

Preparing Assignments and Avoiding Plagiarism

Institute of Transport and Logistics Studies 2011

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- › How to Prepare an Assignment
 - ITLS Guide
 - Title Page and Synopsis
 - Body
 - Conclusion
 - References
 - Appendices
 - Common Errors
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- › Avoiding Plagiarism
 - ITLS Guide
 - Degrees of Plagiarism
 - Proper Procedure
 - Exercises
-

How to Prepare an Assignment

- › An ITLS guide available at “Student Resources”, within the “Transport & Logistics” page.
 - › The guide can be used as a template for all of your written reports.
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- › As with each element of a written assignment, you are expected to follow the specified formatting exactly.
 - › There are only a few elements on a title page:
 - Title
 - Subtitle
 - Name and SID
 - Date
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The synopsis allows the reader to gauge quickly what is offered within the paper, including:

- Theme
 - Technique and Application
 - Main Conclusions
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- › A Straightforward Directory of the Content of the Paper
 - › Accuracy in Page References Is Important
 - › Accuracy in Headings Is Important
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› Step 1 (Introduction):

Tell them what you are going to tell them.

› Step 2 (Body):

Tell them.

› Step 3 (Conclusion):

Tell them what you told them.

- › Your Opportunity to Demonstrate Your Knowledge of:
 - General Area to which Your Work Applies
 - Your Specific Approach
 - The Relevance of Your Findings
 - › Keep It Brief, Make It Count
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- › Core of the Paper
 - › Choose a Logical Flow
 - › Each Sub-Element Should Address a Specific Area within an Element
 - A Section Addresses a Portion of the Overall Theme
 - A Sub-Section Addresses a Portion of the Section
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- › It is ideal to have each section build upon the previous sections.
 - › An excellent paper will reach strong conclusions based upon the cumulative effects of the information presented in each section.
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- › Explicitly discuss:
 - What You Found
 - How You Found It
 - Why What You Found Is Important
 - What Else You and Others Could Find in Future Work
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- › Include References to Each Source Cited in the Paper
 - › Follow the Formatting Style in the ITLS Guide
 - › When in Doubt, Consult Harvard Referencing System Guides Online
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- › Appendices Are Used to Present Important Information That Would Detract from the Flow in the Body of the Paper
 - Data Sets
 - Modelling Structures
 - Graphical Information
 - › Appendices Must Be Referenced within the Text to Complement the Discussion
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- › Unreferenced Appendices
 - › Raising Points That Are Not Addressed
 - › Stating Conclusions That Are Not Justified
 - › Poor Logical Structure
 - › Trying to Accomplish Too Much within the Limits of the Assignment
 - › Going off on Tangents (“Nice-to-Know” versus “Need-to-Know”)
 - › Omitting Citations in the Text
 - › Omitting References
 - › Listing “Ghost” References
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- › Plagiarism is a serious crime and a serious problem at universities.
 - › Intentional plagiarism is both theft of intellectual property and fraud within your degree program.
 - › An ITLS guide is available at “Student Resources”, within the “Transport & Logistics” page.
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- › Intentional Plagiarism
 - › Unintentional/Negligent Plagiarism
 - Lack of Quotation When Needed
 - Lack of Reference
 - Lazy Paraphrasing
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- › Failing Grade
 - › Removal from Program
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Original Text (Puckett, 2009):

Orientation Day is an excellent opportunity for students at ITLS to learn about their program, to meet lecturers and to gain an understanding of what is expected of them as students. The day consists of informational sessions in the morning, followed by a meet-and-greet event with ITLS staff.

Some students may be intimidated or inconvenienced by spending the first day of the semester at the event. Students' concerns may include feeling unprepared to participate, and having other business to attend to. Still, the event has been successful each year.

Background:

- › Study on the effects of variable road user charges on freight transport firms and their customers.
 - › Marginal disutility is the increase in dissatisfaction that occurs with an incremental increase in a variable (i.e., the charges).
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Original Text (Hensher and Puckett, 2008):

The marginal disutility of the variable user charges decreases as kilometres travelled increase. Furthermore, marginal disutility decreases as years of experience in one's position increases, and if either the respondent operates a truck personally, the sender of the goods paid for the trip, or the receiver had input into scheduling. The marginal disutility of the variable user charges increases if either the trip originated within a metropolitan area, or the receiver of the goods had input into the scheduling of the vehicle.
