Why this session?

• To talk about good academic practice

• To discuss how to present your work with integrity and the consequences for academic misconduct

• Sadly, there are cases of academic misconduct every year
Learning objectives

By the end of this session, you will be able to:

• Define academic integrity and why it is important
• Identify the components and practices of academic integrity
• Identify areas of your own practice that you would like to improve
Academic integrity is...

• Building on the ideas, data and work of others
• Critically engaging with your work and showing that you understand it
• Organising your ideas into coherent arguments
• Giving credit each time you include an idea or argument from your reading
• Using source materials effectively (quoting, paraphrasing) to support your argument or show opposing views
• Expressing your ideas in your own words, which shows understanding and develops your writing style and academic voice (which is why you’re here!)
Absence of good academic practice...

• Leads to poor scholarship
• Is unethical
• Can lead to disciplinary procedures
What skills help ensure academic integrity?

- Making good notes
- Managing your time
- Referencing properly
  - Understanding referencing styles
  - Using referencing tools
- Understanding plagiarism
Note making

• Think first before making notes
• Keep them brief
• Distinguish between main arguments and minor points
• Always date your notes and be clear of their source
• Try to use your own words as much as possible. This is a key pre-writing technique.
Time management

• Not rushing means that you will be more precise when taking notes and referencing your sources

• Write down **everything** you need to do and **when** you need to do it

• Think about how you will undertake each task

• Plan your time, making sure to include time for activities beyond your studies

• Organise your files

• Take regular breaks. Reward yourself.
Referencing techniques

- Reporting
  - Smith (2005) argues that ...

- Quoting
  - Smith’s (2005) definition of identity states, “xyz.”

- Paraphrasing
  - A restatement of the meaning of the text in your own words

- Common knowledge
Referencing styles

• Subject specific: https://libguides.cam.ac.uk/referencemanagement

• Most include a citation in the text and a full source listing at the end of the work

• Use Cite Them Right for referencing examples: https://citethemrightonline.com/ (requires Raven login)

• Tools to generate references:
  • ZoteroBib: https://zbib.org/
  • EasyBib: http://www.easybib.com/
Referencing tools

- Zotero [www.zotero.org](http://www.zotero.org) and Mendeley [www.mendeley.com](http://www.mendeley.com) are free.
- EndNote X9 Desktop (with student discount) can be purchased via University Information Services: [https://software.uis.cam.ac.uk/product/10138](https://software.uis.cam.ac.uk/product/10138)
Plagiarism is...

- Using the ideas or work of another person and presenting it as your own work
- Dishonest, unprofessional and poor scholarship
- A form of academic misconduct
- A breach of the University’s ‘Rules of Behaviour’ and a form of cheating
- **Collusion** is a form of plagiarism where two or more people work together to produce a piece of work but where all or part of the work is submitted as their own work.
Recap: Good academic practice entails...

- Making good notes
- Managing your time
- Referencing properly
  - Understanding referencing styles
  - Using referencing tools
- Understanding plagiarism
Help exists!

- Skills handouts (in the foyer today and in the library foyer)
- Academic Integrity Guide: https://libguides.cam.ac.uk/plagiarism and linked to your course Moodle site
- Wolfson College Library academic skills guides: https://libguides.cam.ac.uk/wolfsoncollege
- WolfWorks programme
- Your friendly college librarians
Get in touch

Meg Westbury
librarian@wolfson.cam.ac.uk

See you in the Library on Monday!

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