

## Plagiarism Worksheet

**Plagiarism** defined: any use of someone else's words or ideas without explicit and complete documentation and acknowledgement.

*Deliberate Plagiarism:*

- 1) Buying another person's work or soliciting another to do work for you.
- 2) Misrepresenting sources: concocting information or finding information in one source and attributing it to another. Also, citing sources which have not been consulted.
- 3) Passing off the work of other writers as your own—entire articles, paragraphs, sentences, phrases, and even ideas.

**An act of deliberate plagiarism for any work in this course will result in a final course grade of F.**

*Incorrect Attribution of Sources (Non-deliberate plagiarism):*

- 1) Distinctions between quoting and paraphrasing
- 2) Use appropriate citation marks (quotation marks surrounding directly quoted materials, correct author's name and page numbers for parenthetical citation).

*Other Forms of Plagiarism:*

- 1) Submitting a paper written for another class or for another assignment.
- 2) Allowing a friend or tutor to add text to your paper (Feedback from colleagues is encouraged, but all words in the paper should ultimately be your own).

**Non-deliberate acts of plagiarism result in severe penalties to the assignment, including the possibility of receiving a grade of "zero" for the particular assignment.**

*Distinctions between Quotation, Paraphrase, and Summary:*

**Quotation:** an exact duplication of the author's words as they appear in original source.

**Paraphrase:** a restatement of the author's words in your own words.

**Summary:** a brief condensation of the main point of the original source.

### **Quick Guidelines for Avoiding Plagiarism**

- ✓ Place all quoted material in quotation marks.
- ✓ Identify sources from which you paraphrase or summarize.
- ✓ Give credit for the creative ideas you borrow from a source, including particular uses of anecdotes or examples.
- ✓ When paraphrasing and summarizing, replace the structure of the passage and the language with your own.
- ✓ Acknowledge borrowed organization—use of same subtopics or same point-by-point analysis.

## Plagiarism Quiz

- 1) When you use the work of another writer, you must provide documentation in all of the following cases EXCEPT when
- a) you replicate the exact words of the author, within quotation marks
  - b) you use the exact ideas of the writer but change the wording
  - c) you write your thoughts or reflections after reading the author's text
  - d) you use the writer's organizational plan or examples

- 2) Circle the number for each of the following acts that *does* constitute plagiarism. Do not mark those items that are legal acts.

- a) Meeting with a Writing Center consultant
- b) Allowing a paid editor to revise your work
- c) Using the exact words of another writer, within quotation marks and with a parenthetical citation
- d) Submitting a paper turned in for another class
- e) Allowing classmates in your peer review group to comment on your paper
- f) Allowing a tutor or friend to edit your paper

- 3) Identify the forms of citation used for the following passage:

Man is born free, and everywhere he is in chains. Many a man believes himself to be the master of others who is, no less than they, a slave. How did this change take place? I do not know. What can make it legitimate? To this question I hope to be able to furnish an answer.

I. In an essay examining the relationship of humanity and society, Rousseau asserts that "man is born free, and everywhere he is in chains" (Rousseau 57).

- a) Paraphrase                      b) Quotation                      c) Summary

II. Rousseau suggests that, although they come into the world uninhibited, human beings find themselves universally oppressed. (Rousseau 57)

- a) Paraphrase                      b) Quotation                      c) Summary

III. In his essay, "The Origin of Civil Society," Rousseau questions his observations of humanity, which indicate that a person's free nature and his or her actual social status are in conflict.

- a) Paraphrase                      b) Quotation                      c) Summary