



How to Avoid Plagiarism

A writer's facts, ideas, and phraseology should be regarded as his or her property. Any person who uses a writer's ideas or phraseology without giving due credit is guilty of PLAGIARISM.

Information from a source may be put into a paper without parenthetical citation only if it meets ALL of the following conditions.

- It may be found in several books on the subject.
- It is written entirely in the words of the student.
- It is not paraphrased from any single source.
- It, therefore, belongs to common knowledge.

Generally, a **parenthetical citation** should be given if a student writes while looking at the source or while looking at notes taken from a source.

When any idea is taken from a specific work, even when the student states the ideas entirely in his or her own words, the student must use a parenthetical citation giving credit to the author responsible for the idea. In other words, paraphrasing and summarizing require the same citation as quoting. To paraphrase (or put into your own words), you must follow the principles listed below.

- Never retain a sentence pattern and merely substitute synonyms for the original words.
- Never retain the original wording and simply alter the sentence pattern.

To paraphrase means to alter both the sentence pattern and the original words of the passage. If you wish to mix key words from the original passage, you must place quotation marks around those key words. Then document parenthetically at the end of the passage.

Always document any direct quotation parenthetically. Quote it exactly.

Be sure that the reader can tell where your ideas end and the paraphrased ideas of someone else begin. Do this by prefacing statements with a lead-in phrase such as:

- According to Johnson,
- To paraphrase Adams,
- As Morris argues,
- Thoreau believes,
- As R.D. Smith notes,

The end of the paraphrase by that source will be indicated by a parenthetical citation. Materials that are not cited in this manner are assumed to be your own ideas.

Plagiarism Policy

The Vice President of Graduate and Corporate Affairs usually handles matters of academic misconduct. This includes, but is not limited to, plagiarism.

Plagiarism is defined as the unacknowledged submission or incorporation of a quote or paraphrase of another's work as one's own offered for credit.

Possible actions against plagiarism include:

- notifying the dean.
- assigning a grade of F (or a zero) to the project.
- immediately dropping the student from the class with a grade of F.
- placing an official written report in the student's permanent University record.
- placing the student on academic probation.
- suspending the student from the University.
- expelling the student from the University.

(From the Dallas Baptist University Student Handbook, page 85)

Original material copyright © Dallas Baptist University. All rights reserved. Other copyrighted material included by permission or authorization. Created by UWC Staff for Dallas Baptist University. <http://www.dbu.edu/uwc>