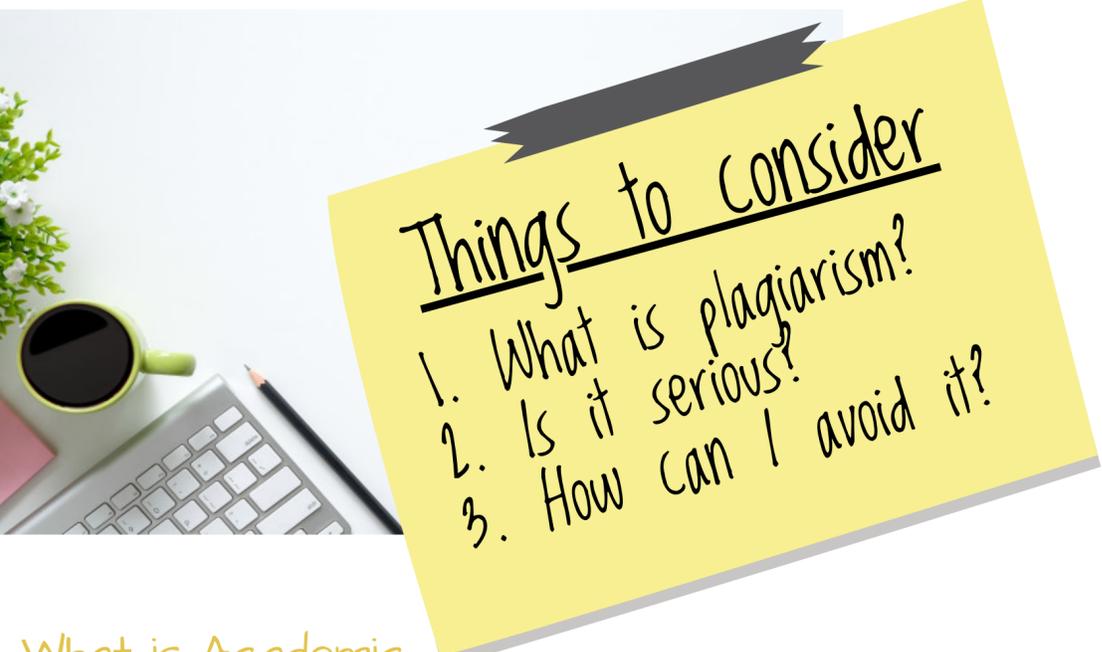


# Avoiding Plagiarism

Okanagan Mission Secondary



## Things to consider

1. What is plagiarism?
2. Is it serious?
3. How can I avoid it?

## What is Academic Integrity and Ownership

Published works are owned by the authors and thus are their [Intellectual Property](#). Passing off someone else's work as your own violates the principle of [Academic Integrity](#) - a set of values that governs institutions of learning, the link is UBC's.

## Why OKM Values Academic integrity

As part of OKMs "Excellent through Effort" philosophy, its Mission Statement "encourages students to become responsible citizens that value learning as a lifelong pursuit." Those who choose dishonest learning practices miss vital information and damage their reputation. There are many forms of academic dishonesty, including cheating on tests, doing work for others or having others do work for you, falsifying or reporting incorrect information or data, and [plagiarism](#). [Copyright Matters](#), and, simply put, plagiarism is academic fraud.

## How Does Plagiarism Occur?

Commonly, plagiarism occurs on purpose. However, sometimes students are unaware of the rules of copyright and intellectual property. Plagiarism occurs when students:

- do not give credit (reference) for an authors words or ideas, that they use in their own text,
- fail to use quotation marks around words taken directly from a source,
- cut and paste information directly from the Internet, without alteration,
- paraphrase inadequately, where too much of the original exist, and there is no referencing.

## Consequences at OKM

**1st:** Parents/Guardians will be notified, and students may be required to do an alternate assessment task. The incident will be documented and school administration notified.

**2nd:** The student will be required to redo the original assignment and/or complete a different learning task. Parents/guardians will be informed. In addition, the student will be required to complete an "Avoiding Plagiarism" assignment in our WIN room. The incident will be documented, possibly as an in-school suspension.

**3rd:** Further infractions will result in escalated consequences, depending on context and circumstances.



Source: TEACHmag.com, 2020

## What Doesn't Need to be Referenced?

### 1. Your Own Ideas

If you have thought of it, or critically determined it from original data or research, then it is your words and ideas and does not need referencing.

If you thought of it and then found an author with a similar idea, make that clear in your paper.

### 2. Common Knowledge

If it is an uncontentious, widely accepted idea or fact, and appears in many different places un-referenced, then it does not need to be referenced,

## Plagiarism

*/ˈplājəˌrɪzəm/ noun*

(definition) The practice of taking someone else's work or ideas and passing them off as one's own.

~The Oxford Dictionary~

## How to Avoid Plagiarism Good Habits

**Keep an open dialogue** - Know what is expected in the assignment, ask questions, ask where to find resources and communicate if you are falling behind. Be honest with your teachers and yourself and know when to seek help.

**Use Good Time Management Skills** - set up a realistic schedule so that you are not completing assignments at the last minute

**Stay Organized** - Manage your citations as you go, using a Bibliographic tool such as [Easybib](#) or [Bibme](#).

## Skills

**Quote** - Use quotes to support your own argument, but use them sparingly. Take the exact words of the author and place quotation marks around them, then reference the statement.

**Use Note Taking Strategies** - note taking strategies help you to eliminate direct copying and write down the general thoughts of what the author says without using too many similar words or examples. It is important to stay true to the author's intent. Put any of the author's key terms in "quotation marks" or italics to show that they are not your own. Remember, if you are using the author's ideas, you must still reference.

**Learn to Reference Properly** - Knowing how to properly format references can reduce the anxiety around bibliographies and build knowledge around when and how to properly cite sources.

**Use a plagiarism checker** - Checkers can help ensure that the work you turn in is your own. Universities often require all submissions to go through a plagiarism check upon submission.

## B.C. University Policies

[UBC](#), [Simon Fraser](#), [University of Victoria](#)