Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources.

Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

Policy on Academic Integrity for Global Campus Students, Central Michigan University.
Planning your research

Allow time for gathering materials
✓ Selecting databases
✓ Evaluating articles
✓ Requesting full text

Allow time for reading
✓ Absorbing information
✓ Making notes
✓ Synthesizing information
✓ Revising research strategies

Managing your research

Identify words that you copy directly – as you copy
✓ Use quotes
✓ Change font color
✓ Highlight text

Select exact beginning and end of quotes

Copy wording, punctuation, and spelling exactly

Jot down page number, author and title
✓ Each time you make a note
✓ Even if you are not quoting directly

Keep a working bibliography
✓ Double-check the accuracy of your notes
✓ Construct your bibliography

Keep a research log
✓ Document search terms used
✓ Identify databases or call numbers
✓ Record web site URLs

Documenting your research

Any time you incorporate ideas, words, key phrases, or pictures that were not originally created by you, give credit to the original author by citing the source.

1. Cite direct quotes as well as paraphrased ideas
2. Cite ideas generated through conversations, correspondence, or email
3. Cite any facts that are not “common knowledge”

Print sources
✓ Books or parts of books
✓ Magazine, journal or newspaper articles
✓ Letters or diaries
✓ Public or private documents

Electronic sources
✓ Web pages or e-journal articles
✓ Newsgroup postings or email messages
✓ Graphics, software or databases

Images
✓ Illustrations
✓ Cartoons
✓ Tables
✓ Charts
✓ Graphs

Recorded or spoken material
✓ Course lectures
✓ Films or videos
✓ TV or radio broadcasts
✓ Interviews or conversations
✓ Public speeches