

## Plagiarism – A Guide for Students

What is plagiarism?

Plagiarism is defined as "Passing off someone else's work as your own".

It happens if you **copy** somebody else's work instead of doing your own.

It also happens in those cases where people actually **buy** essays instead of doing the work themselves.

Most people at school level call this 'cheating' or 'copying' - and they know it is wrong.

Let's start off by making it clear that all the following can be counted as plagiarism.

- Copying from the work or the notes of another student.
- Copying directly from a text, word-for-word *without acknowledging your sources*\*
- Using an attractive phrase or sentence you have found somewhere *without acknowledging your sources* \*
- Using text downloaded from the Internet *without acknowledging your sources*
- Paraphrasing the words of a text very closely *without acknowledging your sources*\*
- Borrowing statistics from another source or person *without acknowledging your sources*\*
- Downloading or copying pictures, photographs, or diagrams *without acknowledging your sources*\*

The consequence of plagiarism is that the teacher has to apply a "Fail" grade to that piece of work.

**Remember that if you allow another person to copy your work, you and the other person are both considered guilty and both will receive "Fail" grades.**

*\*Acknowledging your sources* means that you have to give the title and author of the book from which you are quoting. If you are using information gathered from the Internet, you have to give the complete Web address of the page you are using.