



Quality Assurance Department

Reference it right!

A guide to avoiding plagiarism



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ABOUT

The BIBF is a semi-government training institute affiliated with the Central Bank of Bahrain, established in 1981. The Institute plays a vital role in the training and development of human capital in Bahrain, the wider Middle East, North Africa and beyond.

The BIBF's commitment to excellence has strengthened its position as the leading educational provider across all major business disciplines. The Institute serves as a partner to numerous world-class institutions; delivering Thought Leadership, Assessment and Training in the areas of Banking, Islamic Finance, Executive Development, Accounting & Finance, Academic Studies, Leadership & Management, Insurance, Information Technology and Communication, Project Management and Supply Chain Management; resulting in a complete business solution.

The BIBF qualifies over **20,000** learners a year across all major business disciplines and economic sectors. Since its establishment, it has provided training and development opportunities in 63 countries giving the institute a global footprint.

The BIBF has delivered training to over

340,000

students in **63 countries** since its inception in 1981





How this guide will
help you in writing
for your course?

Reference it right!

A guide to avoiding plagiarism



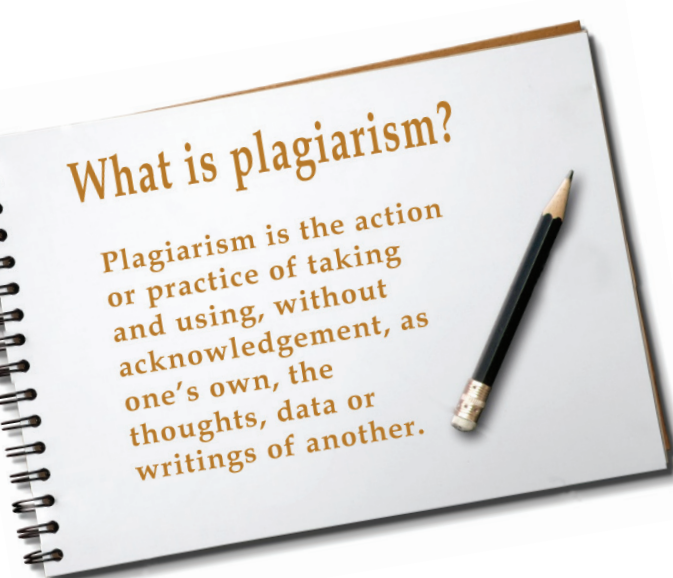
In all aspects of study and research, thoughts and ideas inevitably build on those of other writers or researchers - this is a legitimate and indeed essential part of the learning process.

Your course activities will include the use of other people's ideas and it is important to do this in a way which will improve your learning.

This guide includes :

- An explanation of
 - what plagiarism is in the context of writing for your course
 - why you should include references to your information sources
- Tips on how to avoid plagiarism and produce work of better quality
- Detailed guidance on how to cite and reference sources accurately in your course work and assignments

WHAT IS PLAGIARISM?



The Shorter Oxford English Dictionary defines plagiarism as "the taking and using as one's own ... the thoughts, writings, or inventions of another".

In a course work context, plagiarism is a deliberate act on the part of the writer or researcher to use the work, ideas or expressions of others as if they were his or her own.

Why is plagiarism wrong?

- It is a form of cheating
- It is a form of theft
- It means that you do not actually learn about your subject



Examples of PLAGIARISM



Here are some examples of different forms of plagiarism:

- Copying or paraphrasing from a book, journal, newspaper, magazine, webpage or any other written material, without properly citing the source.
- Reproducing something you saw in a movie or TV show, or heard on the radio or during a group discussion, without properly citing the source.
- Using someone else's data, images, graphics, illustrations or software without properly citing the source.
- Having someone do the work for you, either paid or unpaid. This includes buying essays from websites.
- Collusion. This means working with one or more of your colleagues on a piece of work which you then present as your own, for example, sharing your research sources and writing the final work together. It also includes copying from a fellow student or allowing another student to copy from you.
- Submitting the same essay or piece of work more than once.
- Incorporating the words of others into your writing as if they were your own.
- 'Stringing together' ideas or facts taken from others without presenting your own viewpoint.

But I didn't mean to!

Plagiarism can be intentional or unintentional. It doesn't matter whether

- you deliberately set out to plagiarise (for example buying an essay)
OR
- you were lazy or didn't plan (for example the deadline is coming up fast and there's no time to reference properly)
OR
- you were being respectful (for example because you thought it was correct to use the experts' words and not your own)
OR
- you did not know (for example not including references for illustrations, maps or tables that came from another source)

Plagiarism, whether intentional or unintentional, is considered a very serious offence and students caught doing it will be penalised, sometimes severely.

What will happen if you are suspected of plagiarism?

BIBF's QA Code of Practice Chapter IX – Malpractice, Appeals and Student Complaints – outlines the procedures that are followed when a student is accused of plagiarism. This chapter is available in the following link: <http://www.bibf.com/code-of-practice/chapter-ix>



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Tips for avoiding plagiarism

Here are some tips for avoiding plagiarism when you write your assignments:

- Acknowledge the work of others
- Summarise your reading correctly
- Use your own words and develop your own writing style
- Organise and structure your work in your own way
- Don't be afraid to express your own views
- Use the help available

Each of these tips is explained briefly in the following sections.

TIP 1: Acknowledge the work of others

Understanding how to use and appropriately acknowledge your debt to the work of others is an essential step in learning how to avoid plagiarism. Minor changes, rewording or redrawing may be enough to avoid infringing copyright, but not to avoid the charge of plagiarism.

There are two components to acknowledging the work of others:

- In-text citation
- Reference list or bibliography at the end of your work

Remember that all the in-text citations you make in your assignment must be included in your reference list.

When you are reading or researching for any written work or presentation, remember to include in your notes and/or photocopies the full reference details of each source you use including the relevant page number. This will ensure that you have all the information you need to acknowledge your sources fully when you use this material in your own work. Please refer to '**Referencing right**' section of this guide for detailed information on what reference details you should note down.



REFERENCING

**How?
What?
When?**

TIP 2: Summarise your reading correctly

Summarising is one of the ways in which the words of other writers can be legally incorporated into your reports and papers. This is an important skill because it helps increase your understanding and awareness of the main ideas of the papers, books and articles you have read.

To write a good summary:

- Read and understand the material thoroughly, if necessary using a dictionary. Look for main ideas, and how these ideas are developed
- Decide which information is important for the meaning and which information can be excluded. Usually this means including main ideas, but omitting examples. This is the most important and difficult part, and can only be done with repeated practice. The main points on the text can be highlighted, circled, or underlined
- Make notes in your own words from the points you have taken. Then put aside the original text and write the summary from your notes. If you have the original in front of you, it is tempting to copy the same words, which is plagiarism. The summary is usually written in one paragraph
- Always begin with an acknowledgment of the writer and the source: "According to Michael Jones in his book Child Psychology ..."

Once you have included the main ideas from the original, omit any examples. However, if the text consists mainly of examples, one or two must be included. As a rough guide, a summary should be one quarter of the original and in one paragraph.

Tip 3: Use your own words and develop your own writing style

Many students, particularly when they first start writing, find it difficult to develop their own writing style. When you are reading and researching for a piece of written work, try to use your own words in your notes to summarise your reading, and include your own ideas and comments on each text that you read. As you practise and establish your writing style, you will become more confident about expressing your thoughts and ideas in your own way.

If your first language is not English, and you are not yet completely fluent, it can be very tempting to borrow a well expressed sentence or even a paragraph from another writer. However, this is plagiarism, and lecturers would much prefer to receive a piece of work in your own not-quite-perfect style than to read chunks of text in perfect English that are obviously taken from another writer.

Tips 4: Organise and structure your work in your own way

Taking notes that paraphrase the views and opinions of the authors that you read is often the first stage of the research undertaken for any piece of written work. However, if your own writing consists largely of a string of paraphrases from a number of different writers, or an almost exact copy of the sequence of another writer's ideas and the logic of his/her argument (see below) you may be seen to be plagiarising, even if you acknowledge the sources of your information.

Original Paragraph

"Developing study skills not only helps students improve their learning and performance, it can also enrich their experience of university life" (Cottrell, 2001, p.16).

Paraphrases

Cottrell (2001) states that the development of study skills can improve students' learning and performance as well as enriching their time at university.

This would count as **plagiarism**.

It is not an acceptable paraphrase because it uses the same sentence structure as the original and just changes some of the words.*

Cottrell (2001) states that developing study skills can enrich students' experience of university life, as well as improving their learning and performance.

This would count as **plagiarism**.

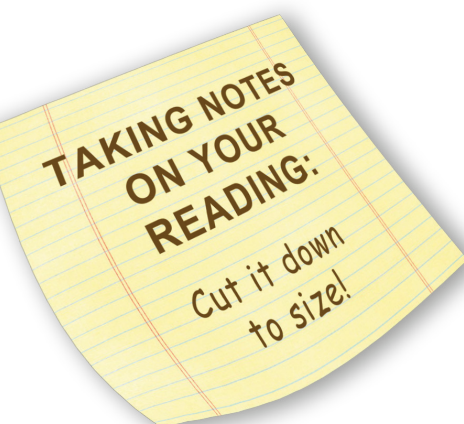
It is not an acceptable paraphrase because it uses the same words and phrases as the original, and just swaps parts of the sentence over.*

Cottrell (2001) states that students' abilities to learn and perform effectively can be linked to their development of study skills.

This is an acceptable **paraphrase**.

It is a different version of the original paragraph that gets the point across, but uses different words and a different sentence structure.*

*Source: University of Salford. (2010).



**share
YOUR VIEWS**

Tip 5: Don't be afraid to express your own views

Many students are hesitant about expressing their own opinion, particularly if it contradicts the views of 'experts'. Work that is published and printed in books and learned journals is not necessarily always right nor the very last word on a topic. In the humanities and social sciences in particular, much of the subject writing is based on informed opinion rather than indisputable fact. Do not be afraid to have your own views on a subject. What is important is that your views should be informed, clearly expressed and based on careful consideration and knowledge of both the relevant facts and of the views of those who are acknowledged to have expertise on the topic.



Tip 6: Use the help available

Lecturers

If you are still unclear about what plagiarism is, or how to reference, don't try to guess how to do it – the consequences of getting it wrong are just too severe to take that risk. Instead you should seek advice from your lecturer.

Further information and useful reading

For more information on plagiarism and how to avoid it

- speak to your Programme Coordinator and/or your Lecturer
- look at the BIBF Quality Assurance webpages <http://www.bibf.com/quality-assurance>
- look at the following websites:

[http://www.careers.salford.ac.uk/cms/resources/uploads/File/Plagiarism\(1\).pdf](http://www.careers.salford.ac.uk/cms/resources/uploads/File/Plagiarism(1).pdf)

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#wwwplagiarism>

<http://www.brunel.ac.uk/services/library/learning/plagiarism>

Software

You may also want to learn about using Turnitin to check your work for text matches. Turnitin is a program which BIBF uses for handing in assignments electronically. Your lecturer will provide you with the login ID and password for accessing it.

Turnitin works by comparing your work to a database of print and online materials to check whether there is any unoriginal material.

As we have said, referring to other people's work is fine but only with proper acknowledgement (referencing) and only if most of the work is yours.

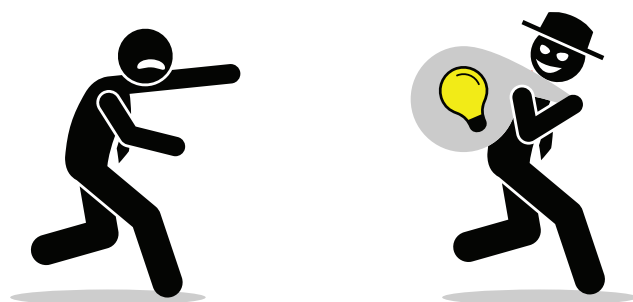
Your lecturer will use the software to check for matches when marking your work, so it is sensible for you to use it first to make sure that you have done all your referencing properly.

For more information on the Turnitin Software, please visit the following link:

http://turnitin.com/en_us/home



Referencing right



The rest of this guide gives details on the right way to acknowledge the information sources that you use in your coursework.

Why reference?

Because acknowledging your information sources allows the reader:

- to distinguish your own ideas and findings from those you have drawn from the work of others;
- to follow up in more detail the ideas or facts that you have referred to.

How to reference?

The steps involved in proper acknowledgement are:

- preparation before you write
- deciding whether you need to cite when you are writing
- citing in the correct way:
 - in-text citation
 - reference list

Read on for detailed guidance on these steps.

1. Before you write

Whenever you read or research material for your writing, make sure that you include in your notes, or on any photocopied material, the full publication details of each relevant text that you read. These details should include:

- surname(s) and initial(s) of the author(s);
- the date of publication;
- the title of the text;
- if it is a paper, the title of the journal and volume number;
- if it is a chapter of an edited book, the book's title and editor(s), the publisher and place of publication*;
- the first and last page numbers if it is a journal article or a chapter in an edited book.

For particularly important points, or for parts of texts that you might wish to quote word for word, also include in your notes the specific page reference.

** Please note that the publisher of a book should not be confused with the printer. The publisher's name is normally on a book's main title page, and often on the book's spine too.*

Key information you need to record for books

Name(s) of author(s)*:

Year of publication:

Title of book:

Name of publisher:

Place of publication

Page reference:

*if it's a chapter of an edited book you also need to include the 'Editor(s) name(s)', 'Title of chapter' and 'First and last page numbers of chapter'.

Notes:

Key information you need to record for articles

Name(s) of authors(s):

Year of publication:

Title of article:

Title of journal:

Volume number:

First and last page number of article:

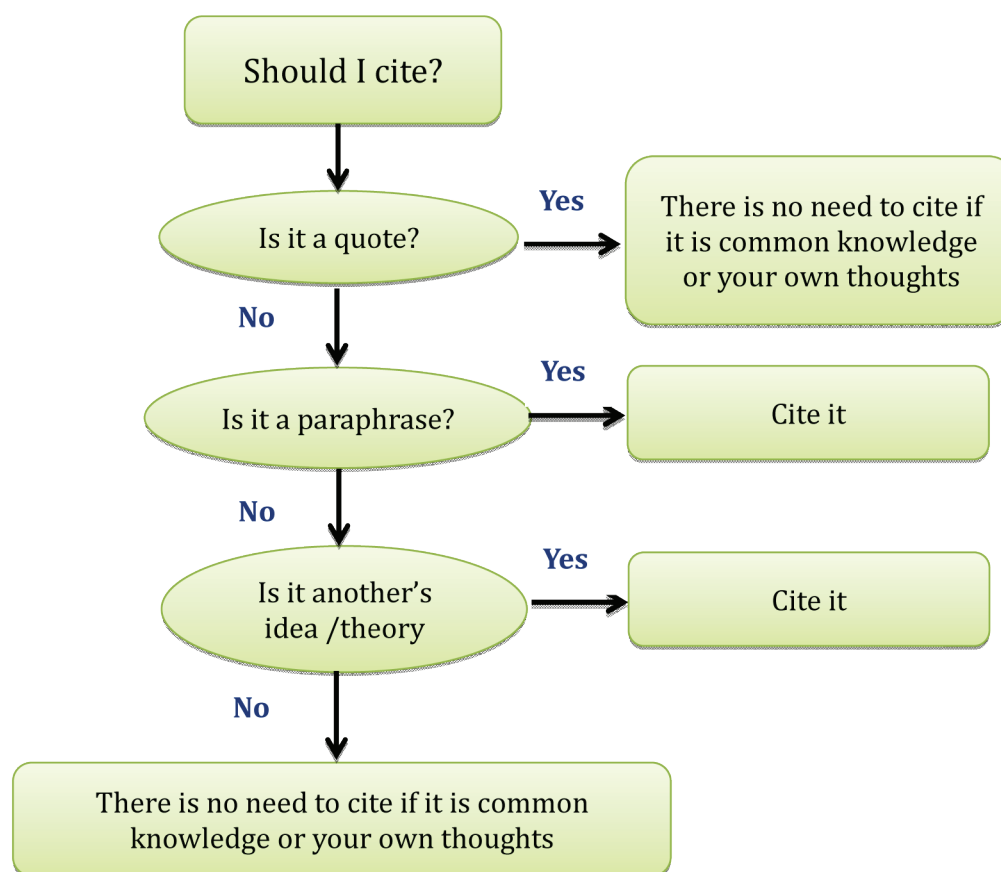
Notes:

2. When to cite/reference?

You should cite your source every time you make a point (or use data/information) that is substantially of another writer and not your own.

As a very rough guide, it is likely that the introduction and the conclusions to your writing will be largely based on your own ideas, and that in the main body of your report, essay or dissertation, you will often be drawing on the work of others in each main section or paragraph to illustrate your ideas and must therefore acknowledge them.

The following diagram will help you decide when you need to cite/reference:



Adapted from: Cardiff University (2006) Should I Cite?

3. Citing correctly

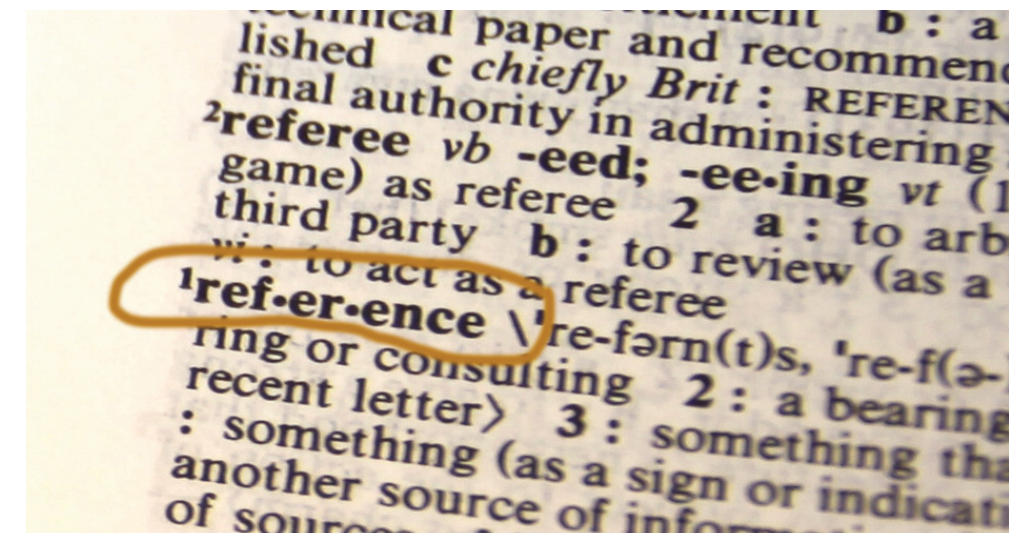
There are many different referencing conventions in common use.

At BIBF, students are expected to use the Harvard system which is also known as the 'author, date' system and which was developed by Harvard University in the U.S.

The 'author, date' system has two elements:

- in-text citation: in other words, very brief details of the source from which a discussion point or piece of factual information is drawn are included in the text (your coursework)
- reference list or bibliography at the end of the text – this is a full list of the details of the sources you have used.

This method allows the writer to fully acknowledge her/his sources, without significantly interrupting the flow of the writing.



3A. In-text citation

I. In-text citation – written sources

As the name suggests, an in-text citation occurs in the flow of the text you have written. It therefore needs to be short and normally includes the name(s) (surname only) of the author(s) and the date of the publication. This information is usually included in brackets at the most appropriate point in the text.

Example:

The seminars that are often a part of humanities courses can provide opportunities for students to develop the communication and interpersonal skills that are valued by employers (Lyon, 1992).

The text reference above indicates to the reader that the point being made draws on a work by Lyon, published in 1992. An alternative format is shown in the example below.

Example:

Knapper and Cropley (1991, p. 44) believe that the willingness of adults to learn is affected by their attitudes, values and self-image and that their capacity to learn depends greatly on their study skills.

Note that in this example reference has been made to a specific point within a very long text (in this instance a book) and so a page number has been added. This gives the reader the opportunity to find the particular place in the text where the point referred to is made.

You should always include the page number when you include a passage of direct quotation from another writer's work.

When a publication has several authors, it is usual to give the surname of the first author followed by et al. (an abbreviation of the Latin for 'and the others') although for works with just two authors both names may be given, as in the example above.

II. In-text citation – tables, data, diagrams and maps

Do not forget that in-text citations are also needed for any tables of data, diagrams or maps that you include in your work, because you must also acknowledge their sources. If you have included a straight copy of a table or figure, then it is usual to add a reference to the table or figure caption like this:

Figure 1: The continuum of influences on learning (from Knapper and Cropley, 1991, p. 43).

Even if you have reorganised a table of data, or redrawn a figure, you should still acknowledge its source:

Table 1: Type of work entered by humanities graduates (data from Lyon, 1992, Table 8.5).

III. In-text citation – unpublished ideas or discussions points form oral presentations

You may need to cite an unpublished idea or discussion point from an oral presentation, such as a lecture. The format for the text citation is normally exactly the same as for a published work and should give the speaker's name and the date of the presentation.

Example:

Recent research on the origins of early man has challenged the views expressed in many of the standard textbooks (Barker, 1996).

If the idea or information that you wish to cite has been told to you personally, perhaps in a discussion with a lecturer or a tutor, it is normal to reference the point as shown in the example below.

Example:

The experience of the Student Learning Centre at Bangor is that many students are anxious to improve their writing skills, and are keen to seek help and guidance (Nia Evans, pers. comm.).

'Pers. comm.' in the above example stands for personal communication; no further information is usually required.

3B. Reference List / Bibliography

While writing your Reference List / Bibliography using the 'author, date' system, you must:

- include in your Reference List all the citations you have included in your text regardless of their source - books, articles, websites...etc.
- follow the consistency rule – i.e. ensure the punctuation and capitalisation of your reference list is done in a consistent way.
- arrange the items in your list in alphabetical order according to the first author's surname.

There are specific items of information that must be given in your Reference List / Bibliography for each type of source. These are set out in I to VI below.

I. Reference Lists – Books

Entries in a Reference List or Bibliography for books should include:

- the surnames and forenames or initials of both the authors;
- the date of publication;
- the book title;
- the place of publication;
- the name of the publisher;

This is what the full entry in a Reference List or Bibliography would look like for one of the works quoted above.

Example:

Knapper, C.K. and Cropley, A. (1991) Lifelong Learning and Higher Education. London: Croom Helm.

Note that

- the book title should be formatted to distinguish it from the other details; in this example italics are used, but you could use bold, underline or in inverted commas
- when multi-authored works have been quoted, it is essential to include the names of all the authors, even when the in-text citation only says et al.

II. Reference Lists – papers or articles within an edited book

An entry in a Reference List or Bibliography for a paper or article within an edited book should include:

- the editor and the title of the book;
- the first and last page numbers of the article or paper

This is what the full entry in a Reference List or Bibliography would look like for one of the works quoted above.

Example:

Lyon, E.S. (1992) Humanities graduates in the labour market. In H. Eggins (ed.), Arts Graduates, their Skills and their Employment. London: The Falmer Press, pp. 123-143.

III. Reference Lists – Journal articles

Entries in a Reference List or Bibliography for journal articles must also include:

- the name and volume number of the journal;
- the first and last page numbers of the article

The publisher and place of publication are not normally required for journals.

Example:

Pask, G. (1979) Styles and strategies of learning. British Journal of Educational Psychology, 46, pp. 128-148.

Note that for papers or articles that are in a book or journal, the italics are used for the book title and the journal name. As you are directing the reader to where they can find the source you have used, they will need to know the name under which the work will have been filed on the library shelves or referenced in any indexing system. This will generally be the name written on the spine of the volume – remembering this will help you choose the correct title to highlight.

IV. Reference Lists – web pages

An entry in a Reference List or Bibliography for a web page should include:

- the author of the information (this may be an individual, group or organisation)
- the date the page was put on the internet (most web pages have a date at the bottom of the page)
- the <http://address>
- the date you accessed the web page (in case the information has been subsequently modified)

Example:

Bahrain Institute of Banking and Finance (2012) Student Handbook [online] Available at <http://www.bibf.com/qa-student-handbook> [Accessed 19/09/12]

V. Reference Lists – lectures

Entries in a Reference List or Bibliography for unpublished oral presentations, such as lectures, should include:

- the speaker's name
- the date of the lecture
- the name of the lecture or of the lecture series
- the location

Please note that in contrast to the format used for the published sources given in the first three examples above, the formatting of references for unpublished sources does not include italics, as there is no publication title to highlight.

Example:

Barker, G. 1996 (7 October) The Archaeology of Europe, Lecture 1. University of Leicester.

VI. Reference Lists – other types of publications

Entries in a Reference List or Bibliography for other types of publications, including PhD dissertations, translated works, newspaper articles, dictionary or encyclopaedia entries or legal or historical texts use the same general principles described above. For specific conventions for these other types of publications you can refer to websites which provide more detailed information.

The following links contain excellent information on the Harvard Referencing system:

<http://socialsciences.exeter.ac.uk/continuingeducation/>

Finally

When you finish your assignment, you should check carefully to make sure that:

- you have cited all your sources
- you have included in your Reference List / Bibliography full details of all the sources referred to in your text;
- you have used punctuation and text formatting, such as italics, capitals, and bold text, in a consistent manner in your Reference Lists.

Acknowledgements

This handbook is adapted from online study guides on 'Avoiding plagiarism' and 'References and bibliographies' available at the University of Leicester's website, through the following links:

<http://www2.le.ac.uk/offices/careers/ld/resources/study/avoiding-plagiarism>

<http://www2.le.ac.uk/offices/careers/ld/resources/writing/writing-resources/ref-bib>

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<http://creativecommons.org/>

References

Cardiff University (2006) Should I Cite? Available at:

<https://ilrb.cardiff.ac.uk/plagiarism/tutorial/whento1.html> [Accessed 20/11/11]

University of Salford(2010) Plagiarism – Guidelines for Students. Available at:

[http://www.careers.salford.ac.uk/cms/resources/uploads/File/Plagiarism\(1\).pdf](http://www.careers.salford.ac.uk/cms/resources/uploads/File/Plagiarism(1).pdf) [Accessed 23/11/11]

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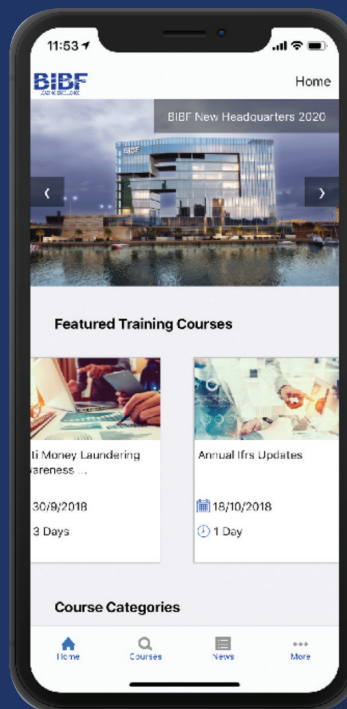
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