Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures.1

This suggests that there are two kinds of plagiarism: one that is committed with the intent to deceive (intentional plagiarism) and one resulting from the disregard for proper scholarly procedures (unintentional plagiarism).

**Intentional Plagiarism**

Intentional plagiarism is claiming sole authorship of a work that you know to have been largely written by someone else.

Examples of Intentional Plagiarism

* Purchasing a pre-written paper (either by mail or electronically).
* Letting someone else write part or all of a paper for you.
* Paying someone else to write part or all of a paper for you.
* Submitting as your own someone else's unpublished work (including a computer program or algorithm), either with or without permission.
* Submitting as your own, work done jointly by a group in which you may have participated.
* Submitting work done by you, but for another class or another purpose without documenting that it was previously used.
* Creating phony citations.

**Unintentional Plagiarism**

Unintentional plagiarism is plagiarism that results from the disregard for proper scholarly procedures.

Examples of Unintentional Plagiarism:

* Failure to cite a source that is not common knowledge.
* Failure to "quote" or block quote author's exact words, even if documented.
* Failure to put a paraphrase in your own words, even if documented.
* Failure to put a summary in your own words, even if documented.
* Failure to be loyal to a source.

### Scholarly Procedures

There are three common ways of borrowing material from someone else, or using your own work from past assignments, and incorporating that material into your own writing: quotation, paraphrase, and summary. Each assumes that you cite your sources properly (to be discussed below),  Select the appropriate links from [**this site**](https://library.duke.edu/research/plagiarism) and use the [**Scholarly Procedures Table**](https://plagiarism.duke.edu/procedures/table.php) to assist your review of these three scholarly procedures. The Scholarly Procedures Table not only highlights the differences between quotation, paraphrase and summary, but also shows two features that all three have in common: loyalty to the original source and the citing of sources.

**Citing Sources.** Citing sources (also called documenting sources) is the scholarly procedure for acknowledging that you have borrowed material from someone else and incorporated it into your own work. With one exception, **everything** you borrow must be cited. Facts or common knowledge need not be cited.

The procedure for citing sources consists of two parts: an in-text **citation** and an end-of-text **reference**. The citation informs readers where the borrowed material is located within your written work, and it directs readers to a reference at the end of the text. The reference tells readers where they can find the original source of the borrowed material. The exact contents, format, and punctuation of both the citation and the reference vary from discipline to discipline. Your instructors may recommend or require various [**style guides**](https://library.duke.edu/research/citing)to assist you in creating accurate and uniformly formatted citations. Once you have determined which style you are to use, consult the appropriate style guide to obtain the details of the formats to be employed for documentation. For example, suppose your instructor requires that you use APA style, the standard citation format developed by the American Psychological Association. Go to the listing of [**style guides**](https://library.duke.edu/research/citing) and select APA. You will see the descriptions of the citation and of the reference to be used in the APA style as well as links to examples

**Avoiding Plagiarism**

1. Suggestions for avoiding **unintentional** plagiarism.
   * Learn and carefully employ the common scholarly procedures described in [**the Scholarly Procedures Table**](https://plagiarism.duke.edu/procedures/table.php).
   * Take good notes as you do your research. Working from poor notes greatly increases your risk of plagiarism.
   * To be sure that a paraphrased comment or summary is in your own words, follow these guidelines from the Purdue University On-line Writing Lab. 'When writing a paraphrase or summary, study the source until you are sure that you understand it. Without looking at the source, write the paraphrase in your own words. Compare your paraphrase with the source to be sure it conveys the same meaning but in different words. Place quotation marks around any borrowed words or terms. Finally, document the source.' 2
2. Suggestions for avoiding **intentional** plagiarism.
   * Manage your time carefully. Start researching/writing well before the project is due and learn to work on your assignments regularly. It takes a lot of time to research a paper and to use scholarly procedures correctly. Most cases of intentional plagiarism result from procrastination and desperation as a deadline approaches. The [**Academic Resource Center**](http://aaswebsv.aas.duke.edu/skills/) can assist you in time management.
   * Learn to recognize and deal with the "warning signs" that suggest you are in danger of committing intentional plagiarism.
   * If you need help, there are many [**resources**](https://plagiarism.duke.edu/links/) available to you. Choose the one(s) that best fit your needs.
   * If for any reason you are unable to make a deadline, ask the instructor for an extension.