AVOIDING PLAGIARISM GUIDELINES

Responsible officer	Ian O'Harae, Dean for Academic and Regional Development
Contact	Kerry Todd-Smith, Policy Coordinator; policy@morling.edu.au
Approved by	Academic Board
Approval date	28 November 2018
Effective date	28 November 2018
Review date	November 2021
Superseded documents	None
Related documents	Plagiarism Procedure: Education; Counselling, Chaplaincy and Spiritual Care Academic Misconduct Policy: Education; Counselling, Chaplaincy and Spiritual Care
Applies to students/staff	Students

1. PURPOSE

To provide clear guidelines so students can avoid plagiarism, which is a form of academic misconduct and incompatible with the Christian standards of Morling College.

2. DEFINITION

Plagiarism is using the words or ideas of others, whether intentionally or not, and presenting them as your own, without clearly acknowledging the source. This includes material from any source, including other staff or students, the internet, published and unpublished works.

The same rules of plagiarism apply to non-essay type assignments (reflections, sermons, exegesis) etc.

Common forms of plagiarism include:

- failing to reference properly
- copying, cutting and pasting text or images from any source and submitting it as your own work
- copying a section of a book or article and submitting it as your own work
- using the words of someone else and presenting them as your own
- using the assignments (in part or whole) of others and presenting them as your own

- using your own past assignment (in part or whole) and resubmitting it in a new assignment (self-plagiarism)

- using significant ideas from someone else and presenting them as your own

- copying the written expression of someone else and submitting it as your own

- using the structure of a source without acknowledging it

3. PRINCIPLES

Know what constitutes plagiarism

The best way to avoid plagiarising is to know what it is, and how to avoid it. Many students plagiarise unintentionally as a result of not knowing how to acknowledge or incorporate sources of information, or from careless note-taking or 'cutting and pasting' electronic sources.

Plan the work

Students should plan ahead and begin writing their assignments well before they are due. Leaving work until the last minute doesn't give the student enough time to read, digest, form their own ideas and write information in their own words. When students rush to meet a tight deadline, they are more likely to plagiarise unintentionally or succumb to the temptation to 'cut and paste' information directly from electronic resources.

Learn how to acknowledge information sources and reference accurately

Students must ensure their assignments are referenced correctly. Referencing allows the student to acknowledge the contribution of other writers in their work and provides evidence to support the assertions and claims in student assignments. By citing experts in the field, students are demonstrating the extent of their reading and research. Referencing is also a way to give credit to the writers from whom the student has borrowed words and ideas. Whenever students use words, ideas or information from other sources in assignments, those sources must be cited and referenced.

References must be accurate, allowing readers to trace the sources of information used. The best way for a student to reference accurately is to keep a record of all the sources used when reading and researching for an assignment.

Reference when using words or ideas from:
- books and journal articles

- newspapers and magazines

- pamphlets or brochures

- films, documentaries, television programs or advertisements

- web pages or computer-based resources

- letters or emails

- personal interviews

- diagrams, illustrations, charts or pictures

- assignments or projects you have previously submitted or published (see Avoid Self-Plagiarism below)

There is no need to reference:

- when a student is writing their own observations (for example, a report on a mission trip)

- when a student is writing about their own experiences (for example, a reflective journal)

- when a student is writing their own thoughts, comments or conclusions in an assignment

- when a student is evaluating or offering their own analysis (for example, parts of a critical review)

- when a student is using 'common knowledge' (facts that can be found in numerous places and are likely to be known by a lot of people) or folklore

- when a student is using generally accepted facts or information (this will vary in different subjects. If in doubt, the student should ask their lecturer)

Learn how to incorporate the work of others

In addition to knowing the rules for referencing sources, and knowing what to reference, students also need to understand how to effectively integrate material in their writing. Knowing how to quote correctly from a source, and how to paraphrase and summarise the words and ideas of others can help students avoid plagiarism.

Avoid Self-Plagiarism

Self-plagiarism occurs when you submit a previously submitted assignment, or a section of that work, in a new assessment task without appropriate citation. This includes submitting written work you created for a different Unit, a different Award, or even at a different Institution.

Due to the integrative and formative approach of study at Morling it is likely that you will cover similar topics and research areas in various Units. As you progress through your Award your writing should reflect a deeper understanding of the fundamental concepts, an engagement with up-to-date research and critical thinking, and new insights you have gained through personal, ministry and spiritual formation.

It is permissible for a student to resubmit an assignment, or part thereof, if that assignment did not count towards an award i.e. it was submitted in a unit which the student did not pass
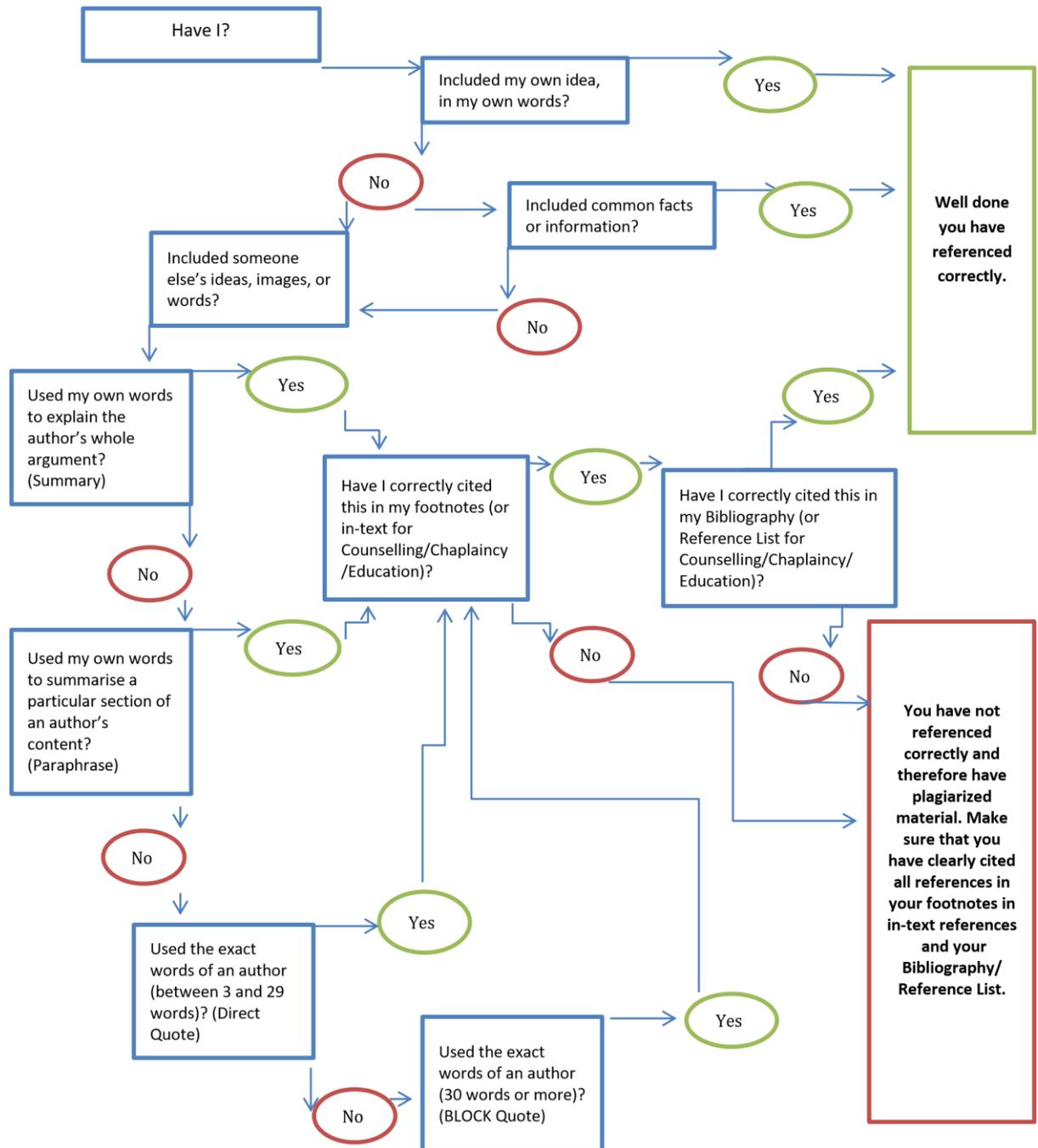
Some tips for avoiding self-plagiarism:

- never copy and paste from one assignment to another. Rewrite the information so that it relates directly to the new topic/question

- rewrite sentences so that they are unique contributions to your current assignment

- consider what material you need to answer the specific question or topic you are researching

- change the way you engage with scholars and their writing:

  o choose different quotations

  o synthesise a scholar's viewpoint or perspective so that your comments relate directly to the question or other scholars you have engaged with in your assignment

- check the Originality Report in Turnitin to see the level of similarity to other assignments.

Use Turnitin to help you

All assignments are submitted via the plagiarism software Turnitin. Students can use Turnitin to help identify possible plagiarism prior to submitting their assessment. Do this early. Lodge and retrieve assignments well in advance, at least a few days before the deadline. **Turnitin you will not allow assessments to be retrieved within 24 hours of the deadline.**

4. AVOIDING PLAGIARISM FLOWCHART

Have I?

Included my own idea, in my own words? → **Yes** → Well done you have referenced correctly.

↓ **No**

Included someone else's ideas, images, or words? → Included common facts or information? → **Yes** → Well done you have referenced correctly.

↓ **No**

Included someone else's ideas, images, or words? → **Yes**

Used my own words to explain the author's whole argument? (Summary)

↓ **No**

Used my own words to summarise a particular section of an author's content? (Paraphrase)

↓ **No**

Used the exact words of an author (between 3 and 29 words)? (Direct Quote) → **Yes**

↓ **No**

Used the exact words of an author (30 words or more)? (BLOCK Quote) → **Yes**

Have I correctly cited this in my footnotes (or in-text for Counselling/Chaplaincy/Education)? → **Yes** → Have I correctly cited this in my Bibliography (or Reference List for Counselling/Chaplaincy/Education)? → **Yes** → Well done you have referenced correctly.

No → You have not referenced correctly and therefore have plagiarized material. Make sure that you have clearly cited all references in your footnotes in in-text references and your Bibliography/Reference List.

No → You have not referenced correctly...

Source of diagram and text: General Requirement for Assessment at Morling College: Theology Counselling Chaplaincy 2018

Advice about or questions regarding plagiarism or academic misconduct can be raised with the respective Dean or the Dean of Students.

5. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	28 November 2018	28 November 2018	New document. Contents drawn from the General Requirements for Assessment at Morling College, Theology, Counselling and Chaplaincy 2018 P10. Avoid Self-Plagiarism: added third paragraph about resubmission of an assignment permissible if not previously counted towards an award.