

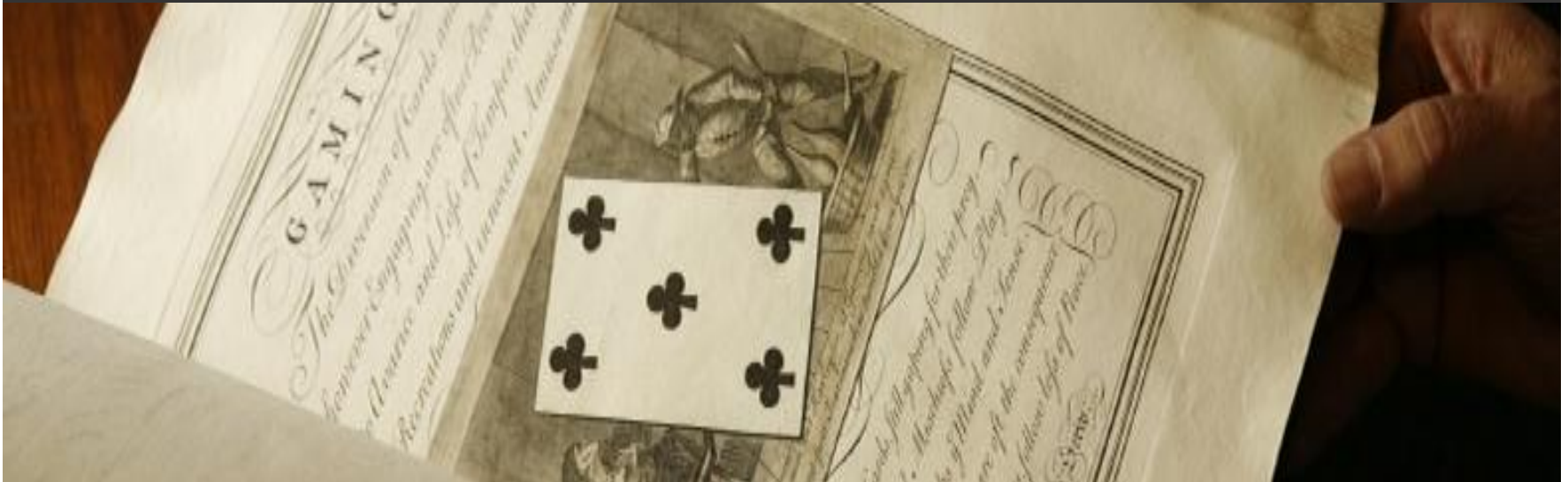


MONASH University

Library

# The NowGen Library Professional Staff Development

Steven Yates  
Clayton Campus  
27th October 2011





# Overview

- 1 Context
- 2 E-learning strategy overview
- 3 Content
- 4 Development approach
- 5 Project milestones
- 6 Conclusion

# Context

- Monash University
  - Large research intensive Group of Eight University
  - 60,000 students (on campus, off campus and multi-modal students cohorts)
  - Around 7,000 staff
  - Multiple faculties, campuses and centres around Victoria and internationally
- Monash University Library
  - With over 300 staff - reflects the complexity of Monash
  - Contributes to development of information research and learning skills through programs and embedding in the curriculum
  - Face-to-face, online and blended

# E-learning strategy overview

1



Development (approach)

4



Exploration of tools & learning environments



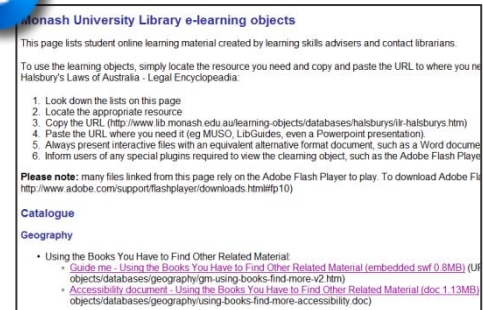
Framework

2



Capability

3




Content

# Content

## Citing and Referencing

- High use self-access online tutorial

[Skip to content](#) | [Change text size](#)

 **MONASH** University  
Library

[Library home](#) | [Catalogue](#) | [Resources](#) | [Services](#) | [Help](#) |

[Monash University](#) > [Library](#) > Tutorials

### Library online tutorials

These tutorials are designed by Monash University librarians to facilitate learning effectively

We are currently updating and redeveloping online tutorials. These are the

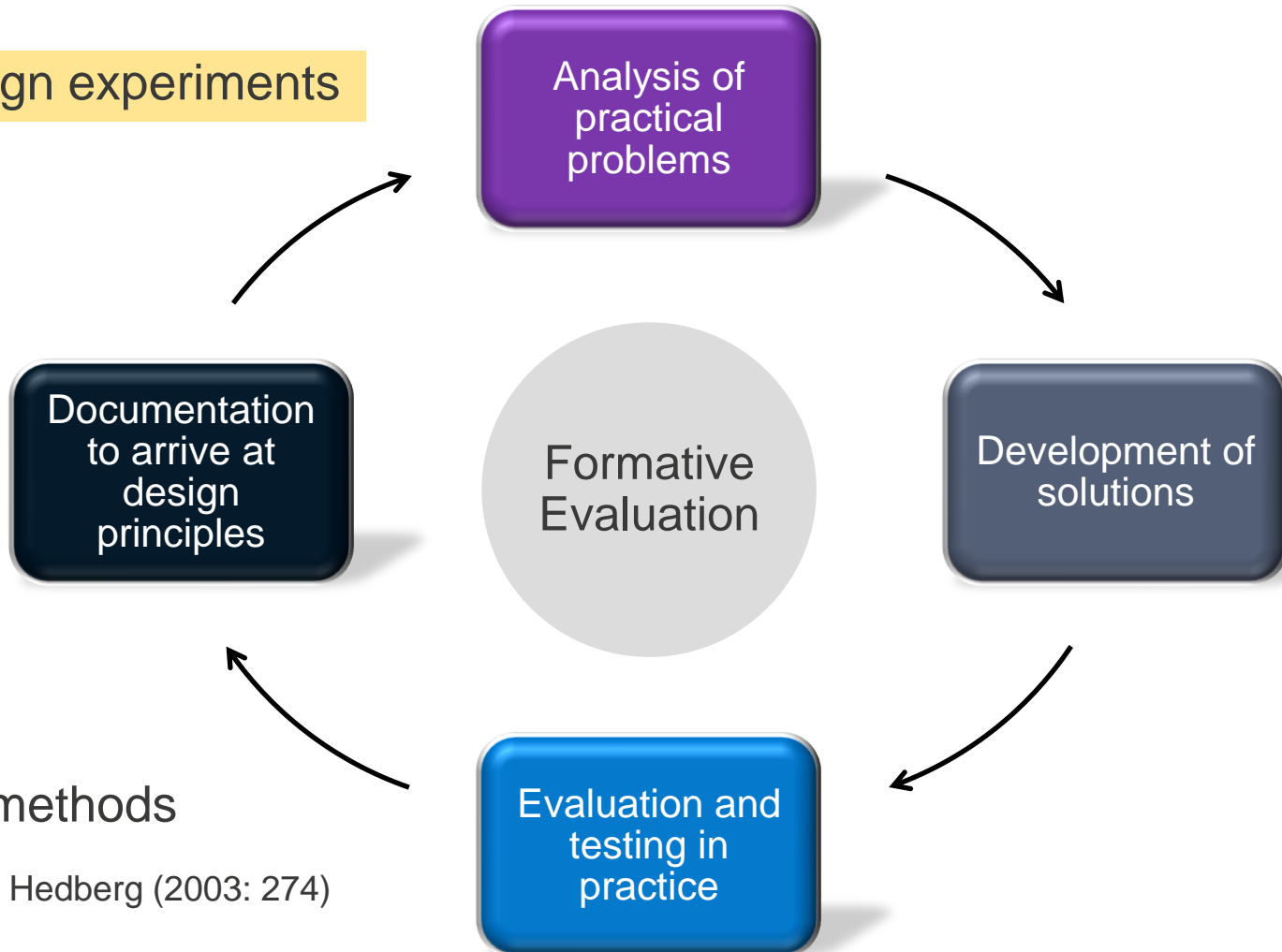
- [Citing and referencing](#)
- [EndNote](#)

also see:



# Development – pragmatic approach

Design experiments



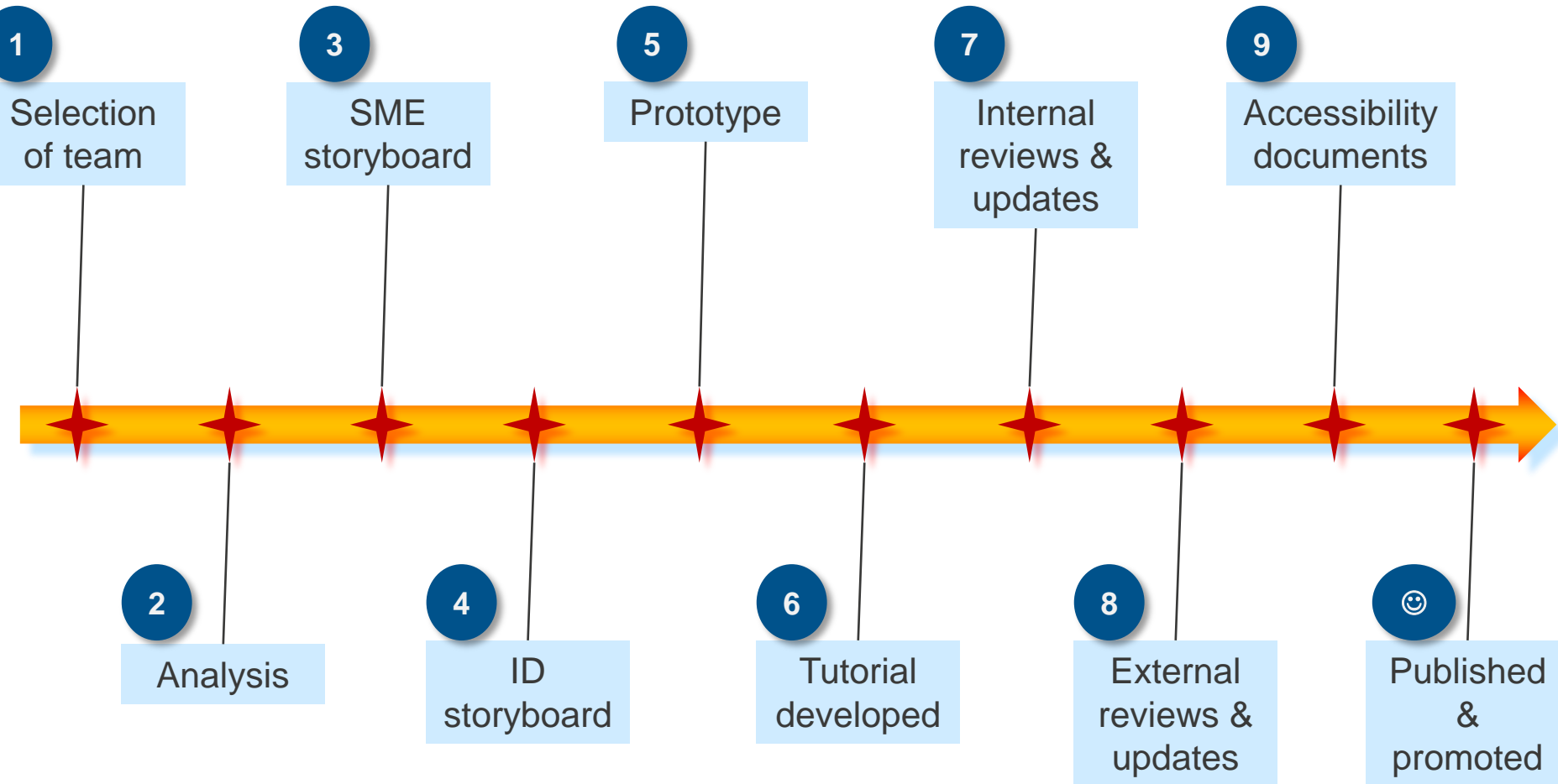
Multiple methods

Reeves and Hedberg (2003: 274)

# Development approach - practice

- Analysis
  - Discussion with stakeholders, selection of team
  - Planning – learning aims, mind mapping, consultation
- Development and evaluation
  - Subject matter expert storyboard created and reviewed
  - Instructional design storyboard created and reviewed
  - Online tutorial prototype created and reviewed
  - Online tutorial completed - internal review
- Evaluation and further development
  - Release to small external target group for feedback and updates
  - Accessibility documentation then promotion
- Documentation
  - Documentation of processes and evaluation of findings
  - Documentation = Library's design principles

# Project milestones



# The project team

1

- Citing and referencing is fundamental to a university environment including the Library
- Necessary to select a project team across disciplines, as well as subject librarians and learning skills advisers
- Development group and reviewer group

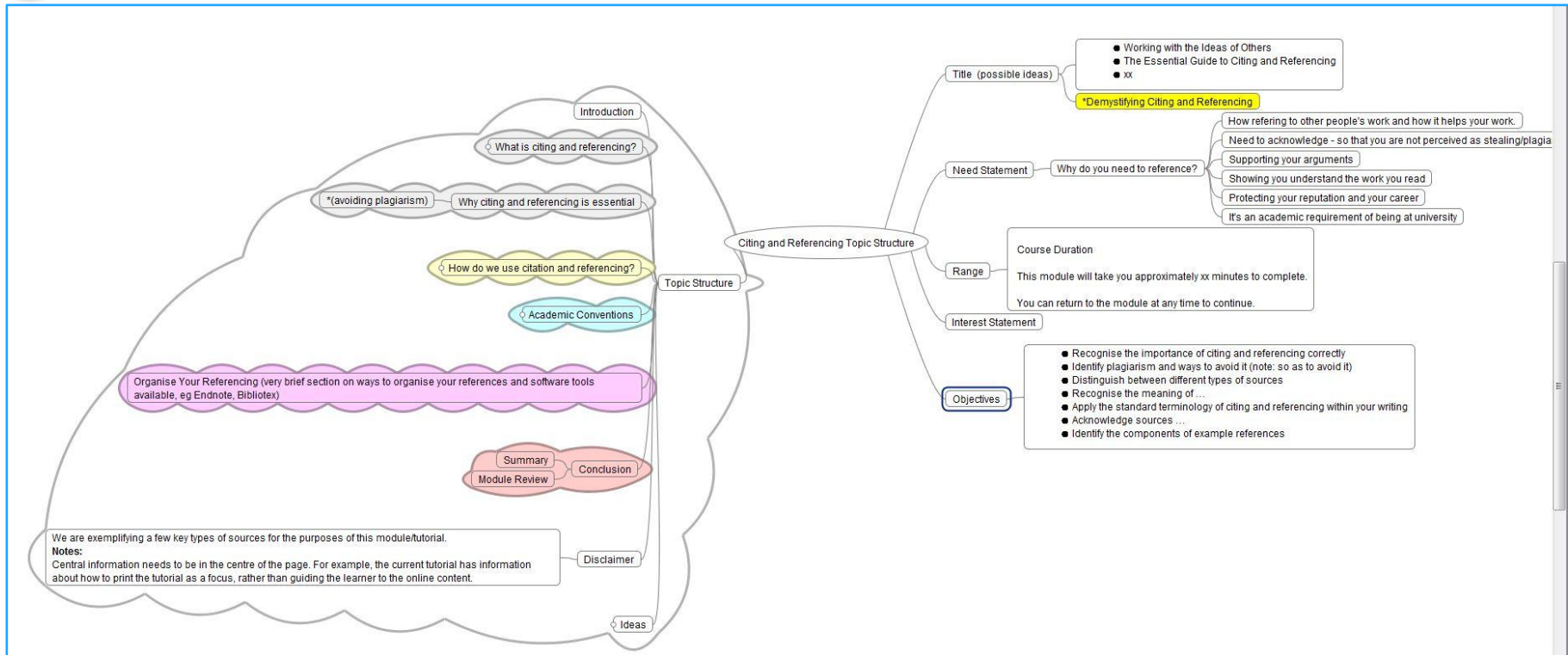


# Analysis



2

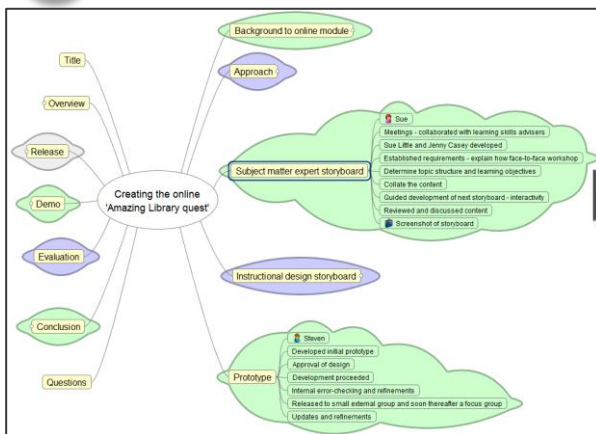
- Review of existing tutorial, other universities, student questions in classes, faculty differences...



# Subject matter expert storyboard



3



MONASH University

Monash University Library



## Common Examples of Citing and Referencing

### 1. How to Cite Examples

- Here are 4 common types of references: book, book chapter, journal article and website. Each reference is displayed in author date, footnote and numbered style.
- Look at each reference and note the information that is included, the order of the parts and the formatting.
- Note: **Add a tip box** - Be consistent when creating references, and use the same style throughout a document.

Possible Questions/Suggested Activities

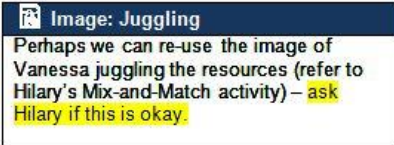
# Instructional design storyboard

4

MONASH University  
Monash University Library

**Common examples**

**1. How to cite examples**

Screen Text	Interactions/Media
<p>There are many sources of information, but 4 common types are described in the next few screens:</p> <ul style="list-style-type: none"><li>• Book</li><li>• Book chapter</li><li>• Journal article</li><li>• Website.</li></ul> <p>Each example in this tutorial is displayed in author date, footnote and numbered style.</p> <p>Look at each reference and note the information that is included, the order of the parts and the formatting.</p> <p><b>TIP:</b> Be consistent when creating references, and use the same style throughout a document.</p>	<p> <b>Image: Juggling</b> Perhaps we can re-use the image of Vanessa juggling the resources (refer to Hilary's Mix-and-Match activity) – ask Hilary if this is okay.</p>



# Prototype created



5

MONASH University  
Monash University Library

**Common examples**

*1. How to cite examples*

Screen Text	Interactions/Media
<p>There are many sources of information, but 4 common types are described in the next few screens:</p> <ul style="list-style-type: none"><li>• Book</li><li>• Book chapter</li><li>• Journal article</li><li>• Website.</li></ul> <p>Each example in this tutorial is displayed in author date, footnote and numbered style.</p> <p>Look at each reference and note the information that is included, the order of the parts and the formatting.</p> <p><b>TIP:</b> Be consistent when creating references, and use the same style throughout a document.</p>	<p><b>Image: Juggling</b> Perhaps we can re-use the image of Vanessa juggling the resources (refer to Hilary's Mix-and-Match activity) – <b>ask Hilary if this is okay.</b></p>



MONASH University Library

Academic Integrity  
De-Mystifying Citing and Referencing

The following online tutorial is designed to help Monash students wishing to learn about the principles of citing and referencing. Each faculty will usually tell you which style to use.

This tutorial will take you approximately 30 minutes to complete.

Click START to begin.

**Start** ▶

# Tutorial developed


6

### Menu

Demystifying Citing and Referencing  
[www.lib.monash.edu](http://www.lib.monash.edu)

Slide Title	Status
Academic Integrity	✓
Help: Instructions	✓
Introduction	✓
Module objectives	✓
▼ Topic 1: About citing and referencing	✓
Introduction	✓
What is citing and referencing?	✓
Why are citing and referencing es...	✓
Citations, bibliographies and refere...	✓
Activity: Citations, references, bib...	✓
Referencing styles	✓
▼ Topic 2: How to cite and reference	✓
Introduction	✓
Publication details	✓
Activity: Understanding a reference	✓

Find  00:02 / 02:13 Minutes




## MONASH University

Library

### Academic Integrity

#### Demystifying Citing and Referencing



This tutorial is designed to help you learn the principles of citing and referencing, and understand how to avoid plagiarising when integrating source material.

This tutorial will take you approximately 20 minutes to complete.

[Start ▶](#)

# Internal reviews and updates

7

- URL to tutorial sent to **development** and **reviewer** groups
- Google doc created matching all screens in online tutorial



## 2. What is citing and referencing? (screen 6)

List issues here:

KT: In the box on the left hand side, it says "The convention for **acknowledge** the source of information...". Should this be "The convention for **acknowledging** the source..."? AE: Oh good pick-up.

## 3. Why are citing and referencing essential? (screen 7)

List issues here:

## 4. Citations, bibliographies and reference lists (screen 8)

List issues here:

AE: do the page numbers need to be highlighted in colour? I found it distracting.

KT: In Tip box, superscript number 2 isn't superscript size.

## 5. Activity: Citations, references, bibliographies (screen 9)

List issues here:

Report issues with the quiz here:

AE: I don't like the title "Identify Activity". It won't be meaningful to the user. We need a title students can relate to, like "Quiz 1" or "Activity 1" eg: Activity 1: Citations, Bibliographies and References


AE: Q4 (Mandy). a) A citations database - there is an extra space between a) and the text compared to b) and c)

 **steven.yates**  
12:10 PM Sep 15  
Fixed

 **steven.yates**  
12:14 PM Sep 15  
Fixed

 **steven.yates**  
12:21 PM Sep 15  
Fixed

 **steven.yates**  
4:32 PM Sep 20  
Fixed

 **steven.yates**  
4:34 PM Sep 20  
Fixed

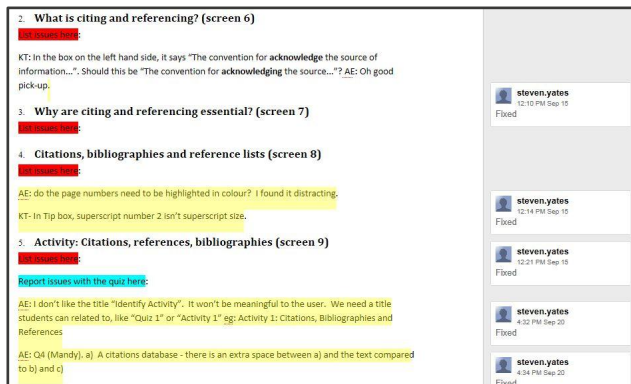
# External reviews and updates

8

More changes → Final internal review → Updates → External proof reader → Complete

Small external group of Library staff - opportunity to provide feedback

Two focus groups conducted



2. What is citing and referencing? (screen 6)

KT: In the box on the left hand side, it says "The convention for **acknowledge** the source of information...". Should this be "The convention for **acknowledging** the source..."? AE: Oh good pick-up.

3. Why are citing and referencing essential? (screen 7)

4. Citations, bibliographies and reference lists (screen 8)

AE: do the page numbers need to be highlighted in colour? I found it distracting.  
KT: In Tip box, superscript number 2 isn't superscript size.

5. Activity: Citations, references, bibliographies (screen 9)

Report issues with the quiz here:

AE: I don't like the title "Identify Activity". It won't be meaningful to the user. We need a title students can relate to, like "Quiz 1" or "Activity 1" eg: Activity 1: Citations, Bibliographies and References

AE: O4 (Mandy), a) A citations database - there is an extra space between a) and the text compared to b) and c)

Comment thread:

- steven.yates 12:10 PM Sep 15 Fixed
- steven.yates 12:14 PM Sep 15 Fixed
- steven.yates 12:21 PM Sep 15 Fixed
- steven.yates 4:22 PM Sep 20 Fixed
- steven.yates 9:34 PM Sep 20 Fixed



# Accessibility documents

9

**Screen 8 – Citations, bibliographies and reference lists**

MONASH University Library

**Citations, bibliographies and reference lists**

The terms 'citing' and 'referencing' can be confusing. You will often hear them used interchangeably. The terms 'references', 'reference list' and 'bibliography' are also frequently confused.

Click the coloured headings on the right to read more about each term.

- Citation
- Reference List
- Bibliography

Screen 8 of 30

**Image of book with words that can be clicked to display further information (words and information below).**

The terms 'citing' and 'referencing' can be confusing. You will often hear them used interchangeably. The terms 'references', 'references list' and 'bibliography' are also frequently confused.

## Appendix: Correct answers and feedback

**Question 1:** (a) is correct.

**Feedback:** A bibliography is distinguished from a references list because it provides a list of all sources consulted, but not necessarily cited in the work.

**Question 2:** (b) is correct.

**Feedback:** Citations appear within the flow of the text, whereas references appear as a list at the end of the work (eg essay, article).

**Question 3:** (a) is correct.

**Feedback:** Both elements play a part in acknowledging sources; the in-text citations tell the reader that the information comes from another source, and the references list gives the publication details needed for a reader to locate that source.

**Question 4:** (a) is correct.

**Feedback:** Usually a references list is required when you only need to list sources that you actually used in your assignment.

**Question 5:** (a) is correct.

**Feedback:** Citations appear within the flow of the text, whereas references appear as a list at the end of the work (eg essay, article).

## Question 2 – Matching question (drag and drop)

Below are several possible reasons why it is important to acknowledge sources in academic writing. Identify which are correct and which are incorrect.

- So that readers can locate the sources I used for themselves.
- So that the marker knows my work is based on valid research.
- To make my essay appear longer than it is.
- To distinguish between my own ideas and those of others.

# Published and promoted



## Menu

Demystifying Citing and Referencing  
[www.lib.monash.edu](http://www.lib.monash.edu)

Slide Title	Status
Academic Integrity	✓
Help: Instructions	✓
Introduction	✓
Module objectives	✓
▼ Topic 1: About citing and referencing	✓
○ Introduction	✓
○ What is citing and referencing?	✓
○ Why are citing and referencing es...	✓
○ Citations, bibliographies and refere...	✓
○ Activity: Citations, references, bib...	✓
○ Referencing styles	✓
▼ Topic 2: How to cite and reference	✓
○ Introduction	✓
○ Publication details	✓
○ Activity: Understanding a reference	✓

Find  00:02 / 02:13 Minutes



MONASH University  
Library

## Academic Integrity Demystifying Citing and Referencing



This tutorial is designed to help you learn the principles of citing and referencing, and understand how to avoid plagiarising when integrating source material.

This tutorial will take you approximately 20 minutes to complete.

Start ▶

# Conclusion

- Development of an online tutorial that can be used by a broad group of Library staff and University staff and students
- Library staff have reported developing an understanding of the e-learning development process
- Staff have developed skills and an interest in different aspects of e-learning development
- Staff have had an opportunity to collaborate on a useful online tutorial that contributes to Monash University's information research and learning skills
- The tutorial can now be maintained by various staff members, therefore is sustainable



# References

Reeves, T. C, and Hedberg, J. G. (2003). *Interactive learning systems evaluation*. Educational Technology Publications, Englewood Cliffs, New Jersey.

---

# Questions

---

# Thank you