Understanding Referencing and Avoiding Plagiarism

Learning Enhancement Team
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Variety is the Spice of Life!

Different Schools...                                  ....Different Rules

• Can you use ‘I’ in an academic text?
• Should an essay have section headings?
• How long is a report?
• Do you use primary or secondary research?
• Footnotes, endnotes or no notes?
• Harvard style referencing or MLA? What about APA?

Which school are you in? What is acceptable and what is unacceptable in your field?

Always check in your module handbooks or with your tutor if you are concerned about appropriacy
Understanding Plagiarism and Referencing Workshop Aims

1. Understand why referencing is so important
2. Look at what plagiarism means
3. Learn how to use/create direct quotations, summaries and paraphrases
4. Explore referencing and plagiarism support and detection tools at Middlesex

This workshop will address the Harvard style of referencing.
Referencing as “Entering the Conversation”

Intellectual (*logos*):

- **Locating** your main aim within its wider academic or professional context
- **Positioning** meaning, significance, relevance and purpose within the discipline

Social (*ethos*):

- **Establishing** your right to speak as an “expert insider”
- **Establishing** why someone should read your work

Rhetorical:

- **Developing** the story line through your paper
Terminology

Match the terms with their definitions.

- **Citation / in-text citation**: This gives brief details (for example author, date, page number) of your source of information within your text.

- **Source**: The document or item that you are referring to.

- **Reference**: The full publication details of the work cited.

- **Reference list / bibliography**: A list of source details at the end of your assignment.

- **Quotation / direct quotation**: The words or sentences from another information source used within your text.

- **Secondary referencing**: Citing/referencing a source that has been mentioned or quoted in someone else’s work.

Modified from: citethemright.com
What is plagiarism?

Plagiarism – using extensive unacknowledged quotations from, or direct copying of, another person’s work and presenting it for assessment as if it were your own effort. This includes the use of 3rd party essay writing services.

Collusion – working together with other students (without the tutors permission), and presenting similar or identical work for assessment.

Self-Plagiarism – including any material which is identical or substantially similar to material that has already been submitted by you for another assessment in the University or elsewhere.

Source: Middlesex University, Section F, Academic Misconduct (2014)

Plagiarism can be intentional or unintentional.

In this workshop, we will address how to reference correctly in order for you to be with integrity.
## Direct quotations, paraphrases, summaries

<table>
<thead>
<tr>
<th>Definition</th>
<th>Direct Quotation</th>
<th>Paraphrase</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taking an unchanged piece of writing and putting it into your own work.</strong></td>
<td></td>
<td>When you re-word a particular passage or idea into your text.</td>
<td>Putting the main points from a piece of writing into your text.</td>
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</table>

<table>
<thead>
<tr>
<th>Common uses</th>
<th>Direct Quotation</th>
<th>Paraphrase</th>
<th>Summary</th>
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</thead>
<tbody>
<tr>
<td><strong>When there is absolutely no other way to re-phrase the original idea</strong></td>
<td></td>
<td>When you want to include an idea that is attributable to another source.</td>
<td>When you are talking about the general findings of a paper.</td>
</tr>
<tr>
<td><strong>When you are commenting on the actual wording of the original reference.</strong></td>
<td></td>
<td>When you want to provide a broad overview of a source.</td>
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Sources need to be included in all of these cases!
Direct quotation, paraphrase or summary?

1. Sigalotti et al. (2007, p. 330) define epigenetics as ‘heritable changes of gene expression that do not derive from alterations of the nucleotide sequence of DNA.’

2. Epigenetics can be understood as the study of how gene expression, rather than gene code, is modified (Sigalotti et al., 2007, p. 330).


ORIGINAL:
Epigenetics refers to heritable changes of gene expression that do not derive from alterations of the nucleotide sequence of DNA (Sigalotti et al., 2007, p. 330).

Quotation
Paraphrase
Summary
Direct quotation, paraphrase or summary?

**ORIGINAL:**
The transactional leadership process builds upon exchange: the leader offers rewards (or threatens punishments) for the performance of desired behaviors and the completion of certain tasks (Bass and Avolio, 1997). This type of leadership may result in followers' compliance, but is unlikely to generate enthusiasm for and a commitment to task objectives.

1. A transactional leadership is one that expects a certain kind of performance from its followers in exchange for some sort of reward or punitive action, depending on the outcome (Bass and Avolio, 1997, cited in Nguyen and Mohamed, 2001, p. 208).

2. A correlation between transformational as well as transactional leadership styles and knowledge management has been found (Nguyen and Mohamed, 2001).

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**Paraphrase**

**Summary**


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Understanding Referencing and Avoiding Plagiarism
Language to use direct quotations

• In terms of direct quotations, you have two choices:

<table>
<thead>
<tr>
<th>Author is removed from the grammar of sentence:</th>
<th>Author is included in the grammar of the sentence:</th>
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<p>| | |</p>
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<tr>
<td>Hall (1998, p. 32) states that ‘codes fix …’</td>
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</table>

• When would you use these?
Language to Paraphrase

Change the syntax
• i.e., the word order

Change the word class
• i.e., a noun → verb; verb → adjective; verb → noun

Use synonyms
• i.e., *happy, delighted, pleased*...
Secondary referencing

- Use secondary referencing when you have not read the primary source.

**Harvard examples**

| In-text citation | Harvey (2010, quoted in Lewis, 2012, p. 43) provides an excellent survey ...
|------------------|------------------------------------------------------------------------------------------------------------------|
| In-text citation | White's views on genetic abnormalities in crops (2011, cited in Murray, 2012) support the idea that ...
| In-text citation, no authors | Manipulating the gene code of crops is a popular subject due to global climate changes (Horton, 2012, cited in Chu, 2016) |

- Do not include the reference details for the primary source in the reference list unless you have read it.
References


Further resources for referencing assistance

The Library

The Library offers advice on referencing, as well as help with finding and accessing resources and literature searching.

- Schedule an appointment with your librarian
- Librarians by subject area
- Ask a Librarian - online library enquiry service - contains useful referencing FAQs.

How do I integrate sources into my text? Is this paragraph too reference heavy?

Learning Enhancement Team (LET)

The Academic Writing and Language (AWL) team are part of the LET.

AWL can help you avoid plagiarism, as well as providing support with academic writing, the use of language and other common academic activities (e.g. presentations, understanding academic text, etc).

My tutor has told me that I plagiarised. I need some advice about what happens next.

The Welfare & Academic Advice team offers students independent information, advice and referral on all aspects of university life, including allegations of plagiarism.

Appointments: suadvice@mdx.ac.uk
Call: 020 8411 5365
Email: musuinfo@mdx.ac.uk
Further resources for referencing assistance

Print resources


Online resources for Middlesex students


• Library Guides: [http://libguides.mdx.ac.uk/plagiarismreferencing](http://libguides.mdx.ac.uk/plagiarismreferencing)

• LET Online Materials: [http://unihub.mdx.ac.uk/your-study/learning-enhancement-team/online-resources](http://unihub.mdx.ac.uk/your-study/learning-enhancement-team/online-resources)