

**\*\* Plagiarism is something very critical & ethical in research.**

### **# Authorship :**

If you do your research out of your ideas out of your own words from your knowledge then you are the Author of the research .

### **# Plagiarism :**

If you go and copy others words or ideas then put it in your research without mention his or her name .. this is call Plagiarism. **(from the website) # What authorship is** In order to fully understand plagiarism, it is important to first understand the concept of 'authorship'. Authorship refers to the production and ownership of ideas and intellectual material, such as books, articles, images, etc. The higher education system in the UK places great importance on recognising the producer and owner of material. Whereas in some cultures knowledge is thought of as communal property, in the United Kingdom it is considered to be individual property. Therefore, improper or incomplete acknowledgement of a source of information is treated as 'intellectual theft'. The proper name for this is 'plagiarism'. The issue of ownership is complicated by the fact that some knowledge is said to be 'common knowledge'. **(from the website) # What plagiarism is**

'Using or copying the work of others (whether written, printed or in any other form) without proper **acknowledgement**' In brief, if you use the work of others, **you must either quote it or paraphrase it**, but whichever method you choose, you must include a citation and reference. Note the phrase 'proper acknowledgement' in the University's definition. A piece of work that is partially referenced (for example, work in which a quote is put in quotation marks but not attributed to anyone) is still classed as plagiarism: merely acknowledging that an idea or phrase is not your own is insufficient. Failing to specify the exact source will be considered plagiarism.

**\*\* The meaning of some of these terms ('quote', 'paraphrase', 'citation' and 'reference') may not be completely clear to you. They will be explained in due course, but if you feel that lack of meaning is hindering your understanding, go to the section called 'key terms' now, before you proceed any further.**

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### **# Quotation :**

you take the words Exactly from the source and then put them into Quotations mark.

**# paraphrase :** You have the meaning of the idea and then you retell the idea in your own words. But still you need to refer to the original author .

**# citation :** How do you place the name of the original author inside your text . **Or** from the website ; The process of acknowledging or attributing an idea/quotation to another by providing information about the source of the other work.

### **# Acknowledgement :**

Recognition that work has been the product of the work of another identified person.

### **# Reference list :**

A list of referenced sources of work that have been cited in the present work. Sometimes called a 'bibliography', although a bibliography can just be a list of relevant books, not specifically a 'reference list'.

### # Types of plagiarism :

You will be plagiarising if you:

#### - **Copy someone else's work as if it were your own** ( اقرأوه قال هذه النقطة شرح )

If you use a source when you write your assignment, whatever that source might be, you cannot simply copy whole sentences or paragraphs as though they are your own. Regardless of your intentions, it is plagiarism: even if you think the sentences are excellent and express the point better than you could; even if you have taken so many notes on a topic that you have forgotten to note the reference to some of the sources. Whatever your reason, the rules are very clear: if you copy someone else's words and use them as your own you will be plagiarising and risk failing your assignment, receiving a mark of zero for the module, or even being required to withdraw.

#### - **Copy sections of someone else's work but change the odd word or phrase**

If you use someone else's work in anything you submit for assessment then you must make sure that you give the author full and proper credit according to the conventions of your discipline. You cannot escape this by simply changing some of the words and phrases. You must always acknowledge and give full credit to all your sources. If you would prefer not to quote because of the context, then paraphrase instead.

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#### - **Submit the same piece of work for two different assignments, even if they are to different departments**

You cannot submit exactly the same piece of work for two different assignments. If you have been rewarded for a piece of work once then you cannot expect to be rewarded again for the same piece; this is also true for different years of study, even if you are repeating a year. You will be cheating if you try to get two sets of marks for one piece of work. However, it is perfectly acceptable to refer to, or to use, material from your earlier assignments, so long as you make sure that you acknowledge the original source, even if that source is yourself.

#### - **Submit written work produced collaboratively, unless this is specifically allowed**

This is known as 'collusion'. Alternatively, if you are required to work with another person, it is simply 'collaboration'. Whereas in most cases of plagiarism, the second party (the person being plagiarised) is not involved directly with the first party (the plagiariser), in cases of collusion, the first and second party work together to deceive a third party (the marker).

#### - **Copy the work of another student, even if they have consented**

This is also collusion.

**\*\* the only way to go around Plagiarism is** to be credible and tell us how Exactly you did your research without hidden help from other people .

**# Common excuses :** ( مقبوله مو هذه الأعذار وان اقرأوها قال هنا ) Reasons given for committing plagiarism vary from fairly innocent or accidental mistakes to a deliberate intention to deceive. Unfortunately, no allowance is made for whether the act was intended or unintended, as we saw from the University definition of plagiarism. Some common excuses (which are not accepted) are: • Being unclear about what exactly plagiarism is • Having deficient time management skills or being lazy - i.e. being too disorganised with deadlines to undertake and submit original work • Having an ineffective method of note-taking - i.e. not always recording the source of information • Feeling under extreme pressure to pass or succeed - whether it be financial, parental, cultural, etc. • Having different cultural values / practising different academic conventions • Mistakenly believing that it will be easy to get away with (see the section how it will be detected) • Knowing that the syllabus has stayed the same each year - i.e. having access to work from previous students

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• Having unclear instructions for an assessment task (if in doubt, always clarify with your tutor) • Having a lack of academic confidence (again, speak to your tutor or a study skills advisor) • Being conditioned from secondary schooling - i.e. not being used to acknowledging sources (sorry, no excuse)

### **# Common mistakes :**

There are many reasons why acts of plagiarism occur, some of which are due to genuine mistakes that relate to referencing and note-taking practices. Some students make the mistake of thinking that plagiarism does not apply to every type of source material or to every type of assignment, but it does. Unfortunately, no allowance is made for whether the act was intended or unintended, as we saw from the University definition of plagiarism

### **Examples of some common mistakes include:**

- "I thought it would be OK if I only included the source in my bibliography."
- "I made lots of notes for my essay and couldn't remember where I found the information."
- "I am familiar with other academic conventions"
- "I thought it would be OK to use material that I had purchased online."
- "I thought it would be OK to copy the text if I changed some of the words into my own."
- "I thought that plagiarism only applied to essays, I didn't know that it also applies to oral presentations/group projects, etc."
- "I didn't think I had to reference my tutor's notes."
- "I didn't think that you needed to reference material found on the web."
- "I left it too late and just didn't have time to reference my sources."

Please make sure that you do not make these mistakes. If you require any further guidance, you should contact your department.

### # Benefits of referencing :

Avoiding plagiarism is not the only reason for referencing. There are many others.

#### Benefits of referencing include:

- Receiving credit for your own hard work and research
- Demonstrating your intellectual integrity by conforming to agreed academic standards of good practice
- Receiving meaningful feedback from your tutor that is targeted to the level you are really at (not pretending to be)

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- Contextualising your work to show how it relates to current research and debates
- Directing your reader to sources of information and enabling them to 'pick up the thread'

### # What needs referencing ( للقراءة )

Before considering what needs to be referenced, it may be helpful to first consider what does not. 'Common knowledge' is the term used to describe established facts that are not attributable to a particular person or authority. For example, it is known that John Lennon was assassinated in 1980, in New York, by Mark Chapman. However, what is less likely to be classed as common knowledge and therefore taken for granted is the exact reason why Chapman killed him. This is because there have been numerous theories, each one claiming to hold the answer.

#### However, the following do need to be referenced:

- Ideas and quotations taken from journal articles, books, etc.
- Information taken from the web
- Images from the web and elsewhere
- Newspaper articles

### # How to avoid plagiarism :

As well as having an understanding of what plagiarism is, you will also need to develop certain skills to fully protect yourself.

Some of the key academic skills you will need to develop are:

#### • Learning how to note-take effectively

Many instances of plagiarism can be traced back to the note-taking stage. Make sure you always record the reference details of your sources for ideas, quotations, and general information. Read the guide to note-taking on the University's mySkills website.

#### • Learning how to reference correctly

Most departments provide their own guidance on referencing; there is more than one system used around the University, so it is important that you follow your department's guidelines, where available. Usually, this information features in the departmental

Undergraduate Handbook. If there is no guidance available from your department, read the guide to referencing on mySkills.

- **Learning how to paraphrase correctly**

Paraphrasing is the practice of putting someone else's ideas into your own words. It is an alternative practice to quoting, but still requires a citation and reference, though not quotation

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marks. Only changing one or two words is NOT paraphrasing: you must rephrase the idea entirely, whilst still capturing its essence and meaning. And remember, paraphrasing is an extremely helpful exercise in clarifying your own understanding - it is not just a means of avoiding plagiarism.

### **# Cheat-sites**

There are a number of websites that sell essays. Some of the essays have been written by students, others claim that the essays have been written by experts. These websites are relatively easy to find, and vary enormously in both style and cost. You are strongly advised not to purchase or copy essays from these websites, as you will risk failing your assignment, receiving a mark of zero for the module, or even being required to withdraw.

#### **Why would you download an essay from the web?**

When you are preparing to write an essay or any other type of coursework, it might seem like a good idea to buy a complete essay on the topic. It might seem like another way you can research your topic.

For example:

- It would be helpful to read how somebody else has structured their essay on a particular topic .
- It would be helpful to compare your references and bibliographies with this essay.
- You might fully intend to reference the source in your own essay.

But you should not rely on essay websites to provide this information. If you would like any advice on appropriate source material you should speak to your tutor, who will be able to direct you to relevant material. Please remember that if you are having any difficulties with your assignment you should always contact your department for further support.

Anyone who is prepared to risk failing their assignment by using one of these cheat-sites should stop and ask themselves:

- How do I know that these essays are a reliable source of information on my topic?
- If I am aware of this cheat-site, are the other students also using it and submitting the same essay?
- If I am aware of this cheat-site, is my tutor also going to have seen it?
- What will happen if I submit the essay as my own work and get caught?
- Do I realise that I'm cheating?

Whatever your reasons, you are strongly advised not to purchase essays from websites. If you submit an essay, or part of an essay, which you have bought or copied from a website as your own work, then you will be plagiarising and risk failing your assignment