**University of Middle Georgia – Tutoring Center**

**Plagiarism**

Plagiarism is the practice of using someone else’s work or ideas as your own. Our student handbook outlines the terms by which plagiarism is defined within our university system.

Plagiarism is “[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)

*What qualifies as 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

*Plagiarism and You*

Plagiarism begins and ends with you. Follow the tips below to avoid plagiarism.

**Avoiding Plagiarism**

* **Citations**: Providing record of where you retrieved your information and sources.

*When to use citations*

* + Cite any words, or ideas that are not your own. Cite any paraphrased information, direct quotes, and footnote sources at the end of your work.
* **Paraphrasing**: The act of stating the same idea, but in a different way.

*When to paraphrase?*

* + Paraphrase when you are NOT using direct quotes, but you are retrieving information from another source.
* **Direct Quotes**: Incorporating a statement verbatim in your work.

*When to use direct quotes*

* + Introduce the direct quote, then use double quotations (“”) before and after the verbatim statement.
* **Footnotes**: Supportive information printed at the bottom of the page.

*When to use footnotes*

* + Use footnotes when you want to include information that supports your work or that may provide clarity.

**Online Resources**

**Plagiarism Resources**

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

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

**Plagiarism and Citation Guides**

* Easybib - What is Plagiarism? A Guide to Catching and Fixing Plagiarism
* University of Middle Georgia Library Citation Guide
* Purdue OWL - Research and Citation Resources
* Easybib - Plagiarism Detector
* Grammarly Plagiarism Detector
* APA Style
* MLA Style
* Citation Machine

**Works Cited**

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