**Plagiarism and how to avoid it**

**Plagiarism – What does it mean?**

Coming from the Latin word “kidnapper”, *plagiarism* involves the act of intentionally or unintentionally using or passing off someone else’s work (ideas, images, words) as your own. With the invention of the internet, this practice has become as easy as the simple cutting and pasting of someone else’s work into a document. Unless proper credit is given to the owner using referencing, you are stealing. To plagiarise is to commit intellectual dishonesty and this is a serious and punishable offence.

**Why some people plagiarise**

Other examples of academic dishonesty:

* Borrowing a friend’s essay
* Reusing an assignment without approval
* Buying an assignment

You will often be plagiarising if you do not:

* Understand what plagiarism is
* Know how to cite sources properly
* Plan work and manage time well
* Record, paraphrase or summarise effectively

**Results of committing plagiarism**

In addition to a possible zero on their assignment, students who plagiarise may also face other serious consequences.

**How to avoid plagiarism**

* Give yourself enough time to complete the project
* Accurately record quotations, paraphrased information and page numbers
* Take careful notes throughout your research
* Put quotation marks around short quotations and indent the lengthy ones
* Respond to notes in your own words using your thoughts and ideas
* Use parenthetical () citations where needed

**REMEMBER:**

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| **Acknowledge:*** Statistics
* Directly quoted information
* Paraphrased information
 | **Don’t Acknowledge:*** Commonly known observations and facts (e.g. Brisbane is the capital of Queensland)
* Dates (e.g. World War II began in 1939)
* Simple definitions (e.g. diabetes)
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**In Doubt?**

Cite the source just in case or ask your Teacher or Teacher Librarian for assistance.