The *Write* Stuff

- *Week 5: Content*
  - Some alternatives
  - Web sites for research
  - Referencing
  - Formatting
  - Using word
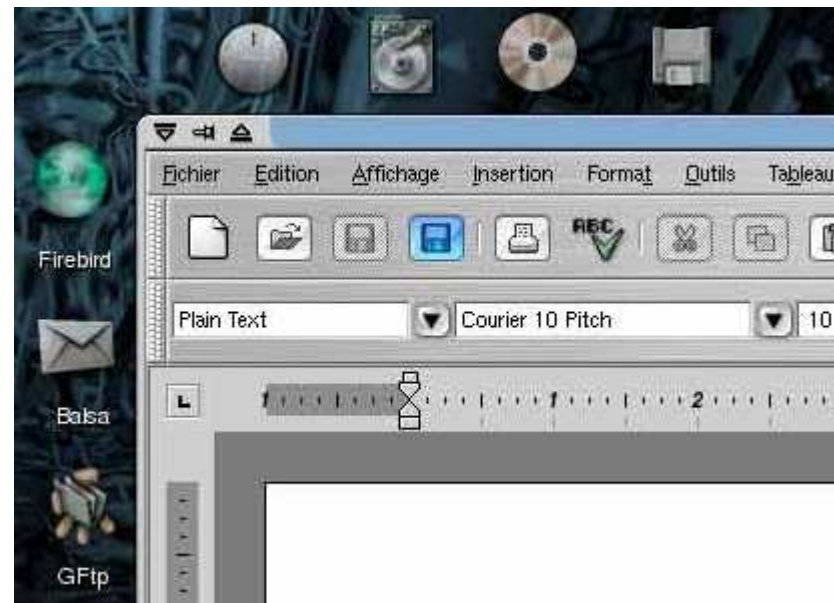 - Exercise

Some tools & alternatives

- *Online tools*
  - Google Notebook
 - Adobe Buzzword
  - Zoho

Some tools & alternatives

- *Online tools*
  - Google Notebook
  - Adobe Buzzword
  - Zoho
- *Alternatives to word*
  - Wordpad
  - Open Office
  - AbiWord
  - IBM Lotus Symphony

Referencing Tools

- **EndNote** is a software tool which allows you to organize and keep track of your references. You can then integrate them easily into your research document and generate a bibliography in any of a number of citation styles.
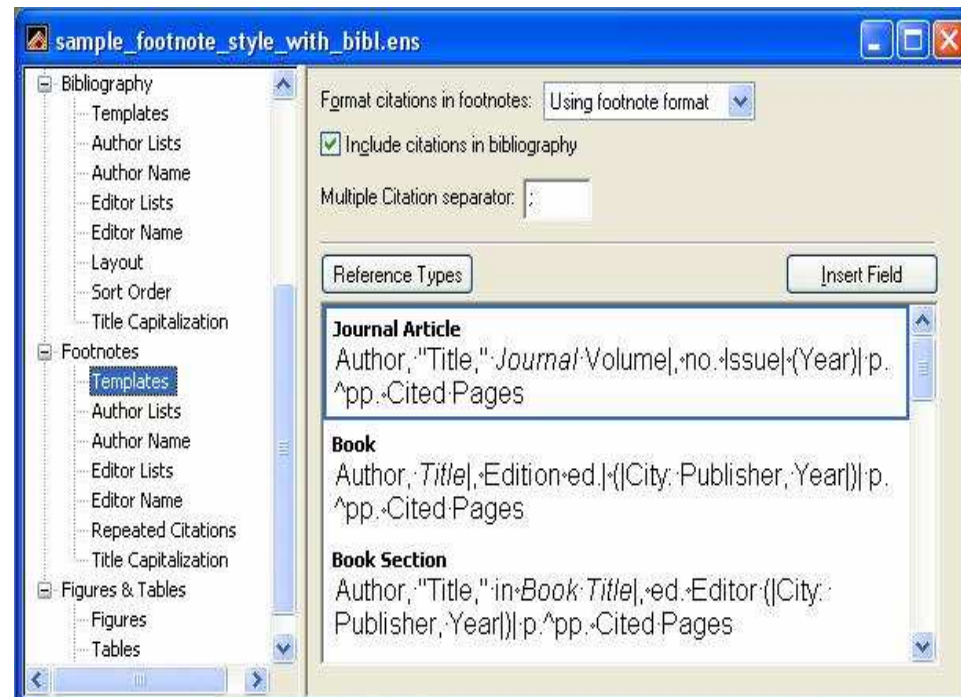
Useful web sites

- *For research*
  - Dictionary - www.dictionary.com
  - Encyclopaedia - www.wikipedia.com
  - Search Engines - www.google.com
  - Referencing - www.chicagomanualofstyle.org
- *For artists*
  - NZ arts info - www.artlist.co.nz
  - Saatchi gallery - www.saatchi-gallery.co.uk/
  - Tate - www.**tate**.org.uk/modern/

Limitations of researching on the web

- *Wikipedia pros & cons*
  - errors per article in Wikipedia = 4:
  - compared to Encyclopaedia Britannica = 3
  - Has been described as a "flawed and irresponsible research tool". John Seigenthaler quoted by BBC
- *Google Scholar*
  - lack of sufficient advanced search features
  - lack of transparency of the database content
  - and uneven coverage of the database

Limitations of researching on the web

- Evaluation of Web sites – check for:
  - Accuracy
  - Authority
  - Objectivity
  - Currency
  - Coverage

Referencing

- *There are numerous referencing styles*
  - Chicago, Harvard, APA, MLA, Vancouver etc
  - The School of Art uses the Chicago Style
  - Within the *Chicago Manual of Style* there are two basic documentation systems, the humanities style (notes and bibliography) and the author-date system

Referencing – Chicago Style

- *Example 1: Notes/Bibliographic*
  - Note:
    - **1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.**
  - Bibliographic entry:
    - **Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.**

Referencing – Chicago Style

- *Example 2: Author/Date*
  - In-text citation:
    - **(Doniger 1999, 65)**
  - Reference list:
    - **Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.**

Formatting Academic Research Papers

- *When you're working on an academic paper, the presentation must be impeccable.*
  - Formatting enhances the appearance and readability of the document.
  - Readers can focus on the ideas you present in your paper and not be distracted by formatting inconsistencies.
  - Further, citations, diagrams, and data requires special formatting

Formatting Mistakes to Avoid

- *Margins*
- *Spacing*
- *Excessive use of fonts*
- *Font size & type*
- *Special formatting*

Formatting Mistakes – Margins

- *Are your margins too big or too small?*
  - Compressing text onto fewer pages by adjusting the margins can make reading more difficult and tiring for the reader.
  - White space is more restful for the reader.
  - A wider margin can be useful for the reader/marker's comments.

Formatting Mistakes – Spacing

- *Be consistent with spacing – e.g.*
  - 1.5 line spacing
  - One or two spaces between sentences
  - Format extra space between paragraphs
  - indents must be in aligned vertically

Formatting Mistakes – Spacing

- *Evaluate whether you're giving your readers the right amount of white space between paragraphs and other elements on your page.*

- *Remember*
  - Too little and it will look scrunched up and be difficult to read;
  - Too much and it looks like you're padding.

Formatting Mistakes – Excessive fonts

- *Be conservative when selecting fonts*
  - Too many fonts can be jarring.
  - One font is usually enough
  - Serifed fonts can be easier to read
  - A sans-serif font may be appropriate for titles or section headings
- *Use judgement*
  - fonts can be used to make the presentation of a document more pleasant or visually interesting but this should kept to a minimum in a research document

Formatting Mistakes – Font size & type

- *Are your fonts too big or too small or hard to read*
  - Too large or small can affect readability for research documents
  - Times New Roman 12 is the default font in Word for readability.
  - Avoid fancy or exotic fonts particularly for the text body

Formatting Mistakes – Formatting

- *Don't overuse special formatting*
  - Modern applications provide lots of formatting and display features which can detract from the readability of a document such as ornate borders, coloured fonts or **Wordart**
  - Don't overuse - **bold**, *italic*, and <u>underline</u> typefaces; save them for emphasis, headings, or citations.

Using Word

- *Organizing your files*
- *Storage*
- *Formatting*
- *Tools*
- *Exporting to PowerPoint*

Using Word

- *Organizing files*
  - *Access to server space for backup (H:/drive)*
  - *Keep several versions of your essays*
  - *Learn to save in organised fashion i.e. Name folders for specific file types such as*
    - *DOCUMENTS >*
      - *Essays*
      - *Research Notes*
    - *IMAGES*
      - *Documentation of projects*
      - *Artists*
      - *Technical Info*

Using Word

- *Using a USB memory sticks, flash drives and other external storage*
    - *These are relatively cheap and convenient method of storage but easy to lose*

Using Word

- *Using USB memory sticks, flash drives and other external storage*
    - *These are relatively cheap and convenient method of storage but easy to lose*
    - *Also: External hard drives, CDs, DVDs*

Using Word - Formatting

- *Text & Paragraph*
  - Indent
  - Line Spacing
  - Widow / orphans
  - Using styles
  - Keyboard short-cuts

Using Word - Formatting

- *Document Layout*
  - Margins
  - Page numbers
  - Section breaks
  - Tables

Using Word - Formatting

- *Referencing text & images*
  - Creating Footnotes and Endnotes
  - Creating a Table of Contents
  - Inserting Images
  - Adding Captions

Using Word - Tools

- *Spell-checker*

- *Grammar checker*

- *Sending a Word Outline to PowerPoint*

  - **From the** File **menu select** Send To

  - **Then select PowerPoint**

  - **Your outline is turned into a PowerPoint show with content only.**

- *PDFCreator*

Exercise

- *Create a document using the research you are doing for Theory and include the following formatting*
  - Paragraph spacing
  - 1.5 Line Spacing
  - A quote with footnotes
  - An image with captions
  - Indented Paragraphs
  - Styles
  - Page Numbers
  - A table

End: Week 5

- Next Week – *This is a Paste UP*