

Campus Academic Resource Program

Avoiding Plagiarism

This handout will:

- Define plagiarism
- Identify common types of plagiarism
- Provide strategies that help prevent plagiarism
- Explain what can be characterized as common knowledge
- Offer advice for avoiding plagiarism during your research and writing process

What is Plagiarism?

The following section includes passages from San Francisco State University's Plagiarism Policy.

Plagiarism: “using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.”

- This includes, but is not limited to:
 - “The submission of a work, either in part or in whole **completed by another.**”
 - “**Failure to give credit** for ideas, statements, facts or conclusions which rightfully **belong to another.**”
 - “**Failure to use quotation marks** when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof.”
 - “Close and lengthy paraphrasing of another's writing **without credit** or originality; use of another's project or programs or part thereof **without giving credit.**”

The Common Types of Plagiarism

The following section will describe the different types of plagiarism that one can commit. This section will also contain examples of each type of plagiarism.

Verbatim Plagiarism: copying source material word for word and pasting that material into a paper without quotations and/or proper citation (Harvard Guide).

Uncited Quotation: including words from another source in quotation marks without properly citing that material (Harvard Guide).

Inadequate Paraphrase: inserting source material into an essay and replacing only a small amount of the original words with the writer's own (Harvard Guide).

Uncited Paraphrase: including adequately paraphrased material in without providing proper citation (Harvard Guide).

Mosaic Plagiarism: Creating a patchwork paper made up of segments of plagiarized material mixed with pieces of a writer's own words without citation and/or quotation marks (Harvard Guide).

Campus Academic Resource Program

Avoiding Plagiarism

Examples: (Plagiarized material will appear in *italics*)

<p>“The literacy rates among fourth grade students in America are sobering. Sixty six percent of all U.S. fourth graders scored ‘below proficient’ on the 2013 National Assessment of Education Progress (NAEP) reading test, meaning that they are not reading at grade level” (National Center for Education Statistics, 2013).</p>	
<p>Verbatim Plagiarism</p>	<p>Uncited Quotation</p>
<p>Elementary school students are becoming increasingly less literate. In fact, <i>sixty-six percent of all U.S. fourth graders scored ‘below proficient’ on the 2013 National Assessment of Education Progress</i> test.</p> <p>Copies directly from source</p>	<p>Elementary school students are becoming increasingly less literate, and “<i>sixty-six percent of all U.S. fourth graders scored ‘below proficient’ on the 2013 National Assessment of Education Progress</i>” test.</p> <p>Although in quotations, fails to identify the source.</p>
<p>“At the end of last summer...a massive crater...just one day showed up. Early estimates placed it at nearly 100 feet in diameter, nestled deep in Siberia’s Yamal Peninsula...Global warming had thawed the permafrost, which had caused methane trapped inside the icy ground to explode” (McCoy).</p>	
<p>Inadequate Paraphrase</p>	<p>Uncited Paraphrase</p>
<p><i>Last summer a massive crater showed up one day in Siberia’s Yamal Peninsula. Scientists estimate that it is nearly 100 feet in diameter and was caused by a huge methane explosion due to thawing of permafrost allowing trapped methane to escape.</i></p> <p>Student has only replaced a few words, while leaving entire phrases from source intact.</p>	<p><i>Last year a crater measuring almost 100 feet in diameter was discovered in Siberia. Scientists have suggested that climate change has thinned the region’s permafrost making it possible for methane to be released in giant explosions.</i></p> <p>Student has used information from a source that is adequately paraphrased without properly citing it.</p>

Campus Academic Resource Program

Avoiding Plagiarism

“French Foreign Minister Laurent Fabius said this morning on French radio that if separatist troops advanced on the Ukrainian city of Mariupol, that would constitute a new red line... Ukrainian President Petro Poroshenko has been making the rounds of European capitals, working to get a real cease-fire in place and to get Russian troops out of his country. Russia denies that its forces are in Ukraine and that it is assisting separatists” (Beardsley).

Mosaic Plagiarism

After months of fighting and numerous cease-fire agreements, French Foreign Minister Laurent Fabius has once again warned Russia and its separatists that if *separatist troops attack Mariupol*, it would indicate that Russian separatists had *crossed a new red line*. The President of Ukraine, Petro Poroshenko, has been travelling around *European capitals and trying to get a cease-fire declared that would get Russian troops out of his country*. So far, *Russia has denied helping separatist forces in Ukraine*.

Student has only replaced a few words, while leaving entire phrases from source intact.

How to Avoid Plagiarism

Direct Quotes: Uses the exact words from a source text to preserve the writer’s precise language.

- How to use it:
 - Create a quotation sandwich:
 - *Introduce the quote, Provide the quote, Explain the quote.*
 - Use the acronym **IPE** to remember the steps of the quotation sandwich.
 - *Original Quotation:* “At once it struck me, what quality went to form a Man of Achievement, especially in literature, and which Shakespeare possessed so enormously—I mean Negative Capability, that is when man is capable of being in uncertainties. Mysteries, doubts, without any irritable reaching after fact and reason” (Keats).
 - *Example:* In a letter to his brothers, John Keats defined his highly influential idea of Negative Capability. Keats described this concept as “when a man is capable of being in uncertainties, mysteries, doubts, without any irritable reaching after fact and reason” (1). This concept describes human beings’ capacity to accept the ineffable without being bothered by the mysteries brought on by the experience of contemplating the unknown.
 - Use an attribution phrase:
 - An attribution phrase indicates to the reader that you will be using a quotation.
 - It includes either the full name or only the last name of the quote’s author.
 - According to Stone, “...”
 - Wilhelm notes, “...”
 - In the words of William Shakespeare, “...”
 - *Successful Quotation with an attribution phrase:* In describing his philosophy of Negative Capability, John Keats said: “that is when a man is capable of being in uncertainties, mysteries, doubts, without any irritable reaching after fact and reason” (Keats).

Campus Academic Resource Program

Avoiding Plagiarism

Paraphrase: Expressing someone else's writing in your own words.

- How to use it:
 - Usually completed for shorter passages and maintains the approximate length of the original passage.
 - Must maintain the original meaning of the source text.
 - Paraphrase only the most essential information from the original passage that depicts the passage's meaning.
 - Include as few (if any) of the original words from the source text as possible (Plagiarism.org).
 - Helpful Hint: Underline the main ideas and important words to help you understand the meaning.
 - *Original Quotation:* “At once it struck me, what quality went to form a Man of Achievement, especially in literature, and which Shakespeare possessed so enormously—I mean Negative Capability, that is when man is capable of being in uncertainties. Mysteries, doubts, without any irritable reaching after fact and reason” (Keats).
 - *Successful Paraphrase:* One can describe John Keats' idea of Negative Capability as the potential for human beings to accept the unknown, in art and in life, without trying to define or explain it (Keats).

Exercise #1: Practice **paraphrasing** by rewriting the following passage **in your own words** as if you are going to include this paraphrase in an essay.

- *Passage:* “According to a recent NPR story, cremated human remains can be heated, compressed, and formed into diamonds. Yes, diamonds. (I'd heard about this several years ago, but it still fascinates me.) Timing seems to vary from company to company, with the process taking anywhere from 3 to 12 months, but that's much sooner than the millions of years it takes nature to create a diamond. Costs range between \$5,000 and \$22,000” (James).

Summary: Capturing the meaning and main ideas of a text in your own words.

- Similar to paraphrasing, but typically completed for larger passages (paragraphs/pages/chapters/entire book).
- How to use it:
 - Maintain the original meaning of the source text.
 - Articulate that meaning in writing that is significantly shorter than the original text.
 - Maintain the original order of the source text.

Campus Academic Resource Program

Avoiding Plagiarism

Common Knowledge

Common Knowledge is information that can be found in a large number of sources, or is so widely known by most people that it does not need to be cited (Plagiarism.org). Information can also be considered common knowledge if it is widely known by members of a particular field (i.e. Darwin's Theory of Evolution known by Biologists), but is not widely known by most people.

- Examples:
 - The Declaration of Independence was signed on July 4th, 1776.
 - (This information is so widely known that it does not need to be cited).
 - Albert Einstein's theory of relativity contains two significant theories: general relativity and special relativity.
 - (This information may not be common knowledge to everyone, but it would be common knowledge to those studying physics. Furthermore, this information can be found in an innumerable amount of sources, so it does not need to be cited.)
- **Note:** As it may be difficult to decide what is classified as common knowledge, consider the following:
 - Who is your audience?
 - What can I assume they already know?
 - When in doubt, cite!

Exercise #2: Common Knowledge or Citation Required?

- Read the following passages and determine if they are Common Knowledge by marking **CK**, or if there is a Citation Required by marking **CR**.
- An answer key for this exercise is available at the end of this packet.

— Muir Woods is an old growth redwood forest located about 30 minutes north of San Francisco, and it contains some of the oldest and largest redwoods in the world.

— The San Francisco Giants have won World Series Championships in 2010, 2012, and 2014, which makes them the one of the most successful teams in the past ten years.

— If the rate of expansion one second after the Big Bang had been smaller by even one part in a hundred thousand million, it would have re-collapsed before it reached its present size. On the other hand, if it had been greater by a part in a million, the universe would have expanded too rapidly for stars and planets to form.

— As of August 2014, an average of 400,000 people ride BART each day over its 104 miles of tracks.

— In Shakespeare's *Hamlet*, the King of Denmark is killed by his own brother Claudius in a ploy for Claudius to steal the throne and marry the King's wife, Queen Gertrude.

— A group of 13 iron workers, 3 pusher ironworkers, 28 painters, 5 painter laborers, and a chief bridge painter work year around every year to maintain the Golden Gate Bridge.

Campus Academic Resource Program

Avoiding Plagiarism

Writing and Research Strategies

When researching and writing in an academic setting, it is always necessary to practice strategies that help prevent plagiarism. Below is a brief list of strategies you can use to help prevent unintentional plagiarism:

- Avoid reading a classmate's paper for inspiration.
- Don't cut and paste; instead, file and label sources.
- Paraphrase carefully (don't just rearrange words).
- Be sure to put quotes in quotations, especially in notes.
- Keep a source trail.
- Don't save citations for later!

Helpful resources:

- www.carp.sfsu.edu
 - You can locate APA, MLA, and Chicago Style Citation handouts by going to sfsu.edu/~carp1 → Resources → Student → Helpful Handouts → Writing Skills → Citation Styles
- Plagiarism.org
- owl.english.purdue.edu (OWL Purdue)

Campus Academic Resource Program

Avoiding Plagiarism

Works Cited

- "Bay Area Rapid Transit Fast Facts." *CNN*. Turner Broadcasting System, 2 August 2014. Web. 24 April 2015.
- Beardsley, Eleanor. "France Warns Russia and its Allies Not to Advance on Port City." NPR. 25 February 2015. Web. 24 April 2015.
- "California Governor Orders 25pct Reduction in Water Usage Statewide." *Reuters*. MSN News, 1 April 2015. Web. 24 April 2015.
- "Citation Style Guide ." Know Which Style To Use. N.p., n.d. Web. 12 Nov. 2014.
- Davis, Amanda and Pretz, Kathy. "New Policy Aims to Curb Plagiarism." *the institute*. 12 April. 2013. Web. 10 Nov. 2014.
- Habershon, Sarah "Another Plagiarism Scandal Hits Poetry Community." *The Guardian*. 22 May 2013. Web. 13 Nov. 2014.
- Hayes, Jacqui. "Wiping Out Plagiarism." N.p. 5. October. 2011. Web. 9 Nov. 2014
- "How Many Ironworkers and Painters Maintain the Golden Gate Bridge." *Golden Gate Bridge.org*. Highway and Transportation District. n.d. Web. 24 April 2015.
- "In-text citations, Punctuation, and the Signal Phrase." *englishdiscourse.org*. n.d n.p. Web. 24 April 2015.
- James, Renee. "First World Problems: 'Ash to Flash'." *Huffington Post*. AOL Lifestyle. 27 Jan. 2015. Web. 24 April 2015.
- "Massive Octopus in Seattle Nearly Crawls Out of Aquarium Display." *Reuters*. MSN News, 6 March 2015. Web. 24 April 2015.
- McCoy, Terrence. "The Siberian Crater Saga is More Widespread—and Scariest—than Anyone Thought." *The Washington Post*. MSN News, 27 Feb. 2015. Web. 24 April 2015.
- "Negative Capability." *Keats' Kingdom*. n.p. n.d. Web. 24 April 2015.
- "Plagiarism." *Office of Student Conduct*. N.p., n.d. Web. 5 Nov. 2014.
- Plagiarism.org family of sites*. iParadigms, 2014. Web. 4 Nov. 2014.
- "Plagiarism Resources." *College of Liberal and Creative Arts*. San Francisco State University, n.d. Web. 24 April 2015.
- "Rebecca Tushnet's 43(B)log." : AALS Section on Art Law, Part One. N.p., n.d. Web. 10 Nov. 2014.
- "Reduce Plagiarism." Turnitin -. N.p., n.d. Web. 13 Nov. 2014.

Campus Academic Resource Program

Avoiding Plagiarism

“Stephen Hawking Quotes.” Brainy Quote. Mode Tend Parenting. Web. 24 April 2015.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2015. Web. 24 Apr. 2015.

What Constitutes Plagiarism?,” A Publication of the Harvard College Writing Program. N.d. Web. 10 Nov. 2014.

Answers to Exercise #3:

1. Common Knowledge (This information is fairly general and could be known by many people in San Francisco and beyond),
2. Common Knowledge (to most Giants fans)
3. Citation Required (contains Stephen Hawking's precise language),
4. Citation Required (contains specific information from CNN)
5. Common Knowledge (well-known and can be found in many sources)
6. Citation Required (contains specific information and wording from Golden Gate Bridge Facts)