

Plagiarism and your Preliminary PEP

For your Preliminary PEP, you are required to produce a comprehensive literature review (between 10-15 pages long) on the title allocated to you. It is very important to read a wide variety of sources to construct your report. It is vital that you do NOT present others' work as your own (what we call plagiarism).

Plagiarism is a **very serious offence**. The report should be **written in your own words**. You must not simply copy sections, including diagrams or tables, from other works whether they be books, journals, theses or other dissertations unless you fully acknowledge the source. All figure legends must be **written in your own words** and not simply copied and pasted from the original source. When you quote the work of others this must be because it is important to include the exact wording of the original source. Such citations should be included in quotation marks and must, by appropriate citations, acknowledge the source of information; they should not exceed 5% of the text of your report.

Self-plagiarism is also a serious offence. This is where you may have written a report on a similar topic in the past, and taken sections of your old report and inserted them into your current report. This is very poor practice and is classed as self-plagiarism for which you will be penalised.

Copying the work of others without reference to the original work is plagiarism and is treated very seriously (See the MB ChB handbook for further information) as well as the University's policy on plagiarism:

<http://www.campus.manchester.ac.uk/medialibrary/tlao/plagiarism-guidance-for-students.pdf>

The report you submit will be checked for plagiarism in the following ways:

- Staff are asked to be on the lookout for suspected plagiarism when marking your report
- Phrases or sentences in your assessed work may be checked against material accessible on the internet, using commonly available search tools
- The University subscribes to an online plagiarism detection service (Turnitin) specifically designed for academic purposes. **Your report will be examined using this software.**

If you are found guilty of plagiarism you will, in most cases, be required to produce a new report with a new title over the re-sit period. You may also be referred to the School's Health and Conduct committee for unprofessional behaviour.

Deadline for submission of draft report through plagiarism check

As this is probably the first time you have been asked to produce such a lengthy review, you will be allowed to upload a complete draft report of your Preliminary PEP through our plagiarism software. You can **upload a draft onto Blackboard between 26th March and 1st April 2014 (deadline 23:59:59)**. This draft report will then be put through the plagiarism software. Originality reports are usually available within 24 hours of your submission, but may take longer on some occasions (depending on the volume of written submissions).

Read the notes below to help you interpret the originality report. No draft reports will be accepted after 1st April 2014 (23:59:59).

There will also be 2 optional drop-in sessions for those students wanting to discuss their originality reports or for those who have queries about plagiarism. These drop-in sessions will be held on:

- 26th March 2-4pm 1.060 Stopford
- 2nd April 2-4pm 1.060 Stopford

How to interpret the originality report for your Preliminary PEP

The written assignments put through Turnitin (the University's chosen software for detecting plagiarism) are compared to a large data store on the web (derived from student essays from different institutions, journal articles and web pages-current and archived). Once your assignment is compared to the documents available on the web, an 'originality report' is compiled which shows up matching or similar text. At the top of this report, a percentage is calculated which reflects the amount of text in your written assignment that is similar to and/or matches text from the web. The higher the percentage, the greater amount of text in the submission that comes up as matching against Turnitin's data store. Remember this software shows up identical or **similar** text to that found on the web.

The percentage similarity corresponds to a range of colours you may see on the report:

Blue: no matching words

Green: one matching word

Yellow: 25-49% similar or matching text

Orange: 50-79% similar or matching text

Red: 75-100% similar or matching text

Note: whilst the percentage score gives an indication of the amount of similar and matching text, it does not always give a clear indication of plagiarism. The Turnitin software picks up figure legends, quotations and references too. It is important to be aware of this and take this into account when assessing whether or not your written assignment contains plagiarised material.

You will notice that matching or similar text is shown in a different colour (e.g. red). This colour corresponds to the source (on the right side of the screen) where the matching text was found. You can click on the link to the source provided and see how 'similar' your text is to the original source. Direct quotations, citations and the list of references are NOT excluded from the originality report.

References

Student Training (2011) iParadigms limited. Available from: <https://turnitin.com> Last accessed 28th February 2012

Pointers on how to avoid plagiarism

Refer to Dr. Speake's lecture on plagiarism available on Blackboard.

Important point to note

It is completely optional for you to upload a draft report onto Blackboard and obtain feedback from Turnitin. Whether or not you have uploaded a draft report, **you MUST submit a final copy of your report onto Medlea for marking** by the deadline of 4th April, 2014 (11:59:59).

If you only upload a draft copy, this will be deemed as non submission and you will get a mark of ZERO.