

# ESSENTIAL RULES FOR AVOIDING PLAGIARISM

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HOW TO COMPILE YOUR SOURCES & CONSTRUCT ORIGINAL WORK



# WHAT IS PLAGIARISM?

## ► DEFINITION:

Plagiarism is when you present **someone else's work as your own**. It is an act of fraud and constitutes **an offence**. Failing to cite your sources, whether they come from the Internet, paper documents or elsewhere, is considered to be an **act of plagiarism**.

In your document research work, you are strongly encouraged to use the ideas of other authors, as long as you do not **intend to disguise** the source of an idea, a comment or a book from the reader of your work.

# WHAT ARE THE RISKS?

► **SANCTIONS FROM YOUR INSTITUTION:** Depending on internal rules, your institution may impose:

- Cancellation of your submission (score: 0%)
- **Exclusion**, either deferred, temporary or permanent
- Recording of the offence on your **educational record**
- Repeating the study year/**invalidity** of the year/your qualification

► **ADMINISTRATIVE SANCTIONS:** from the fraud committee:

- **Examination ban**
- **Ban on registering** with a higher education institution.

► **CIVIL SANCTIONS:** For forgery or fraud:

- **Damages and interest** payable to the plagiarised party;
- **Publication** of the decision at your expense.

► **CRIMINAL SANCTIONS:** According to the French Education Code

- Fines
- Prison

# THE RULES TO RESPECT:

	Quotation marks required	References
Personal production	NO	NO
Idea used and reformulated (paraphrase)	NO	YES
Idea quoted exactly (long quotations)	NO + special formatting	YES
Idea quoted exactly (short quotations)	YES	YES
Passage copied exactly and translated	YES	YES
Idea quoted from a previous personal production (self-quotation)	YES	YES

# HOW TO AVOID PLAGIARISM IN 5 STEPS

## 1 TOTAL TRANSPARENCY FOR THE READER:

Do not leave any ambiguity between what is yours and what comes from another author.

## 2 KEEP TRACK OF ALL YOUR SOURCES:

- Record your sources (html page, pdf, Word files or others) in a dedicated file/in your "Favourites", noting the date when you consulted them;
- Name your sources clearly by author's name and publication date;
- Sort them into alphabetical order, indicating the page in your work.

## 3 REPRODUCE YOUR SOURCES METHODICALLY:

- Introduce the quotation in your text by a sentence and a colon.

E.g.: Georges Sand professed great admiration for Flaubert: "... From afar I can tell you how much I love your spirit, without fear of going over old ground."<sup>1</sup>

<sup>1</sup>Georges Sand, *Letters to Gustave Flaubert*, 12 August 1866

- Or insert it into the meaning of the sentence:

E.g. Georges Sand could sometimes tell Flaubert that she loved "[his] spirit without fear of going over old ground."<sup>1</sup>

<sup>1</sup>Georges Sand, *Letters to Gustave Flaubert*, 12 August 1866

- If it improves readability, you can change a word in a quotation by adding square brackets [ ]: see the example above
- If you are only using parts of the quotation, divide it up using square brackets [...]:

E.g. "Old age has a great sense of calm and freedom. When the passions relax their hold, [...] we are freed from the grasp not of one mad master only, but of many."<sup>1</sup>

<sup>1</sup>Plato, *The Republic*, book VI, 315 BC

- Be brief: short quotations (generally fewer than 3 lines), textually similar (punctuation), clearly identified (italics or "quotation marks").
- Be precise and accurate, whichever type of source you use: Author's name, title of the chapter or publication, title of the book, page number if possible, publication date.

E.g. "Dujardin began contemplating a career in acting while serving his mandatory military service a few years later."<sup>1</sup>

<sup>1</sup>Wikipedia, en.wikipedia.org/wiki/Jean\_Dujardin, "Early life" section, 12 Nov. 2015

- Add [sic] following a term from a quotation that you consider dubious (mistake etc.);

- For long quotations (over 3 lines): separate the quotation from the main body of the text with blank lines, and indent the quotation, without quotation marks.

E.g. We can see that Prévert is expressing his benevolence in this poem:

As they have drunk a lot  
They stagger a little  
But up in the sky  
The moon watches over them.<sup>1</sup>

<sup>1</sup> Jacques Prévert, *Song of the snails who go to a funeral*, *Words*, 1946

## 4 USE PARAPHRASING CAREFULLY AND SPARINGLY:

- Cite the author explicitly, even if you are using your own words;
- If you have kept any of the author's own passages, consider them as a quote and put them in inverted commas.

E.g.: According to Sarah Schönefeld, the COP21 is vitally important because it marks the point when two major treaties come to an end, Kyoto and the MDGs. "We want to counter the fatalist approach," she adds.<sup>1</sup>

<sup>1</sup> The keys of tomorrow, *Le Monde*, *Understanding the COP21 – Interview with Sarah Schönefeld*, 09/03/2015

## 5 PRODUCE YOUR BIBLIOGRAPHY:

The bibliography gives the reader access to all the sources used in your work and should make it easier to understand. It is the list of your references:

- **Be precise:**
  - For paper documents: Surname, first name. Title of the article/book. Name of the periodical/publisher, year of publication, volume, issue, page.
  - For on-line documents: Surname, first name. Title of the article [**on-line**]. Name of the periodical, year of publication, volume, issue, page. Available at: <URL>. (date of consultation.)
  - For images, videos, programmes: Surname, first name. Title of the image/file/programme. [date] [type: photo/video]. In: Website name, Available at: <URL>. (date of consultation).
- **List the authors** in alphabetical order or by order of appearance as numbered in the text. For authors used several times, order the sources chronologically. If there is no author's name, use the article title instead.

## FURTHER READING...

- ▶ **Managing your bibliographical references:** [www.endnote.com](http://www.endnote.com), [www.refbase.net](http://www.refbase.net), [www.zotero.org](http://www.zotero.org)
- ▶ **Check your document yourself:** [www.compilatio.net/en/solutions-3/studium/](http://www.compilatio.net/en/solutions-3/studium/)