

Where do you draw the line? What will get you good marks? What actually is Good Academic Practice?

Developed by Annie Britton from Swales, John and Feak, Christine, B., *Academic Writing for Graduate Students*, (Ann Arbor, University of Michigan, Michigan, 1994)

Note: a bibliography is a list of books etc relevant to the piece of writing, but not necessarily cited in the text; a reference list contains all, but only, the sources cited in the text. In Law you are usually asked for a bibliography

1. Copying a paragraph verbatim (word for word) from a source without any acknowledgement.
2. Copying a paragraph and making small changes – e.g. replacing a few verbs, replacing an adjective with a synonym; source is in the bibliography.
3. Lending your friend/classmate your work to help them out, or using your friend/classmate's work to help you.
4. Cutting and pasting a paragraph, using sentences of the original but leaving out one or two and putting some others into a different order, no quotation marks; in text acknowledgement¹, plus inclusion in the bibliography.
5. Using the information from a table (e.g. home office statistics) to make a new diagram in your own work, source in the bibliography.
6. Composing a paragraph by taking short phrases of 10 to 15 words from a number of sources and putting them together, adding words of your own to make a coherent whole; all sources included in the bibliography.
7. Quoting a paragraph by placing it in block format with the source cited in the text and the bibliography.
8. Paraphrasing information, maybe from more than one place, with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; in text acknowledgement², and inclusion in the bibliography.

¹ Jaswal Singh, *A Book* De Montfort University Press 2008 77.

² Jaswal Singh, 2008 45 and, Janet Adeyemi, 'An Article' *A Journal* (2009) 73 (3) 38-51 43.