

AVOIDING PLAGIARISM

Plagiarism is the appropriation or misrepresentation of another person's original ideas or work—published or unpublished—without giving appropriate credit. Committed consciously or not, word-for-word or paraphrased, plagiarism is an act of literary fraud or theft and a serious academic offense.

TYPES OF PLAGIARISM:

- Intentional plagiarism, which is committed with the intent to deceive
- Unintentional plagiarism, which is the result of improper scholarly procedures
- Self plagiarism, which reuses one's own words from preexisting work
- Buying, stealing, or copying someone else's work

PREVENTING PLAGIARISM:

- Plan your draft with unique arguments and original ideas
- Take effective notes with bibliographic information and clearly distinguished research
- Cite sources to include them in your argument and lend outside support

WHEN TO CITE:

Avoid plagiarism by acknowledging that material is borrowed and providing information to find the source. Use a citation whenever you do the following:

- Use a direct quotation from another person's spoken or written word
- Summarize or paraphrase a passage in your own words
- Copy a table from data provided by others
- Present examples, figures, paintings or photographs that you have taken from a specific source (eg: book, brochure, or other document) that does not comprise common knowledge
- Use another person's ideas, opinions, or theories

There are three ways to refer to a source (whichever of these three you use, you will still need to include a citation):

- Summary- A brief description of longer passage written by the author
- Paraphrase- A restatement of an idea in roughly the same length as the author originally described it
- Quotation- The exact same words as the author used, presented between quotation marks

(Continued on reverse side)

How to CITE:

The procedure for citing sources consists of two parts (provide citations after all borrowed material, and as often as a reader may need reminding that material has been borrowed):

- In-text citation- Informs readers that the material is borrowed and directs readers to a reference at the end
- End-of-text reference- Informs readers where to find the original source of the borrowed material

COMMON KNOWLEDGE:

- Common knowledge is widely known information that's easily verifiable
- Citations are needed for any information referenced that is not common knowledge
- When in doubt, cite