Chancellor State College
Student Policy

Referencing – An Outline for Students

Definition of the term “Referencing” or “Citing”

This means providing information about a publication (book, journal article, video, website, CD Rom etc.) that allows someone to identify and locate that publication. When presenting an assignment, report or essay you must identify and acknowledge all quotations, ideas, paraphrased comments, pictures, diagrams etc. that are not your own.

Definition of the term “Plagiarism”

Failure to acknowledge other people’s ideas, words, sources of inspiration, etc. either intentionally or deliberately is plagiarism.

Plagiarism is defined as “taking and using (the thoughts, writings, inventions etc. of another person) as one’s own.” (The Australian Oxford Concise Dictionary 2004 p.578)

Acceptable behaviour when researching

• Using your own ideas and thoughts about the topic expressed in your own words e.g. in a Research Task about conserving water you may have undertaken a survey on water use in the home and wish to use the results in your assignment

• Using information that is common knowledge for everyone. e.g. - the date when the First Fleet landed in Australia. Even if you have to look historical facts up in a book, you do not have to acknowledge the source because the information is common knowledge material

Unacceptable behaviour when researching

The RMIT Plagiarism Policy (2002, p1) outlines the following examples of what is considered plagiarism:

• “Copying sentences or paragraphs word-for-word from one or more sources, whether published or unpublished, which could include but is not limited to books, journals, websites etc. without proper citation;

• Closely paraphrasing sentences, paragraphs, ideas or themes without proper citation;

• Piecing together text from one or more sources and adding only linking sentences;

• Copying or submitting whole or parts of computer files without acknowledging their sources;

• Copying designs or works or art and submitting them as your original work;

• Copying a whole or any part of another student’s work; and

• Submitting work as your own that someone else has done for you.”
Consequences of Plagiarism at Chancellor State College

If a teacher suspects a student has submitted work that has been wholly or partly plagiarised, he/she will approach the student (after consultation with the Principal, Deputy Principal and/or Head of Department) and discuss the work with them. The action then taken will depend on whether the plagiarism was

**intentional** i.e. the student knowingly copied another person’s work

**OR**

**unintentional** eg. the plagiarism occurred as a result of mistakes in source citation,

**Actions may include:**
- No penalty other than a warning
- A reduction in the overall result for the assessment item
- No result awarded for the assessment item
- Student is required to resubmit the item or complete an alternative piece of assessment
- Extra assistance provided in using correct referencing skills
- Closer monitoring of future work

If intentional plagiarism has occurred, the following actions will also take place:
- A letter will be sent to parents/guardians
- A note will be made in the student’s file and a copy of the work will be retained for future reference

Avoiding Plagiarism

When you locate a resource and you think it would be useful, you are urged immediately:
- to write the full bibliographical details at the top of the page on which you intend to take notes from that work OR to fill in the Bibliography Tables available on the Intranet
- learn how to reference correctly using the Harvard system (refer to the attached Style Guide)
- Develop an effective note-taking system that helps you to avoid plagiarising others’ ideas

Correct referencing (see attached Style Guide for further assistance)

Referencing using the Harvard system requires two types of acknowledgement:

1. **In-text referencing** (immediately citing sources within the document) by stating:
   - surname(s) of the author(s)
   - year of publication
   - page number(s)

2. **List of References or Bibliography** at the end
   - All items are listed in strict alphabetical order of the author’s surname (or the title, if there is no author)
   - The information required for a bibliography should be taken from the work’s TITLE PAGE and its VERSO (reverse side)
   - General format: Author's Surname, Initials or first name, Year of publication, Title of book, Publisher, Place of Publication
   - The main title of the item is either underlined (if handwritten) or italicised
   - Page references are not required in a bibliography
### Quoting, Paraphrasing and Summarising

#### Quoting
- When you quote someone else’s words from whatever source, ensure that you copy them exactly regards spelling, punctuation and wording.
- Use quotation marks to enclose the direct quote even if it is only one word.
- If you want to leave some words out of the quote, use an ellipsis mark . . .
- If you want to add words within the quote, enclose them within brackets ( )

#### Paraphrasing
Paraphrasing is when you take the meaning of what another author has said and write this in your own words. It does not mean simply using synonyms for key words or changing the sentence patterns. Because you are RETELLING someone else’s ideas, you must still add a reference acknowledging from where those ideas came. This must be done within the text, though without the quotation marks, and at the end.

#### Summarising
Summarising is when you take the main points of what another author has written and incorporate them into your own work. Even though you are not quoting directly, you are still using someone else’s ideas and must acknowledge them both within the text and at the end.

### Further Assistance
- The following style guide is available on the Resource Centre webpage accessible from the Chancellor home page
- Commercial style guides are available in the Resource Centre
- University of Queensland website http://www.library.uq.edu.au/training/citation/harvard.html
<table>
<thead>
<tr>
<th>Books</th>
<th>Reference List</th>
<th>In-Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Authors</td>
<td>Alexander, D. &amp; Rouen, M. 2003, <em>Heinemann SOSE for Queensland Book 1</em>. Heinemann, Sydney</td>
<td>“Many gender roles are perpetuated or weakened by media portrayals.” (Alexander &amp; Rouen, 2003, p.54) OR Alexander &amp; Rouen (2003 p.54) claim that the media is responsible for perpetuating or weakening many gender roles.</td>
</tr>
<tr>
<td>3-5 or more authors</td>
<td>Cameron, K., Lawless, J., &amp; Young, C. 2000, <em>Investigating Australia’s 20th Century History</em>. Thomson Nelson, Victoria</td>
<td>Cameron et al (2000, p.185) state………. Names of all authors must be given in the List of References</td>
</tr>
<tr>
<td>No Author or Editor</td>
<td><em>The CCH Macquarie Dictionary of Business</em> 1993, CCH Australia, North Ryde, NSW</td>
<td><em>The CCH Macquarie Dictionary of Business</em> (1993) defines the term as ……………………….. Do not use Anon or Anonymous.</td>
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**Journal Article**