



5 Ways to Avoid Plagiarism

Preserve Your Professional Reputation

[1] When you could not possibly say it better – copy the direct quote, put the language in quotation marks, and add a citation.

[2] If you paraphrase **but leave any 15 consecutive words unchanged** from the original – include quotation marks and add a citation.

[3] Even if you successfully paraphrase a passage and no direct quotes are needed – you must still include a citation to the original source so the reader knows this is not your own personal insight, but rather an observation made by someone else.

[4] When you cut and paste, carefully place all copied language into quotation marks and clearly indicate the source. Then **change the font color** so you can easily distinguish between your original writing and someone else's words.

[5] Insert footnotes as you go - at least one per paragraph - to remind yourself of the sources you have used. Wait until the final draft to properly format the citations and insert “id.” or “ibid.” where needed.

Photo credit: [V.H. Belvadi's desk](#) via [photopin](#)

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1 Use direct quotes or don't use them at all

2 Paraphrase with care

3 Give credit where credit is due

4 Beware of copying and pasting

5 Footnote as you go

READ THE FULL BLOG POST

<http://blog.law.shu.edu/off-the-record/5-ways-to-avoid-plagiarism>