

# Plagiarism

Plagiarism is simply using someone else's work, but claiming it as your own. This can occur in a variety of ways, from copying someone's homework or cheating on a test, to paying someone to write a paper for you or copying and pasting something you find on the internet into your paper without giving credit. Any type of plagiarism, or cheating, is unethical and treated very seriously at any college or university, with punishments ranging from failure to expulsion. Be sure to review the current plagiarism policies for both the university and your individual classes.

Intentional plagiarism or cheating is a choice that a student makes. It is an unwise decision, but does not require explanation because it is done intentionally. On the other hand, many students *accidentally* plagiarize (or worry that they will) simply because they do not understand (or do not take the time to understand) how to properly credit the work of others within their own work. This is the kind of plagiarism that can be prevented by learning how to ethically cite sources.

## **Academic Integrity Policy at City Tech**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

— NYCCT statement on academic integrity

New York City College of Technology, like all academic institutions, encourages and thrives on the open exchange of ideas. At City Tech, we expect everyone to conduct their intellectual work with honesty and integrity. With this goal in mind, and in response to the Report of the CUNY Committee on Academic Integrity (<http://web.cuny.edu/academics/info-central/policies/academic-integrity-report.pdf>), the NYCCT College Council approved a new academic integrity policy in May 2007. City Tech's academic integrity policy aims to deter academic dishonesty by students, and allow the college to process cases of academic dishonesty more effectively.

## **How to Avoid Plagiarism: Guidelines from the City Tech Library**

Keep in mind that you are doing two things when citing sources:

- Giving credit to other writers for their ideas
- Showing your audience where to find the sources used in your research

Avoiding plagiarism

- While you are starting your research, taking notes, writing your outline, and beginning your first draft, record all books, articles, websites, and other resources that you consult.
- Know which citation style your instructor requires (usually APA or MLA) and know how to use it.

# Ethical Citation

Ethical citation is the practice of making sure that when you use other people's work within your own work, you properly attribute credit. In college, it is expected that you will use the ideas of others to help you learn and grow as a writer and researcher. Practicing ethical citation allows you to use these ideas in a responsible manner.

There are several different ways to ethically cite, called styles, such as MLA, APA, Chicago, etc. Most English and other Humanities classes will employ the MLA format.

In ENG 1101 we will be using MLA format.

Most citation formats, including MLA, are two-part systems.

## Part One: In-Text Citations

- mark within the body of your work what ideas do not belong to you
- use a system of abbreviations to do this

## Part Two: Work Cited (or Bibliography)

- create a list of all the sources you that contains full information about the source
- attach this as a separate sheet at the end of your paper

**\*\* You MUST do both parts in order to avoid plagiarizing. \*\***

The important thing to remember is that every single time you use information or ideas that are not your own, you follow them with a citation giving credit to the source where you got the information from, and then provide full source information in the References page at the end of your paper.



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