

Guide to Academic Honesty for Bishop’s  
University: Avoidance of Plagiarism  
DRAFT COPY

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# 1 Summary of Rules for Bishop's University

1. Any part of your paper which contains the exact words of an author must appear in quotation marks, with the author's name, and the date of publication and page number of the source attached.
2. Material should not be adapted with only minor changes, such as combining sentences, omitting phrases, changing a few words, or inverting sentence order.
3. If what you have to say is substantially your own words, but the facts or ideas are taken from a particular author, then omit the quotation marks, and reference these with a citation (in-text parenthetical style, or footnote/endnote style).
4. Follow the standard citation practices of your field (of which your professor will inform you) regarding the crediting of scholarly and primary sources. Significant differences may exist among different fields, such as the inclusion of page numbers within citations, or citation by book and line or paragraph number for primary sources, and you must comply with the standards of your field.
5. Every statement of fact and every idea or opinion that is not your own must be referenced unless the item is part of common knowledge – if you are uncertain as to whether or not it is common knowledge then cite your source for safety's sake.
6. Do not hand in for credit a paper which is the same or similar to one you have handed in elsewhere.
7. It is permissible to ask someone to criticize a completed paper before you submit it, and to bring to your attention errors in logic, grammar, punctuation, spelling, and expression. However, it is not permissible to have another person re-write any portion of your paper, or to have another person translate into English for you a paper which you have written in another language.
8. Keep rough notes and drafts of your work, and photocopies of material not available in the Bishop's library. In doubtful cases, your instructor may ask you to show evidence that the paper is your own work.
9. These guidelines apply to any work submitted at any time to an instructor whether for comments or for grading. Plagiarism in a draft is as serious as plagiarism in a final submission.

ASK YOUR INSTRUCTOR FOR ADVICE IF YOU ARE NOT SURE THAT YOU COMPLETELY UNDERSTAND THESE GUIDELINES OR THAT YOU HAVE FOLLOWED THEM CORRECTLY.

## 2 Plagiarism

### 2.1 The meaning and consequences of plagiarism

**Plagiarize, -ise, v.t.** Take and use another person's (thoughts, writings, inventions, or abs.) as one's own (from Latin *plagiare* to kidnap) (Fowler & Fowler, 1964, p. 926)

Plagiarism is a serious matter. It is an insult to your professor, unfair to your classmates, and destructive of the process of university education. It is also untrue to yourself. In the handout for his introductory psychology course, Drew Appleby (2001) at Indiana University-Purdue University Indianapolis (IUPUI) explains in detail why plagiarism is wrong:

1. It is considered to be a criminal offense (i.e., the theft of intellectual property) and can result in fines and/or imprisonment.
2. It is academically dishonest and can lead to serious sanctions from the college.
3. It undermines the academic integrity and ethical atmosphere of the college.
4. It violates the mission of higher education to emphasize "a respect for knowledge."
5. It involves a passive learning process that obstructs the acquisition and understanding of meaningful academic material.
6. It stalls or retards intellectual, moral, and social development.
7. It is contrary to the concept of critical thinking.
8. It promotes feelings of lowered self-esteem in those who believe they must practice it to survive academically.
9. It produces alumni whose inferior knowledge, abilities, and moral standards tarnish the public image of the university and lower the perceived value of a Bishop's University degree.

Plagiarism also violates the code of ethics of most academic professional associations.

Most students believe they know what plagiarism is, but some may not understand it fully. As Moore (1966) puts it:

When a teacher, or a textbook, says, "Most of your notes should be summaries," or, "Mark all quotations in your notes with quotation marks to be sure you will know exactly where paraphrase stops and quotation begins," the matter seems so elementary and the injunction so clear that often no more is said about it. But when

the final paper comes in, the instructor recognizes phrases and sentence patterns that are completely unlike the student's usual writing; no quotation marks indicate that the student is borrowing directly, although a footnote may acknowledge indebtedness for the ideas. When the instructor checks the source, he finds that the striking phrases and the uncharacteristic sentences come from the source, though perhaps with slight modifications. He calls the student in to examine the honesty of the paper, and often the student is genuinely bewildered. He has been taught to write précis in high school; he has not copied his source word for word; he has given credit for the information in a footnote. What has gone wrong? Sometimes he is expelled from college without ever finding out. (Sometimes, unhappily, he knows perfectly well.) (p. 229)

Unfortunately, if an instructor finds out that part of a student's work has been plagiarized, that instructor cannot assume that the rest of the material is the student's own.

Bishop's University has prepared the present guide to ensure that students are fully informed of the university's regulations on plagiarism. We encourage students to make use of the published scholarly literature in their term papers and project reports, and a careful reading of this handout will help students do so in a professional, correct, effective, and honest manner. Because this handout describes clearly what plagiarism is, students cannot claim to have unintentionally misrepresented work as their own. Under these circumstances, *any acts of plagiarism will be penalized severely.*

## 2.2 Bishop's University regulations on academic dishonesty

The Bishop's University Calendar states that:

Plagiarism is a kind of academic dishonesty in which an individual uses the work of another without appropriate acknowledgment. Plagiarism includes but is not limited to the following practices:

- Using another's work without acknowledgment
- Copying material without quotation marks
- Paraphrasing too closely the exact words of another author
- Submitting as one's own work written in whole or in part by another individual.

The following practices related to plagiarism are also prohibited:

- Helping another student plagiarize

- Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained
- Submitting any statement of fact known to be false or providing a fabricated reference to a source.

It is clear that the University takes a very serious view of any form of academic dishonesty. *Read the complete section in your current calendar very carefully* (see [www.ubishops.ca/fileadmin/bishops\\_documents/academic\\_calendar/University-regulations.pdf](http://www.ubishops.ca/fileadmin/bishops_documents/academic_calendar/University-regulations.pdf)).

The purpose of this handout is to inform students precisely what is meant by plagiarism. At the end of the handout, you will find some other definitions of plagiarism and a selection of quotations on plagiarism from other Canadian universities. They show that plagiarism is invariably treated as a serious matter. Also included are summaries from the media of various scandals in which people have been caught plagiarizing.

### 2.2.1 Penalties for plagiarism at Bishop’s University

The Bishop’s University calendar also states that

“The normal penalty for plagiarism for a first offense is a zero grade in the component of the course in which the dishonesty occurred. However, in a case of particular seriousness, or in the case of a repeated offense, penalties may include a zero grade in the course, suspension for one semester or longer, or expulsion from the university.”

Clearly, academic dishonesty is a serious matter, with negative consequences to the student. Submission of a work that does not conform to university rules as described here will result in appropriate disciplinary action. You may be required to re-write the paper, or to submit an acceptable paper on an entirely new topic. Given the present guide, which clearly explains plagiarism, *it is more likely that you will receive a reduced mark on the assignment, probably a zero, or even a zero in the course.* Note that, according to Bishop’s University’s recent guidelines on plagiarism, the Dean will be informed of the act of plagiarism and may even be involved in determining the penalty.

## 3 Guidelines for avoiding plagiarism

### 3.1 Direct quotations

ANY PART OF YOUR PAPER WHICH CONTAINS THE EXACT WORDS OF AN AUTHOR MUST APPEAR IN QUOTATION MARKS, WITH THE ORIGINAL WORK CLEARLY IDENTIFIED ACCORDING TO THE STANDARDS OF YOUR FIELD.

For scholarly (secondary) sources,<sup>1</sup> the **author’s name**, the **date of pub-**

<sup>1</sup>Definitions for “primary”, “secondary” and “tertiary” sources appear in section 3.4 on page 9

lication, and **page number** of the source should be attached. For primary sources the **author** and/or **title** and the **universally recognized section identifiers** (volume, book and section numbers, or book and line numbers, etc.) should be given, as well as the **translator**, if any (unless that is instead listed in your works cited list).

The decision to use in-text parenthetical citations or footnoted/endnoted citations depends on your field, and should be discussed with your professor.

### Examples:

- According to Smith (1977, p. 43)<sup>2</sup>, "the child may be father to the man but the man is also father to the child".
- Bower has stated that "intelligence is, ironically, indicative of servile status".<sup>3</sup>
- It is as true today as 100 years ago that "psychology is no science; it is only the hope of a science" (James, 1892, p. 311).
- "Even bachelors can adopt sons" wrote the Roman jurist Paul (*Digest of Justinian*, 1.7.30, Watson, trans.).

However, a quotation of more than 40 words is reproduced in an indented paragraph without quotation marks but with the necessary identifying information. The quotations from Appleby and from Moore which begin this handout provides an example. An undergraduate-length paper should not include many such long quotations, and where these are included you must frame it carefully with your own explanation as to why the quotation is useful to your paper.

Although it is honest and correct to put the exact words of an author in quotation marks, *use quotations only in special cases*, such as when the information is particularly concise or striking in its original form. Excessive use of quotations suggests that the student does not understand the material sufficiently well to provide an effective paraphrase (see sections 3.2 and 3.3), or is simply attempting to use up space in the paper.

## 3.2 Minor rephrasing / paraphrasing

MATERIAL SHOULD NOT BE ADAPTED WITH ONLY MINOR CHANGES, SUCH AS COMBINING SENTENCES, OMITTING PHRASES, CHANGING A FEW WORDS, OR INVERTING SENTENCE ORDER.

It is a common but serious student error to submit a paper which consists of a pieced-together collection of writings from various sources, in which sentence structure and a few words here and there have been altered, and in which the source author's name has been inserted at irregular intervals. **Even though**

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<sup>2</sup>As the example citations in this handout are for illustration only they are not included in the reference list at the end of the document.

<sup>3</sup>Bower, Marianne, *Plautine Meretrices* (London: Duckworth, 2010), 53.

**the author has been credited, this is still plagiarism**, because there is nothing to indicate to the reader that the style and phrasing are those of the source author and not the student.

**Examples of unacceptable and acceptable uses of rephrasing:**

**Example 1:**

- Original version from Flowers, 1969, p. 48:

When he is both awake and contented the young infant's main preoccupation is looking—either in exploring the environment or in examining particular parts of it more carefully. No reinforcement is needed for this response other than the presence of sufficiently interesting sights.

- Plagiarized version, which is unacceptable:

The young infant's main preoccupation, when both awake and contented is looking. He explores the environment or examines particular parts of it more carefully. The only reinforcement needed for this response is the presence of sufficiently interesting sights (Flowers, 1969, p. 48).

The second version is too close to the original to be considered your own summary. In this case, you should use the author's exact words set in quotation marks.

- Acceptable version:

According to Flowers (1969, p. 48) an awake and content infant is primarily concerned with examining his environment. Flowers argues that this response is maintained solely by the reinforcement provided by the interesting sight itself.

This version is acceptable because it is a true summary in the student's own words rather than the thinly disguised words of the author. The student is also careful to remind the reader that the ideas are those of Flowers ("according to Flowers"; "Flowers argues"). Thus it is important not only to use your own words to describe the views of the author, but also to continually attribute the argument to the person who made it. For example, you might say "From her analysis of the literature, Loftus claims that..."

Good paraphrasing is difficult, and even "a bit of an art".<sup>4</sup>

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<sup>4</sup>As the the psychology department guidelines on plagiarism at Alverno College (Wisconsin, USA) state.

**Example 2:**

- Original version from Gagarin and Woodruff, 1995, p. 86:

Of the life of Thucydides we know little beyond what he tells us. We believe he was born around 460-455, and we know that he was an elected general in 424. During that year he was in charge of forces that were unable to save Amphipolis from the Spartans. His education must have included some study with the sophists who were beginning to be popular in Athens during his youth. His style of writing, however, is uniquely his own, and he must be counted as one of the most original prose stylists of the Greek or any language.

- Plagiarized version, which is unacceptable:

We don't know much about Thucydides except what he writes about himself. He was probably born around 460-455, and was probably elected general in 424, during which time he was involved in the unsuccessful campaign to save Amphipolis from the Spartans. He seems to have studied with some of the sophists that came to Athens while Thucydides was young, but his writing style is the most original in Greek, or indeed in any language.<sup>5</sup>

- Acceptable version:

We don't know much about Thucydides except what he writes about himself, as Gagarin and Woodruff's introduction notes.<sup>6</sup> They write that he was probably born around 460-455, and was probably elected general in 424, during which time he was involved in the unsuccessful campaign to save Amphipolis from the Spartans. Gagarin and Woodruff claim that, though Thucydides must have studied with some of the sophists that came to Athens while he was young, his writing style has been described as the most original in Greek, or indeed in any language.

### 3.3 Crediting another's ideas without quoting directly

IF WHAT YOU HAVE TO SAY IS SUBSTANTIALLY YOUR OWN WORDS, BUT THE FACTS OR IDEAS ARE TAKEN FROM A PARTICULAR AUTHOR, THEN OMIT THE QUOTATION MARKS AND REFERENCE WITH A CITATION IN PARENTHESES, OR IN A FOOTNOTE OR ENDNOTE (DEPENDING ON YOUR ACADEMIC FIELD). CHECK WITH YOUR PROFESSOR ABOUT WHETHER YOUR FIELD EXPECTS PAGE NUMBERS WITH THE CITATION.

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<sup>5</sup>Michael Gagarin and Paul Woodruff, *Early Greek Political Thought from Homer to the Sophists* (Cambridge: Cambridge University Press, 1995), 86.

<sup>6</sup>Gagarin and Woodruff, *Early Greek Political Thought*, 86.

**Examples:**

- Shelley Hales argues that the Romans disapproved of luxury.<sup>7</sup>
- According to Melzack and Brown (1965, p. 44)...
- Chaucer's contemporaries expected knights to be better dressed.<sup>8</sup>
- Piaget (1952) opened our eyes to the fact that...
- It can be argued (Lorenz, 1943, ch. 3) that...
- How we construe ourselves, as Kelly (1955) puts it, is...

The page or chapter number is given whenever it may be difficult to locate the passage in the source. In practice, page numbers are always provided for citations to books, though, depending on the field, not always for journal articles (but always for direct quotations).

### 3.4 Acknowledging "tertiary" sources

ALWAYS ACKNOWLEDGE SOURCES WHOSE DISCUSSION OF, OR QUOTATION FROM, OTHER PRIMARY OR SECONDARY SOURCES HAS BEEN USEFUL TO YOU.

A "**secondary source**" differs from a "**primary source**" in that the information comes from one author writing about what another author said, rather than directly from the original author. In some fields (notably the humanities) scholarship may primarily involve writing about primary sources. In such fields, nevertheless, an academic paper usually must show knowledge of the secondary literature as well as of the primary sources.

There also exist secondary sources that distill the scholarly information into review articles, abstracts or textbooks (these are sometimes called **tertiary sources**). A student will sometimes try to create the impression of having read widely by citing a large number of papers, none of which have actually been read. Instead, the citations are obtained from a review article or a textbook, and it is the review author's statements about these studies that are the source of the information. In order to avoid plagiarism, the secondary or tertiary source that was used must be cited in your paper. Moreover, simply reading the article or book over in the original does not then give you the right to borrow comments about it from a secondary source unless that secondary source is fully acknowledged in your paper.

**Examples:**

- Melzack (1973) has reviewed the work of Livingston (1943) and Geldard (1960) and concludes...

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<sup>7</sup>Shelley Hales, *The Roman House and Social Identity* (Cambridge: Cambridge University Press, 2009), 22.

<sup>8</sup>Terry Jones, *Chaucer's Knight: The Portrait of a Medieval Mercenary* (London: Weidenfeld and Nicolson, 1980), 27.

- According to Skinner (1975), the approach used by Maslow (1957)...
- Babies have an innate preference for the human face (Fantz, 1970; as cited in Scarr, 1973).

**Note:**

- a) When citing a source that itself cites other sources, your reference or works cited list should contain only the secondary/tertiary sources that you have directly cited. In the above example, these would be Melzack (1973), Skinner (1975), and Scarr (1973). In the case where a source is an electronically-available abstract, this should be indicated in the reference/works cited list entry by its number or other specific identifier.
- b) The use of reviews or other secondary/tertiary sources, when properly acknowledged, is "legal". However, it is recommended that you use direct sources (scholarly articles/books and primary sources) whenever possible. Even if you successfully convert a review into your own words, it will still be someone else's analysis of a particular problem, not your own, and therefore unoriginal. Moreover, interesting insights are more likely to come from studying the original work rather than a second-hand account of it. Rather than citing secondary sources such as review articles, use them to obtain references to the primary literature, which are then consulted directly. This will demonstrate your ability to critically review and organize scholarly material.

### 3.5 The "Common Knowledge" exception

EVERY STATEMENT OF FACT, AND EVERY IDEA OR OPINION NOT YOUR OWN **MUST** BE REFERENCED UNLESS THE ITEM IS PART OF COMMON KNOWLEDGE.

Some judgment must be used in deciding whether an item requires a reference. When you are uncertain, either check with your professor or err on the side of excessive acknowledgment.

**Examples:**

- Psychologists study human behaviour. (No reference required.)
- Psychology is the study of behaving man in a stimulating environment (Black, 1979).
- A person can be considered a type of machine. (No reference required.)
- A person can be considered a type of holographic microcomputer (Jones, 1977).

### 3.6 Reusing your own work

DO NOT HAND IN FOR CREDIT A PAPER WHICH IS THE SAME OR SIMILAR TO ONE YOU OR SOMEONE ELSE HAVE HANDED IN ELSEWHERE.

It is dishonest to claim course credit more than once for essentially the same work. In addition, it deprives you of the opportunity of researching and gaining knowledge on different topics, one of the aims of a university education. Note, however, on some occasions, it may be appropriate to follow up or extend previous work when writing a paper. Consult with your instructor here. You may be permitted to continue your work on the same issue and you will probably be asked to hand in the original paper to ensure that overlap is minimal.

Of course, you must never submit (wholly, or in part) the work of another student as your own, or purchase papers for submission.

### 3.7 Receiving help from others

IT IS PERMISSIBLE TO ASK SOMEONE TO CRITICIZE A COMPLETED PAPER BEFORE YOU SUBMIT IT, AND TO BRING TO YOUR ATTENTION ERRORS IN LOGIC, GRAMMAR, PUNCTUATION, SPELLING, AND EXPRESSION. HOWEVER, IT IS **NOT** PERMISSIBLE TO HAVE ANOTHER PERSON RE-WRITE ANY PORTION OF YOUR PAPER, OR TO HAVE ANOTHER PERSON TRANSLATE INTO ENGLISH FOR YOU A PAPER WHICH YOU HAVE WRITTEN IN ANOTHER LANGUAGE.

Students whose first language is not English, or who have a history of difficulties in writing are particularly encouraged to seek help from other students. However, any paper can benefit from the comments of another reader before the work is submitted. Nevertheless, *the student should ensure that this process of critical review does not go beyond generally-acceptable limits to the point where an unacknowledged individual makes a significant contribution to your work.* "Ghost-writing" is not tolerated in scholarly work.

### 3.8 Proving you haven't plagiarized

KEEP ROUGH NOTES AND DRAFTS OF YOUR WORK, AND PHOTOCOPIES OF MATERIAL NOT AVAILABLE IN THE BISHOP'S LIBRARY. IN DOUBTFUL CASES, YOUR INSTRUCTOR MAY ASK YOU TO PROVIDE EVIDENCE THAT YOU DID INDEED WRITE YOUR PAPER.

This guideline is for your own protection. The prompt submission of notes and early versions of your work when requested is helpful in convincing your instructor that the work is, in fact, your own. Similarly, the presentation of photocopies of articles consulted at other libraries and not available at Bishop's (for books, a copy of the title page will suffice), proves that you at least consulted the sources cited in your paper.

### 3.9 Submitting a plagiarized early draft

THESE GUIDELINES APPLY TO WORK SUBMITTED AT ANY TIME TO AN INSTRUCTOR WHETHER FOR COMMENTS OR FOR GRADING. PLAGIARISM IN A DRAFT IS AS SERIOUS AS PLAGIARISM IN A FINAL SUBMISSION.

A student who submits a draft for an instructor's review or criticism which breaks one or more of the above rules cannot claim that "it was only a draft" and therefore not plagiarism. Doing this raises the strong suspicion that the student is testing the instructor to see if plagiarism will pass undetected. Accordingly, a work containing plagiarism at **any** stage of development is unacceptable.

However, a student can always bring a questionable adaptation to the attention of the instructor in an open and honest way. For example, he/she may say that "This is what I've done and here is the source. Is this o.k.?" In such a case, there is no intent to deceive, and therefore no risk of plagiarism. But the student must tell the instructor before he/she reviews the paper.

## 4 Quotations on plagiarism

### 4.1 General definitions and descriptions

#### 4.1.1 Universities and Colleges

##### *University of British Columbia Calendar (1978-79):*

Plagiarism is that form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Scholarship quite properly rests upon examining and referring to the thoughts and writings of others. However, when excerpts are used in paragraphs or essays, the author must be acknowledged through footnotes or other accepted practices.

*Substantial plagiarism* exists when there is no recognition given to the author for phrases and sentences incorporated in an essay. *Complete plagiarism* exists when a whole essay is copied from an author, or composed by another person and presented as original work. Unless prior approval has been obtained, a similar situation is created when the same essay is submitted for credit to more than one professor.

All forms of academic dishonesty, including misrepresentation in essay work, are considered serious offenses within the University community.

##### *Dalhousie University Calendar (1978-79):*

Plagiarism is considered a serious academic offense which could lead to loss of credit and suspension from the University. Plagiarism may be defined as the presentation by an author of the work of

another author, in such a way as to give his or her reader reason to think that the other author's work is his or her own. A student who is in any doubt as to what constitutes plagiarism is urged to discuss the matter with the instructor concerned before completing an assignment.

***Department of Political Economy, University of Toronto (supplied May, 1979):***

Plagiarism is the act of presenting the ideas or words of another as your own. While it may be argued that few ideas are original, instructors expect students to acknowledge the sources of ideas and expression that they use in essays. To represent them as self-created is dishonest and academically worthless.

You may quote or paraphrase another writer if he has stated an idea strikingly, as evidence to support your arguments or conclusions, or as a point against which to argue, but such borrowing should be used sparingly and always indicated in a footnote. The aim of scholarship is to develop your own ideas and research and only by trying to develop your own thoughts and arguments will you mature academically.

To provide adequate documentation is not only an indication of academic honesty but also a courtesy enabling the teacher to consult your sources with ease. Failure to do so constitutes plagiarism...

The same penalty will apply in the case of an offense..... related to plagiarism, namely submitting a term paper for credit in more than one course without the prior written permission of the instructors in the courses concerned. A fortiori, plagiarism is also the act of:

- (a) submitting a term paper written in whole or in part by someone other than yourself;
- (b) copying the answer or answers of a fellow student in any test, examination or take-home assignment.

Plagiarism is the unacknowledged use of the work of another writer. It is "literary theft". Not all guilty students may be caught, but those who are caught will suffer a severe penalty. It is a great mistake to assume, as some students do, that the marker has not read the textbook.

Of course you must take facts and ideas from other writers, but you should either rethink those ideas and restate those facts in your own words, or you should quote your source directly. Slight rearrangements of an author's words or sentences are not acceptable. Rearrangements cannot be cited as direct quotations and must therefore be regarded as plagiarism if they occur persistently.

***Atkinson College, York University (1975):***

Plagiarism: presentation of work as one's own which originates from some other, unacknowledged source, quoting verbatim or almost verbatim from a source...without acknowledging this to be a quotation, is plagiarism. Also taking over someone else's argument, arrangement and supporting evidence (for example, statistics, bibliographies) without indicating such dependence, is plagiarism. In general, submitting someone else's work, in whatever form...without acknowledgement, is plagiarism. (Atkinson College, York University 1975, p. 23)

***Alverno College:***

Plagiarism. It is probably safe to assume you already know that it's unethical for you to pay another student to write a paper that you then claim as your own work and turn in for a course project. Any time a student represents work done by someone else as her own, a student has committed an act of plagiarism. When an instructor discovers that a student has done so, that instructor can no longer assume that any of the work that the student has turned in is her own. A minimum penalty would be to fail the student, with the more severe penalty of dismissal from the college a strong possibility.

**4.1.2 Various authors**

***Wilson & Locke (1966, p. 395):***

Plagiarism is a legal as well as an ethical offense, and you should be careful to avoid it. As a matter of integrity and courtesy, you must give credit to the source of your ideas whether you quote or not. If you do not quote your source verbatim, be sure to paraphrase *in your own words*.

***Irmscher (1969, p. 52):***

In the process of writing, we all employ a vast stock of general ideas that are everyone's common property - the source may not even be known - most easily identified as encyclopedic knowledge. These ideas form the broad base of all our thinking, and our use of them is recognized, without censure, as derivative. But other ideas come to be distinctly identified as someone's personal property, like Buffon's statement that style is the man. If a writer has made a personal investment in an idea - an investment of his time or his insight - it is his, and he deserves to be given credit for it, whether it is quoted directly or paraphrased. The individual who passes off other people's ideas as his own is guilty of plagiarism - and, one might

add, of ingratitude. John Ruskin reminds us that we should be more than willing to admit our indebtedness to the past by expressing our thanks, for all our present knowledge is based upon it. We need to be both honest and grateful.

## 4.2 On paraphrasing

*Campbell & Ballou (1974):*

A paraphrase expresses the essence of the author's style in about the same number of words but in your own style. Many students who sincerely believe they are paraphrasing a statement are actually guilty of plagiarism. Changing a word here and there and reversing the order of phrases is not sufficient, even though you give credit in a footnote. If you cannot write a paraphrase without looking at the original, you are not likely to write it truly in your own words and style (p.11).

Upon choosing a given passage, decide whether the excerpt should be quoted directly or indirectly. Unless you determine that a verbatim quotation is preferable...use an accurate, meaningful paraphrase. To avoid unintentional plagiarism, rephrase the statement in your own words; this is best done when not looking at the original. Do not substitute synonyms here and there or rearrange sentence elements. (p. 39)

## 4.3 Newspaper reports of cases of plagiarism

*The Sherbrooke Record, June 26, 1981:*

"U of T revokes doctoral degree for plagiarism" reports the decision of the University of Toronto to revoke a doctoral degree in educational theory awarded to a graduate seven years earlier. The decision was based on a complaint to the university by a scholar that his work had appeared in the thesis without acknowledgement. The matter was before the courts for four years, which finally ruled that the university had the right to revoke degrees.

*The Montreal Gazette, May 26 and June 3, 1982:*

"Judge backs Princeton in plagiarism decision" reports the case of an honours student at Princeton University accused of plagiarizing a term paper. A Superior Court judge upheld the right of the University to refuse to allow her to graduate, and to notify the law schools at which she was accepted. In an earlier news item, the student was described as a potential Rhodes scholar and an athlete-scholar. Her brother was quoted as saying "She has ostracized herself from the community with this".

## 5 References

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