

**Tips To Avoid Plagiarism:**

- Use quotations around anything borrowed word for word.
- Cite your quotations and factual information and provide a corresponding Works Cited page. In First-Year Composition classes, MLA is the appropriate model for citations.
- Introducing your sources within the text of your paper helps you to avoid plagiarism.
- When paraphrasing, be sure to give credit to the source you are paraphrasing from.
- Do not turn in a single paper for more than one class.
- Do not turn in a paper that you did not write.
- While researching, make sure to take careful notes and write down all the information needed for citing your work as you find material you want to use. If you cannot find the source that you got your data from, do not use it.

**You must give credit for the following:**

- Direct quotations from your source.
- Facts, data, and information based on other people's research.
- Paraphrases of another's work.
- Ideas, opinions, and interpretations that are not your own or that you got from another source.
- Charts, graphs, pictures, images, and raw data that you did not put together yourself.
- Comments from lectures, conversations, and interviews.

**What you do not have to cite:**

- Research and raw data that you have compiled yourself.
- Widely known facts/common knowledge. "Common knowledge": This refers to information so widely known (or accepted to be valid) that no supporting facts or cited research is needed to back it up, such as the following: *World War II ended in August of 1945*. Almost no one will dispute this statement, and it is commonly accepted without debate. "Common knowledge" statements can be passages like this: *Television ratings for the Super Bowl are traditionally so high that advertisers spend millions of dollars to advertise their clients' products during the broadcast*. Again, this claim refers to topics so extensively researched/documented that it is not necessary to provide an authoritative source to support it. But be aware: what is common knowledge to you may not necessarily be common knowledge to another reader, so cite any information you feel might be unknown to those outside whatever specific topic you're writing on.
- Your own opinions, conclusions, and feelings about your topic.

### **Ways to Avoid Plagiarism and Academic Dishonesty**

1. Make sure you understand the assignment, which includes recognizing what kind of writing you will be doing. Note what kinds of sources you might need: primary texts, a survey, an interview. All of these are types of sources you may encounter in ENC 1101. If you have questions about the assignment, ask your instructor. The earlier in the process you ask questions, the better your chances of avoiding plagiarism.
2. You should choose a topic that interests you or that you are curious about. Being close to a topic makes the paper feel more like your own and gives you ownership of the writing process. Within the parameters of an assignment, ENC 1101 gives you the freedom to choose specific topics you wish to write about. Utilize the opportunity to educate yourself and make discoveries about the things that interest you.
3. Keep a responsible drafting schedule. Begin thinking about the assignment early. Start each draft with enough time to let your ideas grow and expand. Starting early allows you time to recognize, address, and resolve problems that may arise with the assignment before due dates approach. Give yourself time to do the work and ask questions so you won't be tempted to borrow material. Drafting allows time for your peers and your instructor to respond to your writing.
4. Know and practice the rules for MLA citation. Refer to *The McGraw-Hill Handbook* to guide you through using MLA documentation format. Use citations in your paper from the beginning of the process; don't wait until the final draft. Even if you're unsure of how to format a citation, try it or at least mark its place in your text. Any source you use must be cited in the text and appear in the Works Cited page. If you have a hard time with citations, ask your instructor about the things you don't understand.