

The Writing Center

at
Trident Technical College

Plagiarism is using someone else's words, ideas, or images and passing them off as your own.

Plagiarism is a form of serious academic dishonesty.

In academic writing, you support your ideas with information from sources (for example, in research essays).

Knowing how to use information from sources is necessary to help you avoid plagiarism.

*You may use information from sources in three ways: by **quoting**, by **summarizing**, or by **paraphrasing**.*

Whether you quote, paraphrase, or summarize a source, you are required to cite the source. For MLA, cite by using a parenthetical citation –Ex. (Smith 62)--**within the text of your paper** to refer your reader to the full bibliographical information for the source, which you provide on a Works Cited page at the end of your paper.

Quoting source information: You may use information from sources to support your own ideas in writing by quoting the source directly, using words exactly as they appear in the source in your own writing.

- ◆ You indicate to your reader that you've used someone else's words by putting quotation marks (ex.- "quote") around the words you've taken from the source. Copy the words exactly when quoting.
- ◆ Work quotations smoothly into your own sentences or introduce the quote with a running acknowledgment; don't just stick quotations into your writing as separate sentences.
- ◆ Use a parenthetical citation (last name #) with the quote, in addition to the quotation marks (ex.-"quote") to indicate the source of the information.

Example of a direct quote: Some people today believe they "should have no other aim or thought ...but war and its organization and discipline" (Machiavelli 348), much the same as Machiavelli advised the prince to do.

Changing a quote: You can change a quote to make it fit grammatically into your sentence or to clarify the quoted information, but you must indicate to your reader that you changed the quoted information from the original.

- If you omit parts of a quote: Use an ellipsis (...) in the place where you left out part of the quote. (Create the ellipsis by typing three periods in a row, no spaces between).
- If you add to a quote: Use square brackets [] to enclose the info you add to a quote.



Plagiarism: What It Is & How to Avoid It

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When to quote directly from a source:

- ✓ When you want to lend authority to your writing
- ✓ When the original source has stated the point so well that it should not be restated
- ✓ When you are dealing with a complex issue and the ideas might be misconstrued in a paraphrase.

Paraphrasing or summarizing source information: You may also use information from a source by restating all the information in your own words (paraphrasing) or by restating only the main ideas in your own words (summarizing). When paraphrasing or summarizing source information, you must also use a parenthetical citation at the end of the paraphrase or summary to indicate *the source of the ideas*.

Example of paraphrase: Machiavelli indicates that a prince should focus his mind entirely on war and how to wage war, because that is all that is important to a person in command of others (348).

Example of summary: Machiavelli says leaders should think about nothing but war (348).

Original as it appears in *World Views*:

A Prince should have no other aim or thought, nor take up any other thing for his study, but war and its organization and discipline, for that is the only art that is necessary to one who commands....

Generally, paraphrase or summarize information as much as possible. Over-quoting can detract from the impact of the paper. Be sure to use a parenthetical citation when you paraphrase, summarize, or quote.

Students who knowingly turn in material written by someone else (papers bought or borrowed from someone else, including from Internet sites) and students who copy/paste information from the Internet or other sources into their own writing without using a parenthetical citation and a citation page and who then claim the writing is their own work (for example, by turning it in for a grade) are guilty of plagiarism.

A student who tries to cite sources but does so incorrectly, or one who misuses a citation format or incorrectly uses quotation marks, has also plagiarized, even if not intentionally.

For all forms of research writing, it is important that the writer make his/her best effort to follow the required documentation format and leave as little doubt as possible in the reader's mind about where the words, images, and/or ideas in the writing originated.

(02/12)



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