

ACADEMIC WRITING CONVENTIONS



HANIZA NORLIN MD. YUSOF

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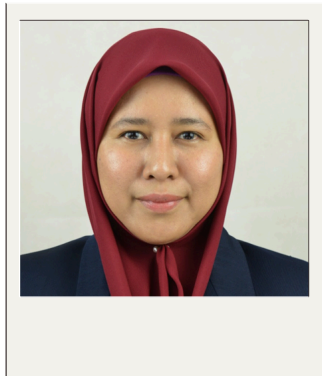
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FOREWORD

This e-book emphasizes the significance of adhering to academic writing conventions such as grammar, paraphrasing, citing, and referencing to ensure clear communication, academic integrity, and professionalism. It provides guidance on incorporating others' ideas into one's work while giving proper credit to the original sources, highlighting the importance of spelling, grammar, punctuation, and formatting rules for effective academic writing.

AUTHOR BIOGRAPHY



Haniza Norlin Md. Yusof has demonstrated a deep commitment to English education with over two decades of teaching experience. As a highly enthusiastic senior lecturer, her passion extends to the integration of educational technology, blended online learning, and innovative curriculum design. Her dedication contributes to creating dynamic and effective learning environments for students.

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious, the Most Merciful.

With profound humility and gratitude, I thank Allah for His unwavering guidance and blessings that have made the creation of this e-book possible. His divine wisdom and grace have illuminated every step of this journey.

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ALL ABOUT ACADEMIC WRITING CONVENTIONS



CHAPTER 1

WHY ACADEMIC WRITING CONVENTIONS MATTER

Academic writing conventions, encompassing grammar, mechanics, paraphrasing, citing, and referencing, uphold standards of clarity, accuracy, and integrity, ensuring effective scholarly communication.

CHAPTER 2

GRAMMAR and MECHANICS

Grammar and mechanics in writing conventions encompass the rules and principles governing language usage, including syntax, punctuation, spelling, and sentence structure, ensuring clarity and effectiveness in written communication.



CHAPTER 3

PARAPHRASING, CITATIONS and REFERENCING

Paraphrasing involves restating ideas in one's own words. Citing acknowledges sources within the text, while referencing provides detailed information about each source in a reference list.

CHAPTER I

WHY ACADEMIC CONVENTIONS MATTER



Academic writing conventions serve as the backbone of scholarly discourse, providing a standardized framework that ensures clarity, coherence, and credibility in academic essays. These conventions encompass a wide range of guidelines governing language, structure, formatting, and citation practices, all of which play a crucial role in facilitating effective communication and knowledge dissemination within academic communities.

Consequently, understanding and implementing academic writing conventions are necessary for conveying complex ideas, engaging with existing scholarship, and ultimately advancing knowledge in diverse fields of study.

Academic writing conventions matter for several key reasons:

1. Clarity and Precision:

Academic writing conventions promote clear and precise communication of ideas. They establish a shared language and structure that allows researchers and scholars to effectively convey complex concepts and arguments to their peers. Writers can ensure that their ideas are accurately understood and can contribute to the advancement of knowledge in their respective fields.

2. Credibility and Legitimacy:

Institutions of higher education, academic journals, and scholarly communities have established these conventions as standards for evaluating and disseminating research. Adhering to these conventions demonstrates a writer's familiarity with and respect for the norms of their discipline, increasing the likelihood that their work will be taken seriously and accepted for publication or consideration.

3. Ethical and Professional Standards:

Academic writing conventions encompass ethical principles and professional standards. For instance, proper citation practices ensure that authors give credit where it is due, acknowledging the contributions of previous researchers and avoiding plagiarism. Additionally, conventions related to objectivity, neutrality, and the avoidance of biased language uphold the integrity of academic discourse.

Here are the reasons for adhering to academic writing conventions:

- Academic writing conventions form the foundation for effective scholarly communication. They enable researchers to convey their findings clearly, engage in academic discourse, and contribute to the collective knowledge within their respective fields (Canagarajah, 2015).
- Adhering to academic writing conventions is crucial for establishing credibility and building trust within the academic community. These conventions act as gatekeepers, ensuring that only well-researched and properly documented work is disseminated (Hyland, 2009).
- By following established academic writing conventions, researchers demonstrate their commitment to upholding the highest standards of integrity, transparency, and accountability in their work (Sword, 2012).
- Academic writing conventions facilitate cross-disciplinary collaboration and knowledge exchange by providing a common language and framework for communicating complex ideas across different fields of study (Wallwork, 2016).
- Failure to adhere to academic writing conventions can lead to confusion, misunderstanding, and even rejection of one's work by peers and academic institutions (Swales & Feak, 2012).

If writers do not follow academic writing conventions, there can be several negative consequences:

- Failing to adhere to established academic writing conventions can result in a work being perceived as lacking rigor, professionalism, and credibility, potentially hindering its acceptance and impact within the scholarly community (Badenhorst et al., 2015).
- Neglecting proper citation practices and engaging in plagiarism not only violates ethical principles but can also lead to severe consequences, including potential legal repercussions and damage to one's academic reputation (Lipson, 2008).
- Without a consistent and standardized approach to academic writing, the dissemination and discoverability of research are significantly hampered, as works become difficult to locate, organize, and compare across different sources (Becker & Denicolo, 2013).
- Deviating from academic writing conventions can lead to ambiguity, confusion, and misinterpretation, undermining the clarity and precision required for effective scholarly communication (Swales & Feak, 2012).
- Academic journals and conferences often have strict guidelines for adhering to specific writing conventions, and failure to comply with these guidelines can result in outright rejection of a work, hindering its potential for publication or presentation (Murray, 2013).
- Inconsistencies in academic writing conventions across different works can impede the synthesis and comparison of ideas, ultimately slowing the pace of knowledge advancement and limiting the potential for cross-disciplinary collaboration (Hyland, 2009).

Academic writing conventions typically encompass several key elements. Adhering to these elements of academic writing conventions ensures that your work meets the standards of clarity, precision, and ethical conduct expected in scholarly writing. It also facilitates proper attribution of ideas and allows readers to locate and verify the sources you have cited.

Here are the key elements in academic writing conventions:

1. Grammar and Mechanics:

- Proper use of grammar rules, including subject-verb agreement, verb tenses, pronoun usage, etc.
- Correct spelling and punctuation.
- Appropriate sentence structure, avoiding run-on sentences or sentence fragments.
- Consistent use of verb tenses (typically present tense for stating facts and past tense for describing previous research).
- Adhering to the conventions of formal, academic language and avoiding colloquialisms or slang.

2. Paraphrasing:

- Restating ideas or information from sources in your own words, without changing the meaning.
- Avoiding direct quotations unless absolutely necessary, and properly introducing and integrating quotes when used.
- Ensuring that paraphrased content is sufficiently different from the original source material, both in wording and sentence structure.
- Properly citing the source after each paraphrased passage.

3. Citation:

- Providing in-text citations whenever you reference ideas, facts, or quotations from another source.
- Following a specific citation style (e.g., APA, MLA, Chicago) consistently throughout the document.
- Including all necessary information in the citation, such as author(s), publication date, and page numbers (for quotations).
- Using signal phrases to introduce citations and integrate them smoothly into your writing.

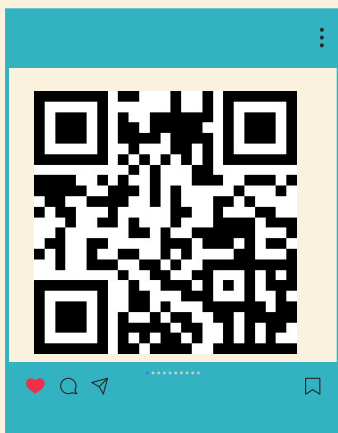
4. Referencing:

- Creating a comprehensive reference list or bibliography at the end of the document.
- Listing all sources cited in the text, following the formatting guidelines of the chosen citation style.
- Ensuring that all references are complete and accurate, including author(s), publication date, title, publisher, and other relevant information.

These elements of academic writing conventions are designed to ensure clarity, consistency, credibility, and adherence to ethical standards in scholarly communication.

TEST YOUR UNDERSTANDING

Scan this qr code and answer the questions.



CHAPTER 2

GRAMMAR

AND

MECHANICS



In writing, grammar and mechanics serve as the foundation upon which clear and effective communication is built.

These elements ensure that sentences are structured correctly and that punctuation, spelling, and formatting adhere to established standards. In academic essays, where precision and clarity are essential, proper grammar and mechanics play a crucial role in conveying ideas accurately and professionally.

They help writers express complex thoughts with precision, ensuring that readers can understand the content without ambiguity or confusion.

SENTENCE STRUCTURE

I. SIMPLE SENTENCES

A simple sentence has one independent clause with a subject and a verb.

Examples:

- Lean manufacturing reduces waste.
- Solar panels harness renewable energy.
- Green technology benefits the environment.

II. COMPLEX SENTENCES

A complex sentence has one independent clause and one or more dependent clauses.

Examples:

- **Although lean manufacturing requires upfront investments, it increases efficiency in the long run.**

Independent clause: "it increases efficiency in the long run."

Dependent clause: "Although lean manufacturing requires upfront investments,"

- **Wind turbines, which convert wind into electricity, are a renewable energy source.**

Independent clause: "Wind turbines are a renewable energy source."

Dependent clause: "which convert wind into electricity,"

III. COMPOUND SENTENCES

A compound sentence has two or more independent clauses joined by a coordinating conjunction (for, and, nor, but, or, yet, so).

Examples:

- **Lean manufacturing reduces waste, and it improves quality control.**

Independent clauses: "Lean manufacturing reduces waste", "it improves quality control" (This is a compound sentence with two independent clauses joined by the coordinating conjunction "and")

- **Hydroelectric power is a renewable energy source, but it can disrupt aquatic ecosystems.**

Independent clauses: "Hydroelectric power is a renewable energy source", "it can disrupt aquatic ecosystems" (This is a compound sentence with two independent clauses joined by the coordinating conjunction "but")

IV. COMPOUND-COMPLEX SENTENCES

A compound-complex sentence has two or more independent clauses and one or more dependent clauses.

Examples:

- **Lean manufacturing reduces waste by minimizing excess inventory, and it improves quality control because it emphasizes continuous improvement.**

Independent Clauses:

- "Lean manufacturing reduces waste by minimizing excess inventory"
- "it improves quality control"

Dependent Clauses:

- "by minimizing excess inventory" (modifies how lean manufacturing reduces waste)
- "because it emphasizes continuous improvement" (gives reason why it improves quality control)

• While wind turbines are a renewable energy source that doesn't produce greenhouse gases, they can pose a threat to birds if not properly sited.

Independent Clause:

- "they can pose a threat to birds if not properly sited"

Dependent Clauses:

- "While wind turbines are a renewable energy source that doesn't produce greenhouse gases" (introduces a contrasting condition)
- "that doesn't produce greenhouse gases" (modifies/describes wind turbines as a renewable source)
- "if not properly sited" (gives the condition under which wind turbines pose a threat)



SENTENCE STRUCTURE ELEMENTS

A. Independent Clause: A clause that can stand alone as a complete sentence.

B. Dependent Clause: A clause that cannot stand alone as a complete sentence and is introduced by a subordinating conjunction (e.g., because, since, unless, until, when, whenever, while, although, etc.).

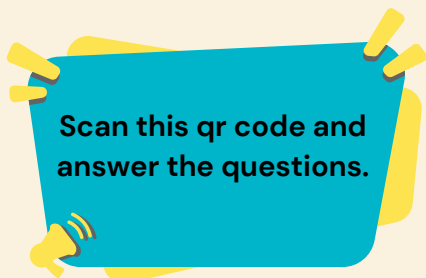
C. Coordinating Conjunction: A word that joins two independent clauses (for, and, nor, but, or, yet, so).

D. Subordinating Conjunction: A word that introduces a dependent clause (because, since, unless, until, when, whenever, while, although, etc.).

IMPORTANCE OF VARIED SENTENCE STRUCTURE

Using a variety of sentence structures in writing and speaking makes the content more engaging and easier to follow. Simple sentences are direct and straightforward, complex sentences add detail and nuance, compound sentences show relationships between ideas, and compound-complex sentences combine these elements for a more sophisticated and comprehensive expression.

TEST YOUR UNDERSTANDING



VERB TENSES

Adhering to correct verb tenses is crucial in academic writing conventions as it ensures clarity, precision, and coherence in conveying research findings, scholarly arguments, and factual information within a specific context.

1. **Clarity and Precision:**

- Correct verb tenses help the reader understand when research was conducted, the timeframe of reported findings, and the validity of conclusions.
- Using accurate verb tenses avoids ambiguity and misinterpretation.

2. **Chronological Accuracy:**

- Proper verb tenses establish a clear timeline of events, helping readers follow the logical progression of research activities, observations, and results.
- It enables readers to distinguish between current and past knowledge.

3. **Consistency and Coherence:**

- Adhering to consistent verb tenses throughout an academic paper promotes coherence, ensuring that the narrative flows smoothly and remains comprehensible.

- Inconsistent tenses can disrupt the reader's understanding and detract from the overall quality of the writing.

Verb tenses in academic writing conventions play a critical role in conveying the timeframe and context of the research being discussed.

1. **Present Tense:**

- Often used to express general truths, conclusions drawn from research, and statements of fact.

Example: **"The study demonstrates that regular exercise improves cognitive function."**

2. **Past Tense:**

- Typically used to recount specific actions or findings that have occurred in the past.

Example: **"The research conducted in 2015 revealed significant correlations between the variables."**

3. **Future Tense:**

- Occasional use in academic writing to discuss research proposals, planned methodologies, or anticipated outcomes.

Example: **"This study will investigate the long-term effects of environmental changes on biodiversity."**

4. **Present Perfect Tense:**

- Often utilized to depict actions or events that have relevance to the present moment.

Example: **"Recent studies have indicated a growing trend towards sustainable energy sources."**

5. Past Perfect Tense:

- Employed to illustrate an action that took place before a certain point in the past.

Example: **"By the time the new data was published, several hypotheses had already been confirmed."**

PRACTICE

Identify the incorrect verb tense usage in the following sentence and correct it.

1. Kaplan and colleagues conducted a study in 2020 where they analyzes energy usage data from over 500 green buildings.
2. Next year, our university have implemented a new recycling program as part of its green initiatives.
3. The study, which was published last year, suggests that green buildings consumes 25% less energy than conventional structures over their lifetime.

TEST YOUR UNDERSTANDING



AGREEMENT

1. SUBJECT-VERB AGREEMENT

- The verb must agree with its subject in number – singular subject takes singular verb, plural subject takes plural verb.
 - **The lean process reduces waste. (singular subject, singular verb)**
 - **Green building techniques promote sustainability. (plural subject, plural verb)**
- With compound subjects joined by "and", use a plural verb.
 - **The architect and construction crew are implementing green design.**
- Singular subjects joined by "or", "nor", etc. take a singular verb agreeing with the nearest subject.
 - **Either solar power or wind energy is utilized.**
- Collective nouns like "team", "company" can take singular or plural verbs depending on if the group is considered a unified whole (singular) or individual members (plural).
 - The manufacturing team streamlines its processes. (singular)**
 - The green construction firm were divided on material choices. (plural)**

- With subjects joined by "or", "nor", the verb agrees with the nearer subject.

-Neither the lean process nor the outdated machinery was functioning properly.

- Collective nouns can take singular or plural verbs depending on whether the group is considered a unified whole (singular) or individual members (plural).

-The crew is working on a green renovation project.

-The same crew are discussing which eco-friendly materials to use.

- Phrases like "a number of...", "a majority of..." take plural verbs.

-A number of lean practices were implemented at the plant.

2. PRONOUN-ANTECEDENT AGREEMENT

- Pronouns must agree in number with the noun antecedent they refer to.

-A lean enterprise eliminated waste wherever it could. (singular pronoun "it")

-Sustainable companies invest in innovative technologies that reduce their carbon footprint. (plural pronoun "their")

- For collective nouns as antecedents, use a singular pronoun if referring to the group, plural if referring to members.
-The firm adopted lean practices to increase its efficiency.
-The same firm rewarded its employees for suggesting process improvements.
- With compound antecedents joined by "and", use a plural pronoun.
-The environmentalist and engineer based their green design on sustainability principles.
- Avoid ambiguous use of singular "they" when the antecedent is clearly singular.
-A lean manager should monitor his or her team's performance closely.

3. ADJECTIVE-NOUN AGREEMENT

- Adjectives describing nouns must also agree in number.
-The lean manufacturing plant implemented an efficient system. (singular adj/noun)
-Those green architectural designs incorporated eco-friendly materials. (plural adj/noun)
- Some adjectives change form in singular vs. plural to agree.
-The successful green builder. Those successful green builders.

- Some adjectives have no plural form, so use the same form with singular and plural nouns.

-An efficient process. Efficient processes.

- With collective noun subjects indicating a unified whole, use a singular adjective.

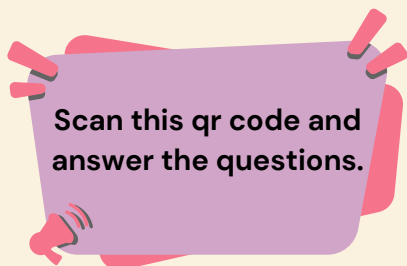
-The responsible company adopted numerous green initiatives.

3. MAINTAINING CONSISTENT AGREEMENT

Avoid unintended switches between singular and plural with collective nouns.

- The manufacturing team was efficient, but **they** struggled with supply delays. ❌
- The manufacturing team was efficient, but **it** struggled with supply delays. ✅

TEST YOUR UNDERSTANDING



PUNCTUATION MARKS

I. Commas (,)

- Use commas to separate items in a list:
Green construction involves solar panels, energy-efficient windows, and sustainable building materials.
- Use commas after introductory phrases/clauses:
In lean manufacturing, processes are continually improved to minimize waste.
- Use commas to offset nonrestrictive phrases/clauses:
Toyota, a pioneer of lean principles, has reduced inventory costs significantly.

II. Semicolons (;)

- Use semicolons to join two independent clauses:
Green buildings reduce environmental impact; lean processes enhance profitability.
- Use semicolons in a series if the items contain commas:
Sustainable sites involve proper landscaping; water efficiency measures, such as low-flow fixtures; and optimized energy performance.

III. Colons (:)

- Use a colon after an independent clause to introduce a list, quotation, or example:

The core principles of lean are: eliminate waste, build quality in, create knowledge, defer commitment, empower the team, and optimize the whole.

IV. Hyphens (-) and Dashes (—)

- Use hyphens to form compound modifiers:
energy-efficient, life-cycle, state-of-the-art
- Use en dashes (—) to show ranges:
2010–2015, pp. 20–35
- Use em dashes (—) to set off parenthetical statements—like this one—for emphasis.

V. Apostrophes (')

- Use apostrophes for possessive case:
Toyota's lean system, construction's environmental impact.
- Use apostrophes for contractions:
don't, can't, it's (never use for plurals)

VI. Quotation Marks (" ")

- Use double quotation marks for direct quotes:
As stated in the report, "lean practices have reduced defects by 50%."

- Use single quotation marks for quotes within quotes:

She said, "The engineer claimed that 'green building lowers operating costs.'

VII. Parentheses ()

- Use parentheses to enclose supplementary information:

Green construction (also known as sustainable building) reduces environmental footprint.

- Use parentheses for in-text citations:

One study showed that lean methods improved throughput time (Jones et al., 2021).

VIII. Periods (.)

- Use a period to terminate a complete sentence that makes a statement:

The lean process eliminated excess inventory.

- Place periods after abbreviations of words: **i.e., e.g., et al., etc.**
- Use periods with initials of proper names : **J.D. Smith, U.S.A.**
- Periods are omitted in abbreviations derived from capitals (**NASA, LEED**).

IX. Ellipsis (...)

- Used to indicate the **omission of words**:
"Green technology focuses on sustainability... renewable energy sources are at the forefront."
- Used to indicate the **pause in thought**:
"Implementing lean manufacturing can be challenging... but the benefits are substantial."

X. Comma Splice

- A comma splice occurs when two independent clauses are joined with just a comma without a coordinating conjunction.

Incorrect Use:

- "Green technology reduces pollution, it also conserves resources."
- "Lean manufacturing improves efficiency, it decreases costs."

Correction:

- **"Green technology reduces pollution, and it also conserves resources."**
- **"Lean manufacturing improves efficiency; it decreases costs."**

Correct Alternatives:

- **"Green technology reduces pollution. It also conserves resources."**
- **"Lean manufacturing improves efficiency. It decreases costs."**

XI. Fused Sentences

- A fused sentence (or run-on sentence) occurs when two independent clauses are joined without any punctuation or conjunction.

Incorrect Use:

- "Green technology is vital it helps combat climate change."
- "Lean manufacturing is effective it minimizes waste."

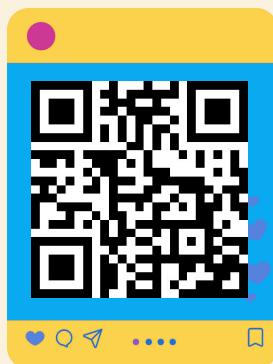
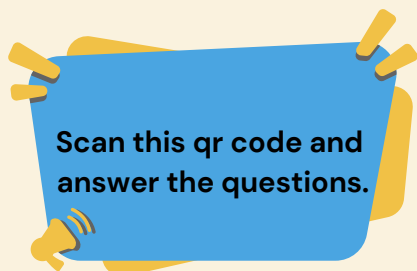
Correction:

- "Green technology is vital because it helps combat climate change."
- "Lean manufacturing is effective as it minimizes waste."

Correct Alternatives:

- "Green technology is vital. It helps combat climate change."
- "Lean manufacturing is effective. It minimizes waste."

TEST YOUR UNDERSTANDING



SPELLING GUIDELINES

Spelling rules are fundamental guidelines that govern how words are spelled in a language. Here are some common spelling rules in English writing conventions:

- **I before E except after C** (and in some exceptions): This mnemonic helps remember the order of the letters "i" and "e" in certain words. Generally, in English words, "i" comes before "e," except after "c." For example, "believe," "receive," "deceive." However, there are exceptions like "weird," "neither," and "seize."
- **Silent E**: When adding a suffix that begins with a vowel (such as -ing, -ed, -able), a silent "e" at the end of a word is usually dropped. For example, "hope" becomes "hoping" and "care" becomes "caring."
- **Doubling Consonants**: In English, when adding suffixes like -ing or -ed to words that end with a single consonant preceded by a single vowel, the consonant is usually doubled. For example, "run" becomes "running," and "fit" becomes "fitted" or "fitting."
- **Silent Letters**: Some English words contain letters that are not pronounced. Knowing when to include or omit these silent letters is important for correct spelling. For example, "knight," "gnat," "debt."

- **Pluralization:** Most English nouns form their plural by adding "-s" or "-es" to the singular form. However, there are irregular plural forms, such as "child" becoming "children" and "ox" becoming "oxen."
- **Prefixes and Suffixes:** Understanding how prefixes (e.g., un-, re-, dis-) and suffixes (e.g., -able, -tion, -ly) affect the spelling of words is essential for correct spelling. For example, "unhappy," "disappear," "carefully."
- **Homophones and Homonyms:** Homophones are words that sound alike but are spelled differently and have different meanings (e.g., "there," "their," "they're"). Homonyms are words that are spelled the same but have different meanings (e.g., "bat" as in a baseball bat, and "bat" as in the flying mammal).
- **Accent Marks and Diacritics:** Some words in English borrow accent marks from other languages, such as café, naïve, façade. While these accents are not always necessary in English, they can affect the correct spelling of a word.

TEST YOUR UNDERSTANDING

Scan this qr code and answer the questions.



CHAPTER 3

PARAPHRASE, CITE AND REFERENCE



In academic writing conventions, the terms paraphrase, cite, and references have specific meanings and usages:

PARAPHRASE:

A paraphrase is a way of conveying someone else's ideas or information in your own words. When you paraphrase, you rephrase the original text in a new way, using different words and sentence structures, while maintaining the original meaning and context. Paraphrasing is an important technique in academic writing as it allows you to incorporate others' ideas and findings into your work without direct quotation.

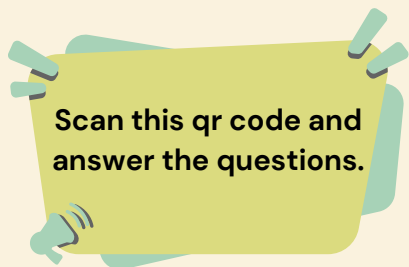
CITE:

To cite means to give credit to the original source of information or ideas that you have used in your work. Citing sources is essential in academic writing to avoid plagiarism and to acknowledge the intellectual property of others. There are different citation styles (e.g., APA, MLA, Chicago) that provide specific formats for citing sources within the text (in-text citations) and in the reference list or bibliography.

REFERENCES:

A reference is a detailed description of a source that you have cited in your work. The reference list or bibliography is a section at the end of your paper that provides complete bibliographic information for all the sources you have cited. This information typically includes the author's name, publication title, publisher, publication date, and other relevant details, depending on the citation style used.

In summary, paraphrasing is the act of rephrasing someone else's ideas in your own words, citing is giving credit to the original source within the text, and references provide the full bibliographic details of the sources cited in a separate section of the paper.

TEST YOUR UNDERSTANDING

PARAPHRASING TECHNIQUES

A. CHANGING WORD ORDER:

This technique involves rearranging the order of words or phrases in a sentence while maintaining the original meaning. It helps create a new sentence structure that differs from the source material.

Original:

Smart campuses leverage advanced technologies to enhance the learning experience and improve operational efficiency.

Paraphrased:

To boost the learning experience and increase operational effectiveness, smart campuses utilize cutting-edge technologies.

B. USING SYNONYMS:

This technique involves substituting words or phrases with their synonyms or alternative expressions that convey the same or a similar meaning. It helps to rephrase the original text using different vocabulary.

Original:

Effective supply chain management involves coordinating the flow of goods, information, and finances across the entire supply network.

Paraphrased:

Efficient supply chain management necessitates orchestrating the movement of products, data, and finances throughout the complete supply chain ecosystem.

C. BREAKING DOWN SENTENCES:

This technique involves taking a complex or compound sentence from the original source and separating it into multiple, simpler sentences. It can help clarify and restructure the information for better understanding.

Original:

Green construction practices aim to reduce the environmental impact of building projects through the use of sustainable materials, energy-efficient designs, and waste management strategies.

Paraphrased:

Green construction practices have several goals. They strive to minimize the environmental footprint of building projects. This is achieved by utilizing sustainable materials, implementing energy-efficient designs, and adopting effective waste management strategies.

D. COMBINING SENTENCES:

The opposite of breaking down sentences, this technique involves combining two or more related sentences from the original source into a single, more concise sentence. It can help synthesize information and create more cohesive phrasing.

Original:

Smart campuses utilize internet of things (IoT) devices to monitor and optimize energy consumption. These devices can automatically adjust lighting and temperature based on occupancy levels.

Paraphrased:

Smart campuses employ internet of things (IoT) devices that not only monitor and optimize energy consumption but also automatically regulate lighting and temperature according to occupancy levels.

E. CHANGING FROM ACTIVE TO PASSIVE VOICE (OR VICE VERSA):

This technique involves shifting the sentence structure from active voice (where the subject performs the action) to passive voice (where the subject is acted upon), or vice versa. It can provide a different perspective or emphasis on the information.

Original:

Supply chain managers must continuously evaluate and enhance logistics operations to minimize costs and improve customer satisfaction.

Paraphrased:

Logistics operations need to be continuously evaluated and enhanced by supply chain managers to reduce costs and boost customer satisfaction.

F. USING DESCRIPTIVE EXAMPLES OR ANALOGIES:

This technique involves using examples, illustrations, or analogies to explain or rephrase the original concept or idea in a more relatable or descriptive way. It can help clarify abstract or complex information.

Original:

Green construction techniques prioritize the use of renewable and recycled materials to minimize the depletion of natural resources.

Paraphrased:

Similar to a circular economy, green construction techniques emphasize the utilization of renewable materials, such as bamboo or recycled steel, to conserve finite natural resources and reduce waste.

G. CHANGING PART OF SPEECH:

This technique involves changing the part of speech (e.g., noun to verb, adjective to adverb) of certain words in the original sentence while maintaining the overall meaning. It can provide a fresh way of expressing the same idea.

Original:

Smart campuses leverage advanced technologies to enhance the learning experience and improve operational efficiency.

Paraphrased:

By technologically advancing their campuses, universities aim to experience enhanced learning opportunities and efficiently operate their facilities.

TEST YOUR UNDERSTANDING

Scan this qr code and answer the questions.



CITATION STYLES

APA (American Psychological Association) Style:

Provide a brief citation that directs readers to the full reference in your reference list.

1. Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions (Smith, 2020).

2. Direct Quote:

- According to Johnson (2018), "Renewable energy is the future of our planet's energy consumption" (p. 45).

Reference List

The reference list at the end of your document provides full details about all the sources cited in your text. Here's how you would format it in APA style.

Books:

Smith, J. A. (2020). *Renewable Energy and Sustainable Development*. Green Energy Publishing.

Journal Articles:

Johnson, M. B. (2018). The future of renewable energy. *Journal of Sustainable Energy*, 12(3), 34–56.
<https://doi.org/10.1234/jse.2018.3456>

Websites:

American Renewable Energy Association. (2019). *Renewable energy trends and statistics*. Retrieved from <https://www.renewableenergyassociation.org/statistics>

MLA (Modern Language Association) Style:

In MLA style, in-text citations include the author's last name and the page number from which the information was taken.

1. Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions (Smith 45).

2. Direct Quote:

- According to Johnson, "Renewable energy is the future of our planet's energy consumption" (45).

Works Cited

The works cited list at the end of your document provides full details about all the sources cited in your text. Here's how you would format it in MLA style.

Books:

Smith, John A. *Renewable Energy and Sustainable Development*. Green Energy Publishing, 2020.

Journal Articles:

Johnson, Mary B. "The Future of Renewable Energy." *Journal of Sustainable Energy*, vol. 12, no. 3, 2018, pp. 34-56.

Websites:

American Renewable Energy Association. "Renewable Energy Trends and Statistics." American Renewable Energy Association, 2019, www.renewableenergyassociation.org/statistics.

IEEE (Institute for Electrical and Electronics Engineers)

In IEEE style, in-text citations are indicated by numbers in square brackets, which correspond to the full citation in the reference list.

1.Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions [1].

2.Direct Quote:

- According to Johnson, "Renewable energy is the future of our planet's energy consumption" [2, p. 45].

Reference List

The reference list at the end of your document provides full details about all the sources cited in your text. Here's how you would format it in IEEE style.

Books:

[1] J. A. Smith, Renewable Energy and Sustainable Development. Green Energy Publishing, 2020.

Journal Articles:

[2] M. B. Johnson, "The future of renewable energy," Journal of Sustainable Energy, vol. 12, no. 3, pp. 34-56, 2018.

Websites:

[3] American Renewable Energy Association, "Renewable energy trends and statistics," 2019. [Online]. Available: <https://www.renewableenergyassociation.org/statistics>. [Accessed: May 14, 2024].

Chicago Style

Chicago style allows for two citation formats: the Author-Date system and the Notes and Bibliography system.

Author-Date System

In the Author-Date system, in-text citations include the author's last name and the publication year, with a page number if needed.

1.Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions (Smith 2020).

2.Direct Quote:

- According to Johnson, "Renewable energy is the future of our planet's energy consumption" (2018, 45).

Reference List

The reference list at the end of your document provides full details about all the sources cited in your text.

Books:

Smith, John A. 2020. *Renewable Energy and Sustainable Development*. Green Energy Publishing.

Journal Articles:

Johnson, Mary B. 2018. "The Future of Renewable Energy." *Journal of Sustainable Energy* 12 (3): 34-56.

Websites:

American Renewable Energy Association. 2019. "Renewable Energy Trends and Statistics." Accessed May 14, 2024.
<https://www.renewableenergyassociation.org/statistics>.

Notes and Bibliography System

In the Notes and Bibliography system, in-text citations are provided in footnotes or endnotes.

1.Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions.¹

2.Direct Quote:

- According to Johnson, "Renewable energy is the future of our planet's energy consumption."²

Footnotes/Endnotes

1. John A. Smith, *Renewable Energy and Sustainable Development* (Green Energy Publishing, 2020), 45.
2. Mary B. Johnson, "The Future of Renewable Energy," *Journal of Sustainable Energy* 12, no. 3 (2018): 34–56.

Bibliography

The bibliography at the end of your document provides full details about all the sources cited in your footnotes or endnotes.

Books:

Smith, John A. 2020. *Renewable Energy and Sustainable Development*. Green Energy Publishing.

Journal Articles:

Johnson, Mary B. 2018. "The Future of Renewable Energy." *Journal of Sustainable Energy* 12 (3): 34–56.

Websites:

American Renewable Energy Association. 2019. "Renewable Energy Trends and Statistics." Accessed May 14, 2024.
<https://www.renewableenergyassociation.org/statistics>.

Harvard Style

In Harvard style, in-text citations include the author's last name and the year of publication, with a page number if needed.

1.Paraphrasing:

- Renewable energy sources are essential for sustainable development and reducing carbon emissions (Smith, 2020).

2.Direct Quote:

- According to Johnson (2018, p. 45), "Renewable energy is the future of our planet's energy consumption."

Reference List

The reference list at the end of your document provides full details about all the sources cited in your text.

Books:

Smith, J.A., 2020. Renewable Energy and Sustainable Development. Green Energy Publishing.

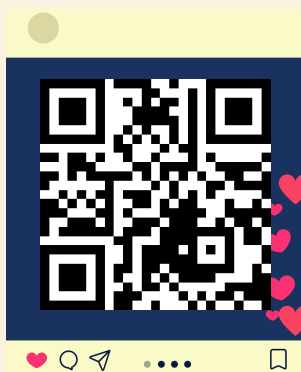
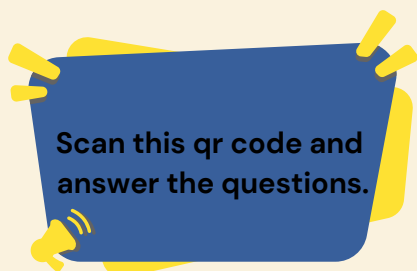
Journal Articles:

Johnson, M.B., 2018. The future of renewable energy. Journal of Sustainable Energy, 12(3), pp.34-56.

Websites:

American Renewable Energy Association. 2019. "Renewable Energy Trends and Statistics." Accessed May 14, 2024.
<https://www.renewableenergyassociation.org/statistics>.

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CONCLUSION

In conclusion, academic writing conventions are fundamental in maintaining the high standards of clarity, accuracy, and integrity that are essential for effective scholarly communication. This e-book has delved into various critical components of these conventions, including grammar, mechanics, paraphrasing, citing, and referencing.

The chapter in Grammar and mechanics serves as the backbone of clear and effective writing, encompassing the essential rules and principles that govern language usage. These include syntax, punctuation, spelling, and sentence structure. By adhering to these rules, writers can ensure that their communication is not only precise but also comprehensible to their audience.

Paraphrasing is another vital skill highlighted in this e-book, which involves restating ideas in one's own words. This skill not only demonstrates a deep understanding of the source material but also aids in avoiding plagiarism, thereby upholding academic integrity.

Citing sources within the text acknowledges the contributions of other scholars and helps readers trace the origin of ideas, while referencing provides detailed information about each source in a reference list. Together, citing and referencing form a robust framework that supports the credibility and traceability of scholarly work.

This e-book aims to equip writers with the necessary tools to navigate the complexities of academic writing, ultimately contributing to the advancement of knowledge within their respective fields.

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