

Plagiarism Fact Sheet Cox High School Library

To plagiarize:

“To take and pass off as one’s own the ideas, writings, etc. of another.”

Quoted from the Webster’s New Universal Unabridged Dictionary. 2nd edition. Jean L. McKechnie, ed. New York : Simon and Schuster, 1972.

How to avoid plagiarizing :

Copy source information down carefully in your notes:

- **Print and Media Resources:** write down author, title, publication place, publisher, date, pages, and any other identifying information about the source.
- **Web Resources:** note who’s responsible for the site, the URL of the site, and the date you visited the site.
- **E-mail messages:** note author of the message, date of the message, listerv information if appropriate, and any other identifying information about the message.

Take careful notes from the text of your sources:

- Identify in your notes which notes are exact quotes, paraphrases, or lists of ideas.
- When using information from your notes, be careful to attribute (cite, footnote, refer to) the ideas to the original author as you incorporate them into your text.
- If you don’t have a specific manual assigned to you, ask a librarian for suggestions for style manuals available to you in the Libraries.

Ask for help on citing sources if you’re confused. You can ask:

- Your teacher
- A librarian

Quoted from “How to Recognize and Avoid Plagiarism?” Ethical Use of Information. 26 Aug. 2008. The College of Wooster Libraries. 2 Sept. 2008.

<http://library.wooster.edu/services/instruction/ethics/avoid.php>

A great tutorial on plagiarism to show students:

“You Quote It, You Note It”

<http://library.acadiau.ca/tutorials/plagiarism/>

The **VBCPS Instructional Resource Center** provides great information on copyright and ethical use of information:

<http://www.irc.vbschools.com/copyrightinfo.htm>