COFFS HARBOUR CHRISTIAN COMMUNITY SCHOOL YEAR 12

Plagiarism and Referencing Policy

Plagiarism is taking another person's work or ideas and presenting them as your own. Plagiarism is a form of theft. In the outside world, plagiarism is illegal and can result in very expensive legal claims. At a University level, students who are caught plagiarising can be expelled.

WHAT NOT TO DO:

- You may not copy parts (sentences, paragraphs etc) out of books, newspapers, encyclopaedias, internet sites, or other students' work. If you do use someone else's work as part of your writing, then that work must be acknowledged as not being your own (see Section D of this booklet for how to reference).
- You may not use another person's idea without correct acknowledgement (see below).
- You may not submit work that has been written by someone else, such as a tutor, parent or friend, or which has in previous years been submitted by an older sibling.
- Do not allow another student to copy your work. If you are feeling pressured to do this then please see the relevant teacher or Head of Department.

HOW TO AVOID PLAGIARISM

- Always use quotation marks around direct quotes taken from someone else's work. This quote then needs to be referenced (see Section D of this booklet).
- If you include someone's ideas or work in an assignment or research task/essay, always include a bibliography that details all the sources you used.
- Always acknowledge in your bibliography sources that you may have used for background information, even if you did not take any direct quotes.
- Even in oral tasks you must acknowledge the use of other people's work and/or ideas.
- It is acceptable to have someone edit your work and suggest ways of improving your writing. You are able to consult parents, friends, teachers etc to advise you, but they must not do the work for you.

PENALTIES

If a teacher reasonably suspects that a students work is plagiarised they will consult with the Director of Studies and their Head of the Department who will then decide which one, or more, of the following will apply to your situation, depending on the extent of the plagiarism.

- Verbal warning;
- A reduction in marks;
- A mark of zero awarded for the work;
- Insistence of a resubmission of the assignment (that may or may not then be eligible for any marks being awarded);
- Written notification to parent/guardian and an interview requested;
- Suspension of participation in school activities;
- Referral to the Principal and/or panel for additional discipline.

If a student have plagiarised work in your submission of an assessment task (Years 10, 11 and 12) there will be an official warning letter issued. A mark of zero in any assessment task may have a serious effect on a students mark/grade for the subject.

EXAMPLES OF PLAGIARISM

A student is guilty of plagiarism if they:-
- Copy the work of another student (with or without permission) and submit it as their own;
- Submit someone else's work as you own;
- Submit an assignment that was produced in conjunction with other people when it is supposed to be a students own work (i.e. another student, tutor, and parent);
- Fail to provide a Bibliography that identifies research sources and acknowledgement of other peoples work;

EXAMPLES OF PLAGIARISM (CONT.)

- Allow a student to copy your work and submit it as their own;

- Fail to acknowledge paraphrase material from another source;
- Fail to indicate with quotation marks that you copied another person's exact written words or symbols or drawings;
- Fail to name a person whose exact words were used in an oral report;

- Piece together work from different sources into new work i.e. "cut and paste" from internet;
- Use plots, characters, theories, concepts, designs from other sources e.g. novels, TV shows, films etc and present them as a students own work without acknowledging the author;
- Buy or obtain a paper from an internet research service or "cyber-cheating site" and submit as a students own work.

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully, the cited author's arguments. The conventions/customs of argumentative essays, require that a student provides information and evidence to support their considered opinion or point of view. Doing this shows that it is a students considered opinion and not just a reaffirmation of a formerly held prejudice and bias. Documenting all sources is important so that credit is acknowledged to the person who came up with the original work, idea, thought or research. Plagiarism is presenting someone else's work, ideas, thoughts or research as ones own.

WHEN TO REFERENCE

Students must reference if they:

- Directly quote the exact words of another writer/author.
- Paraphrase another writer's ideas, theories and/or research, that is, refer to someone else's ideas, theories and/or research using ones own words.
- State specific, factual and/or anecdotal (retelling a story) information such as statistics, graphs, verbal interviews, diaries.
- Present another writer's interpretation, point of view, opinion or understanding about a piece of literature, legislation, history, discourse, or academic/scientific inquiry.

HARVARD (AUTHOR – DATE) SYSTEM OF REFERENCING:

Our school uses the Harvard System of Referencing to cite information sources.

Two types of citations are included:

1. Reference Lists are located at the end of the work and display full citations for sources used in the assignment.

Here is an example of a full citation for a book found in a Harvard Reference list:
Fitzgerald, F. (2004). The Great Gatsby. New York: Scribner

2. In-text citations are used when directly quoting or paraphrasing a source. They are located in the body of the work and contain a fragment of the full citation. Depending on the source type, some Harvard Reference in-text citations may look something like this:
"After that I lived like a young rajah in all the capitals of Europe…" (Fitzgerald, 2004).

The following list is not exhaustive. If you want to know how to correctly reference other forms of information such as magazines, blogs, dictionaries, emails or government publications etc. please go to the following website for help: http://www.citethisforme.com/harvard-referencing

JOURNALS

Print Journal Articles
The standard structure of a print journal citation includes the following components:
- Last name, First initial. (Year published). Article title. Journal, Volume (Issue), Page(s).

Example:
- Ross. N, (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. Philosophy Today, 59(2), pp. 269-290.
- Dismuke, C. and Egede, L. (2015) The impact of Cognitive, Social and Physical Limitations on Income in Community Dwelling Adults With Chronic Medical and Mental Disorders. Global Journal of Health Science, 7(5), pp. 183-195.

Journal Articles Found on a Database or on a Website
When citing journal articles found on a database or through a website, include all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Structure:

Last name, Don't forget the comma	**First initial.** Don't forget the full stop	**(Year published).** Year inside parenthesis and full stop	**Article title.** Don't forget the full stop	**Journal,** Don't forget the comma	**[online]** Just as it appears here in brackets	**Volume (Issue),** Don't forget to use parenthesis and the comma	**pages.** Don't forget the full stop	**Available at:** Just as it appears here and don't forget the colon	**URL** Write the full address line	**[Accessed Day Month. Year].** Use brackets and the full stops

Example:
- Raina, S. (2015), Establishing Correlation Between Genetics and Nonresponse. Journal of Postgraduate Medicine, [online] Volume 61(2), p. 148. Available at: http://www.proquest.com/products-services/ProQuest-Research-Library.html [Accessed 8 Apr. 2015]

Harvard Reference List Citations for DVD, Video and Film
When citing a DVD, Video or Film, us e the following format:

Film title. Use italics and don't forget the full stop	**(Year published).** Year inside parenthesis and full stop	**[Format]** Place inside brackets: DVD or film etc	**Place of origin:** Just as it appears here in brackets	**Website name.** Don't forget the colon	**Film maker.** Don't forget the full stop

*The place of origin refers to the place where the DVD, film or video was made. Eg: Hollywood.
**The film maker can be the director, studio, or main producer.

Example:
- Girls Just Want To Have Fun. (1985). [film] Chicago: Alan Metter.

Harvard Reference List Citations for Broadcasts
To cite a radio or TV broadcast, use the following structure:

Series Title, Don't forget the comma	**(Year published).** Year inside parenthesis and full stop	**[Type of programme]** Don't forget the brackets	**Channel number:** Don't forget the colon	**Broadcaster.** Don't forget the full stop

Examples:
- Modern Family, (2010). [TV programme] 6: Abc.
- The Preston and Steve morning Show (2012). [Radio Programme] 93.3: WMMR

Interview

Last name of interviewer, Don't forget the comma	**First initial.** Don't forget the full stop	**and** Just as it says	**Last name od interviewee,** Don't forget the comma	**First initial.** Don't forget the full stop	**(Year of interview).** Year inside parenthesis and full stop	**Title or description of interview.** Don't forget the full stop

Example:
- Booker, C. and Lopez, J. (2014). Getting to know J.Lo.

WEBSITES

When citing a website with an author, use the following structure:

Last name,	First initial.	(Year published).	Page title.	[online]	Website name.	Available at:	URL	[Accessed Day Month. Year].
Don't forget the comma	Don't forget the full stop	Year inside parenthesis and full stop	*Use italics and a full stop*	Just as it appears here in brackets	Don't forget the full stop	Just as it appears here	Write the full address line	Use brackets and the full stops

Example:
Messer, L. (2015) 'Fancy Nancy' Optioned by Disney Junior. [online] ABC News. Available at: http://abcnews.go.com/Entertainment/fancy-nancy-optioned-disney-junior-2017/story?id=29942496#.VRWbWJwmbs0.twitter [Accessed 31 Mar. 2015]

When no author is listed, use the following structure:

Website name,	(Year published).	Page title.	[online]	Available at:	URL	Month. Year].
Don't forget the comma	Year inside parenthesis and full stop	*Use italics and a full stop*	Just as it appears here in brackets	Just as it appears here	Write the full address line	Use brackets and the full stops

Example:
Mms.com, (2015). M&M'S Official Website. [online] Available at: http://www.mms.com/ [Accessed 20 Apr.2015]

BOOKS

Books with one author

The structure for a Harvard Reference List citation for books with one author includes the following:
• Last name, First initial. (Year published). Title. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).
• Fill in the table as you use sources in your research (note the punctuation!)

Last name,	First initial.	(Year published)	Title.	Edition.	City published:	Publisher,	Page(s).
Don't forget the comma	Don't forget the full stop	Year inside parenthesis	*Italicise and full stop*	If not the first edition and full stop	Don't forget the colon	Don't forget the comma	Don't forget the full stop

Example: One author AND first edition:
• Patterson, J. (2005). Maximum ride. New York: Little, Brown.

Example: One author AND NOT the first edition:
• Dahl, R. (2004) Charlie and the chocolate factory. 6th ed. New York: Knopf.

When creating a citation that has more then one author, place the names in the order in which they appear on the source. Use the word "and" to separate the names.
• Last name, First initial. And last name, First initial. (Year published). Title. City: Publisher, Page(s).

Examples:
• Desikan, S. and Ramesh, G. (2006). Software testing. Bangalore, India: Dorling Kindersley, p.156.
• Vermaat, M., Sebok, S., Freund, S., Campbell, J. and Frydenberg, M. (2014). Discovering computers. Boston: Cengage Learning, pp.446-448.
• Daniels, K., Patterson, G. and Dunstan, Y. (2014). The ultimate student teaching guide. 2nd ed. Los Angeles: SAGE Publications, pp. 145-151.

*remember, when citing a book, only include the edition if it is NOT the first edition!