Academic Honesty Protocol

Students at Santa Maria College are required to submit their own, original work and in cases where materials including words, ideas, data, tables, graphs, charts, numerical data, formulae or visual images are obtained from any other sources (internet, books, blogs, magazines, peers etc.) are included; these must be acknowledged and cited according to the Harvard Style of referencing.

Student Responsibility:

It is the responsibility of the student to provide evidence of the process taken to produce an end product, so therefore evidence such as data charts, notes, electronic backup of versions, scripts, calculations, sketches, and drafts etc. need to be available at the time of submission and up until the time work has been graded and returned by the teacher. The end product may be required to be submitted into the Turn It In program for checking.

Consequences:

Unacknowledged use of material by a student may result in penalties. These may range from direct failure to re-submission and down scoring of the work. Consequences at the VCE level are informed by the VCAA Guidelines, found published in the yearly Handbook.

College Requirements:

When preparing and submitting assessment work, Santa Maria College students must:

1. Ensure that all unacknowledged work submitted for assessment is genuinely her own.
2. Acknowledge all sources/resources used including: text, website, sources material, name/s and status of any person/s who provide assistance and the types of assistance provided.
3. Ensure when using technology there is an alternative back up system.

Teacher Responsibilities:

Teachers at Santa Maria College must ensure that:

1. Assessment includes the process, as well as the end product.
2. A significant amount of classroom time is spent on the task so that the teacher is familiar with each student’s work in progress and can regularly monitor and discuss aspects of the work with the student.
3. Student’s work is authenticated by citing, signing and dating work on a regular basis.
4. Students document the specific stages of the development of work, starting with an early part of the task such as the topic choice, list of resources and/or preliminary research.

(VCE and VCAL Administrative Handbook, 2012. Victorian Curriculum and Assessment Authority, copyright VCAA reproduced by permission.)
Harvard Style Bibliographies:

Article
1. Author: MacKenzie, Deborah.
2. Date: 2008.
3. Title: Let them eat spuds.
4. Journal - Title: New Scientist,
5. Journal – Volume/Number/Date: 2nd August 2008,

Book
1. Author: Borrelli, Laird.
2. Date: 2008.
3. Title: Fashion illustration by fashion designers,
4. City / Place: London:
5. Publisher: Thames & Hudson.

E-newspaper
1. Author: Leung, Chee, Chee.
2. Date: 2008.
3. Article Title: World survives atom smasher’s first go around [Electronic version].
4. Newspaper - Title: The Age,
5. Newspaper- Date: 11 September,
6. Newspaper - Page(s): 5.
7. Date retrieved: Retrieved September 15, 2008,
8. URL: from http://www.bps.org.uk/publications/jCP_1.cfm
Personal email message
Lawrence, S. (slawrence@yahoo.com.au), 6 July 2008. Re: Weather hazards. Email to L. King (kingl@optusnet.com).

1. Sender's name: Lawrence, S.
2. Sender's email address: (slawrence@yahoo.com.au),
3. Day Month Year the email was sent: 6 July 2008.
5. The words: Email to L. King
6. Recipient's e-mail address: (kingl@optusnet.com)

WWW document

1. Author: Falzari, L. M. & Menary, R. C.
2. Date: 2007.
3. Title: Chamomile for oil and dried flowers.
4. Date retrieved: Retrieved August 12, 2008,

Harvard ‘in text’ Citation
When citing references within a text of an assignment use only the name of the author, followed by the year of publication:

   Larsen (2010) was the first to propose the theory.

OR

   The theory was first proposed in 2010 by Larsen (2010).

When directly quoting from a source ensure the quotation marks are used and the page number(s) given:

   Larsen (2010, p.245) noted that ‘many of the facts in this case are incorrect’.

OR

   ‘Many of the facts, in this case are incorrect’ (Larsen 2010, pp. 245-6).

(Style manual for authors, editors and printers, 2007. John Wiley & Sons Australia, copyright Commonwealth of Australia reproduced by permission.)