Definition of plagiarism: Stealing another's words or ideas by representing them as your own.

How to avoid plagiarism: When you use someone else's words, give credit to that person.

How to tell if you're plagiarizing: If the words and/or ideas you used in your paper did not come from your head and are not common knowledge, they need to be cited.
Five (5) forms of plagiarism:

1. Not enclosing an author’s words in quotations.
2. Enclosing an author’s words in quotations, but not citing the author(s).
3. Paraphrasing an author’s words by changing only a few words.
4. Paraphrasing an author’s words, but not citing them.
5. Taking a paper you have submitted to one class and submitting it—or parts of it—to another class without permission from the instructor (self-plagiarism).
1.) Not enclosing an author’s words in quotations
(See underlined passage for the next several slides.)

Original passage:

“You and your organization could be sued or prosecuted if you violate the law in your business messages. Thousands or even millions of dollars could be lost. Prison terms need to be served. To assure the legality of your written or oral messages, you must be aware of the laws, court decisions, and administrative regulations that apply to those messages. Ignorance of the law and related information does not excuse violators” (Krizan, Merrier, and Jones 147).
Example (incorrect):

To assure the legality of your written or oral messages, you must be aware of the laws, court decisions, and administrative regulations that apply to those messages. Ignorance of the law and related information does not excuse violators (Krizan, Merrier, and Jones 147).
Example (corrected):

“To assure the legality of your written or oral messages, you must be aware of the laws, court decisions, and administrative regulations that apply to those messages. Ignorance of the law and related information does not excuse violators” (Krizan, Merrier, and Jones 147).
2.) Enclosing an author’s words in quotations, but not citing the author(s)

Example (incorrect):

“To assure the legality of your written or oral messages, you must be aware of the laws, court decisions, and administrative regulations that apply to those messages. Ignorance of the law and related information does not excuse violators.”
Example (corrected):

“To assure the legality of your written or oral messages, you must be aware of the laws, court decisions, and administrative regulations that apply to those messages. Ignorance of the law and related information does not excuse violators” (Krizan, Merrier, and Jones 147).
3.) Paraphrasing an author’s words by changing only a few words

Example (incorrect):

To ensure the legality of your written or verbal communications, you need to be aware of the legal system, court decisions, and administrative rules that apply to those communications. Ignorance of the law does not exonerate violators.
Example (incorrect):

To make sure any messages you give are legal, it is important to be apprised of the law, the decisions of the court, and any regulations in administration that are related to those messages. Being ignorant of the law does not result in excusing those who violate it (Krizan, Merrier, and Jones 147).
Example (corrected):

According to Krizan, Merrier, and Jones, it is essential to be familiar with all the “laws, court decisions, and administrative regulations” when articulating or writing a message of any kind because violating such legal guidelines is unethical and could result in prosecution, fines, or even a prison sentence (147).
4.) Paraphrasing an author’s words, but not citing them

Example (incorrect):

When engaging in any verbal or written exchange in business, it is essential to be cognizant of legal acts, rules, and principles as this will guarantee their legitimacy in a court of law. It is important to understand that a lack of knowledge in this area of the law does not exonerate those who break the law, even if it is unintentional.
Example (corrected):

When engaging in any verbal or written exchange in business, it is essential to be cognizant of legal acts, rules, and principles as this will guarantee their legitimacy in a court of law. It is important to understand that a lack of knowledge in this area of the law does not exonerate those who infringe on the law (Krizan, Merrier, and Jones 147).
FREQUENTLY ASKED QUESTIONS

How do I know when to quote and when to paraphrase?

Quote when:

◦ The author’s words are phrased in a unique way and paraphrasing them will result in a loss of meaning.

◦ When you want to state exactly what someone else’s words were to support a point you are making (e.g., a character in a short story or play, the narrator in a poem, a literacy critic, etc.).

When do I NOT have to cite?

You do not need to cite something that is common knowledge.

How can I tell if something is common knowledge?

According to Purdue University’s online writing lab, something is common knowledge if you can find it “undocumented in at least five credible sources.”
What is a credible source?

A credible source is one that is reliable among members of the intellectual community (e.g., your instructors). To determine if a source is credible, ask yourself whether it:

- Is well-documented (gives citations and references)
- Contains good grammar
- Looks and sounds professional (the article makes sense, the vocabulary is somewhat technical, etc.)
- Is likely to be found in a library (journal article, book, professional organization, etc.)
How long should my quotes be?

Quotes only the words you need to support your point. In many instances, you will probably want to use a combination of your own words and part of a quote.

How many quotes should I put in my paper?
You will want to use as many or as few quotes as you need to support your point. However, the quotes need to be accompanied by your own commentary.

HOT TIP: When in doubt, cite. When still in doubt, make an appointment on Genbook with a writing instructor.
HOW TO INTEGRATE A QUOTE INTO YOUR TEXT

There are several ways to integrate a quote into your paper. Here are the two basic ways:

1.) Fit your words in with part of a quote to make a complete sentence. (signal phrase as citation)

   Example:
   
   According to Barnhisel, in “A Worn Path” the primary theme revolves around race since the main character Phoenix Jackson is “intended to stand as a representative of her race.”

2.) Introduce a quote that is an entire sentence. (citation at end)

   Example:
   
   In “A Worn Path” by Eudora Welt, critics disagree about the role Phoenix Jackson portrays in reference to race: “One group holds that Welty’s portrayal of the black race…is eminently sympathetic; another feels that Welty portray[s] blacks as long-suffering and enduring, and in doing so robs them of their true complexity as human beings” (Barnhisel).
WHICH OF THESE STUDENTS PLAGIARIZED?

Directions: Read each of the passages below and decide which, if any, students(s) plagiarized. If one or more has, explain why and how it can be corrected.

*These passages have been adapted from Niagara University for educational purposes only.
“The extended family is now rare in contemporary society, and with its demise the new parent has lost the wisdom and daily support of older, more experienced family members. Furthermore, many parents are not well-equipped for parenthood as were their parents before them, since over the years most children have been given less responsibility in helping to care for younger siblings” (Zigler 42).
Today’s society and shifting patterns of social order may dictate, then, a climate for abuse. Many parents are just not equipped today for parenthood. For instance, the extended family is rare in contemporary society and because of its disappearance new parents have lost the wisdom and daily support of the wise grandparents, parents, and many children all living together under the same roof. Therefore, today’s young parents are not well-equipped because as children they were given less responsibility in helping care for younger brothers and sisters (Zigler 42).
Today’s society and shifting patterns of social order may dictate, then, a climate for abuse. Edward Zigler argues that many parents simply don’t have the skills for parenthood (42). He insists that the “extended family” with several generations under one roof no longer exists and parents, who have little experience and no wise adults around, are therefore ill equipped to handle their duties toward family members (Zigler 42). In truth, a family such as that portrayed by the Waltons on television seldom exists today with grandparents, parents, and many children together living under one roof.
Too many parents are not equipped today for parenthood. The “extended family” with three or more generations under one roof is now rare. Thus parents have lost the wisdom of older, more experienced persons. In truth, a family such as the Waltons on television seldom exists today with grandparents, parents, and many children living all together under one roof. Therefore, young parents of today do a poor job because as youngsters they did not help care for younger brothers and sisters (Zigler 42).