

## Quotations and paraphrasing

- Quotations

When you quote the exact words of an author, always do the following:

- Use inverted commas (“”) directly before and after the quoted text
- Acknowledge the source of the quotation in line with the referencing method prescribed by your department or subject field
- Treat a translated quotation in the same way. At the end of the translated text, add the following: [own translation]

- Paraphrasing

This is when you make use of someone else's ideas, but put them into your own words, and according to your personal style of writing. Generally, it is better to paraphrase than to quote.

The following needs to be remembered when paraphrasing:

- Ensure that you formulate others' ideas in such a way that it blends in nicely with your own writing style
- Do not misrepresent the other person's ideas in order to suit your purposes
- As with quotations, acknowledge the source of your ideas using the prescribed referencing method

## What is Turnitin?

Turnitin is a software programme that is able to detect plagiarism in different types of electronic documents. Unisa subscribes to this programme, and incidences of plagiarism will be followed up on by the Student Disciplinary Committee.

## Finding out more about plagiarism

The following resources are useful for obtaining more information about plagiarism:

<http://www.plagiarism.org>

This is an educational website from iParadigms LLC, makers of Turnitin plagiarism detection software.

- [http://www.unisa.ac.za/cmsys/staff/contents/departments/tuition\\_policies/docs/copyrightinfringement\\_and\\_plagiarism\\_policy\\_16nov05.pdf](http://www.unisa.ac.za/cmsys/staff/contents/departments/tuition_policies/docs/copyrightinfringement_and_plagiarism_policy_16nov05.pdf)

This is Unisa's official copyright infringement and plagiarism policy, which was drafted in November 2005.

- <http://www.web-miner.com/plagiarism>

This plagiarism site was created by Sharon Stoerger, MLS, MBA, and contains links to various resources on plagiarism, including articles, case studies, etc.

- <http://www.doccop.com/index.html?nc=78116499>

DOC Cop is a plagiarism, cryptomnesia and collusion detection tool that creates reports displaying the correlation and matches between documents or a document and the web.

- <http://www.turnitin.com>

This is the Turnitin website, and contains useful information about this plagiarism detection tool, which Unisa uses.

Be wise...

Don't  
plagiarise!



## What is plagiarism?

Plagiarism is when you present another person's ideas as your own, without properly acknowledging the source of the ideas. It is regarded as a criminal offence. You need to guard against plagiarism when dealing with the following types of material:

- **Written:** This includes books, articles, theses or dissertations, newspapers, magazines, notes, course material, e-mail messages, data, information on the Internet, etc. Plagiarism applies regardless of whether the material is published or unpublished.
- **Visual:** This includes fine or graphic art, photographs, pictures, etc.
- **Multimedia:** This includes websites, videos, films, CDs and DVDs, etc.
- **Music:** This includes musical compositions, song lyrics, CDs, music or audio clips on the Internet, etc.
- **Spoken text:** This includes speeches, lectures, interviews, etc.

## What will happen to me if I plagiarise?

- **Legal consequences:**  
In terms of the Copyright Act 98 of 1978, plagiarism may be viewed as a criminal offence. If you are found guilty of plagiarism, the following could happen:
  - You may be expelled from the university
  - You may be fined or imprisoned by a court of law
- **Moral or ethical consequences:**
  - Plagiarism is a dishonest practice, similar to theft
  - It shows disrespect for the rights and efforts of the original author
  - It damages Unisa's reputation, and significantly decreases the value of your qualification
  - Ultimately, plagiarism casts doubt on the integrity of other students' work

## How to avoid plagiarism

Here are a few tips for ensuring that you do not plagiarise:

- Whenever you use a fact, phrase, chart or quotation from someone else in your work, you must acknowledge the original source
- Keep careful notes of every source you consult when working on a paper (or thesis/dissertation), so that no sources are used without proper acknowledgement
- Never copy and paste anything from the Internet without also copying the URL where you found it, so that you can provide a full citation for this source
- Do not use the work of fellow students
- Do not intentionally commit plagiarism
- Train yourself to think independently and critically

Do not become overly dependent on the ideas and work of others:

- Learn as much as possible about the correct method of referencing (as specified by your lecturer or supervisor), and apply it consistently in your work

