

This guide addresses the concept of plagiarism and how to avoid plagiarising by using referencing. These topics are an integral part of academic writing. The Business School uses either in-text referencing (the Harvard system, or APA) or footnotes (see Australian Guide to Legal Citation). You should always check your course outline or ask your tutor as to the preferred style of referencing for a particular course.

Let's begin by clarifying the reasons why it is important to reference all sources of information in your texts:

1. **To add credibility to your argument** – the use of academic sources to support your work shows that you have undertaken research and gathered some knowledge on a topic rather than made up the information.
2. **To acknowledge the work of others** – in the same way an artist or group of artists are recognised for a song or video, an author needs to be credited with their written work and ideas.
3. **To show your 'voice'** – you need to reference the work of external sources so that your audience can see your argument and how it relates to the relevant literature and sources. If you do not reference, the audience cannot differentiate between your work and that of other people. Your work will be severely compromised if it is perceived that you are taking credit for others' ideas, i.e., plagiarised.

### What is Plagiarism?

The EDU defines plagiarism as using the work of other people as if it was your own. This means:

1. **Buying, stealing or borrowing and submitting it as your own work – even if it is your friend's work from last session and they are happy for you to borrow it.**
2. **Downloading, copying, cutting and pasting text from an electronic source and submitting it as your own work – this means cutting and pasting content from on-line sources that you think no one will ever find.**
3. **Using the words of someone else and presenting them as your own – you must use quotation marks to show a direct citation.**
4. **Using significant ideas from someone else and using them as your own – concepts or theories need to be acknowledged.**
5. **Relying too much on other people's materials – while a rule of thumb is two or more references per paragraph, too many quotes (especially long quotes) or references mean that your voice is lost.**

### How to Avoid Plagiarism

The simplest way to avoid plagiarism is to adopt the habit of always telling your reader where your ideas and information come from. In academic texts, we do this by citing or referencing the sources we borrow from. Many students find referencing challenging at first. It can be confusing as different types of sources, journals, textbooks or online resources require slightly different information in the citation. Here are some guidelines:

## Points, Punctuation and Grammar

- Note that the full stop is after the bracket at the end of a sentence
- Watch your subject/verb agreement and your reporting phrase, Molly (1995) claims that... Molly and Smith (1995) claim that....
- If you are using a relative clause, include *that* e.g. Bally (2005) claims that
- If are using the reference as an adjunct, separate with a comma e.g. According to Jones (2006), people need to sleep...
- Quotes have single inverted commas on either side of the quote e.g. Blair and Geiger (1997, p. 325) argue that '...radiation is harmful to our health'.
- When writing a long quote (a quote over three lines long) start the quote on a new line and indent
- When writing a quote or paraphrase include the page number e.g. Brian et al (2004, p32) claim that
- When you are writing a summary, the last name and year is sufficient e.g. Brian et al (2004) claim that
- Avoid using simple reporting phrases such as said, says or writes. See the guide *Acknowledging Sources* on Moodle.
- Refer to authors in the present tense unless they are deceased or the idea or concept has been superseded e.g. Freud believed that, while today psychoanalysts believe that
- Avoid too many quotes – especially long quotes Ask yourself each time if a quote is necessary. Do not rely on the quote to present an idea. Rather, use a quote to support a point your text makes

## Author Focused In-Text Referencing

**Author focused referencing** is useful if you are using an idea or point and the author is well known or you would like to focus on the strength of their words.

### One Author

Quote	Hall (1999, p.175) suggests that “the grass is greener in England than Australia due to climate and soil quality”
Paraphrase	Hall (1999, p.175) argues that in England the colour of the grass is more verdant as a result of environmental factors.
Summary	Hall (1999) implies that environmental factors affect the colour of grass

### Multiple Authors

Two Authors	Gates and Lance (2007, p.134) define motivation as... According to Crisp and Fish (2000),
Three or more authors, one text	Jones et al. (2001) purport that....
Two or more separate texts	Michelson (2006) and Steel and Smith (2004) claim that...
Using a cited author	Michael (2005, p.34 cited in Jones 2007, p.123)

## Point focused In-text Referencing

**Point focused** referencing is useful when you are summarising complex ideas, concepts, strategies or when you want to focus on the information. Putting the reference at the end of a sentence takes emphasis from the author's name and can suggest that you are summarising.

When you **paraphrase** or **summarise**, place the reference at the end of the paraphrasing:

Work intensification is a current trend wherein employees are working longer hours and are working more intensely than in previous generations (De Cieri 2005).

## How do you write in-text references using the Harvard style?

You include the author's family name, the year of publication and sometimes the page number in parentheses inside or at the end of a sentence in the text of your assignment e.g. (McCloskey 2006, p. 63)

If the author is part of the grammar of the sentence then the parentheses are around the year and page number only, e.g. McCloskey (2006, p.63) argues that ... .

If your source is a website and there is no personal author or page number you provide the name of the organization responsible for the site name, and the year of update e.g. (Asian Development Bank 2002)

## How to Present end-of-text References using the Harvard Style?

At the end of the assignment, you must list all the sources you referred to in your text in alphabetical order according to the first letter of the author's family name. If there is no specific author then you list the source according to the first letter of the name of the organisation that produced the report or that owns the website or of the title of a document if there is no author/owner.

For a book you should provide the family name and initial(s) of the given name(s), year of publication, publisher and place of publication as follows:

White, K.W. & Baker, J.D. 2006, *The Student Guide to Successful Online Learning: a handbook of tips, strategies and techniques*, Pearson Education Inc, Massachusetts, USA

For an article you should provide the family name and initial(s) of the given name(s), year of publication, name of journal, volume and issue number of journal as follows:

Boon Teo, C., Chang, A., and Kheng Leng, R.G., 2006, 'Pedagogy Considerations for E-learning', *International Journal of Instructional Technology and Distance Learning*, Vol. 3, No. 5. <http://www.itdl.org/> date accessed 5/12/2007

(Note: The titles of journals, magazines and newspapers are written in italics or underlined; the titles of articles, chapters etc are inside inverted commas '...'.)

For a website you should provide the family name and initial(s) of the given name(s), if available; or institutional name, update year, if provided, or year of publication; title of home page, date of access and website, as follows: Asian Development Bank, 2006, 'Regional and Country Highlights: Indonesia', viewed 12 November 2007, <<http://www.adb.org/Countries/Highlights/INO.asp>. >

## Is there a Difference between a Reference List and a Bibliography?

The terms *List of References* or *References* list only the sources found in-text. The term *Bibliography* is used when other sources, which have been consulted but not referred to in the assignment, are included in the list. The latter term is used more often with the footnote or endnote method of referencing. Sometimes, the terms *References* and *Bibliography* are used interchangeably.

## Where can I get more Information on Referencing?

You will use many different kinds of sources for your assignments and you will need to know how to reference each type of source correctly according to the style you are using. The EDU's Harvard Referencing Guide provides a comprehensive overview of a Harvard referencing style

<http://www.asb.unsw.edu.au/learningandteaching/Documents/Harvardreferenceguide.pdf>

For a guide to using footnotes, the referencing system used by the School of Taxation and Business law, see The Australian Guide to Legal Citation, at:

<http://www.law.unimelb.edu.au/files/dmfile/FinalOnlinePDF-2012Reprint.pdf>

A useful website for detailed information on the Harvard style of referencing is the UNSW's Learning Centre's guide at: <http://www.lc.unsw.edu.au>

Another user friendly Harvard referencing guide is available from the University of York, UK, at:

<http://www.york.ac.uk/integrity/harvard.html#>