

Plagiarism

What is Plagiarism?

Plagiarism is simply stealing. Whether it is intended or accidental, it is still stealing. What you are stealing is (1) someone else's exact words or (2) someone's ideas. It is acceptable to copy someone's words, as long as you use quotes around their exact words AND you give credit to the author (either in the text of the report or parenthetically). You may use someone's ideas (in fact, you should, that is the point of research – you are not the expert), and you do not need to use quotes if you put the information into your own words. However, you must still give credit for the idea to the author (either in the text of the report or parenthetically).

What are the consequences of Plagiarism?

There are a wide variety of consequences for plagiarism. At the University level, the consequence may vary from a reprimand from your instructor, an "F" on the assignment, an "F" in the class, or you may be suspended or dismissed from the school (and they will not return your tuition money). Universities do not accept ignorance as an excuse; you are expected to know how to write a research paper which includes how to give credit to all your sources properly (whether direct quotations or ideas). At Maine West, plagiarism is cheating and if you plagiarize, you will be subject to the terms and guidelines set forth in the Maine Township Discipline Procedures. The bottom line is you need to learn how to write a correct research paper without plagiarizing.

Policies on Plagiarism

After the turnitin.com directions are copies of three different College or Universities' policies on plagiarism (Georgetown University, University of Illinois Urbana-Champaign and Oakton Community College). These are included to illustrate the seriousness of understanding and avoiding plagiarism.

Turnitin.com

Your teacher will require you to submit various assignments to turnitin.com. This is a tool not only to help your teacher find instances of plagiarism but also to help you understand plagiarism. The directions as to how to use turnitin.com are included in this section.

Turnitin.com Directions - Introduction

This quick start will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

- I** If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.

Step 1

To register and create a user profile, go to www.turnitin.com and click on the *create a user profile* at the top of the homepage.



email address

password

Log In ▶

security: 

[password help](#) [create a user profile](#)

Click to register and create your user profile

The new user wizard will open and walk you through the profile creation process. To create a profile, you must have a **class ID** and an **enrollment password**. You can get this information from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.

Step 2

Your class will show up on your homepage. Click on the name of your class to open your class portfolio.




class ID	enter a class	instructor	status	drop class
1216352	English 101	White, R.	active	

Click on the name of your class to open your portfolio

Step 3

Your class portfolio shows the assignments your instructor has created and your submissions to the class. To submit a paper, click the submit button next to the paper's assignment.

assignment list			your portfolio	
#	assignment	submit	title	submitted
1	Our First Assignment 11-16-04 11-16-04			

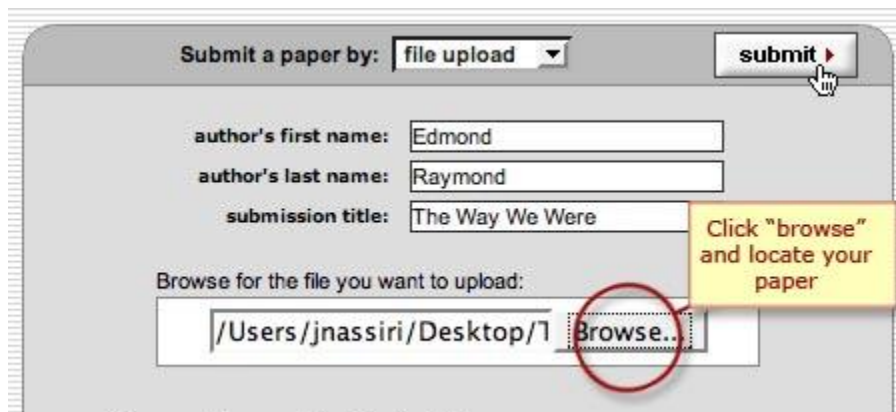
Click the submit icon to upload your paper

Step 4

The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the *browse* button and locate the paper on your computer. Turnitin accepts submissions in these formats:

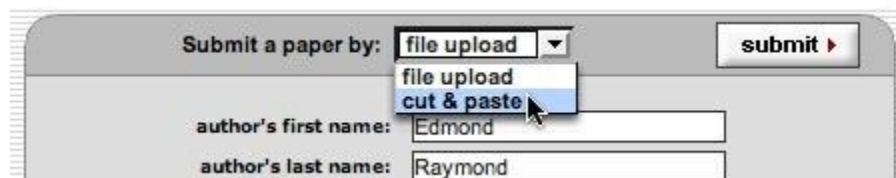
- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file click *submit* to upload your paper .



Once you have located your paper and entered a title, click submit

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut and paste* using the pull down at the top of the form.

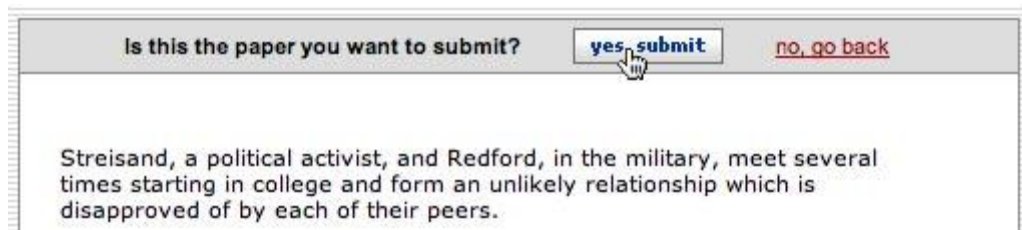


Select cut and paste with the pull down to submit a paper in a file format we do not accept

To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

Step 5

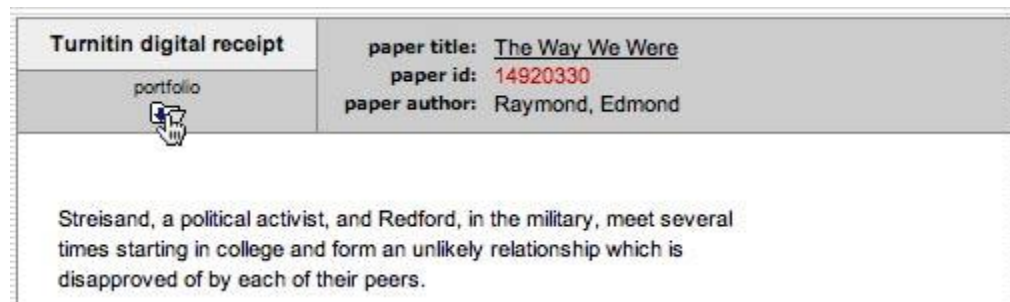
The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *yes, submit* button.



Make sure you selected the correct paper; click "yes, submit" to finalize your submission

Step 6

After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the portfolio button.



Click the portfolio icon to return to your portfolio and view your submission

! By default, students cannot see their own Originality Reports. If you do not see an Originality Report icon in your portfolio and want to see your report, contact your instructor.

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [student user manual](http://www.turnitin.com/static/training_support/index.html), which is available at http://www.turnitin.com/static/training_support/index.html.

Plagiarism Policies of Various Universities

Georgetown University

Reprinted from the undergraduate bulletin

B. Committing Plagiarism

Plagiarism, in any of its forms, and whether intentional or unintentional, violates standards of academic integrity. Plagiarism is the act of passing off as one's own the ideas or writings of another. While different academic disciplines have different modes for attributing credit, all recognize and value the contributions of individuals to the general corpus of knowledge and expertise. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. Faculty may use various methods to assess the originality of students' work. For example, faculty may submit a student's work to electronic search engines, including Turnitin.com, a service to which the Honor Council and the Provost subscribe. Note that plagiarism can be said to have occurred without any affirmative showing that a student's use of another's work was intentional.

C. Using False Citations

False citation is academic fraud. False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive. False attribution seriously undermines the integrity of the academic enterprise by severing a chain of ideas which should be traceable link by link.

D. Submitting Work for Multiple Purposes

Students are not permitted to submit their own work (in identical or similar form) for multiple purposes without the prior and explicit approval of all faculty members to whom the work will be submitted. This includes work first produced in connection with classes at either Georgetown or other institutions attended by the student.

University of Illinois – Urbana/Champaign

reprinted from the Student Code

Plagiarism is representing the words or ideas of another as one's own in any academic endeavor. This includes copying another student's paper or working with another person when both submit similar papers without authorization to satisfy an individual assignment.

Maine West Research Manual 2006 (B. Hult, K. Marshall, K. Ryken)

(1) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the MLA Handbook or K.L. Turabian's A Manual for Writers of Term Papers, Theses and Dissertations.

Example: The following is an example of an uncited direct quotation from a case in which the student in question was found guilty of plagiarism.

Original Source: To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as "Sir Degare" or even "Havelok the Dean" is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it. (From Robert M. Jordan, *Chaucer and the Shape of Creation*, Howard University Press, 1967, page 187.)

Student Paper: To push the comparison with popular tale and popular romance a bit further, you can note that the measure of artistic triviality in some works of Chaucer's time period is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.

(2) Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. To acknowledge a paraphrase properly, one might introduce it with a statement such as "To paraphrase Locke's comment . . ." and conclude it with a citation identifying the exact reference. The concluding citation also might say, "The last paragraph (two paragraphs, etc.) paraphrases statements by . . ." and then give the exact reference. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.

Example: The following is an example of unacknowledged paraphrase that could warrant a charge of plagiarism.

Original Source: The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a "telling case against England" in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of "War Hawks" in the legislature. (From W. Taylor Reveley III, "Presidential War-Making: Constitutional Prerogative or Usurpation?" *University of Virginia Law Review*, November 1969, footnotes omitted.)

Student Paper: During this period three wars were actually declared by Congress. For instance, in 1812 a vehemently pro-war group of legislators persuaded Congress, after much discussion, to make such a declaration, despite the fact that Madison had not asked for it, though, to be sure, he had openly condemned England in his message to Congress of June 1, 1812.

(3) Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge should be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source" (Student Code).

Oakton Community College

reprinted from the Student Handbook

Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources), or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

