

## Ten Tips for Avoiding Plagiarism

1. Don't turn in a paper written by a friend, a relative, a classmate, a fraternity brother, sorority sister, or an online research service. This is fraud.
2. If you use the exact words of an author you read in a book, magazine, newspaper, academic journal, web site, online database, or any other source, the words should be in quotation marks and the source should be credited.
3. Even if you change the words or the sentence structure slightly, you still need to credit the source and put any part that is still exactly the same in quotation marks. Changing the words a little does not make it yours.
4. If you paraphrase material from a source so that you are talking about someone else's ideas or data in your own words, you still need to credit the source. In APA, this is usually done by using the last name of the author with the publication date in parentheses like this:
  - o Reynolds (1996) argues that 12<sup>th</sup> century teachers used Classical authors to teach Latin vocabulary.
5. In MLA you put the title of the work and the page number, like this:
  - o Suzanne Reynolds argues that 12<sup>th</sup> century teachers used Classical authors to teach Latin vocabulary (*Medieval Reading* 31).
6. Find out what documentation style your instructor wants, and use it. Rules for almost any documentation style can be found on the Internet.
7. Keep track of where you get your information. Write down or copy URL's, authors, titles, and page numbers.
8. Don't procrastinate. Don't wait until the day before the paper is due to start on a research paper. Research takes time. Writing takes time. Don't end up desperate at 3:00 am.
9. Always document your sources. Even if you get the format wrong, you can't be accused of plagiarism if you honestly reveal where you got your words and information. Being accused of plagiarism can be very bad.
10. Make sure that every source you use appears in the "Works Cited" or "References" list at the end of your paper (unless the instructor, or the format you are using, doesn't require it).