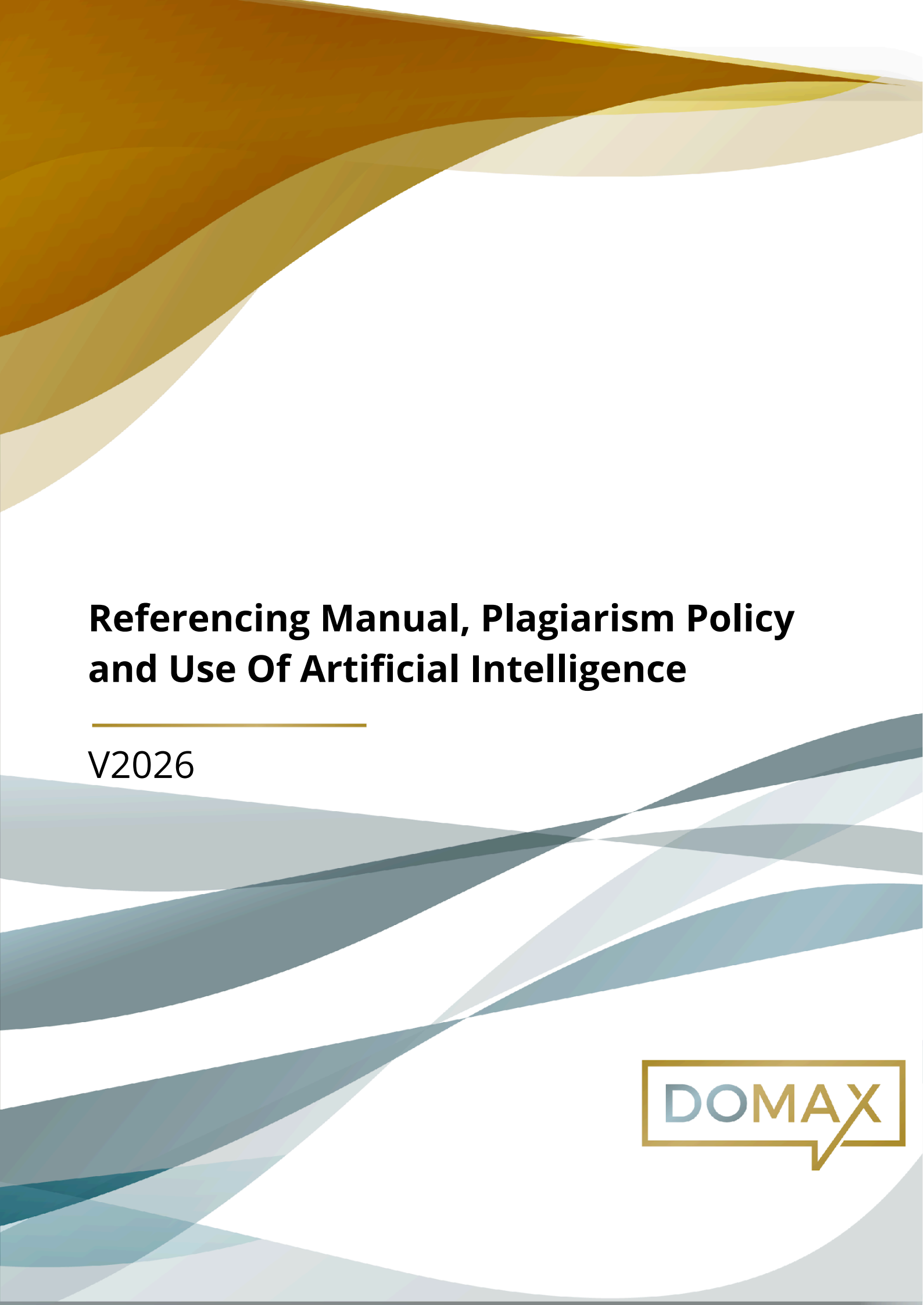




Referencing Manual, Plagiarism Policy and Use Of Artificial Intelligence

V2026

DOMAX



When completing any assignment, it's crucial to acknowledge the contributions of others whose work has informed or supported your own. This practice, known as referencing, is essential not only to avoid plagiarism but also to demonstrate the breadth and depth of your research. Referencing includes citing various sources like books, articles, websites, and multimedia that you have used in your work.

Plagiarism, which involves presenting someone else's work or ideas as your own, can lead to serious academic and professional consequences. Proper referencing gives credit to the original authors and provides your audience with a way to verify and explore the information further. This transparency enhances the credibility and reliability of your work.

In your assignments, you'll compile a bibliography or reference list that includes all the sources you've cited. Different academic fields and publications may require different referencing styles, but the Harvard referencing system is one of the most commonly used. Regardless of the style, it's important to apply it consistently throughout your work.

By adhering to the principles of referencing, you contribute to the integrity of academic discourse and ensure that your contributions are respected and valued.

Acknowledgements

When incorporating the work of others into your assignments, it is important to properly acknowledge their contributions to avoid plagiarism and maintain academic integrity. Here are guidelines on when and how to reference various types of sources:

In-text Acknowledgment

When to Reference

- **Direct Quotes:** When you use the exact words from another source, you must indicate that these words are not your own.
- **Paraphrasing:** When you rephrase another person's ideas in your own words, you still need to acknowledge the original source.
- **Figures and Tables:** When you include diagrams, tables, images, or other visual representations from another source.

How to Reference

- **Direct Quotes:** Use quotation marks for short quotes within the text. For longer quotes, set them apart by indenting the text or using a smaller font size. Always include a brief reference immediately following the quote.
 - *Example:* "The quick brown fox jumps over the lazy dog" (Author, Year, p. xx).
- **Paraphrasing:** After rephrasing someone else's ideas, include a brief reference to the original source.
 - *Example:* The concept of social learning emphasizes the importance of observing and modelling behaviours (Author, Year).
- **Figures and Tables:** Provide a reference directly below the figure or table, including all necessary details to identify the original source.
 - *Example:* Figure 1. Market Trends (Author, Year).

Footnotes and Endnotes

When to Use:

Footnotes and endnotes are commonly used in disciplines such as literature, history, and the arts. They can serve as an alternative or complement to in-text citations.

How to Reference:

- **First-Time References:** Include the author's initials and surname, the title of the work, the publisher's name and location, the year of publication, and specific page numbers if applicable.
 - *Example:* J. Smith, *Understanding Modern Art*, Art Publishers, New York, 2020, p. 45.

- Subsequent References: Use a shortened form for subsequent citations.

- *Example: Smith, Modern Art, p. 47.*

Bibliography

A bibliography, or reference list, is a comprehensive list of all the sources you have referred to in your work. It may also include additional sources that you consulted but did not directly cite.

How to Compile:

- Format: Each entry should include the author's name, year of publication, title of the work, city of publication, publisher, and page numbers if applicable. Arrange entries alphabetically by the author's surname.
- *Example: Last name, First Initial. (Year). Title. City: Publisher, pp. xx-xx.*

Internet Sources

It is essential to reference all internet sources, including websites, wikis, blogs, tweets, and emails, with the same level of detail as other sources to ensure consistency.

How to Reference:

- In-Text: Briefly cite the website within the text.
 - *Example: (The New York Times website, 2019)*
- In the Bibliography: Provide a full reference including the name of the website, year of access, and URL.
 - *Example: The New York Times website (2019). Accessed 21 December 2019, from <https://www.nytimes.com/>.*

Submitting your work

Student front page when submitting assignments—should include:

- Programme name
- Institute name
- Module title
- Assignment demarcation (i.e.: Assignment 1, 2, title if available, etc),
- Name of the student (including student ID)
- Word count
- Plagiarism statement

Example: "I confirm that this assignment is my own work. All sources I used have been properly referenced, and I have followed DOMAX rules on plagiarism and the ethical use of AI."

Identity verification



Identity verification for online submissions is supported through the FORMA LMS two-factor authentication system. Students must authenticate using both their login credentials and a time-sensitive verification code generated on their personal device. This ensures that only the registered learner can access the platform, submit assessments, and participate in course activities, thereby strengthening academic integrity and providing a secure environment for online learning.

Plagiarism Policy and Use of Artificial Intelligence

Academic integrity is a cornerstone of our educational values. We expect all members of our community to maintain the highest standards of honesty and integrity in their academic work. Plagiarism in any form is unacceptable and strictly prohibited.

By adhering to this policy, we all contribute to a culture of honesty, trust, and respect within our academic community.

This policy is designed to clarify expectations regarding plagiarism and the use of generative AI tools in coursework and other academic activities. It applies to both students and staff.

Definition of Plagiarism

Plagiarism involves using another person's ideas, words, or work without proper acknowledgment. This includes:

- Directly copying text from any source without quotation marks and proper citation.
- Paraphrasing someone else's work without proper attribution.
- Using another person's ideas or concepts without giving credit.
- Submitting work that is not your own, whether it was purchased, received through collaboration, or obtained by other means.

Use of Generative AI Tools

Understanding Generative AI

"Generative AI refers to a type of artificial intelligence that involves creating new and original data or content. Unlike traditional AI models that rely on large datasets and algorithms to classify or predict outcomes, generative AI models are designed to learn the underlying patterns and structure of the data and generate novel outputs that mimic human creativity" (The Alan Turing Institute, 2023)

Generative AI, such as ChatGPT, creates new content based on data it has learned from. While these tools can be valuable resources for learning and creativity, their use must align with our academic integrity standards.

Permissible Use and Ethical-Use Guidelines

The use of generative AI tools is permitted unless otherwise stated. If AI use is restricted for a particular task, this will be clearly indicated in the student instructions and/or guidelines. Below are some examples of permissible use:

- Researching technical definitions or explanations
- Generating study materials or practice questions
- Helping identify useful sources.
- Checking grammar and spelling (as per the proof-reading guidance).

For Academic staff AI can be useful for, or is acceptable to use, including:

- Developing assessment plans or structures
- Creating assessment brief instructions
- When the assessment subject/topic is AI
- Developing Formative assessments
- Creating a case study

To ensure AI is used ethically and in line with DOMAX academic-integrity standards, the following principles apply:

- AI use must be transparent:
Students and staff must clearly acknowledge when AI tools have been used, following the DOMAX referencing and AI-use guidelines.
- AI cannot replace original academic work:
AI-generated content must not be submitted as one's own work. Students must demonstrate their own understanding, analysis, and critical thinking.
- AI must not be used to misrepresent authorship:
Using AI to produce assignments, assessments, or research findings without permission constitutes academic misconduct.
- AI must be used only when permitted:
If an assignment, assessment, or task prohibits AI use, students must comply. Unauthorised AI use is treated as plagiarism.
- AI outputs must be checked for accuracy:
Users are responsible for verifying facts, citations, and interpretations. AI-generated errors do not excuse academic inaccuracies.
- Sensitive or personal data must never be entered into AI tools:
This aligns with DOMAX data-protection and confidentiality requirements.
- AI should support learning, not replace it:
AI may assist with understanding, planning, or drafting ideas, but the final work must reflect the student's own voice and academic judgement.

Acknowledgment and Citation

Whenever AI tools are used, it is crucial to properly acknowledge their contribution. For instance, include a note such as, "*This document was created/generated through ChatGPT and edited for accuracy,*" in your submission.

Plagiarism Threshold

The maximum allowable similarity index for any submitted work, including AI-generated content, is 15%. Submissions exceeding this threshold may face penalties.



Consequences of Plagiarism

Violations of this plagiarism policy can lead to disciplinary actions, including:

- Failing the assignment.
- Failing the course.
- Requirement to resubmit the work.
- Suspension or expulsion from the institution.

The severity of the consequences will depend on the nature and extent of the violation, as determined by the academic integrity committee.

Reporting and Appeals

If you suspect a violation of this policy, please report it to the course instructor or the academic integrity committee. Students have the right to appeal any disciplinary actions by following the institution's formal appeal process.

References/ Websites

1. The Alan Turing Institute. (2024). *Turing Lectures: What is Generative AI?* Retrieved from <https://www.turing.ac.uk/events/turing-lectures-what-generative-ai>
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3. University of Edinburgh. (2024). *University Guidance for Students on Working with Generative AI*. Retrieved from <https://www.ed.ac.uk/sites/default/files/atoms/files/universityguidanceforstudentsonworkingwithgenerativeai.pdf>
4. University of Aberdeen. (n.d.). *Referencing for Education Students*. Available at: <https://www.abdn.ac.uk/library/support/referencing-for-education-students.php> (Accessed: 23 July 2024).
5. South Australian Certificate of Education. (n.d.). *Student Guide to Referencing*. Available at: <chrome-extension://efaidnbnmnibpcjpcglclefindmkaj/https://www.sace.sa.edu.au/documents/652891/722147/Student+Guide+to+Referencing.pdf/50c39188-4415-42e5-a7e6-fa326ec9aaff> (Accessed: 23 July 2024).
6. ABMA Education. (n.d.). *Harvard Referencing Tool*. Available at: <https://abma.uk.com/news/harvard-referencing-tool/> (Accessed: 23 July 2024).
7. This work was generated with the aid of ChatGPT and the content edited for accuracy



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