



## Avoiding Plagiarism: An Interactive Self-Assessment

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Access the interactive tutorial here: <http://www.screencast.com/t/O3A2pI4rV5J>

## Avoiding Plagiarism

- Do you know what plagiarism is and how to avoid it?
- This self-paced, self-evaluation tool will help you determine your current understanding of plagiarism.



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Do you know what plagiarism is and how to avoid it? This self-paced, self-evaluation tool will help you determine your current understanding of plagiarism.

## Academic Integrity Policy, Plagiarism Clarification >

### Expectations:



"All work...must be your original work with appropriate citations or acknowledgements for any sources utilized"  
(Kaplan University, 2015, para. 3).

Work "includes...discussion boards, computer programs, marketing plans, PowerPoint presentations, papers, and other assignments, including drafts and final versions"  
(Kaplan University, 2015, para. 3).



The Plagiarism Clarification section of the Kaplan University Academic Integrity Policy states "all work done for the completion of a course must be your original work with appropriate citations or acknowledgements for any sources utilized....[Work] includes...discussion boards, computer programs, marketing plans, PowerPoint presentations, papers, and other assignments, including drafts and final versions" (Kaplan University, 2015, para. 3).

## The KU Academic Integrity Policy > Plagiarism Clarification

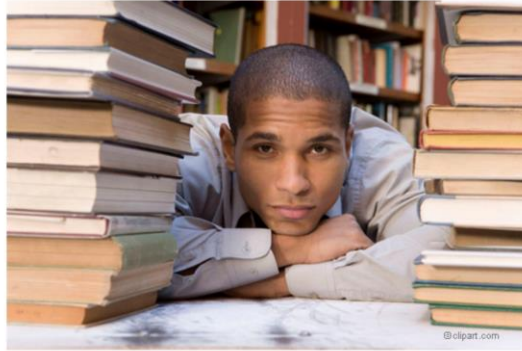
- Access the KU Academic Integrity Policy [here](#).

**Plagiarism Clarification:** Plagiarism is “the theft ....[and use] of another’s words, ideas, results, or images without giving appropriate credit to that person, therefore giving the impression that it your own work” (Kaplan University, 2015, para. 2).

Access the KU Academic Integrity Policy by clicking the link:

[http://catalog.kaplanuniversity.edu/Academic\\_Integrity\\_Policy.aspx](http://catalog.kaplanuniversity.edu/Academic_Integrity_Policy.aspx). The Plagiarism Clarification section defines plagiarism as the “theft....[and use] of another’s words, ideas, results, or images without giving appropriate credit to that person, therefore giving the impression that it is your own work” (Kaplan University, 2015, para. 2).

## College-Level Writing and Research



Learning when and how to cite information from outside sources can be challenging.

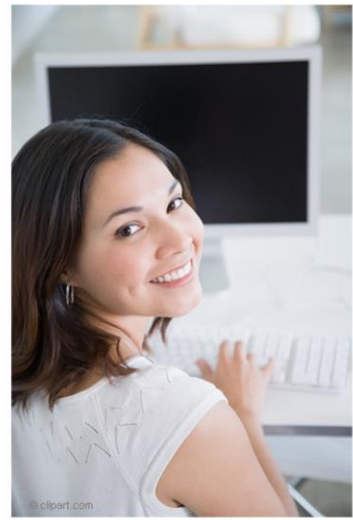
Understanding plagiarism and how to avoid it requires a bit more than knowing the definition and policy, however. Learning the intricacies of college-level writing and research, when and how to cite information from outside sources, can be challenging.

## Before you begin

- We recommend that you review the following Writing Center resources before taking the assessment:

**-What You Need to Know About Plagiarism**

**-Basic Citation Guidelines**



We recommend that you review the following Writing Center resources before taking this quiz: What You Need to Know About Plagiarism, which includes the Kaplan University Academic Integrity Policy and Basic Citation Guidelines, which explain how and when to cite sources.

KAPLAN UNIVERSITY Writing Center Login to Student Portal

WELCOME PLAGIARISM INFORMATION PAGE CITATION GUIDES

Kaplan University / Library / KUWC / Kaplan University Writing Center / Plagiarism Information Page

## PLAGIARISM INFORMATION PAGE

### Student Resources on Avoiding Plagiarism

- What You Need to Know About Plagiarism
- Basic Citation Guidelines

### Faculty Resources on Plagiarism Policy and Reporting

- Frequently Asked Questions for Plagiarism
- Faculty Form for Reporting Plagiarism to Provost

**Avoiding Plagiarism: An Interactive Presentation**

Kaplan University Writing Center

**How To Report Plagiarism: Accessing the Tutorial and Filing the Report**

Kaplan University Writing Center

Both resources can be found on the Plagiarism Information Page in the Writing Center. Click the resource titles to open the Plagiarism Information Page in your browser:  
<http://library.kaplan.edu/plagiarisminfo>





**The quiz provides  
common scenarios of  
plagiarism.**



This interactive quiz provides common scenarios where plagiarism may be occurring.





**Often plagiarism is not intentional.**



You will notice that in many of these scenarios, the students are not intentionally trying to commit plagiarism. They simply do not understand the expectations of college-level writing and research.



**Understanding the expectations of college-level writing and research is key!**



We hope this quiz provides you with the information you need to better understand how and when to cite your research and avoid plagiarism.

## Scenario for Question 1

- Ginger is a first-term college student writing a discussion post for her composition course. She is trying to make the evening deadline for her initial entry but does not have much to say about the topic: homelessness.



Ginger is a first-term college student writing a discussion post for her composition course. She is trying to make the evening deadline for her initial entry but does not have much to say about the topic: homelessness.

### Scenario for Question 1

- She remembers an article she skimmed through in the local newspaper about a homeless couple. She decides to read the article and use information from it in her discussion post.



## Scenario for Question 1

- Since Ginger feels discussion posts are not as important as assignments, and she cannot imagine her instructor ever reading that article, she borrows some statements and ideas from the article to include in her post. **She does not cite the article or put quotation marks around the words she borrows.**



Since Ginger feels discussion posts are not as important as assignments, and she cannot imagine her instructor ever reading that article, she borrows some statements and ideas from the article to include in her post. She does not cite the article or put quotation marks around the words she borrows.

## Question 1

- Is Ginger committing plagiarism?



Is Ginger committing plagiarism?

## Question 1

### Is Ginger committing plagiarism?

- a. Yes. Ginger is committing plagiarism.
- b. Ginger is committing plagiarism, but it is unintentional and therefore not important.
- c. Ginger is committing plagiarism, but since chances are she will never get cause, it doesn't really matter.
- d. No. Ginger is not committing plagiarism.

### Question 1: Is Ginger committing plagiarism?

- a. Yes. Ginger is committing plagiarism.
- b. Ginger is committing plagiarism, but it is unintentional and therefore not important.
- c. Ginger is committing plagiarism, but since chances are she will never get cause, it doesn't really matter.
- d. No. Ginger is not committing plagiarism.



## Answer 1

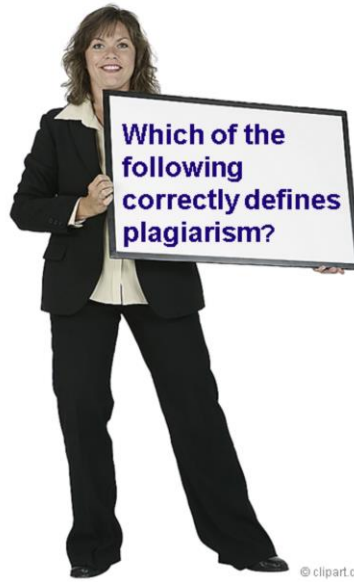
**Ginger is committing plagiarism.** She is using another author's wording and ideas as her own.

Anytime you use another author's original work—ideas, words, artwork, etc.—without giving proper credit to that author, you are committing plagiarism. The ideas, words, and artwork one creates are considered “intellectual property.”

Whether intentional or unintentional, the consequences of plagiarism can be the same.

All the work you do in class from participating in seminar to discussion posts to your final project is designed to help you learn the content in the course and skills such as critical thinking, ethical reasoning, research, writing, and more to be successful in your future career. Ginger is in fact committing plagiarism since she is using another author's wording and ideas as her own. Anytime you use another author's original work—ideas, words, results, or images—without giving proper credit, you are committing plagiarism. The ideas, words, artwork, even computer programs one creates as an individual are considered “intellectual property.” Whether intentional or unintentional, the consequences can be the same.

## Question 2



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Which of the following correctly defines plagiarism?

## Question 2

**Which of the following correctly defines plagiarism?**

- a. Plagiarism is using words from another author without citing that author and without placing those words in quotation marks or block quote format.
- b. Plagiarism is academic dishonesty.
- c. Plagiarism is a missed learning opportunity.
- d. Plagiarism is using an idea from another without citing the original author of that idea.
- e. Plagiarism is submitting an assignment to a current class that you had submitted in a previous class without asking your instructor for permission.
- f. All of the above.

Question 2: Which of the following correctly defines plagiarism?

- a. Plagiarism is using words from another author without citing that author and without placing those words in quotation marks or block quote format.
- b. Plagiarism is academic dishonesty.
- c. Plagiarism is a missed learning opportunity.
- d. Plagiarism is using an idea from another without citing the original author of that idea.
- e. Plagiarism is submitting an assignment to a current class that you had submitted in a previous class without asking your instructor for permission.
- f. All of the above.

## Answer 2: “All of the above.”

Plagiarism is using words from another author without citing that author and without placing those words in quotation marks or block quote format.

Plagiarism is academic dishonesty and a missed learning opportunity.

Plagiarism is using an idea from another without citing the original author of that idea.

Plagiarism is submitting an assignment to a current class that you had submitted in a previous class without asking your instructor for permission.

The answer is “all of the above.” Plagiarism is using words from another author without citing that author and without placing those words in quotation marks or block quote format. Plagiarism is academic dishonesty and a missed learning opportunity. Plagiarism is using an idea from another without citing the original author of that idea. And, plagiarism is submitting an assignment to a current class that you had submitted in a previous class without asking your instructor for permission.

## Self-Plagiarism

“Submitting...any part of an assignment for more than one class without enhancing and refining the assignment, and without first receiving instructor permission” is **plagiarism** (Kaplan University, 2015, para 1).



Many students wrongly assume that plagiarism is simply turning in someone else's complete paper for their own. However, there are many facets of plagiarism, and all deal with passing off information as original work when it is not original work. One area of plagiarism that can be confusing is self-plagiarism. Self-plagiarism is “Submitting...any part of an assignment for more than one class without enhancing and refining the assignment, and without first receiving instructor permission.” (Kaplan University, 2015, para 1). It would be dishonest to claim that an article or research is new when it is not.

## Self-Plagiarism

*Recycling papers violates the **Kaplan University Academic Integrity Policy** under the Misrepresentation clause:*

“In cases where previous assignments are allowed to be submitted..., it is [the student’s] responsibility to enhance the assignment with the additional research and to submit the original assignment for comparison purposes” (2015, para. 1)

Just as publishers do not want previously published materials, your instructors do not want recycled papers. Assignments in your Kaplan courses are designed to help you learn concepts and skills as well as grow intellectually. Recycling papers violates the Kaplan University Academic Integrity Policy under the Misrepresentation clause which states, “In cases where previous assignments are allowed to be submitted..., it is [the student’s] responsibility to enhance the assignment with the additional research and to submit the original assignment for comparison purposes” (2015, para. 1) .

Every assignment and discussion post is an opportunity to grow and learn.



If you simply re-use an old paper, you aren't learning anything new or applying newly learned knowledge from the course. It is important to look at each assignment and discussion post you create as an opportunity to grow and learn.



## Scenario for Question 3

- Jim is creating a PowerPoint presentation for his marketing class. His assignment is to discuss product placement in grocery stores.



Jim is creating a PowerPoint presentation for his marketing class. His assignment is to discuss product placement in grocery stores.

## Scenario for Question 3

- He found a great picture from a blog showing a customer shopping to check out products on a store display.



He found a great picture from a blog showing a customer shopping to check out products on a store display.

### Scenario for Question 3

- He decides to use the photography in his slide show. He does not cite the photograph since he does not consider a blog a professional publication.



He decides to use the photography in his slide show. He does not cite the photograph since he does not consider a blog a professional publication.

## Scenario for Question 3

- Is Jim committing plagiarism?



Is Jim committing plagiarism?

### Question 3

**Is Jim committing plagiarism?**

- a. Jim is committing plagiarism.
- b. Jim is not committing plagiarism.
- c. Too close to call.

Question 3: Is Jim committing plagiarism?

- a. Jim is committing plagiarism.
- b. Jim is not committing plagiarism.
- c. Too close to call.

### Answer 3

**Jim is committing plagiarism.**

Any information or ideas, including images, that you borrow from a source should be cited both in the text of your paper and on the reference page.

It is a good practice to also ask permission before using an image or any other re-creation of a complete work.

Jim is committing plagiarism. Any information or ideas, including images, that you borrow from a source should be cited both in the text of your paper and on the reference page. It is a good practice to also ask permission before using an image or any other re-creation of a complete work.

## Scenario for Question 4

- Jim (from the previous scenario) also finds a great quote about product placement from a popular marketing magazine.



Jim (from the previous scenario) also finds a great quote about product placement from a popular marketing magazine.



## Scenario for Question 4

- He uses the quote on Slide 3 but does not know how to cite in a PowerPoint.



He uses the quote on Slide 3 but does not know how to cite in a PowerPoint.

## Scenario for Question 4

- He decides to put a full citation on the reference slide at the end of the presentation, but he does not include an in-text citation on the slide with the quotation since this is a PowerPoint and not a paper.



He decides to put a full citation on the reference slide at the end of the presentation, but he does not include an in-text citation on the slide with the quotation since this is a PowerPoint and not a paper.

## Question 4

Does Jim need to include an in-text citation?



Question 4: Does Jim need to include an in-text citation?

## Question 4

**Does Jim need to include an in-text citation?**

- a. Yes
- b. No
- c. It does not matter.

Question 4: Does Jim need to include an in-text citation?

- a. Yes
- b. No
- c. It does not matter.

## Answer 4

**Yes, Jim needs to include an in-text citation.**

Even though Jim included a full citation at the end, he did not indicate where the source was used in the PowerPoint, which is an act of plagiarism.

The audience does not know which of the ideas, words, or images belong to the source and which belong to Jim.

In a PowerPoint, borrowed information must be cited on the slide where it is used, and quotes must be enclosed in quotation marks.

Yes, Jim needs to include an in-text citation on the slide. Even though Jim included a full citation at the end, he did not indicate where the source was used in the PowerPoint, so technically, this could be considered plagiarism. The audience of the PowerPoint does not know which of the ideas, words, or images belong to the source and which belong to Jim. In a PowerPoint, any ideas, words, or images borrowed from a source must be cited both on the slide where they are used and on a reference slide at the end of the presentation. Also if you quote directly from the use, make sure to place the quoted material in quotation marks on the slide and include a citation.

## Question 5

Which of the following statements about plagiarism from the KU Academic Integrity Policy is true?



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Which of the following statements about plagiarism from the Kaplan University Academic Integrity Policy is true?

## Question 5

**Which of the following statements about the Academic Integrity Policy is true?**

- a. The first reported offense of plagiarism—intentional or unintentional—results in expulsion from Kaplan University.
- b. There are consequences for intentional plagiarism but not for unintentional plagiarism.
- c. The first reported offense of plagiarism—intentional or unintentional—results in a zero on the assignment where the plagiarism occurred.

Question 5: Which of the following statements about the Academic Integrity Policy is true?

- a. The first reported offense of plagiarism—intentional or unintentional—results in expulsion from Kaplan University.
- b. There are consequences for intentional plagiarism but not for unintentional plagiarism.
- c. The first reported offense of plagiarism—intentional or unintentional—results in a zero on the assignment where the plagiarism occurred.



## The KU Academic Integrity Policy > Violations

1<sup>st</sup> Offense: Failure of assignment

2<sup>nd</sup> Offense: Failure of class

3<sup>rd</sup> Offense: Expulsion from the University

The Academic Integrity Policy indicates the following consequences for reported plagiarism:

First offense: Failure of the assignment in which the action occurred

Second offense: Failure of the class in which the action occurred

Third offense: Expulsion or permanent dismissal from the University

## Scenario for Question 6

- Sara Smith wrote the following sentence in paragraph 15 of a 2011 online publication:  
“Blogging is an opportunity to begin a dialogue with the world.”



Sara Smith wrote the following sentence in paragraph 15 of a 2011 online publication:  
Blogging is an opportunity to begin a dialogue with the world.

## Question 6

- Sara Smith wrote the following sentence in paragraph 15 of a 2011 online publication:  
“Blogging is an opportunity to begin a dialogue with the world.”
- Which of the following is an appropriate way to incorporate this quote in your writing?



Question 6: Which of the following is an appropriate way to incorporate this quote in your writing?

## Question 6

In paragraph 15 of a 2011 online publication, Sara Smith wrote, "Blogging is an opportunity to begin a dialogue with the world." Which of the following is an appropriate way to incorporate this quote in your writing?

- a. Smith (2011) described blogging as "an opportunity for open dialogue with the world" (15).
- b. Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (para. 15).
- c. Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (Smith, 2011, para. 15).

Question 6: In paragraph 15 of a 2011 online publication, Sara Smith wrote, "Blogging is an opportunity to begin a dialogue with the world." Which of the following is an appropriate way to incorporate this quote in your writing?

- a. Smith (2011) described blogging as "an opportunity for open dialogue with the world" (15).
- b. Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (para. 15).
- c. Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (Smith, 2011, para. 15).

## Answer 6

Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (para. 15).

When you quote a source, use the exact wording from the source. Also, quotation marks are needed around any directly quoted material.

When you paraphrase, use all new wording in an original sentence structure. A citation is also required.

A reader should be able to easily see where a source's words or ideas are being used.

The answer is the second one: Smith (2011) noted, "Blogging is an opportunity to begin a dialogue with the world" (para. 15). When you quote a source, use the exact wording from the source. Also, quotation marks are needed around any directly quoted material. When you paraphrase, use all new wording in an original sentence structure that is uniquely yours. A citation is also needed to give credit to the source for the idea. A reader should be able to easily see where a source's words or ideas are being incorporated in your writing.

## Scenario for Question 7

- Steve is using an article from a website in his research paper. Since the website has no author indicated, he placed the URL on the reference page and did not include an in-text citation.



Steve is using an article from a website in his research paper. Since the website has no author indicated, he placed the URL on the reference page and did not include an in-text citation.

## Question 7

- Steve is using an article from a website in his research paper. Since the website has no author indicated, he placed the URL on the reference page and did not include an in-text citation.

**Which statement about citing a website is true?**



Which statement about citing a website is true?



## Question 7

**Which statement about citing a website is true?**

- a. Steve has cited sufficiently. The reader will know that something in the paper comes from that website.
- b. Steve has not cited sufficiently. Appropriate in-text citations are needed to show what information comes from that website.
- c. Steve only needs to use the URL (website address) as the in-text citation.

Question 7: Which statement about citing a website is true?

- a. Steve has cited sufficiently. The reader will know that something in the paper comes from that website.
- b. Steve has not cited sufficiently. Appropriate in-text citations are needed to show what information comes from that website.
- c. Steve only needs to use the URL (website address) as the in-text citation.



## Answer 7

Even though Steve is trying to cite his source, he has not done a sufficient job and has therefore unintentionally plagiarized.

A reader must be able to easily see which ideas are yours and which ideas come from other authors and researchers. In-text citations are needed for this reason.

Both in-text citations and full reference citations are needed for any sources used in a paper or project.

Even though Steve is trying to cite his source, he has not done a sufficient job and has therefore unintentionally plagiarized. A reader must be able to easily see which ideas are your own original ideas and which ideas come from other authors and researchers. Appropriately formatted in-text citations are needed for this reason. Both in-text citations and full reference citations are needed for any sources used in a paper or project.

## Scenario for Question 8

Here is a direct quote from a journal article:

“It is too early to tell what long-run changes the newer and more unusual [Community Supported Agriculture (CSA)] model will bring, although CSA farms will probably never be more than a small part of the food system” (Brown & Miller, 2008, p. 1300).



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Here is a direct quote from a journal article: “It is too early to tell what long-run changes the newer and more unusual [Community Supported Agriculture (CSA)] model will bring, although CSA farms will probably never be more than a small part of the food system” (Brown & Miller, 2008, p. 1300). Which of the following is an appropriate paraphrase of this information?

## Question 8

**Which is an appropriate paraphrase of the quote,**  
“CSA farms will probably never be more than a small  
part of the food system” (Brown & Miller, 2008, p.  
1300).



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Which is an appropriate paraphrase of the quote, “CSA farms will probably never be more than a small part of the food system” (Brown & Miller, 2008, p. 1300).

## Question 8

**Which is an appropriate paraphrase of the quote,** “CSA farms will probably never be more than a small part of the food system” (Brown & Miller, 2008, p. 1300).

- a. CSA farms may never be more than a small part of the country’s food system.
- b. CSA farms will probably only be a small part of America’s food system (Brown & Miller, 2008).
- c. As Brown and Miller (2008) noted, CSA farms are not expected to supply the majority of food to consumers.
- d. Both a and c.

Question 8: Which is an appropriate paraphrase of the quote, “CSA farms will probably never be more than a small part of the food system” (Brown & Miller, 2008, p. 1300).

- a. CSA farms may never be more than a small part of the country’s food system.
- b. CSA farms will probably only be a small part of America’s food system (Brown & Miller, 2008).
- c. As Brown and Miller (2008) noted, CSA farms are not expected to supply the majority of food to consumers.
- d. Both a and c.

## Answer 8

Paraphrasing requires you to read and learn from outside information and then put that information in your own words while still attributing the information to the original sources.

Putting information in your own words requires rewriting ideas, concepts, and information using your own voice and style.

You are still plagiarizing if you do not substantially alter the sentence structure and wording from the original source.

Paraphrasing requires you to read and learn from outside information be it a website, journal article, book, lecture in a PowerPoint, et cetera, and then put that information in your own words while still attributing the information to the original sources. Putting information in your own words requires rewriting ideas, concepts, and information using your own voice and style. You are still plagiarizing if you do not substantially alter the sentence structure and wording from the original source.

## Scenario for Question 9

Kayla has procrastinated on a rough draft of a project for one of her MBA courses. She only has three of the required five pages completed and only an hour left before the deadline.



Kayla has procrastinated on a rough draft of a project for one of her MBA courses. She only has three of the required five pages completed and only an hour left before the deadline.

## Scenario for Question 9

She quickly finds a few websites and book reviews with information about polarity management and then copies and pastes the information directly from the websites into the rough draft of her essay without quotation marks or citations.



She quickly finds a few websites and book reviews with information about polarity management and then copies and pastes the information directly from the websites into the rough draft of her essay without quotation marks or citations.

## Scenario for Question 9

She plans to use this information as a placeholder until she can continue her research and writing process; in the meantime, Kayla turns in her rough draft for her professor's review just in time to make her deadline.



She plans to use this information as a placeholder until she can continue her research and writing process; in the meantime, Kayla turns in her rough draft for her professor's review just in time to make her deadline.



## Question 9

Has Kayla committed plagiarism?



Has Kayla committed plagiarism?

## Question 9

### Has Kayla plagiarized?

- a. No because she knows that she needs to go back and replace the copied information with her own thoughts and original research.
- b. Yes.
- c. No because a student cannot be reported for plagiarism unless it is found in a final draft.

### Question 9: Has Kayla committed plagiarism?

- a. No because she knows that she needs to go back and replace the copied information with her own thoughts and original research.
- b. Yes.
- c. No because a student cannot be reported for plagiarism unless it is found in a final draft.


## Answer 9

Although for her final draft, Kayla intends to replace the text she copied and pasted from multiple websites, she should be putting forth her own ideas and properly citing her research **at every stage of the writing process.**

Any assignment that you turn in for a grade may be submitted to a plagiarism detection program by your instructor.

Always cite your sources and use quotation marks appropriately to avoid any issues with plagiarism.

Although for her final draft, Kayla intends to replace the text she copied and pasted from multiple websites, she should be putting forth her own ideas and properly citing her research **at every stage of the writing process.** Any assignment that you turn in for a grade may be submitted to a plagiarism detection program by your instructor. Always cite your sources and use quotation marks appropriately to avoid any issues with plagiarism.


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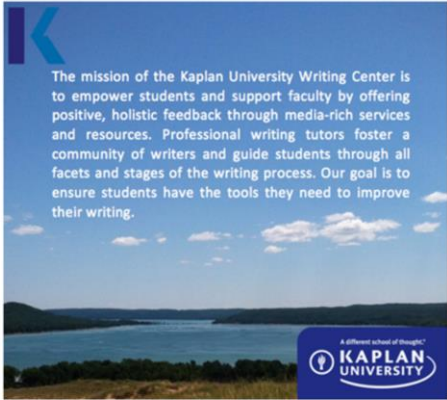
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Kaplan University / KUWC / Kaplan University Writing Center / Welcome

**KAPLAN UNIVERSITY WRITING CENTER : WELCOME**

Welcome to the Kaplan University Writing Center!



The mission of the Kaplan University Writing Center is to empower students and support faculty by offering positive, holistic feedback through media-rich services and resources. Professional writing tutors foster a community of writers and guide students through all facets and stages of the writing process. Our goal is to ensure students have the tools they need to improve their writing.



@KUWC on Twitter

The Writing Center in KU Campus

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We hope that you have found this plagiarism self- assessment helpful. Please visit the Writing Center for more information on successfully incorporating outside research into your writing.



## References

Kaplan University. (2015). Academic integrity policy. Retrieved from  
[http://catalog.kaplanuniversity.edu/Academic\\_Integrity\\_Policy.aspx](http://catalog.kaplanuniversity.edu/Academic_Integrity_Policy.aspx)

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## References

Kaplan University. (2015). Academic integrity policy. Retrieved from  
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