

STU WRITING CENTRE

Plagiarism

Plagiarism is presenting someone else's words or ideas as your own. Like cheating, plagiarism is a form of academic dishonesty. Penalties range from failing an assignment, to failing an entire course, to being expelled from St. Thomas University.

Section Seven E of the *St. Thomas University Calendar* gives the following examples of plagiarism:

1. Presenting another person's ideas, words, or other intellectual property, including material found on the internet, as one's own.

Assignments are designed to assess your knowledge and ability to communicate that knowledge. In order to ensure that your grades accurately reflect your performance in a course, you must complete your own assignments. You are **not** permitted to hand in an assignment or give an oral presentation that was written in whole or in part by a friend, family member, classmate, tutor, hired essay writing service, etc.

Please be aware that those who claim to "edit" or "proofread" your work often rewrite it for you. This, too, would constitute plagiarism. It is your responsibility to make sure that the words and ideas in your assignments are *yours*. If you need assistance with a writing assignment and would like to avoid the risk of committing plagiarism, visit the STU Writing Centre (<http://writingcentre.stu.ca>).

In addition to ensuring that you are the author of your own work, you are expected to use other authors' work responsibly in your research assignments. When you mention words, ideas, facts or opinions that you found somewhere else, it is important that you identify the original source out of respect for the author and his/her intellectual property. Identifying sources in this way also helps the reader (i.e. your professor) retrace the steps in your research. For tips on how to properly use and cite sources like books, journal articles, and websites, see the handouts on *Using Quotations*, *Summarizing and Paraphrasing*, *MLA Citation Style*, *APA Citation Style*, and/or *Chicago Citation Style*.

2. Writing an essay, report or assignment, or a portion thereof, for someone else to submit as their own work.

If you allow someone else to submit *your* work under *their* name, you are also committing plagiarism. If a friend or classmate asks you to research, write, or revise an assignment for them, please refer them to the Writing Centre, where we can help them improve their own writing.

3. Submitting an essay, report, or assignment when a major portion has been previously submitted or is being submitted for another course at St. Thomas or any other university without the express permission of both instructors.

In this situation, you would be guilty of plagiarising yourself. Your instructors expect you to perform original research and hand in previously ungraded assignments. If it happens that a single research topic is appropriate for two different courses, you must receive permission from both instructors before handing in a duplicate paper—even if you have already completed one of the courses.

The STU Calendar advises that "a student who is in doubt as to what constitutes plagiarism should discuss the matter with the professor concerned before submitting the assignment" (emphasis added). To help determine whether or not you are committing plagiarism, use the flowchart provided on the reverse. →

Plagiarism Prevention Flowchart

