

Plagiarism, Citation, Referencing, Bibliographies and Copyright Guide

Plagiarism

Plagiarism is when you pass off the work of others as your own. It is a very serious offence, which can result in exclusion from College as it goes against the Student Code of Conduct. The College has an online system called **SafeAssign** that checks all submitted work for plagiarism.

Examples of plagiarism include:

- Copying another person's work without any acknowledgement
- Paraphrasing another person's work without any acknowledgement
- Passing off work completed by others as your own

The rules about plagiarism cover material from a published source such as a book, journal or online information and work produced by your fellow students. It is therefore vital that you understand how to correctly cite and reference your work.

Quoting (Citation), Referencing and Bibliographies

During your time at Dundee College, you will be required to use information from a variety of sources including books, journals and the internet to help you complete your assessments. It's important that you acknowledge all the sources you have consulted during your research, even if you do not use them to support your arguments.

Harvard Referencing System

All quotes, references and bibliographies should be written in the same way throughout your work. The most commonly used system is known as the Harvard Referencing System. It involves citing or noting the author's surname and publication date of the source in the text and giving fuller information on the reference page.

What is a Quotation? (Also known as citing an author or citation)

A quote is the way you tell your tutor that something in your work came from another source. It's the only way you can use other people's work without plagiarising. To quote or 'cite', you simply note the author's surname, publication date of the source material and the page number, if known, in the text.

What is Referencing?

Each quotation must be fully referenced at the end of your work on the reference page. This information is listed in alphabetical order by the author's surname. If you have used more than one work by the same author, the sources are listed in chronological order with the earliest date given first. The information required is usually taken from the title page of the publication. The details will vary depending on the type of source.

What is a Bibliography?

A bibliography is different from a reference page, as it includes the details of **all** the sources you used during your research, whether or not you have referred to them in your own writing. You write this using the same rules as the reference page.

Please consult with your lecturer before completing any work, as exact systems used may be different.

Direct Citations/Quotes

If you take a direct quotation from the source, then you need to provide the author's name, year of publication and the page number in the brackets:

Short quotations (up to two lines) can be included in the body of the text:

- Prentice (1992, p. 125) states that "Winter climbing in Scotland can be undertaken between November and April."

If you are required to add a direct quote that is longer than two lines then it should be in a separate paragraph:

- When discussing winter climbing in Scotland, Prentice (1992, p.125) states that "Winter climbing in Scotland can be undertaken between November and April in most years. Although this activity must only be undertaken by experienced climbers who have knowledge of the routes that they intend to climb."

Direct Citations/Quotes from websites or online materials

If you are using a direct citation from the internet you would cite this in the same way, i.e. author's name if known, followed by year of publication if known and a page number if available. Often this information is not easily found, so these examples should help:

All information known: (Smith, 2007, p.5)

This is exactly the same as a citation for a book.

Name and date known: (Cargill, 2010)

If page numbers are unavailable – common in internet citations – do not put anything.

Corporate author known: (BBC News, no date)

You might not be able to find a personal author, so using a corporate author (usually the name of an organisation, like Dundee College or BBC News) is necessary instead. If you cannot find any information about the date the website was created or last updated (often at the very bottom if available) then put 'no date'.

Indirect Citations/Quotes

If you take a general idea or information from the source and have not quoted directly from it, then only the author's surname and year of publication is given in the brackets:

- It is usually between November and April that Winter climbing takes place in Scotland (Prentice 1992).

If the author's name appears naturally in the sentence then only the date appears in brackets:

- According to Prentice (1992) the Scottish climbing season may last from November to mid April.

Sometimes you may refer to two or more documents written by an author in the same year, to show which is which, use lower case (small) letters after the year:

- Prentice (1992a) discussed...
- ...according to experts (Prentice 1992b)

Often a document may have more than one author. Where there are two authors, both surnames should be given:

- In a recent study (Smith and Jones, 1997) it was suggested...

Where there are **more than two authors** only the surname of the first author should be given and the Latin phrase *et al* in *italics* should follow:

- Arnold et al (2008) have found that...

For **anonymous** work use 'Anon' instead of a name.

- It is speculated that Auchmithie is the true home of the smokie, not Arbroath (Anon, 2006).

For certain kinds of work - like **dictionaries, encyclopaedias, newspapers or videos** - where no one individual has a dominant writing role, the **title** may be used instead of the author's name.

- Winter climbing in Scotland can be undertaken between November and April (The Times, 1992).

If you refer to a source quoted in another source you should cite both in the brackets:

- A study by Prentice (1992 cited Smith 1993) showed that Winter climbing in Scotland can be undertaken between November and April.

You should only list the work that you have read in the bibliography, in this case Smith. These rules apply whether the source is a book, journal or electronic source.

Reference or Bibliography Page Construction

Books

The basic style to follow when listing books in a references or bibliography page is:

Author's Surname, Initial., Year of publication, *Title*. Edition (if not the first). Place of publication: Publisher.

One author:

- Dummett, M., 1997, *Electoral Reform*. 2nd Ed. New York: Oxford University Press.

Two authors:

- Bradley, J.M. and Dummett, M., 1997, *Electoral Reform*. 2nd Ed. New York: Oxford University Press.

More than two authors:

- Bradley, J.M., Carter, S. and Dummett, M., 1997, *Electoral Reform*. 2nd Ed. New York: Oxford University Press.

Corporate author (like a government department):

- United Nations, Department of Climate Change, 1987, *Is the world getting hotter?* New York: United Nations.

An edited book:

- Bradley, J.M. and Dummett, M., Eds., 1997, *Electoral Reform*. 2nd Ed. New York: Oxford University Press.

A chapter in a book:

- Marshall, C., 1995, Walking in central Scotland. In: Brown, A. and Jones, F., 1995, *Scottish Hills*. Glasgow: Blacks. Ch.2.

Journal Articles

The basic style to follow when listing journal articles in a references or bibliography page is:

Author's Surname, Initials., Date of publication, Title of article: *Title of journal*, Volume, Part Number, Page numbers. (Note: Multiple page numbers use 'pp'.)

One author:

- Brown, A., November 1998, Asymmetrical Devolution: *Political Monthly*, Vol. 9, No 11, pp.215-216.

For journals using dates rather than volume and part number:

- Parston, G., August 2008, Britain in 2008: *New Statesman*, 28 August 2008, pp31-35.

Newspaper Articles

The basic style to follow when listing newspaper articles in a references or bibliography page is:

Author's Surname, Initials., Year of publication, Title of article. *Title of newspaper*, Date of publication, Page number.

- Parker, A., 1998, Labour plans to speed up Scottish devolution. *The Financial Times*, 7 May, p10.

Online and Media Resources

1. Website

The basic style to follow when listing websites in a references or bibliography page is:

Author/editor Surname/Organisation, Initials, Year, *Title* [online]. Publisher (if available). Available from: URL [Accessed Date].

Depending on the information available, your reference page could contain any of the following:

If there is no article as such, you can put the name of the webpage you are looking at:

- Learning and Teaching Scotland, 2011, *Understanding the curriculum* [online]. Available from: <http://www.ltscotland.org.uk/understandingthecurriculum/> [Accessed 28 January 2011].

If there is a corporate author and no person's name it would be:

- BBC News, 2010, *Surrey's mobile library service faces axe in overhaul* [online]. BBC News. Available from: <http://www.bbc.co.uk/news/uk-england-surrey-12279399> [Accessed 28 January 2011].

If an author can be identified it would be:

- Richardson, H., 2011, *Parents defend children's centres 'lifeline'* [online]. BBC News. Available from: <http://www.bbc.co.uk/news/education-12297621> [Accessed 28 January 2011].

2. eBooks

The basic style to follow when listing eBooks in a references or bibliography page is:

Author's Surname, Initials., Year of publication, *Title of eBook*. [eBook] Place of publication: Publisher. Title of database (which should be printed in *italics*) [Online] Available from: URL. [Accessed Date].

- Lorio, M.G., 2001, Grammar Cracker. [eBook] USA: Voralis Limited. ebrary [Online] Available from: <http://site.ebrary.com/lib/dundeecollege/docDetail.action?docID=10141077&p00=jumping> [Accessed 05 February 2010].

3. Online Databases

The basic style to follow when listing online databases in a references or bibliography page is:

Author's Surname, Initials., Year of publication, *Title of article*. Title of database [Online] Date of publication: Available from: URL. [Accessed Date].

- Jones, S., 1999, Regions prepare for the challenge of devolution. Just Cite [Online] 13 July 1999: Available from: http://auth.athensams.net/?ath_returnl=%22http%3A/www.justcite.co.uk/default.aspx%22&ath_dspid=CONTEXT.JUSTCITE. [Accessed 30 November 2005].

4.Blackboard Materials

The basic style to follow when listing Blackboard materials in a references or bibliography page is:

Tutor's or author's Surname, Initials., Year of publication, *Title of notes or document*, Name of the Unit/Subject, [Online], Available from: URL. [Accessed Date].

- Smith, F., 2010, Biology of Animals, Biology HNC, [Online], Available from: <http://www.dundeecollege.ac.uk/blackboard6/biologyhnc/unit6>. [Accessed 01 December 2009].

5.Blogs

The basic style to follow when listing blogs in a references or bibliography page is:

Author's Surname or Username, Initials., Date of Posting, *Title*, [Blog Entry], Available from: URL. [Accessed Date].

- Thomson, S., 12 October 2009, Scotland should sack Burley, [Blog Entry], Available from: www.scotlandthebrave.org. [Accessed 13 October 2009].

6.Social Networking Sites

The basic style to follow when listing social networking sites in a references or bibliography page is:

Author Surname, Initials., Year, Subject of posting. *Title of social network* [online]. Date of posting. Available from: URL [Accessed Date].

- Stirling, S., 2011, New teaching resources available. *Facebook* [online]. 11 January 2011. Available from: <http://www.facebook.com/home.php#!/profile.php?id=100001106637625> [Accessed 28 January 2011].

7.Twitter

The basic style to follow when listing tweets in a references or bibliography page is:

Sender, Year. Text of tweet. *Twitter* [online]. Time of posting, Date of posting. Available from: URL of tweet. [Accessed Date].

- DundeeUniv, 2011, 'The McManus -one year on' John Stewart-Young talks about work undertaken at McManus during its refurbishment, 9 Feb: <http://on.fb.me/huk4ZP>. *Twitter* [online]. 10.53pm, 27 January 2011. Available from: <http://twitter.com/#!/DundeeUniv/status/30760227359952896> [Accessed 28 January 2011].

8. Podcasts

The basic style to follow when listing podcasts in a references or bibliography page is:

Author's/host's or producer's Surname (if available), Initials., *Title of podcast*, Date of podcast.
[Podcast] Title of Podcast show. (if different from title of podcast). Title of larger site (if available).
Available from: URL. [Accessed Date].

- Mayo, S., and Kermode, M., Film Reviews, 21 May 2009. [Podcast] *Simon Mayo Show*. BBC Five Live. Available from: www.bbcfivelive.co.uk. [Accessed 22 May 2009].

9. Personal Email Messages

Please note: you should obtain permission from the recipient or sender if you provide an email address.

The basic style to follow when listing emails in a references or bibliography page is:

Surname of the Sender, Initials of the Sender., (Sender's email address), Date sent, Message Subject, Personal email to Surname, Forename of recipient, (Recipient's email address).

- Scott, P., (paulscott@dundeecollege.ac.uk), 12 April 2009, Removing Rubbish from the Library, Personal email to Jones, Jack, (j.jones@dundeecollege.ac.uk).

10. YouTube

The basic style to follow when listing YouTube sources in a references or bibliography page is:

Screen name. Year, *Title*, [Online] Available from: URL. [Accessed date].

The screen name is the name provided by the person who uploads the video onto YouTube.

- DowningSt. 2008, Gordon Brown sees Sport Relief in action, [Online] Available from: <http://uk.youtube.com/user/DowningSt>. [Accessed 10 March 2008].

11. DVDs and Videos – Films

The basic style to follow when listing DVDs and videos in a references or bibliography page is:

Title, Year of distribution, [Medium] Director (if applicable). Country of origin: Film studio or maker. (Any other relevant details).

- Fame is the Game, 2007, [Film] Directed by Liz Smith. USA: Free Pictures.

12. Broadcast Programmes

The basic style to follow when listing broadcast programmes in a references or bibliography page:

Series Title, Year of broadcast, [Medium] Broadcasting organisation, Channel, date and time of transmission.

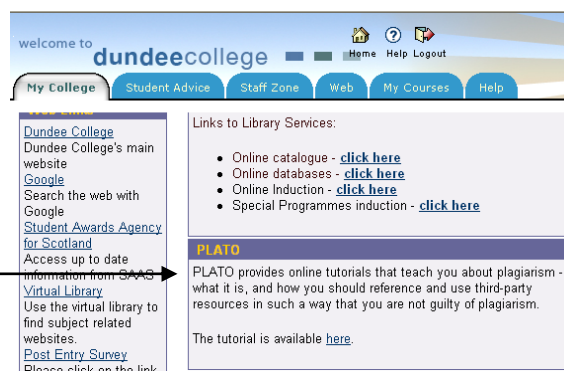
- Pop Stars, 2009, [TV Programme] BBC, BBC4, 01 February 2009 at 19.30.

Plato

To help you improve your knowledge and understanding of plagiarism and referencing you can use Plato, which will help you:

- gain a real understanding of what plagiarism means
- reduce the chances of accidentally plagiarising
- learn how to correctly cite and reference a wide variety of sources of information

You can access Plato via the Blackboard homepage when you are logged in.



Plato helps you to learn through experience. It's informative and allows you to test out the ideas presented in interactive exercises. You can work on Plato for as little as a few minutes at a time, returning whenever you are able.

Copyright

It is important that you understand your copyright responsibilities while you are at College and how it applies to all resources you will find in the Libraries and Learning Centres. This means books, newspapers, magazines and online resources, including websites like YouTube and even emails must be referenced and used correctly.

Copyright law gives the creator of original work special rights for a certain length of time. Copyright protection is given to the following types of work as stated by the **1988 Copyright, Designs and Patents Act** (as amended). The protection applies to paper and digital forms of the works:

- Literary works (including computer programs)
- Dramatic works
- Musical works (the musical notation only – lyrics are protected under the literary category)
- Artistic works (very wide ranging – photographs, cartoons, illustrations and so on.)
- Sound recordings
- Films (now defined as any form of moving image and including soundtracks)
- Broadcasts (with the exception of an “internet transmission” which isn't taking place at the same time as a “live” television broadcast)

The 1988 law gives creators a considerable number of rights which are called **restricted rights** because only the creator has these rights – the main rights are:

- The right to copy the work
- The right to issue copies of the work to the public
- The right to rent or lend the work to the public
- The right to perform, show or play the work in public
- The right to make an adaptation of a work or do any of the above in relation to an adaptation

If you want to do any of the above **restricted acts**, you must have either a **licence, specific permission from the creator** (or their agent) or a **defence** as defined in the 1988 Act, which take a number of forms. **Fair Dealing** is perhaps the most commonly recognised term in relation to defences and exceptions. The term **fair dealing** covers three quite specific areas:

1.) Research and private study

Single copies of works can be done **fairly** in relation to a literary, dramatic, musical or artistic work for non-commercial research or private study. Unfortunately, **fair** is not exactly defined in the act – it is generally held that only very limited amounts and context can be copied under this part of the exception – it would **not** be **fair if more than 5% of a work** was copied, for example.

Acknowledgement of the source must always be given. This exception does not extend to sound recordings, films or broadcasts.

2.) Criticism and review

Any category of work can be copied for the purpose of criticism or review of that work – again, **full acknowledgement must be given.**

3.) News reporting

The third fair dealing exception allows copies of works (but **not** photographs) to be made to report current events – but again, **with full acknowledgement given.**

Other exceptions and defences important to you include:

- Making copies of works for visually impaired persons (subject also to Copyright (Visually Impaired Persons) Act 2002)
- Copying works for legal proceedings

Photographs

The law relating to the use of photographs is difficult. Under **fair dealing**, for the purposes of private study and research and for criticism or review, photographs can be copied from texts, newspapers or journals.

If the photographs are **not** included with some text about the picture (editorial), then **permission** must be granted from the “rights holder” – this might be the original photographer, their agent or the person to whom they signed over the rights when they were paid for the photograph. This applies to both printed and digital photographs – **great care must be taken with photographs on the internet**, many of them are already posted illegally and to cut and paste for your own purposes compounds the infringement.

Education Image Gallery contains thousands of images from the Getty archive and you can use the photographs held on this site in your work. Remember! **Copyright acknowledgment:** all images incorporated into documents, whether printed or electronic, must be accompanied by the **title of the image** and an indication that the images are **copyright of Getty Images**, as right.