



LIBRARY GUIDE 15 A DEFINITION OF PLAGIARISM

Plagiarism is a form of academic dishonesty in which a student takes credit for someone else's words, ideas, style of expression, research, etc. It does not matter whether this "someone else" is dead or alive, published or unpublished, a famous author or a fellow student, or whether he or she gave permission for the material to be used. If the material is used in such a way as to make it appear that the student is the author, then plagiarism has occurred.

BLATANT PLAGIARISM

Blatant plagiarism calls for severe penalties as described in Section III B of Hawaii Pacific University's "Academic Honesty Policy and Procedures." At the instructor's discretion, the possible penalties include giving an F for the assignment, an F for the course, an F(D) for the course, or turning the case over to the Academic Dean, who may in turn submit the case to the Student Review Board for possible probation or suspension of the student. Alternatively, the instructor may require the student to correct the plagiarism and/or submit a new essay, report, term paper, etc., on a different topic, usually with some kind of grade penalty applied to the new or resubmitted work.

Examples of blatant plagiarism include but are not limited to:

1. Typing up an article, report, paper, outline, etc. obtained from a periodical, book, on-line service, commercial research paper service, or other source in the form required by your assignment, putting your name on it, and submitting it for credit;
2. Doing # 1 but altering the original by abridging it, adding some material, changing a few words, or changing the order of some of the material, changing the title, and/or including the publication information from the original source on your works cited page;
3. Putting your name on the work of another student and submitting it for credit;
4. Doing # 3 but altering the original as described in # 2;
5. Submitting a paper or assignment partly written by you but including extensive copying of ideas from another source without mentioning the source on a works cited page and/or without indicating which ideas are from that source. (The source could be a published work, a television or radio program, a public lecture, a paper written by another student, etc. A common example is modeling your paper closely on a paper written by another student on the same topic.);
6. Submitting a paper or assignment partly written by you but including extensive copying or close paraphrasing of words from another source without mentioning the source on the works cited page, and/or without making clear when you are paraphrasing, and/or without using quotation marks around the quoted words;
7. Memorizing material from another source (such as a textbook--especially one other than the official course textbook--an exam written by a previous student, or an answer to a study question written by another student in your study group) and writing it verbatim or nearly verbatim in answer to an exam question that calls for an original answer so that the instructor will be misled into thinking you composed the answer yourself;

8. Giving an oral report without mentioning that you used secondary sources in preparing it, or without making clear which ideas are borrowed from your sources, or without letting the audience know when you are quoting;
9. Writing a rough draft or part of a paper and handing it over to someone else to "fix" so that much of the final product was actually written by that person (the reverse of #4);
10. "Obtaining research or lab data from another individual or source but presenting it as one's own" (HPU Academic Honesty Policy and Procedures);
11. Collaborating on assignments which call for individual work so that each student turns in virtually identical work, at least part of which was not the result of that student's efforts.

LESSER INFRACTIONS

The following kinds of plagiarism are considered less serious either because they are usually committed unintentionally (#1) or on a small scale [involving only a small portion of a paper that is otherwise free of plagiarism] (#s 1, 3, 5), or because they involve the use of source material or assistance that may be acceptable in certain circumstances and to certain degrees (#s 2, 4, 5, 6), but not in the situations described.

In situations 1-4, the instructor may deduct points from the assignment, require the plagiarism to be corrected, or both. In cases where it is no longer possible to distinguish the original work of the student from the plagiarized work (situation 5 and sometimes 4), or in cases where the use of the source material or assistance was prohibited by the assignment (situation 6 and sometimes 4 or 5), the instructor may require the student to do the assignment over, on a new topic or question, and may assess a grade penalty on the new work. If the plagiarism appears deliberate or is repeated, the instructor may assess harsher penalties as described under BLATANT PLAGIARISM.

1. Plagiarism occurs when you fail to adequately document source material when incorporating sources into your own essay. **Solution:** For tips on avoiding this kind of plagiarism, see Library Guide LIBR 16.
2. Plagiarism occurs when you copy verbatim from the textbook on homework assignments without quotation marks. **Solution:** Ask the instructor whether quotes from the textbook are wanted or you are supposed to paraphrase. In either case, give appropriate page references and if you do quote, use quotation marks.
3. Plagiarism occurs when you pad your research by including sources cited by your sources but which you never actually read on your works cited page and cite them in the paper without indicating that you are using an indirect source. **Solution:** Follow the rules in the *MLA Handbook* section 5.4.7. List only sources you actually read on your works cited page.
4. Plagiarism occurs when you read background material and then silently incorporate ideas from it into your work. **Solution:** If your instructor says not to use outside sources, don't use them, or ask special permission to do so. If you do use such "background material" as *Cliffs Notes*, introductions or afterwords, reference works, textbooks, etc., cite it according to the rules for incorporating sources into your work.
5. Plagiarism occurs when you have someone "correct your English" and in the process the corrector rewrites parts of your paper, adding descriptive details, changing to more sophisticated vocabulary and sentence structure, etc. **Solution:** First clarify with the instructor what kind of assistance is allowed. Most instructors permit the kind of help provided by peer evaluation or the Tutoring Center. Generally help should be confined to pointing out errors, asking questions, and making suggestions. Actual corrections and revisions should be made by you.
6. Plagiarism occurs when you recycle a paper written by yourself, but already submitted to and graded by another instructor, or when in the course of a single semester you submit the same work in more

than one course without prior approval of the instructor(s). **Solution:** Tell the instructor(s) that you would like to continue working on a project from a previous semester or that you would like to use the same paper for two courses. An instructor who permits the resubmission of a paper will generally require substantial revisions and further research. Instructors allowing the same work to count for two classes will expect a longer essay with more supporting research, in-depth analysis, etc.

RULES FOR SUBMITTING WRITTEN WORK

1. WHEN SUBMITTING A WRITTEN ASSIGNMENT ON WHICH YOU RECEIVED ANY ASSISTANCE OTHER THAN PROVIDED BY THE INSTRUCTOR, ATTACH A STATEMENT DESCRIBING THAT ASSISTANCE.
 - If the instructor determines that the assistance goes beyond what he or she allows, you will be required to redo the assignment.
 - If the assistance you describe was in violation of the instructor's clearly announced rules, a grade penalty will probably apply.
 - If you fail to report assistance you received or if you significantly understate the degree of assistance you received, this may be considered blatant plagiarism.

2. WHEN SUBMITTING A WRITTEN ASSIGNMENT DURING THE PREPARATION OF WHICH YOU CONSULTED STUDENT PAPERS OTHER THAN ANY PROVIDED BY THE INSTRUCTOR AS MODELS, ATTACH A COPY OF ANY PAPER CONSULTED AS AN APPENDIX TO YOUR OWN PAPER.
 - If you have plagiarized from the paper you will be penalized as described above.
 - If the instructor does not permit the use of other students' papers as models, your grade may be lowered or you may be required to redo the assignment on a new topic.
 - If you fail to provide a copy or acknowledge use of a paper you are later found to have used in writing your paper, this may be considered blatant plagiarism.

3. BEFORE COLLABORATING ON ANY ASSIGNMENT THAT WILL EVENTUALLY BE SUBMITTED BY EACH STUDENT INDIVIDUALLY, IT IS YOUR RESPONSIBILITY TO CONSULT WITH THE INSTRUCTOR TO DETERMINE WHETHER COLLABORATION IS PERMITTED, AND IF SO, TO WHAT EXTENT AND WITH WHOM.

Be aware that instructors' policies differ. While one instructor may permit students to discuss the assignment with each other in a general way, but insists all actual work be done independently, another may allow students to collaborate while the work is in progress.

For example, students writing essays may share drafts and exchange feedback; students writing computer programs may correct lines of each other's code; students doing math problems may give each other hints and so on. An instructor may restrict collaboration to students currently enrolled in the same class, forbidding students from collaborating with those who have already completed the class. Collaboration does not mean that one student may do the work, and others may copy the answer.

Engaging in unauthorized collaboration can result in a charge of academic dishonesty.