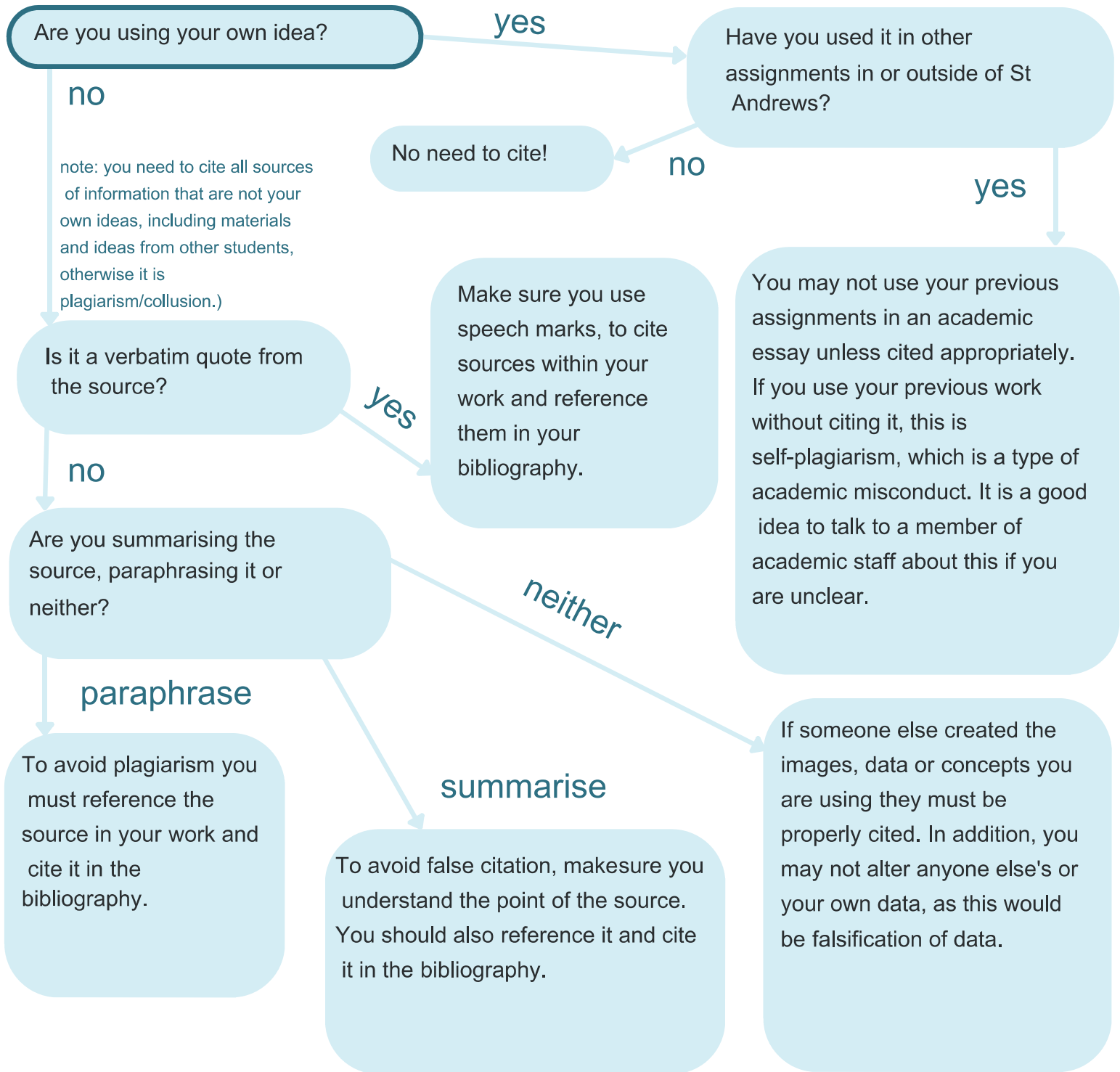


GOOD ACADEMIC PRACTICE DECISION TREE

If you are uncertain if something you are writing is good academic practice, use this concise guide to make sure. Good Academic Practice Student Guidance explains the information below in more detail. If unsure, contact your academic advisor, who may put you in touch with the School GAP officer.



note: Schools have different policies regarding the use of lecture notes and slides. Check with the School if you should cite what the lecturer says; however, if they cited something in the lecture, you must cite the original source.

Good Academic Practice (GAP) Decision Tree

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1. **Are you using your own idea?** (note: you need to cite all sources of information that are not your own ideas, including materials and ideas from other students, otherwise it is plagiarism/collusion.)
 - **Yes** (go to question 2)
 - **No** (go to question 3)

2. **Have you used it in other assignments in or outside of St Andrews?**
 - **Yes** (you may not use your previous assignments in an academic essay unless cited appropriately. If you use your previous work without citing it, this is self-plagiarism, which is a type of academic misconduct. It is a good idea to talk to a member of academic staff about this if you are unclear.)
 - **No** (no need to cite)

3. **Is it a verbatim quote?**
 - **Yes** (make sure you use speech marks, to cite sources within your work and reference them in your bibliography.)
 - **No** (go to question 4.)

4. **Are you summarising the source, paraphrasing or neither?**
 - **Paraphrase** (to avoid plagiarism you must reference the source in your work and cite it in the bibliography)
 - **Summarise** (to avoid false citation, make sure you understand the point of the source. You should also reference and cite it in the bibliography.)
 - **Neither** (if someone else created the image, data or concepts you are using they must be properly cited. In addition you may not alter anyone else's or your own data to avoid falsification of data.)

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