Plagiarism: taking credit for another's work, or not properly referencing appropriate sources.

West High School Guidelines for Academic Honesty. Torrance: West High School, 2007.

To avoid plagiarism, you must give credit whenever you use:

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrase of another person's spoken or written words

"Plagiarism: What It Is and How to Recognize and Avoid It." *ISS: Writing Tutorial Services.* 2004. Indiana University. 05 July 2008 <http://www.indiana.edu>.

To avoid plagiarism, you should also be familiar with the following terms:

Paraphrase: using someone's ideas, but putting them in your own words. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Summary: putting only the main ideas or main points into your own words. Although summaries are significantly shorter than the original and take a broad overview of the source material, you must still acknowledge the source of the information.

Quotation: using someone's exact words. When quoting, you must always put quotation marks around the passage and you must still acknowledge the source of the information.

Common Knowledge: facts that can be found in numerous places and are likely to be known by a lot of people. This is generally known information and you do not need to acknowledge the source. Example: John F. Kennedy was elected President of the United States in 1960.

Some examples to compare

The original passage:

"Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes."

Lester, James D. *Writing Research Papers.* 2nd ed. (1976): 46-47.

An acceptable paraphrase:

According to James Lester, students often quote excessively in research papers, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

An acceptable summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

An acceptable use of a quote:

To produce a quality paper that showcases your ideas, "probably only 10% of your final manuscript should appear as directly quoted matter" (Lester 46-47).

An unacceptable plagiarized version:

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

Adapted from:
"Plagiarism: What It Is and How to Recognize and Avoid It." *ISS: Writing Tutorial Services*. 2004. Indiana University. 05 July 2008 <http://www.indiana.edu>.
"Avoiding Plagiarism." *The Owl at Purdue*. 2008. Purdue University. 09 July 2008 <http://owl.english.purdue.edu/owl/resource/563/01>.

Plagiarism Do's and Don'ts

Don'ts
- Don't misrepresent other people's work as yours.
- Don't make up fake sources, quotations, interviews, etc.
- Don't think that by copying something over and changing every couple of words that you've put it in your own words.
- Don't cut and paste without citing your sources.
- Don't procrastinate on assignments and homework so that you end up under too much deadline pressure and become tempted to take shortcuts.
- Don't resubmit work for which you have already received credit in a previous class or earlier in your current class.

Do's
- Do expect to make mistakes managing and citing sources; do expect to correct them.
- Do use strategies to help you manage your sources (for example, put sources you're quoting or paraphrasing in a different font and font color until the final draft so you don't accidentally forget they came from another writer).
- Do have fun with sources. Think of using them as weaving, building, playing with blocks, or any other metaphor that you associate with "taking what's at hand and making something of it."
- Do write before, while, and after you research, but especially before.
- Do have a clear idea of your thesis, purpose or argument so you can have a distinctive voice in your own essay and aren't overwhelmed and intimidated by sources.

Adapted from:
"TechNotes Teaching Tip: Thinking and Talking About Plagiarism." *Strategies for Teaching with Online Tools* 2001. <http://bedfordstmartins.com> 09 July 2008.