

What is plagiarism?

According to the University of Manitoba General Academic Regulations and Requirements (<http://webapps.cc.umanitoba.ca/calendar09/regulations/plagiarism.asp>):

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources.

To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

How to avoid plagiarism

To avoid plagiarism you must give credit whenever you use someone else's ideas. Keep the following suggestions in mind when using material from other sources:

- Put everything that comes directly from the text in quotation marks.
- If you are using material cited by an author and you do not have the original source, introduce the quotation with a phrase such as "as quoted in...."
- Paraphrase. Instead of just rearranging or replacing a few words, read over what you want to paraphrase, cover up or close the text so you cannot see any of it and write out the idea in your own words. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate. Still be sure to credit the source.
- Give credit for any facts, statistics, graphs, drawings.
- Common knowledge facts that can be found in numerous places and are likely to be known by many people do not have to be documented, e.g. Pierre Trudeau was first elected Canada's prime minister in 1968.

Plagiarism and the WWW

If you want to use information (text, graphics, visuals) from a Web site, the same rules apply as for information taken from a print source. If you are constructing a Web page for a class project and want to use a graphic from another Web site, obtain permission from the Web site's owner before using the graphic.

Additional Information

For information on how to cite sources see: <http://www.umanitoba.ca/libraries/units/dafoe/citing.html>

More on avoiding plagiarism see:

How Not to Plagiarize (U. of Toronto): <http://www.utoronto.ca/writing/plagsep.html>

Avoiding Plagiarism (Concordia U.):

<http://cdev.concordia.ca/CnD/studentlearn/Help/handouts/WritingHO/AvoidingPlagiarism.html>