

EVERYTHING YOU NEED TO KNOW ABOUT PLAGIARISM

Plagiarism is stealing another's work or idea by copying it and claiming it as your own.

HOW DO I KNOW WHEN TO CITE A SOURCE?

As a general rule of thumb, if you're unsure whether or not to cite a source, cite it. Cite if you:

1. **Paraphrase a work**
Any idea you use, even if you reword it, must include a citation.
2. **Use an idea that is not your own**
When using anyone else's idea, you must include a citation.
3. **Make a reference to someone else's work**
If you refer to another work or idea in your paper, you must include a citation.
4. **Use someone else's work to form your own ideas**
If you read an article that helped to form your ideas, you must include a citation.
5. **Use a direct quotation from another source**
If you're using a direct quotation, you need to put the idea in quotation marks AND include a citation.

PREVENTION

1. Never copy and paste information into your paper from the web or an online source.
2. Always include a citation when you use an idea from another work in your paper. If you take a phrase, quote and cite it.
3. Collect citations from your sources as you're working on the paper, rather than trying to collect them all upon the completion of your paper.
4. Furthermore, always double check that you have included a citation page at the end of your paper. This page will differ depending on the formatting style you plan to use. Every source used in your paper must have a spot in these pages.
5. If you're using footnotes, make sure every source is included as well.
6. It is considered plagiarism if you cite something in a paper, but forget to include it in your "Works Cited" page, "References" page, or footnotes.

UNIVERSITY POLICY

"Academic dishonesty is an act of professional misconduct or dishonesty, which includes plagiarism...academic dishonesty and plagiarism are unacceptable within the University community. Those who engage in such conduct are subject to discipline."

For more details, go to <http://millersville.edu/about/administration/policies>.

All information obtained from www.plagiarism.org and the University Policy Handbook.

