

Writing Center Handouts

Is My Paper Free of Plagiarism? Checklist

Make Sure You Have:

1. Paraphrased correctly and included a reference to clearly indicate the parts of your work that are drawn from another person's work or experiences.

You must clearly indicate which part of your work is drawn from somewhere else. Paraphrasing is when you use what someone else has said or written, but you write it in your own words. If you paraphrase you must include an in-text citation so the reader can locate the original source.

2. Used direct quotations sparingly.

To quote is to use the precise words that someone else has written or spoken in your own work. Direct quotes should always be put inside quotation marks, and must be followed by an in-text citation. Check a style guide to see how to indent longer quotes so that they stand apart from the main body of your work. Only select quotes that support the point you are making, keeping in mind the idea of quality over quantity. Don't overuse quotes, and be sure to add your own contribution or viewpoint; it is ultimately your words that will be graded.

3. Provided a reference for every image, diagram or figure (unless you created it).

Even if you edit an existing item it still needs to be referenced.

4. Included a reference list of all the work you are citing (quoting or paraphrasing) for this assignment.

Make sure you understand what type of works cited page you are expected to submit, and consult your professor or a style guide for formatting questions. Work cited pages (also called bibliographies and references) appear on a separate page at the end of your paper and include all in-text citations, including any paraphrasing, quotations, and/or footnotes.

5. NOT used copy and paste to take text from another source (unless it is a direct quote and you reference it).

This is VERY important. If you copy and paste from a source and fail to reference it properly then you have plagiarized. It doesn't matter if you did this intentionally or not. If you use any source, you should never copy and paste, and you should always make sure to acknowledge that the idea presented is not your own by having in-text citations.

6. NOT used another student's work, or submitted someone's work as your own.

Only work collaboratively with your classmates if your professor explicitly tells you this is allowed. However, if your assignment has only your name on it when you turn it in, then you should not put any of your friend's ideas or work into the paper. Copying from someone else's work, or not giving credit to someone else's words, is plagiarism and can incur serious penalties.

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Also, do not allow anyone else to submit your work as his or her own: this is collusion, which is considered academic misconduct.

7. NOT copied from a previous work you have submitted for any previous class or assignment.

This is called self-plagiarism and it is academically dishonest. If you think a section from one of your previous papers could be used in a new assignment, you should always talk to your professor to get permission. Often, professors use websites to check your paper against other submitted academic work, so they would be able to find this dishonesty.

8. Read and understand the consequences of plagiarizing.

If you have not checked off all of the steps above, there is a chance you have plagiarized. If your professor suspects you of academic dishonesty, they can report your work to Stetson's Honor System Council. This group of students investigates accusations of plagiarism and cheating, and works with the professor and student to find out both sides of the story. If you are found to have violated Stetson's Honor Code, the Honor Council has the power to apply sanctions against you. These consequences could include having to write an apology letter, being assigned an extra paper about plagiarism, receiving a failing or reduced grade on the assignment, being failed for the entire class, and, in extreme cases, even being suspended or expelled from Stetson University. To learn more about the Honor System Council and academic honesty at Stetson, visit this website: <http://www.stetson.edu/other/honor-system/>

Resources:

Academic Success Center

If you have found yourself in a situation where you have considered copying other work, it may be because you are having problems with time management or you have found the task difficult. If you find yourself in this situation, the Academic Success Center on the 2nd floor of the library has peer success coaches that work one-on-one with students who need help with time management. If you do run out of time to finish your paper, it is always better to submit your work late or ask your professor for an extension, instead of turning in plagiarized work. The consequences for plagiarism are much steeper than one missed assignment. To learn more about academic success and make an appointment, visit this website: <http://www.stetson.edu/administration/academic-success/>

Research Librarians, Writing Center, and Peer Tutoring

There are lots of resources available to you for writing, doing research, and completing homework in general. You have to take the first step and ask for help.