Plagiarism

One of the most difficult things about writing research papers is utilizing what you learn from your sources without inadvertently plagiarizing. Most people realize that exactly quoting someone’s work without giving credit to the writer is plagiarism. However, many people do not understand that paraphrasing or summarizing a work or using another writer’s ideas without citing the source may also be considered plagiarism. At the very least, your instructor may state that you failed to appropriately cite your sources.

Remember: Use a consistent note-taking method that clearly specifies whether the notes are exact quotations, paraphrases/summaries, or ideas of your own.

Here is a checklist for avoiding plagiarism. Using this as a guide can help to ensure that your paper is, indeed, your own.

**Type of source**
Are you using:
- [ ] your own independent material (ex. “I learned how to read when I was five years old.”),
- [ ] common knowledge (ex. “There are illiterate people in America.”), or
- [ ] someone else’s independent material (ex. “Reading among women has declined nearly 8 percent since 1982.”)?

*You must always acknowledge someone else’s material!

**Quotations**
- [ ] Do all quotations exactly match their sources? This applies to even a two or three word quotation.
- [ ] Have you inserted quotation marks around quotations that are inserted into your text?
- [ ] Have you shown omissions with ellipsis marks and interpolations (additions or changes for clarification) with brackets?
- [ ] Does every quotation have a source citation?

**Paraphrases and summaries**
- [ ] Have you used your own words and sentence structures for every paraphrase and summary? If not, use quotation marks around the original author’s words.
- [ ] Does every paraphrase and summary have a source citation?

**Source citations**
- [ ] Have you acknowledged every use of someone else’s material in the place where you use it?
- [ ] Does your list of works cited include all the sources you have used?

→ Make sure you are aware of Missouri Baptist University’s policy on plagiarism:

Academic dishonesty jeopardizes the academic integrity of the University and is not keeping with Christian principles. It is considered to be a serious offense. Missouri Baptist University expects students to attach their names only to work or research which they have done themselves. Materials and sources must be properly documented. Students must prepare original work and research, present their own reports and papers, and take examinations without any assistance or aids not expressly permitted in the testing procedure.

Academic dishonesty includes, but not necessarily confined to: plagiarizing; cheating on examinations; submitting counterfeit reports, tests, or papers; stealing tests or other academic materials; knowingly falsifying academic records or documents such as transcripts; and submitting the same work to more than one class without consent of the instructors involved.

Academic dishonesty of any nature will result in disciplinary action, which may include receiving a failing grade on the work in question, failure in the course, or dismissal from the University. Additional information is available in the Missouri Baptist University Student Handbook. (42)

This checklist was altered from the original that can be found at [http://wps.pearsoncustom.com/pcp_93411_aaron_lbch_au/116/29945/7665976.cw/index.html](http://wps.pearsoncustom.com/pcp_93411_aaron_lbch_au/116/29945/7665976.cw/index.html)