

How Not to be a Plagiarism Pirate

(Avoiding Plagiarism/Literary Piracy)

Plagiarism...arrggghh...what is that?

The College of Saint Rose Catalog of Undergraduate Studies (2005-2007) defines **Plagiarism**:

Plagiarism includes but is not limited to:



- * Purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one's own, either in whole or in part.
- * Incorporating portions of another's work without proper acknowledgment and documentation. (p. 48)

There is a wealth of information out there, but you don't want to be accused of stealing someone else's ideas.



Here are *10 ways* to avoid being a *plagiarism pirate*:

1. Always put quotation marks around word-for-word portions of someone else's writing and place a citation after it in your paper.
2. When you put someone else's ideas into your own words (paraphrase), make sure you still cite where the original idea came from!
3. Ask yourself if the reader can distinguish between your own ideas and those you got from an outside source.
4. Read your source(s) more than once so that you fully understand the main ideas and you don't misinterpret or misrepresent the source in your paper.
5. Be sure to include all necessary information in your citation—author, date, page number, etc. (depending on which format you are using).
6. Do not use a paper you wrote for another class as a basis for your present assignment unless you have discussed and cleared it with your professor first.
7. Take thorough notes during your research process. The “double-entry journal” is one method that you can use in order to separate your own ideas from the ones you found during your research. Draw a line down the middle of a sheet of paper. On the left side write down paraphrases, summaries, and quotes. On the right side jot down your own thoughts and questions about this evidence.
8. Remember, it is always better to overcite than to undercite! If you aren't sure whether something is common knowledge or not, cite it.
9. Check to make sure that all of the sources in the citations of your paper are on the References or Works Cited page and vice-versa (cross-referencing)!
10. All visual sources must be cited as well: pictures, diagrams, charts, etc.

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