You’d never do it on purpose...

PLAGIARISM

...here’s how to keep from doing it by accident!

Plagiarism: “The presentation of a new and original idea...from an existing source...without properly citing the source of the material.” –FCC Student Handbook

BOTTOM LINE: If they’re not your WORDS or IDEAS, you have to state whose they are.

When am I Plagiarizing?

<table>
<thead>
<tr>
<th>If your paper has...</th>
<th>Then it’s...</th>
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</thead>
<tbody>
<tr>
<td>quotes, but you didn’t cite the source</td>
<td><strong>PLAGIARIZED!</strong></td>
</tr>
<tr>
<td>quotes but you changed some of the words inside the quotes</td>
<td><strong>PLAGIARIZED!</strong></td>
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<tr>
<td>the author’s exact words but without quotation marks</td>
<td><strong>PLAGIARIZED!</strong></td>
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<tr>
<td>ideas that aren’t yours but you rearranged the words and didn’t give credit</td>
<td><strong>PLAGIARIZED!</strong></td>
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<td>places where it’s not clear what’s your work and what’s the work of others</td>
<td><strong>PLAGIARIZED!</strong></td>
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</table>

How Do I Avoid Plagiarizing by Accident?

1. **WHILE YOU’RE RESEARCHING**: Look for—and write down—this information:
   - Author
   - Publishing date
   - Title and publisher
   - Web address (URL)
   - Page numbers
   - Date you accessed the site

2. **WHEN YOU HAVE A DRAFT**: Read through and highlight ALL THE IDEAS THAT COME FROM OUTSIDE SOURCES. For each idea, ask yourself:
   - How do I know this?
   - Where did I find it?
   - Will my reader know where to go for more information?

3. **MAKE SURE YOU KNOW WHICH IDEAS ARE YOURS**: Don’t let your sources take over and write your paper for you.

4. **FOR ANY IDEA OR OPINION THAT’S NOT YOURS**: Give credit to the source!

How Do I Give Credit to a Source?

1. **DETERMINE THE APPROPRIATE DOCUMENTATION STYLE**: MLA, APA, other? Ask your instructor if you’re not sure.
2. **USE A HANDBOOK OR WEBSITE AS REFERENCE**: For instance, for more on documentation styles, see *The Bedford Handbook* by Diana Hacker or [www.MLA.org](http://www.MLA.org) or [www.APA.org](http://www.APA.org)
3. **LIST YOUR SOURCES ON A WORKS CITED (for MLA) or REFERENCE (for APA) PAGE**: Follow the appropriate documentation style and give ALL the information a reader needs to locate your original source: Author, title, publisher, publication date, volume numbers if any, page numbers, URL, and the date you accessed the source.
4. **CITE THE SOURCES IN THE TEXT OF YOUR PAPER**: HOW you cite the information that appears in your paper depends on the documentation style you’re using. Again, consult a handbook or appropriate website for details.