

UCD School of Music

Policy on Plagiarism

What is Plagiarism?

In academic writing, the use of ideas and wordings taken from sources of any kind has to be acknowledged in your text by way of a reference. This includes quotations, but also paraphrases (see examples below). If a source is not referenced, the result is a case of plagiarism. Plagiarism is regarded as academic theft and is forbidden in any dissertation, essay, oral presentation, or any other type of assignment.

Plagiarism includes:

- Presenting work authored by another person, including other students, friends, family, or work purchased through internet services;
- Presenting, without using quotation marks or appropriate citation, work copied extensively or with just minor textual changes from the internet, books, journals or any other source (including your own earlier essays or those by another student);
- Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source;
- Failing to include citation of all the original sources;
- Representing collaborative work as your own.

Plagiarism is defined by the act rather than the intention; unintentional plagiarism is no excuse. When submitting any type of assignment to the School of Music, students are required to sign a coversheet (available on Blackboard or in the School Office) which declares the work to contain no cases of plagiarism.

When submitting an assignment on Blackboard in SafeAssign mode, a software will scan the work for plagiarised passages; students usually have access to the results of that scan.

Another form of plagiarism is rewriting an existing source in one's own words for lengthy passages (paragraphs or even pages) even if these paraphrases are properly referenced. The main task in any essay is developing and expressing one's own thoughts in one's own words; sources are meant to provide the basis of the author's ideas and critical assessments rather than replace them. Using several sources in parallel usually prevents overreliance on a single text with regard to both wording and content.

Consequences of Plagiarism

- Minor cases of plagiarism will result (at the discretion of the module co-ordinator) in a resubmission of a revised version or a downgrading of the piece of work in question.
- Submissions in which all or some of the material has been plagiarised will be sent by the module-co-ordinator to a School committee which oversees such cases. This committee will request a meeting with the student and confirm the judgement of plagiarism is evident. Essays in which all or some of the material has been plagiarised may be given a fail grade.
- The committee will also decide if further action is necessary.
- Further actions – for example in the case of repeat offences – may include a referral of the case to the Registrar or his nominee; the ultimate penalty may include exclusion from the module or the programme in question.

For further details see the UCD Plagiarism Policy and Procedures document

(<https://www.ucd.ie/t4cms/UCD%20Plagiarism%20Policy%20and%20Procedures.pdf>

) and section 6.2 of the UCD Student Code of Conduct

(http://www.ucd.ie/registry/academicsecretariat/docs/student_code.pdf).

Avoiding Plagiarism

Understanding what does and does not constitute plagiarism is a key skill to be acquired early during your studies. If you are ever unsure whether a piece of work you are preparing contains plagiarism please consult a member of the teaching staff before submitting it.

Also consult the School's Style Guide and carefully study our guidelines regarding proper citation and referencing:

<http://www.ucd.ie/t4cms/School%20of%20Music%20Style%20Guide%202014-15%20Dec14.pdf>).

Examples of Proper and Improper Uses of a Source

Let us assume you want to use the following section from an article by Frank Lawrence in an essay.

Source

'Contact between Irish kings and the great Norman archbishops of Canterbury, Lanfranc and Anselm, provided a focus for the reform movement. The close relationship of the Hiberno-Norse sees of Dublin, Waterford and Limerick to Canterbury and the presence of Benedictine bishops in two of these places provided a conduit for new theological, liturgical and juridical ideas to enter the Irish church.' (Lawrence, 2007-8, p. 117)

This source has to be referenced in the bibliography as follows:

Lawrence, F. (2007-8), 'What Did They Sing at Cashel in 1172? Winchester, Sarum and Romano-Frankish Chant in Ireland', *Journal of the Society for Musicology in Ireland* (3), pp. 111-25, <http://www.music.ucc.ie/jsmi/index.php/jsmi/article/view/24/37>, accessed on 19 March 2015.

There has to be only one entry of this source in the bibliography, regardless of how often it is referenced in the text. Note that the reference next to the quotation lists the specific page from which the quotation is taken while the entry in the bibliography lists the page numbers covered by the article overall.

Now imagine the following four possible cases of the text (directly or in a paraphrased version) appearing in an essay.

Example 1 – unacknowledged quotation

[...] The Irish reforms were in line with parallel developments in Europe. Contact between Irish kings and the great Norman archbishops of Canterbury, Lanfranc and Anselm, provided a focus for the reform movement. The close relationship of the

Hiberno-Norse sees of Dublin, Waterford and Limerick to Canterbury and the presence of Benedictine bishops in two of these places provided a conduit for new theological, liturgical and juridical ideas to enter the Irish church. Many of these ideas were part of an attempt to standardise the celebration of the liturgy across the continent. [...]

This is a clear case of plagiarism—the text appears without being identified as a quotation, thus pretending to represent your own thoughts and wording.

Example 2 – unacknowledged paraphrase

[...] The Irish reforms were in line with parallel developments in Europe, facilitated by the contacts Irish kings developed to two important archbishops of Canterbury, namely Lanfranc and Anselm. That the Hiberno-Norse dioceses of Dublin, Waterford and Limerick too were in touch with Canterbury (with two of them even having Benedictine bishops during this period) made the influx of new theological and liturgical ideas even easier. Many of these ideas were part of an attempt to standardise the celebration of the liturgy across the continent. [...]

This is plagiarism too—the source has been reworded so that it no longer is a quotation but a paraphrase (or ‘indirect quotation’), yet the content remains unaltered and is entirely lifted from the source. Whether quotation or paraphrase, a reference to identify the source is always mandatory.

Example 3 – acknowledged quotation

[...] The Irish reforms were in line with parallel developments in Europe. ‘Contact between Irish kings and the great Norman archbishops of Canterbury, Lanfranc and Anselm, provided a focus for the reform movement. The close relationship of the Hiberno-Norse sees of Dublin, Waterford and Limerick to Canterbury and the presence of Benedictine bishops in two of these places provided a conduit for new theological, liturgical and juridical ideas to enter the Irish church.’ (Lawrence, 2007-8, p. 117) Many of these ideas were part of an attempt to standardise the celebration of the liturgy across the continent. [...]

This is a correct example – the quotation is identified through quotation marks, and the appropriate reference is given (and has to be backed up by a complete entry of the source in the bibliography).

Example 4 – acknowledged paraphrase

[...] The Irish reforms were in line with parallel developments in Europe, facilitated by the contacts Irish kings developed to two important archbishops of Canterbury, namely Lanfranc and Anselm. That the Hiberno-Norse dioceses of Dublin, Waterford and Limerick too were in touch with Canterbury (with two of them even having Benedictine bishops during this period) made the influx of new theological and liturgical ideas even easier. (Lawrence, 2007-8, p. 117) Many of these ideas were part of an attempt to standardise the celebration of the liturgy across the continent. [...]

Again, this is correct. The paraphrased version of the text does not require quotation marks, but has to be referenced just like a quotation. Again, this reference has to be backed up by a complete entry of the source in the bibliography.