

# Avoiding Plagiarism – Quick Guide

## What is Plagiarism?

Plagiarism is using someone else's words and/or ideas as if they were your own.

At Grossmont College, plagiarism constitutes academic fraud, and may result in a failing grade for the course, or worse. Read the following to help you recognize plagiarism and teach you some guidelines on how to avoid it.

## Examples of Plagiarism:



- Purchasing (or obtaining for free) a work already written
- Copying words or ideas from a published or unpublished work without attributing them to the originator
- Paraphrasing without citing the source

## Why You Should Care About Plagiarism:



- It is dishonest and unethical
- The plagiarizer is not acquiring knowledge or critical thinking skills
- It gives the plagiarizer an unfair advantage over others
- It is unfair to the originator of the work
- It violates Grossmont policy
- It could result in failing the course, and/or being expelled from the college (Please refer to Grossmont's policy on Academic Fraud – call the Student Affairs Office if you have questions about this policy).

## Avoid Plagiarism by:



### Citing your sources.

Show where you got your information. The citation must be very specific, and should include author, title, publisher, publishing date, web address – and/or other items, according to the style manual you use. Most Grossmont courses, but not all, use the “MLA style.” Other styles include APA, *Turabian*, and *Chicago Manual of Style*.

### Quoting.

When using someone's exact words, enter the wording in quotation marks, and then cite the source.

### Paraphrasing.

When using someone else's ideas, and putting them in your own words, do not use quote marks, but do cite your source.



### **NOTE:** Common knowledge.

Information that is known by many people, and is found in multiple sources, need not be cited. An example would be that *the earth revolves around the sun*.



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