

Student Guide to Avoiding Plagiarism



WHAT IS PLAGIARISM?

Plagiarism is presenting someone else's words or ideas as your own.

The following are examples of plagiarism:

- ✓ Quoting or paraphrasing material without citing the source of that material. Sources can be Web sites, magazines, newspapers, textbooks, journals, TV and radio programs, movies and videos, photographs and drawings, charts and graphs – any information or ideas that are not your own
- ✓ Quoting a source without using quotation marks – *even if you do cite it*
- ✓ Taking a paper you find online
- ✓ Copying or using work done by another student
- ✓ Citing sources you didn't use
- ✓ Turning in the same paper for more than one class without the permission of both teachers

NOTE TAKING

The best way to avoid plagiarism is to take careful notes.

When taking notes, always do the following:

- ✓ Read the entire text and summarize it in your own words. Paraphrase important points. Copy useful quotes, making sure to enclose quotes in quotation marks.
- ✓ Distinguish between material that is quoted, paraphrased or summarized, and your own words and ideas about your topic. Consider using different colored ink for each.
- ✓ Save notes and printouts until you receive your final grade.

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CITING SOURCES

Citing your sources in a bibliography – called a Works Cited list – is an important way to give credit for the work of others that you borrow when you do a research project.

- ✓ You must cite the source of every quote, every paraphrased passage and every summarized idea in your research paper. Commonly known facts such as dates or definitions may not need to be cited. If you are not sure whether a source should be cited, include it just in case.
- ✓ Sources must be cited both in the body of the paper (this is called in-text citation or parenthetical citation) and in the *Works Cited* list. NoodleTools helps you create in-text citations and full *Works Cited* lists.

WRITING THE PAPER

The following tips on the writing process will help you avoid plagiarism.

- ✓ Read your notes carefully and make sure you understand the material before you begin to write.
- ✓ Write a preliminary draft without looking at your notes. Leave spaces where you think you'll want to include quotes or supporting material.
- ✓ Use your own words as much as possible. No one expects you to write like an expert or a professional writer. You should, however, write like a serious, intelligent student.
- ✓ Cite all sources as you write your rough draft.
- ✓ Read through your final draft and make sure all uncited ideas are your own.