

# Student Guide to Plagiarism & Citing Sources

*Using someone  
else's words,  
ideas or  
statistics –  
without giving  
full credit to  
the author*

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### **To learn more about plagiarism, please visit:**

<http://kucampus.kaplan.edu/DocumentStore/kupDocs/Flash/PlagiarismTour.swf>

where you can have some fun while you learn!

**PLEASE NOTE:**

***Plagiarism is a serious issue: it is using someone else's words, ideas, images, or statistics - whether spoken or written, copyrighted or not - without giving full credit to the author/originator of that information.***

It is considered literary theft (some sources call it fraud), and the penalties are severe, both within the academic world and without.

***The first time a student is caught plagiarizing, he or she receives a zero grade on that assignment. The second time a student is caught, he or she fails the class; whether it's the same class as the first offense or not. The third offense results in expulsion from the university.***

These rules approximate those of nearly all colleges and universities.

This policy also covers instances of cheating on tests and other instances of unethical behavior. The policy may be read in its entirety in the Kaplan University Catalog (p. 32 of the pdf version).

**Kaplan University subscribes to an online service (<http://turnitin.com>) which allows instructors to submit student work to help validate the work's authorship.**

*Just because  
it's on the  
internet  
doesn't mean  
it's free to take*

**Intent:**

This document is intended to inform you of some writing techniques and concepts to help you avoid inadvertently plagiarizing. However, it should be noted that if caught copying, whether you intended to plagiarize or not is irrelevant. As they say, "ignorance of the law is no excuse."

**Templates:**

The use of templates for schoolwork that is to be created on your own is a form of cheating/plagiarism and is subject to penalty. *Disclaimer:* templates given to you directly in the courses are allowed as far as the instructor/assignment permits.

**Graphics:**

Also note that graphics are often covered under copyright, and permission to use such may be required. This includes many images found at Google and other search engines. For schoolwork, it is recommended that you limit your clipart to items from <http://office.microsoft.com> (which is allowed if you own Microsoft Office), and/or photos or graphics you prepare yourself.

*Here are some  
important  
writing  
procedures to  
learn:*

## Wikipedia

While the use of any viable source may be helpful in troubleshooting or finding quick answers, the use of Wikipedia as an academic reference is not acceptable. A Wiki by definition is a collection of work which can be edited by any user; it is published to the web without any verification of authenticity. The use of encyclopedias in general is frowned upon by many instructors, as these are secondary sources, already synthesized from primary information. When in doubt of the reliability or acceptable use of any source, students should ask the instructor.

## Duplication:

Using the same work for more than one course is also a form of cheating/plagiarism. Since you receive separate credit for your work in each course, your work should be unique for each course.

## Quotes

A quote is someone else's words, whether written or spoken. It can be particularly useful if the author is an expert in the field, the information is an opinion rather than fact, or the words just seem to be the best way to present the information.

Quotes must be presented in double quotation marks and an in-text citation must directly follow just before the final punctuation.

If the quote is 40 words or longer, indent the entire quote a half inch instead of using the quotes, but an in-text citation must still be included.

You must use the exact wording provided in the original source, even if the words are misspelled or the grammar is poor. However, there are some techniques you can use:

**1) Use an ellipsis (three periods) to show where you omitted words. Original quote: "Her dog ate my math, science, and English homework."**

Shortened quote:

**"Her dog ate my ... homework."**

Notice that the sentence must still make reading sense.

**QUOTES** Continued

2) Use brackets [these square ends] if you really must add something for clarification. **Original quote:** "He went to class."

Clarified quote:

"He went to [Software Applications] class."

3) Use (sic) to indicate where you acknowledge incorrect spelling or grammar in the original. **Original quote:** "My boss askt for the project."

Quote acknowledging a mistake:

"My boss askt (sic) for the project."

It is important not to use too many quotes in a paper, as the very reason we write is to synthesize what we have learned, not merely present someone else's words.

*It is important to understand the material completely before you begin to write.*

### **Summary**

A summary is a short version of a source, typically leaving out examples and illustrations and the smallest details. It must be written in your own words (see below) and an in-text citation must follow it, because you got the information from only one source.

### **Paraphrase**

A paraphrase is a restatement of a source. That means it's often about the same length; you're just saying the same information but in your own words. An in-text citation must follow it, because you got the information from only one source.

### **Rewriting in your own words**

To avoid plagiarizing, first follow the rules above. In addition, do not copy any three words in a row – exceptions to this would be concept phrases (such as "three-game suspension") or titles (such as "President of the United States"). You must change the sentence structure, as simply replacing words by using synonyms does not make the writing your own. Never copy and paste from the original source, as the process of rewording will not likely be completed properly.

## Citing your sources

### In-text citations

These are used in the body of the paper to direct the readers to specific sources on the reference page. They should be placed at the end of the information which came from a particular source.

Do not use a full web address as your citation! For summary and paraphrase citations in APA, an in-text citation is generally the last name of the author and the year of publication:

**(Fudge, 2011)**

If there is no author, use the first important word or two of the reference entry. No date? Use n.d.:

**(Networking Ideas, n.d.)**

Even if you use an “according to” with a quote, summary, or paraphrase, you still must use an in-text citation. If the source name is the same as who you say it’s “according to,” the date is sufficient:

**According to Jones, the rules were the same (2009).**

(This is correct if there is only one *Jones* in the Reference list.)

For quote citations, you also need to include the page or paragraph number, for **example**:

**(Smith, 2009, p. 32)**

**(Jones, 2009, para. 2)**

Further details can be found in various online APA resources as well as in your Effective Writing courses. Remember, the Kaplan University Writing Center can help you with these issues as well, and the link to get to the Center can be found on left side of your home page under “My Studies.”

### Reference entries

The last page(s) of your papers must reveal a list of sources you used in preparation of the paper. This Reference page gives the readers of your paper the ability to look up the information you provided to learn more or to verify information as well as credit the authors of the originating sources.

Generally, you need to look for the author, title, publisher, a publication date, etc., on the top of the webpage or article—there’s quite a bit of information there if you take the time to look.

**REFERENCE ENTRIES**

Continued

With websites, simply providing the address is insufficient. Look for whatever information you can find to write a full reference entry. If the only date on the page is the copyright, consider it to have no date, because © does not indicate when the information was posted.

Here are examples of reference entries from various sources to assist you in preparing this important part of your papers: Note that p is used for page or pages. You may also use p for a single page and pp when there is more than one page listed, but should be consistent throughout the paper with whichever abbreviation(s) you choose.

**Books – one author**

**Example:** Dargan, P.A. (2005). Open Systems and Standards for Software Product Development. Norwood, MA: Artech House, p 25-36.

**Dargan, P.A. (2005). Open Systems and Standards for Software Product Development. Norwood, MA: Artech House, p 25-36.**

**Author's last name, First name initial, Middle initial if available (Year of Publication).**  
**Book title: Subtitle also starts with a capital letter (edition, if applicable),**  
**City of publication: Publisher, pages.**

**Books - two authors**

**Example:** Faigen, G.S., Fridmen, B. (2001). Wireless Data for the Enterprise: Making Sense of Wireless Business. Blacklick, OH: McGraw-Hill, p 19.

**Faigen, G.S., Fridmen, B. (2001). Wireless Data for the Enterprise: Making Sense of Wireless Business. Blacklick, OH: McGraw-Hill, p 19.**

**Author last name, Initials, Second author last name, Initials (Year of Publication).**  
**Book title: Subtitle also starts with a capital letter (edition, if applicable),**  
**City of publication: Publisher, pages.**

**REFERENCE ENTRIES**

Continued

**Articles Based on a Print Source such as a Journal**

**Example:** VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

**VandenBos, G., Knapp, S., & Doe, J. (2001).** Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

**Author last name, Initials (Year of Publication).** Article title: Subtitle also starts with a capital letter (edition, if applicable), **Journal title, volume number,** pages.

**Article in an Internet-only Journal**

**Example:** Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

**Fredrickson, B. L. (2000, March 7).** Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>.

**Author last name, Initials (Year of Publication).** Article title: Subtitle also starts with a capital letter (edition, if applicable), **Journal title, volume number, article number if available.** Retrieved from URL with hyperlink removed.

**Brochure**

**Example:** Arizona Mental Health Institute (2006). Symptoms and causes of chronic bronchitis. [Brochure] Tucson, Arizona.

**Arizona Mental Health Institute (2006).** Symptoms and causes of chronic bronchitis. [Brochure] Tucson, Arizona.

**Company name (Year of Publication).** Title of brochure [Brochure].  
City of Publication.



**REFERENCE ENTRIES**

Continued

**Newspaper Article – print**

Bounds, A. (2007, October 14). Student privacy murky in tech world. Daily Camera (Boulder, CO), A14.

**Bounds, A. (2007, October 14). Student privacy murky in tech world. Daily Camera (Boulder, CO), A14.**

**Author last name, Initials (Date of publication in the style shown above). Title of Article. Newspaper Name (City, State), Section and page.**

**Newspaper Article - online**

Bounds, A. (2007, October 14). Student privacy murky in tech world. Daily Camera (Boulder, CO). Retrieved from <http://www.dailycamera.com/news/2007/oct/14/student-privacy-murky-intech-world/>.

**Bounds, A. (2007, October 14). Student privacy murky in tech world. Daily Camera (Boulder, CO), A14. Retrieved from <http://www.dailycamera.com/news/2007/oct/14/student-privacy-murky-intech-world/>.**

**Author last name, Initials (Date of publication in the style shown above). Title of Article. Newspaper Name (City, State), Retrieved from URL with hyperlink removed.**

**Material found in your Kaplan classroom**

In some courses, using class reading materials may be allowed. Ask your instructor or check the project assignment to verify its suitability.

**Example:** Note-Taking Strategies. Unit 5 Learning Activities, CS114 Academic Strategies (August 2013), Kaplan University.

**Note-Taking Strategies. Unit 5 Learning Activities, CS114 Academic Strategies (August 2013), Kaplan University.**

**Title of page or handout. Unit number, Course number and name (Month and Year), Kaplan University.**



**REFERENCE ENTRIES**

Continued

*Frequently  
asked  
questions***KU Online Library Electronic Articles (EBSCOhost)**

APA reference entries can be sent to your e-mail along with the article itself. Look for an e-mail link at the top of the article page.

**Does copyright play a role?**

Yes and no. Copyright does establish authorship and/or ownership, which can present a legal problem for someone who uses their information without permission. However, even works in the “public domain” (where ownership has not been established through copyright) had creators, and if their information is used, it should be cited. Public domain is not the same as common knowledge (see below).

**Are there times that you do not have to cite a source?**

Yes, when the information is considered “common knowledge,” which is information that most people are likely to know.

**Common Knowledge:**

**Example #1:** Bill Clinton was the President of the United States of America from 1993 to 2001. Many people would know this fact, and so it is not necessary to cite a source.

**Example #2:** Apple makes Macintosh computers. Again, many people know this, and so no source is cited.

**Not Common Knowledge:**

**Example #1:** Colorado became the 38th state of the U.S. in 1876. This would not be considered common knowledge, since the information would most likely need to be looked up. The source should be cited.

**Example #2:** Adobe Dreamweaver CS3 supported XHTML and there were only five steps that were required to add FLV files. Certainly not everyone can be expected to know this, and so the source should be cited.

**Note:**

When in doubt as to whether something is common knowledge or not, ask your instructor to help you cite the material.