

Appendix A

ABBREVIATIONS

There are two problems with abbreviations: the form they should take, and whether they should be followed by a full stop.

Our general rules are:

- Put a full stop after an abbreviation that does not end with the last letter of the full word, e.g. after a person's initials, Vic. (Victoria), Mon. (Monday).
- Do not put a full stop after an abbreviation that begins and ends with the corresponding letters of the full word (e.g. Mr, Dr, Dept).
- Do not put full stops in a set of initial letters from a group of words, e.g. ALP (Australian Labor Party), RAN (Royal Australian Navy).
- Do not put full stops after units of measurement in scientific writing (e.g. km, min, Pa)

Some abbreviations commonly used in documenting written work are listed below. Many come from the Latin - a comprehensive dictionary will give the derivations.

app.	appendix
c.	(i) about [a certain date], e.g. c. 1900
(ii)	chapter (for Legislation)
cf.	compare
ch.	chapter
col.	column
ed.	editor or edition
eds	editors or editions
e.g.	for example
et al.	<i>and others</i> . Used when there are more than three authors of a reference, instead of giving all names. e.g. Smith et al. (1987).
etc.	<i>and so forth</i>
et seq.	<i>and the following</i>
fig.	figure
ibid.	in the same work (see Ch. 3 p. 47)
ill.	illustrator, illustration
l.(ll.)	line (lines)
loc. cit.	<i>In the place cited</i>
ms	manuscript
mss	manuscripts
n.d.	no date (used when you cannot find out the date of publication)
n.p.	no place (when you cannot determine any city/town of publication)
n.pub.	no publisher (when you cannot determine who published the work)

op.cit.	<i>In the work cited</i>
para.	paragraph
<i>passim</i>	<i>scattered throughout</i> (used to indicate the frequent occurrence of an item in a text (see Ch. 6)
p.	page
pp.	pages
pl.	plural
pt	part
q.v.	<i>and look this up too.</i> The plural is qqv.
rev.	review, reviewed by, reviewed in, revised, revision
sec.	section
s.	section (in legislation)
[sic]	<i>this is the way it was written</i> (sic is Latin for "in this way"). It is used to indicate that despite appearances to the contrary, the text given is exact. It is often used when wrong spelling or other errors appear in the text quoted.
tr.	translated, translation, translator
unpub.	unpublished. Work cited is unpublished.
v.	(i) volume (ii) verse
vv.	(i) volumes (ii) verses
viz.	<i>namely.</i> It is used when specifying things that have been only generally referred to before

Most dictionaries will explain abbreviations.

It used to be common practice to italicise (or underline) terms in foreign or dead languages, but modern practice tends to use normal typeface, except for *ibid* and *passim*, which are usually presented in bold, italics or underlined.

Appendix B

Glossary Of Useful Terms

Abstract: is an abbreviated, objective and accurate condensation of the contents of a document, indicating the work done, any assumptions, methods used, results obtained and conclusions reached. It should not include either interpretation or comment. Abstracts may be of two kinds: informative, usually applicable to scientific or technical reports; and indicative, which describes the type of document, the subjects covered, and the way in which the facts are treated.

Acronyms: consist of the initial letters or parts of a group of words, and usually form pronounceable words themselves.

Annotated Bibliography: an annotated bibliography requires an entry for each publication. It contains the bibliographic source, a summary of the contents, the author's viewpoints and an evaluative comment.

Appendix: an appendix contains detailed information such as tables, diagrams, or maps, that is referred to in the body of the essay/report. (Note: plural form = appendices).

Bibliography: A bibliography is a guide to published material on a topic; it is not a list of references or citations. A bibliography may be presented under various subject headings. Within these the publications are normally listed alphabetically, though they are sometimes given in date of publication order.

CD-ROM: (Compact Disc Read-Only Memory). A compact disc that stores text, data, graphics and/or sound.

Compare: Look for qualities or characteristics that resemble each other. Emphasise similarities among them, but in some cases also mention differences.

Contents: The table of contents lists the sections and subsections of the assignment, together with their appropriate headings and page numbers, in the same sequence as that used in the assignment. This list serves to give the assignment structure. Note that a contents list is different from an index.

Contrast: Stress the dissimilarities or differences between things, qualities, events or problems.

Criticise: Express your judgment about the merit or truth of the factors or views mentioned. Give the results of your analysis of these factors, discussing their limitations and good points. Show that you considered other authoritative sources and reviews in reaching your judgment.

Define: Give concise, clear and authoritative meanings. Don't give details, but make sure to give the limits of the definition. Show how the thing you are defining differs from things in other classes.

Describe: Recount, characterise, sketch or relate in sequence or story form.

Diagram: Give a drawing, chart, plan or graphic answer. You should label a diagram. In some cases, add a brief explanation or description.

Discuss: Examine, analyse carefully and give reasons pro and con. Be complete and give details.

E-mail: Electronic mail system.

End Notes: Notes documenting the text (e.g. expanding on a point) may be called endnotes if they are listed at the end of the document or chapter, instead of at the bottom of the page. Some people do not bother to distinguish them, and call them 'footnotes' wherever they appear.

Enumerate: Write in list or outline form, giving points concisely one by one.

Evaluate: Where you are required to 'evaluate' something the lecturer is seeking your own opinion. However, this will have more weight if you support it by references to other writers rather than saying 'I think ...'

Explain: Clarify, interpret and spell out the material you present. Give reasons for differences of opinion or of results and try to analyse causes.

Figure: An illustration, picture, diagram or concrete example used to explain or clarify a problem.

FTP: (File Transfer Protocol) FTP allows the transfer of files from one computer to another via a network.

Glossary: A list of technical or special words and their meanings.

Illustrate: Use a figure, picture, diagram or concrete example to explain or clarify a problem.

Index: An alphabetical list of names and subjects and the page numbers on which they are discussed.

Interpret: Translate, give examples of, solve or comment on a subject, usually giving your judgment about it.

Justify: Prove or give reasons for decisions or conclusions, taking pains to be convincing.

List: As in 'enumerate', write an itemised series of concise statements.

Outline: Organise a description under main points and subordinate points, omitting minor details and stressing the arrangement or classification of things.

Paraphrase: Restate an author's message/argument, using your own words. Extensive paraphrasing must be acknowledged.

Precis: An abridged and impartial version of a paper or series of papers, usually between 10% and 30% of the length of the original material. Comments or views, if called for, should be appended.

Prove: Establish that something is true by citing factual evidence or giving clear logical reasons.

Quote: Use the exact words of an author or speaker. Quotations must be acknowledged, including page numbers if applicable, and placed in quotation marks.

Reference List: A list of works cited in your assignment. (It must be a list of works actually referred to.)

Relate: Show how things are related to or connected with each other, or how one causes another, correlates with another, or is like another.

Research: Research may mean your own original investigation of a problem or hypothesis, which is normally preceded by an analysis of the literature on the subject to make sure you are not 'reinventing the wheel'. Many undergraduate assignments consist of this preliminary bibliographic stage of research - an analysis of the writings on the topic.

Review: Examine a subject critically, analysing and commenting on the issues which arise.

State: Present the main points in a brief, clear sequence, usually omitting details, illustrations, or examples.

Summarise: Give the main points or facts in condensed form, as in the summary of a chapter, omitting details and illustrations.

Summary: Offers a brief but accurate overview of the most important ideas, facts or results in a document, with a precise description of the conclusions and recommendations. It should be borne in mind that this may be the only section that is read (e.g. the "Executive summary" at the start of most reports), and a summary should be included at the start of any lengthy document.

Synopsis: A synopsis is a series of brief statements that outline the content of a chapter or section of a document. Synopses are normally included in the contents list and chapter headings.

Telnet: An internet protocol allowing remote terminals to connect and interact.

Trace: In narrative form describe progress, development or historical events from some point of origin.

URL: Uniform Resource Locator - the "address" of a page on the World Wide Web.

WWW: ("World Wide Web", W3 or simply "Web") an Internet-based system of hypertext documents which allow you to search or browse an international range of 'pages' of information.

