Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgement. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

A. quotes another person’s actual words, either oral or written;
B. Paraphrases another person’s words, either oral or written;
C. Uses another person’s idea, opinion, or theory;
D. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

- Taken from Indiana University’s Student Rights, Responsibilities and Conduct, Section III: Student Misconduct. [online] http://dsa.indiana.edu/
HOW DO YOU AVOID PLAGIARISM?

• **SUMMARIZING**: Do not summarize ideas without citing their sources.

• **USING QUOTATION MARKS**: Do not draw quotes from the sources you use without citing the sources and actually putting quotation marks around those quotes.

• **USE YOUR OWN WORDS**: Your paraphrasing must be your own words; it cannot be arranged as the author has them, with just the removal/changing of a few words (even if the citation exists!).

• **KEY TERMS**: Do not use words/vocabulary you don’t understand, and do not use phrases or sections of text you don’t understand as well.

• **COPY/PASTING SECTIONS**: Do not copy or paste sections of text from electronic sources unless you have quotes around them, unless they are short sections, and unless you properly cite the source from whence it came.

• **NO DIRECT HELP IN WRITING**: You cannot have others write the paper—or even portions of the paper—for you.

• **QUOTING STATISTICS**: You cannot draw your ideas or quote statistics without mentioning the source, unless you compiled the data yourself.

• **SELF-PLAGIARISM**: There is such a thing as self-plagiarizing. In other words, you cannot use a paper that you wrote for another assignment to serve as the work for a different assignment—unless the professor/teacher’s permission has been granted.

• **MADE-UP SOURCES**: Of course, you can’t make up the sources you cite.

• **USING MEDIA**: You must cite the sources of images, video, and/or audio, and in many instances, you must obtain permission for the use of these items.

• **USING OTHER’S COMPLETE PAPERS**: You most certainly cannot copy or paste complete papers from electronic, paper, or other forms.

**Proper Paraphrasing**

When paraphrasing, DO NOT just rearrange or change words! You must use your own words but still retain the essence of what the author has stated. The following are examples of proper and improper paraphrasing:

• **The original text:**
  
  In 1964, most American people were more in tune with Johnson’s liberal goals. A majority of Americans believed that government could and should help solve the nation’s economic and political problems. Moreover, in foreign affairs, Goldwater’s hard-line rhetoric—including suggestions that he might use nuclear weapons on both Cuba and North Vietnam—frightened many people.

• **Incorrect Paraphrase:**
  
  In 1964, the majority of the American people were more in tune with Johnson’s liberal goals. Most people believed that government should help solve the nation’s social and economic problems. And, Goldwater’s suggestions that he might use nuclear weapons on both Cuba and North Vietnam frightened many people.

Commentary: This passage is incorrect because the writer doesn’t use her/his own words; there is just a few minor changes in the writing.

• **Correct Paraphrase:**

  During the election of 1964, Lyndon Johnson as aided in his struggle against Senator Barry Goldwater by the fact that most people were in alignment with liberal beliefs that the government should solve many of the economic and social problems afflicting the country. Goldwater, himself, also harmed his crusade with such frightening declarations as using nuclear weapons against Cuba and North Vietnam (Danzer, et. al., pp. 68s).

Commentary: This passage is acceptable because the author has used her/his own words when paraphrasing what the textbook authors wrote.