

ACADEMIC COMMUNICATION INFO SHEET

Referencing: Avoid plagiarism (R: AP)

Plagiarism is taking someone else's words or ideas and presenting them as your own. The inappropriate use of ideas from books, articles, the Internet, or other students' work is regarded as plagiarism. It is seen as 'stealing someone else's intellectual property'.

Learn about:

- plagiarism
- forms of plagiarism
- how plagiarism can be avoided.

See also **Info Sheets** on paraphrasing, how to quote and referencing styles.

Plagiarism is academic dishonesty and is taken very seriously. Plagiarism can be deliberate or it can be unintentional, but it is always considered as a serious offence. It is acceptable for students to work together to clarify understanding and test their ideas before establishing their individual responses to topics. The piece of work which develops from this discussion must, however, be the individual student's own work.

It is important to be familiar with the CQU Referencing website:

You will find important information about referencing on the CQU Referencing website at: <https://www.cqu.edu.au/student-life/services-and-facilities/referencing> Information includes:

1. what is referencing
2. why referencing is important
3. when you need to use referencing
4. information about plagiarism
5. how to reference and PDF files of CQU referencing guides, for APA and Harvard styles.

Plagiarism can occur if you:

- Write about or use someone else's ideas without giving a reference.
- Copy another student's work and submit it as your own.
- Submit work written for you by someone else.
- Submit work you have already submitted for another course or assignment (self-plagiarism).
- Work with other students to share ideas and clarify understandings but do not arrive at your own individual response. In this case your work reflects too closely that of others in the group.

How can plagiarism be avoided?	
Record the sources you use.	<p>Before beginning to take notes from any source, record all the bibliographic information.</p> <p>For a book you need to record the author's/authors' names, title of book, publisher, year of publication, place of publication, pages of reference.</p> <p>For a document on the World Wide Web you need to record the author's name, title of the item, year of publication, the date you accessed it, the URL and pages of reference.</p>
Take careful notes.	<p>To ensure that you do not plagiarise another researcher's work it is important to take careful written notes. Develop a system to distinguish between what you have copied directly from the source, (directly quoted), what you have put in your own words (paraphrased), and your comments about the information in that source.</p>
Paraphrase appropriately.	<p>Paraphrasing is the process of putting another person's ideas into your own words. Be careful not to change only a few words from the original work. If there is a phrase or group of words you cannot change, make sure you put them in quote marks and give a reference and a page number.</p>
Use in-text referencing in every written draft.	<p>Get into the habit of including the in-text (author, date) references as you write each draft of your assignment.</p>
Keep your work secure.	<p>Avoid sharing paper or electronic drafts of your work with other students.</p>
Use Turnitin to check for text matching on assignment drafts.	<p>You can use the Turnitin software to check your draft assignment for evidence of matching text before submission.</p>

More information:

Plagiarism.org provides a check list with strategies to avoid plagiarism when writing -

<http://www.plagiarism.org/plagiarism-101/prevention/>

Monash University provides other resources about referencing, paraphrasing and plagiarism -

<http://www.monash.edu.au/lls/llonline/writing/general/plagiarism/5.xml>