

Where do you draw the line?

Number 1. is plagiarism. Number 6. is not. Where do you draw the line?

A **bibliography** is defined as a list of books which might be relevant to the piece of writing but are not necessarily cited in the text.

A **reference list** contains all the sources that are cited in the text.

1. To make your assignment, you copy a paragraph exactly without any acknowledgement of the original source
2. To make your assignment, you copy a paragraph and make small changes – for example, you change two verbs to different verbs, you replace an adjective with a word that means the same thing ('big' replaces 'large'). You include the original source in the reference list. There are no other indications that the paragraph came from somewhere else.
3. You make a paragraph by using sentences from the original text; you leave out one or two sentences from the original text, put one or two sentences in a different order. There is an in-text acknowledgement at the end of this paragraph [for example, xxxxxxx (Jones, 1999)]. You include the original source in the reference list.
4. You make a paragraph by taking short phrases of 10 to 15 words from a number of sources. To make the paragraph, you put the collected phrases together then add some words so that the paragraph is coherent. You make sure that all the sources that you used are in the reference list.
5. You make a paragraph by writing about something you have read. You put the points in the same order. The paragraph you make has less detail than the original texts and uses different examples. You show after each point you took from another source what the original was (Jones, 1999). You list all the sources in the reference list.
6. You find a paragraph that says exactly what you need for your assignment. You show you are quoting that paragraph by putting the words into a block followed by the source (Jones, 1999, p. 22). The source is listed in the reference list

Based on an exercise in Academic Writing for Graduate Students by Swales and Feak, University of Michigan, 1993