St Mary's College
Research Acknowledgement & Plagiarism Guidelines

Guidelines

When writing assignments, research tasks, portfolios or essays it is appropriate to use other people's ideas, words, and images, including material from the internet, however, it is expected that all sources used be acknowledged. This applies when quoting authors as well as referring to ideas or statements originally forwarded by other authors. All students are expected to observe the highest standards of honesty and integrity in the work they submit for assessment. Students' work must be original. It must respect and acknowledge the intellectual contributions of others.

Plagiarism

Plagiarism is not just the direct copying of someone's work without acknowledgement. It also includes summarising and paraphrasing information, or someone else's ideas, without showing the source clearly and explicitly. It is easy to find good information on the internet and "copy and paste". Taking and using someone else's thoughts, ideas, graphics or words – from the internet or other sources – without acknowledgement, as if they were your own, is **plagiarism. It is a type of cheating**.

In fact, the intentional or unintentional copying and submission of someone else's work as one's own is a serious offence tantamount to fraud.

For major assignments it is a good idea to keep copies of drafts.

Referencing

When the words or ideas of others are used, the source must be acknowledged. *In text* quotation is applied in two forms: either by *direct quotation*, in which case italics, quotation marks or indentation is used; or by *paraphrasing*. The source is then acknowledged by using in-text referencing or footnoting.

Three systems of acknowledging sources are acceptable at St Mary's College:
- The *Harvard system* (Author-Date)
- The traditional footnotes system
- The TASC requirements for portfolio presentations

Procedure

It is the responsibility of teachers to provide clear, unambiguous and educationally appropriate information about preferred citation methods to students. Where appropriate, assignments must be submitted through Turnitin.

It is the responsibility of students to accurately cite the work of others in their own assignments.

Therefore, it is important that students understand how to correctly refer to the work of others, in order to avoid plagiarism.

The basic requirements for referencing are:
- when directly quoting from another author's work, the relevant passages must be indicated by the use of quotation marks, or another acceptable method eg indentation of the quoted passage;
- the exact source and page numbers of the material directly quoted must be indicated by citation in the assignment text or by footnote (depending on the referencing method used);
- complete bibliographic details must be provided in an alphabetical reference list attached to the back of the assignment.

The following sources are available for both teachers and students to receive assistance for the correct procedures for referencing:
http://www.academicintegrity.utas.edu.au/docs/student_guide_to_academic_integrity.pdf

http://utas.libguides.com/referencing
http://www.tasc.tas.gov.au/4DCGI/_WWW_doc/047444/RND01/AcademicIntegrityGuide_V2.pdf

Students who are found to have plagiarised will be deemed to have failed the task.

Examples

Books

- author's last name and initials or given name,
- edition, if not the first, or year published
- *title*
- publisher
- place of publication
- actual page numbers you are referring to

For **novels**, give the chapter as well as the page reference.

For a **play**, cite the act, scene and line numbers: for example, II, iii, 32-44.

Articles

- author's last name and initials or given name
- year published/printed
- "title of the article"
- *title of the serial, magazine or newspaper*
- volume of serial or magazine
- no. issue of serial or magazine
- date
- pages

Electronic source

- author where known
- title of webpage
- date/year uploaded/updated
- title of article
- dated viewed
- URL

These can be more complex to reference, depending on the nature of the source. It is recommended that students refer to more detailed guidelines available, eg.

- **http://utas.libguides.com/referencing**
- http://www.tqa.tas.gov.au/4DCGI/_WWW_doc/047444/RND01/Academic_Integrity_Guide.pdf

Bibliography and Reference List

A **reference list** is a list of the references that have been referred to in an assignment. A **bibliography** is a list of all the sources used when preparing for the assignment, some of which may not have been referred to in the work.

At the end of an assignment, a list of all materials consulted in preparing the work should be attached. The list may contain items which you have chosen not to quote from or which you have decided were not helpful. Nevertheless, these items have formed part of your preparation and should be included. It is possible that your bibliography may contain just one item, the primary text, if that is honestly all you have used. The bibliography is organised according to the authors' last names which are arranged in alphabetical order.

In addition to the UTAS guides noted above, you may find this website helpful in creating bibliographies: www.bibme.org

References:

Tasmanian Qualifications Authority, April 2001, *Academic Integrity: A Guide*, viewed September 2011, http://www.tqa.tas.gov.au/4DCGI/_WWW_doc/047444/RND01/Academic_Integrity_Guide.pdf

UTAS Library, 23/8/2011, *Referencing and assignment writing,* viewed September 2011, <http://utas.libguides.com/referencing>

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