

Plagiarism – A Comprehensive Review

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ABSTRACT

In this paper we have done an overview of plagiarism, forms of plagiarism, types and classification of plagiarism, preventing, avoiding of plagiarism and effective plagiarism detection methods that have been used for natural language text plagiarism detection, external plagiarism detection, clustering-base plagiarism detection and some methods used in code source plagiarism detection, also we have done a comparison between five of software used for textual plagiarism detection: (PlagAware, PlagScan, Check for Plagiarism, iThenticate and Plagiarism Detection.org), software are compared with respect of their features and performance.

Keywords: Plagiarism, prevention and avoiding of plagiarism, detection of plagiarism.

INTRODUCTION

Plagiarism is the practice of taking someone else work or ideas and passing them off as one's own. It is the reproduction or appropriation of someone else's work without proper attribution; passing off as one's own the work of someone else.¹ It is difficult to give a simple, widely applicable definition as different disciplines and institutions may have varying traditions and conventions and what might be considered 'common knowledge' and thus not need referencing by an expert in a subject is different from the novice first-year student. However, a widely shared understanding is that plagiarism occurs when someone tries to pass off someone else's work, thoughts or ideas as their own, whether deliberately or unintentionally, without appropriate acknowledgement.⁴

It is important to recognize that plagiarism does not just apply to written work - whether essays, reports, dissertations or laboratory results - but can also apply to plans, projects, designs, music, presentations or other work presented for assessment⁴.

THE FOLLOWING POINTS ARE CONSIDERED IN PLAGIARISM

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation

- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

In most cases plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.^{1,5}

IMAGES, VIDEOS, AND MUSIC

Using an image, video or piece of music in a work that has been produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.
- Certainly, these media pose situations in which it can be challenging to determine whether or not the

copyrights of a work are being violated.

- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations are:

- 1) Avoid them altogether
- 2) Confirm the works' usage permissions and cite them properly.^{1,5}

GLOSSARY

ATTRIBUTION

The acknowledgement that something came from another source. The following sentence properly attributes an idea to its original author:

Jack Bauer, in his article "Twenty-Four Reasons not to Plagiarize," maintains that cases of plagiarists being expelled by academic institutions have risen dramatically in recent years due to an increasing awareness on the part of educators.

BIBLIOGRAPHY

A bibliography is a list of the entire source that have been used in the process of researching your work in general, a bibliography should include:

- The author's names
- The titles of the works
- The name and locations of the companies that published your copies were published

The page numbers of your sources¹

CITATION

A citation is when a writer acknowledges that words or ideas came from someone else and gives that source its proper due. To learn more about citation when using another author's

intellectual property (from primary or secondary source material), it is essential that you properly cite your source. Giving credit not only benefits your credibility as an author, but will also help you avoid plagiarism be sure to carefully document all the necessary citation information for your sources while researching to make the process much easier.

There are multiple formats for citation styles, and they vary according to academic discipline. The Modern Language Association has a specific format for citation information that is to be included both in-text and on works cited page. This format is used for English and some other humanities courses and included stylistic conversion for the format of the essay as well as for the citations.

Similarly, the American Psychological Association has its own form of citation and formatting that is most often utilized by courses in the social sciences. Yet another style of citation is the Chicago manual of style, which is often used in research papers for history and some humanities course.^{1,5}

CITATION STYLES

Citation styles differ mostly in the location, order, and syntax of information about references. The number and diversity of citation styles reflect different priorities with respect to concision, readability, dates, authors, publications, and of course style.

There are also two major divisions within most citation styles: documentary-note style and parenthetical style. Documentary-note style is the standard form of documenting sources. It involves using either footnotes or endnotes, so that information about your sources is readily available to your readers but does not interfere with their reading of your work

This is generally considered an abbreviated form of citation, and it does not require footnotes or endnotes, although it does require the equivalent of a "Works Cited" page at the end of the paper. It is easier to write, but might interfere with how smoothly your work reads.

There are different citation styles that are suitable for paper which go in determining the appropriate citation style, including discipline (priorities in an English class might differ from those of a Psychology class, for example), academic expectations (papers intended for publication might be subject to different standards than mid-term papers), the research aims of an assignment, and the individual preference of your instructor.

If you are a teacher or instructor, you may also wish to distribute examples of plagiarism and legitimate citation, and then go over the differences together with your classes. This

will clarify some of the common misconceptions about plagiarism and reduce the likelihood of "honest mistakes," while at the same time showing how serious you are about the issue.

If you want to learn more about using a particular citation style, we have provided links to more specific resources below.^{1,5}

HUMANITIES

CHICAGO

- Writer's Handbook: Chicago Style Documentation
- Excellent FAQ on Usage in the Chicago Style
- Writer's Handbook: Chicago Style Documentation
- MLA (MODERN LANGUAGE ASSOCIATION)
- Writer's Handbook: MLA Style Documentation
- MLA Citation Style
- SCIENCES
- ACS (AMERICAN CHEMICAL SOCIETY)
- AMA Citation Style
- IEEE (INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS)
- Electrical Engineering Citation Style
- NLM (NATIONAL LIBRARY OF MEDICINE)
- NLM Style Guide

National Library of Medicine Recommended Formats for Bibliographic Citation (PDF format)

- VANCOUVER (BIOLOGICAL SCIENCES)

Introduction to the Vancouver Style

SOCIAL SCIENCES

AAA (AMERICAN ANTHROPOLOGICAL ASSOCIATION)

Citations and Bibliographic Style for Anthropology Papers

[Note: the AAA style is based on the Chicago style, so for specific questions not addressed in any of the AAA style guides, please use the links above or consult The Chicago Manual of Style (14th edition, 1993)]

APA (AMERICAN PSYCHOLOGICAL ASSOCIATION)

Writer's Handbook: APA Style Documentation
APAStyle.org

APSA (AMERICAN POLITICAL SCIENCE ASSOCIATION)

Writer's Handbook: APSA Documentation

LEGAL STYLE

Legal Citation: Using and Understanding Legal Abbreviations

Legal Research and Citation Style in the USA

OTHER

General info on citing web documents

Recommended Multi-Style Links

Recommended Multi-Style Links

SELF-PLAGIARISM

It is copying material that has been previously produced and passing it off as a new production. This can potentially violate copyright protection if the work has been published and is banned by most academic policies. Self-Plagiarism is defined "as a type of plagiarism in which the writer Republishes a work in its entirety or reuses portions of a previously written text while authoring a new work". Writers often maintain that because they are the authors, they can use the work again as they wish; they can't really plagiarize themselves because they are not taking any words or ideas from someone else. But while the discussion continues on whether self-plagiarism is possible, the ethical issue of self-plagiarism is significant, especially because self-plagiarism can infringe upon publisher's copyright. Traditional definitions of plagiarism do not account for self-plagiarism, so writers may be unaware of the ethics and laws involved in reusing or repurposing texts.^{2,11}

Few types of self-plagiarism

- Republishing the same paper that is published elsewhere without notifying the reader nor publisher of the journal
- Publishing a significant study as smaller studies to increase the number of publications
- Publishing one large study
- Reusing portions of a previously written (published or unpublished text).

Self-Plagiarism is avoided by

Roig (2006) offers writers a comprehensive list of guidelines for avoiding plagiarism, four of which deal specifically with self-plagiarism, as follows:

- Guideline 10: Authors who submit a manuscript for publication containing data, reviews, conclusions, etc., that have already been disseminated in some significant manner (e.g., published as an article in another journal, presented at a conference, posted on the internet) must clearly indicate to the editors and readers the nature of the previous dissemination.

- Guideline 11: Authors of complex studies should heed the advice previously put forth by Angell & Relman (1989). If the results of a single complex study are best presented as a 'cohesive' single whole, they should not be partitioned into individual papers. Furthermore, if there is any doubt as to whether a paper submitted for publication represents fragmented data, authors should enclose other papers (published or unpublished) that might be part of the paper under consideration (Kassirer & Angell, 1995). Similarly, old data that has been merely augmented with additional data points and that is subsequently presented as a new study is an equally serious ethical breach.
- Guideline 12: Because some instances of plagiarism, self-plagiarism, and even some writing practices that might otherwise be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement, authors are strongly encouraged to become familiar with basic elements of copyright law.
- Guideline 13: While there are some situations where text recycling is an acceptable practice, it may not be so in other situations. Authors are urged to adhere to the spirit of ethical writing and avoid reusing their own previously published text, unless it is done in a manner consistent with standard scholarly conventions (e.g., by using of quotations and proper paraphrasing).^{2, 11}

Classification of plagiarism

Plagiarism can be classified into five categories:

1. Copy & Paste Plagiarism.
2. Word Switch Plagiarism.
3. Style Plagiarism.
4. Metaphor Plagiarism.
5. Idea Plagiarism.

There are two types of plagiarism are more occurs:

1. **Textual plagiarisms:** This type of plagiarism usually done by students or researchers in academic enterprises, where documents are identical or typical to the original documents, reports, essays scientific papers and art design.

2. **A source code plagiarism:** done by students in universities, where the students trying or copying the whole or the parts of source code written by someone else as one's

own, this types of plagiarism it is difficult to detect.^{1, 7}

Types of Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.^{4, 8}

I. SOURCES NOT CITED

1) "The Ghost Writer"

The writer turns in another's work, word-for-word, as his or her own.

2) "The Photocopy"

The writer copies significant portions of text straight from a single source, without alteration.

3) "The Potluck Paper"

The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.

4) "The Poor Disguise"

Although the writer has retained the essential content of the source, he or she has altered the paper's appearance slightly by changing key words and phrases.

5) "The Labor of Laziness"

The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.

6) "The Self-Stealer"

The writer "borrows" generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

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II. SOURCES CITED (but still plagiarized!)

1) "The Forgotten Footnote"

The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.

2) "The Misinformed"

The writer provides inaccurate information regarding the sources, making it impossible to find them.

3) "The Too-Perfect Paraphrase"

The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.

4) "The Resourceful Citer"

The writer properly cites all sources, paraphrasing and using quotations appropriately. The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.

5) "The Perfect Crime"

Well, we all know it doesn't exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.^{4, 8, 10}

Forms of Plagiarism

Plagiarism occurs in different forms:

- Copying and submitting the work of others (including books, articles, theses, unpublished works, working papers, seminar, conference papers, research data, internal reports, lecture notes or tapes, music, computer source code, website content, creative or visual artefacts, designs or ideas) without due acknowledgment.
- Too closely paraphrasing sentences, paragraphs or themes without due acknowledgment.
- Translating the work of others without due acknowledgement.
- Presenting work produced by someone else as one's own (e.g. allowing or hiring another person to do the work for which the student claims authorship) [Includes outsourcing of whole or part of the assessment to others (knowledge pruners). For example, students get others to analyse data and write the analysis or do their project].
- Submitting one's own previously assessed or published work without appropriate acknowledgement (self-plagiarism). Includes assignments submitted for other courses and theses developed and/ or submitted to another university.
- In the case of group projects, falsely representing the individual Contribution of the collaborating partners.
- Fabricating (creating data) or doctoring data (changing data) as part of the submission.^{1, 5, 8}

PREVENTING PLAGIARISM WHEN WRITING

In a research paper, you have to come up with your own original ideas while at the same time making reference to work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?

Confusion about the answers to these questions often leads to plagiarism. If you have similar questions or are concerned about preventing plagiarism, we recommend using the checklist below.^{[1][4][6][8]}

PLANNING YOUR PAPER CONSULT WITH YOUR INSTRUCTOR

Have questions about plagiarism? If you can't find the answers on our site or are unsure about something, you should ask your instructor. He or she will most likely be very happy to answer your questions. You can also check out the guidelines for citing sources properly. If you follow them and the rest of the advice on this page, you should have no problems with plagiarism.

PLAN YOUR PAPER

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan how you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline or coming up with a thesis statement in which you clearly formulate an argument about the information you find will help establish the boundaries between your ideas and those of your sources.

TAKE EFFECTIVE NOTES

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems-- including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away-

- finding them again later when you are trying to finish your paper can be a nightmare!

WRITING YOUR PAPER WHEN IN DOUBT, CITE SOURCES

Of course you want to get credit for your own ideas. And, you don't want your instructor to think that you got all of your information from somewhere else. But if it is unclear whether an idea in your paper really came from you, or whether you got it from somewhere else and just changed it a little, you should always cite your source. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by:

Showing that you are not just copying other ideas but are processing and adding to them, Lending outside support to the ideas that are completely yours, and Highlighting the originality of your ideas by making clear distinctions between them and ideas you have gotten elsewhere

MAKE IT CLEAR WHO SAID WHAT

Even if you cite sources, ambiguity in your phrasing can often disguise the real source of any given idea, causing inadvertent plagiarism. Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. For example, imagine you are talking about Harold Bloom's discussion of James Joyce's opinion of Shakespeare, and you write: "He brilliantly portrayed the situation of a writer in society at that time." Who is the "He" in this sentence? Bloom, Joyce, or Shakespeare? Who is the "writer": Joyce, Shakespeare, or one of their characters? Always make sure to distinguish who said what, and give credit to the right person.

KNOW HOW TO PARAPHRASE

A paraphrase is a restatement in your own words of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change both the words and the sentence structure of the original, without changing the content. Also, you should keep in mind that paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words.

The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need

to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information.

ANALYZE AND EVALUATE YOUR SOURCES

Not all sources on the web are worth citing-- in fact, many of them are just plain wrong. So how do you tell the good ones apart? For starters, make sure you know the author(s) of the page, where they got their information, and when they wrote it (getting this information is also an important step in avoiding plagiarism!). Then you should determine how credible you feel the source is: how well they support their ideas, the quality of the writing, the accuracy of the information provided, etc. We recommend using the "Web Page Evaluation Criteria" available through New Mexico State University's website.^{1, 4, 6, 8}

Detection techniques of plagiarism

Plagiarism detection is the process of locating instances of plagiarism within a work or document. The widespread use of computers and the advent of the Internet has made it easier to plagiarize the work of others. Most cases of plagiarism are found in academia, where documents are typically essays or reports. However, plagiarism can be found in virtually any field, including novels, scientific papers, art designs, and source code.

Detection of plagiarism can be either manual or software-assisted. Manual detection requires substantial effort and excellent memory, and is impractical in cases where too many documents must be compared, or original documents are not available for comparison. Software-assisted detection allows vast collections of documents to be compared to each other, making successful detection much more likely.^{3, 4, 6, 7, 9}

Software-assisted detection

Computer-assisted plagiarism detection (CaPD) is an Information retrieval (IR) task supported by specialized IR systems, referred to as plagiarism detection systems (PDS).

In text documents

Systems for text-plagiarism detection implement one of two generic detection approaches, one being external, the other being intrinsic. External detection systems

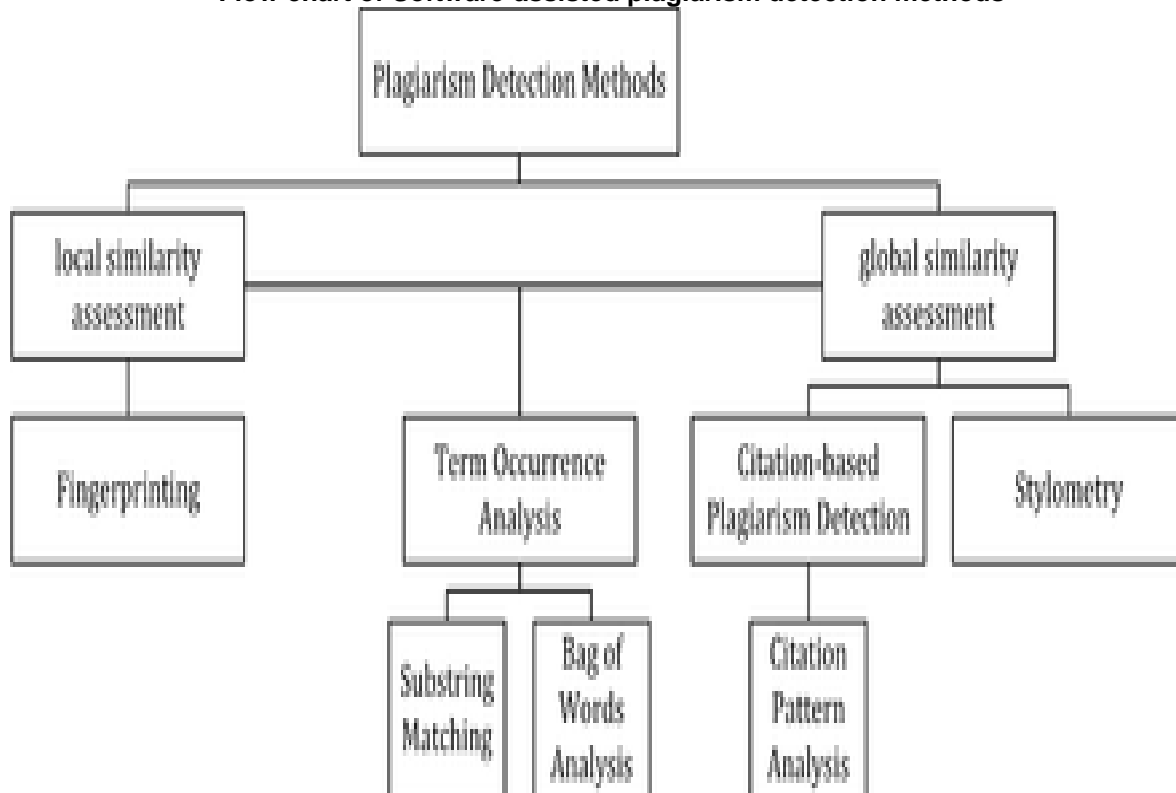
compare a suspicious document with a reference collection, which is a set of documents assumed to be genuine. Based on a chosen document_model and predefined similarity criteria, the detection task is to retrieve all documents that contain text that is similar to a degree above a chosen threshold to text in the suspicious document. Intrinsic PDS solely analyse the text to be evaluated without performing comparisons to external documents. This approach aims to recognize changes in the unique writing style of an author as an indicator for potential plagiarism. PDS are not capable of reliably identifying plagiarism without human judgment.

Similarities are computed with the help of predefined document models and might represent false positives.

Approaches

The figure below represents a classification of all detection approaches currently in use for computer-assisted plagiarism detection. The approaches are characterized by the type of similarity assessment they undertake: global or local. Global similarity assessment approaches use the characteristics taken from larger parts of the text or the document as a whole to compute similarity, while local methods only examine pre-selected text segments as input.

Flow chart of Software-assisted plagiarism detection methods



Fingerprinting

Fingerprinting is currently the most widely applied approach to plagiarism detection. This method forms representative digests of documents by selecting a set of multiple substrings from them. The sets represent the fingerprints and their elements are called minutiae a suspicious document is checked for plagiarism by computing its fingerprint and querying minutiae with a pre-computed index of fingerprints for all documents of a reference collection. Minutiae matching with those of other documents indicate shared text

segments and suggest potential plagiarism if they exceed a chosen similarity threshold.¹³ Computational resources and time are limiting factors to fingerprinting, which is why this method typically only compares a subset of minutiae to speed up the computation and allow for checks in very large collection, such as the Internet.

String matching

String_matching is a prevalent approach used in computer science. When applied to the problem of plagiarism detection, documents

are compared for verbatim text overlaps. Numerous methods have been proposed to tackle this task, of which some have been adapted to external plagiarism detection. Checking a suspicious document in this setting requires the computation and storage of efficiently comparable representations for all documents in the reference collection to compare them pairwise. Generally, suffix document models, such as suffix trees or suffix vectors, have been used for this task. Nonetheless, substring matching remains computationally expensive, which makes it a non-viable solution for checking large collections of documents

Bag of words

Bag of words analysis represent the adoption of vector space retrieval, a traditional IR concept, to the domain of plagiarism detection. Documents are represented as one or multiple vectors, e.g. for different document parts, which are used for pair wise similarity computations. Similarity computation may then rely on the traditional cosine similarity measure, or on more sophisticated similarity measures.

Citation analysis

Citation-based plagiarism detection (CbPD) relies on citation analysis, and is the only approach to plagiarism detection that does not rely on the textual similarity. CbPD examines the citation and reference information in texts to identify similar patterns in the citation sequences. As such, this approach is suitable for scientific texts, or other academic documents that contain citations. Citation analysis to detect plagiarism is a relatively young concept. It has not been adopted by commercial software, but a first prototype of a citation-based plagiarism detection system exists. Similar order and proximity of citations in the examined documents are the main criteria used to compute citation pattern similarities. Citation patterns represent subsequence's non-exclusively containing citations shared by the documents compared. Factors, including the absolute number or relative fraction of shared citations in the pattern, as well as the probability that citations co-occur in a document are also considered to quantify the patterns' degree of similarity.

Stylometry

Stylometry subsumes statistical methods for quantifying an author's unique writing style and is mainly used for authorship attribution or intrinsic CaPD. By constructing and comparing

stylometric models for different text segments, passages that are stylistically different from others, hence potentially plagiarized, can be detected.

Plagiarism Detection: an online service provides high level of accuracy result in plagiarism detection. Mainly designed to help the teachers and student to maintain and to ensure or prevent and detect plagiarism against their academic documents. It provides quickly detect plagiarism with high level of accuracy.

The main features of PlagAware, PlagScan, Check for Plagiarism, iThenticate and PlagiarismDetection.org:

- ✓ **Database** **Checking:** PlagiarismDetection.org used its own database that contains millions of documents like (books, paper, essays, articles and assignments).
- ✓ **Internet** **Checking:** PlagiarismDetection.org is an online plagiarism detector, so it is mainly based on the internet checking and is faster in plagiarism detection, it does not support offline detection.

Overview and Comparison of Plagiarism Detection Tools

- ✓ **Publications** **Checking:** PlagiarismDetection.org offers the students and teachers to check their publication against the published document and support most types of publication.
- ✓ **Synonym & Sentence Structure** **Checking:** PlagiarismDetection.org not supports Synonym & Sentence Structure Checking.
- ✓ **Multiple Document Comparison:** PlagiarismDetection.org does not support multiple document comparison but it takes long time to return the result.
- ✓ **Supported** **Languages:** PlagiarismDetection.org supports English languages and all languages that using Latin characters.⁷

AVOIDING PLAGIARISM IN RESAERCH ARTICLE

1. Quoting Text

Quoting is the exact reproduction of spoken or written words of another speaker or writer. Quotations match word for word, are often short sections of a text, appear between quotation marks, and original source and page number(s) have to be cited. Quote only when there is a good reason to use a direct

quotation. Quoting should be kept to the minimum and should support your own work, not replace it.^{[5][6]}

Quote text:

- When the author conveys strong evidence, written in an unusual, insightful or entertaining way.
- When you want to introduce the author's stand that you may want to discuss.
- When an authoritative quote supports an important point you are making.

When NOT to Quote Text

- Do not quote just to fill space
- Do not quote text as a substitute for thinking
- Do not quote text because it is easier than paraphrasing.

Types of Quotes

Material can be quoted in two ways:

- Block quotation
- Integrated quotation

1. Block Quotation

A block quotation is a longer quotation of 40 words or more. It must be set as a new paragraph, with no quotation marks. The citation and page number should be provided.

Example:

According to Tapscott (1997), a leading thinker, in his acclaimed volume, *grows up Digital: The Rise of the Net Generation*:

Computers in the school can have a positive impact in learning and thereby intellectual development. Computers are more effective teaching devices because processing computer operations mirrors the operations of the human cognitive system as information travels from sensory memory to short-term memory and long term-memory. They also enable self-paced and student oriented learning as opposed to "one-size-fits-all learning".

2. Integrated Quotation

An integrated quotation is written as part of your sentence. The exact text should be in quotation marks and the source citation as well as page number should be provided.

Example: Bellafonte argues that "bungee-jumping, the non-art of flinging yourself in mid-air with an ankle strapped to elastic can be an exhilarating thrill in an otherwise dreary nine-to-five existence."

2 Paraphrasing

Paraphrasing refers to taking another person's idea, keeping the same meaning but using your own words to present it. Paraphrasing is used with short sections of text, such as phrases and sentences. It is a legitimate way

to borrow from a source provided accurate documentation is given.^{[5][6]}

Criteria for a Good Paraphrase

- Your paraphrase should express someone else's idea in your own words. Therefore, change the vocabulary as much as possible and change the sentence structure as much as possible.
- Your paraphrase must have the same meaning as the original text Therefore, include all important ideas, do not add any new ideas or alter the tone and original intention.
- Your paraphrase should cite the original source. Just because you have worked on paraphrasing the text, it does not belong to you; you need to acknowledge the source.

Preparation of Paraphrase

Start by reading the original passage carefully. Make sure you understand it fully.

- Identify the main points and key word/s.
- Close the original text so that you cannot see it. Using the main points and key words as a guide, use your own words to paraphrase it.
- Tips to help you rephrase:

Write the paraphrase in your own style.

Meaning: Ensure you have kept to the same meaning, tone and intention of the original text.

Words: Use synonyms where possible and according to context. Specialised vocabulary that is discipline-specific need not be paraphrased. If you want to keep unique or specific phrases, use quotation marks.

Grammar: Change the grammar and sentence structure; change active to passive voice, change the parts of speech (nouns to adjectives, adverbs to adjectives etc.), move parts of sentences to change sentence structure and use sentence linkers where possible.

Change the order in which information/ ideas are presented (as long as they still make sense but in a different order).

- Check your paraphrase against the original text for accuracy and meaning.
- Record the source.^{5, 6}

3. Summarizing

A summary is a condensation or shortened over-view of a text. A summary is written to capture the key ideas of another author but with the details, examples and formalities left out. Your summary should let the readers know what the original text was about in fewer words.

The Difference between Paraphrasing and Summarizing

Paraphrasing is rewriting another person's work in your own words, retaining the

meaning. The paraphrase is about the same length of the original text as it aims to convey everything the original author wrote and is not aimed at just picking out the main points. Summarizing is putting down only the main points of another person in your own words. A summary is always shorter than the original text. It is also shorter than the paraphrased text.^{5, 6}

Example

The original text

The general problem of group cohesiveness, a desirable characteristic of groups, is that it can lead to groupthink (the desire for agreement prevents critical analysis and discussion). To protect the group from groupthink while still maintaining cohesiveness, groups are encouraged to appoint a *devil's advocate*. The role of the person is to raise reasoned objections, to express countering viewpoints, and to provide a reality check. Another solution to groupthink is to stress to group members the importance of supporting their opinions with evidence. Furthermore, emphasizing commitment to the task rather than just commitment to the group can help members overcome the tendency to hold back differing opinions. (Source: Adapted from Pearson, J., Nelson, P., Titsworth, S. & Harter, L. (2006). *Human Communication*. New York: McGraw Hill.)

Summarized text

According to Pearson, et al. (2006) groupthink is a common predicament faced in group cohesiveness. This can be prevented by the appointment of a *devil's advocate*, encouraging voicing of opinions with evidence and commitment to the task at hand.

When You Should Summarize

- When you want to identify only the main ideas of the writer.
- When you want to give an overview of the topic (from several sources).
- When you want to simplify a complex argument.
- When you want to shorten the text to suit your requirement.

How to Summarize

- Start by reading the article carefully several times until you fully understand it.
- Write one very broad thesis statement (Ask yourself what the text is about and, as if telling a friend about the text, write the thesis statement).
- Identify and make notes of the main points of the article (leaving out examples, evidence, etc.).
- Put away the original text and using your notes, restate the main idea at the beginning

and all other important points. This is your first draft.

- Rewrite your summary, focusing on the meaning of the original text. Remember your final summary must be a shortened version that is comprehensive, concise, neutral and accurate.

- Record the source.^{5,6}

Remember: whether you are paraphrasing or summarizing, it is very important to always cite the original work.

CONCLUSION

Plagiarism remains a key issue that school administrators, instructors, researchers, and students need to address. However, with an increase in awareness and innovative tools designed to detect plagiarism, more and more institutions are taking action to prevent it. For instance, professors are more assigning course that dwells less on collating data and more on the synthesis and analysis of ideas. This obviously lessens tendency for students to copy text verbatim. In addition, a number of institutions are now using customized tools that have capabilities to detect, within a matter of seconds, if student failed to properly acknowledged his/her sources. There are number of tools available on the internet such as PlagAware, PlagScan, and Check for Plagiarism, iThenticate and PlagiarismDetection.org that can prevent the plagiarism.

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