**Avoiding Plagiarism**

**Academic Integrity**

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. In keeping with its mission, The College of Saint Rose creates a culture that fosters the development of personal integrity and promotes ethical behavior.

Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student’s own must be the product of her or his own efforts. Plagiarism, cheating, academic misconduct, or any submission of another’s work as one’s own is unacceptable. Students working in groups are each individually responsible for the academic integrity of the entire group project.

**Plagiarism**

Plagiarism includes but is not limited to:

* Purchasing, copying, downloading, printing, or paraphrasing another’s book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one’s own, whole or in part
* Incorporating portions of another’s work without proper acknowledgment and documentation.

**Ten ways to avoid plagiarism**

1. The simplest guideline is: **Any** time you use **any** idea of **any** kind from **anyone** or **anywhere**, it is necessary to credit the source.
2. Put quotation marks around word-for-word passages and provide citations for them.
3. Even when ideas are in your own words (paraphrasing), it is necessary to cite the original source.
4. Ensure that readers can distinguish between your ideas and those of your sources.
5. Take thorough notes during your research process. The “double-entry journal” is a method that can help with separating your ideas from those of your sources. This entails drawing a line down the middle of the paper, with the left side for summaries, paraphrases, and quotations and the right side for your own ideas and questions.
6. Do not use a paper written for another class, unless you have cleared it with the professor.
7. Include all necessary information in your citations—author, date, page number, etc., in accordance with the documentation style you are using.
8. Read sources more than once to increase understanding and avoid misrepresenting others’ ideas.
9. Over-cite rather than under-cite. If you aren’t sure, cite it. You can also check with your professor and/or the Saint Rose Writing Center.
10. Check to be sure that all sources that are cited in your paper are also on your

Works Cited, Bibliography, or References page. Remember to cite visual sources

(pictures, diagrams, charts, etc.) as well as print and web sources.

**Academic misconduct includes but is not limited to:**

* Using means other than academic achievement or merit to influence one’s academic evaluation.
* Knowingly providing assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations. A student who writes a paper or does an assignment for another student is an accomplice and must be held accountable just as severely as the other. A student who knowingly permits another student to copy from her or his own paper, examination, or project should be held as accountable as the student who submits the copied material.
* Receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations.
* Presenting as one’s own the ideas or words of another for academic evaluation without proper acknowledgement or documentation.
* Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved.
* Obtaining and/or reporting research data in an unethical and intentionally misleading manner.

# Further information may be found on The College of Saint Rose website.