



Plagiarism Quick Guide

Plagiarism

- ❖ It is important that you understand what Plagiarism is, and how to avoid it in writing your assignments:
- ❖ 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 All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.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

❖ We expect you to:

❖ Acknowledge others' work or ideas applied not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text and data drawn from books and journals, and to unpublished text and data, whether from lectures, theses or other students' essays. You must also attribute text, data, or other resources downloaded from websites.

❖ Follow the college guidance on how to write references.



Plagiarism

Forms of Plagiarism

Verbatim (word for word) quotation without clear acknowledgement

Quotations must always be identified as such by the use of either quotation marks or indentation, and with full referencing of the sources cited. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

Cutting and pasting from the Internet without clear acknowledgement

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.



Plagiarism

Forms of Plagiarism

Paraphrasing (re-writing in 'your own words')

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author whose work you are using. You must also properly attribute all material you derive from lectures.

Collusion

This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.



Plagiarism

Forms of Plagiarism

Inaccurate citation

It is important to cite correctly, according to the conventions of your discipline. As well as listing your sources in your full reference list, you must indicate, using an in-text reference, where a quoted passage comes from. Additionally, you should not include anything in your references that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text. (*see secondary referencing*)

Auto-plagiarism

You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this, or any other, university, unless this is specifically provided for in the special regulations for your course. Identical pieces of work submitted concurrently will also be considered to be auto-plagiarism.



Plagiarism

❖ What is OK?:

- ❖ You read a source information and refer to it in your assignment. Where applicable, you put quotations in and cite the work 'in-text', and add a full reference into your reference list at the end of your assignment.



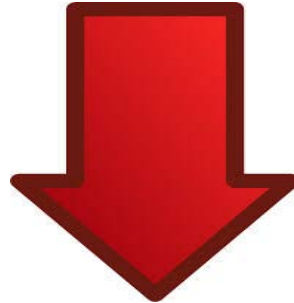
- ❖ Your tutor checks your % similarity on the college 'Turnitin' system, agrees that your work is your own, and marks it.



Plagiarism

❖ What **isn't OK**?:

- ❖ You read a source of information, copy it in your assignment, and fail to state where the information came from or include any references. You pretend that you have written the work, and hand it in as your own.



- ❖ You submit your work via 'Turnitin' for marking, and after checking your % similarity, your tutor confirms that it is not your own work. You fail your assignment. You may also receive a disciplinary action as a result of serious plagiarism.

