

# MUST READ...VERY IMPORTANT

## Copyright

- Copying photos, animations, greeting cards: These are all copyrighted works and should not be displayed on a personal site without obtaining permission.
- Copying photos and paragraphs of text for a school report: School reports are considered fair use, but the creators should be credited.
- Copying and rearranging paragraphs of text for a school report: Rearranging copied paragraphs is plagiarism, unless credit is given to each source. If the intent was to make it the student's work, then the ideas would have to be put in the student's own words.
- Copying passwords to enter systems without permission or paying: This is illegal.
- Copying and selling music files: In all cases these works are copyrighted and the creators may have not given permission to copy them.
- Copying and giving away software: The software creator is being denied a right to earn a living because the friend would otherwise have to purchase the word processor. This is illegal. Software typically comes with information about the purposes for which copies can be made.
- Copying movies for personal use: Movies are copyrighted works. By not paying to see the movie, you are denying the creators a right to earn a living.

## How not to Plagiarize-

### Paraphrasing

#### 6 Steps to Effective Paraphrasing

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

### What are the differences among quoting, paraphrasing, and summarizing?

These three ways of incorporating other writers' work into your own writing differ according to the closeness of your writing to the source writing.

\* Quotations must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

\* Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

\* Summarizing involves putting the main idea(s) into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

### Why use quotations, paraphrases, and summaries?

Quotations, paraphrases, and summaries serve many purposes. You might use them to . . .

- \* provide support for claims or add credibility to your writing

- \* refer to work that leads up to the work you are now doing
- \* give examples of several points of view on a subject
- \* call attention to a position that you wish to agree or disagree with
- \* highlight a particularly striking phrase, sentence, or passage by quoting the original
- \* distance yourself from the original by quoting it in order to cue readers that the words are not your own
- \* expand the breadth or depth of your writing

## EXAMPLES:

*Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:*

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

*Here's an UNACCEPTABLE paraphrase that is plagiarism:*

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- \* the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- \* the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing!

*Here's an ACCEPTABLE paraphrase:*

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

*Why is this passage acceptable?*

This is acceptable paraphrasing because the writer:

- \* accurately relays the information in the original uses her own words.
- \* lets her reader know the source of her information.

*Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:*

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (Williams 1).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- \* records the information in the original passage accurately.
- \* gives credit for the ideas in this passage.
- \* indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.