

## What is plagiarism?

Chambers Dictionary defines plagiarism as “stealing the thoughts or writings of others and presenting them as his or her own”

(from Latin *plagiarius*, a kidnapper)

Simply copying the words or ideas of another person without acknowledging this is illegal. It may result in you receiving no marks for that piece of work, or worse, receiving no grades for your exams!

## How do I avoid plagiarism?

- Use references carefully
- Always write in your own words
- Use quotation marks and quote correctly where necessary

## SQA Code of Conduct

The SQA has issued a code of conduct for all course and exam work. If plagiarism is found it can result in

- Cancellation of all your subject entries for that year
- Cancellation of the entry of subject/level concerned
- Work awarded no marks
- Warning issued

If any of the above penalties are given, there is **NO** appeal.



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Wester Cleddens Road  
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## *Information Literacy Guide*

*Avoid plagiarism and  
reference your work  
correctly with this  
guide.*

# Information Literacy

## What is Information Literacy?

Information Literacy can be defined as

*“Information literacy is the ability to think critically and make balanced judgements about any information we find and use. It empowers us as citizens to develop informed views and to engage fully with society.”*

CILIP, 2018



## The Information Literacy Process

Information Literacy is the process you go through when researching information to produce a piece of work such as an essay, talk or project. Regardless of the final product, you go through the same stages to produce your work.

These stages are:

- What is the purpose of your research?
- Where will you look for information?
- Evaluate the information found—is it current, relevant and accurate?
- Work with the information found—use note taking techniques which suit you.
- Be responsible—write in your own words!
- How will you communicate your findings? Check requirements carefully eg layout, word limits, timings.
- Remember to include references of all sources of information used.
- Manage your work—look after your notes, date them and store them safely. You may need them in the future!

## Writing a bibliography

A bibliography is a list of all sources of information used for research for your work. It should be listed in alphabetical order.

## Writing references

It is vital that you include references in your work. This is a list of all sources of information you have quoted or mentioned in your writing. There are a number of different ways to cite references. One of the most common is Harvard.

Using the Harvard system, references would look like this

Thomas, K. (2019) *Libraries are vital*, London: Penguin Books.

[http: www.bbc.co.uk/news/education-123456789](http://www.bbc.co.uk/news/education-123456789) [14 July 2019]

If you are still unsure, try a Harvard generator website. These enable you to input the details of the book, journal, website etc and produce the correct reference for you. Examples of generator websites include:

[www.harvardgenerator.com](http://www.harvardgenerator.com)

[Www.citethisforme.com](http://www.citethisforme.com)