WELCOME PACK
Study Skills
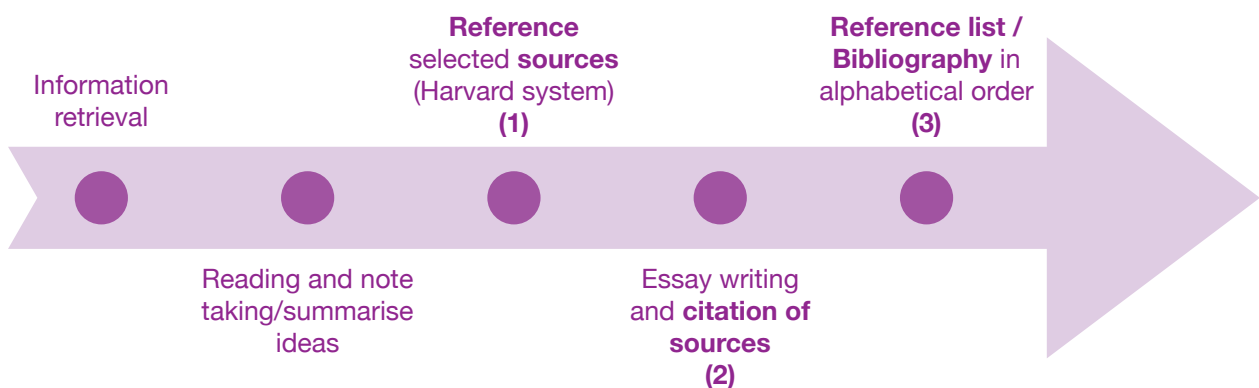
Plagiarism

What is plagiarism?

Plagiarism is a form of academic misconduct that happens when you use others' work and present it as your own. Plagiarism can be intentional, e.g. by copying someone's work, or unintentional, e.g. if you forget to acknowledge the original author's work that you included in your assignment or you don't know the correct way to do it.

How to avoid plagiarism?

You can avoid plagiarism if you follow good academic practice by correctly citing and referencing your sources. Therefore, it is very important that you keep record of all the sources you use by creating their reference at the time. See recommended timeline below:

Only facts that are common and well known do not need to be acknowledged in your work, e.g. London is the capital of England. If you are unsure if the fact you are using is common knowledge, it is best to check with your tutor, who will be able to give you guidance.

1. References

A reference contains accurate bibliographic details which are essential to find the exact source that you have used. All types of sources can be referenced and you are required to include them in either your reference list or your bibliography.

How to build a reference? You need to follow the Harvard Reference system standards provided by **Cite Them Right online**. Please note that it is equally important to include the correct details, as well as follow the right format and punctuation in every reference.

The way you build a reference depends on the type of source. Examples of common sources are books, journal articles, websites, Government information, newspapers, etc:

Books

Author/s (year) *Title of book.* edn. Place of Publication: Publisher

Gunn, C. (2018) *Bones and joints: a guide for students.* 7th edn. Edinburgh: Elsevier.

Journal Articles

Author/s (year) 'Title of article', *journal* vol. (issue), page number. doi number

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Nabors, L., Bartz, J., Kichler, J., Sievers, R., Elkins, R. and Pangallo, J. (2013) 'Play as a mechanism of working through medical trauma for children with medical illnesses and their siblings'. *Issues in Comprehensive Pediatric Nursing,* 36 (3), pp. 212-224. doi: 10.3109/01460862.2013.812692.

Websites

Author or organisation (year) *Title of web page*. Available at: URL (Accessed: day month year).

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Harris, S. (2019) *When it isn't just physical: the effects of stress and emotion on the voice.* Available at: https://www.britishvoiceassociation.org.uk/voicecare_stress-emotion-voice.htm (Accessed: 23 June 2020).

Government information

Government Department (year) *Title*. Available at: URL (Accessed: day month year).

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Department for Environment, Food and Rural Affairs (2015) *Wild birds: surveys and mitigation for development projects.* Available at: https://www.gov.uk/guidance/wild-birds-surveys-and-mitigation-for-development-projects (Accessed: 23 June 2020).

2. Citations

A citation is a brief statement of acknowledgement of the original author that you are either **a) paraphrasing** or **b) directly quoting** in your work. This will refer to the full reference at the end of your essay or assignment. A citation will be formed with the author's surname and the year of publication. If the source has more than 3 authors, you only need to include the first one followed by the latin expression et al. If you are directly quoting, you also need to include the page number (for paper-based sources) or the paragraph number (for websites).

a) Paraphrasing

It is writing **somebody else's ideas in your own words**. This is the best way for you to demonstrate that you understand the topic and it helps your work become more fluid when being read.

Example:
Nabors *et al*. (2013) explore children's fears when taking blood.

Note: Even if you are using your own words you will still need to acknowledge the original author by citing them in your statement.

a) Direct Quoting

A direct quote is an **exact transcription of somebody else's statement**. When used, the quote should be placed in double quotation marks. This shows the reader you acknowledge that they are somebody else's words. The quote you choose must be relevant to your topic and in the citation remember to add the page number where it was sourced.

Example:
"Children's play is also a record of their memories of medical experiences" (Nabors et al., 2013, p. 213).

Note: You should limit the use of direct quotes in your assignment, as an excessive use of them can disrupt the flow of your work.

3. What is the difference between a reference list and a bibliography?

Once created, your references will be displayed in alphabetical order (by author) at the end of your essay under the heading **Reference list**.

Sometimes you will be asked to include a bibliography with your essay. This is a list containing all the sources you have referenced, plus any other sources you have used as background reading but have not mentioned in your work. This list will show a wider reading and is also displayed in alphabetical order at the end of your work under the heading **Bibliography**.

Example of a reference list or a bibliography in alphabetical order:

Department for Environment, Food and Rural Affairs (2015) *Wild birds: surveys and mitigation for development projects.* Available at: https://www.gov.uk/guidance/wild-birds-surveys-and-mitigation-for-development-projects (Accessed: 23 June 2020).

Gunn, C. (2018) *Bones and joints: a guide for students*. 7th edn. Edinburgh: Elsevier.

Harris, S. (2019) *When it isn't just physical: the effects of stress and emotion on the voice.* Available at: https://www.britishvoiceassociation.org.uk/voicecare_stress-emotion-voice.htm (Accessed: 23 June 2020).

Nabors, L., Bartz, J., Kichler, J., Sievers, R., Elkins, R. and Pangallo, J. (2013) ´Play as a mechanism of working through medical trauma for children with medical illnesses and their siblings´, *Issues in Comprehensive Pediatric Nursing*, 36(3), pp. 212-224. doi: 10.3109/01460862.2013.812692.

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