



CREATIVE SECONDARY SCHOOL  
啓思中學

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## My Academic Responsibilities

It is important that we are honest about where the ideas and information in our schoolwork come from. We should all be using a range of sources of information to help us to find new information and ideas, but we must make sure that when we use those sources in our work, we tell our readers or audience what we have done.

The following guidelines will help you to ensure that you are honest about your work. Remember that if you do not take responsibility for carefully following them, you may face serious consequences.

1. I will make sure that any work that I present as my own is completely original.
2. I will make sure that my work does not include material written by my friends or my tutor.
3. I will avoid copying text from websites and pasting it into my assignments.
4. I will check the credibility of any sources that I use using the Origin-Purpose-Value-Limitation (OPVL) system.
5. I will include in-text citations using the APA style whenever I refer to information or ideas from other sources.
6. I will include an APA style reference page in each of my assignments listing all the sources that I have used.
7. I will ask my teacher or a member of the library team if I'm unsure about how use APA style citations and reference pages.