

Ten Ways To Avoid Plagiarism and Its Consequences in *E&D*

- 1) Whenever in doubt, talk to your *E&D* instructor to ensure that you do not unwittingly plagiarize.
- 2) If your thinking about a particular topic or work can be attributed to some source outside classroom discussion, do so (attribute it) either in the body of the essay or via a footnote or endnote. (It's the safe way and it also makes you appear both gracious and professional. "As Leticia Lafont argues..." Or via a note: "My thinking here draws upon/is indebted to...")
- 3) *Wikipedia* and other web encyclopedic sources are not the best of academic sources, but they *are sources* and, as such, need attribution (internal citation, footnoting, etc.). These sources are not just "general knowledge." If you have consulted them, site them.
- 4) Ideas are not public domain. They must be cited (unless they stem from *E&D* classroom discussion, which is usually considered "public"). If you're in the position of not remembering where you got an idea, try Googling it, talk to your instructor, or, as a last-ditch effort, provide a footnote explaining your perplexity about the precise source.
- 5) Never copy from any source without providing "quotation marks" and proper attribution via your *E&D* section's preferred citation formation.
- 6) Never paraphrase from any source without providing attribution (Lafont 23).
- 7) Be certain that your thesis and argument are your own (if they came out of your own analysis of evidence, they most likely are). Secondary sources are used to provide contrasting points of view, additional support, facts and data, general information, and so forth. All such sources must be cited.
- 8) Keep all sources, and/or a list of all sources, you've used, so that you can refer back to them if you're in doubt about a particular citation and so that you'll have a record of your research and sources should your instructor request it.
- 9) Retain all drafts and other writing for your *E&D* papers, so that you'll have a clear "paper trail" of each essay's development.

10) Never, ever misrepresent others' work as your own. By doing so you betray your honor, damage or destroy the trust your professors and peers have in you, retard your education (we learn by doing—our *own* work), harm your self-esteem, and endanger your academic future at Lewis & Clark by breaking the College's fundamental contract: the Academic Dishonesty Policy.