



# AVOIDING PLAGIARISM

## CFCC Code of Student Conduct

[www.cf.edu/departments/sa/sab/conduct.htm](http://www.cf.edu/departments/sa/sab/conduct.htm)

Any student found to have committed the following misconduct is subject to disciplinary sanctions.

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.

### What is Plagiarism?

- ◆ Turning in another person's paper as your own
- ◆ Passing off another person's words or ideas as your own without acknowledging the true source of the work
- ◆ Presenting a direct quotation as a paraphrase by failing to put it in quotation marks
- ◆ Copying the sentence structure of a source without giving credit
- ◆ Providing incorrect information about a source
- ◆ Copying the majority of your work from a source, whether or not you give credit ([turnitin.com/research\\_site/e\\_what\\_is\\_plagiarism.html](http://turnitin.com/research_site/e_what_is_plagiarism.html))

From the Merriam-Webster Dictionary: "Plagiarize: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source...to commit literary theft: present as new and original an idea or product derived from an existing source" ([www.merriam-webster.com/dictionary/plagiarizing](http://www.merriam-webster.com/dictionary/plagiarizing)).

### Tips for Avoiding Plagiarism

**Gather the necessary citation information as you research.** If you know what information you need to cite a source before beginning your research, you can make the necessary notes as you go. Immediately record authors, titles, URLs, etc., for every source. Check the Library's handouts on the [MLA](#) or [APA](#) style to see what information is required. **Take careful notes, distinguishing between what you've written and what you've copied.** Establish a system to differentiate as you take your notes between your ideas and those from your sources. **Learn what an acceptable paraphrase or summary is.** You must change both the words and the sentence structure of the original material, and you must cite the source of the ideas you're restating. **When in doubt, cite.** You do not have to cite the source for common knowledge and generally accepted facts, but if you are uncertain whether something is or is not common knowledge, cite it.



**NEED HELP?**  
Call a CFCC  
Librarian!

352/854-2322 x1345

*Fall and Spring hours:*  
Mon-Thu 7:30 am-9 pm  
Fri 7:30 am-4:30 pm  
Sat 10 am-5 pm

Or you can email or chat with a librarian through the [Ask-A-Librarian](#) link on the CFCC Library page or by sending an email to:

[library@cf.edu](mailto:library@cf.edu)



For more information, visit the CFCC Library web page at [library.cf.edu](http://library.cf.edu)



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## Checklist for Avoiding Plagiarism

- ◆ Did you list **all** your sources in your Works Cited page?
- ◆ Did you provide **all** of the relevant information about those sources in your Works Cited page, in the correct format?
- ◆ Did you accurately identify the source for **all** the information in your paper from external materials, through correct in-text citations?
- ◆ Is there an entry in your Works Cited page for **every** source cited in an in-text citation, and is there an in-text citation for **every** source listed in your Works Cited page?
- ◆ Did you put **quotation marks** around information taken word for word from the original source, in addition to citing that source?
- ◆ Did you cite the source of material that you did not borrow word-for-word but paraphrased?

## Plagiarism is Fraud

“Plagiarism hurts everyone involved:

Plagiarists do not acquire the skills legitimate work would teach them, and risk failure and expulsion.

Classmates who have worked hard for their grades have to compete with plagiarists for jobs and admissions.

Teachers have to take time out of the education process to deal with plagiarism.

Administrators find the principles upon which their institutions are founded undermined by plagiarism, and must devote resources to combating it” ([www.plagiarism.org/learning\\_center/did\\_you\\_know.html](http://www.plagiarism.org/learning_center/did_you_know.html)).

## Resources

USF Plagiarism Tutorial

[www.cte.usf.edu/plagiarism/plag.html](http://www.cte.usf.edu/plagiarism/plag.html)

Plagiarism.org Learning Center

[www.plagiarism.org](http://www.plagiarism.org)

Avoiding Plagiarism: Safe Practices

[owl.english.purdue.edu/owl/resource/589/03/](http://owl.english.purdue.edu/owl/resource/589/03/)

Avoiding Plagiarism

[www.glendale.edu/library/research/plagiarism.html](http://www.glendale.edu/library/research/plagiarism.html)

Plagiarism: What It is and How to Recognize and Avoid it

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Avoiding Plagiarism: Mastering the Art of Scholarship

[www.edison.edu/library/plagiarism.pdf](http://www.edison.edu/library/plagiarism.pdf)



The CFCC Librarians can assist you with the process of locating reliable source materials and documenting and citing those sources.

Just stop by the 2nd floor of the Library to visit the Reference Desk, or call or email.

Citation help and assistance with the writing process is also available from:

### [The Writing Center](#)

Bldg 3

Room 101

Monday-Thursday

9:00 am-7:00 pm

Friday

9:00 am-4:30 pm

