

# Referencing and Plagiarism

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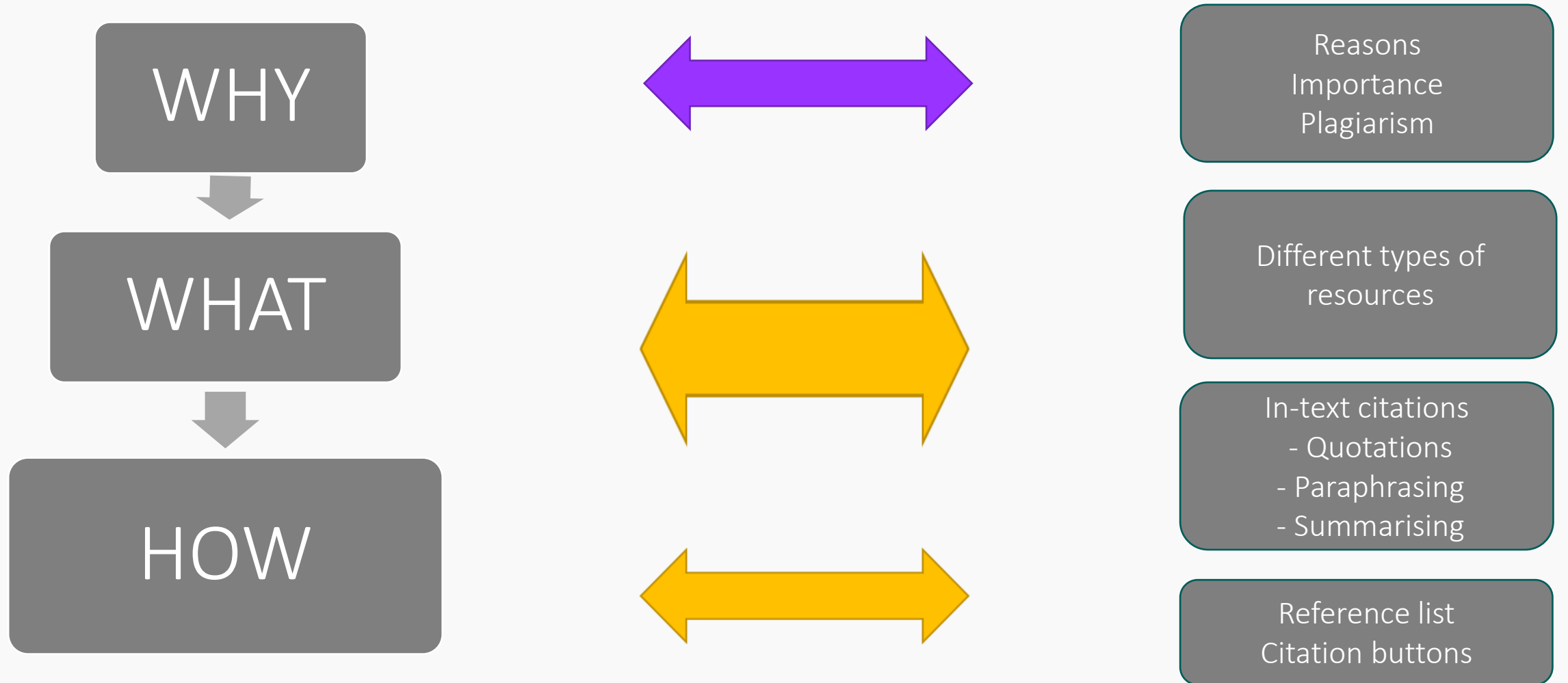
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# Learning Outcomes



# Why should you reference?

- To **acknowledge** when someone else's ideas, theories or research have influenced your work
- To demonstrate the **extent of the research** you have undertaken
- To add **academic trustworthiness** to your arguments by providing the evidence behind them
- To enable your audience to **find the sources** you have used
- To avoid accidental **plagiarism**



[Video: What is referencing?](#)



# When and what do I need to reference?

**Every time** you use some-one else's work

- Direct quote
- Paraphrase
- Summary
- All data ...including images, graphs, tables etc.

Failure to reference could mean that your work may be considered **plagiarism**



# Plagiarism and how to avoid it

Stated in the University Regulations Undergraduate Student Guide; "Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished."

- You can be penalised if you allow your work to be plagiarised by someone else.
- You can also self-plagiarise, this means submitting work that has already been marked for a previous assignment.
- You can also accidentally plagiarise if you don't reference properly.

## Why do students plagiarise?

- Ignorance of academic integrity or digital ethics
- Emphasis on grades vs learning
- Poor time-management & research skills
- Personal values or attitudes
- Peer-pressure
- Temptation & opportunity
- Negative student attitudes towards assignments & teachers

(Park, 2003)



To avoid plagiarism, make sure you reference all your sources; use quotation marks if you are quoting; if you are paraphrasing or summarising, use your own words, but still reference the source.

# What should we reference?



# What is a...

- **Citation** brief details of the sources being used, within the text of the assignment. The purpose is to refer the reader to a full reference at the end of the work
- **Reference**: full details of the sources used directly within the assignment, compiled as an alphabetical list at the end
- **Bibliography**: a list of ALL the texts read for your assignment, whether you have cited them or not, compiled as an alphabetical list at the end



# Example citation/references

Active listening is the key to accurately understanding what another person is saying. It requires effort and discipline. Yet group members are often preoccupied or distracted, and thus do not give 100% of their attention to one another (McKay, Davis, & Fanning, 1995).

Effective listeners suspend judgment in order to first understand the perspective of the speaker. This advanced developmental skill requires listeners to attempt to “get into the shoes” of the speaker and see the issue through his or her eyes before responding (Kegan, 1994 p.98).

Group researchers have observed that one of the most important features of group communication is the level of centralization (Brown & Miller, 2000). When one or two members do most of the talking and comments are routinely directed toward these members specifically, the group is said to have a centralized communication structure (Huang & Cummings, 2011).

## References

Brown, T.M. and Miller, C.E. (2000) ‘Communication Networks in Task-Performing Groups: Effects of Task Complexity, Time Pressure, and Interpersonal Dominance’, *Small group research*, 31(2), pp. 131–157. Available at:

<https://doi.org/10.1177/104649640003100201>

Huang S., and Cummings J. N. (2011). ‘When critical knowledge is most critical: Centralization in knowledge-intensive teams’, *Small Group Research*, 42(6), pp. 669–699.

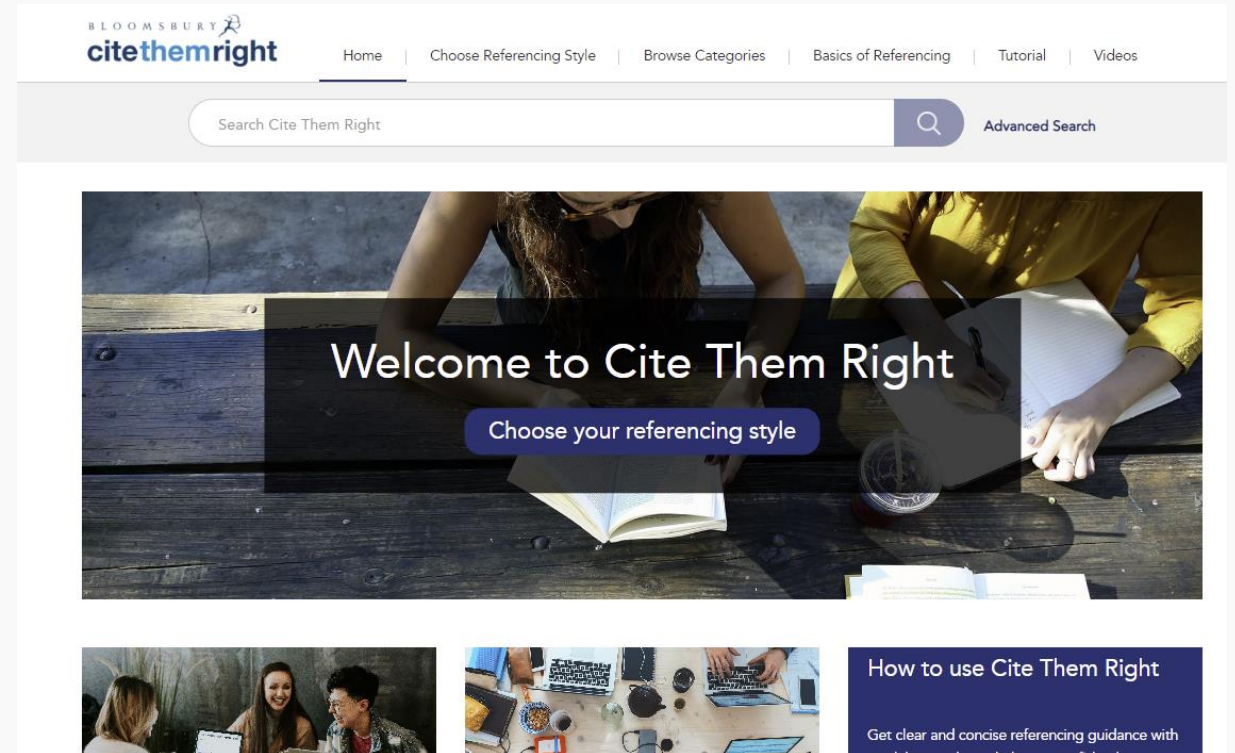
Kegan R. (1994). *In over our heads: The mental demands of modern life*. Cambridge, MA: Harvard University Press.

McKay M., Davis M., & Fanning P. (1995). *Messages: The communication skills book* 2<sup>nd</sup> edn. Oakland, CA: New Harbinger Publications.



# Cite them Right Online

Cite them Right Online is a key resource or tool that helps you understand why referencing is important and also provides guidance on how to create and structure your citations and references according to the 'rules' of a variety of referencing styles.



“

*Live  
demonstration*



# Example of a physical book/eBook

## WHO

Author/Editor

## WHEN

Year of publication (in brackets)

## WHAT

Title (in italics)

Edition (if relevant)

## WHERE

Place of publication Publisher

Belbin, M (2010) *Team roles at work.* Oxford: Routledge

# Example of a Journal

## WHO

Author

## WHEN

Year of publication (in brackets)

## WHAT

Title of article (in single quotation marks)

Wilson, R., Joiner, K and Abbasi, A. (2021) 'Improving students' performance with time management skills', *Journal of university teaching & learning practice*, 18(4), pp.230-250.  
Available at: <https://doi.org/10.53761/1.18.4.16>

## WHERE

Title of journal (in italics)

Issue information & pages

# Example of a website

## WHO

Author/Organisation

## WHEN

Year of publication (in brackets)

## WHAT

website title (in italics)

## WHERE

Available at

Accessed date

SkillsYouNeed (2017) *Barriers to Effective Communication.*

Available at: <https://www.skillsyouneed.com/ips/barriers-communication.html>

(Accessed: 13 October 2020)

# Which is correct?

Cottrell, S. 2019 The Study Skills Handbook . 5<sup>th</sup> ed. London : Red Globe Press.

S. Cottrell (2019) '*The Study Skills Handbook*' . 5<sup>th</sup> edition. London : Red Globe Press.

Cottrell, S. (2019) *The Study Skills Handbook* . 5<sup>th</sup> edn. London : Red Globe Press.

# Any questions?



<https://pixabay.com/en/road-sign-attention-right-of-way-63983/>

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