



Policy	PLAGIARISM AND REFERENCING POLICY			
Policy Ref No	EDUPOL 059			
Policy Section	STAFF			
Date	Prepared by	Version	Approval Date	Review Date
November 2018	R Arkert	2018.1		November 2019

This policy is to be read in conjunction with EDUPOL005, with reference to vision, mission, legislative framework, definitions and acronyms contained therein, and the annexures attached hereto.

The **purpose** of this **policy** is to establish a framework (consisting of a **policy** and guideline documents) for deterring, detecting and dealing with **plagiarism** consistently.

1. Plagiarism

1.1 What is Plagiarism?

Plagiarism means using other people's ideas without acknowledging where the ideas came from. Using someone else's words and presenting them as your own is considered plagiarism. It is not enough just to change a few words from an article. Using someone else's argument or ideas without acknowledging where the original ideas came from is also considered plagiarism.

Plagiarism is a very serious offence. If you are found guilty of plagiarism you can face academic exclusion which means you won't be allowed to write your Matric or go to university and get a degree. If you are caught plagiarising at Edu Inc you will be penalised.

1.2 You have plagiarised if:

- You have copy and pasted sentences or phrases from the internet or another source and used them in your essay.
- You haven't put things into your own words (changing one or two words is not enough!)
- You have quoted without correctly referencing the quote.
- You have paraphrased someone's idea or argument without correctly referencing it.
- Someone else has written the work for you.

1.3 The IEB identifies 5 types of plagiarism:

- **Word for word (Verbatim)**
Using sentences or phrases from a source essay without quoting.
- **Mosaic**
Using keywords or apt phrases in your essay without distinguishing them from your own writing and without referencing.
- **Cosmetic changes**
Changing one or two words from a source to make it look like your own work.
- **Summary of a single source**
When an essay is only based on one source and it is largely just a summary of the source.
- **Misrepresentation of source material**
This means referencing sources that you didn't actually use or claiming a source makes a particular statement or argument which it doesn't.

1.4 How do you avoid plagiarism?

Firstly, make sure you put things into your own words. Using quotes, arguments and ideas from other sources is important as it shows your reader that your essay is well researched, but to avoid plagiarism you need to make sure you have referenced these correctly.

The following website can be used to check your work for plagiarism:

- Grammarly (<https://www.grammarly.com/plagiarism>)

Generally if your essay is given a score of more than 10% on one of these plagiarism checkers your essay is considered to be plagiarised and you will need to rework your essay to make sure it is in your own words.

2. Referencing

In order to avoid plagiarism it is very important that you reference your sources correctly. Referencing correctly means providing a list of the sources you have used at the end of your essay (**Bibliography**) and you also need to reference these sources in the text of your essay (**citations**).

2.1 Reference list/Bibliography

At the end of your essay you need to include a reference list. This is a list of all the sources you used when researching your essay. There is a strict format which your reference list must follow. Different types of sources (e.g. books, journal articles and internet sources) are referenced differently:

- **Books:**

Author's Surname, Author's initials. Year of publication. *Title*. Place of publication: Publisher.

e.g.

Bayley, J. 1969. *Tolstoy and the Novel*. London: Chatto and Windus.

- **Articles from newspapers, journals or magazines**

Author's Surname, Author's initials. Year of publication. 'Title of the article'. *Title of the journal/magazine/newspaper*, Issue : Page numbers.

e.g.

Everett, B. 1980. 'Philip Larkin: After Symbolism'. *Essays in Criticism*, 30:45-64.

- **Internet Sources**

Author's Surname, Author's initials. Year of publication. 'Title of the article'. Title of the website. Web address. Accessed: Date

e.g.

Moshesh, G. 2000. 'The Failure of Independence'. The New Africa.com.

<http://www.nAfrica.com/Africa/2000/11/08042000/indep327.asp>. Accessed: 15 January 2007

Note: If the author's name does not appear on webpage begin with the title:

'The Failure of Independence'. 2000. The New Africa.com.

<http://www.nAfrica.com/Africa/2000/11/08042000/indep327.asp>. Accessed: 15 January 2007

However if an article doesn't have an author it probably isn't a reliable source and you shouldn't be using it.

Your reference list should appear at the end of your essay and be arranged in alphabetical order. So our reference list for the above sources would look like this:

2.2 Bibliography

Bayley, J. 1969. *Tolstoy and the Novel*. London: Chatto and Windus

Everett, B. 1980. 'Philip Larkin: After Symbolism'. *Essays in Criticism*, 30:45-64.

Moshesh, G. 2000. 'The Failure of Independence'. The New Africa.com.
<http://www.nAfrica.com/Africa/2000/11/08042000/indep327.asp>. Accessed: 15 January 2007

2.3 Citations/In Text Referencing

It is not enough to provide a reference list. You also need to show where in the text of your essay you have used ideas from your sources. When referencing within text, place the author's name and the date of publication brackets at the end of a passage where you have used ideas from the source (Arkert 2018). The full reference should appear in your reference list.

2.3.1 When do you use citations?

When you quote from a source or paraphrase a source you must use a citation.

2.3.2 Quotations

If you want to include the exact words of an author in your essay you need to use quotation marks ("..."). You shouldn't quote more than four lines from a source and you should try to incorporate your quote into a sentence, not just tag it on to the end of a passage. You must include a citation at the end of the end of the quote:

e.g.

Arkert believes plagiarism is bad. "I don't like plagiarism."



Arkert says "I don't like plagiarism" (Arkert 2018), showing he believes plagiarism is bad.



If you change the words of a quote you should use square brackets to show this:

Arkert says "[he doesn't] like plagiarism." (Arkert 2018)



If you don't want to use the whole quote, you can use ellipse (...) to show where you have left words out:

"If you don't...use the whole quote...use ellipse" (Arkert 2018)



2.4 Paraphrasing

If the argument or ideas you want to include in your essay are too long to quote (longer than 4 lines), you will need to paraphrase. Paraphrasing means summarising passages from a source in your own words.

e.g.

The following long extract from the *Great Gatsby*:

She turned her head as there was a light dignified knocking at the front door. I went out and opened it. Gatsby, pale as death, with his hands plunged like weights in his coat pockets, was standing in a puddle of water glaring tragically into my eyes. With his hands still in his coat pockets he stalked by me into the hall, turned sharply as if he were on a wire, and disappeared into the living-room. It wasn't a bit funny. Aware of

the loud beating of my own heart I pulled the door to against the increasing rain. For half a minute there wasn't a sound. Then from the living-room I heard a sort of choking murmur and part of a laugh, followed by Daisy's voice on a clear artificial note: 'I certainly am awfully glad to see you again.'

Could be paraphrased as follows:

Daisy and Gatsby were reunited at Nick's house. Gatsby appeared to be uncomfortable and tense at the reunion (Fitzgerald 1925).

[Note: Different subject have different referencing requirements so check with your teacher.](#)

REMEMBER CORRECT REFERENCING MEAN YOU HAVE A BIBLIOGRAPHY AT THE END OF YOUR ESSAY AND IN TEXT REFERENCES. IF ONE OF THESE IS MISSING OR YOU HAVEN'T USED THE CORRECT REFERENCING FORMAT IT MEANS YOU HAVE NOT REFERENCED CORRECTLY AND YOU COULD BE ACCUSED OF PLAGARISM.

For more information on plagiarism and referencing check out the following websites:

http://libguides.wits.ac.za/plagiarism_citation_and_referencing

http://libguides.wits.ac.za/plagiarism_citation_and_referencing/ReferencingStyles

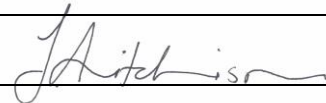
Date of adoption

Adopted at Fourways on this the 26th day of November 2018.

Date of review

Annually from date of review being the 26th day of November 2019.

Signed at Fourways on this the 26th day of November 2018.

Director		Director	
Name	G H Aitchison	Name	J I Aitchison