PLAGIARISM POLICY

(This is an example of a plagiarism policy developed by the English Department for inclusion into syllabi.)

A Writer's Reference contains several sections defining plagiarism and demonstrating ways to cite sources and avoid plagiarism:

Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas,

(2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries

and paraphrases in your own words. (359)

Using the word **or** ideas of another without proper attribution constitutes theft and fraud. This includes material from the internet used without crediting the source (Hacker 347).

Always cite any borrowed passage, sentence, or key idea when you use it in your own writing.

Obviously asking someone else to write a paper for you or buying one online is plagiarism, but so is "borrowing" a paper your friend has turned in for another class, or having a friend or relative, or another teacher change your language substantially. Because we encourage peer editing in class, it is sometimes difficult for students to understand what can be done in the way of getting help outside of class.

- If someone edits your paper, please have that individual sign the paper and turn it in with your other drafts.
- If you have questions about what is permissible, check with me.
- Turn in all drafts with your final paper.
- Always note internet sources while you have them; you may not be able to find and document them later.

It helps when taking notes to copy information directly and enclose it in quotation marks. If you decide to paraphrase the quotation in your paper, it needs to be done thoroughly **and** it still needs to be cited (Hacker 344-347).

Turn in all sources including photocopies of material from print sources.

If a paper is plagiarized, the grade will be an **F** and a sealed note will be put into your student file. If a second instance occurs, even in another class, the school will take further action. (See the Student Handbook.)