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Plagiarism is the appropriation or misrepresentation of another person's original ideas or work—published or unpublished—without giving appropriate credit.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

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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

Adapted from "Avoiding Plagiarism." *Research*, 2019. www.library.madonna.edu/research/avoiding-plagiarism & "Preventing Plagiarism when Writing." *Plagiarism*, 2017. www.plagiarism.org/article/preventing-plagiarism-when-writing