Plagiarism Prevention for Online Students
Monday, January 25, 2016 @ 8:30 pm ET
Presented by Amy Sexton
Kaplan University Writing Center

Please click here to view this recorded workshop:
http://khe2.adobeconnect.com/p9oiqgrso29/
Agenda

- True or False (Misconceptions versus Reality)
- Definition and Examples of Plagiarism
- Tips for Preventing Plagiarism
Why do online students need to know about plagiarism prevention?

- Easy, instant access to information
- Different ways of accessing information
- Use technology differently
True or False?

- If I find information on the internet, I don’t have to cite it.
- If I find information on Wikipedia, I don’t have to cite it.
- If I use information from my textbook, then I don’t have to cite it.

All of these are false. Any information that you have to look up, whether it’s on the internet, Wikipedia, or from your textbook has to be cited.
True or False?

- If I put something in my own words, I don’t have to cite it.
- I changed some of the words, so I don’t need to quote or cite.
- If I can’t remember where I found something, I don’t have to cite it.

These are also false. Even if you use your own words, you are still borrowing the thoughts and/or ideas, so citation is still needed. It is also important to keep in mind that it is not actually paraphrasing unless you change both the words and sentence structure. Replacing words with synonyms is not effective paraphrasing. You must also completely change the sentence structure. Also, it is your job as a researcher to carefully document your research and sources, so that you have all of the information necessary to cite and reference your sources. We will discuss this process in detail later.
True or False?

• If I use something that my friend shared on Facebook, I don’t have to cite it.
• If I read the same information in a lot of different web pages I found through Google, then there is no need to cite it. It is common knowledge.

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These are also false. While many people share freely on Twitter, Facebook, and other social media sites, the rules of college writing are different. Similarly, common knowledge does not refer to something that you can find in several different places. Common knowledge refers only to information you can expect the average person to know already. Here are some examples:
1. Christopher Columbus had three ships—the Nina, the Pinta, and the Santa Maria.
2. The temperature for freezing is 32 degrees Fahrenheit/0 degrees Celsius.
3. The capital of France is Paris.
If something is considered common knowledge, you do not have to find that fact in research and then cite it.
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

As the definition of plagiarism indicates, failing to give appropriate credit (whether it is because you did not cite, did not effectively paraphrase, did not use quotation marks, or forgot where you found the information) gives the impression that the work in completely your own, original work. Here are some more specific examples of plagiarism:

A writer quilts a paper together from multiple webpages without citation.

A writer has a reference page but no in-text citations.

A writer changes a few words in a passage and cites it as a paraphrase. Additionally, recycling a paper from a previous class without both permission and revision to make is a new paper is also plagiarism.
Tip 1: Research Carefully

Plagiarism prevention begins with careful research. When you come across information that you would like to use in your work, first read the source several times so that you have a very clear understanding of the source’s meaning. Once you have a thorough understanding, take notes by recording the information that you think that you may use. If you borrow ANY words verbatim (word for word), place quotation marks around them so that you will know they are not your own. Record source information for EVERY source you read and take notes from. For any source, you will need to know who wrote it, when it was written, what it is (the title), and where it can be located (retrieval information or publication information). For more information about the elements of a reference, please see the APA Style Blog article, “The Generic Reference”: http://blog.apastyle.org/apastyle/2009/11/the-generic-reference.html and the related articles, Who, When, What, Where.
Tip 2: Know When to Cite

Knowing when to cite something is fairly simple. You must cite if you borrow what someone else wrote, said, or created. This includes when you use someone’s exact wording (quotations), someone’s ideas (paraphrases and summaries), and illustrations of ideas (graphics or artwork).
Tip 3: Know How to Paraphrase

1. Use all of your own wording.
2. Use your own sentence structure.
3. Express the meaning of the source text.
4. Always cite the source.

Tip 3: 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.
Tip 4: 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 4: 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 4: Know How to Cite APA Style: Use Cross-Referencing
To know how to cite, you need to know how to cross-reference. Cross-referencing means to determine what type of source you are using, a journal article, for instance, and look up in your style guide how to cite that type of source, including 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 4: 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, 3* (2), 17-34.

Tip 4: 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:

Tip 5: 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 6: 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 are 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**
Connect with the KUWC’s 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.
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.
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.
Contact Information

Amy Sexton, Tutor, Workshops
Write us at kuwc@kaplan.edu!

Workshops are recorded and recording links, with an accompanying PowerPoint, are posted on the Writing Center Workshops page after the workshop.

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