

NMIT's Quick Guide To: Academic Writing



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Academic Integrity & Plagiarism

What is Academic Integrity?

- Academic integrity means ensuring your academic conduct is in line with six key values:
 - HONESTY
 - TRUST
 - FAIRNESS
 - RESPECT
 - RESPONSIBILITY
 - COURAGE
- It involves **always acknowledging the source of information**, and not using that information as if it were your own ideas.
- Academic misconduct occurs when one or more of the key values above are compromised.
- This may be via cheating, plagiarism (see below), un-authorised collaboration, re-using your own work, fraud and other forms of academic dishonesty.

What is Plagiarism?

- Plagiarism is when you use someone else's words or ideas in your writing, as if they were your own, and is considered a form of academic theft, whether intentional or unintentional.
- Unintentional plagiarism can occur when you use information from somewhere else and forget to reference it, or don't paraphrase it well enough.
- Plagiarism can result in academic misconduct, which can have serious consequences at NMIT

Academic Misconduct

What is Academic Misconduct?

- Academic misconduct occurs when one or more of the key values above are compromised. This may be via cheating, plagiarism, unauthorised collaboration, re-using your own work, fraud and other forms of academic dishonesty.

To avoid Academic Misconduct:

- Reference any information you have taken from someone else and used in your assignments, whether you quote or paraphrase the original wording.
- Do not copy another student's work.
- Do not have someone else write your assignment for you.
- Do not write an assignment for someone else.
- Do not leave your work available for someone else to copy.
- Do not cheat, e.g. bring notes or any resources or devices with you into an exam (unless expressly permitted).

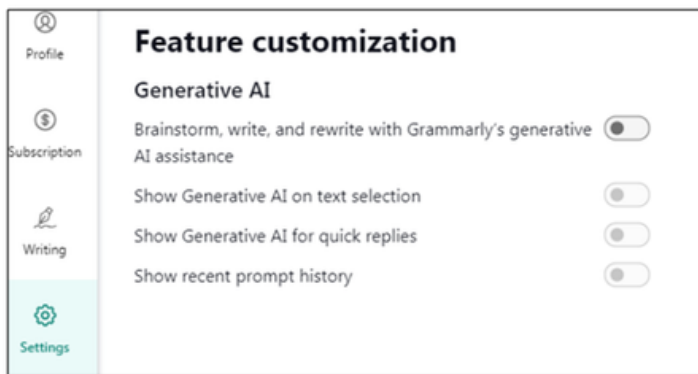
What About AI?

- Using AI to write your assignment is considered Academic Misconduct.
- Using AI to paraphrase or rewrite any part of your assignment is considered Academic Misconduct.

If you receive a high turnitin score on an assignment, you *will* have to rewrite some, or all of your work and resubmit everything.

Grammarly and Writing Tools

- AI-generated content is not acceptable in assessments unless the assessment and your tutor say it is allowed.
- Unacceptable use of generative AI goes against the values of academic integrity and may be considered cheating or plagiarism under NMIT's Academic Integrity and Academic Misconduct Policy.
- As per NMIT guidelines, you can use Grammarly and Word to help with spelling and basic grammar. However, you cannot use it to generate text or paraphrase your work.
- If you are using Grammarly, make sure you have turned off the generative AI function.
 - **MyGrammarly > Account > Settings > Feature Customisation**
 - Turn off the generative AI option.



For more information about the use of AI during your study, please go to your Moodle dashboard and click the link to view the “NMIT Generative AI Guidelines for Akonga”.

Artificial Intelligence and Study

I want to brainstorm ideas for an assignment.	YES BUT...	Check your assignment guidelines first. Check with your tutor whether you can use these tools if it is unclear. Keep a record of how you use the tool, including the prompts you use and the information it gave you. You may be required to cite the tool and explain its use.
I want ideas explained in simpler terms.		
I want it to critique my work.	MAYBE...	Check with your tutor.
I want to improve my spelling, tone and grammar.		There are privacy issues around uploading your doc to these tools. Use Grammarly Education or Word for spell checking and grammar. You CAN receive a 100% AI count for using these tools.
I want it to write my assignment for me.	NO!	This is plagiarism. Do not use these tools to generate content.
I want it to research my topic.		These tools are not reliable. They can and do make information up.
I want to paraphrase info I've found.		You must write ideas in your own words to show you understand them.

Citations and Referencing

(Different words for the same thing)

Why do you need to cite things in Academic writing?

- To give credit where credit is due.
- To leave a trail for others to follow.
- To give authority to our work.
- To avoid plagiarism.

When do you cite things?

Whenever you paraphrase an idea, use statistics, provide a direct quote or use information that is not our own, you must provide a reference/citation for the source of the information in one of the following ways:

- **Put it into the sentence:**
 - [Smith \(2024\)](#) suggests that all poodles are dogs, but not all dogs are poodles.
- **Put it at the end of the sentence:**
 - It is suggested that all poodles are dogs, but not all dogs are poodles ([Smith, 2024](#)).
- **Direct quotes need quotation marks and page numbers:**
 - “Poodles are always dogs, but most of the time, not all dogs are poodles” (Smith, 2024, [p.15](#)) .

In the reference list at the end of your work.

- **If it's a book:**
 - Smith, J. (2024). *Book title*. Publisher.
- **If it's a website:**
 - Smith, J. (2024). *Website document/page title*. Website Title. Full URL
- **If it's a journal article:**
 - Smith, J. (2024). Article title. *Journal Title*, 41(2), 100-131. DOI

Academic Writing Do's and Don'ts

Be CLEAR

Be CONCISE

Be CONSISTENT

Avoid:

- Jargon/slang (subject specific words, or casual english)
- Contractions (don't = do not, won't = will not)
- Using "I" statements, unless otherwise instructed (usually acceptable in reflections).

Always:

- Check the rubric
- Make a plan
- Be aware of word counts
- Check, check and check again
- Structure your writing clearly using the guides in this booklet

Essay Structure

Introduction

- Introduce what you are writing about.
- Define any terms.
- Outline the structure of your essay (*the main points in order*).

Body

- One main idea per paragraph.
- Each paragraph following this structure.
 - Statement sentence (*what is the main idea of this paragraph*)
 - Evidence (*what research supports the main idea of the paragraph*).
 - Explanation (*what examples help support the main idea of the paragraph*).
 - Wrap up sentence.

Conclusion

- Restate the point of the essay.
- Reiterate the main points.
- Concluding statement that ties it all together.

Reference Section

All your citations, written in APA7 format in alphabetical order.

Scholarly vs Popular Articles

Scholarly		Popular
The author's credentials are usually given and they are an expert in the subject.	Author	Author may not be named. A writer or a journalist who writes on a variety of subjects and lacks expertise.
Scholars, researchers and students.	Audience	General public.
Sources cited throughout article. Bibliography or reference list included so you can trace the sources of the information.	Citations	Few or none. No way to trace source of information.
Peer-reviewed by scholars in a similar or same field.	Review	Not reviewed, or reviewed by non-specialised editors.
Usually an academic journal, or scholarly press.	Publisher	None, unknown, or popular press that publishes a wide range of popular topics.
Books & scholarly journal articles.	Format	Blogs, magazines, newspapers, websites.

Need more support?

Learner Services

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Equity.support@nmit.ac.nz

wellbeing@nmit.ac.nz

For Support with

- Getting started studying at NMIT
- Understanding academic integrity
- Improving academic writing
- Using APA referencing
- Developing research skills
- Finding library and database resources
- Improving literacy and numeracy skills
- Learning digital and computer skills
- Understanding assessments and assignments
- Developing successful learning strategies
- Time management
- Study skills



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