

How to reference and avoid plagiarism



What is referencing?

Giving details in your work about where your information came from.

What is plagiarism?

Taking someone else's work, words or ideas and passing them off as your own.



- ✓ **Reference** anything you've copied from websites, books or course notes
- ✓ Always use quotation marks “ ”
- ✓ Say where it's from and the date you got it
- ✓ **Use your own words** as well when asked to describe or explain something



Why?

- ✓ A good way to get across your own opinions and thoughts
- ✓ Demonstrating your understanding helps get you marks



- ✗ **Just** copy from websites, books or course notes – use it to support your own thoughts and ideas and make sure you **reference**



Consequences

- ✗ Copying without referencing looks like you're pretending it's your own words. This is known as plagiarism and **you could lose marks**

If you're not sure what this means for your assignment work, **ask your teacher.**