**Plagiarism and How to Avoid It**

Definition

To plagiarize is to present another person’s words or ideas as if they were your own. It is a form of stealing and is an extremely serious offense, which can result in failure of a course or loss of credit for an assignment. It can be intentional or unintentional, but either way, it is still considered an offense.

Guidelines to Avoid Plagiarism

1. Always give credit to the source of ideas and words that are not your own.

2. Document these sources accurately and completely (see “Documentation”)

3. If you quote someone else, put the quoted material in quotation marks.

4. If you use someone else’s ideas, tell whose ideas they are.

5. If you summarize or paraphrase someone else’s words tell where you obtained the idea

and the author of that idea.

Taking Notes and Avoiding Plagiarism

1. Record the correct documentation as you take the notes.

2. Be sure to include the source and all necessary information as you take the notes.

Having to go back after you have finished with a source will add a great deal of extra time

and effort, perhaps causing you to plagiarize.

3. Be consistent in your style of note taking. Using the correct format in this procedure will

help to avoid problems.

**Examples of Plagiarism and Correct Version**

**ORIGINAL**

**MATERIAL**

Withering Heights is the most remarkable novel in English. It is perfect and perfect in the rarest way; it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough; indeed, baffling enough, while the artistic expression of it is flawlessness.

**PLAGIARIZED**

The most remarkable novel in English is Wuthering Heights. It brings forth an individual apprehension of the nature of man and life. Therefore, it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.

NOTE: This is the worst form of plagiarism. The student has simply reversed the order of each sentence, retaining the essential phrasing with no documentation whatever, which implies that these are the student’s own words and phrasing.

**PLAGIARIZED**

Wuthering Heights is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man’s nature. The artistic expression is flawless, although the content is strange and baffling (Alan 223).

NOTE: This is also unacceptable, even though the student has documents the citation, but has obviously copied almost directly from the source, just changing only a few words and phrases

**ACCEPTABLE**

Walter Allen insists that the “artistic expression of Wuthering Heights is perfect, and admits that the content is odd and even confusing. He further argues that the novel is without fault it accurately presents “an intensely individual apprehension of the nature of man and life. (Allen 223)