

Avoid plagiarism – find out what you need to cite and when to cite your sources



Your own ideas, opinions, thoughts and experiences

You don't need to cite this.

Your assignment should contain **plenty** of your own SYNTHESIS and ANALYSIS. This is the work that you do to compare and contrast, to sort and categorize, to describe, to critique, to connect, to ask questions and to draw conclusions about information that you've studied or learned. It's how you demonstrate your critical thinking skills and show that you've learned something from the sources you have consulted.

Written by you
in your own words

CAREFUL!

Always check with your teacher before:

- Using AI text or image generators for any part of your work. (ChatGPT, Bing, Bard, Jasper, GrammarlyGO etc.)
- Using an online translator to translate whole sentences or paragraphs (not just individual words or phrases)
- Asking a friend, tutor or parent to write any part of your essay or assignment or copying from a friend.

Any of these would be **PLAGIARISM** or **CHEATING** unless your teacher has given you clear permission to do so!

Information from someone else

Ideas, information, thoughts and opinions from another source (books, internet, videos, media, interviews etc.)

YOU NEED TO CITE THIS!

You can put information from a source or person you have consulted in your own words by **PARAPHRASING** or **SUMMARIZING**. Careful! You still need to show the original source of this information by listing it in a **BIBLIOGRAPHY** and by using **IN-TEXT CITATION** or **FOOTNOTES** to show where you have used the information you consulted in your assignment. Showing your teachers that you can find and use reliable sources of information is an important part of your learning and an important part of the research process.

YOU NEED TO CITE THIS!

Use Quotation Marks!

You **can** use (copy/paste) information directly from a person or source if you cite it properly. **DIRECT QUOTATIONS** from a source need to be put in quotation marks to show that you used someone else's ideas in **their** words. You need to include **IN-TEXT CITATION** or **FOOTNOTES** next to the quotation you have used to show the source. You also need to include your source in your **BIBLIOGRAPHY**.

*If your direct quotation is longer than 2 sentences, consider **SUMMARIZING** or **PARAPHRASING** (see above)

What do these words mean?

Analysis/ Synthesis: The process of carefully reading, understanding and evaluating information from various sources, making connections between the information found, and combining the recently acquired information with prior knowledge to create something new.

Bibliography (also called a Reference List or Works Cited): A properly formatted list of all the sources you worked with and cited in your assignment. Include this list on the last page or slide of your assignment. Ask your teacher what style to use: MLA, APA or Chicago.

Citation: A citation identifies the original source for an idea, information, or image that is used in your assignment. Use in-text citations or footnotes to acknowledge the source of information you used in a particular sentence or paragraph.

Direct Quotations: A direct quotation is an exact copy of words from a source. Direct quotes can be effective evidence to support your point and add meaning to your ideas. Direct quotes must be put in quotation marks, and the source of the quote must be included.

In-text Citation or Footnotes: These are used at the end of a sentence or paragraph to indicate the source of the information used.

Paraphrasing: Paraphrasing is putting someone else's ideas or information from a source you've consulted into your own words. When you paraphrase you change the words but preserve the original meaning. Paraphrases still requires a citation to show where the information is from.

Plagiarism: Using someone else's work without giving them proper credit. In academic writing, plagiarizing involves using words, ideas, or information from a source without citing it correctly. Using an AI tool without proper citation is plagiarizing.

Summarizing: Taking the main ideas of a longer passage and putting them in your own words to create a shortened version, for example condensing a paragraph into 1-2 sentences of your own writing. Summarizing still requires a citation to show where the information is from.

To learn more about how to do research, cite your sources and avoid plagiarism
talk to Mr. Orme, Esquimalt High School's teacher-librarian.