Academic Integrity and Referencing
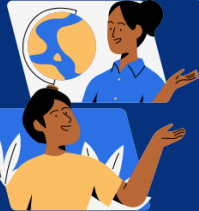
ANU Library Academic Skills

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

Overview

- Who we are
- Academic integrity
- Using a style guide to reference
- Using Endnote to reference

Individual consults to support your academic writing and research skills

LEARNING ADVISERS

- Boost your research and academic writing skills
- Receive expert, individualised feedback to improve your writing
- 45 minute booked consults
- Face-to-face, online via Zoom, or written feedback
- Available Mon-Fri throughout the year

WRITING COACHES

- Check in to see your assignment is on the right track
- Receive individualised feedback to improve your writing
- 30 minute booked consults
- Face-to-face, online via Zoom, or written feedback
- Available Mon-Fri during semester

PEER WRITERS

- Ask a quick question
- Receive immediate feedback from a fellow student on assignments, exams, revision, time management and more
- 10-15 minute drop-ins
- At Chifley Library or online via Zoom
- Available Mon-Fri during semester 12-3pm

DIGITAL LITERACY TRAINERS

- Receive support for your thesis and journal article formatting, EndNote reference management and subject-specialist research consultations
- 30 or 60 minute booked consults on Zoom
- Available Mon-Fri throughout the year

anu.edu.au/students/academic-skills/appointments

The ANU Library…

- Connects you to a wide and diverse range of high quality scholarly and popular information.

- Has millions of physical and digital items in its ever-growing collection of resources.

- Has five separate on-campus branches, arranged by subject areas.

- Gives you free access to specialist librarians, who can assist with all your research, information, and digital literacy needs.

- Provides comprehensive training and on-going personalised support for EndNote 20 reference management software, and much more.

Questions

- What questions do you have about referencing and academic integrity?

- What does it mean to produce work with integrity at University?

Five values

Trust

Responsibility

Fairness

Respect

Honesty

Academic Integrity principle

Under the Rule, it is the principle that every student (including Higher Degree Research Candidates) of the University:

> (a) is committed to engaging in academic work in ways that are consistent with, and actively support, academic integrity; and

> (b) upholds the commitment by behaving honestly, responsibly and ethically, and with respect and fairness, in scholarly practice

From Academic Integrity Rule 2021

Academic integrity

- Academic integrity means producing work that is original and that **appropriately acknowledges your sources**

- How do we do this?
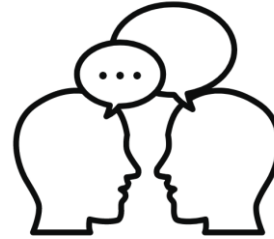
Why we reference at university:

Essential requirement for all work at ANU (to uphold academic integrity)	Allows readers to follow up on information	Distinguishes your ideas from other people's	Positions your work in a scholarly community	Strengthens your arguments

Appropriate acknowledgement requires you to:

Insert a reference every time you:

- Quote sources
- Summarise, paraphrase or synthesise sources
- Use another's material (e.g., an idea, facts, statistics, images)

and ensure you quote, summarise, paraphrase, and synthesise accurately and appropriately

Note: Common knowledge does not require referencing, e.g.

- World War II spanned 1939-1945
- The World Trade Centre was attacked on September 11, 2001
- Canberra is the capital city of Australia

Academic integrity vs plagiarism

- Plagiarism occurs when you try to pass off someone else's work or ideas as your own

- What can lead to this?

Common mistakes

- Missing references – drawing on someone's ideas without citing them
- Missing quote marks – using actual words without acknowledgement
- Changing only a few words from a source when incorporating it into our writing
- Ambiguity about source/voice (who is speaking?)

Many breaches of academic integrity are preventable!

Key reasons for breaching:
- Didn't understand assessment
- Didn't know the rules
- Poor time management
- Poor note-taking
- Poor editing and

Question

- Aside from plagiarism, what are some other types of breaches of academic integrity (known as academic misconduct)?

Recycling/self-plagiarism

Dishonest practice/misconduct

- Reusing your work for another assignment in a different course, unless expressly permitted

Honest practice

- Produce new work for every assignment/course
- Good idea to choose different topics
- Build on your existing knowledge and research but keep focused on the new question
- If there is a relevant source that you've used before, rethink how you bring in the source for your new assignment and reframe and rewrite the material.

Collusion and collaboration

Dishonest practice/misconduct

Working inappropriately with another person on the same or individual assignment. For example:

- Having someone edit and re-write in part or in full your work

- Sharing notes with others and the person copies and pastes your material or closely follows the same argument and structure

Honest practice

- Work independently

- Collaborate for group work

- Seek legitimate assistance from Academic Skills

Ghost writing and contract cheating

Dishonest practice/misconduct

- Getting someone else (a third party) to write your work or sit your exam

- Can involve payment

- Contract cheating is considered a serious breach and therefore there are serious consequences

- You may be at risk of future blackmail

- The Federal government has now made providing contract cheating services illegal

Honest practice

- Seek legitimate assistance early

- Doing your own work builds your skills and knowledge
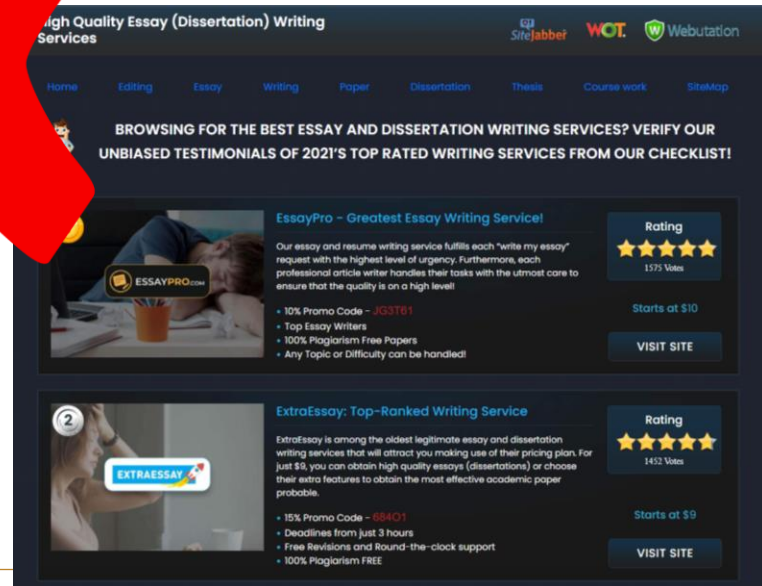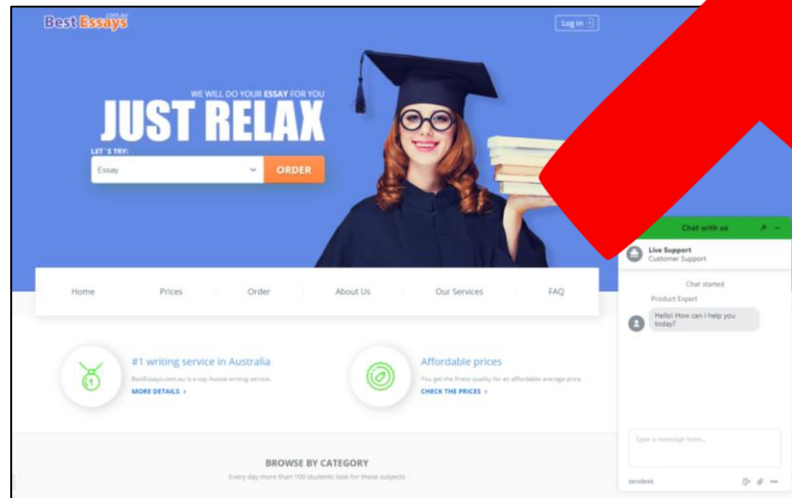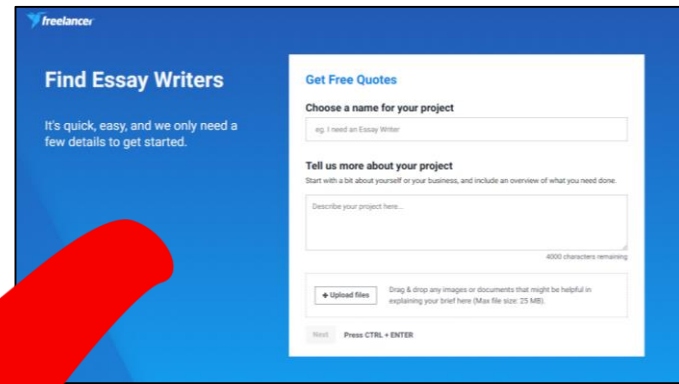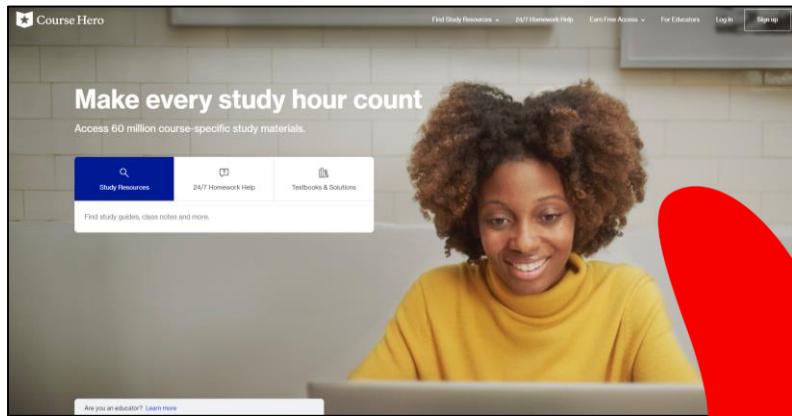
Impersonation/cheating in exams

Dishonest practice/misconduct

- Getting someone else to assume your identity and sit your exam

- Taking someone else' identity and sitting the exam for them

Honest practice

- Study for and sit your exams

- Seek tips for preparing for your exams with Academic Skills

- To manage your anxiety in sitting exams, seek resources and assistance from ANU Counselling Centre

Fabricating data

Dishonest practice/misconduct

- Inventing data
- Guessing/relying on your memory with regards to a source
- Manipulating data

Honest practice

- Draw on credible research
- Good time management and note-taking

What might be the real world consequences if a medical student or engineer plagiarised?

To learn more, visit

[ANU Academic Integrity Module (via Wattle)](#)

[Academic Skills Academic Integrity resources](#)

[Academic Integrity Best Practice Principles](#)

[ANU Academic Integrity Rule 2021](#)

Support services for misconduct cases

[ANUSA](#)

[PARSA](#)

[Dean of Students](#)

How to reference manually

From: https://www.carhistory.com.au/blog/4-tips-learning-drive-manual-transmission-car

Steps to reference manually

1. Identify the type of source
2. Look it up in the correct style guide
3. Find all the relevant information
4. Match your reference to the style guide

Step 1: Identify the type of source

Scholarly journal — *Journal of Medicine*

Academic book — *Paleolithic Art*

Encyclopedia — *Britannica 1 2 3 4*

Newspaper — *The News*

Popular magazine — *People*

Professional journal — *Metal Worker*
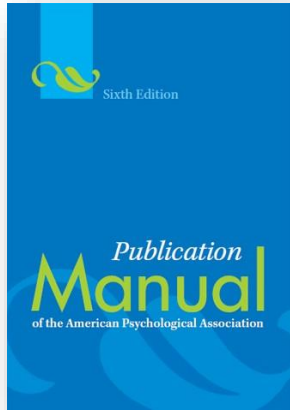
Open Education Alberta (2020), *Internet citing*, Sources List, viewed 24 Jan, 2022, https://openeducationalberta.ca/libraryskills200/wp-content/uploads/sites/62/2020/06/sources_list.jpg

Step 2: Look it up in the style guide
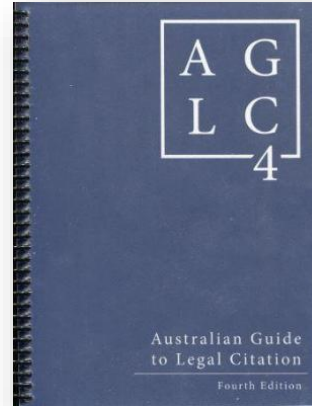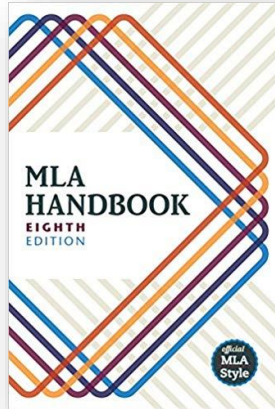
HARVARD

- A general style that is adapted all over the world

- In Australia – the Australian Government Publishing Service (AGPS) version is used most commonly

What does your field typically use?

Google: [ANU referencing](#)

Field	Typical Style
Economics, Finance, Management	Harvard
International Relations, Political Science, Diplomacy	Chicago
Anthropology, Social Research	Harvard or Chicago
Biology, Chemistry, Physics, Environmental Science	Harvard or APA
Psychology, Linguistics, Social Sciences	APA
Law	AGLC
Engineering, Mathematics, Computer Science	Harvard or IEEE
Medicine, Neuroscience	Vancouver

Major differences between styles

In text citations

Spaces and places need to be understood as never being neutral or natural, but rather extremely political. Spaces reflect expressions of cultural memory, belonging, identity and citizenship (Robin 2010; Samson 2006; Wallwork and Dixon 2004). Thus, an 'us' and 'them' dynamic exists within public and private spaces. This is discussed by Carey (2008), who explores the interconnections between whiteness, white sovereignty and Indigenous sovereignty.

Footnotes

The impact of the above changes in business organization and communications was likely amplified by American trade patterns.[7] US exports were dominated by bulk commodities—raw materials and foodstuffs—where standard grading, centralized trading exchanges, and futures contracts facilitated commerce with a minimum of personal mediation.[8]

[7.] Matthew Simon and David E. Novack, "Some Dimensions of the American Commercial Invasion of Europe, 1871–1914: An Introductory Essay," *Journal of Economic History,* 24, 4 (December, 1964): 591–605.
[8.] Alfred D. Chandler, *The Visible Hand: The Managerial Revolution in American Business* (Cambridge, Mass., 1977): 210–15.

Most require references in the body + at the end

In-text citations or footnotes

As one of the three institutions, the magistracy added strength to the political system by establishing a structure of leadership roles (i.e. an executive). Magistracies were offices of state, the majority of which were in a hierarchy and individuals were expected to work their way up the hierarchy (called *cursus honorum* or the 'ladder of offices') (Mousourakis 2007:11). At the bottom were the quaestors, then the aediles, followed by the praetors, with the coveted role of consuls at the top. Censors, dictators and tribunes were three other public offices that sat outside the 'ladder of offices'. Elections for censors and dictators did not fit the yearly election pattern of the other offices (censors were elected for 18 months every five years and a dictator was a role that was only used in times of crisis for six months) (Scullard 1980:80). The tribunate was outside the ladder of offices because it was only available to those not of patrician birth (Crawford 1993:164).

Reference list or bibliography

Crawford MH (1993) *The Roman republic*, Harvard University Press, Cambridge.

Diodorus S (1954) *Library of History, Volume X: Books 19.66-20* (Geer RM trans), Harvard University Press, Cambridge.

Green SJ (2009) 'Malevolent Gods and Promethean Birds: Contesting Augury in Augustus's Rome', *Transactions of the American Philological Association,* 139(1):147-167.

Mousourakis G (2007) *A legal history of Rome,* Routledge, London.

Ridley RT (2016) 'The fall of the Roman Republic', *Agora,* 51(1):63-66.

Scullard HH (1980) *A history of the Roman world, 753 to 146 B.C,* Routledge, New York.

Scullard HH (2011) *From the Gracchi to Nero: A history of Rome from 133 B.C. to A.D. 68,* Routledge, London.

Many other differences between styles

HARVARD AGPS

Wolfe K, Wu X and Lui R (2003) 'Antioxidant activity of apple peels', *Journal of Agricultural and Food Chemistry*, 51(3):609-614.

CHICAGO

Wolfe, Kelly, Xianzhong Wu, and Rui H. Lui. "Antioxidant Activity of Apple Peels." *Journal of Agricultural and Food Chemistry* 51, no. 3 (2003): 609-614. doi:10.1021/jf020782a.

Step 2: Look it up in the style guide
(This is Harvard style courtesy of Monash)

Journal artic **al rules:**

Author family name

Author given name initial

Year

Article title

es to ... es i... ...ut ... title of the article, the title of the journal, the volume number, the issue
...he pa... ...nd a... i... ...e of the article in single quotation marks and use sentence case.
...he titl... ...journal in ...alics, and use tit... ...ase.

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The "holy" triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

Journal name

Volume(issue)

Page range

Digital object identifier (like a stable web address)

Step 3: Find all the relevant information

Journal name

Journal of Youth Studies

Routledge
Taylor & Francis Group

Online) Journal homepage: https://www.tandfonline.com/loi/cjys20

Article title

'We don't have any limits': Russian young adult life narratives through a social generations lens

Author given name

Author family name

Darcie Vandegrift

Issue

Page range

To cite this article: Darcie Vandegrift (2016) 'We don't have any limits': Russian young adult life narratives through a social generations lens, Journal of Youth Studies, 19:2, 221-236, DOI: 10.1080/13676261.2015.1059930

To link to this article: https://doi.org/10.1080/13676261.2015.1059930

Year

Volume

Digital object identifier

Routledge
Taylor & Francis Group

'We don't have any limits': Russian young adult life narratives through a social generations lens

Darcie Vandegrift

Don't be fooled!

Step 4: Create a reference that matches the style guide

Article information

Journal of Youth Studies, 2016
Vol. 19, No. 2, 221–236, http://dx.doi.org/10.1080/13676261.2015.1059930

Routledge
Taylor & Francis Group

'We don't have any limits': Russian young adult life narratives through a social generations lens

Darcie Vandegrift*

Style guide

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The "holy" triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

Activity: Create a reference that matches the style guide

🤔

Article information

'We don't have any limits': Russian young adult life narratives through a social generations lens

Darcie Vandegrift*

Style guide

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The "holy" triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

Answer

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The "holy" triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

Your reference

Vandegrift D (2016) '"We don't have any limits": Russian young adult life narratives through a social generations lens', *Journal of Youth Studies*, 19(2):221-236, doi:10.1080/13676261.2015.1059930.

Step 4: Create a reference that matches the style guide

- Vandegrift (2016) states ...

- According to Vandergrift (2016) ...

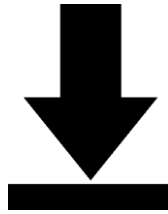- ... youth narratives (Vandegrift 2016).
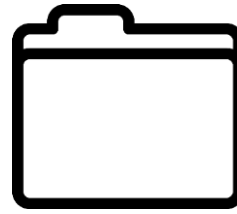
The Benefits of **EndNote 20**

Officially supported by ANU

Build a library of resources
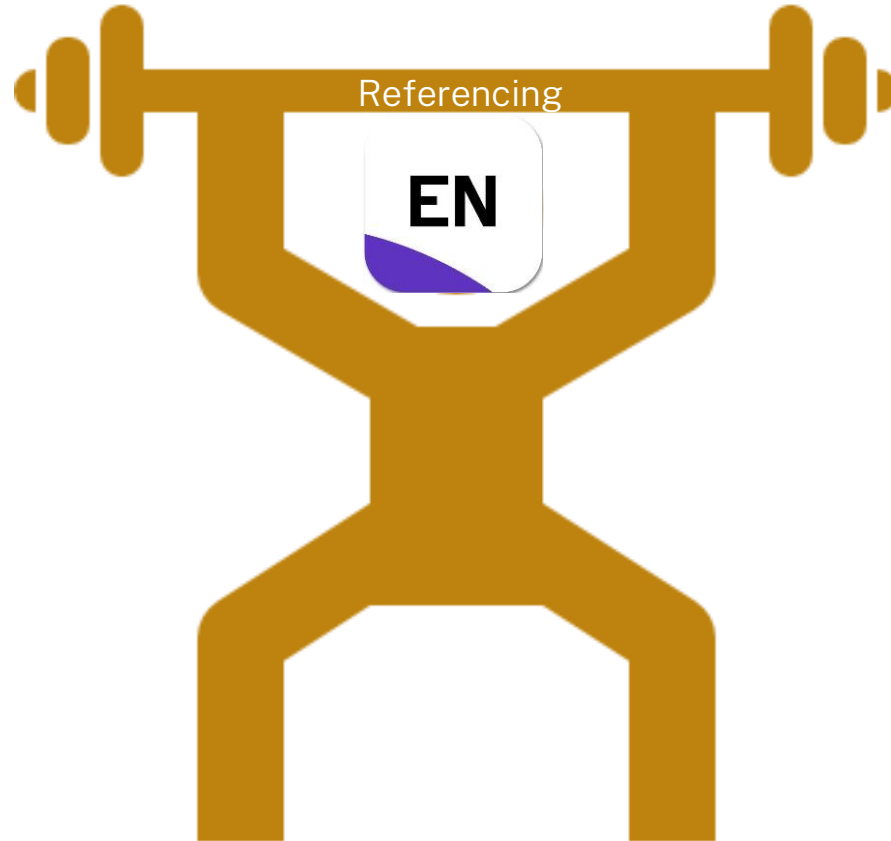
Import citations from databases and Google

Store, arrange and annotate your sources

Formats citations as you write

Let Endnote do the hard work for you
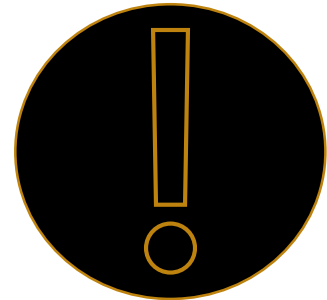
Endnote Top Tips

Your Endnote Library should always be stored on a **local drive.**

Do **NOT** save to cloud services such as Dropbox, OneDrive or Google as these risk corrupting your library

You should always only have **one Endnote Library**, even if you have multiple projects.
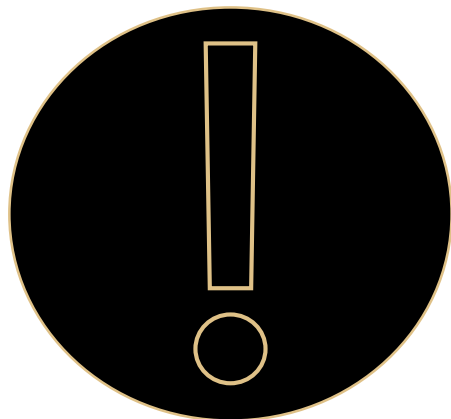
You can manage your references using **Groups** and **Group sets**

DEMO

ADDING REFERENCES

Corporate Authors

Some references may have a company, government department or group as an author, such as:
The Australian National University

Endnote will treat it as a name
University, T. A. N.

Avoid this by adding a comma at the end of corporate authors:

The Australian National University,

Garbage in = Garbage out

Endnote can't tell if the **details** of a reference are correct.

You should ALWAYS **double check your references** and be familiar with the **requirements of your style**.

Managing references in your library

Groups

Group Sets
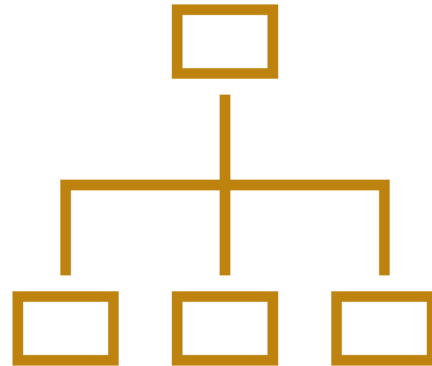
Get your own EndNote 20

Endnote Workshops:

http://anulib.anu.edu.au/training-register

Download Endnote from ANU Library Catalogue

Endnote Training Guides:

https://libguides.anu.edu.au/endnote20
http://clarivate.libguides.com/endnote_training

Remember

- Work with academic integrity
- Ask your lecturer which referencing style to use
- Reference whenever you use sources
- Follow a style guide
- Use tools like EndNote to assist you
- Check for consistency
- Ask Academic Skills and the Library for help!

The Eternal Quest for Knowledge Nº 9

Always check your references

Are you *sure* that Google was an ancient Greek philosopher?

horacek

Any questions?

Want to view Academic Skills videos?

If you have access to YouTube

Browse the site:

www.anu.edu.au/academicskills

If you don't have access to YouTube

In Wattle, self-enrol in *Academic Skills Orientation 2023*

⌂ » Current students » Academic skills » Study skills » Becoming a scholar

Becoming a scholar

**NEW AT ANU
ANU ACADEMIC SKILLS**

New at ANU

When you come to ANU, whether you're arriving from another country, an Australian secondary school, the workforce, or any other pathway, you'll face a period of adjustment to the 'ANU culture'. Things may be different at ANU compared to your past experiences. Being aware of the differences can help you to develop strategies that will assist you during your studies.

There are people and services to help you adjust to the academic culture and to make the transition to study at ANU. These include teaching staff within your courses, College and central student administration and student support, and student associations, ANUSA (undergraduates) and PARSA (postgraduates).

Academic expectations

At ANU, lecturers will regard you as a member or potential member of your chosen

Orientation information

Reference documents

Workshop slides for New at ANU: International (PDF, 2.79 MB)
Use contact details to request an alternative file format.

Academic Skills Orientation 2022

Dashboard / My courses / ASOrientation_2022

Welcome to ANU!

**ANU Academic Skills
Helping you to achieve academic success!**

Peer Writers
- Ask us a quick question
- 10-15 min drop-ins
- Face-to-face or via Zoom
- During semester, Mon-Fri 11am to 1pm

Writing Coaches
- Check you're on the right track
- 30 min booked appointments
- Face-to-face or via Zoom
- Written feedback also offered
- During semester, Mon - Fri 10am to 4pm

Learning Advisers
- Excel in your research writing
- 45 min booked appointments
- Face-to-face or via Zoom
- Written feedback also offered
- Throughout the year, Mon - Fri 10am to 5pm

What is ANU Academic Skills?

Academic Skills is a team of experienced advisers at the Australian National University (ANU), who are here to help you throughout your studies. They offer free training, resources and advice for ANU students to support your academic skills development.

What kind of support does Academic Skills offer?

- one-on-one consultations with a Learning Adviser, Writing Coach, or Digital Literacy Trainer
- Peer Writing 'Drop-in' sessions
- workshops and training sessions

THANK YOU

Contact Us

ANU Library Academic Skills

academicskills@anu.edu.au
anu.edu.au/students/academic-skills
anulib.anu.edu.au