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Medical Office Assistant

Research Tools and Resources

MOA200 - Communication in Health Care (Medical Office Assistant Program)



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Finding dependable information is important in this digital age.

Handling the materials correctly is important too; this includes giving full credit when using materials created by others.

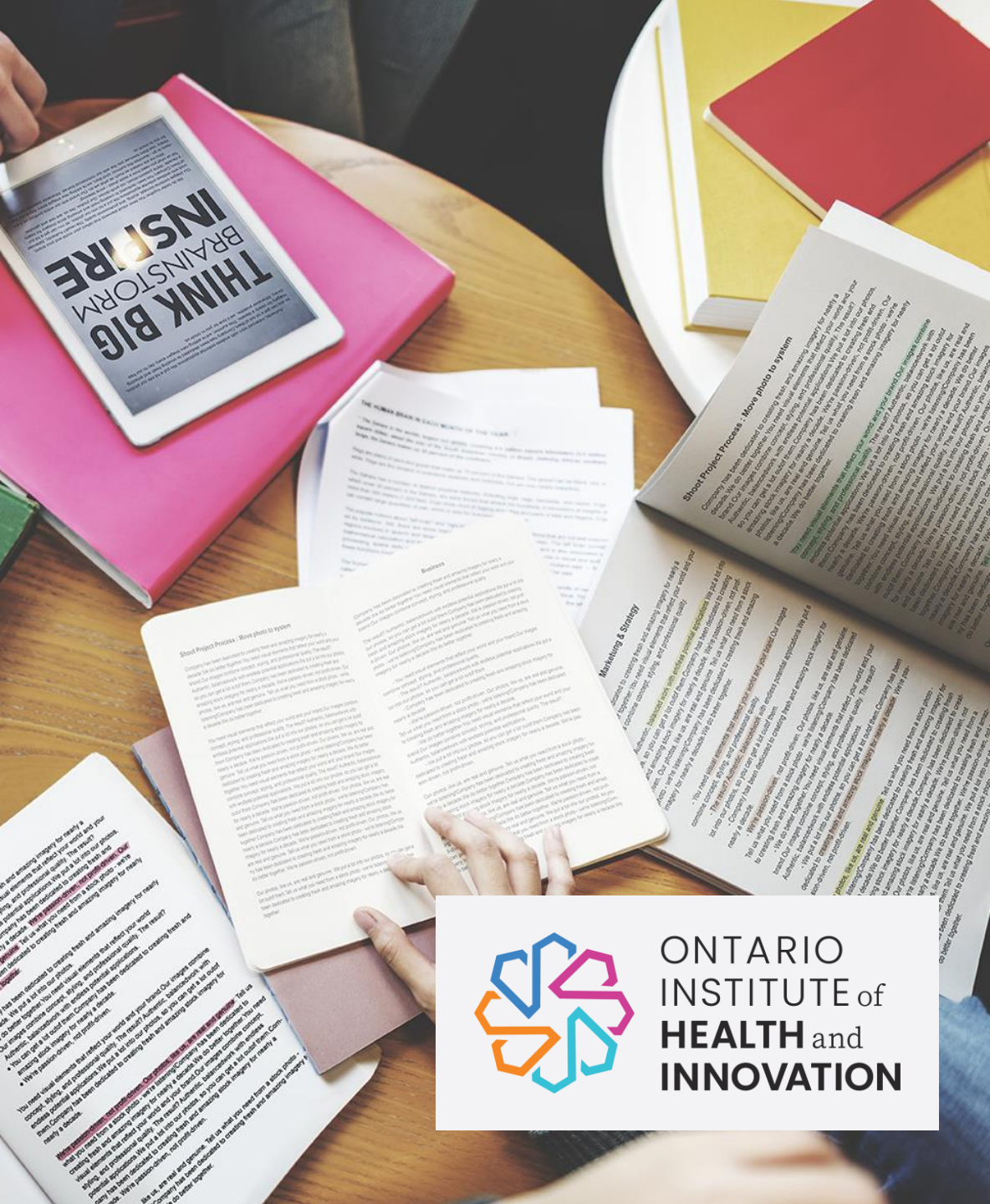


Credible Sources

- 1. Use your college library, where you have access to research databases with academic journals.**
 - 2. Go to websites which are a recognized authority on your topic.**
 - 3. Use Google Scholar/ Pubmed to search for research articles, journals etc.**
 - 4. Search for works of renowned experts in the field.**
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Research Quality

- ✓ Currency
- ✓ Reliability
- ✓ Authority
- ✓ Purpose
- ✓ Point of View

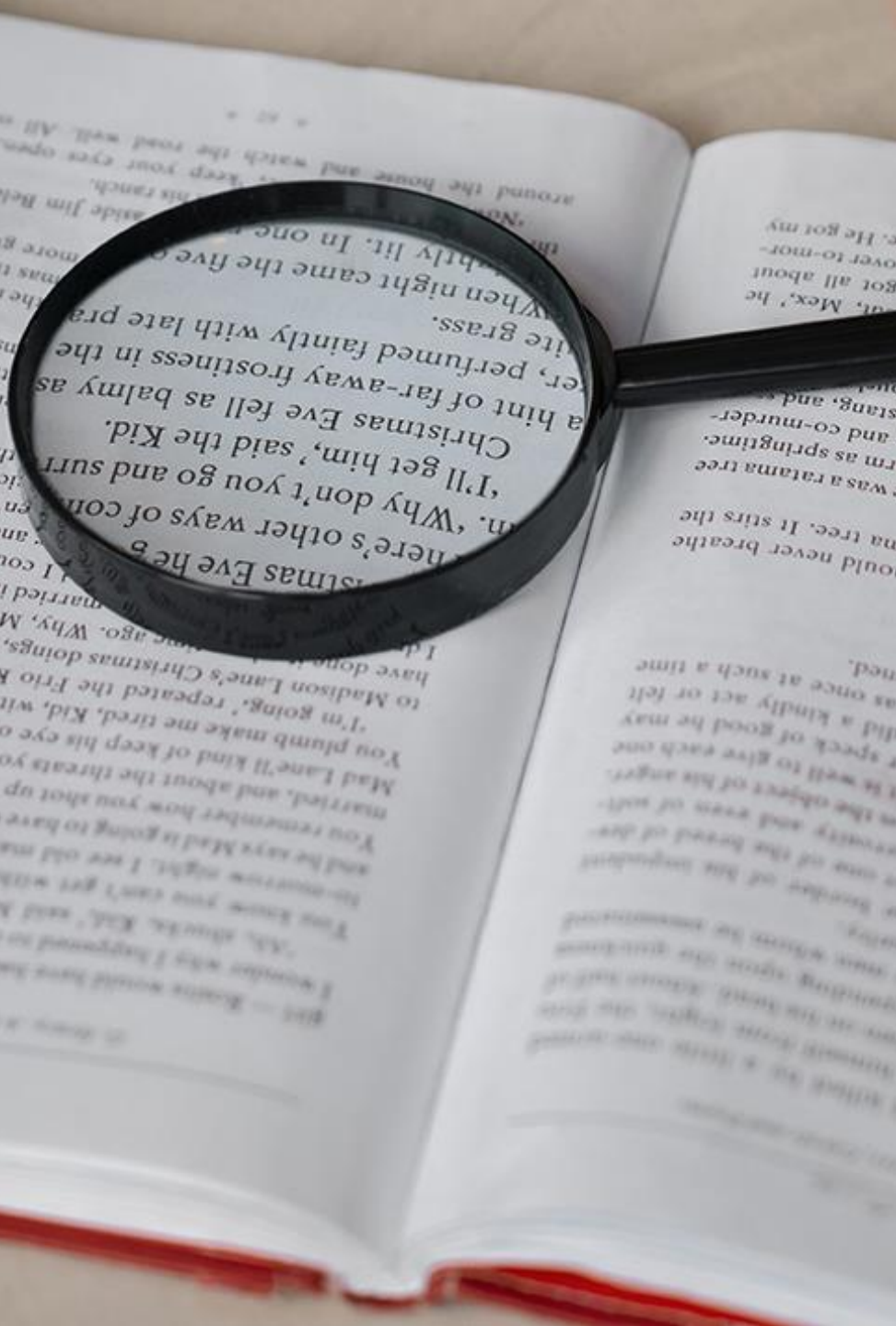


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How to Avoid Plagiarism

1. As much as possible, do your own work.
2. Take notes carefully.
3. If you use someone else's intellectual property, give them credit.
4. Pay attention to copyright.
5. Open Educational Resources are freely available resources available for sharing, re-using, remixing, and adapting. They are often under a Creative Commons licence.





Citing Sources

- **To cite sources, you should make two things clear:**
 - The difference between your words and the source's words.
 - The difference between your ideas and the source's ideas.



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What Info to Cite

- Cite when you are directly quoting.
- Cite when you are summarizing and paraphrasing.
- Cite when you are citing something that is highly debatable.



What Info to **NOT** Cite

- Don't cite when what you are saying is your own insight.
- Don't cite when you are stating common knowledge.



In-Text Citation

In-text citations document your sources within the body of your paper. These include two vital pieces of information: the author's name and the year the source material was published. When quoting a print source, also include in the citation the page number where the quoted material originally appears. The page number follows the year in the in-text citation.



Referencing Sources

- It adds to your own credibility as an author by **showing you have done appropriate research on your topic and approached your work ethically.**
- It gives credit to the original author and their work for the ideas you found to be useful, and in giving them credit **it helps you avoid unintentionally plagiarizing their work.**



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Citing and Referencing Tools/ Activity

- There are many online tools that can help you create citations and/or references.
- Research and find 5 such online tools. State benefits and drawbacks of each of them.





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Citing Quotations

“This is a direct quotation” (Author, year, p. #).



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Citing Paraphrases

This is an example of a paraphrase (Author, year, p. #).



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Citing Videos

(Author, Year)



References

- Alphabetical order
- Double spaced
- Hanging indents
- Hyperlinked URLs



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Course Material

- Author, A. (Year). Title of Presentation or Lecture [PowerPoint slides, Presentation slides, or Lecture notes]. Retrieval statement including name of student portal



Website

- Author, A. (Year). Title of Web Document. Retrieval statement including URL



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Book

Electronic

- Author, A. (Year). Title of Book (# ed.). DOI OR Retrieval statement including the database name OR Retrieval statement including the full URL

Print

- Author, A. (Year). Title of Book (# ed.). Location: Publisher



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References

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For Next Class



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Review the course syllabus for required preparation



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Thank you!

Any questions?

