

1. Get the facts.

Avoiding Plagiarism

Plagiarism is the act of using someone else's words, sentences, or ideas and passing them off as your own without giving proper credit to the original source.

Examples of plagiarism:

- > Submit someone else's work as your own
- > Copy sentences, phrases, paragraphs, or even ideas from someone else's work, published or unpublished, without giving the original author credit.
- > Copy any type of multimedia (graphics, audio, video, Internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original creator credit.
- > Cut and paste together phrases, ideas, and sentences from a variety of sources to write an essay.
- > Build on someone else's idea or phrase to write your paper without giving the original author credit.
- > Buy a paper from a website or other source.
- > Submit your own paper in more than one course without permission from the teachers.

What isn't plagiarism?

Common knowledge does not need to be cited. Citing means giving basic information about the original source you used so that someone else could track it down. Common knowledge includes facts that are known by a lot of people and can be found in many sources.

For example, you do not need to cite the following:

- > World War II ended in the Netherlands on the 5th of May 1945.
- > A genome is all the DNA in an organism, including its genes.

Consequences

Plagiarism is a serious academic offense. BUas regards plagiarism as academic dishonesty. Consequences of plagiarism include failing an assignment, receiving a lower course grade, and even failing a course. Sanctions for plagiarism differ across academies.

Should I cite? Is it a quote?

Yes → Cite it (in-text) and place double quotation marks around the text
No → Is it a paraphrase?

Yes → Cite it
No → Is it another's idea/theory?

Yes → Cite it
No → Is it another one's work: e.g. photographs, charts etc?

Yes → Cite it
No → There is no need to cite if it is common knowledge or your own thought

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Avoiding plagiarism

- > Always do your own work
- > Be organized (failure to properly attribute someone's work by mistake is still plagiarism). A citation style (APA) and reference management software (EndNote) can be helpful. When using facts or figures always cite a source (only widely known or accepted facts can be presented without citation—there is no need to cite a source for suggesting that the world is round, for example)
- > It is okay to seek help or advice, but thoughts, ideas, words, phrases, interpretations etc., should be your own or the source of origin should be properly cited

WHEN IN DOUBT,
GIVE A CITATION

GENERAL RULE: GIVE CREDIT
WHERE CREDIT IS DUE

Why cite sources?

Whenever you quote or base your ideas on another person's work, you must document the source you used. Even when you do not quote directly from another work, if reading that source contributed to the ideas presented in your paper, you must give the authors proper credit.

Citations allow readers to locate and further explore the sources you consulted, show the depth and scope of your research, and give credit to authors for their ideas. Citations provide evidence for your arguments and add credibility to your work by demonstrating that you have sought out and considered a variety of resources. In written academic work, citing sources is standard practice and shows that you are responding to this person, agreeing with that person, and adding something of your own. Think of documenting your sources as providing a trail for your reader to follow to see the research you performed and discover what led you to your original contribution.

By following these guidelines, you avoid plagiarism!

Citation styles

One of the most used citation styles at BUas is:
APA (American Psychological Association) citation style.
But there are other styles, for example Harvard referencing, MLA etc.

Examples APA or Harvard

Examples of how a citation should look like can be found on our website (www.buas.nl/library)

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