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**Federal State Autonomous Educational Institution for Higher Education  
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA  
NAMED AFTER PATRICE LUMUMBA  
(RUDN UNIVERSITY)**

**FACULTY OF PHILOLOGY**

## **COURSE SYLLABUS**

### **SOURCING AND REFERENCING**

**Recommended by the Didactic Council for the Education Field of:**

**45.04.01 Philology**

(code and title)

**The course instruction is implemented within the professional education programme  
of higher education:**

**“Language and Culture: Theory and Practice”**

**(in English)**

## 1. COURSE GOALS:

The aim of the course is to develop skills for academic research and writing starting from locating relevant data and information sources and knowing how to reference them accurately. The course introduces students to the basic efficient strategies for conducting literature searches and referencing conventions.

## 2. REQUIREMENTS FOR LEARNING OUTCOMES

The process of studying the course is aimed to form the following competences:

Table 2.1. *List of competences that students acquire:*

Code	Competence	Competence indicators
UC-6	Able to determine and implement the priorities of his own activities and ways to improve it basing on self-esteem.	UC-6.1. Controls the amount of time spent on specific activities; UC-6.2. Develops tools and methods of time management in the performance of specific tasks, projects, goals; UC-6.4. Distributes tasks into long-, medium- and short-term ones with justification of relevance and analysis of resources for their implementation.
UC-7	Able to search for the necessary sources of information and data, perceive, analyze, memorize and transmit information using digital means, as well as using algorithms when working with data obtained from various sources in order to effectively use the information received to solve problems; able to assess information, its reliability, come to logical conclusions basing on incoming information and data.	UC-7.1. Searches for the necessary sources of information and data, perceives, analyzes, memorizes and transmits information using digital means, as well as using algorithms when working with data received from various sources in order to effectively use the information received to solve problems; UC-7.2. Evaluates information, its reliability, draws logical conclusions based on incoming information and data.
PC-1	Is able to independently replenish, critically analyze and apply theoretical and practical knowledge in the field of the humanities for own scientific research;	PC-1.1. Independently finds scientific information in the field of philology and the humanities necessary for conducting his own research. PC-1.2. Able to apply the acquired knowledge for the selection, systematization and analysis of the collected data and information in accordance with the purpose and objectives of the study.

## 3. COURSE IN THE EDUCATIONAL PROGRAMME STRUCTURE:

The course is one of the elective disciplines of Block 1 from the academic curriculum.

As part of the EP VO, students also master other disciplines and / or practices that contribute to the achievement of the planned results of mastering the discipline "**Sourcing and referencing**".

*Table № 3.1. List of the Academic Programme components contributing to the achievement of the planned results of mastering the discipline*

<b>Code</b>	<b>Previous disciplines / modules, practice</b>	<b>Subsequent disciplines / modules, practice</b>
<b>UC-6</b>	Philology in the system of modern humanities General linguistics Theory and History of Linguistics	Research Work Scientific and Research Training
<b>UC-7</b>	Information Technologies Multicultural communication	Research Work Scientific and Research Training
<b>PC-1</b>	Philology in the System of Modern Humanities Planning a Research Project Multimodal Communication	Research Work Scientific and Research Training

#### 4. COURSE WORKLOAD AND TYPES OF ACADEMIC ACTIVITIES

The total course workload is 3 credits.

*Table 4.1 Types of academic activities by periods of the Educational Programme mastering for full-time education*

<b>Types of academic activities</b>	<b>Total</b>	<b>Semesters</b>
		3
<i>Classroom-based studies, academic hours</i>	30	30
<i>including:</i>		
Lectures (L)	12	12
laboratory work (LW)		
practical work (PW)/ seminars (S)	18	18
<i>Self-studies, academic hours</i>	60	60
<i>Control, academic hours</i>	18	18
Total	<i>academic hours</i>	108
	<i>credits</i>	3

#### 5. COURSE CONTENT

##### 5.1. Content of the course by the type of activity:

<b>Title of course unit</b>	<b>Content of the course unit</b>	<b>Type of academic activities</b>
<b>Sources</b>	Types of sources: primary and secondary data sources, databases. Citations, abstracts, full text articles and statistical data.	L, S
	Searching sources. Searching more than one database at a time as a time-saving strategy. Creating a list of databases to search	L, S
	Targeting searches. Strategies for methodical and	L, S

	efficient searching. Citation chaining. Citation indexes	
	Academic integrity and plagiarism. Plagiarism prevention. Work with the program antiplagiat.ru	L, S
<b>Work with sources</b>	Evaluating resources. Relevance, currency and credibility of resources	L, S
	Organizing resources. Referencing programs, providing hyperlinks to electronic files including images as efficient paper-free storage facilities. Notes and comments a a basis of a future literature review. Constructing tables of resources	L, S
<b>Referencing</b>	Bibliographies and reference lists.	L, S
	Major referencing systems. Vancouver of numerical system, the Harvard and APA system. Russian standards of referencing.	L, S
	Referencing problems (subtitles, dates, publishers, authors). E-journal references, web references.	L, S
	Quotations. Paraphrasing. Describing the method. Avoiding over-referencing	L, S

## 8. TECHNICAL SUPPORT

It is necessary to have a computer or a laptop (with installed licensed software and the Internet) and a projector in a classroom.

*Table 6.1. Technical Support of the discipline*

<b>Type of the classroom</b>	<b>Classroom equipment</b>	<b>Specialized educational / laboratory equipment, software and materials for mastering the discipline (if necessary)</b>
classroom for Lectures	A classroom for lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	
Classroom for seminars	A classroom for conducting seminar-type classes, group and individual consultations, current control and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations.	
Classroom for self-studies	A classroom for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to the electronic educational system.	

## 7. EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT

Books and manuals:

### *Main*

1. Methodology of Scientific Research [Текст/электронный ресурс] : М. : PFUR, 2012. - 76 с. - 90.00.  
<http://lib.rudn.ru/ProtectedView/Book/EnterSystemDbId=books&UserName=4316&UserHash=F34FC21ACC7F73989856C089B8012667&id=3205>
2. Monash University & The University of Melbourne. (2006). Originality and plagiarism resources for academic staff development: writing up your own work. Retrieved October 14, 2008, from <http://calt.monash.edu.au/staff-teaching/plagiarism/acknowledgement/module2/index.html>
3. University of Sydney Library. (2005). Using and citing your information. Retrieved July 8, 2008, from <http://www.library.usyd.edu.au/subjects/infotech/ENGG1803use.html>
4. University of Sydney Library. (2008a). Research and information skills. Retrieved July 8, 2008, from <http://www.library.usyd.edu.au/skills/>
5. American Psychological Association. (2007). APA Style Guide to Electronic References. Available from <http://books.apa.org/books.cfm?id=4210509>

### *Additional*

1. Curtin University Library. (2008). APA Referencing 2008. Retrieved July 17, 2008, from [http://library.curtin.edu.au/research\\_and\\_information\\_skills/referencing/apa.pdf](http://library.curtin.edu.au/research_and_information_skills/referencing/apa.pdf)
2. Cleal, J. (2005). The role of referencing policy and advice in supporting undergraduate learners. *Studies in Learning, Evaluation, Innovation and Development*, 2(2), 49-55.
3. Flinders University Library. (2008). Using Google Scholar to find citation data. Retrieved August 24, 2008, from [http://www.lib.flinders.edu.au/RQF/google\\_scholar.html](http://www.lib.flinders.edu.au/RQF/google_scholar.html)
4. Talbot, D., & Verrinder, G. (2008). Turn a stack of papers into a literature review: Useful tools for beginners. *Focus on Health Professional Education: A multi-disciplinary journal*, 10(1), 51-58.

### *Internet resources*

RUDN library online site <http://lib.rudn.ru>

Russian Journal of Linguistics <http://journals.rudn.ru/linguistics>

The Free Encyclopedia [www.wikipedia.org](http://www.wikipedia.org)

*Databases, search engines and reference data:*

<https://scholar.google.com/>

<https://www.researchgate.net/>

*Educational and methodological materials for independent work of students in the development of the discipline/module\*:*

1. A course of lectures on the discipline "**Sourcing and referencing**".
2. Guidelines for the implementation of a final assignment of the discipline "**Sourcing and**

**referencing".**

\* all educational and methodological materials for independent work of students are placed in accordance with the current procedure on the page of the discipline in TUIS!

## **8. ASSESSMENT TOOLKIT AND GRADING SYSTEM\* FOR EVALUATION OF STUDENTS' COMPETENCES**

The assessment toolkit and the grading system\* to evaluate the level of competences (competences in part) formation as the discipline results are specified in the Appendix to the internship syllabus.

\* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

### **DEVELOPERS**

Associate professor of the General & Russian Linguistics Dept.		Aleksandrova O.I.
<b>HEAD OF THE DEPARTMENT:</b>		
General & Russian Linguistics Dept.		Denisenko V.N.
<b>HEAD OF THE ACADEMIC PROGRAM:</b>		
Associate professor of the General & Russian Linguistics Dept.		Aleksandrova O.I.