TIPS TO AVOID PLAGIARISM
All Database articles and eBooks have citations in both APA & MLA format

Terms to Know
Paraphrase: using someone’s ideas, but putting them in your own words. The final product is similar in length to the original product but in your own words. Citation required.

Summary: putting only the main ideas or main points into your own words. Final product is much shorter than the original. Citation required.

Quotation: using someone’s exact words. When quoting, you must always put quotation marks around the passage. Citation required.

Common Knowledge: facts that can be found in numerous places and are likely to be known by a lot of people. IE) New Brunswick is a Canadian Province. Citation NOT required.

Use quotations, paraphrased and summarized passages only when they relate to and enhance the quality of your writing.

Give Credit Where Credit is due
- Another person’s idea, opinion or theory
- Any facts, statistics, graphs, drawings – any pieces of information that are not common knowledge
- Quotations of another person’s actual spoken or written words
- Paraphrase of another person’s spoken or written words

You citations should be a documented trail leading back to the original sources

Strategies to Avoid Plagiarism
Use multiple sources - you are less likely to plagiarize if your information comes from multiple sources.

Understand the subject matter - if you can explain a topic in your own words you will be less likely to “borrow” from sources.

Know your terms - how to use and cite them: quotation; paraphrase; summary.

Plan early and manage your time - giving yourself plenty of time will allow you to make sure your work contains proper citations.

Get help early in the process - seeking help early in the process will reduce frustration. Clarify with instructors and library staff.

Cite it while you write it - take good notes while doing your research – after you read over and understand the material make sure your notes are well organized. For example, marking Q for quotes, P for paraphrased passages and S for summaries will help indicate the format of the citation when it comes to writing your paper. Include citations when writing your notes in case you need to refer back at any time.
**Paraphrasing**

**What:** Using someone’s ideas, but putting them in your own words.

**When:** You will want to paraphrase or summarize when the wording of the source. The paraphrase and summary allow you to maintain continuity of style in your paper and show your mastery of the source material.

**How:** Read and read again! Before you can paraphrase a passage you must understand it. This may require multiple readings of the material.

Write your paraphrase without looking at the original text. This will be a good indicator as to how well you understand the information.

Check your version against the original: Remember paraphrasing is putting an author’s ideas into your own while retaining the meaning of the idea. If your comparison is too similar, rewrite. Try explaining the passage to another person.

Acknowledge the original author(s). Signal the author(s) of the paraphrased source by referring to him/her in your paraphrase. [For example: As Grant (2013) suggested in his study... {p 36}.] Cite the original source including page of passage and making sure to include a complete citation on your Reference page.

Keep in mind, the point of the assignment is to show what you have learned about a subject and/or your opinions, ideas, etc. as supported by the sources you need.

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**Additional Resources**

**Plagiarism.org**
A great site providing an overview of plagiarism, FAQs, as well as additional resources.
https://www.plagiarism.org/

**Perdue Owl writing lab**
A go to academic site for college writing with a great section on Plagiarism as well as citation.
https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/is_it_plagiarism.html

**You Quote it, You Note it – Plagiarism Tutorial from Acadia University**
Produced a great 10 minute interactive presentation about plagiarism for students.
https://library.acadiau.ca/files/sites/library/tutorials/flash/you_quote_it_you_note_it/