



Good Scholarship: Principles and Practices

Source: BOSTES: All My Own Work <http://amow.boardofstudies.nsw.edu.au> 18/3/15

Good scholarship means three things:

1. Being honest and ethical

You must be honest about what is your own work and what isn't, and about where you got your information.

2. Listing all your sources

Research using different sources of information is an important part of HSC work. Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.

3. Using your own words

Communicate what you have learnt in your own words. This isn't always easy to do but it is very important and really worth the effort



Source: Google.
Image by Unknown.

Remember, you deserve credit for your own work. Key attributes of good scholarship:

- Being an effective researcher
- Applying effective study habits

What Is Malpractice?

Cheating or malpractice is about doing the wrong thing by behaving dishonestly. It could be:

- copying in an exam from another student or using information secretly brought in
- handing in work that someone else did and saying it is your own (plagiarism)
- making up journal entries for a research project
- using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source (plagiarism)

You have a responsibility to make sure that you understand the difference between what is honest and what is dishonest in relation to all your work. Cheating is not only bad for you as a person, it is very unfair to other students. It may give you an unfair advantage. At HSPA, zero marks will be awarded in cases of malpractice.

How Do I Acknowledge Sources?

Acknowledging sources means providing written recognition of any ideas that are used or adapted for your work.

- You need to provide the name of the original author and details of where you found the information.
- You may need to acknowledge sources within the body of a work.
- You should acknowledge sources at the end of your work.
- 'Referencing', 'citing' and 'attribution' are terms often used to refer to the acknowledgement of sources.

When and how should sources be acknowledged within the body of an assignment/essay?

a) When?

When you quote, paraphrase, summarise or copy information from the sources you are using to research your work, you must always acknowledge the source. There are two places where you need to acknowledge the source: in the text, and at the end of the text. The place where you use the information in the text of your work should be shown with an 'in-text citation'. At the end of your work, you should provide a reference list of all the works that you have 'cited' in your work. Your teachers will expect you to use an in-text citation and provide a full reference list of the sources used whenever you:

- quote – ie. use someone else's words
- copy – eg. a table, map, image
- paraphrase – ie. put someone else's ideas into your own words
- summarise – ie. create your own short account of someone else's information or ideas

b) How?

You must acknowledge the original author and where you found the material within the resource. This can be done using an in-text citation, a footnote or an endnote. As there are a variety of referencing styles, you should follow your teachers' advice on which to use

How should direct quotes be referenced using in-text citation?

- **Short quotations**

If you quote an author directly and the quotation is a short quotation (as a guide, less than three or four lines), you should place the quotation in quotation marks and identify the source. eg. (Bean, 1983, p.22)

- **Long quotations**

If you quote an author directly and the quotation is a long quotation (as a guide, more than three or four lines), you should set the quotation off from your text by indenting and identify the source.

In the Harvard system used at HSPA, the source can be identified by providing the author's or organisation's name, the year of publication and the page number in brackets.

Example: in-text citation (short or long quotation):

"The stable world of the nineteenth century was coming down in chaos: security was gone."
(Bean, 1983, p.22)

Then in your bibliography:

Bean, John (1983), *Nineteenth Century Change*, Peewee Publishers, Paris

How should indirect quotes, paraphrasing or summarising be referenced using in-text citation?

When you are using another person's idea but not quoting directly, you must acknowledge the source. In the Harvard system, the source can be identified by placing the author's or authority's name and the year of publication in brackets before or after referring to it. eg. (Bean, 1983, p.22). The source is then also correctly added to your bibliography.

Footnotes and Endnotes

Footnotes and endnotes are also ways of acknowledging the sources of any material quoted, summarised or paraphrased on any page of a submitted work. Footnotes and endnotes are intended to refer readers to exact pages of the works listed in the reference list.

How should any material quoted, summarised or paraphrased be referenced using footnotes or endnotes?

Insert a number (either in brackets or slightly above the line) in your text at the end of the sentence or immediately following a direct quotation or idea that is being used from a source. For footnotes, the information about the source of each numbered reference is given at the bottom of each page of your text. With endnotes, this information is given in a list at the end of your work.

Footnote example:

In-text citation:

It is very important that everyone supports the mighty Carlton Blues because people who do have proven to be much smarter.¹ One Carlton champion believes that this, in fact, is the secret to living a long and happy life². Although others point to the impossibility of this³, a recent study showed that football crowds in Melbourne generally agreed with this premise.⁴

Footnotes are then placed at the bottom of the page:

1. Beitzel, Harry (2002), *A Football Legend Confesses*, Moore Publishing, Sydney p.42
2. Judd, Chris (2014), *Carlton Is Life*, Thomas Nelson, Melbourne, p.64
3. Sheedy, Kevin (2008), *I've Got the Blues*, Windy Hill Printing, Essendon, p.89-90
4. Kernahan, Stephen (2009), "The Metaphysics of Blue", *Scientific Truths*, vol 3, no.4, p.6



Source: Google.
Image by Unknown

Handy tip: Microsoft Word can format your footnotes for you! In your Word doc:

1. Click the place in the text where you want the footnote number;
2. Click the References tab;
3. Click 'insert footnote'. The superscript number will appear and a section ready to add your footnote.

How Do I Write A Bibliography?

A bibliography is an alphabetical list (by author) of all the resources you consulted, quoted, paraphrased or summarised to compile and essay/assignment. The bibliography is included at the end of your essay/assignment. It is also sometimes called a reference list.

You **must** correctly acknowledge other people's work which is quoted, summarised or paraphrased in your work in your bibliography. The Harvard System of referencing is used at HSPA.

1. Books

- Author's surname and initials or given name
- Year of publication
- Title of publication
- Title of series (if applicable)
- Volume number (if applicable)
- Edition (if applicable – only 2nd and subsequent reprints have the edition mentioned)
- Publisher
- Place of publication
- Page number or numbers (if applicable)



Source: Google.
Image by Unknown.

Example:

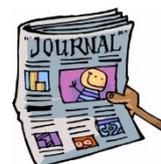
One author: eg Adams-Smith, Patsy (1978), *The Anzacs*, Thomas Nelson, Melbourne.

Two or three authors: eg Boone, L.E. & Kurtz D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

No author: eg *World Book Encyclopaedia*, (1992), World Book Inc, Chicago, vol. 3, p 125

2. Article In A Journal, Magazine Or Newspaper

- Name of author/s of article (if listed)
- Year of publication
- Title of article in inverted commas
- Title of publication
- Volume and number (if applicable)
- Pages



Source: Google.
Image by Unknown.

Example: Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, p.44

3. Films, TV, DVD, Audio

- Title
- Format
- Date of recording
- Place of recording
- Publisher
- Any special credits



Source: Google.
Image by Unknown.

Example: *Aboriginal History* (1999) (DVD), Sydney, NSW, Classroom Video

4. Websites

- Name of author of document (if available)
- Title (underlined) of document
- Title of complete work in italics
- URL (internet address)
- Date of access



Source: Google.
Image by Unknown.

Example: *Australia – Poetry International Web*, *Welcome to Australian Poetry*, www.australiapoetryinternational.org, 18/10/06

Sample Bibliography

Adams-Smith, Patsy (1978), *The ANZACS*, Thomas Nelson, Melbourne

Bone, L.E. & Kurtz, D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, pp. 44-55

Jeanloz, R. (1988), "The earth's core", *Scientific American*, vol. 249, no. 3, pp. 40-49

Hickman, G. et al (1973), *A New Professionalism for a changing Geography*, Wayland, London

How Do I Write an *Annotated Bibliography*?

Source: Murton R. (2014)

Sometimes teachers will require you to write an ***annotated*** bibliography. This might be to show evidence of deeper understanding, or to prove that you have actually read and understood your references, and not just provided a list.

Questions you can ask pertaining to this source:

- How was this resource useful to your report?
- What did you learn?
- How did you use the information contained therein?
- Was it reliable?
- Where did it come from?
- Is it an opinion piece, a government website, etc?
- Is it designed to persuade or inform you?
- What perspective is it being written from?
- Is it a valid source?
- Is the source current?
- Does it contain up to date information?
- Is it biased or does it contain bias? NOTE – BIAS is not a bad thing – consider the perspective in which it is written
- Demonstrate who wrote the source and what motivations/intentions they had in creating the source
- Significance – consider why this source is important to your topic and whom may it affect

Remember to keep your annotation brief, around one paragraph – 5-8 lines only.

Example:

Rogers, R J (2012), *The Meaning of the Pursuit of Happiness*, Nelson Publishing, Sydney

I found this book to be extremely useful in clarifying the meaning of the pursuit of happiness, a concept that had previously seemed vague and general. The author, James R. Rogers is an associate professor of political science at Texas A&M University, which adds validity to the information contained within this source. It was written mid-2012 and therefore contains valid information. However as the author is also on the Board of Directors for the Texas District of the Lutheran Church, there is some slight bias in the discussion on religion and the declaration of independence. Overall, this is a highly reliable source.

**For more information about Good Scholarship, visit:
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