

# Academic Integrity, Plagiarism and Citation



## True or False?

1) Plagiarism is only one form of academic dishonesty...there are three other forms!

2) You need an in-text citation only when you use a direct quote.

3) If you make an honest mistake and forget to put a quote in quotation marks, you won't be accused of plagiarism.

4) If something is "common knowledge", you do not need to cite it.

5) Most instances of plagiarism occur because students don't understand what it entails.

1) True, 2) False, 3) False, 4) True, 5) True

## Academic Integrity at TRU

•Policy ED 5-0 ← Type this into the TRU website to read all about it!

### •Forms of academic dishonesty

copying on a test, allowing someone to copy →

•Cheating

•Academic misconduct ← tampering with grades, stealing an answer key

falsification of research →

•Fabrication

•Plagiarism ← inclusion of someone else's words, ideas, images or data as one's own work

•Where do you go if you've been suspected of plagiarism

•Your instructor

•Office of Student Affairs

•What happens to you if you're accused of plagiarism?



↑  
it's up to your instructor, but it can affect your grade on the specific paper, test or exam; your grade in the course; or be put on your permanent record!



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## What is Plagiarism?

Many people think of plagiarism as copying another's work or borrowing someone else's ideas, but terms like "copying" and "borrowing" can disguise the seriousness of the offense!

*Can words/ideas actually be stolen?*

**Yes!** They are considered intellectual property and are protected by copyright laws

**According to the Merriam-Webster Online Dictionary, "to plagiarize" means:**

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

### Common examples of plagiarism

- **Turning** in someone else's work as your own
- Handing in **one assignment for two** different classes (self-plagiarism)
- **copying words or ideas** from someone else without giving credit
- failing to put a **quotation** in quotation marks
- giving **incorrect information about the source** of a quotation
- changing words but **copying the sentence structure** of a source without giving credit
- **copying so many words or ideas from a source** that it makes up the majority of your work, whether you give credit or not

### Attention!

**Changing the words of an original source is not sufficient to prevent plagiarism.** If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, *you have still plagiarized!*

### How to Avoid Plagiarism

- Most cases of plagiarism can be avoided, however, by **citing** sources.
- Simply **acknowledging** that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

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## Citing/ Citation

A citation is the way you tell your readers that certain material in your work came from another source.

It also gives your readers the information necessary to find that source again, including:

- information about the author
- the title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing

## Why should I cite sources?

- Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. Also...
- Citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
- Not all sources are good or right - your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas.
- Citing sources shows the amount of research you've done.
- Citing sources strengthens your work by lending outside support to your ideas.

## What is "common knowledge"?

### 3 aspects to common knowledge:

1. Information that most people know
  - Thanks; that really narrows it down for me
  - Example: facts, famous historical events
2. Information shared by a cultural or national group
  - Example: famous heroes/events important to that culture
3. Knowledge shared by members in a certain field
  - Example: terms used in your business class

**Important:** consider your audience! *What will they know?*

## Doesn't it make my work seem less original?

Not at all. On the contrary, citing sources actually helps your reader distinguish your ideas from those of your sources. This will actually emphasize the originality of your own work.

## When do I need to cite?

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

- Whenever you use **quotes**
- Whenever you **paraphrase**
- Whenever you use an **idea** that someone else has already expressed
- Whenever you make **specific reference** to the work of another
- Whenever someone else's work has been critical in **developing** your own ideas.
- You do **NOT** need to cite common knowledge

## Quoting, Summarizing and Paraphrasing

### similarities

they are all ways of incorporating other writers' work in your own writing

### differences

how similar your writing is to the original source

### why use them?

- to make your writing stronger!
- Provide **support** for claims or add credibility to your writing
- Give examples of **several points of view** on a subject
- Call attention to a **position** you wish to agree or disagree with
- Highlight a useful or **important phrase**, sentence or passage
- Expand the **breadth and depth** of your writing

## Process for deciding if you should quote, paraphrase, or summarize

- Read the entire text, noting the **key points** and **main ideas**
- **Summarize** in your own words what the single main idea of the essay is
- **Paraphrase** important supporting points that come up in the essay
- Consider any words, phrases, or brief passages that you believe should be quoted directly:
  - Do they provide direct support for your argument?
  - Does the author state it in a particularly useful way?

### Quotations

- Identical to the original
- Use only a narrow segment of the source
- *Must be attributed to the original author*
- When should you use a quotation?
  - **Content:** when you want to deal directly with something the author said
  - **Strength:** when how the author says something directly supports your argument
- *Always, always explain it! Don't leave it by itself!*

### Integrating quotations

There are several ways to integrate quotations:

1. a short quotation works well when integrated into a sentence
2. longer quotations can stand alone (block quotations)

*Remember:* quoting should be done sparingly! Be sure to have a good reason to include a direct quotation (and not just to increase your word count!)

### Summarizing

- Putting the main idea(s) into your own words, including the main point(s)
- *Must attribute ideas to the original source*
- Significantly shorter than the original
- Take a broad overview of the source material

### Paraphrasing

- Putting a passage from the source material into your own words
- Must be attributed to the original source
- Usually shorter than the original passage
- Takes a broader segment of the source than quotations, and condenses it slightly

### 4 steps to paraphrasing like a pro!

1. Change the **structure**
2. Change the **words**
3. Give credit to the **author**
4. Keep the information **true** to the original source

