



LaSalle College

PLAGIARISM PREVENTION GUIDE





INDEX



PLAGIARISM DEFINITION



CITE THE SOURCES



WHAT ARE THE SANCTIONS?



QUIZ: IS IT PLAGIARISM?



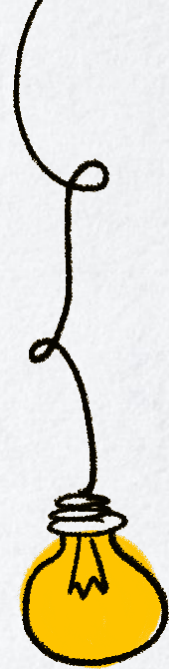
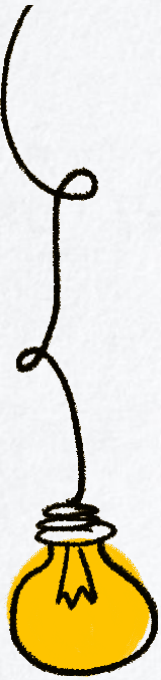
VIDEO: DONUT PLAGIARIZE!



REFERENCES

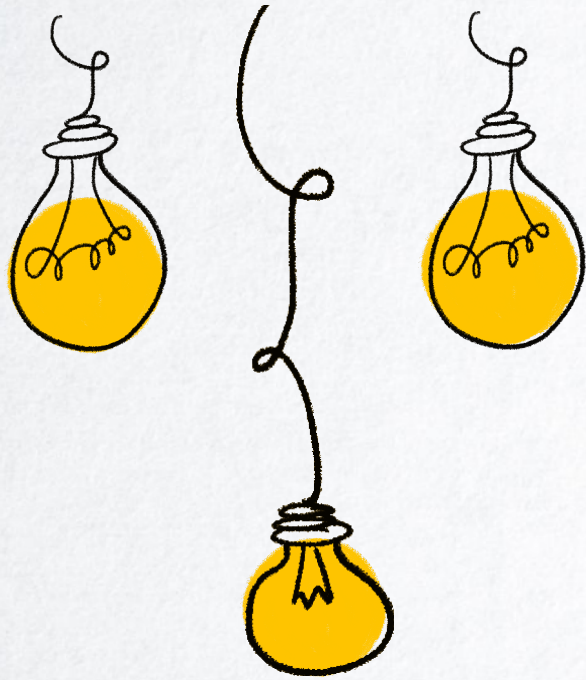
PLAGIARISM DEFINITION

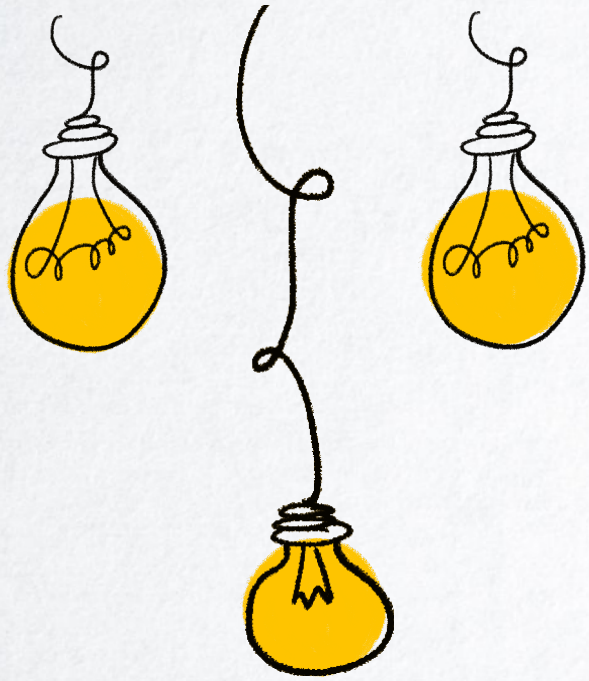
- 1 PLAGIARISM DEFINITION
- 2 INSPIRATION VS PLAGIARISM
- 3 COMMON TYPES OF PLAGIARISM
- 4 THE MAIN CAUSES OF PLAGIARISM



CITE THE SOURCES

- 1 3 GOLDEN RULES
- 2 WRITING A MEDIOGRAPHY
- 3 INFORMATION EVALUATION
CRITERIA: CRAAP TEST
- 4 HOW TO ENSURE THE
INTEGRITY OF YOUR WORK?
- 5 TOOLS TO CREATE YOUR
BIBLIOGRAPHY





THE SANCTIONS

- ① WHY NOT PLAGIARIZE?
- ② WHAT ARE THE SANCTIONS?
- ③ TIPS TO AVOID THE SANCTIONS



PLAGIARISM DEFINITION



Practice of using another person's ideas or work and pretending that it is your own, not citing your sources (article, book, blog), recycling an assignment, copying, cheating, etc.



DO NOT CONFUSE INSPIRATION WITH PLAGIARISM



INSPIRATION

Being inspired is part of a natural creative process. Recovering ideas, concepts or existing works to observe the themes, the creative process or the ingredients allows us to appropriate our own ideas, to mix references and to define our own thinking. The goal is always to create a unique and original project.



PLAGIARISM

To plagiarize means to copy a work in whole or in part and to take credit or authorship for it. As soon as the original author is not cited, it is plagiarism.

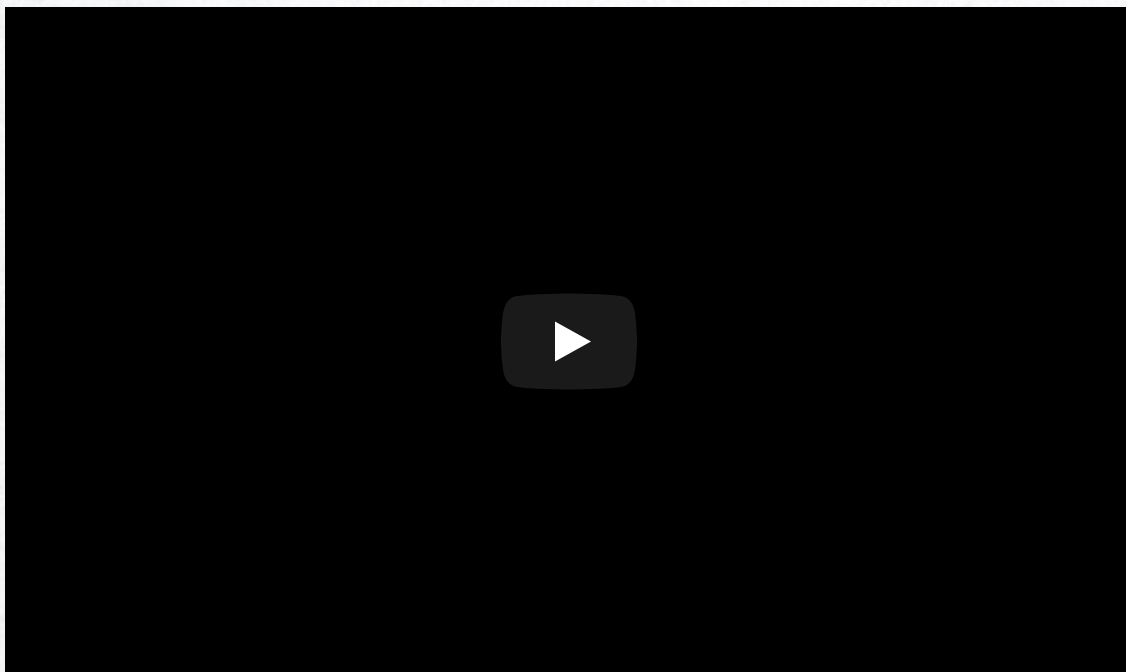
The line between plagiarism and inspiration is sometimes blurred! It is the intention of the creative that acts as the limit.

◉ SOURCES





INSPIRATION VS PLAGIARISM



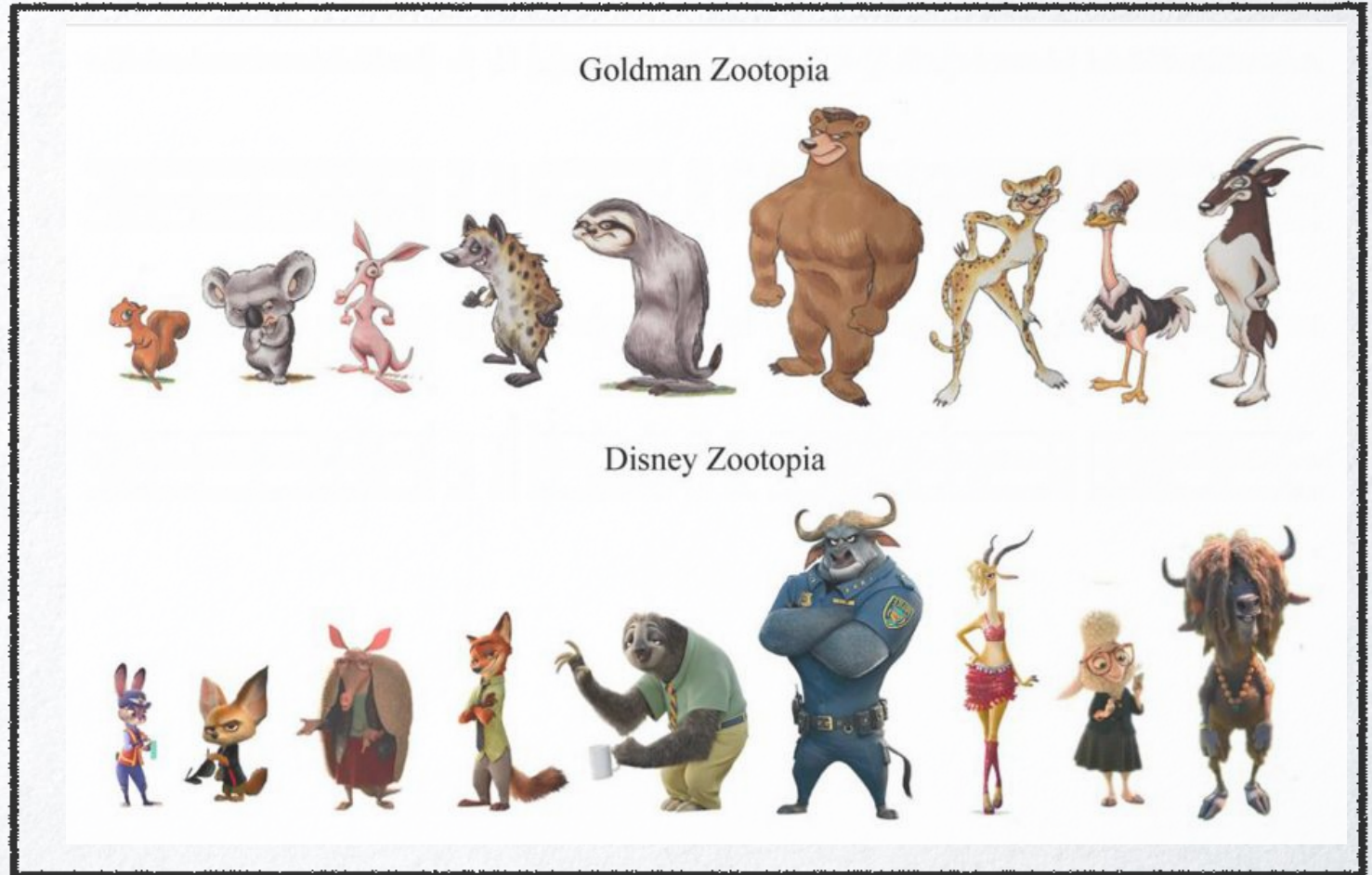


EXAMPLE: INSPIRATION VS PLAGIARISM



A veteran screen writer filed a federal lawsuit accusing Disney of stealing his idea from **'Total Recall'** for the hit animated film **"Zootopia."**

◉ SOURCES





COMMON TYPES OF PLAGIARISM



FIND & REPLACE



INCORRECT CITATION

COPY & PASTE



GHOST QUOTE

REMIX



TO BUY

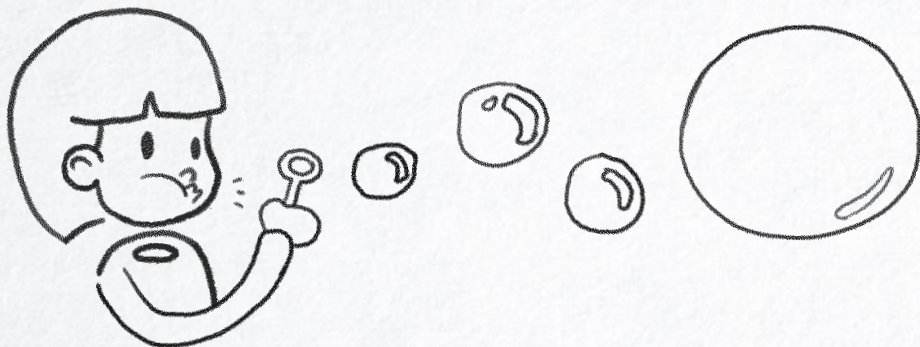
SELF-PLAGIARISM
(RECYCLING)



WORK SHARING



THE MAIN CAUSES OF PLAGIARISM



**FEELING UNABLE
TO DO THE
WORK YOURSELF**



WORK OVERLOAD



**LACK OF
MOTIVATION**



**LACK OF
KNOWLEDGE ABOUT
PLAGIARISM**



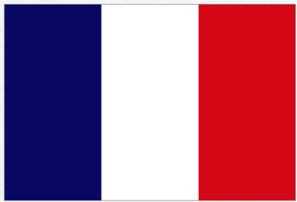
RESOURCES FOR SUCCESS



HELP CENTRES

If you are unfamiliar with the course material or are unable to write your homework, ask for help.

CAF



+INFO

FLASH



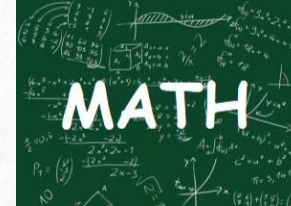
+INFO

ELC



+INFO

CAM



+INFO

COMPASS



+INFO

HOMEWORK CLUB



+INFO

OTHER RESOURCES

If the instructions for an assignment do not seem clear to you, do not hesitate to consult your teacher.

ADAPTED
SERVICES



LEARN TO
REFORMULATE



CONTROLLING
TOXIC THOUGHTS



◀ RESOURCES ON STRESS MANAGEMENT ▶

DISCUSSION WORKSHOPS

IN OMNIVOX



HOW TO RECOGNIZE

STRESS



ALLOW YOURSELF TO

REACT



GIVE YOURSELF TIME

TO ADJUST



DRAFT A NEW DAILY

ROUTINE



OTHER RESOURCES

In order to avoid being overloaded, it is important to manage your time well and to have good working methods.

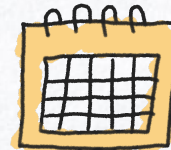
MANAGING YOUR

TIME



PLANNING A

SCHEDULE



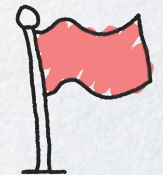
DOCUMENTING

DATA



STOPPING

PROCRASTINATION





RESOURCES ABOUT MOTIVATION



Lack of motivation often leads to procrastination and/or plagiarism. To avoid falling into this vicious circle, learn to modulate your mindset to stay motivated in your studies.

DISCUSSION WORKSHOPS IN
OMNIVOX



TIPS AND TRICKS



FACILITATING LEARNING



CONFIDENCE AND
MOTIVATION





RESOURCES ON PLAGIARISM



Many students do not realize that their practices constitute plagiarism because they do not have a good understanding of this issue. Here are some tools to help you learn about this subject.

GUIDE TO WRITING ASSIGNMENTS

AVAILABLE ON OMNIVOX



TYPES OF PLAGIARISM



PLAGIARISM AND INTEGRITY



QUOTE FROM

SOURCES



THE 3 GOLDEN RULES FOR CITING SOURCES



A little clarification before continuing:

Source = Where you find the information you use to create your assignment = Someone else's work or one of your previous works.

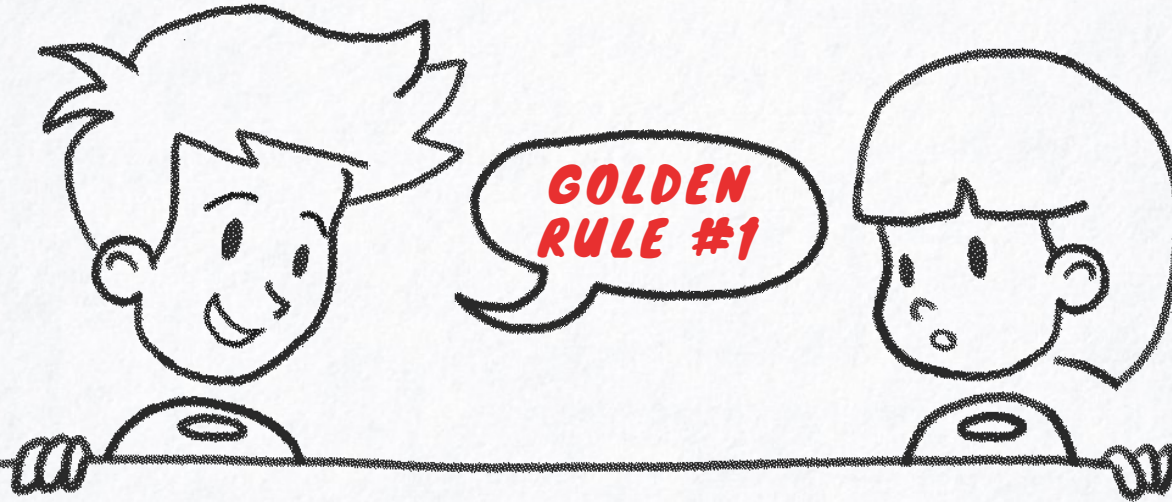
Citation / Short reference = Short mention of a source inserted in your work = credit given to the creator.

Bibliographical reference = Full description of the source and where to find it.

Mediography = list of all your bibliographical references at the end of your work.



HAVE YOU FOUND A BEAUTIFUL PHRASE AND WANT TO INCLUDE
PART OR ALL OF IT IN YOUR WORK?



When citing literally, put the quotation in **"quotation marks"** and mention the **reference of the quoted text** (at the end of the text in brackets or at the bottom of the page).

The reference must include at least the **author's name**, the **Source page** and/or the **publication year**.

For example : **"Seafood is the world's single highest-traded food commodity."** (J. Kennedy, p.14, 2018)



**DID YOU FIND SOMETHING INTERESTING THAT YOU WOULD LIKE TO
INCLUDE IN YOUR WORK BUT YOUR TEACHER ENCOURAGED YOU TO WRITE
IN YOUR OWN WORDS?**

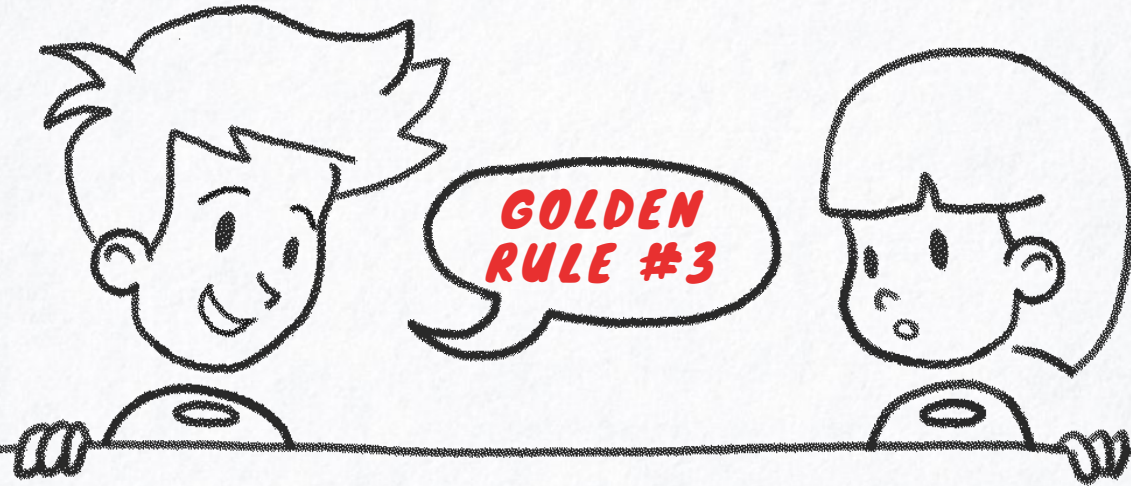


When you paraphrase (explain an idea in your own words), **do not use quotation marks, BUT mention the reference of the text used** (at the end of the text in brackets, or at the bottom of the page).

The procedure to follow is exactly the same as the one you use in Golden Rule #1: the **author name** and the **page of the source cited** and/or the **publication year**.

This rule also applies to the texts you translate.

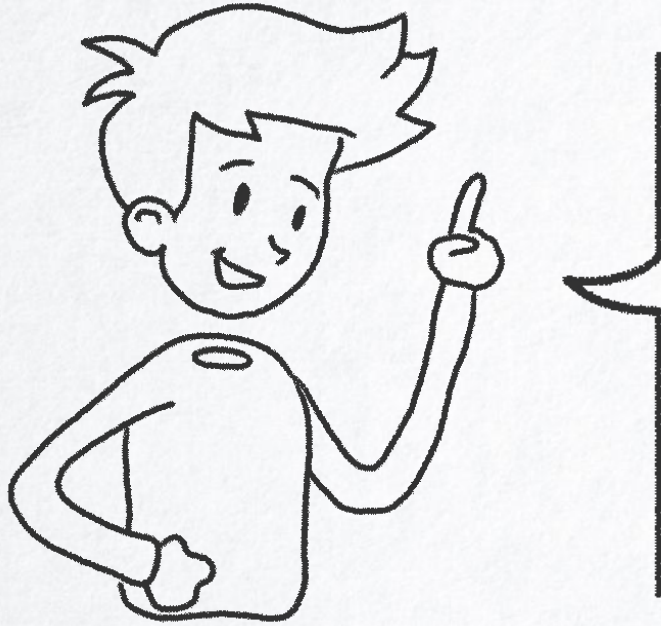
DO YOU WANT TO INTEGRATE AN IMAGE, A VIDEO, A SOUND EXTRACT, A DRAWING OR A PAINTING COPIED FROM A WEBSITE INTO YOUR WORK?



Copyright rules apply **not only to words**, but also to **video clips, sound bites and images** found online or elsewhere.

The rules to follow are almost the same as those used in Golden Rule #1: **Name of the creator, title of the work, and date.**

For example : Arai, Noriko. "Can a robot pass a university entrance exam?" The Future You, **TED 2017, 2017.** https://www.ted.com/talks/noriko_arai-can-a-robot-pass-a-university-entrance-exam



WRITING A MEDIOGRAPHY

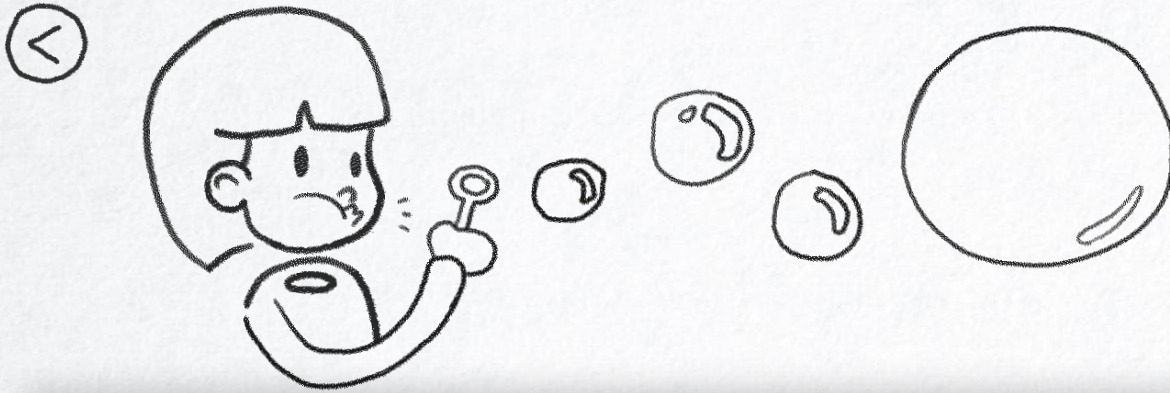
Once you have cited your Sources in your work, you still need to write down the complete **bibliographic reference** for each **Source** you used and put it all together in a mediography. This should be:

Exhaustive: it contains all the references already mentioned in the text. It does not contain any reference that you have not cited.

In alphabetical order of authors.

Uniform: all the complete references are presented in the same way, with the information in the same order and punctuation.





The complete references that compose a mediography **always** contain the same information:

The author (who) - It can be a person or an organization

The title (what) - with subtitle and edition number if applicable

The publication (where) - City + publisher or URL

Date (when) - Copyright date or date of last consultation

WRITING A MEDIOGRAPHY

There are Several standard styles for presenting references. If your teacher does not indicate a particular style, you should refer to the ***Guide to Academic Writing*** in Omnivox.



EXAMPLE OF A MEDIOGRAPHY



California State University. *Evaluating Information - Applying the CRAAP Test*. 2010, <https://www.csuchico.edu/lins/handouts/eval-websites.pdf>.

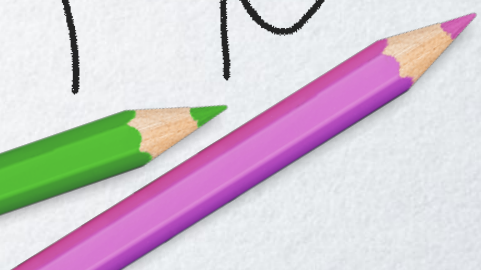

Collège LaSalle. *Guide de présentation des travaux scolaires*. 2020.
---. *Intégrité intellectuelle: rédiger un devoir pour le collège*. 2020.
---. *Les causes principales du plagiat*. 2020.

Comité de prévention du plagiat. *3-Pré-test Plagiat*. Collège LaSalle, 2018-2019.

Diapason. *Débuter avec Zotero*. https://mondiapason.ca/wp-content/uploads/capsules/zotero-debuter-publication/zotero-debuter_v7/index.html. Consulté le 22 avril 2021.
---. *Outil bibliographique - APA I*. <https://mondiapason.ca/ressource/outil-bibliographique-apa/>. Consulté le 26 avril 2021.

Drolet-Giroux, Mae, director, et al. "Donut Plagiarize!" 2018. YouTube, Uploaded by College LaSalle, 6 April 2018, <https://www.youtube.com/watch?v=vnQPAhIHeDS>.

Steps to Avoiding Plagiarism | UAGC Writing Center.
<https://writingcenter.uagc.edu/steps-avoiding-plagiarism>. Consulté le 2 Septembre 2021.





EXAMPLE OF A MADIOGRAPHY

Dean, Cornelia. "Executive on a Mission: Saving the Planet." The New York Times, 22 May 2007, www.nytimes.com/2007/05/22/science/earth/22ander.html?_r=0. Accessed 29 May 2019.

Ebert, Roger. Review of *An Inconvenient Truth*, directed by Davis Guggenheim. Ebert Digital LLC, 1 June 2006, www.rogerebert.com/reviews/an-inconvenient-truth-2006. Accessed 15 June 2019.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology*, vol. 14, no. 1, 2007, pp. 27-36.

Harris, Rob, and Andrew C. Revkin. "Clinton on Climate Change." The New York Times, 17 May 2007, www.nytimes.com/video/world/americas/1194817109438/clinton-on-climate-change.html. Accessed 29 July 2016.

Leroux, Marcel. *Global Warming: Myth or Reality?: The Erring Ways of Climatology*. Springer, 2005.

Milken, Michael, et al. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly*, vol. 23, no. 4, 2006, p. 63.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review*, vol. 96, no. 2, 2006, pp. 31-34. ---. "Global Warming Economics." *Science*, vol. 294, no. 5545, 9 Nov. 2001, pp. 1283-84, DOI: 10.1126/Science.1065007.

◊ SOURCES





WHAT EXACTLY IS CRAAP* ?



When you look for information, you find a lot of information. But, **not all external sources are reliable. You have to make sure that the information that you use is valid.**



The **CRAAP Test** is a list of questions to help you evaluate the information you find. Different criteria for evaluating information will be more or less important depending on your situation, such as : **C**urrency, **R**elevance, **A**ccuracy, **A**uthority, and **P**urpose

* Meriam Library. "Evaluating Information -Applying the CRAAP Test." California State University, Chico, 2010, https://www.csuchico.edu/lins/handouts/eval_websites.pdf



CRAAP TEST (1 / 5)



CURRENCY

The timeliness of the information

- When was the information published or posted?
- Has the information been revised or updated?
- Does your topic require current information, or will older sources work as well?
- Are the links functional?





CRAAP TEST (2 / 5)



RELEVANCE

The importance of the information for your needs



- Does the information relate to your topic or answer your question?
- Who is the intended audience?
- Is the information at an appropriate level (i.e. not too elementary or advanced for your needs)?
- Have you looked at a variety of sources before determining this is one you will use?
- Would you be comfortable citing this source in your research paper?



CRAAP TEST (3 / 5)



AUTHORITY

The source of the information



- Who is the author/publisher/source/sponsor?
- What are the author's credentials or organizational affiliations?
- Is the author qualified to write on the topic? Is the author qualified to write on the topic?
- Is there contact information, such as a publisher or email address?
- Does the URL reveal anything about the author or source?

Examples: .com .edu .gov .org .net



CRAAP TEST (4 / 5)



ACCURACY



The reliability, truthfulness and correctness of the content

- Where does the information come from?
- Is the information supported by evidence? Is the information supported by evidence?
- Has the information been reviewed or refereed?
- Can you verify any of the information in another source or from personal knowledge?
- Does the language or tone seem unbiased and free of emotion?
- Are there spelling, grammar or typographical errors?



CRAAP TEST (5 / 5)



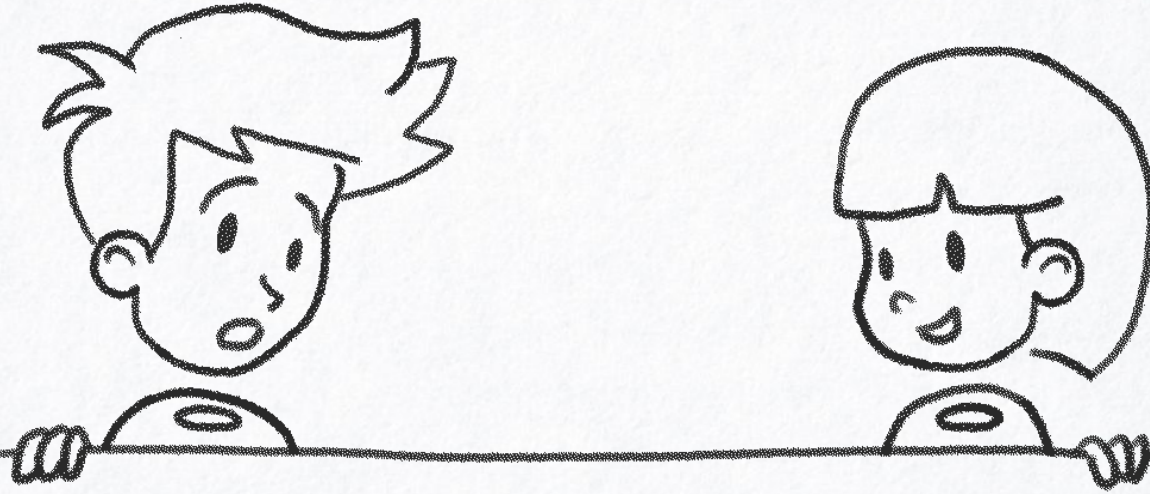
PURPOSE

The reason the information exists

- What is the purpose of the information? Is it to inform, teach, sell, entertain or persuade?
- Do the authors/sponsors make their intentions or purpose clear?
- Is the information fact, opinion or propaganda?
- Does the point of view appear objective and impartial?
- Are there political, ideological, cultural, religious, institutional or personal biases?



HOW TO ENSURE THE INTEGRITY OF YOUR WORK?



I must answer four questions to ensure the integrity of my work

START





**Have I recycled
one of my papers or used
Someone else's paper?**





**Did I use an image,
a drawing, a photo, a graphic,
a video, music, etc?**





**Is the work
free of rights?**



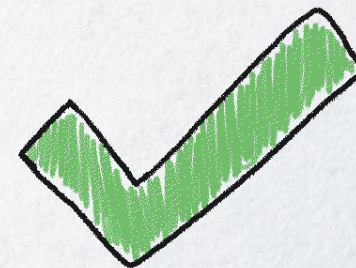


**Did I copy and
paste?**





**Have I rephrased, in
my own words, phrases or
ideas found on the internet
or in a book?**





So I did paraphrase.
Did I correctly
quote my references?



✗ ERROR !



**I have to make sure I
produce original work myself.**



TRY AGAIN



WARNING !



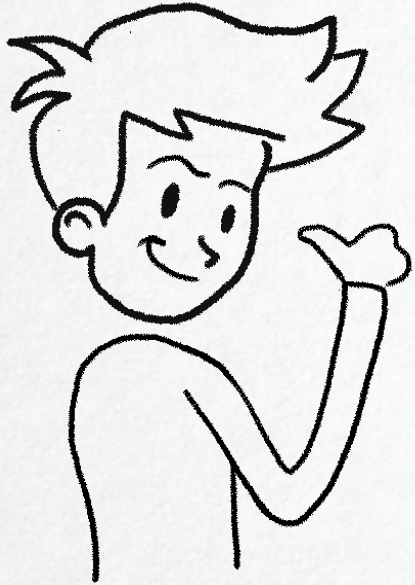
PermiSSion may be required!
I am inquiring about the terms
of uSe.



CONTINUE



BEWARE !



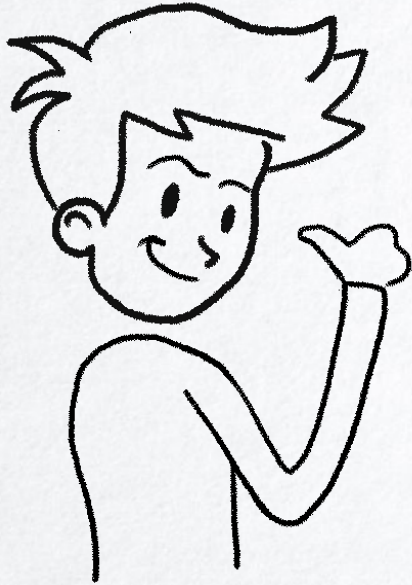
I can use it depending on the
terms of use.



CONTINUE



CAUTION!

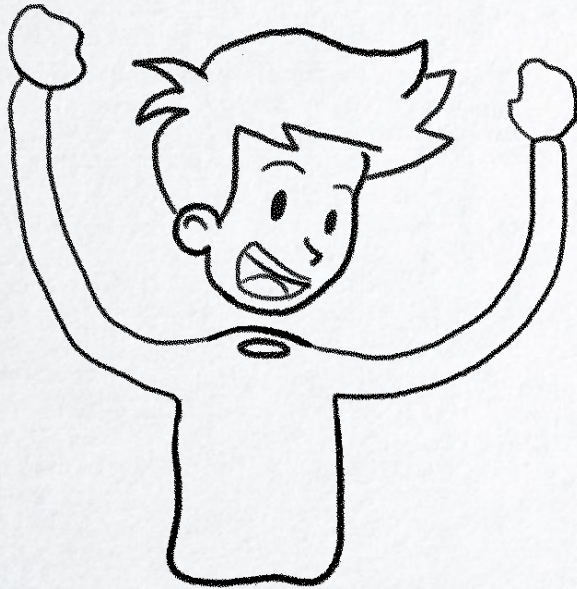


I can do this by respecting
methodological standards and
by indicating my sources.

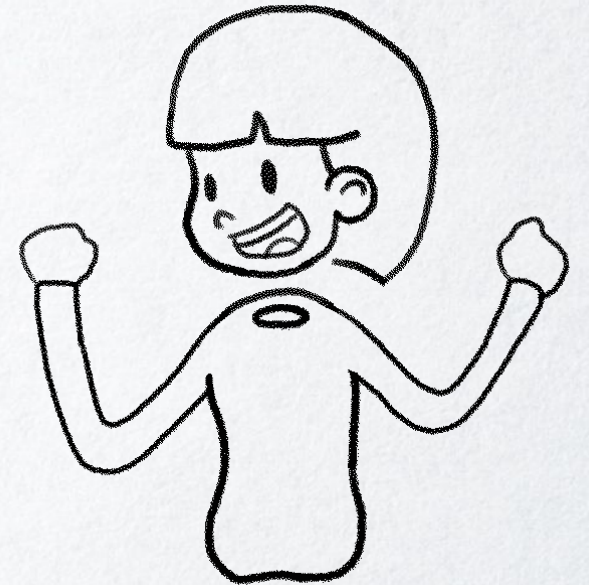


CONTINUE

 CONGRATULATIONS!



I can now hand over
my work with integrity!



QUIT

TOOLS TO CREATE YOUR MEDIOGRAPHY 1/3



The *Guide to Academic Writing* is available on Omnivox and presents several practical examples of citations according to the type of document in MLA style. It is an essential tool that explains all the rules and regulations to be respected when submitting an assignment.



Check out the *Guide to Academic Writing*





TOOLS TO CREATE YOUR MEDIOGRAPHY 2/3



The Software Zotero is a good tool to help you cite your Sources. It allows you to record the bibliographical information of the Sources you have consulted, to cite them in your work, to organize the search results by folders and to automatically generate your bibliography according to a lot of styles.



STARTED WITH ZOTERO





TOOLS TO CREATE YOUR MEDIOGRAPHY 3/3



The **MLA Formatting and Style Guide** of Purdue University offers a bibliographic tool to help you in referencing your sources. You will be able to access multiple examples broken down by type of documents according to the **MLA style**.



STARTED WITH MLA



WHY YOU SHOULD NOT PLAGIARIZE (1/4)



ConSequences for the plagiarist:

If you are caught, you will be sanctioned and may be expelled from LaSalle College; if, by chance, you are not caught, what did you really learn?



WHY YOU SHOULD NOT PLAGIARIZE (2/4)



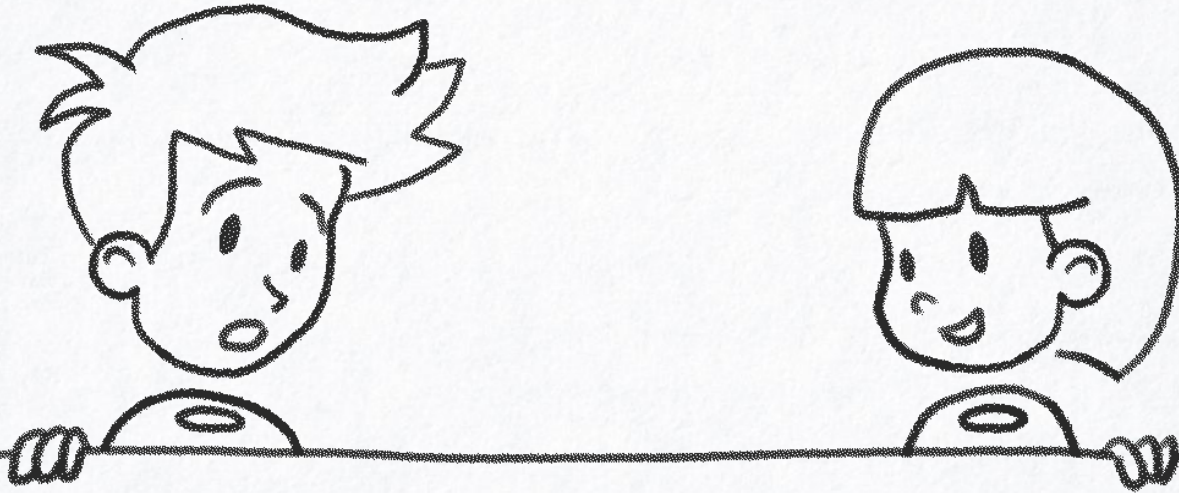
Consequences for LaSalle College:

The diplomas awarded may be discredited.

In addition, in serious cases of plagiarism, the reputation of the college may be compromised.



WHY YOU SHOULD NOT PLAGIARIZE (3/4)

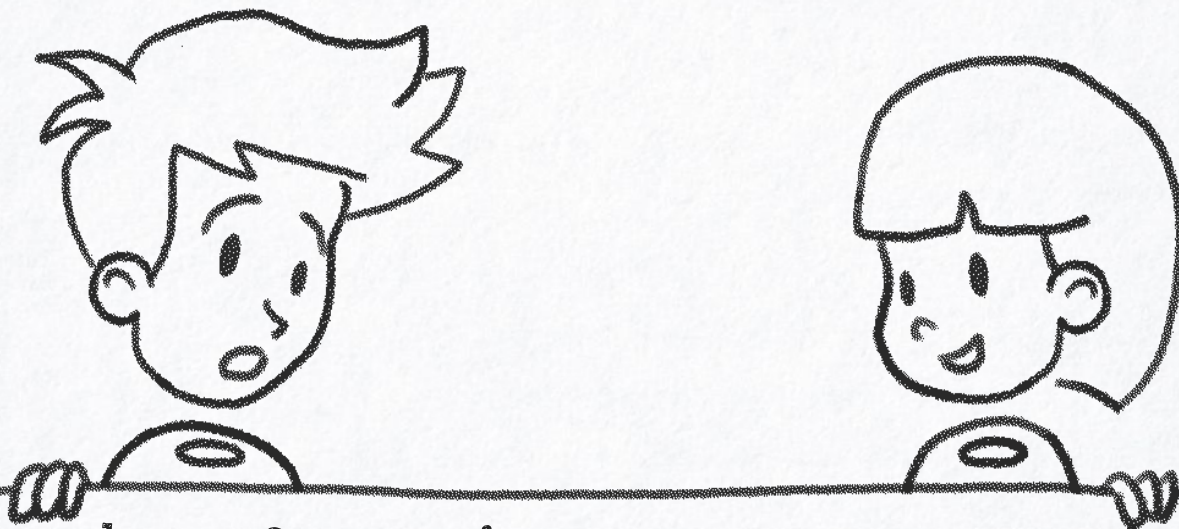


ConSequences for the community as a whole:

No one wants to fall into the hands of a professional plagiarist who cheated to get his/her diploma.



WHY YOU SHOULD NOT PLAGIARIZE (4/5)



By properly referencing Sources, you reinforce your **honesty, work ethic, and respect** for those who have studied before you in your discipline.

In essence, you show that you are **reliable and trustworthy.**



WHY YOU SHOULD NOT PLAGIARIZE (5/5)



Intellectual integrity is important because it represents you, your **knowledge**, your **academic performance**, your **credibility** and your **trustworthiness**.

Your work is your **business card**.



SANCTIONS IN CASE OF PLAGIARISM



Neglecting to credit the author of an original work is **plagiarism**. This can lead to:

At the College:

- A note on your academic record;
- A grade of zero for a given assignment;
- A grade of zero for an entire course;
- Expulsion from the College.



In professional life:

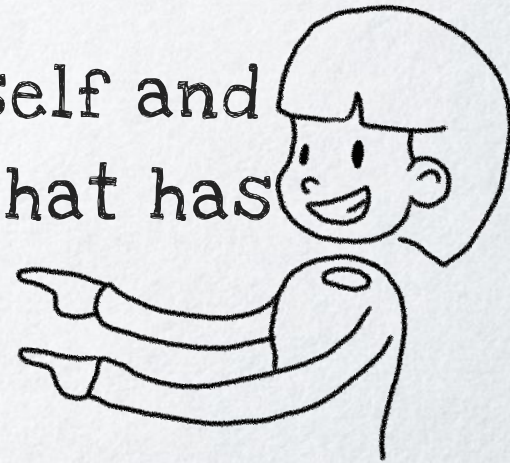
- Loss of credibility or the loss of employment;
- A lawsuit



HOW TO AVOID SANCTIONS? (1/3)



- Being the only one using my college student account;
- Doing the tests and exams by myself, without the help of others;
- Submitting only work that I have produced myself and that therefore does not contain any material that has been plagiarized, in whole or in part;
- Citing correctly my sources;





HOW TO AVOID SANCTIONS? (2/3)



Refraining from participating in dishonest activities in order to improve my results, such as:

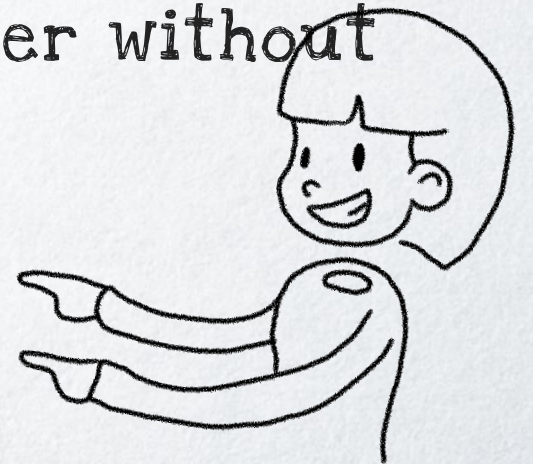
- Offering, exchanging or receiving information during an exam;
- Using unauthorized resources during an exam;
- Obtaining answers from another person during an exam;
- Consulting unauthorized documents and resources during an exam;



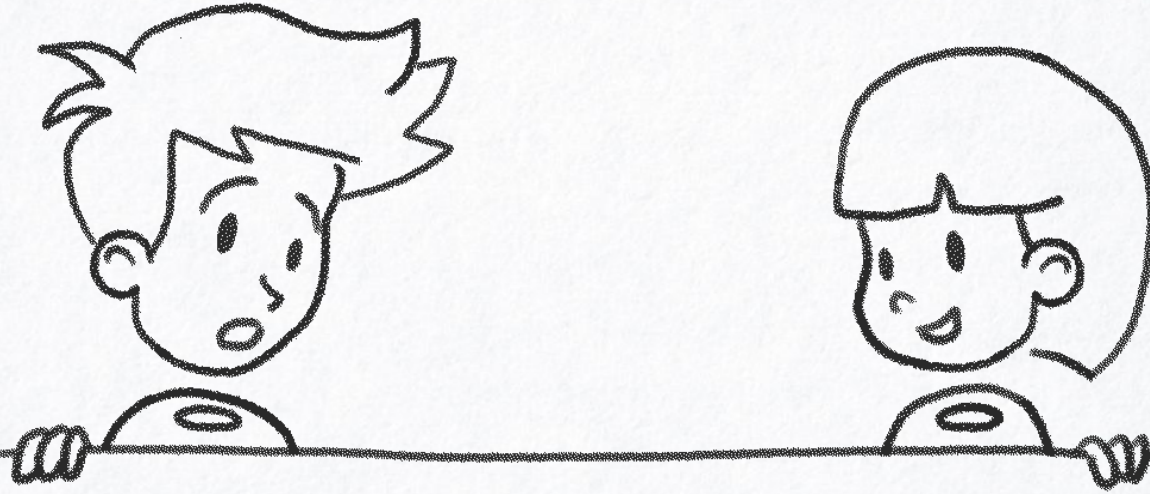
HOW TO AVOID SANCTIONS? (3/3)



- Refraining from publicly disclosing the answers to questions asked in tests and exams for different courses;
- Refraining from reproducing or distributing LaSalle College materials in any manner whatsoever without express permission.



QUIZ: IS IT PLAGIARISM ?



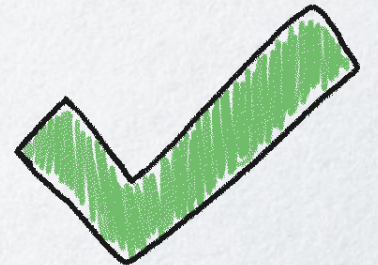
You will be presented with some examples.
Determine whether it is plagiarism or not.

START





Including a complete
mediography while
failing to cite
Sources in my work
is acceptable.





✗ ERROR !



Whenever you use a quotation of which you are not the author, you must indicate the reference in your text and in the mediography.





Well done !

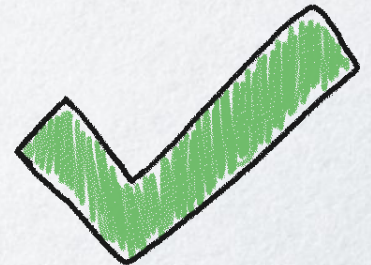


It is also necessary to insert the reference of your quotation in brackets in the format (author's name, date) inside your text.





Reading Some Sources,
taking notes on them,
and then writing out
the ideas by citing the
Sources is acceptable.



well done!



This is intellectual
integrity!



✗ ERROR!

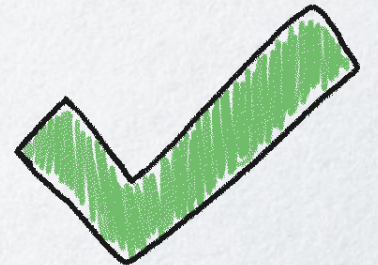


It is a good habit to take notes on the sources consulted and then make the citation.





Submitting parts of
an assignment that you
have already submitted
for another assignment
without mentioning it is
acceptable.





✗ ERROR !



This is self-plagiarism. You should not plagiarize your own work submitted in another context. You must cite your own previous work.



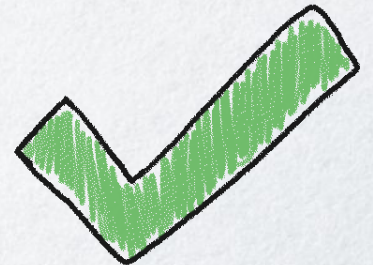
Well done!



You should not reuse your own work or excerpts from it without citing your previous work and your teacher's permission.



Including some points
of common knowledge
in your text without
citing the source is
acceptable.



Well done!



When you write about general facts that are very well known, such as the boiling temperature of water, you do not need to cite the reference.



✗ ERROR!

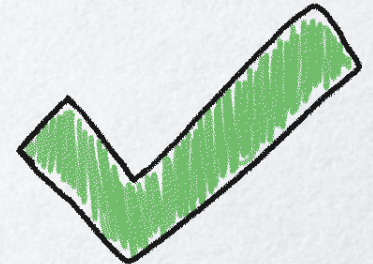


When you write about general facts that are very well known, such as the boiling temperature of water, you do not need to cite the reference.





Copying a few sentences
from another author,
changing every fourth
word to a Synonym, and
citing the reference at
the end is acceptable.



Well done!



Changing every four words is not an effective paraphrase and means that the text is too similar to the original.



✗ ERROR !

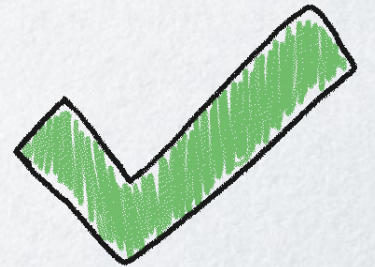


This is a dangerous strategy.
Changing every four words is not
an effective paraphrase and
means that the text is too similar
to the original.





Using a photo in your work
without mentioning the
name of the photographer,
but including the full
reference in your
mediography is acceptable.



well done !



That's right! You must mention
the name of the photographer
in the body of your work.



✗ ERROR !

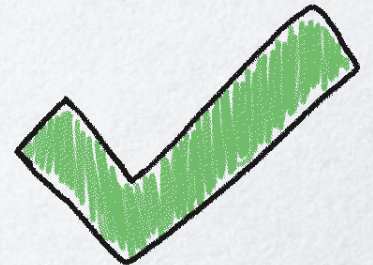


The name of the photographer must be mentioned in the body of your work. He/She is the creator of the picture in the same way that an author is the creator of his/her text.





Selecting ideas from a source and using them to support a point that was not the original author's intent is acceptable.



Well done!



It is dishonest to change the author's point of view to support your argument.



✗ ERROR !

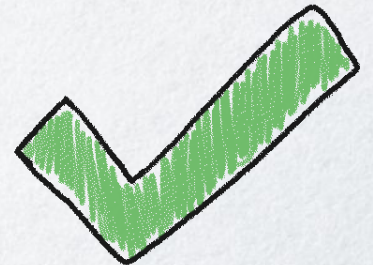


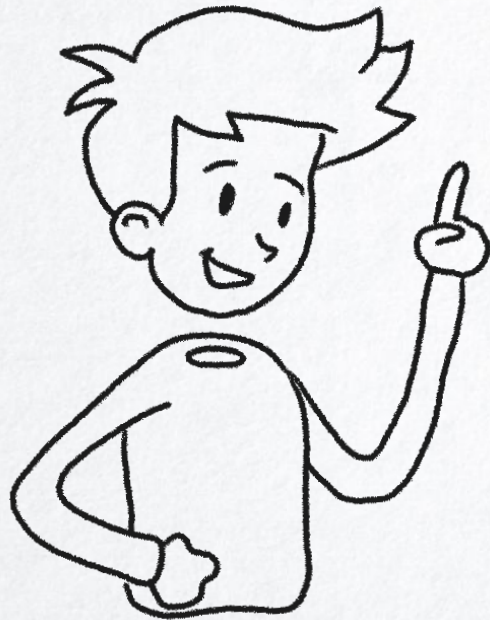
It is dishonest to change the author's point of view to support your argument. It is a matter of respect for his/her work and intellectual integrity.





Composing a paragraph
from several quotes,
indicating the
reference(s), and adding
a few words of your own
is acceptable.

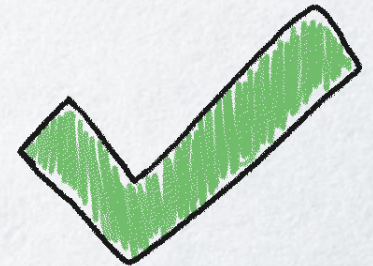




Citation practices are correct here, but you are expected to formulate your own ideas and not simply present those of other authors.



References cited in
parentheses should
include only the author's
name and page number.



Well done!



This reference must include the author's name, the source page and/or the year of publication.



✗ ERROR !

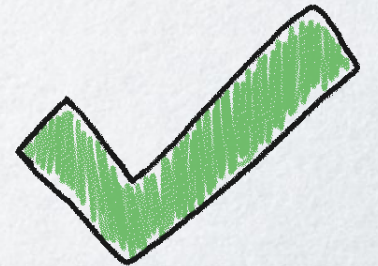


This reference must include the author's name, the source page and/or the year of publication.





When using a table or a graph from the internet, inserting the URL and date of first consultation below the image is acceptable.



Well done!



That's right, when using a chart or a graph from the internet, you should follow Golden Rule #3 and include the creator's name, the title of the work and the year as a caption.



✗ ERROR !

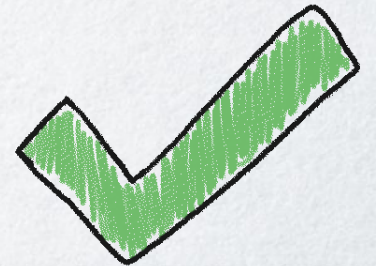


When using a table or a graph from the internet, you should follow the Golden Rule #3 and include the creator's name, the title of the work and the year as a caption.





The only information
required for a
bibliographical reference
is the name of the author
and the date.



Well done!



Correct, a media reference must contain at least the following elements: the name of the author, the name of the work, the date (of creation, of publication, of diffusion) and the location (publishing house, URL, etc).

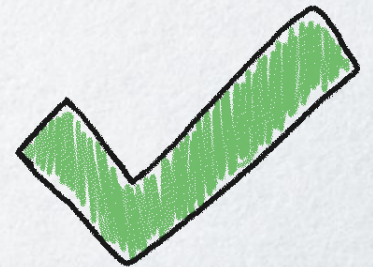


A media reference must contain at least the following elements: the name of the author, the name of the work, the date (of creation, of publication, of diffusion) and the location (publishing house, URL, etc)





You have to cite all the
Sources you use, even if
it's a cat video you're
using for humor.



Well done!



That's right, Source citation doesn't just apply to words, it also applies to video clips, Sound bites and images that you include in your work.



✗ ERROR !

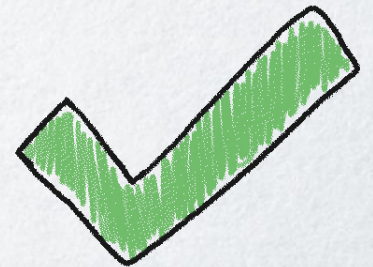


Citing sources doesn't just apply to words, it also applies to video clips, sound bites and images you include in your work.





The term "Authority" in
the CRAAP acronym
refers to reliability,
truthfulness and
accuracy.



Well done!



Right, Authority refers to the source of the information. Credibility refers to reliability, truthfulness and accuracy.



Authority refers to the Source of the information. Credibility refers to reliability, truthfulness and accuracy.





If you find a work that is
free of copyright, you do
not have to cite your
Source.



Well done!



That's right, you must cite your Sources! This is true even when you insert royalty-free images in your documents, such as those you might find on Shutterstock. If you quote a public domain text, or a work published under a Creative Commons license, the reference must also appear in your mediagraphy.



✗ ERROR !



You must cite your sources! This is true even when you include royalty-free images in your documents, such as those you might find on Shutterstock. If you quote a public domain text, or a work published under a Creative Commons license, the reference must also appear in your mediagraphy.





DONUT PLAGIARIZE!



watch the video "Donut Plagiarize !", produced by LaSalle College students from our Arts, Letters and Communication program!





MEDIOGRAPHY

California State University. *Evaluating Information - Applying the CRAAP Test*. 2010, https://www.csuchico.edu/lins/handouts/eval_websites.pdf.
« 5 astuces pour créer sans plagier ». Audrey Lorel, 25 avril 2020, <https://www.audreylorrel.fr/5-astuces-de-creation-pour-eviter-le-plagiat/>.

Com'quat. « Ne pas confondre s'inspirer et plagier ». Com'quat, 3 octobre 2019, <https://com-quat.fr/blog/ne-pas-confondre-sinspirer-et-plagier/>.

Collège LaSalle. *Guide de présentation des travaux scolaires*. 2020.

---. *Intégrité intellectuelle : rédiger un devoir pour le collège*. 2020.

---. *Les causes principales du plagiat*. 2020.

Comité de prévention du plagiat. *3-Pré-test Plagiat*. Collège LaSalle, 2018-2019.

Diapason. *Débuter avec Zotero*. https://mondiapason.ca/wp-content/uploads/capsules/zotero_debuter_publication/zotero_debuter_v7/index.html.
Consulté le 22 avril 2021.

---. *Outil bibliographique - APA I*. <https://mondiapason.ca/ressource/outil-bibliographique-apa/>. Consulté le 26 avril 2021.

Drolet-Giroux, Mae, director, et al. "Donut Plagiarize!" 2018. YouTube, Uploaded by College LaSalle, 6 April 2018, <https://www.youtube.com/watch?v=vnQPAhHeDS>.

Steps to Avoiding Plagiarism | UAGC Writing Center. <https://writingcenter.uagc.edu/steps-avoiding-plagiarism>. Consulté le 2 septembre 2021.

Lab, Purdue Writing. « MLA Sample Works Cited Page // Purdue Writing Lab ». Purdue Writing Lab, https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_works_cited_page.html. Consulté le 1 septembre 2021.

Maddaus, Gene, et Gene Maddaus. « Disney Accused of Stealing 'Zootopia' From 'Total Recall' Screenwriter ». Variety, 21 mars 2017, <https://variety.com/2017/biz/news/disney-gary-goldman-zootopia-copyright-1202013303/>.