

Plagiarism Guide

Wiltshire College is committed to the highest standards of academic excellence. Therefore plagiarism, cheating, copying and attempting to obtain advantage by unfair means are not acceptable.

Plagiarism is using someone else's work as your own.

It is important to do lots of research for your work by reading books, searching databases, online journals and the net etc but you must express your own views as well as discussing the work of others. When using other people's ideas acknowledge them by using quotations or summarize their ideas; state their name AND always cite them in your bibliography.

Any student found deliberately using another's work without acknowledgement will be disciplined under the [Student Code of conduct](#)

What is plagiarism?

- Copying work from other students
- Downloading material from the internet without acknowledgement of source or agreement
- Copying images, graphics or tables even from copyright agreed sources **but** without acknowledgement
- Quoting or copying from books or journals without an acknowledgement of source
- Cutting and pasting work from the internet and passing it off as your own.
- Using another person's ideas for your work without either telling them or acknowledging them.

Good practice

Always acknowledge someone else's work if you use it

- Use quotations marks for direct quotations

- Always acknowledge quotations
- Use a reference system.
- When you quote from an author; include the author's name, year of publication and title of the book in your bibliography.
- Use Flickr; Google Images—copyright agreed; Mediahub; or other copyright agreed sites only but still acknowledge
- Don't copy from someone else's assignment



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Definitions

• Plagiarism *noun*

The practice of taking someone else's work or ideas and passing them off as one's own.

(from The Oxford dictionary. 2nd edition revised)

• Plagiarism *noun*

Copying, infringement of copyright, piracy, theft, stealing, informal cribbing.

(from The Oxford paperback thesaurus)

• Plagiarism

The appropriation of someone's artistic, musical, or literary work for personal ends.

(from Concise Oxford companion to the English language)