

FACULTY OF ECONOMICS AND COMMERCE

Assessment cover sheet – individual work

PLAGIARISM

Plagiarism is the presentation by a student of an assignment which has in fact been copied in whole or in part from another student's work, or from any other source (eg published books or periodicals), without due acknowledgment in the text.

I certify that:

1. this submission is my own work;
2. this submission is based on my own research;
3. all sources used by me have been documented;
4. this piece of work has not previously been submitted for assessment in this or any other subject;

Signature of student:

Date:

Assessment cover sheet –group work

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I certify that:

1. this submission is the work of the group;
2. this submission is based on the groups joint research;
3. all sources used by the group have been documented;
4. this piece of work has not previously been submitted for assessment in this or any other subject either by an individual or by a group;

Signature of student:

Date:

Please note that where work is submitted electronically points 1-4 will be click buttons. Students enter these programmes with secure student ID and passwords and we believe this will suffice for a signature.

Proposed note for all subject home pages and work books.

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In all written work submitted for assessment in the Faculty you must show the sources for your material. The principle is that whenever submitted material is not your own original work this must be acknowledged. To present material without acknowledgment is in effect to claim that it represents your own work and ideas. Quoted passages should be placed in quotation marks and their source referenced within the text (giving author, date and page number). A list of references at the end of the essay or assessment task lists all the works referred to. Examples of how to do this can be found in the *Basic referencing using the Harvard system* booklet available from the Economics and Commerce Faculty's Teaching and Learning Unit, second floor Babel building or from the Faculty Teaching and Learning Unit web site, <http://www.tlu.ecom.unimelb.edu.au/home/>.

Presenting material from other sources without full acknowledgment (plagiarism) is penalised heavily. This holds for both copying and paraphrasing of others' work.

Quoting, Summarising, and Paraphrasing

When writing you can present the ideas of others either through direct quotation or summary or paraphrase, depending on your purpose.

- For direct quotation, copy the material from the source carefully. Use quotation marks for even a single word if the original author used it in a special or central way. Do not change any wording, spelling, capitalisation or punctuation. Use an ellipsis mark (three spaced full stops) to indicate the exact point at which you have deliberately left out part of a direct quotation. Use brackets to surround any word, comment, or punctuation mark you add within the quotation. Place the word *sic* (meaning 'in this manner') in square brackets immediately after any mistake in spelling, grammar, or common knowledge that your reader might otherwise believe to be a misquote. If the quoted material is eight lines or less, place it in quotation marks within your running text. If it is longer than eight lines set it off from the text without quotation marks. Quotations of the latter sort should have an extra line space before and after the quote and all lines should be single spaced and indented from the left.
- When you summarise or paraphrase, you state in your own words and sentence structures the meaning of someone else's writing. Since the words and the sentence structures are yours, you do not use quotation marks, though, of course, you must acknowledge the author of the idea. If you use the original sentence pattern and substitute synonyms for key words or use the original words and change the sentence pattern, you are not paraphrasing but plagiarising, even if the source is acknowledged because both methods use someone else's expression without quotation marks. In paraphrasing it is crucial not only to use your own form of expression but also to represent the author's meaning without distorting it.

Checklist

To be certain to acknowledge sources fairly and avoid plagiarising, review this checklist before beginning to write and again after you have completed your first draft.

1. What type of source are you using: your own independent material, common knowledge, or someone else's material?
2. If you are quoting someone else's material, is the quotation exact? Have you used quotation marks for quotations run into the text? Have you set off block quotes with an extra space before and after

the quote, single spacing within the quote, and left indenting of all lines of the block quote? Are omissions shown with ellipses and additions with square brackets?

3. If you are paraphrasing someone else's material, have you rewritten it in your own words and sentence structures? Does your paraphrase employ quotation marks when you resort to the author's exact language? Have you represented the author's meaning without distortion?

4. Have you acknowledged each use of someone else's material?

5. Do all references contain complete and accurate information on the sources you have cited?

7. Have you completed and signed a cover sheet for your work if you are submitting it in hard copy or have you completed the electronic form if you are submitting your work electronically?

If you remain unsure about how to avoid plagiarising make an appointment with the Faculty Teaching and Learning Unit by calling 8344 5317