

## STUDENT HANDBOOK

### Section 20 - Student Guideline on Preventing Plagiarism

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#### What is plagiarism?

Plagiarism is when you present someone else's work as your own.

#### Why does plagiarism matter?

- Because it is cheating. It is unethical and dishonest. Authors own their words and ideas, so when you research the writings of others, you must acknowledge the fact that you have used them.
- Because you are not developing the skills and knowledge that are important for your learning development and life ahead.
- Because there are penalties.

#### What does plagiarism look like?

- copying, buying, stealing or borrowing someone else's work in part or in whole and presenting it as your own
- using material directly from books, journals, CDs or the internet without acknowledging the source
- submitting work that contains a large contribution from another person-such as a parent, tutor or another student-who is not acknowledged
- paying someone to write or prepare material that is associated with a task, such as process diaries, logs and journals.

#### Why does plagiarism happen?

Sometimes plagiarism is outright and intentional cheating. Sometimes it is a result of ignorance. Sometimes it is because of poor academic skills and not knowing what you should do.

*Adapted from: NSW Education Standards Authority. (2020). What is plagiarism. Retrieved from <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/plagiarism/what-is-plagiarism>*

#### How do you prevent plagiarism from happening?

##### 1. Take good notes

When taking notes, avoid copying straight from a source unless you intend to quote that source directly. Instead, read the material carefully, then put the text aside, take some time to think about what you've read, and then write down the main ideas in your own words. Once you've done that, you can use your notes to create a first draft. If you write directly from a source into a draft, it can increase the chance that you will unintentionally plagiarise. During the note taking stage, make sure you record information about the source and/or keep a copy of it so that you can reference it properly later on.

##### 2. Paraphrase well

Paraphrasing is when you express ideas and information from your sources in your own way, using your own words. Although you are borrowing ideas, it is essential that your writing is as original as possible. Just changing a

few words here or there or rearranging words or sentences is not paraphrasing; this is plagiarism. To paraphrase, you need to use a combination of the following strategies:

- use synonyms or antonyms
- vary the sentence structure
- change the order of information
- change long sentences into short ones (and vice versa)
- highlight the view of the author using reporting verbs

A good way to approach paraphrasing is as follows:

1. Read the text and make notes of the key points (see point 1 above). Avoid writing down whole sentences.
2. Put the text away and using your notes as a guide, explain the information in your own words in full sentences.
3. Compare your paraphrase with the original text. You should have covered the main ideas, but not explained them in the same words.
4. Add in the reference. Even though you are not borrowing any language, you will still need to cite the source to indicate that you are borrowing ideas.
5. Paraphrasing is usually easier to do when you are speaking, so you could try recording yourself explaining something and then listen and write down what you said.

### 3. Reference properly

In any assignment, you must give credit to the sources for the ideas you are using. Any time you summarise a concept or idea, paraphrase something into your own words, or give a direct quote, you must reference the source in-text and also provide a full reference in your reference list at the end of your assessment. This allows readers to refer back to the sources for themselves. You must give a reference whenever you draw on a source of information:

- as your inspiration (in general)
- as the source of a particular theory, argument or viewpoint
- for specific information, such as statistics, examples, or case studies
- for direct quotes
- for information that you have paraphrased

### Referencing conventions

#### Placement of in-text references

1. **Emphasising the information: place the reference at the end.**  
Long-term unemployment can have significant effects on a young person (Youssef, 2013).
2. **Emphasising the author: place the reference at the beginning.**  
Youssef (2013) argues that long-term unemployment can have significant effects on a young person.

Both of the examples above demonstrate the in-text referencing of a paraphrased argument – i.e. one that has been summarised in his or her own words by the writer.

## In-text referencing a direct quote

Relevant direct quotes (the author's exact words) can be used to help explain the points you are making, but an assignment should be written in your own words as much as possible. If you submit an assignment that contains many direct quotes, it makes it hard to for the marker to see your understanding of the material.

Direct quotes are usually appropriate when you want to give a precise definition of something to when an author has expressed something in a unique and powerful way. Direct quotes have particular formatting requirements so the reader can clearly see it is a quotation and not your own words:

- They must be fully enclosed within "quotation marks"
- They must NOT comprise the whole answer, only a small, relevant portion of it (i.e. you cannot "cut and paste" from external sources to your assessment)
- In essays, direct quotes should not exceed 15% of the total word count
- They must be properly referenced both in-text and in a reference list

### Example of a direct quote:

One indicator of many recovering psychotherapists' success is that they are "... individuals who have faced their raw human limitations and have experienced a personal death and rebirth that allows for authenticity and depth of empathy and emotional contact." (White, 2000).

## Preparing a reference list

Working in conjunction with your in-text citations, your reference list allows the reader of your work to understand your research and access it for further information if needed. Your reference list should include ALL sources cited or quoted in your assignment. You must ensure that ONLY those references used in your assignment are included the reference list, which should have the following features:

- Start the reference list on a new page at the end of your assignment with the heading 'Reference List' centered at the top of the page.
- All references you cite in-text must appear in the reference list, just as each source listed in your reference list must be cited in-text.
- Start each entry (i.e. source) on a new line. Do not press "enter" in the middle of an entry, only at the end.
- How you write each entry will depend on the type of source you have used. Reference the authors in alphabetical order by the first significant word of the author's name or the organisation's name.
- Use double spacing throughout with an extra space between each source.
- The punctuation and font style are important in the reference list so make sure you check that you have put the full stops (.), commas (,), and colons (:) in the correct place. Make sure you have used correct capitalisation and italics as required.

## Examples of in-text and reference list citations

### Referencing your textbook

The structure for a Harvard Reference List citation for books with one author includes the following:  
 Last name, First initial. (Year published). Title. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).

**In-text citation:**

(Geldard 2012) when emphasizing the idea... OR Geldard (2012) when emphasizing the author...

**Reference list:**

Geldard, R. (2012). Counselling and psychotherapy. 6th ed. New York: Knopf.

**Referencing your student guide**

If the study guide has no obvious author, put the title in the author position. References: Author Surname, Initial(s) Year, Unit code Title of the study guide: subtitle, edn (if applicable). University Name, Place.

**In-text citation:**

(Australian Learning Group 2020) when emphasizing the idea... OR Australian Learning Group (2020) when emphasizing the author...

**Reference list:**

Australian Learning Group. (2020). CHCMHS013 Implement Trauma Informed Care Student guide, ALG: Sydney.

**Referencing an internet source**

When no author is listed, use the following structure:

Website name (Year published). *Page title*. [online] Available at: URL [Accessed Day Month Year].

Example:

**In-text citation:**

(Blue Knot Foundation, 2020)

**Reference list:**

Blue Knot Foundation, (2020). Factsheets. [online]. Available at: <https://www.blueknot.org.au/Resources/Fact-Sheets> [Accessed 8 June 2020].

For more information about how to prepare in-text and reference list references using the Harvard referencing system, [click here](#).

Adapted from: ACAP Library Guides. (2020). Reference with Harvard. Retrieved from

<https://libguides.navitas.com/harvard/websites>

**Other forms of academic misconduct**

For other forms of academic misconduct such as cheating during assessments, collusion and ghost-writing, [click here](#).

**Checklist to help you prevent plagiarism in your work**

Plagiarism can be avoided by making sure you can tick all eight boxes on this checklist.

Make sure you have:

- ✓ Paraphrased correctly and included a reference to clearly indicate the parts of your work that are drawn from another person's work.
- ✓ Used direct quotations sparingly.

- ✓ Provided a reference for every image, diagram or figure (unless you created it).
- ✓ Included a reference list of all work cited.
- ✓ Kept a copy of the original sources that you have referenced.
- ✓ NOT used copy and paste to take text from another source (unless it is a direct quote and you reference it appropriately).
- ✓ NOT used another student's work or submitted someone's work as your own.
- ✓ NOT copied from a previous assignment submitted to this or any other unit.

*Adapted from: Curtin University. (2015). Checklist to help you prevent plagiarism in your work. Retrieved from <https://academicintegrity.curtin.edu.au/global/checklist.cfm>*