

2. *Specific facts used as evidence for your argument or interpretation*

If the facts you are mentioning are common knowledge, you do not need to give a reference. You do need to provide a citation for facts that are a result of someone else's research or that are newly published or even disputed. You'll want to establish credibility for these facts by showing that you found them in a reputable source.

3. *Distinctive or authoritative ideas, whether you agree with them or not*

You may mention an idea as support for your argument or to demonstrate the falsity of an opposing view. Either way, if the idea originated with someone else, you must provide a citation to show your readers whose it is.

Accessing More Information

- The Online Writing Lab (OWL) at Purdue University: <http://owl.purdue.english.edu>

Acknowledgments

Information for this brochure was taken from:

Proctor, Margaret. "How Not to Plagiarize." *Writing at the University of Toronto*. 11 Sept. 2007. University of Toronto. 17 Jan. 2009 <<http://www.utoronto.ca/writing/plagsep.html>>.

The Purdue OWL. 14 Jan. 2009. The Writing Lab and OWL at Purdue and Purdue University. 17 Jan. 2009 <<http://owl.english.purdue.edu>>.

Where to Find Help on Campus

Consultants at the **Hamline University Writing Center**, located in the basement of Bush Library, are eager to help you with all stages of your writing. We will work with you whether you have just received an assignment and have no idea how to begin or you have a finished draft and want help with revisions.

You can make appointments online at WC Online. Simply follow the instructions at:

<http://rich37.com/hamline>

We look forward to seeing you!



The Writing Center
Hamline University
Bush Library, Lower Level
651-523-2026
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Avoiding Plagiarism



The academic honor code at Hamline University states that every member of the university community “is responsible for upholding the highest standards of academic integrity at all times.” This includes avoiding plagiarism, either intentional or accidental. The code goes on to explain what plagiarism includes:

- Using ideas and information from any source, published or unpublished, without proper attribution (e.g., from a book, journal, newspaper, report, speech, media broadcast, interview, or the Internet)
- Quoting, paraphrasing, or otherwise using text from a source without crediting the author
- Copying sentences, phrases, or other language verbatim from a source without using quotation marks
- Presenting work completed by another individual (including another student) as your own

In American academic culture, credit must be given where credit is due. Claiming the ideas of others as your own, whether intentionally or accidentally, is considered a serious offense.

Let’s explore a little further exactly what avoiding plagiarism means.

I want to avoid plagiarism, but . . .

Other academic cultures around the world do not necessarily have a strict prohibition against using other writers’ ideas. In fact, copying ideas from other sources can be considered a form of flattery or respect.

In American academic institutions, students are warned against plagiarism, but avoiding it can be tricky. The Online Writing Lab (OWL) at Purdue University points out that fulfilling professors’ assignments and avoiding plagiarism can sometimes seem like a contradiction. As OWL notes, professors often instruct their students to:

- Develop a topic based on what has already been said and written **but** write something new and original.
- Rely on opinions of experts and authorities on a topic **but** improve upon and/or disagree with those same opinions.
- Give credit to researchers who have come before you **but** make your own significant contribution.
- Improve your English or fit into a discourse community by building upon what you hear and read **but** use your own words and your own voice.

What’s a student to do?

Best Practices

Avoiding plagiarism begins not when you start to write your paper, but much earlier, when you begin your research. As you find sources of information and examine them, you must keep a thorough working bibliography and detailed notes.

Any time you copy information from a source into your notes, you must indicate where it comes from and that it isn’t yours. OWL suggests that you use large quotation marks, or that you develop a code of symbols to help you remember which ideas are yours and which are quotes or paraphrases from your sources.

It is *not* a good idea to copy large chunks of text from websites into your notes or your drafts. If you want a copy of the information for reference, copy it into a separate document, along with citation information.

Become accustomed to paraphrasing and integrating what you read in your own words. If your paraphrase seems too close to the original, close the website or the book and try to remember the main points of what you’ve just read. Write them down as you remember them.

Using Citations

Once you begin writing your paper, you must acknowledge the ideas and quotes you’ve drawn from your sources by using **in-text citations**. These are parenthetical references to information about the source, usually the author’s name, that will allow readers of your paper to locate that source in your bibliography. This reference (in MLA style here), or citation, should come immediately after the quote or paraphrase.

Primo Levi in The Drowned and the Saved writes, “Human memory is a marvelous but fallacious instrument” (Levi 23).

The citation, (Levi 23), will send readers to your Works Cited page where they will find an entry for Levi. The numeral 23 tells them that this quote is to be found on page 23 of Levi’s book.

The *style* of your citation, that is, whether it has a comma after the author’s name or uses a “p.” for the page number, depends on which style you are using: MLA, APA, Chicago, etc.

What to Document

The University of Toronto has posted on its website a useful guide to when acknowledgements are required. What follows is a summary of this guide. You can find more complete information at www.utoronto.ca/writing/plagsep.html. You may also read the Writing Center’s brochure *Paraphrasing and Documenting Sources* for more information.

1. Quotations, paraphrases, or summaries

Most writers understand that direct quotations need citations. Paraphrases and summaries are a little more difficult. You may be using your own words, but if the ideas and the way they are presented belong to someone else, you must provide a citation.