

# Plagiarism Glossary

## Academic Integrity

The attitude of approaching your academic work with honesty and acknowledging your [sources](#) when required. Avondale expects students to act with integrity in the performance of their academic work while at College. The Avondale Academic Integrity Policy can be accessed [here](#).

## Acknowledgement

To avoid [Paraphrase](#), you should acknowledge the work of others. This means indicating which sections of your assignment are not your own work, using the appropriate [Referencing Style](#). In acknowledging the work of others, you should state who these other sources are and where their research may be found.

## APA Style

APA Style refers to the rules established by the American Psychological Association for documenting sources used in a work. APA style requires both [in-text citations](#) and a [reference list](#) at the end of the work. For every in-text citation there should be a full citation in the reference list and vice versa. More information on the APA Style is available [here](#).

## Attribution

Formal acknowledgement of the source used to support your arguments. Attribution in a paper usually includes citing the [source](#) in the text at the point it is used ([in-text citation](#)) and then providing a detailed citation in a [footnote](#) or [reference list](#) at the end of the paper.

## Author

An author is someone who creates or writes something. An author may be an individual, a group of several authors, an organisation such as a government department, non-governmental organisation or business company. [Reference lists](#) are always organised by alphabetical order of the (first) author's surname.

## Bibliographic Information

Information that describes and classifies books and other works. For example, full bibliographic information for a book (using [APA style](#)) would be: Author's last name, first initial. (Publication date). *Book title*. Additional information. Place of publication: Publishing company. The bibliographic information provided in a [Reference list](#) will vary depending on the type of source (ie. journal article, website, ebook, etc.) and the rules of your [Referencing style](#).

## Bibliography

A bibliography is a full list of all the sources you consulted in your research for an assignment, whether you referenced them in your writing or not. The list of sources includes full [bibliographic information](#) and appears at the end of the document.

## In-text Citation

An in-text citation is when you use a specific source in your work and then follow up with the proper acknowledgement. An in-text citation usually includes [author](#), year published and page number. How the citation appears depends on the [Referencing style](#) used. Acknowledgment must be given whenever you [paraphrase](#), [summarise](#) or [quote](#) from another person's work.

## **Common knowledge**

Information that is widely accessible and well-known, ie. Darwin is in the north of Australia. It does not usually need a citation. What constitutes common knowledge may vary depending on the subject. If you are in doubt, it is best to include a citation rather than risk [plagiarising](#).

## **Credit**

Similar to [acknowledgement](#), giving credit is a way of identifying the author or creator of words, ideas, or portions of a work used in your own work.

## **EndNote**

EndNote is a [reference management software](#) package, used to manage references when writing papers. It integrates with the word processors such as Microsoft Word. It is available for download for staff and students of Avondale [here](#).

## **Footnote**

Full citation included on the bottom of the same page as the cited material.

## **Paraphrase**

Using someone else's ideas, but putting them in your own words. Just changing one or two words does not make a paraphrase. You must understand the ideas and write them in your own words, changing the original sentence structure. Although you use your own words to paraphrase, you must still acknowledge the [source](#) of the information.

## **Plagiarism**

Plagiarism is the act of copying another's work or ideas without proper [acknowledgement](#), and is a major breach of [academic integrity](#). To assist you in avoiding plagiarism Avondale requires that every assignment to be accompanied with a declaration that the work submitted is original and free of plagiarism. The declaration also acknowledges that the student has read and understood Avondale's plagiarism policy. This policy is available [here](#).

## **Quote/Quotation**

A word for word copy of the original text. Quotations are identified with quotation marks and followed by a citation of the original source. Citations for written sources usually include the page number where the original words can be found.

## **Reference**

A reference is the [bibliographic information](#) that guide readers to your source.

## **Reference list**

A list of only those sources cited in your work. A reference list appears at the end of your work. It provides more [bibliographic information](#) than [in-text citations](#) so that your sources can be identified and retrieved. The bibliographic information provided in a [Reference list](#) will vary depending on the type of source (ie. journal article, website, ebook, etc.) and the rules of your [Referencing style](#).

## **Reference management software**

Reference management software, or citation management software, is software for managing bibliographic citations and references. Once [bibliographic information](#) has been saved to the software's library, author's can easily insert citation details and generate [reference lists](#) using word processor software such as Microsoft Word. [Endnote](#) and [Zotero](#) are two reference management software programs used at Avondale.

## **Referencing Style**

Referencing styles differ in the layout of the [reference list](#), [in-text citations](#), what is considered a long or short [quotation](#), and how to indicate these in your work. Avondale uses two main Referencing styles - American Psychological Association ([APA](#)) and [Turabian](#). Check with your lecturer as to which style is required. You can find information about Reference Styles [here](#).

## **Source**

Where words and ideas originate. Information sources can include books, journal articles, websites, interviews, podcasts, DVDs, newspapers, graphs, and pictures.

## **Summarise/Summary**

To summarise, or make a summary of a text, is to create a clear and accurate overview of a source, condensing it to its most important ideas and the fewest number of sentences possible. Although similar in appearance to a paraphrase, a summary conveys a large amount of information in few words, whereas a paraphrase uses a similar number of words to the original source.

## **Style**

In this context, style refers to the structure of a bibliographic citation. The [Reference Style](#) specifies what [bibliographic information](#) to include, what order the elements are listed, what punctuation to use, etc. [Style guides](#) are where you find instructions for a particular style.

## **Style Guides/Style Manual/Citation Guides**

A book or online guide that gives guidelines and formats for acknowledging references and specific details on what bibliographic information to include, and in what order. Style guides for [APA](#) style and [Turabian](#) style may be accessed [here](#).

## **Turabian Style**

The Turabian Style is a citing and referencing system based on the Chicago style. There are two forms of the Turabian style: A Footnote - bibliography style and an Author - date style. Avondale's School of Ministry and Theology uses the Turabian Author-date style. More information on the Turabian Style is available [here](#).

## **Verbatim**

To copy something verbatim means to reproduce it exactly word-for-word. If you do this then it is a [quotation](#) and you should use quotation marks.

## **Works cited**

List of citations at the end of the paper. It is equivalent to endnotes but the citations don't have a direct tie to the location within the text where the material is cited.

## **Zotero**

Zotero is free, open source [reference management software](#) to manage bibliographic data and related research materials. It is an add-on to the Firefox browser and includes web browser integration as well as integration with word processors such as Microsoft Word.