

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

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USEFUL LINKS

1. My Anglia- <https://my.anglia.ac.uk>

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

The screenshot shows the 'My Anglia' website dashboard. It features a top navigation bar with tabs for 'Essentials', 'Study Life', 'Get Involved', 'Campus Life', and 'Support'. The main content area is divided into several sections: 'Announcements' with a list of events for Friday 2 February and Thursday 1 February; 'Library and IT Support' with a message about library issues and a list of links including 'IT Drop-ins', 'Get IT Sorted', 'Password manager', 'Wireless printing', 'Printing on Campus', 'Book an IT Adviser', 'Printing Web Payment', and 'Online learning with Lynda.com'; a grid of service icons for 'VISION', 'VLE', and 'Canvas'; and logos for 'turnitin UK' and 'canvas'.

2. Anglia Ruskin Library- <https://libweb.anglia.ac.uk>

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

The screenshot shows the 'Anglia Ruskin University Library Services' website. It features a top navigation bar with a search box and a menu with options like 'Home', 'About Us', 'Collections', 'Membership', 'Services & Facilities', 'Research & Guidance', and 'Help'. Below the navigation is a large banner image of a student at a computer terminal with a 'FAQs' overlay. The main content area includes a 'Library Search' section with a search bar, a dropdown menu for 'All items', and a 'Search' button. Below the search bar are links for 'Advanced search' and 'Guide to searching'. At the bottom, there are three columns of links: 'Study' (Study Skills Plus, Information Skills Guide, Good Academic Practice, Opening Hours, Study Zones), 'Access & Borrow' (Borrowing, My Account, E-Books, Newspapers, Exam Papers, Box Of Broadcasts, Databases A-Z, Charges), and 'Research' (Harvard Referencing, Research Skills Guide, ARRO, Services for Researchers, Subject Guides A-Z, Refworks, Moodle).

3. A guide to finding resources via Library Search- <https://anglia.libguides.com/searchfags>

4. Harvard Reference System- <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.

WORD COUNT

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)")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



Anglia Ruskin
University

Library Services

	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	EXAMPLES to aim for	
Printed items	Books	Author(s)	Year of publication	<i>Title of the book (in italics)</i> Place of publication & Name of publisher	Ridley, D., 2012. <i>The literature review: a step-by-step guide for students</i> . 2nd ed. London: SAGE.	
	Journal articles	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> Volume & issue numbers, page numbers	Keitsch, M., 2012. Sustainable architecture: design and housing. <i>Sustainable Development</i> , 20(3), pp.141-145.	
Electronic items	E-books	Author(s)	Year of publication	<i>Title of the book (in italics)</i> followed by [e-book] Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed	Parboteeah, K.P. and Cullen, J.B., 2013. <i>Business ethics</i> . [e-book] Hoboken: Taylor & Francis. Available through: Anglia Ruskin University Library website < http://libweb.anglia.ac.uk > [Accessed 8 August 2016].	
	E-journal articles	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal] Volume & issue numbers and page numbers, website name & address, and the date accessed	Zorach, R., 2012. Regarding art and art history. <i>The Art Bulletin</i> , [e-journal] 94(4), pp.23-28. Available through: Anglia Ruskin University Library website < http://libweb.anglia.ac.uk > [Accessed 8 August 2016].	
	E-journal articles with DOIs	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal] Volume and issue number of journal and page numbers, followed by DOI	Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. <i>Journal of Documentation</i> , [e-journal] 62(3), pp.388 - 411. http://dx.doi.org/10.1108/00220410610666529 .	
	Websites	Author(s) - this could be an organisation	Year of publication - when was the information uploaded/updated?	<i>Title of the webpage (in italics)</i> followed by [online]	The full web address (URL) of the webpage used and the date accessed	V&A Museum, 2015. <i>Introduction to English embroidery</i> . [online] Available at: < http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/ > [Accessed 8 August 2016].
	PDFs	Author(s) - this could be an organisation	Year of publication	<i>Title of the document (in italics)</i> followed by [pdf]	The full web address (URL) of the webpage used and the date accessed	Nursing & Midwifery Council (NMC), 2015. <i>The code: professional standards of practice and behaviour for nurses and midwives</i> . [pdf] Available at: < www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revise-new-nmc-code.pdf > [Accessed 8 August 2016].

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>

Use Your Same Username and Password from E Vision

Sign in with your Full Username

Students: abc123@student.anglia.ac.uk

Staff: abc123@anglia.ac.uk

Sign in

The screenshot shows the My Anglia Portal homepage with the following sections:

- Navigation Tabs:** Essentials, Study Life, Get Involved, Campus Life, Support.
- Announcements:**
 - Wednesday 19 September**
 - Chelmsford Power Outage
 - Tuesday 18 September**
 - Languages for All
 - Good news from our Library about changes to borrowing.
 - Financial Services Counter - Chelmsford 19/09/2018
 - Participants Required for an Artificial Intelligence Based Blood Pressure Measurement System Development
- IT Support:**

For assistance with any IT issue or query, please see the information here, or contact our IT Service Desk:
 Phone: (01245 68) 4357
 Self Service: www.anglia.ac.uk/itsupport
 Email: itsupport@anglia.ac.uk

IT Drop-ins
Get IT Sorted
Password manager
Web Printing Service
Printing on Campus
Book an IT Adviser
- Service Icons:**
 - Envelope icon
 - e VISION icon
 - Calendar icon
 - VLE icon
 - Computer monitor icon
 - Books icon
- Logos:** canvas (highlighted with a red box), turnitin 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.**

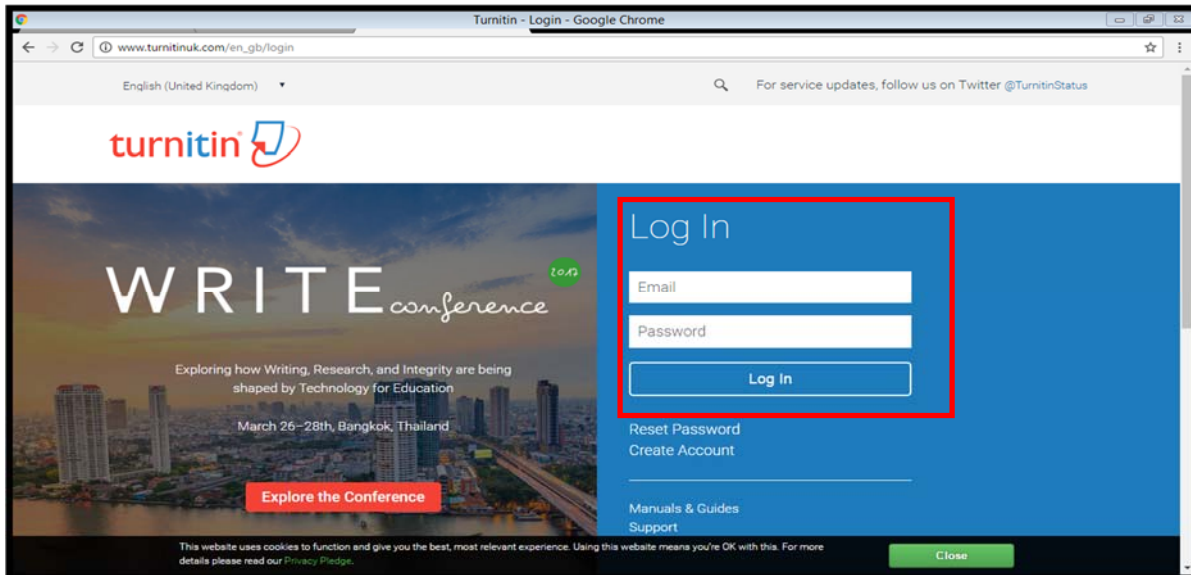


Figure 2 Turnitin UK Login Page

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

Anglia Ruskin University: LAIBS Check Originality Report					
Class ID	Class name	Instructor	Status	Drop class	
3434807	2016/7_Check Originality Class_SAM Trinida...	Sam Trinidad Instructor	Active		

Anglia Ruskin University: LAIBS					
Class ID	Class name	Instructor	Status	Drop class	
158345	2016/17_Tri2_Marketing Design and Innovati...	Patrick Samuel	Active		
1445796	2016/17_Tri2_Organisational Behaviour_010_...	Lleanna Pereira	Active		

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

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

Figure 5 Submission Box

- 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.

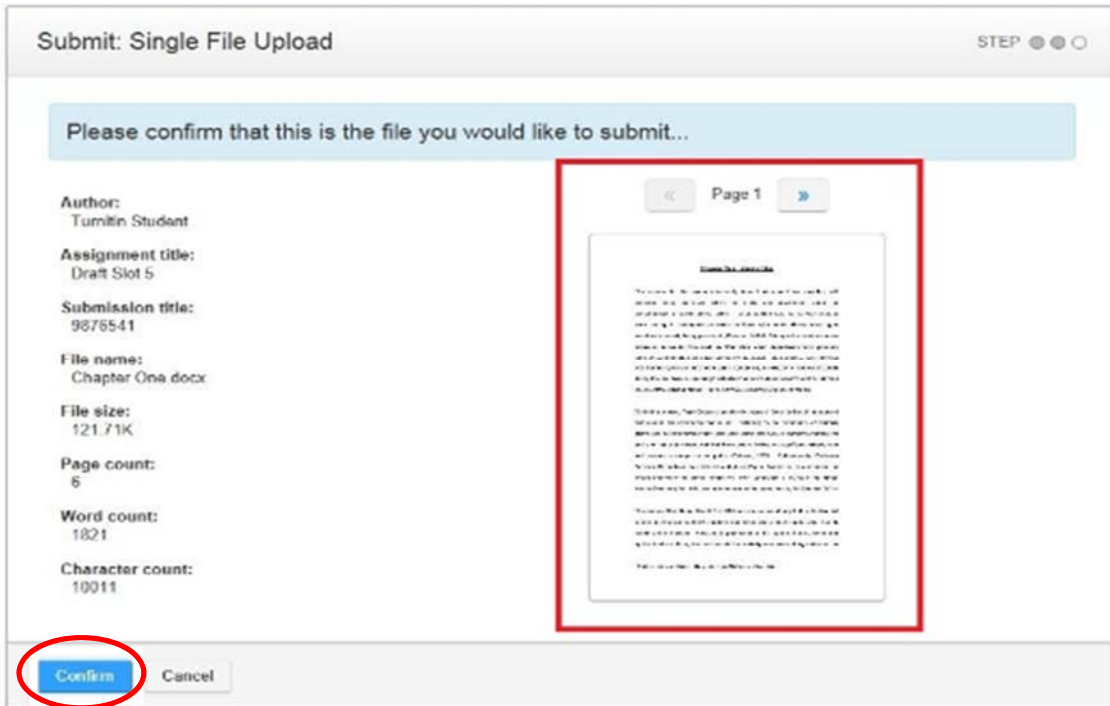


Figure 6 Confirm Upload

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.

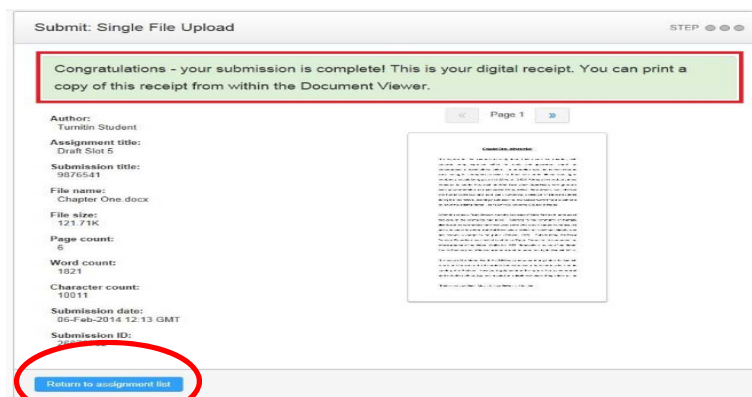












Figure 7 Digital Receipt

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

Assignment Inbox: 2016/7_Check Originality Class_SAM Trinidad_Sem2 (LEVEL 4)			
	Info	Dates	Similarity
Check Originality Report - Slot 1		Start 06-Mar-2017 6:09PM Due 31-Aug-2017 11:59PM Post 31-Aug-2017 12:00AM	Submit View 
Check Originality Report - Slot 2		Start 06-Mar-2017 6:10PM Due 31-Aug-2017 11:59PM Post 31-Aug-2017 12:00AM	Submit View 
Check Originality Report - Slot 3		Start 06-Mar-2017 6:11PM Due 31-Aug-2017 11:59PM Post 31-Aug-2017 12:00AM	Submit View 
Check Originality Report - Slot 4		Start 06-Mar-2017 6:12PM Due 31-Aug-2017 11:59PM Post 31-Aug-2017 12:00AM	Submit View 
Check Originality Report - Slot 5		Start 06-Mar-2017 6:13PM Due 31-Aug-2017 11:59PM Post 31-Aug-2017 12:00AM	Submit View 

Do not upload your final assignment here for marking.