Orientation Lecture Series
Plagiarism and how to avoid it

This session will cover the following strategies:

Strategy 1 - Institutional level: Academic honesty policies at the University of Sydney
Strategy 2 - Faculty/course level: Expectations about referencing in your unit of study
Strategy 3 - Individual level: Develop your skills

Complete the Academic Honesty Education module in My Uni (BB)

Strategy 1 - Inform yourself about academic honesty policies at Sydney Uni

http://sydney.edu.au/policies/

Click on the link on the RHS: Academic Honesty
For postgrad research students, click on the link Related Documents to see links to policies and procedures for Thesis and Examination of Higher Degree Research

Activity 1: Talk to the person sitting next to you:

How serious are the following activities? Not too serious [N] Serious [S] Very serious [V]

1. Copying another student’s work without their knowledge .... [   ]
2. Copying another student’s work with their permission .... [   ]
3. Inventing references .... [   ]
4. Including text in your assignment copied from an online source .... [   ]
5. Including someone else’s words in your assignment with a reference but no quote marks....[   ]
6. Including someone else’s words in your assignment no reference .... [   ]
7. Paying somebody else to write some of your assignment .... [   ]
8. Asking somebody to fix the structure, grammar or style of your assignment .... [   ]
9. Not contributing much work to a group assignment .... [   ]
10. Taking hidden notes into an exam .... [   ]
11. Submitting the same assignment for two different units .... [   ]
12. Using partly someone else’s words, but partly your own words no reference .... [   ]
13. Putting the source in your reference list, but not putting a reference in the paragraph.... [   ]
14. Using lots of quotations in your paragraph, with quotation marks and full references.... [   ]
Activity 2: Talk to the person sitting next to you: Which of the following uses of sources are okay?

1. Copying a paragraph verbatim from a source without an acknowledgement

2. Copying a paragraph, making small changes, no quotation marks and including the source in the list of references

3. Cutting and pasting a paragraph by using sentences of the original, but omitting some and putting them in a different order. No quote marks but in-text acknowledgement e.g. (Jones, 2000) and inclusion in list of references.

4. Composing a paragraph by taking short phrases of 10 to 15 words from a number of sources, and putting them together, adding words of our own to make a coherent whole, all sources included in the reference list

5. Paraphrasing a paragraph with substantial changes in language and organization; the new version will also have changes in the amount of detail used and examples cited. No quote marks but in-text acknowledgement e.g. (Jones, 2000 p 75) and inclusion in list of references.

6. Quoting a paragraph exactly by placing it in block format with in-text acknowledgement e.g. (Jones, 2000 p 75) and inclusion in list of references


Strategy 2. What is expected in your faculty/course/unit of study?

How to find out what type of referencing to use:

- Guidelines which may be produced by your faculty, department, school or discipline
- Instructions about referencing for assignments in your Unit of Study Outline
- Specific instructions from your lecturer
- Published guides to the referencing systems (e.g. Harvard, APA, Oxford, Chicago) both in the library and online.
- Don’t hesitate to ask for more information from your tutor or lecturer.

Strategy 3. Develop your skills and knowledge.

Quoting versus paraphrasing

1. Direct quotations
   - Direct quotations only need to be used when the exact wording is important.
   - Short direct quotes, less than three lines on a printed page (approximately less than 30 words): These should be included in the text and enclosed by quotation marks. Do not indent.
Long direct quotes, more than three lines (approximately more than 30 words): Begin these on a new line and indent the whole paragraph. Do not use quotation marks. Sometimes, a smaller font size is used for the quoted material. Leave a line before and after the quoted lines.

2. **Paraphrasing**
   - Paraphrasing is generally preferred by lecturers, and should be used much more often than direct quotation.
   - You must change the wording as much as possible, including the order of the words. However, technical terms can stay the same in your paraphrase.

### Activity 3: Talk to the person sitting next to you: Which is the best paraphrase?

<table>
<thead>
<tr>
<th>Paraphrase 1</th>
<th></th>
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<tbody>
<tr>
<td><strong>Migration law</strong>^1 means the laws of a country which govern migration entry and residency.</td>
<td>(14 wds)</td>
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<td></td>
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<tr>
<td><strong>Paraphrase 2</strong></td>
<td></td>
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<tr>
<td>The laws of a country which control entry and stay of foreigners are known as migration Law.</td>
<td>(15 wds)</td>
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<td></td>
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<tr>
<td><strong>Paraphrase 3</strong></td>
<td></td>
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<tr>
<td>Catherine Dauvergne uses the term migration law to mean the laws of a country which govern</td>
<td>(20 wds)</td>
</tr>
<tr>
<td>migration entry and residency.</td>
<td></td>
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Catherine Dauvergne, in her article ‘Sovereignty, Migration and the Rule of Law in Global Times’ on page 590 in the Modern Law Review, 2004 Volume 67(4)

Learn more about referencing and using sources:

- Pay attention to the way referencing is done in the readings for your unit of study.
- The Learning Centre can help you with your paraphrasing skills

**Complete the Academic Honesty Education module in My Uni (BB)**

This module will help you to:

- understand that being honest in your studies is a core value of the University;
- learn the conventions of how to acknowledge the work of others;
- learn how to avoid plagiarism;
- understand how the University uses software to compare students' work to that of others;
- identify and avoid other forms of academic dishonesty.
There are 5 sections in the module and nine quizzes:
Section 1   Why academic honesty is important
Section 2   Referencing strategies
Section 3   Preventing plagiarism
Section 4   Similarity detecting software
Section 5   Avoiding academically dishonest behaviours

You must complete each quiz successfully to move on to the next section. But don’t worry, if you do get something wrong, your feedback will tell you the right answer, so on the next attempt, you will get everything right.

The module is **COMPULSORY** for all commencing undergraduate and postgraduate coursework students at the University of Sydney. But it is also useful for **ALL** students. It’s a good idea to complete the module when you are preparing for your first assignment.

**Learning Centre workshops for more detail on this topic:**

- Quoting paraphrasing and summarising evidence
- Language strategies for referring to evidence
- Using evidence in essays

For details about Learning Centre workshops, timetables and to enrol online, visit [http://www.sydney.edu.au/lc](http://www.sydney.edu.au/lc)

**OTHER HELPFUL SOURCES OF INFORMATION**

1. **Fisher library videos and slides on plagiarism and how to reference:**

2. **Academic writing resources online (including info on using sources):**
   - Successful writing at uni
   - The Write Site
   - Clearer Writing
   - Unilearning

3. **Website for practice in paraphrasing and in-text referencing.**
   - Purdue University Online Writing Lab
     - [https://owl.english.purdue.edu/owl/resource/563/01/](https://owl.english.purdue.edu/owl/resource/563/01/)

4. **Judging the quality of internet sites**
   - UC Berkeley: Evaluating web pages: techniques to apply & questions to ask
     - [http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html)