What is plagiarism?

According to the Kent State University Policy Register, “Plagiarize’ means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.” Plagiarism includes:

(a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;
(b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and
(c) The presentation of work prepared by another in final or draft form as one’s own without citing the source, such as the use of purchased research papers.

http://www.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779

Guidelines for proper citation. Proper documentation is necessary in order to use another person’s work without plagiarizing.

1. **What is a citation?** A citation is a short, formal notation indicating that material in your work came from another source. It provides the information necessary to direct readers to that source. It includes the author, title, publisher, date and place of publication, and page numbers. In the case of information found on the World Wide Web, it also provides an exact Web address (URL) and the date the material was accessed.

2. **Why cite sources?** Citations are used to:
   a. Give credit to the original author
   b. Direct readers who want to know more to your sources
   c. Indicate that other work on the subject supports your ideas
   d. Show what research you’ve done

3. **When to use citations.**
   a. Direct quotations
   b. Whenever you make specific reference to the work of another
   c. Paraphrases or summaries
   d. Borrowed ideas
   e. When using facts or figures (only well known or accepted facts can be presented without citation)
   f. When in doubt, cite

4. **Style manuals.** Consult a style manual such as the *MLA Style Manual* or the *Publication Manual of the American Psychological Association* for detailed instructions on formatting citations. Different citation styles are used in different academic disciplines. Ask your instructor to direct you to the appropriate manual. Consult the Library Web site for online guides.

**Avoiding plagiarism.** You can avoid suspicion of plagiarism by always doing your own work, and by being organized and keeping track of your sources. Take careful notes, clearly identify quotations, and record page numbers. Take advantage of database options for e-mailing or saving bibliographic references to ensure that you have the correct information. Remember that failure to properly cite someone’s work by mistake is still plagiarism. Using your own work for two or more classes (“double-dipping”) without notifying the instructor is also cheating.

Asking for help or advice about your work is okay, BUT the thoughts, ideas, words, phrases, and interpretations should be your own OR the source should be properly cited. When in doubt, consult your instructor (or visit the Library or the Writer’s Workshop)

For more information see the Plagiarism tab at http://libguides.salem.kent.edu/SalemCampusLibrary