

HOW TO AVOID PLAGIARIASM



Plagiarism is often a frightening thought for learners who fear breaching academic policies or copyright law. Here are seven simple steps to avoid it!

1 DO ORIGINAL WORK

Use other resources to give you a foundation for your research, then analyse these ideas with your own words and ideas to create a new piece of original work.



2 TAKE COPIOUS NOTES

Take notes *while you are reading*, rather than later, to keep track of citations and avoid potentials for plagiarism.



3 QUOTATIONS

When using quotations, be sure to use the referencing guidelines to create an **'in-text citation'** and add the full citation to your **bibliography**.



4 PARAPHRASING

Summarise ideas using your own words. Do not use a thesaurus to simply replace words in the resource you are using. You must change the sentences completely and restructure them in a way befitting your own reflections.



5 REFERENCING

Include a 'works-cited' or 'bibliography' page at the end of your work.



6 DO NOT PLAGIARISE CLASSMATES

Do not submit someone else's work as your own!



7 DO NOT SELF-PLAGIARISE

Do not submit your own previously created work from another course. If in doubt, speak to your teacher.

