

# Avoiding plagiarism

Follow these **six tips** when you're researching and writing to help you avoid plagiarism:

**1** Manage your time during the researching and writing process wisely.

Don't procrastinate! That's when most bad choices are made. Use a calendar to plot out when you have competing events, other due dates, etc., and then schedule yourself time to work on your writing or project. Give yourself deadlines and stick to them.

**2** Employ effective research strategies.

Use the **Research Strategies lesson** and **Research Planning Worksheet** to help you approach your research, note-taking, and writing time strategically. When you have a clear plan, you'll be more likely to incorporate effective citation of information from other sources.

**3** Choose when to summarize, paraphrase, or quote information from your sources.

Some instances are better for each of these strategies than others. Choose the most appropriate option for each individual situation as you are writing.

Quote when...	an author has stated an idea in a way that can't be said any better	<b>No matter what, include a citation in order to give credit to the original author.</b>  
Paraphrase when...	you want to clarify or emphasize an idea in your own words	
Summarize when...	you need to condense a large amount of text into one or two shorter sentences	

**4 Provide proper citations for your paraphrased, quoted, or summarized information.**

Citing sources properly is the most important thing you can do when including thoughts that come from another source. Be sure to give proper credit when you quote, paraphrase, or summarize another person's words or ideas. This means including in-text citations as well as bibliographic material at the end of your writing.

**5 Use the Turnitin Similarity Report to revise your writing.**

The Turnitin Similarity Report can help you see where you are missing citations or where your citation skills could be improved. Use the **Understanding the Turnitin Similarity Report: A Student Guide** document to help you edit and revise your writing using the results of your Turnitin Similarity Report.

**6 Own your own academic integrity and ask questions when you need help.**

Be honest about the work that you are doing. Rather than copying someone else's work or paying someone online to complete the project for you, seek help to see what your options are. Most educators are more likely to be more understanding if you ask questions than if you plagiarize and try to get away with it.

