# What is Plagiarism?

In our student handbook, plagiarism is defined as “[including] but not limited to” using the words of others while failing to cite the source, presenting bought materials as your own, “internet material without proper citation, ” or paraphrasing without acknowledging the source (4.1.5.1 Definitions 16). The University of Fairfax Library discusses three types of plagiarism: direct plagiarism, unintentional plagiarism, and self-plagiarism (“Types of Plagiarism”). Ashford Writing Center adds find and replace, collusion/sharing work, improper citing, and purchasing (“Six Common Types of Plagiarism”). Plagiarism includes:

* Using another’s ideas or thoughts and passing them off as your own.
* Not giving credit for someone else’s ideas.
* Not citing another’s work properly.
* Copying someone else’s shared work.
* Reusing papers or assignments that have been used before.
* Purchasing sections or entire essays and passing them off as your own (Ashford Writing Center).
* Changing a few words in a statement or idea and not citing the original author.
* Using an assignment in more than one course without the permission of the instructor or not citing yourself when using previous work (University of Fairfax Library).

Intellectual theft should be avoided! Cite sources for all ideas, thoughts, or quotes you gather from others.

# Strategies for Avoiding Plagiarism

## Quoting

Use quotations correctly! Use quotes any time you record verbatim words, phrases, or ideas from another person. If the quote can be paraphrased in your own words, do so and cite the work. Technical Communication’s Appendix A provides good guidelines for when to quote and paraphrase:

* 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 (Lannon & Gurak, 2004).

## Paraphrasing

Paraphrasing is the act of stating the same idea, but in a different way.

* Know when to paraphrase. Does the idea or statement *need* to be in quotations or is it effective to paraphrase and credit to the source?
* Refer to the author early in the paraphrase. Indicate the beginning of the borrowed passage.
* Retain key words from the original. 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. Mark the end of the borrowed passage and give credit.
* Be sure to preserve the author’s original intent. Verify that your paraphrasing reproduces the original author’s meaning (ORI).

## General Tips

* Always give credit, even if you are unsure if you need to. It’s better to cite too much than not enough! (Procter)
* Cite your sources correctly; Include a works cited or reference page.
* Ask your instructor for assistance.
* Have someone else proofread your work to ensure everything is cited correctly.
* Contribute your own thoughts or ideas to the paper.
* Pick one format for sourcing, preferably APA or MLA, and use it throughout your document.
* Take careful notes during research and record their sources. Keep research notes and personal commentary on separate pages (Otis College LibGuides).
* Use tools such as RefWorks and EndNote to record your citations (MIT).
* Cite any words, phrases, and ideas of your own that have been previously published.

# Online Resources

## Plagiarism Guides

* **Academic Integrity at MIT: A Handbook for students:** integrity.mit.edu/
* **Avoiding Plagiarism, Self-plagiarism, and Other Questionable Writing Practices: A Guide to Ethical Writing:** ori.hhs.gov/sites/default/files/plagiarism.pdf
* **Causes of Plagiarism**: www.kent.edu/writingcommons/causes-plagiarism
* **EasyBib** **- What is Plagiarism? A Guide to Catching and Fixing Plagiarism:** www.easybib.com/guides/students/research-guide/what-is-plagiarism/
* **Middle Georgia State University Library Citation Guide**: https://www.mga.edu/library/citing.php
* **On Plagiarism**: [www.Chipspage.com/WritingMatters/plagiarism.html](http://www.Chipspage.com/WritingMatters/plagiarism.html)
* **Plagiarism interactive tutorials:** guides.library.ucsc.edu/citesources/plagiarism
* **Plagiarism: What is plagiarism and how to avoid it:** https://otis.libguides.com/plagiarism
* **Purdue OWL - Research and Citation Resources:** owl.purdue.edu/owl/research\_and\_citation/resources.html
* **University of Oxford – Plagiarism**: www.ox.ac.uk/students/academic/guidance/skills/plagiarism
* **University of North Caroline Writing Center:** writingcenter.unc.edu/tips-and-tools/plagiarism/

## Plagiarism Checkers

* **EasyBib - Plagiarism Checker**: www.easybib.com/grammar-and-plagiarism/
* **Grammarly Plagiarism Detector:** www.grammarly.com/plagiarism-checker

## Citation Formats and Formatters

* **APA Style:** owl.purdue.edu/owl/research\_and\_citation/apa\_style/
* **Citation Machine**: www.citationmachine.net/
* **MLA Style:** owl.purdue.edu/owl/research\_and\_citation/mla\_style/

# Works Cited

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