INFORMATION LITERACY MODULE

Unit 4: Legal and ethical use of information

LEARNING OUTCOMES

At the end of this learning experience you should be able to:

- Use information in line with ethical and legal criteria

- Comply with ethical and legal aspects of information usage such as plagiarism and copyright

- Cite information used in an assignment using a designated reference style format

- Convert bibliographic information of a variety of information source into a designated reference style format

- Compile a bibliography and reference list using a designated reference style format

ASSESSMENT CRITERIA

These learning outcomes will be evident when:

- Information is used in line with ethical and legal criteria

- Ethical and legal aspects of information usage are adhered to

- Information used in an assignment is cited in line with a designated reference style format

- A bibliography and reference list is compiled using a designated reference style format

Legal and ethical use of information

Legal and ethical issues

What is meant by ethics?

Ethics is a term we use to explain moral concepts (as opposed to laws) such as good and bad, right and wrong, justice, and virtue.

What is meant by Law?
Controls what people can and cannot do as reflected in legislation. e.g. copyright

A video titled
"**Copyright and Fair Use**"
was played during the lecture
of this unit

Intellectual property

Allows owners exclusive right to profit from own work for a particular period

Types
- Patents for invention
- Trade marks for brand identity
- Design for product appearance
- Copyright for material

Examples
- Literary works
- Musical works
- Artistic works
- Cinematography
- Sound recordings
- Computer programmes

ACRN Illus

Plagiarism definition

Taking someone else's creation or work without giving them credit and presenting it as your own.

Similarity checking software such as SafeAssign
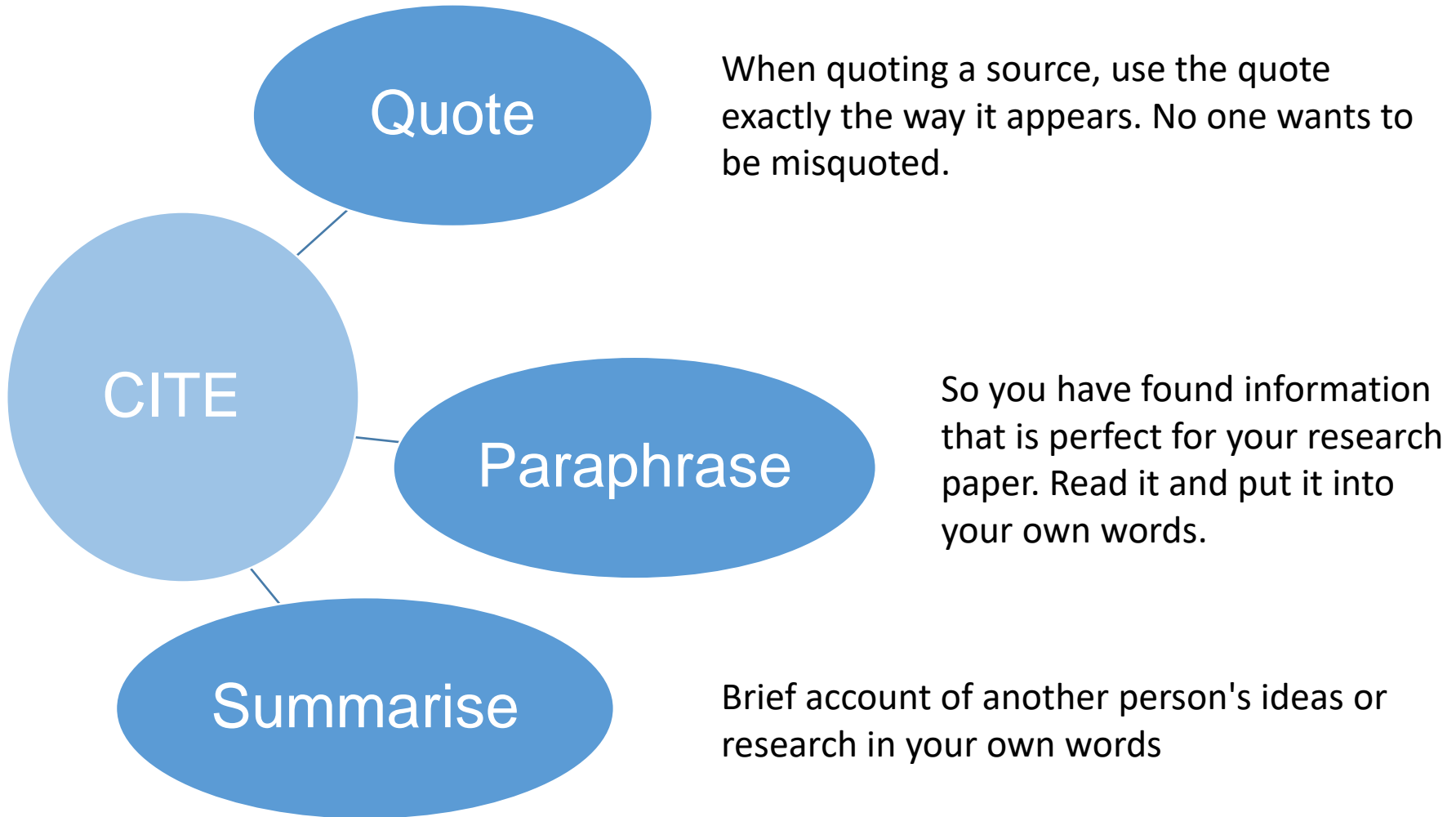
Different types of plagiarism

Intentional plagiarism

- Rewriting from books and articles
- Copying and pasting from online sources to create patchwork
- Buying, downloading or borrowing an assignment

Unintentional plagiarism

- Not knowing when and how to cite
- Not knowing how to paraphrase, quote and summarise
- Not knowing what common knowledge is
- Recycling content from an old assignment

Preventing Plagiarism

Quote

When quoting a source, use the quote exactly the way it appears. No one wants to be misquoted.

CITE

Paraphrase

So you have found information that is perfect for your research paper. Read it and put it into your own words.

Summarise

Brief account of another person's ideas or research in your own words

Tshwane University of Technology
of Technology
We empower people

Citation and Referencing

Citing and referencing are important...

- Required by Tshwane University of Technology for academic writing

- Ensures academic integrity when writing your manuscript

  Academic integrity refers to the quality of being honest and having strong moral principles as a student of Tshwane University of Technology.

- Prevents plagiarism
  Read TUT's policy on plagiarism

Citing and referencing are important...(cont.)

- It enables the reader of your manuscript to:

a. distinguish between your own ideas and the ideas and research of others
b. verify the validity of your use of the ideas and research of others
c. follow up on the ideas and research of others as a matter of interest

Citing and referencing are important...(cont.)

- It demonstrates that you are able to:

a.   use reliable sources and critically assess the sources in support of the ideas put forward in your manuscript
b.   draw your own conclusions
c.   establish creditability and authority of your own ideas and knowledge.

What is referencing?

Referencing is a standardised method of formatting the information sources you have used in your assignments

Any given referencing style serves two purposes:
- acknowledges the source
- allows the reader to trace the source.

Referencing and citation is a two step process:

1 In-Text citation

2 Reference list/Bibliography

INTRODUCING CITATION AND REFERENCING STYLES

- Many styles - one goal

Unique rules

Cite in text of document

+

Connect with full details of an information source

Where to find information about specific styles

Tshwane University of Technology uses the citation and referencing styles guide of Monash University.

The guide can be accessed by entering the URL below in your browser

http://guides.lib.monash.edu/citing-referencing/home

TUT Citation Guide –Library Webpage

Parenthetical styles

Numbered styles

Documentary Note styles

Parenthetical styles

- In-text reference of a citation ( )

- Also called author-date style

Examples

- Harvard referencing style
- Modern Language Association (MLA) referencing style
- American Psychological Association (APA) referencing style

Numbered styles

- Arabic numbers [ ] or **superscript**

- Listed in order of appearance

Examples

- Institute of Electrical and Electronics Engineers (IEEE) referencing style
- Vancouver referencing style

Documentary Note styles

- Footnotes or endnotes

- Notes indicated by digits with full reference at bottom of page / end of document

Examples

- Modern Humanities Research Association (MHRA) referencing style
- Oxford referencing style

A video titled
"**Bibliographic Information Used for Citations and References**"
was played during the lecture of this unit

What needs referencing

Opinions

Theories

Statements/Claims

Statistics

Graphs/Tables

Population figures

**Books and journals
Online content
Posters/Audio visuals
Yearbooks, Conference Proceedings
Manuscripts
Government Publications
Theses and Dissertations
Magazines and Newspapers**

What does not need referencing

- Common Knowledge

- History dates

- Scientific truths

Common Knowledge

Information that the average person would accept as reliable without having to look it up. Information that is not regarded as being controversial.

This includes:
- information that everyone or nearly everyone knows,
- information shared by a cultural or national group and
- knowledge shared by members of a certain field.

Reference list and a Bibliography

Reference List:
A list of all the sources that you cite in your manuscript.

Bibliography :
A list of all sources you use in writing your manuscript. It includes the sources you consult but no necessarily cite.

Example Reference list: Harvard

Bretag, T, Crossman, J & Bordia, S 2010, Communication skills, McGraw-Hill, Sydney.

Czinkota, M, Ronkainen, I, Sutton-Brady, C & Beal, T 2008, International marketing, Cengage Learning Australia, South Melbourne.

Golden, L 1998 'Reception of Aristotle in modernity', M Kelly (ed.), Encyclopedia of aesthetics, vol. 1, ABHI-DEPI, Oxford University Press, Oxford.

Townsend, K, McDonald, P & Esders, L 2008, 'How political, satirical cartoons illustrated Australia's Work Choices debate', Australian Review of Public Affairs, vol. 9, no. 1, pp. 1-26, viewed 5 January 2012, http://www.australianreview.net/journal/v9/n1/townsend.pdf

Example Reference list : APA

Australian Bureau of Statistics. (2008). Childhood education and care (No. 4402.0). Retrieved from http://www.abs.gov.au

Beckett, S. T. (2008). The science of chocolate (2nd ed.). Cambridge, United Kingdom: Royal Society of Chemistry.

Branch, S., Ramsay, S., & Barker, M. (2008). The bullied boss: A conceptual exploration of upwards bullying. In A. Glendon, B. M. Thompson & B. Myors (Eds.), Advances in organisational psychology (pp. 93-112). Retrieved from http://www.informit.com.au/humanities.html

Cioe, J. (2012). The normal distribution [Lecture notes]. Retrieved from http://moodle.vle.monash.edu.au

Example Reference list: Vancouver

1. Hoppert M. Microscopic techniques in biotechnology. Weinheim: Wiley-VCH; 2003.

2. Drummond PD. Triggers of motion sickness in migraine sufferers. Headache. 2005;45(6):653-6.

3. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

4. Storey KB, editor. Functional metabolism: regulation and adaptation. Hoboken (NJ): J. Wiley & Sons; 2004.

5. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002;347(7):284-7.

Summary

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- Broadcasts
- Computer program

https://www.google.co.za/search?q=cola+cola+trademarks&tbm=isch&tbo=u&source=univ&sa=X&ved=0 ahUKEwj7_8Py-9HXAhWdOsAKHRdzARIQsAQIngE&biw=1366&bih=656#imgrc=Q68bgAW7sY7tGM:

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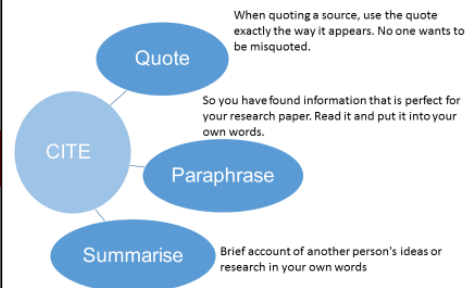
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https://www.sodapdf.com/blog/how-to-cut-copy-and-paste-text-in-a-pdf-file/

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CITE

Thank you