**Referencing and Paraphrasing Lesson Plan**

***Avoiding Plagiarism***

As referencing is required for all assignments, students must know how to avoid plagiarism by learning how to paraphrase correctly and to correctly reference their work.

|  |
| --- |
| **AIMS:**   * To establish basic definitions of Referencing, Paraphrasing and Plagiarism. * To clarify the purpose of referencing in academic work. * To show students how to reference correctly. * To explain the purpose of paraphrasing and to illustrate good and bad paraphrasing. |

**Lecture**

Give an outline of the lecture (Plagiarism, Referencing & Paraphrasing), the aims of this lecture (as stated above) and explain why this lesson is important (emphasise that there is a penalty for plagiarised or incorrectly referenced work).

**Plagiarism**

**Definition**

Simply put, plagiarism is to use another persons’ work without acknowledging them; that is, to use another’s work as one’s own.

There are two types of plagiarism: Intentional & Unintentional.

**Intentional Plagiarism**

Intentional plagiarism is the deliberate use of another’s work without acknowledging them. It is the attempt to pass of others work as your own. This happens when you copy word-for-word from another person’s work; change the wording of someone else’s work and using it as your own work without acknowledging them as the source; or handing in a friend’s/relative’s past paper as though it were your original work.

**Unintentional Plagiarism**

Unintentional plagiarism refers to paraphrasing, quoting or citing incorrectly/poorly. It usually occurs because people do not understand the conventions of academic writing and citation.

*Plagiarism of Self:* The use of previous work for a separate assignment. You cannot recycle work for which you have previously received credit. (Now that you have informed students of this, the use of previous work will be taken as intentional plagiarism).

**Consequences for Plagiarism**

UCT uses software called Turn-It-In to detect if a student has taken text from an article, website, book, or another student’s work, and tried to claim it as his or her own without referencing the original author. This is why you are required to submit your assignments electronically.

The consequences for plagiarism are serious, it is often up to the discretion of the course convenor how to deal with plagiarism cases. According to the University’s Senate Policy, the consequences are as follows:

By committing plagiarism you will get zero for the plagiarised work, and may fail the course.

In addition, the matter must be referred to the Vice-Chancellor or nominee for possible disciplinary action in terms of the rules on disciplinary jurisdiction and procedures (DJP1.1) against you.

If this is the case, and the plagiarism is substantial, the Registrar has indicated that, unless there are unusual circumstances, the prosecution will ask for your expulsion. Even if you are not expelled, a conviction for cheating on your academic record is likely to limit your career opportunities. If you are preparing for a profession, you should know that a conviction for cheating in academic work may bar you from professional licensing temporarily or permanently.

**Referencing**

**When to reference**

Reference when you refer to ideas or information you have taken from someone else’s work, both in instances where you have used the author’s words directly OR restated their ideas in your own words.

No one can write without first gaining knowledge from some other source and it is therefore appropriate to show others where you obtained that knowledge. They can also see your list of sources so that they can do further reading/research on the topic using what you have listed.

You may NOT quote the lecturer, lecture notes or the “course reader”.

**How to reference**

The Politics Department at UCT and the Humanities Faculty have certain rules that should be followed when doing your referencing. We utilize the **Harvard AUTHOR-DATE** method of referencing. This requires both in-text referencing and an accompanying reference list at the end of the essay. Each IN-TEXT reference is indicated by including the **author** and **date of the publication** referred to (or directly quoted), as well as the **page number** on which the information appears **(Author Surname, Date: Page)**.

Not listing references (both in text and your complete list) will lead to an automatic penalty.

The Reading & Writing Guide (available on Vula) has details on how to use this convention.

**Referencing In-text**

Reference all ideas taken from other sources as you use them, NOT at the end of the paragraph.

Pay attention to punctuation, including commas and full stops at the end of each citation; you may lose marks for this.

**Bibliography**

The readings listed in the course reader are not cited according to the Harvard conventions! Don’t assume that the course reader references are correct and copy them – you will be penalised for referencing incorrectly.

The list must be in alphabetical order (of author’s surname).

All sources referenced in-text MUST be included in the bibliography.

Be consistent in your approach; i.e. don’t change your style of referencing with each new entry, all should have the same style (Harvard convention).

**Go through the examples of how to reference correctly (in-text & in the bibliography).**

**Paraphrasing**

**Definition**

Paraphrasing is to restate an author’s ideas in your own words (without altering the author’s original meaning).

**Why should you paraphrase?**

We do this because quotations should be used sparingly. Avoid “over-quoting”, rather paraphrase, as the point of assignments is not to assess your ability to copy-paste relevant points, but to get an idea on how you have engaged with, understood and interpreted the ideas you came across.

Even if it may seem the original text phrases a particular idea or argument more succinctly, rather paraphrase.

Only in cases where paraphrasing affects the meaning or impact of a phrase do you use quotes, it is better to write: “I have a dream” rather than: Martin Luther King said he had a dream.

When a direct quote is used, it must flow with the essay. You must discuss it, and build on the idea using your own words. Paraphrasing allows you to create the interaction between your argument and other expert’s argument’s or evidence in order to create a coherent and convincing essay.

**How to paraphrase**

It may be best for you to re-structure the entire sentence. Yet you also must be careful not to misrepresent the original intentions of the author by changing the text’s original meaning. You take the real meaning of what they say and write it in a different way, but you cannot just go word-by-word and replace each with a synonym (a word that has the same meaning).

Briefly go through these steps with the students:

STEP 1:Reread the original passage to make sure you understand its full meaning.

Look up words you do not understand, and note the key ideas.

STEP 2:Put the original passage aside and write down your version.

STEP 3:Check your version with the original passage to make sure that you have accurately expressed all the essential information in a new way.

**Good & Bad Examples of Paraphrasing**

**Original text:**

“From a liberal viewpoint, the end of the Cold War presented a wealth of new opportunities for international co-operation, requiring only the exercise of political will among key players to bring about an unprecedented level of international peace and security” (Lawson, 2003: 82).

**Bad Paraphrasing:**

From a liberal perspective, the end of the Cold War presented a lot of new opportunities for international co-operation, requiring central players to simply exercise political will to bring about an unparalleled level of international peace and security (Lawson, 2003: 82).

**Good Paraphrasing:**

Liberals saw the end of the Cold War as a unique chance to bolster international security, provided the most important actors could be encouraged to support this new agenda(Lawson, 2003: 82).

**Original text:**

“According to Realism, each state actor is responsible for ensuring its own well-being and survival” (Dunne & Schmidt, 2008: 93).

**Bad Paraphrasing:**

According to realists, all states have the responsibility to guarantee their own well-being and survival (Dunne & Schmidt, 2008: 93).

**Good Paraphrasing:**

Realists argue that states should pursue their own interests and secure their own survival (Dunne & Schmidt, 2008: 93).

http://i.creativecommons.org/l/by/3.0/88x31.png

This lesson plan is licenced under the Creative Commons Attribution 2.5 South Africa License. To view a copy of this licence, visit [**http://creativecommons.org/licenses/by-sa/2.5/za/**](http://creativecommons.org/licenses/by-sa/2.5/za/)

Or

send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California 94105, USA.