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# Plagiarism

## What You Need to Know

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### What is Plagiarism?

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Plagiarism is using someone else's work without giving credit to that person.

Plagiarism is literary theft of a person's work, whether it is a phrase from a sentence, a graphic, a chart, raw data, music—anything. Even a person's original ideas are considered the person's work.

The word "plagiarism" is, in fact, derived from the Latin *plagiarius*, meaning "kidnapper."<sup>1</sup>

### How to Avoid Plagiarism:

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**1. Use your words and your ideas in your writing.**

Yes, you can quote someone or use other's opinions and work in your writing, but ultimately you are writing to add *your* own perspective, *your* argument, and *your* research to the community. *Don't let your paper become just a repetition of what everyone else says.*

**2. Give credit where credit is due.**

Whether you are quoting someone by using quotation marks or just paraphrasing in your own words, you must cite the source.

**3. Always refer to your source—no matter what you are using from that source.**

Cite your source not only when you quote someone, but also when you paraphrase someone's thoughts, use an illustration from someone else, copy a graph or chart or picture, or take something from another source and adapt it to your context.

*If it wasn't yours to begin with, don't give the impression that it is—cite your source.*

**4. Always refer to your source—no matter what your source is.**

If you get the information from somewhere, that "somewhere" must be specified, whether it's an article, a pamphlet, a book, an encyclopedia, an Internet site, a radio program, or any other source. *No source is without importance; every kind of source must be cited.*

**5. If you are using information that you think "everybody just knows" . . .**

First, make sure that *everybody is right*. Second, make sure that *everybody knows*.

If you need to get dates, figures, or any other kind of data to make your statement, then everybody does not know. Cite your source.

**6. If in doubt, cite your source.**

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<sup>1</sup> "Plagiarism." *The Oxford Dictionary of English*. Ed. Catherine Soanes and Angus Stevenson. Oxford UP, 2003. *Oxford Reference Online*. Oxford University Press. Ohio Dominican University Library. 15 January, 2008  
< <http://www.oxfordreference.com/views/ENTRY.html?entry=t214.e5482&srn=4&ssid=754231027#FIRSTHIT>>.

## 2 Methods to Cite Sources:

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### Method #1: Identify the source within the body of your text

Minimally, refer to the author's last name in your text. One standard method is placing in parentheses the author's last name with the page number of the cited material. This sentence is an example (Name 123). ✓ Check with your professor to find out if you should use MLA, APA, or another style; each style has a preferred method.

### Method #2: Use footnotes or endnotes

With these methods you use just numbers in the body of your text and then brief citation information numbered at the bottom of the page or at the end of the paper. This handout employs footnotes. ✓ Again, check with your professor to find out which style to use and thus which method to use.

**In addition, always include a Bibliography (a.k.a. Works Cited, a.k.a. References) in your paper; this is where you provide complete information about your sources.**

For more information on MLA & APA styles, see the library's guide [Citing Sources](#).

## Why Is Plagiarism Such an Important Issue?

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### 1. As you learn to write, you learn to think; and thinking is what education is all about:

"Sure you won't have a lot of original thoughts, very few of us do. But you will have your original way of looking at things, which is a combination of everything you have done to this point in your life. As you read others' works and ponder, argue with, distill, reconcile yourself to, or reject them, you are growing intellectually, just as you would grow physically by lifting weights or playing the piano."<sup>2</sup>

### 2. Plagiarizing is a form of dishonesty and cheating, whether intentional or unintentional.

Avoiding plagiarism is a matter of academic and personal integrity.

For Ohio Dominican University's policies regarding plagiarism, see the [2007-2008 Student Handbook & Planner](#), p. 23, available online at the Campus Life >> Student Services page >> [Student Handbook](#).

## Are You Sure You Aren't Plagiarizing? - Read Examples from these Sites:

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Avoiding Plagiarism: Mastering the Art of Scholarship - <http://sja.ucdavis.edu/files/plagiarism.pdf>

What is Plagiarism? - <http://www.georgetown.edu/honor/plagiarism.html>

For personal assistance, visit [The Write Place](#), part of the Academic Resource Center, located in Spangler 204B. For hours and contact information, visit their Web page at <http://www.ohiodominican.edu/stuserv/accenter/writingtutors.shtml>

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<sup>2</sup> [What is Plagiarism](#), Georgetown University Retrieved January 15, 2008.  
<<http://www11.georgetown.edu/programs/gervase/hc/plagiarism.html>>