Orientation Lecture Series: Learning to Learn
Successfully Avoiding Plagiarism
(and other forms of Academic Dishonesty)

In this session we will cover the following strategies to help you help yourself:

1   Inform yourself about academic honesty policies at USyd (institutional level)

2   Inform yourself about the referencing systems in your UoS (discipline level)

3   Behave defensively! (individual level)

Definitions

👪 Buzz: with your neighbours, discuss the following:

      1.   What is 'academic dishonesty' ?

      2.   What is 'plagiarism' ?

      3.   What is 'legitimate cooperation' ?

STRATEGY 1.   Inform yourself about academic honesty policies

The new University of Sydney policy on academic honesty puts responsibility on to students. It is not acceptable to say:

> "I didn't understand"
> "I didn't know"
> "It was OK at school to do that"
> "It's OK in my country to do that"

You need to read the relevant policies, which can be found at

http://www.usyd.edu.au/policy   Policy Online - document search:
u/graduates: type 'academic honesty' & 'plagiarism'
p/graduates: both the above policies, and one extra: 'research code of conduct' if you are a research student

Definitions from the policies:

Academic honesty
      means acting honestly, ethically and with integrity in your dealings with the University, its employees, members of the public and other students.

Plagiarism
      means presenting another person's Work as one's own Work by presenting, copying or reproducing it without Acknowledgement of the Source.

Legitimate Cooperation
      means any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students, including:

(a)   researching, writing and/or presenting joint Work;

(b)   discussion of general themes and concepts;

(c)   interpretation of assessment criteria;

(d)   informal study/discussion groups; and

(e)   strengthening and development of academic writing skills through peer assistance.
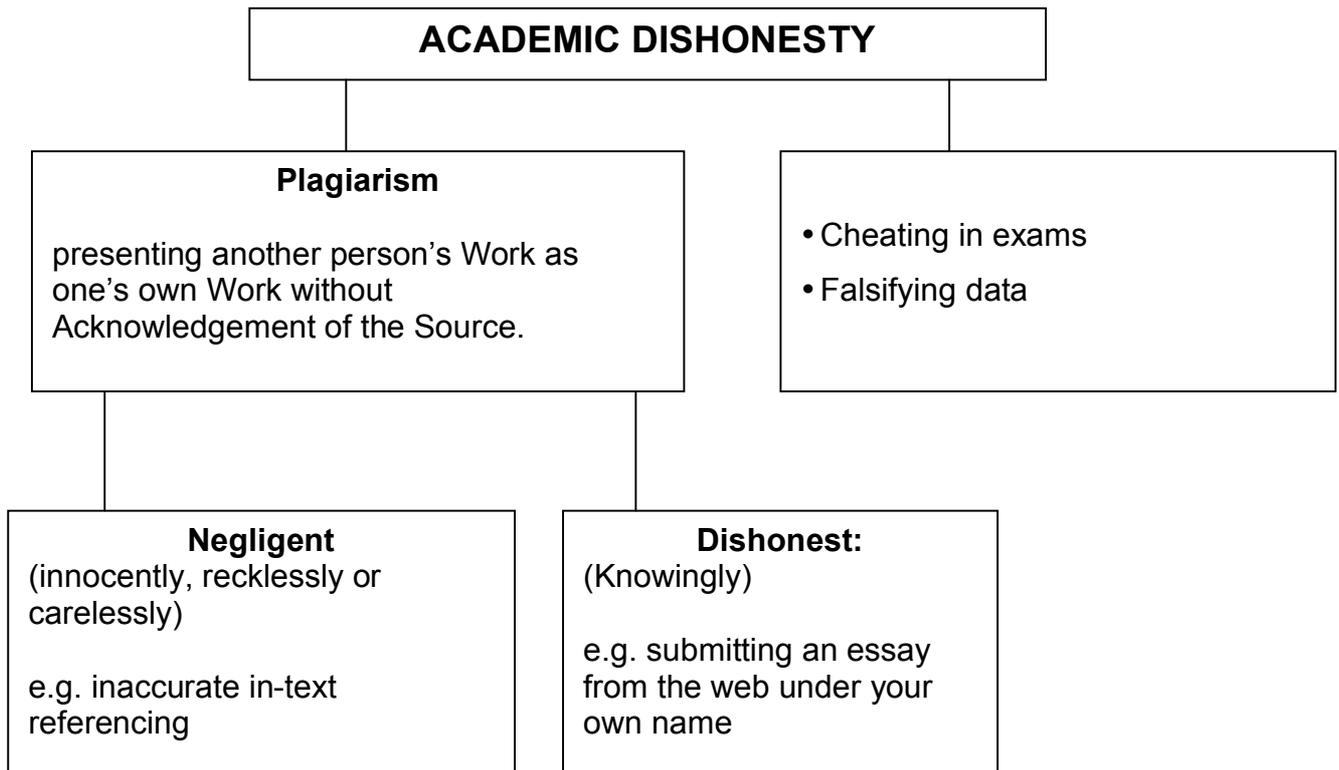
Buzz: with your neighbours decide:How serious are the following activities?

potentially serious   [PS]
serious   [S]
very serious   [VS]

1. Copying another student's work without their knowledge   [   ]

2. Copying another student's work with their knowledge   [   ]

3. Inventing references because you have forgotten to note the source details   [   ]

4. Downloading material from the web and including it in your assignment

    without a reference   [   ]

5. Including someone else's words in your assignment without referencing properly   [   ]

6. Including someone else's words in your assignment without referencing at all   [   ]

7. Getting somebody else to write your assignment / part of your assignment   [   ]

8. Secretly getting somebody to 'fix up' your assignment   [   ]

9. Not contributing to a group assignment ('free loading')   [   ]

10. Taking concealed information into an examination   [   ]

11. Submitting an assignment that has already been assessed ('recycling')   [   ]

12. Borrowing from different sources and connecting them to make

    a paragraph ('patch writing')   [   ]

The new Academic Dishonesty Policy distinguishes between two types of dishonesty:

   1.   Dishonest behaviour that you perform knowingly e..g. cheating, some plagiarism

   **2.   Dishonest behaviour that you perform through carelessness or by mistake –
            usually plagiarism to do with intext referencing..**

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┌─────────────────────────────────────────┐
│           ACADEMIC DISHONESTY            │
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Plagiarism

presenting another person's Work as one's own Work without Acknowledgement of the Source.

- Cheating in exams
- Falsifying data

Negligent
(innocently, recklessly or carelessly)

e.g. inaccurate in-text referencing

Dishonest:
(Knowingly)

e.g. submitting an essay from the web under your own name

What happens with Negligent Plagiarism?

First time:

- Discussion with department academics
- Written warning placed on central file held by the Registrar
- You may be asked to resubmit your assignment, or submit a different assignment
- You may be given a Fail

Second time –   'Student misconduct' : expulsion or suspension from the university

What happens with Dishonest Plagiarism and other types of 'knowing' dishonesty?

=   'Student misconduct'
           You may fail your unit of study or be suspended
           or expelled from the university

Buzz: with your neighbours decide:
      Where do you draw the line?

1.	Copying a paragraph verbatim from a source without an acknowledgement	X
2.	Copying a paragraph, making small changes, no quote 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	✔

(ref: Carroll J, *A Handbook for Deterring Plagiarism in Higher Education* 2002:42)

The following is an example of the undertaking that you will have to sign when you hand in an assignment for assessment. Your faculty may have its own version BUT when you sign such a statement it means that you take responsibility for your own work.

STUDENT PLAGIARISM: COURSE WORK - POLICY AND PROCEDURE

COMPLIANCE STATEMENT

INDIVIDUAL / COLLABORATIVE WORK

I/We certify that:

(1)   I/We have read and understood the University of Sydney Student Plagiarism: Coursework Policy and Procedure;

(2)   I/We understand that failure to comply with the Student Plagiarism: Coursework Policy and Procedure can lead to the University commencing proceedings against me/us for potential student misconduct under Chapter 8 of the University of Sydney By-Law 1999 (as amended);

(3)   This Work is substantially my/our own, and to the extent that any part of this Work is not my/our own I/we have indicated that it is not my/our own by Acknowledging the Source of that part or those parts of the Work.

Name(s):

Signature(s):

Date:

Good advice:
If you feel you can't sign it, you need to talk to your unit of study coordinator.

STRATEGY 2. Inform yourself about the referencing systems in your UoS

Question 1:

What style should I use: Harvard, Footnotes, Endnotes?

Answer:

- Your discipline will have a preferred style: you can identify this from your course reading.

- your Unit of Study material will have specific guidelines

- your lecturer / course coordinator may also have preferences – ask them!

Good Advice:

- Find out what they want!
- Be consistent
- Follow the examples EXACTLY

Question 2

What should I know about in-text referencing?

Answer:

1. DIRECT QUOTES:
Direct quotes are often OVERUSED. Keep them for the most important ideas

- Short direct quotes

Usually less than three lines on a printed page. These should be included in the text and enclosed by quotation marks. Do not indent:

Example:

A. from Law (footnotes)

Enright distinguishes between the two terms by stating: ' ..*ratio decidendi* is a principle of law which decides a case, while obiter dictum is a proposition of law stated in the case but not essential to the case.' [1] Obviously, this means …..

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1. Christopher Enright, Studying Law Fourth Edition 1995 p. 249

B. from Accounting (Harvard)

Hoggett and Edwards (1993) define depletion or amortisation as 'the periodic allocation of the cost of natural resources to the units removed.' (Hoggett and Edwards, 1993, p. 524). It can be calculated by ……

- Long direct quotes

Exceed three lines. Begin these on a new line and INDENT the whole paragraph. Do not enclose them in quotation marks. Type with a smaller font size. Leave a line before and after the quoted passage:

Examples:

A.   from Law (Footnotes)

Kirby J, in praise of the common law, says:

> We should not be ashamed of this extraordinary creation. It is a brilliant and very English invention adapted in Australia to our needs. It is pragmatic and adaptive. It still governs about a quarter of humanity long after the British empire has faded into history. Truly, this is a mighty and lasting heritage. [8]

How then does judicial creativity contribute to this pragmatic system

_____

8. Justice Michael Kirby, Beyond the Judicial Fairy Tales Quadrant Jan-Feb 2004 at 28

B.   from Education (Harvard)

Bonanno et al (1998) state:

> Starting the process of developing group skills early in an undergraduate degree and seeing the process as on-going means that by the time of graduation, students have a solid understanding of the value of effective teamwork and a repertoire of useful skills and learning strategies to take into the workforce. (Bonanno, Jones & English, 1998:380)

However, in order for such skills to develop, systematic support needs to be built into group tasks.

2.   PARAPHRASING (often is shorter, a summary of the original)

Buzz: with your neighbours decide: Which is the best paraphrase of the original?

Original:

I use the term migration law to refer to the domestic law or laws which regulate the entry and stay of foreigners

(22 wds)

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)

Paraphrase 1

Migration law [1] means the laws of a country which govern migration entry and residency. (14 wds)

Paraphrase 2

The laws of a country which control entry of foreigners are known as Migration Law. [2]   (15 wds)

Paraphrase 3

Catherine Dauvergne uses the term migration law to mean the laws of a country which govern migration entry and residency. . [3]   (20 wds)

(the answer is at the end of the notes.)

Other points to note:

• You can mix paraphrase with direct quote:

Bonanno et al find that consistent experience of groupwork as an undergraduate can develop 'a repertoire of useful skills' valued by employers

• If you omit words from a direct quote, you must indicate this by substituting dots

'*I use the term migration law to refer to the domestic law ... which regulate the entry and stay of foreigners*' (Dauvergne 2004)

- As well as acknowledging words and ideas, we use in-text referencing to provide examples or evidence when we are making more general statements or recommendations to our reader:

While most observers assume a supportive view of mentoring (Bova & Phillips, 1984; Tomlinson, 1995) this paper will also explore the arguably more sinister aspect of the relationship ….
                                                                                                            (Education)

For an excellent overview of genre theory and practice, see Hyland (2002), Christie and Martin (1997) and Eggins and Slade (1997).   *(Linguistics)*

Good Advice:

- **Notice the in-text citation in your course readings. Use them as models**

- **The Learning Centre has workshops to help you with your paraphrasing skills. Look on the website to find the workshop timetables**

- **Visit other websites to give yourself more practice.**

STRATEGY 3   Behave defensively

1.   **KEEP EVERYTHING** to do with your assignment – writing process

e.g.

- annotated readings
- rough outlines
- all drafts
- all emails between you and others: library, your tutor, other students ……..

2.   ACKNOWLEDGE ALL HELP…

e.g.

I would like to thank *(name)* ... for giving me feedback on my grammar.

I would like to thank my tutor, ……*(name)* … , for making suggestions after reading a draft of this assignment.

I would like to thank *(name)* … from Fisher Library for arranging inter library loans, and *(name)* … from the Department of Industrial Relations for giving me valuable time and information.

Sources for material in this lecture:

University of Sydney Policies http://usyd.edu.au/policy

Academic Honesty in Coursework – University of Sydney Academic Board Resolution
Code of Conduct for Responsible Research Practices
Student Plagiarism: Course work Policy and Procedure

Books and Journal Articles

Bonanno, H., Jones, J. and English, L. 'Improving Group Satisfaction: making groups work in a first-year undergraduate course', *Teaching in Higher Education*, Vol. 3, No. 3, 1998.

Carroll, J. *A Handbook for Deterring Plagiarism in Higher Education*, OCSLD, 2002.

Colewell, S. 'Mentoring, Socialisation and the Mentor/Protégé Relationship', *Teaching in Higher Education*, Vol. 3, No. 3, 1998

Dauvergne, C*. '*Sovereignty, Migration and the Rule of Law in Global Times*' Modern Law Review* Vol 67(4), 2004.

Enright*,* C. *Studying Law*, 4th Ed., Branxton Press, 1995.

Hogget*,* J. and Edwards, L. *Financial Accounting in Australia*, 2nd Ed., John Wiley & Sons, 1993.

Kirby, M. 'Beyond the Judicial Fairy Tales', *Quadrant*, Jan-Feb 2004.

Martin, J. and Rose, D. *Working with Discourse – meaning beyond the clause*, Continuum, 2003.

Answer to paraphrasing exercise, (p.7)

Paraphrase 1

Migration law [1] means the laws of a country which govern migration entry and residency. (14 wds)

- ***This has the footnote number in the wrong place – should mark the end of the definition. It also does not include the idea that there are other definitions***

Paraphrase 2

The laws of a country which control entry of foreigners are known as Migration Law. [2]   (15 wds)

- ***This has the footnote in the correct place but does not include the idea that there are other definitions***

Paraphrase 3

Catherine Dauvergne uses the term migration law to mean the laws of a country which govern migration entry and residencyT.[3]   (20 wds)

- ***This is the best!***