

ACADEMIC INTEGRITY AND REFERENCING

ANU Academic Skills



Australian
National
University

Review the scenarios together!

AI generated picture of two students

Note: Image generated by Microsoft Copilot from the prompt 'create an image of two university students talking together.'





Australian
National
University

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

Overview



Academic
Integrity



Principals of
referencing



Citation
management
software

ACADEMIC INTEGRITY

(The other kind of AI)



Scenario 1: Collusion

You and your roommate are both taking the same course. Your roommate gives you a proposition: you take notes for the first half of the semester, and they'll take notes for the second half. Then, you'll share your notes to study for the final exam.

What might be wrong about this situation?

What kind of issues might arise?

Collusion vs Collaboration

Academic Integrity

Work independently unless it's a group assignment.

Revise from your own notes and resources.

Working inappropriately with someone else on the same assignment, ie. allowing copying .

Having someone re-write your assignment.

Sharing notes for exam preparation.

Academic Misconduct

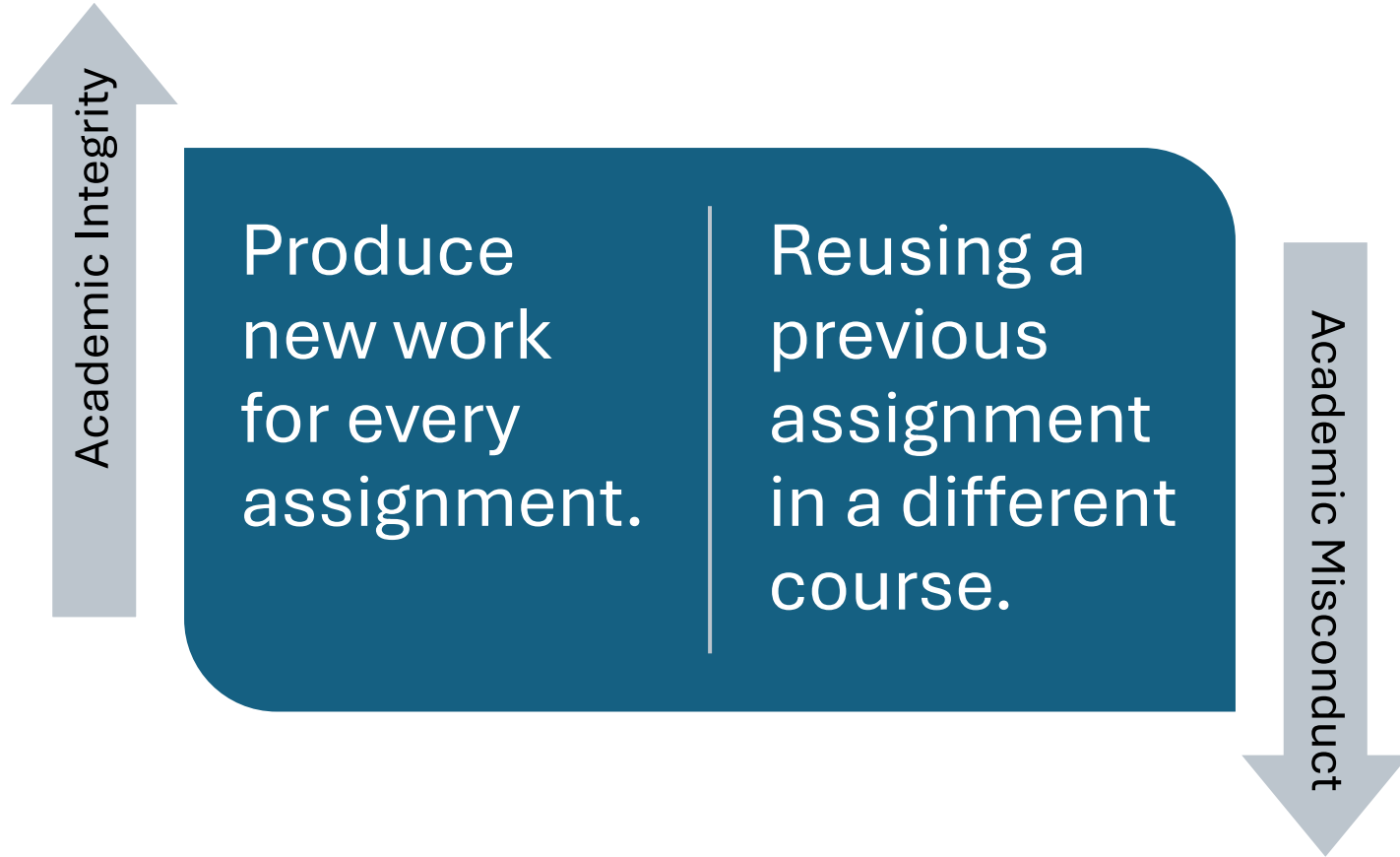
Scenario 2: Self-plagiarism

You are writing a report for one class that has some overlap with an essay you wrote last semester. One paragraph from your essay seems to fit nicely into the Introduction of your report. So, you copy and paste one paragraph from your old essay into your report.

What might be wrong about this decision?

What kind of consequence is likely to occur?

Self-plagiarism/Recycling



Scenario 3: Gen AI

Your lecturer hasn't mentioned anything about using or not using GenAI in your first assignment. You decide to use Microsoft CoPilot to summarise some articles for you. Then, you copy those summaries into your own Word doc that you are using to collect notes for the essay. Eventually, the AI generated summary makes its way into your final essay. You do not cite GenAI.

What academic integrity issue has arisen here?

What might be the consequences?

GenAI

Academic Integrity

Use GenAI in the exact way prescribed or allowed by your lecturer.
If they don't specify, ask.

Using GenAI in a way not permitted or not explicitly permitted to produce work for your academic assignments.

Academic Misconduct

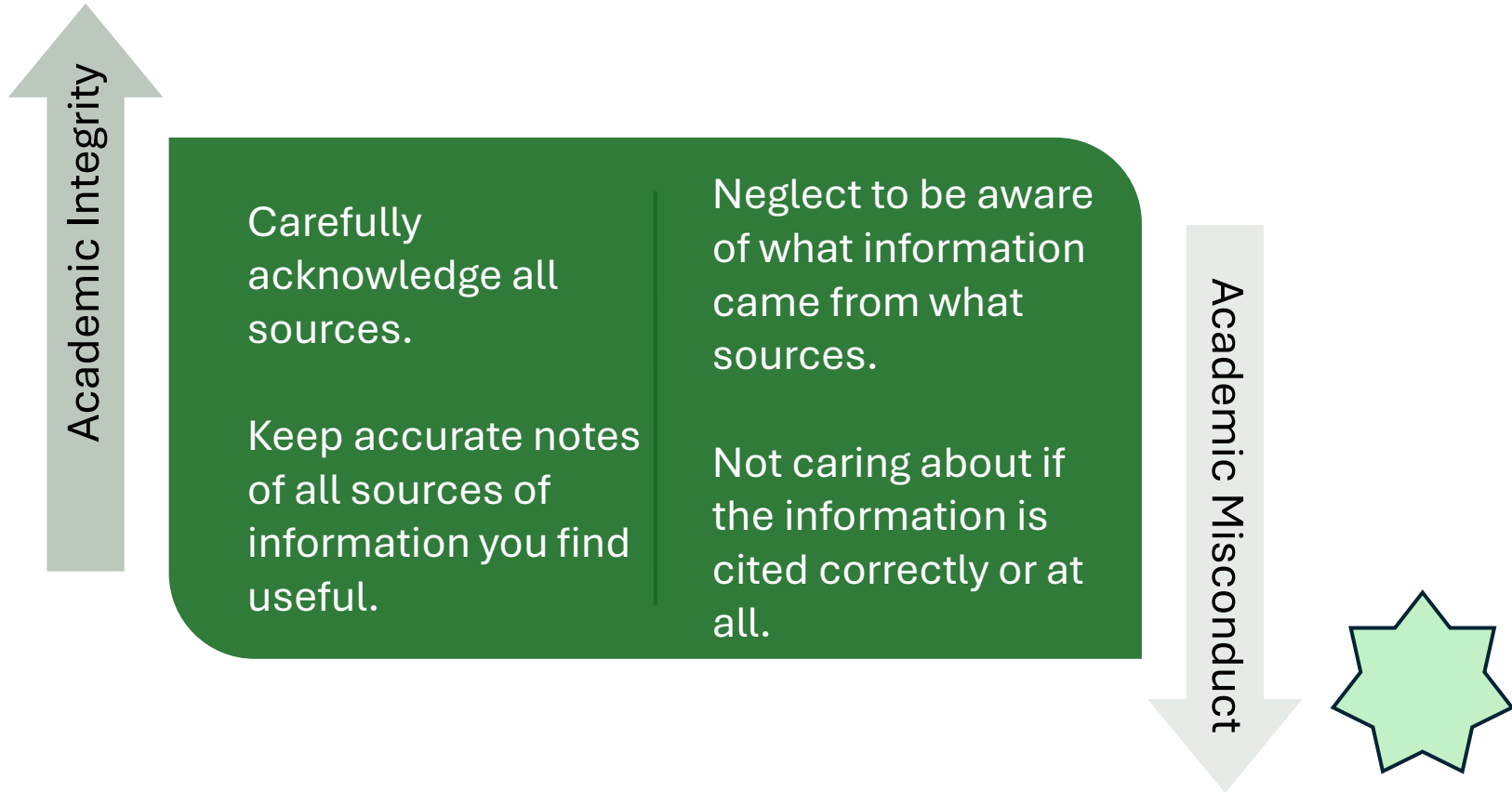
Scenario 4: Acknowledgement of sources

You write an essay and you plan to add your references after you finish your draft. By the time you finish writing, you can't remember at least two of your references. However, they are important pieces of information. You consider making a guess, or not citing the sources at all.

What academic integrity issue has arisen here?

What could be the consequences of these decisions?

Acknowledging sources



What are some other breaches you can think of?



AI generated picture of a question mark

Note: Image generated by Microsoft Copilot from the prompt 'Create an image that represents the idea of addressing the specific cues in the question. The theme of the image should be university study.'

Ghost writers and contract cheaters

Academic Integrity

Get help early.
Do your own work.
Build your own
skills and
knowledge.

Asking or paying
someone to write
your assignment
or sit your exam.

Contract cheating
is **illegal**.

Academic Misconduct

Submitting work written by GenAI

Academic Integrity

Get help early.
Do your own
work.
Build your own
skills and
knowledge.

Asking GenAI to
write your work
for you.
Not writing your
own
assessments.

Academic Misconduct

Impersonation and exam cheating

Academic Integrity

Study for your exams.

Get help from Academic Skills.

Seek assistance from ANU Counselling if you're suffering exam anxiety.

Getting someone else to assume your identity and sit your exam.

Taking someone else's exam for them.

Academic Misconduct

Fabricating Data

Academic Integrity

Draw on credible research.

Take good notes.

Use good time management strategies.

Inventing data.

Guessing or relying on memory for stats.

Manipulating data.

Academic Misconduct

Academic Integrity principle

Under the Rule, it is the principle that every student (including Higher Degree Research Candidates) of the University:

- (a) is committed to engaging in academic work in ways that are consistent with, and actively support, academic integrity; and
- (b) upholds the commitment by behaving **honestly**, **responsibly** and **ethically**, and with **respect** and **fairness**, in scholarly practice

From Academic Integrity Rule 2021

Five values
of Academic
Integrity

Trust

Responsibility

Fairness

Respect

Honesty

Unintentional breaches

Missing
references

Drawing on someone else's ideas
without citing them

Missing
quotation
marks

Using direct quotes without using
quotation marks

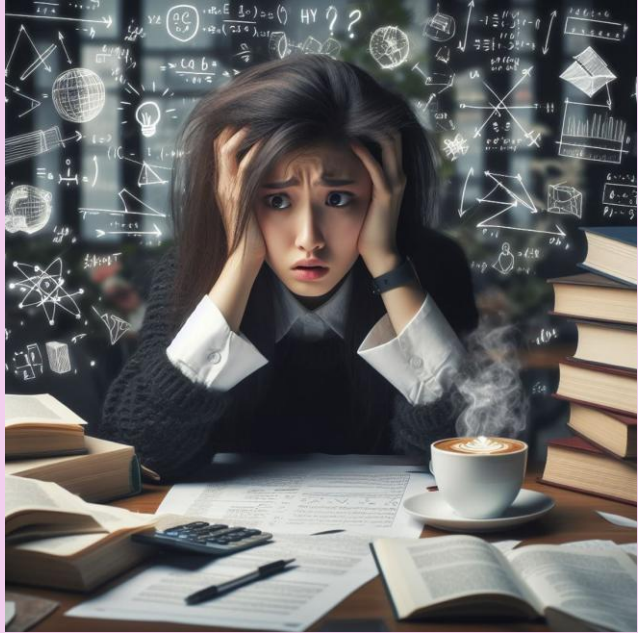
Incorrect
paraphrasing

Changing only a few words rather
than properly paraphrasing

Ambiguity
about voice

Who is speaking?

Many breaches of academic integrity are preventable!



AI generated image of a student studying.

Note: Image generated by Microsoft Copilot from the prompt 'create a picture of a university student looking at a test with a panicked expression.'

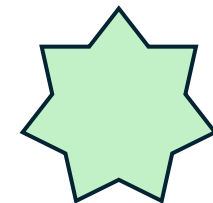
People breach academic integrity for reasons such as:

- Didn't understand the assignment
- Didn't know the rules
- Poor time management
- Poor note taking
- Poor editing and proofreading

What constitutes a breach of academic integrity?

All of the scenarios we've discussed thus far constitute breaches of academic integrity that could lead to consequences such as a formal inquiry and a final ruling of 'poor academic practice' or 'academic misconduct.'

Difference between poor academic practice and academic misconduct penalties



Poor academic practice

- decide to take no action
- counsel the student
- reprimand the student
- accept an undertaking from the student, including, for example, an undertaking to undertake counselling or academic integrity training
- require the student to submit material for re-assessment
- require the student to undertake a further examination or other assessment
- reduce the student's mark for the relevant examination or other assessment
- no more than 25% of the mark available for the assessment
- no more than 10% of the mark available for the assessment for students within their first 48 units of an undergraduate coursework award
- tell any relevant professional, government or other organisation or agency about the finding and any action taken in relation to it

Academic misconduct

- require the student to submit material for re-assessment and impose conditions on the re-assessment
- require the student to undertake a further examination or other assessment and impose conditions on the further assessment
- reduce the mark for any examination or other assessment of the student, including to fail
- reduce a course grade of the student for a course, including to fail
- deny the student access to all or any University facilities for no longer than 12 months
- suspend the candidature or enrolment of the student in a program or course for no longer than 12 months
- determine conditions under which the student may attend classes or lessons, use any facility of the University, or otherwise continue the student's studies or research program
- require the student to apologise, or take the other action the Inquiry Officer considers appropriate, with a view to mitigating the effect of the academic misconduct
- require the student to undertake specified counselling or academic integrity training
- require the student to make specified corrections or revisions to a specified thesis, publication, research finding or other material
- tell any relevant professional, government or other organisation or agency about the finding and any action taken in relation to it

USING GEN AI WITH ACADEMIC INTEGRITY



Gen AI:

- Has not changed academic integrity
- another tool that can help you or lead to misconduct
- Rules and expectations are the same regarding the five principles and producing your own original work

AI generated image of man at computer

Note: Image generated by Microsoft Copilot from the prompt 'create a stylish image that represents the use of generative AI in everyday life.'



Advice on the use of GenAI

Use Microsoft CoPilot and / or Adobe Firefly

- **Copilot:** Available for ANU students with ANU account as a general AI chat prompt
- **Firefly:** Available for ANU students to create AI images from text prompts

- Your assignments may explicitly integrate AI use into their design
- Your assignments may specifically avoid the use of GenAI

Advice on the use of GenAI

- Your course summary and assessment guidelines should specify what is permitted and not permitted in the use of GenAI
- Follow course instructions for acknowledging use of GenAI
- You may be permitted or asked to use GenAI to plan and discover more about the topic, as an assistive tool to complete the assessment, or as an integral component of the assessment

- Acknowledge if you have used AI in your assessment and how (“I’ve used CoPilot for brainstorming and editing.”)
- Keep evidence of learning / GenAI prompting
- Note how your use of GenAI follows academic conventions and assignment guidelines.

Referencing GenAI

Harvard

To be referenced using private communication format.

In text

(OpenAI ChatGPT, personal communication, 3 May 2023)

or

OpenAI ChatGPT (personal communication, 3 May 2023)

Reference

Entry not required in reference list.

APA

In text

(OpenAI, 2023).

Reference list

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

Declaration example from the (former) ANU Centre for Learning and Teaching

General Declaration

I acknowledge the use of [AI tool or technology name and link] to generate [use of gen AI]. The prompts I used were [list of prompts]. The output was used and/or adjusted to [explain use].

Here is an example of how a student might acknowledge this:

Example Declaration

I acknowledge the use of Copilot [<https://copilot.microsoft.com/>] to generate an outline for an essay. I entered the following prompts:

“Provide an essay outline on the effects of AI development on higher education in Australia.”

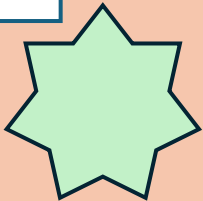
“Provide a list of topics and themes that is relevant to AI in education.”

The output was used to create an outline of the essay. I incorporated two out of five suggested body paragraphs and replaced them with my own ideas based on the research I did.

To learn more, visit

- [ANU Academic Integrity Module \(via Wattle\)](#)
- [Academic Skills Academic Integrity resources](#)
- [Academic Integrity Best Practice Principles](#)
- [ANU Academic Integrity Rule 2021](#)

- Support services for misconduct cases
- [ANUSA](#)
- [PARSA](#)
- [Dean of Students](#)



THE MECHANICS OF REFERENCING



Why do we reference at University?



Essential requirement for all work at ANU (to uphold academic integrity)



Allows readers to follow up on information



Distinguishes your ideas from other people's



Positions your work in a scholarly community

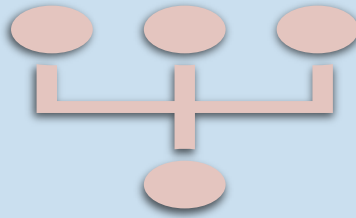


Strengthens your arguments

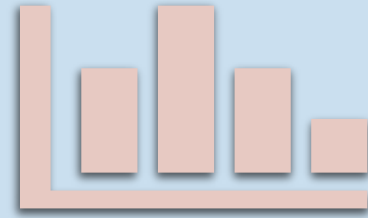
When do we reference at university?



Use a direct
quote



Summarise,
paraphrase or
synthesise
someone else's
materials



Use facts, ideas,
results, statistics,
tables or any other
material from
another source

*You don't need to reference common knowledge such as WW2 spanned 1939-1945 but it's always better to reference than not if you're unsure!

MANUAL REFERENCING

Steps to reference manually

1. Identify the type of source
2. Look it up in the correct style guide
3. Find all the relevant information
4. Match your reference to the style guide

Step 1: Identify the type of source



Scholarly journal



Academic book



Encyclopedia



Newspaper



Popular magazine



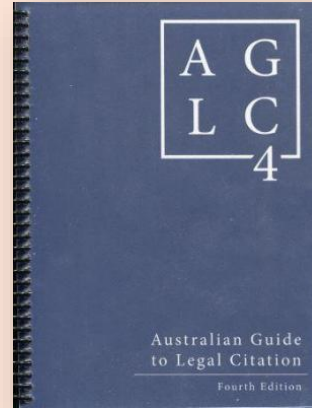
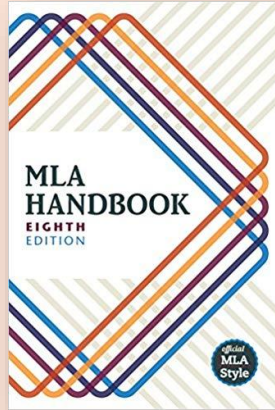
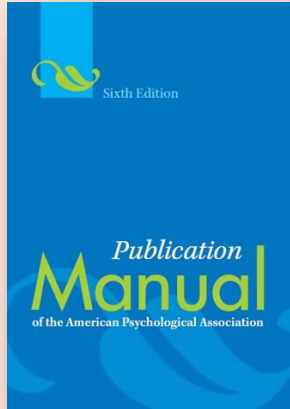
Professional journal

Having trouble?
Check out our
Youtube page!

[@TheANULibrary](https://www.youtube.com/@TheANULibrary)



Step 2: Look it up in the style guide



HARVARD

- A general style that is adapted all over the world
- In Australia – the Australian Government Publishing Service (AGPS) version is used most commonly

Reference Styles

Parenthetical (or
author-date) styles

APA
Harvard
MLA

(Smith, 2020)

Footnote styles

Chicago
AGLC
Oxford

¹ Koziol, Michael. "'It's a Deterrent'" Treasurer Defends Spending \$185 Million to Reopen Christmas Island." *The Sydney Morning Herald*, 7/04/2019 2019.

Most referencing styles have two parts

Citation

In the body of the text,
either an intext citation
(Gerts, 2023) or a footnote¹

¹ Gerts, E. (2023). A Librarian's favourite
referencing style.

Reference list

At the end of your
document, usually on a
new page. Includes the full
bibliographic details of all
sources in your paper

Many other small differences between styles

HARVARD AGPS

Wolfe K, Wu X and Lui R (2003) 'Antioxidant activity of apple peels', *Journal of Agricultural and Food Chemistry*, 51(3):609-614, doi:10.1021/jf020782a

CHICAGO

Wolfe, Kelly, Xianzhong Wu, and Rui H. Lui. "Antioxidant Activity of Apple Peels." *Journal of Agricultural and Food Chemistry* 51, no. 3 (2003): 609-614. doi:10.1021/jf020782a.

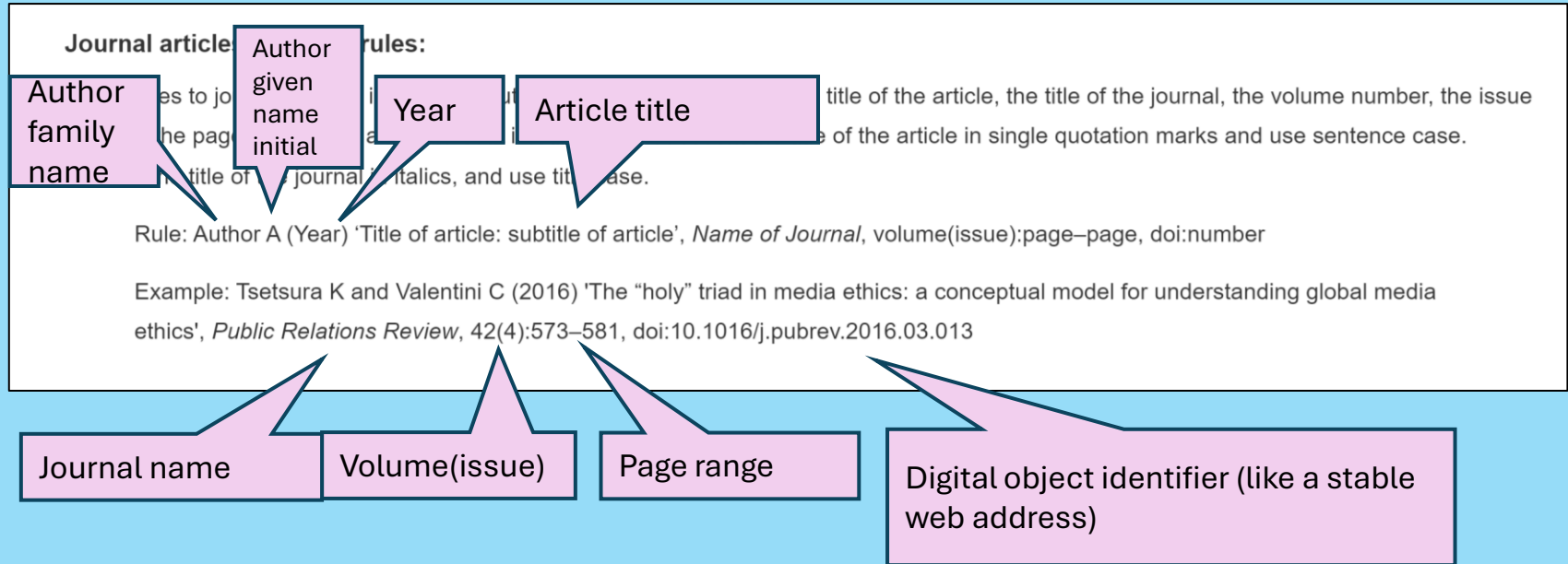
But all references have the same basic parts!

- Who wrote/created it?
(Author or creator)
- What is it called? (Title)
- When was it made? (date)
- Where can someone find it?
(Journal, URL, DOI etc.)



Step 2: Look it up in the style guide

(This is Harvard style courtesy of Monash)



Step 3: Find all the relevant information



Journal name

Journal of Youth Studies



Article title

(online) Journal homepage: <https://www.tandfonline.com/loi/cjys20>

'We don't have any limits': Russian young adult life narratives through a social generations lens

Author given name

Darcie Vandegrift

Author family name

Issue

Page range

To cite this article: Darcie Vandegrift (2016) 'We don't have any limits': Russian young adult life narratives through a social generations lens, Journal of Youth Studies, 19:2, 221-236, DOI: [10.1080/13676261.2015.1059930](https://doi.org/10.1080/13676261.2015.1059930)

To link to this article: <https://doi.org/10.1080/13676261.2015.1059930>

Year

Volume

Digital object identifier

Step 4: Create a reference that matches the style guide

Article information

Journal of Youth Studies, 2016

Vol. 19, No. 2, 221–236, <http://dx.doi.org/10.1080/13676261.2015.1059930>



‘We don’t have any limits’: Russian young adult life narratives through a social generations lens

Darcie Vandegrift*

Style guide

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The “holy” triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

Style guide

Rule: Author A (Year) 'Title of article: subtitle of article', *Name of Journal*, volume(issue):page–page, doi:number

Example: Tsetsura K and Valentini C (2016) 'The "holy" triad in media ethics: a conceptual model for understanding global media ethics', *Public Relations Review*, 42(4):573–581, doi:10.1016/j.pubrev.2016.03.013

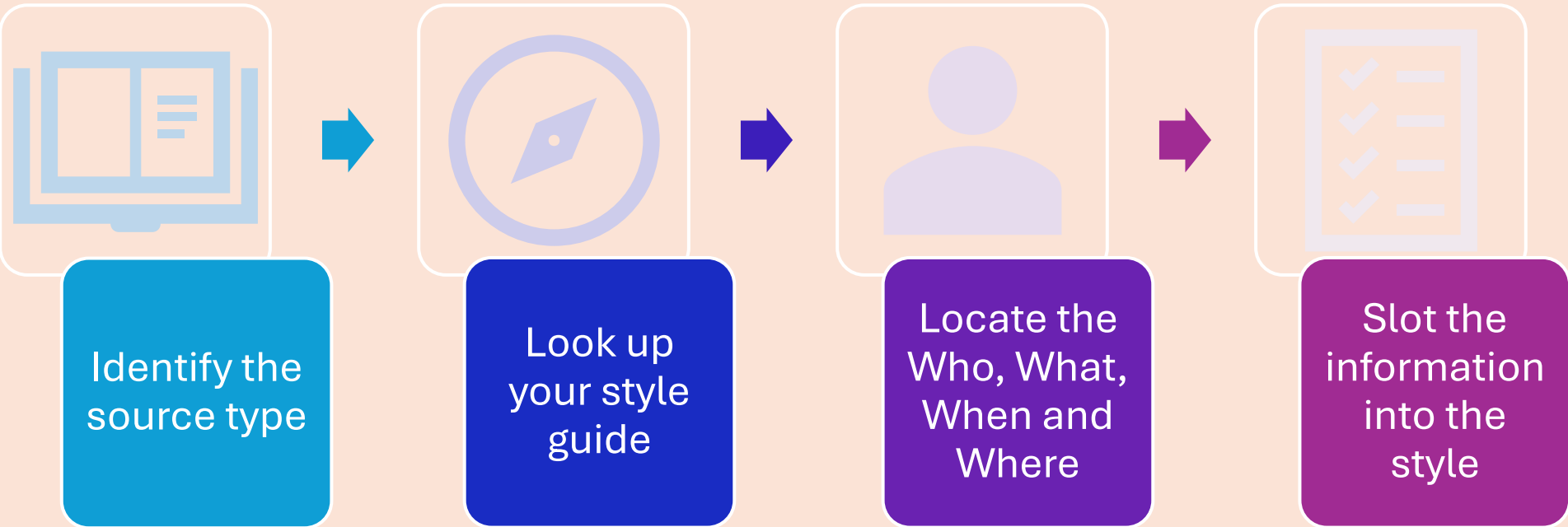
Your reference

Vandegrift D (2016) “We don’t have any limits”: Russian young adult life narratives through a social generations lens’, *Journal of Youth Studies*, 19(2):221-236, doi:10.1080/13676261.2015.1059930

Step 4: Create a reference that matches the style guide

- Vandegrift (2016: 222) states ...
- According to Vandergrift (2016) ...
- ... youth narratives (Vandegrift 2016: 225).

Remember, to create a reference:




HOW TO REFERENCE SEMI- MANUALLY

Step 1: Find the source

- ANU Library – SuperSearch

1



ARTICLE


'We don't have any limits': Russian young adult life narratives through a social generations lens


Vandegrift, Darcie

Journal of youth studies, 2016-02, Vol.19 (2), p.221-236






“ To address these omissions, this article examines how educated, urban Russian young adults engage in reflexive life management...”

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1




ARTICLE



'We don't have any limits': Russian young adult life narratives through a social generations lens



Vandegrift, Darcie


Journal of youth studies, 2016-02, Vol.19 (2), p.221-236






“ To address these omissions, this article examines how educated, urban Russian young adults engage in reflexive life management...”


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 EXPORT TO EXCEL


 CITATION


 PERMALINK

 EMAIL



 QR

 PRINT

 EXPORT RIS



Step 2: Choose your citation style, then copy and paste




ARTICLE





"We don't have any limits': Russian young adult life narratives through a social generations lens


Vandegrift, Darcie







Journal of youth studies, 2016-02, Vol.19 (2), p.221-236








“ To address these omissions, this article examines how educated, urban Russian young adults engage in reflexive life management...”

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 EXPORT TO EXCEL  CITATION  PERMALINK  EMAIL  QR  PRINT  EXPORT RIS


APA (6th edition)

Chicago/Turabian (16th edition)

MLA (8th edition)

Harvard

Vandegrift, D. (2016) 'We don't have any limits': Russian young adult life narratives through a social generations lens. *Journal of youth studies*. [Online] 19 (2), 221–236.

 COPY CITATION TO CLIPBOARD

Remember to check citations for accuracy before including them in your work

Step 3: Check the citation against the style manual and adjust accordingly

Vandegrift, D. (2016) 'We don't have any limits': Russian young adult life narratives through a social generations lens. *Journal of youth studies*. [Online] 19 (2), 221–236.

Can you spot any differences from our manual citation?

Vandegrift D (2016) “We don't have any limits”: Russian young adult life narratives through a social generations lens', *Journal of Youth Studies*, 19(2):221-236, doi:10.1080/13676261.2015.1059930

FULLY
AUTOMATED
REFERENCING:
CITATION
MANAGERS

What is a citation manager?

- Software used to collect and manage sources
- Produce automatically formatted references
- Most commonly used programs are:

EndNote



Mendeley



Zotero



Pros and Cons

EndNote

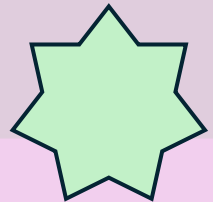
- Supported by the University
- Consults/Training
- Steep learning curve
- Paid – no access after you leave

Mendeley

- Simple
- Free
- Recently bought by Elsevier
- Reports of poor user experience
- No support from University

Zotero

- Preferred manager for Legal reference
- Free, open source
- Some support provided by Law Library



Learn to reference manually first!

- Citation managers don't check your references
- Referencing is an easy place to lose marks
- You need to be familiar with the style and how to write a reference first

AI generated picture of a female student

Note: Image generated by Microsoft Copilot from the prompt 'Create a drawing of a female university student.'



Check out the EndNote Subject Guide to learn more

EndNote

This guide covers everything you need to know about getting started with EndNote.

- Home
- Getting Started
- Cite While You Write
- EndNote for Research
- Troubleshooting and FAQs
- Other Citation Managers

CWYW "This command is not available" error

ANU is currently experiencing an issue with EndNote's Cite While You Write functionality in Word documents saved to OneDrive.

If you have a document saved to OneDrive and are experiencing the error "This command is not available" when attempting to insert a citation, please save a copy of the document to a local drive such as your harddrive or desktop. This will allow you to use the CWYW function.

We are working on a solution that will allow the use of CWYW in documents saved to Onedrive and will update this message when more information is available.


What is EndNote?

EndNote is a powerful reference management software. Endnote manages and formats your references and citations in a range of different citation styles.

Available free of charge to all current students and staff of the Australian National University, EndNote is accessible on all Library computers, as well as on the computers of professional and academic staff, campus-wide.

This guide will introduce using EndNote, including useful tips and helpful videos to build and use your EndNote library.

Watch the video below for an introduction to Endnote.




ANU Library Getting started with EndNote Watch later Share

STARTED WITH ENDNOTE 20


Watch on YouTube


Turnitin Practice Site

Academic Skills Turnitin practice site



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 **General** [Collapse all](#)

ANU Academic Skills


Turnitin practice site


Academic Integrity Module

Academic Integrity 2025


 


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Announcements





Announcements



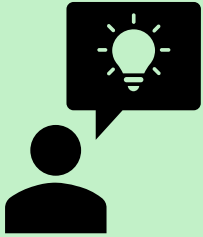
Welcome and Introduction to Academic Integrity

Welcome to the Academic Integrity Modules for ANU students!

Academic Integrity is an important principle at university. This principle is enforced at the Australian National University, in accordance with the [ANU Academic Integrity Rule 2021](#).

The purpose of these modules and quizzes is to provide a thorough overview of this principle and how you can uphold

What have we learnt?



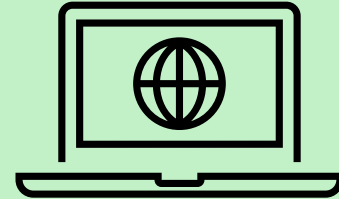
Academic integrity is about more than just following the rules – it's about being part of a scholarly conversation



ANU has specific guidelines around academic integrity – but you aren't alone. Get help if you need it!



An important part of acting with academic integrity is referencing – make sure you're familiar with your style and you know how to construct a reference!



There are lots of tools available to help you, from software programs like EndNote to the Academic Skills team

Remember

- Work with academic integrity
- Ask your lecturer which referencing style to use
- Reference whenever you use sources
- Follow a style guide
- Use tools like EndNote to assist you
- Check for consistency
- Ask Academic Skills and the Library for help!



ANU Academic Skills

Drop in advice

Drop in for advice with peer mentors

Assignment advice and study skills

Book appointments with writing coaches and learning advisers

Online resources

Access resources to support with assignments and study skills including videos and downloadable resources

Workshops

Register for workshops on a range of university writing and study skills

English language

Improve your English language in a fun group setting

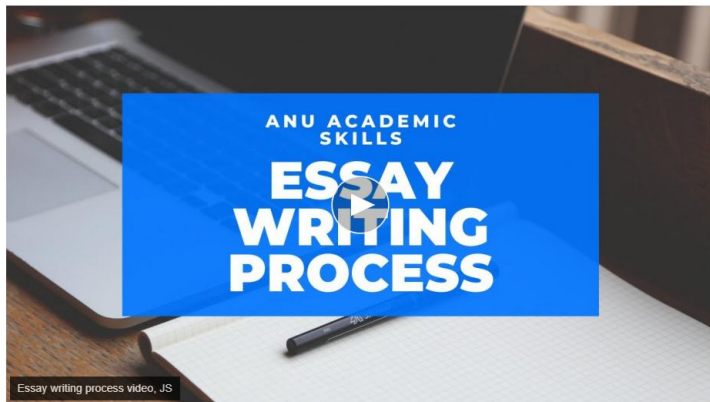
academicskills.anu.edu.au

Want to view Academic Skills videos?

www.anu.edu.au/academicskills

In Wattle, self-enrol in
*Academic Skills Orientation
2025*

Essay writing



Essay writing process video, JS

At university, you will come across many different kinds of essay questions. The one thing to remember, no matter the question, is that academic essay writing is persuasive. This means that you are expected to take a position and present an argument in order to convince the reader of your views.

Arguing for a position goes beyond simple description or the presentation of a series of facts. It means understanding

“ A position refers to taking a stance on a

ESSAY WRITING

- Find your argument
- Develop your argument
- Plan your essay
- Write your essay
- Polish your essay

Academic Skills Orientation 2025

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ANU Library Academic Skills

LEARNING ADVISERS
WRITING COACHES
PEER WRITERS
DIGITAL LITERACY
TRAINERS



Australian
National
University

THANK YOU

Contact Us

Academic Skills

Chifley Library and Hancock Library

E AcademicSkills@anu.edu.au

W anu.edu.au/students/contacts/academic-skills



Australian
National
University