

A GUIDE TO AVOIDING PLAGIARISM

Does It Need to Be Cited?

| Yes | No |
|---|--|
| <p>Words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, ad, etc.</p> <p>Information from interviews or discussions with another person, whether face-to-face, over the phone, or in writing</p> <p>Exact words or unique phrases</p> <p>Reprints of any diagrams, illustrations, charts, pictures, or other visual materials</p> <p>Any electronically-available media, including images, audio, video, etc.</p> | <p>Your own experiences, observations and insights, thoughts, and conclusions about a subject</p> <p>Your own results from lab or field experiments</p> <p>Your own artwork, digital photographs, video, audio, etc.</p> <p>"Common knowledge"</p> <p>Generally-accepted facts, including those accepted within a particular discourse community</p> |

There are three ways to incorporate sources into your text:

| Direct Quotation | Paraphrase | Summary |
|---|--|---|
| <p>This author said it perfectly. I am going to use his/her exact words.</p> <p>Used when both the information in the passage and the language of the passage are important for the reader's context.</p> | <p>This information is exactly what I need, but the passage is too long for a quotation.</p> <p>I want to write it out in my own words and include the main points as well as the details.</p> <p>A paraphrase is about the same length as the original passage.</p> | <p>This information is useful but general. I'd like to include the main points in my paper, but leave out all of those extra details.</p> <p>A summary is much shorter than the original passage.</p> |

Citations have two parts:

| In-text or Parenthetical Citation | Full Bibliographical Citation |
|---|--|
| <p>Tells the reader the source of the information being presented in just a few words.</p> <p>Directs the reader to the entry on the references page, where he or she can find more information from that source.</p> | <p>Contains all the information necessary for the reader to locate and examine the original source.</p> <p>Occurs at the end of a paper so it doesn't get in the reader's way.</p> |

