How to Avoid Plagiarism

A lack of citation skills and the misuse of "copy-paste" are to blame in many plagiarism cases. To avoid this, the Université de Lyon is leading an awareness campaign to provide practical advice and highlight the rules that you must observe to avoid penalties. This campaign is mainly for students, but it is also of interest to all staff at the institutions, whether they are professors, researchers or administrative staff.

THE UNIVERSITÉ DE LYON’S COMMITMENT TO PREVENTING PLAGIARISM

A Guide to Best Practice to Avoid Plagiarism

Plagiarism consists of, knowingly or unknowingly, taking ownership of another person’s work.

This is why the person reading your work must be able to differentiate between what is written by you and information borrowed from other authors.

You can do this by:

• citing, by putting an extract from the original text in quotation marks and italics,

• rewriting the information you have taken from a source in your own words (paraphrasing).

In both cases, you must immediately specify the name of the author in your text, and then add additional details in your final bibliography, in accordance with the citation rules used by your institution.

To avoid accidental plagiarism, we recommend that you use special software while researching or reading to easily create an archive of useful references and then include them in your work (referencing, citations, etc.). Citing sources correctly takes a little time, so do not leave it until the last minute!

www.universite-lyon.fr/plagiarism

Fantastic Plagiarists and How to Spot Them

Don’t BURY your head in the sand, find out about best practice.
www.universite-lyon.fr/plagiarism
The disciplinary departments of institutions, which review plagiarism cases, often impose penalties when proven. Plagiarism is a serious offense, so the penalties can be very severe. For example, the following is a decision made by the French National Higher Education and Research Council (CINESER) (April 2015):

“Given […] that on the basis of the case file, the public law dissertation by Mr. XXX contains several plagiarized pages, whereby the person on trial copied an article published by Mr. YYY word for word, without using quotation marks or referencing the sources […], Mr. XXX will be excluded from all higher education institutions for five years.”

DID YOU KNOW?

PLAGIARISM IS VERY RISKY!

- **NOT CITING SECONDARY SOURCES**
  If one document is quoting another, you need to reference the original source as well as the one you are citing. This is called a double reference.

- **PARAPHRASING**
  If you are expressing an idea or a quote in your own words, you still need to cite your sources.

- **INTERNET**
  Anonymous online sources must also be cited.

- **TRANSLATING**
  Translating a text does not change the rules – you still have to cite your sources!

- **SELF-PLAGIARISM**
  You have to cite yourself when you are referencing your own previous works.

- **GROUP WORK**
  If a document contains plagiarism, all of its authors will be held responsible.

- **SIMILARITY DETECTION**
  It takes much longer to try to fool detection software than to cite your sources!

- **COMMON KNOWLEDGE**
  Commonly known (e.g. Paris is the capital city of France) and objective facts do not require citation.

- **SLIDESHOWS**
  The slides used during presentations must also cite sources.

- **CONCLUSION**
  Plagiarism is an offense! Don’t be a plagiarist!