Avoiding Plagiarism

Plagiarism occurs when you use someone else's words or ideas without crediting the original author. Whether you intend to plagiarize or not, the consequences outlined in the Keiser University Student Handbook for violating the plagiarism policy still apply.

To avoid plagiarism, you must acknowledge the original author's words or ideas with a citation. No matter how you decide to integrate sources, you need to establish the origin of the information. As you write, carefully distinguish which ideas belong to you and which belong to others.

When do you cite?

- Whether using a quotation or paraphrasing, you need to cite all material you gathered from other sources.
- You need to cite non-original information.
- When in doubt, cite it.

Citing Quotes

When using material directly from another author's work, include quotation marks and use APA citation to cite it appropriately. Avoid direct quotes as often as possible to ensure your readers know you understand the information. Use your words and voice, whenever possible.

Example:

Professor Kimberly Plant (2016) describes the process of writing as: "an opportunity to grow" (p. 78).

Citing Paraphrases

When you paraphrase an author's work by rephrasing their ideas, you still need to cite where you obtained the information. To avoid plagiarism, you need to change the phrasing and sentence structure while retaining the author's original meaning.

Example:

The Keiser University Writing Studio helps hundreds of students reach their writing goals by implementing holistic techniques (Davis, 2022).

Tips to Avoid Plagiarism

- Maintain thorough notes on the sources from which you obtained information.
- Clearly distinguish between common knowledge (e.g., "the sun is hot" does not require a citation) and other information that requires a source to support validity of your ideas.
- Submit your documents through plagiarism detection software in your course (Turnitin and SafeAssign) to help resolve any potential plagiarism issues.
    - Note: These software programs will not detect information you write in your words that require a source, so you also must proofread your work to identify missing citations.
- Carefully proofread your draft again before turning it in to doublecheck for any information that may still require a citation.