

# Plagiarism

Information has been compiled by Linda Newcomb, Teaching and Learning Consultant,  
Education Development unit, Faculty of Commerce and Economics

July, 2006

# Scholarly Work Requirements

Almost all scholarly work requires:

➤ Evidence from sources such as:

1. secondary sources e.g. some journal articles, textbooks review and critical articles

2. primary sources e.g. surveys, interviews, technical reports, journal articles on original research

➤ Acknowledgement of these sources

Remember that academic research and scholarly work does depend upon and develop from the work of others.

As a student at university you become part of this 'traditional' practice.

# What is Plagiarism?

**Plagiarism is the presentation of the thoughts or work of another as one's own. <sup>1</sup>**

## **Examples include:**

- Direct duplication of the thoughts or work of another including copying material, ideas or concept from a book, article, report or other written document (whether published or unpublished), composition. Artwork, design, drawing, circuitry, computer program or software, website, Internet, other electronic resource, or another person's assignment without appropriate acknowledgment
- Paraphrasing another's work with very minor changes, keeping the meaning, form and/or progression of ideas of the original

Source: UNSW Undergraduate Handbook 2006, p.27

<sup>1</sup> Based on that proposed to the University of Newcastle by the St James Ethics Centre.  
Used with kind permission from the University of Newcastle

# What is Plagiarism?

- Piecing together sections of work of others into a new whole
- Presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or tutor
- Claiming credit for a proportion of work contributed to a group assessment item that is greater than is actually contributed <sup>2</sup>

Source: UNSW Undergraduate Handbook 2006, p.27

<sup>2</sup> Adapted with kind permission from the University of Melbourne

# How can plagiarism be avoided?

Avoid copying long passages from a source even when you cite the source in your text

You need to show that you understand the material you are using by:

- ✓ expressing the ideas in your own words (paraphrasing)
- ✓ incorporating the ideas into your developing argument or point of view

Remember: you must always 'cite' the sources for any material you have borrowed or developed.

You need to know how to:

- ✓ incorporate your sources into your work  
by quoting, paraphrasing or summarising the information
- ✓ acknowledge or 'cite' these sources using an acceptable  
referencing style e.g. The Harvard in-text Style
- ✓ write up a reference list for all the sources you have used

# Tips for... Gathering research material and preparation

- ✓ Allow **time** for conducting research and reading, taking notes and revising your research strategy
- ✓ Learn to use the research tools available – attend a UNSW Information Skills Program or access ELISE or online help tutorials. For details <http://info.library.unsw.edu.au/Welcome.html>
- ✓ Make sure that you choose a recommended/recognised style of referencing for citing your sources and writing up your references
- ✓ Pay attention to the instruction for the assignment you are doing

Source: The information has been adapted from Emily Werrell 2001, 'Avoiding Plagiarism', Guide to Library Research, Duke University Libraries, update 27 August, viewed 1 July 2005, <<http://www.lib.duke.edu/libguide/plagiarism2.htm>>

# Tips for ... Researching and compiling notes

- ✓ Identify words that you copy by placing quote marks around them or type them **in a different colour** – do this immediately as you compile your notes
- ✓ When summarising or paraphrasing information, **note the source each time**. Be careful with electronic sources - it is easy to 'cut and paste' and then neglect/forget to source your information. (Always note the electronic database or URL and other details)
- ✓ Keep a working bibliography or reference list containing complete reference details. Then you can easily check your notes and compile your final reference list
- ✓ Keep a research log showing what search terms you used and the call numbers and URLS for information sources.
- ✓ Consider the UNSW Library Information Skills Program: 'Introductory EndNote' which introduces software which aids compilation of references

# Tips for...working with other students

**This can be a challenging and positive experience...but**

- ✓ Beware of **collusion**. Collusion is knowingly having 'another person complete...some assessable work such as an exam or assignment'<sup>3</sup>.  
**It is a serious offence.**
- ✓ Do not **copy** any parts of another student's work. If you have shared any research and ideas...  
**Always write up you assignments individually,**
- ✓ Consider carefully before sharing your written assignment. **Copying another student's work is plagiarism / cheating.**  
**Avoid any involvement**
- ✓ If you are doing a group assignment, make sure that your group **has time to compile everyone's contribution.**  
**Do not claim the work of others as yours**

<sup>3</sup>Marshall, L. & Rowland, F. 2006, A Guide to Learning Independently, Pearson Longman, Australia.

# Tips for... Citing your sources

You must cite any information that was not originally created by you!

- ✓ Cite direct quotes
- ✓ Cite all paraphrase or summarised information
- ✓ Cite ideas given to you in lectures or discussions

## **In an oral presentation:**

- ✓ Consider whether the audience is familiar with your sources for any idea or work that is not yours. If not, verbally cite sources...
- ✓ Include sources on audio visual material...

# Tips for... Sources that must be documented

- ✓ Printed sources (published or unpublished)  
eg. Books, journal articles, newspaper articles, letters, diaries, public or private documents
- ✓ Electronic sources: web pages, articles from e-journals, newsgroup postings, emails, software, databases
- ✓ Images, tables, charts, art, illustrations etc
- ✓ Recorded or spoken material, course lectures, films, DVDs videos , radio or TV broadcasts, public speeches, conversations

The information has been adapted from

Emily Werrell 2001, 'Avoiding Plagiarism', Guide to Library Research, Duke University Libraries, update 27 August, viewed 1 July 2005, <<http://www.lib.duke.edu/libguide/plagiarism2.htm>>

# Examples of Referencing

Herde, C. 2005, 'Australian stockmarket ends at new record high', *Australian Associated Press Financial News Wire*, 21 July, 644 words, viewed 26 July 2005, [Factiva].

In-text reference could be: ... (Herde 2005)

This cites/acknowledges the source for a summary or paraphrase.

Harvey, R. & Hider, P. 2004, *Organising Knowledge in a Global Society: Principles and Practices in Libraries and Information Centres*, Centre for Information Studies, Charles Sturt University, Wagga Wagga, Australia.

In text reference could be:

Harvey and Hider (2004, p.146) explain that a specialised thesaurus 'would define the relationship among the subject terms in a more precise manner, by additionally providing the top term to indicate the name of the broadest class to which a specific concept belongs'.

This signifies a direct quote within a sentence.

# If you need help?

## ***Learning support for all UNSW students***

### **UNSW Learning Centre**

- ✓ Workshops on 'Avoiding Plagiarism'
- ✓ Online resources and workshops timetable:  
<http://www.lc.unsw.edu.au>
- ✓ **UNSW Plagiarism Information and Advice:**  
'Plagiarism and Academic Integrity', available at  
<http://www.lc.unsw.edu.au/plagiarism/index.html>  
You can work through a quiz and download information on plagiarism

# If you need help?

## ***Learning support for FCE students***

### **EDU Learning Assistance Centre**

- ✓ Workshops on 'Referencing' and 'Avoiding Plagiarism' held in Week 4 and Week 5 of each session at the EDU Learning Assistance Centre.
- ✓ Online resources and a workshop schedule  
<http://education.fce.unsw.edu.au>
- ✓ And / Or contact the EDU for an individual or small group consultation

*Consultations are  
free... friendly... and confidential...*

# Where is the EDU Learning Assistance Centre?

**Room 2039, Level 2, Quadrangle Building**



**To make an appointment for a consultation**

**Visit the Centre  
or**

**Telephone: 9385 5584**

**Website:**

**<http://education.fce.unsw.edu.au>**