**Item 1: John H.**

Plagiarism and You

Plagiarism is a serious matter. So much of one that we are warned against it throughout our college years. What plagiarism is seems to very straight forward, however, it can get quite complicated. Due to this complication, strategies have been created to help in avoiding the possibility of plagiarizing. If concerned about plagiarizing, one can find a plethora of help in this digital age. Plagiarizing is bad and can get any author into a world of trouble.

In our student handbook, plagiarism is defined as “[including] but not limited to” using: the words of others while failing to cite the source, bought materials as one’s own, “internet material without proper citation, and/or” the author’s own previous material in a different way without acknowledging the previous use. (4.1.5.1 Definitions 16) Middle Georgia State University spells out the repercussions of plagiarism, blatant and accidental, as failure in the course we are taking. (Course Syllabus, Plagiarism)2 However, plagiarism in not just an academic problem. According to John Lannon and Laura Gurak, whom sum plagiarism as “representing the words, ideas, or perspectives of others as your own” (Technical Communication 15e, 4.5.1) there can be serious repercussions when plagiarizing for a company.

Because of the seriousness of plagiarism, there are many ways to combat intentional and accidental plagiarism. Taking notes is suggested by Lennon and Gurak and it is a very good idea if you do not have material on hand when later referencing. They also provide good guidelines for when to quote and paraphrase in Technical Communication’s Appendix A: (taken from Appendix A directly)

Quotes:

• to preserve special phrasing or emphasis

• to preserve precise meaning

• to preserve the original line of reasoning

• to preserve an especially striking or colorful example

• to convey the authority and complexity of expert opinion

• to convey the original’s voice, sincerity, or emotional intensity

Lennon, John M., Gurak, Laura J. *Technical Communication*, 15th ed., Pearson, 2020. 4. http://guides.mga.edu/c.php?g=456179&p=3116724

Paraphrasing:

• **Refer to the author early in the paraphrase,** to indicate the beginning of the borrowed passage.

• **Retain key words from the original,** to preserve its meaning.

• **Restructure and combine original sentences** for emphasis and fluency.

• **Delete needless words from the original,** for conciseness.

• **Use your own words and phrases** to clarify the author’s ideas.

**Cite (in parentheses) the exact source,** to mark the end of the borrowed passage and to give full credit (Weinstein 3).

• **Be sure to preserve the author’s original intent.**

As for resources there are slew waiting in Google to be searched and tried. MGA also has some quick links in their guides found through the library page Citing and Avoiding Plagiarism: Home. however, easiest online help with plagiarism I have come across is a personal website used by many English students at MGA: <http://www.Chipspage.com/WritingMatters/plagiarism.html>. Each have excellent links and information. There are also citation maker sites such as <http://easybib.com>

**Item 2: Marcia M.**

Plagiarism

**What is plagiarism?**

Plagiarism, as defined my Merriam-Webster’s dictionary, is “the act of using another person’s words or ideas without giving credit to that person (“Plagiarism,” 2019). Dictionary.com defines plagiarism as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.”

**Forms of plagiarism**

There are various forms of plagiarism and it is in one’s best interest to know the different types. The University of Fairfax Library discusses three types of plagiarism and they are direct plagiarism, unintentional plagiarism, and self-plagiarism. The University of Fairfax explains that direct plagiarism is “presenting information in such a way that says you came up with it but in actuality, you did not.” Unintentional plagiarism is “misquoting, paraphrasing or failure to cite your sources (University of Fairfax Library, n.d.).” Self-plagiarism is “when one uses an assignment of a similar nature in more than one course without the permission of the instructor or not citing yourself when using a quote or paraphrasing from your assignment for another (University of Fairfax Library, n.d.).” However, Ashford Writing Center discusses additional forms of plagiarisms such as find and replace, collusion (sharing work), improper citing, and purchasing. Find and replace plagiarism is when you “change only a few words from the original source. Collusion is when you share work with others and then pass it off as their own, or you pass it off as your own. Improper citing is when you fail to include in-text citations, don’t cite secondary sources properly, and don’t give credit to the correct author. Finally purchasing is when you purchase sections or entire essays and pass them off as your own (Ashford Writing Center, 2018).”

**Strategies for avoiding plagiarism**

• Always give credit even if you are unsure if you need to

• Never copy and paste

• Make you know how to paraphrase correctly

• Make sure you know how to use quotations correctly

• Make sure to cite your sources and do so correctly (Use a cite source publication or software, i.e. Microsoft Word)

• Include a works cited or reference page

• Ask your instructor for assistance

• Have someone else proofread your work to make sure that you have cited everything correctly

• Take good notes such as the author, title, website or publication information when you use someone else’s ideas

• Try to contribute something to your paper that is completely your own thoughts or ideas

**Online Resources**

Plagiarism Checker: https://www.grammarly.com/plagiarism-checker

Plagiarism: https://writingcenter.unc.edu/tips-and-tools/plagiarism/

Plagiarism: What is plagiarism and how to avoid it: https://otis.libguides.com/plagiarism

Causes of Plagiarism: https://www.kent.edu/writingcommons/causes-plagiarism

Plagiarism interactive tutorials: https://guides.library.ucsc.edu/citesources/plagiarism

Works Cited

Ashford Writing Center (2018). *Six common types of plagiarism* (Flyer). Retrieved October 15, 2019, from https://writingcenter.ashford.edu/sites/default/files/inline

files/Six%20Common%20Types%20of%20Plagiarism\_0.pdf

Plagiarism. (2019) Dictionary.com. Retrieved October 15, 2019, from https://www.dictionary.com/browse/plagiarism

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University of Fairfax Library. Retrieved October 15, 2019, from <https://library.an.edu/c.php?g=571586&p=3940260>

**Item 3: Anthony G.**

**How to Avoid Plagiarism**

First, to understand how to avoid plagiarism, you must understand what plagiarism is and is not.

**What is plagiarism?**

* Using another’s ideas or thoughts and passing them off as your own
	+ This often happens when you do not acknowledge where or who you got this information from.
* Not giving credit to a person’s ideas
	+ You must cite where ideas come from, even if they are in your own words)
* Not citing another’s work properly
	+ This includes any research, quotes, visuals, etc.
* Simply coping someone else’s work
	+ Ashford University simply explained this as a ‘Copy and Paste’ practice
* Reusing papers or assignments that have already been used
	+ Even though these papers are your own, you cannot reuse what you have ready done and simply submit it again
* Changing a few words in a statement or idea and not citing the original author.
	+ Even though you change a few items, the idea and though is still not your own

(Ashford University: <https://content.bridgepointeducation.com/curriculum/file/a71aaf31-7529-49ea-a879-6a04f8bcc1b0/1/Common%20Types%20of%20Plagiarism.pdf>)

Second, you must understand ways to avoid plagiarism. If you do not understand how to avoid plagiarism, then you will, at some point, plagiarize. Even if your act of plagiarism is unintentional.

**How to avoid plagiarism:**

* Know how to paraphrase
	+ This is the act of stating the same idea, but in a different way
* Knowing when to paraphrase
	+ Does this idea/statement need to be in quotations or is it just as effective to paraphrase and then give credit to the source
* Knowing how to use quotes
	+ If you are using a direct quote from a source, you must use quotations and then cite your authors work
* Knowing when to use quotes
	+ If the quote can be paraphrased in your own words, then you should do that and then cite the work
* Knowing about to make proper notes on where the information originated
	+ Keeping good records of where and who you got your information from will help ensure you do not accidently skip over giving credit to the correct source
* Knowing how to site properly
	+ There are a ton of tools to use online and in books that will show you how to correctly cite somebody’s work. Knowing how to do this will help decrease the chance of accidently plagiarizing.

(University of Toronto: <http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/>)

Mostly importantly to remember is that plagiarism is wrong. It is thief of others work. This act of intellectual thief should be avoided at all cost! Whether it be by accident or done on purpose, it is wrong. Be sure to stay diligent on citing your sources on all ideas, thoughts, or quotes you gather from others. Be sure you know when to cite and when not to. It is better to over cite than to accidently not site a source (University of Toronto: <http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/>)

**Item 4: Elizabeth J.**

**What is plagiarism?**

Plagiarism is taking another person’s ideas and acting as though they are your own.

These ideas can be spoken or written. They can be published online or on paper. The

idea can be a paragraph, a sentence, a phrase, or even a word. When you are

plagiarizing you are stealing from another person because you are not giving them

credit for what they created.

**Strategies to avoid plagiarism**

● Quote and provide a source for words, phrases, or ideas taken from another

person’s work

● Provide a source any time you paraphrase someone’s words, phrases, or ideas

● Pick one commonly used format for sourcing, preferably APA or MLA, and use

that format throughout your document

● Take careful notes when doing research and always record the source of your

notes

● Put quotes any time you are recording verbatim words, phrases, or ideas from

another person

● Keep research notes and personal commentary on separate pages ( "Plagiarism:

What is Plagiarism and How to Avoid It" 2019 )

● Use tools such as RefWorks and EndNote to record your citations ("Academic

Integrity at MIT")

● Verify that your paraphrasing reproduces the meaning that the original author

intended ("Paraphrasing and Plagiarism: What the Writing Guides Say")

● Source even words, phrases, and ideas of your own that you have previously

Published

**Online resources**

Plagiarism Guides

● Academic Integrity at MIT

● Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices:

A Guide to Ethical Writing

● Easybib - What is Plagiarism? A Guide to Catching and Fixing Plagiarism

● Middle Georgia State University Library Citation Guide

● Purdue OWL - Research and Citation Resources

● Plagiarism on Campus

● University of Oxford - Plagiarism

Plagiarism Checkers

● Easybib - Plagiarism Detector

● Grammarly Plagiarism Detector

Citation Formats and Formatters

● APA Style

● Citation Machine

● EasyBib Citation Creator

● MLA Style

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“Plagiarism: What is Plagiarism and How to Avoid It.” *Otis College LibGuides* , Otis College of Art and Design, 20 Aug. 2019,

https://otis.libguides.com/plagiarism.

“Paraphrasing and Plagiarism: What the Writing Guides Say.” *ORI* , The Office of Research Integrity, https://ori.hhs.gov/plagiarism-8.

“Academic Integrity at MIT.” *Taking Careful Notes | Academic Integrity at MIT* ,

<https://integrity.mit.edu/handbook/academic-writing/taking-careful-notes>.