Parvatibai Chowgule College of Arts and Science

Autonomous

Policy on Academic Integrity and Avoiding Plagiarism

Parvatibai Chowgule College of Arts and Science strongly supports and upholds academic integrity.

Academic integrity is the manner of behaving in the academic environment when you write an assignment, research paper or any document meant for academic purposes. Academic integrity requires the individual to undertake academic activities responsibly and honestly. One of the most common practices of breaching the policy of academic integrity is the act of plagiarism.

Plagiarism

Plagiarism is using/representing/stating/ someone else's ideas, thoughts, product or words as your own.

Whenever any idea, thought or words are used in any academic written work, the source of that idea, thought or words should be acknowledged and given due credit. Summarizing or paraphrasing the words or ideas of another without giving credit to the source amounts to plagiarism.

Please see below some of the common forms of plagiarism

Using a direct quote from a source and not using quotation marks, in-text citation, and reference.

Paraphrasing or summarizing a source and not using in-text citation and reference.

Submitting assignments that were completed by another student, or arranging for another person to complete your assignments for you.

Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.

Penalty

At Parvatibai Chowgule College of Arts and Science, plagiarism is considered a serious disciplinary offence and is subject to penalties. The regulations regarding conduct in examinations apply equally to the submission and assessment of a thesis, dissertation, essay, or other coursework not undertaken in formal examination conditions but which counts towards or constitutes the work for a degree or other academic award (University of Oxford, n.d). **Plagiarised work will be awarded a 'zero' mark and will be rejected. In case of an assignment, it will not be eligible for submission and consequently will not be considered as a part of the assessment.**

Avoiding plagiarism

Plagiarism can be avoided if all the material and data used and mentioned in your written work is referenced. Referencing is a method of giving credit to your sources. It enables the reader to know the source of your information. Referencing should be undertaken within the text; known as in-text citation, to show and indicate where you have quoted, paraphrased or summarized someone's idea or words and in the form of a list of references, which should be mentioned at the end of your work with the heading 'References', 'Bibliography' or 'Works Cited'.

As a policy, and to maintain uniformity, **Parvatibai Chowgule College of Arts and Science** will follow the **Harvard Referencing Format**. The Harvard referencing style is also known as the author-date format.

Citing your sources in the text: In-text citation

At any given point in your text, wherever you have referred to another's words and ideas provide the authors' surname and year of publication in round brackets. If the author's name is included in the sentence, then only provide the year of publication is round brackets. For instance,

> It has been argued that the main considerations are**…(Smith,2010).**
> It has been argued by **Smith (2010)** that the main considerations are…

For edited books that contain collections of chapters written by different authors, cite the author of the chapter and not the editor of the overall book.

If you are citing different publications written by the same author in the same year, label the first one cited with the letter 'a' after the year and the second 'b' etc. e.g.

> **(Johnson, 2004a), (Johnson, 2004b)**.

You will need to do the same in your list of references.

Where two authors have produced the work, include both their last names in your citation e.g.

> **(Smith and Thompson, 2007) or Smith and Thompson (2007).**

When there are three or more authors use the abbreviation et al. (and others) after the first author's surname e.g.

> **Taylor et al. (2003) or (Taylor et al., 2003).**

If you are referring to a point which several authors who have expressed similar views, include them all in one set of brackets in chronological order of publication. List any works published in the same year in alphabetical order e.g. (**Hanks 1994; Smith 1994; UNESCO 1996; Gill 2002).**
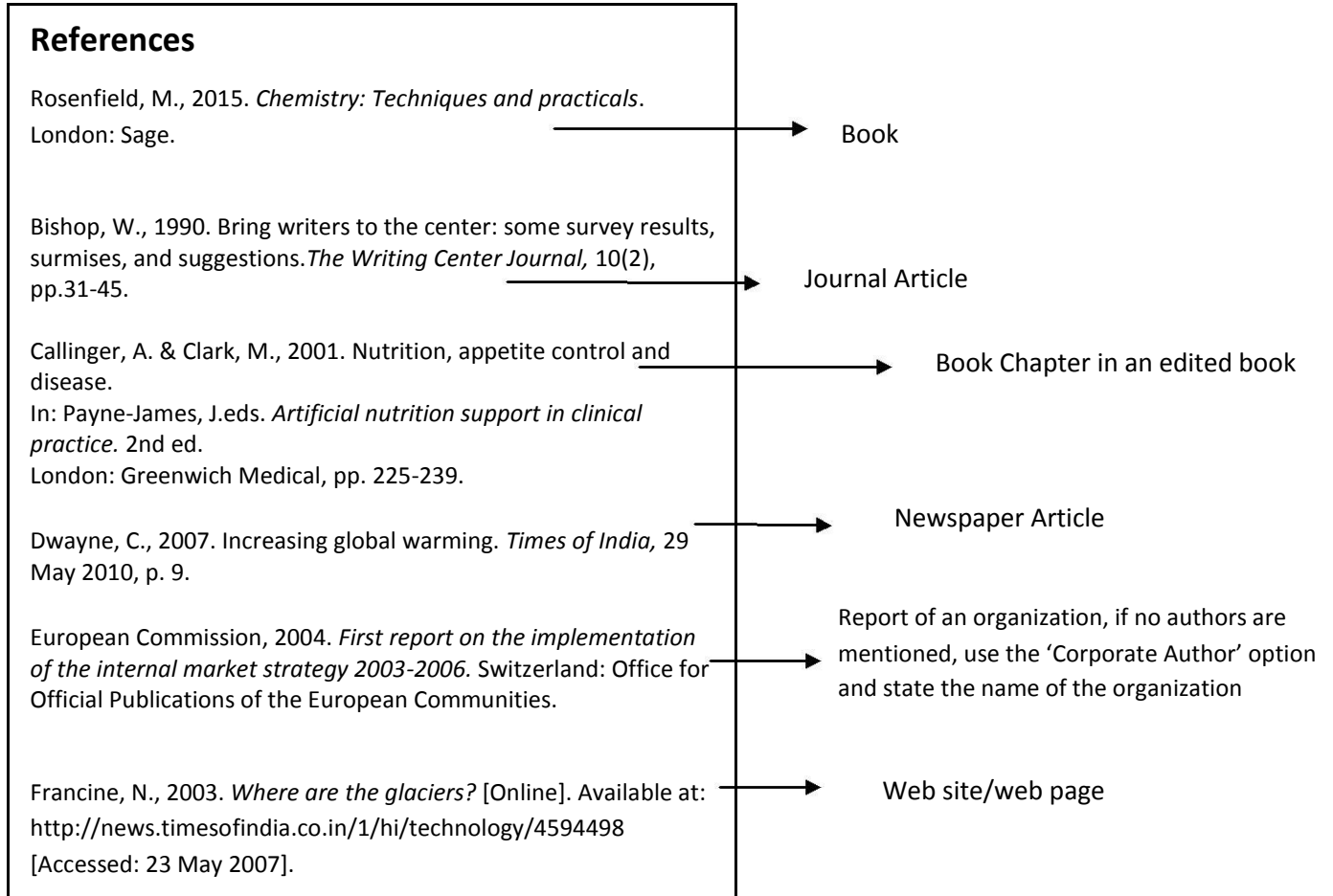
References

A list of references means giving a full description of each source you have cited in the text, in a form of a bibliography or works cited, at the end of your work.

Write the list in alphabetical order: put the first author's last name first and then his/her initials.

Include the names and initials of all authors or, if there are more than three authors, use the abbreviation 'et al.' after the first author's name.

Arrange any references with the same author by the year of publication, beginning with the oldest.

References

Rosenfield, M., 2015. *Chemistry: Techniques and practicals*. London: Sage.   → Book

Bishop, W., 1990. Bring writers to the center: some survey results, surmises, and suggestions.*The Writing Center Journal,* 10(2), pp.31-45.   → Journal Article

Callinger, A. & Clark, M., 2001. Nutrition, appetite control and disease.
In: Payne-James, J.eds. *Artificial nutrition support in clinical practice.* 2nd ed.
London: Greenwich Medical, pp. 225-239.   → Book Chapter in an edited book

Dwayne, C., 2007. Increasing global warming. *Times of India,* 29 May 2010, p. 9.   → Newspaper Article

European Commission, 2004. *First report on the implementation of the internal market strategy 2003-2006.* Switzerland: Office for Official Publications of the European Communities.   → Report of an organization, if no authors are mentioned, use the 'Corporate Author' option and state the name of the organization

Francine, N., 2003. *Where are the glaciers?* [Online]. Available at: http://news.timesofindia.co.in/1/hi/technology/4594498 [Accessed: 23 May 2007].   → Web site/web page

For further details please see **http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2013.pdf**

Updating the Harvard Guide on MS WORD

Harvard Referencing style can be updated on the MS Word easily.

Here is one link that may be used to download and update Harvard Referencing Style in MS WORD

 http://bibword.codeplex.com/releases/view/15852
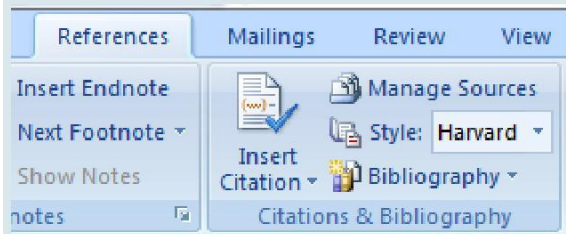
Download the Style guide'

Copy the contents of the zip file into your Microsoft Word bibliography style directory. This directory can be found in different places depending on your machine and the software it is running. Two typical places for **Windows** are

1. *program files\Microsoft Office\Office12\Bibliography\Style*

2. *<winword.exe directory>\Bibliography\Style*

   A **Mac** with **Word 2008** may find the directory in either of these two places:

1. *Applications/Microsoft Office 2008/Microsoft Word.app/Contents/Resources/Style/*

2. *Contents/Resources/Style/*

Open Word, navigate to "References", and use the "Style" drop down menu to select the Harvard style. See the image below:

For any help and queries concerning referencing, sourcing and citations, please visit the Writing Centre, Student Support Services, Computer Science Block.

References

Anglia Ruskin Univerity, 2013. *http://libweb.anglia.ac.uk/*. [Online] Available at: http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2013.pdf [Accessed 20 March 2015].

Cochane, M., n.d. *Mr. Proofread.com*. [Online] Available at: http://mrproofread.com/content/how-add-harvard- referencing-word [Accessed 16 March 2015].

University of Oxford, n.d. *http://www.ox.ac.uk/*. [Online] Available at: http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism [Accessed 23 March 2015].

University, Cardiff, n.d. *Information services,education and training guides, citing references*. [Online] (PDF) Available at: http://www.cardiff.ac.uk/insrv/resources/guides/inf057.pdf [Accessed 16 March 2015].