

# ACADEMIC INTEGRITY GUIDE

## UNDERSTANDING ACADEMIC INTEGRITY

All senior secondary students in Tasmania are expected to have academic integrity. If you have academic integrity, it means that you undertake your studies in a way that is honest and fair.

In short, it means that when you use someone else's ideas, images, information, words, data, or music in your work, you must acknowledge where you got that idea (or image, information etc.) from. This is done by including accurate references throughout your work.

Referencing allows markers to clearly see what parts of your work are your own, what parts you have borrowed from other people's work, and where you found it. It is okay to refer to other people's work – this shows that you have undertaken research and preparation – but you must always make sure you reference appropriately.

### SOME EXAMPLES OF WHEN TO REFERENCE

#### IF YOU HAVE:

- quoted someone, paraphrased what they have written, or summarised their ideas
- used a picture that was taken or drawn by someone else
- sampled music you didn't record yourself
- used data published on a website
- reproduced a post from social media

You have used someone else's work and you must reference it.

## STUDENT DECLARATION FORM

TASC takes the issue of academic integrity very seriously.

Each year that you study a TASC course, you will receive a Student Declaration Form to complete and return to your school. It is important that you read and understand this form before signing it.

By signing this form, you are declaring that you will follow the external assessment rules. This includes the obligation to make sure that any material you submit for external assessment, except where the source of the information, image, ideas or works is explicitly acknowledged, is your own work. A copy of the external assessment rules are available on the TASC website.

If you hand something in to be marked and have not referenced where you have used other people's work, you are being untruthful. In fact, this is a form of cheating.

In many TASC accredited courses you will be formally assessed on how well you use referencing in your work, as part of the requirements of the course.

Speak with your teachers about what you will be assessed on in each course, and the penalties that might be applied if you do not reference your internal (class-based) assessments appropriately.

Penalties for any form of cheating or dishonesty in your externally assessed folios or project work may include having your results for that particular assessment cancelled or, in extreme cases, having all of your results for the entire year cancelled.

[www.tasc.tas.gov.au](http://www.tasc.tas.gov.au)

For more information access the TASC website.

# TYPES OF REFERENCING STYLES

To accurately reference someone else's work, you need to identify the source of that work (where you got it from) by following a formal referencing style.

## SOME COMMON REFERENCING STYLES

Harvard	This is an author-date style that uses brief in-text citations and then a full list of references at the end arranged by author.
APA	The APA style was created by the American Psychological Association. It's an author-date style that uses brief in-text citations with a full reference list at the end.
MLA	This style requires the use of brief in-text citations and a detailed 'works cited' list.
Footnote	Also called 'traditional note', this style involves the use of small numbers in-text and corresponding footnotes or endnotes providing the details about each source.

In some TASC courses you will be required to use a specific referencing style. For example, in Psychology (BHP315116) you must use APA. In English Literature (ENL315114) you are required to use MLA. If a specific referencing style must be used as part of the course requirements, this will be outlined in the external assessment specifications, which are available for each TASC course on the TASC website: [www.tasc.tas.gov.au](http://www.tasc.tas.gov.au).

If a referencing style is not set as part of the course, your teacher or school may make a decision about which referencing style you will be required to use.

Whichever style you use, it is important to be consistent throughout your work. For example, if you are writing an essay, do not start using one style and then switch part way through to a different style. It will be easier if you decide at the start what style you are going to use.

Speak with your teachers about which referencing style you should use in each course.

# GETTING THE DETAILS RIGHT

Referencing styles are very particular about how source materials must be acknowledged.

Rules and guidelines for using a particular style are very specific and may require you to put a full stop here, or a comma there, to use italics for this bit and bold text for that bit, etc. Developing excellent referencing skills involves a lot of attention to detail.

For each referencing style, there are rules and guidelines that explain what you need to do to correctly apply that style and provide examples. Some referencing styles, such as APA and MLA, can be updated, so it is important to find out which edition of the style guide you should refer to.

Speak with your teacher-librarian or librarian about the resources available at your school. In addition to referencing guidelines, you may also have access to software (reference generators) to help you reference appropriately. Guidelines on various referencing styles are also available on the University of Tasmania – Library website.

[utas.libguides.com/referencing](http://utas.libguides.com/referencing)

# TIPS AND HINTS FOR CORRECT REFERENCING

- Before you start, decide which referencing style you will use and apply consistently in your work. Get a clear picture of the information you will need to include in your referencing.
- Keep careful notes about where you got information (images, data, etc.) from, and where you have used it. Keeping detailed notes will help you collect all the information you need as you go along. This will ensure you do not have to hunt for information later on, or run out of time to reference properly.
- Acknowledge a source every time you use it. This might mean that you use the same in-text citation many times throughout your work. The important thing is for the marker to be able to see which parts of your work are your own, and what is based on someone else's work.
- If you are unsure whether to reference something, think to yourself: could someone else reading this, or viewing this, easily see what is my own work and what is the work (information, images, ideas or words) of other people, and where I got it from? If the answer is 'no', you must correct this by referencing the work that is not yours.
- Check that you have applied the style correctly and consistently. The more referencing you do, the more familiar and easier it will be. It is best to pay attention to all the little details right from the start, so you do not form incorrect habits.
- Cross-check your references to make sure you have included all the ones you need to. Doing a final check before your work is handed in will help to make sure you do not accidentally forget any references.

## POTENTIAL CONSEQUENCES

If it is found that you breached the external assessment rules, and have not maintained academic integrity when submitting your externally assessed folio or other project work, a penalty may be applied. The severity of the penalty will depend on the severity of the offence, and may include:

- a formal warning
- all unacknowledged material being disregarded when your work is marked
- a cap on the maximum rating you can achieve for the external assessment for that course (for example, markers may be instructed to give no higher than a 'C' rating for each criteria)
- the cancellation of all internal and external ratings for that course, or
- the cancellation of all ratings for all of your TASC-accredited courses.

# FREQUENTLY ASKED QUESTIONS

If I have to reference everyone else's ideas, does this mean I can't get help doing my homework?

Having other people check and review your work can help you to improve. It's okay for someone to make comments or suggestions about your work (such as: 'This is not clear...'; 'Maybe you need some more detail here...'; or 'This graphic looks wrong in this part of the page...').

On the other hand, if someone gives you so much help that they have effectively written part of your work for you, then you must acknowledge their contribution and reference the work appropriately.

How often do I have to reference a single source?

You must reference all source materials every time you use them in your work. This may mean you need to reference the same thing multiple times throughout your work.

Do I need to reference common knowledge?

No. 'Common knowledge' refers to facts that are likely to be known by many people, rather than something you specifically found out through your research. Common knowledge does not need to be referenced.

I've rewritten another person's ideas in my own words. Do I still need to reference the source?

Yes. If you are using someone else's ideas, you must always reference your sources, even if you re-write their ideas in your own words.

I've used my notes from class. Do these have to be referenced?

It depends. If your teacher has spoken about ideas that are common knowledge, then these do not need to be referenced. However, if you are using materials that your teacher has prepared or ideas that your teacher has spoken about, that are their own, then these must be referenced.

Can I be penalised even if I didn't mean to do the wrong thing?

Yes. Forgetting to include references, or not taking enough care to reference appropriately, is no excuse for submitting unacknowledged work as your own.

You are responsible to make sure you maintain academic integrity and reference all your work appropriately.

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If you have any other questions about referencing or how to make sure your work is accurately referenced, speak with your teacher, teacher-librarian or school librarian.