
PLAGIARISM: ALL ABOUT HOW TO AVOID

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ABSTRACT: *Plagiarism is a critical concern at all academic institutions nowadays. When someone uses the words/texts of another person without acknowledging them, it is wrong. He can be accused of plagiarism if he does not acknowledge the source of information. This article begins with an overview of plagiarism, examples of different types of plagiarism, penalties for plagiarists, and sheds light on how to avoid it by different strategies. Finally, it discusses the citation (in-text and references) style (APA) elaborately that is most widely used by universities /ISI/refereed journals.*

KEYWORDS: Plagiarism, academic institutions, penalties, strategies, citation, APA style, journals

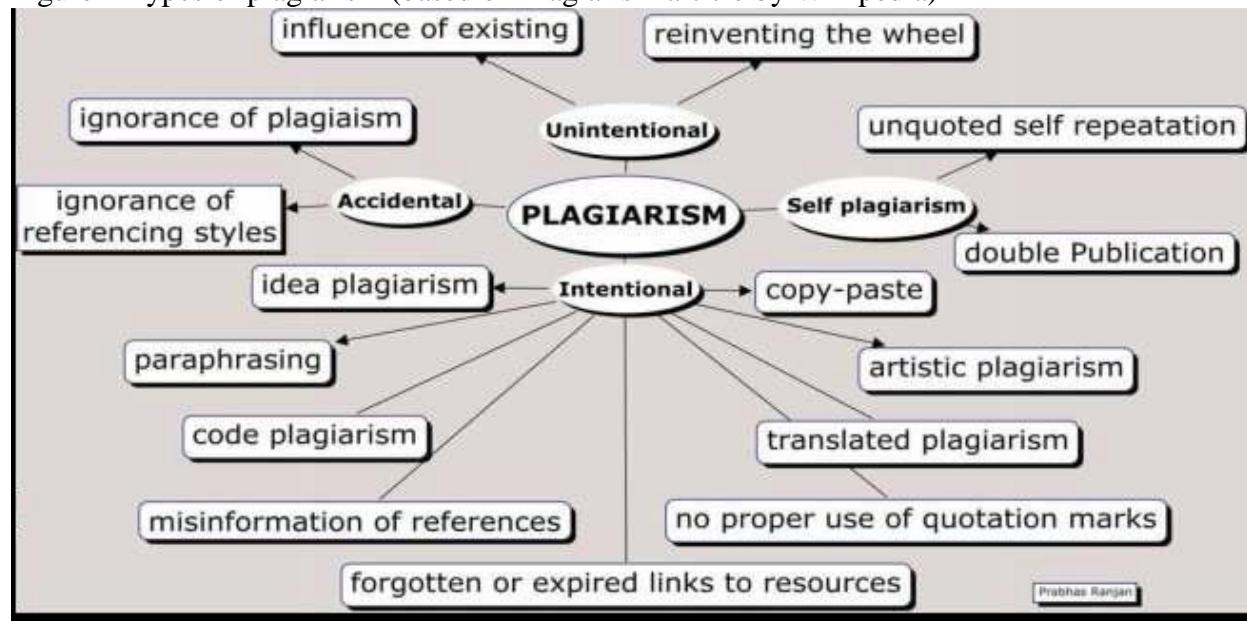
INTRODUCTION

"Plagiarism, specifically, is a term used to describe a practice that involves knowingly taking and using another person's work and claiming it, directly or indirectly, as your own." (Neville, 2007, p. 28). Plagiarism derives from the Latin term *plagiarius*, which means kidnapper (Menager-Beeley & Paulos, 2006). Plagiarism is a field of research corruption described as writing new ideas or words created by somebody or from one's own earlier research, and aiming to publish such work

without properly referencing the original writer and paper. Plagiarism is a crime and an ethical offence. So, plagiarism is stealing someone's intellectual property. The massive numbers of discourse characteristics used stance plagiaristic goes as an unlawful deed. For instance, theft, kidnap and stealing were often used to depict plagiarism (Akbar, 2018). Plagiarism occurs as a result of one of the two possible motivations: an absence of ethics or an ignorance of citation conventions among researchers/students. It is easy for authors to prevent plagiarism by simply not copying any written texts, writing an original document in one's own language, and referencing the source if paraphrasing. This method may avoid the concurrent or improper duplication of the content used in any way (prevention and identification of plagiarism). Regrettably, many writers tend to neglect or overlook these fundamental laws, because occurrences of plagiarism are becoming all too popular in the research realm. Since publishing and disseminating ideas are vital to the research effort, and the rules governing the writing and publishing of data are inviolable, we all must believe and adhere to prevalent plagiarism guidelines. Scientific research adheres to such investigative principles which are invariant in terms of geography, social tradition or personal opinion (Ober, et.al., 2013). A benevolent view is that writers who are guilty of plagiarism are unaware of what constitutes plagiarism.

EXAMPLES OF DIFFERENT TYPES OF PLAGIARISM

Figure 1 Types of plagiarism (based on Plagiarism article by Wikipedia)



There are mainly four kinds of plagiarism as seen in figure 1 above. All of them are serious academic integrity offences. They are: unintentional, accidental, intentional/deliberate and self-plagiarism. Plagiarising students face repercussions.

Four types of plagiarism:

- Accident plagiarism: This plagiarism occurs when an individual ignores quoting their sources, misquotes their sources, or mistakenly paraphrases a document using unattributed related

terms, word groups, and/or sentence construction. Accidental plagiarism cases are taken as seriously as any other plagiarism and subject to the same set of penalties as plagiarism of other types.

- Self-plagiarism: Self-plagiarism happens when a student submits his/her own earlier work or combines pieces of previous works without the permission of all concerned instructors. Self-plagiarism also refers to presenting the same piece of writing for various classroom assignments without prior permission from both instructors.
- Intentional/deliberate plagiarism: This plagiarism claims to be the principal author of a work you know was written entirely by someone else. The intentional plagiarism are: copying and pasting text from online encyclopedias; copying information from electronic sources (web information, web pages, any electronic source/database) and using it as your own; using photographs, video or audio without permission or acknowledgement; using another student's or your parents' work and claiming it as your own *even with permission*; quoting a source without using quotation marks—even if you do cite it; citing sources you did not use, patchwriting (copying a passage and changing only an occasional word here and there); turning in the same paper for more than one class without the permission of both teachers (this is also called self-plagiarism); using your own work without properly citing it; ask someone else to write a report/dissertation/thesis for you; force others to include your name as co-researcher/co-author without contribution; fabricate references or using incorrect references etc.
- Unintentional plagiarism: This plagiarism is plagiarism arising from disregard for correct scholarly procedures. The unintentional plagiarism are: careless paraphrasing, poor documentation, quoting excessively, failure to use your own ‘voice’, the forgotten footnote, the misinformer etc.

Although concept plagiarism is practised at the higher academic level, the form of copy and paste plagiarism is most widely practised in peripheral academic centres. While several instances can be classified as unintentional due to ignorance of plagiarism and style of reference, intentional/deliberate plagiarism is not rare, and self-plagiarism is done with a sense of right. A few writers may do it easily because they do not know that it is wrong.

PENALTIES FOR PLAGIARISTS

One of the requisite steps to tackle plagiarism is to tackle mediocrity in research. In the age of ICT (Information and Communications Technology), enormous resources of academic and research works are easily accessible via the internet to everyone. Although plagiarism can be intentional or unintentional, both have serious consequences (Ranjan, 2013).

Penalties for teachers, researchers and staff	Penalties for students
<ul style="list-style-type: none"> ➤ Warning ➤ Academic funding freezing ➤ The offender's promotions/annual increments may be delayed/stopped ➤ Suspended service 	<ul style="list-style-type: none"> ➤ Given a failure grade in the subject ➤ Degree may be withdrawn ➤ Suspension of one semester/one academic session ➤ Expulsion from the University ➤ University can debar offenders from research funding, travel grants,

<ul style="list-style-type: none"> ➤ The victim may be "Black Listed" and may NOT be eligible for employment within any academic/ research institution ➤ Notification of the author's "Black Listing" may be published in the newspapers or posted on various websites penalties for students ➤ If the misconduct is minor and committed for the first time, provided a written notice. 	scholarships, fellowships or other funded programs.
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Catching the plagiarist

Plagiarism has been made much easier by the internet with access to term paper mills, search engines, encyclopedias, etc. In response, websites have been established that allow educators to evaluate documents and develop policies to control plagiarism. There are two distinct aspects of plagiarism analysis:

Extrinsic plagiarism analysis	Intrinsic plagiarism analysis
<ul style="list-style-type: none"> ➤ Could be a simple Google search/any online engine search ➤ Some sites such as TURNITIN(http://www.turnitin.com) /ITHENTICATE(http://www.ithenticate.com)/MILLIKIN(http://www.millikin.edu/wcenter/plagiarism3.html)/ that verify the accused document against data corpus. 	<ul style="list-style-type: none"> ➤ It attempts to spot plagiarism without a reference compilation, generally taking into account disparities in the composing style of the dubious archive.

Pereira et al (2010) have proposed a plagiarism detection method composed by five main phases: language normalization, retrieval of candidate documents, classifier training, plagiarism analysis, and post-processing (cited in Ranjan, 2013, p. 36).

HOW TO AVOID PLAGIARISM

Plagiarism is a complicated topic and comprehension of its complex issue is a precondition for successfully reacting to it (Pecorari, 2013). Therefore, the following simple five rules are effective to avoid plagiarism based on Ober (2013).

(1) Do not copy: It is not good writing to imitate verbatim words from any other paper or book (even if it is your own previously published work). Relatively short quotes are permissible if found inside quotation marks and the source is cited instantly after the quote. This would go without saying that it is gross plagiarism to copy without quotation marks and lack of sufficient references, but sadly this is happening.

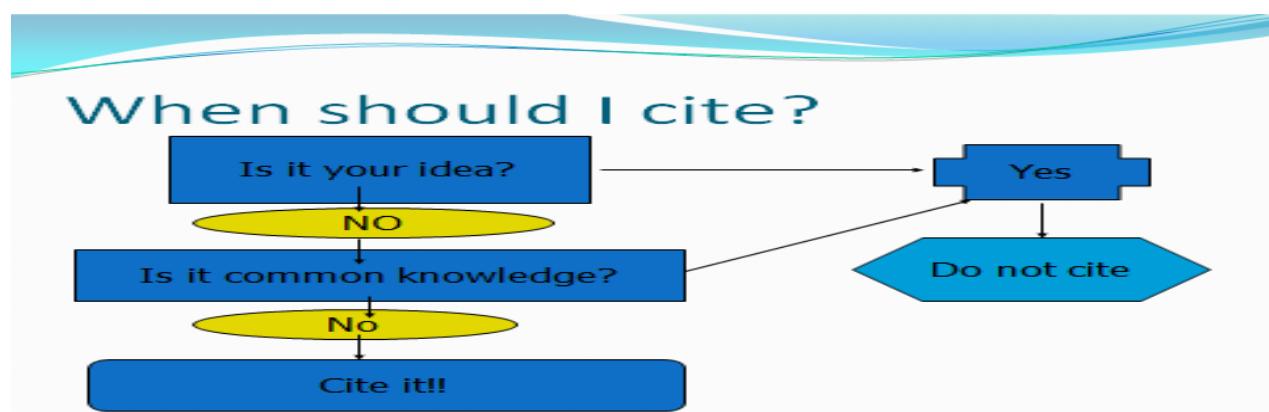
(2) Write in your own words: Write out all your ideas to help you out without using someone else words or even the writing style of another. In general, that means you should avoid paraphrasing

the maximum possible. Paraphrasing or rewriting someone else's text in your own words is only acceptable if it occurs minimally in the text (e.g., a paragraph) and at the end of the paraphrased passage, the source is cited. The easiest way to avoid plagiarism concerns here is not to make paraphrases. Using your own "speech" initial to pass the thoughts on. Should not mix the primary and borrowed text without referencing the borrowed text.

(3) Cite when in doubt: If you are citing yourself excessively for that, it could indicate that you do not write enough in your language. It is a message you should be following consider writing your paper over again. Popular words and phrases should never be quoted or placed into quotation marks, but any description of widely known terms must be correctly cited.

(4) Do not reuse photos, statistics, tables or text from one of your own previously published articles without reference. In general, it is safer not to republish a statistic, you have previously written. However, if you need to, please cite the original paper in the table or figure caption to make sure. If you have not kept copyrights, note in the text that it was from your earlier publication and seek permission. Do not recycle from one piece of paper to another. For every piece of paper, compose new text. When you fail to do such things, you will commit self-plagiarism which is intentional plagiarism, but sometimes unintentional.

(5) Ask permission: If you wish to use a figure, table or any data that has not been used published earlier and produced or compiled by someone who is not a co-author of your article, you have to ask their authorisation, and assign it to them. The same applies if you use their data to compose your own figure or table. With any published image, table or illustration, you plan to republish, request copyright permission.



The following guideline from the Publication Manual of the American Psychological Association (2001), "...Each time you paraphrase another author (i.e., summarise a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text." (p. 349). It is indeed quite simple to avoid plagiarism. The best way to avoid it is to just be honest.

What is common knowledge?

Students often do not need to recognise the source of their knowledge. For instance, students usually do not need to cite if a topic is a part of what we expect to be general or 'common knowledge' or public domain information. Review different general reference materials if the

students are uncertain whether a precise aspect is regarded as ‘common knowledge’ in their domain. Students can consider it ‘common knowledge’ if they find the information in more than one general reference material. Note that ‘common knowledge’ is limited to facts and does not include opinions or arguments that you could disagree with or argue against (Carroll, 2002, p. 53).

For instance, consider the two statements which follow:

1. J.S. Bach was a famous composer during the Baroque period.
2. J.S. Bach was the greatest composer during the Baroque period (Sterling, 1977).

The principal statement is a reality that many people are aware of. The second one is a fact that people may differ with and must be referred to.

TECHNIQUES FOR INTEGRATING RESEARCHED INFORMATION

(1) Quoting

A quote is a word, phrase, or sentence/sentences that a writer copies precisely from a source. Quotations must be cited.

What to do:

- Quote only when necessary - the quoted part should only be supplemented with your work.
- Copy the sentence(s) exactly the same as the original.
- Use quotation marks (“.....”) at the beginning and end of the quote (for a long quote, use an indented block set off from the main text).
- Identify every source of the quote; write its author, title of article/journal/book, volume number, year and place of publication, publisher, page number, website address etc.

(2) Paraphrasing

Paraphrasing is the process of changing an author’s words into your own words.

What to do:

- Use your own words,
- Your paraphrased text can be shorter or larger than the source, and
- The source of the paraphrase must be cited in the text and reference list.

The following linking words and phrases can be used for better paraphrasing:

1. Examples of words that can be used to introduce another ‘voice’

say write think argue establish	emphasise find point suggest adds	explain believe continue declare observe	propose conclude agree insist maintain	disagree states compare note
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(Adapted from Spatt, B. (1999). Writing from sources. Boston: Bedford /St. Martin’s.)

2. Examples of connecting words in a sentence

and or	because but
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3. Examples of listing words

to begin with first/firstly one/two/three secondly thirdly	furthermore moreover next	last but not least above all finally/lastly
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4. Examples of words/phrases showing how to add information

also again furthermore	further moreover what is more	then in addition besides	above all too as well (as)
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5. Examples of words/phrases showing how ideas are alike

equally	likewise similarly	correspondingly
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6. Examples of words/phrases showing how to move ideas

now with reference to...

7. Examples of words/phrases showing how to conclude your thoughts

in conclusion to conclude	to sum up briefly in brief	to summarise
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8. Examples of words/phrases showing how to explain an idea in another way

that is namely	in other words as follows
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9. Examples of words/phrases showing how to express result

so therefore as a result/consequence	accordingly because consequently	now then thus hence
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10. Examples of words/phrases showing a contrast between ideas

instead conversely then	on the contrary by way of contrast	in comparison on the other hand
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11. Examples of words/phrases showing alternative ideas

besides	only	in any case
however	still	all the time
nevertheless	yet	at the same time

[Adapted from Jordan, R. R. (2003). *Academic Writing Course: Study Skills*. Pearson education.]

(3) Summarising and

A summary is a shortened version of someone else's writing or thoughts (without changing the meaning).

What to do	What NOT to do
<ul style="list-style-type: none"> ➤ Clearly identify the main points, ➤ Leave out details and examples and ➤ The source of the summary must be cited. 	<ul style="list-style-type: none"> ➤ Change the original meaning of the text.

(4) Citation

A citation is an identification of the source of a quote, paraphrase or summary.

Academic and professional writing requires a full citation:
<ul style="list-style-type: none"> ➤ In text; ➤ In a bibliography at the end of the text; ➤ Includes author and the title of article/journal/book, volume number, year and place of publication, publisher, page number, website address, etc.

DIFFERENT CITATION STYLES (only for social sciences)

APA(American Psychological Association) (www.apa.org); **MLA**(Modern Language Association) (www.mla.org); **Harvard** (www.library.uq.edu.au); **Turabian** (www.libs.ega.edu/ref/turabian.html); **Chicago** (www.chicagomanualofstyle.org)

THE CITATION STYLE (APA)

Learning a citation style like APA is important as it helps in academic and research activities such as retrieving documents for verification of data and building credibility as author(s) (Faunce, & Soames, 2001; Spivey, & Wilks, 2004; Sweetland, 1989). Citation styles, such as APA, have evolved through peer-consulted agreements within discipline-oriented communities of practice. Such agreed norms and ethics in research and publishing need to be followed by authors (Waytowich, Onwuegbuzie & Jiao, 2006) to ensure the continuation of the agreed practice, and therein lies another importance for learning citation styles (cited in Van, et al, 2012, p. 27)

APA is the style used by the American Psychological Association for documenting the sources. This type of writing research papers is mainly used in the social sciences, such as psychology, anthropology, sociology, education, and other disciplines. Citation and references must be incorporated into ones project at any time users use the work of some other authors. One needs to display where he finds it by adding a quote, paraphrased text, photos, or some other pieces of knowledge from another's research by adding a citation or references. This article discloses how

these can be made. APA style in-text citations are included the body of a paper or project and references (bibliography) are placed on the last page.

In-text citation

Citations, termed in-text citations (quotation), are included because once you make updates from another person's work to your own assignment. You construct an in-text citation by adding word-for-word from another origin into your assignment, or by gathering data from some other origin and placing it in your own sentences and writing style (paraphrased quote), you make an in-text citation. All such citations are brief and applied right after the loaned details in the key part of that process. In-text citations identify the source of a quotation or a personal communication used in research.

An APA in-text citation contains just three things: the author(s)'s last name(s), the years the source was written, and sometimes the location or page of the publication. So, format like this.... (1) author's last name, (2) publication date, and (3) page number p. or pp.

In-text citation example 1

He states, "anything takes on a new meaning when we think of it as a monument" (Boorstin, 1987, p. 215) and adds that monuments can be both man-made and natural.

The sentence has both a direct quotation and a paraphrase!

Examples; APA Style

a) Book

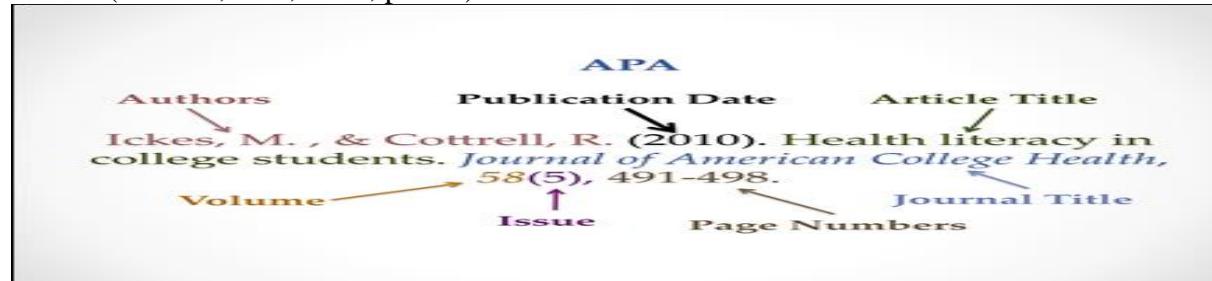


In-text citation example 2

Johnston and Cutchins (1988) state that "life is hard for animal babies of all kinds, but for young reptiles, surviving their first year is especially difficult" (p. 36).

To put two authors in the brackets, you must use the ampersand "&" symbol.
(Johnston & Cutchins, 1988, p. 36)

For more than three authors, you may use the Latin phrase "et al" which means "and the rest"
(Abrams, et al, 2010, p. 345)



Source: www.apastyle.org/aboutstyle.html

References

Users can find references at the end of their survey project, ordinarily at the last page. The information available for in-text citations found in the project's body is included on this reference details page. Those references are referenced by the author's last name alphabetically. References incorporate more detail, for example, the author (s)'s full name, the year the source was written, and the URL or page goes. So, format like this...

(Reference List/Bibliography)

- All references in the reference list must be cited in the text;
- The reference list should start with a new page;
- The title of this should be "References/Bibliography", centred at the top of the page;
- References are listed in alphabetical order by author's surname and
- The reference list should be double spaced with a hanging indent for the second and subsequent lines.

Sample of Reference Page (APA)

References

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- One should visit Citation Machine's websites for a simple way to cite sources accurately.
<http://citationmachine.net/index2.php> or Google scholar citation site.
<https://scholar.google.com/citations/>

CONCLUSION

Institutions and managers should provide instruction and supervision guidance on assisting beginner and non-native English authors to gain trust and strengthen the way they write. To some degree, all language acquisition is a process of borrowing the words of others and we have to be versatile and not dogmatic on where we draw lines between acceptable and unacceptable textual borrowings inappropriate. Plagiarism is, therefore, a challenging and complicated issue. Because of the recent initiatives to increase the research production, which lag far behind the advanced countries, it is vital building an excellent filter to ascertain that the increase should be not merely

inflation in bars but a significant contribution for academics and society in general. In the research, a study spirit with the necessary ethical principles should be inculcated. The teachers are the fundamental entity for inculcating those principles. They should set a standard by their own behaviour.

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- www.unimelb.edu.au