



DALLAS BAPTIST UNIVERSITY

How to Avoid Plagiarism

A writer's facts, ideas, and phrasing should be regarded as his or her property. Any person who uses a writer's ideas or phraseology without giving due credit is guilty of PLAGIARISM. One should cite the sources he or she used during the writing process in order to avoid plagiarism and add credibility to his or her paper.

In order for information from an outside source to be included into a paper without parenthetical citation, it must meet ALL of the following conditions:

- It is common knowledge.
- It, therefore, is found in several different books on the same subject.
- It is written entirely in the words of the student.
- It is not paraphrased from any single source.

Generally, students should provide **parenthetical citations** for anything they write while looking at a source or while looking at notes taken from a source.

When any idea is taken from a specific work, even when the student states the idea entirely in his or her own words, the student must use a parenthetical citation in order to give credit to the author responsible for the original thought. In other words, paraphrasing and summarizing require the same citation as quoting directly.

In order for one to paraphrase, or to put something in his or her own words, he or she must follow the principles listed below.

- Never retain a sentence pattern and merely substitute synonyms for the original words.
- Never retain the original wording and simply alter the sentence pattern.

To paraphrase means to alter both the sentence pattern and the original words of the passage. If one wishes to mix key words from the original passage, he or she must place quotation marks around those key words. Then, one must document parenthetically at the end of the paraphrased passage (see the MLA, APA, and Turabian packets for examples of parenthetical citations).

Always document any direct quotation parenthetically. Quote it exactly.

Students should be sure that their readers can tell where their thoughts end and where the paraphrased ideas of someone else begin. Do this by prefacing statements with an introductory phrase, such as the following:

- According to Johnson,
- To paraphrase Adams,
- As Morris argues,
- Thoreau believes,
- As R.D. Smith notes,

The end of the paraphrase by that source should be indicated by a parenthetical citation. When students do not cite materials in this manner, the ideas are assumed to be those of the student.

Plagiarism Policy

The Vice President of Graduate and Corporate Affairs usually handles matters of academic misconduct. This includes, but is not limited to, plagiarism.

Plagiarism is defined as the unacknowledged submission or incorporation of a quote or paraphrase of another's work as one's own offered for credit.

Possible actions against plagiarism include:

- Notifying the dean.
- Assigning a grade of F (or a zero) to the project.
- Immediately dropping the student from the class with a grade of F.
- Placing an official written report in the student's permanent University record.
- Placing the student on academic probation.
- Suspending the student from the University.
- Expelling the student from the University.

(From the Dallas Baptist University Student Handbook, page 85)