

Plagiarism: taking any sequence of more than three words without citing is stealing work from others. Taking an idea, image (photograph, table, or graph) without citing is also plagiarism and may also violate copyright laws. For graduate students, UNK graduate catalog http://www.unk.edu/uploadedFiles/academicaffairs/current_gradcat.pdf gives the UNK perspective on this. For undergraduate students, the link <http://aaunk.unk.edu/catalogs/current/gen/gentoc.asp> is for the UNK undergraduate catalog.

There are levels of plagiarism:

- a. Simple plagiarism: Copying sentences verbatim or taking figures without citation is the most blatant form of plagiarism. Using the ideas of another to support an argument without citing the source of those ideas is another form of simple plagiarism, regardless of whether the wording is verbatim or has been paraphrased.
- b. Under-citation:
 - i. If you write a paragraph and only cite the last sentence but used more than one source for that paragraph, you have under-cited.
 - ii. If you include a source in the list of references at the end of the paper but do not cite that source within the text (within the sentence where the material was used), you have under-cited.
- c. Mis-citation: This category includes:
 - i. Indirect citation (when you cite a source that was cited by the source you actually read).
 - ii. Citing the wrong source. e.g. You state that some material came from Jones (2004), but it really came from Smith (2003), and Jones (2004) had nothing on that topic.
 - iii. Incorrectly citing the source. If you give an incomplete or inaccurate reference, which if followed, the reader cannot locate the source material, that is under-citation. Citing web pages requires very careful listing of the URL. One misplaced character can lead to a dead end rather than the correct source. If you direct the reader to a web page that LEADS to the source, that web page *is not* your source; the ultimate page *is*. That is the URL you should use.

Penalties for plagiarism:

- a. If it is found that you have committed simple plagiarism, you will receive a zero for the assignment, and may fail the class if the professor feels this is warranted.
- b. Each under-citation will result in a half a letter grade drop on the assignment per infraction (5% deduction), up to failure of the paper (F grade or 0 points) if the professor feels this is warranted.

- c. Each mis-citation will result in a half a letter grade drop on the assignment per infraction (5% deduction), up to failure of the paper (F grade or 0 points) if the professor feels this is warranted.
- d. If under-citation and mis-citation occur repeatedly in more than one assignment, failure of subsequent paper(s) is a recommended minimum penalty, and failure of the course is an option for the professor.
- e. UNK will maintain a list of offenders and if plagiarism occurs in another class it will be considered a repeated offense.