Effective referencing and how to avoid plagiarism
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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**

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**
True or False?

5. If I asked someone to “clean up” my sentences for me… that would be editing, not plagiarising.
   **False, this depends on how much is changed**

6. 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**

7. All quotes need to be in quotation marks.
   **False - depends on length of the quote**
8. In source A, source B is quoted. When using this quote in my essay I need only acknowledge source A.
   False

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

10. 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:

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- Copy from unpublished material (e.g. essays by other students or from essay services)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
- Insufficient English language skills
- Inadequate essay writing skills
- Inadequate 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
Understanding Turnitin (2013/2014)

The purpose of these Moodle pages is to give students on the Understanding Turnitin Workshop an opportunity to use the system for uploading an assignment and then making sense of the Turnitin Report.

Please follow instructions in class for uploading material.

BUT... please do NOT upload ANY coursework or project material you intend to submit for assessment. This is because the Turnitin system will keep a copy of the material you submit for this demonstration, and will use this copy to compare any future work you submit for assessment!

To avoid any potential complications, therefore, please only submit ‘dummy’ work prepared specially for this exercise.

Topic 1

Test Assignment
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 "SLAS 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
Jung, Carl G.

1. Jung, Carl G. (1933) was a Swiss psychoanalyst who was regarded at one time as the natural heir to Freud, but who eventually fell out with the great man at some point in the period between 1911 and 1912. The argument was about many things, most obviously because Jung developed an alternative model of the association which Freud thought was undermining his own theoretical work. The dispute seems to have surfaced when both men traveled together to lectures in America in 1910, and spent much of the time of the seminar analyzing each other’s dreams. Freud, however, refused to agree. Jung, for his part, seemed to have a more mystical view of the unconscious, and sometimes even seemed to invoke dreams and visions to illustrate his ideas. Freud, on the other hand, was more skeptical. Jung later came from an interesting religious family, he was an only child in a family where his own father was a Spiritualist, and his mother was also involved in Spiritualist activities. He was not exposed to a given religious doctrine, but the family was interested in the study of religion and the spiritual world. In his case, his interest was in the deeper aspects of the human mind and body, the subconscious. In his early years, he seems to have been a rather rebellious and somewhat turbulent youth. Jung was also known for his inclusion of the unconscious in the psychoanalytic framework. He believed that the unconscious was a powerful force that could influence our thoughts and actions, and that it was important to understand its workings in order to achieve a deeper understanding of the human psyche. He developed a number of techniques for accessing the unconscious, including dream interpretation, active imagination, and psychotherapy. Jung's ideas have had a significant impact on psychology and the way we understand the human mind. His work has been influential in the development of Jungian psychology, a branch of psychology that focuses on the role of the unconscious in the development of personality and the understanding of mental health and illness. Jung's teachings have continued to be influential in a variety of fields, including psychology, literature, and the arts. He is considered one of the most important figures in the history of psychology, and his ideas continue to be studied and debated today. 
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, \textit{everything}....

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

- It \textit{does not} have to be an exact quotation
  - any idea or piece of information has to be referenced

- It \textit{does not} have to come from a book
  - any source MUST be referenced
    - Journals, websites, CDs/DVDs, Youtube, Moodle, essays....

- You MUST show where \textit{everything} has come from
  - even personal emails or conversations \textit{must} be referenced

\textit{Always} acknowledge the work of other people
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)

www.kent.ac.uk/ai
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
- date consulted/used (www sources)
Harvard Type (Author-Date Style)

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:
Footnote Style

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 Later, in 1989....²

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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)
Harvard Type (Author-Date Style)

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 \textit{time}:

\begin{itemize}
  \item Spend time to save time
    \begin{itemize}
      \item \textit{Always} keep detailed bibliographic information
      \item Do this \textit{as you go along} – reading, note-taking
      \item Keep records of \textit{every} source (including Internet)
    \end{itemize}
  \item Record \textit{everything}
    \begin{itemize}
      \item Title of book/journal/webpage, author, pages, etc
      \item Only exception: ‘common knowledge’
        \begin{itemize}
          \item E.g. Theresa May is Prime Minister
          \item Key test: did I know this before I started this course?
        \end{itemize}
    \end{itemize}
\end{itemize}
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