

## CHAPTER 7: ACADEMIC HONESTY AND PLAGIARISM

### UGA Academic Honesty Policy

The University of Georgia is committed to “A Culture of Honesty.” The First-year Writing Program supports this commitment and strictly follows the university’s policies and procedures for dealing with possible instances of academic dishonesty. Information about “A Culture of Honesty” and the “UGA Academic Honesty Policy” and procedures can be found at the website of the Office of the Vice President for Instruction: <https://honesty.uga.edu/Academic-Honesty-Policy/>.

**All FYW students should become very familiar with this site!**

### Plagiarism

A particular form of academic dishonesty that First-year Writing students need to understand and guard against is plagiarism. Plagiarism is the use of another’s words or interpretations without giving credit. Plagiarism occurs when writers fail to use quotation marks to indicate exact words from a source, when they fail to paraphrase a passage completely, when they provide faulty sources, or when they fail to cite the source of any quotation or paraphrase.

In recent years, cutting and pasting information from the World Wide Web has led students to commit plagiarism. This occurs particularly when they have forgotten where the information was copied from or lose the ability to tell the difference between their own words and those copied from an electronic source. Students should also take additional care to ensure that the Wild Card exhibit for the final electronic portfolio is their own work and correctly identifies any work by other authors included in that piece.

To avoid plagiarism, writers should always:

1. Put quotation marks around any words taken from sources. When writers use an open book for writing a paper or taking notes, or when writers take notes by cutting and pasting from an online source or website, they must be careful not to plagiarize unintentionally.
2. Paraphrase material completely; changing or rearranging a few words or the tense of a verb is not paraphrasing. Writers should read the passage to be used, close the source book or minimize the web browser, and then write in their own words what they have read. They should then compare the paraphrase to the source; if by chance key words from the original are included, these should be changed or enclosed in quotation marks.

Note: Using quotation marks and paraphrasing is not enough – you must cite all sources on your Works Cited page.

3. Give accurate and complete citations for all material. In the handbook section in the second half of this Guide, you will find information about MLA and APA documentation

styles. Writers should refer to this source when creating compositions and/or should consult with their instructors as to what form is required in a particular course.

4. Avoid borrowing entire arguments or approaches to a subject from another writer. In general, college papers should argue an original idea and should not be paraphrases of another writer's work. All papers that students submit must be original work. The advantages to writers of a well-documented paper are obvious: documentation shows that writers know their subjects, and citations give ideas validity.

5. Students using graphs, images, or data must cite where the information is found.