



Academic Honesty Student Guide to Good Practice

At Strood Academy we place a high value on honesty and integrity, and this extends to work submitted for assessment. Our expectations are set out below. All members of the community need to be aware that we treat academic dishonesty or plagiarism as a very serious matter.

Students must acknowledge the source at the point of use, using standard style of in-text citation and referencing adding the source to the bibliography. This includes direct quotation, paraphrasing or summarizing. Strood Academy will use Harvard Referencing to acknowledge sources.

In-text Referencing

When writing essays, pieces of coursework and assessments, you will need to reference where you have got your information from to support your arguments. After reading around the subject area to enable you to make a good, balanced argument or back up your statements with information, you must then ensure you reference the work of others within your work (in-text referencing)

When you do this you CANNOT just copy someone's work, if you use someone else's work and you quote or take information directly then you need to do an in-text reference and you need to do the following:

Example 1: Provide the author's surname and date of publication in brackets right after the information that you have used or taken or at the end of the sentence.

There are many assumptions when it comes to the information processing approach to cognition... (Lutz and Huitt, 2004).

Example 2: If you have already mentioned the author in the sentence, you should enter only the year of publication in brackets directly after where the author's surname is mentioned.

In the overview of these developmental theories, Lutz and Huitt (2004) suggest that...

Example 3: If you are quoting a particular section of the source (rather than the entire work), you should also include a page number or page range within the brackets after the date, and your quote will need to be shown using quotation marks:

"...the development of meaning is more important than the acquisition of a large set of knowledge or skills ..." (Lutz and Huitt, 2004, p.8), which means that ...

Example 4: You do not need to write all authors names if there are more than two. When this happens you will reference the first author and then add "et al" after wards.

Bloggs et al (2009) stated that....

Example 5:

At times the website does not provide details of the author. In these cases note the URI address and Date retrieved.

The NHS Weight loss plan has been downloaded over 4 million times and is designed to help you lose weight

safely(<https://www.nhs.uk/live-well/healthy-weight/start-the-nhs-weight-loss-plan/> Date retrieved 9th September 2019)

Reference list/ Bibliography

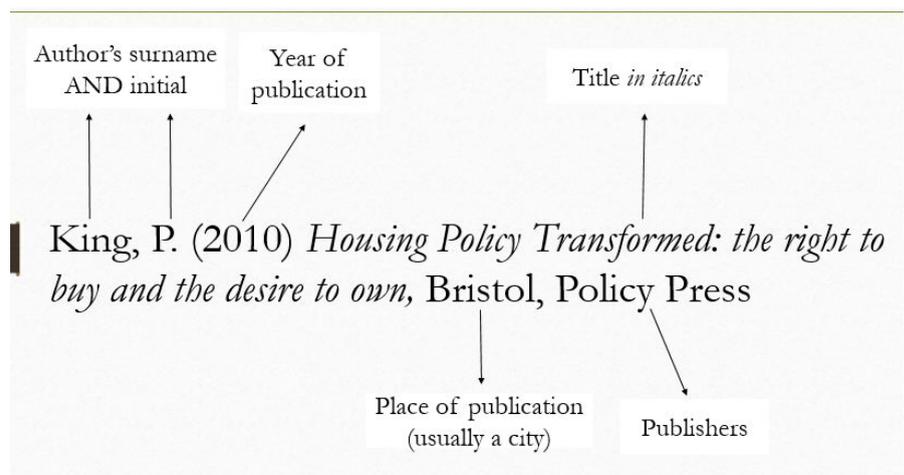
You will also need to provide a reference list or bibliography showing your references at the end of your work, here you should give full details of the information that you used and this may take many different forms:

Referencing a lesson or input powerpoint:

1. Author or authors. The surname is followed by first initials.
2. Year.
3. Title (in italics).
4. Description of format.
5. Unit name/number
6. School.
7. Date **lesson** was delivered.

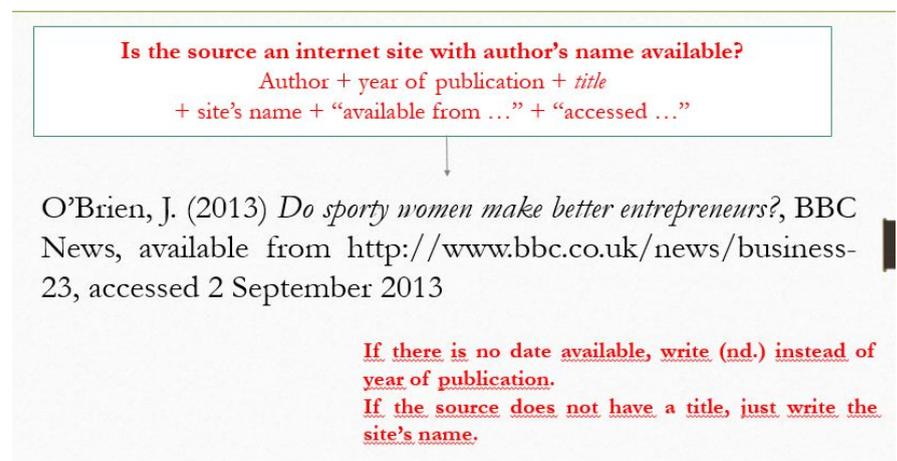
Referencing a Text Book:

1. Author's surname AND initial
2. Date of publication in brackets
3. Title of publication *in italics*
4. Place of publication
5. Name of publisher



Referencing a website:

1. Author
2. Year of publication
3. Title of webpage (italics)
4. Site Name
5. Available from (URL)
6. Date accessed



Is the source an internet site with NO author's name available?
Use the site's name in the first place (instead of the author's name)

Department for Business, Innovation and Skills (2011)
Government cuts apprenticeship red tape, available from
<http://www.bis.gov.uk/news/topstories/2011/Sep/apprenticeships-red-tape-slashed>, accessed 8 September 2011

If there is no date available, write (nd.) instead of year of publication.

Referencing an E-Book:

1. Author's surname AND initial
2. Date of publication in brackets
3. Title of publication *in italics*
4. Place of publication
5. Name of publisher
6. URL of E-Book (say "available from" before the URL)
7. Date accessed

Referencing a Journal article:

1. Author of Article
2. Date of publication in brackets
3. Article title
4. Journal title (*italics*)
5. Volume number
6. Issue number
7. Article page numbers

(If the journal article is accessed online, please add in the URL and date accessed as per the e-Book reference).

Referencing a newspaper article:

1. Author
2. Year of publication in brackets
3. Article title
4. Newspaper or magazine title (*italics*)
5. Exact date
6. Page numbers

(If the newspaper article is accessed online, please add in the URL and date accessed as per the

e-Book reference).