PLAGIARISM
ACADEMIC THEFT/ACADEMIC CHEATING

How do I avoid plagiarism?
- Gathering information/Note-taking
- Quoting
- Paraphrasing
- Summarizing
- Documenting source information

Gathering Information/Note-taking
- Make sure you understand the material. If you don’t, you’ll have trouble putting it into your own words.
- Decide immediately whether you are going to quote, paraphrase or summarize so that you record the information appropriately.
- Don’t look at the source as you take notes. Read it, turn it over or look away and ask yourself: What’s the writer’s point?
- Record the bibliographic information you will need to cite the source (title, author, page number, web site information, etc.)

Quoting
Using exact wording & quotation marks (to support own ideas)
Direct quotation creates a dramatic effect
- Should only be used when the ideas or expression are so uniquely and accurately presented that you don’t want to alter them.
- All wording and punctuation should mirror the original.
- Should be introduced by a signal phrase.
- Original text is enclosed in quotation marks.
- Page source is identified.

Paraphrasing
Expressing another’s ideas in your own words and sentence structure
- No direct statements are included.
- Original meaning must be conveyed in your own form of expression.
- Length is similar to the original.
- The source is cited.
WARNING! Rearranging an original sentence and using synonyms = plagiarism even if you include source information. Paraphrase must reflect original meaning & tone.
**Summarizing**
Significantly condensing source information in your own words.
- Words & sentence structure must be your own.
- Focuses on information directly related to your subject.
- Is shorter than the original because you are presenting main points, not details.
- The source is cited.

WARNING! Summary must reflect original meaning & tone.

**Documenting source Information**
- Check with your professor about which documentation style you should use.
- If you aren’t familiar with documentation format, visit The Writing Center where a consultant can assist you.
- Common styles –
  - APA (American Psychological Association) – generally used in Science/Social Sciences
  - MLA (Modern Language Association) – generally used in Humanities
  - Turabian
  - Chicago
- Specialized styles –
  - AP (Associated Press) – Journalism/Mass media
  - CBE (Council of Biology Editors) – Biology
  - ACS (American Chemical Society) - Chemistry