

## **ANTI-PLAGIARISM CODE**

**Using another person's ideas, words or writings and presenting them as your own is plagiarism.**

### **Plagiarism is intellectual theft**

**It is a serious academic sin**

**Don't plagiarise!**

### **What is plagiarism?**

Plagiarism can take extreme forms:

- Copying and submitting the work of a fellow student. (This includes copying from another student during an exam or test).
- Buying and submitting an assignment from the Internet or other sources.
- Creating a written work by cutting and pasting sections from various sources and joining them together, perhaps with some sections of your own.
- Submitting a written assignment or significant parts of it twice, for example, on different courses, is "self-plagiarism".

In these cases, students are clearly determined to cheat. In other cases, plagiarism may not be so extreme. Sometimes, it may even be accidental. So please remember: It is still plagiarism if, in any way, you use someone else's ideas, words, or writings in your own work and present them as your own.

- Plagiarism doesn't only mean using someone else's exact words. It includes using other people's views, opinions, insights and interpretations without acknowledgement.
- Copying a sentence that someone else has written and simply changing some words while retaining the original sentence structure and ideas is still plagiarism.
- Using a particularly characteristic phrase or metaphor originally coined by another author without placing them in quotation marks and citing the source is plagiarism.
- Failing to include quotation marks or citation by accident is still considered plagiarism.
- Beware the Internet! It is very easy to cut and paste sections of text and/or images from the Internet into your own work. It is still plagiarism when text is taken from an electronic source without acknowledgement. If you do need to use a section of electronic text, then it should be quoted and/or referenced in the same way as a printed source.

## The Problem

When writing academic assignments, we use other people's work. We have to discuss what other people have thought about a particular topic before we can introduce our own original ideas. The question is how to do this while giving due credit to those who have gone before us.

## The Solution

You will avoid plagiarism if you make sure you ***always reference properly***, acknowledging the source of your information and ideas.

## To Reference or Not to Reference?

You *don't* need to reference when a statement represents "common knowledge", e.g. The Berlin Wall fell in 1989.

You *do* need to reference when you refer to:

- Information that is not generally known
- An interpretation, opinion or insight that you have derived from someone else's work
- Figures, statistics or percentages
- Tables, graphs or diagrams that are copied from another source
- In the case of tables, graphs or diagrams that you have drawn yourself, you need to cite the source of the information
- If reusing sections of your own previous work, or ideas and arguments that you had developed in a previous assignment, you should reference yourself.

## How to Reference

If you want to include a phrase, sentence or longer section of text using someone else's exact words, then you should make a ***quotation***.

- A quotation of up to 30 words should be placed in quotation marks and a full reference to the source provided, including exact page numbers.
- For a quotation of more than 30 words, it is better to use a separate, indented paragraph, providing a full reference to the source, including exact page numbers.

If you are not using the original author's own words, but either paraphrasing their text (rewriting in your own words), or referring to interpretations, opinions, or ideas that you have drawn from their work, then you need to make a ***citation***.

- If you are referring to the general line of argument presented throughout a particular work, then you need to reference the work but you do not need to include specific page numbers.
- If you are referring to a specific part of a published work, then you should include in the reference the number(s) of the chapter(s) or exact page(s) you are referring to.
- Besides including all references in the text, you should make sure that your final bibliography incorporates all works referred to.

For information on the correct way to reference books, chapters, articles and website sources, please see separate information sheet.