



# Avoiding Plagiarism

## How Do I... Undergraduate Research Guides

Part of the "Cite and Manage My Sources" Series

### In this guide you will learn how to:

- Find the University of Illinois's policy on plagiarism
- Identify plagiarized works
- Find help with citing your sources

This guide is intended to assist you, the student, avoid plagiarism in your papers. Plagiarism can be an intentional or accidental act, but either way there can be severe consequences. If you have additional questions about plagiarism, contact your class instructor, the Writing Center or Ask a Librarian.

### Need More Help? Ask a Librarian!

Website:

[www.library.uiuc.edu/ugl](http://www.library.uiuc.edu/ugl)

Screen Name:

askundergrad

Fall and Spring Hours:

Open Sunday 10am-  
Close Friday 10pm  
(24 hours)  
Saturday 10am-10pm

Reference Hours:

Sun-Thurs: 10am-Midnight  
Friday & Saturday:  
10am-10pm

Phone:

Reference: 217.333.8589  
Info Services: 217.333.3477



## What is the University of Illinois' stance on plagiarism?

Article I, Section 4(d) of the student code specifically addresses what constitutes plagiarism. See:

[http://www.admin.uiuc.edu/policy/code/article\\_1/a1\\_1-402.html](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-402.html)

Specific penalties for academic integrity infractions are included in Part 4 - Section 1 - 403. See:

[http://www.admin.uiuc.edu/policy/code/article\\_1/a1\\_1-403.html](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-403.html)

# How do you know when you are plagiarizing?

The following are all examples of plagiarism:

- Copying the words of others, whether from a source or another student.
- Putting your name on a paper written by someone else.
- Purchasing or downloading in paper from the Internet and turning it in.
- Paraphrasing (rewriting in your own words) a source and not documenting it.
- Not using quotations marks properly when using material from another source.

More specific guidelines and information to help you recognize and avoid plagiarism are available on the following pages:

- Plagiarism: What it is and how to recognize and avoid it (Indiana University)  
⇒ <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
- How to avoid plagiarism (Northwestern University)  
⇒ <http://www.northwestern.edu/uacc/plagiar.html>
- Avoiding plagiarism (Purdue University)  
⇒ <http://owl.english.purdue.edu/owl/resource/589/01/>

## Using proper citation formats

Often one of the most difficult aspects of writing a paper is knowing how to properly integrate your sources into your paper. Many cases of plagiarism are unintentional and happen because the writer is unaware of how to properly incorporate and cite sources in the text of a paper. The following steps can help you make certain you have all the information you need to compile proper citations.

- Make sure you have the complete citations for all your sources.
- You must include both the URL and dated visited for Internet resources cited.
- Keep careful records of your research. Note where in your paper you are using a particular resource.
- Know what citation format your instructor wants you to use before you get started. For example: MLA, APA, Chicago

Citation Guidelines which will help you prepare citations properly. Online guides are available on the Citation styles page ( <http://www.library.uiuc.edu/ugl/howdoi/citations.html> ). Print versions of these, which are much more detailed, are available at the Information Services Desk.

**Check out other How Do I... Guides in this series, Cite and Manage My Sources:**

- **Annotated Bibliography**
- **Integrating Sources**