**PLAGIARISM**

Develop confidence in your own words

Use your own words, even if you don’t think you write well – they count for more than copied text.

What is plagiarism?

Plagiarism is using the work of others without acknowledging your source of information or inspiration. This includes:

* Using words more or less exactly as they have been used in articles, lectures, television programmes, books, or anywhere else
* Using other people’s ideas or theories without saying whose ideas they are
* Paraphrasing what you read or hear without stating where it comes from

Even if you change words or sentences you have ‘borrowed’ or put them in a different order, the result is still plagiarism.

Plagiarism is treated very seriously, and plagiarised work is usually disqualified.

How to avoid plagiarism

* Write all your notes in your own words.
* Note down *exactly* where you read the information you put in your notes.
* In your assignment, write out where ideas and information come from:
* Reference your work using your guide
* Make clear when you are using a direct quotation
* Write a full list of references and, if required, a bibliography (all the books or other materials you used).

If you have a habit of copying:

* Put your pen out of reach.
* Read a passage without taking any notes.
* Stop reading and cover up the page.
* Sum up what you have read. If possible, talk aloud, or record yourself, so you hear your own words and in your own voice.
* Once you can say what the passage is about, note it down in your own words.

Harvard reference: Cottrell, S. (2008) *The Study Skills Handbook.* 3rd ed. Basingstoke: Palgrave Macmillan. Available in Learning Curve/HE libraries, shelf-mark 371. 3 COT.

Study Skills Team tip: if you find something difficult to put into your own words, try explaining what the topic is about to a friend. If you can explain it well enough for your friend to understand, then you can write it down in your assignment ☺

Using quotations

Quotations should be:

* Used sparingly – and only if the words really are worth quoting
* Brief – a few words, or at most, a few lines

In writing a quotation you should:

* Copy words and punctuation *exactly*
* Use three dots (…) to indicate omitted words
* Put quotation marks around the words you quote (“………”)
* Say exactly where the quotation comes from using your referencing guide to help you

NO

Harvard reference –

Burns, T. and Sinfield, S.(2012) *Essential Study Skills: the complete guide to success at university.* 3rd ed. London: SAGE Publications Ltd.

Available in the HE Library, shelf-mark: 378.170281 BUR

YES

YES

YES

You must reference it

Reference and place quotation marks around the text e.g. “…”

You must reference it

There is no need to reference

Is it common knowledge or from your own thoughts?

Is it someone else’s idea or theory?

Are you paraphrasing?

Is it a quotation?

Should I reference?