

AVOIDING PLAGIARISM

Plagiarism is about copying or acquiring the work of others and, directly or indirectly, claiming it to be your own independent and original work.

This is what the University of Bradford policy on academic integrity says about plagiarism (extract):

A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision but which is submitted by a student for formal assessment must be written by the student and in the student's own words, except for quotations from published and unpublished source, which shall be clearly indicated and acknowledged as such...

If you copy work for assessment, it defeats the whole purpose of the exercise. If we mark work you have copied, it is not your progress that we are evaluating, but that of somebody else. And if it is someone else's work, our comments will not help you improve your own potential

THERE ARE FOUR MAIN FORMS OF PLAGIARISM:

- ✗ Copying or acquiring another person's work, including the work of another student (with or without their consent), and claiming or pretending it to be your own;

- ✗ Presenting arguments that use a blend of your own and the directly copied words of the original author, with or without acknowledging the source;
- ✗ Paraphrasing another person's work, but not giving due acknowledgement to the original writer or organisation publishing the writing, including work on Internet sites;
- ✗ Colluding with other students and submitting identical or near identical work.

HOW TO AVOID PLAGIARISM

Applying, analysing, criticising or quoting other people's work is expected of you and is perfectly acceptable providing you always:

- ✓ Attempt to summarize or restate in **your own words** another person's work, and give acknowledgement to that person. This is usually done by citing your sources and presenting a list of references; **or**
- ✓ By always **using quotation marks** (or indenting lengthy quotations in your text) to distinguish between the actual words of the writer and your own words. Once again, you would cite all sources and present full details of these in your list of references.

FOR MORE INFORMATION:

Read Effective Learning Service booklet 'References and Bibliographies'.