## Defining Plagiarism

The CMS will alert you if there is a possible plagiarism issue with an article. The scans are very sensitive and may return content that has not been plagiarized. It is your job to address each issue and determine whether or not the writer has **intentionally** plagiarized a piece of content.

Content has been intentionally plagiarized if:

* The writer has copied an entire sentence or paragraph from a previously published article.
* The writer has used major parts of a previously published article and changed only a few words in order to pass it off as their own.
* The writer is reusing their previously published work.

Content is not considered to be plagiarized if the writer has used a basic phrase or small string of words that has been previously published. If you cannot determine whether or not something has been plagiarized, please contact your project manager. It is better to be safe than sorry.

## Processing Plagiarism

If the CMS lists an article as “Possible Duplication,” please follow the link that you receive in your email notification.

**If the link takes you to another article within the CMS**, that means there is a possible duplication within our database. Continue with the following:

1. Compare the documents and use your judgment to determine if the content has been plagiarized.
2. If you find that the content has been blatantly plagiarized, immediately report the situation to your project manager.
3. If you find that the content has very minor instances of copied content (such as strings of 5 or less words), you do not need to change the content.
4. Please send your project manager an email with:
   1. The name of the article
   2. A link to the article within the CMS
   3. The phrase “Content has been manually scanned. No plagiarism issues. Please approve.”
5. The editor will then editor approve the content.

**If the link takes you to Google**, that means there is a possible duplication online. Continue with the following.

1. Go to the link http://www.copyscape.com/login.php.
2. Enter the log in information.
   1. Login : secondstepsearch
   2. Password : passion99
3. Copy the entire Article Content from the CMS. Paste it into the Copyscape box titled “Paste text or URL.”
4. Copy the Article Title from the CMS. Paste it into the Copyscape box titled “Optional article title.”
5. Click [Search Internet]
6. **If the scan returns results click [Compare Text].**
   1. The results will show as a web page with the suspect text highlighted in red.
   2. Compare the documents and use your judgment to determine if the content has been plagiarized.
   3. If you find that the content has been blatantly plagiarized, immediately report the situation to your project manager.
   4. If you find that the content has very minor instances of copied content (such as strings of 5 or less words), you do not need to change the content. Please send your project manager an email with:
      1. The name of the article
      2. A link to the article within the CMS
      3. The phrase “Content has been manually scanned. No plagiarism issues. Please approve.”
   5. The editor will then approve the content.
7. **If the scan returns “No Internet results found...”, the content does not include instances of plagiarism.** 
   1. Please send your project manager an email with:
      1. The name of the article
      2. A link to the article within the CMS
      3. The phrase “Content has been manually scanned. No plagiarism issues. Please approve.”
   2. The editor will then approve the content.