

DRONFIELD HENRY FANSHAWE SCHOOL GUIDE

TO PLAGIARISM



WHAT IS PLAGIARISM?

Simply put, **plagiarism is using someone else's words and ideas in a paper and acting as though they were your own.** This definition includes copying someone else's ideas, graphs, pictures, or anything that you borrow without giving credit to the originator of the words and ideas. It definitely includes anything you download from an Internet site or copy out of a book, a newspaper, or a magazine. It also includes stealing the ideas of another person without giving her or him proper credit.

EXAMPLES

Some obvious examples of plagiarism include

- copying someone else's paper.
- taking short or long quotations from a source without identifying the source.
- turning in a paper you bought over the Internet.



THIS IS OK ISN'T IT?

- changing a few words around from a book or article and pretending those words are your own.
- rearranging the order of ideas in a list and making the reader think you produced the list.
- borrowing ideas from a source and not giving proper credit to the source.
- turning in a paper from another class. Whether this is plagiarism or not depends on your instructor—ask first!
- using information from an interview or an online chat or email, etc., without properly citing the source of the information.
- using words that were quoted in one source and acting and citing the original source as though you read it yourself.

? ER? WELL NO.....

SO WHAT IS OK THEN?

It is fine to copy or use some statements or quotations occasionally to prove or support your points. **BUT** (and this is a BIG BUT) you MUST explain and state where you got the quote AND it must support your work rather than BE all that you submit.

HOW DO I DO THIS?

You will need to reference your sources and here is an example, the Harvard style:

In text citation: According to Bell (2005, p23) the most important part of the research process is...

Reference list: Bell, J (2005) *Doing your research project*. 4th edn: Maidenhead: Open University press

If you source information from the internet the same applies:

In text: Apple Quick Time (2002) incorporates playback controls.

Reference list: Apple Quick Time (2002) Available at:
<http://www.apple.com/quicktime/>. (Accessed: 14 June 2005).

MALPRACTICE SANCTIONS

- Introduction of unauthorised material into the examination room.
- Breaches of examination conditions.
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or attempt to).
- Offences relating to the content of candidate's work.
- Undermining the integrity of examinations/assessments.

AND THE PENALTIES FOR ANY OF THESE ARE.....

1. Warning
2. Loss of marks gained for a section
3. Loss of all the marks gained for a component
4. Loss of all the marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications taken in the series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that series
9. Barred from entering for examinations for a set period of time

Should you have any questions or queries then please contact the exams office or email us on exams@dronfield.derbyshire.sch.uk