**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.