

Plagiarism Guidelines

Mr. Hamilton's Classes

2013-14

In the Student Handbook, RCHS defines plagiarism as the use of someone else's words or ideas without giving proper credit. This creates the impression that these words or ideas are yours, not the original author's, and as such is judged to be a form of lying.

The following is a list (not exhaustive) of common types of plagiarism found in student work.

- Cutting and pasting the work of another author into an essay/paper without quotation marks and proper sourcing.
- Cutting and pasting the work of another then changing a few words without proper sourcing.
- Using the ideas of another author without proper sourcing.
- Submitting the work of other students as your own.
- Using statistics or images without proper sourcing.

Self-plagiarism is the process of re-submitting the same work in different courses. This also undermines the academic integrity of the school and the learning experience of the student and will be treated as cheating at RCHS.

(The following information was adapted from the following source:

Stolley, Karl, Joshua M. Paiz, and Allen Brizee. "Safe Practices." *Purdue OWL: Avoiding Plagiarism*. Purdue, 15 Feb. 2013. Web. 29 Aug. 2013. <<http://owl.english.purdue.edu/owl/resource/589/03/>>.)

Here are certain practices that can help you not only avoid plagiarism, but even improve the efficiency and organization of your research and writing.

Best Practices for Research and Drafting

Reading and note-taking

- In your notes, always mark someone else's words with a big **Q**, for quote, or use big quotation marks
- Indicate in your notes which ideas are taken from sources with a big **S**, and which are your own insights (**ME**)
- When information comes from sources, record relevant documentation in your notes (book and article titles; URLs on the Web)

Interviewing and conversing

- Take lots of thorough notes; if you have any of your own thoughts as you're interviewing, mark them clearly
- If your subject will allow you to record the conversation or interview, place your recording device in an optimal location between you and the speaker so you can hear clearly when you review the recordings. Test your equipment, and bring plenty of backup batteries and media.
- If you're interviewing via email, retain copies of the interview subject's emails as well as the ones you send in reply.
- Make any additional, clarifying notes immediately after the interview has concluded.

Writing paraphrases or summaries

- Use a statement that credits the source somewhere in the paraphrase or summary (e.g., According to Jonathan Kozol, ...).
- If you're having trouble summarizing, try writing your paraphrase or summary of a text without looking at the original, relying only on your memory and notes
- Check your paraphrase or summary against the original text; correct any errors in content accuracy, and be sure to use quotation marks to set off any exact phrases from the original text
- Put quotation marks around any unique words or phrases that you cannot or do not want to change: e.g., "savage inequalities" exist throughout our educational system (Kozol).

Direct Quotes

- Quote no more material than is necessary; if a short phrase from a source will suffice, don't quote an entire paragraph
- To shorten quotes by removing extra information, use ellipsis points (...) to indicate omitted text.
 - *Example:* "None of the national reports I saw made even passing references to inequality or segregation. . . . Booker T. Washington was cited with increasing frequency, Du Bois never, and Martin Luther King only with cautious selectivity." (Kozol 3).
- To give context to a quote or otherwise add wording to it, place added words in brackets, ([]); be careful not to editorialize or make any additions that skew the original meaning of the quote—do that in your main text, e.g.,
 - *Example:* If the quote says "She was very mad at the big, bad wolf", you might want to put it in context by: "[Little Red Riding Hood] was very mad at the big bad wolf"
- Use quotes that will have the most argumentative impact in your paper; too many direct quotes from sources may weaken your credibility, as though you have nothing to say yourself.

MLA Citations

- Citations will appear in brackets at the end of a quote or a specific idea that you have put in your own words, but is not your original idea.
- Be sure to use quotation marks around key phrases or words that the idea's originator used to describe the idea.
- MLA citations use the last name of the author(s) and the page number. If no author is given, then use the title of article/webpage and/or another important identifying feature.

Example of Citation from a book:

Some people do whatever feels good, but a better view is that "what you can and should do is obey what God actually calls you to do in the Scripture" (Stuart and Fee 93).

Example of a Citation of a Webpage with no author:

- Though our temperatures from year to year can fluctuate, "over the past 50 years the average global temperature has increased at the fastest rate in recorded history" ("An Introduction to Climate Change").

Citing the Bible:

- We should not be afraid of what mortal man can do to us because "God gave us a spirit not of fear but of power and love and self-control" (English Standard Version, 1 Tim. 1:7).

MLA Bibliography (at end of paper)

You are encouraged to use [easybib.com](http://www.easybib.com) for sourcing all items you have used to research a paper. Remember that you are responsible for filling in missing fields that are not automatically filled in.

For print sources (books, articles, etc.)

General form:

Author, Last name then first. *Title of Book*. Edition. City Published: Publisher, Year published. Print.

Example:

Fee, Gordon D., and Douglas Stuart. *How to Read the Bible for All Its Worth*. 2nd ed. Grand Rapids: Zondervan House, 1993. Print.

For online sources

General Form:

Author, Last name then first. "Title of Article." *Title of website*. Publisher, Year published. Web. Date visited. <Website address>

Example:

"An Introduction to Climate Change." *Climate Change Facts*. Natural Resources Defense Council, 2011. Web. 29 Aug. 2013. <<http://www.nrdc.org/globalwarming/climatebasics.asp>>.

Other Helpful Notes

- Maintain copies of your drafts in numerous media, and different secure locations when possible; don't just rely on your hard drive, pen drive, or the cloud.
- Proofread and cross-check with your notes and sources to make sure that anything coming from an outside source is acknowledged.
 - If you have any questions about citation or bibliography, ask your instructor **well in advance** of your paper's due date, so if you have to make any adjustments to your citations, you have the time to do them well

Helpful websites:

<http://www.easybib.com/>

<http://owl.english.purdue.edu/owl/resource/747/02/>