Academic Integrity and Referencing

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THE GHAN

Australia's Great Train Journeys

Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

Why are we doing this?

- Violations detected every year

- Your reputation and our reputation are at stake

- The value of all of your degrees depending upon us sustaining the highest possible level of academic integrity

Academic integrity: instructor sanctions

- Deduction of points on the exam or assignment in question. Some faculty opt to assign a score of a zero while others assign negative points

- Requirement that a student retakes an exam or resubmits an assignment.

- Deduction of letter grade from the final grade

- Failure of the course

- If a student fails a course because of an academic integrity violation and then retakes the course, both the failing grade and the new grade will be used in evaluations of academic standing and the calculation of the student's QPA.

Academic integrity: Faculty sanctions

- Any student who violates the academic integrity policy time may not be a:
  - Student Representative
  - Teaching or Research Assistant
  - Officer of a student club/organization
- Cannot graduate from the college with highest distinction or distinction or serve as commencement speaker.
- All academic integrity violations will be reported to the Heinz College Associate Dean and Carnegie Mellon's Dean of Student Affairs

Policies and procedures: defining standards: cheating

cheating "occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

1.Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.

2.Use of an alternate, stand-in or proxy during an examination.

3.Copying from the examination or work of another person or source.

4.Submission or use of falsified data.

5.Using false statements to obtain additional time or other accommodation.

6.Falsification of academic credentials.

Defining standards: plagiarism

plagiarism "is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded.

Examples :

1.Text, either written or spoken, quoted directly or paraphrased.

2.Graphic elements.

3.Passages of music, existing either as sound or as notation.

4.Mathematical proofs.

5.Scientific data.

6.Concepts or material derived from the work, published or unpublished, of another person

Unauthorized assistance: examples

1.Collaboration on any assignment beyond the standards authorized

2.Submission of work completed or edited in whole or in part by another person.

3.Supplying or communicating unauthorized information or materials to another student.

4.Use of unauthorized devices.

5.Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course.

Some numbers

- In 2014-2, 5293 violations reported to the Dean of Students Affairs:
  - 40% for cheating
  - 46% unauthorised assistance
  - 14% plagiarism

- unauthorized assistance: the use of sources of support that have not been specifically authorized by the course instructor
- include advices or help provided by another individual, published or unpublished written sources, and electronic sources.

What to do

- Make sure you understand the definitions of cheating, plagiarism and unauthorised assistance
- Study carefully the specific requirements of each course instructor as set out in the outline for each course.
- raise any queries with the instructor at the earliest opportunity, including enabling Turnitin
- Familiarise yourself with the consequences of breaches of academic integrity
- Refer any questions of the general policies referred to the Prgram Director

For comprehensive information and resources regarding Academic Integrity:

- https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

- https://www.heinz.cmu.edu/heinz-shared/_files/img/student-handbooks/heinz-college-2019-2020-student-handbook.pdf

Why reference?

- To acknowldege your debt to others
- To enable readers to consult the original source independently
- To show respect for intellectual property of others.
- To distinguish between your own ideas and those of other authors.
- To validate what you are writing by referring to documented evidence
- To inform readers of the scope and depth of your reading
- In all academic work to be graded, the citation of all sources is required.

Reference Styles

There are two common systems for referencing;

Note systems:

- sequential numbers as in-text markers that refer to either footnotes or endnotes.

- footnotes included at the end of each page.

- endnotes are notes on a separate page at the end of a paper

- Most common note systems is [Chicago 16th A](#)

Parenthetical systems

- use of a partial reference contained within parenthesis as in-text markers. The complete reference is list on the last page of the document.

- common parenthetical systems include [APA](#), [Harvard](#), and [Vancouver](#).

Parenthetical referencing systems

- APA Referencing Guide
- Harvard Referencing Guide
- Vancouver Referencing Guide

The Harvard system: The easy bit - some rules

- http://sydney.edu.au/library/subjects/downloads/citation/Harvard_Complete.pdf

One author

In-text reference

The conclusion reached in a recent study (Cochrane 2007) was that….

Reference list

Cochrane, A 2007, *Understanding urban policy: a critical approach,* Blackwell Publishing, Malden, MA.

NOTE: It is not necessary to repeat the name of the author when that is used in the sentence:

According to Gray (2002) public-private partnerships are popular-in Australia….

Two or three authors

In-text reference

When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010, p. 63) maintain that…

Reference list

Palmer, GR & Short, SD 2010, *Health care and public policy: an Australian analysis,* 4th edn, Palgrave Macmillan, South Yarra, Vic.

More than three authors

In-text reference

A recent study (Seeley et al. 2011) concluded that...

Reference list

Seeley, R, VanPutte, C, Regan, J & Russo, A 2011, *Seeley's anatomy & physiology,* McGraw-Hill, New York, NY.

Chapter in edited book

In-text reference

A discussion about Australia's place in today's world (Richards 1997) included reference to…

Reference list

Richards, KC 1997, 'Views on globalization', in HL Vivaldi (ed.), *Australia in a global world,* Century, North Ryde, NSW.

Corporate author – commissioned reports

In-text reference

The report prepared by the South Australian Centre for Economic Studies (2009) was discussed…

Reference list

Local Government Association of South Australia 2009, *Local government's current and potential role in water management and conservation: final report*, prepared by the South Australian Centre for Economic Studies, SACES, Adelaide.

What is not working here?

Journal article

In-text reference

In an earlier article, it was proposed (Jackson 2007)…

Reference list

Jackson, A 2007, 'New approaches to drug therapy', *Psychology Today and Tomorrow,* vol. 27, no. 1, pp. 54-9.

Note the difference in use of italics

Cochrane, A 2007, *Understanding urban policy: a critical approach,* Blackwell Publishing, Malden, MA.

Article in online journal or magazine

In-text reference

An article linking ethical behaviour and religion (Noor 2008)...

Reference list

An article linking ethical behaviour and religion (Noor 2008)... Noor, A 2008, 'Ethics, religion and good governance', *JOAAG: Journal of Administration & Governance,* vol. 3, no. 2, pp. 62-77, viewed 17 November 2009, http://www.joaag.com/Home_Page.php

Blogs

In-text reference

- List the author's name as it is used in the posting (including nicknames).

- For a blog comment, use 'web log comment' instead of 'web log post' and include the exact title (including 'Re:' if used)

The plight of the flapper skate was recently highlighted (Keim 2009)

Reference list

Keim, B 2009, 'ID error leaves fish at edge of extinction', *Wired Science blog*, web log post, 18 November, viewed 20 November 2009, http://www.wired.com/wiredscience/2009/11/extinction-error/

Facebook update

In-text reference

List the author's name as it is written (including nicknames).

$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)

Reference list

Rudd, K 2009, 'Australian civilian corps to help in crises', *Kevin Rudd and Labor*, Facebook update, 24 October, viewed 20 November 2009, http://www.facebook.com/note.php?note_id=200124043571&ref= mf

Quotations

Fewer than 30 words

An interesting view was expressed by Cochrane (2007, p. 117) that 'the connection of high profile developments to their surrounding environment has increasingly been questioned'.

Block quote (more than 30 words)

It was stated that

> if any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processes (Mullane 2006, p.66).

NOTE: The actual quote is in slightly smaller font and indented from the left hand margin to distinguish it from the surrounding text.

REFERENCE LIST

- The reference list appears at the end of your work on a separate page

- Only include references you have cited in your work

- List in alphabetical order

- Include:
    - Surname and first initial/s
    - Date
    - Title of article
    - Journal (italicised)
    - Volume number (issue number in brackets)

- All references should have a hanging indent. That is, all lines of a reference subsequent to the first should be indented

REFERENCE LIST

Avant, D. D., Finnemore, M., & Sell, S. S. (Eds.). (2010). *Who governs the globe?* New York: Cambridge University Press.

Barnett, M., & Finnemore, M. (2004). *Rules for the world: International organizations in world politics.* Ithaca: Cornell University Press.

Bernes, T. (2007). The independent evaluation office: Lessons learned, emerging themes, and priorities for future work. Presentation to the Conference on Evaluating the IMF's Exchange Rate Advice, Singapore, 4 December 2007.

The harder bit – some judgement

What are reliable reference sources?

- Peer-reviewed journal articles and books

- 'Grey literature' – eg. Government documents, conference proceedings
  - But beware: some 'authors' who publish reports have their own political or social agendas, so you will need to cross check this information with more reliable resources

- NOT unknown websites, Wikipedia, sources with anonymous authors and no date

Extra Resource in how to identify Scholarly vs Non-scholarly resources:

http://www.library.usyd.edu.au/elearning/learn/schvsnonsch/index.php

Does the reference require a page number?

If you are referring to an entire work, include only the author's last name and year of publication in brackets.

provide page numbers when paraphrasing or referring to information or an idea that can be located on a particular page

- Gardner (1987, p. 74) makes an extremely important point about Durkheim when he writes "Durkheim had a lifelong interest in morality" .

- "Australia is a settler society" (Hudson & Bolton 1997, p. 9).

Summarise compared with plagiarise

The curriculum at Carnegie Mellon University is unlike anywhere else. Its focus on real-world problem solving drives students' intellectual curiosity to produce works that really matter. Students first gain a thorough understanding of policy frameworks before applying what they've learned to real clients.

Summarise

CMU students learn about policy frameworks before applying those frameworks to important, practical matters

Plagiarise

The curriculum at Carnegie Mellon University is unique in the world in that students are driven to focus on real world problems out of intellectual curiosity before applying what they have learned to problems that really matter.

Paraphrase compared with plagiarise

The curriculum at Carnegie Mellon University is unlike anywhere else. Its focus on real-world problem solving drives students' intellectual curiosity to produce works that really matter. Students first gain a thorough understanding of policy frameworks before applying what they've learned to real clients.

Paraphrase

The CMU approach is unique in that its focusses the intellectual curiosity of students on substantive matters that have an impact. This only happens after students have received a thorough grounding in understanding policy – how it is made and how it is applied.

Plagiarise

The teaching at Carnegie Mellon University is unique in the world. Because it focusses on real world problems, students can use their intellectual curiosity to work on projects that really matter but only after first gaining a thorough knowledge of policy frameworks.

An exercise:

If anyone would like to check their paraphrasing technique they can try it out on the following text. If you email the paraphrase to me, I will provide a view on whether it meets the test of avoiding plagiarism – toloughlin@australia.cmu.edu

"Permafrost, which currently sits underneath 80% of Alaska, is beginning to melt, causing sinkholes and landslides. The north-west coast is being chewed away by almost 150ft a year in places due to sea level rise aided by wind erosion from more intense storms. Wildfires are increasing, with a lack of snow cover allowing the flames to lick areas that haven't burned in almost 5,000 years. These trends imperil treasures such as those found in Cape Krusenstern national monument on the north-west coast. It has extensive evidence of human habitation stretching back 9,000 years. The NPS is scrambling to survey the area as inundations are wiping away this heritage, often before archaeologists can document it."