

GUIDE TO AVOIDING PLAGIARISM

REFERENCE YOUR SOURCES CORRECTLY:

- Include page numbers where you **directly quote** the text e.g. (McLeod, 2017, pg. 27).
- When **paraphrasing** or discussing the ideas, theories or assumptions of someone else, you must also reference the original work. Page numbers are not necessary in this case, but you must provide the author and the year. Alternatively, you can begin your paraphrased sentence with “According to [list author/s] and provide the year in brackets next to the authors listed e.g. according to McLeod (2017).

Refer to the Academic Writing and Referencing Guide [link] for further information on citing and referencing your work.

INCLUDE YOUR OWN VOICE

It is best not to draw too much on the work of others. This applies both in terms of avoiding plagiarism and in order to produce a more substantial piece of work that includes your own understandings, thoughts and reflections.

DO NOT OVER RELY ON QUOTES

While it is fine to use quotes in your work, over relying on quotes, no matter how well referenced, may still lead to plagiarism as your work may not be sufficiently your own. Regardless of plagiarism concerns, an overuse of quotes is bad writing practice and may lead to loss of marks on assignments. Generally, assignments should consist of less than 20% quoted material.

ADD ALL SOURCES USED IN YOUR PAPER TO YOUR REFERENCE PAGE

It is usually useful to add each paper as you cite it to ensure that you don't miss any references on your reference page. Double checking your references should most certainly be included in the final review of your assignment before submission. It is always useful to have someone else look over your work before you hand it in.

****Cite all your sources****

Sources of information do not only include book and journal content. You may also draw ideas, theories and assumptions from video resources, web pages, newspapers, government publications etc. It is imperative that you cite all your sources not matter what the medium.

USE PLAGIARISM DETECTION SOFTWARE TO CHECK YOUR WORK

Once you become experienced at writing and the guidelines around plagiarism you should get to the point where you quite naturally avoid it. However, in order to get a sense of how you are doing it might be useful to avail of online plagiarism detection software. There are several free anti-plagiarism resources including <https://smallseotools.com/plagiarism-checker/>