

QUICK REFERENCE GUIDE TO AVOIDING PLAGIARISM

The following document is a collection of existing resources, created by various academic institutions, to aid your understanding of what defines plagiarism and how to avoid plagiarism when writing research reports.

Each site deals with a separate issue and excellent examples are provided at many of the sites to reinforce the concepts. Please review these examples carefully. Some of the information in these websites is redundant but that will just help to reinforce the principles for proper research while avoiding plagiarism.

A. HOW TO AVOID PLAGIARISM

1. The first website is entitled *The Students Guide to Avoiding Plagiarism* from the Department of Sociology at Western Washington University. This article defines plagiarism while providing examples of plagiarism and improper referencing.

IMPORTANT QUESTIONS THAT THIS ARTICLE ADDRESSES ARE:

- What is plagiarism?
- What constitutes plagiarism?
- What needs to be cited?

LINK: <http://www.wvu.edu/soc/docs/plagiarism.pdf>

2. The second website is entitled *Using Quotations* from the University of Toronto. A quote is used when you are interested in taking information from a resource and putting it your research paper word for word. This article details guidelines for when quoting is acceptable and how to structure the information properly in a research report. If quoting is not warranted, this article can be used to learn the proper format for paraphrasing and summarizing information.

IMPORTANT QUESTIONS THAT THIS ARTICLE ADDRESSES ARE:

- How much should I quote?
- Why is it important to identify my sources?
- How do I introduce a short/long quotation?
- How do I let my reader know I have altered my sources?
- How is punctuation affected by quotation?
- When should I paraphrase and when should I summarize?
- How do I paraphrase?
- How do I summarize

LINK: <http://www.utoronto.ca/ucwriting/quotations.html>

3. The third website is entitled *How Not To Plagiarize* from the University of Toronto. This article deals with the proper methods for citing your sources. Tips are provided to help clarify the concerns of what sources you should cite and how frequently you should cite your sources.

IMPORTANT QUESTIONS THAT THIS ARTICLE ADDRESSES ARE:

- Can't I avoid problems just by listing every source in the bibliography
- If I put the ideas into my own words, do I still have to clog up my pages with all those names and numbers?
- But I didn't know anything about the subject until I started this paper. Do I have to give acknowledgement for every point I make?
- How can I tell what's my own idea and what has come from somebody else?

LINK: <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

4. The fourth website is entitled *Avoiding Plagiarism* from Purdue University. This article provides some excellent tips for you to use throughout the researching and writing process to ensure that plagiarism is avoided in the final draft.

IMPORTANT QUESTIONS THAT THIS ARTICLE ADDRESSES ARE:

- What actions may be seen as plagiarism?
- When do I need to document my source and when do I not?
- What tips can I use in my researching and writing process to make sure I am safe?
- How do I know if a piece of information is considered common knowledge?

LINK: http://owl.english.purdue.edu/handouts/print/research/PDFs/r_plagiar.pdf

B. REFERENCING STYLE

All research documents submitted should reference using the APA (American Psychological Association) format. The following document details how you structure the reference within the text and how you structure it on the reference page.

LINK:

http://library.curtin.edu.au/research_and_information_skills/referencing/apa.pdf

C. WHAT ARE THE RAMIFICATIONS OF PLAGIARISM ON ASSIGNMENTS?

According to the 2009-2010 Academic Regulations provided by Humber College and the 2009/2010 Policy Handbook for the School of Hospitality, Recreation and Tourism, the definition of plagiarism and academic penalty associated with such action is defined as the following:

Plagiarism is the act of submitting as your own, material, which is in whole or a substantial part, someone else's work. Students are expected to reference the sources of ideas and expressions they use in essays, reports, assignments, ect. Failure to do so constitutes plagiarism and is punishable by academic penalty...An academic penalty begins with the assignment of a grade of zero (0) in such situations and can be extended up to and including suspension from a program/course and expulsion from the College¹

If you have questions regarding any of the information in this article please refer your questions to your instructor or seek assistance at the Writing Center in GH202.

¹ Humber Institute of Technology & Advanced Learning. (2009). *2009-2010 Academic Regulations – Diploma, Certificate and Postgraduate Programs*. Office of the Registrar.

OTHER RESOURCES FOR AVOIDING PLAGIARISM

BOOKS AND VIDEO AT THE HUMBER LIBRARY

AVOIDING PLAGIARISM

1. Berkow, P. (Producer), & Berkow, A. (Producer). (2000). *Quotes and citations* [Videorecording]. United States: Berkow & Berkow.
2. Harris, RA. (2001). *The plagiarism handbook: strategies for preventing, detecting and dealing with plagiarism*. Los Angeles: Pyczak Publishing.
3. Lathrop, A. (2000). *Student cheating and plagiarism in the internet era: a wake-up call*. Colorado: Libraries Unlimited
4. Sawers, N. (2002). *Ten steps to help you write better essays and term papers: I wish I'd had this when I was in school! (3rd ed.)*. Edmonton: NS Group.

REFERENCING STYLES

5. Szuchman, LT. (2004). *Writing with style: APA style for social work*. Australia: Thomson-Brooks/Cole
6. Gibaldi, J. (2003). *MLA handbook for writers of research papers (6th ed.)*. New York: Modern Language Association of America.
7. Achtert, WS. (1985). *The MLA style manual*. New York: Modern Language Association of America.

OTHER RESOURCES ON THE NET

8. <http://writing.wisc.edu/Handbook/QuotingSources.html>
9. http://www.writing.northwestern.edu/avoiding_plagiarism.html
10. http://owl.english.purdue.edu/handouts/research/r_paraphr.html