PLAGIARISM . . .

Plagiarism is a violation of Ivy Tech Community College’s policy on academic integrity.

The good news is that the more you know about plagiarism, the less likely you may be to commit it. So read on to find out what plagiarism involves, how to recognize it, and most importantly, how to avoid it.

Plagiarism is “presenting within one’s own work the ideas, representations, or words of another person without customary and proper acknowledgement of that person’s authorship.” (Ivy Tech Community College Code of Student Rights and Responsibilities)

While plagiarism often involves printed work, such as books or articles, it is possible to plagiarize using a variety of other materials, including photographs, artwork, graphic designs, videos, audio recordings, and online information. The Internet is a common source of plagiarism.

WHAT PLAGIARISM IS NOT:

You are not committing plagiarism when you write about your personal experiences or opinions or when you provide information that is considered “common knowledge.”

Common knowledge is information generally known to others; it is often found consistently described in several sources. For example, the statement “George Washington served as the first President of the United States” is common knowledge.

FOR MORE INFORMATION ON

PLAGIARISM:

Indiana University’s Writing Tutorial Services
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

Purdue University Online Writing Lab
https://owl.english.purdue.edu/owl/resource/589/1/

CITATIONS:

Citation Machine
http://citationmachine.net

Duke University Libraries
http://library.duke.edu/research/citing

NoodleTools>NoodleBib

COPYRIGHT:

Ball State University Copyright Center
http://www.bsu.edu/library/collections/copyright/

United States Copyright Office
http://www.copyright.gov/

Columbia University’s Copyright Advisory Office
http://copyright.columbia.edu

FOR MORE INFORMATION ON

PLAGIARISM & COPYRIGHT

STUDENT GUIDE TO

PLAGIARISM & COPYRIGHT

LIBRARY SERVICES

200 Daniels Way
Bloomington, IN 47404
Phone: (812) 330-6080
wwwcc.ivytech.edu/library/bloomington
CITE YOUR SOURCES
You give credit to your source with a citation. A citation helps authenticate the information you found and allows the reader to find the original source for further investigation.

The word “citation” can be used to describe how you acknowledge the author in the body of your paper, and it also refers to the complete reference you provide in the bibliography or “Works Cited” section. Check with your instructor for the citation style you should use for your course work.

You may unintentionally plagiarize through improper use of writing techniques used to incorporate someone else’s original information into your own work.

Each of these techniques, described below, requires that you give credit to the information source.

- **Direct quotations:** These are the exact words of the original source, and they must be enclosed in quotation marks. Quotations may include words, phrases, or sentences.
- **Paraphrasing** includes the source material, but it is restated in your own words and style; the paraphrased material is about the same length as the original.
- **A Summary** includes just the main points of the source material, and it is also written in your own words. A summary is usually shorter in length than the original.

WAYS TO AVOID PLAGIARISM
- As you take notes, write down what you will need later for your citation (author, title, date, publication, page numbers, website address, etc.).
- If you copy something word-for-word in your notes, enclose this information in quotation marks and immediately write down the source.
- When paraphrasing, read the material, then close the book or cover the text, and try to write the information in your own words. Don't paraphrase by just rearranging text or changing a few words.
- Don’t forget to give credit for the non-print sources you use (ex: pictures or websites).
- Don’t “copy and paste” from the Internet directly into your document. It is easy to forget later where you found the information and its source.
- Become familiar with the citation style your instructor requires, and check with your librarian or instructor if you have questions about the style.
- If you're not sure if the information is common knowledge, cite your source.

COPYRIGHT
Ivy Tech Community College requires that students understand and comply with copyright law and the terms of fair use to avoid copyright infringement of the original works of others.

“Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works.” (United States Copyright Office, http://www.copyright.gov, accessed February 20, 2006)

To be protected by copyright, an original work must be fixed in a tangible form. Examples of tangible forms include books, articles, websites, music, or videos. Copyright protection is automatic and requires no registration or copyright symbol or statement on the work (although placing such a statement is advisable).

As the owner of the copyright for your work, you own and control the right to:

- Make copies
- Distribute copies
- Display your work
- Publicly perform your work
- Create a derivative work (one adapted to a different form or format)

You also have the exclusive right to grant or deny permission to others to make and distribute copies of your work, display or perform it, or create a derivative work.

PLAGIARISM EXAMPLES
- Paraphrasing by just changing or rearranging a few words from the original text
- Downloading a paper from a website and submitting it as your own work
- Copying and pasting sections of a website directly into your paper without acknowledging the source of the information
- Copying another student’s paper and turning it in as your own work
- Including the ideas or words of an author without using a citation to give credit