

What's plagiarism?

How you can avoid it



B S S S
**BOARD OF
SENIOR
SECONDARY
STUDIES**

Australian
Capital Territory

What's plagiarism?

How you can avoid it

Advice to Students

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¹The sources used in this booklet are:

Style manual for authors, editors and printers 2002, 6th edn , rev by Snooks & Co,, Milton, Qld, for the author-date (Harvard) style and The Chicago Manual of Style 15th ed. (Chicago: University of Chicago Press, 2003) for the footnote (Chicago) style.

These two sources are used by the South Australian Certificate of Education (SACE) Board of South Australia. The footnote (Chicago) style is also replicated in the MLA Handbook for Writers of Research Papers, 6th ed. (New York: the Modern language Association of America, 2003).

Footnotes given in this publication use the footnote (Chicago) style.

BSSS Plagiarism Policy

Definition

Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as your own work.

Examples of plagiarism¹ could include, but are not limited to:

- Submitting all or part of another person's work with or without that person's knowledge.
- Submitting all or part of a paper from a source text without proper acknowledgement.
- Copying part of another person's work from a source text, supplying proper acknowledgement, but leaving out quotation marks.
- Submitting materials that paraphrase or summarise another person's work or ideas without appropriate acknowledgement.
- Submitting a digital image, sound, design, photograph or animation, altered or unaltered, without proper acknowledgement.

Principles behind the imposition of penalties:

- Any work that is found to be plagiarised will incur a penalty ranging from a reprimand and warning, in writing, through to the cancellation of all assessment results for Years 11 and 12.
- Students who unintentionally plagiarise must be given appropriate counselling and guidance so that they do not repeat the offence.
- The impact on unit scores of the penalties imposed for serious and repeated instances of plagiarism will be managed in accordance with the Board of Senior Secondary Studies policies.

¹Examples of plagiarism adapted from:

Stephen Wilhoit, "Helping students avoid plagiarism" College Teaching Vol. 42, 1994, 161-164

Procedures for dealing with situations involving plagiarism:

1. Any suspected case of plagiarism must be investigated at the school level.
2. The principles of natural justice must be applied at all stages in the process. Any student suspected of plagiarising work must be given a fair hearing and the opportunity to provide evidence of authorship.
3. If there is evidence of plagiarism the student must be interviewed by the teacher and the head of faculty and given the opportunity to explain his/her case before a penalty is determined.
4. If plagiarism is shown to have occurred, then the teacher, in conjunction with the head of faculty, Principal or Delegate as appropriate, should determine the penalty, taking into account the principles and the penalty schedule listed.
5. The student must be advised, in writing, of the penalty and informed that s/he has the right to appeal the penalty under the Breach of Discipline procedures of the Board.
6. Details of any case of plagiarism must be recorded and the record kept centrally at the school.

Right of Appeal

Students have the right to appeal against the application and/or the outcomes of the above procedures. Refer to Board Policy on Breaches of Discipline in relation to school-based assessment and Your Rights to Appeal Brochure.

Penalties

Any one or more of the following actions could be taken for a breach of discipline in relation to assessment:

- a) reprimand, except in cases where benefit would have been derived from such breaches
- b) the making of alternative arrangements for the assessment (e.g. through a reassessment)
- c) the assessment marked without the material subject to the breach being considered
- d) imposition of a mark penalty appropriate to the extent of the breach
- e) cancellation of the result in the particular component of the college assessment concerned
- f) cancellation of the total college assessment result in the unit/course concerned
- g) cancellation of all results for years 11 and 12 in assessments conducted.

The following is a guide to the penalties to be imposed by colleges. These penalties apply irrespective of the unit/subject/course in which the incident(s) occur.

Categories	Penalties
1. First incident	One or more of the following penalties to be imposed subject to the degree of the infringement: (a) to (f)
2. Subsequent breach(es) of discipline	One of the following penalties to be imposed subject to the degree of the infringement and previous breach(es) of discipline: (b) to (g)

Plagiarism – what it means to you as a student

“Plagiarism is the copying, paraphrasing or summarising of work, in any form, without acknowledgement of sources, and presenting this as your own work” i.e.

- If any part of your assessment item is not your own ideas, words or product, you must indicate the source to show that it is not your own work.
- Plagiarism is not restricted to words but includes unacknowledged ideas, thoughts, opinions, conclusions, diagrams, cartoons, art and practical works, photographs, music, graphs, pictures, statistics, tables, computer programs, computer graphics, visual information from the web, advertisements, interview responses, translations from a foreign language text, using a friend’s mathematics assignment, etc – anything you can copy.
- Changing a few words or images does not mean you do not have to acknowledge the source. Paraphrased material must still be acknowledged.
- Purchasing/acquiring an assessment item and submitting it as your own.

In broad terms, you should:

- Understand the relevant policies and procedures of both your school and the BSSS.
- Ask for help from your teacher if you are unsure.
- Allow sufficient time to complete the task. You may be more tempted to rely on another person's work if you are short of time.
- Keep a file including all research notes, drafts and a copy of the final product.
- Never help others to plagiarise by lending your work or computer password.
- Understand how to work with other students - what you can and cannot do.

In practical terms – the following may help you to avoid plagiarism:

1. Keep a running record of your research, including:

- Your initial ideas.
- Useful ideas that are not your own. (State full source details as you write.)
- Exact quotations. (Use quotation marks and state source details as you write.)
- Summaries or paraphrases of material written without reference to the original source. (Add source details when you have finished.)
- Websites accessed, dates of access because these can change. (Record search engine used to access each website.)
- Your reactions to material read and conclusions you have reached.
- Copies of downloaded material; highlight relevant sections. (State source.)

2. Writing your draft:

- Always attach the source to any words, ideas, material which are not your own. Don't wait until the final copy (see Citation section).
- Avoid cutting and pasting from electronic sources – unless you use quotation marks as you do this and state source.
- Only use lengthy quotations (more than 4 or 5 lines of original text) if they are integral to your essay/document/report.

3. Final copy:

- Check any paraphrased or summarised material against the original to make sure you have not accidentally included exact wording from the original source.
- Acknowledge all work included in the assessment response which is not your own (see Citation).
- Make sure all sources are acknowledged in a bibliography or reference list (see Bibliography).

Working with others

Many of your assessment items will require you to work with other students either formally or informally.

Formally:

If the assessment item requires you to work cooperatively, you may be asked to submit one assessment response for the group (e.g. a short film in Media) or you may have to work together to get experimental results (e.g. an experiment in Science) and then write your own conclusions. In the latter example you will be expected to have the same results, but your interpretation of these results and the conclusions you make will vary.

What does this mean for you?

- Understand the rules for this assessment item.
- If unsure, ask your teacher which parts of the item must be completed independently.
- Do not copy or paraphrase another person's work.

Informally:

In some assessment items (e.g. problem solving in Mathematics) you may want to discuss the problem with your friends to get a broad view and understanding of the problem, general ideas and possible approaches you might take to reach a solution. Such discussion is usually encouraged by teachers and helpful to you.

What does this mean for you?

- Understand the rules for this assessment item.
- If someone else has had a major impact on the direction you are taking, you can acknowledge their contribution.
- Do not copy or paraphrase another person's work.
- If unsure, ask your teacher.

What if your parent/friend/tutor/teacher helps you?

It is reasonable to ask for help if you need assistance.

Your school will have a requirement for any assessment item completed out of class, which will involve you making a statement concerning the ownership of the work submitted. Any help you have received from such sources should be acknowledged in this statement and/or in your bibliography or reference list (see Bibliography 5 (b), pg.20).

Under no circumstances should you copy work from these sources. You should not submit any work you do not understand and, if asked, you should be able to show that you understand the concepts involved in the work presented by explaining either your submission or a similar task.

Examples of Acceptable and Unacceptable use of sources ³

1. Example of “Cut and paste”

– no acknowledgement – no/little original work

‘Coca-Cola’ is a very popular carbonated soft drink sold in stores, restaurants and vending machines in more than 200 countries. ‘Coca-Cola’ was invented on May 8, 1886 by Dr John Styth Pemberton, a pharmacist, in Atlanta, Georgia, USA. It first went on sale in Jacob’s Pharmacy, Atlanta, Georgia. In its first year, servings of ‘Coca-Cola’ amounted to less than 10 a day. Today one billion servings are consumed every day! At the beginning of the 1930s, the burgeoning Coca-Cola company was still looking for ways to increase sales of their product during winter. They turned to a talented commercial illustrator, who created a series of memorable drawings that associated the figure of a larger than life, red-and-white garbed Santa Claus with Coca-Cola.

X This is Plagiarism because:

- The above passage is an amalgamation of separate pieces taken from three websites and rearranged, as shown below. This is not acceptable.

‘Coca-Cola’ is a very popular carbonated soft drink sold in stores, restaurants and vending machines in more than 200 countries.⁴ ‘Coca-Cola’ was invented on May 8, 1886 by Dr John Styth Pemberton, a pharmacist, in Atlanta, Georgia, USA. It first went on sale in Jacob’s Pharmacy, Atlanta, Georgia. In its first year, servings of ‘Coca-Cola’ amounted to less than 10 a day. Today one billion servings are consumed every day!⁵ At the beginning of the 1930s, the burgeoning Coca-Cola company was still looking for ways to increase sales of their product during winter. They turned to a talented commercial illustrator, who created a series of memorable drawings that associated the figure of a larger than life, red-and-white garbed Santa Claus with Coca-Cola.⁶

³ Ideas for examples adapted from Indiana University, Writing Tutorial Services, 2004, 27 September 2005. <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> (viewed 2 December 2009)

⁴ Wikipedia, Coca-Cola, 2005, 22 November 2005 <https://en.wikipedia.org/wiki/Coca-Cola> (viewed 2 December 2009)

⁵ Coca-Cola About Coke, Interesting Facts about ‘Coca-Cola’, 2005, 22 November 2005, http://www.coca-cola.com.au/footer/about_facts.htm (viewed 2 December 2009)

⁶ Urban Legends Reference Pages: Cokelore, The Claus That Refreshes, 2001, 22 November 2005 <http://www.snopes.com/holidays/christmas/santa/cocacola.asp> (viewed 2 December 2009)

2. A paragraph taken from a text ⁷: – no attempt at citation

Example (a) - Exact copy, no citation:

The Norborough farmer whose trial genetically-modified maize crop was trashed by environmental campaigners says he is determined to fight on despite a set back in the courts. Last month 21 environmental protesters, who destroyed the farmer's crop, were cleared of criminal damage by a jury at Norchester crown court, because they were acting in what they believed was a socially responsible way.

X This is Plagiarism because:

- The passage has been copied exactly from the text and
- There is no citation.

Example (b) - Partial attempt to summarise, no citation:

Environmentalists are gaining popular and even implicit judicial support for illegal actions such as the destruction of crops, as shown when twenty one environmental protesters, who destroyed the farmer's crop, were cleared of criminal damage by a jury at Norchester crown court, "because they were acting in what they believed was a socially responsible way."

X This is Plagiarism because:

- The passage uses a direct quotation from (a), in quotation marks, without citation.
- There is also a direct quotation from (a) without quotation marks. Neither of these is acceptable.

⁷Chris Harrison et al., *Thinking through Science*, (London: John Murray, 2002), 52.

Example (c) - Few words changed (shown in bold), no citation:

The farmer from Norborough whose trial genetically-modified maize crop was destroyed by environmental campaigners says he is determined to keep fighting despite an unfavourable decision in the courts. Last month 21 environmentalists, who trashed the farmer's crop, were cleared of criminal damage by a jury at the crown court in Norchester, because they believed they were acting in a way that was socially responsible.

X This is Plagiarism because:

- There is no citation and
- Changing the order of words does not make the work your own and/or
- Replacing some words with alternatives does not make the work your own.

3. Paraphrase using own words with acknowledgement

Example:

Environmentalists are gaining popular and even implicit judicial support for illegal actions such as the destruction of crops, as shown recently when a jury failed to convict environmentalists who had destroyed a genetically modified crop, as reported in Harrison et al. (2002, p. 52). This is a contentious issue if environmentalists believe that aggressive behaviour is acceptable in today's society.

This is not plagiarism because:

- The information is cited. (Full details of source should be given in the bibliography).

4. Use of a copied or downloaded graph, table, photograph or other material

Example (a):

Any picture, graph, table, diagram, computer graphic etc copied from another source, with no citation.

X This is Plagiarism because

- No source is given

Example (b):

Any picture, graph, table, diagram, computer graphic etc copied from another source, with citation.

Source: Author, date, page

This is acceptable because

- The source is given, and full details should be given in the bibliography.

How to Reference Correctly and avoid accusations of plagiarism

Citation - Author-date (Harvard) style

The Senior Secondary Board of South Australia (SSABSA) has given permission for the BSSS to use the SSABSA Guidelines for Referencing format for the Citation and Bibliography sections in this document.

Examples have been provided by Dr CJ (Kim) Morgan, Teacher-Librarian, the Canberra College.

The Author-date (Harvard) style has been used, as described in the standard Australian style manual. Style manual for authors, editors and printers 2002, 6th edn, rev by Snooks & Co, Milton, QLD.

Citation using the Harvard System incorporates the surname of the author, or short title if there is no author, the date of publication and page number, either within or at the end of the written text. There are several acceptable variations.

If your teacher wants you to use an alternative to either of the two systems illustrated in this document, your teacher will advise you of the system required.

Note: Matters of choice

- Whether to use single or double quotation marks.
- Capitalisation and italics (as opposed to underscoring) of titles.
- Using “see” and “see also”, as shown in example 4.

All of the sources cited should also appear in expanded form in your bibliography.

1. Quoting a large piece of text from another author (if quoted text occupies more than two lines)

Example:

Use three dots to show where words have been omitted.

Leave a line above and below the quote.

The importance of material wealth with regard to marriage is given much significance in *Pride and Prejudice*:

... Mr Darcy soon drew the attention of the room by his fine, tall, person, handsome features, noble mien; and the report which was in general circulation within five minutes after his entrance, of his having ten thousand a year. (Austen 1996, p. 12)

Since in the context of the time, it was beyond the capability of a woman in society to earn a living, a potential husband's income was of major importance.

Indent from the margin. No quotation marks. May use different sized font or italics.

Unless previously mentioned, include author and date of publication. State page number. Refer to the publication in hand. It is not necessary to refer to the creation date of a classic when citing.

2. Quoting within your text

Example:

Include author and title

Bjorn Lomborg in *The skeptical environmentalist*, concludes after exhaustive analysis of data projections that "as far as agriculture is concerned, global warming will be tough on the developing countries" (1998, p. 289) and...

Use quotation marks around the quoted words

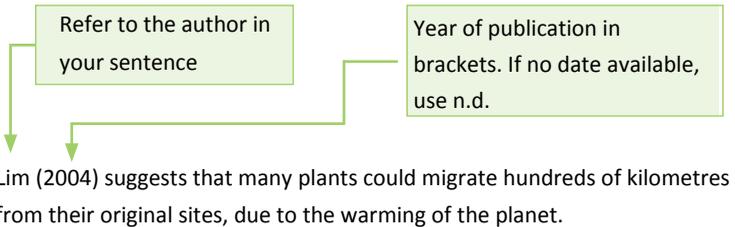
Year of publication, if not already mentioned, and page number after the quote

Alternatively:

Bjorn Lomborg (1998) concludes ...(p.289)

3. Incorporating another author's ideas into your text (without quoting their exact words)

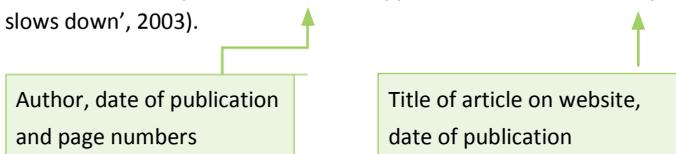
Example:



4. Incorporating more than one item into your text using "see" or "see also"

Example:

The effects of global warming on plant life are becoming much better understood in recent years (see Lim 2004, pp. 24–25; see also 'Ocean plant life slows down', 2003).



How to Reference Correctly

Bibliography/List of References - Author-date (Harvard) style

Style manual for authors, editors and printers 2002 6th edn, rev by Snooks & Co, Milton, Qld,

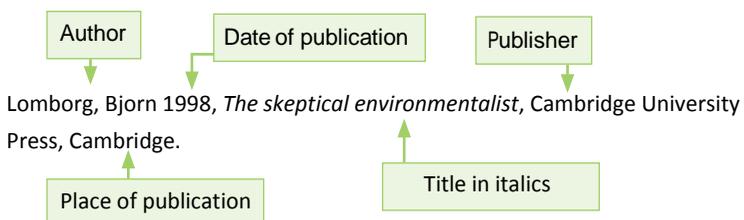
Note:

- A bibliography is a list of all sources used even if not cited in the text.
- A list of references contains only details of sources cited in the text.
- Use the latest copyright date, not a reprint date.
- Use the first place of publication listed where there are several listed.
- Do not include the country after the place of publication, but include the state if the place of publication is not well known (eg Thirroul, NSW).
- Matters of choice:
 - use of Style manual for authors, editors and printers 2002 6th or 5th edn
 - whether to use single or double quotation marks
 - capitalisation of titles (6th edn uses lower case in titles except for the first word, names of places and people and for journals)
 - use of italics (as opposed to underscoring) for titles
- If unsure – ask your teacher.

1. Books

(a) Single author

Example:



Note: In author-date (Harvard) 6th edn - no comma between author's name and date.

(b) Two or more authors

Example:

Milton-Edwards, Beverly and Hinchcliffe, Peter 2004, *Conflicts in the Middle East since 1945*, 2nd edn, Routledge, London.

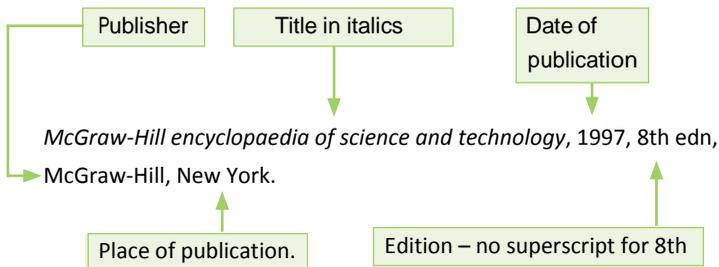
Example:

Harrison, Chris et al. 2002, *Thinking through science*, John Murray, London.

↑
When you have many authors, list the first and use “et al.”
(from “et alia” meaning “and others”)

(c) No author or editor (includes many encyclopaedia and dictionaries)

Example:



(d) One or more editors

Use (ed.) for one editor, (eds) for two or more

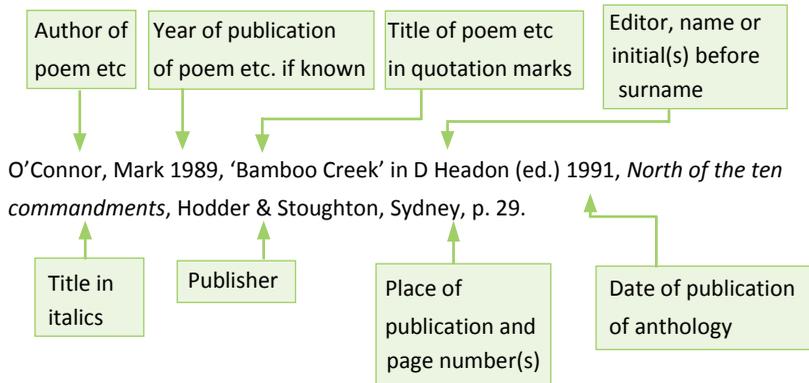
Example:

Jenkins, Susan (ed.) 2004, *No ordinary place: the art of David Malangi*, National Gallery of Australia, Canberra.

Note: Only use editors in citation or bibliography if their role is pre-eminent.

(e) Poems/stories/chapters in books which are anthologies or collections

Example:



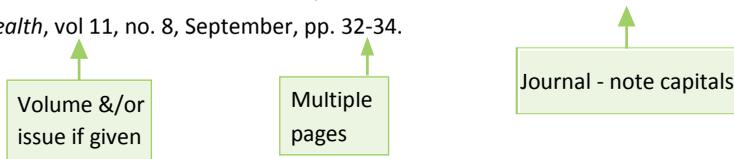
2. Periodical/newspaper article/article in book

Include:

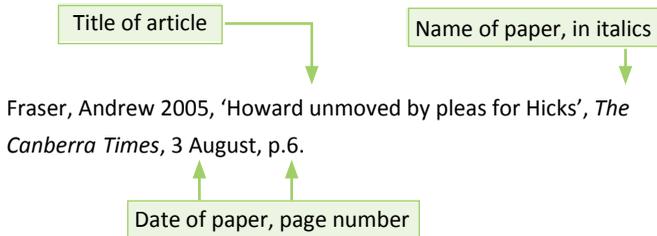
Author's surname, author's given name or initials, year, title of article in quotes, title of periodical/newspaper with capitals, volume and part number if applicable, month or season (if applicable), page number(s).

(a) Example (periodical):

Lococo, Sarina 2005, 'Ten food facts you need to know', *Women's Fitness & Health*, vol 11, no. 8, September, pp. 32-34.



(b) Example (newspaper):



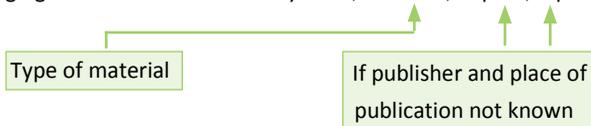
3. Audio-visual (CD ROM/VIDEO/DVD)

Include:

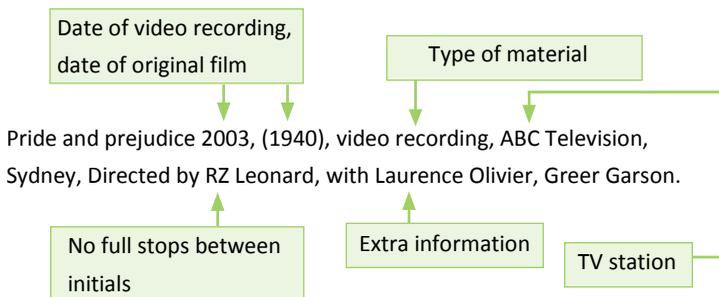
Title, date (if known), CD ROM/video/DVD, publisher (if known), place of publication (if known), other information that is important to the assignment (e.g. actors, director etc.).

(a) Example:

Changing Australia: the union story 2005, CD ROM, n. pub., n.p.



(b) Example:



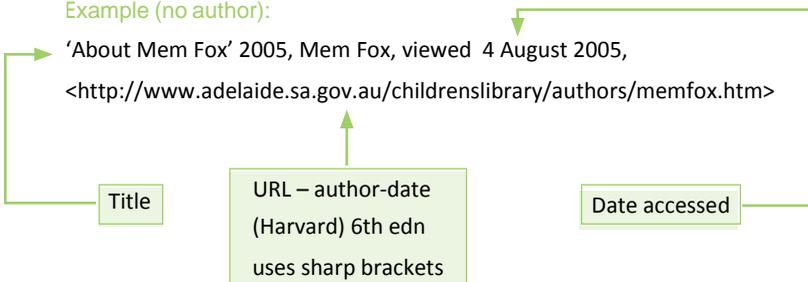
4. Internet (Online document)

Include:

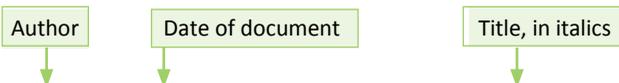
Author/Organisation or title if there is no author, date of publication/update, title of the webpage, date accessed, URL

Example (no author):

'About Mem Fox' 2005, Mem Fox, viewed 4 August 2005,
<<http://www.adelaide.sa.gov.au/childrenslibrary/authors/memfox.htm>>



Example (author):



Hinchcliffe, Lisa 1998, *Cut and paste plagiarism: preventing, detecting and tracking online plagiarism*, viewed 21 November 2005,
< <http://people.lis.uiuc.edu/~janicke/plagiary.htm> >

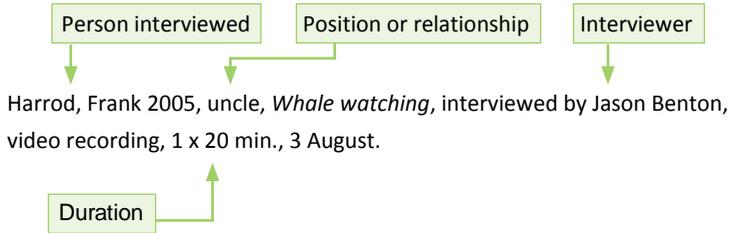
5. Interview

Include:

Name of interviewed person, year, position (if relevant), subject/title of interview, interviewed by..., transcript of interview/sound recording of interview/video of interview, duration of interview in minutes (if sound or video recording), date of interview.

(a) Formal interview (Transcript/audio/video)

Example:



(b) Informal discussion(s) that have had a substantial effect on your work

Example:

Johnson, Bruce 2005, friend, *Using graphs to find the maximum volume of a box*, discussions of concepts involved, 19 May.

Example of a list of references (Harvard Style 6th edition)

Alphabetical order

Austen, Jane 1996, (1813), *Pride and prejudice*, Penguin Group, London.
Harrison, Chris et al. 2002, *Thinking through science*, John Murray, London.
Lim, Cheng Puay 2004, *Our warming planet*, Raintree, Oxford.
Lomborg, Bjorn 1998, *The skeptical environmentalist*, Cambridge University Press, Cambridge.
'*Ocean plant life slows down*', 2003, NASA, viewed 4 August 2005, < <http://www.nasa.gov/centers/goddard/news/topstory/2003/0815oceancarbon.html> >

Watchpoints:

1. Page numbers are not included in bibliography, except for anthologies or collections, journals and newspapers
2. It is sometimes difficult to determine surnames of authors from countries such as China, as the surname is often written first with no commas eg Lim Cheng Puay.

How to Reference Correctly

Citation - Footnote (Chicago) style

- based upon *The Chicago Manual of Style*⁸

Citation using the footnote (Chicago) style gives full source details in the first citation. However, the order of details is different from that required in the author-date (Harvard) style.

Main differences in citation of details from the Author- date (Harvard) style:

- The date of publication is stated after the publisher and place of publication.
- The author's name is entered with surname last.
- Page numbers are quoted with numbers only i.e. without p. or pp.
- The place of publication is written before the publisher (i.e. London: Penguin Group)



- It is usual for major words in titles to be in upper case.

Ask your teacher if you are unsure of the differences.

Note:

If your teacher wants you to use an alternative to either of the two systems illustrated in this document, he/she will advise you of the system required.

⁸The Chicago Manual of Style, 15th ed., (Chicago: University of Chicago Press 2003). The full publication details for first citation are also mentioned in Joseph Gibaldi, *The MLA Handbook for Writers of Research Papers* (New York: The Modern Language Association of America 2003), 299.

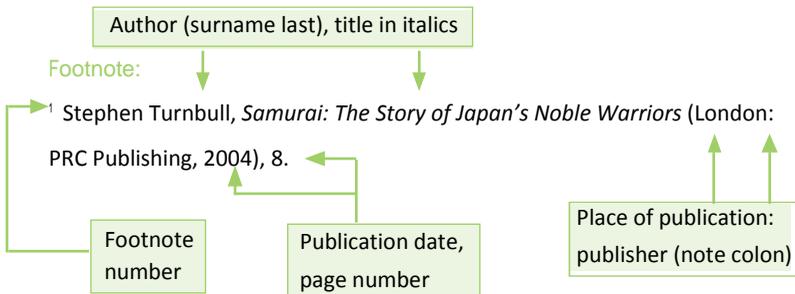
First in-text citation:

As for the author-date (Harvard) system, quotation marks must be used when quoting another person's words. The footnote (Chicago) style applies to exact text quotations and in text references to other people's ideas.

Example:

There were people living in Japan long before the word "samurai" was used for a Japanese warrior. Evidence of human habitation of Japan has been identified as far back as 100,000 B.C.¹

Footnote as a superscript



Subsequent citations:

1. Op. Cit. – from the Latin *opere citato*, means “in the work cited”.

When using the footnote (Chicago) style, you only need to give the full source details in the first citation. You may then use “op. cit.” or a shortened title for any subsequent reference to a source already cited. Shortened titles are advised.

Examples of footnotes using “op. cit.”:

¹ Justin Healey, ed., *Ocean conservation* (Thirroul, NSW: The Spinney Press, 2004), 16-17

² Bjorn Lomborg, *The skeptical environmentalist* (Cambridge: Cambridge University Press, 1998), 289.

³ Healey, op. cit., 29

⁴ Lomborg, op. cit., 260

2. *ibid.* – from the Latin *ibidem* meaning “from the same place”.

If you cite from source previously cited, with no other citation in between, you can use “*ibid.*” instead of “op. cit.” to mean that the citation is from the source you last cited.

Examples of footnotes using “*ibid.*”:

¹ Chris Harrison et al, *Thinking through science*, London: John Murray, 2002, 52

² *ibid.*, 25

³ *ibid.*, 81

Shortened title

A shortened title is used where there is no author, or instead of op.cit. or *ibid.*.

How to Reference Correctly

Bibliography/List of References - Footnote (Chicago) style⁹

Main differences from the Harvard Style:

- The date of publication is stated after the publisher and place of publication.
- The author's name has the surname last in the footnote and must be rearranged for a bibliography, if a bibliography is required.
- Place of publication is written before the name of the publisher.

Changes that have to be made to the first citation in order to include information in a bibliography:

When the footnotes are entered in the bibliography, you can cut and paste the first citation for each item, but since bibliographies are alphabetical, you need to:

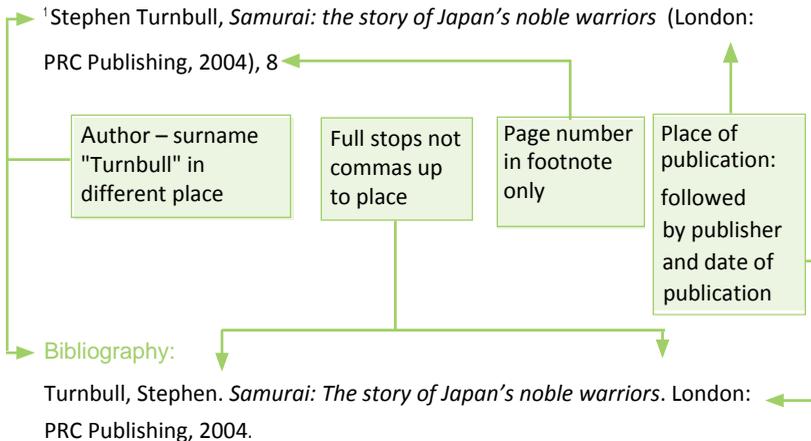
- Change each item with an author so that the surname comes first.
- Change commas and brackets to full stops up to place of publication.
- Items without an author are entered alphabetically in the list, using the first word that isn't "A", "An" or "The".

⁹ The Chicago Manual of Style 15th ed. (Chicago: University of Chicago Press, 2003), 2:15.

Books

Example:

Footnote:



Page numbers are not included in bibliography, except for anthologies or collections, journals and newspapers

For additional advice on referencing:

Most universities and Boards of Study in Australia and overseas have policies on plagiarism and helpful advice on both referencing and how to avoid plagiarism. For example:¹

Australian National University Academic Skills and Learning Centre 2016, Referencing,
<<https://academicskills.anu.edu/resources/handouts/referencing-basics>>

Wilhoit, Stephen. College Teaching Vol. 42, 1994

Indiana University 2016, Writing tutorial services,
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¹The internet references were correct at the time of viewing 21 November 2016

Software:

Microsoft Word has an in-built facility to incorporate and manage footnote numbering.

(Use “Insert” and “Footnote”)

Potter, TW 2009, CitAce referencing system, software, Perth.

This is a package that allows students to follow prompts to ensure correct referencing using either the author-date (Harvard) style using the Australian Style manual for authors editors and printers (including both the 5th and 6th editions) or the footnote (Chicago) style using the 6th edition of Gibaldi's MLA Handbook for Writers of Research Papers (2003).

If in doubt, ask your teacher

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