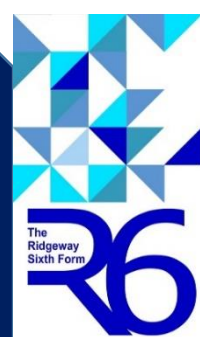


# PLAGIARISM AND HOW TO AVOID IT



“Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional.”

University of Oxford (2020) *Plagiarism*. Available at:  
<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism#> (Accessed: 11 November 2020)

## THE FOLLOWING ARE ALL CONSIDERED FORMS OF PLAGIARISM

Presenting someone else’s work (from a book, website, another student, journal or newspaper article) as your own. This includes paraphrasing and summarising material.



### AVOID PLAGIARISM BY:

Acknowledging your source with an in-text citation, even if unpublished or not in the public domain.

Using information word-for-word and quoting verbatim from your source within your essay/assignment.



### AVOID PLAGIARISM BY:

Encasing the verbatim passage in quotation marks and providing an in-text citation.

Recycling your own work from previously submitted essays – self plagiarism. (More likely at University when you are developing a theme within your work.)



### AVOID PLAGIARISM BY:

Acknowledging your work with an in-text citation, even if unpublished or not in the public domain.

All sources used as citations must be included as References at the end of your essay or assignment.

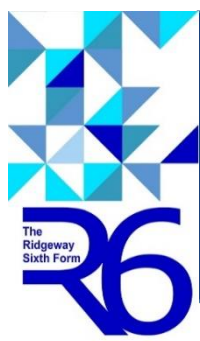
## COMMON KNOWLEDGE

- Widely known facts, dates and events, which are commonly known and can be located from numerous sources.
- Commonly known facts known by those working or studying within a particular specialism.
- Does not need to be cited or referenced.

- Exam Boards – can disqualify an entrant from ALL exams entered into where plagiarism has been identified with a candidate.
- Universities – ultimate penalty is expulsion.

## PENALTIES

Maintain your academic integrity by acknowledging your sources and avoiding PLAGIARISM.



# REFERENCING & CITATION



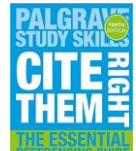
For the purposes of this Help Sheet, the Harvard Referencing System has been used.

**“The process of acknowledging other people’s work when you have used it in your assignment or research.”**

In text – this is the **CITATION**. (Pears & Shields, 2016, p. 1)

At the end of your assignment – **REFERENCE LIST** of all the sources cited in your work.

Pears, R. & Shields, G (2016) *Cite Them Right*. 10<sup>th</sup> edn. London: Palgrave.



## WHY IS IT NECESSARY?

- Avoids plagiarism.
- Gives proper credit to the original author.
- Demonstrates wider resource use.
- Distinguishes between your ideas and those of others.
- Allows the assessor to check your sources.
- You get marks for it!

## NAIL IT NOW AND HERE’S HOW!

There are 3 main ways to produce references and citations – **manually**, **online reference generators** and a **tool in Word** – however I would advise becoming manually proficient before using the online and Word tool. You need to know what the reference/citation should look like.

### MANUAL REFERENCING

Manual referencing is a skill that becomes easy with practice. Every possible scenario is covered in the book *Cite Them Right* by Pears & Shields. Examples of referencing for sources you will commonly use are detailed below.

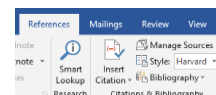
### ONLINE GENERATORS

There are numerous online reference generators and links to some of the best sites are detailed at the end of this Help Sheet. Some allow you to download an App that allows you to scan in barcodes. Make sure you check the reference generated for accuracy the first couple of times you use it.

### TOOL IN WORD

An easy step by step guide can be found by clicking here:

<https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>



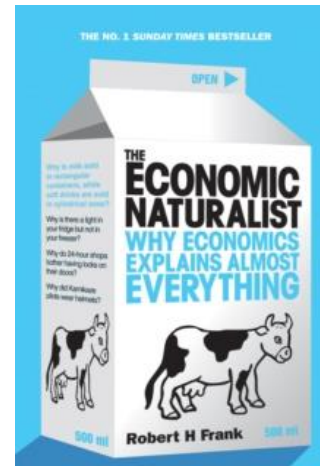
Common sources that you are likely to need to reference are – **books, websites and journal articles**. Examples and how to reference them are on the next page.

## PHYSICAL BOOK

Find the information from the publication page.

- Author (surname first)
- Year of publication (in brackets)
- Title (in italics)
- Place of publication
- Publisher

Frank, R. (2008) *The economic naturalist: why economics explains almost everything*. London: Virgin Books.



## WEBSITE

- Author (surname first)
- Year that the page/site was last updated
- Title of the webpage (italics)
- URL
- Date accessed.

National Health Service (2020) *Social distancing: what you need to do*. Available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/> (Accessed: 16 November 2020)



## ELECTRONIC JOURNAL ARTICLE

- Author (surname first)
- Year of publication (in brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics and capitalise each word except for linking words)
- Volume, issue, page numbers
- URL or DOI
- Date accessed

Wolfson, G. (2008) 'Using Audiobooks to Meet the Needs of Adolescent Readers', *American Secondary Education*, 36(2), pp.105-114. Available at: [www.jstor.org/stable/41406113](http://www.jstor.org/stable/41406113) (Accessed: 10 April 2020)

## REFERENCING HINTS & TIPS

- Keep a record of the sources used as you go along.
- Be consistent with your referencing
- If in doubt – cite.

# CITATION - REFERRING TO OTHER PEOPLE'S WORK IN YOUR ESSAY/COURSEWORK

Referring to other people's work, theories or ideas in your essay or coursework can be done by quotation, paraphrasing or summarising. Regardless of how other people's work is presented in your own – a citation is always necessary.

## QUOTATIONS

- Verbatim from your source.
- Enclosed in quotation marks.
- Included in your essay.

In text citation:  
(Pears & Shields, 2016, p. 4)

## PARAPHRASING

**Expressing someone else's writing or ideas in your own words.**

**According to Pears and Shields (2016, p4), plagiarism avoidance can be achieved by accurate citation and referencing, keeping clear notes and records, checking work thoroughly...**

## SUMMARISING

**Brief statement of the main points.**

**According to Pears and Shields (2016, p4), plagiarism avoidance is straightforward and students should not be fearful of it.**

- If you quote directly, paraphrase, or summarise from a particular page – the page number should be included.
- If you paraphrase or summarise from a chapter or complete work, the page number does not need to be included.

## GREAT WEBSITES

Most University websites have excellent guides and links to online reference generators to help with referencing, citation and plagiarism avoidance. Just have a look and find one that works for you.

- <https://libguides.reading.ac.uk/citing-references/introduction>
- <http://www.qub.ac.uk/cite2write/harvard.html>
- [https://my.uea.ac.uk/documents/20142/390879/LaH\\_Referencing+your+work.pdf/](https://my.uea.ac.uk/documents/20142/390879/LaH_Referencing+your+work.pdf/)
- <https://www.open.ac.uk/library/help-and-support/quick-guide-to-harvard-referencing-cite-them-right>
- <https://www.mendeley.com/guides/harvard-citation-guide>
- <https://www.citethisforme.com/>
- <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf>
- [https://library.leeds.ac.uk/info/1402/referencing/50/leeds\\_harvard\\_introduction](https://library.leeds.ac.uk/info/1402/referencing/50/leeds_harvard_introduction)
- <https://library.bath.ac.uk/referencing/harvard-bath>