

Level 3 - Depending on the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College, including denial of admission or re-admission to a course and/or a program;

Level 4 - For any third offence, the matter must be referred to the Executive Vice President Academic for assignment of a sanction, which may include suspension or expulsion from the College.

What kinds of things can get me in big trouble?

Using someone else's entire work

It seems like an obvious point! Don't try to pass off someone else's work as your own, or have someone write something for you. If you do not present your own work to your instructor, your instructor will know. Instructors have many ways of c

Paraphrasing

Paraphrasing is re-stating someone else's ideas in your own words. You still need to cite the source. If you don't cite the source, or if you try to get around the whole thing by just rearranging a few words or

Five useful tips to avoid plagiarism

1. Start early

Start your research early because it will take time. If you leave things to the last minute, there is more chance you will rush things; you'll be more likely to look for short-cuts, cut-and-paste solutions, quick-and-dirty sources - as opposed to reputable, in-depth, scholarly sources.

2. Find out what citation style your instructor wants you to use

This will help you collect the right information for your citations. Ask if it's APA, MLA, Chicago or another style, and then get a copy of the relevant handout (or manual). The Library has handouts on most citation styles, available in print and online at <http://www.cnc.bc.ca/library/> - click on citations link.

3. Take careful notes

As you've seen from the above examples, the real trick to doing research is to document things as you go. Take careful notes! When you come across a useful quote, write down the quote exactly, and what source you found it in, including the page number. When you copy a photo or quote from the Internet, immediately copy the http://address of the page you found it on, along with all of the other information about the page that you will need for your in-text reference and your Bibliography or Works Cited list.

Remember, in the text of your paper, you need to:

- cite direct quotes
- cite ideas which you will paraphrase (put into your own words)
- cite facts that are not well known (i.e. not "common knowledge")
- cite all types of sources: print, electronic, images, recorded or spoken material including interviews, broadcasts, etc.

4. Be Selective

Evaluate your sources. Are they reputable? Are they on topic? Not everything is worth quoting, and not every quote needs to be a long one. Select appropriate quotes and paraphrases to show your instructor that you have done some reading and research. Balance this with your own ideas and write it in your own style.

5. Ask for Help

Please don't hesitate to ask for help, from your instructor or from a librarian. We are here to help you. We want you to be a success!

Plagiarism Links...

CNC Policies Page - Student Affairs and Services – “Standards of Conduct” Policy
login to: <https://cnc.bc.ca/employees/training/faculty/policies>

CNC Library Citations page
<https://cnc.bc.ca/services/library/tutorials-help/citations>

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Citations and Plagiarism Tutorial: interactive, enter as a “guest” (Kwantlen Polytechnic U)
<http://www.kpu.ca/library/citationsplagiarism>

Citing: When and Why? youtube video (2.4 min., University of B.C.)
<https://www.youtube.com/watch?v=B9tmVfRTSw8#action=share>

What is Plagiarism? video (5 min.,

How to Recognize Plagiarism and Avoid It (Indiana University)
<https://www.indiana.edu/~istd/>

Avoiding Plagiarism (Purdue University Online Writing Lab)
<http://owl.english.purdue.edu/owl/resource/589/01/>

Bedford/St. Martin's Workshop on Plagiarism: Plagiarism Handouts for Students...