

What is plagiarism? Plagiarism is using the work of other people without acknowledgement. Rules about plagiarism apply to all texts, including written information, pictures/images, maps, tables and figures from all sources (e.g. books, journal articles, the Internet and magazines). Plagiarism can also apply to spoken words (e.g. a radio broadcast or a lecture). All students should know that plagiarism is a serious violation of academic values, with potentially serious consequences, which are outlined in the UNE Policy documents that you can find at [Avoiding plagiarism @ UNE](#).

You should know how to:

1. Cite your source
2. Paraphrase or use direct quotes
3. Check your understanding of paraphrasing

NOTE: APA referencing style is used in used in this fact sheet.



WARNING

To avoid inadvertently plagiarising, you must always:

- 1: Cite your sources in your academic writing and references

AND

- 2: Use paraphrases and direct quotations correctly in your text.

1. Cite your source

Regardless of whether you have used **direct** or **indirect** quotations (paraphrases or summaries), you need to **acknowledge the source** of the ideas you are using in your writing. This is called **in-text referencing**. There are two main methods of referencing used at UNE: author-date systems (such as APA) and footnoting systems. See the referencing resources available on the [ASO website](http://www.une.edu.au/tlc/aso/) <<http://www.une.edu.au/tlc/aso/>>. You will find information on your school referencing conventions by clicking on *UNE referencing*.

2. Paraphrase or use direct quotes

Paraphrase

Paraphrasing means putting the ideas and information gained from other sources **into your own words**. Clearly, there may often be technical or discipline-specific words that you cannot replace; however, the sentence and paragraph structure must be your own. This is called paraphrasing, and the resulting piece of text is an **indirect quote**. Paraphrasing is easiest if you refer to a number of sources and try to draw out the main concepts or information. These then may be reorganised and words/word order changed so that the resulting text is in YOUR voice. Try to avoid reliance on word-for-word paraphrasing involving frequent resort to a Thesaurus; the resulting writing will probably sound stilted and will not flow easily. For instructions, see the ASO fact sheet: *Paraphrasing and summarising*.

Direct quotes

Paraphrasing is essential in academic writing, but may be supplemented by the **occasional** use of the **exact words** from a source such as a book, journal article or website. This is called a **direct quote**, and you need to indicate that these are not your words. You do this by enclosing the quote (if less than 40 words) in **double inverted commas**, or by indenting the quote (if longer than about 40 words). For instructions, see the ASO fact sheet: *Quoting authors*.



3. Check your understanding of plagiarism

The following sentence is taken directly from Newble and Cannon (1989, p. 2).

“Motivation is such a key factor that it appears to be more important in learning than intelligence.”

Six possible ways to present this idea are given below. [Try to work out which are plagiarised, and which are acceptable.](#) The answers are on the bottom of this page.

1. Motivation is such a key factor that it appears to be more important in learning than intelligence.
2. “Motivation is such a key factor that it appears to be more important in learning than intelligence.”
3. “Motivation is such a key factor that it appears to be more important in learning than intelligence” (Newble & Cannon, 1989, p. 2).
4. According to Newble and Cannon (1989, p. 2), “Motivation is such a key factor that it appears to be more important in learning than intelligence”.
5. A key factor in learning is motivation, which appears to be more important than intelligence (Newble & Cannon, 1989, p. 2).
6. Motivation may be more critical than intelligence in learning (Newble & Cannon, 1989, p. 2).
7. Newble and Cannon (1989, p. 2) suggest that motivation may be more critical than intelligence in learning.

References

Newble, D., & Cannon, R. (1989). *A handbook for teachers in universities and colleges*. London, UK: Kogan Page.

University of New England. (2011). Avoiding plagiarism @UNE. Retrieved from <http://www.une.edu.au/tlc/aso/plagiarism.php>

Answers

1. **Not acceptable:** Needs double quotation marks to indicate direct quote, and source needs to be cited.
2. **Not acceptable:** Although direct quote is indicated, the source needs to be cited.
3. **Acceptable:** Direct quote indicated and source cited.
4. **Acceptable:** Direct quote indicated and source cited.
5. **Not acceptable:** An attempt has been made to alter the words of the original, but it is still too close to the source text.
6. **Acceptable:** Indirect quote with source cited.
7. **Acceptable:** Indirect quote with source cited.