

Guidelines for Self-Citation in Assignments

Since 2015, the Learning Centre team has been receiving questions from some students faced with the dilemma of self-citation in their own assignments. Their questions are crucial because they have an impact on the University's academic integrity policy and practices.

Learning Centre has created a checklist of guidelines to help students develop their ability to evaluate the validity, veracity and value of their own research projects for self-citation in their assignments at JCUS.

Please refer to this checklist before including information from a past assignment in your current assignment.

Check if true	Criteria
	1. I am citing a past assignment that is a research report of a research study conducted for a subject assessment.
	2. I can show care, rigour and thoroughness in the conduct of my previous research studies.
	3. I am citing empirical evidence (research findings) of my previous research studies in my current assignments.
	4. I have strictly adhered to the procedures set by the University in conducting research studies, e.g., I can show an approved ethics application by the University's Human Research Ethics Committee (HREC).
	5. I am citing my previous research study or studies in my presentation at JCUS-organised conferences, e.g., 4th year Psychology Conference, Multidisciplinary Research Project, or other JCUS-organised conferences.
	6. I am citing the findings and insights of my previous studies that I shared on credible platforms, e.g., websites of government agencies, private or non-for-profit entities, or external conferences organised by academic/professional organisations.
	7. I am citing a previous assignment because I have been told that I can cite it in a current assignment (e.g., for a reflection essay or reflection journal). I am aware that I cannot cite my previous assignments in literature reviews and other research tasks.

Guidelines for Deciding on Self-citation Purposes

- If you **did not check #1**, **do not use** this information in a subsequent assignment as your previous assignment is not considered a scholarly source. Cite evidence from valid, verifiable and reliable sources from your literature review.
- If you **checked #1-4**, the previous assignment is considered an unpublished manuscript. It is valid and verifiable information that adds to the discourse. It can be cited in your current assignment but only if your lecturer explicitly says you can do so. An unpublished assignment cannot be cited in literature reviews or any other forms of research work.
- If you **checked #7**, you can cite it as it is a requirement of your current assignment (e.g., in a reflection paper/journal) and your lecturer told you to do so. The previous assignment is considered an unpublished manuscript.
- For **such unpublished manuscripts**, you can cite as follows:

In-text citation

... in Cheng (2021) ...

References

Cheng, P. Y. (2021). *Being bilingual does not lead to multilingual achievement of other languages* [Unpublished assignment submitted for PY7777]. James Cook University.

- If you **checked #1-5 or #1-4 and #6**, your past assignment research study is considered a published work. This is valid, verifiable and valuable information that has been added to the relevant knowledge pool. You can cite and reference in the same way you cite and reference a published journal article in your literature review.
- If in doubt, please check with your lecturer/tutor regarding the decision to cite your previous research findings in your current assignment. Exercise care, caution and diligence when citing your own work.