

Plagiarism


and how to avoid it

Plagiarism can often occur accidentally. If you submit work that is not cited, or incorrectly cited, it can give the impression to an instructor that you are trying to take credit for someone else's work or ideas. Even when you change information into your own words (paraphrase), you still must give credit to the source where you found the information. These ideas are someone else's.

PREPARING, RESEARCHING AND WRITING ASSIGNMENTS

- » **NEVER** copy or paraphrase information from books, articles, the web or any source without citing it.
- » **NEVER** copy portions of someone else's work and call the work yours.
- » **NEVER** submit work that has been done collaboratively when the instructor requires individual work.
- » **NEVER** purchase or copy papers authored by others.
- » **NEVER** reuse your own academic work from prior courses without first getting permission from your current instructor.
- » **NEVER** attempt to mislead your reader by making up sources.

CHECK YOUR WORK FOR PLAGIARISM

Before you submit your work for assessment and grading,  review it one more time to make sure you:

- » **ALWAYS** give credit to the source of your information – both in the body of your assignment and at the end of your assignment.
- » **ALWAYS** ensure that all un-cited ideas are your own or are common knowledge.
- » **ALWAYS** ensure that you are giving credit to the original source.
- » **ALWAYS** ensure that your reader can locate the original source easily.
- » **ALWAYS** cite images or graphics that are not your own.
- » **ALWAYS** ask yourself, "How do I know this information?"

*Remember, your instructor is looking for **your** original thoughts and ideas, do not string together other's work/sentences to make up your own assignment. Communicate clearly what is yours and what is the material of others.*

COMMON TERMINOLOGY

CITATION: a short notation in the body of your assignment that points the reader to the corresponding reference in the list at the end of the assignment.

QUOTE: to copy the exact words from a source. Remember to use quotation marks!

PARAPHRASE: to use an idea from a source by changing it into your own words and into a new sentence pattern.

DOCUMENTING: at the end of an assignment, recording information for each source used.