



AVOIDING PLAGIARISM

Basic guidelines for students

The term plagiarism means using information and ideas produced by other people without acknowledging the original author. Plagiarism is prohibited by the University's Assessment Regulations.

If you are found to have plagiarised it can lead to disciplinary action and may result in a reduction in assignment marks or in the grade for the paper at best, or a failing grade for the paper which will go on your academic record, at worst.

To avoid plagiarism always acknowledge the information and ideas from other people when you refer to them in an assignment.

Do this by:

- (a) inserting a **citation** (usually the author's name and date of the publication) next to the information and
- (b) including the full information about the book/webpage/journal article in the **reference list** at the end of the assignment.

When you copy the exact words you must show this, usually with **quotation marks** ("quote", a citation, page number). When you paraphrase or summarise do not change a few words in the original text but rewrite it completely and acknowledge the source with a citation or footnote.

You must use citations for ALL information used in your assignment and the sources must go into a reference list on a separate page at the end of the assignment. This includes class readings (if allowed) and text books.

The use of non academic or unpublished sources such as lecture notes, blogs, TV programmes, friends, family and other students is not recommended and may be not be allowed by your lecturer. However, if you use such sources **they must be acknowledged with an intext citation and an entry in the reference list**. Be aware that Wikipedia is not an academic source.

Do not re-use previous assignments unless you ask permission from your lecturer or it is permitted in the assignment instructions as this also breaches University regulations.

There are many different referencing systems used at the University and it is your responsibility to learn the method for your subject. There are free workshops, tutorials and online help at

Library

<http://www.waikato.ac.nz/library/study/referencing>

Student Learning

<http://www.waikato.ac.nz/students/student-learning/>

Language & Learning Development at the Faculty of Management

<http://cms.mngt.waikato.ac.nz/departments/msc/Services/LanguageAndLearning.aspx>

Compiled by Claire Guthrie, Student Discipline Administrator, 2014.