



## **Huntington College of Health Sciences' Policy on Plagiarism**

### **Overview**

Existing or "old" knowledge must be recognized and credited through proper citations and references of the sources. Acknowledging sources in this way is one of the most important things academic writers—at all levels—do. Recognizing others' contributions is more than just an academic convention; it shows respect for the full academic community by connecting readers and writers to the web of knowledge.

In addition, acknowledging your sources accurately and appropriately will help you present your ideas and original statements in your own voice, distinguishing your argument from the arguments made by others. When you cite others, it should most often be to provide the evidence, context, and counterpoint that support your argument.

### **Plagiarism Facts**

Avoiding plagiarism is a natural byproduct of being genuinely interested in a subject and taking the time to develop your own, unique ideas about a subject as you think and write.

### **What plagiarism is**

Plagiarism occurs when you use material from a source and do not acknowledge the source; it can also occur when you take ideas, words, phrases, or concepts from a source and misrepresent them to make it appear you originated the material. To avoid plagiarism, always give credit to the sources you use.

### **Etymology of plagiarism**

Although it sounds contagious, the word plagiarism comes from the Latin word *plagiarius*, meaning "kidnapper"; the idea behind plagiarism is to steal someone else's intellectual offspring (American Heritage Dictionary, 2004).

### **Consequences of Plagiarism**

When you plagiarize—intentionally or unintentionally—you put your academic career at risk. Institutions of higher learning have a low tolerance for stealing other people's ideas. If it is determined by a student's Instructor, Mentor, or any other staff member, that plagiarism has occurred, the student will not receive credit for that course. If plagiarism re-occurs, the student's enrollment at HCHS may be suspended.

### **Huntington College of Health Sciences' policy on plagiarism**

Plagiarism is representing someone else's ideas and work as your own. Plagiarism includes not only copying verbatim, but also rephrasing the ideas of another without properly acknowledging the source. As they prepare and submit work to meet course requirements, whether a draft or a final version of a paper or project, learners must take great care to distinguish their own ideas and language from information derived from sources. Sources include published primary and



secondary materials, electronic media, and information and opinions gained directly from other people.

Use source material in such a way that the reader is never confused about when you are speaking and when your sources are being used.

- Keep accurate notes that detail which materials (i.e., thoughts, ideas, concepts, phrases, etc.) are quotations, which are paraphrased, and which belong to you.
- Cite material taken from sources in the text of your paper/assignment.
- Use source material in moderation. You should have reason to incorporate source material into your writing, and be able to defend that reason if asked. (In other words, the material you use in your writing should relate strongly to the message and/or argument you have developed.)

### **Examples of Plagiarism**

The following practices constitute examples of plagiarism and are major infringements of Huntington College of Health Sciences' Policy on Plagiarism:

- Direct quotations are not used, but are closely paraphrased or summarized by the student in the content of any assessment task and the source of the material is not acknowledged either by footnoting or other simple reference within the text or bibliography of the paper (may be intentional or unintentional plagiarism; referred to as 'illicit paraphrasing');
- Paragraphs, sentences, a single sentence or significant parts of a sentence are copied directly into the content of any assessment task by the student but are not enclosed in quotation marks and the source has not been appropriately cited and listed in a footnote or bibliography (may be intentional or unintentional plagiarism; referred to as 'verbatim copying');
- Paragraphs, sentences, a single sentence or significant parts of a sentence are copied directly into the content of any assessment task by the student but are not enclosed in quotation marks, the source is cited and listed in a footnote or bibliography but there is no indication that the passage is being quoted (may be intentional or unintentional plagiarism; referred to as 'unidentified quotation');
- An idea or information which appears elsewhere in any form\* is represented in any assessment task as the student's own, without reference being made to the author of that idea or the source of the information (may be intentional or unintentional plagiarism; a form of 'purloining');
- Portions of the content of any assessment task have been copied, cut and pasted, or closely paraphrased from the work of other students, staff, or other person, but submitted under the student's own name (may be intentional or unintentional plagiarism; a form of 'purloining');
- The student submits, as a new work, an assessment task that was previously produced and assessed for another unit or award, without appropriate acknowledgment of the fact and



without the prior permission of the current Unit Coordinator (may be intentional or unintentional plagiarism, referred to as 'recycling');

- The student knowingly and voluntarily produces or contributes content for an assessment task with the intent of assisting another student to plagiarize, that is, acting as a 'ghostwriter' (misconduct with intention to assist plagiarizing);
- The content of any assessment task has been written by someone other than the student, but the work, which may have been edited, is submitted without acknowledgment, under the student's own name. This includes procuring and submitting work that may be available through various Internet websites offering to produce essays and other documents which may be used or purchased with specific intent of passing the work off as the student's own intellectual work. (intentional plagiarism, referred to as 'use of a ghostwriter');
- The inclusion, without due acknowledgment, of diagrams, charts, maps, flowcharts, photographs, tables, or other creative works originated by others (intentional plagiarism; a form of 'purloining');
- The content of any assessment task has been written by someone other than the student, but the work, which may have been edited, is submitted under the student's own name and this content has been obtained by the student from the other person without their knowledge (intentional plagiarism; a form of 'purloining');
- The content of any assessment task has been written by someone other than the student, but the work, which may have been edited, is submitted under the student's own name. The content has been obtained by the student from the original source.

[Huntington College of Health Sciences' Policy on Plagiarism has been adapted from information on plagiarism from the websites of Capella University and the University of New England]