

**[Title Slide] Avoiding Plagiarism: A Student Guide
Script**

This video is designed to clarify the various types of plagiarism, the consequences of plagiarizing, and how to avoid it.

Let's start with a definition...

[Slide 2] What is Plagiarism?

Plagiarism is a violation of academic integrity by taking another's words, ideas or other creations and passing them off as your own. Plagiarism can be accidental or intentional, but either type may incur penalties. Saying that you didn't know you plagiarized or it was an accident does not get you off the hook, especially if the topic of plagiarism was covered in class.

[Slide 3] *The Accidental Plagiarist* can be guilty of the following:

- Sloppy, inaccurate references or citing
- Sticking too closely to the author's words when you are writing about someone's ideas unless you are quoting
- Using the author's exact words (quoting) without putting quotation marks around them
- Forgetting to acknowledge the source of an idea, a unique phrase, picture or graphic illustration

[Slide 4] Intentional Plagiarism would involve:

- Copying another's words or ideas and using them as if they were your own
- Deliberately not citing authors whose ideas, words, or creations you have incorporated into your paper or project. This applies to presentations as well as research papers.
- Cutting and pasting sections or an entire article into your paper without quotation marks or citing the source

[Slide 5]

- Buying, downloading or borrowing a paper written by someone else and submitting it as your own
- Even recycling your previous papers from another class. If you do use portions of a previous paper, cite yourself as an author. This is a legitimate practice that scholars do frequently.

[Slide 6] Penalties for Plagiarizing

There can be serious consequences for plagiarizing. The possible penalties you could incur could be an F for the assignment, an F for the entire course or, possibly, suspension or dismissal (for a repeat offense)

[Slide 7] How will the instructor know if a student plagiarized? Some clues could be:

- The writing is more advanced than the student's previous writing
- The formatting is unusual and not consistent with the rest of the paper
- Citations are old or from difficult to find sources
- The overall content of the paper doesn't match the sources listed in the bibliography

[Slide 8] Faculty can find the source of plagiarized papers by:

- Searching a suspicious phrase in Google or other Web search systems
- Searching the Library databases
- Submitting the paper to a plagiarism detection service like *Turnitin.com*

[Slide 9] One way of avoiding plagiarism is through good note-taking techniques

When taking notes, put quotations marks around any exact quotes and write down the exact source of the information. Keep a record of every source consulted when doing research on a topic. Avoid paraphrasing, but if you do paraphrase, learn to do it correctly.

[Slide 10] Style Manuals are guides to citing sources properly

There are several styles for citing but three commonly used styles are:

APA (American Psychological Association)

MLA (Modern Language Association) and

The Chicago Manual of Style

Ask your professor which documentation style to use in writing your paper

[Slide 11] You can find style manuals

In the Library near the Information Desk (Ask at the Information Desk),
Online on the Library homepage under Reference Shelf/Style manuals,
and for sale in bookstores.

Let's look at a couple of scenarios.

[Slide 12] Scenario I

Jennifer is writing a paper on World War II. She starts out by saying that the U.S. entered the war after the Japanese bombed the naval base at Pearl Harbor on December 7, 1941.

Does she have to cite it?

[Slide 13] Here are your choices:

- A) No, it comes from her class textbook
- B) No, it is common knowledge
- C) Yes, she has to cite it.

[Slide 14] The Correct Answer is B.

Common knowledge – knowledge that is widely known by the general public does not have to be cited. Another example of common knowledge is the statement *George Washington was our first president*. Since every American should know this, it doesn't have to be cited.

[Slide 15] Scenario 2. How long do you have to appeal a charge of plagiarism?

Dave's professor believes Dave plagiarized in his term paper and reported the incident to the Office of the Provost. Dave received a certified letter about the charge from the Provost Office today. How long does he have if he wants to appeal the charge? Does he have 1 week, 14 days or 1 month?

[Slide 16] Correct answer: He has 14 calendar days.

The Richard Stockton College of NJ Academic Honesty Policy says

"The Office of the Provost sends a certified letter to the student indicating the charge and that he/she has a maximum of 14 calendar days in which to respond in writing, if so desired."

Students should become familiar with the policy. It can be found online on the Stockton website under Academics/Policies/Academic Honesty Policy. It also appears in the Stockton Bulletin and the Student Handbook.

[Screen 17] Finally, Steps to Avoid Plagiarism

- Be careful to write down the source when taking notes
- Write in your own words, not someone else's words unless you are quoting
- Don't cut and paste from the Internet
- Don't download or buy a term paper from the Internet

[Screen 18] (Continued)

- Don't "borrow" another student's paper and use as your own
- Read and understand Stockton's Academic Honesty Policy
- Cite the sources of your information correctly using a style manual