

FACULTY GUIDE TO PLAGIARISM DETECTION, PREVENTION, AND REPORTING

Defining Plagiarism

- **Intentional Plagiarism** - purposefully taking ideas or words from a source and attempting to pass them off as original work.
- **Unintentional Plagiarism** - using ideas or words of others and failing to provide adequate citations. Often, this is due to a lack of knowledge about citation conventions.

Detecting Plagiarism

- **Pay attention to dates**
If retrieval dates and/or publication dates seem out of sync with the date of the course or with the information provided, this may be an instance of plagiarism.
- **Look for facts/information that are not common knowledge**
If facts/information/statistics are given without citation or attribution, this could be an instance of plagiarism.
- **Watch for moments when the language or writing style shifts**
If the language/sentence construction suddenly stops “sounding like” the student, it may be an instance of plagiarism.
- **Observe moments where the font changes**
If the font of the essay changes in the middle of the document, this may be an instance of plagiarism.
- **Keep an eye on citations**
If there are in-text citations that do not have a corresponding reference page citation or if there are multiple citation formats used, this may be an instance of plagiarism.

Confirming Plagiarism

- Choose a unique word or phrase from the section that you believe is plagiarized, and do a [Google](#) search for it.

Example: Jack Bauer, in his article “Twenty-Four Reasons not to Plagiarize,” maintains that cases of plagiarists being expelled by academic institutions have risen dramatically in recent years due to an increasing awareness on the part of educators.

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Preventing Plagiarism

- Teach your students about what plagiarism is.
- Warn students about the serious consequences of plagiarism.
- Provide resources that will help students to better understand plagiarism and citation formats.
- Have students complete research assignments in stages that you can track.

Reporting Plagiarism

If you have reason to believe that a student has plagiarized:

1. Schedule a meeting to discuss the alleged plagiarism with the student within 2 business days of discovery.
2. Review the circumstances and evidence with the student and allow her to provide her perspective.
3. During the meeting, complete the Conduct Violation Investigation Form and take notes to document important information.
 - If you determine academic dishonesty *did not occur*, indicate this on the conduct form, inform the student of the conclusion, and forward the form to the person responsible for student affairs.
 - If you determine academic dishonesty *may have occurred*, indicate this on the conduct form, inform the program director/appropriate dean, the vice president of academic affairs, and the person responsible for student affairs.

Resources

- plagiarism.org
- [APA Basics](#)
- [The OWL at Purdue](#)
- [Aultman College Libguides](#)

Reference

Delta State University. (2015). Plagiarism detection & prevention: A guide for faculty. Retrieved September 28, 2015 from <http://www.deltastate.edu/academics/libraries/collection-development-resources/plagiarism-detection-prevention-a-guide-for-faculty/>