10 Rules for Avoiding Plagiarism

College writing is like a game you are learning to play: there are rules you need to follow to be successful. Following these rules will help you write well and avoid violating Bow Valley College’s academic honesty policies.

1) Often, you need to use sources in your assignments
In your assignments, sometimes you are required to use sources to support your points. You can use sources to find facts. A fact is information that can be verified by checking a published source, like a book or article, to confirm it is true.

For example:

<table>
<thead>
<tr>
<th>Fact:</th>
<th>Not fact (opinion):</th>
</tr>
</thead>
<tbody>
<tr>
<td>According to Hardy (2016) “property taxes in Canada are used to pay for local city services such as roads, waste removal, and policing” (p. 27).</td>
<td>Taxes are bad because politicians cannot be trusted to spend the money properly.</td>
</tr>
</tbody>
</table>

When writing assignments, ask yourself:
- How do you know it is true? Where did you find the information?

2) All sources need a citation
A citation tells us where in a source you took words or ideas from.

For example, the fact above came from page 27 of an article written by a person named John Hardy in 2016. Therefore in an assignment, you must include these details in a citation in the sentence:

According to Hardy (2016) “property taxes in Canada are used to pay for local city services such as public transportation, roads, waste removal, and policing” (p. 27).

3) All citations need a reference
The citation above tells you three details about the source:
- last name of author,
- year, and
- page number

Your instructor needs this information to find the original source you used (for example, the article’s title). A reference listed at the end of your assignment gives this information.

<table>
<thead>
<tr>
<th>In the assignment:</th>
<th>End of the assignment:</th>
</tr>
</thead>
</table>

All citations and references must be written according to the rules of APA style on the library’s website: http://bowvalleycollege.libguides.com/apa
4) **Copied words need to be in quotation marks and cited**
When you copy the exact words from any source, such as a print book, article, or anything on the Internet, you must put quotation marks ("...") around the copied words and include a citation.

For example: Canada’s income tax was first introduced “about 100 years ago, to help pay for the First World War” (Hardy, 2016, p. 27).

5) **Your assignment cannot be made up of just quotations**
You can have quotations in your writing, but usually you will need to include your own writing that explains and/or analyzes the sources you use. If you need help with this rule, read your assignment instructions carefully and ask your instructor for more directions.

6) **Paraphrases need to be cited**
A paraphrase is putting someone else’s ideas or facts into your own words (to do this, you use a source to write your sentence but do not copy word for word). Since you took the ideas or facts from a source, you must also include a citation. A paraphrase does not need quotation marks but still needs a citation.

7) **Change the words AND sentence structure when you paraphrase**
To paraphrase, you must change both the words and the structure of the sentence. For example:

<table>
<thead>
<tr>
<th>Original source:</th>
<th>The rise of modern mass homelessness in Canada can be traced directly back to the withdrawal of the Federal government’s investment in affordable housing and pan-Canadian cuts to welfare beginning in the 1980s.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor paraphrase:</td>
<td>Gaetz, Gulliver, and Richter explained that in Canada, current widespread homelessness is a direct result of the Federal government’s withdrawal from investing in housing that began in the 1980s (2016, p. 14).</td>
</tr>
<tr>
<td>Good paraphrase:</td>
<td>In their analysis of the state of homelessness in Canada, Gaetz, Gulliver and Richter concluded the Canadian government has failed to properly fund affordable housing, which has exacerbated homelessness (2016, p. 14).</td>
</tr>
</tbody>
</table>

8) **Unless it is group work, do not share your work with other students**
Unless it is a group assignment, allowing another student to use your work is plagiarism. Always read directions of your assignments carefully: if it does not say it is a group assignment, do not share your work with classmates.

9) **Do not copy the work of other students**
For any type of assignment or situation, including papers, presentations, and exams, do not copy the work of other students.

10) **Do not re-use your own work**
It is plagiarism to re-use an assignment or parts of an assignment by submitting them in a different assignment. This includes assignments in the same course and different courses.