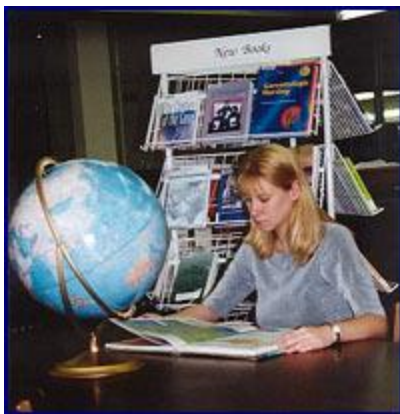


Strategies for Avoiding Plagiarism

- Have materials or sources readily available while writing your paper (e.g. photocopy pages or print articles).
- Take accurate and understandable notes.
- Write down complete citation information for each item you use.
- Use quotation marks when stating another person's words.
- Always give the original author(s) credit for their information and ideas.
- Use correct citation format (MLA or APA).



Consequences of Plagiarism

Some consequences of plagiarism may be but are **not limited** to:

1. Rewriting the assignment.
2. Receiving a lower course grade.
3. Receiving a failing grade for the paper.
4. Failing the course.
5. Suspension from a specific program.
6. Expulsion from the college.

Consequences of plagiarism are at the discretion of instructors, departments, and institutions.

“Right to Due Process” allows a student who is dissatisfied with the consequences to appeal the plagiarism decision.

Perplexed? Puzzled?
Confused?

Need help with citations or recognizing plagiarism?

Ask a Librarian.

Email, speak to a librarian by telephone, or visit the KCC Library in person to get help.

library@kirtland.edu

989-275-5000 x246

KCC Library Building on the KCC Campus

We are here to help!

Plagiarism

What Is It?

&

How To Avoid It!



Plagiarism:

The act of presenting another's works or ideas as you own.

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What Is Plagiarism?

Kirtland Community College Faculty
Definition

Plagiarism: Representing the work of other persons as one's own, including but not limited to the use of work by others and information downloaded from the Internet, is plagiarism. The use of another person's words, ideas or information without proper acknowledgement, **whether done intentionally or through carelessness**, is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

Clarifications

1. Every direct quotation must be identified as such.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged.
4. This definition includes, but is not limited to the use of papers, reports, projects, and other such materials prepared by someone else.

The "work of other persons" includes but is not limited to their ideas, opinions, data, graphics, illustrations and words.

Based on plagiarism definitions of Pima Community College (Tucson, AZ) and Central Michigan University (Mt. Pleasant, MI).

You Are Plagiarizing If You:

- Submit someone else's work as your own.
- Get a paper from a papermill, website, or other sources.
- Copy sentences, phrases, paragraphs, or ideas from someone else's work, published or unpublished, without giving the original author(s) credit.
- Replace select words from a passage without giving the original author(s) credit.
- Copy any type of multimedia (audio, video, internet stream), graphics, computer programs, music compositions, graphs, or charts from someone else's work without giving the original author(s) credit.
- Piece together phrases, ideas or sentences from a variety of sources to write an essay without giving the original author(s) credit.
- Build on someone else's idea or phrase to write your paper without giving the original author(s) credit.



Terms You Need to Know

- **Common Knowledge** – Facts that are likely to be known by many people and can be found in numerous sources. You do not need to document this fact.
Examples: Columbus discovered America in 1492.
George Washington was the first president of the United States.
If you are unsure if a fact is common knowledge, cite it.
- **Quotation** – Using someone's words. When you quote, you must place quotation marks (""") around the phrase, sentence, or passage.
Example: Greg Scandlen in *USA Today*, states "The idea that the employer is required to provide coverage or pay a fee will be thrown out in a heartbeat."
You must cite your source.
- **Paraphrase** – Using someone's idea(s) but putting it/them in your own words. A common mistake made when paraphrasing in a research paper is failing to cite the original author. Although you are using your own words, the ideas are taken from someone else and *must be cited*.