

# **Plagiarism: How to Avoid it**

Savannah Technical  
College



# Plagiarism Defined

“the appropriation of any other person’s work offered for credit” (Student Code, Subheading 7)

# Two Types of Plagiarism

## *Actions that might be seen as plagiarism*

Buying, stealing, or  
borrowing a paper

Using the source too  
closely when  
paraphrasing

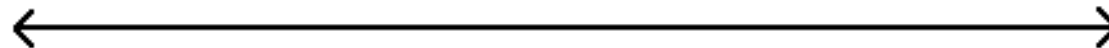
Hiring someone to  
write your paper

Building on someone's  
ideas without citation

Copying from another source without citing  
(on purpose or by accident)

Deliberate  
Plagiarism

Possibly Accidental  
Plagiarism



(Avoiding Plagiarism)

# Three Ways to Use Information

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1. Paraphrase
2. Summarize
3. Quote

# Paraphrase

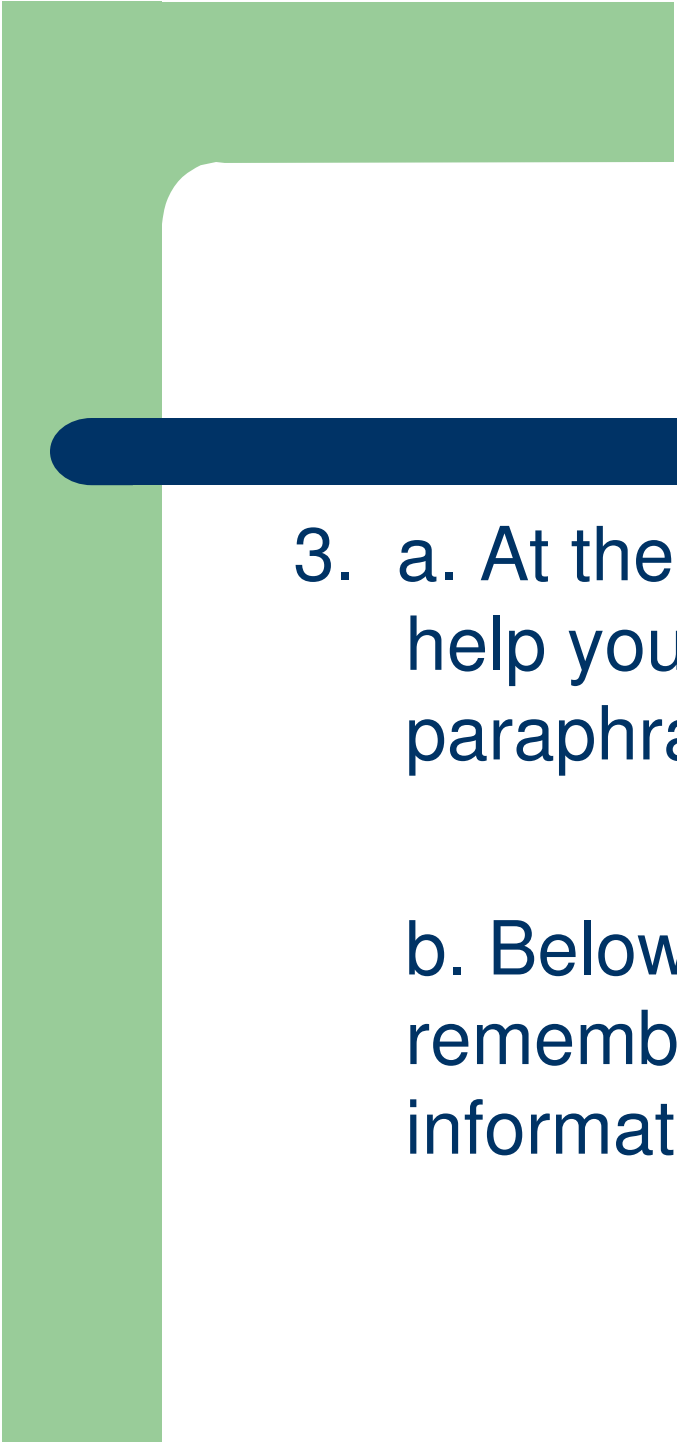

A paraphrase is a shortened version of the original information and includes main idea(s) and supporting details. use your own words and give credit to the original author(s) when writing a paraphrase .

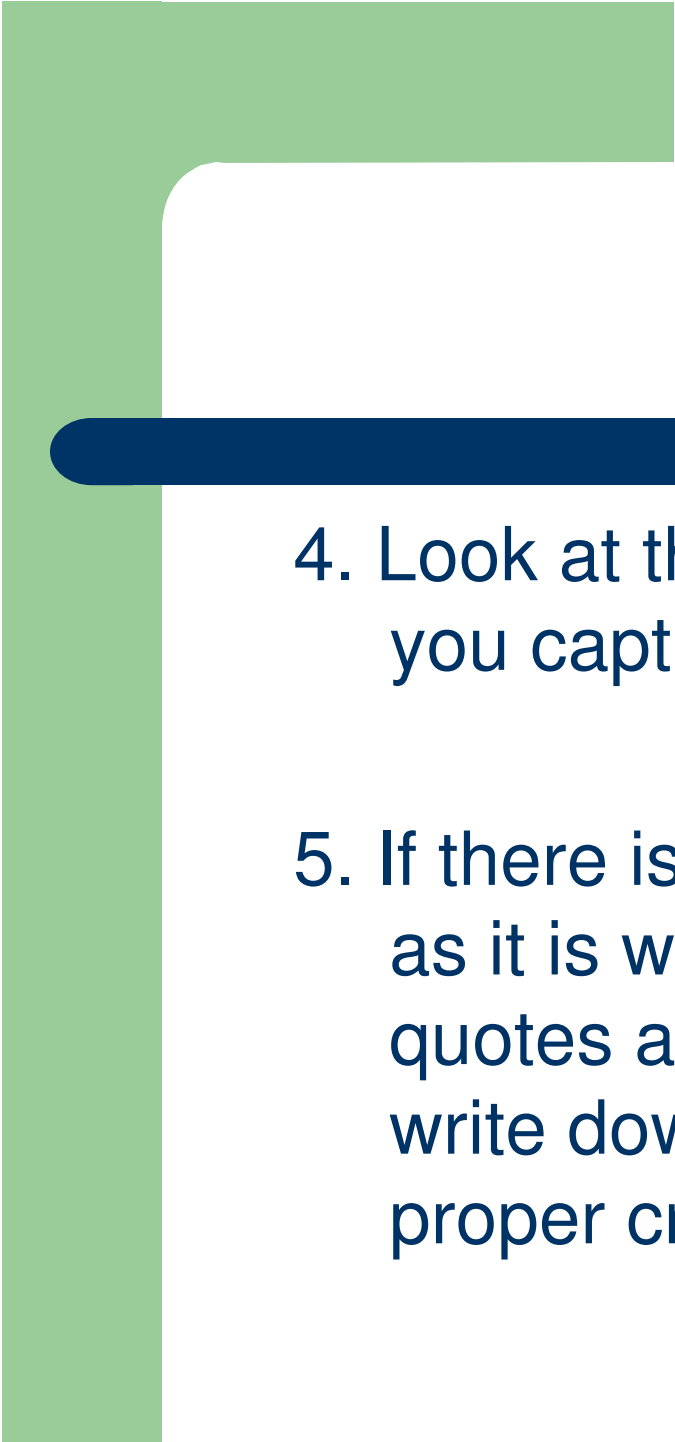

## 6 Steps to Paraphrasing


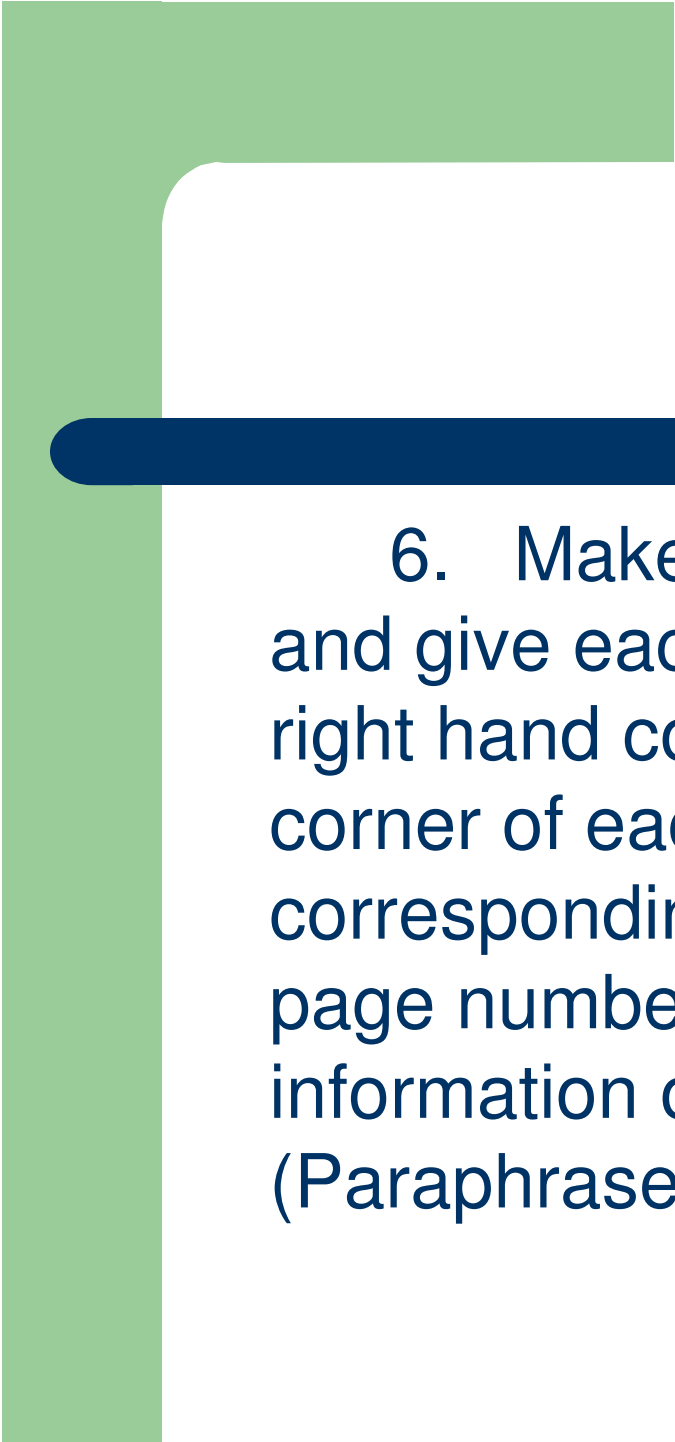
1. Read and reread the material until you understand it...

and then read it one more time!!

2. Put the original material aside and write about it using your own words

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3. a. At the top write a key word or term to help you remember the main point of the paraphrase.
  
  - b. Below write a note to yourself to help remember how you plan to use the information.

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4. Look at the original material to make sure you captured the main idea correctly.
  5. If there is a unique phrase write it exactly as it is written in the material and put quotes around it. Do not forget to also write down the author(s) so you may give proper credit.



6. Make a source card for each book and give each book a number in the upper right hand corner. In the upper right hand corner of each note card write the corresponding number. Be sure to write the page number where you found the information on each note card too (Paraphrase 2-3).

# Summarize

- Broad overview of the subject
- Put only the main idea(s) into your own words- leave out the details

# Quote

- Quotes must be copied exactly as they appear
- Credit must be given to the original author at the beginning or end of the quote
- Follow special MLA (or APA) format for short and long quotations
- Use quotes sparingly and only if it makes a point you can not paraphrase effectively

# Citing Sources I

1. Keep track of the following: author(s), title of article, book, and/or periodical, publisher name & their location; for periodicals also write down the volume and issue; for e-resources also keep track of web address and dates of retrieval

# Citing Sources II

- MLA: Provide the author's name and the page in parenthetical citation within the paper
- MLA: Provide full citation information in your 'Works Cited' list
- APA: Provide the author's name and the date of publication within the paper
- APA: Provide full citation information in your 'References' list

# What is plagiarism?

- Plagiarism Exercise

Frick, T. (n.d.) What is Plagiarism at Indiana University? Retrieved April 24, 2006 from <http://education.indiana.edu/~frick/plagiarism/item1.html>

# Works Cited

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