

How to Recognize Plagiarism

Overview

In order to avoid plagiarism, you must give credit when

- You use another person's ideas, opinions, or theories.
- You use facts, statistics, graphics, drawings, music, etc., or any other type of information that does not comprise common knowledge.
- You use quotations from another person's spoken or written word.
- You paraphrase another person's spoken or written word.

Recommendations

- Begin the writing process by stating your ideas; then go back to the author's original work.
- Use quotation marks and credit the source (author) when you copy exact wording.
- Use your own words (paraphrase) instead of copying directly when possible.
- Even when you paraphrase another author's writings, you must give credit to that author.
- If the form of citation and reference are not correct, the attribution to the original author is likely to be incomplete. Therefore, improper use of style can result in plagiarism. Get a style manual and use it.
- The figure below may help to guide your decisions.

