

What is plagiarism? Plagiarism is using the work of other people without acknowledgement. Rules about plagiarism apply to the use of all text, including written information, pictures/images, maps, tables and figures from all sources (e.g. books, journal articles, the Internet and magazines). Plagiarism can also apply to spoken words (e.g. a radio broadcast or a lecture). All students should know that plagiarism is a serious violation of academic values, with potentially serious consequences, which are outlined in the UNE Policy documents. You should know how to:

1. Cite your sources
2. Paraphrase, summarise or use direct quotes
3. Check your understanding of plagiarism

NOTE: APA referencing style is used in used in this fact sheet.



WARNING

To avoid inadvertently plagiarising, you must always:

1. Cite your sources in your academic writing

AND

2. Use paraphrases, summaries and direct quotations correctly.

1. Cite your sources

Regardless of whether you have used direct or indirect quotations (paraphrases or summaries), you need to acknowledge the source of the ideas you are using in your writing. This is called in-text referencing. There are two main methods of in-text referencing used at UNE: author-date (APA, Chicago, MLA, AGPS, depending on the choices made by your school) and footnoting (Traditional footnoting for History, AGLC for Law). See the referencing resources available on the Academic Skills website. You will find information on your school's referencing conventions by clicking on the *Referencing* link.

2. Paraphrase, summarise or use direct quotes

Paraphrase

Paraphrasing means putting the ideas and information gained from other sources into your own words. Clearly, there may often be technical or discipline-specific words that you cannot replace; however, the sentence and paragraph structure must be your own. This is called paraphrasing, and the resulting piece of text is an indirect quote. Paraphrasing is easiest if you refer to your sources of information and try to draw out the main concepts or information. Try to avoid reliance on word-for-word paraphrasing that involves frequently resorting to a Thesaurus; the resulting writing will probably sound stilted and will not flow easily. For instructions, see the Academic skills fact sheet: *Paraphrasing and summarising*.

Summarise

A summary will also involve writing ideas or information from another source in your own words, but a summary will be shorter than the original. To summarise a longer piece of text, you will condense the main ideas into a shorter piece of text.

Direct quotes

Paraphrasing is essential in academic writing, but may be supplemented by the occasional use of the exact words from a source such as a book, journal article or website. This is called a direct quote, and you need to indicate that these are not your words. You do this by enclosing a short direct quote in double or single inverted commas (according to the instructions of the referencing system you are using). For long quotes, the text is placed on a new line and indented to the right (according to the instructions of the referencing system you are using). For instructions in the APA style, see the Academic skills fact sheet: *In-text references*.

3. Check your understanding of plagiarism

The following sentence is a short direct quote that is taken directly from Newble and Cannon (1989, p. 2).

“Motivation is such a key factor that it appears to be more important in learning than intelligence.”

Six possible ways to present this idea are given below. Try to work out which are plagiarised, and which are acceptable. The answers are on the bottom of this page.

1. Motivation is such a key factor that it appears to be more important in learning than intelligence.
2. “Motivation is such a key factor that it appears to be more important in learning than intelligence.”
3. “Motivation is such a key factor that it appears to be more important in learning than intelligence” (Newble & Cannon, 1989, p. 2).
4. According to Newble and Cannon (1989, p. 2), “Motivation is such a key factor that it appears to be more important in learning than intelligence”.
5. A key factor in learning is motivation, which appears to be more important than intelligence (Newble & Cannon, 1989, p. 2).
6. Motivation may be more critical than intelligence in learning (Newble & Cannon, 1989, p. 2).
7. Newble and Cannon (1989, p. 2) suggest that motivation may be more critical than intelligence in learning.

References

Newble, D., & Cannon, R. (1989). *A handbook for teachers in universities and colleges*. London, UK: Kogan Page.

University of New England. (2013). *Avoiding plagiarism @UNE*. Retrieved from <http://www.une.edu.au/tlc/aso/plagiarism.php>

Answers

1. **Not acceptable:** Needs quotation marks to indicate direct quote, and source needs to be cited.
2. **Not acceptable:** Although direct quote is indicated, the source needs to be cited.
3. **Acceptable:** Direct quote indicated and source cited.
4. **Acceptable:** Direct quote indicated and source cited.
5. **Not acceptable:** An attempt has been made to alter the words of the original, but it is still too close to the source text.
6. **Acceptable:** Indirect quote with source cited.
7. **Acceptable:** Indirect quote with source cited.