

2026 PLAGIARISM GUIDELINES

What is Plagiarism?

The term plagiarism comes from the Latin word for kidnapper, plagiarist. It means taking credit for ideas or words that aren't your own. It's a form of stealing. A person who plagiarizes another's work is committing theft of intellectual property. These are some examples of plagiarism:

- Buying, stealing or borrowing a paper
- Hiring someone to write your paper
- Copying from another source without citing (on purpose or by accident)
- Cutting and pasting text or graphics from Internet sources into your paper
- Building on someone else's ideas without citation
- Using the source too closely when paraphrasing

Your essay submission will be a combination of information you borrowed from others' work and your own ideas. Even though you make use of other people's work, the writing tone and style should "sound" like you—your own analysis, explanation, or conclusions, in your own words.

When to Document Sources

You can incorporate information from your research into your paper in these ways:

- Briefly restate the main idea of an entire work in your own words (summarize)
- Restate a source's idea or ideas in detail (paraphrase)
- Include a word-for-word quotation from the source

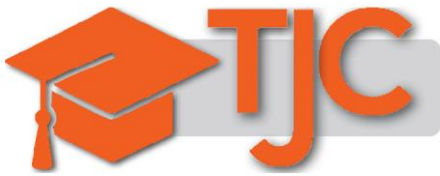
Whenever you use words or ideas borrowed from other sources (books, magazines, newspapers, songs, movies, Web pages, etc.) you must acknowledge the original author's work by including appropriate documentation.

Sometimes documentation isn't necessary. The table below shows examples of different types of information and whether you need to provide documentation.

Documentation IS required:

- Summaries, paraphrases or direct quotations from a source
- Reprints of diagrams, illustrations, charts or pictures
- Little-known facts
- Other people's opinions
- Results of other people's research (opinion polls, case studies, statistics)
- Quotations or paraphrases from people you interview





Documentation is NOT required:

- Common knowledge (facts found in many places and are considered to be common)
- Your own ideas, opinions or conclusions
- Your own research (surveys or observations)

Techniques for Avoiding Plagiarism

- When you are researching, taking notes, and interviewing, record the relevant documentation information in your notes accurately and completely
- Indicate in your notes which ideas are taken from sources and which are your own thoughts or insights. Be sure to keep this distinction clear in your submission.
- Put all words borrowed from sources inside quotation marks. In your notes, you might want to circle the quotation marks, so you'll be sure to include them in your paper.
- When paraphrasing or summarizing information from a source, use different words and sentence structures than the original text.
- Tip: Reread your source until you understand it. Write your paraphrase or summary without looking at the original text, using your own words and phrasing. Next, check your version with the original. Make corrections for clarity, accuracy, and mistakenly borrowed phrases.
- Keep the source's name near quotations and paraphrases in your notes and in your paper. Mention the person's name either at the beginning or the end of the passage.
- Document all quoted material, paraphrases and summaries of your sources. Full publication information should be included in your list of sources at the end of your submission.
- Document any facts that are disputed or not common knowledge.
- Document all opinions, conclusions, statistics, pictures, charts or graphs taken from your sources.

