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 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.

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.

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.

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.

This handout was prepared using several references.