



Avoiding PLAGIARISM



Before writing a paper or creating a project such as a poster, brochure, or power point, you will probably collect information from many different resources, including Internet sites, books, and articles. The information you gather from these resources will help you learn about your subject, narrow your topic, form opinions, and give you new ideas. You are required to give proper credit to any material “borrowed” during this research process. In other words, you must cite the sources of that information. If you don’t, it is called plagiarism

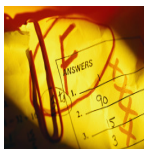
WHAT IS PLAGIARISM?

Plagiarism is cheating! It means using another person’s work without giving credit to that person. When you plagiarize, you are presenting someone else’s language, ideas, or creations as your own. This is a serious offense, much like stealing someone else’s brilliant new invention or shiny new car.

Any time you use information from a source, you must cite it. This includes pictures and video and sound clips.

WHY SHOULD YOU BE CONCERNED ABOUT PLAGIARISM?

- If you **plagiarize, you cheat yourself**. You don’t learn to write out your thoughts in your own words, and you don’t get specific feedback geared to your individual needs and skills. Plagiarizing a paper is like sending a friend to practice a sport for you—you’ll never score a goal yourself!
- Plagiarism is **dishonest** because it misrepresents the work of another as your own.
- Plagiarism **devalues** others’ original work. Submitting a professional writer’s work as yours is taking an **unfair advantage** over students who do their own work.
- It **WILL** result in a **failing grade** for your project.
- It is **wrong** to take or use property (an author’s work) without giving the owner the value or credit due.

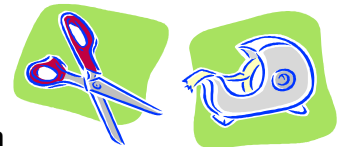


HOW CAN YOU AVOID PLAGIARISM?

Know what plagiarism is: ignorance is not an excuse.

Intentional plagiarism is deliberate copying or use of another’s work without credit. **Unintentional plagiarism** can result from not knowing how to cite sources, from sloppy research and poor note-taking, or from careless “cutting and pasting” of Internet sources. The Internet is **NOT** free!

Both intentional AND unintentional plagiarism are CHEATING.



GUIDELINES FOR AVOIDING PLAGIARISM:

- **USE YOUR OWN WORDS AND IDEAS.**
Practice is essential to learning. Each time you choose your words, order your thoughts, and convey your ideas, you can improve your writing.
- **GIVE CREDIT FOR COPIED, ADAPTED, OR PARAPHRASED MATERIAL.**
If you repeat another’s exact words, you **MUST** use quotation marks **AND** cite the source. If you adapt a chart or paraphrase a sentence, you must still cite. **Paraphrase means that you restate the author’s ideas, meaning, and information in your own words.** If you include **images, video, or sound**, you must cite your source.
- **AVOID USING OTHER’S WORK WITH MINOR “COSMETIC” CHANGES.**
Examples: using “less” for “fewer” or reversing the order of a sentence. If the work is essentially the same, give credit.
- **THERE ARE NO “FREEBIES.” ALWAYS cite words, information, and ideas you use if they are new to you (learned in your research).**
No matter where you find it — even in an encyclopedia or on the Internet — you cite it! This includes downloaded pictures.
- **WHEN IN DOUBT, CITE.**
Better to be safe than not give credit when you should!