

Honesty When Doing Research: Giving Credit Where Credit is Due

As stated in the Course Requirement handout, you are expected to complete all assignments honestly. Remember that even when using the textbook, you are not allowed to copy directly from the book--you must always use your own words. That practice continues when you are using outside sources such as encyclopedias, websites, and articles you find online or in magazines or journals. Listed below are some of the typical **UNACCEPTABLE** things that students might do that would qualify as **PLAGIARISM** and thus, academic dishonesty. Any cases of academic dishonesty will be reported to the administration as stated in the school policy.

- Copying directly from a source *without using quotation marks and citing the author*
- Changing a few words or rearranging the author's words and then alleging it to be your own work. This is NOT paraphrasing!
- Using your own words to paraphrase someone else's work *without citing the original source of the information*
- Using a picture or diagram from a source *without stating the original source.*
- Providing a false reference

The following website is an excellent source for "Understanding Plagiarism"

(<http://www.2learn.ca/mapset/SafetyNet/plagiarism/Plagiarism6.html>)

There are several things you must do to "give credit where credit is due."

Number One: Always provide an alphabetical list of sources you used--in other words, a bibliography at the end of your paper. The following website will help you put it in the proper format(MLA or APA): (http://landmark-project.com/citation_machine/cm.php)

Number Two: Cite your references within the body of your paper or pamphlet.

Paraphrased citations

Type 1: Provide the author's last name and the year the book or paper was published. Place this information inside parentheses immediately after the sentence or paragraph containing the information obtained from that source.(APA style)

Type 2: For Internet sources, the complete URL should be placed inside parentheses immediately after the sentence or paragraph containing the information obtained from that source. You can also reference the site in the body of your paper or pamphlet without the parentheses.

Student Name _____ Period _____

I understand how to correctly give credit to the authors or sources of information. I understand what academic dishonesty is. I understand it is my responsibility to show my sources if asked. If I am uncertain how to avoid plagiarism, I will ask for help. I have shown this paper to my parent/guardian and they have read it and signed it indicating they agree that I should know how to properly cite references.

Student Signature _____ Date _____

Parent/Guardian Signature _____