

Academic Integrity: Avoiding Plagiarism

You want to be a successful student, don't you? And you want to be a prosperous graduate of CSUF with a satisfying, well-paid and meaningful career, right? If so, read on.

Highlights in this Segment:

What is Academic Integrity?

Learn the true meaning of the phrase "academic integrity."

What is Plagiarism?

In this segment, find out what plagiarism means once and for all.

Strategies to Avoid Plagiarism

Discover how to write an effective research paper without plagiarizing.

Test Your Knowledge

After you have read the information in this section quiz yourself about academic integrity.

What is Academic Integrity?

The Center for Academic Integrity <http://www.academicintegrity.org> defines academic integrity as:

A commitment, even in the face of adversity, to five fundamental values. From these values flow principles of behavior that enable academic communities to translate ideals into action. These fundamental values are:

- * *Honesty*
- * *Trust*
- * *Fairness*
- * *Respect*
- * *Responsibility*

What is Academic Dishonesty at CSUF?

To understand more fully what this means to you as a student at CSUF, you will want to read the policy on Academic Dishonesty UPS 300.021 at <http://www.fullerton.edu/senate/ups.htm>

Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

What is Plagiarism?

Plagiarism is defined as the act of taking the work (words, ideas, concepts, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one's own without giving credit to that source. The word is derived from the Latin word *plagiarius* (kidnapper) and means the "false assumption of authorship, the wrongful act of taking the product of another person's mind and presenting it as one's own."

- Using other's ideas, information, or expressions without acknowledgement is **intellectual theft**
- Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some kind of advantage is **fraud**

Plagiarism is both **stealing and lying** (claiming implicitly that the words or ideas are your own). It also shows contempt and disrespect for your professor and other students. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate citation/attribution and, if directly quoted, quotation marks or indentations must be used. Improper acknowledgment of sources in essays, papers, or presentations is wrong.

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Examples of plagiarism include:

- Cutting and pasting word-for-word or near word-for-word material from websites to create a paper
- Downloading an entire paper or article from an Internet site
- Turning in another student's work as your own
- Copying a paper from a source without proper citation
- Paraphrasing materials from a source without citation
- Copying from a source and then deleting some words, altering grammatical structures, or plugging in one-for-one synonym substitutes
- Receiving too much outside assistance in editing your paper
- Turning in the same paper for two classes without the permission of the instructors
- Providing your completed academic paper to another student who uses it as his/her own

Who gets hurt if you plagiarize?

- **You!** You only hurt yourself if you don't learn to write your own thoughts in your own words, and don't get specific feedback geared to your individual needs and skills. It is like sending a friend to practice tennis for you--you'll never score an ace yourself! Ignorance is no excuse. The purpose of a research paper is to synthesize previous research and scholarship with your ideas on the subject.
- The **other students** in the class who may receive lower grade on their papers if your plagiarism goes undetected and you receive an "A" for someone else's work. You may even beat them out of a job or a spot in graduate school because your grades may be better.
- **CSUF!** Cheating degrades our degree and may diminish our reputation if students who cheat are hired and then are not able to perform at the level that their grades indicate that they should.

Consequences for Plagiarism

- Grade penalty from “0” on the paper to “F” in the course
- Dismissal from the academic department
- Suspension from CSUF and all CSU campuses for defined period of time (1 semester – 2 years)
- Expulsion from all CSU campuses; permanent removal with permanent notation on transcript
- Revocation of admission
- Revocation of degree

Strategies for Avoiding Plagiarism: Tips for Maintaining Integrity in Your Written Assignments

“There is a difference between imitating a man and counterfeiting him.” Benjamin Franklin

Students are continually engaged with other people’s ideas: you read them in textbooks, hear them in lectures, discuss them in class, and incorporate them into your own writing.

It is critical that you **give credit where it is due**. Using other’s ideas and words without clearly acknowledging the source of that information is considered **academic dishonesty, specifically plagiarism**.

Remember that in all academic assignments, writing is assumed to be the original words and thoughts of the student unless the reader is told otherwise (i.e., material from other sources is clearly and properly cited).

You should re-read what you have written and ask yourself: can my reader tell which ideas belong to whom? Am I clear about how I have used other’s ideas in service to my own inquiry?

Paying attention to academic integrity will benefit you in the long run because thinking about it will help improve your writing.

Strategies for Avoiding Plagiarism: Tips for Maintaining Integrity in Your Written Assignments (cont.)

If you use **another person's exact words** you must always do **both** of the following:

Provide a citation, either in the text or in a footnote **and**

Enclose the words in quotation marks, or place them in a block of indented, single spaced text if the quote is over 40 words long.

You will want to use direct quotes sparingly as the instructor is interested in reading about what you've learned, what you think, and how you came to know it. You may use a quotation:

- When you want to support or add credibility to your arguments
- When the original statement is unique and hence difficult to rephrase
- When the original is so good that you want to preserve the original language.

Strategies for Avoiding Plagiarism: Tips for Maintaining Integrity in Your Written Assignments (cont.)

If you use **another person's ideas/thoughts/creations** you must:

Paraphrase/summarize your understanding of these ideas in your own words without distorting the original meaning and cite the source in the text or in a footnote. No quotation marks are needed because these are not the exact words of another.

Summarizing is condensing the author's words or ideas without altering the meaning or providing interpretation.

Paraphrasing is restating the author's words or ideas without changing the meaning or providing interpretation.

- Use your own words
- Include key elements of the original and keep it brief (summarizing)
- Do not include your interpretation/analysis at this point. You must make it clear what are your thoughts and someone else's
- You will want to introduce your summary/paraphrase in a variety of ways: "According to..." or "The author concludes that..."
- Always include attribution (a citation)

Strategies for Avoiding Plagiarism: Tips for Maintaining Integrity in Your Written Assignments (cont.)

If you use **facts, statistics, graphs, drawings, or any piece of information that is not common knowledge** you must cite the source in the text or in a footnote.

Common knowledge: facts that can be found in numerous places are likely to be known by a majority of non-experts. However, you must always cite facts that are not generally known and ideas that interpret those facts.

For more information check out **Student Guide to Avoiding Plagiarism: How To Write an Effective Research Paper** at <http://www.fullerton.edu/deanofstudents/judicial>.

Disciplinary Procedures

If a student is accused of academic dishonesty, the student has an opportunity to meet with the faculty member to discuss the allegation. The faculty member may assess a grade penalty (see above) in the course and must report the incident to Judicial Affairs. The student may appeal the grade penalty through the **Academic Appeals Policy**.
<http://www.fullerton.edu/senate/ups.htm>

The Associate Dean, **Judicial Affairs** may assess additional sanctions including disciplinary probation, suspension or expulsion.
<http://www.fullerton.edu/deanofstudents/Judicial/index.html>

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