

Understanding and Avoiding Plagiarism:

A KSU Student's Guide

Plagiarism: A Misunderstood Subject

A. Plagiarism and Cheating

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

On page 186 of the KSU Student Handbook, found at http://www.kennesaw.edu/student_life/forms/shb/ksushp14.pdf

Plagiarism: A Misunderstood Subject

Many students do not understand plagiarism, believing that plagiarism is simply copying another's paper. How could one accidentally copy another's paper?

Plagiarism is a complex issue. There are a lot of ways to plagiarize. What you think may be just using sources correctly can get you suspended.

“I didn’t mean to” is never accepted as an excuse at KSU.

Another Misconception

Some students mistakenly believe that every teacher is different when it comes to plagiarism. Some believe that English professors don't agree on what plagiarism is, and that there probably isn't any set of rules.

You Have Received the Rules

There most definitely is a set of rules.

You have probably been taught them
before.

You Have Received the Rules

In every English handbook there is a section on plagiarism with rules and examples. You are expected to have read the plagiarism sections and understood the rules, even if you've never, ever had an English teacher say the word "plagiarism" to you.

You are Responsible for Avoiding Plagiarism

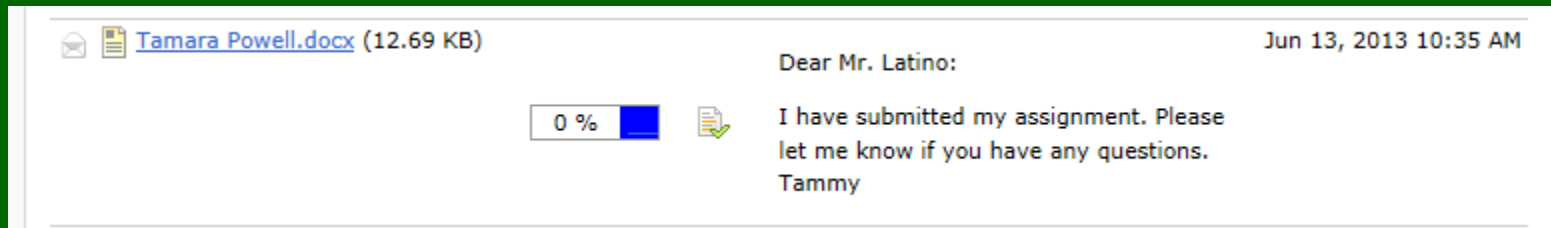
D2L has an automatic plagiarism checker. It is called Turnitin.com. You don't see it, but it automatically scans your submissions.

You are Responsible for Avoiding Plagiarism

When you view your assignment, even before it has been graded, you can see if you have any text that matches other text either on the internet, in journals, in other papers that have been turned in, or even on bought paper sites.

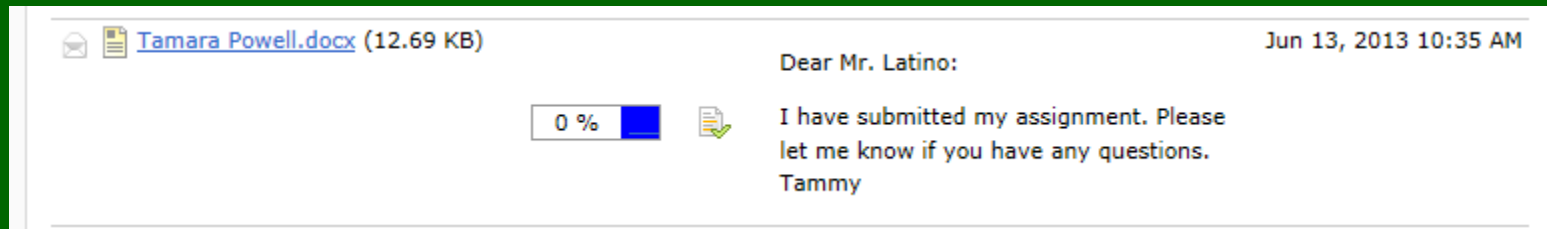
You are Responsible for Avoiding Plagiarism

You will see a colored box beside your submission about half an hour after you turn it in.



The screenshot shows an email interface with a white background. At the top left, there is a document icon and the text "Tamara Powell.docx (12.69 KB)". At the top right, the date and time "Jun 13, 2013 10:35 AM" are displayed. In the center, there is a progress bar showing "0 %" with a blue bar that is only a small fraction of the total length. To the right of the progress bar is a document icon with a green checkmark. Below the progress bar, the text reads: "Dear Mr. Latino: I have submitted my assignment. Please let me know if you have any questions. Tammy".

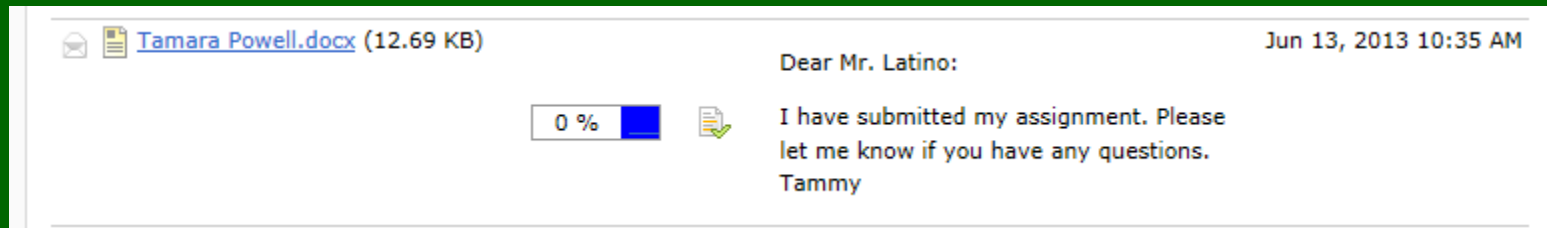
You are Responsible for Avoiding Plagiarism



The percent sign tells you how much of your text matched another document.










The tiny piece of paper icon with the green check is your graded paper, with comments. Click on it to see your instructor comments.

You are Responsible for Avoiding Plagiarism









But back to the colored square, or your originality report.

Interpreting Originality Reports

 Feedback Left: Jul 5, 2013 6:05 PM Feedback Read: Jul 11, 2013 8:46 PM		
26 % 	Jul 1, 2013 9:39 AM	
 Feedback Left: Jul 6, 2013 5:45 PM Feedback Read: Jul 18, 2013 9:21 PM		
26 % 	Jul 1, 2013 10:34 PM	
 Feedback Left: Jul 7, 2013 4:55 AM Feedback Read: Jul 24, 2013 9:39 PM		
13 % 	Jul 1, 2013 11:49 PM	

When writing a research paper, you are expected to use sources. So as you see above, a normal originality report is not zero.

Interpreting Originality Reports

Feedback Left: Jul 5, 2013 6:05 PM Feedback Read: Jul 11, 2013 8:46 PM		
26 % 	Jul 1, 2013 9:39 AM	
Feedback Left: Jul 6, 2013 5:45 PM Feedback Read: Jul 18, 2013 9:21 PM		
26 % 	Jul 1, 2013 10:34 PM	
Feedback Left: Jul 7, 2013 4:55 AM Feedback Read: Jul 24, 2013 9:39 PM		
13 % 	Jul 1, 2013 11:49 PM	

And the number and color in itself tells you nothing.

Interpreting Originality Reports

10
Employers should provide employees with organizational ethical expectations and rules. Company expectations about ethical behavior usually are contained in employee handbooks and codes of ethics (Stephen 2). This method is being used in most companies in the orientation program for new employees. All individuals have their own ethical standards of conduct and

When you look at the originality report (which you can do—turn the assignment in a day early and look at your report, then fix it and resubmit if needed), you will see a number that refers to where the information came from. In the example above, this information is quoted correctly. This student did a great job!

Interpreting Originality Reports

Aside from facing fines or possible lawsuits, manufacturer profits can plummet once consumers become aware of greenwashing. Surveys conducted in the early 1990s revealed a large majority of Americans worried about the environment and were willing to alter their purchasing behaviors to benefit environmental quality (Feinstein, 231).

Sadly, this student put quotations in a paper but did not use quotation marks. The example above shows plagiarism. Quotations must be in quotation marks.

Use the Tools Available to You

Finish viewing this presentation to learn all about plagiarism. Then, just to make sure, use the plagiarism checker in D2L to catch any mistakes you might have made. In this class, your instructor will always grade your last submitted paper—no questions asked.

Use One Documentation Style, and Use It Correctly

DO NOT mix and match documentation styles.

Use MLA and use it correctly OR use APA and use it correctly.

The styles are different. Use them correctly.

Arm Yourself with Knowledge

Now that you know you can 1) be careful and 2) double check, let's continue with what plagiarism is and isn't.

Plagiarism is Pretending Another's Information is Your Own

- ✓ Copying another's entire paper and claiming it as one's own
- ✓ Copying a part of another's paper and claiming it as one's own
- ✓ Copying information from a source and pretending that information is one's own.

Plagiarism is Using Quotation Marks Incorrectly

- ✓ Copying information from a source word for word without putting quotes around those words--whether or not the source is cited there in the paper or on the works cited page

Plagiarism is Improper Citation

- ✓ Copying information from a source but changing the words around without providing an in-text citation--whether or not the source is cited on the works cited page.

Plagiarism is Sloppy Documentation

- ✓ Copying information incorrectly, putting quotation marks around it, including a proper in-text citation, citing it properly on the works cited page.
- ✓ Copying information correctly with quotation marks, including a proper in-text citation, but no citation on the works cited page.

Plagiarism is Inaccurate Quotations

- ✓ Changing the spelling of a word, changing a letter from upper to lower case, or changing the verb tense in an exact quotation without indicating it as such with brackets or ellipses.

You Might Be Asking Yourself,

How do I know what an in-text citation is?

Or a works cited page?

A direct quote? What other kind is there?

How do I use quotation marks?

And what are brackets and ellipses?

Documentation Styles

There are several documentation styles you can use. Check with your advisor if you don't know which one is preferred in your discipline. Common documentation styles are MLA and APA, and those will be addressed in this presentation.

MLA

Documentation Style

Look in your MLA or APA handbook or on the Purdue Owl website. You will see headings offering to explain to you “parenthetical citations” or “in-text citations” and “works cited” or “references” formats.

What are Parenthetical or In-Text Citations?

- ✓ Parenthetical or in-text citations are used in MLA whether you quote directly (word for word, verbatim) from the source, or paraphrase (put it completely in your own words)
- ✓ They include the page number or numbers on which you found the information

What are Parenthetical or In-Text Citations?

- ✓ Parenthetical or in-text citations are used in APA whether you quote directly (word for word, verbatim) from the source, or paraphrase (put it completely in your own words)
- ✓ They include the year during which the information was published.

Paraphrasing

- ✓ Paraphrasing isn't just changing the words around
- ✓ Consult a handbook: when you paraphrase, you cannot use any of the same nouns or verbs and you cannot use the same sentence structure. Failure to observe the rules of paraphrasing will result in the penalties of plagiarism

Parenthetical or In-Text Citations

- ✓ In APA, always include the author, year of publication, and page number in the in-text citation.
- ✓ According to Smith (2013), “Lancelot was always the hero” (p. 98).
- ✓ If the author is not named in the phrase, cite with author, year of publication, and page number: “Lancelot was always the hero” (Smith, 2013, p. 98).

Parenthetical or In-Text Citations

- ✓ In MLA, if the essay has more than one source, the parenthetical citation includes the author's last name and the page number: (Twain 23)
- ✓ If the essay has only one source, the citation includes the page number only: (23)

Analyzing Examples

Our example involves a paper on horses using Alice Walker's book, *Anything We Love Can Be Saved* as a source.

We read page 169, where Walker writes, "Horses are some of the most beautiful creatures Nature has devised. They are a symbol to us of all that is graceful, fluid, and free. Our Souls need them."

Analyzing Examples

We begin our paper by writing,

Horses are beautiful.

Is this plagiarism?

No. Many people see horses as beautiful. This is common knowledge.

As you have read in your handbook, you don't cite common knowledge.

Analyzing Examples

We continue writing

Horses are symbols to us of
grace and freedom.

We know that we have taken this idea from
Walker, but we changed the words around
quite a bit. Is this plagiarism?

Yes.

Analyzing Examples

This idea is not common knowledge. People do not walk around thinking, “Oh, horse, symbol of grace and freedom!”

So, the idea must be credited to Walker. How do we do that? First, make sure there is no word for word quotation here.

Parenthetical or In-Text Citations: An Example

Our words:

Horses are symbols to us of
grace and freedom.

Walker's words: "Horses are some of the
most beautiful creatures Nature has
devised. They are a symbol to us of all
that is graceful, fluid, and free. Our Souls
need them."

Our words:

Horses are symbols to us of
grace and freedom.

Walker's words: "Horses are some of the
most beautiful creatures Nature has
devised. They are a symbol to us of all
that is graceful, fluid, and free. Our Souls
need them."

Also, the words symbol, grace, and free are
altered in form, but not changed.

Parenthetical or In-Text Citations: An Example

The underlined portions show us where we have quoted word for word. We need to put quotation marks around those two sections of words, or put those two sections in our own words, or quote the whole thing directly from Walker. We also need to change the sentence structure. Right now, our “paraphrase” is plagiarism.

Horses are symbols to us of
grace and freedom.

Becomes

The iconography of elegance
and liberty are well
represented by the horse.

So what now?

Parenthetical or In-Text Citations: A Paraphrase (MLA)

We can credit Walker before the information is presented and put the page number at the end:

According to Walker, the iconography of elegance and liberty are well represented by the horse(168).

Parenthetical or In-Text Citations: A Paraphrase (MLA)

Or we can put Walker and the page number at the end:

The iconography of elegance and liberty are well represented by the horse(Walker 168).

Parenthetical or In-Text Citations: A Paraphrase (MLA)

If Walker is the only source we use in our essay, we can simply put the page number:

The iconography of elegance and liberty are well represented by the horse (168).

Parenthetical or In-Text Citations: A Paraphrase (APA)

We can credit Walker before the information is presented and put the page number at the end:

According to Walker (1997), the iconography of elegance and liberty are well represented by the horse (p.168).

Parenthetical or In-Text Citations: A Paraphrase (APA)

If we don't indicate that Walker is the author before the quotation, we cite it thus:

The iconography of elegance and liberty are well represented by the horse (Walker, 1997, p.168).

Parenthetical or In-Text Citations: A Direct Quote

We decide to use Walker's phrase "Our Souls need them":

"Horses are some of the most beautiful creatures Nature has devised. They are a symbol to us of all that is graceful, fluid, and free. Our Souls need them."

Parenthetical or In-Text Citations: A Direct Quote

There's no real way to paraphrase that.

This is definitely a job for a direct quote.

Parenthetical or In-Text Citations: A Direct Quote (MLA)

We write,

Horses bring many hearts in motion; they fulfill some of our deepest fantasies and desires. They have moved the most eloquent of writers to say of horses, "Our Souls need them" (Walker 168).

Parenthetical or In-Text Citations: A Direct Quote (APA)

We write,

Horses bring many hearts in motion; they fulfill some of our deepest fantasies and desires. They have moved the most eloquent of writers to say of horses, "Our Souls need them" (Walker, 1997, p.168).

Parenthetical or In-Text Citations: A Direct Quote (APA)

Let's look at what we have done.

They have moved the most eloquent of writers to say of horses, "Our Souls need them" (Walker, 1997, p. 168).

If your reader wanted to know who this "most eloquent" writer was, all he or she would have to do would be to consult the works cited page of the essay to find out it's Alice Walker.

Parenthetical or In-Text Citations: A Direct Quote (MLA)

Remember what we quoted:

"Our Souls need them" (Walker 168).

What if, while proofreading, we think, "I want that to be less assertive-sounding for stylistic reasons" and change the quote to,

"Our Souls may, sometimes, on rainy days, need them" (Walker 168).

Paranthenetical or In-Text Citations: A Direct Quote (MLA)

Is that what Walker wrote? Compare the two:

Original

"Our Souls need them" (Walker
168).

Changed

"Our Souls may, sometimes, on
rainy days, need them" (Walker
168).

Parenthetical or In-Text Citations: A Direct Quote (MLA)

Is this an improvement? That's not the point. The point is, the quote is now incorrect. We have changed Walker's words. No one has permission to do that to Alice Walker, or any writer used as a source.

Now the quotation is plagiarized.

Quotations must be quoted EXACTLY.

If changes are made, they must be indicated as such.

Parentetical or In-Text Citations: A Direct Quote

It may be tempting to clean up Benjamin Franklin's grammar or to give Emily Dickinson some real punctuation, but such changes are plagiarism.

Don't let your spellcheck make such changes, either.

Consult your handbook for special rules about quoting poetry or four or more lines of non-poetry (prose).

Brackets and Ellipses

Changing the spelling of a word, changing a letter from upper to lower case, or changing the verb tense in an exact quotation without indicating it as such with brackets or ellipses is plagiarism. Use of brackets is the same with MLA or APA style.

Brackets []

Ellipses . . .

Brackets (MLA)

Brackets are used in a direct quotation to indicate that a word has been altered in some way or added.

Original

"Our Souls need them" (Walker 168).

Changed and Properly Bracketed

"Our [s]ouls need[ed] them" (Walker 168).

Brackets (APA)

Brackets are used in a direct quotation to indicate that a word has been altered in some way or added.

Original

"Our Souls need them" (Walker, 1997, p. 168).

Changed and Properly Bracketed

"Our [s]ouls need[ed] them" (Walker, 1997, p. 168).

Ellipses

Ellipses are used in a direct quotation to indicate that a word has been taken out

Example is in MLA

Original

"Horses are some of the most beautiful creatures Nature has devised. They are a symbol to us of all that is graceful, fluid, and free. Our Souls need them" (Walker 169)

Changed

According to Alice Walker, "Horses are . . . beautiful . . ." (169).

These ellipses show that there are words in the sentence that are missing in the direct quote.

Example is in MLA

Original

"Horses are some of the most beautiful creatures Nature has devised. They are a symbol to us of all that is graceful, fluid, and free. Our Souls need them" (Walker 169)

Changed

According to Alice Walker, "Horses are . . . symbol[s] . . . of . . . free[dom]" (169).

These ellipses and brackets indicate changes.

Ellipses

... or ?

Ellipses are also used when you need some information from a direct quote, but not all of it.

You put ellipses--three dots--in to show that a portion of a sentence has been taken out.

Ellipses to show that more than one sentence has been take out are also used. Then they are four dots.

Even if you take out three sentences, you still use just four dots.

Brackets

Brackets have other uses. What if you wanted to change the verb tense because the rest of your paper is in past tense?

Brackets

Original

"Our Souls need them" (Walker
168).

Past tense

"Our Souls need[ed] them" (Walker
168)

OR

Our Souls [needed] them" (Walker
168).

Example is in MLA

Sic

What about that capital letter 'S' in "Souls"?
What if we just correct it?

Example is in MLA

Original

"Our Souls need them" (Walker
168).

Changed

"Our souls need them" (Walker
168).

THIS IS PLAGIARISM!

DO NOT CHANGE THE ORIGINAL!

Sic

If a grammar error is bothering you, use [*sic*] to show that it is not your grammar error, or use brackets to indicate change. **Example is in MLA**

“Our Souls [*sic*] need them” (Walker 168).

“Our [s]ouls need them” (Walker 168).

If you have more questions about ellipses and brackets, consult your handbook under “quotations” or “brackets” or “ellipses.”

You Might Wonder . . .

How in the world will an English professor know what I've copied or what I've changed?

Actually, that's how students get busted-- they don't follow the rules and they leave a sloppy plagiarism trail behind them.

Let's view a few excerpts from student papers, shall we?

Halifax' paper on getting rich in America

It is really hard to get ahead in this country, and many people don't realize it, but hegemony here designates participative moral-intellectual leadership, not the reified mechanical consensus that legitimizes bourgeois authority. And that's what needs to be done.

Halifax' paper on getting rich in America

What do you think Halifax would say if the professor called her in and asked her, what is "the reified mechanical consensus that legitimizes bourgeois authority"?

What are you talking about?

Busted.

But I didn't know!
I didn't mean to!

You see, whether Halifax means to or not, she is saying these are her own ideas.

They are actually E. San Juan jr.'s ideas in his book *Racial Formations/Critical Transformations*.

It's not too hard to figure out: Halifax is plagiarizing. She will get an F for her paper.

Elke's paper on the Rabbi Max Heller

When Rabbi Max Heller was considered to be the new rabbi for Temple Sinai in New Orleans, "One hundred male heads of household comes to discuss the candid of the young Max Heller" (Malone 1). It was a joyous day for Heller, and an important moment in Louisiana history.

Example is in MLA

Elke's paper on the Rabbi Max Heller

Spell check would not pick it up, but there are two errors that lead the reader to think either 1) Her source was poorly edited, or 2) Elke is plagiarizing. A quick check, and it's Elke. She has quoted sloppily. This mistake will cost her points.

Check Your Quotes!

If your author is British and spells “color” as “colour,” then you must, too. Don’t let spell check change it for you.

If your author uses a lot of poetic license, spelling words strangely, then you must, too, when you quote directly from him or her.

Check Your Quotes!

Direct quotes must be EXACT, or can lose points. You cannot add to direct quotes (without brackets or ellipses), and you cannot subtract from them.

No Quotes Are Free!

There is NEVER a time that you can take information from a source and not quote it, unless it is common knowledge. When in doubt, quote.

There is never a time when you can take anything word for word, even common knowledge, and not cite it. NEVER.

The Works Cited Page or References Page: Another Potential Area of Plagiarism

In our paper, the word “Walker” in the parenthetical citation corresponds to the word “Walker” in the works cited page.

That way, if the reader wants to find out where we got our information, the reader simply looks to the last page, sees the word “Walker” and finds out about our sources.

The Works Cited or References Page

This won't work, however, if we put Walker's book under "A" for *Anything We Love Can Be Saved*.

Always list a book under the author's last name. To do anything else is plagiarism.

Books go under author's last names--that is the rule.

Look under MLA and “works cited” in your handbook.

You’ll see that there is a standard format.

Works Cited is centered at the top of the page.

Then there are directions for each kind of work you are citing--books, journals, magazines, even web pages and telephone interviews.

All of these go on alphabetical order on the works cited page.

The next slide shows you an example of books on a works cited page. Everything is double-spaced. ⁷⁷

Works Cited

Malone, Bobby. *Rabbi Max Heller*.
Tuscaloosa, AL: U of AL P,
1997.

San Juan, E., jr. *Racial
Formations/ Critical
Transformations*. Atlantic
Highlands, NJ: New Humanities
P, 1992.

Walker, Alice. *Anything We Love
Can Be Saved*. New York:
Random House, 1997.

Look under APA and “references list” in your handbook.

You’ll see that there is a standard format.

References is centered at the top of the page. Then there are directions for each kind of work you are citing--books, journals, magazines, even web pages and telephone interviews.

All of these go on alphabetical order on the references page.

The next slide shows you an example of books on a references page. Everything is double-spaced.

References

- Malone, B. (1997). *Rabbi Max Heller*. Tuscaloosa, AL: University of Alabama Press.
- San Juan, E., jr. (1992). *Racial formations/ critical transformations*. Atlantic Highlands, NJ: New Humanities Press.
- Walker, Alice. (1997). *Anything we love can be saved*. New York, NY: Random House.

Look at the samples in your book

- ✓ Every period, every comma, every capital letter has to be in its proper place.
- ✓ “Works Cited” and “References” are centered

Look at the samples in your book

- ✓ Works are listed alphabetically, left justified--all works, magazines, journals, etc.
- ✓ Every thing is double spaced
- ✓ Hanging indent is used--first lines of entries are not indented, all other lines of an entry are indented five spaces.

- ✓ When you collect data for your paper, write down all the information you need: title, author, date, page number, and other information.
- ✓ Be very careful when writing quotations down and proofreading to make sure quotations are all correct.
- ✓ It is never your professor's job to catch your plagiarism before you turn in your essay.

- ✓ If your professor asks you, “Where did you get this information? Be sure to check your quotes,” you will know that something looks strange-- you’d better make sure everything is just right.
- ✓ Sloppy quotes in the business world can lead to lawsuits.
- ✓ Sloppy quotes in the medical world can lead to incorrect dosages and death.
- ✓ Sloppy quotes in the architectural world can lead to collapsed buildings and loss of property and life.

Questions?

If you have questions, please do not
hesitate to ask your professor.

The End

