

The Basics of Academic Integrity



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Lee Library Wolfson College

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 and Mendeley 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>



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

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See you in the Library on Monday!

Time	Audience
10:00	AMES, Archaeology, Architecture, Classics, History of Art, Music, Philosophy
10:30	History
11:00	Computer Science and Engineering
11:30	HSPS
12:00	English
13:30	Any subject - Online via Zoom
14:00	Medics and Vets
14:30	PBS and Natural Sciences
15:00	Law