

# ASSIGNMENT DO'S AND DON'TS

(Adapted with permission from Curtin University: <http://academicintegrity.curtin.edu.au/home/>)

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <b>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.</b> | <ul style="list-style-type: none"><li>- 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.</li><li>- You <b>must</b> include an in-text citation so the reader can locate the source that you have paraphrased or summarised.</li><li>- You <b>must</b> clearly indicate which part of your work is drawn from somewhere else by the placement of the <b>citation</b>.</li></ul>   |
| <input type="checkbox"/> | <b>2. DO use direct quotations sometimes.</b>  | <ul style="list-style-type: none"><li>- Occasionally quoting other people's work is acceptable – but don't overdo quotations. Make sure you provide your own contribution or viewpoint.</li><li>- Submitting an essay made up entirely of quotations from other sources, you may possibly receive a very low mark if not zero (0).</li><li>- <b>Your work earns you marks.</b></li></ul>  |
| <input type="checkbox"/> | <b>3. DO provide a reference for every image, diagram, table, or figure (unless you created it).</b>   | <ul style="list-style-type: none"><li>- Always reference images, diagrams, tables, and figures that you have copied or altered from other people's work.</li><li>- If you create your own, a reference is not needed. Creation is when you produce something new and original.</li></ul>  |
| <input type="checkbox"/> | <b>4. DO include a reference list of all work cited.</b>   | <ul style="list-style-type: none"><li>- Make sure you understand what type of <b>referencing style</b> you are required to use for each unit.</li><li>- <b>Text based</b> assessments usually need in-text citations &amp; a reference list that gives the full details of the source material.</li><li>- <b>Visual artefacts</b> (ie PowerPoint slides) or <b>portfolios</b> 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.</li></ul> |
| <input type="checkbox"/> | <b>5. DO keep a record of all original sources referenced.</b>   | <ul style="list-style-type: none"><li>- <b>Always</b> keep copies of your work and a record of the documents you reference and how you accessed them. This is good academic practice.</li><li>- At any time, you may be required to produce the original source for comparison.</li></ul>   |
| <input type="checkbox"/> | <b>6. DON'T use copy and paste to take text from another source (unless it is a direct quote and you reference it).</b>                                      | <ul style="list-style-type: none"><li>- Copy and paste instead of paraphrasing and summarising creates a risk of <b>plagiarising</b>.</li><li>- Copy and paste is <b>only</b> 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.</li></ul>  |
| <input type="checkbox"/> | <b>7. DON'T use language conversion or paraphrasing software to include text from sources in your work.</b>  | <ul style="list-style-type: none"><li>- 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.</li><li>- This practice usually results in poorly written and confusing text that is easily detected by an academic with low marks a consequence.</li></ul>   |
| <input type="checkbox"/> | <b>8. DON'T use another student's work, or submit someone else's work as your own.</b>   | <ul style="list-style-type: none"><li>- 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.</li><li>- <b>Do not allow or give</b> your work to anyone else to submit as their own. This is <b>collusion</b> which is considered academic misconduct.</li></ul>  |
| <input type="checkbox"/> | <b>9. DON'T copy a previous assignment submitted to this or any other unit.</b>  | <ul style="list-style-type: none"><li>- Submitting work already assessed in another unit or assessment task is considered a type of plagiarism</li><li>- 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 – <b>ask your lecturer</b>.</li></ul>  |
| <input type="checkbox"/> | <b>10. DON'T buy assessments or pay other students to do your work.</b>  | <ul style="list-style-type: none"><li>- Paying someone else in money or other means to do your assessment is <b>CONTRACT CHEATING</b>.<br/><b>This is a serious breach of <a href="#">academic integrity</a></b> and penalties (like suspension or expulsion) could result.</li></ul>   |

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