ASSIGNMENT DO’S AND DON’TS

1. DO paraphrase and summarise correctly and include references to clearly indicate the parts of your work that are drawn from another person’s work.
   - Paraphrasing is the act of rewording while maintaining the meaning of another author’s work. In other words, the work is in your own words.
   - You must include an in-text citation so the reader can locate the source that you have paraphrased or summarised.
   - You must clearly indicate which part of your work is drawn from somewhere else by the placement of the citation.

2. DO use direct quotations sometimes.
   - Occasionally quoting other people’s work is acceptable – but don’t overdo quotations. Make sure you provide your own contribution or viewpoint.
   - Submitting an essay made up entirely of quotations from other sources, you may possibly receive a very low mark if not zero (o).
   - Your work earns you marks.

3. DO provide a reference for every image, diagram, table, or figure (unless you created it).
   - Always reference images, diagrams, tables, and figures that you have copied or altered from other people’s work.
   - If you create your own, a reference is not needed. Creation is when you produce something new and original.

4. DO include a reference list of all work cited.
   - Make sure you understand what type of referencing style you are required to use for each unit.
   - Text based assessments usually need in-text citations & a reference list that gives the full details of the source material.
   - Visual artefacts (i.e. PowerPoint slides) or portfolios usually need a reference list that gives the full details of the sources referred to when creating the work. Anything used and modified must be listed.

5. DO keep a record of all original sources referenced.
   - Always keep copies of your work and a record of the documents you reference and how you accessed them. This is good academic practice.
   - At any time, you may be required to produce the original source for comparison.

6. DON’T use copy and paste to take text from another source (unless it is a direct quote and you reference it).
   - Copy and paste instead of paraphrasing and summarising creates a risk of plagiarising.
   - Copy and paste is only allowed when you quote others’ work or use images, diagrams, tables and figures. If you copy and paste from a source and fail to reference it properly, then you have plagiarised.

7. DON’T use language conversion or paraphrasing software to include text from sources in your work.
   - Text conversion software (i.e. language conversion or paraphrasing software) is sometimes used inappropriately to create or translate text that is not in your own words. This is a form of plagiarism and is unacceptable.
   - This practice usually results in poorly written and confusing text that is easily detected by an academic with low marks a consequence.

8. DON’T use another student’s work, or submit someone else’s work as your own.
   - Often students are encouraged to work together, cooperating, sharing ideas and understandings. However, individual assessments are meant to be your own work. Copying from someone else’s work is plagiarism.
   - Do not allow or give your work to anyone else to submit as their own. This is collusion which is considered academic misconduct.

9. DON’T copy a previous assignment submitted to this or any other unit.
   - Submitting work already assessed in another unit or assessment task is considered a type of plagiarism.
   - However, there are some assessments that involve a series of scaffolded tasks where you are expected to build on previous work (e.g. in some larger projects or thesis work); or where a student is repeating a unit and it is appropriate to re-use your work. When in doubt – ask your lecturer.

10. DON’T buy assessments or pay other students to do your work.
    - Paying someone else in money or other means to do your assessment is CONTRACT CHEATING.
    - This is a serious breach of academic integrity and penalties (like suspension or expulsion) could result.

AVOID CHEATING BY MAKING SURE YOU CAN TICK ALL 10 BOXES ON THIS CHECKLIST (print to tick).