

Plagiarism Statement
Department of English & Philosophy

Students in University courses constantly engage with ideas generated by others, reading these ideas in texts, hearing them in lectures, discussing them in classes, and incorporating them into their writing. Since these ideas represent intellectual property—the very heart of the academy—it is vital that students give credit for these ideas where credit is due. When students do not clearly acknowledge and correctly cite these sources, they commit plagiarism.

Idaho State University defines plagiarism as representing another person's words, ideas, data, or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof. Other examples of plagiarism are the acts of appropriating the artistic or musical composition of another, or portions thereof, and presenting them as one's own.

To avoid plagiarism, the guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements which are paraphrased, summaries of the work of another, and other information which is not considered common knowledge must be cited or acknowledged according to accepted citation guidelines (usually MLA or APA). Quotation marks or a proper form of identification shall be used to indicate direct quotations. Keep in mind, individual courses may require specific styles of documentation, and papers may be penalized for not accurately following the appropriate documentation style.

The key to avoiding plagiarism is to give proper credit whenever the following are used:

- Another person's ideas, opinions, or theories
- Facts, statistics, graphs or other drawings or any pieces of information that are not common knowledge
- Quotations of another's actual spoken or written words
- Paraphrases of another's spoken or written words.
Incomplete/careless/faulty/inefficient paraphrase can result in unintentional plagiarism.
- Organizational patterns or structures of another's spoken or written work

Worth noting is the fact that ignorance does not excuse plagiarism. Intentional plagiarism consists of knowingly copying or using another's work without giving proper credit. If another party writes or rewrites a section (or all) of a paper for you, this is plagiarism. If you are the other party who does the writing for someone else, you are also a plagiarist and subject to disciplinary action. Unintentional plagiarism, on the other hand, may result from lack of familiarity with citation standards, poor research methods, or careless "cutting and pasting" of Internet and other electronic sources. In either case, both intentional and unintentional plagiarism constitute violations of the University's policy on Academic Dishonesty.

Turning in a paper written for a different class without express permission from the instructor may be considered plagiarism.

Not all plagiarism can be proven and documented by the instructor by a simple internet or library search. An instructor may suspect plagiarism in an essay that demonstrates language use beyond a student's demonstrated ability as observed in class discussions, personal conversation, and in-class or online writing assignments. If an instructor suspects that a student's essay is plagiarized but cannot find the original source, the instructor may still follow university procedures to investigate and report suspected plagiarism.

Plagiarism and the Internet:

Many sources of information on the Internet have no stated or obvious author; this does not mean that the information belongs to the public domain or is general knowledge and not subject to documentation. The considerations for determining how to avoid plagiarism are the same for all sources and types of information—print, digital, and other media inclusive. If the material you use in your writing is not your own work, the source must be documented. Since much of the information available on the Internet carries no byline or specific author credit, authorship often must be assigned to the organization or individual responsible for constructing and/or maintaining the web site on which the information appears. Your instructor can provide more detailed guidance to specific questions you may have concerning how to cite Internet sources. **In any case, however, using Internet source material without proper citation constitutes plagiarism.**

Worth noting as well is the current proliferation of Internet sites trafficking in academic papers of all kinds. Use of any papers and/or information from these sites or other Internet sources without proper citation may constitute a severe violation of University policy and will be dealt with accordingly.

While using an electronic translator is acceptable to find the meanings of individual words (as the use of a dictionary is acceptable), it is not acceptable to use an electronic translator to translate an entire essay or portions of an essay from another language into English.

Avoiding Plagiarism:

- Carefully check each paraphrase or summary against the original. Be sure you have not misinterpreted or distorted the meaning of the original.
- When you quote from the original, be sure to quote exactly and use quotation marks. Quote no significant words from the original without placing them in quotation marks.
- Use ellipsis marks (...) to indicate where you have omitted something from the original, and use square brackets ([]) to indicate changes or additions you have made in a quotation.
- Take pains to identify the author of any quotation, paraphrase, or summary. Credit by naming the originator or any fact or quotation you use.
- Make sure you indicate where another writer's ideas stop and where yours begin. (You might end your paraphrase with some clear phrase or phrases of transition: "___ or so Tuchman affirms. In my own view, however,....")

- If, all the way through, your paraphrase too closely parallels the author's sentence structure (the author asks three questions, so you ask three questions), rewrite it and vary it.
- If, at any place, your paraphrase looks close to the exact words of the original, carefully rewrite it in your own words.
- Use the documentation style (MLA, APA, or other) your professor recommends to be sure your citations are appropriate.

Penalties for Academic Dishonesty:

The following is a listing of the penalties which may be imposed for academic dishonesty. **The results of the process shall be entered into the student's permanent university record. In line with ISU's Academic Integrity and Dishonesty policy (ISUPP 4000), "withdrawal from a course does not exempt a student from penalties for academic dishonesty."**

Potential penalties within a course: Each penalty is separate. In no way is it intended that these penalties be imposed in a sequential order. Combinations of penalties may be imposed, however. Any penalty imposed shall be in proportion to the severity of the offense.

- 1) **Warning** – The faculty member indicates to the student that further academic dishonesty will result in other sanctions be imposed.
- 2) **Resubmission of work** – The faculty member requires that the endeavor in question be rewritten to conform with proper academic standards and requirements or that a new project be developed. The instructor may specify additional requirements.

Note: Formal procedures for dealing with a plagiarism complaint begin at this point; both of the two penalties below are possible end results of the departmental complaint process.

- 3) **Grade reduction** – The student's grade is lowered or a grade of "F" assigned for a test, project, or other academic endeavor.
- 4) **Failing** – A grade of "F" is assigned for the course.

Note that penalties for plagiarism exist beyond the immediate course in which the situation occurs. Penalties at the University level include suspension from the University for a length of time specified by the University administration, depending upon the circumstances surrounding the act of academic dishonesty. The most severe penalty for academic dishonesty at the University level is expulsion, which may be imposed for extreme or multiple acts of academic dishonesty. Once expelled, the student will not be eligible for readmission to the University. Records of any act of academic dishonesty will be placed in the student's permanent file. This information may be made available to prospective employers or other educational institutions. Thus, any student committing an act of academic dishonesty may be jeopardizing his or her future educational or employment opportunities.

Adopted in revised form by the faculty of English and Philosophy, 17 September 2013