You've heard of it. You may know someone who is guilty of it. That someone may be you. But whether it is deliberate or accidental, plagiarism is wrong.

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."

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.

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

If found guilty of plagiarism, you may be subject to disciplinary actions such as restriction of privileges, failure of your assignment or course, or even suspension or dismissal from the College.

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.

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. Instead of using the original exact wording, you use synonyms and other words.

A summary includes just the main points of the source material, and it is usually shorter in length than the original. Alternatively, a summary may also include words, phrases, or sentences that are not original words. In this case, you must acknowledge the information source.

For more information on...

PLAGIARISM:

• Indiana University’s Writing Tutorial Services: http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
• Purdue University Online Writing Lab: http://owl.english.purdue.edu/owl/researchguides/plagiarism/
• Citation Machine: http://citationmachine.net
• NoodleTools on Ivy Tech Virtual Library web page: www.ivytech.edu/library

CITATIONS:

• Citation Machine: http://citationmachine.net
• Duke University Libraries: http://www.library.duke.edu/faculty-resources/research/guides/plagiarism
• Citations: http://www.library.duke.edu/faculty-resources/research/guides/plagiarism

FOR MORE INFORMATION ON...

PLAGIARISM:

• Indiana University-Purdue University-Indianapolis Copyright Management Center: http://www.copyright.iupui.edu/
• Ball State University Copyright Center: http://www.library.bsu.edu/copyright/copyrightcenter/
• NoodleTools on Ivy Tech Virtual Library web page: www.ivytech.edu/library

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• Citation Machine: http://citationmachine.net
• Duke University Libraries: http://www.library.duke.edu/faculty-resources/research/guides/plagiarism
• Citations: http://www.library.duke.edu/faculty-resources/research/guides/plagiarism

COPYRIGHT:

• Indiana University-Purdue University-Indianapolis Copyright Management Center: http://www.copyright.iupui.edu/
• Ball State University Copyright Center: http://www.library.bsu.edu/copyright/copyrightcenter/
• United States Copyright Office: http://www.copyright.gov/
CITE YOUR SOURCE

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.

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.

WHAT ABOUT 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 action or copyright symbol to activate. The copyright owner has rights as to how the original work may be reproduced, distributed, displayed, or performed.

The length of copyright protection varies depending upon when the work was created. Copyright for works created on or after January 1, 1976 is protected for the life of the author, plus 70 years.

Exemption to copyright protection extends to selected works, such as:
- Those in the public domain (ex: slogans)
- Some educational materials
- United States government works (Note: This does not include state, local or foreign government works.)
- Works for which copyright has expired

Check with your librarian if you are not sure if a work is copyrighted.

ACTS OF PLAGIARISM

You plagiarize when you...

Paraphrase by just changing or rearranging a few words from the original text

Neglect to use quotation marks when you use word-for-word information in your paper

Copy another student’s paper and turn it in as your own work

Download a paper from a term paper website and submit it as your own

Copy and paste sections of a website directly into your paper without acknowledging the source of the information

STUDENT COPYRIGHT RIGHTS

You are by law the copyright holder of the work you create as an Ivy Tech student. This work includes research papers, digital projects, websites, artistic creations, and any other work that is “fixed in a tangible form”. The protection given your work 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.

WAYS TO AVOID PLAGIARISM

It’s okay to use the words of others if you give proper credit.

For more information on plagiarism and the proper ways to use quotations, paraphrasing, and citations, visit the online resources listed on the back of this brochure.

When in doubt, Ask for help.

Ask your instructor or your librarian