

# Guidelines for Avoiding Plagiarism

## **What is Plagiarism?**

Plagiarism is submitting another individual's writing and claiming that it is one's own work. It may consist of the copying of words or ideas from any other source, including books, magazines, newspapers, the Internet, or another student.

Plagiarism also occurs when facts, statistics, research, ideas, or opinions of someone else are paraphrased without citing the source of the information or crediting the author. (*Paraphrasing* means rewriting someone else's words into one's own words.)

What if only a paragraph, a sentence, or a phrase is copied or paraphrased? It's still plagiarism if the source is not cited or the author credited.

## **What's the Big Deal About Plagiarizing?**

Plagiarism is an intellectual offense. By claiming someone else's work as one's own, the student is faking the learning process, and no educational community can succeed if its students are not actually learning. Plagiarizing compromises one's integrity and can result in serious consequences. Students who plagiarize are subject to disciplinary action, which may result in loss of credit for a project or test, or, in the case of repeated incidents of plagiarism, loss of class or course credit. Students may jeopardize admission into organizations such as the National Honor Society.

## **How Can I Make Sure What I'm Doing Is Not Plagiarism?**

While we encourage students to learn from others, they must be sure to do so in a manner that retains their own academic integrity. To be certain that you are not plagiarizing, adhere to the following guidelines:

- 1) Appropriately credit or cite any information, ideas, or inspirations from outside sources that you incorporate into your work. Refer to the *Write Right* manual for more information on correct citations and avoiding plagiarism.
- 2) Check with your teacher or another English teacher about an appropriate way to cite or to give credit for the information you want to use.

## **So What Happens If I Plagiarize?**

### **1) In cases of blatant plagiarism:**

- The teacher and student will hold a conference.
- The assignment will receive a zero.
- Parents will be notified.
- The student's administrator will be notified.
- Repeated incidences of plagiarism could result in the loss of course credit.

### **2) If the plagiarism appears to be unintentional, due to a misunderstanding of how to cite or credit the source (one or two occurrences of plagiarism, relatively small incidents within one assignment):**

- The assignment must be revised and corrected. If not, it will receive a zero.
- The student must complete a revision of the assignment and complete a Citation Correction Form within three days from the date it is provided to the student.
- The teacher will give a grade for the assignment after the revision and form are completed.
- Repeated instances of such plagiarism in a later assignment will result in a zero.