

# How to reference and avoid plagiarism



## What is referencing?

Giving details in your work about where your information came from.

## What is plagiarism?

Taking someone else's work, words or ideas and passing them off as your own.



### Do

- ✓ **Reference** anything you've copied from websites, books or course notes
- ✓ Always use quotation marks “ ”
- ✓ Say where it's from and the date you got it
- ✓ **Use your own words** as well when asked to describe or explain something



### Why?

- ✓ A good way to get across your own opinions and thoughts
- ✓ Demonstrating your understanding helps get you marks



### Don't

- ✗ **Just** copy from websites, books or course notes – use it to support your own thoughts and ideas and make sure you **reference**



### Consequences

- ✗ Copying without referencing looks like you're pretending it's your own words. This is known as plagiarism and **you could lose marks**

If you're not sure what this means for your assignment work, **ask your teacher.**