

What is Plagiarism?

“Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.”

Word-for-word quotation without clear acknowledgement

- Direct quotations must always identified as such by the use of quotation marks.
- Use the author’s exact words and punctuation.
- The source must be cited in full, including the page number.

Cutting and pasting from the internet without clear acknowledgement

- Information derived from the internet must be adequately referenced and included in the reference list. Include the date on which you accessed the information.

An attempt at paraphrasing by merely changing the sentence structure/re-ordering the words

- Paraphrasing the work of others by altering a few words or changing their order. Or by closely following the structure of their argument, is plagiarism if you do not give due acknowledgement to the author.

Borrowing information

- Cite the source when borrowing a figure, graph, map, data, or table from another author's work.

Unintentional plagiarism

- When in doubt, use an online plagiarism detector or find out if your faculty offers access to a specific program, such as Turnitin.

Inaccurate citation

- It is important to cite correctly, according to the conventions of your discipline.
- All sources used in-text, should be included in the reference list

Citations are not necessary to support statements of common knowledge.

- Example: Food contains calories and nutrients. → no reference needed

Tips for avoiding plagiarism:

- Always reference your sources and use quotation marks where necessary
- Resist the temptation to cut and paste from websites. Take notes in your own words instead, and use quotation marks or highlight direct quotations in your notes.
- Use multiple credible sources so all your information does not come from one place. When you synthesize ideas from many sources, you are more likely to understand the subject and be able to come up with your own ideas
- If you are not sure if something needs a citation, remember this rule: When in doubt, it’s best to cite!

Adapted from: University of Oxford. 2015. *Plagiarism*. [ONLINE] Available at: <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>. [Accessed 20 February 2015].

Compiled by: Karis Moxley, 20 February 2015.