



**Plagiarism refers to any use of another author's research, ideas, or language without proper attribution. This definition includes intentional plagiarism, accidental plagiarism and collusion.**

### 1. INTENTIONAL PLAGIARISM

**Intentional plagiarism** includes claiming somebody else's work as your own; using other people's information without acknowledging the sources; and using work that has been bought from, or written by someone else.

### 2. ACCIDENTAL PLAGIARISM

**Accidental plagiarism** includes forgetting to place quotation marks around someone else's words; omitting a source because the writer is unaware of the need to acknowledge it; carelessly copying a source although you intend to paraphrase or summarize it.

### 3. COLLUSION

**Collusion** is when students work together to create work that is similar or identical, without authority from their lecturer or subject coordinator, and submit it as their own. If one student allows another to read their work and this student copies part or all of it, this also constitutes collusion, even if the first party was unaware of the duplication.

### 4. AVOIDING PLAGIARISM

To avoid plagiarism, you need to manage and acknowledge all your sources correctly. When using sources, you can **summarize, paraphrase, or quote directly** from other writers.

### 5. SUMMARY

A **summary** is a shorter version of the original source. Only the important points of the source are included, which means that details and supporting examples are left out. A good summary should usually be about a third as long as the original source, have the same meaning as the original, and include a complete bibliographical reference to the original source.

In order to summarize:

- Read the passage carefully
- Underline the main ideas and delete most details and examples
- Rewrite the main ideas in complete sentences
- Substitute synonyms for words in the original
- Identify and correctly cite the original source.

### 6. PARAPHRASE

A **paraphrase** contains all the information in the original source written in your own words. Details and supporting examples must be included. The paraphrase has the same meaning as the original. However, it must be different enough from the original to be considered your own writing, and should include a complete bibliographical reference to the original source. To paraphrase:

- Read the passage carefully
- Substitute synonyms and rearrange words and sentences to make the writing your own
- Break up long sentences
- Make sure that the resulting paraphrase is worded very differently from the original, yet means the same thing as the original sentence.
- No more than three consecutive words in the paraphrase can be identical to the original
- Identify the source in the introduction of the paraphrase.

# PLAGIARISM

## 7. VERBATIM QUOTATIONS

A majority of the words in an essay must be your own, however sometimes it is useful to quote verbatim. Only quote what you really need, what can't be expressed any better, or material that is subject to further analysis. All quotations require referencing and need to be fitted smoothly into your writing.

## 8. DIRECT QUOTATIONS

**Direct quotations** require quotation marks. The quotation marks imply to the reader that the words inside the quotes are the precise words of the speaker.

E.g. *President Johnson said, "I shall not seek, and I will not accept, the nomination of my party for the presidency of the United States."*

## 9. PARTIAL QUOTES

**Partial quotes** are useful for capturing the tone of a speaker's remarks. It is used to indicate that the words inside the quotes are the speaker's words, not yours.

E.g. *President Johnson said he "shall not seek" and "will not accept" the Democratic nomination for president.*

## 10. BLOCK QUOTES

Any quotations that are more than four lines of prose need to be placed in a block quote.

- Don't put quotation marks around block quotations
- Indent all lines on the left margin
- Block quotations are usually in single spacing rather than double
- Indicate clearly who is speaking and why this quotation is so important that you are reproducing a large passage.