

Definition of Plagiarism

Many new college students tell us that they do not know: 1) What plagiarism is 2) How to give credit to source used, or 3) The difference between a quote and a paraphrase. This section of the pamphlet is provided to answer those questions.

Plagiarism: The appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks, in-line citations, and/or other explanatory inserts.

This assumption applies to the copying of laboratory reports and homework, or the unchanged use of essential ideas or conclusions of another author, as well as the cited use of other themes, books, or pamphlets. Moreover, unless you have explicit permission from your instructor, you may NOT turn in for credit a paper completed in/for another class. There is an understanding that all students registered for a course will complete all coursework exclusively for that course alone.

Note: Plagiarism may come about through carelessness or ignorance. Every student, however, may free himself from uncertainties in this case by observing the special practice suggested by each instructor for preparation of written work in his particular course, and by following the simple general rules listed here:

1. **Direct Quotation:** When the exact words of an authority consulted are used. EVERY QUOTED WORD must be placed within quotation marks, and EACH QUOTED PASSAGE must have an in-line citation attached to it.
2. **Indirect Quotations:** When summarizing or paraphrasing the words of an authority consulted, give the exact citation for each passage which is summarized. Introduce all summaries/paraphrases by such phrases as "According to Jones..." or "As Smith suggested..."
3. **General Acknowledgment of indebtedness:** When general use is made of the thoughts, ideas, or information to be found in another person's work, always include an acknowledgment and in-line citation in the place in your paper where indebtedness occurs. If indebtedness occurs in several successive paragraphs, state that fact in the body of your paper and in individual citations.
4. **Citation form:** Every citation must identify the source used and give the page on which the borrowed material may be found. There are various citation forms, but the two used most are MLA (Modern Language Association) and APA (American Psychological Association). Although citation forms contain mostly the same information, you should not mix formats. Ask your professor which citation format is required to be used in completing the assignment.
5. **Works Cited:** Each piece of written work submitted must have a complete list of all authorities (books, periodicals, encyclopedias [typically not an acceptable college-level source], newspapers, etc.) which you have cited either directly (direct quotation) or indirectly (summarizing or paraphrasing). All materials, including web-based sources, periodicals, pictures, illustrations, graphics, etc. must be cited to avoid plagiarism.
6. **Works Consulted:** Pieces of research materials which you read, etc., but decided not to directly quote, summarize or paraphrase in your paper. Even if no specific reference is made to these in the body of your paper, they should be listed with works cited.
7. **Common Knowledge:** Common knowledge is information everyone knows. If in doubt about citing common knowledge information, ask your instructor. For example: In the United States, Memorial Day allows remembrance of those who are in the service or died in the service of our country.