



Academic integrity, plagiarism and referencing

As a Chancellor State College student, it is an expectation that you use integrity in writing when creating your own work. This means you need to use **academic integrity** to avoid any serious breach of the college *Academic Good Standing Policy*. To avoid plagiarism (*knowingly using someone else's information and ideas without using correct referencing and claiming it as your own*) use the table below to help you understand how to remain academically honest.

You are being **academically honest** if:

- the ideas or words are commonly used and there is no other or better way to express them
- the assignment has been written without you reading any texts or other published or unpublished material including internet information
- you have made the discovery yourself through experimentation or analysis
- you have synthesised the information and the ideas of others to reach your own conclusions
- you have acknowledged the information in the paragraphs and body of your essay or written text.

You are being **academically dishonest** if you:

- cut-and-paste ideas, sentences, diagrams or images from texts or the internet without referencing the source
- have someone else write your work for you
- copy from another student's work
- mention sources you have used in your bibliography but not reference it properly in the text of your assignment
- change the order of words taken from somewhere else but retain the original idea or concept, without referencing
- quote from a secondary source without acknowledging the primary source
- take unauthorised notes into an exam.

What is plagiarism?

The Chancellor State College academic integrity, plagiarism and reference policy follows the expectations of the *USC Student Academic Misconduct – Academic Policy and Harvard Referencing Style Guide* (USC 2015) which defines plagiarism as:

'... presenting the thoughts, words, phrases or works of another as one's own; by:

- (i) copying or paraphrasing material from any source without due acknowledgement;
- (ii) using another's expression or ideas without appropriate recognition or due acknowledgment (e.g. by failure to use an academic referencing system)'.

Examples of plagiarism include:

- referring to someone else's work, ideas or theories as your own by not acknowledging the source/authors
- using someone else's original words without placing them in inverted commas
- writing words that are almost the same as the original article, lecture, text or journal, even if you have acknowledged the source
- paraphrasing without acknowledging the source
- using part or all of an assignment from a previous assessment task without acknowledgement (even if it is your own)

Acts of plagiarism are not tolerated at CSC and are treated very seriously (see *Assessment and Academic Good Standing Policy*). The safest rule is to always acknowledge and reference the sources used when synthesising information into your own writing.

Why reference?

Understanding and using referencing systems is an important part of your academic reading and writing. Referencing can be defined as acknowledging the author or source of information in a text. Referencing is a valuable tool for any academic writer because:

- understanding referencing can help you to find additional information for your research
- it gives credibility to your interpretations because you can demonstrate how they fit into the field of knowledge about which you are writing
- it enables you to acknowledge your sources and avoid charges of plagiarism

You use referencing in your assignment writing when you refer to quotations and ideas from your sources of information (in-text referencing).

Chancellor State College uses the Harvard Referencing Style as the main referencing policy.

What is in-text referencing?

In the Harvard style of referencing, in-text references requires the author's family name and the year of publication. Page numbers are always shown for direct quotations. In-text citations direct the reader to the reference list for the source material.

When should you reference?

Make an in-text reference when you:

- directly quote or paraphrase a source
- want to support and validate your argument
- use ideas from a particular source
- include tables and/or figures
- need to demonstrate that you have researched the subject adequately

Using Direct Quotes

Quotations are the exact words taken from any published or unpublished material and must be enclosed in single quotation marks. When acknowledging the source of the quotation in the text, you must include the author's family name, the year of publication and the page number. They are used to portray a writer's meaning and ideas as well as to provide credibility to your own writing.

Paraphrasing

Paraphrased material is a condensed version of the text containing the original meaning and ideas. It is structured differently from the original and it is not always the same length. When using this in your own academic writing you must acknowledge the original source. When acknowledging a paraphrase, include the author's family name and the year of publication.

Success criteria for a paraphrase	
maintains the same meaning as the original	✓
is in your own words	✓
is structured differently from the original	✓
need not be the same length as the original	✓
must acknowledge the original source	✓
maintains the same meaning as the original	✓

Summarising

When writing a summary you are restating the author's main ideas and points in your own words. Details and examples are left out unless they are required to clarify the main point. A summary is synthesised information which is shorter than the original text and does not change the author's meaning but may use the author's words.

Success criteria for a summary	
provides an overview of the original	✓
reduces the original to its main ideas and concepts	✓
omits the details	✓
cites the original source	✓
contains a thesis	✓
contains concisely stated main points	✓

What is the difference between a bibliography and a list of references?

A **reference** list includes all the sources you have cited in your assignment. A reference list allows the reader to verify the information you used. In contrast, a **bibliography** acknowledges all sources of information you have consulted on the topic, whether or not you have actually referred to them in your text. Lists of references and bibliographies contain, in alphabetical order, the full publishing details of the sources used or consulted respectively. In most assignments, you will be required to supply a reference list, not a bibliography. The references used within your assignment must be consistent with the information in the list of references.

Referencing in Years 7–9

In all subjects, students are required to use a variety of different sources as evidence to support their ideas. However, according to the ACARA Humanities and Social Sciences Curriculum, students studying History in Years 7 and 8 are specifically required to acknowledge sources that are used in the construction of texts in order to meet the requirements of the Achievement Standard for these year levels. In the study of History in Years 9 and 10, these sources must also be referenced for students to meet the Achievement Standard.

Referencing in Years 10–12

Senior students are required to use a variety of different sources to support their ideas across subject areas. When synthesising this information students must cite and reference correctly to acknowledge the original authors to avoid plagiarism as part of the CSC assessment policy.

<p>Website: author known</p>	<p>Cite the following information:</p> <ol style="list-style-type: none"> 1. author (the person or organisation responsible for the site) 2. year (date created or last updated) 3. title (in italics) 4. name of sponsoring agency of site 5. viewed day month year (the date you viewed the site) 6. URL <in angle brackets> <p>NB: full stop after URL.</p> <p>In-text referencing: The World Health Organization (WHO 2013) projects that ... WHO (2013, np) reports that '...'. <i>(NB: US spelling is retained when using an official name. Use initials in brackets only if you cite the source more than once in-text)</i></p> <p>List of references World Health Organization (WHO) 2013, <i>Diabetes</i>, fact sheet no. 312, WHO, viewed 26 November 2013, <http://www.who.int/mediacentre/factsheets/fs312/en/>.</p>																		
<p>Image:</p>	<p>Online images/diagrams as figures: Figures include diagrams, graphs, sketches, photographs and maps. If you are writing a report or an assignment where you include any such visuals as figures taken from a source, as opposed to figures created from data you gathered, you must include a reference. If you include figures in your work, they should be numbered. Captions should be very simple and descriptive and be followed by an in-text citation. Figure captions should be directly under the image.</p> <p>Cite the following information:</p> <ol style="list-style-type: none"> 1. author 2. year 3. title of image (in single quotations) 4. page title (in italics) 5. format (figure) 6. date of last revision (date and month, if available) 7. sponsoring organisation 8. viewed day month year (the date you viewed the site) 9. URL of the site displaying the image <in angle brackets> <p>NB: full stop after URL.</p> <p>In-text referencing:</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="422 1435 718 1731"> </div> <div data-bbox="909 1435 1284 1731"> <table border="1"> <caption>Agricultural Water Use (kL)</caption> <thead> <tr> <th>State/Territory</th> <th>Water Use (kL)</th> </tr> </thead> <tbody> <tr> <td>NSW</td> <td>~3,500,000</td> </tr> <tr> <td>VIC</td> <td>~1,800,000</td> </tr> <tr> <td>QLD</td> <td>~1,500,000</td> </tr> <tr> <td>SA</td> <td>~800,000</td> </tr> <tr> <td>WA</td> <td>~400,000</td> </tr> <tr> <td>TAS</td> <td>~200,000</td> </tr> <tr> <td>NT</td> <td>~100,000</td> </tr> <tr> <td>ACT</td> <td>~50,000</td> </tr> </tbody> </table> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="300 1765 813 1821"> <p>Figure 1 Khafre's funerary complex Source: Ancient Egypt Research (AERA) (2014)</p> </div> <div data-bbox="906 1765 1396 1850"> <p>Figure 2 Agricultural water use Source: Australian Bureau of Statistics (ABS) (2013)</p> </div> </div>	State/Territory	Water Use (kL)	NSW	~3,500,000	VIC	~1,800,000	QLD	~1,500,000	SA	~800,000	WA	~400,000	TAS	~200,000	NT	~100,000	ACT	~50,000
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<p>List of references Ancient Egypt Research Associates (AERA) 2014, 'Khafre's funerary complex', <i>Sphinx Project</i>, digital photograph, AERA, viewed 25 November 2011, <http://www.aeraweb.org/projects/sphinx/>.</p> <p>Australian Bureau of Statistics (ABS) 2013, 'Agricultural water use', <i>4618.0 Water use on Australian farms, 2011-12</i>, figure, 31 May, ABS, viewed 25 November 2013,</p>																			

<<http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/4618.0main+features32011-12>>.

NB: ABS catalogue number is part of the title.

NB: Acronym or initialism in brackets only if you cite the source more than once in-text and you use the acronym or initialism in-text.

List of references

University of the Sunshine Coast (USC) 2015, *Referencing: A Student's Guide to Harvard Style*, Sixth Edition, viewed 15 March 2016 <<http://libguides.usc.edu.au/help-referencing>>.

Disclaimer: *The policies and procedures of Chancellor State College may be subject to change throughout the school year. Any changes will be notified to parents and carers through the College Newsletter and updated on the College Website. Students will be advised through email and student assemblies.*