1. Putting a full bibliography but omitting citation in the text is:
   This is plagiarism: it is necessary to put citation next to the words and ideas of other authors that you use

2. Writing an essay on a topic without doing any reading or putting any sources in the text is:
   This is bad practice: don’t think that avoiding plagiarism means avoiding using sources. It is poor academic practice to avoid using sources

3. Copying a classmate’s essay is:
   This is plagiarism: You should not copy someone else’s work even if they offer it to you

4. Using citation and quotation marks around other authors' words, and then using some more text from the same source nearby in your text, without citation or quotation marks is:
   This is plagiarism: All text that you take from another source needs to be cited correctly

5. Writing all your assignment in the hours just before the deadline is:
   This is bad practice: it is important to organise your time so that you don't rush your work at the end

6. Reading some sources, making notes on them, then writing up the ideas with citation is:
   This is good practice: in using sources and citing them

7. Submitting the same assignment that you have already submitted for another module is:
   This is plagiarism: You should not plagiarise your own work submitted in another context

8. Putting some points of general knowledge in your text without citation is:
   This is good practice: when you are writing about general facts that are widely known, you do not need citation

9. Copying some sentences from another author, changing every fourth word, and putting citation at the end is:
   This is plagiarism: This is a dangerous strategy. Changing every fourth words does not make effective paraphrasing and means the text is too similar to the original

10. Using one source, which you cite, for most of your ideas is:
    This is bad practice: This is not plagiarism but is poor practice as it would indicate that you did very little reading and are basing your writing mostly on one source

11. Using standard academic phrases (such as "many studies have shown...") which you have found in academic articles, without citation in your text is:
    This is good practice: using standard academic phrases which do not contain specific ideas from authors, but help to structure your writing, is a good thing to do.
12. Copying and pasting text from websites without citation is:

**This is plagiarism**: This is a very dangerous practice. Avoid copying and pasting, and always use citation when you take ideas or words from other authors.

13. Putting citation in your text, but not putting all the cited references in your bibliography is:

**This is plagiarism**: You need to use both in-text citation and a full bibliography for the sources you use.

14. Reading several sources on your topic, then writing up the ideas from them without citation is:

**This is plagiarism**: You need to use citation for all ideas and words taken from other sources.

15. Writing your own ideas on a topic then making up the names of references to put next to them is:

**This is bad practice**: in this example you are not actually taking someone else’s ideas so it is not plagiarism, but it is very poor practice and would not gain you any marks!

16. Using different systems of referencing (eg Harvard and APA) for different parts of your text is:

**This is bad practice**: as it would be confusing to the reader and look careless.

17. Making some notes from ideas in a source and using them in your text but forgetting to put the references is:

**This is plagiarism**: Forgetting the reference is not acceptable; not using citation when you take other authors’ ideas is plagiarism.

18. Writing your essay largely copied from the text of a model essay that you find on the internet is:

**This is plagiarism**: You may use a model or example as guidance for writing, but not to copy from.

19. Copying some words, putting them in quotation marks, and writing the author, year and page number afterwards is:

**This is good practice**: this is the correct way to make quotations.

20. Constructing a paragraph from quotations, with citation after each, and a few words of your own is:

**This is bad practice**: as you are using citation, this is not plagiarism, but doing this would mean using too many words from other authors and not using your own words.

---