OVERVIEW:

STEP 1: REFERENCES – COMPILe SOURCES

STEP 2: ADD YOUR SOURCES

STEP 3: IN-TEXT CITATIONS

STEP 4: REFERENCE PAGE
STEP 1: REFERENCES
STEP 1: REFERENCES

Choose 1 STYLE:
- IEEE
- APA
- MLA
STEP 2: ADD SOURCES
STEP 2: ADD SOURCES

Choose type of source

Complete details
STEP 2: ADD SOURCES

DON'T KNOW WHERE TO FIND ALL THIS INFO?

http://umb.libanswers.com/faq/146437
STEP 2: ADD SOURCES
STEP 3: IN-TEXT CITATIONS
4.0 Galvanizing

Galvanizing is a branch of electroplating that is most commonly used in corrosion protection and the coating of metals. The coating, in simplistic terms, sacrifices itself and reacts with the oxygen instead of the metal it is coating. Electroplating is the process where a metal coating is applied by electrolysis using an external source of electric current while the object being coated is grounded. A more basic method is paint galvanizing where the metallic layer is applied as a paint spray or with a roller or brush. Some other methods include, chemical reactions, whereby the coating is applied by result of a chemical reaction, and exchange, where the less noble metal displaces the nobler metal from the solution. [2].
STEP 3: IN-TEXT CITATIONS

REMEMBER!

Any paraphrased information (i.e., not your own ideas) **MUST** be properly cited and referenced.
Plagiarism is an Academic Offense!

If found guilty of plagiarism, WT grade could be FAIL and your transcript could read “On probation at the university for academic misconduct”
STEP 3: IN-TEXT CITATIONS

INFORMATION

PARAPHRASE

SUMMARIZE

DIRECT QUOTE
STEP 3: IN-TEXT CITATIONS

**When Do I Paraphrase Information?**

- **Used Frequently**
- **When you want to include** *specific details* **of a text you’ve read into your own work**
- **When the info** **can** **be written using your own words without changing the meaning of the text**
- **Cutting and pasting text and adding a citation is** **plagiarism**
- **Paraphrasing still requires an** **in-text citation**
STEP 3: IN-TEXT CITATIONS

When Do I Summarize Information?

- Used frequently
- When you want to include **OVERALL MESSAGE/FINDINGS** of a text but using less detail than when paraphrasing
- Summarized information still requires an **IN-TEXT CITATION**
STEP 3: IN-TEXT CITATIONS

When Do I Use Direct Quotes??

- Used sparingly – not used often in technical writing
- Used when info cannot be written in your own words and still keep the same meaning
- Most commonly used for laws, definitions, and other situations when exact wording is needed
- Requires an in-text citation
**STEP 3: IN-TEXT CITATIONS**

**What if I Learn About Something Through a Conversation with a Supervisor or Colleague?**

- **Unless the info is considered common knowledge, it requires an in-text citation**
- **You have to give credit to the “knower” of any unpublished information used in a report**
- **You need to follow the citation rules for personal communication sources**
- **To see examples of how to cite personal communication, see HERE**
STEP 4: REFERENCE PAGE

Bibliography


References


Works Cited

References


References


BONUS TIPS: ASK A LIBRARIAN

http://www.library.mun.ca/
BONUS TIPS: ASK A LIBRARIAN

How do I reference a conversation?

Should I write numbers out?
BONUS TIPS: FIGURES

YOU CAN USE WORD TO INSERT CAPTIONS AND COMPLETE YOUR TABLE OF FIGURES!

FIGURES MUST BE PROPERLY REFERENCED

FIGURE 1: ALBERT EINSTEIN ADAPTED FROM [1].
BONUS TIPS: TABLE OF CONTENTS

YOU CAN ALSO USE WORD TO INSERT AN AUTO TABLE OF CONTENTS

CLICK HERE FOR MORE INFORMATION ABOUT SECTION HEADINGS & AUTO TABLE OF CONTENTS
TAKE AWAY:

- REFERENCING: NOT HARD
- IN-TEXT CITATIONS: **REQUIRED** IN WORK TERM REPORTS
- RESOURCES: AVAILABLE TO YOU – **USE** THEM
- ENGINEERS: **DO** NEED TO KNOW HOW TO WRITE

**IF YOU HAVE QUESTIONS?! ASK THEM!**
STUDENT RESOURCES:

• [https://www.mun.ca/engineering/undergrad/technical_communications/](https://www.mun.ca/engineering/undergrad/technical_communications/)

• [www.mun.ca/library](http://www.mun.ca/library)

• Technical Communications Coordinator [mpicco@mun.ca](mailto:mpicco@mun.ca)

• [https://www.mun.ca/coop/programs/engineering/pd_engineering.php](https://www.mun.ca/coop/programs/engineering/pd_engineering.php)