

# Workplace Communications

## Plagiarism ...and how to avoid it

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### The Bad News

- In the international community (especially the USA), plagiarism is a serious offense.
- Possible Consequences of plagiarism...
  1. Failing grade on a paper.
  2. Failing grade in a course.
  3. In extreme cases, loss of student visa status or job.

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## The Good News

- Plagiarism is completely avoidable.
- To avoid plagiarism you need to . . .
  1. Understand what plagiarism is.
  2. Understand what a citation is.
  3. Understand your writing the same way your reader does.

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## Plagiarism – What is it?

- Submitting a paper you did not write.
- Copying from other sources and submitting it as your words and ideas.
- Using a translation device or APP to translate your Chinese writing into English
- Using a source and saying it was a different source (**even if done accidentally**).

*This can all be very confusing even for Americans, but with practice you can overcome the challenge.*

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## Make it Clear to Your Reader

- Sometimes you may use the exact same words as your source's author. **“Quote”**
- Sometimes you may use the exact same idea or thought as your source's author, but use your own words to express it. **Paraphrase**
- Always you must **make clear to your reader** which words and thoughts are from your source and which are your own. **HOW?**

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## How to Make it Clear

- When borrowing a source's exact same words...
  - Use a Citation for the Author.
  - Use “quotation marks” around the words you borrowed.
- When paraphrasing a source's thoughts in your own words.
  - Use a Citation for the Author.

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## Using Citations

- Examples:
  - **According to President Obama**, the economy...
  - **Lee (2019)** argues that inflation will...
  - In economics the laws of supply and demand are “unavoidable even though sometimes manipulatable”. (**Adams and Morton, 232**)
- The **Bold, Highlighted** words above are examples of citations. Different contexts require different styles of citation. Your teacher or boss will tell you what is needed.

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## What Your Reader Thinks...

What the reader sees	What it means to the reader
citation + quotation marks	→ The passage is someone else's information in that person's exact words.
citation + NO quotation marks	→ The passage is someone else's information expressed in your own words (i.e., a paraphrase or summary).
NO citation + NO quotation marks	→ The passage is your own idea/interpretation expressed in your own words.

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Example:

The link between cellphone use and grade point average needs further investigation.

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Example:

Survey results found that cell phone use is “negatively predictive of overall grade point average” (Svinicki 19)

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### Example:

Survey results found that increased cell phone use corresponds to lower grade point average (Svinicki).

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## Plagiarism Review

- **Original excerpt from article by Svinicki**

Survey results from 1500 college students about their cell phone use found that increased use was negatively predictive of overall grade point average.

- **Quote:**

Survey results found that cell phone use is “negatively predictive of overall grade point average” (Svinicki 19).

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## Plagiarism Review

- **Paraphrase:**

Survey results found that increased cell phone use corresponds to lower grade point average (Svinicki).

- **Your own conclusion:**

The link between cellphone use and grade point average needs further investigation.

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## Plagiarism Bottom Line . . .

- Plagiarism can happen when your citation (or lack of citation) tells your reader one thing, but the truth is something else.
- If you use a thought, idea or words from another person or another source in your writing you MUST give them credit for it by using the proper form of citation.
- If you don't, it is **PLAGIARISM!**

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## Why does this matter?

- The international education / business systems value independent thinking.
- International law stresses intellectual property rights.
- Enables you to avoid cultural mis-understandings and experience international success.

If you are not sure, ASK!

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### Reflection and Accountability:

1. What is one reason it is important to not be guilty of plagiarism?

2. What is one way you can use to void plagiarism?

3. If you are not sure about something you have written, who can you ask about it?

4. I have reviewed this guide and I promise to do my best to avoid plagiarism in my writing.