

Tips for students when writing

When doing research reading and note taking

- When taking notes identify the text taken from an external source (perhaps using the letter E for "external") of any originally produced text (perhaps using the letter M for "mine")
- Keep details of the consulted sources, such as the title of the book / article and the URL's of the websites consulted (including date of access)

When paraphrasing or summarizing information

- Use phrases like "*according to*" to start the paraphrase
- If it is difficult to paraphrase, try to write it (or say it) without seeing the text, relying only on memory
- Compare the paraphrase with the original text to keep the original information correct and do not forget to use quotes in the parts where it the original text is kept

When writing direct quotes

- Keep the author's name in the same sentence of the quotation
- Identify direct quotes with quotation marks or indenting and use different font to identify text from the rest of the document

At the time of writing ideas of others

- Write down the name of the originator of the idea in the sentence or paragraph
- Use footnotes to refer the reader to additional sources on the idea
- Be sure to use quotes around phrases / keywords that the originator of the idea used

Taking care of the "drafts"

- After updating a document, avoid saving the text on the previous version. It is better to develop a system whereby the drafts could be identified, such as '*TOK draft version 1.docx*' or including dates: TOK170312 test (for 17 March 2012)
- Keep copies of documents on multiple devices: hard drive, memory, etc.
- Protect computer equipment and files with passwords