Referencing your sources/avoiding plagiarism
18/10/2017

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Workshop Agenda

• What is plagiarism?
• How & what do I have to reference?
• Introduction to the basic principles of referencing
• Referencing guidelines
Quiz

True or False?
True or False?

1. Submitting the same work, or section, for more than one module constitutes plagiarism. **True** “Duplication of material”

2. Plagiarism may occur in oral or graphic work as well as in written work. **True**

3. There is no need to cite well-known facts. **False, this depends on the context**

4. Within a group or pair work project students can hand in the same work without worrying about plagiarism. **False, this depends on the instructions and marking criteria** “Conspiring with others”
True or False?

5. It is **not** plagiarism when I take short phrases from a number of sources and put them together in my own words to make a coherent whole, then acknowledge the sources in the bibliography.
   - **False**

6. All quotes need to be in quotation marks.
   - **False - depends on length of the quote**
True or False?

7. In source A, source B is quoted. When using this quote in my essay I need only acknowledge source A.
   False

8. I am allowed to change a quote to make it fit grammatically into my own writing.
   True, but you need to indicate the changes

9. When finding information or ideas in several sources, I need to cite all of them.
   False, this depends on what you are hoping to demonstrate
What is Plagiarism?

“Academic misconduct”
Presenting other people’s work as if it were your own
Cheating and Deceiving

Though often unintentional!

For further information, see:
Before this discussion continues...

• 3 IMPORTANT POINTS!

• 1. Plagiarism is not always intentional – it can be unintentional/accidental!
  – But even if it is unintended, penalties occur!

• 2. There are straightforward things you can do, and learn, to avoid plagiarism

• 3. There is no need to be frightened of using sources/citing sources!
It IS plagiarism when you...

- Copy ideas and words from books, journals, websites, etc. and present them as your own
- Copy from unpublished material (e.g. essays by other students or from essay services)
- Resubmit/recycle your own work
- Submit work produced by others
- Fail to reference correctly
  - failing to reference facts (inc. charts, tables, etc.)
  - failing to reference ideas
  - failing to reference paraphrased material
It IS plagiarism when you…

• It does not have to be ‘cut & paste’ to be plagiarism
• It does have to be from a website to be plagiarism
• ANY source improperly used creates problems of plagiarism…
• And penalties are incurred whether plagiarism is intentional or unintentional!
Causes of Plagiarism

• Lack of confidence
• Undeveloped essay writing skills
• Undeveloped note-taking techniques
• Ignorance of academic conventions
• Incorrect/ inadequate referencing
• Time pressure
• [But sometimes also: intention to deceive]
How to Avoid Plagiarism

• The best defence against plagiarism is proper **referencing**, and understanding the principles of referencing

• Once you have understood the principles of referencing and academic writing, you will be fine!

• Don’t be afraid of plagiarism; learn – constructively – **how to avoid it**

• Learn how to submit through/use Turnitin
Fill in details

'Sign' the Anti-plagiarism statement
This is your TurnitinUK Digital Receipt

To: A.A.Le-Geys

Dear A.A. Le-Geys,
You have successfully submitted the paper, "Essay 1" to the assignment "Assignment 1 - Part 1 (Moodle: 1039922)" in the class "SIAS Demonstration (Moodle: 438044)" on 18-Sep-2012 04:22PM. Your paper id is 18201988. Your full digital receipt can be downloaded from the download button in your class assignment list in Turnitin or from the print/download button in the document viewer.

Thank you for using TurnitinUK,
The TurnitinUK Team
Originality Report: Student View
Turnitin: Document View
Summary – simplifying the process!

• In every assignment/essay/document, you need to show…

• **WHAT** sources you used
  Author-date citation/footnote/number

• **WHERE** you used them
  Author-date citation/footnote/number

• **HOW** they can be traced
  Bibliography/reference list
Simplifying 2

• **BEFORE** you write the first draft, make sure you have the reference information for all your sources

• **AFTER** you have finished the first draft, edit carefully paragraph by paragraph
  – Each paragraph will have some **evidence**
  – Each piece of evidence must be **referenced**!
  – Two questions – **where** are the paragraphs; **where** is the evidence!
Why do you need to Reference?

• To develop good academic practice
• To show which ideas are not your own
• To demonstrate your reading/research
• To demonstrate understanding of the topic
• To let the reader know where the facts and ideas have come from
Why do you need to Reference?

- To show how you have learnt from your sources
- To show how your sources have informed your critical thinking and scholarship
- To allow tutor to check details
- To avoid the problem of Plagiarism!
What Do I Need to Reference?

Basically, everything....

Any idea, fact, concept, theory, opinion, snippet, etc...

• It *does not* have to be an exact quotation
  – any idea or piece of information has to be referenced

• It *does not* have to come from a book
  – any source MUST be referenced
    • Journals, websites, CDs/DVDs, Youtube, Moodle, essays....

• You MUST show where *everything* has come from
  – even personal emails or conversations *must* be referenced

  *Always* acknowledge the work of other people.

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Academic Language

• **Citation**: the act of formally recognising, within your work, the resources from which you have obtained (any) information
  – Citations are *usually* indirect summaries
    • “In Patel (2015), socialisation is…”
• **Quotation**: reproducing (word for word) another person’s words in your text
  - Quotes MUST be always exact/precise
    • As Patel (2015, p.87) observes, “…socialisation is…”
Academic Language

• **Referencing:** the act of writing out a detailed record of the resource from which you have obtained information
  – In-text author-date/number/footnote + end-of-page or end-of-text reference list/ bibliography/ full footnote information

• **Bibliography:** a list of all the resources you consulted for an assignment *regardless of* whether or not you actually used them
Referencing Styles

Author – Date
• APA (psychology)
• Harvard (mainly social sciences)
• MLA (languages and linguistics)

Footnotes
• MHRA (humanities)
• OSCOLA (law)
• Chicago (politics/IR)

Numbered
• IEEE (computing and electronics)
• Vancouver (biomedical)
Elements of referencing

Style or format depends on conventions and material, but you will always need information about:

• author
• date of publication
• place of publication
• full title
• PAGE numbers (if paginated source)
• date consulted/used (www sources)
In text:
Under the states of emergency, however, the police detained many labour leaders, and in February 1988 Cosatu was prohibited from engaging in political activities (Baskin, 1991, p.59). Later, in 1989... (Baskin, 1991, p86)

In bibliography:
Under the states of emergency, however, the police detained many labour leaders, and in February 1988 Cosatu was prohibited from engaging in political activities.¹ Later, in 1989....²

2. Baskin, Striking Back p.90

In Bibliography:
In text:
Under the states of emergency, however, the police detained many labour leaders, and in February 1988 Cosatu was prohibited from engaging in political activities [1].

[Note this is the number used for this source throughout the whole of the document you create!]

In List of references:
Harvard Type (Author-Date Style)

Basic approach
1. In the main body of the text:
   - Author’s name
   - Date of publication
   - Page numbers
2. In the bibliography:
   - Author’s name
   - Date of publication
   - Full title
   - Place of publication & publisher
In-Text Citations

*If author’s name occurs in the sentence:*  
Cottrell (1999, p23) claims that students …

*If the name does not occur in the sentence:*  
Students should not … (Cottrell, 1999, p23)
Secondary citations:
There was clear evidence in the research of genetic mutations appearing in the plant (White, 2001, cited in Murray and Saint, 2007, p.182).

In bibliography:
Harvard Type (Author-Date Style)

Variations:

• Journal articles
  - Author, date, title, Journal, volume, issue number, page(s)

• Chapters in edited book
  - Author, date, title, ‘in’ editors, book title, place of publication, publisher, pages

• eBooks
  - Author, date, title [Internet], place, publisher, available at [web address] (accessed on [date])
Harvard Type (Author-Date Style)

Basic Variations:

• Journal articles

  **In text:** (Mayer, 2009, p...)

• Chapters in edited book

  **In text:** (Crane, 1991, p....)

• eBooks

  **In text:** (Peterson, 2007, p....)
  Peterson, L. (2007) *Computer Networks a Systems approach* (Boston, Morgan Kaufmann) [Online] available at [https://catalogue.kent.ac.uk/Record/758226](https://catalogue.kent.ac.uk/Record/758226) (accessed on 05/01/11)
Harvard Type (Author-Date Style)

Web citations:

1. Known author shown on website
   In text: (Grice, 2011) [no page number on website]

2. No named author shown on website: main website name
   In text: (BBC, 2009) [no page number on website]

3. Web Pages with organisations as authors
   In text: (British Red Cross, 2008)
Harvard: Further Examples

Class Handouts and Lectures

– Tutor, Year, Lecture title, Module, location, date
– E.g. In-text: (Le Grys, 2011)

Moodle

– Author, Year, title, module no., web address, date
Bibliography: Harvard Style

Always arrange alphabetically:

BBC (2011) Activists target Tunisian Government sites [Internet]. Available at http://www.bbc.co.uk/news/technology-12110892 (accessed on 20/02/11)


Preparing to Reference

Referencing takes *time*:

• Spend time to save time
  – *Always* keep detailed bibliographic information
  – Do this *as you go along* – reading, note-taking
  – Keep records of *every* source (including Internet)

• Record *everything*
  – Title of book/journal/webpage, author, pages, etc
  – Only exception: ‘common knowledge’
    • E.g. Theresa May is Prime Minister
    • Key test: did I know this before I started this course?
Preparing to Reference


A Political Use of Psychoanalysis

Film is fascinating, but this gives the medium a powerful political role in controlling understanding – perhaps even playing into traditional stereotypes.

Cinema poses questions about the way the subconscious structures perception. (p14f)

Hollywood at its best works through skilled manipulation of visual pleasure. (p16)

Film is supremely voyeuristic, with the audience in darkness giving the spectator the illusion of looking into a private world. (p17)

*Lacan* argues that each child goes through a ‘mirror phase’ before they have language, in which they see their own image in a mirror as a more perfect version of themselves – an ego ideal. (p18). It is this *misrepresentation* which constitutes the first sense of ‘I’-ness.

As you take notes:

- ALWAYS make a note of full bibliographic details
- ALWAYS make a note of the PAGE NUMBERS

You WILL need this information later for your references…..

- By all means develop own shorthand BUT remember you must be able read your notes!
- Note only what you need….
- Highlight key points
RefWorks

Software

• Download references from databases
• Keep a personal “library” of references
• Insert references into MS Word documents
• Automatically formats citations, bibliographies and references according to selected style (Harvard, MHRA, Vancouver etc.)
Further Help

For further information on both referencing and plagiarism, see:

www.kent.ac.uk/ai