Avoiding Plagiarism Study Sheet

Goals of this Study Sheet

Plagiarism is to steal or pass off someone else’s work as their own. This can by someone intentionally presenting someone else’s ideas as new and original, or someone simply forgetting cite their sources. In simple terms, plagiarism is considered an act of fraud. Plagiarism is a serious issue that can get you into trouble with your professor and the school board. However, plagiarism can easily be avoided by paraphrasing, quoting, and summarizing the source.

Paraphrasing

Paraphrasing is when you put a passage from the source material into your own words. Paraphrased material is often shorter than the original passage, but still conveys the overall message. When you paraphrase, you should take a broad segment of the source and condense it. Since you are taking the overall message of the source while putting it into your own words, you successfully avoid plagiarism.

Quoting

Quoting is when you take a passage directly from the source material word for word. When you quote the source material, it must be identical to the original. An important part of quoting anything is to attribute it to the original author. If you don’t attribute the quote to the author, then you committed plagiarism. You can attribute the quote to the original author by using in-text citations. Most of the time, an in-text citation will involve the author’s last name and any relevant page numbers. An in-text citation will appear at the end of the sentence in parentheses and followed by a period. Remember that in-text citations are used to direct the reader to the full citation on the work cited page. Consequently, the in-text citation you provide must correspond with that information.

From the Writing Center at the Academic Resource Center
**Summarizing**

Summarizing is like paraphrasing and quoting, but slightly different. Summarizing involves only taking the main ideas expressed in the original source and putting it into your own words. Summarizing by definition is a condensed version of the original. When you summarize a source, try to include all the necessary big ideas with the context it was originally expressed in. Additionally, you will have to cite the source you are summarizing. This includes in-text citations.

**Using Paraphrasing, Quoting, and Summarizing in a Paper**

It might be helpful to follow these simple steps when using paraphrasing, quotations, and summarizing in your paper:

- Read the source in its entirety
- Jot down the main ideas and key points
- Write down in your own words what you think the main idea of the source is. This is summarizing.
- Write down any important supporting points that are in the essay. This is paraphrasing.
- Consider any phrases or brief passages that you believe should be quoted in your paper.

**Sources Referenced**

“Quoting, Paraphrasing, and Summarizing.” *Welcome to the Purdue University Online Writing Lab (OWL)*, owl.english.purdue.edu/owl/resource/563/1/.