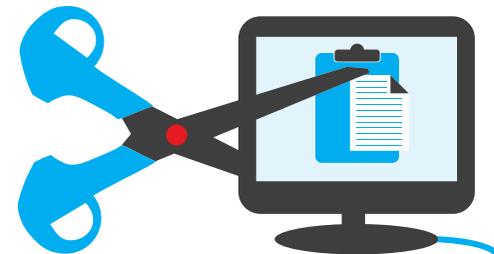
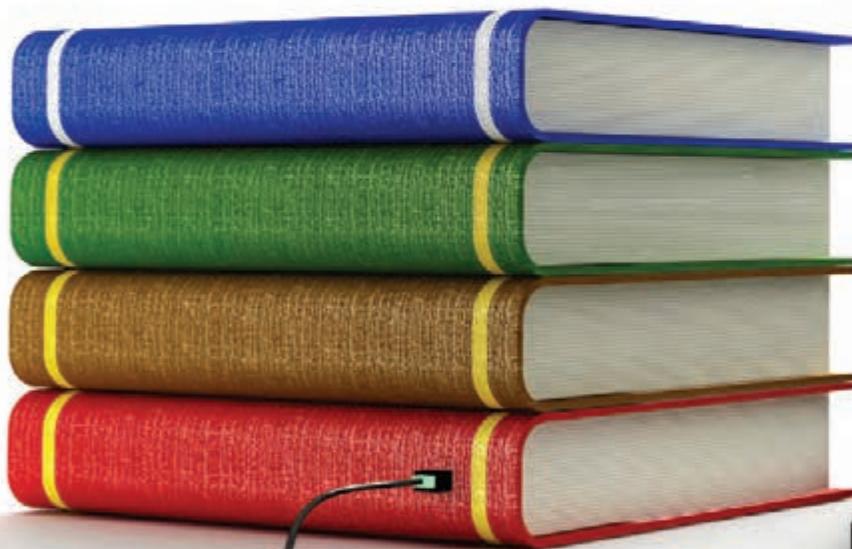


# Tips for Avoiding Plagiarism

from the UC San Diego Library



preventing **plagiarism**



preventing **plagiarism**  
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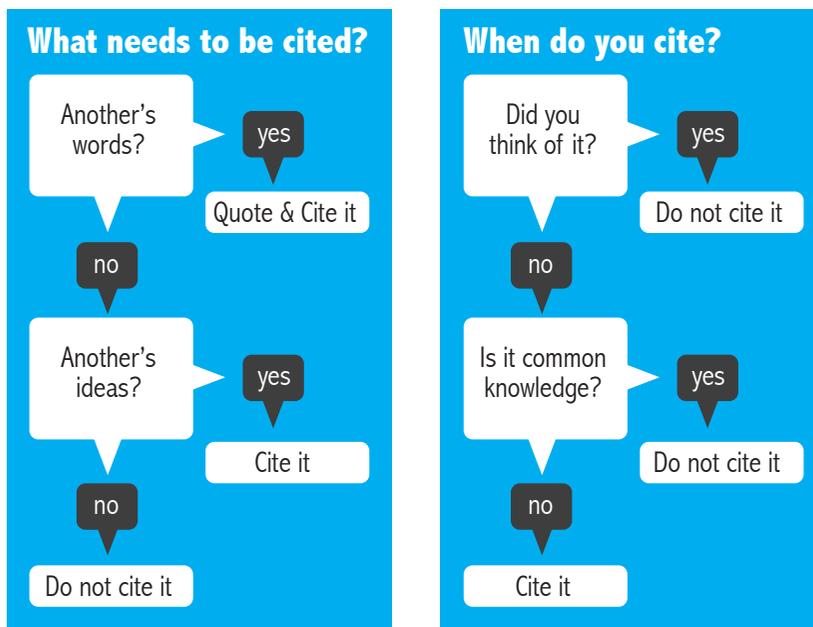
## What is Plagiarism?

Plagiarism can be unintentional or intentional when ideas, text, and creative work are used but not cited in academic, professional, and personal work.

Common forms of plagiarism can include:

- Passing off another's ideas or work as your own
- Fabricating citations
- Copying, cutting and pasting without citing the original source
- Paraphrasing incorrectly
- Using media files, such as image, audio or video files, without citing them

Use the decision trees below to help decide if something should be cited.



From: Harris, Robert A. *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism*. Los Angeles: Pyczak Publishing, 2001.

How will you know if something is common knowledge? Consider:

- 1) Can it be found in many different places?
  - 2) Is it widely known by a lot of different people?
- Use your common sense — when in doubt, ask!

## Tips to Avoid Plagiarism

- Consider using online tools to help you organize your research and keep information in one place. Two great free options are Diigo ([diigo.com](http://diigo.com)) and Evernote ([evernote.com](http://evernote.com)).
- If you just want to track your citations (without notes), use bibliographic tools like RefWorks, EndNote, Zotero or Mendeley ([libguides.ucsd.edu/howtocite](http://libguides.ucsd.edu/howtocite)).
- Cite your sources (direct quotes and paraphrasing) as you write your rough draft. Refer back to your research journal for accuracy.
- Use style guides to cite in the correct format. Ask a librarian about how can save you time!
- **RefWorks** When in doubt, cite it! Cite all outside sources except for common knowledge.

If you still have questions about when to cite, check with your instructor.

## 4 Steps to Successful Paraphrasing

- 1** Read the **entire text**, underlining key points and main ideas.
- 2** In your **own words**, write a sentence about the main idea of the text (i.e. **summarize**). Also, write key points in the text.
- 3** Highlight any words, phrases, or key passages that you would want to **quote** directly.
- 4** **Combine** the above into a new paraphrased paragraph, using your own words.

## Still have questions?

- Check out our online guide: **Preventing Plagiarism: Keepin' it Real** [library.ucsd.edu/plagiarism](http://library.ucsd.edu/plagiarism)
- Ask a librarian, or go to: [library.ucsd.edu/ask](http://library.ucsd.edu/ask)
- UC San Diego Academic Integrity Office [bit.ly/ucsdintegrity](http://bit.ly/ucsdintegrity)

