PLAGIARISM GUIDELINES AND PRECAUTIONS

Marian University’s Code of Student Rights and Responsibilities

Under Article V: Code Procedures, academic plagiarism is considered to be academic dishonesty and is defined as “representing the words or ideas of another as one’s own in any academic exercise.” This includes but is not limited to failing to use quotation marks when using a direct quote from a source or paraphrasing/summarizing the ideas or thoughts of another without giving proper credit to the source by proper citation or documentation. (Marian University Code of Student Rights and Responsibilities, 18th ed., 2008-9)

An extended description of academic dishonesty may be found on the Marian University website; one may go to Quick Links, then My Marian, and click on pdf titled Code of Student Rights and Responsibilities. The following sections pertain to plagiarism:

2. Plagiarism – representing the words or ideas of another as one’s own in any academic exercise. Examples include, but are not limited to, failing to enclose a direct quotation from a reference source within quotation marks and/or paraphrasing the words or ideas of another person without proper citation or documentation.

3. Multiple Submissions – submitting the same assignment in two or more courses without the prior permission of the respective instructors. Examples include, but are not limited to, submitting the same or essentially the same term paper for credit in two classes without obtaining both instructors’ permission, and/or giving the same and essentially the same speech for credit in two classes without obtaining both instructors’ permission.

4. Fabrication – falsifying or inventing information or citations in an academic exercise. Examples include, but are not limited to, making up fake data for a laboratory assignment, and/or padding a bibliography with references not consulted, cited, or taken into account in the text.

What does this mean?

Anytime one “borrows” another’s words, ideas, concepts, or thoughts without giving credit and acknowledgement, one is guilty of plagiarism. If credit is not given, it is considered stealing/fraud. According to plagiarism.org, one is guilty of plagiarism if any of the following occur:

- If one turns in someone else’s work and claims it as his/her own
- If one copies the words or ideas of others without giving proper credit
- If one fails to put quotation marks around a direct quote
- If one gives incorrect information about a source or quotation
- If one summarizes or paraphrases another’s words without giving credit, even if not a direct quote
- If one copies so much of another’s words and ideas that the majority of the paper is not original work
What are the consequences?

Violations of this code can lead to the following disciplinary procedures which are designed to emphasize fairness, consistency, and education.

a. Loss of credit on the assignment, paper, or test.
b. Failure in the course.

The faculty member must notify the student in a written memorandum within one week of discovering the violation, and a record of the incident is placed in the student’s official file.

For additional information, including guidelines and procedures for appeal, one may refer to the Marian University Code of Student Rights and Responsibilities on the Marian University website.

How can I avoid plagiarism?

The Concise Wadsworth Handbook (2008) by Kirszner & Mandell offers some tips to help avoid plagiarism:

- Read sources carefully and make sure all sources are valid and worth citing.
- Take careful notes when reviewing sources and consider marking page numbers and using different colored pens and fonts.
- Be clear about WHO said WHAT.
- Do NOT cut and paste text from a website.
- Do NOT turn in a paper purchased online or “borrowed” from a friend, family or old student.
- Do put quotation marks around direct quotes (exact words).
- Do cite direct quotes (exact words).
- Put in your own words; don’t have a paper full of nothing but exact quotes.
- Do cite even when putting in one’s own words.
- Provide proper documentation no matter what the source, including visuals, such as movies, maps, tables, charts and graphs.
- Document all facts, statistics and anything that may be up for debate.
- Do not need to cite/document common knowledge; common knowledge is what the majority of the population would know without having to look it up. (Example: John F, Kennedy was assassinated.)
- Document when in doubt, and consult your instructor.

What other helpful resources are available?

- Libraries and librarians
- Writing Center, located on the lower level of the library
- Websites
  - [www.apastyle.org](http://www.apastyle.org)
  - [www.plagiarism.org](http://www.plagiarism.org)
  - [www.turnitin.com](http://www.turnitin.com)
  - [www.mla.org](http://www.mla.org)