WHAT IS PLAGIARISM?

DEFINITION OF PLAGIARISM

Plagiarism is presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

TYPES OF PLAGIARISM

- **Word for Word Plagiarism:** Copying a source's text exactly the way it is written.

- **Paraphrasing:** Condensing the work of another in your owns words without citing.

- **Copy & Paste Plagiarism:** Copying and pasting text from an electronic source and using it as your own.

- **Word Switch Plagiarism:** Taking a sentence from a source and only switching around a few words.

- **Style Plagiarism:** Replicating the style and format of a source's writing.

- **Metaphor Plagiarism:** Using metaphors or analogies from a source as your own.

- **Idea Plagiarism:** Using the creative ideas of another as your own.

- **Self-Plagiarism:** Reusing portions of previous writings in subsequent papers, either as a re-titled paper, or a compilation of bits and pieces of previous papers.

HOW TO AVOID PLAGIARISM

In order to avoid plagiarism, you must give credit when:

- You use another person's ideas, opinions, or theories.

- You use facts, statistics, graphics, drawings, music, etc., or any other type of information that does not comprise common knowledge.

- You use quotations from another person's spoken or written word.

- You paraphrase another person's spoken or written word.

- You draw from your own previous writing.

BEST PRACTICES TO AVOID PLAGIARISM

Writing Paraphrases or Summaries

- Use a statement that credits the source somewhere in the paraphrase or summary
- If you're having trouble summarizing, try writing your paraphrase or summary of a text without looking at the original
- Check your paraphrase or summary against the original text
- Check your paraphrase or summary against sentence and paragraph structure
- Put quotation marks around any unique words or phrases that you cannot or do not want to change

Writing Direct Quotations

- Keep the source's name in the same sentence as the quote
- Mark the quote with quotation marks
- Quote no more material than is necessary
- To shorten quotes by removing extra information, use ellipsis to indicate omitted text, but remember that: three ellipsis points indicates an in-sentence ellipsis, and four points for an ellipsis between two sentences
- To add wording to a quote, place added words in brackets; be careful not to alter the original meaning of the quote
- Use quotes that will have the most impact in your paper; too many direct quotes from sources may look like you have nothing to say

Writing About Another's Ideas

- Note the name of the idea's originator in the sentence or throughout a paragraph about the idea
- Use parenthetical citations, footnotes, or endnotes to refer readers to additional sources about the idea

- Be sure to use quotation marks around phrases or words that the idea's originator used to describe the idea

Revising, Proofreading, and Finalizing Your Paper

- Proofread - check your notes and sources to make sure that anything coming from an outside source is acknowledged in the following ways:
  - In-text citation
  - Footnotes or endnotes (if required)
  - Bibliography, References, or Works Cited page
  - Quotation marks around short quotes; longer quotes set off by themselves
- If you have any questions about citation, ask your instructor **BEFORE** your paper is due to avoid having points deducted

THINGS TO AVOID WHEN WRITING

- Copying and pasting complete papers from electronic sources
- Copying and pasting passages from electronic sources without placing the passages in quotes and properly citing the source
- Having others write complete papers or portions of papers for you
- Summarizing ideas without citing their source
- Pulling out quotes from sources without putting quotation marks around the passages
- Closely paraphrasing
- Quoting statistics without naming the source
- Using words and passages you don't understand and can't explain
- Self-plagiarizing
- Making up sources
- Making up citation information
- Using photographs, video, or audio without permission or acknowledgment
- Translating from one language to another without properly citing the original source
- Not citing lectures, video chats, personal interviews, and other non-traditional sources