

The following guidelines should help you to avoid plagiarism:

Write the source on any notes or copies you make from any document or electronic sources such as the internet. The habit of copying or 'cutting-and-pasting' text directly from a source as you read is very dangerous. It is easy to forget that the notes you make or excerpts you have 'cut-and-pasted' are not your own and to later write them into an essay or report as if they were your own words.

Keep details of the sources you have relied upon for each assignment throughout the unit. Plagiarism is often the result of lack of care, poor study and/or poor referencing methods.

Acknowledge all sources containing the concepts, experiments, performances or results from which you have extracted or developed your ideas, even if you put those ideas into your own words.

Acknowledge the source of all images you include in your assignments.

Always use quotation marks or some other acceptable indicator of quotation when quoting directly from a work. It is not enough merely to acknowledge the source.

Avoid excessive paraphrasing and quoting, even where you acknowledge the source. Instead, read your sources then put them out of sight. Think about the meaning that is important and relevant to you and your task, then write this in your own words. This approach will help improve your writing generally.

Be familiar with the style of acknowledgment that is recommended for use in each of your units, including the referencing techniques required for information sourced from the internet.

Be aware of the rules regarding group work and collaboration. Collaboration (appropriately acknowledged) is permitted in the case of team or group projects. It is also permitted in the more general case when the collaboration is limited to the discussion of general strategies or help of a general nature. If you have any doubt about what constitutes authorised (legitimate) and unauthorised collaboration (collusion) for specific assessment tasks, seek advice.

Understand that the distinction between what needs to be acknowledged and what is common knowledge is not always clear. As you gain experience you will learn the acceptable practices for acknowledgment in the disciplines in which you study, but while you are learning, always play safe and acknowledge.

Keep a printed (hard) copy and (where possible) an electronic copy of all of your submitted work to assist you in case you ever need to answer an allegation of plagiarism. This is important for your own protection against possible misuse of your submitted assignment by another student and against possible suspicion of plagiarism if you ever have to resubmit an assignment that has 'gone astray'. If your original assignment has been lost, stolen or damaged, you must be able to produce it again as needed, without undue delay.