



## **Ethics in Academic Work**

Being part of an academic community means taking responsibility for one's actions as a student, thinker, writer, and speaker. Bridgewater College is committed to motivating students "to live educated, intelligent, healthy, purposeful and ethical lives," as described in the Mission Statement, and one of its four "core values" is integrity. Supporting this mission, the student Code of Ethics asks that students "demonstrate respect" for themselves and the community, "take responsibility for [their] actions," and "uphold the standards and policies of our community."

Members of this academic community "demonstrate respect" for themselves and others by recognizing and acknowledging the use of their intellectual property: the ideas, facts, and wording discovered through research. Members "take responsibility for [their] actions" by including accurate documentation of others' ideas, facts, and wording used in any writing they do. Members "uphold the standards and policies of our community" by demonstrating ethical practices in using others' ideas, facts, and wording, as well as by not cheating on tests.

## **Defining Plagiarism**

**Plagiarizing** is considered "cheating, stealing, and lying" because it involves presenting someone else's work as one's own.

Plagiarizing means presenting someone else's argument, definition, interpretation of events, interpretation of a text, or factual information as though they were one's own, whether or not one uses the exact wording of the source. It is the presentation of such information, rather than the author's intention, that constitutes plagiarism. Plagiarism may appear in the wording of a paper written for a class or a classroom presentation (including visual aids and Power Point) or a Web page or a newsletter; it may appear in the use of graphics created by anyone other than the author. In short, any time that a student uses materials written or produced by someone else, it is the student's responsibility to document the source of such materials.

Documentation typically requires all three of these elements: (1) use of **quotation marks** around wording that is not the student writer's (or indentation of long quotations); (2) **with citation** following any quoted, summarized, or paraphrased material as well as specific facts gleaned from a source (in the form of parenthetical citation or footnote or endnote); **and** (3) **a bibliography** that indicates complete publication information for the source.

All of the following examples constitute plagiarism:

- the deliberate act of putting one's name on a paper written by someone else or putting one's name on text copied from a Web page and pasted into a document;
- the presentation of factual information without citing the source from which the information was obtained (with the exception of "general knowledge" as defined within specific classroom situations);
- the use of someone else's words to present ideas, information, or analysis without use of quotation marks and citation;
- the use of someone else's ideas or argument without attribution;
- the presentation of graphics (including pictures, tables, charts, etc.) without attribution, unless these materials are in the public domain.

### **Use of Sources without Plagiarizing**

To incorporate material from a source into a paper, presentation (including Power Point), Web page, or other text, one may quote the source, summarize the source (with citation), or paraphrase the source.

A **paraphrase** is the representation of another writer's text, explanation, argument, or narrative that is about the same length as the original. A paraphrase is substantially different from the original source in sentence structure as well as wording. The length of a paraphrase distinguishes it from a summary, since a **summary** is a restatement of significantly shorter length than the original.

When one paraphrases, one should:

- use alternative wording to the author's throughout the paraphrase;
- enclose any phrases from the source in quotation marks;
- present the ideas of the original using one's own sentence structure as well as one's own word choice (following the author's sentence structure, even if the writer uses alternative wording, is considered plagiarizing);
- cite the source, even if one does not use a direct quotation from the source;
- introduce the topic in one's own words when including a paraphrase, still making it clear that one is presenting someone else's ideas.