**Plagiarism**

**What is plagiarism?**

Copying and using someone else’s work as if it were your own.
Cheating! Academic theft! Serious academic misconduct!

**Can you steal words or music or images?**

Yes – the content of a book or webpage or photograph etc. is the author’s *intellectual property*.

**What does intellectual property include?**

Books, poems, journal articles music, newspaper articles, song lyrics, video content, radio broadcasts, websites and more!

**So I can’t use any of these sources for my assignments?**

Of course you can!

You must develop your own academic arguments by discussing evidence and views from other writers.

But when you use a source – say so!

Acknowledgement the author of the work by citing and referencing – see the referencing section for how to do it.

**Types of plagiarism**

- Copying or pasting text or images into your work without citing the source
- Paraphrasing without acknowledging the source of the ideas
- Copying another student’s work – even if they have given you permission
- Buying a complete assignment from an Internet source
- Changing a few words of a sentences and not referencing
- Using incorrect references
• Self-plagiarising – submitting work you have already submitted for another assignment
• Submitting work as your own when it was produced collaboratively in a group
• Accidental plagiarism by poor paraphrasing or referencing skills

Why is plagiarism a problem?
• It is illegal - breaking copyright
• If you need to copy other peoples work you are not demonstrating your own thoughts and understanding
• It is cheating and it potentially penalises honest students
• It is serious academic misconduct and could lead to disciplinary action such as repeating assignments or even suspension
• It penalises the authors of the original work – would you like it if someone used your work as if it was theirs?

How will my tutor know if I've plagiarised?
• The University of Bolton uses Turnitin software to detect plagiarism
• Experience - changes in written language style are easily spotted when marking work

Is plagiarism easy to avoid?
Yes – with sound academic skills!
• Reference properly
• Don’t copy and paste, use your own words
• After you have written a point in your assignment, ask yourself: Is this my own idea? Who has influenced my thinking Are these my own words?
• Good time management
  • take the time to check work through
  • enough time to do the assignment properly without copying or cutting corners or making poor choices under pressure such as buying an assignment
• Note-taking - keep track of your sources as you write your assignment, even at the note-making stage, so that you can keep track of where you got ideas and quotes from – especially page numbers
• Learn how to paraphrase effectively – decide when you must quote or paraphrase.
• Avoid accidental paraphrasing by reading back through your work
• Use the Originality Report function on Turnitin
• Ask for help if you are unsure

Should I worry?
No! If you follow the rules there is nothing to worry about.
If in doubt cite and reference!

Access LEAP Online at: www.bolton.ac.uk/leaponline