Alexander Road High

PLAGIARISM AND REFERENCING – POLICY DOCUMENT

1. Introduction

This document is intended to assist the students of
Alexander Road High School when they have to do
any written or electronic task
that will be submitted for School Based Assessment.

The aim is to ***avoid plagiarism*** and to ensure that information used by the student is ***correctly acknowledged*** by various methods of citing the source of the information.

2. Purpose of referencing

To provide evidence and support for your statement / information / data.

To protect you. Legally copyright laws protect other people's writing.

To provide the source of the information used in your task.

To avoid plagiarism.

To give credibility to your writing by providing evidence from where you obtained your information / data / picture / map / chart / statistics etc.[1]

3. What must be referenced or cited?

When students at Alex, write an academic assignment, research task etc, they "***must acknowledge ANYTHING that they take from another author: not only ALL words, sentences and paragraphs but also arguments, ideas, theories, tables, graphs, opinions and pictures.***"[2]

[1] Plagiarism and referencing [Harvard]. NMNU. PFMS 203 /303. 2007. page 1
[2] Plagiarism and referencing [Harvard]. NMNU. PFMS 203 /303. 2007. page 1

4. **When do you provide a reference or cite your source?**
   - "to give the ***origin of the facts*** or opinions.
   - when using a ***direct quote***.
     [must have " at beginning and end of quote"]
   - when ***paraphrasing someone else's work.***
   - when stating a fact that is not commonly known.
   - when stating controversial facts or opinions."[3]

5. **Footnotes.**

   The footnote, eg.[1] is placed at the end of the sentence or quote.

   A footnote must also be placed under any map, chart, picture, drawing, list of data, table of data, indicating the source.

   The footnote will be the same as the numbered citation at the bottom of the page.

   Footnotes are numbered consecutively from the beginning of the task.

   Footnotes are listed on the bottom of each page under a solid line.[4]

   How to insert footnotes using Microsoft Word 2003.

   - Click on 'Insert'.
   - Scroll down to 'Reference'.
   - Right click 'Reference'.
   - Right click 'Footnote'.
   - Right click 'Insert'.[5]
   - Type in reference of the source.

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[3] Student Guide to Research papers. http:// www.lkwdpl.org/study/research/footnotr.htm. page 1.
[4] Student Guide to Research papers. www.lkwdpl.org/study/research/footnotr.htm. page 1.
[5] Microsoft Word 2003.

Sample of Footnotes

Citation / Referencing from a *Book.*

1. Surname, Initial. Title. Publisher, Place, Date, Page.

   Bunnett, R.B. General Geography in Diagrams, Longman, London, England. 1976. Page 101.

2. Book with more than one author

Surname, Initial. [of all contributing authors] Title. Publisher, Place, Date, Page

Focus on Geography. Grade 12. Dilley L, Earle J, Keats G, Ravenscroft G. Maskew Miller Longman, Cape Town, 2006, Page 33.

2. **Book with *no Author.***
   Title. Name of editor. Publisher, Place, Date, Page.

Citation / Referencing from a *Magazine or Journal.*

Surname, Initial, Title of article, IN Title of Magazine / Journal, Volume, issue/ edition, date of issue, page[s] 2-4.

Schimper, A. Referencing for Geography tasks, IN Geography Today, Vol. 1, No.1, February 2010, page 3.

Citation / Referencing from a *Web Site.*

Surname, Initial, [if listed] Title of article, date. [Online]

The History Guide. June 19, 2002.[Online] http://www.historyguide.org/guide/ffotnotes.html

Bibliography

Please arrange your Bibliography in the sequence listed below.

1] **Books.** In ***alphabetical order*** according to surname of author.

2] **Magazines/ Journals**. In ***alphabetical order*** according to surname of author.

3] **Internet [Online] sites**.
Surname, Initial, [if listed], date. title of article, Website address, Date Accessed.

4] **Other:** Primary sources eg. Interview with Mr. G. Smith. 20th March 2010.

EXAMPLE

Bibliography

1]Books.

Dilley L, Earle J, Keats G, Ravenscroft G. Focus on Geography. Grade 12. Maskew Miller Longman, Cape Town,2006.

Dilley L, Earle J, Keats G, Ravenscroft G. Focus on Geography. Grade 11. Maskew Miller Longman, Cape Town,2005.

Oelofse C, Winter K, Zukulu S. In Search of Geography. Oxford, University Press, Cape Town, 2007

2] Magazines / Journals

Schimper, A. Referencing for Geography tasks, IN Geography Today, Vol. 1, No.1, February 2010.

3] Websites

1. Author or Organisation
2. Date of publication
3. Title of Website
4. Website address
5. Date accessed on the site.

Columbia Encyclopedia. The Columbia Electronic Encyclopedia, Sixth Edition Copyright © 2010, Columbia University Press. Licensed from Columbia University Press. All rights reserved. www.cc.columbia.edu/cu/cup/. Date accessed 1 March 2010

Mercator projection. by John Cook on September 15, 2009. http://www.johndcook.com/blog/2009/09/15/mercator-projection/ Date accessed 1 March 2010