The Write Attitude

SSU Quality Enhancement Plan

PLAGIARISM

ACADEMIC HONESTY AT SAVANNAH STATE UNIVERSITY

SMARTHINKING: 24/7 online tutoring

ON-CAMPUS WRITING RESOURCES

Plagiarism

WHAT IS PLAGIARISM?

The Council of Writing Program Administrators explains, "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."[1]

ACCORDING TO THE MERRIAM-WEBSTER ONLINE DICTIONARY, TO "PLAGIARIZE" MEANS:

- To steal and pass off (the ideas or words of another) as one's own.
- To use (another's production) without crediting the source.
- To commit literary theft.
- To present as new and original an idea or product derived from an existing source.[2]

Plagiarism is a serious offense that involves intentionally taking someone else's work and portraying it as your own. It often also includes an attempt to conceal the act.

BUT CAN WORDS AND IDEAS REALLY BE STOLEN?[3]

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression are legally the intellectual property of their creators and fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:[4]

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

HOW CAN I PREVENT PLAGIARISM IN MY OWN WORK?[5]

Before Writing	While Writing
- Plan and outline your paper.	- When in doubt, cite sources.
- Take effective notes.	- Make it clear who said what.
- Analyze and evaluate your sources.	- Know how to paraphrase properly.

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WHAT IS CITATION?[6]

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- Information about the author.
- The title of the work.
- The name and location of the company that published your copy of the source.
- The date your copy was published.
- The page numbers of the material you are borrowing.

WHY SHOULD I CITE SOURCES?[7]

Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are a number of other reasons to cite sources:

- Citations are extremely helpful to anyone who wants to find out more about your ideas and where they came from.
- Not all sources are good or right -- your own ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the blame for someone else's bad ideas.
- Citing sources shows the amount of research you've done.
- Citing sources strengthens your work by lending outside support to your ideas.

DOESN'T CITING SOURCES MAKE MY WORK SEEM LESS ORIGINAL?[8]

Not at all. On the contrary, citing sources actually helps your reader distinguish your ideas from those of your sources. This will actually emphasize the originality of your own work. Just be sure to include your own developed ideas, claims, and interpretations alongside the experts you cite!

WHEN DO I NEED TO CITE?[9]

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

- Whenever you use quotations.
- Whenever you paraphrase.
- Whenever you use an idea that someone else has already expressed.
- Whenever you make specific reference to the work of another.
- Whenever someone else's work has been critical in developing your own ideas.

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WHAT IS QUOTING?[10]

Taking the exact words from an original source is called quoting. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you want to make. If you want to borrow an idea from an author, but do not need his or her exact words, you should try paraphrasing instead of quoting.

HOW OFTEN SHOULD I QUOTE?[11]

Most of the time, paraphrasing and summarizing your sources is sufficient (but remember that you still have to cite them!). If you think it's important to quote something, an excellent rule of thumb is that for every line you quote, you should have at least two lines analyzing it.

WHAT IS THE DIFFERENCE BETWEEN QUOTING AND PARAPHRASING?[12]

To quote is to include the identical wording from the original source in your paper. Quoted material in your paper is distinguished from your own words by the use of " " or by indenting the quoted text (if quoting a longer passage). In addition to quotation marks or indenting, all quoted material should also be cited, using either footnotes, endnotes, or in-text citation. To paraphrase is to include the ideas or information from an original source in your paper by rephrasing those ideas or information in *your own words*. The key to successful paraphrasing is to use as few words as possible from the original text -- be mindful not to change the meaning that you are trying to convey as you rephrase -- and to cite your paraphrase. Without proper citation, your paraphrase could be construed as plagiarism.

6 STEPS TO EFFECTIVE PARAPHRASING:[13]

- Reread the original passage until you understand its full meaning.
- Set the original aside, and write your paraphrase on a note card.
- Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
- Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
- Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
- Record the source (including the page) on your note card so that you can credit it.

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HOW CAN STUDENTS AVOID PLAGIARISM AT SAVANNAH STATE UNIVERSITY?

- Ask your instructor for help.
- Make an appointment with a tutor at the SSU Writing Center.
- Submit written work to **smarthinking.com** for feedback.
- Attend SSU writing workshops.
- Consult with Asa H. Gordon Library staff members.

CONSEQUENCES OF ACADEMIC DISHONESTY AND PLAGIARISM AT SSU:[14]

Students are expected to demonstrate a high standard of academic honesty in all phases of academic work and college life. Academic dishonesty represents an attack on intellectual integrity without which there can be no true education. In taking tests and examinations, completing homework, laboratory work, and writing papers, students are expected to perform honestly. Consequently, Savannah State has established the following policies for detected acts of academic dishonesty.

1. All cases of detected academic dishonesty will be reported by the faculty to the Vice President for Academic Affairs.
2. Plagiarism or cheating in any academic work will result in a recorded grade of "F" for that work.
3. A second offense during the course of a student's academic career at Savannah State will result in an "F" for the course in which the academic dishonesty has occurred. In addition, students who have committed a second offense of academic dishonesty during their academic career at Savannah State will be placed on academic probation for a minimum of one semester.
4. A third incidence of academic dishonesty during a student's career at Savannah State will result in immediate dismissal from the College.

SSU STUDENT CONDUCT CODE EXAMPLES OF ACADEMIC DISHONESTY:[15]

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work.
- Failure to properly acknowledge authorities quoted, cited or consulted in the preparation of written work (plagiarism). Specific examples of plagiarism are:
  a. Copying and/or presenting the words of others as one's own writing, including from Internet sources.
  b. Copying words, even if you cite the sources, unless appropriate quotation is noted.
  c. Copying words and then changing them a little, even if you give the source.
  d. Expressing in your own words someone else's ideas as your own.

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SMARTHINKING for Savannah State University

WHAT IS SMARTHINKING?

SMARTHINKING is a 24 hour a day online tutoring service that helps you with writing work in all academic subjects.

WHAT SERVICES DOES SMARTHINKING OFFER TO STUDENTS?

With SMARTHINKING online writing tutoring, you can:

- Connect with a tutor and interact live.
- Submit your writing for any class to their Online Writing Lab.
- Submit a question and receive a reply from a tutor.

HOW DO STUDENTS ACCESS SMARTHINKING?

1. Go to http://services.smarthinking.com

2. Enter the Username: your full SSU student email address

3. Enter the Password: SSU

You are ready to connect to SMARTHINKING!

If you have any issues trying to access SMARTHINKING, please contact the SSU QEP team at qep@savannnahstate.edu

TECHNOLOGY REQUIREMENTS AND TROUBLESHOOTING:

- JavaScript should be enabled.

- Please disable all popup blockers for www.smarthinking.com

- Make sure that your browser is set up to allow cookies and popup windows (SMARTHINKING uses both of these).

- For a full list of the most up to date settings, please refer to http://www.smarthinking.com/static/customerSupport/technicalRequirementsFAQ/

NEED HELP USING SMARTHING?

- Go to smarthinking.com, click on the SMARTHING Student Handbook in the Customer Support & FAQ area of your homepage.

- Contact Customer Support at **support@smarthinking.com**

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ON-CAMPUS WRITING RESOURCES

ASA H. GORDON LIBRARY
(912) 358-4324
library.savannahstate.edu

CAREER SERVICES
Student Union, Room 115
(912) 358-3128
www.savannahstate.edu/student-affairs/
career-services.shtml

SMARTHINKING.COM

CENTER FOR ACADEMIC SUCCESS
Whiting Hall, Room 253
(912) 358-3488
www.savannahstate.edu/cas/

SSU WRITING CENTER
Payne Hall, Room 201
(912) 358-4495
ssuwritingcenter@savannahstate.edu
www.savannahstate.edu/class/writing-
center/index.shtml

SOURCES

[1]"Defining and Avoiding Plagiarism: The WPA Statement on Best Practices," Council of Writing Program Administrators, January 2003, http://www.wpacouncil.org/positions/WPAplagiarism.pdf/.

[2]"Plagiarize," *Merriam Webster Online,* n.d., http://www.merriam-webster.com/dictionary/plagiarize/.

[3]This section is reprinted from "What Is Plagiarism?," n.d., http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/.

[4]Ibid.

[5]This section is condensed from "Preventing Plagiarism When Writing," n.d., http://www.plagiarism.org/plagiarism-101/prevention/.

[6]This section is reprinted from "What Is Citation?," n.d., http://www.plagiarism.org/citing-sources/whats-a-citation/.

[7]Ibid.

[8]Ibid.

[9]Ibid.

[10]This section is reprinted from "Quoting Material," n.d., http://www.plagiarism.org/citing-sources/quoting-material/.

[11]Ibid.

[12]Ibid.

[13]This section is reprinted from "6 Steps to Effective Paraphrasing," *Purdue University Online Writing Lab,* n.d., https://owl.english.purdue.edu/owl/resource/619/1/.

[14]This section is reprinted from "Academic Honesty," *Savannah State University Academic Policies,* n.d, http://www.savannahstate.edu/academic-affairs/academic-policies.shtml .

[15]This section is reprinted from "Code of Student Conduct," n.d., http://www.savannahstate.edu/student-affairs/documents/SavannahStateUniversityCodeofStudentConduct.pdf.

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SAVANNAH STATE UNIVERSITY
QUALITY ENHANCEMENT PLAN (QEP)

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The Write Attitude is SSU's Quality Enhancement Plan (QEP),
a campus-wide initiative to enhance student learning
by improving attitudes about writing.