

UNIVERSITY OF VENDA

PLAGIARISM GUIDE

TABLE OF CONTENTS

1. OBJECTIVES
2. THE FOLLOWING MUST ALWAYS BE CREDITED/CITED
3. THE FOLLOWING DO NOT NEED A CITATION
4. FORMS OF PLAGIARISM
5. AVOIDING PLAGIARISM



1. OBJECTIVES

- To enlighten and educate students on what plagiarism is
- To help students become better skilled writers
- To give tips on how to avoid plagiarism

SENEX approved the use of Turnitin as the University's electronic plagiarism detection software/tool. The software is web-based and accessible on the internet. A policy on plagiarism is being developed.(trial run of the software is envisaged to start in July 2010.

Plagiarism is “the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium.

Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.”

An internal, in-text, or parenthetical citation refers to the practice of giving credit to an author, singer, or speaker by citing their words/ideas within your paper. This internal citation is then referenced at the end of your paper in your 'Works Cited' list.

2. THE FOLLOWING MUST ALWAYS BE CREDITED/CITED

- Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, web page, computer programme, advertisement, or any medium
- Interview or conversation information; whether this can be in person, over the phone or it's written
- Exact words of an unique phrase. A unique phrase is one which is coined by an author and used commonly by other authors in a specific genre or discipline, but it is not necessarily a common fact or phrase used by everyone.
- Reprints of any diagrams, illustrations, charts, pictures or other visual materials
- Reuse or reposts of any electronically-available media, including images, audio, video, or other media

3. THE FOLLOWING DO NOT NEED A CITATION

- Common knowledge (such as folklore, common sense observations, common sayings, myths, urban legends, and historical events – *excluding historical documents*) needs no internal citation in a paper. An example of common knowledge needing no citation: Christmas day is on the 25 of December.

(To decide whether something is “common knowledge” and therefore does not need to be cited, it has to be undocumented in numerous other credible sources).

- Writing about one's experiences, observations and insights, own thoughts, and own conclusions about a particular subject
- Own results of laboratory tests or field experiments
- Own artwork, digital photographs, video or audio
- Generally accepted facts e.g., “sugar is bad for your teeth”

4. FORMS OF PLAGIARISM

There are different forms in which plagiarism may take place; some are intentional and others are ‘accidental’;

- Submitting someone else's work as your own.
- Buying a paper from a website, or other source
- Downloading and reusing a paper from a free site
- Copying sentences, phrases, paragraphs, or even ideas from someone else's work, published or unpublished, without giving the original author credit.
- Quoting a source without using quotation marks – even if you do cite it.
- Replacing select words from a passage without giving the original author credit.
- Copying any type of multimedia (graphics, audio, video, Internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original creator credit.
- Citing sources you did not use
- Word switch
- Style – following a source article sentence-by sentence or paragraph by paragraph, even though the wording might be the same. The author’s reasoning style is under plagiarism
- Cutting and pasting together phrases, ideas, and sentences from a variety of sources to write an essay.
- Building on someone else's idea or phrase to write your paper without giving the original author credit.
- Submitting the same paper for more than one course without permission of the lecturers.
- Asking someone to write a paper on your behalf
- The look and feel of an article can also constitute plagiarism if not properly acknowledged in the article

5. AVOIDING PLAGIARISM

- Cite sources both in the body of the paper and in the bibliography.
- Quote and cite phrases, sentences, and paragraphs taken directly from the original source.
- Quote and cite statistics, charts, graphs, and drawings taken directly from the original source.
- When you paraphrase or summarize, give credit to the original author.
- Record relevant documentation in your notes when the information is coming from sources e.g. books or the web.
- Mark your own thoughts clearly when you are conducting an interview
- When using paraphrasing, use a statement that credits the sources e.g. according to Martha Dewaal,...

(Paraphrasing is not simply rearranging or rewording an original passage. Correct paraphrasing consists of reading the original passage, understanding what the original author is saying, synthesizing (putting together) the information, and then expressing your understanding of these ideas in your own words. Paraphrasing properly not only keeps you from plagiarizing, it helps you really learn and understand the original source material. It also can make you a more skilled writer).

- When making direct quotations, keep the source author's name in the same sentence as the quote.
- Use direct quotes and paraphrasing to support your own ideas, not replace them — and be sure you always give the original author credit by using a citation. You make citations correctly by following a citation style that tells exactly what information you need to include about the original source and how to arrange it.
- If a short phrase from a source will suffice, quote no more than is necessary
- If you use someone's idea, the name of the originator must appear in the sentence or throughout a paragraph that documents the idea
- Cross-check with your notes and sources to ensure that anything that is not originally yours is properly acknowledge



Source: www.sjlibrary.org

Adapted from the following websites;

http://www.educationworld.com/a_curr/TM/curr390_guide.shtml

<http://www.sjlibrary.org>

http://www.valdosta.edu/~cbarnbau/personal/teaching_MISC/plagiarism.htm

<http://www2.le.ac.uk/offices/ssds/sd/ld/resources/study/plagiarism-tutorial>www.sjlibrary.org

Still have some questions? Ask any librarian for help.

TAKE A QUIZ

An idea you get from TV has to be cited in your research paper

T		F	
---	--	---	--

Paraphrasing involves rephrasing the original text and therefore does not need citing

T		F	
---	--	---	--

Images downloaded from the internet need no citation

T		F	
---	--	---	--

Submitting your own paper for different purposes without any citation does not constitute plagiarism

T		F	
---	--	---	--