Plagiarism Guidance for Learners

A great way to exhibit your knowledge and understanding of a subject area is to utilise information from a published source; such as a book, journal or a website. However, in order to do this appropriate methods of referencing need to be undertaken.

All sources used in an assignment, whether a direct quotation (must be accompanied by a set of quotation marks) or in a derived form, must be cited in the body of the text. In addition all cited sources must be detailed in your bibliography at the end of your work alongside other publications that you have used in your research, which have not been directly referred to.

Published sources

A reference from a printed book or journal should be cited in the main body of text by using the authors name followed by an initial, the year of publication and the relevant page number.

For example; (Longdin, I; 2009; pg.12)

Within the bibliography a more detailed reference to this sourceshould be made using the following format; author's surname, initials, date of publication, title, if a journal its title and volume number and page numbers of the cited paper, if a book publisher's name and place of publication.

For example;
Longdin, I. (2009) *Legal Aspects of Purchasing and Supply Chain Management.* London: Cambridge Academic.
Griffths, L & Hughes, D. (1998) *Purchasing in the British NHS: does contracting mean explicit rationing?* Vol 2, pp. 349-371.

Internet sources

When using material from the internet, the exact webpage must be cited with the date the webpage was accessed.

For example; (http://www.guardian.co.uk/world-government-data/dataset/purchasing-power-parities-for-gdp, accessed; 12.02.2012)

Within the bibliography a more detailed reference to the webpage needs to be completed using the following format; name of the website orgainsation or company, title of the specific webpage, full website address, date the webpage was accessed.

For example; The Guardian. *Purchasing power parities for GDP.* http://www.guardian.co.uk/world-government-data/dataset/purchasing-power-parities-for-gdp, accessed on 12th February 2012.

Detection of Plagiarism

If you do not show your sources throughout your work and include a bibliography this will be considered as plagiarism, a form of cheating.

In addition you should be aware that there are many ways to detect plagiarism which will be utilised for all assignments;

- Our assessors are able to spot changes in style of writing and use of language
- Our assessors are very experienced subject specialists who have extensive knowledge of the published sources in the area concerned.
- Our assessors have access to specialised computer software which is used to match phrases or wording of texts with original sources and detect changes in grammar and style of writing or punctuation.

References

The following sources were used to help formulate this guidance document:

Joint Council for Qualifications. *Information for candidates.*
http://www.jcq.org.uk/attachments/published/1621/Information%20for%20cands~cswk.1112.pdf, accessed on 15th February 2012.

Scottish Qualifications Authority. *An outline of the Harvard Refencing System.*
http://www.sqa.org.uk/sqa/8478.html, accessed on 15th February 2012.