

# *Plagiarism, Citing, and Paraphrasing: Brief Overview*



## → What plagiarism is

**Plagiarism** - unauthorized use or close substitution of the language and opinions of another author and presenting of them as one's own original work.

In practice, **plagiarism** involves:

- word-for-word copying;
- use of synonyms and changing order of words;
- poor paraphrase of sentences;
- incorrect citing;
- missing citations;
- rewording without due citing;
- word-for-word *translation from a native language into English*
- faking references:
  - indicating a source that the referenced text does not actually come from;
  - indicating page number that the referenced text is not located on;
  - changing details of references (e.g. adjust publication year to a recent one).

## → What should be cited

The **rule of thumb** is, “**all sources used** in the text **need to be acknowledged** and cited.”

However, the rule can be specified to some key points:

- if a quote is included, the quoted text must be put in quotation marks and, if the opposite is not specified in instructions, an exact page number needs to be specified;
- if a paraphrased text is included, the source of the text's origin needs to be referenced;
- if non-common knowledge, such as statistical data, figures, facts, names, or any other information that is specific and is not an opinion or common knowledge that any person can know, is included, it needs to be cited;
- if a text is translated from a native language into English, the original source needs to be cited;
- if an original text is paraphrased (that is, if new words are used to substitute an author's vocabulary but keep their idea unchanged), the original idea (source) needs to be cited;

## → *How to avoid plagiarism*

- the simple solution is citing any source used;
- it is not a good idea to simply borrow an idea (especially non-common knowledge) and not cite it: such information is easily identifiable and will lead to a search of the source and detection of plagiarism;
- executing a profound, effective paraphrasing, which entails:
  - expressing the idea in one's own words and sentence structures, which are different from those used in the original source;
  - incorporating appropriate and relevant synonyms but maintaining the vocabulary common for the source or a particular field that the source is from (e.g. common terms, generic words, or keywords);
  - using one's writing style to express the paraphrased idea rather than attempting to copy the author's style;
  - citing the paraphrased source;
- putting all the borrowed information in quotation marks - quoting (however, mind that too much quoting is not an adequate strategy because it limits demonstration of analytical skills; the share of quoted text should generally be not more than 10% of the total wordcount);
- always deliver original papers to avoid self-plagiarism (plagiarism on one of previous papers that are stored in a database);

## → Examples of good-bad paraphrasing

### *Original quote:*

“Keep in mind that human beings are not divided into two different organisms: a physical one and an emotional one. Mind and body are a single construct with two-way communication, and what happens in the body below the head can – and often does — affect the brain and vice versa”

*\* by Jane E. Brody*

### *Poor paraphrasing:*

“As per Brody, human beings are not broken into two different organisms, including emotional and physical ones. Body and mind represent a unified construct that is in bilateral communication. Things that happen in body occur in mind too (Brody)”

### *Why it is poor:*

*Despite a reference to the original source, the writer did not substitute most of the words that the author used nor they changed the structure or writing style. In this case, the paraphrase is not effective as rules of paraphrasing were not applied accurately.*

### *Good paraphrasing:*

“Brody indicates that comprehending human nature needs to exceed the mere consideration of the physical-versus-mental framework alone. One needs to be aware that these essences comprise a whole, which suggests that brain and body are closely interrelated in their functions, affecting each other substantially (Brody)”

### *Why it is good:*

Though the writer used an idea from the source, they processed it and presented it with different vocabulary and sentence structuring, which is indicative of analysis and thorough paraphrasing. Besides, the idea is cited.

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**The bottom line is:**

***Paraphrase correctly, cite borrowed ideas, do not cheat with citations and borrowed ideas, and avoid plagiarism.***