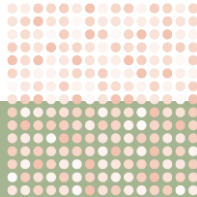




GLION SELF-HELP SERIES

Learning Support



Avoiding plagiarism



Plagiarism is one of the most common academic mistakes — but also one of the easiest to avoid if you know how. It happens when you use someone else's words, ideas, or work without giving proper credit.

C O P Y

P A S T E

What is plagiarism?

Plagiarism can be:

Direct copying: Using someone else's exact words without quotation marks or citation

Paraphrasing too closely: Changing only a few words but keeping the original structure

Patchwriting: Mixing your words with copied parts of a source

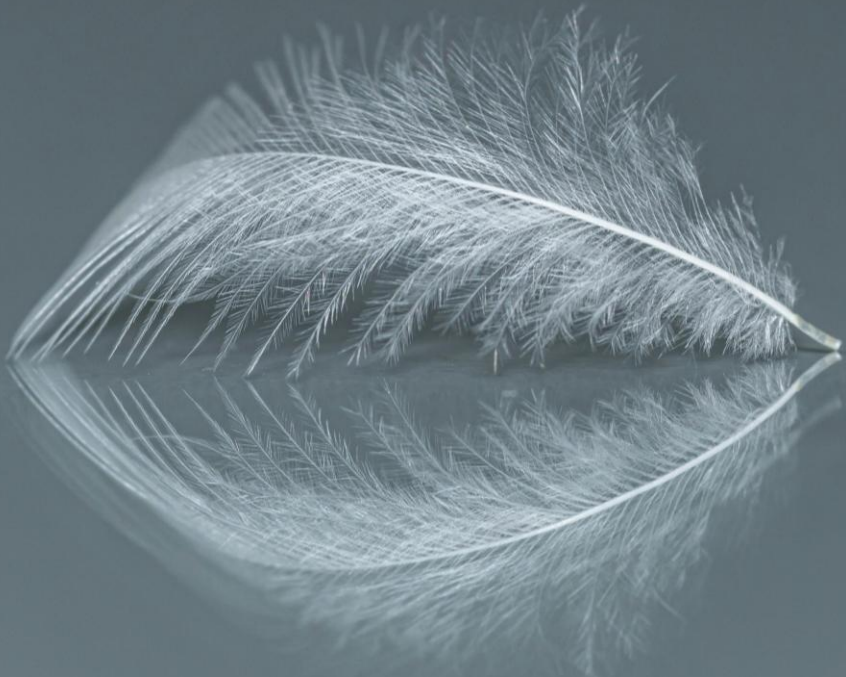
Self-plagiarism: Submitting the same work in more than one assignment without permission

Accidental plagiarism: Forgetting to cite or not knowing the rules



Why is it important to avoid it?

- To protect your academic integrity
- To show respect for other people's work
- To improve the credibility of your own writing
- To help you learn and think critically instead of copying
- To prevent academic penalties





Step-by-step: how to avoid plagiarism

1 Take careful notes

- Always write down the full APA 7 citation as soon as you find a source
- Clearly mark which notes are direct quotes and which are your own words

2 Paraphrase & summarize effectively

- Don't just swap words — rewrite ideas in your own structure
- Always add a citation, even when using your own words

3 Use quotations wisely

- Put quotation marks around exact words
- Keep quotes short (1–2 sentences) Explain why the quote is relevant in your own words

4 Cite everything

- Use APA 7 in-text citations whenever you refer to someone else's ideas
- Include a full reference in your reference list

5 Use tools to help

- Zotero / ZoteroBib: Generate citations quickly
- Plagiarism checkers: Check your work before submission (but don't rely on them 100%)



Tips & Tricks

When in doubt, cite it — better to over-cite than under-cite

Balance your voice: Use sources to support your argument, not replace it

Plan your time: Rushed work often leads to plagiarism mistakes

Check your work: Read it aloud — if it sounds too much like the original, rephrase

Remember the ICAI principles: Academic integrity is about honesty, trust, fairness, respect, responsibility, and courage

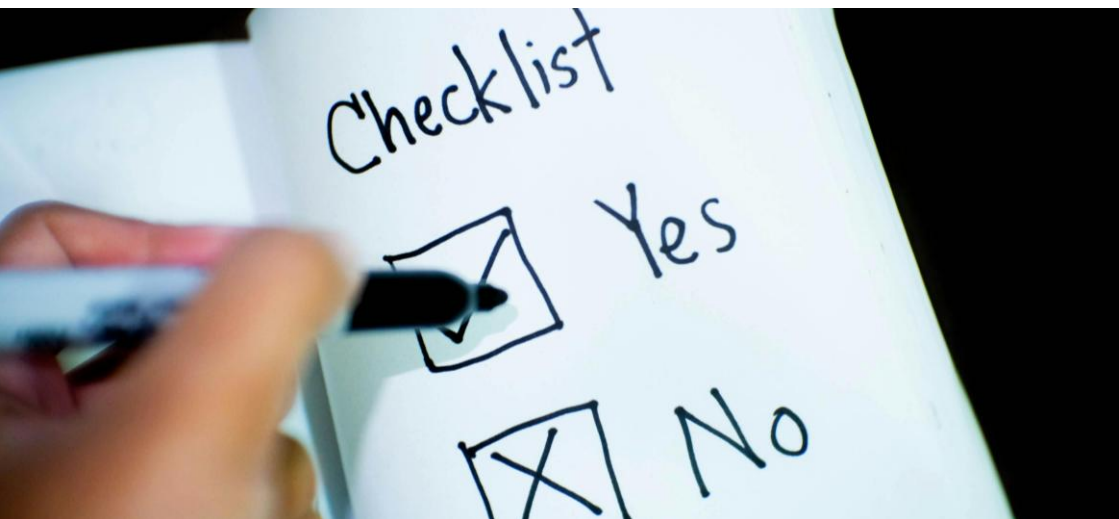
More information on plagiarism and how to avoid it on the Library website here:

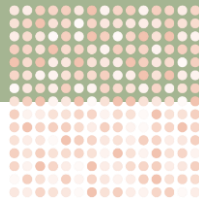




Quick checklist

Task	☒ Done
I wrote down citations for every source I used	☐
I paraphrased ideas in my own words	☐
I used quotation marks for exact words	☐
I included in-text citations	☐
I created a reference list in APA 7	☐





Contact us

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