

What actions are labeled plagiarism?

- Buying, stealing, or borrowing a paper.
- Hiring someone to write your paper for you.
- Copying an entire paper or article from the Web.
- Copying sections of text from a source without quotation marks or proper citation.

What to document?

Document any words, ideas, or visual and audio materials that you take from any source. These could be:

- presented in a magazine, book, newspaper, song, TV program, movie, Web page, letter, computer program, advertisement, and so on.
- gained through interviews or conversations with people, face to face, over the phone, or in writing.

What not to document?

- your own thoughts, observation, conclusions, experiments, results, and artwork.
- Common Knowledge, like folklore, myths, and historical events.
- Generally accepted facts, like pollution is bad for the environment.

How to avoid plagiarism?

1- Writing direct quotations

Use a quotation when

- a- the meaning of the original language cannot be conveyed by other words.
- b- the original words are more interesting.
- c- the original language is scientific, medical, or technical.
- d- the uniqueness or emotional power of the original language is more important than the meaning.

- Direct quotations must be written exactly as they appear in the original text.
- You can always omit words if that does not affect the meaning. Replace the omitted words by an ellipses (...).
- Keep the source author's name in the same sentence as the quote.

2- Writing paraphrases and summaries

- Paraphrasing and summarizing are writing tools used **to incorporate other writers' ideas** into your own writing **using your own words**.
- The **difference** between the two is that a **paraphrase is about the same length** as the original work while a **summary is about 1/3** the size of the original work.
- In both, use a statement that credits the source; for example, according to Seyler...
- Put quotation marks around any words that you cannot or do not want to change.

Paraphrase when

a- the ideas in the original work are more important than the style in which they are written.

b- the words of the original work are too difficult for your readers.

Summarize when

a- you want to identify only the main ideas.

b- you want to give an overview of the topic from several sources.

c- you want to simplify a complex argument.



Writing Center—Beirut

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**LAU Writing Center
Nicol 206
T: 01/786456/ 464 Ext: 1583
writing.center@lau.edu.lb**

**Plagiarism
Summary
Paraphrase
Quote**