Citations and References
Tips for avoiding plagiarism

Plagiarism is the use of the words, thoughts, findings and ideas of others without acknowledging them as such. Some instances of plagiarism are deliberate, for example, if work is copied in order to meet a deadline. In other cases it may be done in ignorance. Either way, plagiarism is a form of cheating and will be penalised.

Collusion

While collaboration and group work are required in order for students to exchange ideas and work as a team, this must not result in submitting work that is the same or very similar to another student's. In such cases, collaboration becomes collusion, which is cheating. Other examples of collusion are where one student writes a piece of work for another, or where an essay is bought from an online supplier.

How to avoid plagiarism

By adopting good study techniques you can learn to avoid plagiarism:

- Use your own words when taking notes, picking out keywords rather than phrases, or using diagrams to illustrate relationships between key concepts.
- When making notes, always keep full details of your sources.
- Use a web page like any published resource and make notes in your own words.
- Make sure it is clear which thoughts are yours and which are those of someone else by using quotation marks and citations.
- Do not be tempted to use the same sentence structure and replace a few words with similar ones - this is still plagiarism.
- If you take someone's idea and reword (paraphrase) or summarise it in your own words, you must cite the source.
- Ensure that the original source can be easily located by referencing it correctly.
- Some students who plagiarise claim it was because they ran out of time, so make sure you plan effectively.
- Try not to rely on one source, use as wide a range as possible of appropriate materials.

Citations and references

There are two parts to the Harvard Reference System:

- the citation in your text
- full details of your source materials at the end

Example of in-text citation 1
According to Handy (2002) a person can now expect to go through three stages of active life each lasting about 25 years.

Example of in-text citation 2
A person can now expect to go through at least three stages of active life, each stage lasting about 25 years (Handy, 2002).*

*Note in the last example the citation in brackets is part of the sentence so the full stop goes after the closing bracket.

Quotations

At times, you may want to quote an author's words. In this case you should use single quotation marks (inverted commas) around the quoted words.

> *Example of a short quotation*
> Some contextual variables 'can be influenced by educators and administrators' (Duff, 2010, p.66).
>
> In a long quotation the quoted sentences should start on a new line, be indented and use a smaller font.

Guidelines for using direct quotations

There are no hard rules on this but in general you should:

- avoid using more than one **long** quotation per 1000 words
- avoid quoting information that is well-known in your subject area
- avoid quotations that disagree with your argument unless you can prove they are wrong
- avoid using quotes because you cannot understand the meaning of the original source
- avoid using quotations to **make** your points for you; use them to **support** your points.

Here are some more examples of how you should set out citations and references.

Reference for a book

Peters, A. (1983) *The units of language acquisition.* Cambridge: Cambridge University Press.

Reference for a journal article

Duff, A. (2010) 'The revised approaches to studying inventory and its use in management education.' *Active Learning in Higher Education.* 5(1), pp. 56-72.

Secondary reference (a reference to another work in the text you are reading)

Your in-text citation should be set out like this: (Jones, 2008, cited in Peck, 2010, p.188). The reference at the end should be for Peck, 2010 because that is the text you are reading.

Websites

Citations for websites look the same as books and journals, for example: (Taylor, 2012). If there is no author then use the name of the source or corporate author, for example: (WHO, 2012) or (British Association of Social Workers, 2012). Note that the date the page was 'published' is usually found at the bottom of the page. The format of the reference at the end should show the author or corporate author, the web address or URL and the date you accessed it, like this:

WHO (2012) *Mortality and Global Burden of Disease (GBD)*. Available from: http://www.who.int/gho/mortality_burden_disease/en/index.html [accessed 2 April 2012]