

## What is Plagiarism?

SAIT Procedure AC 3.4.3, Student Academic Conduct states that plagiarism exists "... when a student submits work in which the student has taken ideas, images, sounds, words, etc., from another source and presents them as if they are the student's own work, without appropriately acknowledging the original source. Plagiarism can occur even if the student did not intend to commit academic misconduct."

Plagiarism may be accidental or intentional. It includes:

- presenting other persons ideas as your own,
- not using proper citation for quotes and paraphrases,
- not listing information used during research,
- presenting to an instructor work done for another class,
- works which consist largely of quotations, even if properly referenced,
- assignments purchased from a paper mill,
- or works written or substantially revised by someone other than the student.

To review the Student Academic Conduct procedure in its entirety, go to the SAIT webpage, [section AC.3.4.3](#).

## Tips to avoid plagiarism

### Take Notes

Take notes rather than copying blocks of text into your assignment. This is especially important with online resources such as articles, e-journals, e-books and websites. Only copy from the source when recording exact quotes. Taking good notes is the most effective way to avoid accidental plagiarism.

There are three types of note taking used in research:

- **summaries** reduce source information to its key elements,
- **paraphrases** use your own words to restate the source material,
- and **quotations** copy the exact words used in the source information.

Before writing the summary or paraphrase, review the source material a couple of times to make sure you understand what is being said. Then write the summary or paraphrase without looking at the source. This will lessen the chances of accidental plagiarism.

### Record Sources of Information

Record all the sources of information consulted during your research, even if you do not expect to include that material in the project or have not taken notes from that source. This includes:

- title,
- author,
- publication date,
- type of source,
- access date (for online sources such as e-journal articles, e-books, websites, etc.),
- page numbers,
- and any other information which will help you identify the source later on.

Sources include but are not limited to books, articles, e-books, e-journals, government publications and websites.

### **Use Proper Citation**

When writing, use proper citation for paraphrases and quotations and include a complete works cited list or bibliography. Use citation consistently throughout the assignment. The SAIT Library's collection of [tutorials](#) and guides has more information on [citing sources](#) and [doing ethical research](#).

Consult with your instructor or one of the resources listed below if you are unsure whether a citation is required. ***When in doubt, cite!***

- ["Common Knowledge" in Academic Writing](#): A brief discussion of common knowledge and the need for citation in academic writing and research.
- [Plagiarism: What It Is and How to Recognize and Avoid It](#): The University of Indiana website provides tips on avoiding plagiarism, including examples of paraphrasing.