



Avoiding Plagiarism Workshop

Plagiarism is:

- **Copying** an entire paper or sections of a paper from one or more internet sources
- **Buying** a paper from a term-paper service and turning it in as if it were your own
- Presenting **someone else's work** as your own
- **Hiring** someone else to write your paper and then putting your name on it
- Submitting a paper **written primarily by another person** who acts as a tutor or editor
- **Copying** words or ideas from someone else without giving credit
- Failing to put **someone's exact words** in quotation marks
- **Giving incorrect information** about the source of a quotation
- **Resubmitting** your own previous work as a new assignment

Ways to avoid plagiarizing:

- Unless in a collaborative group, work by yourself on all assignments.
- If you use outside resources for a speech or composition, *be sure to use citations in your work.*
- Do not copy any images, words, phrases, sentences, paragraphs, or essays from a book, a textbook, the internet, a magazine, a newspaper, the radio, or the television (*without providing the sources of that information*).
- Do not allow another student to copy your homework, assignments, or tests.
- Do not copy another student's homework, assignments, or tests.
- Do not purchase any information from the Internet to use as your assignment.
- Ask your instructors, librarians, and learning support staff (tutors) for advice.

How to cite:

- Decide whether you will put the information you are writing about in your own words (paraphrase) or if you will write information exactly as it is written (quote).
- Use the correct citation format for paraphrasing or quoting inside your text and on the Works Cited page. You can find this information on the Valencia website.

Helpful Resources

- **The Communications Center/Writing Center: Building 5, Room 155**
- **The Reference Librarians: on the 2nd floor of the library, Building 6**