



A guide to writing academic texts

How to use previously published material

This guide is a first introduction for those of you who are new students at the university and who have not previously had a lot of experience with academic texts. It has to do with how to use previously published material.

Cheating and plagiarism

Cheating means giving oneself unfair advantages, trying to deceive others about your knowledge or performance, or breaking rules. Plagiarism is a form of cheating.

Educational programmes

The Faculties are responsible for ensuring that students are aware of the rules and guidelines in place around using previously published material.

Examples of plagiarism

Plagiarism can be, for example:

- buying an academic paper and submitting it under your own name
- submitting another student's work under your own name
- copying a text from the Internet, a book, an article, or your own previously written text without citing the source (i.e. providing a reference for where you got the material)
- writing in your own words what is written in a text, but not stating where you got the information about what you wrote
- copying statistics, maps, tables, pictures, or graphs without citing the source

Three ways to properly deal with source texts

- Cite the source
- Paraphrase
- Summarise

Cite the source

This means that you do all these things:

- you copy a text word for word
- you put quotation marks around that text
- you cite the source in your text
- you cite the source in your reference list

Paraphrase

This means that you do all these things:

- you paraphrase (or rewrite) the text in your own words
- you cite the source in your text
- you cite the source in your reference list

Summarise

This means that you do all these things:

- you summarise the text in your own words
- you cite the source in your text
- you cite the source in your reference list

Using quotation marks

Quotation marks should be used for:

- direct quotes
- debatable statements, i.e. something that is controversial or not established as fact

The following things do not need quotation marks:

- general knowledge and facts
- your own ideas, discoveries, and words

Consequences of cheating

The university takes cheating very seriously. Any suspicion of cheating will be reported to the Vice-Chancellor for further investigation. Disciplinary action in the event of an offense means a warning or suspension.