What is PLAGIARISM?

How to Avoid It!
The word “plagiarize” comes from the Latin word *plagiarius*, meaning “kidnapper”.

PLAGIARISM is more commonly defined as...

➢ a form of CHEATING -

when you take someone else's ideas, information, or expressions and don't give them credit for it,

OR

when you take someone else's ideas, information, or expressions and claim them as your own.
Most Common Ways of PLAGIARIZING

➢ “Cutting and pasting” on the computer

➢ Writing information down word for word

➢ Not giving credit to your sources
Most common times **PLAGIARISM** occurs...

✓ researching for a paper, report, or project...

✓ quoting a source...

✓ paraphrasing and summarizing...
How can you avoid plagiarizing?

... make bibliography cards with information to track your sources.

... take careful notes and mark when someone else’s words are used (ex. Q for quotes; P for paraphrasing; SU for summarizing).

... note when the ideas are taken from a source (S for source) or when they are your own Thoughts (ME for example).

... give credit - cite your source
  - bibliography
  - footnotes
  - in-text citation
DIRECT QUOTES:
... select quotes that make the most impact on your paper (don’t OVER-quote)

... mention the person’s name either at the beginning, in the middle, or at the end of the quote (cite the source)

... put quotation marks (" ") around the text you are quoting.

INDIRECT QUOTES:
... rewrite the main points using different words and sentence structure

... mention the person’s name either at the beginning, in the middle, or at the end of the quote (cite the source)
... begin with a statement giving credit (cite the source) to the resource.

... rewrite the information you are paraphrasing or summarizing from memory, checking with the original for the content and correctness

... any part that you can’t or do not want to change, put in quotation marks
HOW DO YOU KNOW WHEN TO GIVE CREDIT? (DOCUMENTING or CITING the sources)

As Shakespeare might say “To Give Credit or Not To GIVE CREDIT... That is the Question!”
Give Credit!

... when you are using words, diagrams, illustrations, charts, pictures, or ideas from:

TV programs * Web pages * conversations
computer programs * letters * newspapers
advertisements * interviews * books
songs * emails * movies * magazines
No Credit Needed!

... when you are using:

- your own thoughts, experiences, or observations about something

- your own results of an experiment

- familiar proverbs
  - "You can’t judge a book by its cover"

- well-known common quotations
  - "We shall overcome"

- common knowledge
  - "At a stop sign, drivers must come to a complete stop."
“If you have any doubt about whether you are committing plagiarism, cite your source or sources!”

PLAGIARISM CONSEQUENCES:

Penalties can range from:

- failure in the assignment
- failure in the course
- expulsion from school
- and many other things, such as removal or suspension from a sports team, squad, or club!
- You can even be sued!
**BIBLIOGRAPHY**


