



A guide to understanding and avoiding plagiarism

The links and information contained in this module will help you recognize the different forms of plagiarism and how to avoid committing this academic offense.

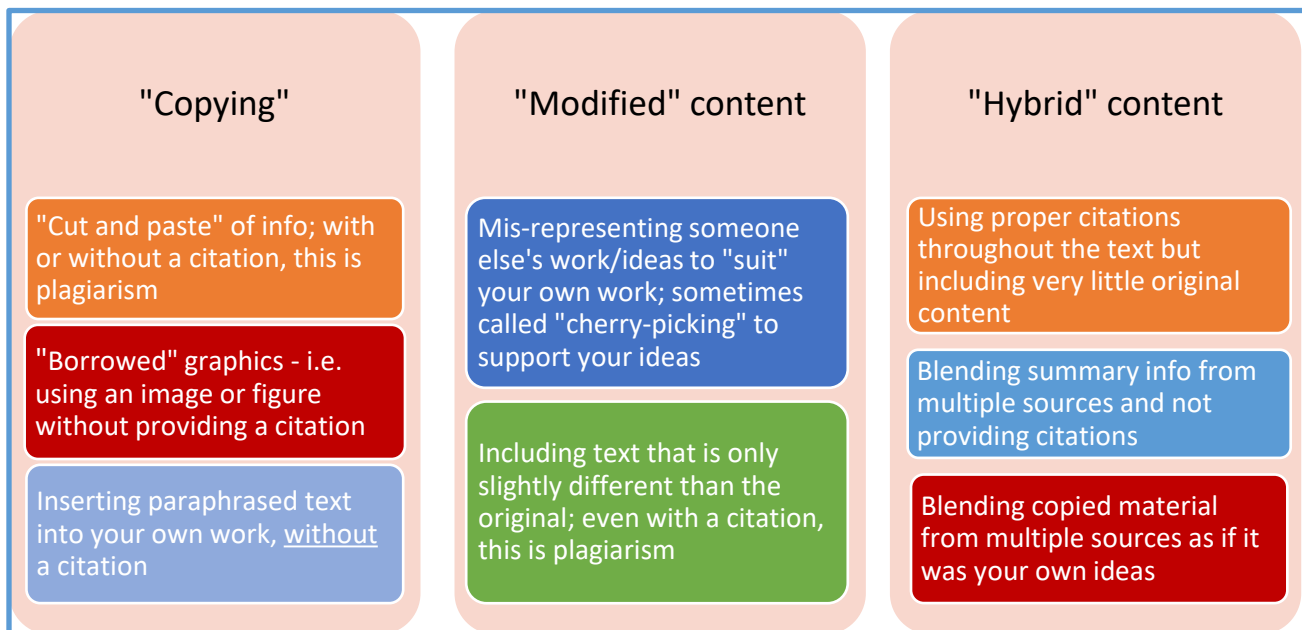


Figure 1: Some examples of plagiarism

Some forms of plagiarism, such as cutting and pasting information from a web page or “buying” an essay online, are obvious. However, there are other forms of plagiarism that you may not even be aware of. For example, when you incorporate another author’s information into your work without making it sufficiently different from the original, this is also plagiarism – even if you provide the citation. Or if you copy information from multiple sources and give proper citation, but the assignment contains very little original material, this is also plagiarism.

When trying to incorporate another author’s ideas into your work, you need to decide whether to quote, paraphrase, or summarize what you have just read. By using the information found in Table 1, you should be able to determine the best way to incorporate these ideas in your text. Whether you decide to quote, [paraphrase or summarize](#) the text, an [in-text citation](#) is required.

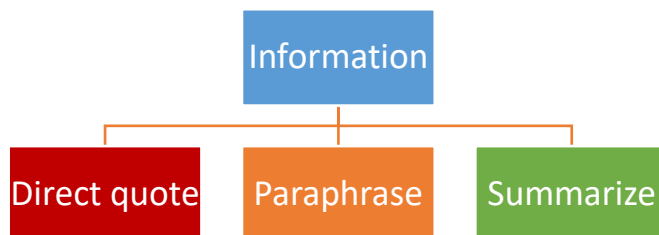


Figure 2: Ways to use another author's information

Table 1: Guide to determining when to quote, paraphrase, or summarize another author's ideas

Direct quote	Paraphrase	Summarize
Used: <ul style="list-style-type: none"> • sparingly • used only when the exact wording of the information needs to be retained “as-is” in order to keep the original meaning • Most often used to incorporate famous quotes or exact instructions 	Used: <ul style="list-style-type: none"> • frequently • when you want to include <u>specific details</u> of a text to support your ideas • when you can re-write the text in your own words without changing the meaning 	Used: <ul style="list-style-type: none"> • frequently • when you want to include the overall message or findings of a text. Summarizing includes less detail than a paraphrase but the process is the same

For further information, including instructions on how to paraphrase and summarize a text, [click here](#).

Personnel at The Writing Centre (Rm SN-2053) of Memorial University can provide further information on plagiarism and how the university handles issues of academic integrity. Please refer to: <http://www.mun.ca/writingcentre/plagiarism>
