

# Avoiding Plagiarism

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## Some simple guidelines

“Plagiarism” refers to using other people’s information and ideas in your assessment items without acknowledging the original author. Plagiarism is prohibited by the University’s Assessment Regulations (section 8(2)).

To avoid plagiarism **always** acknowledge the information and ideas from other people when you refer to them in an assignment.

Do this by **(a)** inserting a citation (usually the author’s name and date of the publication) next to the information and **(b)** including the full information about the book/webpage/journal article in the reference list at the end of the assignment. When you copy the exact words you must show this, usually with quotation marks (“quote”, a citation, page number).

You must reference ALL information used in your assignment including information from class readings (if allowed) and text books.

If you are found to have plagiarised it can lead to disciplinary action and may result in a reduction in assignment marks or in your overall grade for the paper. It can result in an immediate failing grade for the paper on your academic record.

It is not good practice to use non-academic or unpublished sources such as lecture notes, blogs, TV programmes, friends, family and other students and may be not be allowed by your lecturer.

However, to avoid plagiarism, if you use such sources **they must be acknowledged with an in-text citation and an entry in the reference list.** Be aware that Wikipedia is not an academic source. Use of these sources may affect your marks as they are not reliable academic sources.

**Do not** re-use previous assignments unless you ask permission from your lecturer or it is permitted in the assignment instructions as this also breaches University regulations.

There are many different referencing systems used at the University and it is your responsibility to learn the method for your subject. The University provides free workshops, tutorials and online help relating to referencing.



## PLACES TO GO FOR HELP

### Library

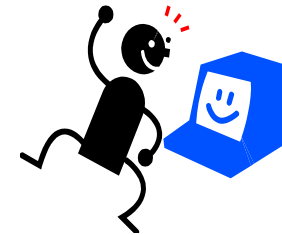
<http://www.waikato.ac.nz/library/study/referencing>

### Student Learning

<http://www.waikato.ac.nz/students/student-learning/>

### Waikato Management School, Language & Learning

<http://cms.mngt.waikato.ac.nz/departments/msc/Services/LanguageAndLearning.aspx>



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First published: 2011  
Current Version: 2014  
(Illustrations from clipart, Microsoft Office)