

PLAGIARISM:
What it is and how to avoid it

In college course, you are continually engaged with other people's ideas: you read them in texts, hear them in lectures, discuss them in classes, and incorporate them into your own writing. As a result, it is very important that you give credit where it is due.

Plagiarism is using another's ideas and words without clearly acknowledging the source of that information.

To avoid plagiarizing, you must give credit whenever you use

- Another person's idea, opinion, or theory;
- Any facts statistics, graphs, drawings, (any piece of information) that are not common knowledge;
- Quotations of another person's actual spoke or written words; or
- Paraphrase of another person's spoken or written words.

According to the Student Handbook, all students must follow these guidelines. Further, students should refuse to make their work available to other students who intend to use it for credit. See "Academic Honesty" in the above publication for a complete list of responsibilities.

TERMS YOU NEED TO KNOW

Common Knowledge Facts that can be found in numerous places and are likely to be known by most people.

Example: John F. Kennedy was elected President of the United States in 1960. This is generally known information. You do not need to document this fact.

However, you must document the source of facts that are not generally known and the source of ideas that interpret facts.

Example: Bush's relationship with Congress hindered family leave legislation. This phrase interprets; you need to cite the source.

Example: President Bush's relationship with Congress hindered family leave legislation (American Family Leave Coalition, 1991). (APA style)