

# MODULE 4

## PLAGIARISM AND REFERENCE MANAGEMENT

### Introduction

Understanding how to reference properly is very important when you write an essay/assignment. It means showing that you know your subject well and that your essay/assignment is based on reliable and valid information sources. When you write an essay/assignment about a topic, you need to look at what other people have written about it. This helps you to identify gaps, form your own ideas and arguments. But it is important to make clear which ideas are yours and which ones belong to someone else.

It is crucial to consistently recognise and credit ideas and work from others by stating where you found them and who originally came up with them. This is called referencing.

Proper reference management helps students to accurately cite sources, avoid plagiarism, and provide evidence to support their arguments. It also ensures that research is organised, accessible, and easy to update. This guide will introduce the basics of reference management, including what it is, why it is important, and how to get started.

The terms '*cite*' and '*refer*' (or 'citation' and 'reference') are frequently interchangeable because citing a piece of work entails providing a reference to its source.

## What are the objectives of referencing?

- Helps avoid plagiarism by making it clear which ideas are your own and which are someone else's
- Informs readers of the scope and depth of your reading
- Gives supporting evidence for ideas, arguments and opinions
- Allows others to identify the sources that have been used

## Learning outcomes

The student will be able to:

- Cite/reference in accordance with relevant styles
- Avoid plagiarising
- Read critically

## What is plagiarism?

Plagiarism is the act of using someone else's ideas and presenting them as your own. Plagiarism is a form of stealing and is considered a serious offense at academic institutions. There are different types of plagiarism. These are:

- Intra-corporal plagiarism, originating from the Latin 'corpus' meaning 'body', involves actions such as copying from another student in your course (Lancaster & Culwin, 2005).
- Extra-corporal plagiarism encompasses copying from an external source such as a book or journal (Lancaster & Culwin, 2005).
- Auto-plagiarism occurs when you cite your own previous essay/assignment without proper acknowledgment (University of Oxford, n.d.).

Plagiarism can be either intentional or unintentional. Intentional plagiarism is when you knowingly used another's work and presented it as your own, such as copying a friend's homework or downloading an essay from the internet and handing it in as your own work. Unintentional plagiarism is when you copy large sections of another's work, for instance copying a significant number of direct quotes or large sections from one particular author (UCT Writing Centre; University of Leeds Library).

## **Obvious forms of plagiarism include:**

1. Borrowing or purchasing an essay/assignment that is not yours and submitting it as yours.
2. Paying someone to write your essay/assignment for you.
3. Copying and pasting text (word for word) from someone else's work without referencing them or without using quotation marks/block quotes.
4. Directly translating an essay/assignment without referencing the author.
5. Referencing sources you didn't use in your essay/assignment.
6. Using extracts of your previous essay/assignment and not referencing yourself.
7. Using artificial intelligence and claiming it as your own essay/assignment.
8. Incorrect paraphrasing. There are many words or phrases that shouldn't be changed in order not to change the meaning. When you write your essay/assignment, you need to know the difference between paraphrasing and quoting. When you paraphrase, you need to summarise the idea and write in your own words, consider the sentence structure, and writing style.
9. Incorrect referencing. You need to reference properly in order to give credit to the source; this includes quotes and paraphrased sections as well as ideas taken from the original source.
10. Failure to acknowledge outsourced data analysis. If you had assistance with statistical data or descriptive statistics, you need to acknowledge the amount of analysis that was not your own work.

## **Less obvious forms of plagiarism include:**

1. Not referencing an image, diagram, table or illustration used in your essay/assignment. You need to reference any form of material that you have not created. Examples of other materials that need to be referenced include interviews that you have conducted, letters or emails.

The only instances where you do not need to reference include:

1. If the idea, insight or work is your own. If the idea, table or illustration is co-authored you still need to reference this.
2. If you wrote up the lab reports or field notes.

In academic writing we try to substantiate our arguments or facts with established writings or other credible sources of information such as Statistics South Africa, for example. When we use another's writing to validate our own points it is important to credit our sources through citation. However, copying large passages or multiple quotes can also be considered plagiarism (UCT Writing Centre; University of Leeds Library).



## **Tips for avoiding plagiarism**

**Here are some tips for avoiding plagiarism**

### **1. Ensure you have sufficient time to complete assignments**

Often, students tend to plagiarise when they don't have time to complete assignments. Start your research ahead of time and set deadlines and milestones before the final assignment is due. Stress is also a factor that increases risk of plagiarism. By ensuring you have sufficient time to complete your assignment, you are less likely to stress and plagiarise (Chegg, 2022).

### **2. Cite correctly**

It is essential to fully reference and acknowledge the work of others. Incorrect citations, missing citations, and missing quotation marks all contribute to plagiarism. Use reference managers, such as RefWorks or EndNote, while writing your assignment to ensure you have cited correctly (Kaur, 2023).

### **3. Paraphrase correctly**

Do not copy and paste. You should aim to understand the concepts and write them in your own words; paraphrase large pieces of text instead of sentences. Use a thesaurus to find synonyms, not just for words, but for phrases as well (Chegg, 2022; Kaur, 2023).

#### **4. Take notes while researching**

Reduce the risk of plagiarism through notetaking; that is, write down the content in your own words (Kaur, 2023). By taking thorough notes while researching, you can also keep track of where you are getting ideas from, and this helps to ensure you are citing your sources correctly (Chegg, 2022).

#### **5. Use trusted sources**

Use sources that are credible, such as peer-reviewed scholarly articles and books.

#### **6. Proofread your assignment**

Proofreading your assignment will help you spot plagiarism. It is important that you go through your assignment to ensure that you have cited correctly and cited all the sources that you've used (Nixon, 2018).

#### **7. Use a plagiarism checker**

Use an online plagiarism checker to check your plagiarism count. This will help show the areas where you might need to edit and paraphrase further (Nixon, 2018).

Do not merely give properly acknowledged summaries of other people's work (paraphrasing); instead, develop your own sequence of reasoning and line of argumentation.

### **Example of a plagiarism checker**

The University of Cape Town uses a plagiarism checker called Turnitin. This software empowers you to provide the best work and to ensure your academic integrity.

#### **How it works**

Turnitin takes your assignment and checks it against its internal database. The system checks if your assignment has any "matches against" or if your writing is similar to other sources. It is normal for your assignment to match sources found in its database

if you have used quotes; that is acceptable if you have referenced the source correctly. The system will produce a similarity report, which your tutor or lecturer will consult to decide if the match is acceptable or not.

This similarity report provides a summary of the highly similar text as well as the matching text found in your assignment. This report is available for viewing and will be generated after you have submitted your assignment. It will provide you with a similarity score percentage. This does, however, take some time to generate.

### Interpreting your similarity score

The percentage ranges from 0% - 100% and this is based on the amount of matching your assignment has with other sources in the Turnitin database. The ranges can be seen below:

- **Blue:** No matching text
- **Green:** One word to 24% matching text
- **Yellow:** 25-49% matching text
- **Orange:** 50-74% matching text
- **Red:** 75-100% matching text

Source: <https://guides.turnitin.com/hc/en-us/articles/23435833938701-Understanding-the-similarity-score>

### Reading critically

Reading critically means that a reader applies certain processes, models, questions, and theories that result in enhanced clarity and comprehension (Mubarok et al., 2022). Reading critically is more than just understanding the context, it is deeper, and the reader should have an open mind in order to debate the presented arguments.

### Read to understand

Reading critically is about examining the text and context. Who is the author? Who is the publisher? The purpose of the text? The discipline? Different disciplines have different methods of writing and meaning, thus it is important to determine the discipline of the resource and targeted audience (e.g., Sociology, Psychology,

Anthropology) (Mubarok et al., 2022). Where was the text written? What is the topic and what are the main ideas? Read slowly, go over difficult terms and check the meaning in the dictionary or glossaries for clarification (Gauche & Pfeiffer Flores, 2022).

### Read beyond the text

- Analyse what the text means, but in the **context** of your discipline.
- How does it **compare** to other texts/studies and to other knowledge you are gathering about the subject?
- How will you **synthesise** the different sources to serve an idea you are constructing?

It is important to understand that writing-up the assignment requires more than the ability to construct correct sentences or compose neatly organised paragraphs.

### Reading critically and critical thinking

Academic reading requires critical thinking, engaging with the text, thinking beyond the information presented, and identifying gaps (Gauche & Pfeiffer Flores, 2022). Reading critically is also related to critical listening, it is all about making judgement of what is presented and thinking further, thinking about arguments and conclusions.



#### Tips for reading critically

##### 1. Constantly take notes

A thorough critical evaluation typically involves a multitude of ideas, including an analysis of the author's claims and their deconstruction (Mubarok et al., 2022). The best way to gather all of them and use them to come up with a reasonable judgment regarding the analysed text is by constantly taking notes throughout the process. Not only does this help you keep everything fresh in your memory, but it can also help you identify any potential flaws in your arguments.

## **2. Recall and review**

Try and summarise key words and elements from the text (including strengths and weaknesses, mind map); identify gaps in your memory.

Go over your notes, focusing on parts you found difficult; re-read parts; bring everything together; and organise your notes.

## **3. Analyse the title**

Starting your analysis with the title can reveal some of the author's intentions, attitude and biases.

## **4. Focus on arguments**

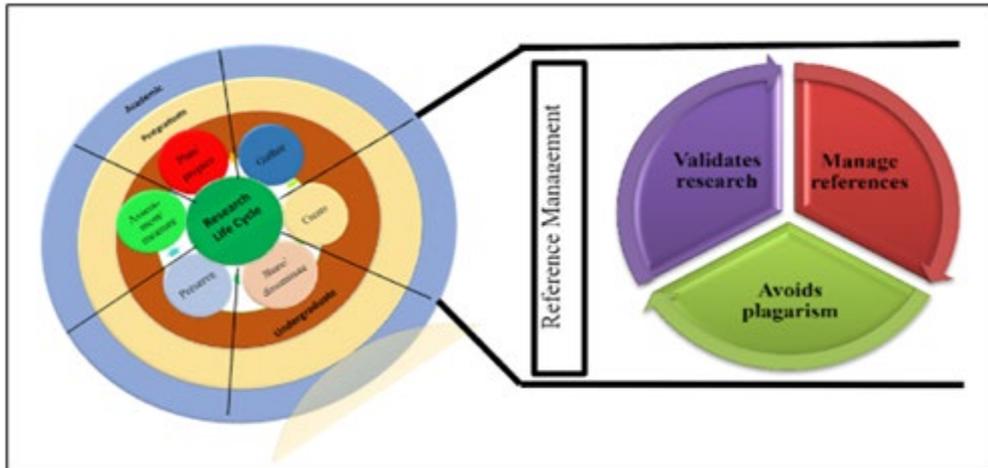
When analysing a text, try to find the passages where the authors explain their arguments and concepts, as well as how and why they developed them (Tracey & Morrow, 2024). It's likely that the text also contains other elements, such as anecdotes, stories, examples and other parts that are less relevant to critical reading. You should be disciplined in your approach and avoid prioritising them.

## **5. Read the text multiple times**

Before beginning to construct your critical analysis of a text it's best that you read it more than once. This can help you identify new ideas and approaches that you may have previously missed and is likely to help you better understand all the concepts, both separately and as a whole (Gauche & Pfeiffer Flores, 2022).

## **6. Debate your conclusions**

The last tip is to write your critical analysis. Debate your findings, gaps, connections, and contradictions (Tracey & Morrow, 2024). This may help you identify some aspects and angles that you may have missed.



**Figure 4.1: Research Lifecycle with reference management**

### **OERS for reading critically**

- [Writing, Reading and College Success: A First- Year Composition Course for All Learners \(Kashyap and Dyquisto\):](#)
- [Critical Reading, Critical Writing](#)

### **OERS for creating an argument**

- [How Arguments Work - A Guide to Writing and Analyzing Texts in College \(Mills\)](#)
- [Informed Arguments: A guide to writing and research](#)

## **What is referencing?**

Referencing is the process of acknowledging the contribution of other writers and researchers in an academic piece of work. Any research assignment that draws on the ideas, words or research of other writers must be cited/acknowledged.

Referencing also gives credit to the writers from whom words and ideas have been extracted. By citing the work of a particular scholar, you acknowledge and respect the intellectual property rights of that researcher.

## Why is it important to reference?

- Helps show that you have been thorough and careful (or rigorous) in your academic work
- Indicates which material is the work of another person or is from another source
- Indicates which material is your original work
- Validates and adds credibility to what you are writing, by referring to documented evidence



Figure 4.2: Image of Journal Article

## Referencing styles

There are many different referencing styles used across the different faculties of UCT. If you are unsure which style is preferred for your course, please consult your course outline or ask your course convenor.

To reference your work, you must indicate in the body of the text with a simplified version of the reference. This is referred to as in-text citation and the full citation is placed at the end of your document which makes up your reference list.

## UCT author-date

UCT author-date (formerly Harvard-UCT) is a style created by UCT academics and librarians. The style is meant to provide a simple and straightforward way of displaying references. This is an author-date style which refers to the way the in-text citations are displayed, as opposed to a footnote or a numbered style. Author-date referencing lists are displayed alphabetically, as opposed to the order wherein the reference was used. This style also requires page numbers for in-text citations. This style is used in many social sciences courses. Below are examples of the common types of referencing. For a more comprehensive list of types of references and more information on UCT author-date referencing style please consult the [full guide](#).

### In-text

#### Single author

(Author surname, year: page number)

“Impression management refers to the ways in which users present themselves to others, in this case in the online setting” (Bosch, 2021:46).

#### Two authors

“The differences between South Africa's spheroidal orthometric and normal height systems are relatively small; nonetheless, the former is more consistent with the latter than the orthometric height system” (Mphuthi & Odera, 2022:473).

#### More than three authors

“It is crucial to recognize the connection between rurality, ethnicity, race and class in order to prevent rural populations from being wrongly represented in a negative and dismissive way” (Timmis et al., 2022: 43).

### Reference\_list

#### Book, single author

Surname, initials. Year. *Title*. Place published: publisher.

Bosch, T. 2021. *Social media and everyday life in South Africa*. London: Routledge.

### **Book, multiple authors**

If there are more than three authors, only give the name of the first in an in-text citation, then add “and others” or “et al.” (the Latin abbreviation for “and others”). However, the names of all authors to a maximum of eight should appear in the reference list. Add “et al.” or “and others” after the eighth author, if there are more than eight authors.

Timmis, S., de Wet, T., Naidoo, K., Trahar, S., Lucas, L., Mgqwashu, E.M., Muhuro, P., Wisker, G. 2022. *Rural transitions to higher education in South Africa: decolonial perspectives*. London: Routledge.

### **Book chapter**

Author surname, author initials. Year. Chapter title. In *Book title*. Editor initials. Editor surname, Ed/s. Place published: publisher.

Mlambo, N. 2022. Youth and the contestation of inequality with #rhodesmustfall: challenging the status quo and an emergence of a theology of spatial justice from below. In *Faith, race and inequality amongst young adults in South Africa: contested and contesting discourses for a better future*. N. Du Doit, Ed. Stellenbosch: African SUN Media.

### **Journal article**

Author surname, author initials. Year. Article title. *Journal title*. Volume(issue): page numbers. DOI:10.xxxxxxxxxx.

Mphuthi, M.S., & Odera, P.A. 2022. Comparison between orthometric, normal and spheroidal orthometric heights over South Africa. *Applied Geomatics*. 14: 465-473. DOI:10.1007/s12518-022-00443-1.

### **Web document**

Author surname, author initials. Year. *Web page title*. Available: <http://www.website.com> [year accessed, month accessed, date accessed].

World Health Organization. 2023. *WHO ambient air quality database, 2022 update: status report*. Available: <https://www.who.int/publications/i/item/9789240047693> [2023, June 1].

## APA 7th

APA 7th edition is the referencing style created and used by the American Psychological Association specifically for use within the psychology disciplines. However, this style is widely used at the university in many other fields, such as the health and rehabilitation courses and organisational psychology. APA is also an author-date style. In APA only direct quotes require a page number in the in-text citations. For information, please consult American Psychological Association (2020). *Publication manual of the American Psychological Association: the official guide to APA style* (7th ed.). American Psychological Association.

### In-text

(Author surname, year, p. page number)

(Author surname, year)

If the Author's name forms part of the sentence, the citation will usually look like this:

Author (year) asserts...

### **Single author**

"Impression management refers to the ways in which users present themselves to others, in this case in the online setting" (Bosch, 2021, p. 46).

### **Two authors**

Mputhi & Odera (2022) argue that differences between South Africa's spheroidal orthometric and normal height systems are relatively small; nonetheless, the former is more consistent with the latter than the orthometric height system.

### **More than three authors**

“It is crucial to recognize the connection between rurality, ethnicity, race and class in order to prevent rural populations from being wrongly represented in a negative and dismissive way” (Timmis et al., 2022).

## **Reference list**

### **Book, single author**

Surname, initials. (Year). *Title*. Place published: publisher.

Bosch, T. (2021). *Social media and everyday life in South Africa*. Routledge.

### **Book, multiple authors**

If there are more than three authors, only give the name of the first in an in-text citation, then add “and others” or “et al.” (the Latin abbreviation for “and others”). However, the names of all authors to a maximum of 20 should appear in the reference list. When the work has 21 or more authors, include only the first 19 names, an ellipsis (...) and the final name.

Timmis, S., de Wet, T., Naidoo, K., Trahar, S., Lucas, L., Mqgqwashu, E.M., Muhuro, P., & Wisker, G. (2022). Rural transitions to higher education in South Africa: decolonial perspectives. Routledge.

### **Book chapter**

Author surname, author initials. (Year). Chapter title. In *Book title*. Editor surname, editor initials, Ed/s. Place published: publisher.

Mlambo, N. (2022). Youth and the contestation of inequality with #rhodesmustfall: challenging the status quo and an emergence of a theology of spatial justice from below. In N. Du Doit, (Ed.), *Faith, race and inequality amongst young adults in South Africa: contested and contesting discourses for a better future* (pp. 105-116). Stellenbosch: African SUN Media.

## Journal Article

Author surname, author initials. (Year). Article title. *Journal title*. Volume(issue): page numbers. <http://doi.org/10.xxxx/xxxxxxxx>.

Mphuthi, M.S., & Odera, P.A. (2022). Comparison between orthometric, normal and spheroidal orthometric heights over South Africa. *Applied Geomatics*. 14, 465-473. <https://doi.org/10.1007/s12518-022-00443-1>.

## Vancouver

Vancouver is a numbered referencing style. It is typically used in the medical professions and is widely used at the Health Sciences faculty. A numbered style refers to the fact that the references appear in the order in which the resources were cited as opposed to alphabetically as in the case of an author-date style.

## In-text

In-text references or citations are typically characterised by numbers either in brackets or superscript. Direct quotes also contain page numbers.

(1)<sup>1</sup>

## Single author

“Impression management refers to the ways in which users present themselves to others, in this case in the online setting”<sup>1</sup> (p. 46).

## Two authors

Mphuthi & Odera (2) argue the differences between South Africa's spheroidal orthometric and normal height systems are relatively small; nonetheless, the former is more consistent with the latter than the orthometric height system.

## More than three authors

It is crucial to recognise the connection between rurality, ethnicity, race and class in order to prevent rural populations from being wrongly represented in a negative and dismissive way. (3)

## Reference list

### Book, single author

Surname initials. Title. Place published: publisher; year.

1. Bosch T. Social media and everyday life in South Africa. London: Routledge; 2021.

### Book, multiple authors

List only the first six authors followed by 'et al.' or 'and others' after the sixth author.

Use commas to separate authors.

List the authors in the order that they appeared in the book.

2. Timmis S, de Wet T, Naidoo K, Trahar S, Lucas L, Mgqwashu EM et al. *Rural transitions to higher education in South Africa: decolonial perspectives*. London: Routledge. (2022).

### Book chapter

Author surname, author initials. Chapter title. In Editor surname editor initials, editor/s.

Book title. Place of publication: publisher; year. Page numbers.

3. Mlambo N. Youth and the contestation of inequality with #rhodesmustfall: challenging the status quo and an emergence of a theology of spatial justice from below. In: N. Du Doit, editor. *Faith, race and inequality amongst young adults in South Africa: contested and contesting discourses for a better future*. Stellenbosch: African SUN Media; 2022. p. 105-116.

### Journal Article

Author surname author initials. Article title. Journal title abbreviation\*. Year; volume:page numbers. Doi:10.xxxxxxxxxx.

4. Mphuthi MS, Odera PA. Comparison between orthometric, normal and spheroidal orthometric heights over South Africa. *Appl Geomat*. 2022; 14:465-473. Doi: 10.1007/s12518-022-00443-1.

\*Official National Library of Medicine (NLM) journal abbreviations can be found

<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals/>

## Reference Management tools

Reference Management tools help you to construct your in-text references and reference lists. It is a convenient way of managing the articles, books, and book chapters you have consulted in writing up your assignments. In this way it creates a database of the articles you have used throughout your degree. While reference management tools are great and can make referencing a little easier, it is important to note that reference management tools may not be 100% accurate and it is important to have a good understanding of the reference style you are using so that you can pick up any mistakes that these tools may make. UCT subscribes to two reference management tools, EndNote and RefWorks.

### Which tool will work for you?

|                                       | RefWorks   | EndNote   |
|---------------------------------------|--|---|
| <b>Availability</b>                   | Web-based  | Desktop<br>The latest version is available to download for free through <a href="#">UCT ICTS</a> for your personal PC or Mac                              |
| <b>Word processor compatibility</b>   | MS Word<br>Google Docs   | MS Word<br>Apache OpenOffice<br>LibreOffice<br>Pages<br>Wolfram Mathematica 8   |
| <b>Citation / bibliography styles</b> | <a href="#">List of citation styles in RefWorks</a><br>New styles can also be created. | <a href="#">List of citation styles in EndNote</a><br>UCT author date is available from <a href="#">ICTS Downloads</a><br>New styles can also be created. |
| <b>Sharing / collaboration</b>        | Share references with groups   | Share references with groups  |

|             |   |   |
|-------------|---|---|
| <b>Pros</b> | <p>Large number of citation styles</p> <p>Institutional subscription provides free access for University members including alumni</p> <p>Access your library from any computer with an internet connection</p> <p>Supports MS Word and Google Docs</p> <p>Unlimited storage</p> | <p>Institutional subscription provides free access for University members</p> <p>Copes well with a very large library</p> <p>Large number of citation styles</p> <p>Journal abbreviation recognition</p> <p>Word Processor plug in compatible with MS Word, Apache OpenOffice and Pages</p> |
| <b>Cons</b> | <p>Very limited offline access</p> <p>Not compatible with Libre/Open Office</p>   | <p>Not compatible with Linux</p>  |

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