

ACADEMY OF MUSIC & SOUND

PLAGIARISM POLICY

INTRODUCTION

What is plagiarism?

- Copying and pasting from the Internet
- Copying another student
- Buying an essay online
- Presenting somebody else's work as your own
- Failing to acknowledge when you have referred to somebody else's ideas in your work

Plagiarism is **Cheating** and is a form of **THEFT!**

You may fail your course if you do not acknowledge the sources you have used.

What is allowed?

- You can summarise an author's argument in your own words – but you must reference this in your essay
- You can directly repeat or quote a small section of an author's words as long as you put them in quotation marks and include the reference

How to avoid Plagiarism

- Reference everything!
- Caution! Plagiarism can happen accidentally at the note-taking stage
- Keep a careful note of all your sources as you prepare your assignment
- Make sure you write notes in your own words rather than copying
- Make it clear in your own notes whether you are directly quoting or paraphrasing

1.1 QUOTATIONS

- Use the exact words and punctuation of the author inside quotation marks “ ” to support your point of view
- Examples of how to introduce quotations:

According to Smith (1998) “.....”

Research by Brown (2000) **shows that** “.....”

Jones (2004) **suggests that** “.....”

- Give full details of your sources at the end of your work or at the foot of each page

How do I refer to a work which I haven't seen myself but which is referred to in something that I have read?

These are known as secondary or second-hand references. Ideally they should be avoided as you should have read the original items yourself but if it is unavoidable it is important to make it clear that it is a secondary reference as follows:

In an article of 1991 Wilford also maintains that British social policy in the 1980s dramatically changed the face of Rock Music (as cited in Ransby 1992)

The "cited in" statement makes it clear that you have not seen the item by Wilford, only what Ransby says about it. Details of the item by Ransby will then appear in the reference list as this is the source of your information. Wilford must not appear in your reference list as you have not seen this article.

Rather than direct quotation consider:

1.2 PARAPHRASING

- Change the text, but not the meaning by rewriting in your own words
- Caution! Be careful to avoid directly copying parts of the text and changing only a few words.
- If you paraphrase you should still give full details of your sources

1.3 SUMMARISING

- Identify the keywords and main sentences in the text
- Write down the main points in your own words
- Again, you must give full details of your sources

How many references do I need to make?

There is no hard and fast rule as to how many references are required in an assignment and much may depend upon the type of assignment. Generally it would be impossible and unwieldy if you referenced every point you made but general guidance is that major points you make or arguments you present, and especially direct quotes or ideas drawn directly from other people's work, should be acknowledged and referenced. Failure to give credit to other people's work appropriately could be considered as plagiarism.

IMPORTANT!

There are a number of companies offering services over the Internet to produce student coursework. These companies pretend or will try to persuade students that this is an entirely normal and acceptable practice and that many students take advantage of it. They also claim that they offer a secure, confidential and undetectable service for which they charge a great deal of money. Please be warned that using such a service is an acute form of plagiarism that is likely to result in students being expelled from the course.

Note To obtain a data file (e.g. sound sample or MIDI file etc.) and present it as your own work is plagiarism and will be dealt with accordingly. If you are in any doubt seek the advice of the Course Co-ordinator.

1.4 COMPILING YOUR REFERENCE LIST/BIBLIOGRAPHY

What is the difference between a reference list and a bibliography?

- A reference list contains details of any item you have referred to or quoted from in your assignment
- A bibliography is a list of items you have made use of in preparing your assignment, but have not necessarily referred to in your text

How do I set out my reference list and bibliography?

Both lists will be arranged in alphabetical order of author's surname, and details given should be presented in a consistent format as set out below.

How to set out REFERENCES using Footnotes or Endnotes:

Most word processing programs allow you to include notes as footnotes and/or endnotes.

- Footnotes are numbered references that appear at the bottom of each page and refer only to the sources used on that page; footnote references use a font size smaller than that of the main text
- Endnotes are numbered references that appear at the end of a short essay or at the end of separate chapters. Notes should be numbered consecutively starting from 1, throughout a project or coursework.
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In laying out your notes (footnotes and endnotes) and bibliographies, it is important that you observe the conventions governing the use of punctuation (comma, colon, full stop), white space, italics and brackets. Remember to indicate the relevant page number(s) in the books/journals you are referencing.

1.5 LAYING OUT REFERENCES / BIBLIOGRAPHY

Footnotes and Endnotes referring to BOOKS:

A book with one author:

¹ Chris Welch, *The Complete Guide to the Music of Sting and The Police* (London: Omnibus Press, 1996) p, 209.

A book with two or more authors:

² Neil Warwick, John Kutner and Tony Brown, *Complete Guide to the British Charts* (New York: Music Sales Ltd., 2004) pp. 21-30.

Articles in books or Reference Works:

³ Simon Frith, 'Music in Everyday Life'. *The Cultural Study of Music*, ed. Martin Clayton (London: Routledge, 2003), p. 30.

Articles in Periodicals:

⁴ Ulrich Adelt, "'Hard to Say the Meaning": Neil Young's Enigmatic Songs of the 1970s', *The Journal of Popular Music Studies*, 17 (2005), pp. 123-142.

Bibliography referring to BOOKS:

A book with one author:

CROSS, Charles R. *Room Full of Mirrors: A Biography of Jimi Hendrix*. New York: Sceptre, 2005.

A book with two or more authors:

CLAYTON-LEA, Tony and Richie Taylor. *Irish Rock: Where it Comes From, Where it is and Where it's going*. London: Sidgewell and Jackson, 1992.

Articles in books or reference works:

HARTWELL, Robin. 'Postmodernism and Music'. *The Last Post: Music after Modernism*, ed. Simon Miller. Manchester: Manchester University Press, 1993.

Bibliography referring to ARTICLES in PERIODICALS:

WILLIAMS, Paul. 'Macca: Working It Out for a Fresh Sound.' *Music Week*, 27 (2005), pp.6-8.

Bibliography/References referring to INTERVIEWS and CORRESPONDENCE

You may wish to refer to, or quote verbatim, what someone has said to you in an interview or through correspondence and questionnaires. In the body of your text, cite the person's name and give the year in which the comments were made (Chandler 2003). Your bibliographical entry should list the person's name, the precise nature of the communication, and the exact date on which the communication took place:

CHANDLER, Kim (2003). *Personal Communication*, 13th June.

GREGORY, Terry (2005). *Personal Interview*, 19th May.

Discography referring to RECORDINGS

Prince and the Revolution Parade. CD 7599-25395-2. New York: Warner Bros., 1986.

What details are required and where do I find these details?

Details required for a *book* can be found on the front and reverse of the title page which is usually the first or second unnumbered page inside the book.

Usually **Internet resources** can be described using details similar to those for printed material with the additional information, given the ever-changing nature of Internet resources, of the date when the resource was accessed. The address of the page referred to, e.g. the URL (Uniform Resource Locator) is the equivalent of the place and the publisher.

Example of World Wide Web resource:

IMPROVEMENT AND DEVELOPMENT AGENCY (1999) Local Agenda 21 UK: what's new [Online]. Available at <http://www.scream.co.uk/la21/> [accessed 3 March 2000]

This may seem like hard work but it is a vital part of your assignments.

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