

A blurred background image showing two students sitting at a desk. The student in the foreground is writing in a notebook with a pen. The student in the background is looking at a laptop. The overall scene is brightly lit, suggesting a classroom or library setting.

# **Avoiding Plagiarism**

## **Information you need to know**

# Objectives

- Learn what plagiarism is
- Learn why some students plagiarize
- Learn how plagiarism is detected
- Learn why plagiarism is a serious issue
- Understand Durham College's Academic Integrity Policy
- Learn what you do not need to cite
- Identify what you must cite
- Learn how to integrate research into your own writing
- Learn the basics of APA and/or MLA
- Develop an action plan for avoiding plagiarism

# What is plagiarism?

- Plagiarism is the **unacknowledged use** of another author's words or ideas
- A person's original thought or idea is his/her **intellectual property**
- Plagiarism can be **intentional** or **unintentional**
- College students are **responsible** for understanding what plagiarism is and for learning how to avoid it

# Why do some students plagiarize?

- When students leave an assignment to the last minute, there is a greater chance they will take **shortcuts** to get the work done. This may involve buying a paper, copying from another student, or copying and pasting passages from a website or document.
- Students may feel '**pressure**' to do well on an assignment; they may not understand the material very well and feel that someone else has written it better than they ever could.
- Students might not keep careful **track** of where they got their information from. This makes it very difficult to reference the material correctly.
- Students working in a group might '**share**' too much and not do their own work.
- Students may not be completely familiar with the **rules** and format for proper referencing.

# How is plagiarism detected?

- Your 'voice' or style of writing might be different than in previous assignments
- Your professor might use plagiarism detection software such as Turnitin.com
- Turnitin.com is a database that uses pattern matching to compare your written work to previously submitted student papers, millions of pages from journals, books and newspapers, and billions of pages from the internet
- Refer to your course outline and/or assignment guidelines for more information



# Why is plagiarism a serious issue?

- Plagiarism is dishonest; it is a form of stealing
- Plagiarism ruins the reputation of the institution
- Plagiarism negatively affects the credibility of the writer
- When a student plagiarizes, he/she will not understand the material properly

# Academic Integrity Policy at Durham College

- “Academic Integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner”. (Policy # ACAD – 101)
- “Academic dishonesty refers to a variety of practices including copying another person’s work...collaborating without permission...and plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement”. (Policy # ACAD -101)
- [www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)

# Academic Integrity Procedure at Durham College

- Academic dishonesty, including plagiarism, is treated very seriously at Durham College.
- Procedure # ACAD 101.1 outlines the procedure for dealing with incidents of academic dishonesty.
- [www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)

COLLEGE PROCEDURE		DURHAM COLLEGE DISTRICT SCHOOLS
PROCEDURE TYPE:	ACADEMIC	
PROCEDURE TITLE:	Academic Integrity	
PROCEDURE #: ACAD 101.1		
RESPONSIBILITY:	Vice President, Academic	
APPROVED BY:	Durham College Leadership Team	
EFFECTIVE DATE:	March 2009	
REVISED:		
REVIEW DATE:	March 2012	

The Office of the Vice-President, Academic will provide support, information and counsel for individuals, schools and program teams implementing this process.

Any effort by an applicant or student to misrepresent his or her academic performance, as per the definition of academic dishonesty, shall be addressed as follows:

**Reporting Breaches of Academic Integrity:**

1. Alleged acts of academic dishonesty shall be documented on the college-approved Academic Alert form and signed by the complainant.
2. Wherever possible, the complainant shall make efforts to discuss the situation with the subject of the alert before submitting the form to the appropriate supervisor (Dean, Associate Dean, etc.).
3. The subject of the alert shall have the option of writing comments on the Academic Alert form and/or signing the Academic Alert form in acknowledgement of its receipt.
4. A subject who fails to be available to review the Academic Alert form and/or refuses to discuss the complaint shall be notified in writing by the professor that an Academic Alert has been submitted.
5. Academic Alert forms shall be submitted to the Dean or Associate Dean within 5 college days of the breach being known by the complainant.
6. At the discretion of the appropriate supervisor, a completed Academic Alert form may also be submitted to the Vice-President, Academic and/or the Director of Campus Safety.

**Disposition and Decision:**

1. Allegations of academic dishonesty shall be investigated in an objective and fair manner.
2. A decision by the appropriate supervisor on an allegation of academic dishonesty shall be made in writing within ten (10) college days of an Academic Alert form being submitted.
3. Decisions regarding academic dishonesty may be appealed, as per the college's grade appeal procedure.
4. Where a student has been found in breach of academic integrity, a copy of the completed Academic Alert form shall be returned to his or her student file.

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# What doesn't need to be cited?

- Common knowledge
  - information that is generally known or accepted by educated people
  - well proven historical facts and dates
  - information that appears in the same form in 5 or more sources
- Your opinion

# What do you need to cite?

When you write a paper, report or a presentation, you need to cite any work that is not your idea. Examples include:

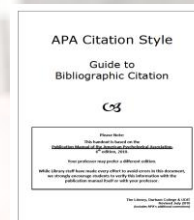
1. Direct quotations
2. Paraphrased information
3. Summarized information
4. Statistics
5. Graphics/images

# Integrating Research

- Whether you quote, paraphrase or summarize, use a variety of ways to clearly signal that you are using someone else's words or ideas.
- The reader will see that you have acknowledged the source of the information and it will improve the flow of your writing.
- Hodgins (2009) concluded "...” (p. 22).
- Smith defined ecology as "...” (46).
- General Motors (2011) reported that car sales increased by 16% in 2010 (p. 7).

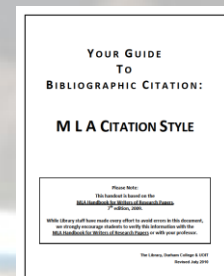
# The basics of APA

- APA = American Psychological Association
- Used in the sciences, health sciences and applied sciences
- Currency of research is important
- APA uses a References page at the end of the document and in-text citations (author, year, page) throughout the body of the document



# The basics of MLA

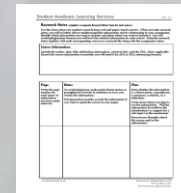
- MLA = Modern Language Association
- Used in business, language and history
- MLA uses a Works Cited list at the end of the document and in-text citations (author page) in the body of the document





# Avoiding Plagiarism

- When you research, you need to accurately keep track of your sources and the information you get from each source
- Use a Research Notes form
- Visit the SALS Centre and pick up a copy of 'Top Tips for Avoiding Plagiarism'



A small thumbnail image of a 'Research Notes' form. The form has a header section with instructions, followed by a table with columns for 'Date', 'Source', and 'Notes'. The table is currently empty.



A small thumbnail image of a document titled 'Top Tips for Avoiding Plagiarism'. The document is divided into two columns of text, providing various guidelines and examples related to plagiarism.

# Research Notes

## Research Notes (complete a separate Research Notes form for each source)

Use this form when you conduct research from web and paper-based sources. When you take research notes, you will be better able to **understand** the information and its relationship to your assignment, **decide** which information you want to include, and **plan** where you want to include it. You will **avoid plagiarism** because you will have the citation information for each source. Keep the research notes together with each corresponding source in a research file along with the assignment rubric.

### Source Information:

Include the author, date, title, publication information, retrieval date, and the URL, where applicable. Record the source information accurately; you will need it for APA or MLA referencing formats.

<b>Page</b> Write the page number for each 'piece' of information you have made notes for.	<b>Notes</b> To avoid plagiarism, make <b>point form notes</b> or <b>paraphrase</b> (rewrite in sentences in your own words) the information. Put <b>quotation marks</b> around the information if you want to quote the source in your paper.	<b>Plan</b> Note whether the information is a direct quote, a paraphrase, a summary, a statistic, or a definition. Write down where you plan to use the information. Will the information be useful in the introduction? as support for a sub-topic? in the conclusion? Record your thoughts about the source and/or the information.

# Avoiding Plagiarism

## Top Tips for Avoiding Plagiarism

**1. Learn What Plagiarism Is** Plagiarism is the unacknowledged use of another person's words or ideas, and it is a form of academic dishonesty. Consult your course outline or the Durham College website to learn about the college's Academic Integrity Policy and what the consequences could be if you break the policy.

### **2. Understand the Assignment Criteria**

Ensure you listen carefully to your professor's instructions and follow the guidelines on the rubric. Ask for clarification if something is not clear, and refer to the rubric to stay on track.

### **3. Don't Procrastinate**

Get started early and establish a realistic timeframe to get each stage of the assignment completed. Students who save an assignment until the last minute are more likely to take short cuts and then run the risk of plagiarizing.

### **4. Use Credible Sources**

Academic writing requires that you use credible sources to support your position. These could include books, articles, websites, and documents from the web.

### **5. Take Research Notes**

It is important to carefully note where each piece of information you intend to use in your paper came from. Use a Research Notes form available from the SALS Centre to record the source, page numbers, the content, and your plan for using the information.

Indicate whether the information is a quotation, a paraphrase, or a summary of the information.

### **6. Understand What Needs to be Referenced**

Information you have quoted directly, paraphrased, or summarized must be referenced. Statistics and graphics or images that you did not create must also be cited. Your opinion and common knowledge does not need to be referenced. If you are unsure whether you should reference something, ask your professor; it is generally better to reference than not.

### **7. Learn and Apply the Referencing Requirements for Your Discipline**

APA is generally used in the Applied, Health, and Social Sciences. MLA is used in the Humanities, Business, and most Communications courses. Pick up a style guide from the library, and attend a workshop at the SALS Centre to learn how to reference correctly.

### **8. Integrate Quotations**

Clearly signal that you are using someone else's ideas in your writing. Use phrases such as 'According to...' or 'The Government of Ontario concluded...' to show your reader the source of the information.

### **9. Allow Time to Review Your Work**

Give your paper a final review before submitting it. Be sure you have acknowledged your sources throughout.

### **10. Use the Academic Support Available**

Speak with your professor about the assignment requirements and use the resources available at the library. Visit the SALS Centre and meet with a peer writing tutor or see the Writing Specialist to ensure you are not plagiarizing.

# Where can you go for help?

- Ask questions if you are not sure; speak with your Professor about the assignment requirements
- Refer to the rubric for research and referencing requirements
- Make an appointment with the Writing Specialist or a peer writing tutor
- If you have English as your second or additional language, make an appointment to see the ESL Specialist

# **It is your responsibility...**

- If you have any questions or concerns about academic integrity or academic expectations at Durham College, ask your professor, refer to your Student Handbook, or ask the staff at Student Academic Learning Services.
- We want you to be successful in your studies. It is up to you to take your responsibility as a college student seriously.





## Questions from the audience...

- Please feel free to contact us with any questions you have regarding this presentation
- You can reach us...
  - By phone: 905.721.2000 extension 2491
  - By email: [leslie.linstrum@durhamcollege.ca](mailto:leslie.linstrum@durhamcollege.ca)



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