Dear Students,

Plagiarism is defined in Encyclopedia Britannica as "the act of taking the writings of another person and passing them off as one’s own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws."

Types of Plagiarism

There are types of Plagiarism based on the method used:

- **Copy & Paste** is the most well known form of plagiarism which refers copying some text from a source and pasting as such in the writing without proper way of citation.

- **Inappropriate Paraphrasing** which means just switching words from some sentence, or following the same style given an original sentence, is also plagiarism.

- **Missing Citation** means when information from a source is used in the written material, yet not cited. Missing the reference to source of original information unless it is general knowledge is considered plagiarism. It includes the information that has been put in different words.

- **Fake reference** is a reference, which is not the original source of information provided in the connected sentence. Some students include a reference just for sake of filling the space in their paper; it should be ensured that the citation is included in its proper information context.

- **Data fabrication** means manipulating someone’s research data or plots to hide plagiarism. The manipulation and falsification of experimental results is a form of serious misconduct in research.

- **Idea theft** means presenting someone else’s idea as one’s own. Proper credit should be given to the person who is the original source of an idea and self-contribution should be clarified in the written text.

**Very important note:** A direct translation from any language into English is considered a direct quote and must be treated as such.

Avoiding Plagiarism

In order to avoid plagiarism, students must be very careful when taking notes from any source (oral, written or electronic).

Students must document sources properly using Parenthetical References, and must write a Bibliography, References, or Works Cited page and place it at the end of the research paper to list the source used.

**For further information**, please check the documents “How to Cite?” and “Thesis Manuals” for each study cycle.

**Warning:** Plagiarism is not only an ethical issue but also a legal one. Plagiarism is a serious violation of academic misconduct and students are subject to serious disciplinary action; such as expulsion from a course or even from university.