

TIPS FOR AVOIDING PLAGIARISM

1. **Know what plagiarism is.** Ignorance will not excuse a violation. Intentional plagiarism is deliberate copying or use of another's work without giving proper credit. Unintentional plagiarism can result from not knowing citation standards, sloppy research and note taking, carelessly cutting and pasting of electronic sources, and from not being familiar with the expectations of the Berkeley campus. **Both intentional and unintentional plagiarism are violations of our Code.**
2. **Use your own words and ideas.** Practice is essential to learning. Each time you choose your words, order your thoughts, and convey your ideas, you can improve your writing.
3. **Give credit for copied, adapted, or paraphrased material.** If you repeat another's exact words, you **MUST** use quotation marks **AND** cite the source. If you adapt a chart or paraphrase a sentence, you must still cite. Paraphrase means that you restate the author's ideas, meaning, and information in your own words.
4. **Avoid using others' work with minor "cosmetic" changes.** Examples: using "less" for "fewer," reversing the order of a sentence, changing terms in a computer code, or altering a spreadsheet layout. If the work is essentially the same, give credit.
5. **There are no "Freebies".** Always cite words, information, and ideas you use if they are new to you (learned in your research). No matter where you find it—even in an encyclopedia or on the Internet—you cite it!
6. **Beware of: "Common Knowledge".** You do not have to cite common knowledge, **BUT** the fact must really be commonly known. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that over 51, 000 Union and Confederate troops died in the Battle of Gettysburg is not.
7. **When in doubt, cite.** Better to be safe than not give credit when you should.
8. **Understand citation standards.** Become familiar with both the APA and MLA standards for citation. (*MLA Handbook for Writers of Research*)
9. **Know submission expectations when working collaboratively.** Often, students are given assignments to work with other students on a project or paper. Make sure you understand that you are expected to submit work that shows your own ideas and thoughts.
10. **Ask Questions.** If you are unsure course expectations, ask the instructor. If you need assistance in citation standards, there are campus resources to address those needs including the Student Learning Center.

(taken from UC Davis SJA)