

## How to Avoid Plagiarism

Always give credit where credit is due. Citing a source means giving credit to someone or something when what you use is not your own original work. Cite your sources within your text and in a bibliography at the end of the assignment.

Sources should be cited when

- you use another person's idea, opinion, or theory
- you use any fact, statistics, graphs, drawings, pictures, sounds, or any other piece of information that you found from another source
- you use quotations of another person's actual spoken or written words (e.g., when quoting), or you paraphrase (put in your own words) another person's spoken or written words

See the Modern Language Association (MLA) and the American Psychological Association (APA) writing styles at <http://www.nutsandboltsguide.com>.

## Bibliographic Notation

All information must be cited whether it is from a book, interview, Internet, electronic source, et cetera. When you use the work of others, you must give them the credit they deserve. When in doubt, cite your source!

Include:

- Who wrote or created it
- What it is called
- Where and by whom it was published or produced
- When it was published or produced

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## DISTANCE LEARNING

### Plagiarism and Academic Honesty



Manitoba Education, Citizenship and Youth  
Distance Learning Unit  
555 Main Street  
Winkler MB R6W 1C4

Phone: 1-800-465-9915  
Phone: 1-204-325-1700  
Fax: 1-204-325-1719  
Email: [distance.learning@gov.mb.ca](mailto:distance.learning@gov.mb.ca)

## Plagiarism Is...

Plagiarism is the use of someone else's ideas without giving credit where credit is due.

Some examples are:

- Downloading material in whole or in part from the Internet
- Copying word-for-word from published or unpublished work
- Paraphrasing published or unpublished material without in-text referencing and bibliographic notation and in-text citation
- Copying and turning in another student's work as your own with or without that student's knowledge

Any of the above noted violations are considered to be serious.

## The Impact of Plagiarism in a Course Assignment: What Happens Next...

### Students Attending School

**First offence:** Your school will be notified. A mark of zero will be given, and you will have the opportunity to redo the assignment.

**Second offence:** Your principal/ISO facilitator and your parents/guardian will be notified. If you are over the age of 18, the principal/ISO facilitator will request an Access to Student Information consent form to be completed prior to your parents being notified. You will be given a mark of zero and you will have no opportunity to redo the assignment.

**Third offence:** You will have a consultation with your school principal and/or ISO facilitator regarding your withdrawal from the course.

The school may have its own policy, which may override this process.

### Students Not Attending School

**First offence:** A mark of zero will be given and you will have the opportunity to redo the assignment. You will be mailed a written notice regarding the plagiarism and a copy of the letter will be maintained in your student file until the course has been completed.

**Second offence:** You will be given a mark of zero and you will have no opportunity to redo the assignment. Written notice will be forwarded to you and recorded in your student file.

**Third offence:** You will be consulted and advised to withdraw from the course.

### Study Partners

If you and a classmate are taking the same course, your assignment work should not be the same. Speak with your tutor/marker if you require suggestions on how to submit your work to avoid plagiarism.

