AVOIDING PLAGIARISM

CF Student Code of Conduct
“Plagiarism: From the Latin for "kidnapper," taking ideas from another and passing them off as one's own...Plagiarism includes, but is not limited to, submitting papers...written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation...the use of a term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated restatement of someone else's idea(s) without acknowledging the author or source...Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings.”

What is plagiarism?
♦ Submitting another person’s work as your own
♦ Copying words or ideas from a source without giving credit
♦ Changing the words but copying the sentence structure of a source without giving credit
♦ Failing to put a quotation in quotation marks
♦ Providing incorrect information about the source of a quotation
♦ Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Tips for Avoiding Plagiarism
Gather the necessary citation information as you research. Become familiar with the information you need to cite a source. Immediately recording authors, titles, URLs, etc., for every source will help you to avoid a mess later on. Check the Library’s handouts on the MLA or APA style.

Take careful notes, distinguishing between what you’ve written and what you’ve copied. Establish a system from the beginning to differentiate in your notes between your ideas and those from your sources.

Learn what an acceptable paraphrase or summary is. You must change both the words and the sentence structure of the original material, and you must still cite the source of the ideas you’re restating.

When in doubt, cite. You do not have to cite the source for facts and information that are “common knowledge”—the type of information found in a general encyclopedia. If you are uncertain, however, whether something is or is not common knowledge, cite it.
Checklist for Avoiding Plagiarism

- Did you list all your sources in your Works Cited page?
- Did you provide all of the relevant information about those sources in your Works Cited page, in the correct format?
- Did you accurately identify the source for all the information in your paper from external materials, through correct in-text citations?
- Is there an entry in your Works Cited page for every source cited in an in-text citation, and is there an in-text citation for every source listed in your Works Cited page?
- Did you put quotation marks around information taken word for word from the original source, in addition to citing that source?
- Did you cite the source of material that you but paraphrased?

Resources

**Plagiarism: A How-Not-To Guide for Students**
Barry Gilmore. Portsmouth, NH: Heinemann, 2009
Central Florida/Ocala
Circulation PN167 .G46 2009

**Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success**
Central Florida/Ocala
Circulation PN171 .F56 L56 2008

**Don’t Steal Copyrighted Stuff! Avoiding Plagiarism and Illegal Internet Downloading**
Central Florida/Ocala
Circulation PN167 .G35 2008

**What Every Student Should Know About Avoiding Plagiarism**
Central Florida/Ocala
Circulation PN167 .S74 2007