PLAGIARISM & ACADEMIC INTEGRITY
Understanding plagiarism and how to avoid it.

WHAT IS ACADEMIC INTEGRITY?
There are six fundamental values of academic integrity according to AcademicIntegrity.org: honesty, trust, fairness, respect, responsibility, and courage. At Cégep Heritage College, we believe “in helping students learn to accept responsibility for the integrity of their work” (Cégep Heritage College, Policy #33: Concerning Academic Integrity).

WHAT IS PLAGIARISM?
Very simply, plagiarism is to steal or use another person’s work without giving credit or passing it off as your own.

EXAMPLES OF PLAGIARISM
- Buying or selling a paper in any form
- Stealing or “borrowing” part or all of someone else’s work
- Submitting the same or similar assignment more than once
- Copying something word for word but not using quotation marks
- Using significant ideas or concepts, even if paraphrased, without a citation.

HOW CAN I AVOID IT?
It’s simple: always properly cite the original source of the ideas and research that you are reproducing and using in an assignment. If you are quoting, paraphrasing, or summarizing, you always need to cite the original source.

TIPS TO AVOID PLAGIARISM
- Keep clear notes during the research process to keep track of what information comes from which source;
- Cite and use quotation marks when copying another person’s words;
- Cite the original source when quoting, paraphrasing, or summarizing – this includes when you refer to ideas, opinions, or theories;
- Refer to a citation guide or ask for help from your instructor or at the library.

Have questions or need help? Stop by the library for more information.