Five Simple Tips for Avoiding Plagiarism

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Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p66bb2xrki2/
Agenda

This workshop will cover five simple tips for avoiding plagiarism. After defining plagiarism, we will look at when to cite, how to paraphrase, how to cite APA style, how to match in-text and reference list citations, and what it means to use the 80/20 principle. Before concluding, I’ll also show you how to access the writing resources and services available to you at the KU Writing Center.
Definition of Plagiarism

The Plagiarism Clarification section of the KU Academic Integrity Policy defines plagiarism as the theft and use of another’s words, ideas, results, or images without giving appropriate credit to that person, therefore giving the impression that it is your own work. Access the KU Academic Integrity Policy here:
http://catalog.kaplanuniversity.edu/Academic_Integrity_Policy.aspx.
Examples of Plagiarism

Some common examples of plagiarism are when a writer quilts a paper together from multiple webpages without citation, having a references page but no in-text citations, or changing two words in a passage and citing it as a paraphrase. Additionally, recycling a paper from a previous class without both permission and revision to make it a new paper is also plagiarism.
Tip 1: Know When to Cite

To know when to cite, follow this simple rule: Whenever you borrow what someone else wrote, said, or created, you must cite it. This includes when you use someone’s exact wording (quotations), someone’s ideas (paraphrases and summaries), and illustrations of ideas (graphics or artwork).
Tip 2: Know How to Paraphrase

Knowing how to paraphrase is key to avoiding plagiarism because so much unintentional plagiarism occurs when writers don’t paraphrase adequately. Paraphrasing is a skill you have to develop with practice. It’s a strategy for using research-based information in your paper to illustrate or explain a point about a topic. To paraphrase, you take something another author wrote and rewrite it in your own style taking your own audience into consideration. This involves interpreting what the other author meant so you can express the same idea in your own words. Just replacing the words with synonyms is not enough; in fact, that is plagiarism. You have to use your own sentence structure too. Your paraphrase will usually be longer than the original since you had to unpack the original wording to get to its meaning.

When the original wording is so poignant, poetic, or powerful that paraphrasing would change the meaning, you can quote instead, but there is almost always more than one way to say the same thing. If you felt sick, for example, you’d likely express this differently to your spouse or to your best friend than you would to your manager at work, a client you had an appointment with, or even your child.

In academic writing, paraphrasing is more common than quoting and more important because it shows your understanding of what you’ve read. It takes critical thinking to paraphrase. Since you are still borrowing someone’s idea, however, you have to let your readers know where that idea came from by citing it.

1. Use all of your own wording
2. Use your own sentence structure
3. Retain the meaning of the original source material, and
4. Always cite the source.
Paraphrase Practice

Original Passage
“Every day, children listen to complex texts that their teacher reads aloud to increase their oral language comprehension, vocabulary, and knowledge” (Dubin, 2012, p. 35)

Incorrect paraphrase
Every day, children listen to difficult texts that their teacher reads out loud to better their oral language comprehension, vocabulary, and knowledge.

Correct Paraphrase
Dubin (2012) explains that in this program, teachers regularly read challenging pieces of fiction and nonfiction to their K-2 classes to help the students improve their literacy skills.

Short demonstration found here
Tip 3: Know How to Cite APA Style

Paraphrases, summaries, and quotes are ways to use another author’s information in your writing, and in order to avoid plagiarism and to also show you are an ethical and credible researcher, you must attribute that information to the source with a citation. At KU, we use APA citation style, which has two parts: in-text citations and full reference citations.

In-text citations

- Use in the body of the paper
- Show what information comes from outside sources
- Include author and year for paraphrases/summaries
- Include author, year, and page (p.) or paragraph (para.) number for quotations

Full reference citations

- Place at the end of the document on a reference list
- Include enough information to lead the reader to the source
- Follow a standard structure

Short demonstration found here
Tip 3: Know How to Cite APA Style

• Use cross-referencing:
  
  - Recognize type of source (webpage, journal article, chapter in a book...)
  
  - Look up format for that type of source in your style guide.

Tip 3: Know How to Cite APA Style: Use Cross-Referencing

To know how to cite, you need to know how to cross-reference: taking your source, a journal article, for instance, and looking up in your style guide how to cite a journal article—what elements to include in the citation and in what order to put them. The style guide will also indicate the capitalization, font, and punctuation rules to follow.
Tip 3: Know How to Cite APA Style

Example of cross-referencing

• **Source**: Journal article by Diane Martinez titled “Writing in an Online Environment” in the *Journal of Online Writing* published in 2009. The journal volume is 3 and the issue number is 2. The article begins on page 17 and ends on page 34.

• **APA format for a journal article**: Author, Middle initial. First initial. (Year of publication). Title of article. *Title of the Journal, volume* (issue), page-page.

• **Citation**: Martinez, D. (2009). Writing in an online environment. *Journal of Online Writing, 2*(3), 17-34.

Tip 3: Know How to Cite APA Style: Example of Cross-Referencing

The source is a journal article by Diane Martinez titled “Writing in an Online Environment” in the *Journal of Online Writing* published in 2009. The journal volume is 3 and the issue number is 2. The article begins on page 17 and ends on page 34.

According to the Publication Manual of the *American Psychological Association* (6th ed) (APA, 2010), you would put this information in the following format:

Author, Middle initial. First initial. (Year of publication). Title of article. *Title of the Journal, volume* (issue), page-page.

The APA citation would then look like this:

Full Reference Citations in APA Style

- Begin with author (individual or corporate).
- If no author is provided,
  1. Check source for credibility.
  2. If credible, begin with title instead.
- Follow pattern above.

Samples of citations found [here](#).
Example of In-Text Citation for a Paraphrase

- Paraphrase (Author, year).
- According to Author (year), paraphrase.
- Author (year) suggested paraphrase.

When paraphrasing or summarizing, you have to identify the author’s last name and the publication year in the sentence. You can do this a couple ways: Write the paraphrase and put the author and year in a parenthetical citation at the end of it, or you can make the author’s name part of the sentence structure either in a signal phrase such as “according to Author,” or as a sentence subject as in the example: McCarty (2007) posits. . . . When you make the author’s name part of the sentence grammar, you still have to put the publication year in parentheses directly after it.
Example of In-Text Citation for a Quote

When quoting, you have to put quotation marks around the borrowed text and identify the author’s last name, the publication year, and the page or paragraph number either making the author’s name part of the sentence structure and putting the year and page in parenthetical citations, or you can follow the quoted text with a parenthetical citation having all three required elements.

When quoting, it’s also important to make the quote part of a larger sentence. If you just drop a quote into a paragraph, it’s as though someone just interrupted you. You are talking then someone else chimes in. That is not okay in your paper. You want to lead into quotes, synthesizing them with your own ideas, and it’s a good practice to follow quotes with at least a sentence that comments on or interprets the quote.

In the example, the author’s name is part of the sentence structure. The year follows the author’s name in parentheses, and the page number follows the quote in parentheses. Notice that there are quotation marks around the borrowed text, and the period ends the sentence after the parenthetical citation to enclose the citation in the sentence that it pertains to.
Tip 4: Match In-Text and Reference Citations

Unintentional plagiarism often happens when the in-text citations don’t match with the full citations on the reference list at the end of the paper. The full citation is missing; the in-text citation is missing; or incorrect formatting prevents the reader from knowing what reference citation goes with what in-text citations. In-text citations and reference list citations must match.

First, every source used in-text must have a corresponding citation on the reference list, and every source listed on the reference list must be cited at least once in the text. The name given in the in-text citation should be the same name that is flush with the margin of the full citation. Since the full reference citations are alphabetized according to that name and the citations use hanging indentations, when readers want more information about a source in the paper, they can flip to the reference list and easily scan down the margin of author names to find the corresponding full citation.
Tip 5: Use the 80/20 Principle

The final simple tip to avoid plagiarism is to make sure your paper isn’t merely a summary of your research. You want your paper to be original. A method for doing this is to make at least or about 80% of your paper your own ideas, interpretations, analyses, explanations, and descriptions of the topic or issue and the research you found on it. The other 20% would then be the paraphrases, quotes, and summaries that support those points and analyses. Research-based information provides evidence, examples, illustrations, and authority from experts in the field. But it’s your work as the author to contextualize the research-based information within an original discussion where your voice is the dominant one in the paper.
Two resources I recommend every academic writer at Kaplan have handy when writing an APA paper is Basic Citation Guidelines and Common Citations in APA Format. These resources cover all the basics of how to quote, paraphrase, and summarize, how to cite, and how to format APA citations.

**Citation Resources:**

- **Basic Citation Guidelines**
- **Common Citations in Format: APA, 6th Edition**
For more writing support, connect with the KUWC’s new public webpage. You can actually Google and find this page. This is also a great way for you to stay connected to the KUWC through Facebook and Twitter. Many of our resources are here as well.
The best time to do a paper review in the Kaplan University Writing Center is after you have written your first draft. When you come to us early, we can help you the most by helping you with the structure of your paper. Many students send papers at the last minute because they want us to simply proofread their paper. However, KUWC writing tutors do not simply proofread the paper for you; we want to help you learn to write and proofread your own papers. You can submit a first draft, and then submit a later draft if you need further help on an assignment.

If you need help before you write the first draft, you can use live tutoring. During live tutoring, you can ask questions and brainstorm with a tutor. Live tutors can help you with other stages in the paper writing process as well. Come visit us. We can be found under the My Studies tab, then under Academic Support Center.
On the main Academic Support Center page, you will see the Writing Center links. These include Live Tutoring, Paper Review Service, the Writing Reference Library, Citation Guidelines, Workshops, English Language Learner, and Fundamental writing help. Notice, you can access the Kaplan Guide to Successful Writing on the right hand side in both print and audio form. Come visit us.
Writing Center

- Writing Tutor
- Paper Review and Q&A Services
- Writing Reference Library
- Citation Guidelines (APA & more)
- Writing Workshops
- Graduate Student Resources
- English Language Learners
- Writing Fundamentals Program
- Effective Writing Podcasts Series
- First-Term Student Resources
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Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshop page after the workshop.

Kaplan University Writing Center Resources
Introductory Video Survey Link
Writing Center

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Introductory Video

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